

**GOVERNMENT OF PAKISTAN**

**MINISTRY OF COMMERCE**

**NOTIFICATIONS**

Islamabad, the 8<sup>th</sup> April, 1985

**SERVICE RULES OF PAKISTAN TOBACCO BOARD, PESHAWAR**

\*S.R.O. 322(I)/85.—In exercise of the powers conferred by section 30 of the Pakistan Tobacco Board Ordinance, 1968 (I of 1968), the Federal Government is pleased to make the following rules, namely :--

**CHAPTER – I**

**GENERAL**

1. **Short title, commencement and application.**—(1) These rules may be called the Pakistan Tobacco Board (Service) Rules, 1985.

(2) They shall come into force at once.

(3) They shall apply to all employees, except those.--

(a) appointed on contract unless their terms of contract make these rules applicable; and

(b) paid from contingencies.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context.—

(a) ‘Annual Confidential Report’ means the evaluation of services of an employees during a calendar year from the point of view of efficiency, conduct, discipline, attendance, punctuality, fitness for promotion, specialization in any particular type of work and prospects for further improvement;

(b) ‘appointing authority’ means the person authorized under these rules to make appointment to a post;

**\*Amended vide SRO No.936(1)/85 dated 7.10.1985 (page-76).**

- (c) 'authorized medical officer' means a medical officer appointed by the Board for medical treatment of its employees;
- (d) 'Basic Pay Scale' means a scale of pay in which a post or group of posts is placed;
- (e) 'Chairman' means the Chairman of the Board;
- (f) 'competent authority' means the Board or any other authority designated by it with the concurrence of the Federal Government, to exercise the powers of competent authority under these rules;
- (g) 'employees' means an officer, adviser and any other employee of the Board;
- (h) 'form' means a form annexed to these rules;
- (i) 'initial appointment' means an appointment made otherwise than by promotion or transfer;
- (j) 'salary' means the amount of regular emoluments paid to an employee for the services rendered by him but excludes the following allowances; namely:--
  - (i) compensatory allowance;
  - (ii) local allowance;
  - (iii) house rent allowance; conveyance allowance, overtime, travelling and daily allowance;
  - (iv) cost of living allowance; and
  - (v) dearness allowance ; and
- (k) words and expressions used but not defined in these rules shall have the same meanings assigned to them in the Fundamental Rules and Supplementary Rules of the Government of Pakistan.

## **CHAPTER – II**

### **CLASSIFICATION, APPOINTMENT, SENIORITY, PAY ETC.**

3. **Pay scales of posts.**—The posts and their Basic Pay Scales in the Board shall be such as are specified in Schedule I.

4. **Creation and abolition of posts.**—Save as otherwise provided in these rules, the Board may create or abolish any post in Basic Pay Scale 16 and above and the Chairman may create or abolish any post in Basic Pay Scale 15 and below.

5. **Appointment.**—(1) Appointments to the posts shall be made by any one of the following methods, namely :--

- a) by initial appointment;
- b) by promotion; or
- c) by transfer.

6. **Initial appointment.**—The posts reserved for initial appointment in Schedule I shall be filled in from amongst the persons possessing the qualifications and experience prescribed in the Table below rule 12.

7. **Appointment by transfer.**—(1) Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis in the same scale of pay in which the post to be filled exists and possess qualifications and experience specified for the posts and are employed in the Board or autonomous body, Ministry, Division or a Department of the Federal Government or a Provincial Government.

- (2) Appointment under sub-rule (1) may be made either on a regular basis or for a period of three years which may be extended for another term of two years or less as may be determined by the appointing authority.

8. **Appointment by promotion.**—The posts reserved for promotion in Schedule I shall be filled in from amongst the Board's employees possessing qualifications and experience mentioned in the Table below rule 12 on the basis of seniority-cum-fitness:

Provided that if no suitable person is available for promotion, the posts reserved for promotion may be filled in by initial appointment or transfer as may be deemed appropriate by the appointing authority.

9. **Appointing authority.**—The authorities competent to make appointments to the various posts shall be as follows :-

<b>Basic Pay Scale</b>	<b>Appointing Authority</b>
a) Basic Pay Scale <b>1 to 16</b>	..... Chairman.
b) Basic Pay Scale <b>17 to 19</b>	..... Board.
c) Basic Pay Scale <b>20</b>	..... Federal Government.

Provided that the cases of deputation of Government servants shall be referred to the Federal Government in the Establishment Division.

10. **Citizenship.**—A candidate for appointment to a post shall be a citizen of Pakistan:

Provided that this condition may be relaxed for the persons employed on contract for a limited period.

11. **Age limit.**—A candidate for initial appointment to a post shall not be less than 18 years and more than 25 years of age:

Provided that the upper age limit may be relaxed by the appointing authority in suitable cases.

12. **Qualifications and experience.**—A candidate shall be eligible for initial appointment to the post specified in column (2) of the table below if he fulfils the qualifications and experience specified in column (3) thereof, namely:-

**TABLE**

<b>S.No.</b>	<b>Name of the post</b>	<b>Minimum qualification and experience</b>
(1)	(2)	(3)
i)	Secretary.	M.A. or M.Sc. (Agriculture),(second Division), with at least ten years experience in Administration. <b>OR</b> Officer in BPS-18 or above with at least ten years Experience in administration.
ii)	Director Research and Development.	i) Ph.D. or M.Sc.(Agriculture),with at least eight years and ten years experience respectively, in research; and  ii) at least five research publications in research journals.
iii)	Director, Zonal Office.	Ph.D or M.Sc.(Agriculture), with at least eight years and ten years experience respectively, in research.
iv)	Deputy Secretary (Administration).	M.A or M.Sc., with diploma in public Administration or training in accounting procedure with three years experience in administration or Accounts. <b>OR</b> B.A. or B.Sc. with at least ten years experience in administration or accounting.
v)	Botanist.	i) Ph.D. or M.Sc.(Agriculture) in Plant Breeding (second Division),with three years and five years experience respectively, in tobacco breeding agronomy; and  ii) at least three research publications in research Journals.
vi)	Chemist.	i) Ph.D. or M.Sc. (Agriculture) in Chemistry or Soil Science(second Division), with three years and five years research experience respectively, on analytical work; and  ii) at least three research publications in research Journals.
vii)	Plant Protection Officer.	i) Ph.D or M.Sc.(Agriculture) in Plant Pathology or Entomology(second Division),preferably

with three years and five years experience respectively, in research of plant protection of crops; and

ii) at least three research publications in research Journals.

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| viii) | Development Officer.            | Ph.D. or M.Sc.(Agriculture)(second Division),with three years and five years experience respectively, in extension service.  |
| ix)   | Deputy Director (Marketing).    | M.Sc. in Agricultural Economics or M.Com(second Division), with five years experience in marketing.  |
| x)    | Chief Statistical Officer.      | Ph.D. or M.Sc. in Statistics (second Division), with three years and five years experience respectively, in statistics.  |
| xi)   | Assistant Director (Marketing). | M.Sc. in Agricultural Economics(second Division) Or B.Sc.(Agriculture) in Agricultural Economics (First Division),with three years experience in Marketing.                        |
| xii)  | Transport & Store Officer.      | B.A. or B.Sc. with diploma in Public Administration with three years experience.   |
| xiii) | Accounts Officer.               | B.Com with eight years experience in accounts.   |
| xiv)  | Assistant Botanist.             | M.Sc.(Agriculture)in Plant Breeding(second Division) or B.Sc.(Agriculture) in Plant Breeding (First Division),with three years research experience preferably in tobacco breeding. |
| xv)   | Assistant Agronomist.           | M.Sc.(Agriculture) in Agronomy (Second Division) or B.Sc(Agriculture) (First Division), with three years research experience preferably in tobacco agronomy.                       |
| xvi)  | Assistant Physiologist.         | M.Sc. in Botany or Physiology, (Second Division) or B.Sc.(Major in Botany) (First Division),with three years experience in physiological aspect of crop or tobacco.                |
| xvii) | Assistant Plant Pathologist.    | M.Sc.(Agriculture) in Plant Pathology (Second Division) or B.Sc. (Major in Pathology) (First Division),with three years experience in Plant diseases.                              |

xviii)	Assistant Entomologist.	M.Sc.(Agriculture) in Entomology (Second Division) or B.Sc (Major in Entomology) (First Division) with three years research experience preferably in tobacco.
xix)	Assistant Director (Development).	M.Sc.(Agriculture) (Second Division) or B.Sc. (Agriculture)(First Division) with three years experience in the profession preferably in tobacco.
xx)	Assistant Chemist (Leaf and Soil)	M.Sc. (Agriculture) in Chemistry or Soil Science (Second Division) or B.Sc.(Major in Chemistry or Soil Science) (First Division), with three years Experience in analytical work preferably in tobacco.
xxi)	Assistant Plant Protection Officer.	M.Sc(Agriculture) with specialization in Plant Pathology/Entomology/Plant Protection(Second Division).
xxii)	Statistical Officer (Research)	M.Sc.(Statistics) (Second Division) or B.Sc. (Major in Statistics) (First Division) with three years experience in data analysing.
xxiii)	Farm Manager.	M.Sc(Agriculture)(Second Division) or B.Sc. (Agriculture) (First Division) with three years experience in research extension or farm management.
xxiv)	Assistant Development Officer and Assistant Research Officer.	M.Sc(Agriculture) (Second Division) or B.Sc (Agriculture) (First Division) with three years experience in tobacco.
xxv)	Administrative Officer.	Graduate with five years experience as Office Assistant.
xxvi)	Librarian.	Graduate, with diploma in Library Science.
xxvii)	Private Secretary to Chairman.	Graduate, with shorthand speed of 120 words Per minute and typing speed of 40 words per minute.
xxviii)	Superintendent.	Graduate with five years experience as Office Assistant.
xxix)	Accountant.	B.Com. with three years account experience.
xxx)	Assistant/Stenographer.	Graduate, with five years office experience. Intermediate with a speed of 100 words per minute in short hand and 40 words per minute in typing.

xxx1)	Stenotypist.	Matric, with eighty and forty words per minute speed in shorthand and typing respectively.
xxxii)	Curer.	Matric, with five years experience in tobacco curing.
xxxiii)	Junior Curer.	Matric, with three years experience in tobacco curing.
xxxiv)	Upper Division Clerk.	Intermediate, with three years office experience and good speed in typing.
xxxv)	Lower Division Clerk.	Matric (Second Division), with typing speed of thirty words per minute.
xxxvi)	Field Assistant/Laboratory Assistant.	Matric with two years experience and training from the Government Agricultural Training Institute as Field Assistant/Matric (Second Division) with science and two years laboratory experience.
xxxvii)	Assistant Curer.	Matric, with two years experience in curing.
xxxviii)	Tractor Driver.	Possessing valid driving licence.
xxxix)	Driver and Despatch Rider.	- do -
xl)	Duplicating Machine Operator.	Middle with experience in handling of Duplicating Machine.
xli)	Laboratory Attendent, Naib Qasid, Orderly, Chowkidar, Mali, Beldar, Sanitary Worker And Daftary.	---

13. **Medical examination.**—(1) A candidate for initial appointment to a post shall be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties and shall be required to undergo medical examination by such medical officer as the Board may specify.



- (2) Where the appointing authority is of the opinion that an employee is not performing his duties properly for reason of infirmity of mind or body, it may, at any stage, require such employee to undergo necessary medical examination by such medical officer as may be specified by it in this behalf.

14. **Probation.**—(1) All appointments shall be made on probation for a period of one year:

Provided that the appointing authority may extend the probationary period for a period not exceeding six months.

- (2) The services of an employee may be terminated without giving reasons at any time during the period of probation.
- (3) On the satisfactory completion of the initial or extended probationary period, the employee shall be eligible for confirmation against a regular post.

15. **Seniority.**—(1) For proper administration of service, the appointing authority shall fix the seniority of its employees.

- (2) The appointing authority shall, while fixing the seniority of the employees under sub-rule (1), observe the following principles, namely:-
  - a) the seniority as a general rule shall take effect from the date of appointment in a post, but the permanent employee shall rank senior to temporary employees in the same cadre;
  - b) the seniority of permanent employees shall be determined by the dates of their confirmation against permanent posts;
  - c) the seniority of a permanent employee on deputation shall, among the permanent employees of the same post in the Board, be determined from the date of his appointment in the Board;

- d) the seniority of a temporary employee on deputation shall, among the temporary employees of the same post in the Board, be determined from the date of his appointment in the Board;
- e) employees promoted from lower post or Basic Pay Scale shall rank senior to those appointed initially if their dates of promotion and appointment are the same ;
- f) seniority in the higher post shall be counted from the date of promotion in that post; and
- g) in the case of employees appointed initially on the same date, their seniority shall be determined by the appointing authority on the basis of the result of test, if any, or the age and experience of each candidate.

16. **Reversion to a lower post or BPS.**—An employee appointed to a higher post or Basic Pay Scale on ad hoc, temporary or officiating basis may be reverted to a lower post or Basic Pay Scale without assigning any reason therefor.

17. **Posting and transfer.**—Every employee shall be liable to transfer or posting anywhere within Pakistan subject to the orders of the Chairman.

Provided that nothing contained in this rule shall apply to an employee appointed specifically to serve in a particular area or region.

18. **Resignation.**—(1) A permanent employee intending to resign shall give thirty days notice to the appointing authority of his intention or shall pay one month's pay in lieu thereof.

(2) An employee tendering resignation shall continue to be in service until his resignation is accepted.

(3) An ad hoc or temporary employee may resign his post by giving fifteen days notice in writing or fifteen days pay to the Board in lieu thereof.

19. **Retirement.**—The retirement rules applicable to the employees of the Federal Government shall, mutatis mutandis, apply to all the employees.

20. **Re-employment.**—An employee may not be re-employed after superannuation unless such re-employment is necessary in Public interest and is made with the approval of the President of Pakistan.

21. **Record of service.**—(1) The record of service of all the employees shall be maintained in a service book specified by the Board in which every step in an employee's official life shall be neatly recorded, without any erasion or over-writing and duly attested by an officer authorized by the Board in this behalf.

(2) Every employee shall see that his service book is properly maintained and at least once a year he shall sign his name in the relevant column of his service book as a token of verification and acceptance of the entries.

22. **Annual confidential report.**—(1) Annual confidential reports shall, at the end of each year, be written by the :

- a) Secretary, Commerce Division in respect of the Chairman.
- b) Chairman, in respect of the employees in BPS-19 and above; and
- c) Officer Incharge, under whom the employee was working during the preceding one year or the officer so designated by the Chairman in respect of the employees below BPS-19.

(2) The employees shall not have access to their annual confidential reports, but they shall be informed of any adverse remarks, if any, in order to give them opportunity to explain their position or to correct themselves.

23. **Deputationists.**—Employees on deputation from other organizations shall be under the administrative control of the Board and be governed by the terms and conditions of their deputation.

**24. Composition and functioning of Selection Boards/Departmental Promotion Committees and selection procedure for appointment against various posts.—(1)**

The various Selection Boards/Departmental Selection Committees constituted under Schedule II shall make recommendations for appointment to the appointing authority concerned of the suitable candidate(s) according to the procedure laid down therein.

- (2) In case any regular member of the Selection Board/Committee is not present, the convener of the said Selection Board/Committee may co-opt any person as a member.
- (3) The Selection Board/Departmental Promotion Committee shall function in the manner to be determined by the appointing authority.
- (4) Each meeting of Selection Board/Departmental Selection Committee shall be presided over by its Convener and in his absence by a member authorized by the appointing authority.

**25. House rent allowance.—(1) The Chairman shall be entitled unfurnished residential accommodation as approved by the Federal Government.**

- (2) All employees other than the Chairman and those who are not provided with a residential accommodation, shall be entitled to house rent allowance at the rate of forty five per cent of the minimum of their basic scales at specified stations, and twenty per cent at other places or at such rate as may be fixed by the Federal Government for its employees from time to time.
- (3) The employees provided with residential accommodation shall be charged house rent at the rate charged by the Federal Government from its employees from time to time.

26. **Travelling and daily allowance.**—(1) The employees shall be entitled to such travelling and daily allowance as are admissible to the employees of the Federal Government in the corresponding categories.

- (2) The Chairman shall appoint controlling officer for each employees or class of employees for the purposes of travelling and daily allowances.

27. **Compensatory and other allowances.**—The rules applicable to the employees of the Federal Government, from time to time, in respect of compensatory and other allowances shall apply to employees of the Board:

Provided that the Board may, with the prior approval of the Federal Government, grant any of the allowances to an employee or class of employees at a different rate admissible to the employees of the Federal Government.

28. **Increments.**—The following terms and conditions shall govern the grant of annual increment to an employee, namely :-

- (a) The annual increments shall accrue only on the first day of the month of December following the completion of at least six months of such service at the relevant stage in that scale as counts for increments;
- (b) all duty in a post on a time-scale of pay shall count for increment in that time-scale of pay;
- i) service in an officiating post shall count for increments both in the officiating and in the substantive post;
- (d) leave other than leave without pay shall count for increment:

Provided that the competent authority may, in consideration of the special circumstances in which leave without pay was availed of by an employee, decide that such leave shall also count for increment.

- (e) an increment shall ordinarily be drawn as a matter of course unless it is withheld;

- (f) an increment may be withheld by the appointing authority for such period as it may specify, if the conduct of the employee has not been good or his work has not been satisfactory; and
- (g) where an efficiency bar is specified in a time-scale of pay, the increment next above the efficiency bar shall not be given to an employee without the sanction of the appointing authority.

29. **Moving over to the next higher scale.**—The rules regarding moving over to the next higher scale applicable to the civil servants of the Federal Government prescribed from time to time shall apply to the employees.

30. **Honorarium.**—(1) An employee may be entitled to an honorarium from the funds of the Board as remuneration for the performance of the work which is occasional in character and either so laborious or of such special merit as to justify a special reward:

Provided that, for reasons to be recorded in writing, the chairman may, for a work which has been undertaken with the prior approval of the competent authority and the amount of honorarium is settled in advance, grant honorarium to an employee.

- (2) The authority granting the honorarium shall record in writing that due regard has been given to the general principles enunciated in the service rules and shall also record the reasons which in its opinion justify the grant of extra remuneration.
- (3) The amount should not exceed one month's pay of the employee concerned on each occasion and in case of recurring honoraria, this limit shall apply to the total of recurring payment made to an individual in a financial year.

**Explanation.**—For the purpose of this rule, increase of work due to holding of special conferences and meetings of the committee or temporary increase in work is not the work of occasional character and are normal incidents of service.

**CHAPTER - III**  
**EFFICIENCY AND DISCIPLINE**

31. **Definitions.**—In this Chapter, unless there is anything repugnant in the subject or context ,--

- (a) 'accused' means an employee against whom action is taken under these rules;
- (b) 'appellate authority' means the officer or authority next above the authority whose order is appealed against;
- (c) 'authority' means the Board or an officer or authority designated by the Board to exercise the powers of the authority;
- (d) 'authorized officer' means an officer authorised by the authority to perform functions of an authorised officer under this Chapter;
- (e) 'misconduct' means conduct prejudicial to good order or service discipline or unbecoming of an employee and a gentleman and includes any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Board or any employee of the Board in respect of any matter relating to the appointment, promotion, transfer, punishment or other conditions of service of an employee; and
- (f) 'penalty' means a penalty which may be imposed under this chapter.

32. **Grounds of penalty.**—(1) The following shall be deemed to constitute misconduct or breach of discipline for the purpose of imposing one or more penalties, namely:-

- (a) negligence, inefficiency, inattention or inordinate delay in the performance of duty;
- (b) impertinence, insubordination, disorderly behaviour or intemperance;
- (c) wilful omission or commission against the interests of, or resulting in loss to the Board;

- d) breach and evasion of rules, regulations, order or instructions;
- e) irregular or late attendance or habitual absence from duty or wilful absence from duty after expiry of the leave;
- f) conviction for criminal offence involving moral turpitude;
- g) unauthorised disclosure of confidential information or unauthorised handing over of confidential documents or copies thereof relating to the affairs of the Board;
- h) taking part in, subscribing in aid of, or assisting in any way, any political activity or movement in Pakistan or relating to the affairs of Pakistan;
- i) permitting any person dependent upon an employee for maintenance or under his care or control to take part in, or in any way assist, any movement of activity which is, or tends, directly or indirectly, to be subversive of the Government established by law in Pakistan; or
- j) to canvass or otherwise interfere or use his influence in connection with or take part in any election to a local authority or legislative body, whether in Pakistan or elsewhere, or to permit any member of his family to do so:

Provided that an employee or a member of his family who is qualified to vote at such election may exercise his right to vote, but if he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

Explanation.—Any employee who issues an address to the electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for elections to a legislative body or a local authority shall, for the purpose of this clause, be deemed to take part in an election to such body; save in respect of an employee required or permitted by or under any law, or order of the Federal Government for the time being in force, to be a candidate at such elections;

- (k) participating in a radio broadcast or television programme or contributing any article or writing any letter, either anonymously or in his own name by any employee or in the name of any other person, to any newspaper or periodical, except with the previous sanction of the competent authority or in the bona fide discharge of his duties.



Explanation.—If any question arises whether any movement or activity falls within the scope of this clause, the decision of the Board thereon shall be final.

- l) accepting from any subordinate employee or from a person having or likely to have dealings with the Board or from candidates for employment in the Board of any gift, gratification, gratuity, reward, loan or financial benefit whatsoever, directly or indirectly, on his behalf or on behalf of any other person of his family;
- m) wilfully tampering with, theft or destruction of any record, document or any property of the Board;
- n) favouritism and nepotism.
- o) Making representation or submission, whether personal or official, either written or verbal, to higher authorities except through proper channel;
- p) Submitting applications (including copies in advance) for employment, training facilities or admission in educational institutions to any person or authority within the country or abroad and establishing any contract verbal or written directly for the purpose specified above except through proper channel;
- q) Withholding of representation without due authority;
- r) Slowing work or inciting other to go-slow; and
- s) Any other act of omission or commission which the Board or the competent authority may hold it to be misconduct.

33. **Penalties.**—(1) The following are the minor and major penalties, namely :-

- (a) Minor penalties :
  - i) Censure;
  - ii) withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to a post;

- iii) stoppage, for a specific period, at an efficiency bar in the time scale, otherwise than for unfitness to cross such bar; and
  - iv) recovery from pay of the whole or any part of any pecuniary loss caused to the Board by negligence or breach of order;
- (b) Major penalties :
- i) reduction to a lower post or time-scale, or to a lower stage in a time-scale;
  - ii) discharge or removal from service; and
  - iii) dismissal from service.
- (2) Removal from service does not, but dismissal from service does, disqualify for future employment.
- (3) In this rule, 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, or
  - b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiry of the period of appointment; or
  - c) engaged under a contract in accordance with the terms of the contract.

34. **Inquiry procedure.**—(1) The following procedure shall be observed when an employee is proceeded against under these rules:-

- a) In case where an employee is accused of subversion, corruption or misconduct, the authorised officer may require him to proceed on leave or, with the approval of the authority, suspend him:

Provided that any continuation of such leave or suspension shall require approval of the authority after every three months.

- b) The authorised officer shall decide whether in the light of facts of the case or in the interests of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in rule 35 shall apply.

- (c) If the authorised officer decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall –
  - (i) 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
  - (ii) give him 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 interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.

- (a) On receipt of the report of the Inquiry Officer or Inquiry Committee or where no such Office or Committee is appointed, on receipt of the explanation of the accused, if any, the authorised officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose major penalty, he shall forward the case to the authority along-with the charge and 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 own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.
- (2) Nothing in sub-rule (1) shall apply to a case --
  - (a) where the accused is dismissed or removed from service or reduced in rank on the ground of conduct which has led to sentence of fine or of imprisonment; or
  - (b) where the authority competent to dismiss or remove a person from service, or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of shown cause.

**35. Procedure to be observed by the Inquiry Officer and Inquiry Committee.—(1)**

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

- (a) frame a charge and communicate it to the accused together with statement of allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration; and
  - (b) require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defence and to state if he desires to be heard in person.
- (2) 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 defence of the accused as may be considered necessary and the accused shall be entitled to cross examine the witnesses against him.
  - (3) The Inquiry Officer or the Committee, as the case may be shall hold enquiry from day to day and no adjournment shall be given except for reasons to be recorded in writing:

Provided that every adjournment, with reasons therefor, shall be reported forthwith to the authorised officer:

Provided further that except in exceptional circumstances no adjournment shall be for more than a week.

- (4) 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 or it shall administer a warning and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the enquiry in such a manner as he or it thinks best suited to do substantial justice.
- (5) The Inquiry Officer or 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 authorised officer, submit his or its findings and

the grounds thereof to the authorised officer.

36. **Suspension pending enquiry.**—(1) An employee may be placed under suspension for an offence which, if established may lead to dismissal or removal from service.

(2) During suspension, an employee shall receive subsistence allowance equal to one half of his pay.

(3) An employee who is under suspension shall not leave his headquarters without the written permission of the concerned authority.

37. **Resignation during proceedings.**—No resignation shall ordinarily be accepted during the pendency of any disciplinary proceedings against an employee.

38. **Reinstatement.**—Where an employee is reinstated after suspension, he shall be entitled to:-

(a) if he is found not guilty of misconduct, full salary to which he would have been entitled had he not been suspended; and

(b) if otherwise, such salary for the period suspension or such proportion of pay and allowances as the competent authority may decide in its discretion.

39. **Appeals, review, etc.**—(1) Every employee shall be entitled to appeal to the appellate authority from an order passed by an authority or an authorised officer imposing upon him any penalty or which:-

(a) alters to his disadvantage, his conditions of service, pay, allowances or pension; or

(b) interprets to his disadvantage the provisions of any rule whereby his conditions of service, pay, allowances or pension are regulated; or

(c) reduces or withholds the maximum pension, including an additional pension, admissible to him under the rules governing pension; or

(d) terminates his employment or gives notice of such termination otherwise than on his reaching the age of superannuation.

Provided that where the penalty is imposed by the order of the Federal Government, the employee shall have no right to appeal from an order to passed by the Federal Government but he may apply for review of the order:

Provided further that no appeal or review 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 Basic Pay Scale.

- (2) An employee appointed by the Federal Government may appeal to the Federal Government from an order passed by an authority subordinate to the Federal Government.
- (3) An employee aggrieved by an order not covered under sub-rule (1) may make a representation against it to the authority next above the authority which made the order.
- (4) Every appeal or application for review or representation against an order shall be submitted through the Head of the office to which the employee belongs or belonged, within thirty days of the communication to him of such order.
- (5) Every appeal, application for review or representation shall contain all material statement and arguments relied upon by an employee, but shall contain no disrespectful or improper language, and shall be complete in itself.

40. **Disposal of appeals, etc.**—(1) The appellate authority hearing an appeal shall consider.-

- (a) whether the facts on which the order appealed against was based have been established;
  - (b) whether the penalty is excessive, adequate, or inadequate, and after such consideration, shall confirm set aside or modify the previous order.
- (2) The considerations referred to in sub-rule(1) shall, mutatis mutandis, apply to the disposal of applications for review and other representations.
  - (3) All the decisions on appeals, applications for review and representations shall be conveyed to the person making such appeal, application for review or representation, in writing.

## CHAPTER IV

### LEAVE

41. The leave rules applicable to the Civil Servants of the Federal Government shall, mutatis mutandis, apply to the employees.

## CHAPTER V

### MEDICAL FACILITIES

42. **Free medical treatment to employees.**—(1) All employees and their families shall be entitled to free medical treatment and also to consult the authorised medical officer at his clinic.

(2) Where no medical officer has been appointed at a station, the employees and their families posted at such stations shall be entitled to medical reimbursement in lieu of free medical care at the rates given below:-

(a) Married employees. .. @ 10% of pay subject to maximum  
of Rs.150 p.m.

(b) Unmarried employees. .. @ 5% of pay subject to maximum of  
Rs.75 p.m.

43. **Reimbursement of medical charges.**—(1) In case of hospitalization of an employee or a member of his family in a Government hospital or any other hospital as may be approved by the Board, the actual medical expenses incurred on treatment, X-rays and laboratory tests shall be reimbursable:

Provided that dietary charges incurred during the period of stay in such hospital shall not be reimbursed.

44. **When Board reimburses medical charges.**—The Board shall reimburse to an employee .-

- (a) the fee paid to the authorized medical officer for visit to the residence of the employee on production of a certificate by the authorized medical officer that the patient is too ill to travel;
- (b) the fee paid to the medical specialist in case the patient is referred to another medical specialist by the authorized medical officer;
- (c) the cost of medicines prescribed by the authorized medical officer or the medical specialist, provided they are purchased from the druggist appointed by the Board in this behalf; and
- (d) the cost of X-rays, laboratory tests and hospitalization charges, excluding diet charges.

Provided that such X-rays and tests were made on the advice of authorized medical officer or the medical specialist.

45. **Medical facilities to employees on deputation.**—An employee who is on deputation to the Board shall be entitled to the same medical facilities as are admissible to an employee of the Board in the corresponding Basic Pay Scale or to which he was entitled before joining the service of the Board, whichever may be more beneficial.

46. **Medical facilities to retired employees.**—A retired employee shall be entitled to the same medical facilities as are admissible to a retired employee of the Federal Government:

Provided that the reimbursement of medical bills shall be made subject to the approval of the Chairman or an officer authorized by him in this behalf and after such verification as he may direct.



## CHAPTER VI

### GRATUITY

47. **Eligibility for gratuity.**—An employee, who has completed a minimum period of three years continuous service in a regular cadre shall be eligible to receive gratuity, other than .--

- (a) an employee who has been dismissed or removed from service for misconduct; or
- (b) a temporary employee.

48. **Rate of gratuity.**—(1) The gratuity shall be paid at the rate of thirty days basic pay for each completed year of service in the Board.

- (2) The basic pay for the purpose of computing the gratuity shall mean the basic pay drawn in the preceding year.
- (3) The gratuity for the period of service for less than a year shall be paid proportionately at the rate specified in sub-rule(1).

49. **Payment of gratuity.**—(1) The gratuity shall be payable at the time of release or retirement of an employee from service of the Board.

- (2) In the event of the death of an employee the amount of gratuity admissible to him shall be paid to the person nominated by him before his death or to his legal heirs on production of a succession certificate.
- (3) No employee shall be entitled to claim gratuity during the course of his employment.

## CHAPTER VII

### PROVIDENT FUND

50. **Constitution of the Fund.**—(1) The Board shall constitute a fund to be called ‘The Pakistan Tobacco Board Employee’s Provident Fund’ , hereinafter referred to as the Fund, which shall be administered by the Chairman and maintained in a separate account to be deposited in a scheduled bank as defined in clause (m) of section 2 of the State Bank of Pakistan Act, 1956 (XXXIII of 1956).

51. **Subscription by the employees.**—All whole-time employees, except the employees of the Federal or Provincial Government on deputation to the Board, shall subscribe to the Fund and an employee who so subscribes shall hereinafter be referred to as ‘subscriber’ .

52. **Mode and rates of subscription.**—(1) Subscriptions to the Fund shall be payable monthly by deduction from the pay or salary bills of the subscribers while on duty:

Provided that subscription during leave shall be optional.

(2) The rate of subscription to the Fund shall be ten per cent of the basic pay of the subscriber:

Provided that the subscriber may increase the rate at his option with effect from the beginning of a financial year.

53. **Contribution by Board.**—The Board’s contribution to the Fund shall be equivalent to the contribution made by the subscriber but not exceeding 10% of the basic pay.

54. **Interest to be paid to subscriber.**—(1)The Board shall pay interest on the amount standing to the credit of each subscriber in the Fund at such rate as it may fix from time to time:

Provided that interest shall not be credited to the account of a Muslim subscriber if he informs the Chairman in writing that he does not wish to receive such interest.

55. **Subscriber's account.**—An account shall be opened in the name of each subscriber in which the following amounts shall be credited, namely :-

- (a) the subscriber's subscription;
- (b) contribution made by the Board;
- (c) interest on subscriptions; and
- (d) interest on contribution.

56. **Annual statement of closing balance.**—A statement showing up-to-date position of his account at the end of each financial year shall be provided to every subscriber who shall satisfy himself as to the correctness of such statement and inform the Board accordingly.

57. **Nomination.**—(1)Every subscriber shall make a nomination in Form 'A' or Form 'B' , conferring the right upon any person to receive the amount which may stand to his credit in the Fund, in the event of his death before such amount becomes payable or, where the amount has become payable before the payment of such amount.

- (2) The subscriber may make nomination in favour of one or more members of his family or, if he has no family, in favour of any person or persons:

Provided that the nomination in favour of the person shall be valid for such period until he acquires a family.

- (3) The nomination forms shall be submitted to the Chairman.
- (4) A subscriber may, at any time, cancel the nomination:  
  
Provided that the subscriber shall, at the same time, make a fresh nomination in either of the Forms specified in sub-rule(1).
- (5) The nomination shall take effect from the date on which the nomination form is received by the Chairman.
- (6) On the death of a nominee the subscriber shall make a fresh nomination.

58. **Advances from the Fund.**—(1) No withdrawal shall be made from the Fund until the subscriber finally quits the service of the Board or dies:

Provided that if the pecuniary circumstances of subscriber justify, the Chairman, may, for the reasons to be recorded in writing, grant a temporary advance for the following purposes, namely :-

- (a) to pay the expenses incurred in connection with the prolonged illness of the subscriber or a member or his family;
  - (b) to pay for the overseas passage for reasons of health or education of the subscriber or any member of his family; and
  - (c) to pay the expenses in connection with the marriage, funerals or religious ceremonies which a subscriber is bound to perform.
- 2) An advance shall not, except for special reasons, exceed four months pay or half the amount at the credit of the subscriber, whichever is less.
  - 3) A second or subsequent advance shall not, except for special reasons, be granted until at least twelve months after the final repayment of all the previous advances together with interest thereon have elapsed.

59. **Advance of house building.**—The Chairman may, for construction, purchase or repair of a house, grant an advance to a subscriber from the amount at his credit in the Fund subject to the following conditions, namely:-

- (a) an advance shall not exceed twenty-four month's pay of the subscriber or eighty per cent of the amount at his credit in the Fund, whichever is less; and

- (b) the subscriber shall mortgage land and the house, for which advance is sought, by a registered mortgage deed to the Board before the amount of advance is drawn.

60. **Recovery of advance.**—(1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the Chairman may direct, but such number shall not be less than twelve unless the subscriber so elects, or more than forty eight.

- 2) The subscriber may, at his option, repay more than one instalment in a month.
- 3) Recovery shall commence on the first month after the advance is made.
- 4) If more than one advance has been granted to a subscriber, each advance shall be treated separately for the purpose of recovery.
- 5) After the principal amount of the advance has been fully repaid, interest shall be recovered in one instalment but if the period of recovery of principal amount exceeds twenty months, the interest may, if the subscriber so desires, be recovered in two equal monthly instalments:

Provided that a muslim subscriber whose deposits in the Fund carry no interest shall not be required to pay any interest on advance granted to him from the Fund.

- 6) The total amount of interest shall be rounded to the nearest whole rupee, fifty paise or more counting as the next higher rupee.
- 7) Recoveries made under this rule shall be credited to the account of the subscriber.

61. **Payment towards insurance policy.**—(1)The payment towards an insurance policy may, at the option of a subscriber, be substituted for the whole or part of the subscription to the Fund:

Provided that payments towards an educational endowment policy shall not be substituted for subscription to the Fund and no amount shall be withdrawn to meet any payment or purchase in respect of such policy if that policy is due for payment in whole or part before the subscriber's age of normal superannuation.

2) The amount of subscriptions with interest thereon standing to the credit of a subscriber in the Fund may, be withdrawn to meet.-

- (a) payment towards policy of life insurance;
- (b) the purchase of single payment insurance policy; and
- (c) the payment of a single premium or subscription to a family pension fund approved in this behalf by the Board:

Provided that no amount shall be withdrawn:-

- i) before the details of the proposed policy are accepted by the Chairman to be suitable; or
- ii) to meet any payment or purchase made or effected more than twelve months before the withdrawals; or
- iii) in excess of the amount required to meet a premium or subscription actually due for payment within six months of the date of withdrawal.

Provided further that an amount withdrawn from the Fund shall be rounded to the nearest whole rupee.

3) If the total amount of any payment substituted under sub-rule (1) is less than the amount of the minimum subscription payable to the Fund, the difference shall be paid by the subscriber as a subscription to the Fund.

4) If the subscriber withdraws any amount from the Fund for any of the purposes specified in sub-rule (2), he shall continue to pay the subscription to the Fund.

5) A subscriber, who desires to substitute a payment under sub-rule(1) shall .--

- (a) intimate to the Chairman on his pay bill or by a letter the fact of, and reason for, such substitution;
- (b) send to the Chairman, within such period as the Chairman may require receipts or certified copies of receipts in order to satisfy the Chairman that the amount by which the subscription has been reduced was duly applied for the purposes specified in sub-rule (1).

6) A subscriber who desires to withdraw any amount under sub-rule (2) shall.--

- (a) intimate the reasons for the withdrawal to the Chairman in writing; and
  - (b) send to the Chairman, within such period as the Chairman may require, receipts or certified copies of receipts in order to satisfy the Chairman that the amount withdrawn was duly applied for the purposes specified in sub-rule (1).
- 7) The Chairman shall order the recovery of any amount by which subscription has been reduced, or of any amount withdrawn, in respect of which he is not satisfied in the manner required by clause (b) of sub-rule (5) or clause (b) of sub-rule (6), with interest thereon at the rate fixed under rules 54 from the pay of the subscriber and place it to the credit of the subscriber in the Fund.
- 8) The Board shall not make any payment on behalf of a subscriber to an insurance company nor take steps to keep an insurance policy alive.
- 9) An insurance policy acceptable under this rule shall be one effected by the subscriber on his own life, and shall, unless it is a policy effected by a male subscriber which is expressed on the face of it for the benefit of his wife, or his wife and children or any of them, be such as may be legally assigned by the subscriber to the Chairman.
- 10) Within three months after the first withholding of a subscription or withdrawal from the Fund in respect of an insurance policy shall.--
  - (a) unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of his wife or children, be assigned to the Chairman as security for the payment of any sum which may become payable to the Fund and delivered to the Chairman; and
  - (b) if it is a policy effected by a male subscriber which is expressed on the face or it to be for the benefit of his wife or children or any of them.
- 11) On receipt of an insurance policy under clause (a) or clause (b) of sub-rule (10), the Chairman shall –

- (a) satisfy himself if the assignment has been properly made by reference to the Insurance Company, where possible, that no prior assignment of the policy exists or where there is no assignment, if the policy is a suitable one and as such acceptable.
  - (b) register the policy, including assignment, if any, by recording its full particulars; and
  - (c) within three months of the registration of the policy, return it to the subscriber, either personally after obtaining proper receipt or through registered post acknowledgement due, for its safe custody.
- 12) Once an insurance policy has been accepted for the purpose of being financed from the Fund, the terms of such policy shall not be altered nor shall the policy be exchanged for another policy without the prior approval of the Chairman to inform details of the alteration or of the new insurance policy shall be furnished.
- 13) When the subscriber quits the service or retires or repays the whole or any amount withheld or withdrawn from the Fund for the purpose of making payment of an insurance policy with interest thereon or has proceeded on leave preparatory to retirement and applied to the Chairman for assignment or return of the insurance policy, the Chairman shall re-assign or return the policy to the subscriber.
- 14) If the subscriber dies during service, the Chairman shall make it over to such person as may be legally entitled to receive it together with assigned notice of the reassignment addressed to the Insurance Company.
- 15) When the insurance policy matures before the subscriber quits the service, then if the amount assured together with the amount of any accrued bonuses is more than the whole of the amount withheld or withdrawn from the Fund in respect of the policy with interest thereon, the Chairman shall reassign the policy and return it to the subscriber who shall pay or repay to the Fund the



whole of the amount withheld or withdrawn with interest and in default, the said amount shall be recovered by deduction from his emoluments.

- 16) If the amount assured together with the amount of any accrued bonus is less than the whole of the amount withheld or withdrawn with interest, the Chairman shall realize the amount assured together with any accrued bonus and place such amount to the credit of the subscriber in the Fund.

**62. Advance utilized for the purpose other than it was sanctioned.—**Notwithstanding anything contained in these rules, if the Chairman is satisfied that any amount drawn as an advance or withheld or withdrawn from the Fund has been utilized for a purpose other than that for which sanction for drawal, withholding or withdrawal of the amount was given, such amount with interest shall, forthwith be paid or repaid as the case may be by the subscriber to the Fund or in default be ordered to be recovered by the deduction in lump sum from the emoluments of the subscriber even if he be on leave:

Provided that if the total amount to be paid or repaid is more than half the subscriber's emoluments, the recovery shall be made in monthly instalments of moieties of his emoluments till the entire amount recoverable is paid or repaid, as the case may be, by him.

**63. When the accumulations in the Fund become payable.—**(1)When the subscriber quits or retires from the service, the amount standing to his credit in the Fund shall become payable to him:

Provided that a subscriber who has been dismissed from the service and is subsequently reinstated shall, if required to do so by the Board, repay to the Fund, for credit to his account, the whole or part of any amount paid to him from the Fund.

- (2) When a subscriber proceeds on leave preparatory to retirement, the amount standing to the credit of the subscriber in the Fund shall, upon application made by him in this behalf to the Chairman, become payable.

(3) Subject to any deduction made under these rules, on the death of the subscriber, before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made, the amount shall be disbursed in the following manner, namely:-

- (a) If a nomination made by the subscriber in accordance with the provisions of rule 57 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
- (b) If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or as the case may be the part thereof to which the nomination does not relate shall, notwithstanding any nomination, purporting to be in favour of a person other than a member or members of his family become payable to the members of his family in equal shares:

Provided that no share shall be payable to .—

- (i) the sons who have attained legal majority;
- (ii) the sons of a deceased sons who have attained legal majority.
- (iii) married daughters whose husbands are alive; and
- (iv) married daughters of a deceased son where husbands are alive;

if there is any member of the family other than those specified in clause (i), (ii), (iii) and (iv):

Provided further that the widow or widows and child or the Children of a deceased son shall receive between them in equal Parts only the share which that son would have received if he Had survived the subscriber.

- 4) Where the subscriber leaves no family.—
- (a) the amount standing to his credit in the Fund or part thereof to which the nomination relates shall become payable to his nominees or nominee in the proportions specified in the nomination, if he has made a nomination in accordance with the provisions of rule 57 in favour of any person or persons; and
  - (b) the provisions as contained in clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Funds Act, 1925 (XIX of 1925), shall apply to the whole amount or part thereof to which the nomination does not relate, if no nomination in favour of any person or persons has been made, or the nomination relates only to a part of the amount standing to his credit in the Fund.
- 5) The amount or balance to the extent of five thousand rupees standing to the credit to a deceased subscriber in the Fund may be paid to the person or persons entitled thereto under sub-rule (1), without the production of the legal authority.

64. **Final payment.**—When the amount standing to the credit of a subscriber in the Fund after any deduction has become payable, the Chairman shall, after satisfying himself that no deduction is to be left over, pay the amount to the person to whom it is payable.

Provided that the Chairman shall authorise prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt.

- (a) from the General Provident Fund of a different organization to the Fund of the Board in case of new entrants in service; and
- (b) to the General Provident Fund of a different organization from the Fund of the Board in case of those quitting service.

66. **Relaxation of rules.**—The Federal Government may relax any of the provision of these rules under special circumstances and in the manner it deems fit.

67. **Repeal.**—The Pakistan Tobacco Board employees Provident Fund Rules, 1968, are hereby repealed.

F.No.5(1)/84 Adm.V.

ALI AKBAR BHURGRI,

Section officer.

### SCHEDULE I

(See rules 3, 6 and 8)

S.No.	Name of post		Existing Scale of pay(BPS)	Method of appointment	
				Promotion/ Transfer	Initial appointment/ transfer
1	2		3	4	5
1.	Secretary.	...	19	75%	25%
2.	Director(R&D)	...	19	75%	25%
3.	Director, Zonal Office.	...	19	75%	25%
4.	Deputy Secretary(Admn).	...	18	75%	25%
5.	Botanist.	...	18	75%	25%
6.	Chemist.	...	18	75%	25%
7.	Plant Protection Officer.	...	18	75%	25%
8.	Development Officer.	...	18	75%	25%
9.	Deputy Director (M).	...	18	75%	25%

10.	Chief Statistical Officer.	...	18	75%	25%
11.	Transport & Store Officer.	...	17	75%	25%
12.	Account Officer.	...	17	75%	25%
13.	Assistant Director(M)	...	17	-	100%
14.	Assistant Botanist.	...	17	-	100%
15.	Assistant Agronomist.	...	17	-	100%
16.	Assistant Plant Pathologist.	...	17	-	100%
17.	Assistant Plant Physiologist.	...	17	-	100%
18.	Assistant Plant Protection Officer.		17	-	100%
19.	Assistant Entomologist.	...	17	-	100%
20.	Assistant Director(Development)...		17	-	100%
21.	Assistant Chemist(Leaf & Soil)	...	17	-	100%
22.	Statistical Officer(Research)	...	17	-	100%
23.	Farm Manager.	...	17	-	100%
24.	Assistant Development Officer.	...	17	25%	75%
25.	Assistant Research Officer.	...	17	25%	75%
26.	Administrative Officer.	...	16/17	100%	-
27.	Librarian.	...	16	-	100%
28.	PS to Chairman.	...	16	100%	-
29.	Stenographer.	...	15	50%	50%
30.	Superintendent.	...	14	100%	-
31.	Accountant.	...	14	50%	50%
32.	Stenotypist.	...	12	-	100%
33.	Assistant/Personal Assistant.	...	11	50%	50%
34.	Curer.	....	9	100%	-

35.	Junior Curer.	...	7	100%	-
36.	UDC.	...	7	75%	25%
37.	LDC	...	5	-	100%
38.	Assistant Curer, Field Assistant. .. and Laboratory Assistant.		5/6	-	100%
39.	Tractor Driver.	...	5	-	100%
40.	Driver and Despatch Rider.	...	4	-	100%
41.	D.M.O.	...	4	-	100%
42.	Laboratory Attendant, Mali , Chowkidar, Naib Qasid, Orderly Beldar and Sanitary Worker.	...	1	-	100%

**Note:-** The persons promoted to a particular post in the technical cadre should hold a degree with the major subject relevant to the functions of that post.

## SCHEDULE – II

(See rule 24)

### COMPOSITION OF SELECTION BOARD/ DEPARTMENTAL PROMOTION COMMITTEE UNDER THE PAKISTAN TOBACCO BOARD WITH SELECTION PROCEDURE

S.No.	Nature of appointment	Selection Procedure	Selection Board/Departmental Promotion Committee	Appointing Authority	Remarks
1	2	3	4	5	6
1.	Appointment of a Government servant of the Category of BPS-20 on deputation.	to be processed through the Establishment Division		President of Pakistan.	Cases of deputation of Government Servants other than those mentioned in column No.2 will continue To be referred to the Establishment Division for approval.
2.	Appointment to posts carrying a Minimum pay of Rs.3,800/- p.m.	On the recommendation of Selection Board headed by the Secretary,Minstry of Commerce from a panel of 3 names for each vacancy.	1.Secretary-Convener. Ministry of Commerce. 2.Chairman-Member/Secretary Pakistan Tobacco Board. 3.One member of the Federal Government of the rank of BPS-20.	Minister Incharge.	Two members shall form the quorum.

3.	Appointment to posts of the category of BPS-17 and above.	On the recommendations of Selection Board.	1.Chairman-Convener. Pakistan Tobacco Board.	Board	Three members shall form the quorum.
			2.A representative from the Ministry of Commerce.	Member	
			3.Two official members on the Pakistan Tobacco Board representing the Governments of NWFP and Punjab.	Members	
			4.Two members of the Pakistan Tobacco Board,one each from NWFP and Punjab representing the Growers to be nominated by the Convener.	Do.	
			5.Secretary, Pakistan Tobacco Board.	Do.	
			6.One or two Technical Members to be co-opted by the convener.	Do.	



4.	Appointment to posts of the category of BPS-1 to BPS-16.	On the recommendations of Selection Board.	(a) For vacancies at the Board's Headquarter Office, Research Stations and extension staff in NWFP.		Two members shall form the quorum.
			1. Secretary, Pakistan Tobacco Board.	Convener	Chairman, Pakistan Tobacco Board.
			2. Director(R&D), Pakistan Tobacco Board.	Member	
			3. One Technical member to be co-opted by the Convener.	Do.	
			4. Administrative Officer	Member/ Secretary.	
			(b) For vacancies at the Zonal Office, Lahore, Research Stations and Extension Staff in Punjab:		
			1. Director, Zonal Office, Pakistan Tobacco Board.	Convener	Chairman, Pakistan Tobacco Board.
			2. Assistant Director Development.	Member/ Secretary.	Two members shall form the quorum.

- |   |        |
|---|--------|
| 3. Assistant Director(M),<br>Zonal Office, Lahore.            | Member |
| 4. One Technical Member<br>to be co-opted by the<br>Convener. | Do     |

**FORM 'A'**

( See rule 57 )

(Form of the nomination when subscriber has a family)

I hereby nominate the person(s) mentioned below who is (are) a member(s) of my family to receive the amount that may stand to my credit in the Provident Fund, in the event of my death before the amount has become payable, or having become payable has not been paid, in the manner shown against his (their) names :-

-----

Name and address of the nominee	Relationship with the subscriber	Age of the nominee	Amount of share in the Fund
------------------------------------	-------------------------------------	-----------------------	--------------------------------

---

Subscriber's signature and address

Date:- -----

Witness (1)

Signature and address.

Date -----

Witness (2)

Signature and address.

Date -----

**FORM 'B'**

(See rule 57)

(Form of the nomination when subscriber has no family)

I hereby declare that I have no family and nominate the person(s) mentioned below to receive the amount that may stand to my credit in the Provident Fund in the event of my death before the amount has become payable, or having become payable has not been paid, in the manner shown against his their names.

---

Name and address Of the nominee	Relationship with the subscriber	Age of the nominee	Amount of share in the Fund
------------------------------------	-------------------------------------	--------------------	-----------------------------------

---

Subscriber's signature and  
address.

Date-----

Witness (1)

Signature and address

Date -----

Witness (2)

Signature and address

Date -----

**MINISTRY OF COMMERCE**

Islamabad, the 8<sup>th</sup> April, 1985

**BYE-LAWS OF PAKISTAN TOBACCO BOARD**

S.R.O. 323(I)/85.—In exercise of the powers conferred by section 31 of the Pakistan Tobacco Board Ordinance, 1968 (I of 1968), the Pakistan Tobacco Board, with the previous approval of the Federal Government, is pleased to make the following bye-laws, namely:-

1. **Short title and commencement.**—(1) The bye-laws may be called the Pakistan Tobacco Board Bye-laws, 1984.

(2) They shall come into force at once.

2. **Definitions.**—In these bye-laws, unless there is anything repugnant in the subject or context.—

(a) ‘Chairman’ means the Chairman of the Board;

(b) ‘Member’ means a member of the Board;

(c) ‘section’ means section of the Pakistan Tobacco Board Ordinance, 1968(I of 1968)

(d) ‘Secretary’ means the Secretary of the Board.

3. **Meeting of the Board.**—(1) The meetings of the Board shall be held at least thrice in a year on the date, time and place fixed by the Chairman.

(2) The Secretary shall give not less than fourteen days notice of a meeting of the Board to each member:

Provided that a meeting may be called by the Chairman at three day’s notice if, in his opinion, any matter needs urgent consideration.

- (3) Every meeting of the Board shall be presided at by the Chairman and, in his absence, by a member elected by the members present from among themselves.
  - (4) The decisions of the Board shall, generally, be taken by consensus of the members but in case of difference of opinion amongst members, the issue shall be decided by votes of the majority of the members present and voting.
  - (5) In the event of an equality of votes on an issue, the Chairman shall have a casting vote.
4. **Quorum of the meeting.**—(1)The quorum to constitute a meeting of the Board shall be one-third of the total members.
- (2) No business of the Board shall be conducted unless the quorum is present.
5. **Agenda of the meeting.**—(1) No business, other than the business for which a meeting of the Board is called shall be discussed at the meeting except with the approval of the Chairman.
- (2) Any member desirous of inclusion of a proposal in the agenda shall, at least ten days before the date fixed for a meeting send such proposal to the Secretary.
6. **Record of proceedings of the meeting.**—(1) The proceedings of every meeting shall be recorded by the Secretary and confirmed by the Chairman.
- (2) The Secretary shall, within fourteen days of the conclusion of a meeting, send a copy of the proceedings of the meeting to every member.
  - (3) A member having any objection to the record proceedings of the meeting may, within seven days from the receipt of a copy thereof, file the objection with the Secretary.

## SCHEDULE

See Bye-Laws – 15 (1)

### FINANCIAL AND ADMINISTRATIVE POWERS DELEGATED TO THE BOARD AND CHAIRMAN

S.No.	Name of Power	Powers delegated to the Board	Powers delegated to the Chairman	Remarks
1	2	3	4	5
1.	Creation of temporary posts.	<p>Full powers subject to the following conditions, namely:-</p> <p>(i) Provision there for is available in the Board's Budget or expenditure can be met from within the budget provision lump sum or otherwise, for Basic salary of Officers' or 'other staff' as the case may be;</p> <p>(ii) the post can be accommodated within the budgetary provision by utilizing savings accruing from retrenchment of existing posts or vacant post(s) under the heads 'Basic Salary of Officers' or 'other staff' as the case may be; and</p> <p>(iii) the post is created on rate or scale of pay which has been approved by the Federal Government for a post of the same character and designation in the Ministry/</p>	As in column 3 in respect of posts in Basic Pay Scale-15 and below.	The powers for revival/ creation of a post which remained vacant for a period of one year or more shall be exercised with the approval of the Federal Government.

Division/Department or Autonomous, Semi-autonomous Organization under the control of Federal Government.

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| 2. | Conversion of temporary post into a permanent post. | Full powers subject to the following conditions; namely :-<br>(i) Prior approval of the Federal Government is available; and<br><br>(ii) posts which have been existence continuously for five years or more, and have been created for work of permanent nature, and are likely to continue for an indefinite period.  | As in column No.3 in respect of posts of Basic Pay Scale-15 and below.        |
| 3. | Abolition of posts.                                 | Full powers.<br><br>1) Full powers, subject to the observance of the following general restrictions, namely:-<br><br>(a) The expenditure to be met by re-appropriation from the relevant minor and detailed objects was not foreseen at the time of budget;<br>(b) the expenditure cannot be reduced nor can it be postponed to the next year;<br>(c) the expenditure in question was not specifically disallowed by the Board at the time of approving the budget estimates. | In respect of posts of Basic Pay Scale-15 and below.<br><br>As in column No.3 |



- (2) (a) No appropriation or re-appropriation may be made :--
- (i) from one grant to another received from the Federal Government.
  - (b) Funds may not be appropriated or re-appropriated to meet:-
    - (i) any item of expenditure which has not been sanctioned by an authority competent to sanction it; and
    - (ii) expenditure on a 'new service' not provided for in the budget estimates authorized for the year.
- (3) (a) Lump-sum provision for expenditure included in a grant may not be appropriated or re-appropriated;
- (b) no re-appropriation may be made.—
- (i) between the revenue and capital portion of a Grant received from the Federal Government;
  - (ii) from or to or between the 'Basic Salary of officers' and or 'Basic salary of other staff' ;
  - (iii) of provision allowed for specified new items for other purposes; and
  - (iv) of provision specifically made in the budget for expenditure in foreign exchange to expenditure in local currency; and
- (c) subject to the provision of S.No.1 governing the creation of posts and the restrictions under entry (2)(b)(ii), funds may not be appropriated or re-appropriated to meet any expenditure, which is likely to involve further outlay in a future financial year.

(4) The Board shall not be authorized to re-appropriate funds from one development scheme to another scheme. In exceptional cases, re-appropriation in respect of grant received from the Federal Government be allowed where necessary, with the prior approval of the Federal Government.

Note:- Appropriation or re-appropriation in accordance with provisions of S.No.4(1)(2) and (3) by a competent authority will, if that authority is authorized to sanction the expenditure in question, operate as sanction to such expenditure.

5. Powers to give administrative approval to works. Full powers where the expenditure is met from the Board's resources of revenue. When the expenditure is met from the grant received from the Federal Government the Board can exercise full powers for works costing Rs. Five lacs and for works costing more than rupees five lacs approval of the Federal Government shall be obtained.

6. Expenditure on works including purchase of land. Development Schemes.  
Full powers subject to the following conditions namely:-  
(i) The Development Scheme is approved by concerned Ministry/Division in the Federal Government; and  
(ii) The expenditure is met out from the Board's resources of income and budget provision therefore is available.

Non-Development Scheme.  
Full power upto rupees one lac if the expenditure is met from the Board's own resources of income.

Where the expenditure is met out from the grant in-aid received From the Federal Govt., full powers may be exercised by the Board in respect of approved Development Scheme and upto Rs 1,00,000 in respect of Non-Development Scheme subject to

release of funds by the concerned Ministry/Division.

7.	Powers to declare store surplus or unserviceable.	Full powers, subject to conditions prescribed by the Federal Government.	As in column 3.
8.	Powers to sell Surplus or un-Serviceable stores and stock by auction.	Full powers, subject to the conditions prescribed by the Federal Government.	Do.
9.	Write-off of irrecoverable value of stores or public money due to losses on account of fraud, theft etc.	(i) Upto rupees fifty thousand in each case subject to the conditions prescribed by the Federal Government; and (ii) Powers to write-off of losses upto a limit of ten thousand to cover deficiencies on account of breakage, shortage in transit, wastage, spoilage and bottling, drayage in storage and depreciation on account of wear and tear fluctuation in market prices and obsolescence.	
10.	Purchase and replacement motor vehicles, including commercial vehicles, jeeps and tractors etc.	Full powers, subject to the conditions prescribed by the Federal Government.	
11.	Repair to Motor vehicles.	Full powers.	Upto rupees five Thousand at any one or any member of vehicles.

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| 12. | Purchase of petrol and lubricants for motor vehicles.   | Do.   | As in column No.3          |
| 13. | Powers to order refund in Accordance with the rules or In pursuance of decisions of Court in respect of which no Appeal is proposed to be filed.                                    | Upto rupees twenty thousand in each case.   | Do.                        |
| 14. | Powers to sanction investigation of claims of Board's employees to arrears of pay, Allowances etc.  | Full powers subject to restriction under paras 125 and 126 of Government Financial Rules, Volume-I. | Do.                        |
| 15. | Sanctioning of expenditure debitable to heads, 'purchase of durable goods 'repairs and Maintenance of durable goods and works' 'commodities and services' and 'other Expenditures'. |   |                            |
|     | (1)Expenditure specifically shown Item-wise in the budget in detail.  | Full powers.  |                            |
|     | (2)Expenditure against provisions in the budget which do not shown detailed objects the utilization of the provisions shall be sanctioned in the following manner,namely:-          |   |                            |
|     | (a) purchase of stationery;   | Do.   | Upto rupees five thousand. |

(b) purchase or repair to instruments, fixtures and furniture;	Do.	As in column No.3.
(c) Hire charges of office furniture;	Full powers.	Do.
(d) purchase of liveries, typewriters(locally manufactured) and duplicators.	Full powers(The purchase of uniforms and liveries shall be made subject to the scale and prices prescribed by the Federal Government.	
(e) purchase and repairs of bicycles.	Full powers subject to the Prescribed scales.	As in column No.3
(f) purchase of books and maps.	Full powers.	Do.
(g) purchase of periodicals and Newspapers.	Full powers.	Do.
(h) Freight on movement of Board's property.	Full powers.	Do.
(i) Expenditure on carriage of records.	Full powers.	Do.
(j) Electricity and water charges and taxes.	Full powers.	Do.
(k) Postal, telegraphic and telephonic charges.	Full powers subject to the Conditions that the approval of the Board to installation of residential Telephone has been obtained and the	

	expenditure is within the prescribed ceilings.		
(l) Services postage.	Full powers.	Do.	
(m) Hot and Cold weather charges.	Do.	Do.	
(n) Charges for printing at a press.	Do.	Upto rupees fifty thousand.	
(o) Expenditure on binding works.	Do.	As in column 3.	
(p) Copying and translation charges.	Do.	Do.	
(q) Law charges.	Do.	Do.	Whether the Federal Govt. is a party, concurrence of the Law Division shall be Obtained.
(r) Fee to Law Officers.	Do.	Do.	
(s) Compensation payable to any individual under law, rules Judgement of Courts.	Do.	Do.	
(t) Appointment of staff chargeable to contingencies equivalent to Staff in Basic Pay Scale 1 to 4.	Do.	Do.	
(u) Charges for remittance of pay and or allowances of Establishment by money order, other than leave salary.	Full powers	As in column 3.	

(v) Expenditure on .—	Do.	Upto rupees five hundred	In sanctioning rents, merits and local conditions in each
i) rent of non-residential Buildings; and		rent per month for each building.	case will be kept in mind.
ii)rent of residential buildings; and	Do.	Upto rupees one thousand.	i) In sanctioning rents, merits and local conditions in each case will be kept in mind.
			ii) Powers may be exercised only in the case of employees who are entitled to provision of residential accommodation subject to the ceiling fixed by the Federal Government for a particular class of Govt. servant in the corresponding grade.
iii) Repair to the hired and the requisitioned buildings—			
a) Office accommodation.	Do.		
b) residential accommodation.	Do.		
(w) Payment of scholarships.		Full powers, in accordance with the approved rates or scales prescribed by the Federal Government.	
(x) Entertainment.		i) For light refreshment not exceeding Rs.5/- per head at meetings convened for official business. Decision to incur such expenditure will be taken only by the Chairman or Secretary of the Board;	As in column 3.

	ii)for reception lunches and dinners upto Rs.3,000 in each case; and	
	iii)for serving lunch boxes not exceeding Rs.50/-(Rupees fifty)per head in meetings which are prolonged beyond office hours without break in the interest of Board's work.	As in column No.3 but upto the limit of Rs.500/- on each occasion.
(v)Other items(i.e. misc. expenditure including that on purchase of stores).		
(i) non-recurring.	Full powers.	Rupees ten thousand only.
(ii) recurring items.	Full powers.	Rupees two thousand.
16. Fixation of initial pay by grant of premature increments, in case of first appointment in the Board.	Powers to grant not more than six premature increments for initial fixation of pay subject to the following conditions, namely:-	As in column No.3
	(a) In case of persons recruited through the Departmental Selection Committee, premature Increments should be granted on the recommendations of the Departmental Selection Committee and in consideration of the fact that suitable persons of requisite qualifications are not available on the minimum pay of the post;	
	(b) No premature increment should be granted in case of ad-hoc appointments in anticipation of Departmental	



Selection Committee recommendations; and

- (c) In posts where recruitment is not made through Departmental Selection Committee, premature Increments should be granted only after the appointing authority certifies only suitable persons of requisite qualifications are not available on the minimum of the sanctioned pay scale of the posts.

17. Fixation of initial pay of an officiating employee on appointment to another post in time scale of pay.

Powers to fix the initial pay in the time scale of the new post at the stage at which it would have been fixed under the rules if the officiating pay in respect of the old post were his Substantive pay provided that –

- (a) the employee concerned has held that post for a period of three years continuously, including period of leave or would have held it for that period had he not been appointed to the other post; and
- (b) the appointing authority certifies that the employees was not officiating in leave or short term vacancy(sanctioned for less than one year) and was not likely to revert to a lower post at least for the period during which he holds the new post.

Note:-- In case where the initial pay in the time scale of new post is fixed in exercise of the above power, the employee will, for the purpose of subsequent drawals of pay in that posts, be treated as if he was holding in lien on his old post.

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| 18. | Sanction to the undertaking of works for which an honorarium is offered and the grant or acceptance of an honorarium. | Full powers upto a maximum of rupees two thousand in each case. The amount should not exceed, one month's pay of the Board's employee concerned on each occasion. In the Case of recurring honoraria this limit applies to the total of recurring payments made to an individual in a financial year. | As in column 3, subject to a maximum of Rs.1000/-. | The power will be exercised subject to the conditions that the relevant rules and policy instructions issued by the Finance Division from time to time are duly observed and that the grant of honorarium is not used as a device to compensate an employee for special pay etc. not admissible under the rules.No expenditure should be incurred on honoraria in excess of the specific provision made for this purpose in the sanctioned budget grant and that if expenditure in excess of such provision becomes necessary at some stage prior concurrence of the Board will be necessary before such expenditure is incurred. |
| 19. | Sanction of honoraria to employee of Board in connection with Departmental examination in accordance with rules.      | Full powers, in accordance with approved rates or scales.   | As in column 3.                                    |   |
| 20. | Power to sanction the undertaking of work for which a fee is offered and acceptance of fee.                           | Full powers.  | Do.  |   |
| 21. | Exemption from crediting portion of fees to Government.   | Full powers subject to the approval of the Federal Government.  | As in column No.3.                                 |   |

22.	Relaxation of the prescribed time limit for Submission of travelling allowance bill.	Full powers.	-do-
23.	Relaxation of the prescribed time limit where the family of a transferred employee could not join him within one year due to shortage of accommodation, education of children or on medical or compassionate grounds.	Full powers, subject to the following conditions, namely:-  (1) Instructions contained in Govt. Decision No.15 under Supplementary Rule 116 are duly observed;  (2) Where advance travelling allowance had been drawn in respect of the family members and the family did not accompany the Boards employee, the advance would be refunded within one year.	-do-  -do-  -do-
24.	Relaxation of the prescribed time limit in respect of a member of the family of a transferred Board's employee preceding him.	Full powers, provided that the family performed the journey after the transfer order of the employee were issued.	
25.	Power to decide the amount of permanent travelling allowance to be drawn by an Employee holding more than one post which Permanent travelling allowance is attached.	Full powers, provided that limit laid down in Supplementary Rule 24 is not exceeded.	As in column No.3.

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| 26. | Relaxation of prescribed time limit where the family could not follow an employee granted leave travel concession within the prescribed period of one month on medical grounds or due to private affairs. | Full powers, subject to the adjustment of of travelling allowance advance within six months.   | Do. |
| 27. | Grant of travelling allowance concession during leave where leave is combined with extraordinary leave due to circumstances beyond the control of employee.   | Full powers.   | Do. |
| 28. | Grant of travelling and daily allowance to non-official members of Commission and Committees etc. set up by the Board or Govt. and to foreign experts.  | Daily allowance upto the maximum rates admissible to Government servants, and, in addition, where the person concerned has, of necessity, to stay in a hotel, reimbursement of actual single room-rent, subject to the production of hotel receipts/vouchers, upto the maximum rate admissible to Government servants. |     |
| 29. | Grant of daily allowance for compulsory halt due to dislocation of communications.  | Full powers.   | Do. |
| 30. | Grant of extraordinary leave to Temporary Government servants upto One year for reasons beyond their control.   | Full powers  | Do. |

31.	Grant of leave terms to officers on contract.	Full powers to the extent covered by model rule laid down in Appendix-10 to the Fundamental and Supplementary Rules, Vol.II.	
32.	Grant of Special disability leave.	Full powers provided that the disability manifests itself within three months after the occurrence of its cause.	
33.	Grant of advance to employee from various provident funds.	Full powers.	As in column No.3.
34.	Permission to postpone recovery of advance drawn from the Contributory Provident Fund for a specified period.	Power to postpone recovery of not more than two advances for a period not exceeding two years.	
35.	Grant of various advances including Motor Car advance, Motor Cycle advance, bicycle advance and advance for the purchase/ construction of house.	Full powers subject to the production of Surety Bond and fulfilment of other condition as prescribed by the Federal Government.	
36.	Relaxation of time limit of one month within which purchase of conveyance should be completed.	Full powers to raise the limit upto six months.	
37.	Authorization of the final payment of the funds dues of a deceased employee to the members of his family, dispensing with the production of succession certificate and guardianship certificate in the case of minor heir(s).	Full powers subject to the production of indemnity bond or provided that the amount or balance standing to the credit of a deceased subscriber in the funds is to the extent of rupees five thousand, the amount is paid in accordance with the provisions of clause (i) of sub-rule (i) of rule 234 of the Federal Treasury Rules, Volume I.	Do.

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| 38. | Question of deciding the real legal heir(s) in case where is no nomination or the nomination is incorrect invalid. | Full powers in consultation with the Law Division.   | Do. |
| 39. | Condonation of interruption of service.  | Full powers provided each spell of service is qualifying but not in case of voluntary retirement, or on resignation from public service.   |     |
| 40. | Condonation of deficiency in qualifying service for pension.   | Upto any period, less than a year if –<br><br>(i)an employee dies while in service or retires under circumstances beyond his control such as on invalidation or abolition of his post and would have completed another year of qualifying service if he had not died or retired; and<br><br>(ii)the service rendered by him was meritorious.             |     |
| 41. | Grant of conveyance allowance.   | Power to sanction conveyance allowance upto the limits mentioned below to employee whose ordinary duties involve extensive travelling at or within a short distance from his headquarters, provided that :-<br><br>(a) the expenditure can be met from within the sanctioned budget provision; and<br><br>(b) the Federal Government has been consulted. |     |

Extent of mileage(scale of meters).	Monthly rate of conveyance allowance.		
	Employees of BPS-17 and above maintaining a car.	Employees of BPS-16 or below maintaining a motor cycle/scooter.	Employees of BPS-15 and below maintaining a cycle.
	(Rs.)	(Rs)	(Rs)
From 161 to 240 km.	140	45	30
From 241 to 320 km.	195	65	30
From 321 to 400 km.	250	80	30
From 401 to 560 km.	300	100	30
Above 560 km.	350	120	30

42. Power to sanction deputation

I. Temporary Duty Abroad:

Full powers subject to the following conditions and the orders issued by the Finance Division from time to time namely:-

- (i) The approval of the Minister-in-charge in consultation with the Minister for Finance, the President or the Cabinet, as the case may be, has been obtained in accordance with the existing orders;
- (ii) where no expenditure in foreign exchange on passage, daily allowance, registration fee, contingent items, etc. is involved; or where expenditure on pay, passage, daily allowance, or registration fee is involved but it is to be borne by the normal rules from within the foreign exchange allocation made for the specified period;
- (iii) Sanction of drawal of pay, daily allowance etc., to the extent admissible under the normal rules, in foreign exchange in advance, if the duration of visit is upto one month and the rupee cover is provided by the employee himself; and

(iv) Grant of permission to the employees to take his wife with him to the place of visit at his own expenses or when expenses on wife's passage are borne by the host Government/Agency; provided that no addition foreign exchange is involved and that the wife travels exclusively by Pakistani carrier, like Pakistan International Airline.

2. Training abroad:

Full powers subject to the following conditions, namely –

(i) Budget provision exists;

(ii) the prescribed procedure is observed;

(iii) the terms of deputation are in accordance with the general orders issued by the Finance Division on the subject from time to time;

(iv) foreign exchange expenditure is met out of the sanctioned allocation for the specified period;

(v) Sanction of drawal of pay in advance in foreign exchange for a period not exceeding one month, if the rupee cover is provided by the employee himself; and

(vi) Grant of permission to employee to take his wife with him on training abroad in the following cases, where the period of training is –

(a) more than one year;

(b) one year or less and the cost of wife's passage is born by the donor Government/Agency; and

(c) more than six months but not more than one year

In both the case mentioned at (vi) (a) and (b), the employee will draw his full pay and



and the Board employee himself bears cost of wife's passage etc., provided that no additional foreign exchange is involved, the wife travels exclusively by a Pakistani Carrier like P.I.A etc. and the Board employee concerned shall draw, in foreign currency, 50% of his pays admissible under the normal rules.

allowances (excluding compensatory allowance) in foreign exchanger for the period of stay of his wife abroad.

## SCHEDULE II

### ADMINISTRATIVE POWERS DELEGATED TO THE BOARD AND CHAIRMAN

#### PART - II

S.No.	Name of Power	Powers delegated to the Board	Powers delegated to the Chairman	Remarks
1	2	3	4	5
1.	Power to appoint a Board's employee of officiate in a vacant post.	Full powers in respect of posts upto Basic Pay Scale-19.	Full powers in respect of posts upto Basic Pay Scale-16.	
2.	Power to dispense with a medical certificate of fitness, before appointment in Board's service in individual cases.	Full powers in respect of posts in Basic Pay Scale-16 and above.	Full power in respect of posts in Basic Pay Scale-15 and below.	
3.	Power to suspend a line.	Full powers in respect of posts in Basic Pay Scale-16 and above.	Full powers in respect of posts in Basic Pay Scale-15 and below.	
4.	Power to transfer a Board's employee from one post to another.	Full powers in respect of posts in Basic Pay Scale-16.	Full power except in the case of his Deputy.	
5.	Power to transfer a line.	Full power in respect of posts in Basic Pay Scale-16 and above.	Full power in respect of posts in Basic Pay Scale-15 and below.	

6.	Power to fix the pay and allowances of a Board's employee treated as on duty.	Full power in respect of posts in Basic Pay Scale-16 and above.	Full power in respect of posts in Basic Pay Scale-15 and below.
7.	Power to allow Board's employee to count extraordinary leave for increment.	Full powers in respect of posts in Basic Pay Scale-16 and above.	Full power in respect of posts in Basic Pay Scale-15 and below.
8.	Power to require a medical certificate of fitness before return from leave.	Full power subject to the authority of granting leave.	As in column No.3.
9.	Power to grant leave terms to officers on contract.	Full power in accordance with the standing instructions of the Federal Government.	
10.	Power to sanction transfer to foreign service in Pakistan.	Full power subject to conditions prescribed by the Federal Government Servants in the corresponding scales/Grades.	
11.	Power to fix pay in foreign service.	Full power, provided that – (a) the pay and allowances in foreign service do not exceed the pay and allowances which the employee would draw if he works in Board's service; and (b) no concessions are sanctioned in addition to pay accepting those prescribed by the Federal Government in respect of Government Servants in the corresponding Scales.	

12.	Power to allow previous service under Provincial/Federal Government or a Government controlled organization(Autonomous and Semi-autonomous) to count as duty in Board's service for the purpose of fixation of pay only.	Full power in respect of posts in Basic Pay Scale-16 and above, subject to general principals laid down in Fundamental Rules.	Full power in respect of post in Basic Pay Scale 15 and below.
13.	Power to accept the case of a female candidate for Board's service a medical certificate of fitness signed by any female medical practitioner.	Full power.	Full power.
14.	Power to prescribe an employee's Headquarters.	Full power.	Full power except for the Deputy.
15.	Power to define the limits of an employee's sphere of duty.	Full power.	As in column No.3
16.	Power to grant exemptions from the Rule limiting a halt on tour to ten days.	Full power.	Do.
17.	Power to allow actual expenses for the carriage of personal effects by road between stations connected by rail.	Full power.	Do.
18.	Power to disallow travelling allowance for a journey to attend an obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it.	Full power.	Do.

19.	Power to grant travelling allowance to persons not in Board's service attending commissions of enquiry.	Full power.	--	
20.	Power to declare who shall be controlling officer for the purpose of travelling allowance.	Full power.	As in column No.3.	Provided that a Board's employee is not declared to be his own controlling officer.
21.	Power to waive proviso(a) to Supplementary rule 209.	Full power.	Do.	
22.	Power to authorize departure from Supplementary rule 211.	Full power.	Do.	
23.	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of an employee to return to duty.	Full power.	Do.	Subject to the recommendation of authority under which the employee will be posted on return from duty.
24.	Power to grant leave to an employee in respect of whom a medical committee has reported that there is no reasonable prospect that he will be fit to return to duty.	Full power.		
25.	Power to permit the calculation of joining time by a route other than that which travellers ordinarily use.	Full power in respect of the posts in Basic Pay Scale-16 and above.	Full power in respect of the posts in Basic Pay Scale-15 and below.	

26.	Power to extend the joining time admissible under the rule beyond the maximum of 30 days.	Full power in respect of posts Basic Pay Scale-16 and above.	Full power in respect of the post Basic Pay Scale-15 and below.	
27.	Power to extend joining time, on certain conditions, within a maximum of 30 days.	Full power in respect of the posts in Basic Pay Scale-16 and above.	Full power in respect of the posts in Basic Pay Scale-15 and below.	
28.	Power to allot a building or part of building to a specified post.	Full power	As in column No.3.	
29.	Power to direct that an officer on leave shall be considered to be in occupation of a residence.	Full power.	As in column No.3.	
30.	Power to suspend the allotment of a residence.	Full power.	As in column No.3.	
31.	Power to grant additional pay where charge of more than one independent post is held by an officer.	Full power in respect of the posts in Basic Pay Scale-16 and above.	Full power in respect of the posts of Basic Pay Sacle-15 and below.	subject to the conditions prescribed by the Federal Government from time to time.
32.	Power to accept a Board's reason for not occupying the house placed at his disposal.	Full power in respect of the posts of Basic Pay Scale-16 and above.	Full power in respect of the posts of Basic Pay Scale-15 and below.	

33.	Power with hold increment of Board's employees or to order that he should not cross an efficiency bar.	Full power in respect of the posts of Basic Pay Scale-17 and above.	Full power in respect of the posts of Basic Pay Scale-16 and below.	
34.	Power to grant leave on full pay, half pay and extraordinary leave without pay.	Full powers.	Full powers except for the Deputy.	Subject to the title and admissible of leave as prescribed by the Federal Government in respect of civil servants.
35.	Power to permit recruitment in Board's service of person who exceed the prescribed age-limit.	Full power in respect of the posts Basic Pay Scale-16 and above.	Full power in respect of the posts of Basic Pay Scale-15 and below.	
36.	Power to retire Board's employee.	Full power in respect of the Posts Basic Pay Scale-16 and above.	Full power in respect of the posts of Basic Pay Scale-15 and below.	Subject to age of superannuation and other condition of retirement prescribed by the Federal Government.

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7. **Tobacco Development Committee.**—(1)The Tobacco Development Committee constituted in pursuance of section 12 shall be presided at by the Chairman.

(2) The quorum to constitute a meeting of the Tobacco Development Committee shall be two members.

(3) The Director(Research & Development) of the Board shall act as Secretary of the Tobacco Development Committee.

8. **Standing Committees.**—The Board may, for efficient performance of its functions, constitute the following standing committees, namely:-

(a) Finance Committee;

(b) Research Coordination Committee; and

(c) Price and Grade Revision Committee.

9. **Finance Committee.**—(1) The Finance Committee shall consist of at least three members to be nominated by the Board from amongst its members.

(2) The quorum to constitute a meeting of the Finance Committee shall be two members.

(3) The meetings of the Finance Committee shall be presided at by the Chairman.

(4) The Accounts Officer of the Board shall act as Secretary of the Finance Committee.

(5) The Finance Committee shall examine the proposed annual budget and make suitable proposals in respect of any project or other financial matters.



10. **Research Co-ordination Committee.**—(1)The Research Co-ordination Committee shall consist of at least five members to be nominated by the Board from amongst its members:

Provided that such Committee may co-opt any scientist from any organization.

- (2) The quorum to constitute the Research Co-ordination Committee shall be three members.
- (3) The Research Co-ordination Committee shall be presided at by the Director (Research & Development) of the Board.
- (4) The Tobacco Botanist of the Board shall act as Secretary of the Research Co-ordination Committee.

11. **Prices and Grade Revision Committee.**—(1)The Prices and Grade Revision Committee shall consist of six members to be nominated by the Board from amongst its members:

Provided that at least one member shall be nominated from amongst the members appointed under clause(b) of sub-section (1) of section 3.

- (2) The quorum to constitute the Prices and Grade Revision Committee shall be two members including one member from the tobacco growers.
- (3) The Prices and Grade Revision Committee shall be presided at by the Agricultural Development Commissioner of the Federal Government.
- (4) The Deputy Director(Marketing) of the Board shall act as Secretary of the Prices and Grade Revision Committee.

12. **Budget estimates.**—(1) The detailed estimates of the receipts and expenditure for the ensuing financial year shall be prepared in accordance with the standing instructions and presented before the commencement of each financial year to the Board for its approval in accordance with the provision of the Ordinance.

- (2) the revised estimates shall, each year in the first week of January, be presented to the Board for according approval to such modifications or re-appropriations under various budgetary heads as may be necessary on the basis of the expenditure already incurred and likely to be incurred till the end of the financial year.
- (3) A detailed break-up of revenue receipts and expenditure shall be furnished to the Federal Government for information.
- (4) No capital expenditure for financing any scheme sponsored by the Board shall be made unless the prior approval of the Federal Government is obtained by submitting detailed break-up of such scheme.

13. **Appropriation.**—The primary units of appropriations of the Board shall be.—

- (a) pay of officers;
- (b) pay of establishment;
- (c) allowances and honoraria
- (d) research and development;
- (e) sales promotion missions abroad;
- (f) development;
- (g) loans and advances;
- (h) capital expenditure; and
- (i) other charges.

14. **Receipts.**—(1)The receipts of the Board shall be classified as under, namely:-

- (a) collection of cess levied on tobacco;
- (b) profit on investments;

- (c) income from research stations or farms; and
  - (d) miscellaneous.
- (2) The receipts shall be properly reflected in the budget estimate.
- (3) The funds of the board shall be kept in the Government Treasury in the personal ledger account of the Chairman.

15. **Exercise of financial and Administrative powers.**—(1) The persons and authorities specified in columns 3 and 4 of the Schedule I to these bye-laws may exercise the financial and administrative powers specified in column 2 of that Schedule to the extent prescribed therein.

- (2) The Chairman, by an order, may further delegate his powers to his subordinate officers.

F.No.5(1)/84-Adm. V

ALI AKBAR BHURGRI,

Section Officer.

## MINISTRY OF COMMERCE

### CORRIGENDA

Islamabad, the 7<sup>th</sup> October, 1985

S.R.O. 936(I)/85.—In exercise of the powers conferred by section 30 of the Pakistan Tobacco Board Ordinance, 1968(I of 1968), the Federal Government is pleased to make the following amendments in the Pakistan Tobacco Board (Service) Rules, 1985 notified vide S.R.O 322(I)/85 of 8<sup>th</sup> April, 1985 namely :--

1. In rule 2(a) in the second line the word 'employees' is substituted with the word 'employee' .
2. In rule 2(k) the word 'works' in first line may be read as 'words'.
3. In the table given under rule 12 and in column No.2 at S.No.V the word 'Botanists' may be read as 'Botanist' .
4. The word 'or' is added in between the words 'tobacco breeding' and 'Agronomy' in column 3 against the post of Botanist in table given below Rule 12.
5. The word 'on' is in the last line under the column minimum qualification and experience given in Table under rule 12 against the post of Chemist stands replaced by word 'in' .
6. In column 3 against S.No. (xxx) (Assistant, Stenographer) in table under rule 12 an % is added in the end of first line between the words experience and intermediate.
7. In rule 25(2) the word 'not' appearing in first line stands deleted.
8. In first line of rule 26(2) the word 'employees' stands replaced by the word 'employee'.
9. In rule 32(1)(p) the word 'contract' in fourth line stands replaced by the word 'contact' .
10. The word 'inform' appearing in fourth line of the rule 61 (12) is replaced by the word 'whom' .

**Amendment to SRO No.322(1)/85 dated 8-4-1985 (Page-1).**

11. The word 'initian' appearing in Schedule-I attached to the Service Rules under the caption method of appointment may be read as 'initial' .

**S.R.O.937(I)/85.**—In exercise of the powers conferred by Section 31 of the Pakistan Tobacco Board Ordinance, 1968(I of 1968), the following amendments are hereby made in the Pakistan Tobacco Board Bye-Laws notified vide S.R.O. No.323(I)/85 of 8<sup>th</sup> April, 1985 namely:--

1. In rule 1(1) (short title and commencement) the word '1984' may be read as '1985' .
2. In rule (1) (Exercise of Financial and Administrative Powers) the word and figure 'and II' may be added in second line after the word Schedule-I.
3. The figure 'I' is added against the word 'schedule' attached to the Bye-Laws.
4. In schedule I attached to the Bye-Laws the word 'conversation' in column 2 at Serial No.2 may be read as 'conversion' .
5. In schedule I attached to the Board's Bye-Laws word 'Do' is added in coloumn No.4 against serial No.15(1).
6. In the schedule-I attached to the Board's Bye-Laws the words 'employees' appearing in second line of column No.3 against serial No.17(b) is substituted with the word 'employee' .
7. In the schedule-I attached to the Board's Bye-Laws the word 'or' is added in between the word 'incorrect and invalid' appearing in last line of column No.2 against Serial No.38.
8. In schedule-II attached to the Board's Bye-Laws the word 'and above' is added after the word 'basic pay scale-16' appearing in column No.3 against serial No.4.
9. In schedule-II attached to the Board's Bye-Laws the word 'principals' appearing in last line in column No.3 against S.No.12 is replaced with the word 'principles'.
10. The word 'line' appearing in schedule-II in column No.2 against S.No.3 and 5 is substituted with the word 'line' .

ALI AKBAR BHURGRI,  
Section Officer.

F.Rabi/\*

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**PAKISTAN TOBACCO BOARD**

**OFFICE ORDER**

**No.Admn.Estb.-17/411/PTB dated the Peshawar July 8, 1985.**

In pursuance of the provisions contained in rule-31 (Chapter-III-Efficiency and Discipline) of the Pakistan Tobacco Board (Service) Rules, 1985 the Board in its meeting held on June 17, 1985 was pleased to delegate the following powers to the officers noted below:-

a) Disciplinary action against officers of BPS-16 and above

The Board decided to retain the power of 'Authority' in respect of employees of the category of BPS-16 and above. The Chairman, Pakistan Tobacco Board has been authorized to exercise the function of 'Authorized Officer' in respect of employees of the above category.

b) Disciplinary action against officials of BPS-15 and below

The Board decided to delegate the powers of 'Authority' to the Chairman in respect of employees of the Board of the category of BPS-15 and below. The Secretary, Pakistan Tobacco Board, or any other officer not below the rank of BPS-19 if authorized by the Chairman, shall exercise the functions of 'Authorized Officer' for above category of staff.

Sd/--

**(DR. BAHADUR ALI)**  
**Secretary.**

Distribution:

- 1- The Secretary, PTB, Peshawar.
- 2- The Director (R&D), PTB, Peshawar.
- 3- The Director, Zonal Office, PTB, Lahore.
- 4- All Farm Managers.
- 5- All Head's of the Branches.
- 6- All Assistant Development Officers.
- 7- Office Order file.
- 8- Circulation.

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