

122

**KHYBER PAKHTUNKHWA,
PROVINCIAL DISASTER MANAGEMENT AUTHORITY**

Notification No. PDMA/KP/Service Regulations/1-28(C)2012.- In exercise of powers conferred by Section 47(A) of the National Disaster Management Act, 2010, the Provincial Disaster Management Authority Khyber Pakhtunkhwa is pleased to make the following regulations namely:

**CHAPTER I
General Provisions**

1. **Title, application and commencement:** (1) These regulations may be called the Khyber Pakhtunkhwa Provincial Disaster Management Authority Employees Service Regulations, 2013.
(2) These regulations shall apply to all the employees and every person paid from the Provincial Disaster Management Fund or other resources of the Authority.
(3) These regulations shall come into force with immediate effect.
2. **Definitions:** In these regulations unless there is anything repugnant to the subject or context:
- a) "Act" means the National Disaster Management Act, 2010;
 - b) "Advisor or Consultant or Expert" means a person of desired competence and skill and qualified by education generally drawn from a high degree of broad administrative, professional, or technical knowledge and experience to perform specific task in a particular field/area for a specific period on specific terms and conditions;
 - c) "Appellate Authority" means the authority next above the competent authority;
 - d) "Appointing Authority" means a person or authority authorized to make appointment to a post;
 - e) "Authority" means the Khyber Pakhtunkhwa Provincial Disaster Management Authority;
 - f) "Backward Areas" mean areas declared as such by the Provincial government except FATA;
 - g) "Basic pay scales" means pay scales prescribed by the Government of Khyber Pakhtunkhwa and adopted by the Authority;
 - h) "Cadre" means the strength of a service or a post of a service sanctioned as a separate unit;
 - i) "Chairperson" means the Chairperson of the Authority;
 - j) "Chief Minister" means the Chief Minister of the Province of Khyber Pakhtunkhwa;
 - k) "Chief Secretary" means the Chief Secretary to Government of Khyber Pakhtunkhwa;
 - l) "Competent Authority" means the appointing Authority;
 - m) "Confirmation" means the substantive appointment to a sanctioned post;
 - n) "Day" means a calendar day, beginning and ending at mid night;
 - o) "DDMU" means the District Disaster Management Unit as defined in Section 18(i) of the Act;
 - p) "Director General" means the Director General of the Authority;
 - q) "Duty" includes the performance of the normal work and;

- 123
- i. Period spent on training or courses, conferences, and meetings etc. in or outside Pakistan with the approval of the competent authority;
 - ii. Compulsory waiting for posting, attending obligatory departmental examination, and trainings or seminars;
 - iii. Service as a probationer;
 - iv. Joining time, and journey from and to the place of posting in case of transfer;
 - v. Travel period spent away from normal place of work on official assignment.
- r) "Employee" means a person appointed by the Authority on regular basis but does not include:-
- i. a person who is serving in the Authority on deputation basis;
 - ii. a person appointed on contract basis; and
 - iii. a person appointed on temporary basis in case of impending disaster or emergency.
- s) "Family" means employee's spouse children and stepchildren, residing with and wholly dependent upon him. Except where otherwise specified, includes his parents, sisters and minor brothers, if residing with and wholly dependent upon him;
- t) "Fixed pay" means the lump sum amount of remunerations permissible to a post;
- u) "Government" means the Government of Khyber Pakhtunkhwa;
- v) "Head of wing" means an officer designated as in charge of a wing;
- w) "Honorarium" means the remuneration which may be granted to an employee of the Authority on accomplishment of the special work of an occasional nature in addition to his normal duties;
- x) "Joining time" means the time permissible to an employee to join a new post or spent to travel from or to a station to which he is posted;
- y) "Lien" means the right of an employee to hold substantively, a permanent post to which he has been appointed and confirmed;
- z) "Pay" means the basic pay drawn by an employee other than special with the monthly salary, as defined in FR-9(21);
- aa) "Penalty" means a penalty as prescribed in these regulations;
- bb) "Permanent Post" means a post sanctioned without limit of time and carries a definite scale;
- cc) "Personal Pay" means additional pay granted to an employee:
- i. to save him from loss of substantive pay in respect of a permanent post due to revision of pay or abolition of such substantive post otherwise than as a disciplinary measure; and
 - ii. in exceptional circumstances on other personal considerations;
- dd) "Prescribed" means prescribed by these regulations;
- ec) "Province" means the Province of Khyber Pakhtunkhwa;
- ff) "Schedule" means Schedule to these regulations;
- gg) "Selection/ Promotion Committee" means a Committee constituted for the purpose of making recommendations for appointment by initial recruitment or promotion to posts in BPS-18 and below;

- hi) "Service" means the service rendered in connection with the affairs of the Authority.
3. **Cadre and Posts:** The service of the Authority comprises of following cadres, and each cadre shall consist of the sanctioned posts as appear in schedule - I appended to these regulations:
1. General Cadre
 - a. HR/Administration
 - b. Relief & Operations
 - c. Support Staff
 2. Technical Cadre
 - a. Information Technology
 - b. Public Relations
 - c. Planning
 - d. Infrastructure
 - e. Monitoring & Evaluation
 3. Finance & Account Cadre
 4. Drivers and Class-IV
 5. Any other cadre created from time to time by the Authority.
4. **Appointment:** All appointments in service of Authority, whether by initial recruitment or otherwise, shall be made in accordance with the procedure laid down in these regulations.
5. **Employment to be whole time:** Unless in any case it is otherwise provided, the whole time of an employee is at the disposal of the Authority and he may be employed in any manner required by the authority without claim for additional remuneration.
6. **Pay and Allowances:** (1) The employees of the Authority shall be entitled to receive pay and allowances equal to the rate as notified by the Government from time to time and adopted by the Authority, as well as additional allowances allowed by the Authority.
(2) Officers and officials on deputation to the Authority shall draw their salary and allowances as drawn from the lending agency immediately prior to their deputation to the Authority, or as mutually agreed between the lending agency and Authority.
(3) The employees in possession of Government residential accommodation shall not be entitled to Housing Subsidy Allowance.

CHAPTER II

Appointment and Promotion

PART I

General

7. **Appointing Authority:** Following shall be the authorities competent to make appointments to various posts as appearing against them:
- | | | |
|----|----------------------------|--|
| a) | Authority | Posts in BPS 18 and above |
| b) | Chairperson | Posts in BPS 17 or equivalent |
| c) | Director General | Posts in BPS 11 to 16 or equivalent |
| d) | Director HR/Administration | Posts in BPS 1 to 10 or equivalent in respective cadre |

138

3. **Methods of Appointment:** Appointment to posts shall be made on recommendation of the Selection/ Promotion Committee from among the candidates having the prescribed educational qualifications and experience. The recommendations shall be formulated on completion of a competitive process, or selection on merit cum fitness through following methods:

- a) By initial recruitment in accordance with Part-II of chapter-II
- b) By promotion in accordance with Part-III of chapter-II
- c) By transfer in accordance with Part-IV of chapter-II
- d) By temporary appointment in accordance with Part V of chapter-II

2. **Selection/ Promotion Committees:** Selection/ Promotion Committees shall be constituted for conducting test/interviews of candidates and making recommendations to Appointing Authority for initial recruitment and promotion to posts in basic pay scale 18 and below or equivalent as under :-

(i) **Selection/ Promotion Committee for posts in BPS 17 to 18 and equivalent: -**

- | | |
|---|-------------------|
| a) Secretary Relief, Rehabilitation & Settlement Deptt. | Convener |
| b) Director General | Member |
| c) Representative of Establishment Department
(Not below the rank of Additional Secretary) | Member |
| d) Representative of Finance Department
(Not below the rank of Additional Secretary) | Member |
| e) Director of concerned cadre/wing | Co-opted Member |
| f) Director HR/Administration | Secretary/ Member |

(ii) **Selection/ Promotion Committee for posts in BPS 11 to 16: -**

- | | |
|---|-------------------|
| a) Director General | Convener |
| b) Director HR/Administration | Member |
| c) Director of concerned Cadre/Wing | Co-opted Member |
| d) Representative of RR&S Deptt
(Not below the rank of Deputy Secretary) | Member |
| e) Assistant Director Establishment | Secretary/ Member |

(iii) **Selection/ Promotion Committee for posts in BPS 1 to 10: -**

- | | |
|-------------------------------------|-------------------|
| a) Director HR/Administration | Convener |
| b) Director of concerned Cadre/Wing | Co-opted Member |
| c) Representative of RR&S Deptt | Member |
| d) Assistant Director Establishment | Secretary/ Member |

33/107

PART - II
Initial Recruitment

10. **Regional Allocation:** The Authority shall observe the following regional allocation:-

<u>S.No.</u>	<u>Regions</u>	<u>Areas</u>
i.	1	Peshawar, Nowshera, Charsadda, Mardan and Swabi districts
ii.	2	Swat, Dir Upper, Dir Lower, Chitral, Buner, Shangla, Kohistan Malakand Protected Areas (Swat Ranizai and Sam-Ranizai), Batagram and Tor Ghar Districts, and backward areas of Haripur, Mansehra and Swabi district
iii.	3	Dera Ismail Khan, Tank, Bannu, Lakki Marwat, Kohat and Karak districts
vi.	4	Abbottabad, Haripur and Mansehra districts excluding backward areas of Mansehra district which form part of Region-2

11. **Other Quotas:** All Quotas as prescribed by the government from time to time shall be observed by the Authority except disabled quota which will be observed only where it is no hindrance in the discharge of duty.
12. **Advertisement of Vacancy:** (1) All vacancies to be filled in by initial appointment shall be advertised in national and regional newspapers as well as on the Authority's website.
13. **Fulfillment of Prescribed Conditions:** On receipt of applications, the HR/Administration Wing shall prepare a short list of candidates for each post who fulfill the prescribed conditions including educational qualifications, experience and the age limit for the post as laid down in Schedule - II to these regulations.
14. **Domicile:** Citizens of Pakistan having valid domicile of the province shall be eligible for appointment to a post in the Authority provided that domicile of female before marriage shall be the place of her birth while after marriage district of domicile of her husband shall be considered her domicile.
15. **Relaxation in Upper Age Limit:** (1) Age limit over and above the maximum age limit may be relaxed by the Authority in case of non-availability of eligible candidates within the prescribed age limit in respect of the candidates mentioned hereunder in column 2 to the extent given against each under column 3:

<u>S. No.</u>	<u>Category of Candidates</u>	<u>Age relaxation admissible</u>
1	2	3
(i)	Candidates belonging to backward areas of the Province.	3 years automatic relaxation
(ii)	Persons who have completed 2 years continuous Government service or Autonomous Bodies or Semi Autonomous Bodies on the closing date for receipt of applications.	Upto 10 years automatic relaxation
(i) (ii)	Disabled persons.	Upto 3 years

- (2) Where a candidate is entitled to age relaxation under more than one category specified in sub-rule (1), he shall be allowed age relaxation in only one category.
17. **Submission and verification of certain documents on arrival:** (1) Candidate offered appointment in the Authority shall submit the following documents to the Authority at joining time besides joining report.
- a) **Certificate of Medical Fitness:** Candidate offered appointment shall provide a certificate issued by a Medical Superintendent of Police and Services Hospital on prescribed format, to the effect that he is in good mental and bodily health and that he is not suffering from any form of physical defect/disability/illness/infectious disease which is likely to hinder discharge of duties.
 - b) **Character Certificate:** Candidate offered appointment if not already in service of the Authority, or the Federal or Provincial Government, or an establishment set up or managed by the Government shall provide a character certificate from two officers of BPS 17 or above in the service of the Federal/ Provincial Government.
 - c) **Educational Qualifications:** The Authority shall carry out authentication/verification of educational certificate(s) and degree(s) provided by an appointee, from respective Education Boards and Universities within a period of six months from the date of joining of duties by the employee.
- (2) The Authority may verify the Character and antecedents of the appointee by means of Police verification, and if in the opinion of the Appointing Authority the character and antecedents are satisfactory, the appointee may assume charge of the post. In case certificate(s) /degree(s) are found fake at any stage the employee shall be immediately removed from service.

PART-III

Appointment by Promotion

18. **Conditions Prescribed for Promotion:** Subject to provision of these regulations an employee fulfilling the following conditions, shall be considered for promotion to a higher post reserved for promotion in the cadre to which he belongs in the order of seniority;
- a) Seniority
 - b) Qualifying Service
 - c) Eligibility threshold (minimum score/marks in PERs/ACRs)
 - d) Qualifications as prescribed for promotion
 - e) Relevance of Experience
 - f) Training etc
 - g) Physical Fitness Certificate
19. **Selection/ Promotion Committees:** The Selection/ Promotion Committees shall function as Promotion Committees within their respective jurisdictions as specified in 9 (i), (ii) & (iii) of these regulations.
20. **Manner of Processing:** (1) The Selection/ Promotion to posts in BPS 18 and below shall be made by respective appointing authorities on the recommendation of the concerned Selection/ Promotion Committee.
- (2) The Promotion Committee shall consider eligible employees in order of seniority and either:

- a) Recommend an employee for promotion; or
- b) Recommend an employee for supersession on the ground of being unfit for promotion at the time of consideration for the reason to be recorded in writing; or
- c) Defer consideration of promotion of an employee in case:
 - i. the service record is incomplete or any other document or information required by the Selection/ Promotion Committee for determining employee's fitness for promotion is not available; or
 - ii. disciplinary or departmental proceedings are pending against the employee whose promotion case comes up for consideration before the Selection/ Promotion Committee; or
 - iii. the employee is on deputation to government, or autonomous bodies; or
 - iv. the employee does not possess the requisite length of service; or
 - v. the employee has not undergone the prescribed training or passed the departmental examination for reasons beyond his control; or
 - vi. the employee's seniority is subjudice;

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

(3) An employee who is superseded shall not be re-considered for promotion unless he has earned one more confidential report for full calendar year after supersession.

(4) An employee who is deferred will be considered for promotion as soon as the reason for which he was deferred ceases to exist.

24. **Fulfillment of Minimum Service:** (1) Promotion to posts shall be subject to fulfillment of minimum length of service by the employee as specified below:-

For promotion to posts in BPS-2 to 10	As per respective service regulations
For promotion to post in BPS-11 to 16	As per respective service regulations
For promotion to post in BPS-17	5 years service in BPS-16
For promotion to posts in BPS-18	5 years service in BPS-17
For promotion to pots in BPS-19	12 years service in BPS-17 and above

(2) Periods of extra-ordinary leave or any other period of service which is not reckoned as service qualifying for pension shall not be counted towards prescribed length of service for promotion.

142

PART - IV

Acting Charge/Additional Charge and Temporary Appointment

22. **Acting Charge Basis:** (1) Where the competent authority considers it to be in public interest to fill a post reserved under these regulations for promotion and the most senior employee belonging to the cadre concerned, who is otherwise eligible for promotion, does not possess the prescribed length of service, the competent authority subject to the recommendation of the Selection/ Promotion Committee may appoint him to the post on acting charge basis.
Provided that no such appointment shall be made, if the prescribed length of service is short by more than 3 years.
- (2) Acting charge appointment shall be made against posts which are likely to remain vacant for a period of six months or more.
- (3) On appointment on acting charge basis, the employee will assume full responsibilities of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post.
- (4) Acting charge appointment shall not amount to promotion on regular basis for any purpose including the inter-se-seniority of the incumbents in the cadre, nor shall it confer any vested right for regular promotion to the post held on acting charge basis.
23. **Additional Charge:** If a post falls vacant and it is not possible to fill it in the prescribed manner, the Director General may entrust additional charge of the vacant post to another employee of the same grade at the same station for a period of three months or less.
24. **Current Charge of higher Post:** The charge of vacant post may be given to the senior most employee in the cadre present at the station, if he is otherwise fit and eligible for promotion, with the approval of the relevant appointing authority;
Provided that the arrangement shall not exceed six months.
25. **Temporary Appointments in case of impending disaster or emergency:** - (1) The Director General may hire a person(s) over and above the sanctioned strength of the Authority on fixed pay on need basis due to exigency of the situation as an interim arrangement for a period not exceeding 90 days on such terms and conditions as may be specified on the recommendation of the HR/Administration Wing.
(2) The fixed salary of the person(s) so hired shall not exceed the salary of a regular employee of the same category and he shall not be entitled to any fringe benefits.
26. **Appointment of Legal Advisors:** (1) The Authority through its Chairperson may hire for a specific period, Legal Advisor(s), as it may consider necessary on such terms and conditions as it may deem suitable provided that funds for the purpose are available.
(2) The terms and conditions of hiring of Legal Advisor(s) so engaged by the Authority shall be properly determined.

PART V

Probation and Confirmation

27. **Probation Period:** (1) Persons appointed to posts by initial recruitment or promotion shall be on probation for a period of one year.
(2) The appointing authority, if considers necessary may extend the probation period for one year as may be specified at the time of appointment.
(3) On the successful completion of probation period, the appointing authority shall, by specific order terminate the probation of the officer or official concerned within two months after the expiry of probation period prescribed in sub-clause(1);
Provided that if no specific order regarding termination of the probation period of the official or officer concerned is issued within two months, the period of probation shall be deemed to have been extended under sub-clause (2).
28. **Confirmation:** (1) An employee appointed by initial appointment or by promotion to a post shall on satisfactory completion of probation be eligible for confirmation.
(2) The confirmation shall be made only against a permanent post.
(3) Two or more employees shall not be confirmed in the same post and at the same time or in post in which another employee holds a lien.
(4) An employee shall be considered for confirmation strictly in order of his seniority.
(5) No confirmation shall be made against the post vacated on dismissal, removal or compulsory retirement of an employee until the appeal, if any, against such dismissal, removal or compulsory retirement is conclusively decided.

CHAPTER III

PART I

Posting and Deputation

29. **Transfer to Equivalent Post:** (1) An employee shall be liable to serve on any equivalent post within the cadre in the Authority's Headquarters or in field offices wherever functioning or set up in future.
30. **Authority Competent to transfer:** The relevant Appointing Authority shall be competent for posting/transfers of employees within the Authority in their respective jurisdictions
31. **Deputation:** (1) Appointment by deputation to a post in the Authority shall be made sparingly and only in the interest of the Authority.
(2) The Competent Authority may allow any of its employees to proceed on deputation to the Government Departments or Autonomous Bodies as per Government Policy.
32. **Conditions of Deputation:** (1) The appointing authority may appoint on deputation a Federal or a Provincial Government servant or an employee of an Autonomous Body set up or managed by such Government who is holding an appointment on regular basis against a relevant equivalent post in Authority.
(2) The appointment shall be made with the consent of the lending authority for such period and on terms and conditions as may be mutually agreed between the lending and borrowing entities.
33. **Deputation within Pakistan:** (1) The Authority may in public interest allow transfer of an employee, who has successfully completed probation period, on deputation, for a

146

period of three years, extendable at the request in writing of the borrowing authority by another two years, to the Federal Government, a Provincial Government or any organization set up or managed/controlled by such Government, on such terms and conditions as may be mutually agreed upon between the lending and borrowing authorities.

34. **Return to Authority for consideration of promotion:** An employee may be considered for promotion only after he resumes duty in the Authority. The employee shall be given timely intimation when due for promotion so that he can earn at least one performance evaluation report for one year before his case comes up for consideration. If he resumes his duty his case shall be considered in normal course. If he does not resume his duty in the Authority, his case shall be deferred till his return or on the expiry of period of deputation and earning performance evaluation report for one calendar year after resuming duty.
35. **Condition for fresh deputation:** An employee who returns from deputation shall not be considered again for deputation until he has served in the Authority for a continuous period of five years.
36. **Training:** The Chairperson or as the case may be, the Director General may require an employee to undergo such training abroad or within the country respectively for such period and on such terms as he may specify. In case of foreign training, the trainee shall execute a surety bond to the effect that after completion of the training, he shall serve in the authority for a period of five years, failing which the employee shall pay the cost double to the entire expenditure incurred on his training besides initiation of disciplinary action.

PART II

Lien

37. **Retention of lien:** On confirmation in a permanent post, an employee shall acquire a lien in that post and shall retain it during the period when he:
- a) performs duties of that post;
 - b) holds a temporary post other than a post in the cadre to which he was originally appointed;
 - c) holds a post on deputation outside the Authority;
 - d) is on joining time or transfer to another post;
 - e) is under suspension; and
 - f) is on leave duly approved by the competent authority.
38. **Termination of Lien:** (1) Notwithstanding the consent of an employee, his lien, on a post shall not be terminated until he acquires lien on any other post in the Authority.
- (2) The lien of an employee, who is reduced in rank or reverted to a lower post as a consequence of disciplinary proceedings, shall be terminated against the post from which he is reduced in rank, or reverted to a lower post, as the case may be.
- (3) An employee who, through proper channel, joins any other service on regular basis outside the Authority in a government department or an autonomous body or an organization set up or managed by the Federal or Provincial Government after being selected through a regular selection process, shall hold lien against his present post in the authority only for two years or during the period of his probation for the new appointment whichever is less.

**CHAPTER V
PART I**

Termination, Reversion and Dismissal

42. **Termination of service:** (1) The service of an employee may be terminated without notice by the appointing authority during the initial or extended period of probation; Provided that when such an employee is appointed by promotion, his service shall not be terminated but he shall be reverted to his former post.
- (2) Where on the abolition of a post or reduction in the number of posts, the service of an employee is required to be terminated; the services of the junior most employee(s) in such cadre or post shall be terminated.
- (3) Notwithstanding anything contained in clauses (1) and (2) the service of a person in temporary employment shall be liable to be terminated on one month notice or pay in lieu thereof.
43. **Reversion, Dismissal or Removal from Service:** (1) An employee appointed to a higher post on officiating basis shall be liable to reversion to his lower post;
- (2) No employee shall be dismissed or removed from service or reduced in rank by an authority subordinate to that by which he was appointed.
- (3) No employee shall be dismissed or removed from service or reduced in rank until he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.
- Provided* that this sub-rule shall not be applicable where an employee is dismissed or removed from service on the ground of conduct which has led to his conviction by a court of law.

PART II

Resignation and Retirement

44. **Resignation:** (1) Subject to these regulations, an employee may resign in writing from his post. The resignation shall not become effective unless it is accepted by the appointing authority.
- (2) If an employee after submission of his resignation is allowed by the competent authority to withdraw it before it is accepted, the resignation shall be deemed to have been withdrawn.
- (3) The resignation of an employee shall not be accepted if any disciplinary proceedings are being contemplated or are in progress.
- (4) An employee submitting his resignation shall be required to clear all liabilities or dues payable by him and hand over property and record of the Authority to a nominated person at the time of acceptance of the resignation.
- (5) The resignation shall be submitted to the appointing authority by an employee through proper channel which shall be accompanied with original application of resignation along-with inter-alia following information/certification:
- a) No disciplinary proceeding are pending or being contemplated against him;
 - b) Whether employee is required to serve the Authority for a specified period of time, or any bond or undertaking in connection with the grant to leave, course of instructions or training, etc and if so, whether that period has expired, and if

not, whether any money spent on his training is payable/recoverable or has been paid by the employee; and

- c) All other liabilities and dues, recoverable have been discharged/paid by him.
45. **Retirement from Service:** An employee shall retire from service on completion of the sixtieth year of his age, provided that the appointing authority may agree on the recommendations of Service Review Board to retire the employee earlier.
46. **Premature Retirement:** After completion of 25 years service, an employee may be retired with benefits in following circumstances:
- a) On his own request; or
 - b) On recommendation of the Service Review Board or Committee constituted by the Authority.
47. **Retirement on Medical Grounds:** (1) An employee who by physical or mental infirmity is declared permanently incapacitated by the Standing Medical Board shall be retired on disability/invalidity basis.
(2) An employee will be invalidated within thirty days of the receipt of Medical Certificate or if he is on leave or is granted leave as a special case, on the expiry of such leave whichever may be later.

CHAPTER VI Miscellaneous

48. **Declaration of Property:** (1) An employee at the time of first appointment in the Authority shall make a declaration of all immovable and movable properties including shares, certificates, securities, insurance policies and jewellery having a total value of Rs. 500,000 or more belonging to or held by him or member of his family and such declaration shall:
- a) State the district in which the property is situated; and
 - b) Give such further information as the Authority may, by general or special order, require.
- (2) Every employee shall submit an annual return of assets in the month of July showing any increase or decrease of property as shown in the declaration under sub rule (1) or, as the case may be, the last declaration.
49. **Assets to be disclosed:** An employee shall, as and when required by the Authority, by general or special order, furnish information as to his assets disclosing liquid assets and all other properties, movable and immovable, including shares, certificates, insurance policies and jewellery.
50. **Private Trade, Employment or Work:** No employee shall, except with the prior sanction of the Authority, engage in any trade or undertake any employment or work other than his official duties;
Provided that the employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary or artistic character, subject to the conditions that his official duties shall not thereby suffer and that the occupation, or undertaking shall not conflict, or be inconsistent with his position, or obligations as an employee. However, the employee shall discontinue such work as and when directed by the Competent Authority.

56. **Delegation of Powers:** The Authority may, by general or special order, delegate to any officer subordinate to it any of its powers under the regulations.
57. **Application of Other Rules:** In matters not covered under these regulations or other rules notified by the Authority, employees shall be governed by the rules applicable to the civil servants of the Province and the instructions issued from time to time by the Provincial Government in such matters.


(CHAIRMAN)
PROVINCIAL DISASTER MANAGEMENT AUTHORITY,
KHYBER PAKHTUNKHWA

No. PDMA/KP/Service Regu/1-28(C)2013

Dated Peshawar the 26th December, 2013

Copy of the above is forwarded for information to the: -

1. All Administrative Secretaries in Khyber Pakhtunkhwa.
2. Director HR/Administration, PDMA
3. Director Relief, Operation & Coordination, PDMA.
4. Director Reconstruction & Rehabilitation, PDMA, Khyber Pakhtunkhwa.
5. Manager, Government Printing Press, Peshawar.
6. Deputy Director Finance & Accounts, PDMA, Khyber Pakhtunkhwa.
7. Private Secretary to Secretary to Government of Khyber Pakhtunkhwa, Relief, Rehabilitation & Settlement department.
8. Private Secretary to Director General, PDMA, Khyber Pakhtunkhwa.


(SHABIR AHMED AWAN)
Section Officer (Establishment), Relief,
Rehabilitation & Settlement department.

- (f) The Regional/Zonal quota if not filled will be carried forward till suitable candidates are available from the Region/Zone concerned. No "Substitute" recruitment shall be made. Existing backlog, if any, in respect of any zone will not be carried forward and the Commission shall take a fresh start in respect of all posts under its purview. However, this condition will not be applicable in respect of posts which have already been advertised by the NWFP Public Service Commission.

⁶²In case female candidates with prescribed qualification do not become available in Zone-I after advertising at least three times, such vacancy/ vacancies shall be advertised fourth time for Merit Quota.

- (g) The vacancies in all the Departments shall be advertised in leading newspapers on ⁶³(Sunday). The advertisement in electronic media should be to the extent of drawing attention of all concerned to the relevant newspapers in which the vacancies are advertised.
- (h) Initial Recruitment to all the vacant posts shall be made on regular known periodic intervals in February and August each year after proper advertisement through electronic and national/regional media. After advertisement, a minimum period of 30 days should be allowed for receipt of applications. "[]
- (i) (Deleted).

⁶⁴(j) i) 2% quota for disabled persons already fixed shall stand and should be enforced strictly.

ii) 10% quota has also been fixed for female candidates in all the Provincial services which are filled up through initial recruitment in addition to their participation in the open merit. However, it shall not be applicable to cadres exclusively reserved for females. The vacancies reserved for women for which qualified women candidates are not available shall be carried forward and filled by women.

iii) The above orders shall also apply to initial appointments in all autonomous/semi-autonomous bodies/ corporations etc which are administratively controlled by the Provincial Government.

iv) The Commission shall revise the Requisition Form for all such posts for specifying the women's quota in the available vacancies and the Administrative Department shall intimate the quota for the women in the Requisition Form accordingly.

v) The above reservation shall not apply to:-

- > *the percentage of vacancies reserved for recruitment on the basis of merit;*
- > *Short term vacancies likely to last for less than six months; and*
- > *Isolated posts in which vacancies occur only occasionally;*

⁶² Entry added at the end of sub-para (f) vide No. SOR-I(S&GAD)I-117/91 (C), 23-05-2000.

⁶³ The words "Friday" substituted in para(g) by Notification No. SOR-I(S&GAD)I-117/91 (C), 22-11-97

⁶⁴ Last sentence of sub-para (h) i.e. "A waiting list of eligible candidates shall be maintained for a period of six months" was deleted vide circular No. SOR-VI (E&AD)I-10/05 (IV), dated 31-12-2008.

Sub-Para-J substituted vide circular No. SOR-VI (E&AD)I-10/05 (IV), dated 25-07-2007.

⁶⁵ The one percent substituted by Notification No. SOR.I(S&GAD)4-1/80, Vol.III dated 19.2.1999

- ⁶⁶(JJ) 0.5 per cent quota has been fixed for candidates belonging to minorities in all the Provincial services which are filled in through initial recruitment in addition to their participation in the open merit. However, this reservation shall not apply to:-
- > *the percentage of vacancies reserved for recruitment on the basis of merit;*
 - > *Short term vacancies likely to last for less than ⁶⁷[six months]; and*
 - > *Isolated posts in which vacancies occur only occasionally."*
- (k) For initial appointment to posts in BPS-17 and below in the Autonomous Bodies/Corporations, the zonal allocation formula applicable for Provincial Services may be adopted. The method of recruitment shall also conform to sub-para (c) above.
- (l) The Provincial Government have already agreed that recruitment to the post of PTC in Education Department in various districts shall be made on constituency-wise basis. For this purpose, the existing districts have been divided into various zones. Each zone shall correspond to the area of constituency of the Provincial Assembly. However, recruitment to the posts shall, in each case, be 60% on merit in open competition on district basis and 40% on constituency basis.

⁶⁸The competent authority has decided that henceforth all the Government Departments/Offices shall ensure that requisitions are sent to the NWFP Public Service Commission complete in all respects and should reflect not only all the existing vacant posts but also posts likely to become vacant during the next eighteen months on account of retirement etc falling to the initial recruitment quota under the rules.

⁶⁶ Sub- Para-JJ added vide circular No. SOR-VI (E&AD)1-10/(Min)05 (IV), dated 18-11-2008.
⁶⁷ Period of six months replaced with "one year" in the NWFP (Appointment, Promotion & Transfer) Rules 1989 vide Notification No. SOR-VI(E&AD)1-3/2008, dated 6th January, 2009.
⁶⁸ Instructions issued vide circular letter No. SOR-VI (E&AD)1-10/08 (X), dated 07-10-2008.