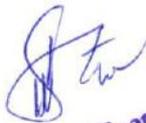


# STATUTES, 2016



  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

THE UNIVERSITY OF AGRICULTURE  
PESHAWAR - PAKISTAN



GOVERNOR'S SECRETARIAT,

Khyber Pakhtunkhwa, Peshawar

No. SO(III)5(1)18/GS/10/

Dated 01.08.2017

2221-24  
WV

To

The Secretary to Govt. of Khyber Pakhtunkhwa,  
Agriculture Livestock & Cooperative Department,  
Peshawar.

Subject: MINUTES OF 04<sup>TH</sup> MEETING OF THE SENATE, UNIVERSITY OF AGRICULTURE, PESHAWAR HELD ON 28.12.2016

Dear Sir,

I am directed to refer to your letter No.SOE(AD)/17(35)/2014 dated 28.03.2017 on the subject noted above and to forward herewith subject minutes alongwith University of Agriculture, Peshawar Statutes, 2016 (in original), duly approved by the Hon'ble Governor, Khyber Pakhtunkhwa/Chancellor-University of Agriculture, Peshawar, for further necessary action at your end please.

Encl (in original): As Above

Yours faithfully,

Section Officer - III  
091-9210474

- Copy to:-
1. Vice Chancellor, University of Agriculture, Peshawar alongwith copy of subject minutes, and University of Agriculture, Peshawar Statutes – 2016 (in original).
  2. PS to Governor, Khyber Pakhtunkhwa.
  3. PS to Principal Secretary to Governor, Khyber Pakhtunkhwa.

Section Officer – III

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Section Officer (M),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

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## The University of Agriculture, Peshawar Annual Report Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (a) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "The University of Agriculture, Peshawar Annual Report Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Presentation of Annual Report

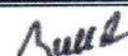
3. The annual report shall be presented as prescribed in Section 11 (7) and (8) of the Khyber Pakhtunkhwa Universities Act 2012, The Vice-Chancellor shall present the annual report before the Senate within three months of the closure of the academic year. The annual report shall comprise such information as regards the academic year under review as may be prescribed, including disclosure of all relevant facts pertaining to the following namely:

### Layout of Annual Report

4.
  - a. University Governance
  - b. Academic Activities
  - c. Research and Development
  - d. Innovation and Commercialization
  - e. Quality Assurance
  - f. University Professional Ranking by the HEC.
  - g. Faculty Development
  - h. Students Enrollment and Degrees Awarded annually
  - i. Universities Building Economies
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  - o. Finance
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  - r. Recruitment and promotions
  - s. Meetings of Authorities and Statutory bodies
  - t. Outreach activities
  - u. Progress achieved from foreign tours
  - v. Litigation

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

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Zahidullah Registrar

## University of Agriculture, Peshawar Fee and other Miscellaneous Charges Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (b) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Fee and other Miscellaneous Charges Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Fee Structure

3. The fee structure shall be the same as provided in the prospectus subject to revision by the Syndicate on the recommendation of F&PC and as notified from time to time.

### Fee Refund

Percentage of Tuition Fee	Timeline For Semester/	Timeline for Annual System
Full (100%) Fee refund (excluding registration fee)	Before commencement of classes	Before commencement of classes
Full (75%) Fee refund (excluding registration fee)	Up to 7 <sup>th</sup> . day of commencement of classes	Upto 15 <sup>th</sup> day of convene of classes
Half (50%) Fee refund (excluding registration fee)	From 8 <sup>th</sup> - 15th day of commencement of classes	From 16 <sup>th</sup> – 30 <sup>th</sup> day of commencement of classes
No Fee (0%) Refund (excluding registration fee)	From 16th day of commencement of classes	From 31 <sup>st</sup> day of commencement of classes

Provided that any student who has got re-admission, within 07 days of first admission, in another discipline/program/department will be allowed to transfer the deposited fee to such other department/program/ discipline as the case may be.

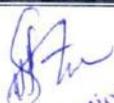
### Hostel Accommodation

5. The hostel fee structure shall be the same as provided in the prospectus subject to revision by the Syndicate as notified from time to time.
6. Hostel accommodation will be provided as a privilege/facility in accordance with rules subject to availability of seats.
  - i. Students seeking admission to hostels shall apply for a seat on the prescribed form, available from the office of the Provost; however, admission in the hostel is a privilege and not a right.
  - ii. Students must carefully study and observe the hostel rules.

### Additions and Alterations to the Schedule

7. The Syndicate may, on recommendation of the F&PC revise the fee structure or amend any policy with such conditions as it may deem fit, in accordance with the provisions of the Act.

  
Zahidullah Registrar

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar.

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## The University of Agriculture, Peshawar General Provident Fund Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (c) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar General Provident Fund Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Application

3. These Statutes shall be applicable to the employees except those mentioned in Clause-3 of the Service Statutes, 2016.

### Definitions

4. (i) In the Statutes, unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby assigned to them:
  - a) "Employee" means a person who is in the whole time regular employment of the University, however, it shall not include either a contract employee, or a part-time, casual or temporary servant, engaged on daily or monthly wage basis, Adhoc, Work Charge or those who are reemployed, or, are on deputation from another organization.
  - b) "Family" means:
    - (i) Wife or wives, in the case of a male subscriber, and husband in case of female subscriber.
    - (ii) children of the Subscriber,
  - c) "Fund" means the General Provident Fund of the employees, established under the Statutes.
  - d) "Option" means a subscriber will exercise his option in writing of not claiming interest from the GP Fund accumulation.
  - e) "Pay" means the basic pay of the subscriber.
  - f) "Subscriber" means an Employee who is required or permitted under the Statutes to contribute to the Fund.
  - g) "Salary" means the amount drawn monthly by an employee as pay, special pay, personal pay, technical pay, or any other emoluments.
  - h) "University" means the University of Agriculture, Peshawar.
  - i) "Year" means the financial year, beginning on the 1st of July and ending on the 30th of June.
- (ii) All other expressions, used in the Statutes, shall have the same meanings as assigned to them under Section 2 of the Act and Clause 4 of the Service Statutes.

### Constitution of the Fund

5. (i) Subject to the provisions of the Statutes, the Fund shall consist of all contributions made by the Subscribers, whether lying in the bank or invested in securities, and the interest/profit, accrued thereon.

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Zahidullah Registrar

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

The University of Agriculture, Peshawar  
Statutes, 2016

- (ii) Contributions to the Fund shall be compulsory in case of all employees, which shall be made at the minimum rate 6;  
Provided that these rates are subject to revision by the Syndicate;
- (iii) The account of the Fund shall be kept in a scheduled bank and/or schemes approved by the Syndicate;
- (iv) Every Subscriber shall be supplied with a pass-book, which shall show the amount at his credit from time to time. The pass-book shall be in such form as the Syndicate may from time to time prescribe. The pass-book shall be supplied to each Subscriber on payment of a fee as may be determined by Syndicate. Entries in the pass-book shall be made at the end of each fiscal year, which shall be attested by the Treasurer.
- (v) Contributions shall be deducted from the monthly pay bills of the Subscribers. No deduction shall, however, be made for the period of leave without pay, equal to one month or more.
- (vi) Contributions deducted from the pay of the Subscribers shall be credited into the Fund not later than 10th of each month.

**Individual Accounts of Subscribers**

6. Separate account in a Ledger shall be maintained for each Subscriber, which shall show distinctly his own contributions and the amount of interest/profit, as well as the withdrawals.

**Interest**

7. (i) Interest shall be credited to the G.P. Fund accounts of the subscribers annually, at such rate as may be prescribed by the Board of Trustees, referred to in Statute 16; provided that such rate shall not exceed the rate of interest actually earned on investment of the Fund. In fixing such rate of interest, the loss, if any, due to depreciation of securities, and the expenses on their purchase, sale or realization, shall also be taken into account.
- (ii) Interest shall be calculated with effect from the last day in each fiscal year, in the following manner:
  - (a) Interest shall be allowed for twelve months on the amount at the credit of a Subscriber on the last day of the preceding year less any sums withdrawn during the current year;
  - (b) interest shall be allowed from the beginning of the current year up to the last day of the month preceding the month of withdrawal, on all sums withdrawn during the current year;
  - (c) Interest shall be allowed from the date of deposit upto the end of the current year, on all sums credited to the Subscriber's account after the last day of the preceding year;  
Provided that when the amount standing at the credit of a Subscriber has become payable, interest shall be allowed only upto the date on which the amount standing at the credit of the Subscriber became payable.
- (iii) A subscriber will exercise his option in writing of not claiming interest from the GP Fund accumulation before withdrawal of any interest based advances from the GP Fund or any loan from the University such as HBA etc. Any such interest accumulation shall be credited to the University's Benevolent Fund.

  
Zahidullah Registrar

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

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**Investment of the Fund**

8. (i) All money, which in the opinion of the Board of Trustees, are not immediately required for the purpose of payment to the Subscribers, shall, from time to time, be invested in scheduled banks or government securities.
- (ii) The powers for investment of the Fund, under Sub-Clause (i) above, shall rest with the Syndicate, on the recommendations of the Board of Trustees.

**Temporary Withdrawals from the Fund**

9. (i) Temporary advances may be granted to the subscribers, out of the balance at their credit in the Fund, subject to 80% of the balance.
- (ii) The advance shall be recoverable in 36 equal monthly installments.
- (iii) Temporary advance will be allowed once in a year to the subscriber subject to adjustment of previous advance if any. The adjustment will be made at source.

**Non-refundable Advances**

10. (i) Non-refundable advance upto 80% shall be admissible to a Subscriber out of the balance at his credit on attaining the age of 45 years on exercising his non-refunding option; such advance being treated as part of final payment.
- (ii) A second non-refundable advance shall be admissible after the expiry of one year of the previous advance.

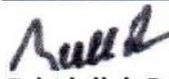
**Nomination**

11. On joining the Fund, each Subscriber shall make a nomination in the prescribed form, conferring the right to receive the amount that may stand to his credit in the Fund, in the event of his death before the amount standing to his credit has become payable or where the amount has become payable before payment has been made; provided that if, at the time of making the nomination, the Subscriber has a family, the nomination shall not be in favour of any person or persons other than the family members. The Subscriber should lodge a certified copy of the nomination with the Registrar, which shall be pasted in the service book of the Subscriber. Such nomination may at any time be revoked by the Subscriber.

**Final Payment**

12. When a Subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him after obtaining clearance from Head of Departments, Deans office, Director of Works, Library, Store Section, Transport Section, Registrar Office and Treasurer of the University.
13. On the death of a Subscriber, before the amount standing to his credit has become payable or, where the amount has become payable, before payment has been made;
- (i) When the Subscriber leaves a family:
- a. If there exists a nomination in favour of family member(s), the amount shall become payable to the nominee(s) in the specified proportion,
- b. If no nomination exists in favour of family member(s), the amount shall become payable to the members of his family.
- (ii) When the Subscriber leaves no family:

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Zahidullah Registrar

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

The University of Agriculture, Peshawar  
Statutes, 2016

- a. if there is a nomination in favour of any person(s), the amount shall become payable to the nomination(s) in the specified proportion.
- b. if there is no nomination, the payment shall be made to such claimants as can produce a legal authority.
14. When a subscriber has proceeded on leave preparatory to retirement or, while on leave, has been permitted to retire or retired on medical grounds, the amount standing to his credit in the fund shall become payable, upon an application made by him in that behalf.

**Audit**

15. The accounts of the fund shall be audited by a qualified auditor once a year and the annual report shall be placed before the board of trustees.
16. On need basis audit may be conducted through a third party of professionals.

**Management of the Fund**

17. (i) The fund shall be managed by a board of trustees, consisting of the following members:

S.No.	Nomenclature of Membership	Status
1	One of the Deans to be nominated by the Vice Chancellor	Chairperson
2	Elected member of the Senate from the constituency of Professors	Member
3	Elected member of the Syndicate from the consultancy of Professors	Member
4	One representative each of all cadres of employees to be nominated by Vice Chancellor	Member
5	Registrar	Member
6	Treasurer	Member/secretary

- (ii) A report about the state of affairs of the fund for each financial year shall be submitted by the treasurer to the syndicate, through the board of trustees, not later than 31<sup>st</sup> December.
18. Removal of difficulties, anomaly committee and amendments in the statutes shall be dealt in the same manner as provided in Clause 41 to Clause 45 of the Service Statutes.

**Repeal:**

19. NWFP AGRICULTURAL UNIVERSITY, PESHAWAR EMPLOYEES GENERAL PROVIDENT FUND STATUTES, 2000 framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, shall stand repealed.

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

  
Zahidullah Registrar

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**The University of Agriculture, Peshawar  
Contributory Provident Fund Statutes, 2016**

**Title**

1. Framed in pursuance of Section 28(1) (c) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Contributory Provident Fund Statutes, 2016".

**Commencement**

2. The statutes shall come into force at once.

**Application**

3. These Statutes shall be applicable to the employees appointed on contract basis under government contract policy as approved by the Syndicate.

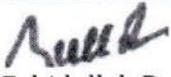
**Definitions**

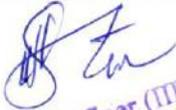
4. (i) In the Statutes, unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby assigned to them:
- a) "Contract Employee" means a person who is engaged by the University for whole time under government contract policy through proper procedure including advertisement and Selection Board. However, it does not include either otherwise contract employee, or a part-time, casual or temporary servant, engaged on daily or monthly wage basis, Adhoc, Work Charge or those who are reemployed.
  - b) "Family" means:
    - i. Wife or wives, in the case of a male subscriber, and husband in case of female subscriber.
    - ii. children of the Subscriber,
    - iii. widow(s) and children of a deceased son of a subscriber.
    - iv. The pronoun "He" refers to all gender as the case may be.
    - v. All other expressions, used in the Statutes, shall have the same meanings as assigned to them under Section 2 of the Act.
  - c) "Fund" means the Contributory Provident Fund of the employees, established under the Statutes.
  - d) "Pay" means the basic pay of the subscriber.
  - e) "Subscriber" means an Employee who is required or permitted under the Statutes to contribute to the Fund.
  - f) "University" means the University of Agriculture, Peshawar.
  - g) "Year" means the financial year, beginning on the 1st of July and ending on the 30th of June.
- (ii) Any other expressions shall have the same meanings as assigned to them in Section 2 of the Act and Clause 4 of the Service Statutes.

**Constitution of the Fund**

5. (i) Subject to the provisions of the Statutes, the Fund shall consist of all contributions made by the Subscribers, whether lying in the bank or invested in securities, and the interest/profit, accrued thereon.

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Zahidullah Registrar

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

- (ii) Contributions to the Fund shall be compulsory in case of all employees, which shall be made at rate prescribed by the Syndicate from time to time;
- (iii) The account of the Fund shall be kept in a scheduled bank and/or Schemes approved by the syndicate;
- (iv) Every Subscriber shall be supplied with a balance sheet, which shall show the amount at his credit on annual basis. The balance sheet shall be issued at the end of each fiscal year, which shall be attested by the Treasurer.
- (v) Contributions shall be deducted from the monthly pay bills of the Subscribers. No deduction shall, however, be made for the period of leave without pay, equal to one month or more.
- (vi) Contributions deducted from the salaries of the Subscribers shall be credited into the Fund not later than 10th of each month.

**Individual Accounts of Subscribers**

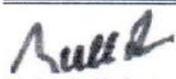
6. Separate account in a Ledger shall be maintained for each Subscriber, which shall show distinctly his own contributions and the amount of interest/profit, as well as the withdrawals.

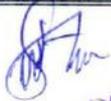
**Interest**

7. (i) Interest shall be credited to the C.P. Fund accounts of the subscribers annually, at such rate as may be prescribed; provided that such rate shall not exceed the rate of interest actually earned on investment of the Fund. In fixing such rate of interest, the loss, if any, due to depreciation of securities, and the expenses on their purchase, sale or realization, shall also be taken into account.
- (ii) Interest shall be calculated with effect from the last day in each fiscal year, in the following manner:
  - (a) Interest shall be allowed for twelve months on the amount at the credit of a Subscriber on the last day of the preceding year less any sums withdrawn during the current year;
  - (b) interest shall be allowed from the beginning of the current year upto the last day of the month preceding the month of withdrawal, on all sums withdrawn during the current year;
  - (c) interest shall be allowed from the date of deposit upto the end of the current year, on all sums credited to the Subscriber's account after the last day of the preceding year;  
Provided that when the amount standing at the credit of a Subscriber has become payable, interest shall be allowed only upto the date on which the amount standing at the credit of the Subscriber became payable.
- (iii) If a Subscriber opts to forego interest on his accumulations in the Fund, such interest shall be credited to the University's Benevolent Fund. However, if at a subsequent stage, he opts again for charging interest on his accumulations, the interest shall be allowed to him only from the 1st July of the financial year in which he submits his formal option to that effect. He shall have no claim for the past interest.

**Investment of the Fund**

8. (i) All moneys, which in the opinion of the Board of Trustees, are not immediately required for the purpose of payment to the Subscribers, shall, from time to time, be invested in secure and profitable ventures.

  
Zahidullah Registrar

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

- (ii) The powers for investment of the Fund, under Sub-Clause (i) above, shall rest with the Syndicate, on the recommendations of the Board of Trustees.

**Disbursement of the Fund**

9. A subscriber shall be entitled to receive the sum at his credit, along with the profits accrued thereon;
- On his retirement from his service; or
  - On his becoming medically unfit for further service by an authorized medical board, the amount at his credit in the fund along with profit earned thereon shall be paid to him;
10. In case a subscriber dies during service, the amount standing at his credit in the Fund, along with profits earned thereon, shall be paid to his nominee or nominees in accordance with the nomination made by him in that behalf, or if there is no nomination, to his legal heir or heirs.

**Withdrawal from the Fund**

11. The competent authority may, on the request of a subscriber, sanction an advance, not exceeding 80 percent of his own total accumulation in the Fund to meet any of the following expenses:
- Expenses in connection with his own prolonged illness or any of the members of his family;
  - Expenses in connection with overseas passage on reasons of Health or education of his own or any of the members of his family;
  - Expenses in connection with construction of house on land owned by the subscriber or his spouse or purchase of land for residential purposes.
12. The advance so sanctioned shall be recoverable in equal monthly installments which shall not be less than twelve installments, unless the subscriber so chooses or more than thirty-six installments.
13. Except as a special case, no second advance shall be admissible unless the first advance is fully repaid and a period of one year has elapsed after payment of the last installment.

**Nomination**

14. On joining the Fund, each Subscriber may make a nomination in the prescribed form, conferring the right to receive the amount that may stand to his credit in the Fund, in the event of his death before the amount standing to his credit has become payable or where the amount has become payable before payment has been made; provided that if, at the time of making the nomination, the Subscriber has a family, the nomination shall not be in favour of any person or persons other than the family members. The Subscriber should lodge a certified copy of the nomination with the Treasurer, which shall be pasted in the service book of the Subscriber. Such nomination may at any time be revoked by the Subscriber.

**Audit**

15. The accounts of the fund shall be audited by a qualified auditor once a year and the annual report shall be placed before the board of trustees.
16. On need basis audit may be caused through a third party of professionals.



Zahidullah Registrar

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

The University of Agriculture, Peshawar  
Statutes, 2016

**Management of the Fund**

17. (i) The fund shall be managed by a board of trustees, consisting of the following members:

S.No.	Nomenclature of Membership	Status
1.	One of the Deans to be nominated by the Vice Chancellor	Chairperson
2.	Elected member of the senate from the constituency of professors	Member
3.	Elected member of the syndicate from the constituency of professors	Member
4.	One representative of concerned employees to be nominated by Vice Chancellor	Member
5.	Registrar	Member
6.	Treasurer	Member/secretary

- (ii) A report about the state of affairs of the fund for each financial year shall be submitted by the Treasurer to the Syndicate, through the Board of Trustees, not later than 31<sup>st</sup> December of each year.
18. Removal of difficulties, anomaly committee and amendments in the statutes shall be dealt in the same manner as provided in Clause 41 to Clause 45 of the Service Statutes.

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar.

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## The University of Agriculture, Peshawar Benevolent Fund Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (c) of the Khyber Pakhtunkhwa Universities Act, 2012 these statutes shall be called "Benevolent Fund Statutes, 2016".

### Commencement

2. The Statutes shall come into force at once.

### Application

3. The Statutes shall be applicable to the employees except those mentioned in Clause 3 of the Service Statutes, 2016.

### Definitions

4. (i) In the Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
  - a) "Act" means the Khyber Pakhtunkhwa Universities Act, 2012 as amended from time to time,
  - b) "Employee" means a person who is in the whole time regular employment of the University, however, it shall not include either a contract employee, or a part-time, casual or temporary servant, engaged on daily or monthly wage basis, Adhoc, Work Charge or those who are reemployed, or, are on deputation from another organization.
  - c) "Family" means:
    - (i) Wife or wives, in the case of a male subscriber, and husband in case of female subscriber.
    - (ii) children of the Subscriber,
  - a) "Fund" means the University Employees Benevolent Fund.
- (ii) Any other expressions shall have the same meanings as assigned to them in Section 2 of the Act and Clause 4 of the Service Statutes.

### Establishment of Fund

5. There shall be established a Fund, to be called the Employees' Benevolent Fund.
6. To the credit of the Fund shall be placed:
  - (i) all sums paid by the employees as subscription to the Fund;
  - (ii) all incomes, profits, or interests accruing from the assets belonging to the Fund or from investments made out of the Fund;
  - (iii) profit/commission, etc. received by the University from the Insurance Company, on account of Group Insurance;
  - (iv) unclaimed/waived-off amount of interest on the General Provident Fund of an employee;
  - (v) General Provident Fund balance of an employee which remains unclaimed for a period of six years after the closing of his account.
7. The account of the Fund shall be kept in a scheduled bank as may be prescribed.

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**Subscriptions by the Employees**

8. Every regular employee shall pay to the Fund a monthly subscription as per approval of the Syndicate subject to revision by the Syndicate on the recommendation of the Board of Trustees from time to time.
9. The subscription shall be deducted at source from the pay bills of the employees.
10. Contributions deducted from the pay of the Subscribers shall be credited into the Fund not later than 10<sup>th</sup> of each month.
11. Default in the payment of subscription, either for the reason that the pay of the employee was not drawn due to his inadvertence, negligence or fault, or any other reason, whatsoever, shall not affect his right, or the right of his family, to receive the Benevolent Grant. However, the amount of unpaid subscription shall be deducted from the Benevolent Grant.

**Grants out of the Fund**

12. (i) if any employee:
  - (a) is declared by the prescribed medical authority to have been completely incapacitated physically or mentally, to discharge the duties of his employment and is for that reason retired from service, or
  - (b) dies during the continuance of his employment or within 15 years from the date of his retirement, he or, in the event of his death, his family shall be entitled to receive a Benevolent Grant from the Fund, according to the following grade, for a period of fifteen years, or up to the date on which the employee might have, if he were alive, attained the age of seventy five years, whichever is earlier,

Basic Scale in which the employee was Drawing Pay	Annual Rate of Benevolent Grant (Rs.)
BS - 2 to 05	34000
BS - 6 to 15	44500
BS -16 & Above	120000

Provided that these rates are subject to revision by the Syndicate on the recommendation of the Board of Trustees from time to time.

Provided further that in the case of an employee who dies after having drawn Benevolent Grant under this Section, the said period of fifteen years shall be reckoned from the date from which he began drawing such Grant.

Provided further that where a grant under the Statutes has been sanctioned in favour of a widow/ widower, such grant shall be subject to the condition that the widow does not re-marry. Such widow/ widower shall furnish at the time of each drawl to the University a certificate, duly signed by a Gazetted Officer of the University or the Government or a Local Councilor to the effect that spouse is not re-married. The grant shall cease from the month following re-marriage of the spouse.

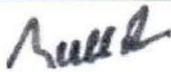
Payment shall be subject to availability of fund in the Fund Account and will be made in the order of claim for the grant.

- (ii) Other benefits admissible from the Fund, subject to revision, are as under:

- a. **Employees in BS-1 to 15:**

Grant for funeral expenses for self or a dependent family member (Rs.10,000)

  
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b. **For All Classes of Employees**

Free Education to the wards of deceased/ retired employees for up to Intermediate classes equal to the existing fee structure of the parent University School & College.

**Accounts of the Fund**

13. The accounts of the Fund shall be maintained in such manner and form as prescribed for the maintenance of the accounts of the University.

**Investment of the Fund**

14. (i) All moneys, which in the opinion of the Board of Trustees, are not immediately required for the purpose of payment to the Subscribers, shall, from time to time, be invested in scheduled banks or government securities.
- (ii) The powers for investment of the Fund, under Sub-Clause (i) above, shall rest with the Syndicate, on the recommendations of the Board of Trustees.

**Audit**

15. The accounts of the Fund shall be audited by the Auditors of the Auditor General Office every year and their report shall be presented to the Syndicate.

**Management of the Fund**

16. (i) The Fund shall be managed by the Board of Trustees consisting of the following:

S.No.	Nomenclature of Membership	Status
1.	Vice Chancellor	Chairperson
2.	Elected Member of the Senate from the constituency of Professors	Member
3.	Elected Member of the Syndicate from the constituency of Professors	Member
4.	Senior most Dean	Member
5.	Representatives of all different cadres of the University to be nominated by the Vice Chancellor	Member
6.	Registrar	Member
7.	Treasurer	Member/ Secretary

- (ii) Quorum for the meetings of the Board shall be 50% of existing members.
- (iii) The Board shall hold at least two meetings annually.

**Powers and Functions of the Board of Trustees**

17. The Board shall have powers:

- (a) to carry out review of the fund including investment made during the year, returns generated on such investments along with detail of competitive rates and pattern of investment considering the short/long-term liquidity requirements of the fund
- (b) to settle claims for grants under the Statutes and all matters connected with such claims;
- (c) to sanction grant from the Fund to the employees or their families in accordance with the provision of the Statutes;

  
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- (d) to do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties of the Fund;
  - (e) to sanction expenditure connected with the administration and management of the Fund;
  - (f) to invest money, held in the Fund, in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust or in the construction of buildings for purposes of raising rental income, fixed deposits, and in other profitable ventures, etc. the plans of which are duly approved by the Syndicate;
  - (g) to do or cause to be done all things ancillary or incidental to any of the aforesaid powers, or to the purposes of the Fund.

**Appeal against the decision of the Board**

18. Any appeal against the decisions of the Board of Trustees shall lie with the Syndicate within 90 days of the Board's decision, and the decision of the Syndicate shall be final and binding on members participating in the scheme.

**Exemptions from Taxes**

19. The Federal Government and/or Provincial Government may upon request exempt the Benevolent Fund from any tax, rate or duty, levied by its authority.

**Removal of difficulties**

20. Removal of Difficulties, Anomaly Committee and Amendments in the Statutes shall be dealt in the same manner as provided in Clause 41 to Clause 45 of the Service Statutes.

**Repeal:**

21. NWFP AGRICULTURAL UNIVERSITY, PESHAWAR EMPLOYEES BENEVOLENT FUND STATUTES, 2000 framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, shall stand repealed.

  
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## The University of Agriculture, Peshawar Pension and Gratuity Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (c) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Pension and Gratuity Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Definitions

3. (i) In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby, respectively, assigned to them:
  - a) "Gratuity" means over and above payment due for service,
  - b) "Head of Department" means the Head of the University Teaching or Administrative Department and includes the Director of an Institute.
  - c) "Medical Authority" means an authority appointed by the Director General Health, to conduct medical examination of University employees for the purpose of granting invalid pension, extra-ordinary pension or commutation of pension.
  - d) "Pension Fund" means the fund established under the Statutes.
  - e) "Syndicate" means the Syndicate of the University.
  - f) The pronoun "He", used in relation to an employee, refers to male or female, as the case may be.
  - g) "Treasurer" means the Treasurer of the University.
  - h) "University Employee" and "University Service", respectively, mean the employee to whom and the service to which these Statutes apply.
  - i) "University" means the University of Agriculture, Peshawar.
- (ii) All other expressions, used in these Statutes, shall have the same meanings as are assigned to them by Section 2 of the Act and Clause 4 of the Service Statutes.

### Application

4. Unless otherwise provided, these Statutes shall apply to all the University employees, who are paid from the University Funds, except:
  - (i) Contingent-paid or work-charged establishment.
  - (ii) Persons employed on contract.
  - (iii) Employees whose conditions of service are governed by special provisions made under any law, rules or regulations for the time being in force.
  - (iv) Any employee or class of employees, who may specifically be excluded by the Syndicate from the purview of these Statutes, or who hold(s) post(s) which have been declared by the Syndicate as non-pensionable.
  - (v) A person who is not a whole-time employee, but is merely engaged for casual or occasional work, such as part-time Lecturer, scrutineer, etc.
  - (vi) A person who is not paid from the University Fund but is paid from a fund held by the University as a Trustee, or from any other local fund, or is remunerated by fees for the grant of a tenure of land or of any other source of income or of a right to collect money.

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**Application of Government Servants' Pension Rules To University Employees**

5. (i) Save as otherwise provided in these Statutes, the Khyber Pakhtunkhwa (Civil Services) Pension Rules, as remain applicable to Government servants, from time to time, shall apply mutatis mutandis to University employees, and in those rules:
- (a) any reference to Government shall be considered as a reference to University;
- (b) any reference to Government servant shall be considered as a reference to University employee;
- (c) any reference to the Provincial Consolidated Fund shall be considered as a reference to the University Fund;
- (ii) If any difficulty or dispute arises regarding the application of the said rules to the University employees, the matter shall be resolved through a decision of the Syndicate.
- (iii) If any question arises regarding the interpretation of these Statutes, the matter shall be referred to the Chancellor, whose decision thereon shall be final.
- (iv) The orders of the Provincial Government, as issued from time to time, regarding the rates and slabs of pensions of Government employees, conditions for the grant of such pensions; and other monetary benefits, sanctioned for their pensioners, shall equally apply to the corresponding University employees and pensioners, unless in any particular case the Syndicate decides otherwise.

**Qualifying Service for Pension**

6. (i) Subject to these Statutes, the service of a University employee shall qualify for pension from the beginning, viz from the date of initial appointment in the University.
- (ii) Service rendered by a University employee in a Government Department, or an autonomous body, before joining service of the University, shall be counted as qualifying for pension, provided that the said service was pensionable, and the proportionate share of pension for that service is borne by the former employer.

**Pension and gratuity**

7. (i) On retirement a pensionable employee shall be entitled to receive such pension or gratuity as may be prescribed.
- (ii) In the event of death of an employee, whether before or after retirement, his family shall be entitled to receive such pension or gratuity, as may be prescribed.
- (iii) No pension or gratuity shall be admissible to an employee who is dismissed or removed from service for reasons of discipline.
- (iv) If the determination of the amount of Pension or gratuity admissible to an employee is delayed beyond one month of the date of his retirement or death, he or his family as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, according to the length of service of the university employee who qualifies for pension or gratuity, and any overpayment on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such an employee or his family:  
Provided that the amount in case of Contributory Provident Fund subscribed by the civil servant shall be transferred to his General Provident Fund.
- (v) In case any difficulty arises in giving effect to any of the provisions of this section, the case will be referred to anomaly committee as referred to under Clauses 42-43 of the Service Statutes for removal of the difficulty.

**Condonation of Interruptions and Deficiencies**

8. (i) The authority, which is competent to sanction pension, may, for purpose of pension, condone any interruption caused due to abolition of a post.  
(ii) A deficiency of six months or less in the qualifying service of an employee shall be deemed to have been condoned.  
(iii) A deficiency of more than six months but less than a year may be condoned by the Vice Chancellor, if both the conditions mentioned below are satisfied;  
(a) If the employee dies while in service or retires under circumstances beyond his control, such as on becoming invalid or on abolition of his permanent post (and his eventual selection for discharge) and, but for such contingencies, he would have completed another year of qualifying service; and  
(b) The service rendered by the employee was meritorious.  
(iv) A deficiency of one full year or more shall not be condoned.

**Pension Fund**

9. The Pension Fund shall consist of:  
(i) Pension contributions.  
(ii) Funding or donations from the federal and provincial government.  
(iii) Donation by any other organization.  
(iv) Any other source.

**Authority Competent to Grant Pension**

10. The Vice Chancellor on the recommendation of Registrar shall sanction the pension and report it to the authority competent to make appointment to the post last held by the University employee at the time of retirement.

**Maintenance of Pension Fund**

11. If the amount in the Pension Fund is surplus to the requirements for the purposes of pension, the surplus amount may, with the previous sanction of the Syndicate, be invested in such manner as may be necessary. But if the Pension Fund is running short of requirements for the purposes of pension, the Syndicate may require the University to raise its contribution to the Pension Fund, payable in terms of Clause (b) of Statutes 8, to such extent as may be deemed fit.

**Payments**

12. All pensions shall be paid out of the Pension Fund.

**Anticipatory Pension in Case of Delay in the Finalization of Pension Case**

13. All formalities for the grant of pension shall be completed as expeditiously as possible, so that the University employee retiring on pension starts getting his pension regularly within one month of his retirement; provided that where the payment of pension cannot be ensured within a reasonable time, due to unavoidable circumstances, the authority competent to grant pension shall sanction anticipatory pension (not exceeding 80% of the admissible pension) for the interim period, not exceeding three months.

**Orderly Allowance**

14. A retiring University employee in BS-20 and above shall be allowed a special additional pension equal to the admissible pre-retirement Orderly Allowance.

  
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**Repeal**

15. NWFP AGRICULTURAL UNIVERSITY, PESHAWAR SERVICE PENSION STATUTES, 2000 framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, shall stand repealed.

  
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## The University of Agriculture, Peshawar Insurance Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (c) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Insurance Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Entitlement to the Benefits from the Group Insurance

3. All employees shall be entitled to the benefits of Group Insurance, except;
- work-charged/contingent-paid establishment;
  - part-time employees;
  - those employed on contract for a fixed period;
  - any category of employees other than regular employees.

### Subscriptions by the Employees

4. Every permanent/regular employee shall pay to the Group Insurance a monthly subscription at the following rates, subject to revision by Syndicate as notified:

Pay Scale of Employees	Monthly Rate of Contribution (in Rs.)
BS 2 to 5	40 (Payable by the University)
BS 6 to 10	47 (Payable by the employees)
BS 11 to 15	80 -do-
BS-16	120 -do-
BS-17	160 -do-
BS-18	233 -do-
BS-19	280 -do-
BS-20 and above	333 -do-

5. The subscription shall, as far as possible, be deducted at source from the pay bills of the employees. Where the amount of subscription cannot for any reason be deducted from the pay of an employee, the employee shall remit it to the Treasurer. Any amount of subscription remaining unpaid, due to inadvertence or negligence of the employee or otherwise shall be recoverable from his General Provident Fund account.
6. Default in the payment of subscription, either for the reason that the pay of the employee was not drawn due to his inadvertence, negligence or fault, or any other reason, whatsoever, shall not affect his right, or the right of his family, to receive the Group Insurance Grant. However, the amount of unpaid subscription shall be deducted from his General Provident Fund.

### Grants out of the Group Insurance Revenue

7. (i) If any employee :
- due to accident is declared by the prescribed medical authority to have been completely incapacitated physically or mentally, to discharge the duties of his employment, or

  
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- (b) dies during the continuance of his employment, his family shall be entitled to receive a onetime Group Insurance Grant from the Insurance Company, according to the following scale.

Basic Scale in which the Employee was Drawing Pay	Group Insurance Grant Payable in (Rs.)
BS 2 to 5	12 months salary
BS 6 to 10	-do-
BS 11 to 15	-do-
BS-16	-do-
BS-17	-do-
BS-18	-do-
BS-19	-do-
BS-20 and above	-do-

Provided that these rates are subject to revision by the Syndicate from time to time.

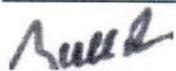
**Assistance Package for Families of Employees who die In Service**

8. The employees shall be entitled to the in-service death package as approved and notified by the Syndicate.

**Audit and Accounts of the Insurance Premium**

9. The accounts of the Insurance Premium shall be maintained in such manner and form as prescribed for the maintenance of the accounts of the University and shall be audited by the Auditors of the University every year and their report published for general information.

  
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## The University of Agriculture, Peshawar Services Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "The University of Agriculture, Peshawar Service Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Application

3. The statutes shall apply to all persons in the service of the University, except:
  - a. A person appointed on contract/adhoc/engaged on fixed pay excluding contract appointment made under government contract policy as approved by the Syndicate;
  - b. A person serving in the University on deputation; and
  - c. The staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally, whose appointments are governed by the letters of their appointments.

### Definitions

4. (i) In these statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby, respectively, assigned to them as under:
  - a) "Act" means The Khyber Pakhtunkhwa Universities Act No. X of 2012, amended from time to time.
  - b) "Adhoc Appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed manner of recruitment, pending recruitment in accordance with such manner.
  - c) "Appointing Authority" means an officer/authority, which is competent to make appointment to a post under the Act,
  - d) "Authority" means Authorities prescribed under Section 18 (1) of the Act.
  - e) "Emoluments" means the amount drawn monthly by an employee as pay or allowances of any description.
  - f) "Employee" means a person who holds a post in the University service and who is paid from the University fund "Foreign Service" means service in which an employee receives emoluments, with the sanction of the University, from a source other than the University Funds.
  - g) "Government" means the Government of Khyber Pakhtunkhwa.
  - h) "Initial Appointment" means appointment made otherwise than by promotion or transfer.
  - i) "Salary" means the amount drawn monthly by an employee as pay, special pay, personal pay, technical pay, or any other emoluments.
  - j) "Pay" means the basic pay of the employee.
  - k) "Permanent Post" means a post sanctioned without limit of time.
  - l) "Prescribed" means prescribed by these Statutes or other Statutes, Regulations and Rules made under the Act.
  - m) "Presumptive Pay" of a post means the pay to which an employee would be entitled if he held the post in a substantive capacity and was performing its duties.

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- n) "Regular Appointment" means an appointment made in accordance with the prescribed procedure against a clear vacancy.
- o) "Senate" means Senate of The University.
- p) "Substantive Pay" means the basic pay, other than special pay, personal pay, etc. to which an employee is entitled on account of his substantive appointment to a post in a specified pay scale,
- q) "Syndicate" means Syndicate of The University.
- r) "Temporary Post" means a post sanctioned for a limited time.
- s) "University" means the University of Agriculture, Peshawar.
- t) "Vice Chancellor" means the Vice-Chancellor of the University.
- (ii) The pronoun "He", used in relation to an employee, refers to male or female, as the case may be.
- (iii) Any other expressions shall have the same meanings as assigned to them in Section 2 of the Act.

**Terms and Conditions of Service of University Employee**

5. The terms and conditions of service of an employee shall be as provided under these Statutes as well as other Statutes, and by such rules as may be made by the Syndicate.
6. All appointments to the posts in the University shall be made in accordance with the Appointment and Scales of Pay Statutes of the respective cadres.
7. No person shall be appointed to a post in the University without a medical certificate. The certificate shall be attached to his first pay bill, which shall be returned by Audit, after being seen, so that it is placed in the personal file of the employee concerned.  
Note: Medical certificate shall be issued by the relevant District Health Officer or authorized Medical Officer to be designated by the Syndicate.
8. (i) Two or more employees cannot be appointed substantively to the same permanent post at the same time.
- (ii) An employee cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.
- (iii) An employee cannot be appointed substantively to a post on which another employee holds a lien.

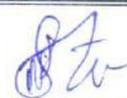
**Probation**

9. Probation, in the case of an initial appointment to a permanent post in the University service, shall be for a period of one year, extendable for further one year.
10. Appointments by promotion or transfer shall also be made on probation for a minimum period of one year, extendable by a further period of one year.
11. If in the opinion of the Appointing Authority, the work or conduct of an employee during the period of probation has not been satisfactory, it may, notwithstanding that the period of probation has not expired, dispense with his services;  
Provided that if the employee was holding another post before his appointment, he shall be reverted to his former post.

**Confirmation**

12. (i) On completion of the period of probation of an employee, the Appointing Authority may, subject to the provisions of Clause 13, confirm him in his appointment, against a

  
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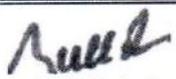
- permanent/substantive post, or if his work or conduct has, in the opinion of such authority, not been satisfactory,
- (a) in case of initial appointment, dispense with his services; or
  - (b) in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services; or
  - (c) extend the period of probation by a period not exceeding the prescribed limit and, during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of the initial probationary period.
- (ii) On the expiry of the maximum period of probation, an employee shall be deemed to have been confirmed in service against a permanent post unless there is an order to the contrary or his services have been dispensed with earlier.
13. No employee shall be confirmed on a post in the University service unless he successfully completes such training, course, or research assignment, or passes such test, as was applicable at the time of his appointment to the post where applicable.

#### Seniority

14. For the purpose of making appointments, seniority shall have relevance only within the group/cadre which is eligible for the position to which appointment is being made.
15. (i) The seniority inter se of employees (appointed to a cadre or post) shall be determined:
- (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Board/Committee; provided that persons selected for appointment to a post in an earlier selection shall rank senior to the persons selected in a later selection; and
  - (b) in the case of persons appointed otherwise, with reference to the dates of their continuous regular appointment in the post;  
Provided that the employees selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post.
  - (c) **Explanation-I**  
If a junior person in a lower post is promoted to a higher post by superseding a senior person, and subsequently that senior person is also promoted, the person promoted first shall rank senior to the person promoted subsequently.
  - (d) **Explanation-II**  
A junior person shall be deemed to have superseded a senior person only if both the junior and the senior persons were considered for the higher post and the junior person was appointed in preference to the senior person.
- (ii) Seniority in various cadres of employees appointed by initial recruitment vis-a-vis those appointed otherwise shall be determined with reference to the dates of their regular appointment to a post in that cadre; provided that if the two dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment,
- (iii) Seniority inter se of employees on subsequent appointments to posts in the higher scales of pay on the same date shall be determined on the basis of seniority inter se in lower scales of pay, unless otherwise prescribed.

#### Lien

16. An employee, on substantive appointment to any permanent post, acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

  
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17. An employee holding substantively a permanent post retains a lien on that post:
- While on duty in that post;
  - While working on another post in an officiating capacity for a period of three years, which is extendable by the Syndicate up to five years, for reasons to be recorded;
  - While on deputation to a foreign service;
  - While on joining time or transfer to another post;
  - While on leave; and
  - While under suspension,
  - Two years where an employee has been appointed in another Government/Semi-Government department.

**Transfers**

18. As provided in Section 11(2) and 5(a) of the Act, the Vice Chancellor may, in consultation with the Head of the Department concerned, transfer any employee from one post to another, within the University, in the same pay scale; provided that such employee does not suffer a loss in salary by such transfer.

**Bar to Engage in Other Employment**

19. An employee shall not, except with the prior permission of the appointing authority in writing, engage in any trade, occupation, business, or calling, other than his official duties under the University; provided that this prohibition shall not prevent him from accepting any examination work, official meetings in other universities or government and seminars or conferences.

**Pay**

20. Notwithstanding anything to the contrary, contained in the Statutes, all employees shall be placed in the Pay Scales as provided under relevant Statutes and shall be governed by the conditions mentioned therein,
21. An increment in the pay scales shall ordinarily be drawn as a matter of course, unless it is withheld under the Efficiency and Discipline Statutes, 2016.
22. An employee appointed to hold charge of an additional post shall be entitled to additional pay as under:
- Where an employee is assigned additional duties of a sanctioned post and discharges full duties of that post, he shall be allowed additional pay @ 20% of his initial basic pay of the substantive post he is holding.
  - Where an employee holds the current charge of an additional sanctioned post, he shall be allowed additional pay @ 20% of his initial Basic pay of the substantive post he is holding.
  - The duration of dual charge or current charge shall not normally exceed upto one year.
  - No additional pay will be admissible if the additional charge/current charge is held for a period of less than one month.
  - Additional pay shall not be admissible without prior orders of the Syndicate.
  - Ex post facto sanction for the grant of remuneration for holding additional charge/current charge shall be given by the Syndicate on case to case basis.

**Honorarium**

23. An employee may be granted an honorarium from the University Fund as remuneration for work performed which is occasional in character and either so laborious in nature or of such special

  
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merit as to justify a special reward. The total amount of honorarium of an employee during a financial year shall not exceed his one month pay;

**Fee**

24. An Appointing Authority may permit an employee to perform a specified service or series of services for a private person, or body, or for a public body including a body administering a local fund, or for Government, or for a national/international agency, and to receive as remuneration for it a nonrecurring or recurring fee, if it is satisfied that this can be done without detriment to his normal duties provided that 20% of any fee paid to the employee shall be credited to the University fund.

**Retirement**

25. The age of retirement of employees shall be sixty (60) years.  
26. An employee shall have the option of seeking voluntary retirement on completion of 25 years qualifying service.  
27. Rehiring of faculty beyond the age of 60 years shall be approved by the Chancellor on recommendation of the Syndicate on case to case basis.  
Provided that such rehired person shall not be assigned duties of administrative posts.

**Suspension**

28. Subject to review of relevant rules and orders, an employee under suspension is entitled to subsistence grant, comprising of full pay and allowances last drawn by him immediately before his suspension, and all other benefits and facilities enjoyed by him as part of his service conditions prior to such suspension.  
29. An employee committed to prison, either for debt or on a criminal charge, shall be considered as under suspension as long as he is so committed and shall be allowed for that period only the payment laid down in Statute 29.  
30. Where an employee, who has been dismissed or removed from service, is reinstated, the revising or appellate authority may grant to him for the period of his absence from duty:  
(a) if he is honorably acquitted, the full pay to which he would have been entitled if he had not been dismissed or removed and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal/removal; or  
(b) if otherwise, such portion of such pay and allowances as the revising or appellate authority may prescribe.  
(c) In a case falling under clause (a), the period of absence from duty shall be treated as a period spent on duty. But in a case falling under clause (b), it will not be treated as a period spent on duty, unless the revising or appellate authority so directs.  
(d) **Explanation**  
In this Statute, the revising authority means the "authority" or "Authorized officer" as defined in the Efficiency and Discipline Statutes, 2016, who passes the final order on the case, and not the authority who passes an order on appeal.  
31. Leave may not be granted to an employee under suspension.

  
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**Resignation**

32. An employee desirous of resigning from service shall give to the Vice Chancellor a prior notice of such period as given below, or as provided in his special contract of service:

Category	Period of Notice (Days)
BS-16 and above	90
BS-5 to 15	60
BS-2 to 5	30
Probation in BS-16 and above	60
Probation in BS-5 to 15	30
Probation in BS-2 to 5 and temporary employees	15

Provided that in case of failure to give notice, the employee shall forfeit to the University the emoluments of the period of the notice. The Appointing Authority may, however, waive the forfeiture of the whole or part of the emoluments if it is satisfied that the notice could not be served by the employee due to circumstances beyond his control;

Provided that if the University terminates the services of an employee, due to retrenchment or otherwise, it shall also give him a likewise notice, or in lieu thereof, shall pay him emoluments for the notice period.

Provided further that the employee shall have the right to withdraw his resignation at any stage before approval of the Competent Authority.

33. When an employee gives a notice of resignation, he shall not be granted any leave other than sick leave or casual leave.
34. An employee on leave, other than sick leave or casual leave shall give a notice of resignation for a period of at least one month after the expiry of his leave.

**Retrenchment**

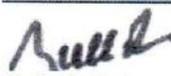
35. When an employee is required to be retrenched, on the abolition of his post, he will be entitled to the period of notice, or emoluments in lieu thereof, as provided in Section 31.

**Training**

36. An employee, while on training, shall be treated as on duty. The period of training shall be restricted to the limit actually required for the completion of the studies, subject to a maximum of five years during the whole service of the employee.

**Right to Appeal or Representation**

37. (i) An appeal, or application for review, under Section 40 of the Act, shall be made within 15 working days of the impugned order.
- (ii) Where no provision for appeal or review exists in the Statutes, the employee may, within 15 working days of the communication to him of such order, make a representation against it to the authority next above the authority which passed the order;
- (iii) As provided in Section 41(1) of the Act, all persons employed by the University in accordance with the terms and conditions of service prescribed by Statutes shall be persons in the service of Pakistan for the purposes of any court or tribunal set up by law in terms of Article 212 of the Constitution of the Islamic Republic of Pakistan:  
Provided that any provision as regards the terms and conditions of employment of persons in the service of Pakistan in general or in comparable employment

  
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notwithstanding the service of persons employed by the University shall be entirely governed by the terms and conditions prescribed by the relevant Statutes.

**Service Books**

38. A service book shall be maintained for each employee and kept up to date. Each event in his official career shall be recorded and indexed in the service book. The service verification shall be carried out every year and the facts recorded in the service book.

**Performance Evaluation**

39. (i) Character Roll of the non-gazetted employees including BS-5 to BS-16/17 shall be maintained by the Heads of Departments, under whom they are serving. The views in respect of work and conduct of an employee shall be recorded annually in his Character Roll by the Head of Department/Sectional Head.
- (ii) Annual Performance Evaluation Report shall be written for officers in BS-17 and above by the Heads of Departments under whose administrative control they are working.
- (iii) Annual Performance Evaluation Report shall be written for faculty in BS-18 to BS-20 by the Heads of Departments and countersigned by the concerned Dean.
- (iv) Annual Performance Evaluation Reports of all employees in BS-20 in case of administrative officers and BS-21 in case of faculty and of all Academic and Administrative Heads shall be written and countersigned by the Vice Chancellor.
- (v) The Character Rolls and Performance Evaluation Reports shall be completed by the end of February each year. Any adverse remarks shall be communicated to the concerned employee by the officer who maintains the Character Rolls or Performance Evaluation Reports, as indicated in Sub-Clause (vi) below.
- (vi) The Performance Evaluation Reports (PER) and Character Rolls proforma shall be amended to the required extent as the Syndicate may deem appropriate to accommodate all the categories of performance and conduct as mentioned in these Statutes as well as other relevant Statutes.
- (vii) Responsibility for the safe-custody and maintenance of the Performance Evaluation Reports shall rest as under:

**Name of officer**

**Sphere of Responsibility**

**I. Registrar:**

- (i) Performance Evaluation Reports of Deans, Chairmen and other Faculty Members in BS-21 and above.
- (ii) Performance Evaluation Reports of the officers of Administrative Cadre in BS-17 and above.

**II. Deans of Faculties:**

Performance Evaluation Reports of the teachers in BS-20 and below, serving under them.

  
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**Residuary provisions**

40. In all other matters, not specifically provided for in these Statutes, the employees shall be governed by such rules and orders as are for the time being in force and applicable to persons holding corresponding posts in Government service; unless in any particular case the Syndicate decides otherwise.
41. In a case where the operation of the Statutes involves undue hardship to an employee, the Syndicate may, for reasons to be recorded in writing, relax any of the Statutes in his favour, with the approval of the Chancellor;  
Provided that such relaxation is not ultra vires of the Act.

**Removal of Difficulties**

42. If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Act.
43. Whenever a dispute arises in the application or interpretation of the Statutes, it shall be referred to the Anomaly Committee, appointed by the Syndicate. The decision of the Syndicate in all such cases, after consideration of the recommendations of the Anomaly Committee, shall be final.

**Anomaly Committee**

44. Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the following Anomaly Committee:
- |       |   |                    |
|-------|---|--------------------|
| (i)   | Vice Chancellor   | (Convener)         |
| (ii)  | Two Deans to be nominated by the Vice Chancellor  | (Member)           |
| (iii) | Chairman/HoD of the concerned department/section  | (Member)           |
| (iv)  | Elected member of Syndicate or Senate from the constituency of Professor to be nominated by the Vice Chancellor | (Member)           |
| (v)   | Nominee of the Agriculture, Livestock and Cooperative Department, Government of Khyber Pakhtunkhwa              | (Member)           |
| (vi)  | Registrar   | (Member/Secretary) |
45. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

**Amendments in the Statutes**

46. Any amendment/modification in these Statutes shall be made by the Syndicate on the recommendations of Anomaly Committee/Statutory bodies and shall be submitted for approval of the Senate and Chancellor as prescribed in the Universities Act No. X of 2012 as amended from time to time.

**Repeal:**

47. NWFP AGRICULTURAL UNIVERSITY, PESHAWAR SERVICE STATUTES, 2000 framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, shall stand repealed.

  
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## The University of Agriculture, Peshawar Teachers Appointment and Scales of Pay Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Teachers Appointment and Scales of Pay Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Application

3. These statutes shall apply to the persons specified under Section 2 (y) of the Khyber Pakhtunkhwa Universities Act, 2012.

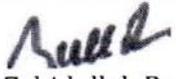
### Definitions

4. (i) In the Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby, respectively, assigned to them as under:
  - a) "Government" means Government of Khyber Pakhtunkhwa.
  - b) "Initial Recruitment" means the first appointment as teacher in the University.
  - c) Pay means the amount drawn monthly by a university teacher as pay and includes technical pay, special, personal pay and other emoluments declared by the Syndicate.
  - d) "Schedule" means the Schedule annexed to the Statutes.
  - e) "Selection Board" means Selection Board of the University.
  - f) "Substantive Pay" means the basic pay, other than special pay, personal pay, etc., to which a University teacher is entitled on account of his substantive appointment to a post in a specified pay scale. The pronoun 'He' refers to male or female employee, as the case may be.
- (ii) Any other expressions shall have the same meanings as assigned to them in Section 2 of the Act and Section 4 of the Service Statutes.

### Method of Appointment

5.
  - (a) Justification for new hiring.
  - (b) Confirmation of availability of sanctioned post.
  - (c) Faculty appointment criteria would be the same as prescribed by the HEC and amended from time to time.
  - (d) Appointment to various posts of Teachers shall be made by fresh appointment, after due publicity of the vacancies in the National Press as well as on the University website.
  - (e) Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny Committee as described in Evaluation/Quantification of Teachers Posts Statutes, 2016.
  - (f) In case of grievances (if any), the candidate shall appeal against the decision to the Vice Chancellor. The VC shall place the appeal before the appellate committee as described in the Evaluation/Quantification Statutes 2016.
  - (g) Screening Test and Demonstrations wherever applicable.

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- (h) Evaluation of research publications by external referees wherever applicable.
- (i) Interview through Selection Board.
- (j) Appointment by the Syndicate.
- (k) Offer of job to the appointee including job description
- (l) Teachers sent by the University for higher education/training abroad, shall be considered for appointment to higher scales of pay, provided they apply for the advertised post and compete in person/visual electronic media in the Selection Board.
- (m) Test, interview or other method of evaluation of the candidates shall be such as prescribed by the Evaluation/Quantification of Teachers Posts Statutes, 2016.
- (n) In case of below average/adverse remarks in PER/ACR in the last 5 years or pending any disciplinary proceedings, the candidates will not be considered for appointment.
- (o) In case of Lecturer, qualifying score for screening / written test/demonstration/Interview shall be 50% of the total marks in each case.

**Basic Scales and Other Fringe Benefits**

- 6. (a) The pay scales of University Teachers shall be governed by the Schemes of Basic Scales and other related benefits issued and revised by the Government from time to time.
- (b) On the recommendation of the Selection Board, the Syndicate or Senate (as the case may be) may grant advance increments to a candidate on such terms and conditions as it may determine.
- (c) The following Basic Scales shall be admissible to Teachers:

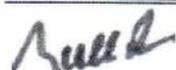
S.No.	Post	BS
i.	Lecturer	18
ii.	Assistant Professor	19
iii.	Associate Professor	20
iv.	Professor or equivalent	21
v.	Meritorious Professor	22

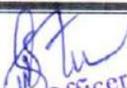
**Fixation of Pay on Appointment to Higher Post**

- 7. When a Teacher is appointed from a lower post to higher post, where the stage in the scale of pay of the higher post, next above the Substantive Pay of the teacher concerned in the scale of pay of the lower post, gives a pay increase equal to or less than a full increment in the pay scale of higher post, the initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment in the scale of pay of the higher post.
- 8. On appointment to next higher post, the actual pay of the higher post shall be given to incumbent on the resumption of duty after training or higher studies or any other purpose.  
Provided that the order of merit for the purpose of seniority as determined by Selection Board shall stay intact irrespective of the date of joining.

**Increments**

- 9. Annual Increment in Basic Scales shall fall due on the first day of December, following the completion of at least six months service at a stage, in the relevant scale of pay.  
Provided that if an employee, before reaching the maximum of the pay scale, is appointed to a higher scale of pay, or is brought to a higher scale due to up-gradation of his post, between 2<sup>nd</sup> June and 30<sup>th</sup> November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on 1<sup>st</sup> December of that year, with reference to his presumptive pay in his lower scale, if that is more beneficial to him.

  
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**Age Limit**

10. i. Age limit for initial appointment of university teachers in BS-18 to BS-21 shall be as follows:

BS-18	22-35 years
BS-19	25-40 years
BS-20	30-45 years
BS-21	40-50 years

- ii. University faculty will be granted up to 10 years relaxation in upper age limit on case to case basis.

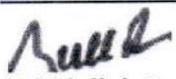
**Advance Increments**

11. As prescribed in Section-6 (iv) of the Act, the Selection Board may recommend up to four advance increments at the time of initial appointment based on extra ordinary relevant qualification/achievements and reasons to be recorded.

**Allowances**

12. The following monthly allowances shall be admissible.

- i. **House Rent Allowance**
- (a) A Teacher who has not been provided residential accommodation, in his name by the University, shall be entitled to House Rent Allowance at the rates approved by the Government and adopted by the Syndicate from time to time, irrespective of where he resides,  
Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.
- (b) In case of University accommodation, additional 5% of the basic pay will be charged for house maintenance.
- ii. **Conveyance Allowance** shall be admissible to all teachers at the rates approved by the government subject to revision by the syndicate from time to time.
- iii. **Medical Allowance**
- (a) This allowance shall be admissible at @ 35% of the Basic Pay to married faculty subject to limit and revision by syndicate from time to time.
- (b) This allowance shall be admissible at @ 17.5% of the Basic Pay to unmarried faculty subject to limit and revision by Syndicate from time to time.
- (c) Reimbursement will be allowed as prescribed in the Medical Attendance Statutes 2016.
- iv. **Senior Post Allowance** shall be admissible to teachers in BS-20 and above at the rates admissible to employees in government.
- v. **Orderly Allowance** shall be admissible to all University employees in BS-20 and above at the rate of minimum wage as approved by the Government.
- vi. **PhD Allowance** shall be admissible at the rates approved by the Government.
- vii. **M.Phil Allowance** at the rates approved by the Syndicate.
- viii. **Headship Allowance** shall be admissible to Deans, HoDs, Sectional Heads at the rates as approved by the Syndicate.

  
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- ix. **Telephone/DSL/mobile reimbursement facility:** The telephone/DSL/mobile bills reimbursement will be permissible to the entitled faculty as approved by the Syndicate.
- x. Any other allowance as approved by the Syndicate.
13. Removal of difficulties, Anomaly Committee and Amendments in the Statutes shall be dealt in the same manner as provided in Clause 41 to Clause 45 of the Service Statutes.

**Repeal:**

14. NWFP AGRICULTURAL UNIVERSITY TEACHERS APPOINTMENT & SCALES OF PAY STATUTES, 2000 framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, shall stand repealed.



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**SCHEDULE**

S.#	Post	BS	Minimum Qualification & Experience for Initial Recruitment subject to Revision by the HEC from time to time
1.	Professor, Director Farm, Director Teaching, Director ORIC, Director Advance Studies & Research and any other Academic Director or Person of Equivalent Cadre.	21	PhD from an HEC recognized Institution in the relevant field. 15-years teaching / research experience in BS-17 or equivalent grade and above in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. <b>OR</b> 10-years post-PhD teaching / research experience in BS-17 or equivalent grade in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized journals. <b>Note:</b> After 30 <sup>th</sup> June, 2020 at least 15 years including at least 08 years Post PhD level experience in an HEC recognized university or post-graduate Institution or professional experience in the relevant field in a National or International organization will be required.
2.	Associate Professor/ Associate Director Farm/ Associate Director Teaching/Associate DASAR/ Manager Research, Development (ORIC)/ILTT or person equivalent cadre	20	PhD from HEC recognized institution in the relevant field. 10-years teaching/research experience in BS-17/equivalent grade and above in HEC recognized University or a post graduate institute or professional experience in the relevant field in a national or international organization <b>OR</b> 05 years post PhD teaching/research experience in a recognized University or a post graduate institute or professional experience in the relevant field in a national or international organization. The applicant must have 10 research publications with at least four publications in the last five years in HEC recognized journals. <b>Note:</b> After 30 <sup>th</sup> June, 2020, at least 10 years including 04 years post PhD level experience in HEC recognized University or post graduate institute or professional experience in the relevant field in a national or international organization will be required.
3.	Assistant Professor, Deputy Director Farm, Deputy Director Teaching/ Research Associate (ORIC), Deputy DASAR or Person of Equivalent Cadre	19	PhD in relevant field from HEC recognized University/ Institution. <b>OR</b> Master's/MS degree (foreign) or first division M.Phil. (Pakistan) or equivalent degrees awarded after 18 years of education as determined by the HEC in the relevant field from HEC recognized University/Institution with at least 04 years teaching experience.
4.	Lecturer, Assistant Director Farm, Assistant	18	First Division Master Degree awarded after 18 years of education in the relevant field from HEC recognized University/Institution with no 3 <sup>rd</sup> division in the academic career.

  
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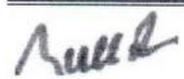
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Director Teaching, Assistant DASAR or Person of equivalent cadre		
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## The University of Agriculture, Peshawar Evaluation/Quantification of Teachers Posts Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Evaluation/Quantification of Teachers and Officers Posts Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Eligibility and Quantification Committee

3. (a) The eligibility and quantification committee will be responsible for the scrutiny and quantification of all applications for BS-17 and above. Eligibility of a candidate shall be determined as per advertisement by the eligibility/scrutiny committee consisting of the following:
  - i. One Professor to be nominated by Vice Chancellor as Convener of committee
  - ii. Two members (from Professors/Associate Professors) to be nominated by the Vice Chancellor.
  - iii. Concerned Chairperson/Director/Sectional Head
  - iv. One Expert to be co-opted by the Committee on the approval of Vice Chancellor on need basis.
  - v. Registrar or his nominee (but not below the rank of Additional Registrar) as member cum Secretary.
- (b) The quorum for the meeting shall be 2/3<sup>rd</sup> of the existing strength.

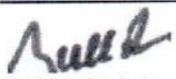
### Appellate Committee

4. An applicant having any grievance(s) regarding his/her eligibility by the scrutiny committee or quantification committee shall be dealt by the Appellate Committee. The Vice-Chancellor shall constitute an appellate committee comprising of three Deans of the academic faculties of the University by nominating one of the Deans as Convener of the committee including one member of the Scrutiny Committee. The Committee may co-opt Expert(s) on need basis. The appellate committee shall dispose off the appeal of the candidate and decision of the appellate committee shall be considered as final. At least 50% of the members shall make a quorum of the committee (a fraction being counted as 1). In case of non-availability of Dean(s), the Vice Chancellor shall nominate three senior most teachers with one as convener of the University.

### Selection Board

5. The composition of Selection Board shall be as described in the First Statutes Appendix-2. Sixty percent (60%) qualifying marks in the interview by the Selection Board is pre-requisite for selection. Members of the Selection Board and Subject experts shall record their marking independently. After the interview, the final marks of candidate based on the assessment of the Members and subject experts shall be determined on the basis of average. In case of tie, calculation of marks shall be carried out to more than two decimal places and then the marks shall be determined for final decision about the recommendation of a candidate. The selection process should be completed on the same day and the final award list should be signed by all members.

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**Interview**

6. Members of the Selection Board and Subject experts (where necessary) shall record their marking independently. After the interview, the final marks of candidate based on the assessment of the Members and subject experts shall be determined on the basis of average. In case unanimous decision cannot be taken, the majority of Members shall prevail. In the event of tie, the Vice-Chancellor shall exercise a casting vote.

**Evaluation/Marking System for the post of Lecturer (BS-18)**

7. The total marks in case of appointment of University Teachers in BS-18 shall be 100 to be awarded on the basis of the following:

**Marking System for Lecturers (BS-18)**

I.	Screening Test (if number of candidates is more than 5 per post). Passing score is 50%.	5
II.	Demonstration (if number of candidates is 5 or less per post then only demonstration will be held carrying 15 marks). Passing score is 50%.	10
III.	Academics	40
IV.	Additional relevant higher qualification (PhD or Equivalent)	5
V.	Medals	4
VI.	Distinction	1
VII.	Research Publication (relevant field)	5
VIII.	Experience (one mark per year)	5
IX.	Interview	25
Total		100

I. **Screening Test**

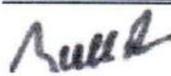
A screening test for teaching faculty shall be conducted in case of appointment in BS-18 (Lecturer) by third party as approved by the Syndicate from time to time. Maximum marks in this case shall not exceed five. Passing marks shall be 50%.

II. **Demonstration**

The demonstration committee shall consist of the following:

- i. Dean of the Faculty concerned (Convener)
- ii. Chairman/Director and one senior most teacher of the Department/Institute/ Campus
- iii. Two subject experts to be nominated by the Vice-Chancellor from outside of the Department/Institute in consultation with the concerned Dean
- iv. Principal in case of constituent College.
- v. One Psychologist to be nominated by the Vice Chancellor.
- vi. Registrar or his nominee (but not below the rank of Additional Registrar) as member cum secretary

  
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Maximum marks in this case shall not exceed ten (10). If number of candidates is 5 or less per post then there will be no screening test and only demonstration will be held carrying 15 marks. Passing score is 50%.

III. **Procedure for Quantification of Academics**

(a) These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 40% marks are assigned to the academics for the post of Lecturer (BS-18), and Quantification of academics shall be calculated as under.

- i. Matric (10% marks) = percentage of marks  $\times$  1 = score
- ii. Intermediate (20% marks) = percentage of marks  $\times$  2 = score
- iii. B.Sc.(Hons) 16 years of education or equivalent (30% marks) = percentage of marks  $\times$  3 = score
- iv. M.Sc.(Hons) 18 years of education or equivalent (40% marks) = percentage of marks  $\times$  4 = score
- v. Bachelor (2 years)(15% marks) = percentage of marks  $\times$  1.5 = score
- vi. Master (after 2 years bachelor)(15% marks) = percentage of marks  $\times$  1.5 = score
- vii. M.Phil/MS(18 years of education)(40% marks) = percentage of marks  $\times$  4 = score

Total = 40% marks

(b) The percentage of academic marks obtained in conventional/term system will be treated as actual marks whereas the percentage of semester system will be multiplied with 0.9 in case applicants are from dual system.

% Score = Total Score divided by 10

Score obtained (for Lecturer (BS-18)) = % score  $\times$  0.4 = Net score

IV. **Additional Relevant Higher Qualification**

It means PhD in the relevant field or MS (Foreign) after M.Sc.(Hons)/MS from Pakistan. Maximum marks in this case shall not exceed 5. A candidate for the post of Lecturer shall be awarded 2 marks for possessing MS (foreign 2 years) and 5 marks for having PhD in the relevant field.

V. **Medals**

It means Gold, Silver and Bronze medals awarded at University level. 4 points are assigned to Gold Medal, 3 to Silver and 2 to Bronze medal. An individual having more than one medal, shall be credited only for one, carrying higher marks.

VI. **Distinction**

It means first class first in a discipline or Department. The credit assigned for University Medals and Distinctions shall be granted only after provision of an authentic document issued by the Controller of Examinations.

VII. **Research Publications**

Publications are not required for appointment to the post of Lecturer, however, in order to encourage research, 5 marks (maximum) have been allocated for research publications in the relevant field in HEC recognized journals for the purpose. These marks shall be awarded as, 1 mark per publication, by the Quantification Committee.

VIII. **Experience**

It shall mean the following:

  
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- a. Teaching/research experience (BS-17 & above or its equivalent) in HEC recognized University/institution or a post graduate institution or professional experience in the relevant field in a National or International Organization.
- b. Candidates for the post of Lecturer (BS-18) shall be awarded 1 mark for one year experience (BS-17 & above or its equivalent) up to the maximum of 5 marks subject to the provision of authentic documents. In case the experience is 6 months or more will be counted as 01 year.

**Evaluation/Marking System for the post of Assistant Professor (BS-19)**

8. The total marks in case of appointment of University Teachers in BS-19 and above shall be 100 to be awarded on the basis of the following:

a) <b>Marking System for Assistant Professor (BS-19)</b>	<b>Marks</b>
I. Academics	35
II. Additional relevant higher qualification	5
III. National/International recognition in terms of Awards/Medals	3
IV. Research Publication	5
V. Experience	5
VI. Research Projects completed/awarded	6
VII. Evaluation as Teacher	16
VIII. Selection Board	25
<b>Total</b>	<b>100</b>

I. **Academics**

**Procedure for Quantification of Academics:**

These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 35% marks are assigned to the academics for the post of Assistant Professor (BS-19) and quantification of academics shall be calculated as under:

- i. Matric (10% marks) = percentage of marks  $\times 1$  = score
- ii. Intermediate (20% marks) = percentage of marks  $\times 2$  = score
- iii. B.Sc.(Hons) 16 years of education or equivalent (30% marks) = percentage of marks  $\times 3$  = score
- iv. M.Sc.(Hons) 18 years of education or equivalent (40% marks) = percentage of marks  $\times 4$  = score
- v. Bachelor (2 years)(15% marks) = percentage of marks  $\times 1.5$  = score
- vi. Master (after 2 years bachelor)(15% marks) = percentage of marks  $\times 1.5$  = score
- vii. M.Phil/MS(18 years of education)(40% marks) = percentage of marks  $\times 4$  = score

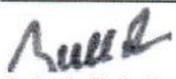
Total = 35% marks

The percentage of academic marks obtained in conventional/term system will be treated as actual marks whereas the percentage of semester system will be multiplied with 0.9.

% Score = Total Score divided by 10

Score obtained (for Assistant Professor (BS-19) = % score  $\times 0.35$  = Net score

  
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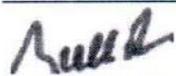
  
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- II. **Additional Relevant Higher Qualification:** It means PhD in the relevant field. A candidate for the post of Assistant Professor shall be awarded 5 marks on account of PhD in the relevant field.
- III. **National/International Recognition:** It shall mean the following:
- Sitara-i-Imtiaz, Tamgha-i-Imtiaz or Higher Award
  - Any award by the relevant ministry or HEC in recognition of scientific work
  - A certificate/patent obtained on a Product/Invention/Technology
  - An approved variety by the provincial/federal relevant authority
  - Awarded by International Research and Development Organization in recognition of contribution of significance.
  - Research Productivity Award
  - Any other to be determined by the committee.
- IV. **Research Publications:** Research publications are not required for appointment to the post of Assistant Professor, however, in order to encourage research, 05 marks (with 1 mark per publication in the relevant field in HEC recognized journals) shall be granted by the quantification committee.
- V. **Experience:** It shall mean the following:
- Teaching/research experience (BS-17 & above or its equivalent) in HEC recognized University/institution or a post graduate institution or professional experience in the relevant field in a National or International Organizations.
  - Candidates for the post of Assistant Professor (BS-19) shall be awarded 1 mark for one year over and above the required experience (BS-17 & above or its equivalent) up to the maximum of 5 marks subject to the provision of authentic documents. In case the experience is 6 months or more will be counted as 01 year.
- VI. **Research Projects:** The maximum marks in this case shall not exceed 06. Two and a half (2.5) marks per project shall be granted to the candidates for the post of Assistant Professor who has successfully completed/awarded research projects of not less than Rs. 0.5 million in the University as Principal Investigator and 1 mark per project as a Co-Principal Investigator.
- VII. **Teacher Evaluation:** Sixteen (16) marks shall be granted to the candidates for the post of Assistant Professor as per table given below:

Courses taught, for the last three years (0.5 marks per course)	MSc (H)/MS/ M.Phil Students supervised, (01 marks per student)	Students evaluation (QA)	Course developed	Total
05	07	03	01	16

**Evaluation/Marking System for Associate Professor and Professor (BS-20 & 21)**

9. The total marks in case of appointment of University Teachers in BS-20 and above shall be 100 to be awarded on the basis of the following:

  
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I. Academics	25
II. National/International Recognition in terms of Awards/Medals	5
III. Research Publication (Referee Report)	15
IV. Experience	5
V. Research Projects Completed	6
VI. Postdoc	5
VII. Evaluation as University Teacher	14
VIII. Selection Board	25
<b>Total</b>	<b>100</b>

**I. Academics:**

**Procedure for Quantification of Academics:**

These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 25% marks are assigned to each of the academics of Associate Professor (BS-20) and Professor (BS-21), and Quantification of academics will be calculated as follow:

- i. Matric (10% marks) = percentage of marks  $\times$  1 = score
- ii. Intermediate (20% marks) = percentage of marks  $\times$  2 = score
- iii. B.Sc.(Hons) 16 years of education or equivalent (30% marks) = percentage of marks  $\times$  3 = score
- iv. M.Sc.(Hons) 18 years of education or equivalent (40% marks) = percentage of marks  $\times$  4 = score
- v. Bachelor (2 years)(15% marks) = percentage of marks  $\times$  1.5 = score
- vi. Master (after 2 years bachelor)(15% marks) = percentage of marks  $\times$  1.5 = score
- vii. M.Phil/MS(18 years of education)(40% marks) = percentage of marks  $\times$  4 = score

Total = 25% marks

The percentage of academic marks obtained in conventional/term system will be treated as actual marks whereas the percentage of semester system will be multiplied with 0.9.

% Score = Total Score divided by 10

Score obtained for Associate Professor and Professor (BS-20 and 21) = % score  $\times$  0.25 = Net score

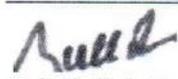
**II. National/International Recognition:** It shall mean the following:

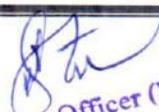
- i. Sitara-i-Imtiaz, Tamgha-i-Imtiaz or Higher Award
- ii. Any award by the relevant ministry or HEC in recognition of scientific work
- iii. A certificate/patent obtained on a Product/Invention/Technology
- iv. An approved variety by the provincial/federal relevant authority

**III. Research Publications:** A maximum of 15 marks are allocated for research publications for each of the appointment of Associate Professor and Professor. The research publications of a candidate for the post of Associate Professor & Professor be evaluated and assigned average of the marks by the Subject Expert (Referee), who are co-opted for the purpose of selection from an approved list, under the required criteria.

**IV. Experience:** It shall mean the following:

- i. Teaching/research experience (BS-17 and above or its equivalent) in HEC recognized University/institution or a post graduate institution or professional experience in the relevant field in Organizations of National or International repute.

  
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- ii. Candidates for the post of Associate and Professor shall be awarded 1 mark for each year of experience (BS-17 and above or its equivalent) over and above the required length of service for the post up to the maximum of 5 marks subject to the provision of authentic documents. In case the experience is 6 months or more will be counted as 01 year.

V. **Research Projects:**

The maximum marks in this case shall not exceed 06. Two marks per project shall be granted to the candidates for the post of Associate Professor and Professor who has successfully completed research projects not less than Rs.1.0 million in the University as Principal Investigator. In case of Co-Principal Investigator for each completed research project of not less than Rs.1.0 million, 1 mark per project will be awarded.

- VI. **Post Doc:** A candidate for each of the post of Associate Professor and Professor shall be awarded a maximum of 5 marks for having Post Doc in the relevant field. These marks shall be granted by the Quantification Committee by giving 2.5 marks per Post Doc of at least 6 months duration.

- VII. **Evaluation as University Teacher:** Fourteen (14) marks shall be granted to candidates for the post of Associate Professor and Professor as per Table given below:

Courses taught in last 03 years (0.5 marks per course)	Courses Developed	M.Sc.(Hons)/ MS/M.Phil. students supervised as Major supervisor, 0.5 mark per student	PhD students supervised as Major supervisor, 1 mark per student	Teacher's Evaluation by the QEC	Total
3	1	4	5	1	14

**Note:** For each of the cadre (Lecturer, Assistant Professor, Associate Professor and Professor), scrutiny, screening/demonstration and academic quantification of the candidates shall be displayed on the university website for information of the candidates.

  
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## Interview Assessment Proforma

- a. Applicant Name:  
b. Position:

### I. Personality, Manner, Attitude and impression

12% weightage

*Does the applicant make a good impression?*

Marks	Indicator	Description
1 <input type="checkbox"/>	Poor	Does not project a good attitude and impression
2 <input type="checkbox"/>	Acceptable	Project a good attitude and impression
3 <input type="checkbox"/>	Very Good	Project a warm, open and accepting attitude and makes a very good impression
4 <input type="checkbox"/>	Out standing	Has charisma, seems to attract others

Marks X 0.12=

### II. Relations

16% weightage

*How effective will the applicant be in working with others?*

Marks	Indicator	Description
1 <input type="checkbox"/>	Poor	Seems unable to relate others
2 <input type="checkbox"/>	Acceptable	Indicates some ability to work with others
3 <input type="checkbox"/>	Very Good	Indicates significant ability to understand others with different viewpoints
4 <input type="checkbox"/>	Out standing	Indicates outstanding interpersonal relationship ability and perception

Marks X 0.16=

### III. Decision-making skills and judgment

24% weightage

*How effective will be the applicant in working with others?*

Marks	Indicator	Description
1 <input type="checkbox"/>	Poor	Gives slow hesitant responses, gives unorganized, unacceptable responses
2 <input type="checkbox"/>	Acceptable	Responses are somewhat organized and acceptable, but indicate a lack of maturity and good judgment
3 <input type="checkbox"/>	Very Good	Gives well organized thoughts which lead from judgment
4 <input type="checkbox"/>	Out standing	Exceptional ability to organize thoughts and make decisions, which show evidence of sound judgment and common sense

Marks X 0.24=

### IV. Motivation

20% weightage

*Is the applicant a self-starter?*

Marks	Indicator	Description
1 <input type="checkbox"/>	Poor	Not a self-starter. Not able to motivate others.
2 <input type="checkbox"/>	Acceptable	Some ability to work without supervision and motivate others
3 <input type="checkbox"/>	Very Good	Significant ability to work without supervision and motivate others
4 <input type="checkbox"/>	Out standing	Superior ability to work without supervision and motivate others

Marks X 0.20

  
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V. Experience 8% weightage

Marks	Indicator	Description
1 <input type="checkbox"/>	Poor	Limited , volunteer or organization experience
2 <input type="checkbox"/>	Acceptable	Has demonstrated some work, volunteer or organization experience
3 <input type="checkbox"/>	Very Good	Has significant work, volunteer or organization experience
4 <input type="checkbox"/>	Out standing	Has superior work, volunteer or organization experience

Marks X 0.08=

VI. Overall impression 20% weightage

Marks	Indicator	Description
1 <input type="checkbox"/>	Poor	Unimpressive
2 <input type="checkbox"/>	Acceptable	Acceptable presentation, articulate
3 <input type="checkbox"/>	Very Good	Very good presentation
4 <input type="checkbox"/>	Out standing	Exceptionally clear and impressive

Marks X 0.20=

Name of interviewer:

Signature:

Date:

By Department:

\*Weighted Average =

Weighted Average X 30/4=

\*Weighted Average means; Sum of the Marks of categories A-F into their respective % weightage

  
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## The University of Agriculture, Peshawar Tenure Track System Appointment and Scales of Pay Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "Tenure Track System Appointment and Scales of Pay Statutes, 2016".

### Commencement

2. The Statutes shall come into force at once.

### Application

3. These statutes shall apply to all TTS/Tenured faculty.

### Definitions

4. (i) In the Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby, respectively, assigned to them as under:
  - a) "Government" means Government of Khyber Pakhtunkhwa.
  - b) "Initial Recruitment" means the first appointment as teacher in the University.
  - c) Pay means the amount drawn monthly by a university teacher as pay and includes technical pay, special, personal pay and other emoluments declared by the Syndicate.
  - d) "Schedule" means the Schedule annexed to the Statutes.
  - e) "Substantive Pay" means the basic pay, other than special pay, personal pay, etc., to which a University teacher is entitled on account of his substantive appointment to a post in a specified pay scale. The pronoun 'He' refers to male or female employee, as the case may be.
- (ii) Any other expressions shall have the same meanings as assigned to them in Section 2 of the Act and Clause 4 of the Service Statutes.

### Appointment and Promotions

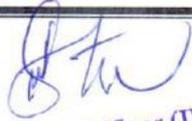
5. The University's policy on appointments (including subsequent reappointments) and on promotions follows herewith. It expresses the institutional philosophy in these matters and describes the qualifications for the various ranks in terms of four major areas of consideration, together with indications of the relative importance of these areas and possible sources of information for evaluations.

#### (i) **General Introduction**

- (a) Ultimate decisions in matters of appointment and promotion in rank are made on the authority of the Senate. Initial recommendations, however, are made at the departmental level (or college level where colleges are not divided into departments), although a recommendation may be submitted by any member of the faculty. These recommendations are then reviewed by the administrative officers most directly involved and are forwarded with their recommendations to the Vice Chancellor of the University who transmits them to the Senate.

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- Recommendations at the departmental level will be given most serious consideration in this procedure.
- (b) Recommendations for appointment also involve decisions regarding temporary or probationary status. The precise terms and conditions of every new appointment to the faculty shall be stated in writing and given to the faculty member before the appointment is made. In cases of reduction of the length of the probationary period, the matter should be clearly stated in writing and agreed to at the time of appointment. In the case of promotions of faculty members not already having tenure, tenure expectations may need to be considered, although the tenure decision is a separate matter. A copy of this statement of policy shall also be given to the faculty member before his appointment.
- (c) The University may make the following types of appointments of new faculty members:
- I. Temporary Appointments.
  - II. Tenure Track Appointments
    - i. First term Appointments.
    - ii. Second term (Probationary) Appointments
    - iii. Tenured Appointments
- (d) A faculty member on Tenure Track may be appointed to any academic administrative post in the university such as Director Research, Chairman, Dean, etc. (see **Annexure-A** for clarification)
- (e) Once a University/Degree Awarding Institution has adopted the Tenure Track System of appointment no further appointment of PhD degree holders may be made as Assistant Professors under the old (BPS) system. Such faculty members must be recruited under the Tenure Track scheme.
- (f) The Seniority of a teacher in each cadre of the university shall be determined on the basis of the date of joining in each cadre irrespective whether the teacher has joined on BPS or TTS. In case of employees joining on the same date, seniority shall be determined on the basis of date of birth.
- (g) Any graduate of the University shall not be eligible for appointment on tenure track in the same department of that University where he/she has obtained his/her terminal degree for at least 3 years following his/her graduation. This condition is relaxed until Dec. 31, 2009 (See Annexure "H" for clarification).
- (ii) **Bases for Appointment and Promotion**  
For appointment, or for promotion to a higher rank, a candidate is evaluated in terms of effectiveness in four principal areas:
1. Teaching
  2. Scholarship, research, or other creative work
  3. Service
  4. Personal characteristics

Not all faculty members excel in each of these areas, but distinction or promise, especially in either of the first two, constitute the chief basis for appointment and promotion. Even though teaching may be more difficult to evaluate than scholarship, research, or creative work, it should not therefore be given a place of secondary consideration in an overall rating.

  
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The last two categories of Service and Personal Characteristics are of secondary importance and normally round out and complement the qualities presented in the first two areas.

**(a) Teaching**

Teaching is admittedly difficult to define precisely or to assess accurately. It is commonly considered to include a person's knowledge of the major field of study, awareness of developments in it, skill in communicating to students and in arousing their interest, ability to stimulate them to think critically, to have them appreciate the interrelationship of fields of knowledge, and to be concerned with applications of knowledge to vital human problems.

**(b) Scholarship, Research, or Other Creative Work**

A faculty member's scholarship, research, and other creative work should make a contribution to the particular field of interest and serve as an indication of professional competence. The result of this kind of activity normally finds expression in publication or other media appropriate to the field, and where appropriate, should be reflected in teaching. In no case, however, should a person's productive effort be measured by mere quantity.

**(c) Service**

This term refers specifically to service to the University community, as in committee assignments, and to public service. It also has reference to service to one's profession, usually identified by time and effort given to professional organizations, whether of Provincial, regional, national, or international character. Not least of the services rendered are those that concern the local community in which the University is located, and the country at large. An outstanding service record should be a positive factor in making an evaluation, but the lack of such a record should not be regarded as sufficient cause for denying an appointment or promotion.

**(d) Personal Characteristics**

This category may be considered to include all traits which contribute to an individual's effectiveness as a teacher, as a leader in a professional area, and as a human being. Of primary concern here are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be a sufficient degree of compassion and willingness to cooperate, so that an individual can work harmoniously with others while maintaining independence of thought and action. This category is so broad that flexibility is imperative in its appraisal.

**(iii) Sources of Information**

It is not easy to come to clear and definite decisions about the criteria on which a candidate is judged, even when the information is at hand. The suggestions that follow have been found useful and appropriate in identifying sources of information.

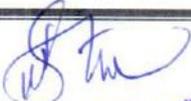
**(a) Teaching**

Consult colleagues in the candidate's field and those in allied fields.

Seek out student opinion. In the absence of a reliable system for course/teaching evaluation, this method needs to be used with great care.

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Gather reports on colloquia, seminars, etc. given in the department or elsewhere with a view to assess the quality of presentation with respect to subject content, organization and communication.

Consult course files.

Gather reports on guidance and leadership in student activities.

Gather reports on initiation and participation in curriculum development e.g. new courses, new programs, etc.

Teaching load.

**(b) Scholarship, Research, or Other Creative Work**

Seek the judgments of professional colleagues both on and off campus.

Assess any published material in terms of its content and in terms of the journals, or other auspices, in which it appears; or assess any creative work in terms of its public presentation and reception.

Evaluate the work that the candidate may do as consultant.

Take into consideration the MPhil and PhD produced and currently under supervision

Take into consideration the papers presented at professional meetings, whether of state, regional, national, or international scope.

Gather reports of specific projects undertaken and ascertain the success achieved in the past as well as the prospects of success for the future. Remember that important projects may require many years before they can be presented to the public.

**(c) Service**

An indication of service sometimes appears in biographical records that are to be submitted by each faculty member at the end of each year of service. This, however, may not be the case because degrees of modesty vary.

In the case of new appointments, one must depend primarily upon the information obtained from letters of recommendation or other such sources.

(c) For promotions, the biographical record with its annual supplements collected in the office of the Registrar of the University should constitute a fairly complete record. However, one should also consult the candidate's colleagues for additional information.

**(d) Personal Characteristics**

i. Clues to traits of character may be found in the dossier of an appointee when the letters of recommendations are included.

(ii) For promotions, confidential reports from colleagues and others acquainted with the candidate will constitute the primary source of information regarding personal characteristics. Such reports must obviously be treated with great circumspection.

**(iv) Specific Qualifications for Appointment and Promotion**

To be considered for appointment on Tenure Track the candidate is required to resign or retire from any position held previously in any public / private Institution or Organization, except in the case that the candidate is incumbent of the same university.

The following statements should be looked upon as firm but not absolute guidelines governing normal promotion. Special procedures are sometimes required in unusual circumstances, where too strict adherence to the rule could well be disadvantageous to the University. Also, qualifications differ in the various fields. Customary degrees or their equivalents should be required, recognizing that these requirements differ according to the standards in the various fields.

  
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Possession of a Doctorate/relevant terminal qualification is required by a candidate to be appointed to the post of Assistant Professor, or above.

The relevant terminal qualification in the case of a faculty member in the Clinical Medical Science discipline would be MS/MD/MD S/MPhil FCPS(Pakistan) / Membership of Royal Colleges (UK) / Diplomate of American Board and equivalent (as determined by HEC). In the case of Law the relevant terminal qualification would be LLm (law) or JD. In the case of Arts and Design (Studio Practice) the relevant terminal qualification would be Master's (Foreign) or MPhil or equivalent degree in the relevant field as determined by the HEC. (See Annexure-B for other subjects where terminal degree is Master (foreign) or M.Phil Pakistan).

A faculty member appointed under the Tenure Track scheme may not take up any other paid assignment with any other organization, without the approval of the Vice Chancellor of the respective Institution.

**(a) The Junior Ranks**

i. Lecturer (On Contract)

This rank is most appropriate for persons beginning their teaching careers. It should be used by any department or Faculty which finds it convenient and appropriate to include lectureship within its faculty rankings. It can also be used for persons needed to fill temporary posts under emergency conditions. As with any appointment, the status should be made clear and put in writing at the time of employment.

A person who is primarily a graduate student may not be given a faculty appointment. Such a person may be appointed as a teaching assistant or teaching associate, in accordance with University policies. (b) Lecturers are appointed with the understanding that they will not be promoted to professorial rank unless they obtain a Ph.D. degree or relevant terminal qualification.

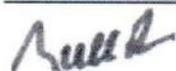
ii. Assistant Professor

To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a Ph.D./Relevant terminal qualification from a recognized institution and excellent written communication skills as well as excellent presentation skills. An Assistant Professor should be demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the field has been acquired. As the Assistant Professor continues in this rank an effort to increase knowledge and improve teaching ability should be demonstrated, and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.

As a general rule, the length of service in the rank of Assistant Professor before being considered for promotion to the rank of Associate Professor is six years. Recommendations for promotion after first term review should be carefully weighed and justified by the administrative officer making such recommendation.

**(b) The Senior Ranks**

Appointment or promotion to either senior rank should represent an implicit prediction on the part of the department, college, and University that the individual will continue to make sound contributions to teaching and learning. It should be made only after careful investigation of the candidate's promise in scholarship, in teaching, and in leadership and learning. By this statement is meant that serious attention must be given to the caliber of



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the candidate's intellectual and moral stature, for this will probably be the key factor in determining the extent to which past performance in teaching and in creative work may be expected to carry on through continuing contributions. Deans and departmental chairpersons normally will look to the senior ranks for advice and counsel regarding policy matters, including appointment and promotion. Also, services rendered to communities and agencies or organizations in the candidate's professional capacity should certainly be considered in assessing qualifications for advancement to senior ranks.

i. Associate Professor

The criteria for appointment or promotion to an associate professorship differ from those for a professorship in degree rather than in kind. The candidate for Associate Professor should offer evidence of knowledge of developments in the field of expertise and a conscientious interest in improving teaching methods. It is expected that an Associate Professor shall already have shown a basic general understanding with regard to a large part of the discipline. This condition implies postdoctoral research or creative work sufficient to indicate continuing interest and growth in the candidate's professional field.

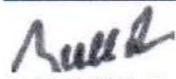
To be eligible for appointment or promotion to an associate professorship the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 6-years post-Ph.D./Relevant terminal degree or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 10 research publications (with at least 4 publications in the past 5 years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.

As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation. (See **Annexure-C** for clarification)

iii. Professor

A faculty member appointed to the rank of Professor is expected to have had an impact on the state of knowledge. It is expected that the professor will continue to develop and mature with regard to teaching, research, and other qualities that contributed to earlier appointments. Consideration for this appointment should include particular attention to the quality and significance of contributions to the candidate's field, sensitivity and interest in the general problems of university education and their social implications, and ability to make constructive judgments and decisions in regard thereto. It should be kept in mind that the full professors are likely to be the most enduring group in the faculty and are those who will give leadership and set the tone for the entire University.

To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 11-years post-Ph.D./Relevant terminal degree or minimum of 7-years of post-PhD experience with at least 12 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 15 research

  
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publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.

As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.

(v) **Temporary Appointments**

- (a) Temporary one-year appointments may be made for faculty members appointed as visiting professors, to fill positions funded by other than Government-appropriated funds, to replace faculty members on leave, or whenever an appointment has to be made so late that normal search procedures cannot be followed. With the exception of appointments made without a normal search procedure, faculty members on such appointments may be reappointed for a second or third year if mutually agreeable to the faculty member and the department and Faculty involved, or they may be reappointed under a term appointment. Full-time, temporary appointments shall not normally lead to permanent tenure. They shall not exceed a total of three years except in the case of an explicit exception granted by the University Senate.
- (b) Temporary appointments may also be made for the positions of Research Associates working towards their Ph.D. degree, as well as for Post Doctoral Fellows working with a research group for a limited period. Such positions may be funded by other than Government-appropriated funds.

**Tenure Track Appointments**

6. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

(i) **The Tenure Track Process**

The tenure track process normally involves an initial term contract appointment of a faculty member for a period of three years. For a faculty member appointed at a junior rank (not higher than Assistant Professor) it will be followed by a second term contract appointment for an additional period of three years. A tenure decision must be made for such a faculty member in the third year of the second term contract appointment. Faculty members initially appointed at a junior rank will thus normally serve six years, before a final tenure decision is made. For a faculty member appointed at a senior rank (Associate and Full Professor) the probationary period shall normally be four years for associate and

professors. The services of a faculty member having tenure shall be terminated only for adequate cause, except at the normal retirement age or under extraordinary circumstances discussed in these statutes.

Each candidate who wishes to be considered for the Tenure Track Scheme should prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission.

The dossier of each candidate from all applicants other than Assistant Professors should be sent to an independent Technical Review Panel (TRP) to be constituted by the University and composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. A copy of the dossier, along with names of the Technical Review Panel members should also be sent to the HEC. The following criteria should be followed while selecting members of the TRP:

- i. Should not have served as Supervisor/Co-Supervisor of the candidate under review.
- ii. Should not have been a student of the candidate.
- iii. Should not have been a co-author of the candidate on any publication.
- iv. Must have the rank of an Associate Professor or above in a recognized university

or equivalent position in a recognized research organization. He/She also must not have a lower rank than the applicant.

(d) Upon receipt of application for appointment on the Tenure Track Scheme at the Associate / Full Professor level by eligible candidates, the respective institution is required to process the application by first obtaining the recommendation of the external Technical Review Panel. Upon receipt of a favorable recommendation from this panel the matter is to be placed for consideration by the Selection Board of the Institution. The application for the position of Assistant Professor will be placed directly before the Selection Board after internal review.

- i. The Selection Board may make any of the following decisions on merit:
- ii. Reject appointment on Tenure Track.
- iii. Recommend "first term" appointment on Tenure Track at the level of Assistant Professor only, with the first review occurring after 3 – years, and the "second term" (Final Tenure review) occurring after 6 years.
- iv. Recommend "probationary" appointment on Tenure Track at the level of Associate Professor with a final tenure review occurring after a period of 4 years.
- v. Recommend "probationary" appointment on Tenure Track at the level of Professor with a final tenure review occurring after a period of 4 years.
- vi. Recommend grant of tenure with immediate effect for exceptional cases, provided that their cases, in addition to being recommended by the external Technical Review Panel and Selection Board of the University, are also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

(e) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure prior to completion of the 4 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for

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evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

(ii) **First Term Review:**

During the latter part of the third year of the first term appointment, evaluation of the faculty member, with written reports, as provided for in 2.3.3 shall be conducted. In addition to conforming to the requirements and procedures in 2.3.3, the first term review shall also take into consideration the needs of the department, the college, and the University for flexibility.

The department and/or college concerned shall no later than six weeks prior to the end of the third year make a decision-favorable or not favorable-with respect to the performance of the faculty member during the time served.

A recommendation upon this decision shall be sent immediately by the Dean of the Faculty to the Vice Chancellor of the University who in turn shall at this time make the final decision with respect only to the faculty member's performance, and shall so notify the faculty member no later than two weeks prior to the end of the third year. If this decision by the Vice Chancellor about performance is favorable, the faculty member shall be notified that he or she will receive a second three-year appointment if the University's need for flexibility permits. If the decision about performance is negative, the faculty member shall be issued a terminal contract for the year following the decision.

If the University's need for flexibility requires that a faculty member judged worthy of retention not be retained, the Vice Chancellor must explain to the Faculty Development, Evaluation and Recruitment Committee of the concerned Faculty why there is a need for flexibility regarding this particular position, and show that the administration's plans for the academic and fiscal nature of that position are reasonable.

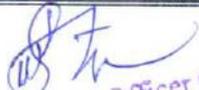
If the Vice Chancellor decides that the University's need for flexibility requires that the faculty position in question must be eliminated, shifted within the department, or shifted to another department or Faculty, and/or if the Vice Chancellor determines that because the percentage of tenured positions (or a combination of tenured and probationary positions) in the department is so high as to make it unwise to authorize an additional probationary appointment, the Dean of the concerned Faculty, respective Department Chairperson and faculty member concerned shall be notified as early in the third year as possible. A faculty member whose performance shows excellence or promise of excellence but whose employment will not be continued because a position is being eliminated shifted within a department or to another department or Faculty will be offered a notice contract for one additional year of employment beyond the initial three-year appointment.

(a) **Level of Initial Term Appointment**

No faculty member on an initial term appointment may be appointed at a rank higher than that of assistant professor. It is, however, possible to promote a faculty member during the initial three-year term appointment, whereupon the faculty member will automatically enter into probationary status. Promotion of such a faculty member, as well as any faculty member granted a second, three-year, probationary appointment, shall be decided according to the requirements and procedures given in the Appointment and Promotion Policy.

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**(b) Second three-year Appointment**

A faculty member offered a second three-year appointment shall, from the beginning of the fourth year of service, become a faculty member in probationary status. The first term review shall be considered the mid-probationary review, and the faculty member shall come under the appropriate provisions and procedures of Section 2.3 of this policy. Accordingly, a tenure review, as provided for in Section 2.3.4, shall be conducted during the third year of the second, three-year, probationary appointment.

**(iii) Probationary Period**

The probationary period shall constitute the time during which a person's fitness for permanent tenure is under scrutiny. For faculty members appointed at a senior rank, their entire period of appointment shall be considered as a probationary period. Probationary appointments shall normally lead to permanent tenure. Initial probationary appointments are normally made only at the associate and full professor level. The probationary period shall be four years for associate and full professors. This period will be increased by one-half year for appointments commencing during the second half of the academic year.

Once established, the duration of the probationary period shall not normally be extended, except that the running of the probationary period will normally be suspended when the faculty member goes on a leave of absence without pay.

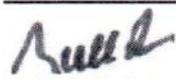
A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure upon completion of a 2 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

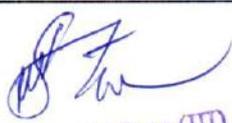
By written agreement with the appointee and with the consent of a majority of the tenured members of the department or non-departmentalized college, the probationary period may be reduced below the maximum periods given if the faculty member's qualifications warrant such reduction. In exceptional cases and with the consent of a majority of the tenured members of the department (or non-departmentalized college), tenure may be recommended on appointment.

A faculty member may achieve tenure only through full-time service, and part-time service shall not be considered as probationary service leading to possible tenure. A full-time faculty member with tenure, however, may at his or her request change to part-time service, either permanently or temporarily for a specified time, and retain tenure, provided that the department (or non-departmentalized college), the Dean of the Faculty, and the Vice Chancellor approve the terms in advance.

A faculty member with tenure who resigns from the University and is rehired within three years as a full-time member of the same department shall have tenure upon return. A faculty member with tenure who resigns from the University and is rehired by the same department after more than three years' absence may be required to serve a probationary period of not more than one year at the discretion of the department. A faculty member with tenure who resigns from the University and is rehired as a full-time member of another academic department may be required to serve a probationary period of not more than one year at the discretion of the department. Decision dates and dates of notice shall be according to the provisions of Section 2.5 of this Policy.

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A faculty member with tenure who leaves an academic department to accept full-time employment by the University in an administrative capacity shall retain tenured status in the academic department.

**(a) Probationary Reviews**

Tenured faculty members, especially department chairpersons, are reminded that their participation in all tenure review procedures, particularly in the two full, formal reviews (outlined in sections 2.2, 2.3.3, and 2.3.4), is one of the most serious of their duties and responsibilities. They are also reminded that tenure should be granted only to faculty members who have demonstrated excellence in the performance of their professional duties; mere adequacy or inoffensiveness do not constitute sufficient grounds for the award of tenure. All reviews should include evaluation of teaching by at least students and peers. Departmental Tenure Review Committee (DTRC) provide essential framework for the review. Composition of the DTRC is given below:

- (i) The Chairman of the department will be head of the DTRC.
- (ii) The committee shall consist of all Tenured Faculty members of the department.

(ii) Till such time as there are less than five Tenured Faculty members, the committee shall consist of:

- (iii) All Professors of the department
- (iv) If the number of Professors in the department is less than five then all the professor and Associate Professors shall comprise the committee.
- (v) If the total number of Professors and Associate Professors is less than 5 then the Vice-chancellor will appoint remaining members from the list of experts in that discipline on recommendation of the concerned Dean.
- (vi) Any faculty member whose case is under review in the DTRC will not attend the meeting during the review of his/her case.

**(b) Annual Review**

The progress toward permanent tenure of each faculty member on probationary status shall be reviewed annually by the DTRC, in consultation with at least those department members best acquainted with the probationary member's work. Such reviews shall evaluate the probationary member's progress in light of the section 1.2 "Bases for Appointment and Promotion," and of standards of excellence prevailing in that discipline, department, and college. The outcome of each review shall be discussed with the probationary member.

In addition to annual reviews, more thorough and formal written evaluations shall be conducted as outlined below.

**(c) Mid-Probationary Review:**

For faculty members completing their first term appointment the first term review described in section 2.2.1 shall be considered to be the mid-probationary review.

For faculty members directly appointed with probationary status, midway through the probationary period, it is mandatory that a full review report be made for all probationary faculty members.

The faculty member shall prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent



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researchers in his/her area of specialization, and all publications in internationally abstracted journals.

The chairperson of the concerned department with the approval of the Dean shall form a Technical Review Panel (TRP) composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. The TRP shall conduct a thorough review of the probationary member's progress along lines similar to those outlined for annual reviews. This review shall identify, in reasonable detail, the areas of strength and weakness of the probationary member. The review panel shall subsequently present a written review report to the chairperson of the department.

The faculty member can NOT be considered further for second term appointment if he/she receives a negative report from the Technical Review Panel.

After discussion (written comments may or may not be employed) with at least the tenured members of the department the chairperson shall send a full written report on this review, including a summary of all the evaluations of the faculty members consulted, to the dean of the Faculty.

The dean shall, in the light of standards of excellence necessary for the award of tenure at the college level, but bearing in mind the need for flexibility of standards of judgment both within and between disciplines, add an assessment of the probationary member's progress to the report of the chairperson and forward it to the Vice Chancellor. A full mid-probationary review report shall, therefore, consist of the evaluations of the Technical Review Panel, the chairperson, and the dean of the Faculty. The review process shall be considered complete only when copies of the full report have been received by the probationary member and the department chairperson. It is not anticipated that probationary members will necessarily have attained the standards required for the award of tenure by the time of their mid-probationary review. The aim of the required identification of the strengths and weaknesses of the probationary member is to give that member a clear picture of the performance levels by which she or he is to be judged and to offer the opportunity to correct deficiencies in the second half of the probationary period. The existence of some identified deficiencies in this review shall be considered normal, and this alone shall not be the basis for action against the probationary member.

**(d) Tenure Review**

In the final year of the faculty member's probationary period, it is mandatory that a full review report be made.

The Departmental Tenure Review Committee (DTRC) of the concerned department shall conduct a thorough review of the member's fitness for tenure following the same procedure as outlined for the mid-probationary review.

The chairperson, after approval of the DTRC shall recommend to the dean that the probationary member be given tenure or not. The DTRC recommendation shall be accompanied by a full, written evaluation report including at least a summary of the evaluations of all faculty members consulted.

Should the DTRC recommendation be negative while the Technical Review Panel has given a positive report, the probationary member shall be notified immediately and in writing by the chairperson and shall have ten working days to present a case for retention to the dean before the latter acts on the DTRC recommendation.

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The dean shall normally abide by the DTRC recommendation. If the dean decides not to follow this recommendation, the dean shall immediately and in writing inform both the probationary member and the chairperson, including a written statement of reasons, so that both may have ten working days in which to present their cases to the Vice Chancellor.

Similarly, if the Vice Chancellor decides not to follow the recommendation of the DTRC or the dean, the Vice Chancellor shall provide a written statement of reasons to the faculty member, the DTRC, and the dean.

Tenure can NOT be granted to a faculty member who receives a negative report from the Technical Review Panel.

The Senate shall make the final decision on the award of tenure. The Senate shall normally abide by the recommendations of the DTRC forwarded by the dean and finally by the Vice Chancellor. If the Senate considers not following the recommendation in which the Vice Chancellor, the dean of the college, and the chairperson have concurred, or if there is a conflict in the recommendations made by these officers, the Senate shall immediately and in writing inform the probationary member and the officers involved in the decision and shall include a written statement of reasons. The probationary member and the officers involved shall have ten working days to present their cases to the Senate before the final decision is made.

(i) The probationary member and/or the DTRC may use the statement of reasons, should either wish to appeal the final decision. The probationary member and/or department shall have ten working days from the receipt of any written reversal in which to initiate any appeal.

(j) The tenure review process shall be considered complete only when the Vice Chancellor, in writing, informs the probationary member and the chairperson of the final decision. The final decision, or indeed any administrative action, may of course be appealed to the Vice Chancellor and/or Senate. The time of completion must conform to the provisions for notice in Section 2.5.

(k) If awarded, tenure shall be effective immediately upon the faculty member's acceptance of the award.

**(iv) Transferring of Existing Faculty Members to Tenure Track System:**

Existing faculty members who are eligible may be considered for appointment on Tenure Track by following the process outlined in sections 2.1 – 2.4 above.

**(a) Salary of Existing Faculty Member on Tenure Track**

If the faculty member is approved by the Institution for appointment on Tenure Track, as per process outlined in Section 2.1, as an existing faculty member, and wishes to obtain the higher Tenure Track salary from his first day of appointment, then it is necessary that his case has been evaluated and approved by an independent panel of experts of international repute approved by the HEC.

**(b) Benefits of Existing Faculty Member on Tenure Track**

The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of

  
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service. However, medical facility will be provided by the University as per BPS scales. If the person is in occupancy of a university residence, the house rent deductions will be at ceiling for requisition of such houses in each BPS grade. In case of provincial University the requisition rates of equivalent category of house shall apply (see Annexure-D for clarification).

**(c) Rejection of Grant of Tenure to Existing Faculty Members**

In case tenure is not granted after the final review, the faculty member would revert to his/her BPS posting (being held by the individual prior to TTS appointment.)

**(v) Decision Dates and Dates of Notice:**

Written notice that a faculty member in probationary status is or is not to be continued in service will be given to the faculty member not later than June 30 of the final year of the predetermined probationary period. If the decision is positive, the faculty member shall have tenure effective July 1 of the fiscal year following the probationary period. If the decision is negative, the faculty member will be offered a terminal one-year appointment in the fiscal year immediately following the probationary period. If, for any reason, the decision date is not met in the case of a negative decision, the faculty member shall be offered an additional terminal one-year appointment beyond the one provided for above. Written notice that a faculty member on a first three-year term appointment is not to be continued in service will be given to the faculty member a minimum of three months prior to the last day of service of the faculty member.

At any point during the first term appointment or during the probationary period, a department chairperson may recommend that a term appointee or probationary faculty member not be continued in service. If, after consulting with at least the tenured members of the department (and usually also after obtaining data from experts outside the university), the chairperson decides to recommend to the dean that a faculty member in probationary or term status not be continued in service, the chairperson shall notify the faculty member in writing. If requested by the faculty member, the chairperson shall indicate in writing the reason for the decision. The faculty member shall have ten working days in which to request a reconsideration before the chairperson sends the recommendation to the dean. If no such request is made, or if the chairperson, after reconsideration, decides to forward a negative recommendation to the dean, the chairperson shall do so in writing, enclosing all materials relevant to the decision. Simultaneously, the chairperson shall notify the faculty member in writing that the negative recommendation has been sent to the dean and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the dean before the latter acts on the chairperson's recommendation. If no appeal is made to the dean, or if, despite an appeal, the dean concurs in the departmental recommendation, the dean shall forward the negative recommendation in writing to the Vice Chancellor, enclosing all materials relevant to the decision. Simultaneously, the dean shall notify the faculty member in writing that the negative recommendation has been forwarded and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the Vice Chancellor. If no appeal is made, or if, despite an appeal, the Vice Chancellor concurs with the chairperson's and dean's recommendation, the

  
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faculty member should be sent final notification regarding non-renewal of contract, such notification being within the time limits set forth in Section 2.5.

**(vi) Sabbatical Leave:**

A faculty member on tenure track may proceed on Sabbatical Leave at the rate of one semester (4 months) paid leave for every three year of service in the university. The leave period shall count towards the Tenure Track probationary period, if applicable. Sabbatical leave may not be combined with any other leave. (See Annexure-E for clarification)

**(vii) Other Leaves:**

Faculty member on tenure track may avail leaves, except study leave, as per existing rules for regular faculty. (See Annexure-F for clarification)

**(viii) Resignation:**

A faculty member on tenure track wishing to resign shall do so in accordance with the rules of the respective University. (See Annexure-G for clarification)

**(ix) Termination of Services of Faculty Member with Tenure**

The services of a faculty member holding tenure shall be terminated only in accordance with the rules of the University applicable to confirmed members of the faculty and in accordance with the procedures prescribed by the University.

**(x) Faculty Remuneration and Benefits**

A faculty member appointed on tenure track shall be entitled, in accordance with the rules, to the pay sanctioned for such post.

The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales. The faculty members appointed under these scales will be subject to annual review of their performance as provided in these TTS statutes.

**(a) Initial Pay**

The initial pay of a faculty member appointed to a post shall be determined as a sum of the salary + up to a maximum of 4 advance increments

A faculty member may be awarded advance increments that may be based on the following factors:

- i. Quality and number of HEC recognized International refereed journal publications, conference presentations and publications and reports.
- ii. Number of Ph.D. and MS thesis supervised
- iii. Funding record: Amount of funding received from sources other than ones own institution.
- iv. Market factors

Total number of advanced increments awarded can be a fractional number.

  
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**(b) Annual Increase**

**Authority for Grant of Annual Increase**

- (a) The Syndicate is authorized to sanction honorariums as well as annual increase in basic pay of all faculty members, except members of the Syndicate.
- (b) The Vice Chancellor is authorized to sanction honorariums as well as annual increase in basic pay of all other members of the Syndicate.
- (c) The Senate shall determine the honorarium as well as increase in basic pay of the Vice Chancellor.

**Determining the Date of Annual Increase for New Entrants**

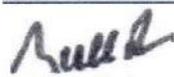
- (a) Those who are employed between January and June may be considered for annual increase with effect from 31st December.
- (b) Those who are employed between July and December may be considered for annual increase with effect from 31st December of the next service year.

**Self-Assessment Report**

- (a) A self-assessment report shall be completed by every faculty member on tenure track. In this form the faculty member will document the teaching, research, advisory, consultative and administrative service rendered by him during the previous year. Where appropriate the self-assessment will be backed by documented evidence, that may include (i) course files, (ii) publications (published, submitted, in preparation), (iii) research project in progress and completed, (iv) report on industrial project undertaken (v) details of new courses developed or innovation introduced in course or laboratory work, (vi) requisite information about MSc, MPhil and PhD students supervised, and (vii) advisory and administrative services rendered.

**Procedure for Grant of Annual Increase**

- (a) By 15th February each year every faculty member will complete and submit to the respective Department chairperson a self-assessment report.
- (b) Completed report will be reviewed and verified by the respective Department Chairperson and forwarded with comments to the Dean of the respective Faculty. The Dean shall look at the reports from the various departments to ensure parity of assessment methodology, and shall forward the reports to the Vice Chancellor after noting his observations. The Vice Chancellor will present the reports in a meeting of the Syndicate of the University and any observations and note of dissent in case of his disagreement with the views / assessment of Department Head and/or Dean of Faculty shall be recorded.
- (c) The Vice Chancellor shall make the final decision on assessment of the faculty members and shall forward the reports for record purposes to the Senate.
- (d) Following allocation of budget to the University the Syndicate shall recommend to the Vice Chancellor the pay raise, if any, to be granted to the faculty members. The faculty member shall be entitled to a pay raise that may consist of three components.
- One annual increment determined by the pay scale of the post to which the faculty member is appointed.
  - Performance based pay increment determined by an evaluation of the performance report of the faculty member for the previous service year. The performance based pay increments may be based on the factors listed in the annual assessment report.

  
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iii. Honorarium to be given that may be based on factors listed in the annual assessment report. An honorarium is applicable only for a particular service year.

(c) **Salary Scale**

The Salary Scales for the positions under the Tenure Track System will be as approved by the Finance Division, Government of Pakistan and notified by the HEC

Post	Salary Package			
	Min	Increment	Maximum	Stages
Professor	180,000	8,800	312,000	15
Associate Professor	120,000	7,000	225,000	15
Assistant Professor	80,000	5,500	162,500	15

(Notified vide HEC No.F.P.2-1 03/HE C/2007/72 6, dated 15th September, 2007) 2.10.4

**Revised**

(d) **Revised Salary Scale**

Consequent upon the vigorous persuasion and correspondence with the Federal Government Finance Division, (Regulation wing) Government of Pakistan vide office memorandum no. F.4 (10) R-4/2002 dated 29-11-2011 has revised Salary Scale for the positions under Tenure Track System @ **30% with immediate effect** and notified by the HEC for its adoption in the public sector Universities/Degree Awarding Institutions/Centers through their governing bodies i.e. Syndicate/BOG etc. The existing and revised Tenure Track pay packages are, as under:

Faculty Member	Existing Tenure Track Pay Package			Revised Tenure Track Pay Package			Stages
	Minimum	Incr.	Maximum	Minimum	Incr.	Maximum	
Professor	180,000	8,800	312,000	234,000	11,440	405,600	15
Associate Professor	120,000	7,000	225,000	156,000	9,100	292,500	15
Assistant Professor	80,000	5,500	162,000	104,000	7,150	211,250	15

(Notified vide HEC No. F.P.2-103/HEC/2011-12/321 Dated: Dec 01, 2011)

(xi) **Retirement Age**

The retirement age of the persons on TT will be 60 years.

(a) **Appeals**

Appeals against decisions of various bodies will be made in accordance with the Rules of the University on the subject.

  
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**Annexure- A**

**Subject: A Faculty Member on Tenure Track cannot assume the Responsibility in an Administrative Capacity such as Vice Chancellor.**

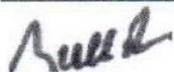
It is to be understood that appointment of a faculty member on Tenure Track and appointment as a tenured faculty member are two different things. Being on Tenure Track means that one holds promise to be granted permanent Tenure. This means that, during the next 4 years, one has the potential to do good research, establish a research group and demonstrate research excellence.

Only a tenured faculty members will be eligible for appointments against positions of Directors of Institutes, Dean of Faculties, Head of Departments/Sections. Regardless of the abovementioned responsibilities a faculty member on Tenure Track is expected to be actually involved in research.



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**Annexure-B**

**Subject: Appointment of Assistant Professor in Architecture under TTS**

Master Degree (Foreign) / M.Phil OR equivalent degree in the relevant field from HEC recognized University / Institution can be considered as terminal qualification for appointment of faculty, in architecture discipline, under TTS.

  
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**Annexure-C**

Subject: **CLARIFICATION**

“As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full Professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.”

This is to clarify that said clause only provides opportunity to an Associate Professor to have their cases processed for review before completing 4 years as Associate Professor on Tenure Track, if they are otherwise eligible to be appointed as Professors.

As a general, rule an Assistant Professor /Associate Professor on track/probation, before being considered for promotion to the next cadre, must first secure Tenure in accordance with the prescribed Tenure Track procedures. There is no provision where a faculty member can apply for an advertised higher position without completing the procedure laid down for TTS.



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**Annexure-D**

Note:

Annexure D-is omitted with the approval of competent authority as decided in the meeting held on 26-10-2011 at Higher Education Commission (HEC) Islamabad.



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**Annexure-E**

**Subject: CLARIFICATION REGARDING GRANT OF SABBATICAL LEAVE TO THE EXISTING FACULTY WHO HAS BEEN APPOINTED ON TENURE TRACK SYSTEM.**

This is to clarify that for the existing faculty who opted for TTS and were eligible for sabbatical leave on BPS basis may be allowed to avail this facility even after joining TTS.

However, the payment during leave should be equivalent to BPS. This period of Sabbatical leave will however, be counted against the probationary period on TTS.



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**Annexure-F**

**Subject: CLARIFICATION REGARDING STUDY LEAVE/OTHER LEAVES FOR POST DOCTORATE**

The existing faculty who opted for TTS is allowed to proceed on Post Doctorate as per University rules for the BPS faculty. However, the payment during leave should be equivalent to BPS. This period of Post Doctorate leave will, however, be counted against the probationary period on TTS.

Those faculty members who are directly appointed on Tenure Track cannot avail long leave/sabbatical leave/study leave/deputation or any other leave. However, they could avail leave for Post-Doctorate studies upto one year. This period will be counted towards their probationary period.

The Tenured faculty could avail all kinds of leave as per rules of the University.



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**Annexure-G**

**Subject: CLARIFICATION – RESIGNATION /QUITTING SERVICE AFTER A PERSON OPTED FOR TENURE TRACK SYSTEM.**

The faculty members working under TTS are strongly discouraged to resign from TTS. Nevertheless, the existing faculty after joining on TTS can join back on the respective substantive post only if the Tenure appointment is not approved after final review. If, in the meantime, a faculty member decides to resign from his/her Tenure Track position, s/he will have no right of absorption back in the University.

If an “existing faculty member” (who has been transferred from BPS to TTS) reverts back to BPS due to unsatisfactory performance under TTS, he/she will not be allowed to rejoin TTS. An “existing faculty member” while on TTS cannot revert back to BPS on his/her own accord. Moreover, if a faculty member on tenure track chooses to apply against an advertised TTS/BPS position (before completing his/her track/probation period) in the same university, he/she would be required to resign from the university service before applying for the higher positions. The relaxation given to existing faculty members (transferred to TTS from BPS) to retain their lien with the BPS positions will be allowed only once during the entire career.



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**Annexure-H**

**Subject: Clarification regarding a relaxation of graduate of the same University to be eligible for appointment on Tenure Track in the same department of that University/Institution where he/she has obtained his/her terminal degree for at-least three (3) years following his/her graduation.**

“Any graduate who is also an employee of the same University/Institution is eligible for appointment on Tenure Track in the same department of that University/Institution from where he/she has obtained his/her terminal degree”.

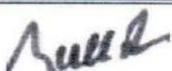
Note:

Version 2.0 clause 1.1 (g) is relaxed for faculty of the University having minimum two years of experience at the same University vide above



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## The University of Agriculture, Peshawar Administrative Officers Appointment and Scales of Pay Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "Administrative Officers Appointment and Scales of Pay Statutes, 2016".

### Commencement

2. The Statutes shall come into force at once.

### Application

3. These statutes shall apply to all persons prescribed in Schedule-I except the persons specified in Clause 3 of the Service Statutes.

### Definitions

4. (i) In the Statutes, unless the context otherwise requires, the following expressions shall have the meanings assigned to them as under:
  - a) "Government" means Government of Khyber Pakhtunkhwa.
  - b) "Initial Recruitment" means the first appointment in the University.
  - c) "Officer" means an Officer other than the teaching and research staff, working in the administration of the University in BS-17 and above, duly appointed by Syndicate on the recommendation of Selection Board to post(s) mentioned in Schedule-I appended to these Statutes.
  - d) Pay means the amount drawn monthly by a university employee as pay and includes technical pay, special pay, personal pay and other emoluments declared by the Syndicate.
  - e) "Schedule" means the Schedule annexed to the Statutes.
  - f) "Selection Board" means Selection Board of the University.
  - g) "Substantive Pay" means the basic pay, other than special pay, personal pay, etc., to which a University Employee is entitled on account of his substantive appointment to a post in a specified pay scale.
  - h) The pronoun "He" refers to male or female employee, as the case may be.
- (ii) All other expressions shall have the same meanings as assigned to them in Section 2 of the Act and Clause 4 of the Service Statutes.

### Composition of the Administrative Staff

5. The Administrative Staff of the University shall consist of the employees holding the posts specified in Schedule-I appended to these statutes.

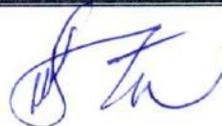
### Appointing Authority

6. Appointment to the post (s) of Administrative Staff shall be made by the Syndicate, on the recommendations of the Selection Board in the prescribed manner.

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**Method of Appointment**

7. (i) Appointment to all the posts in BS-17, specified in column-2 of Schedule-I, shall be made by initial recruitment, except the posts at Serial Number 38 to 47, 49, 52, 54, 55 and 57 which shall be filled by promotion (partly) on the basis of selection from amongst the holders of the posts as specified in column 4 of Schedule-II.
- (ii) Appointment to all the posts in BS-18, specified in Schedule-I, shall be made by promotion on the basis of selection from amongst the eligible candidates in the relevant cadre in BS-17 specified in column 4 of Schedule-II except the post at Serial Number 32 which shall be filled through initial appointment.
- (iii) Appointment to all the posts in BS-19 and above, specified in Schedule-I, shall be made by promotion on the basis of selection.
- (iv) Promotion to BS-19 and BS-20 shall be subject to successful completion of Management Course (s) of three months in each case to be prescribed by rules.
- (v) Where a post is reserved for appointment by promotion, and no eligible person or no suitable person from amongst the eligible employees is available for promotion, the appointment to such post(s) shall be made by initial recruitment, subject to fulfillment of the prescribed qualification and experience.
- (vi) In case of BS-17, the Syndicate may, in exceptional cases and for reasons to be recorded, allow appointment to such post(s) to be made by transfer, provided that the employee concerned is holding appointment on regular basis in the same pay scale in the university, in which the vacancy exists, and he possesses the qualifications and experience prescribed for initial recruitment to the post and qualifies the subject (of host department) test with 50% score.

**Eligibility Criteria**

8. Eligibility Criteria for appointment of Administrative Officers are prescribed in Schedule-I and II.

**Conditions for Initial Recruitment**

9. i. Justification for new hiring.
- ii. Confirmation of availability of sanctioned post.
- iii. Initial recruitment shall be made through open competition as per standard procedure including public advertisement of the vacancies in at least three leading national news papers (one English and two Urdu) as well as on University website. Age limit for initial appointment in BS-17 and above shall be as follows:

S.No.	Pay Scale	Age Limit (Years)
1	17	22-30
2	18	28-35
3	19	35-45
4	20	40-50

- iv. The above age limit will not be applicable to the University regular employees and contract based engaged persons who have rendered at least 05 years service without break in the University.
- v. The upper age limit shall be relaxable by 05 years in case of retired armed forces officers or government/semi-government employees who have at least three years service and applied through proper channel.

  
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- vi. In case of initial recruitment, qualifying score for screening/written test/demonstration/interview shall be 50% of the total marks in each case.
10. No person shall be appointed by initial recruitment unless he fulfills the prescribed qualification, eligibility criteria and experience as laid down in column-04 of Schedule-I of Administrative staff after observing the prescribed process and procedure for such appointments.
11. Screening, Quantification, Evaluation and Selection Criteria for initial appointment of Administrative Officers in BS-17 and above is prescribed in relevant Annexures appended to Quantification criteria Statutes 2016.

**Conditions for Appointment by Promotion on the Basis of Selection on Merit from amongst the Existing Eligible Officers**

12. Appointment by Promotion in BS-17 shall be made on the basis of selection on merit from amongst the existing eligible persons in BS-16/17 in the relevant cadre as per prescribed eligibility criteria and experience laid down in column-5 of Schedule-II of Administrative Officers after observing the prescribed process and procedure for such appointments which includes written test (50% passing score) and interview through selection board.
13. Appointment by Promotion in BS-18 shall be made on the basis of selection on merit from amongst the existing eligible officers in BS-17 in the relevant cadre mentioned in column-4 of Schedule-II as per prescribed qualification, eligibility criteria and experience laid down in column-5 of Schedule-II after observing the prescribed process and procedure for such appointments.
14. Appointment by Promotion in BS-19 and BS-20 shall be made on the basis of selection on merit from amongst the existing eligible Officers in BS-18/19 in the relevant cadre mentioned in column-4 of Schedule-II as per prescribed qualification, eligibility criteria and experience laid down in column-5 of Schedule-II after observing the prescribed process and procedure for such appointments.
15. In case of appointment by promotion on the basis of selection on merit, all the eligible candidates are considered, and selection of the best one (s), from among the whole lot is to be made purely on merit as determined in the light of their performance evaluation reports, educational qualification, experience, and performance in the relevant evaluation process.
16. While considering the cases of appointment by promotion on the basis of selection from lower to higher posts, besides prescribed eligibility criteria, the following shall also be observed that:
- his Performance Evaluation Reports are free from below average/adverse remarks.
  - neither any Departmental Enquiry/any criminal proceedings are pending against the officer nor has any major penalty been imposed upon the officer during the last five years.
  - the officer has completed the minimum length of service as mentioned in Schedule-II.
  - the officer has the relevant qualification for the post as prescribed in Schedule-II.
  - in case of major penalty the employee shall stand barred for promotion.

**Pay Scales and Other Fringe Benefits**

  
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17. The Employees shall be governed by the Scheme of Basic Scales and other related benefits, as sanctioned by the Government for its employees from time to time.

**Fixation of Pay on Appointment by Promotion/ Upgradation or Initial Appointment to a Higher Post**

18. In case of appointment of an employee in Basic Scale 17 to 20 from a lower to a higher post, his pay shall be fixed at the stage in the scale of pay of the higher post, next above the substantive pay of the employee concerned in the scale of pay of the lower post, which gives a pay increase equal to or less than a full increment of the pay scale of higher post. The initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment.
19. In case of promotion of an employee, who is already drawing pay in the same scale to which he has been promoted, he shall be allowed one premature increment in that scale with effect from the date of his promotion.

**Increments**

20. Increments in the relevant Scale of Pay shall fall due on the 1<sup>st</sup> Day of December, following the completion of at least six months service at a stage in the relevant scale of pay, provided that if an employee, before reaching the maximum of the pay scale, is promoted to a higher scale of pay, between the 2<sup>nd</sup> June and the 30<sup>th</sup> November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on the 1<sup>st</sup> December of that year, with reference to his presumptive pay in his lower scale.
21. In case of promotion after 31<sup>st</sup> of May and before 1<sup>st</sup> December an employee shall get his regular increment in the scale from which he is promoted.

**Allowances**

22. The following monthly allowances shall be admissible to the employees, subject to its revision by the Government and adoption by the Syndicate from time to time.
- House Rent Allowance
  - Medical Allowance
  - Conveyance Allowance
  - Entertainment Allowance
  - Senior Post Allowance
  - Orderly Allowance
  - Qualification Allowance/Pay
23. Any other allowance approved by the Syndicate as announced by the Government from time to time.
24. The following monthly allowances shall be admissible.
- House Rent Allowance**

  
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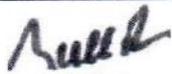


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- (a) An officer who has not been provided residential accommodation, in his name, by the University shall be entitled to House Rent Allowance at the rates approved by the Syndicate as revised by the syndicate from time to time, irrespective of where he resides,  
Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.
- (b) In case of University accommodation, additional 5% of the basic pay will be charged for house maintenance.
- ii. **Conveyance Allowance** shall be admissible to all administrative officers at the rates approved by the government subject to revision by the syndicate from time to time.
- iii. **Medical Allowance**
- (d) This allowance shall be admissible at @ 35% of the Basic Pay to married employees subject to limit and revision by syndicate from time to time.
- (e) This allowance shall be admissible at @ 17.5% of the Basic Pay to unmarried employees subject to limit and revision by syndicate from time to time.
- (f) Reimbursement will be allowed as prescribed in the Medical Attendance Statutes 2016.
- iv. **Senior Post Allowance** shall be admissible to employees as per rates approved by the government.
- v. **Orderly Allowance:** all University officers in BS-20 and above shall be entitled to orderly allowance at the rate of minimum wage as approved by the Government.
- vi. **PhD Allowance** at the rate approved by the Syndicate.
- vii. **MPhil/MS Allowance** at the rate approved by the Syndicate.
- viii. **Headship allowance** shall be admissible to all HoDs, Sectional Heads at the rates approved by the Syndicate.
- ix. **Qualification pay;**
- x. **Telephone/DSL reimbursement facility:** The telephone, DSL and mobile bills reimbursement will be permissible to the entitled officers as approved by the Syndicate.
- xi. Any other allowance as approved by the Syndicate.
25. Removal of Difficulties, Anomaly Committee and Amendments in the Statutes shall be dealt in the same manner as provided in Clause 41 to Clause 45 of the Service Statutes.



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**Repeal:**

26. NWFP AGRICULTURAL UNIVERSITY ADMINISTRATIVE STAFF APPOINTMENT & SCALES OF PAY STATUTES 2000,

KHYBER PAKHTUNKHWA AGRICULTURAL UNIVERSITY STAFF OF DIRECTORATE OF QUALITY ENHANCEMENT APPOINTMENT & SCALES OF PAY STATUTES 2011, and

KHYBER PAKHTUNKHWA AGRICULTURAL UNIVERSITY COMPUTERIZATION & NETWORKING STAFF APPOINTMENT & SCALES OF PAY STATUTES, 2011 framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, shall stand repealed.

  
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**SCHEDULES**

<b>SCHEDULE – I</b>				
<b>(Mentioned in Statute 5)</b>				
<b>S. No.</b>	<b>Designation</b>	<b>Scale of Pay</b>	<b>Minimum Qualification &amp; Experience for Initial Recruitment/Promotion</b>	<b>Method of Appointment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Registrar	20	First division Master's degree preferably in Management Sciences/ LLB/ Humanities/ Agricultural Sciences with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree preferably in Management Sciences/ LLB/ Humanities/ Agricultural Sciences with 20 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	In accordance with the Act.
2.	Treasurer	20	Professional degree as ACA/ACMA/FCA/FCMA/ACCA with 17 years relevant experience or First division Master's degree preferably in M.Com/ MBA (Finance) /Agriculture Economics/ Economics or equivalent degree as recognized by the HEC and/or relevant accreditation body with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree preferably in M.Com/MBA (Finance)/ Agriculture Economics/ Economics or equivalent degree as recognized by the HEC and/or relevant accreditation body with 20 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	In accordance with the Act.
3.	Controller of Examination	20	PhD degree in Management/Agricultural Sciences/Computer Sciences/Social Sciences/ English or equivalent degree as	In accordance with the Act.

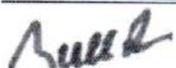
  
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<b>SCHEDULE – I</b> <b>(Mentioned in Statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			recognized by the HEC with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	
4.	Director Planning & Development	20	First division Master's degree in Management Sciences, Economics, Agriculture, Public Administration, as recognized by the HEC with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree in Management Sciences, Economics, Agriculture, Public Administration, as recognized by the HEC with 20 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment.
5.	Director of Works	20	First division B.E. (Bachelor of Civil Engineering) or equivalent degree as recognized by the HEC and Pakistan Engineering Council with 17 years' relevant experience (works and services related) in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division B.E. (Bachelor of Civil Engineering) or equivalent degree as recognized by the HEC and Pakistan Engineering Council with 20 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment.

  
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<b>SCHEDULE – I</b> <b>(Mentioned in Statute 5)</b>				
<b>S. No.</b>	<b>Designation</b>	<b>Scale of Pay</b>	<b>Minimum Qualification &amp; Experience for Initial Recruitment/Promotion</b>	<b>Method of Appointment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
6.	Librarian	20	First division M.L.S. or equivalent degree as recognized by the HEC with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division M.L.S. or equivalent degree as recognized by the HEC with 20 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment.
7.	Provost	20	PhD degree in Management/Agricultural Sciences/Computer Sciences/Social Sciences/ English or equivalent degree as recognized by the HEC with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment.
8.	Director Vice Chancellor Secretariat	20	PhD with 15 years relevant experience or First division Master's degree in Management/Agricultural Sciences / Statistics /Mathematics or equivalent degree as recognized by the HEC with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By initial Appointment.

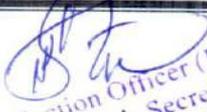
  
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<b>SCHEDULE – I</b>				
<b>(Mentioned in Statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
9.	Director Administration	20	First division Master's degree in Management/Agricultural Sciences/Humanities / Statistics / Mathematics or equivalent degree as recognized by the HEC with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree in Management/Agricultural Sciences/Humanities or equivalent degree as recognized by the HEC with 20 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR a retired Army Officer from the rank of Colonel. No third division in entire academic career.	By initial Appointment.
10.	Director Quality Assurance (QA)	20	PhD degree in Management/Agricultural Sciences/Computer Sciences/ Social Sciences/ English or equivalent degree as recognized by the HEC with 15 years' relevant experience in Quality Assurance in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above with 10 publications in HEC recognized journals including at least 04 publications in last 05 years. No third division in entire academic career.	By Initial Appointment.
11.	Director Financial Aid & Development (FAD)	20	First division Master's degree preferably in M.Com/Management Sciences / ACA/ACMA/ FCA/ FCMA/ACCA / Agriculture Economics/ Economics/ Computer Sciences or equivalent degree as recognized by the HEC and/or relevant accreditation body with 17 years' relevant experience in Financial Management/ Student Scholarship Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second	By Initial Appointment.

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Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

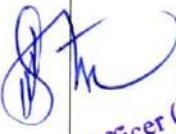
SCHEDULE – I (Mentioned in Statute 5)				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			division Master's degree preferably in M.Com/MBA (Finance) / ACA/ACMA/FCA/ FCMA/ACCA / Agriculture Economics/ Economics/ Computer Sciences or equivalent degree as recognized by the HEC and/or relevant accreditation body with 20 years' relevant experience in Financial Management/ Student Scholarship Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	
12.	Director IT	20	PhD in Computer Science/ IT/MBIT from HEC recognized University/ Institution with 15 years relevant experience in BS-17 or above OR MS/ M.Phil in Computer Science/ IT with 17 years relevant experience in BS-17 or above in a University or in a public sector organization OR M.Sc. (16 years) Computer Science/ IT/ MBIT from HEC recognized University/ Institution with 20 years relevant experience in BS-17 or above in a University or in a public sector organization. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment
13.	Additional Registrar	19	First division Master's degree preferably in Management Sciences/ LLB/ Humanities/ Agricultural Sciences with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree preferably in Management Sciences/ LLB/ Humanities/ Agricultural Sciences with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment

  
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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
14.	Additional Treasurer	19	Professional degree as ACA/ACMA/FCA/FCMA/ACCA with 10 years relevant experience or First division Master's degree preferably in M.Com/MBA (Finance) / Agriculture Economics/Economics or equivalent degree as recognized by the HEC and/or relevant accreditation body with 12 years relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree preferably in M.Com/ MBA (Finance)/ Agriculture Economics/ Economics or equivalent degree as recognized by the HEC and/or relevant accreditation body with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment
15.	Additional Director of Works	19	First division B.E. (Bachelor of Civil Engineering) or equivalent degree as recognized by the HEC and Pakistan Engineering Council with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division B.E. (Bachelor of Civil Engineering) or equivalent degree as recognized by the HEC and Pakistan Engineering Council with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment
16.	Additional Director Planning & Development	19	First division Master's degree in Management Sciences, Economics, Agriculture, Public Administration, as recognized by the HEC with 12 years' relevant experience in a University or a	By Promotion on the basis of selection/Initial appointment

  
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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree in Management Sciences, Economics, Agriculture, Public Administration, as recognized by the HEC with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	
17.	Additional Controller of Examination	19	First division Master's degree as recognized by the HEC with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree as recognized by the HEC with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment
18.	Additional Provost	19	First division Master's degree in Management/Agricultural Sciences/Humanities or equivalent degree as recognized by the HEC with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree in Management/Agricultural Sciences/Humanities or equivalent degree as recognized by the HEC with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment
19.	Associate	19	First division M.L.S. or equivalent degree as	By Promotion

  
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<b>SCHEDULE – I</b>				
<b>(Mentioned in Statute 5)</b>				
<b>S. No.</b>	<b>Designation</b>	<b>Scale of Pay</b>	<b>Minimum Qualification &amp; Experience for Initial Recruitment/Promotion</b>	<b>Method of Appointment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	Librarian		recognized by the HEC with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division M.L.S. or equivalent degree as recognized by the HEC with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	on the basis of selection/Initial appointment
20.	Additional Director (QA)	19	PhD degree in Management/Agricultural Sciences/Computer Sciences/Social Sciences/ English or equivalent degree as recognized by the HEC with 10 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR First division M.Phil/MS degree in Management/Agricultural Sciences/ Computer Sciences/Social Sciences/English or equivalent degree as recognized by the HEC with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial appointment
21.	Additional Director Financial Aid & Development (FAD)	19	First division Master's degree preferably in M.Com/MBA (Finance) / ACA/ACMA/FCA/ FCMA/ACCA / Agriculture Economics/ Economics/ Computer Sciences or equivalent degree as recognized by the HEC and/or relevant accreditation body with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree preferably in M.Com/MBA (Finance) / ACA/ACMA/ FCA/	By Promotion on the basis of selection/Initial appointment

  
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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			FCMA/ACCA / Agriculture Economics/ Economics/ Computer Sciences or equivalent degree as recognized by the HEC and/or relevant accreditation body with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	
22.	Additional Director IT	19	PhD in Computer Science/ IT with 10 years relevant experience in BS-17 or above OR MS/ M.Phil in Computer Science/ IT with 12 years relevant experience in BS-17 or above in a University or in a public sector organization OR First Division M.Sc.(16 years) in Computer Science/ IT/ MBIT from HEC recognized University / Institution with 15 years relevant experience in BS-17 or above in a University or in a public sector organization. No third division in entire academic career.	By Promotion on the basis of selection/Initial recruitment
23.	Additional Director Sports	19	First class Master's degree in Physical Education or equivalent degree as recognized by the HEC with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in BS-17 or its equivalent and above. OR Second class Master's degree in Physical Education or equivalent degree as recognized by the HEC with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in BS-17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial Recruitment
24.	Deputy Registrar	18	First division Master's degree preferably in Management Sciences/ LLB/ Humanities/ Agricultural Sciences with 06 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division	By Promotion on the basis of selection/Initial recruitment

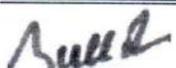
  
Zahidullah Registrar

  
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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			Master's degree preferably in Management Sciences/ LLB/ Humanities/ Agricultural Sciences with 10 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career (only one third division is allowed in case of promotion)	
25.	Deputy Treasurer	18	Professional degree as ACA/ACMA/FCA/FCMA/ACCA with 05 years relevant experience or First division Master's degree preferably in M.Com/MBA (Finance)/ Agriculture Economics/Economics or equivalent degree as recognized by the HEC and/or relevant accreditation body with 06 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. <b>OR</b> Second division Master's degree preferably in M.Com/MBA (Finance) / Agriculture Economics/ Economics or equivalent degree as recognized by the HEC and/or relevant accreditation body with 10 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career (only one third division is allowed in case of promotion)	By Promotion on the basis of selection/Initial recruitment
26.	Deputy Director Planning & Development	18	First division Master's degree in Management Sciences, Economics, Agriculture, Public Administration, as recognized by the HEC with 06 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. <b>OR</b> Second division	By Promotion on the basis of selection/Initial recruitment

  
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<b>SCHEDULE – I</b>				
<b>(Mentioned in Statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			Master's degree in Management Sciences, Economics, Agriculture, Public Administration, as recognized by the HEC with 10 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career (only one third division is allowed in case of promotion)	
27.	Auditor	18	First division Master's degree preferably in M.Com/MBA (Finance) / ACA/ACMA/FCA/ FCMA/ ACCA / Agriculture Economics/ Economics or equivalent degree as recognized by the HEC and/or relevant accreditation body with 06 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. <b>OR</b> Second division Master's degree preferably in M.Com/MBA (Finance) / ACA/ACMA/FCA/ FCMA/ ACCA / Agriculture Economics/ Economics or equivalent degree as recognized by the HEC and/or relevant accreditation body with 10 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career (only one third division is allowed in case of promotion)	In accordance with the Act.
28.	Deputy Controller of Examination	18	First division Master's degree as recognized by the HEC with 06 years' experience in Teaching/Examination system in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above <b>OR</b> Second division Master's degree as recognized by the HEC with 10 years' relevant experience in a University or a Government	By Promotion on the basis of selection/Initial recruitment

  
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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career (only one third division is allowed in case of promotion)	
29.	Deputy Librarian	18	First division M.L.S. or equivalent degree as recognized by the HEC with 06 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. <b>OR</b> Second division M.L.S. or equivalent degree as recognized by the HEC with 10 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career (only one third division is allowed in case of promotion)	By Promotion on the basis of selection/Initial recruitment
30.	Executive Engineer	18	First division B.E. (Bachelor of Civil Engineering) or equivalent degree as recognized by the HEC and Pakistan Engineering Council with 06 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. <b>OR</b> Second division B.E. (Bachelor of Civil Engineering) or equivalent degree as recognized by the HEC and Pakistan Engineering Council with 10 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career (only one third division is allowed in case of promotion)	By Promotion on the basis of selection/Initial recruitment
31.	Sr. Medical Officer	18	MBBS from a recognized institution and registered with PMDC, with 06 years relevant professional experience in a	By Promotion on the basis of selection/Initial

  
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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			recognized hospital/institution in pay scale 17 or its equivalent and above as medical practitioner/ consultant. No third division in entire academic career.	recruitment
32.	Deputy Provost	18	First division Master's degree in Management/ Agricultural Sciences/ Statistics/Mathematics/ Humanities or equivalent degree as recognized by the HEC with 06 years' relevant experience in managing student affairs/ administration in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree in Management/ Agricultural Sciences/ Humanities or equivalent degree as recognized by the HEC with 10 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Initial recruitment
33.	Deputy Director (QA)	18	First division MPhil/MS degree in Management/ Agricultural Sciences/ Computer Sciences/ Social Sciences/ English or equivalent degree as recognized by the HEC with 06 years' relevant experience in Academics or Quality Assurance in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Promotion on the basis of selection/Initial recruitment
34.	Deputy Director Financial Aid & Development (FAD)	18	First division Master's degree preferably in M.Com/MBA (Finance) / ACA/ACMA/FCA/ FCMA/ ACCA / Agriculture Sciences/ Economics/ Computer Sciences or equivalent degree as recognized by the HEC and/or relevant accreditation body with 06 years' relevant experience in Financial Management/ Student Scholarship Management in a University or a	By Promotion on the basis of selection/Initial recruitment

  
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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree preferably in M.Com/ MBA (Finance) / ACA/ACMA/FCA/ FCMA/ ACCA / Agriculture Economics/ Economics/ Computer Sciences or equivalent degree as recognized by the HEC and/or relevant accreditation body with 10 years' relevant experience in Financial Management/ Student Scholarship Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	
35.	Administrative Officer	18	First Division Master's degree in Management Sciences, Public Administration, Agriculture, Economics, or its equivalent with 06 years' relevant experience in a University or Government or Autonomous organization or Second Division Master's degree Management Sciences, Public Administration, Agriculture, Economics or its equivalent with 10 years' relevant experience in a University or a Government Department or an Autonomous Organization in Pay Scale 17 or its equivalent. OR a retired Army Officer in the rank of Major. No third division in entire academic career.	By Promotion on the basis of selection/Initial recruitment
36.	Deputy Director Sports	18	First division Master's degree in Physical Education or equivalent degree as recognized by the HEC with 06 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR Second division Master's degree in Physical Education or equivalent degree as recognized by the HEC with 10 years' relevant experience in a University or a Government Department or	By Promotion on the basis of selection/Initial recruitment

  
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Khuzdar, Peshawar

  
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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in the entire academic career (only one third division is allowed in case of promotion)	
37.	Deputy Director IT	18	MS/ M.Phil in Computer Science/ IT with 06 years relevant experience in a University or in a public sector organization OR First division Master's Degree (16 years) in Computer Science/ IT/ MBIT OR First Division BCS (04 years)/ BIT (04 years) degree from HEC recognized University/ Institution with 10 years relevant experience in a University or in a public sector organization. No third division in entire academic career.	By Promotion on the basis of selection/Initial recruitment
38.	Assistant Controller of Examination	17	a. First division Master's degree as recognized by the HEC OR Second division Master's degree as recognized by the HEC with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR b. Five (05) years' relevant experience as Superintendent in case of promotion.  No third division in entire academic career (only one third division is allowed in case of promotion)	40% by Initial Appointment 60% by Promotion on the basis of selection
39.	Assistant Registrar	17	a. First division Master's degree as recognized by the HEC in Management Sciences/ LLB/ Humanities/ Agricultural Sciences. OR Second division Master's degree in Management Sciences/ LLB/ Humanities/ Agricultural Sciences with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR b. Five (05) years' relevant experience as Superintendent in case of promotion.	40% by Initial Appointment 60% by Promotion on the basis of selection

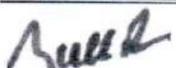
  
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<b>(Mentioned in Statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			No third division in entire academic career (only one third division is allowed in case of promotion)	
40.	Information Officer/Editor	17	<p>a. First division Master's degree as recognized by HEC in Journalism/ Management Sciences/ LLB/ Humanities/ Agricultural Sciences OR Second division Master's degree in Journalism/ Management Sciences/ LLB/ Humanities/ Agricultural Sciences with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR</p> <p>b. Five (05) years' relevant experience as Superintendent in case of promotion.</p> <p>No third division in entire academic career (only one third division is allowed in case of promotion)</p>	40% by Initial Appointment 60% by Promotion on the basis of selection
41.	Budget & Accounts Officer	17	<p>a. First division Master's degree in M.Com/MBA (Finance)/ Agriculture Economics/ Economics or equivalent degree as recognized by the HEC OR Second division Master's degree in M.Com/MBA (Finance)/ Agriculture Economics/ Economics or equivalent degree as recognized by the HEC with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR</p> <p>b. Five (05) years' relevant experience as Superintendent in case of promotion.</p> <p>No third division in entire academic career (only one third division is allowed in case of promotion)</p>	40% by Initial Appointment 60% by Promotion on the basis of selection
42.	Assistant Librarian	17	<p>a. First division M.L.S. or equivalent degree as recognized by the HEC OR Second division M.L.S. or equivalent degree as recognized by the HEC with 02 years' relevant experience in a University or a</p>	40% by Initial Appointment 60% by Promotion on the basis of

  
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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above <b>OR</b> b. Five (05) years' relevant experience as Senior Classifier/Senior Cataloguer in case of promotion.  No third division in entire academic career (only one third division is allowed in case of promotion)	selection
43.	Secretary to Vice Chancellor	17	a. First division Master's degree in Management Sciences/ LLB/ Humanities/ Agricultural Sciences OR Second division Master's degree in Management Sciences/ LLB/ Humanities/ Agricultural Sciences with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR b. Five (05) years' relevant experience as Stenographer (BS-16) in case of promotion. No third division in entire academic career (only one third division is allowed in case of promotion)	40% by Initial Appointment 60% by Promotion on the basis of selection
44.	Law Officer	17	a. First division LLB degree. OR Second division LLB with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR b. Five (05) years' relevant experience as Asstt: Law Officer/Law Officer (BS-16) in case of promotion. No third division in entire academic career (only one third division is allowed in case of promotion)	40% by Initial Appointment 60% by Promotion on the basis of selection
45.	Estate Officer	17	a. First division Master's degree as recognized by the HEC in Management Sciences/ LLB/ Humanities/ Agricultural Sciences. OR Second division Master's degree in Management Sciences/ LLB/ Humanities/ Agricultural Sciences with 02	50% by Initial Appointment 50% by Promotion on the basis of selection

  
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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR b. Five (05) years' relevant experience in BS-16/17 in case of promotion. No third division in entire academic career (only one third division is allowed in case of promotion)	
46.	Assistant Engineer Civil / Electrical/ Mechanical/S ub-Divisional Officer	17	a. First division B.E. (Bachelor of Civil/Electrical/Mechanical Engineering) or equivalent degree as recognized by the HEC and Pakistan Engineering Council OR Second division B.E. (Bachelor of Civil/Electrical/Mechanical Engineering) or equivalent degree as recognized by the HEC and Pakistan Engineering Council with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR  b. Five years relevant experience as sub engineer/Line Superintendent BS-16 in case of promotion.  No third division in entire academic career (only one third division is allowed in case of promotion)	40% by Initial Appointment 60% by Promotion on the basis of selection
47.	Store Officer	17	a. First division Master's degree in M.Com/MBA (Finance)/ Agriculture Economics/ Economics or equivalent degree as recognized by the HEC OR Second division Master's degree in M.Com/MBA (Finance)/ Agriculture Economics/ Economics or equivalent degree as recognized by the HEC with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR b. Five (05) years' relevant experience in	40% By Initial Appointment 60% by promotion on the basis of selection

  
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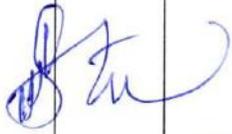
<b>SCHEDULE – I</b>				
<b>(Mentioned in Statute 5)</b>				
<b>S. No.</b>	<b>Designation</b>	<b>Scale of Pay</b>	<b>Minimum Qualification &amp; Experience for Initial Recruitment/Promotion</b>	<b>Method of Appointment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			BS-16/17 in case of promotion.  No third division in entire academic career (only one third division is allowed in case of promotion)	
48.	Assistant Director Financial Aid & Development (FAD)	17	First division Master's degree in M.Com/MBA/ Agriculture Sciences/ Agriculture Economics/ Computer Sciences or equivalent degree as recognized by the HEC OR Second division Master's degree in M.Com/MBA/ Agriculture Economics/ Economics/ Computer Sciences or equivalent degree as recognized by the HEC with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Initial Appointment
49.	Assistant Treasurer	17	a. First division Master's degree preferably in M.Com/MBA (Finance)/ Agriculture Economics/Economics or equivalent degree as recognized by the HEC OR Second division Master's degree in M.Com/MBA (Finance)/ Agriculture Economics/ Economics or equivalent degree as recognized by the HEC with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR b. Five (05) years relevant experience as Superintendent. No third division in entire academic career (only one third division is allowed in case of promotion)	40% By Initial Appointment 60% by promotion on the basis of selection
50.	Assistant Director (QA)	17	First division Master degree in Management/Agricultural Sciences/ Computer Sciences/Social Sciences/English or equivalent degree as recognized by the HEC. OR Second division Master degree in Management/ Agricultural Sciences/	By Initial Appointment

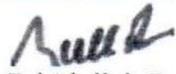
  
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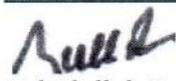
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SCHEDULE – I (Mentioned in Statute 5)				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			Computer Sciences/Social Sciences/English or equivalent degree as recognized by the HEC with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	
51.	Assistant Planning & Development Officer/ Assistant Director Planning	17	First division Master's degree in Management Sciences, Economics, Agriculture, Public Administration, as recognized by the HEC. OR Second division Master's degree in Management Sciences, Economics, Agriculture, Public Administration, as recognized by the HEC with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	By Initial Appointment
52.	Assistant Director Physical Education	17	a. First division Master's degree in Physical Education or equivalent degree as recognized by the HEC. OR Second division Master's degree in Physical Education or equivalent degree as recognized by the HEC with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. OR b. Five years' relevant experience as senior/head coach (BS-16) in case of promotion. No third division in the entire academic career (only one third division is allowed in case of promotion)	40% By Initial Appointment 60% by promotion on the basis of selection
53.	Junior Medial Officer	17	First division MBBS from a recognized institution and registered with PMDC. OR second division MBBS with 02 years relevant professional experience in a recognized hospital/institution in pay scale	By Initial Appointment

  
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<b>SCHEDULE – I</b>				
<b>(Mentioned in Statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment/Promotion	Method of Appointment
1	2	3	4	5
			17 or its equivalent and above. No third division in entire academic career.	
54.	Assistant Administrative Officer	17	a. First Division Master's degree in Management Sciences, Public Administration, Agriculture, Economics, or its equivalent as recognized by HEC. OR Second Division Master's degree in Management Sciences, Public Administration, Agriculture, Economics or its equivalent with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in Pay Scale 17 or its equivalent. OR a retired Army Officer in the rank of Captain. OR b. Five years' relevant experience as Security Supervisor BS-16 in case of promotion. No third division in entire academic career.	40% By Initial Appointment 60% by promotion on the basis of selection
55.	Assistant Auditor	17	a. First division Master's degree in M.Com/MBA (Finance) / Agriculture Economics/ Economics or equivalent degree as recognized by the HEC. OR Second division Master's degree in M.Com/MBA (Finance) / Agriculture Economics/ Economics or equivalent degree as recognized by the HEC with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. b. Five years' relevant experience as Superintendant in case of promotion. No third division in entire academic career (only one third division is allowed in case of promotion)	40% By Initial Appointment 60% by promotion on the basis of selection
56.	Transport Officer	17	First Division Master's degree in Management Sciences, Public Administration, Agriculture, Economics, Mechanization or its equivalent as recognized by HEC. OR Second Division Master's degree in Management Sciences,	By Initial Appointment

  
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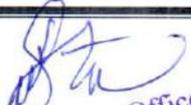
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<b>SCHEDULE – I</b> <b>(Mentioned in Statute 5)</b>				
<b>S. No.</b>	<b>Designation</b>	<b>Scale of Pay</b>	<b>Minimum Qualification &amp; Experience for Initial Recruitment/Promotion</b>	<b>Method of Appointment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			Public Administration, Agriculture, Economics, Mechanization or its equivalent with 02 years' relevant experience in a University or a Government Department or an Autonomous Organization in Pay Scale 17 or its equivalent. No third division in entire academic career.	
57.	Assistant Director IT	17	First division Master's Degree (16 years) in Computer Science/ IT/MBIT OR First Division BCS (04years)/ BIT (04 years) degree / B. Tech (Hons) /MBIT/ BSc. (Electrical/Computer/Software/ Telecommunication Engineering) from HEC recognized University/ Institution. No third division in entire academic career.	40% by Initial Appointment 60% by Promotion on the basis of selection.

**SCHEDULE – II**  
**(Mentioned in Statute 7)**  
**Posts to be Filled by Promotion**

<b>S. No.</b>	<b>Designation</b>	<b>BS</b>	<b>Persons Eligible</b>	<b>Conditions of Eligibility</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Librarian	20	Associate Librarian (BS-19)	Seventeen (17) years relevant experience in BS-17 and above out of which 05 years experience must be as Associate Librarian.
2.	Director of Works	20	Additional Director of Works (BS-19)	Seventeen (17) years relevant experience in BS-17 and above out of which 05 years experience must be as Additional Director of Works.
3.	Director P&D	20	Additional Director P&D (BS-19)	Seventeen (17) years relevant experience in BS-17 and above out of which 05 years experience must be as Additional Director Planning and Development.
4.	Provost	20	Additional Provost (BS-19)	Ph.D with Fifteen (15) years relevant experience in BS-17 and above out of which 05 years experience must be as Additional Provost.

  
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**SCHEDULE – II**  
**(Mentioned in Statute 7)**  
**Posts to be Filled by Promotion**

<b>S. No.</b>	<b>Designation</b>	<b>BS</b>	<b>Persons Eligible</b>	<b>Conditions of Eligibility</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
5.	Director IT	20	Additional Director IT (BS-19)	Ph.D with Fifteen (15) years relevant experience in BS-17 and above out of which 05 years experience must be as Additional Director IT.
6.	Additional Treasurer	19	Deputy Treasurer/ Auditor/ Deputy Director Financial Aid. (BS-18)	Twelve (12) years relevant experience in BS-17 and above out of which 06 years experience must be as Deputy Treasurer/ Auditor/ Deputy Director Financial Aid.
7.	Additional Registrar	19	Deputy Registrar (BS-18)	Twelve (12) years relevant experience in BS-17 and above out of which 06 years experience must be as Deputy Registrar.
8.	Additional Controller of Examination	19	Deputy Controller of Examination (BS-18)	Twelve (12) years relevant experience in BS-17 and above out of which 06 years experience must be as Deputy Controller of Examinations.
9.	Additional Director P&D	19	Deputy Director P&D (BS-18)	Twelve (12) years relevant experience in BS-17 and above out of which 06 years experience must be as Deputy Director P&D.
10.	Additional Director Financial Aid & Development (FAD)	19	Deputy Director Financial Aid & Development (FAD) (BS-18)	Twelve (12) years relevant experience in BS-17 and above out of which 06 years experience must be as Deputy Treasurer/ Auditor/ Deputy Director Financial Aid.
11.	Associate Librarian	19	Deputy Librarian (BS-18)	Twelve (12) years relevant experience in BS-17 and above out of which 06 years experience must be as Deputy Librarian.
12.	Additional Director of Works	19	Executive Engineer (BS-18)	Twelve (12) years relevant experience in BS-17 and above out of which 06 years experience must be as Deputy Director Works/Xen.

  
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**SCHEDULE – II**  
**(Mentioned in Statute 7)**  
**Posts to be Filled by Promotion**

S. No.	Designation	BS	Persons Eligible	Conditions of Eligibility
1	2	3	4	5
13.	Additional Provost	19	Deputy Provost (BS-18)	Twelve (12) years relevant experience in BS-17 and above out of which 06 years experience must be as Deputy Provost/ Resident Warden BS-18.
14.	Add. Director Quality Assurance (QA)	19	Dy. Director QA (BS-18)	Ph.D with Ten (10) years relevant experience in BS-17 and above out of which 06 years experience must be as Dy. Director QA.
15.	Additional Director IT	19	Dy. Director IT (BS-18)	Twelve (12) years relevant experience in BS-17 and above out of which 06 years experience must be as Dy. Director IT.
16.	Add. Director Sports	19	Dy. Director Sports (BS-18)	Twelve (12) years relevant experience in BS-17 and above out of which 06 years experience must be as Deputy Director Sports.
17.	Deputy Treasurer	18	i. Asstt. Treasurer (BS-17) ii. Budget & Acct. Officer (BS-17) iii. Assistant Director Financial Aid/ (BS-17) iv. Assistant Auditor (BS-17)	Six (06) years relevant experience as Assistant Auditor/Assistant Treasurer/Assistant Director Financial Aid/Budget and Account Officer.
18.	Deputy Registrar	18	i. Assistant Registrar (BS-17) ii. Information Officer (BS-17) iii. Secretary to Vice Chancellor (BS-17) iv. Law Officer (BS-17)	Six (06) years relevant experience as Assistant Registrar/ Information Officer /Secretary to Vice Chancellor/ Law Officer
19.	Deputy Controller of Examination	18	Assistant Controller of Examination (BS-17)	Six (06) years relevant experience as Assistant Controller of Examinations.
20.	Deputy Librarian	18	Assistant Librarian (BS-17)	Six (06) years relevant experience as Assistant Librarian.
21.	Deputy Director Planning & Development	18	Assistant Planning & Development Officer (BS-17)	Six (06) years relevant experience as Assistant P&D Officer/Assistant Director P&D.

  
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**SCHEDULE – II**  
**(Mentioned in Statute 7)**  
**Posts to be Filled by Promotion**

S. No.	Designation	BS	Persons Eligible	Conditions of Eligibility
1	2	3	4	5
22.	Deputy Director Financial Aid & Development (FAD)	18	i. Assistant Auditor (BS-17) ii. Assistant Treasurer (BS-17) iii. Assistant Director Financial Aid (BS-17) iv. Budget and Account Officer (BS-17)	Six (06) years relevant experience as Assistant Auditor/Assistant Treasurer/Assistant Director Financial Aid/Budget and Account Officer.
23.	Executive Engineer	18	Assistant Engineer/ SDO (BS-17)	Six (06) years relevant experience as Assistant Engineer/SDO
24.	Sr. Medical Officer	18	Junior Medical Officer (BS-17)	Six (06) years relevant experience as Junior Medical Officer.
25.	Dy. Director Sports	18	Asstt. Director Physical education (BS-17)	Six (06) years relevant experience as Assistant Director Sports.
26.	Dy. Director Quality Assurance (QA)	18	Asstt. Director QA (BS-17)	Six (06) years relevant experience as Assistant Director Quality Assurance.
27.	Deputy Director IT	18	Asstt. Director IT (BS-17)	Six (06) years experience as Assistant Director IT.
28.	Budget & Accounts Officer	17	Superintendent (BS-16/17)	Five years relevant relevant experience as Superintendant and subject to qualification of selection process.
29.	Assistant Registrar	17	Superintendent (BS-16/17)	Five years relevant experience as Superintendant and subject to qualification of selection process.
30.	Secretary to Vice Chancellor	17	Stenographer (BS-16)	Five years relevant experience as Stenographer and subject to qualification of selection process.
31.	Asstt. Controller of Examination	17	Superintendent (BS-16/17)	Five years relevant experience as Superintendant and subject to qualification of selection process.
32.	Assistant Librarian	17	Cataloguer/Classifiers (BS-16)	Five years relevant experience as Library Cataloguer/ Classifier in BS-16 and subject to qualification of selection process.
33.	Assistant Engineer/SDO (Civil)	17	Senior Sub-Engineer Civil (BS-16)	Five years relevant experience as Senior Sub Engineer and subject to qualification of selection

  
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**SCHEDULE – II**  
**(Mentioned in Statute 7)**  
**Posts to be Filled by Promotion**

S. No.	Designation	BS	Persons Eligible	Conditions of Eligibility
1	2	3	4	5
				process.
34.	Sub-Divisional Officer (Electrical/ Mechanical)	17	Line Superintendent (BS-16) / Sr. Sub-Engineer	Five years relevant experience as Line Superintendent/ Sr. Sub-Engineer and subject to qualification of selection process.
35.	Store Officer	17	Superintendent (BS-16/17)	Five years relevant experience as Superintendent and subject to qualification of selection process.
36.	Law Officer	17	Law Officer BS-16/ Assistant Law Officer BS-16	Five years relevant experience as Law officer (BS-16)/Assistant Law Officer and subject to qualification of selection process.
37.	Estate Officer	17	i. Assistant Law Officer BS-16 ii. Superintendent BS-16/17 iii. Law Officer BS-16	Five years relevant experience as Assistant Law Officer/ Superintendent and subject to qualification of selection process.
38.	Assistant Auditor	17	Superintendent (BS-16/17)	Five years' relevant experience as Superintendent in case of promotion subject to qualification of selection process.
39.	Assistant Treasurer	17	Superintendent (BS-16/17)	Five years' relevant experience as Superintendent in case of promotion subject to qualification of selection process.
40.	Assistant Administrative Officer	17	Superintendent/ Security Supervisor (BS-16/17)	Five years' relevant experience as Superintendent/Security Supervisor in case of promotion subject to qualification of selection process.
41.	Information Officer/Editor	17	Publication Superintendent / Superintendent (BS-16/17)	Five years' relevant experience as Superintendent in case of promotion subject to qualification of selection process.
42.	Assistant Director IT	17	System Support Engineer / Network Support Engineer BS-16	Five years' relevant experience as such in BS-16 as System Support Engineer / Network Support Engineer.

  
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- Note: i. In case of promotion, one 3<sup>rd</sup> division will be allowed for BS-19 with M.Phil/MS and for BS-20 with PhD in relevant field for existing employees.
- ii. For the purpose of promotion to BS-18 and above, ½ of service rendered in BS-16/17 (as superintendant BS-16/17 and equivalent) shall be reckoned as service in BS-17.
- iii. For the purpose of up-gradation of employees, up-gradation policy of the Government shall be followed.
- iv. Where specifically not provided for, in case of initial appointment on any of the positions mentioned in schedule-I, the required length of experience will be reduced by one (01) and two (02) years, in lieu of M.Phil/MS and Ph.D degree, respectively, provided that the candidate has no third division in academic career.



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## The University of Agriculture, Peshawar Evaluation/Quantification of Administrative Officers Posts Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Evaluation/ Quantification of Administrative Officers Posts Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Eligibility and Quantification Committee

3.
  - i. The eligibility will be determined as per advertised criteria in light of Administrative Staff Appointment and Scales of Pay Statutes 2016. The eligibility and quantification committee will be responsible for the scrutiny and quantification of all applications for BS-17 and above. Eligibility of a candidate shall be determined as per advertisement by the eligibility/scrutiny committee consisting of the following:
    - a. One Professor to be nominated by Vice Chancellor as Convener of committee
    - b. Two members (from Professors/Associate Professors/Officers) to be nominated by the Vice Chancellor.
    - c. Concerned Chairperson/Director.
    - d. One Expert to be co-opted by the Committee on the approval of Vice Chancellor on need basis.
    - e. Registrar or his nominee (but not below the rank of Additional Registrar) as member cum Secretary.
  - ii. The quorum for the meeting shall be 2/3<sup>rd</sup> of the existing strength.

### Appellate Committee

4. An applicant having any grievance(s) regarding his/her eligibility by the scrutiny committee or quantification committee shall be dealt by the Appellate Committee. The Vice-Chancellor shall constitute an appellate committee comprising three Deans of the academic faculties of the University by nominating one of the Deans as Convener of the committee including one member of the Scrutiny Committee. The Committee may co-opt Expert(s) on need basis. The appellate committee shall dispose of the appeal of the candidate and decision of the appellate committee shall be considered as final. At least 50% of the members shall make a quorum of the committee (a fraction being counted as 1). In case of non-availability of Dean(s), the Vice Chancellor shall nominate three senior most teachers with one as convener of the University.

### Selection Board

5. The composition of Selection Board shall be as described in the First Statutes Appendix-2. Sixty percent (60%) qualifying marks *in the interview* by the Selection Board is pre-requisite for selection. Members of the Selection Board and Subject experts shall record their marking independently. After the interview, the final marks of candidate based on the assessment of the Members and subject experts shall be determined on the basis of average. In case of tie, calculation of marks shall be carried out to more than two decimal places and then the marks shall

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be determined for final decision about the recommendation of a candidate. The selection process should be completed on the same day and the final award list should be signed by all members.

#### Interview

6. Members of the Selection Board and Subject experts (where necessary) shall record their marking independently. After the interview, the final marks of candidate based on the assessment of the Members and subject experts shall be determined on the basis of average. In case unanimous decision cannot be taken, the majority of Members shall prevail. In the event of tie, the Vice-Chancellor shall exercise a casting vote.

#### Evaluation/Marking System for the post of University Officer (BS-17 & above)

7. The total marks in case of appointment of University Officer in BS-17 & above shall be 100 to be awarded on the basis of the following:

i.	Screening Test for BS-17 and BS-18 (Passing score is 50%)	05
ii.	Demonstration (passing marks 60%)	05
iii.	Academics	40
iv.	Additional relevant higher qualification (PhD or Equivalent)	05
v.	Distinction	05
vi.	Experience (one mark per year over and above eligibility limit)	10
vii.	Awards/Honors received in relevant field (one marks per award)	
viii.	Interview	25
	<b>Total</b>	<b>100</b>

#### Screening Test and Demonstration

8. A screening test for Administrative Officers shall be conducted in case of appointment in BS-17 and BS-18 by third party as approved by the Syndicate from time to time.
- i. The demonstration committee shall consist of the following:
- Dean to be nominated by the Vice Chancellor (Convener)
  - Head/Director of concerned directorate/office
  - Two subject experts from outside the University to be nominated by the Vice-Chancellor
  - One Psychologist to be nominated by the Vice Chancellor.
  - Registrar or his nominee (but not below the rank of Additional Registrar) as member cum secretary

#### Procedure for Quantification of Academics

9. i. **Academics**  
These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 40% marks are assigned to the academics for the post of Administrative Officers (BS-17 & above), and Quantification of academics shall be calculated as under.
- Matric (10% marks) = percentage of marks  $\times$  1 = score
  - Intermediate (20% marks) = percentage of marks  $\times$  2 = score
  - Bachelor (2 years) (20% marks) = percentage of marks  $\times$  2 = score

  
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- d. Master (after 2 years bachelor)(20% marks) = percentage of marks  $\times 2$  = score  
OR
- e. BS (16 years of education) or (equivalent) (40% marks) = percentage of marks  $\times 4$  = score
- f. MS/MPhil (18 years of education or equivalent) (30% marks) = percentage of marks  $\times 3$  = score
- 
- Total = 40% marks
- ii. The percentage of academic marks obtained in conventional/term system will be treated as actual marks whereas the percentage of semester system will be multiplied with 0.9 in case applicants are from dual system.  
% Score = Total Score divided by 10  
Score obtained (for BS-17 and above) = % score  $\times 0.4$  = Net score
- iii. **Additional Relevant Higher Qualification:** It means PhD in the relevant field or MS (Foreign) after MS/M.Phil from Pakistan OR equivalent professional qualification in the relevant field as recognized by the HEC and/or the relevant accreditation body. Maximum marks in this case shall not exceed 5. A candidate shall be awarded 2 marks for possessing MS (foreign 2 years) and 5 marks for having PhD.
- iv. **Distinction:** Maximum marks in this case shall not exceed 5. A candidate securing throughout A-grade or above and obtain Gold, Silver or Bronze Medal in the university shall be granted 5, 4 or 3 marks respectively. Where a candidate has secured first position with throughout A-grade or above at the department level, will be granted 01 (one) mark. The credit assigned to the candidate shall be granted only after provision of authentic document issued by the controller of examinations.
- v. **Experience:** It shall mean the following:
- Experience (BS-17 and above or its equivalent) in the University, government or semi-government organization in the relevant field. Experience of a National or International Organization will be considered subject to provision of documentary proof of pay/tax.
  - Candidates shall be awarded 01 mark for one year experience (BS-17 and above or its equivalent) up to the maximum of 05 marks subject to the provision of authentic documents. In case the experience is 6 months or more will be counted as 01 year.
  - Scrutiny and quantification of the candidates shall be displayed on the university website. The candidates will be provided a minimum time period of 15 working days for filing any grievances against the decision of the scrutiny and quantification committee.
  - Judgmental marking such as demonstration and selection board shall not be challengeable.
- vi. **National/International Awards:** It shall mean the following:
- Sitara-i-Imtiaz, Tamgha-i-Imtiaz, or Higher Award
  - Any award by the relevant ministry/department or HEC in recognition of his work
  - Awarded by International Research and Development/Development Organization/Department in recognition of contribution of significance.

## Interview Assessment Proforma

Applicant Name:

Position:

**A. Personality, Manner, Attitude and impression** 12% weightage

*Does the applicant make a good impression?*

Marks	Indicator	Description
1 <input type="checkbox"/>	Poor	Does not project a good attitude and impression
2 <input type="checkbox"/>	Acceptable	Project a good attitude and impression
3 <input type="checkbox"/>	Very Good	Project a warm, open and accepting attitude and makes a very good impression
4 <input type="checkbox"/>	Out standing	Has charisma, seems to attract others

Marks X 0.12=

**B. Bhutan Relations:**

16% weightage

*How effective will the applicant be in working with others?*

Marks	Indicator	Description
1 <input type="checkbox"/>	Poor	Seems unable to relate others
2 <input type="checkbox"/>	Acceptable	Indicates some ability to work with others
3 <input type="checkbox"/>	Very Good	Indicates significant ability to understand others with different viewpoints
4 <input type="checkbox"/>	Out standing	Indicates outstanding interpersonal relationship ability and perception

Marks X 0.16=

**C. Decision-making skills and judgment:**

24% weightage

*How effective will be the applicant in working with others?*

Marks	Indicator	Description
1 <input type="checkbox"/>	Poor	Gives slow hesitant responses, gives unorganized, unacceptable responses
2 <input type="checkbox"/>	Acceptable	Responses are somewhat organized and acceptable, but indicate a lack of maturity and good judgment
3 <input type="checkbox"/>	Very Good	Gives well organized thoughts which lead from judgment
4 <input type="checkbox"/>	Out standing	Exceptional ability to organize thoughts and make decisions, which show evidence of sound judgment and common sense

Marks X 0.24=

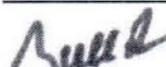
**D. Motivation**

20% weightage

*Is the applicant a self-starter?*

Marks	Indicator	Description
1 <input type="checkbox"/>	Poor	Not a self-starter. Not able to motivate others.
2 <input type="checkbox"/>	Acceptable	Some ability to work without supervision and motivate others
3 <input type="checkbox"/>	Very Good	Significant ability to work without supervision and motivate others
4 <input type="checkbox"/>	Out standing	Superior ability to work without supervision and motivate others

Marks X 0.20

  
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**E. Experience**

**8% weightage**

Marks	Indicator	Description
1 <input type="checkbox"/>	<b>Poor</b>	Limited , volunteer or organization experience
2 <input type="checkbox"/>	<b>Acceptable</b>	Has demonstrated some work, volunteer or organization experience
3 <input type="checkbox"/>	<b>Very Good</b>	Has significant work, volunteer or organization experience
4 <input type="checkbox"/>	<b>Out standing</b>	Has superior work, volunteer or organization experience

**Marks X 0.08=**

**F. Overall impression**

**20% weightage**

Marks	Indicator	Description
1 <input type="checkbox"/>	<b>Poor</b>	Unimpressive
2 <input type="checkbox"/>	<b>Acceptable</b>	Acceptable presentation, articulate
3 <input type="checkbox"/>	<b>Very Good</b>	Very good presentation
4 <input type="checkbox"/>	<b>Out standing</b>	Exceptionally clear and impressive

**Marks X 0.20=**

Name of interviewer:

Signature:

Date:

By Department:

\*Weighted Average =

Weighted Average X 30/4=

\* Weighted Average means; Sum of the Marks of categories A-F into their respective % weightage

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## **The University of Agriculture, Peshawar Support Staff Appointment and Scales of Pay Statutes, 2016**

### **Title**

1. Framed in pursuance of Section 28(1) (d) of the Khyber Pakhtunkhwa Universities Act 2012, these statutes shall be called "Support Staff Appointment, Promotion and Scales of Pay Statutes, 2016".

### **Commencement**

2. These Statutes shall come into force at once.

### **Application**

3. These Statutes shall be applicable to the support staff (BS 2-16/17) except the persons specified in Clause 3 of the Service Statutes 2016.

### **Definitions**

4. (i) In the Statutes, unless the context otherwise requires, the following expressions shall have the meanings assigned to them as under:
- (a) "Government" means Government of Khyber Pakhtunkhwa.
  - (b) "Initial Recruitment" means the first appointment in the University.
  - (c) "Salary" means the amount drawn monthly by a university employee as pay and includes other emoluments approved/revised by the Syndicate from time to time.
  - (d) "Selection Board" means Selection Board of the University.
  - (e) "Selection Committee" means Selection Committee of the University.
  - (f) "Schedule" means the Schedules annexed to the Statutes.
  - (g) "Substantive Pay" means the basic pay, other than special pay, personal pay, etc., to which a University Employee is entitled on account of his substantive appointment to a post in a specified pay scale.
  - (h) The pronoun "He" refers to male or female employee, as the case may be.
- (ii) All other expressions shall have the same meanings as assigned to them in Section 2 of the Act and Clause 4 of the Service Statutes.

### **Composition of Support Staff**

5. The Support Staff shall consist of four different Cadre Groups as follows and specified in Schedule I-IV appended to these statutes:

1.	Ministerial Staff	BS 11 – 16/17	Schedule-I
2.	Technical and other Staff	BS 05 – 16/17	Schedule-II
3.	Laboratory Staff	BS 05 – 16/17	Schedule-III
4.	Class-IV Staff	BS 02 – 05	Schedule-IV

### **Appointment and Promotions of Support Staff**

6. All Appointments by initial recruitment, promotion by selection and promotion by seniority cum fitness of employees in BS 02–16/17 shall be made by the Vice-Chancellor/Syndicate on the recommendation of the following Selection and Promotion Committee or the Selection Board as the case may be:
- a. Pro-Vice Chancellor or Dean nominated by V.C. Convener

  
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b.	One member of the Syndicate to be nominated by the Syndicate	Member
c.	Treasurer	Member
d.	Registrar	Member
e.	Two Faculty Members (Professors/Associate Professors to be nominated by the Vice Chancellor)	Member
f.	Concerned Chairperson/Head of the Department/Section (in case of initial recruitment only)	Member
g.	One expert to be nominated by the Vice Chancellor on need basis.	Co-opted Member
h.	Nominee of the Registrar not below the rank of Assistant Registrar	Secretary

- Note: (i) Quorum of the meeting will be 2/3<sup>rd</sup> of the existing members, fraction being counted as one.
- (ii) Dean will be nominated if Pro-Vice Chancellor is not appointed or away from the University for more than three months.
- (iii) Members mentioned at "b" and "e" shall be nominated for a period of three years.

**Methods of Appointment**

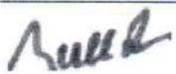
7. There shall be three methods of appointment:
- Appointment by initial recruitment
  - Appointment by promotion on seniority-cum-fitness
  - Appointment by promotion on the basis of selection

**I. Conditions for appointment by initial recruitment**

- Justification for new hiring.
- Confirmation of availability of sanctioned post.
- Initial recruitment shall be made through open competition after advertising the vacancies in at least 2 leading daily newspapers as well as on the website of the University.
- Age limit for initial recruitment shall be 40 years where not specifically mentioned.
- The candidates shall be required to fulfill the prescribed qualification and experience as laid down in Schedule I, II, III & IV of the relevant cadre as the case may be.
- Candidates having qualified the Screening/Written test/Demonstration, where applicable, shall be shortlisted for interview before the Selection Committee at the ratio of eight top most candidates in order of merit for single vacancy and three for each additional vacancy. The secured marks shall be counted for short-listing purposes as well as for evaluation. Provided that a minimum of 50% marks shall be considered as qualifying score in each step of evaluation. The selection criteria will be as per Annexure-A and relevant Schedule.
- All the short listed candidates shall be interviewed by the Selection Committee or Selection Board as the case may be.

Note: As a special case, existing support staff working as CPL/DPL/Contract in the University who are addressed in the Syndicate decision made in its 93<sup>rd</sup> meeting held on 29.12.2015 and/or court decisions as the case may be, shall be considered accordingly.

  
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- II. **Conditions for appointment by promotion on the basis of seniority-cum-fitness**
- a. Appointment by promotion shall be made on the basis of seniority-cum-fitness.
  - b. The criteria for eligibility of the employees shall be as under:
    - i. That they have completed the minimum length of service as prescribed by the statutes.
    - ii. Support staff shall be awarded promotion, on the recommendation of the Selection and Promotion Committee or Selection Board on the basis of performance as per breakup given below subject to the condition that their Character Roll for the last five years are free from below average/adverse remarks. In case an employee fails to fulfill these conditions, he shall wait for award of higher grade until he earns in succession the required number of reports without below average/adverse entry.
    - iii. The candidate(s) should have not been punished under the Efficiency & Discipline Statutes, 2016 during the last five years nor should the employee be under enquiry at the time of promotion.
    - iv. Promotion/up-gradation of support staff to BS-17 shall be approved by the Syndicate on the recommendation of Selection Board as per relevant terms and conditions.
- III. **Conditions for appointment by promotion on the basis of selection**  
Evaluation of comparative merit shall be made in accordance with the prescribed criteria as at Annexure-B appended to the Quantification criteria.

**Promotion of Technical and Laboratory Cadres**

8. Technical and Laboratory Cadres shall be promoted to next grade upon completion of the required length of service in a particular scale, on the recommendation of the Selection and Promotion Committee or Selection Board on the basis of performance subject to the condition that their Character Roll for the last five years are free from below average/adverse remarks and no disciplinary action has been taken or in process against an employee. In case an employee fails to fulfill these conditions, he shall wait for promotion until he earns in succession the required number of reports without below average/adverse entry and penalty requirement if any imposed has been satisfied. Provided that education requirements as provided in the relevant Schedule are fulfilled. Provided further that the educational requirement provided in the relevant Schedule shall not apply on the existing support staff working as CPL/DPL/Contract in the University who are addressed in the Syndicate decision made in its 93<sup>rd</sup> meeting held on 29.12.2015 and/or court decisions as the case may be, who shall be considered accordingly.

**Award of Higher Pay Scales to Class-IV Employees**

9. Class-IV employees shall be awarded Higher Pay Scales after completion of the required length of service in a particular scale, on the recommendation of the Selection and Promotion Committee on the basis of performance, as per table given below:

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BS	Qualification
03	Matriculate with 07 years satisfactory service in BS-02 OR Literate with 10 years satisfactory service in BS-02 and 12 years satisfactory service in BS-02 for illiterate.
04	Matriculate with 07 years satisfactory service in BS-03 OR Literate with 10 years satisfactory service in BS-03 and 12 years satisfactory service in BS-03 for illiterate.
05	Matriculate with 05 years satisfactory service in BS-04 OR Literate with 08 years satisfactory service in BS-04 and 10 years satisfactory service in BS-04 for illiterate.

- Note: (i) Two years' experience shall be condoned for award of higher scale in lieu of higher qualifications.  
(ii) Literacy will be satisfied through reading/writing by the Selection and Promotion Committee.

**Pay Scales and other Fringe Benefits**

10. The employees shall be governed by the Scheme of Basic Scales and other related benefits, as sanctioned by the Government for its employees from time to time and adopted by the University.

**Fixation of Pay on Appointment by Promotion/Up-gradation or Initial Appointment to a Higher Post**

11. In case of appointment of an employee in Basic Scale 02 to 16/17 from a lower to a higher post, his pay shall be fixed at the stage in the scale of pay of the higher post, next above the substantive pay of the employee concerned in the scale of pay of the lower post, which gives a pay increase equal to or less than a full increment of the pay scale of higher post. The initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment.
12. In case of promotion/up-gradation or appointment of an employee, who is already drawing pay in the same scale to which he has been promoted/upgraded or appointed, he shall be allowed one premature increment in that scale with effect from the date of his promotion/up-gradation/appointment provided the fixation of pay gives him/her benefit equal to or less than one increment.

**Increments**

13. Increments in the relevant Scale of Pay shall fall due on the 1<sup>st</sup> Day of December, following the completion of at least six months service at a stage in the relevant scale of pay, provided that if an employee, before reaching the maximum of the pay scale, is promoted to a higher scale of pay, between the 2<sup>nd</sup> June and the 30<sup>th</sup> November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on the 1<sup>st</sup> December of that year, with reference to his presumptive pay in his lower scale.
14. In case of promotion after 31<sup>st</sup> of May and before 1<sup>st</sup> December an employee shall get his regular increment in the scale from which he is promoted.

**Allowances**

15. The following monthly allowances shall be admissible to the employees, subject to its revision by the Syndicate from time to time.
- i. House Rent Allowance
  - ii. Medical Allowance
  - iii. Conveyance Allowance
  - iv. Livery/dress allowance
  - v. Any other allowance announced by the Government from time to time and adopted by the University.
16. **Removal of Difficulties, Anomaly Committee and Amendments in the Statutes** shall be dealt in the same manner as provided in Clause 41 to Clause 45 of the Service Statutes.

**Repeal:**

17. NWFP AGRICULTURAL UNIVERSITY, PESHAWAR SUPPORT STAFF SCALES OF PAY STATUTES, 2000 framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, shall stand repealed.



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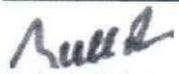


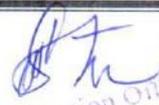
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**SCHEDULE – I**  
**Ministerial Support Staff Appointment & Scales of Pay Statutes, 2016**

S.#	Nomenclature of Posts	Minimum qualification for appointment by initial recruitment	Method of recruitment	Age limit
1	2	3	4	5
1.	Office Superintendent (BS-17)	-	a. For existing employees by promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Office Assistant with at least five years' service as such. b. For employees who will be inducted as Junior clerk or Office Assistant w.e.f. 1-1-2017, the promotion will be on the basis of selection from amongst the eligible Office Assistants.	-
2.	Office Assistant (BS-16)	First division bachelor's degree from a recognized University or 2 <sup>nd</sup> division bachelor's degree with two years relevant experience in a government/ university and subject to securing 50% marks in written test comprising, English, maths, analytical, Pak. Study, Islamiyat and General Knowledge followed by interview (For initial recruitment).	a) Sixty percent by promotion, on the basis of seniority-cum-fitness from amongst Senior Clerks with at least 03 years' service as Senior Clerk b) Fourty Percent by Initial Recruitment	20-32 years
3.	Senior Clerk (BS-14)		By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Junior Clerks with at least two years' service as such.	-

  
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4.	Junior Clerks (BS-11)	<p>i. Bachelor degree with 2<sup>nd</sup> division or equivalent qualification from a recognized university, and</p> <p>ii. Typing test with minimum speed of 30 words per minute (by initial recruitment).</p>	<p>a) 2/3<sup>rd</sup> by initial recruitment subject to securing 50% marks in written test in general subjects including English, Maths, Pak Study, Islamiyat, General Knowledge and typing test with minimum speed of 30 words per minute.</p> <p>b) 1/3<sup>rd</sup> by promotion, on the basis of selection (as per criteria described under part-a above) from Class-IV as well as holders of other equivalent/ higher posts in the University having two years' service as such with intermediate 2<sup>nd</sup> division or equivalent from a recognized board.</p>	20-30 years
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**SCHEDULE-II**  
**Technical Staff Appointment / Promotion & Scales of Pay Statutes, 2016**

S. No.	Name of Post	BS	Criteria	Method
1.	Senior Classifier/Cataloguer	16	10 years experience as Classifier/ Cataloguer in BS-11 & above	i. By promotion on the basis of seniority-cum-fitness for existing employees ii. for employees inducted after 01-01-2017 promotion to BS-16 shall be on the basis of selection comprising written test (with 50% passing marks) and interview etc.
2.	Stenographer/Head Computer Operator	16	05 years experience as Steno Typist/ Computer Operator in BS-14	
3.	Head Sports Instructor/Physical Instructor	16	Sports Instructor/physical instructor with 05 years experience in BS-14	
4.	Farm Superintendent/Veterinary Superintendent	16	Farm/Field Supervisor/ Veterinary Supervisor with 05 years experience in BS-14	
5.	Line Superintendent	16	Electrical Supervisor, Meter Reader, with 05 years service in BS-14.	
6.	Senior Diesel Mechanic/Head Technician/Generator Mechanic	16	Works Supervisor, Diesel Mechanic, Store Keeper with 05 years experience in BS-14.	
7.	Head Dispenser / Nurse / LHV	16	Sr. Dispenser/Nurse/ LHV with 05 years experience in BS-14.	
8.	Head Draftsman/Surveyor	16	05 years experience as Draftsman/Senior Surveyor in BS-14.	
9.	Security Supervisor	16	05 years experience as Assistant Security Supervisor in BS-14.	
10.	Senior Pesh Imam	16	Sanad of Shahadat-ul-Alamia from any of recognized institute of Wafaq-ul-Madaris at least 2 <sup>nd</sup> Division, Hafiz of parts of Al-Quran with 10 years relevant experience as Pesh Imam (BS-11).	
11.	Assistant Law Officer/Litigation Officer/ Liaison Officer	16	LLB/Law graduate with 1 <sup>st</sup> division	By initial appointment
12.	System Support Engineer / Network Support Engineer	16	Master in Computer Science/IT/BSc (Electrical/Computer/Software/ Telecommunication Engineering)/(with 2 <sup>nd</sup> division or equivalent qualification from a University recognized by HEC and/ or accredited by relevant bodies.	By initial recruitment
13.	Senior Sub-Engineer (Civil/Electrical/ Mechanical)	16	10 years relevant experience as Sub-Engineer in BS-11 in the relevant field	By promotion on the basis of selection
14.	Publication Superintendent	16	10 years experience as publication and printing assistant in BS-11	By promotion on the basis of selection

  
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S. No.	Name of Post	BS	Criteria	Method
15.	Sports Instructor	14	PTI/Sports Coach with 05 years experience as PTI or Sports Coach in BS-11.	By promotion on seniority-cum-fitness
16.	Technician/Sr. Surveyor	14	Sr. Electrical Supervisor, Mechanic, Generator Operator, Works Supervisor, Diesel Mechanic, Sui Gas Mechanic, Pipe Fitter, Refrigeration Mechanic, Telephone Operator, Lineman, Wireman, Meter Reader, Surveyor, Workshop Assistant, Machine Operator, with 5 years experience in BS-11 and Matric 2 <sup>nd</sup> division.	By promotion on seniority-cum-fitness
17.	Sr. Dispenser/Nurse/LHV	14	Dispenser/Nurse/ LHV with 05 years experience in BS-11	By promotion on seniority-cum-fitness
18.	Senior Mistry/Supervisor	14	Sr: Carpenter, White Washer/ Polisher/ Blacksmith/Painter, Plumber/ Mason, Binder, Store Keeper, Driver, Shop Assistant with 05 years experience in BS-11 and Matric 2 <sup>nd</sup> division	By promotion on seniority-cum-fitness
19.	Garden Supervisor/Veterinary Supervisor/ Farm/Field Supervisor	14	05 years relevant experience in BS-11 and Matric 2 <sup>nd</sup> division	By promotion on seniority-cum-fitness
20.	Assistant Security Supervisor	14	Retd. Personnel of Armed Forces not below the rank of Subedar	By initial recruitment
21.	Sr. Photographer	14	05 years relevant experience in BS-11 and Matric 2 <sup>nd</sup> division with a Certificate in relevant field, from an institution recognized by relevant Board/ University.	By promotion on the basis of seniority-cum-fitness
22.	Spray Supervisor/ Insect Museum Curator	14	05 years experience as Sr. Spray Operator/Insect Collector in BS-11	By promotion on the basis of seniority-cum-fitness
23.	Steno Typist/Computer Operator	14	Bachelor 1 <sup>st</sup> division with diploma in Computer Science from institution recognized by the relevant Board/ University.	By initial recruitment
24.	Classifier/ Cataloguer	11	BLIS with 2 <sup>nd</sup> division from a recognized university	By initial recruitment
25.	Electrical Supervisor	11	03 years diploma of associate engineer in the relevant trade from an institution recognized by relevant Board/ University	By initial recruitment
26.	Mechanization Shop	11	05 years relevant experience in BS-07	By promotion on the basis

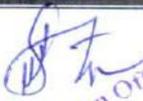
  
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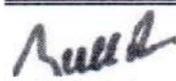
S. No.	Name of Post	BS	Criteria	Method
	Assistant/Senior Mechanic		and Matric 2 <sup>nd</sup> division with a Certificate in mechanical/ auto from an institution recognized by relevant Board/ University	of seniority-cum-fitness
27.	Sub-Engineer	11	03 years diploma of associate engineer in the relevant trade from an institution recognized by relevant Board/ University	By initial recruitment
28.	Surveyor/Jr. Photographer	11	03 years diploma in the relevant trade from an institution recognized by relevant Board/ University	By initial recruitment
29.	Sr. Tracer/Sr.CAD Operator	11	05 years experience in the relevant field and Matric 2 <sup>nd</sup> division with a certificate from an institution recognized by the relevant Board/ University	By promotion
30.	Draftsman	11	03 years diploma in the relevant trade from an institution recognized by relevant Board/ University	By initial recruitment.
31.	P.T.I/Coach	11	Intermediate 2 <sup>nd</sup> division with diploma (at least 6 months duration) in health and/or physical education and a certificate of participation in National games	By initial recruitment
32.	Pesh Imam	11	05 years experience in BS-09 as Naib Pesh Imam	By promotion on the basis of seniority-cum-fitness
33.	Studio Supervisor	11	05 years relevant experience in BS-07.	By promotion on the basis of seniority-cum-fitness
34.	Dispenser/Nurse/LHV	11	05 years experience as Jr. Dispenser/Nurse/LHV.	By promotion on the basis of seniority-cum-fitness
35.	Publication and Printing Assistant	11	Bachelor 2 <sup>nd</sup> division with 02 years experience in printing/press	By initial recruitment
36.	Sr. Driver	11	05 years relevant experience in BS-07	By promotion on the basis of seniority-cum-fitness
37.	Sr. Store Keeper	11	05 years experience as Store Keeper in BS-07	By promotion on the basis of seniority-cum-fitness
38.	Sr.Electrician/Plumber/Painter/Tracer/White Washer/Carpenter/Polisher	11	05 years relevant experience in BS-07	by promotion on the basis of seniority-cum-fitness
39.	Sr. Veterinary/Farm/Field Assistant/ Garden Supervisor	11	05 years relevant experience in BS-07	by promotion on the basis of seniority-cum-fitness
40.	Sr.Machine Operator	11	05 years experience as Machine Operator in BS-07	by promotion on the basis of seniority-cum-fitness
41.	Sr.Workshop Assistant	11	05 years experience as Workshop	by promotion on the basis

  
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S. No.	Name of Post	BS	Criteria	Method
			Assistant in BS-07	of seniority-cum-fitness
42.	Sr.Meter Reader/Complaint Receiver	11	05 years experience as Meter Reader/Complaint Receiver in BS-07	by promotion on the basis of seniority-cum-fitness
43.	Sr.Gardener/Binder/Budder/Nursery Supervisor	11	05 years experience as Gardener/Binder/Budder/Nursery Supervisor in BS-07	by promotion on the basis of seniority-cum-fitness
44.	Sr.Telephone Operator/Lineman/Wireman/Mason	11	05 years experience as Telephone Operator/Lineman/ Wireman/Mason in BS-07	by promotion on the basis of seniority-cum-fitness
45.	Sr. Spray Operator/ Insect Collector	11	05 years experience as Spray Operator/ Insect Collector in BS-07	by promotion on the basis of seniority-cum-fitness
46.	Sr. Refrigeration Mechanic	11	05 years experience as Refrigeration Mechanic in BS-07	by promotion on the basis of seniority-cum-fitness
47.	Sr. Painter/Polisher/White Washer/Mason/Carpenter/Blacksmith	11	05 years experience as Painter/Polisher/White Washer/Mason/Carpenter/Blacksmith in BS-07	by promotion on the basis of seniority-cum-fitness
48.	Sr.Plumber/Sui Gas Mechanic/Pipe Fitter	11	05 years experience as Plumber/Sui Gas Mechanic/Pipe Fitter in BS-07	by promotion on the basis of seniority-cum-fitness
49.	Sr.Diesel Mechanic/Workshop Mechanic	11	05 years experience as Diesel Mechanic/Workshop Mechanic in BS-07	by promotion on the basis of seniority-cum-fitness
50.	Sr.Work Supervisor	11	05 years experience as Work Supervisor in BS-07	by promotion on the basis of seniority-cum-fitness
51.	Naib Pesh Imam	09	Certificate from Dar-ul-Ulom recognized by Wafaqul Madaris having equivalency with bachelor degree of public sector universities and having melodious voice and hafiz of parts of Al-Quran.	By initial appointment
52.	Tracer/CAD Operator	07	Matric 2 <sup>nd</sup> division with a certificate from an institution recognized by the relevant Board/ University.	By initial recruitment
53.	Store Keeper	07	05 years experience as Jr. Store Keeper.	By promotion on the basis of selection
54.	Jr. Dispenser/Nurse/LHV	07	Matric 1 <sup>st</sup> division with nursing diploma from an institution recognized by concerned Board/ University	By initial appointment
55.	Driver	07	05 years experience as Jr. Driver	By promotion on the basis of seniority-cum-fitness
56.	Electrician/Plumber/Painter/Tracer/White Washer	07	Matric 2 <sup>nd</sup> division with a Certificate in relevant field and 05 years relevant experience as Jr. Electrician/Plumber/Painter/Tracer/W	By promotion on the basis of seniority-cum-fitness

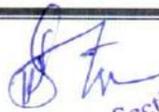
  
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S. No.	Name of Post	BS	Criteria	Method
			White Washer.	
57.	Veterinary/Farm/Field Assistant	07	Matric 1 <sup>st</sup> division with relevant diploma from institution recognized by relevant board/university	Initial recruitment
58.	Machine Operator	07	05 years relevant experience as Jr. Machine Operator	By promotion on the basis of seniority-cum-fitness
59.	Workshop Assistant	07	05 years relevant experience as Jr. Workshop Assistant	By promotion on the basis of seniority-cum-fitness
60.	Meter Reader/Complaint Receiver	07	05 years relevant experience as Jr. Meter Reader/Complaint Receiver	By promotion on the basis of seniority-cum-fitness
61.	Gardener/Binder/Budder/Nursery Supervisor	07	05 years relevant experience as Jr. Gardener/Binder/Budder/Nursery Supervisor	By promotion on the basis of seniority-cum-fitness
62.	Telephone Operator/Lineman/Wireman	07	05 years relevant experience as Jr. Telephone Operator/Lineman/Wireman	By promotion on the basis of seniority-cum-fitness
63.	Spray Operator/ Insect Collector	07	05 years relevant experience as Jr. Spray Operator/ Insect Collector	By promotion on the basis of seniority-cum-fitness
64.	Refrigeration Mechanic	07	05 years relevant experience as Jr. Refrigeration Mechanic	By promotion on the basis of seniority-cum-fitness
65.	Painter/Polisher/White Washer/Mason/Carpenter/Blacksmith	07	05 years relevant experience as Jr. Painter/Polisher/White Washer/Mason/Carpenter/Blacksmith	By promotion on the basis of seniority-cum-fitness
66.	Plumber/Sui Gas Mechanic/Pipe Fitter	07	05 years relevant experience as Jr. Plumber/Sui Gas Mechanic/Pipe Fitter	By promotion on the basis of seniority-cum-fitness
67.	Diesel Mechanic/Workshop Mechanic	07	05 years relevant experience as Jr. Diesel Mechanic/Workshop Mechanic	By promotion on the basis of seniority-cum-fitness
68.	Work Supervisor	07	05 years relevant experience as Jr. Work Supervisor	By promotion on the basis of seniority-cum-fitness
69.	Generator Operator/Mechanic	07	05 years relevant experience as Jr. Generator Operator/Mechanic	By promotion on the basis of seniority-cum-fitness
70.	Jr. Machine Operator	05	Matric 1 <sup>st</sup> division with relevant Certificate.	Initial recruitment
71.	Jr. Work Supervisor	05	Matric 1 <sup>st</sup> division with relevant Certificate.	Initial recruitment
72.	Jr. Book Binder	05	Matric 1 <sup>st</sup> division with relevant Certificate.	Initial recruitment
73.	Jr. Store Keeper	05	Matric 1 <sup>st</sup> division with relevant Certificate.	Initial recruitment
74.	Jr. Workshop Assistant	05	Matric 1 <sup>st</sup> division with Certificate in Auto /Mechanical	i. 3/4 <sup>th</sup> by Initial recruitment ii. 1/4 <sup>th</sup> by promotion through selection from Helper with 05 years

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S. No.	Name of Post	BS	Criteria	Method
				relevant experience and Matric 2 <sup>nd</sup> division.
75.	Jr. Meter Reader/Complaint Receiver	05	Matric with 1 <sup>st</sup> division	Initial recruitment
76.	Jr. Gardener/Budder/Nursery Assistant	05	Matric 1 <sup>st</sup> division with relevant certificate	i. 3/4 <sup>th</sup> by Initial recruitment ii. 1/4 <sup>th</sup> by promotion
77.	Jr. Telephone Operator/Lineman/Wireman	05	Matric 1 <sup>st</sup> division with Certificate in Telecommunication/electrician	through selection from Helper with 05 years relevant experience and Matric 2 <sup>nd</sup> division.
78.	Jr. Spray Operator/ Insect Collector	05	Matric 1 <sup>st</sup> division with a Certificate in relevant field	Initial recruitment
79.	Jr. Driver	05	Matric 2 <sup>nd</sup> division with valid HTV and PSV license	i. 3/4 <sup>th</sup> by Initial recruitment having Matric 2 <sup>nd</sup> division with valid HTV and PSV license ii. 25% by promotion through selection from Cleaner/ Conductor with 05 years relevant experience and Matric with HTV
80.	Jr. Electrician	05	Matric 2 <sup>nd</sup> division with a Certificate of at least 6 months duration in relevant field from an institute recognized by the relevant board/university.	i. 3/4 <sup>th</sup> by Initial recruitment ii. 1/4 <sup>th</sup> by promotion through selection from Helper with 05 years relevant experience with Matric 2 <sup>nd</sup> division
81.	Jr. Refrigeration Mechanic	05	Matric 2 <sup>nd</sup> division with a Certificate of at least 6 months duration in relevant field from an institute recognized by the relevant board/university	i. 3/4 <sup>th</sup> by Initial recruitment ii. 1/4 <sup>th</sup> by promotion through selection from Helper with 05 years relevant experience with Matric 2 <sup>nd</sup> division
82.	Jr. Painter/Polisher/White Washer/Mason/Carpenter	05	Matric 2 <sup>nd</sup> division with a certificate in the relevant field	by promotion through selection from Helper with 05 years relevant experience and Matric 2 <sup>nd</sup> division.
83.	Jr. Plumber/Sui Gas Mechanic/Pipe Fitter	05	Matric 2 <sup>nd</sup> division with a certificate in the relevant field	by promotion through selection from Helper

  
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S. No.	Name of Post	BS	Criteria	Method
				with 05 years relevant experience and Matric 2 <sup>nd</sup> division.
84.	Jr. Diesel Mechanic/Workshop Mechanic	05	Matric 2 <sup>nd</sup> division with a Certificate in mechanical/ auto	i. 3/4 <sup>th</sup> by Initial recruitment ii. 1/4 <sup>th</sup> by promotion through selection from Helper with 05 years relevant experience and Matric.
85.	Jr. Generator Operator/Mechanic	05	Matric 2 <sup>nd</sup> division with a Certificate in electrical/ auto/mechanical	i. 3/4 <sup>th</sup> by Initial recruitment ii. 1/4 <sup>th</sup> by promotion through selection from Helpers with 05 years relevant experience and Matric

- Note: (i) Diploma or Certificate from an institution recognized by the Technical Board/University after Matric shall be accepted.
- (ii) As a special case, existing Technical/Lab. Staff working as CPL/DPL/Contract in the University who are addressed in the Syndicate decision made in its 93<sup>rd</sup> meeting held on 29.12.2015 and/or court decisions as the case may be, shall be considered accordingly.

  
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**SCHEDULE – III (Lab Staff)**  
**Posts to be Filled by Initial Appointment/Promotion**

S. No.	Designation	BS	Criteria	Method
1	2	3	4	5
1.	Laboratory Superintendent	16	a. 05 years experience as Sr.Lab Assistant for those promoted as such in BS-11 b. 10 years experience as Sr.Lab Assistant for those inducted on the basis of initial recruitment in BS-11	By promotion on the basis of seniority-cum-fitness for existing employees  By promotion on the basis of selection for employees inducted after 01-01-2017
2.	Sr. Lab Assistant	11	a. B.Sc. 1 <sup>st</sup> division from HEC recognized university/ institution subject to securing 50 % marks in the relevant written test/ demonstration and interview. b. Five (05) years experience as Lab Assistant.	a. 1/3 <sup>rd</sup> by initial recruitment. b. 2/3 <sup>rd</sup> by promotion on the basis of seniority-cum-fitness
3.	Laboratory Assistant	07	05 years experience as Junior Lab Assistant in BS-05.	By promotion on the basis of seniority-cum-fitness.
4.	Jr. Lab Assistant	05	a. F.Sc. 2 <sup>nd</sup> division and subject to securing 50% marks in relevant written test, demonstration and interview. b. Matric Science with 2 <sup>nd</sup> division having 05 years' experience as Class-IV.	a. 2/3 <sup>rd</sup> by initial appointment. b. 1/3 <sup>rd</sup> By promotion on the basis of selection (including written test/demonstration/ interview) from amongst Class-IV employees.

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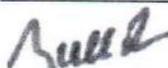
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**Schedule-IV**  
**Appointment Criteria for Class-IV Employees**

Sr.#	Post	BS	Minimum Qualification and Experience Required
1.	Bearer	02	Matric 2 <sup>nd</sup> division
2.	Security Guard	02	Retired Defense Forces personnel with good physique
3.	Mali	02	Matric 2 <sup>nd</sup> division
4.	Tube well Operator	02	Matric 2 <sup>nd</sup> division
5.	Conductor	02	Matric 2 <sup>nd</sup> division
6.	Assistant Cook	02	Matric 2 <sup>nd</sup> division
7.	Helper	02	Matric 2 <sup>nd</sup> division
8.	Naib Qasid	02	Matric 2 <sup>nd</sup> division
9.	Sweeper	02	Matric 2 <sup>nd</sup> division
10.	Laboratory Attendant	02	Matric 2 <sup>nd</sup> division
11.	Field Attendant	02	Matric 2 <sup>nd</sup> division
12.	Museum Attendant	02	Matric 2 <sup>nd</sup> division
13.	Herbarium Attendant	02	Matric 2 <sup>nd</sup> division
14.	Store Attendant	02	Matric 2 <sup>nd</sup> division
15.	Library Attendant	02	Matric 2 <sup>nd</sup> division
16.	Khadim	02	Matric 2 <sup>nd</sup> division

Note: Appointment criteria of Class-IV, Class-III, Ministerial, Technical and Lab Staff would be the same as prescribed in the Service Structure of relevant cadres approved by the Senate from time to time.

  
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(Annexure-A)

**Process Cadre Event Matrix (BS- 02 To 16)**  
**Evaluation Criteria for Selection by Initial Appointment of Support Staff**

S.No.	Evaluation Head	Marks Assigned Support Staff	
		BS (2-5)	BS (5-16)
1	Academic Qualification	40	40
2	Additional Academic Qualification	05	05
3	Professional Test/Demonstration	25	25
4	Relevant Experience (02 marks per year)	10	10
5	Selection Committee/Selection Board	20	20
<b>Total</b>		<b>100</b>	<b>100</b>



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(Annexure-B)

Process Cadre Event Matrix (BS- 02 To 16/17)  
Evaluation Criteria for Promotion by Selection of Support Staff

S.No.	Evaluation Head	Marks Assigned Support Staff	
		BS (2-5)	BS (5-16/17)
1	Academic Qualification	40	40
2	Additional Academic Qualification	10	10
3	Professional Test/Demonstration (passing score 50%)	20	20
4	Character Roll (last five years)	10	10
5	Selection Committee/Selection Board	20	20
<b>Total</b>		<b>100</b>	<b>100</b>

- Note: i. In case of below average/adverse remarks in Character Roll in the last 5 years or pending any disciplinary proceedings the candidate will not be considered for appointment.
- ii. The promotion test will be conducted once in a year.

  
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## **The University of Agriculture, Peshawar Maintenance of the Register of the Registered Graduates Statutes, 2016**

### **Title**

1. Framed in pursuance of Section 28(1) (e) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Maintenance of the Register of Registered Graduates Statutes, 2016".

### **Commencement**

2. The statutes shall come into force at once.

### **Maintenance of the Register**

3. The Register of the registered under-graduate students shall be maintained by the Director Teaching while that of post-graduate students shall be maintained by the Director Advanced Studies & Research and will be put on website. The record of all students will be shared with the Academic Council.
4. The Register of all students graduated from the University will be maintained by the Registrar through Controller of Examinations.

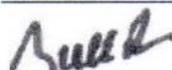
### **Report to the Syndicate**

5. The Academic Council shall report enrolment of graduates to the Syndicate annually.



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## The University of Agriculture, Peshawar Affiliation and Disaffiliation of Educational Institutions and Related Matters Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (f) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Affiliation and Disaffiliation of Educational Institutions and Related Matters Statutes, 2016"

### Commencement

2. The statutes shall come into force at once.

### Procedure for Affiliation:

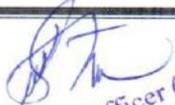
3. Procedure for disposal of affiliation application shall be as follows:-
  - a. An educational institution applying for affiliation shall send a formal application to the Secretary Affiliation Committee, with reasonable time prior to commencement of academic programme of the University, along with application fee as determined by the Syndicate from time to time.
  - b. The Affiliation Committee shall examine the information contained therein as well as the statements submitted along with the original application as per form at Annexure-A.
  - c. If the Affiliation Committee is satisfied with the information and the statements, it may, with the approval of Vice Chancellor, send an Inspection Committee to visit the institute/college concerned to satisfy itself that the prescribed requirements have been actually and physically fulfilled. Evaluation proforma is at Annexure-B.
  - d. If the Inspection Committee is satisfied, it may recommend grant of affiliation of the institute/college to the Affiliation Committee.
  - e. The Affiliation Committee after further inquiry, which might be considered necessary, forwards its recommendations to the Syndicate.
  - f. After approval of affiliation by the Syndicate, the affiliated institute/college shall deposit affiliation fee determined by Syndicate from time to time for each of the affiliated programmes and sign MoU.
  - g. The educational institutions affiliated to the University shall be governed by the relevant regulations and rules framed by the University from time to time.

### Formal Agreement

4. (i) All arrangements of affiliation between institute/college and university shall be agreed upon and formally written down as approved legal agreement and signed by lawful authorized representative from the affiliated Institute and Secretary of Affiliation Committee. Detailed arrangements for partnership shall be set out clearly in the agreement and memorandum of understanding;
- (ii) The agreement shall take into account the scope of the arrangements, responsibilities, financial arrangements, quality control mechanism, mode and means of payment, validity period, procedure for resolution of differences and termination of agreement etc.;
- (iii) The agreement should clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures and review and visitation.
- (iv) The validity period of the agreement should be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review.

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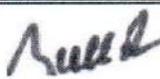
  
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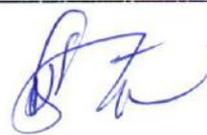
  
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- (v) Termination of affiliation should safeguard the interests of the students and should be duly notified to the general public and Commission.

**Inspection Committee:**

5. There shall be an Inspection Committee constituted by Vice Chancellor on the recommendation of Affiliation Committee, comprising at least two members of the Affiliation Committee, two subject experts in the relevant field and Secretary Affiliation Committee. One of the members of Affiliation Committee shall be appointed as convener.
- a. The Inspection Committee shall examine the Education Institution in the light of the provision of Statutes of the University and the information supplied through the questionnaire.
  - b. If the Inspection Committee is satisfied that the prescribed requirements have been fulfilled, it may recommend that the affiliation be granted.
  - c. The Inspection Committee may not recommend the affiliation if the prescribed requirements are not fulfilled, provided that in case of such deficiencies as, in the view of the Inspection Committee, do not impede the academic progress of the Institution, the Committee may recommend provisional affiliation.
  - d. The report of the Inspection Committee shall be placed before the Affiliation Committee which may accept the recommendations or refer the case back to the Inspection Committee with certain queries.
  - e. The Affiliation Committee may co-opt the convener of the Inspection Committee as a member so that he could reply to their queries.
  - f. The Affiliation Committee after such further inquiry, if any, as it might consider necessary, forward its recommendation to the Academic Council.
  - g. No Educational Institution, desirous of seeking affiliation, shall conduct admission to any course of study and impart instruction in any subject, unless it has been granted the affiliation, nor will it be permissible to start any class in any subject in anticipation of the acceptance of application for the affiliation.
  - h. The directions given by HEC from time to time will be accommodated in these Statutes.
  - i. The Educational Institution affiliated to the University shall be governed by the statutes, Regulations, Rules framed by the University from time to time regarding:-
    - i. the general scheme of studies;
    - ii. the duration of the courses;
    - iii. the medium of instruction and examinations;
    - iv. the conditions of admission to the courses;
    - v. detailed syllabi for the examinations held by the University.
    - vi. the conditions under which students shall be admitted to the examination of the University.
    - vii. the discipline of students and the supervision and control of their residence and extra-curricular activities;
    - viii. health and general welfare of the students;
    - ix. the ratio between teachers and students and the total workload of a teacher.
    - x. The affiliation will be granted in such disciplines offered by University and accredited by Council of HEC.

  
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6. Every educational institution affiliated to the University shall promptly report to the University any transfer or change in the management or any circumstances affecting the adequacy of its financial resources.
7. The teaching staff of the educational institution shall possess such qualification as may be prescribed by the University
8. An Inspection of every affiliated educational institution shall be held from time to time and action can be taken against any institution under University Act/Statutes

  
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**Annexure - I**

**APPLICATION FORM FOR AFFILIATION**

Note: please answer every question clearly and in detail:-

**1. General:**

- i) Name of Institution/college, address with fax/email/telephone numbers;
- ii) Year and objectives of establishment;
- iii) Name of the controlling authority/chief executive;
- iv) Name, designation and qualifications of the head of institution;
- v) Name of registered society/body, trust, foundation;
- vi) Governing body, its composition and other relevant details

**2. Physical facilities:**

- i) Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the administration building;
- ii) Total number and size of class rooms, capacity for students;
- iii) Details of the laboratories, workshops and equipment's appropriate to the courses;
- iv) Details of the office equipment, furniture and fixtures;
- v) Number of quarters/residences at the campus for teaching staff;
- vi) Details of sports grounds and other facilities;
- vii) Position of gas and water and electricity fitting;
- viii) Transport vehicles for official use and students;
- ix) Details of students hostels buildings.

**3. Academic facilities:**

- i) Current academic programmes presented at institution/ College;
- ii) Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups; ,
- iii) Subjects to be offered at Master's level

**4. Faculty/staff:**

- i) Faculty strength, names of members of teaching staff, their qualification, training and skill, designations, experience, pays scales;
- ii) Mode of appointment of teaching staff and criteria of selection;
- iii) Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience;
- iv) Details of medical services for students and employees

**5. Library:**

- i) Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
- ii) Information regarding accommodated number of students in reading rooms.

**6. Facilities Regarding Information Technology:**

- i) Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
- ii) Internet connectivity available to students.

**7. Students:**

- i) Total number of students enrolled in the institution/college;
- ii) Enrolment of students level-wise

**8. Admissions:**

- i) General policy;

  
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- ii) Number of students to be enrolled, level-wise;
  - iii) Procedures and criteria of admission
9. **Quality Assurance and Student Supervision:**
- i) Arrangement for academic supervision of students:
  - ii) Arrangements for quality assurance:
  - iii) Level of administrative and technical support for quality assurance
10. **Finances:**
- i) Financial position of institution/college and sources of income to meet the recurring and developmental expenses of the institution/college duly audited by the Auditor of University and Director Finance or his nominee on nominal audit fee to be paid by the concerned Institute/College.
  - ii) Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;
  - iii) Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.
11. **Additional information, if any**
- The template of the inspection proforma is subject to revision by the Syndicate from time to time.

  
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ANNEX-A

STANDARD NORMS FOR THE AFFILIATION OF AN INSTITUTION/COLLEGE

Component	Nature of Requirement	Standards/Norms for Affiliation of institutions	
Departments	Departments(IT/CS/Management Science Agriculture etc)	Only one department	
	Teachers: Student ratio (desirable)	1:12	Maximum for Science subjects involving lab work
		1:20	For others
	Number of administrative staff including laboratories, library & other staff for miscellaneous duties.	Equal to teaching staff	
Teaching Faculty	Teachers	50% full time faculty members with minimum prescribed qualification as Masters degree in relevant subject	
	Number of teachers (full-time) required (cadre-wise) per department		
	Associate Professor and Professor	At least 20-25% faculty with MPhil degree particularly in Basic Sciences, Computer and IT, Management Science subjects	
Libraries	Journals	Subscription to at least 10 daily newspapers and 5 weekly periodicals	
	Books required	At least 05 reference books per subject and at least 05 books per subject for supplementary reading	
Facilities	Hall/Lecture theatres (desirable)	16' 32' for each section of class (not exceeding 40 students)	
	Number of rooms required (desirable)		
Teaching and Administrative Staff Officers	Required for each University (desirable)	Staff rooms Faculty offices	
Laboratories/ Workshops/ PC/ Internet service	Number of laboratories required (desirable)	At least 1 Lab. Per department with appropriate space (in case of science subject)	
	Workshops(desirable)	20 to 40 sq ft. per student	
	PC(desirable)	1 for 3 students in case of IT/CS courses	
	Internet (desirable)	256 Kbytes access rate shall be	

  
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		provided
Gross Area	Area in/covered Area (desirable)	2 acre (16 canals) at least (depending upon the location having potential for further development)
	Built in /covered Area (desirable)	Minimum 100 sq ft. per student.
	General facilities: office, staff rooms, cafeteria, reading room, auditorium committee room, conference room, housing for staff, parking space and toilets etc.	Basic facilities for staff and students
Hostels (desirable)	Cubicles (desirable) Dormitories (desirable) Dinning (desirable) Gross space (desirable)	-
Scholarships	Scholarships and free-ships	At least 10 % of the students to be given scholarships
Inspection	Peer review	Affiliation Committee notified by the university from time to time for NOC clearance.
Finance	Endowment Fund (Secured in the name of Trust/Society)	Rs. 1.0 million and above (not applicable in case of public sector institution)
	Tangible assets in the form of land/building etc.	Rs. 5.0 million and above
	Working Capital	Rs. 2.0 million and above (not applicable in case of public sector institution)

  
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**ANNEX-B**

**EVALUATION PROFORMA**

Institute / College: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

S#	Particulars	Poor	Fair	Good	Excellent	Outstanding
a	Teaching Staff	1	2	3	4	5
b	Punctuality of the Staff	1	2	3	4	5
c	Financial Status	1	2	3	4	5
d	Library	1	2	3	4	5
e	Lab. Facilities	1	2	3	4	5
f	Maintenance	1	2	3	4	5
g	Students Attendance	1	2	3	4	5
h	Teaching Quality Based on class observations	1	2	3	4	5
i	Students Satisfaction Index	1	2	3	4	5
j	Recreation/Canteen (Male/Female)	1	2	3	4	5
k	Evaluation of internal assessment of examination	1	2	3	4	5
l	Admission Verification (E.Test & Academic record of the students)	1	2	3	4	5
m	Verification of Registered Students	1	2	3	4	5
n	General Welfare of Students	1	2	3	4	5
o	Discipline	1	2	3	4	5
p	Sports facilities for the students	1	2	3	4	5

Total Marks \_\_\_\_\_

Remarks \_\_\_\_\_

Signatures of Affiliation Committee

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**The University of Agriculture, Peshawar  
Election to the Statutory Bodies Statutes, 2016**

**Title**

1. Framed in pursuance of Section 28(1) (g) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Election to the Statutory Bodies Statutes, 2016".

**Commencement**

2. The statutes shall come into force at once.

**Election Authority**

3. The Vice Chancellor shall nominate an Election Officer, shall deal with all relevant matters, as the Election Authority of the University and, subject to the Statutes, regulate his procedure of work.
  - i. The Election Officer may require any University Officer/Teacher or any other University employee to perform such functions or render such assistance for the purpose of the Statutes as he may direct.
  - ii. The Election Officer shall conduct the election for the number of constituencies for the elections in accordance with the provisions of the Act.

**Elections to Fill Vacancies**

4. Once in three years, elections shall be held on the appointed date to fill vacancies in the Statutory bodies of the University (Senate, Syndicate, Academic Council, etc.) as provided in the Act and are required to be filled up by election. In case of any casual vacancy, a bye-election may be held on the appointed date, for the left over period.

**Notice of Election**

5. The Election Officer shall by a general notification announce the programme of elections in various constituencies, showing the appointed dates for the various stages of the elections, as specified in Schedule-I to the Statutes;  
Provided that in case of unforeseen circumstances, the Election Officer may, with the approval of the Vice Chancellor, make such changes in the schedule of dates as the circumstances may require.

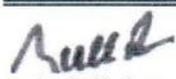
**Appropriate Date in case of a Holiday**

6. If any appointed date falls on a holiday, the next working day shall be considered to be the appropriate date.

**Publication of Electoral Lists**

7. The Election Officer shall, on the appointed date, publish the Electoral Lists (as per schedule-II) of the elections by a general notification, which shall be circulated to Heads of Teaching Departments and Institutes, and affixed on the University Notice Board and uploaded on the University website.

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**Claims and Objections**

8. All claims for entry in the aforesaid electoral lists and objections thereto shall be received by the Election Officer upto an appointed date, which shall be decided by him within a specified duration as stated in the Election Schedule, and the decision so made shall be notified/ uploaded on the website.

**Decision of the Election Authority**

9. The Election Officer shall be the Appellate Authority and its decision in respect of claims and objections shall be final, unless a written objection thereto is filed within three days.

**Decision by Committee**

10. If any objection is taken to the decision of the Election Officer, it shall be decided within three days by a Committee, consisting of four University teachers, to be appointed by the Vice-Chancellor, one of whom shall be nominated as the chairperson of the meeting. The quorum shall be three, and the decision shall be taken by majority. In case of a tie, the Chairperson shall have a casting vote.

**Correspondence with Electors**

11. (i) Correspondence shall be addressed to the Electors by name. The electoral lists, etc. shall be sent on their official address only. An Elector shall notify any change in his address to the Election Officer within the prescribed time.
- (ii) Final electoral lists shall be affixed on the University notice boards and copies thereof dispatched by the Election Officer to the Chairpersons of the Teaching Departments, Deans of Faculties, and Directors of Institutes for the information of the Electors.

**Qualifications for Voting**

12. No person, whose name is not on the electoral list, shall be qualified to vote, or be elected at any election held under the Statutes, subject to fulfillment of the conditions prescribed in the Act.

**Nomination for Election**

13. (i) An Elector of a constituency may propose or second the name of only one qualified person to be a member of that constituency.
- (ii) Every such proposal shall be made by a separate nomination paper on the prescribed form as given in schedule-III, which shall be signed by the proposer and the seconder and shall contain a declaration signed by the candidate that he has consented to the nomination and that he is not subject to any disqualification for being elected as a member.
- (iii) Nominations in excess of the number of vacancies in a constituency shall invalidate all nominations made by an Elector as proposer or seconder.
- (iv) Every nomination paper shall be delivered personally by the candidate or his proposer or seconder, to the Returning Officer, so as to reach him not later than the appointed date.
- (v) The Election Officer shall give serial number to every nomination paper and record therein the name of the person presenting it and the date of its receipt.
- (vi) The Election Officer shall notify a list of nomination papers received by him, containing particulars of the candidates and names of the proposers and seconders.

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**Scrutiny of Nomination Papers**

14. (i) On the appointed date the Election Officer shall scrutinize the nomination papers received by him. The candidates, their election agents, proposers or seconders may attend the scrutiny of nomination papers.
- (ii) The Election Officer shall give the candidates, their election agents, Seconders and Proposers a reasonable opportunity for examining the nomination papers; and the objections raised, if any, shall be considered and decided by him on the spot.
- (iii) The Election Officer shall, after a summary inquiry, if necessary, reject a nomination paper on any one of the following grounds:
- (a) the candidate is not qualified to be elected as a member;
- (b) the Proposer or Seconder is not qualified to subscribe to the nomination papers;
- (c) the provisions of the Statutes have not been complied with, or that the signatures of the Proposer or the Seconder do not seem to be genuine or are alleged as such;
- (d) the Election Officer Shall not reject a nomination paper on the grounds of any defect which is not of a substantial nature, and may allow any such difficulty to be removed forthwith;
- (iv) The Election Officer shall endorse on each nomination paper his decision about accepting or rejecting it, stating reasons in case of rejection; and
- (v) In case of rejection of a nomination paper, the candidate may file objections within three days with the Election Officer or to the Committee appointed under Section-10, whose decision shall be final.

**Publication of List of Candidates**

15. (i) The Election Officer shall, after scrutiny of the nomination papers, prepare and publish in the prescribed form (as per schedule-IV) a list of candidates validly nominated.
- (ii) In case the objections against the rejection of a nomination paper are accepted by the Committee, the Election Officer shall, accordingly, revise the list of validly nominated candidates.

**Withdrawal of Candidature**

16. (i) Any nominated candidate may withdraw his candidature by a notice in writing, signed by himself and delivered in person, or through his Election Agent, to the Election Officer, so as to reach the Election Officer on or before the appointed date.
- (ii) A notice of withdrawal shall in no circumstances be open to revocation or cancellation.
- (iii) Copies of such notices of withdrawal shall be notified for general information and a copy placed on the University notice boards.

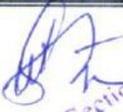
**Un-Contested Election**

17. Where, after scrutiny of nomination papers, only one person remains a validly nominated candidate for election in a constituency, or where after withdrawal only one person is left as a contesting candidate, the Election Officer shall notify such candidate to have been elected unopposed, provided no appeal is pending against the rejection of any nomination paper.

**Election Agent**

18. (i) The candidate may appoint a person, qualified as to be an Elector, to be his Election Agent in writing to the Election Officer.

  
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Khyber Pakhtunkhwa, Peshawar

- (ii) The appointment of an Election Agent may, at any time, be revoked in writing by the candidate.

**Polling Agent**

19. (i) The contesting candidate or his Election Agent may, before the commencement of the polls, appoint for each Polling Station a Polling Agent and shall give notice thereof in writing to the Election Officer.
- (ii) The appointment of the Polling Agent may be revoked at any time by the candidate or his Election Agent.
- (iii) Where any act or thing is authorized under the Statutes to be done in the presence of the candidate or any Election or Polling Agent, the failure of such person to attend shall not invalidate any act or thing otherwise validly done.

**Polling Hours**

20. The Election Officer shall notify the day and hours of polling.

**Stopping of the Polling**

21. (i) The Election Officer may stop the polling, if the polling is at any time so interrupted and obstructed that it cannot, in the opinion of the Election Officer, be carried on.
- (ii) When the polling has been stopped, the Election Officer shall immediately report the circumstances to the Vice Chancellor, who shall direct a fresh poll on a date to be fixed by him. The over-all result of the polling in a constituency shall not be announced until the results of the fresh polling are known.

**Voting**

22. (i) The elections shall be contested by secret ballot, by tendering the ballot papers by hand, or by post, on the prescribed form (schedule-V).
- (ii) Postal ballot papers, on the prescribed form, shall be issued 30 days before the election date by the Election Officer, under registered cover with acknowledgement due.
- (iii) Ballot papers shall be issued, after identification and comparison with the Electoral list, to the satisfaction of the Election Officer, in case of postal ballot.
- (iv) Any ballot paper, bearing cutting, scratching, over-writing, or any sort of signs of identification and which does not bear the official mark, shall be rejected.

**Counting of Votes**

23. (i) On the conclusion of polling, the Election Officer shall record the number of votes polled for contesting candidates and note down the total number of votes casted and rejected, and strike the balance.
- (ii) The candidate or his Polling or Election Agent shall be allowed to be present at the time of counting of votes.

**Declaration of Results**

24. (i) The candidate(s) who get(s) the highest number of valid votes shall be reported by the Election Officer for total counting, including postal ballots, in the presence of the candidate(s) or his/their Election Agent(s), and notifying the name(s) of successful candidate(s).

  
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- (ii) In case of equal number of votes between two or more candidates, the Election Officer shall, on the consent of candidates concerned, may decide the elector either by toss of coin. In such case the candidates or his agent will bear witness to the casting process and sign that they have been witnesses to the proceedings.
- (iii) If any candidate, Election Agent or Polling Agent objects to the counting, and the objection is reasonable, in the opinion of the Election Officer, he may order recounting of votes in the presence of the persons.

**Election Tribunal**

25. (i) In case of dispute(s) in elections, all petitions shall be addressed, within three days of the declaration of the results, to the Election Tribunal, consisting of the nominee of Chief Justice of High Court, appointed as a member of the Syndicate, who shall act as Chairperson; the Secretary as member of the Syndicate, and a nominee of the Vice-Chancellor.
- (ii) The Election Tribunal may examine the petitioner(s) and other candidates and also examine the records of election and, upon the conclusion, make an order:
- (a) rejecting the petition;
  - (b) declaring the election of the returned candidate void, or/and declaring the petitioner or other contesting candidate(s) to have been duly elected, or
  - (c) declaring the election as a whole void.
- (iii) The decision of the Election Tribunal shall be final and binding on all parties to the dispute(s).

**Custody of Election Record**

26. The Election Officer shall retain, until the expiry of three months from the date of election, or the decision of Election Tribunal, as the case may be, all the papers connected with the election.

**Framing of Rules**

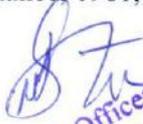
27. For carrying into effect the purpose of the Statutes, rules may be framed, if necessary, with the approval of the Syndicate.

**Election to other Authorities**

28. Election to the Senate, Syndicate and Academic Council Statutes shall be applicable for the election of the members of the Academic Council, Senate, constituency of Administrative Officers and such other authorities, membership of which is required to be made through election and no separate statutes are framed for election to these constituencies.

**Repeal:**

29. NWFP AGRICULTURAL UNIVERSITY, PESHAWAR ELECTION TO THE SYNDICATE STATUTES, 2000 framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, shall stand repealed.

  
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**SCHEDULE – I**  
**The University of Agriculture, Peshawar**  
**Schedule of Dates**

The dates given below may be changed by the Election Officer as the circumstances may require:-

	<u>Schedule</u>	<u>Date</u>
1.	Publication of electoral lists .....	
2.	Claims for and objections to entries in the electoral lists .....	
3.	Publication of final electoral lists .....	
4.	Notification of Election Schedule .....	
5.	Receipt of nomination papers .....	
6.	Scrutiny of nomination papers.....	
7.	Publication of lists of validly nominated candidates .....	
8.	Withdrawal of nominations .....	
9.	Objections/Claims against rejection of nominations.....	
10.	Publication of lists of contesting candidates .....	
11.	Issue of ballot papers in case of ballot by post .....	
12.	Elections .....	
13.	Announcement of election results in the prescribed form .....	

  
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**SCHEDULE - II**  
**University of Agriculture, Peshawar**  
**(List of Contesting Candidates)**

Election to the Senate/ Syndicate/ Academic Council for the period from.....to  
..... for the Constituency of.....

S. No.	Name of the Contesting Candidates in Alphabetical Order	Designation of the Contesting Candidates

Notice is hereby given that the poll shall be taken between the hours of .....  
to..... on (date) ..... at (Place) .....

Dated .....

Election Officer



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**SCHEDULE - III**

**Nomination form for the election of  
Senate/Syndicate/Academic council  
(To be Filled in by The Proposer)**

Election to the Constituency of .....

I, ..... (Name of the Proposer), registered as an elector at serial No  
....., in the electoral list, do hereby propose the name of ....., at serial  
No....., in the electoral list, for the Constituency of .....

Dated .....

**Signature of Proposer**  
**(To be Filled in by the Seconder)**

I, ..... (Name of the seconder), registered as an elector at serial No.....in the  
electoral list, do hereby second the nomination of ....., at serial No....., in  
the electoral list, for Constituency of .....

Dated .....

**Signature of Seconder.**  
**(To be Filled by the Person Nominated)**

**DECLARATION**

I, .....son/daughter/wife of ..... registered as an elector at serial  
No....., in the electoral list for the Constituency of ....., do hereby declare that I  
have consented to the above mentioned nomination and that I am not subject to any disqualification for  
being elected as a member.

**Signature of the Person Nominated**

**(To be Filled by Election Officer)**

Dated .....

Serial number of nomination paper ..... This nomination paper was delivered to me at my  
office at ..... (hours) on ..... (date) by ..... being the  
candidate/proposer/seconder.

Dated .....

**Election Officer**

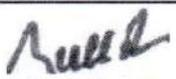
(Decision of Election Officer accepting or rejecting the nomination paper on the day fixed for scrutiny).

I have examined this nomination paper in accordance with the provision of the Section .....  
"The Khyber Pakhtunkhwa Universities Act 2012 (Act No. X of 2012)." Election Statutes, and decide as  
follows.

(in case of rejection, state brief reasons)

Dated .....

**Election Officer**

  
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**SCHEDULE - IV**

**The University of Agriculture, Peshawar  
List of Validly Nominated Candidates**

Election to the Senate/ Syndicate/ Academic Council for the period from ..... to .....  
For the Constituency of .....

S. No.	Name of Candidates	Designation	Present Postal Address of the Candidate

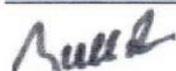
Place: .....

Dated: .....

**Election Officer**



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**SCHEDULE - V**  
**Secret Ballot Paper**

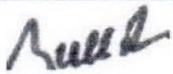
For the Constituency of.....

S. No.	Name of the Candidates	Put a Cross against Choice Candidate



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**SCHEDULE – VI**

**Declaration by Elector Casting Vote by Post**

I hereby declare that I am the elector at serial No. .... to whom the postal ballot paper serial number ..... has been issued for the above election.

Dated: .....  
**Signature of Elector**  
Address .....  
(Attestation of Signature)

The above has been signed in my presence by ..... who is personally known to me/has been identified to me to my satisfaction by ..... (identifier) who is personally known to me.

Dated .....  
**Signature of Identifier**  
Any .....  
Designation .....  
Address .....

**Certificate**

I hereby certify that :-

1. The above named elector is personally known to me/has been identified to my satisfaction by ..... (identifier) who is personally known to me;
2. I am satisfied that the elector suffers from ..... (infirmity) and is unable to record his vote himself or sign his declaration;
3. I was requested by him to mark the ballot paper and sign the above declaration on his behalf; and
4. The ballot paper was marked and the declaration signed by me on his behalf, in his presence and in accordance with his wishes.

Signature of identifier, if any ..... Address .....

**Signature of Attesting Officer**

Designation .....

Dated .....

Address .....

Dated .....

Address.....

  
**Section Officer (III),  
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## **The University of Agriculture, Peshawar Admission of Educational Institutions to Privileges of the University and Withdrawal of Such Privileges Statutes, 2016**

### **Title**

1. Framed in pursuance of Section 28 (1) (h) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Admission of Educational Institutions Privileges of the University and Withdrawal of Such Privileges Statutes, 2016"

### **Commencement**

2. The statutes shall come into force at once.

### **Legal formalities**

3. (i) The ownership of the institution shall vest in the Government of Khyber Pakhtunkhwa or Colleges/ Institutions concerned.  
(ii) Educational Institutions/Colleges seeking Admission to the privileges of the University, shall secure prior consent of the University of its territorial jurisdiction as well as of the Provincial Education Department of Khyber Pakhtunkhwa Province.  
(iii) The Territorial limits of the University shall extend to Khyber Pakhtunkhwa Province.

### **Application for Admission to the Privileges of the University**

4. (i) An institution/college applying for Admission to the privileges of the University shall submit an application to Director Teaching/Secretary Admission Committee of the University on prescribed form at least eight months prior to the date from which Admission is sought, with sufficient time prior to commencement of academic programme of the University.  
(ii) Procedure for disposal of Admission application shall be as follows:-
  - a) An educational institution applying for Admission to the privileges of the University shall send a formal application to the Director Teaching/Secretary Admission Committee, along with application fee as determined by the Syndicate from time to time.
  - b) On receipt of application, the Admission Committee shall examine the information contained therein as well as the statements submitted along with the original application.
  - c) If the Admission Committee is satisfied with these replies and the statements, it may, with the approval of Vice Chancellor, send an Inspection Committee to visit the institution concerned to satisfy itself that the prescribed requirements have been actually and physically fulfilled.
  - d) If the Inspection Committee is satisfied that the prescribed requirements have been fulfilled, it may recommend grant of Admission of the institution to the Admission Committee.
  - e) The Admission Committee after further inquiry, which might be considered necessary, forwards its final recommendations to the Syndicate.
  - f) After approval of Admission by the Syndicate, the admitted Agricultural & Livestock College/ Institution shall deposit Admission fee for each of the programme. The educational institutions Admitted to the University shall be

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governed by the relevant regulations & rules framed by the University from time to time through its competent fora.

**Powers of the University**

5. The University shall have the powers vested in it by Section 6 (xiv) and (xv) of the Act." to accept the examinations passed and the period of study spent by students of the University at other universities and places of learning equivalent to such examinations and periods of study in the University, as it may prescribe and to withdraw such acceptance.

**Regulations and Rules**

6. Under provision of Section 2 (o) and (v), Section 29 and 31 of the Act, Regulations and Rules shall be made by the Academic Council for the purpose under provision of the Statutes as it deem necessary from time to time.

  
Section Officer (III),  
Governor's Secretariat,  
Khyber Pakhtunkhwa, Peshawar

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**The University of Agriculture, Peshawar Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and other Academic Divisions Statutes, 2016**

**Title**

1. Framed in pursuance of section 28 (1) (i) of the Khyber Pakhtunkhwa Universities Act, 2012 shall be called "the University of Agriculture, Peshawar Establishment of Faculties, Teaching Departments, Constituent Institution, Constituent Colleges and other Academic Divisions Statutes, 2016".

**Commencement**

2. The statutes shall come into force at once.

**Application**

3. The statutes shall apply to the faculties, teaching departments, constituent institutions', constituent colleges and other academic division of the university as defined in Section 25 (2) (c) of the Act.

**Definition**

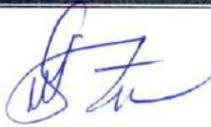
4. (i) In the statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them as under:
- a) "Act" means Khyber Pakhtunkhwa Universities Act, 2012.
  - b) "Authority" means under section 25 (2) (c) of the Act, The academic council, to propose to the Syndicate the constitution of Faculties, teaching departments, constituent institutions, constituent colleges and othe academic divisions.
  - c) "Faculties" teaching departments, constituent institutions, constituent colleges" means faculties, teaching departments, constituent intuitions, constituent colleges and other academic division of the university respectively to whom the statutes apply in terms of statute 3 above.
  - d) "Prescribed" means prescribed by the statutes, regulations and rules made under the Act.
  - e) "Senate" means senate of the university
  - f) "Syndicate" means Syndicate of the University.
  - g) "University" means The University of Agriculture Peshawar."
  - h) "Vice Chancellor" means the Vice Chancellor of the University.
- (ii) "Dean, Chairperson Director/Principal" mean the Head of a Faculty, Teaching Department/ Institute or Head of Department/Principal of Constituent Institutions, Constituent Colleges and other Academic Divisions of The University.
- (iii) All other terms and expressions shall have the same meanings as assigned to them under Section 2 of the Act and Clause 4 of the Service Statutes.

**Faculties**

5. The University shall include the following Faculties:
- i. The Faculty of Crop Production Sciences
  - ii. The Faculty of Crop Protection Sciences
  - iii. The Faculty of Animal Husbandry & Veterinary Sciences
  - iv. The Faculty of Nutrition Sciences

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- v. The Faculty of Rural Social Sciences  
vi. Such other Faculties as may be prescribed by Statutes.

6. **Teaching Departments/Institutes/Constituent colleges or any other academic divisions**

S.No.	Name of Teaching Department/Institute/Constituent Colleges
1	Department of Livestock Management, Breeding and Genetics
2	Department of Animal Health
3	Department of Animal Nutrition
4	Department of Poultry Science
5	Department of Agricultural Mechanization
6	Department of Horticulture
7	Department of Agronomy
8	Department of Plant Breeding & Genetics
9	Department of Soil And Environmental Sciences
10	Department of Water Management
11	Department of Entomology
12	Department of Plant Pathology
13	Department of Plant Protection
14	Department of Weed Science
15	Department of Agricultural Chemistry
16	Department of Human Nutrition
17	Department of Food Science & Technology
18	Department of Agricultural & Applied Economics
19	Department of English
20	Department of Agricultural Extension Education & Communication
21	Department of Maths, Stats & Computer Science
22	Department of Rural Sociology
23	Department of Islamic/ Pak Studies
24	Institute of Biotechnology & Genetic Engineering (IBGE)
25	Institute of Development Studies (IDS)
26	Institute of Business And Management Sciences (IBMS)
27	Climate Change Center

7. The syndicate may from time to time, on recommendation of the academic council approve establishment of other faculties/departments/institutes/centers/museums and constituent institutes/colleges/schools in the university and its sub-campuses when needed.

**Powers of the University**

8. The University shall have the powers vested in it by section 6 (xvi) of the Act to accept the examinations passed and the period of study spent by students of the university and other universities and places of learning equivalent to such examinations and periods of study in the University, as it may prescribe, and to withdraw such acceptance.

  
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Hyber Pakhtunkhwa, Peshawar

**Regulations and Rules**

9. (i) In pursuance of Section 2 (0) and (v), as provided in Section 29 and 31 of the Act, Regulations and Rules shall be proposed by academic bodies, recommended by Academic Council and approved by the Syndicate for the purpose under provision of the Statutes as it deem necessary from time to time.
10. Removal of Difficulties Anomaly Committee and Amendments in the Statutes shall be dealt in the same manner as provided in Clause 41 to Clause 45 of the Service Statute.



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## The University of Agriculture, Peshawar Meritorious Professors Basic Scales-22 Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (l) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Meritorious Professors Basic Scales-22 Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Provision of Posts

3. The number of Professors to be promoted to BS-22 in each University shall be calculated on the basis of 12.5% of the sanctioned posts of the Professors in BS-21.

### 4. Eligibility

- i. Minimum service in BS-17/equivalent and above should be 20 years
- ii. Only those Professors who have served at least for 05 (five) years in BS- 21 in the university with Ph.D. degree/equivalent terminal degree as determined by HEC
- iii. Should have 5 research publications in the past 5 years with at least three (3) research publications in the past 2 years in HEC recognized journals.
- iv. Must have produced two Ph.Ds. or one Ph.D. and five (5) M.Phil. in the last 5 years

### 5. Procedure of Promotion

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

6. **Grading Procedure (Total 100 marks)**
- i. Length of service (maximum 15 marks)  
5 marks of service per year rendered as Professor in BS-21 over and above the minimum qualifying requirement of 2-years in BS-21, subject to a maximum of 15 marks.
  - ii. Research Publications: Papers / books / monograph / patents / Crop varieties (approved) (maximum 30 marks).
    - a. 2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index
    - b. 0.5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).
    - c. 2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.
    - d. 2 marks per book authored or edited internationally, subject to a maximum of 4 marks.
    - e. 1 mark per book authored or edited locally, subject to a maximum of 2 marks.
  - iii. Academic Performance (maximum 30 marks)
    - a. No. of M. Phil\* produced 1 mark per M. Phil, maximum of 6 marks
    - b. No. of Ph.D. produced 5 marks per Ph.D, maximum of 15 marks  
\* M.Phil. or equivalent qualification of 18 years of schooling with requirement of thesis of at least two Semester duration for partial fulfillment of the terminal degree.
    - c. Research Grant Awards (3 Marks for less than 1 million and 5marks for more than 1 million) as Principal Investigator (other than the research grants given by the parent University)
    - d. Awards/Honors (maximum 6 marks) National Awards 2 marks per award, (Civil/President) (maximum of 4 marks) International Awards/ 2 marks per award, Honors recognized by HEC maximum of 4 marks, HEC Best Teacher award, 1 mark per award, Izaz-e-Kamal maximum of 4 marks, Izaz-e-Fazeelat
  - iv. Post-PhD. Qualification (maximum 5 marks)  
Note: Only Post-doctorate of at least 6 months duration will be counted.
    - a. Two marks for 6 months to 1 year post doctorate at foreign University/institute to a maximum of 4 Marks
    - b. 5 marks for one year or more post-doctorate at foreign institute/university.
  - v. Annual Confidential Reports (maximum 10 marks)
    - a. Excellent 2.0 marks
    - b. Very Good 1.5 marks
    - c. Good 1.0 markNote:
    1. Sum score of ACRs for the last 5-years shall be taken into account.
    2. Top 3 categories irrespective of nomenclature shall be considered
    3. In case the candidate is a serving Vice-Chancellor, ACRs of the last 5 years proceeding to his appointment as Vice-Chancellor shall be considered.
  - vi. Educational Administration (maximum 10 marks)
    - a. Vice-Chancellor: 4 marks per year up to maximum of 10 marks
    - b. Pro Vice-Chancellor: 3 marks per year up to maximum of 8 marks

  
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- c. Dean / Director Centre of Excellence 2 marks per year up to maximum of 6 marks
- d. Principal of Constituent College/ 1 mark per year up to Chairman of the Department / maximum of 3 marks Director of Institute:

7. **General Provisions**

- i. In case of numbers in fraction, then 0.50 or above will be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).
- ii. A Professor appointed as Vice-Chancellor in BS-22 shall be allowed personal grade of BS-22 as Professor after he relinquishes the charge of the office of Vice- Chancellor, provided he/she has completed one tenure of four years as Vice- Chancellor and has been a regular Professor in a Public Sector University prior to his/her appointment as Vice-Chancellor. The personal grade so granted to him shall not be counted towards the 12.5% quota of BS-22.

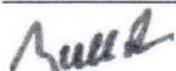
**Repeal:**

8. NWFP AGRICULTURAL UNIVERSITY, PESHAWAR MERITORIOUS PROFESSORS BASIC PAY SCALES (21 & 22) STATUTES, 2000 framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, shall stand repealed.



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**APPENDIX - A**  
**Overall Grading**

Name of Professor: \_\_\_\_\_

S. No.	Category	Maximum Marks	Marks Obtained
1.	Length of Service (Appendix-A)	15	
2.	Research/Publications (Appendix-B)	30	
3.	Academic Performance (Appendix-C)	30	
4.	Post PhD Qualification (Appendix-C)	05	
5.	Annual Confidential Reports (Appendix-C)	10	
6.	Educational Administration (Appendix-C)	10	
	Total	<b>100</b>	

**Particulars of Professors Proposed for Grant of BS-22:**

1.	Name of the Professor	
2.	Date of Birth.	
3.	Qualification including technical qualification possessed by the Professor.	
4.	Present Posting.	
5.	Date of regular appointment to a post in BS-21.	
6.	Total length of service in post in Basic Scale 17 and above possessed by the Professor (Appendix-A).	
7.	Analysis of Confidential Reports (Appendix-B).	
8.	Overall grading (Appendix -F).	
9.	State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration.	
10.	State the reasons for which his case is considered to be a "Meritorious"	

  
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**The University of Agriculture, Peshawar  
Professor Emeritus Statutes, 2016**

**Title**

1. Framed in pursuance of Section 28(1) (l) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "The University of Agriculture, Peshawar Professor Emeritus Statutes, 2016".

**Commencement**

2. The statutes shall come into force at once.

**Definitions**

3.
  - i. "Chancellor" means the Chancellor of the University.
  - ii. "Proforma" means the Proforma appended to the Statutes.
  - iii. "Professor Emeritus" and "Honorary Professor" means a retired Professor working in a Faculty in the capacity of an Emeritus or Honorary Professor.

**Note:** All other expressions used herein shall have the same meaning as assigned to them in Section 2 of the Act.

4. **Eligibility Criteria and Terms & Conditions for Appointment of Professor Emeritus in the Universities (Provision of Posts)**

- i. The number of Professor Emeritus to be appointed shall not exceed four (04), subject to revision by the Senate on recommendation of the Syndicate from time to time.
- ii. University Senate may confer status of an Emeritus Professor to a Meritorious Professor retired in BS-21 or BS-22 or tenured status in recognition of his/her scholarship and service to university education who has served University or a constituent institute or a Centre of Excellence of the University for minimum period of 10 years as Professor.
- iii. Vice-Chancellors, if he/she was a Professor of a University and retired after completing at least one full tenure as per the Act as Vice-Chancellor in Parent University or in any other public sector University, shall be conferred the status of Professor Emeritus in the parent University.

**Terms & Conditions**

5.
  - i. Whereas the conferment of Professor Emeritus status will be for life time, the financial benefits will be for maximum period of 05 years from the date of conferment.
  - ii. The Emeritus Professorship honor shall carry no formal administrative duties. However, Professor Emeritus is expected to contribute to the academic life of the University to a great extent in consonance with the status and caliber of the title.
  - iii. The Professor Emeritus, at least for the period during which he/she enjoys financial benefits from the University, will have the following responsibilities:
    - a. Mandatory presence on campus for three working days a week.
    - b. Provide guidance or continue research with faculty and/or students.
    - c. Postgraduate student's supervision

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- d. Seminars and/or writing research articles/textbooks in the field of his/her specialization

**Procedure**

6. On the availability of such positions in the University, the eligible Professors will be informed by the Registrar Office indicating time frame to submit applications on the prescribed proforma, to the Registrar Office within the stipulated time period.
- i. All cases of the eligible retired Meritorious Professors of the university who have applied at that time will be placed before the Syndicate for consideration and recommendation to the Senate for granting Emeritus Professorship.

**Financial Benefits and Facilities**

7. i. The honorarium under the category Cat-I (a) viz. "Professor Emeritus having served as VC for a minimum period of three years' shall be consolidated amount of Rs.135,000 (all Inclusive) subject to change from time to time as approved by the Syndicate of the University.
- ii. The honorarium under the category 'Cat-I (b)' viz. "Professor Emeritus retired' in BS-22" shall be the consolidated amount of Rs.135,000 (all inclusive) subject to change from time to time as approved by the Syndicate of the University.
- iii. The honorarium under the category 'Cat-II' viz. "Professor Emeritus retired in BS-21" shall be the consolidated amount of Rs.90,000 (all inclusive) subject to change from time to time as approved by the Syndicate of the University.
- iv. The Professors Emeritus shall be eligible to draw financial benefits for a period of five years.
- v. Professor Emeritus during his tenure in university when gets himself engaged in another paid job/assignment shall be eligible for payment of honorarium for the remaining eligible period on resumption of his service as Professor Emeritus.
- vi. Such facilities and services as exist in the University for Teachers to carry on his intellectual pursuits shall be open to the Professor Emeritus.
- vii. Professor Emeritus shall be treated at par with other University Professors on ceremonial occasions, without conferring any right on him to contest/vote elections to various university statutory bodies.
- viii. Furnished office along with Telephone facility at par with Professor will be provided to all Professor Emeritus.

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**The University of Agriculture, Peshawar  
Honorary Degree Statutes, 2016**

**Title**

1. Framed in pursuance of Section 28(1) (I) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Honourary Degree Statutes, 2016".

**Commencement**

2. The statutes shall come into force at once.

**Conferment of Honorary Degrees**

3. The Vice Chancellor in consultation with the University Academic Council may recommend nominees to the Syndicate for Award of Honorary Degrees.
4. The authority for conferment of an honorary degree shall rest with the Chancellor on the proposal of the Syndicate.
5. The Syndicate's recommendation shall be made at a meeting held after proper notice and supported in each case by the opinion of a two third majority of the members present at the meeting.
6. The candidate to be considered for an Honorary Degree should have made outstanding contribution to the advancement of the candidate's discipline or field of work, or to the benefit of the community, to the country or to the society at large.
7. Active members of Faculty and Staff at University are not eligible to be considered for Honorary Degrees.
8. Posthumous Honorary Degrees shall not be recommended. However, if the candidate accepts the invitation of the University, but dies before the Convocation, the Honorary Degree shall be conferred.
9. An Honorary Degree shall not be awarded in absentia. However, in exceptional circumstances, a degree may also be awarded in absentia.
10. An individual can receive only one Honorary Degree from the University.
11. In selecting the candidates for the award of an Honorary Degree, it should be ensured that no discrimination is made on the basis of race, colour, religion, gender, caste and disability.
12. The cases for consideration shall be submitted on a proper Nomination Form (Annex-II).
13. After confirmation by the Chancellor, the Vice Chancellor shall inform the nominee(s).
14. The format of the Honorary Degree itself shall be the same as that for degrees awarded to students on the campus.
15. In case the nominee for an Honorary Degree is unable to accept the degree in the year the degree is awarded, the name shall be re-submitted for approval in a later year.
16. Honorary Degree shall not be used for professional promotion, and the recipients are not supposed to write 'Doctor' with their names.

**Note:** Guidelines and Nomination Form for nomination of Honorary are given in Annex I & II.

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**Annexure-I**

**Guidelines:**

**1. Introduction**

Any person is eligible to make a nomination.

**2. Selection Criteria**

- a. Outstanding contribution to discipline or field of work, to community, to society in general.
- b. Nominee may be from any country.

**3. Eligibility Guidelines**

- a. Faculty or Staff of the University is not eligible for nomination until at least three years after leaving the University.
- b. An active politician is not eligible.
- c. The person must be alive.
- d. Diversified nominations without discrimination are desirable.

**4. Selection Process**

- a. The recommendations of the nominees are made by the Vice Chancellor in consultation with the Academic Council.
- b. Recommendations are approved by the Syndicate.
- c. The case(s) are submitted to the Chancellor for confirmation.
- d. Invitation to candidate(s) are sent after the approval by the Chancellor.
- e. Name(s) of honoree(s) will be made public.

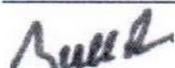
**5. Nomination Form**

A completed nomination form is necessary for the information of the Syndicate.



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**Annexure - II**  
**University Nomination Form for an Honorary Degree**

1. Name of Nominee (in Full) \_\_\_\_\_
2. Permanent Address \_\_\_\_\_
3. Current Address \_\_\_\_\_
4. Current Telephone Number and E-mail Address \_\_\_\_\_
5. Education, Honors Received (degrees or honor, institution, date) \_\_\_\_\_
6. Career Summary (titles, organizations, dates) \_\_\_\_\_
7. Reasons for Recommending Award of an Honorary Degree \_\_\_\_\_

(This is the most important section for making decision)

\_\_\_\_\_  
Nominator- 1 (Name and address)

\_\_\_\_\_  
Relationship to Nominee

\_\_\_\_\_  
Nominator- 2 (Name and address)

\_\_\_\_\_  
Relationship to Nominee

  
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## **The University of Agriculture, Peshawar Employees Efficiency and Discipline Statutes, 2016**

### **Title**

1. Framed in pursuance of Section 28 (1) (n) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "Employees Efficiency and Discipline Statutes, 2016".

### **Commencement**

2. The Statutes shall come into force at once.

### **Application**

3. The Statutes shall apply to employees of the University. The contract employees, DPL/CPL, etc. service will be governed according to the terms and conditions of appointment letter.

### **Definitions**

4. i. In the Statutes, unless there is anything repugnant in subject or context, the following expressions shall have the meanings hereby, respectively, assigned to them as under:
  - a) "Act" means the Khyber Pakhtunkhwa Universities Act, 2012.
  - b) "Authority" means an Officer or authority, specified in the Appendix.
  - c) "Authorized Officer" means an officer, specified in the Appendix, who is authorized to function as such under the Statutes.
  - d) "Defendant" means an employee against whom action is initiated under these Statutes.
  - e) "Employee" means an employee as defined in the Service Statutes.
  - f) "Misconduct" means conduct prejudicial to good order or Service Discipline of the University, or any act which amounts to an offence under any Law for the time being in force, or unbecoming of an officer 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 University or any University Officer, in respect of any matter relating to his appointment, promotion, transfer, punishment, retirement or other conditions of his service.
  - g) "Penalty" means a penalty which may be imposed under the Statutes.
  - h) The pronoun "He", used in relation to an employee, refers to male or female, as the case may be.
  - i) "University" means the University of Agriculture, Peshawar.
- ii. All other expressions and terms used in the Statutes shall have the same meanings as are assigned to them under Section 2 of the Act and Clause 4 of the Service Statutes.
- iii. The Inquiry Officer or Members of Enquiry Committee, as the case may be, shall be the officer(s) senior in rank to the defendant.

### **Grounds of Penalty**

5. Where an employee, in the opinion of the Authorized Officer, or Authority, as the case may be:
  - a. is inefficient or has ceased to be efficient; or
  - b. is guilty of misconduct; or
  - c. is corrupt, or may reasonably be considered as corrupt because;

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- i. He is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
- ii. He has assumed a style of living beyond his ostensible means; or
- iii. He has a persistent reputation of being corrupt; or
- d. is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his retention in service is, therefore, prejudicial to the national security; the Authority or Authorized Officer, as the case may be, may impose on him one or more penalties.

**Penalties**

6. Following are the minor and major penalties;

(a) **Minor penalties:**

- i. Censure;
- ii. with-holding, for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the Statutes, or orders pertaining to the service or post; and
- iii. Recovery from pay of the whole or any part of the pecuniary loss caused to the University by negligence or breach of orders, besides such fine as may be deemed appropriate.

(b) **Major penalties:**

- i. Reduction to a lower post, or pay scale or to a lower stage in a time scale for a maximum period of five years:  
Provided that on restoration to original pay scale or post, the penalized University servant will be placed below his erstwhile juniors promoted to higher posts during subsistence of the period of penalty;
- ii. compulsory retirement;
- iii. Removal from service; and
- iv. Dismissal from service.

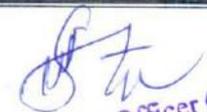
**Explanation**

7. (i) The order, withholding an increment or increments, or imposing reduction to a lower stage in a time scale, shall indicate the period for which the withholding or reduction is proposed.
- (ii) Removal from service does not, but dismissal from service does, disqualify for future employment.
- (iii) In this Section, 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 expiration of the period of such appointment; or
  - c. Engaged under a contract, in accordance with the terms of the contract of the Act.

**Inquiry Procedure**

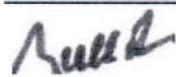
8. (i) Where an employee is accused of corruption, subversion or misconduct, the Authorized

  
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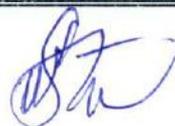
  
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- Officer may require him to proceed on leave or, with the approval of the Authority, suspend him; provided that any continuation of such leave or suspension shall require the approval of the Authority after every 90 days.
- (ii) The Authorized Officer shall decide whether, in the light of facts of the case or the interests of justice, an inquiry should be conducted through an Inquiry Committee. If he so decides, the procedure indicated in Clause 9 shall apply.  
Provided that in case of complaint on account of plagiarism, procedure laid down in Clause 10 shall apply.
- (iii) If the Authorized Officer substitutes with inquiry committee decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall:
- (a) frame a charge, supported by statement of allegations, and communicate it to the defendant, informing him of the action proposed to be taken in regard to him; and
- (b) 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 an opportunity;  
Provided further that if the Authorized Officer is satisfied in view of the preliminary inquiry report of an Inquiry Officer or any other inquiry Committee, that responsibility has been fixed on the defendant involved in the case and quantum of loss incurred by the University is also indicated therein, the Authorized Officer may dispense with formal inquiry and serve a show cause notice upon the defendant, stating therein the grounds of action to be taken and giving to the defendant a reasonable opportunity of written defense and personal hearing.
- (iv) On receipt of the report of the inquiry committee, is appointed, on receipt of written defense or explanation of the defendant to the show cause notice, the Authorized Officer shall determine whether the charge has been proved, and if so, shall also tentatively decide the imposition of major or minor penalty in relation to the defendant in the light of the inquiry report or the defense/explanation of the defendant, as the case may be, and serve him with a final show cause notice, communicating to him the penalty to be imposed, along with a copy of the inquiry report, if any, giving him a reasonable opportunity, which shall not be less than seven days or more than fourteen days, to defend himself against the proposed action.
- (v) If on receipt of the final show cause notice, and after hearing the defendant if he so desired, it is proposed to impose a minor penalty, the Authorized Officer shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Authority along with the charges and statement of allegations served on the defendant, the explanation of the defendant to the show cause notice, the findings of the 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.
- (vi) While imposing a penalty under the Statutes, the Authorized Officer, or the Authority, as the case may be, shall ensure that the penalty corresponds to the degree of involvement of the defendant with particular reference to the nature of guilt, i.e., corruption, negligence, inefficiency, or misconduct, and shall make it judicious decision, according to the facts of the case and the extent of involvement of the defendant in it.

Provided that if the Authorized Officer or the Authority is not in agreement with the



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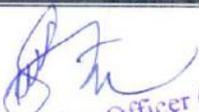
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- findings of the Enquiry Committee, he may order a fresh enquiry through another Enquiry Committee as deemed appropriate.
- (vii) Nothing in this Section shall apply to a case:
- (a) Where the defendant is dismissed or removed from service or reduced in rank, on grounds of conduct which has led to a sentence of fine or of imprisonment
  - (b) Where the Authority is satisfied, for reasons to be recorded in writing, that it is not reasonably practicable to give the defendant an opportunity of showing cause.
  - (c) Notwithstanding anything to the contrary contained in the statutes, in case of willful absence from duty by the defendant, on 4th day of absence a notice shall be issued by the Authorized Officer through registered post on his home address directing him to resume duty forthwith and indicate cause of absence or apply for leave according to rules. If the same is received back as undelivered or no response is received from the absentee within the 15 days' time, a notice shall be published in a leading newspaper on 16th day of the absence directing him to resume duty within fifteen days of the publication of that notice in accordance to Rule-8 of the Government Servants (E&D Rules, 1973), failing which an ex-parte decision will be taken against him. On expiry of the stipulated period given in the notice, the Authorized Officer shall recommend his case to the Authority for imposition of major penalty of removal/dismissal from service.

**Procedure to be observed by Inquiry Committee**

9. i. Where an inquiry committee is appointed, the authorized officer shall:
- (a) Frame a charge and communicate it to the defendant, together with the statement of allegations:
  - (b) Require the defendant 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 defense, and to state at the same time whether he desires to be heard in person.
- ii. The inquiry committee shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the defendant as may be considered necessary and the defendant shall be entitled to cross examine the witnesses against him.
- iii. The inquiry committee shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons for it, shall be reported forthwith to the authorized officer. Ordinarily no adjournment shall be for more than a week:  
Provided that the inquiry committee, shall submit its report within the shortest possible time which shall not be more than one month, after receipt of reply to the charge sheet/statement of allegations.
- iv. Where the inquiry committee, is satisfied that the defendant is hampering, or attempting to hamper, the progress of the inquiry, he or it shall administer a warning, and if thereafter it is satisfied that the defendant is action in disregard of the warning, it shall record a finding to that effect and proceed to complete the inquiry in such manner as it thinks best suited to do substantial justice;
- v. The inquiry committee, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit its findings to the authorized officer.

  
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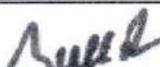
  
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**Powers of Inquiry Committee**

10. (i) For the purpose of an inquiry under the statutes, the inquiry committee shall have the powers, in respect of the following matters, namely;
- (a) Summoning and enforcing the attendance of any person and examining him on oath;
  - (b) Requiring the discovery and production of documents;
  - (c) Receiving evidence on affidavits;

**Procedure to be observed when complaint is received on account of Plagiarism**

11. (i) To inform University a complaint is to be made by letter, email, post, fax or other means to Registrar Office. The following information is to be provided:
- (a) Citation of the original paper or document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.
  - (b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure proper investigation.
  - (c) Copies of both papers if possible.
  - (d) Any other information that would help the University to efficiently resolve the claim."
  - (e) Name, designation, organization, address, e-mail address and telephone number of the complainant.
- (ii) Upon receipt of an allegation of Plagiarism, the University will follow the following procedure. The Vice Chancellor will have the discretion of not taking any action on anonymous complaints.
- (a) Constitute a "Plagiarism Committee" consisting of 3 senior faculty members, a subject specialist in that particular field is to be co-opted and a nominee of the HEC. The seniority of the members of Committee should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.
  - (b) Provide a guideline, prepared by HEC for the functioning of the "Plagiarism Committee", to all members of the Committee.
  - (c) Provide clear terms of reference to the Committee for their investigation.
  - (d) The members of the "Plagiarism Committee" are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
  - (e) Provide opportunity to the author/ authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been

  
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- Plagiarized and/or the complainant, to justify the complaint.
- (f) Provide every opportunity to the "Plagiarism Committee" to use all foreseeable means to investigate the plagiarism claim.
- (iii) The Plagiarism Committee shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:
- (a) Manual and/ or automated tests for content similarity.
- (b) Determination of the extent and quantum of significant material plagiarized.
- (c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
- (d) Consultation with legal counsel.
- (e) Consult / contact witnesses and record statements there-of if so required.
- (f) Consult /contact present and /or past employers of the authors.
- (iv) The "Plagiarism Committee" will submit its report with clear cut findings and recommendations to the Authority within a specified period not exceeding sixty days.
- (v) When an act of plagiarism, is found to have occurred, the "Plagiarism Committee" in its recommendations, depending upon the seriousness of the proven offence, will advise the Authority, to take any one or a combination of the following disciplinary action(s) against the concerned employee found guilty of the offence:
- (a) Major Penalty:  
In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then (a) a major penalty of dismissal from service *needs to be* prescribed, along with (b) the offender may be "Black Listed" and may NOT be eligible for employment in any academic/ research organization, and (c) the notification of "Black Listing" of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Authority.
- (b) Moderate Penalty:  
In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving any one or both of the following needs to be imposed (a) demotion to the next lower grade, (b) the notification of "Black Listing" of the author(s) which may be published in the print media or may be publicized on different web sites at the discretion of the Authority.
- (c) Minor Penalty:  
In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for

  
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a specified period involving any one or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/ annual increments of the offender may be stopped, for a specified period and (d) HEC or the University may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Committee".

**Procedure of Inquiry against Employees Lent to other Agencies**

12. (i) Where the services of an employee to whom the Statutes apply are lent to any other agency, hereinafter referred to as the borrowing authority, the borrowing authority shall have the powers of the Authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under the Statutes;  
Provided that the borrowing authority shall forth with inform the authority which has lent his services, herein after referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.
- (ii) If, in the light of the findings in the proceedings initiated against the employee, in terms of the preceding Sub-Clause, the borrowing authority is of the opinion that any penalty shall be imposed on him it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action accordingly.

**Appeal**

13. An employee on whom a penalty is imposed under the statutes shall have the right to prefer an appeal, within thirty days of the receipt by him of the order imposing the penalty, to the appropriate Appellate Authority, specified in column 4 of the Appendix.

**Appearance of Counsel**

14. If an employee under inquiry desires, he can be represented by counsel.

**Powers of the Syndicate or Senate to Issue Instructions**

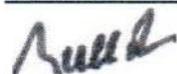
15. For the purpose of the Statutes, the Syndicate or Senate, as the case may be, from time to time, issue such instructions for the maintenance of appropriate standards of efficiency, good conduct, discipline and integrity of the employees, as deemed appropriate.

**Removal of Difficulties**

16. Anomaly Committee and Amendments in the Statutes shall be dealt in the same manner as provided in Clause 41 of the Service Statutes.

**Repeal:**

17. NWFP AGRICULTURAL UNIVERSITY, PESHAWAR EMPLOYEES EFFICIENCY AND DISCIPLINE STATUTES, 2000 framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, shall stand repealed.



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**APPENDIX**

**List of authorities and authorized officers in light of section 11(5) (e) and section 23 (2) (m-i) of the Act:**

Status of defendant employee	Authorized Officer	Authority competent to take disciplinary action	Appellate authority
BS-22	Vice Chancellor	Senate	Chancellor
BS-17 to 21	Vice Chancellor	Syndicate	Chancellor
BS 1 to 16	Head of Department	Vic Chancellor	Syndicate

  
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## **The University of Agriculture, Peshawar Constitution, Functions and Powers of Authorities of the University Statutes, 2016**

### **Title**

1. Framed in pursuance of Section 28(1) (o) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Constitution, Functions and Powers of Authorities of the University Statutes, 2016"

### **Commencement**

2. The statutes shall come into force at once.

### **Board of Faculty**

#### **3. a. Composition of Board of Faculty**

- (1) There shall be a Board of each Faculty, which shall consist of the following:
  - (i) the Dean of the concerned faculty who shall be the convener;
  - (ii) all Chairpersons of the Teaching Departments, Directors of the Institutes/constituents Centers, Principals of constituents colleges of the concerned Faculty;
  - (iii) Director Teaching
  - (iv) Professors of each Department of the concerned Faculty;
  - (v) One member of each Board of Studies not below the rank of Assistant Professor to be nominated by Board of Studies as and when deemed appropriate;
  - (vi) Board of Faculty may co-opt any expert from another Department/Faculty as and when deemed appropriate;
  - (vii) Two subject experts from other universities/organizations to be nominated by the Vice Chancellor if required;
  - (viii) Director Advanced Studies & Research or his nominee not below the rank of Assistant Professor/Deputy Director.
  - (ix) Director QA or his nominee not below the rank of Assistant Professor/Deputy Director.
  - (x) Director, Office of Research Innovation & Commercialization (ORIC) or his nominee not below the rank of Assistant Professor/Deputy Director.
- (2) The members mentioned at Sub-Clauses (v) & (vi) shall hold office for three years.
- (3) The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, a fraction being counted as one, excluding non-existent categories where applicable.

#### **b. Powers and functions of the Board of Faculty**

The Board of Faculty shall, subject to the general control of the Academic Council and the Syndicate, have the Powers to:

- (i) Coordinate teaching, research and publication work in the subjects assigned to the Faculty;
- (ii) Scrutinize the recommendations of the Boards of Studies in regard to the scheme of studies, syllabi, and courses offered by various departments in the faculty;

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- (iii) Consider any other academic matters relating to report thereon to the Academic Council; and
- (iv) Perform such other functions as may be assigned to it.

4. **Board of Studies:**

a. **Composition of Board of Studies**

- (1) There shall be a Board of Studies for each subject or a group of subjects, as may be prescribed by Regulations.
- (2) Each Board of Studies shall consist of:
  - (i) The Chairperson or Principal or Director of the Teaching Department/Institute or a constituent college or center as the case may be;
  - (ii) Professors and Associate Professors in the Teaching Departments; Provided that if the total number of University Teachers under Sub-Clause (i) and (ii) comes to less than five , then the Dean of the faculty concerned shall nominate Assistant Professors or Lecturers of the department preferably PhD to complete the number;
  - (iv) Two Teachers/Experts from outside the University to be nominated by the Dean of Faculty concerned from the panel presented by the Chairperson concerned. The number will be determined by the Syndicate according to the need of each Board; and
  - (v) Director Advanced Studies and Research or his nominee not below the rank of Assistant Professor.
  - (vi) The Board of Studies may co-opt expert(s) on need.
- (3) In case of sub-campus the Board of Studies will be held provided five faculty members not below the rank of Associate Professors are available. In case such number of faculty is not available the Board of Studies will be conducted in the Main Campus.
- (4) In case the required number of faculty for Board of Studies is not available in a Department, the Board of Studies of the Department will be merged with a relevant Department of the University.
- (5) In case of professional subjects which are taught in the affiliated colleges/institutes only, and not in the University, the Board of Studies shall consist of:
  - (a) the Principals of the colleges/institutes concerned;
  - (b) five teachers of the colleges/institutes, to be nominated by Vice Chancellor ; and
  - (c) two experts to be nominated by the Vice-Chancellor; Provided also that in the case of such subjects of Humanities and Sciences as are taught in the affiliated colleges/institutes only and not in the University, the Board of Studies shall consist of:
  - (d) five teachers from the colleges doing teaching work in the subject to be appointed by the Vice Chancellor; and
  - (e) two experts to be nominated by the Vice-Chancellor.
- (6) The term of office of members of the Board of Studies other than ex-officio members shall be three years.

  
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- (7) The quorum for meetings of the Board of Studies shall be one-half of the total number of members excluding non-existent categories, a fraction being counted as one.
- (8) The Chairperson of the University Teaching Department concerned shall be the Chairperson and convener of the Board of Studies. Where in respect of a subject there is no University Teaching Department, the Chairperson shall be appointed by the Syndicate.
- (9) The functions of the Board of Studies shall be:
  - (a) to propose curricula and syllabi for all degrees, diplomas and certificates courses in the subject or subjects concerned;
  - (b) to advise the Authorities on all academic matters connected with instruction, research and examination in the subject or subjects concerned;
  - (c) Consider and approve or otherwise the synopsis and thesis of MS/ M.Phil/MSc (Hons) and PhD.
  - (d) The BoS shall suggest a panel of Examiners (Oral and Written Comprehensive Examination) and to approve a list of Foreign Experts for PhD Dissertation Evaluation from technologically advanced countries, as per approved list of countries by HEC revised from time to time.
  - (e) To perform such other functions as may be prescribed by Regulations.

5. **Teaching Department / Institution/Centre**

- (1) There shall be a Teaching Department/ Institute/Centre for each subject or a group of subjects, as may be prescribed by Regulations. Each Teaching Department/ Institute/ Centre shall be headed by a Chairperson/Director.
- (2) The Chairperson of a Teaching Department/Director of an Institute shall be appointed by the Syndicate on the recommendations of the Vice Chancellor from amongst the three senior most Professors/Associate Professors of the Department/Institute/ Centre for a period of three years and shall be eligible for re-appointment:  
Provided that in a Department/Institute/ Centre in which there is no Professor or Associate Professor, no such appointments shall be made and the Department/Institute/ Centre shall be looked after by the Dean of the Faculty with the assistance of the senior most teacher of the Department/ Institute/ Centre.
- (3) The Chairperson of Department/Director / Centre of the Institute shall plan, organize and supervise the work and shall be responsible to the Dean and Vice Chancellor for his Department/Institute/ Centre.

6. **Selection Board**

a. **Composition of Selection Board**

- (1) The Selection Board shall consist of the following:
  - (i) the Vice Chancellor shall be the Chairperson
  - (iii) the Dean of the Faculty concerned;
  - (iv) the Chairperson of the Teaching Department /Director of the Institute concerned;
  - (v) the Chairman or a member of the Khyber Pakhtunkhwa Public Service

  
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- (vi) Commission to be nominated by the Chairman;  
one member of the Syndicate and two other persons of eminence to be appointed by the Chancellor; provided that neither of the three are employees of the university;
  - (vii) three subject experts from the standing list of subject experts approved by the Syndicate for teaching positions while one of them has to be a Psychologist in case of Lecturer and Assistant Professors and BS-17 to BS-20 in case of officers;
  - (viii) head of the concerned Directorate/Setup (in case of appointment of administrative staff); and
  - (ix) the Registrar of the University (Secretary).
- (2) The members, other than ex-officio members, shall hold office for three years.
  - (3) The quorum of Selection Board shall be 2/3<sup>rd</sup> of the notified members excluding vacancies.
  - (4) In case of selection of officers other than teachers, the Selection Board shall consist only of members mentioned at Sub-Clauses (i), (ii), (vi), (vii) and (viii); and the quorum shall be four.
  - (5) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.
  - (6) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall consider reports from three reviewers in the subject concerned, to be nominated by the Vice Chancellor from a standing list of experts approved by the Syndicate and revised from time to time.
  - (7) For all initial appointments in BS-17 and BS-18 for the administrative officers and BS-18 for faculty the screening test should be conducted with minimum qualifying score of 50% or as determined from time to time by the Syndicate.
  - (8) The eligible candidates for the post of Lecturer (BS-18) and officers (BS-17) shall be required to qualify demonstration test conducted by a Committee to be appointed by the Vice Chancellor.

b. **Functions of the Selection Board**

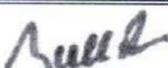
- (1) The Selection Board shall consider all eligible applications for teaching and other posts received in response to an advertisement in case of direct appointments and shall recommend the names of suitable candidates for appointment to such posts.
- (2) The Selection Board may under provision of Section 3(6) and Section 6 (iv) of the Khyber Pakhtunkhwa The Universities Act No. X of 2012. (Amended vide Act No. XXII of 2016) recommend the grant of higher initial pay in a suitable case for reasons to be recorded.
- (3) The Selection Board may recommend the appointment of eminently qualified person to a Professorship in the University on terms and conditions which may differ in any particular case from those prescribed.
- (4) The Selection Board shall consider all cases of promotions of officers of the University and recommend the names of suitable candidates for such promotions.

  
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7. **Advanced Studies and Research Board (ASRB)**

a. **Composition of ASRB**

- (1) There shall be an Advanced Studies and Research Board which shall consist of

  
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the following:

- (i) the Vice Chancellor(Convener);
  - (ii) Pro-Vice Chancellor;
  - (ii) all Deans of the Faculties;
  - (iii) three University Professors to be nominated by the Syndicate other than Deans;
  - (iv) two nominees of the Academic Council from amongst its members;
  - (v) Director General Agricultural Research System, Government of Khyber Pakhtunkhwa or his nominee not below the rank of BS-19.
  - (vi) Director Science and Technology Khyber Pakhtunkhwa or his nominee not below the rank of Deputy Director;
  - (vii) Director Office of the Research, Innovation and Commercialization (ORIC); and
  - (viii) Director Advanced Studies and Research Board shall be the Secretary.
- (2) The term of office of members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.
- (3) The quorum for a meeting of the Advanced Studies and Research Board shall be seventy five percent of the notified members

b. **Functions of the Advanced Studies and Research Board:**

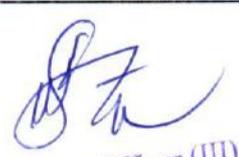
- (i) advise the Authorities on all matters connected with the promotion of Advanced Studies and Research in the University;
- (ii) consider and report to the Authorities on award of post-graduate degrees in the University;
- (iii) propose Regulations regarding the award of post-graduate degrees;
- (v) recommend panels of names of examiners for evaluation of thesis and other post-graduate examinations;
- (vi) approval of synopsis and thesis of post-graduate Degrees; and
- (vii) perform such other functions as may be prescribed by Statutes.

8. **Finance and Planning Committee**

a. **Composition of Finance and Planning Committee**

- (1) Finance and Planning Committee shall consist of the following:
- (i) the Vice-Chancellor (Chairperson);
  - (ii) a representative of the Higher Education Commission (HEC);
  - (iii) one member of the Syndicate to be appointed by the Syndicate ;
  - (iv) the Secretary to Government of Khyber Pakhtunkhwa, Agriculture, Livestock & Cooperative Department or his nominee not below the rank of a Deputy Secretary;
  - (v) the Secretary to Government of Khyber Pakhtunkhwa, Higher Education Department or his nominee not below the rank of a Deputy Secretary;
  - (vi) the Secretary to Government of Khyber Pakhtunkhwa, Finance Department or his nominee not below the rank of a Deputy Secretary;
  - (viii) the Registrar of the University;
  - (ix) the Director P & D ;
  - (x) the Director Finance/ Treasurer (Member cum Secretary).

  
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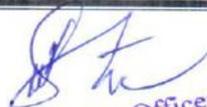
  
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- (xi) one expert to be nominated by the Chancellor; and  
(xii) One member of the Academic Council to be nominated by the Academic Council;  
(xiii) Director QA
- (3) The quorum for a meeting of the Finance and Planning Committee shall be seventy five percent excluding the vacant/non-existent categories.
- b. **Powers and Functions of Finance and Planning Committee**
- (i) consider the annual statement of accounts and the annual and revised budget estimates and advise the Syndicate thereon;  
(ii) review periodically the financial position of the University;  
(iii) advise the Syndicate on all matters relating to planning, development, finance, investment and accounts of the University;  
(iv) to prepare staff and resource development plans; and  
(v) to perform such other functions as may be prescribed by Statutes.
9. **Affiliation Committee**
- a. **Composition of Affiliation Committee**
1. The Affiliation Committee shall consist of the following:
- (i) Vice Chancellor (Convener);  
(ii) one Dean to be nominated by Vice Chancellor;  
(iii) one member of the Syndicate to be nominated by the Syndicate;  
(iv) one nominee of the Academic Council;  
(v) Chairman HERA or nominee not below the rank of a Member;  
(vi) Controller of Examinations;  
(vii) Director Advanced Studies & Research or his nominee  
(viii) the Registrar or his nominee, and  
(ix) One professor to be nominated by the Vice Chancellor  
(x) Treasurer or his nominee  
(xi) Director Teaching (Secretary/Member)
- (2) The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be three years.  
(3) The Affiliation Committee may co-opt experts not exceeding three.  
(4) The quorum for a meeting of an inspection by the Affiliation Committee shall be seventy five percent of the total number of members excluding vacant/non-existent categories.
- b. **Functions of the Affiliation Committee.**
- (i) Inquire into the complaints alleging breach of conditions of affiliation by affiliated colleges/affiliated institution and to advise the Syndicate thereon; and  
(ii) perform such other functions as may be prescribed by Regulations
10. **University Discipline Committee**
- a. **Composition of UDC**
- (1) University Discipline Committee shall consist of the following:
- (i) One Dean to be nominated by the Vice Chancellor who shall be the Convener;

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- (ii) Two Professors to be nominated by the Vice Chancellor
- (iii) Director Administration
- (iv) Controller of Examinations or his nominee in case of exam related issue;
- (v) Chief Proctor;
- (vi) Concerned Chairman where applicable
- (vii) Provost (Secretary).

(2) The quorum for a meeting of University Discipline Committee shall be 2/3<sup>rd</sup> of the total members excluding vacant/non-existent categories.

b. **Functions of the University Discipline Committee.**

I. **Functions of the University Discipline Committee shall be to:**

- (i) propose Regulations to the Academic Council relating to the conduct of University students, maintenance of discipline and breach of discipline;
- (ii) to impose minor / major penalties including to suspend, expel or rusticate students, on the basis of the inquiry conducted for violation of rules and regulations of the University; and
- (iii) perform such other functions as may be assigned to it.

II. **Appellate Authority:**

The appellate authority against the decisions of the discipline committee shall be the Vice Chancellor.



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**The University of Agriculture, Peshawar  
Employees Medical Attendance Statutes, 2016**

**Title**

1. Framed in pursuance of Section 28(1) (p) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Employees Medical Attendance Statutes, 2016".

**Commencement**

2. The statutes shall come into force at once.

**Entitlement for Medical Treatment**

3. (a) An employee shall be entitled to free of charge medical attendance by the authorized medical officer and also to receive the amount paid by him, if any, on account of such treatment on production of a certificate in writing by the authorized medical officer in this behalf subject to verification.
- (b) To get medical treatment from any private hospital/clinic in emergency anywhere in the country if in the opinion of the authorized medical officer it was necessary.
- (c) If the authorized medical officer is of the opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, and such attendance or treatment which is not available at the place where the patient has fallen ill, he may, with the approval of the Medical Superintendent of the hospital (which will be obtained beforehand unless the delay involved entails danger to the health of the patient);
- (i) Send the patient to the nearest specialist or other medical officer who in his opinion is required for the patient.
- (ii) If the patient is unable to travel call due to the severing of his illness, officer to attend upon the patient?
- (d) A patient sent under sub clause (i) of clause (c) shall on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to travelling allowance for him and attendant if recommended by authorized medical attendant for the journeys to and from the headquarters of the specialist or other medical officer or the place where he is sent for treatment.
- (e) A specialist or other medical officer so called under sub clause (ii) of clause (3) shall, on production of certificate in writing by the authorized medical attendant in this behalf be entitled to travelling allowance for the journey to and from the place where the patient is.

**Hospitalization**

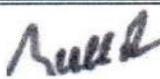
4. Hospitalization shall be allowed in the first instance in the hospitals specified at Schedule, treatment can be sought for in other hospitals in the province. If the treatment is not available in the province, hospitalization can be had in any other province of the country subject to the prior permission of the university authorities. A certificate to the effect of non-availability of the facilities shall have to be obtained from the local hospital lacking the facility.

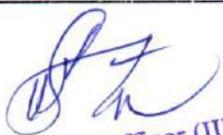
**Free Medical Treatment**

5. A University employee shall also be entitled for free of charge medical attendance by the authorized medical officer of the University or any other medical facility of government hospitals.

**Reimbursement**

6. (I) A University employee and dependent family members detailed below shall be entitled to free-of-charge medical attendance by the Authorized Medical Attendant.
- (a) Dependent children,  
Provided that no alternate claim have been made in case both parents are in government service.
- (b) Dependent parents,  
Provided that no alternate claim have been made in case other sons/daughter or parents themselves remained in Government service.
- (II) If the Authorized Medical Attendant is of the opinion that the case of a patient is of a serious or special nature so as to require medical attendance of a specialist, he may, refer the patient to the nearest specialist as provided in clause (e) of Rule 3 or a hospital, by whom, in his opinion, medical attendance or treatment is required for the patient.
- (III) A University employee shall be entitled for reimbursement of any amount paid by him on account of his / her medical attendance by a specialist or treatment in a hospital under the provision of sub-rule (2) on production of a certificate in writing by the Authorized Medical Attendant in this behalf or the discharge book. Before claiming reimbursement he should obtain from the specialist or hospital authority, as the case may be, a copy, if possible of the printed tariff of the hospital, a bill in full detail and also a duly signed receipts in token of having made the payment, and present them to the Head of his / her Department. The head shall check the bill with the tariff, if provided so, and after obtaining the sanction of the Competent Authority, if necessary, make the amount payable on a Contingent Bill for which the hospital bill and the receipt will form the vouchers. The amount shall then be disbursed to the University employee.
- (IV) University employees and their families shall, ordinarily, be entitled for reimbursement of medical, surgical and nursing treatment as in-patient in a general ward or private room as may be the case.
- (a) The university shall provide advance to the concerned employee on his/her request with approval of the Vice Chancellor.
- (b) Employees and their family members shall be entitled for re-imbusement of the amount spent on account purchase of medicine for the following medical treatment at OPD.
- (i) Chronic pulmonary-cardiovascular and circulatory disorders.
- (ii) Tumors, malignancies, cancer and chronic blood disorders (Thalassemia etc.)
- (iii) Chronic hepato-renal disorders, organ failure, dialysis and transplants.
- (iv) Chronic neuro-psychiatric diseases, neuropathies, epilepsy, paralysis.
- (v) Chronic inflammatory-infectious diseases (rheumatoid arthritis, hepatitis, TB, tetanus etc.)
- (vi) Chronic endocrine disorder (diabetes/goiter pancreatitis etc.)

  
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- (vii) Chronic degenerative disorders.
  - (viii) Poisoning, dog and snake bite.
  - (ix) Drug Abuse, STD, HIV/AIDS, VHF
  - (x) Chronic skin diseases, allergies-chronic connective tissue and auto immune disorders.
  - (xi) Injuries including orthopedics, burns, gunshot, blast and head injuries.
  - (xii) Day surgery (obstetric-gyne disorders, deliveries cataract and eye/ENT day procedures).
  - (xiii) Shock, cardiogenic shock, stroke and electrolyte disorders
  - (xiv) Treatment for eye, ENT and disabilities/handicaps
  - (xv) Dental treatment
- (V) Furthermore reimbursement will be allowed for the bills of tests, X-rays, ultrasound, M.R.I, C.T. Scan including all kind of tests required for diagnosing.

#### **Procedure for Indoor Medical Treatment**

7. (a) The employee suspecting uncured ailment by himself or family shall approach the authorized medical officer to seek indoor treatment in government hospitals or any other hospitals approved by the Syndicate. This procedure shall, however, not be applicable in case of real emergencies where information may be given to the authorized officer after the admission of the patient to the hospital within 24 hours.
- (b) The approved hospital, if necessary, may refer the case to other specialist consulting physician, surgeon, gynecologist etc. as it may deem fit, and also determine the eligibility for indoor treatment in their own hospital or any other specified hospital.
- (c) The approved hospital may refer the case for laboratory examinations/ tests as it may deem fit.

#### **Home Treatment after Hospitalization**

8. (a) Re-imbursement on account of home treatment for employees and their family members suffering from Heart and Renal diseases may be allowed by the Vice Chancellor to be regularized by the Syndicate.
- (b) At the time of discharge from the hospital the original prescription advised by the Medical Officer for home treatment shall also be allowed.
- (c) In case of Hepatitis, Cancer, Aids, Heart and Renal Diseases, Psychiatric and Epileptic cases where indoor treatment is not required, reimbursement of treatment at home will be allowed on the recommendation of authorized medical attendant.
- (d) Patient of Hepatitis (B&C) would be required to have Polymerized Chain Reaction (PCR) test done after every three months to ensure that injections are being administered regularly.

#### **Laboratory Tests**

9. (a) Employees and their families shall be entitled for laboratory tests in any government hospital Laboratories. In case of non-availability of facilities, the test shall be carried out in other labs for which reimbursement shall be made.
- (b) Payment on account of laboratory tests, if carried out from laboratories other than Government Hospital shall be made as per rates of the approved Laboratory / Hospital.

#### **Medical Treatment**

  
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10. (a) Indoor treatment in private hospitals would only be allowed if the patient is referred by the administration of the Government hospital certifying non availability such facility in the Government hospital.
- (b) Reimbursement of medical claims on account of treatment of the spouse of retired employees is allowed. However, such treatment of retired employees and their spouse will be allowed only in Government hospitals and payment up to the limit approved (per annum) from time to time per case.
- (c) Patients of Hepatitis (B&C) would be required to have PCR test done after every three months or as per advice of Doctor to ensure that injections are being administered regularly provided that the cost of PCR shall be reimbursed.
- (d) The following facilities shall be provided to regular University employees:
- Eye Lenses (other than cosmetic) with a maximum Expenditure limit to be determined from time to time by the Syndicate.
  - Eyes Laser Operation as per market rate.
  - Stent in heart with a maximum Expenditure limit to be determined from time to time by the Syndicate.

#### Medical Claim Committee

11. A standing 'Medical Claim Committee' consisting of the following to examine all cases (claims) of reimbursement and make recommendations for approval by the Competent Authority. Medical Superintendent or his nominee any of the approved hospitals will certify the disease and reimbursement claim thereof:
- One Dean of to be nominated by the Vice-Chancellor. (Convener)
  - Member of the Syndicate to be nominated by the Syndicate (Member)
  - One Medical Expert to be nominated by the Syndicate (Member)
  - Treasurer or his nominee. (Member/Secretary)

#### Panel Hospital

12. The Syndicate of the University may approve a panel of hospitals for specific diseases as well as for general treatment revised by the Syndicate from time to time. The hospital shall include a Government hospital, approved private hospitals or a hospital maintained by a local authority and any other hospital(s) with which arrangements have been made by university for the treatment of its employees.

#### Relaxation

13. University Syndicate may relax any provisions of these statutes in case of special hardships or circumstances.

#### SCHEDULE

1. All Government Hospitals/MTIs
2. All Government Medical Facilities
3. All CMH in KP

  
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## The University of Agriculture, Peshawar Leave Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (p) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Leave Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

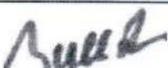
### Application

3. These Statutes shall apply to all employees of the University. Persons on deputation shall be governed by the leave rules of their parent organizations, unless otherwise provided in their contract of service.

### Definitions

4. (I) In these Rules unless there is anything repugnant in the subject or context the following expressions shall have the meanings hereby respectively assigned to them as under :
  - a) "Active Service" means the time spent on duty and on privilege leave.
  - b) "Average Pay" means the pay calculated at a rate equal to the rate of pay drawn by the University employee immediately before the commencement of leave on average pay.
  - c) "Duty" means a period during which a University employee performs the duties of a post and includes:
    - (i) service as a probationer or an apprentice provided such service is followed by confirmation .
    - (ii) the period spent on an authorized training instructors refresher course, study tour and exchange programme, outside or within Pakistan up to a maximum of three months at a time.
  - d) "Employee" means a person who holds a post in the University service and who is paid from the University funds.
  - e) "Existing Leave Rules" means the leave Rules which were in force immediately before the promulgation of these Rules.
  - f) Heads of departments: The term includes:-
    - (i) Chairmen of the University Teaching Departments.
    - (ii) Directors of Institutes/Academies established as a constituent Institutions by the University.
    - (iii) Head of Administrative Division Viz. Registrar, Deputy Director (Finance), Assistant Controller of Examinations, and other officers designated as such by the Syndicate.
  - g) "Leave on average pay" (or half average pay) means leave or leave salary equal to average (or half average) pay.
  - h) "Leave salary" means the monthly amount paid by the University to its employee on leave.
  - i) "Medical Certificate" means the medical certificate issued by any of the University Authorities Medical Attendants.
  - j) "Pay" means the amount drawn monthly by a University employees as

  
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(i) The pay other than special pay, or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre: and

- (ii) Overseas pay, technical pay, special pay and personal pay: and
- (iii) Any other emoluments which may be specially classed as pay by the syndicate.

k) "Regular Leave" means any of the leaves mentioned under Clause 5.

l) "Regular Vacations" means

- (i) Summer Vacations of 10 weeks.
- (ii) Winter Vacation of 2 weeks and
- (iii) Spring Vacation of weeks.

m) "Year" means a Calendar year.

(ii) Any other expressions shall have the same meanings as assigned to them in Section 2 of the Act and Clause 4 of the Service Statutes.

5. The following kinds of leave shall be admissible to the employees of the University:

- (a) Casual Leave
- (b) Medical Leave
- (c) Privilege Leave
- (d) Maternity/Paternity Leave
- (e) Study Leave
- (f) Sabbatical Leave
- (g) Extra Ordinary Leave (without pay)
- (h) Special disability Leave
- (i) Leave preparatory to retirement/Encashment
- (j) Leave not due
- (k) Special Leave
- (l) Coordinate (Iddat) Leave
- (m) Death during service leave
- (n) Ex-Pakistan Leave

#### Casual Leave

6. Vocational employees including teachers, researchers and lab staff shall be entitled to casual leave for 13 days and non-vocational employees for 25 days in a calendar year. Casual leave may not be granted for more than 5 days. It shall not be combined with any leave or joining time. It may be prefixed or suffixed to a closed or optional holiday. It shall not be credited to the leave account of the Employee. Any balance not availed shall lapse on the termination of the calendar year.
7. Casual leave to the Head of Departments shall be granted by the Vice Chancellor. Heads of departments may grant casual leave to the personnel working under them.
8. Casual leave combined with any other kind of leave will be granted as one spell of regular leave.

#### Medical Leave

9. Medical leave means leave granted to an employee in case of illness on production of a medical certificate.

  
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10. Medical Leave shall be debited against the credit of privilege leave. Provided that it shall be permissible to convert leave on half average pay into leave on average pay on production of medical certificate upto a maximum of twelve months at a time at the rate of two days of leave on half average pay for one day of leave on average pay and that such conversion shall be permissible even when an employee who has leave on average pay at his credit, instead of availing himself of this leave in case of illness, would like to preserve it for some other occasion and convert leave on half average pay at his credit into leave on average pay.
11. Medical Leave may be granted by the Vice Chancellor, who may delegate his powers to other officers in this respect.

#### **Privilege Leave**

12. Privilege Leave to which an employee shall be entitled will be of two kinds:
  - (a) Privilege Leave on half average pay earned by an employee at the rate of 1/12<sup>th</sup> of the period spent on duty.
  - (b) Privilege Leave on average pay earned at the rates as specified below:
    - (i) Faculty (excluding Deans, HoDs and those who are working on administrative positions) and lab staff shall be entitled to earn leave on average pay at the rate of 1/24<sup>th</sup> of the period spent on duty.
    - (ii) University employees other than teaching and lab staff shall be entitled to earn leave on average pay at the rate of 1/12<sup>th</sup> of the period spent on duty.
13. Accumulation of privilege leave shall be without limit provided that, subject to title, leave on average pay may be granted upto a maximum of six months at a time.
14. For the purposes of Section 6 and 7, holidays and regular vacations except those falling within the time an employee is absent or on regular leave shall count as duty.
15. The powers to grant privilege leave shall vest in the Vice Chancellor; provided that he may delegate these powers to the Heads of Departments by a general or special order in writing.

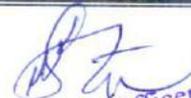
#### **Maternity/Paternity Leave**

16. (a) Maternity Leave not exceeding three months at a time may be granted on full pay to a female University employee on medical certificate in such a manner that the date of confinement falls within the leave period and the leave does not go on for more than six weeks beyond the date of confinement, provided that such leave shall not be granted for more than 3 times in the entire service.
  - (b) Paternity leave may be granted to the male employees whose wife is expecting child for a maximum of ten working days at the time of birth, provided that such leave shall not be granted for more than 3 times in the entire service.
17. For the purposes of this Section the term "Pay" includes officiating pay provided the authority sanctioning the leave under these Rules certifies that the member of the service would have continued to officiate had she/he not proceeded on maternity/paternity leave.
18. Maternity/Paternity Leave may be granted in combination with leave of any other kind.
19. Maternity/Paternity leave shall not be debited to leave account.
20. Maternity/Paternity Leave may be granted by the Vice Chancellor. He may also delegate this power to any other officer in this respect.

#### **Study Leave**

21. Study Leave means leave granted with pay and without pay (beyond the permissible period as the case may be) to an employee for the purpose of pursuing higher education or study or research in

  
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- a manner approved by the University. During the period employee shall be considered on training as applicable to Government servants.
22. Such study leave shall not be granted to a University employee who is due to retire from service within ten years of the date and which such leave and the leave, if any with which it is combined would expire.
23. The study leave shall be granted by the Syndicate on the recommendation of HoD and Dean and Head of Section in case of administration on such terms and conditions as it may deem fit.
24. Study Leave may normally be granted to an employee for a period of 24 months extendable for another 12 months for M. Phil/MS and 48 months extendable for 12 months for PhD Degree on year to year basis on the receipt of progress report from the advisor of the concerned scholar.
25. During study leave the Employee shall not engage himself in a job carrying remuneration.
26. Before proceeding on study leave the employee shall execute a surety bond on stamp paper with the University, with surety of two guarantors (Government/University regular employee in Grade 17 or above) of known credibility and financial status to the effect that he will serve the University after successful completion of his studies for a period of 03 consecutive years in the case of M.Phil/MS Degree and 05 years in case of PhD. In case the scholar fails to join the University and serve the University for the period mention above he shall pay an amount equal to the bond money, the fringe benefits, the total amount of scholarship received, the pay benefits, other payments received during the period of the study leave and a penalty to be fixed by the Syndicate.
27. In case the scholar fails to successfully complete his studies, other than the reasons beyond his control, he shall pay to the University/sponsoring agency amount of the scholarship (if it is public/University funds), fringe benefits, pay benefits, if any other payments received by him during the study period / leave and a penalty fixed by Syndicate.  
Such person shall immediately report for duties otherwise will be liable for disciplinary action as per Employees Efficiency and Discipline Statutes, 2016.
28. The period of study leave with pay shall be counted for earning annual increments when the Employee rejoins the University after successful completion of his studies.
29. An Employee shall be allowed to retain residential accommodation allotted to him, provided his "family" actually resides in the residential accommodation or continue to receive house rent allowance during the period of study leave.
30. Application for study leave must clearly specify the course or courses of study contemplated and any examination which the applicant proposes to take. No course of study will qualify the applicant for study leave or leave salary unless it has been approved by the Syndicate.
31. Any change in the course of study or field of research, or change of university, may be allowed by the syndicate on the recommendation of supervisor and/or the university where he is studying or on his personal request as the case may be. However, it will be necessary to revalidate the study leave provided that the duration of his degree does not exceed the stipulated period.
32. An Employee on study leave shall submit his progress report through his supervisor annually to the Registrar. In case of unsatisfactory report he will be liable to be called back and all payments received by him will be recovered.
33. Applications for study leave shall be submitted up to 02 months prior to the date of departure.
34. Study leave may be granted twice in the entire service but the total period will not exceed more than five years.
35. Study leave shall not be admissible to an employee against whom disciplinary proceedings are under process.

  
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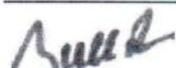
  
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36. Period spent on study leave will count as service for increment, promotion and gratuity but not for leave earning. It will count as extra leave and except, study leave will not affect any leave which a University employee may already have earned, and shall not be debited against his leave account.
37. The grant of study leave under these Rules is further subject to the following conditions:
- (a) If an employee who is granted study leave does not show satisfactory progress in his studies or fails to obtain the relevant degree within permissible period, the Syndicate may direct that
- (i) his study leave be cancelled and study leave availed by an employee be converted into other leave standing at his credit or into extra-ordinary leave, if no other leave stands to his credit. He shall refund to the University either the whole or part of the difference between the leave salary paid to him for the period of the study leave and the leave salary admissible to him on account of the leave to which the study leave has been converted, or the whole or part of the leave salary paid to him for the period of the study leave, if such leave has been converted into extra-ordinary leave; and that
- (ii) all the privileges including scholarship allowed to him shall be recovered. Provided that the clauses (i) and (ii) above shall not apply in case the University employee fails to show satisfactory progress in his studies or to obtain the relevant degree due to illness or other circumstances beyond his control to the satisfaction of the Syndicate.
- (b) Before proceeding on study leave, the University employee shall execute a bond with the University on a stamped paper to the effect that on his return from study leave, he shall serve the University for such period as specified in clause (i) below and that in case of his failure to serve the University for this period he shall pay to the University as liquidated damages and not penalty the amount as specified in clause (ii) below:
- (i) if the period of study leave is from six months to one year he shall serve the University for two years; if it is from one to two years, he shall serve the University for three years and if it is more than two years, he shall serve the University for five years. No bond will be required in case of training or study programme for less than six months.
- (ii) if he does not resume duty on the expiry of the study leave granted to him or after resuming duty, leaves the University service before the expiry of the relevant period as specified in clause (i) above, he shall be liable to pay to the University as specified in the bond.

**Sabbatical Leave**

38. An employee engaged in teaching or research may be granted sabbatical leave up to one year on full pay for undertaking research in a University or research organization of good standing twice in the entire career. Sabbatical leave not granted or not availed can be carried forward.
39. (a) A University teacher may be granted one year's sabbatical leave on the completion of every six years of active service in the University subject to a maximum of 2 years during the whole period of his service at the University.
- (b) Sabbatical leave will be granted to a permanent University teacher only for undertaking such research assignments within or outside Pakistan as are related to his subject in respect of which he will be required to give definite proof.
- (c) Subject to the exigencies of service sabbatical leave may be granted up to maximum of one year at a time.

  
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- (d) A University teacher shall not be allowed to proceed on sabbatical leave during a semester.
- (e) A University teacher proceeding on sabbatical leave shall be entitled to retain the residential accommodation allotted to him by the University, provided his family resides in the house.
- (f) It will not be permissible to combine sabbatical leave with any other leave.
40. The employee on sabbatical leave may draw house rent allowance or retain the residential accommodation provided to him if his "family" actually resides in it.
41. He will submit a report on the work done during the sabbatical leave for the perusal of the Chairman of the Department who will forward it with his comments to the Vice Chancellor.

**Extra Ordinary Leave**

42. (i) Extra ordinary leave may be granted to a University employee in special circumstances:
- (a) When no other leave is admissible.
- (b) When other leave is admissible, but the University employee concerned applies in writing for the grant of extra-ordinary leave.
- (ii) No leave salary is admissible in the case of extra-ordinary leave.
- (iii) The authority empowered to grant leave may commute retrospectively the period of absence without leave into extra-ordinary leave.
- (iv) In the case of a permanent University employee, the period of absence from duty at one time on account of extra-ordinary leave or such leave in conjunction with any other kind of leave shall not exceed five years.
- (v) Extra-ordinary leave may be granted by the Vice Chancellor, who may delegate his powers to other officers in this respect.

**Special Disability Leave for Injury Unintentionally Inflicted**

43. (i) Subject to the conditions hereinafter specified a competent authority may grant special disability leave to a University employee who is disabled by injury unintentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.
- (ii) Special disability leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to the notice of the competent authority. But the competent authority, if it is satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.
- (iii) The period of leave granted under these statutes shall be such as to be supported by Medical Certificate. It shall in no case exceed twenty four months.
- (iv) Such leave can be combined with leave of any other kind.
- (v) Such leave can be granted more than once, if the disability is aggravated or recurred in similar circumstances at later date, but not more than twenty four months of such leave shall be granted in consequence of any one disability.
- (vi) Such leave shall be counted as duty in calculating service for pension and gratuity and only half of such leave on average pay shall be debited against the leave account, if it exists at his credit.
- (vii) Leave salary during such leave shall be equal:

  
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- (a) to average pay for the first four months of any period of such leave, including a period of such leave granted under Para (5) above, and
- (b) to half average pay for the remaining period of any such leave or at the University employee's option to average pay for a period not exceeding the period of leave on average pay which would otherwise be admissible to him.

**Leave Preparatory to Retirement**

44. (i) An employee may, twelve months before the date of superannuation with twenty five years qualifying service, at his option, be allowed to encashment of his leave preparatory to retirement if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible.
- (ii) In lieu of such leave, leave pay be claimed for the actual period of leave subject to maximum of three sixty five days.
- (iii) If at any time during such period, leave is granted on account of ill health supported by Medical Certificate or for performance of Hajj or Umra, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for half the period of leave so granted.
- (iv) The Employee shall submit the option to the Authority, competent to sanction leave preparatory to retirement, which shall accept the option and issue formal sanction for the payment of each compensation.
- (v) For the purpose of payment in lieu of such leave:
- (a) The rate of pay shall be the rate admissible at the time the leave is drawn
  - (b) The earned leave pay may be drawn at any time for the period for which duty has already been rendered; and
  - (c) Only the "Senior Post Allowance" will be included in the leave pay as admissible.

**Leave not Due**

45. Except in case of leave preparatory to retirement leave not due may be granted on half average pay upto a maximum of twelve months during the whole service if it is on medical certificate or upto a maximum of three months during the whole period of service if it is not on medical certificate. When an employee of the service returns from leave which was not due and was debited against his leave account, no leave on half average pay shall become due to him until the expiry of a fresh period spent on duty sufficient to earn credit of leave equal to the period of leave which he took before it was due. The accumulation on average pay, that may be earned subsequent to return from leave not due, shall remain unaffected but cannot be utilized except, to the extent that it exceeds half of the period of unadjusted leave not due.

**Special Leave**

46. The Syndicate may, in extra-ordinary cases, grant special leave to a permanent employee on such terms and conditions as it deem appropriate.  
Provided such employee has not at his credit less than three years of service at this University.

**Iddat Leave**

47. (i) A Muslim female employee on the death of her husband may be granted leave on full pay for a period not exceeding one hundred and thirty days.
- (ii) Such leave shall not be debited to her leave account.
- (iii) Such leave shall commence from the date of death of her husband and for this purpose

  
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she will have to produce death certificate issued by the Competent Authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority, separately.

**Death during service (in addition to all other benefits as admissible)**

48. In case an employee dies, or is declared permanently incapacitated for further service by a designated hospital or doctor while in service, a lump-sum payment equal to full pay for the number of days of earned leave but not exceeding 365 days due, shall be paid by the University.

**Ex-Pakistan Leave**

49. In case ex-Pakistan visit is for official purpose (seminars, conference, workshops, trainings, symposium, etc.) the duration spent will be considered on duty. Where an employee is to proceed abroad on account of his personal engagements (not exceeding a period of 60 days) shall be granted ex-Pakistan leave. The leave granted on account of private visits will be debited towards the privilege leave. The Ex-Pakistan leave shall be granted by the Vice Chancellor.

**General Provisions**

50. The maximum period of leave on half average pay or such leave combined with leave on average pay that may be taken at one time shall be one year. But if supported by a medical certificate, it may be extended to two years.
51. An employee deputed by the University for attending conferences, seminars and meetings shall be considered on duty for the period of their duration as well as for the period spent on journey to and from the venue,
52. An employee who is required to undertake examination duties within or outside the University shall be treated on duty up to a maximum of twenty five days for one examination; provided that no person shall be appointed to supervise more than one examination in a year and in no case the period of such appointment during a year shall exceed 25 days of absence from duty.
53. For reasons to be recorded in writing the Vice Chancellor may suspend the operation of the preceding section, generally or in specified case.
54. A leave account shall be maintained for each employee subject to these Statutes in such form as prescribed.
55. The Syndicate may;
- (a) grant to an employee any kind of leave admissible under these Statutes in combination with any other kind of leave so admissible;
  - (b) grant to an employee any kind of leave admissible under these Statutes in continuation of any other kind already taken;
  - (c) Commute the whole or any portion of any leave granted under these Statutes or under the existing leave Statutes retrospectively into any other kind of leave which was admissible when the original leave was granted; Provided that the whole period of leave granted either under (a) or (b) above shall not exceed 5 years in each case.
56. The temporary or officiating service under the University if it counts for pension shall also count for leave.
57. Leave on half average pay on medical certificate may be granted to a temporary University employee who has completed one year's continuous service at the rate of 15 days for any completed year of service.

  
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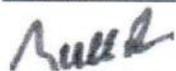
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58. In case of an employee who is re-employed after retirement, leave may be granted to him as provided under Clause 57 above.
  59. If a member wishes to resume his duties before the expiry of his leave, he may do so with the previous approval of the Vice Chancellor;  
Provided that if the competent authority has made other arrangements for the period of his leave which would involve it in a pecuniary loss on his return, such loss shall be made good by the employee.
  60. An employee of the University accepting employment elsewhere during leave, including leave preparatory to retirement from the University, without the previous sanction of the appointing authority, shall be liable to forfeit his leave salary from the date of his accepting such appointment.
  61. Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
  62. University employee who absents himself without leave or remains absent without leave shall not be entitled to any pay for the period of his absence without leave.
  63. In matters not provided for any these Statutes, the Syndicate may adopt the rules or instructions issued by the Government from time to time in respect of Government servants.



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## The University of Agriculture, Peshawar Employees Welfare Trust Fund Statutes, 2016

### Title

1. Framed in pursuance of Section 28 (1) (p) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Employees Welfare Trust Fund Statutes, 2016".

### Commencement

2. The statutes shall come into force at once.

### Establishment of the Welfare Fund

3. There shall be established a fund, to be called University Welfare Trust Fund, for the purpose of general welfare of the University's employees.

### Sources and Utilization of the Fund

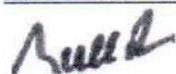
4. (i) To the credit of the Welfare Trust Fund shall be placed:
- (a) All contributions received from University employees under these Statutes;
  - (b) All contributions made by the University; and
  - (c) any donation contributed to the fund by philanthropists or an agency; and
  - (d) all markup/profit accruing on investment from the fund on such contributions.
- (ii) The Welfare Fund shall be utilized for meeting the expenses on arrangements to be made with Insurance Company or other Insurer(s) for the insurance of the University employees in the following manner.
- (a) Out of the profit released from Insurance Companies, 50 percent of such profit shall be credited to the Fund Account. The Board may utilize it in accordance with the provision of these Statutes.
  - (b) The remaining 50 percent of profit shall be payable to the employees with profit. This amount shall be invested in long term schemes. The employees on death or retirement shall receive their share of profit based on the ratio of their respective contributions to the premium along with the profit accruing on it.

### 5. Constitution of Board for Management of the Fund

- i. There shall be a Board consisting of the following members as under to administer and manage the fund:

i.	Vice-Chancellor	Chairperson
ii.	One Dean to be nominated by the Syndicate	Member
iii.	One Professor to be nominated by the Syndicate	Member
iv.	Registrar	Member
v.	One representative of each category of employees (faculty, administration, ministerial, lab/technical & class-IV) to be nominated by the Vice Chancellor.	Member
vi.	Treasurer	Member/Secretary

- ii. Members of the Board mentioned on Serial No: ii, iii, iv and v shall hold the office for three years.

  
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6. **Functions and Powers of the Board.**-The Board shall:
- From time to time arrange for the insurance of the employees in the sums specified in the following table and arrange its investment in the profitable schemes in the financial institutions/scheduled banks,
  - Monitor and oversee accounts of the fund;
  - Devise policy for investment of the fund and insurance in profitable schemes with the organizations registered with State Bank of Pakistan;
  - Sanction expenditures connected with the administration and management of the Fund;
  - Revise the rates from time to time;
  - Settle the claims in relation to the fund;
  - Report annual progress with regard to Fund, or in respect of any claim given to it by the Syndicate, to the Syndicate.
7. **Contribution towards the fund by the Employee**
- Subject to the provisions of these Statutes, every employee shall be liable to contribute monthly towards the Fund @1% of the initial basic pay. This rate may vary with the approval of the Syndicate on the recommendations of the Board.
  - The annual contribution payable by each employee shall be deducted from his monthly pay and credited to the Fund.
8. **Contributions by Employees in Foreign Service.-**
- When an employee is transferred to Foreign Service or deputed to other department/ organization he shall continue to be governed by these Statutes in the same manner as if he had not been so transferred or deputed and he shall remit to the Treasurer his contribution to the fund during the period he remains in Foreign Service/Deputation;
  - If for any reason contribution to the fund has not been deducted from the pay bill of a University employee or not paid in the manner prescribed, the same shall in lump-sum be deducted from his subsequent pay bill and remitted to the Treasurer.
9. **Assistance to the Family of Deceased Employee**
- The Board shall extend financial assistance to the family of the deceased employee of the University on case to case basis from the fund at the specified rates.
  - Notwithstanding the fact that an employee may have at different times belonged to different classes of service, in the event of his death, the legal heirs shall be entitled as specified in First Schedule, to the assured sum to be paid on his/her death to the member or members of his family, nominated by him in this behalf, or the other persons specified in appended schedule - I of these Statutes irrespective of the premium being paid before his death by the University to the Insurance Company or other Insurer.
10. **Nomination of Legal Heirs**
- Within three months of coming into force of these Statutes, every employee who is entitled to the benefits of the fund shall nominate, in the form appended at schedule – II of these statutes, a member or members of his family to whom he desires the sum insured to be paid in the event of his death, specifying, in case the assured sum is to be paid to more than one

  
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member of his family, the proportion in which such sum is to be paid to them and forward the Nomination Form to the Treasurer for transmission to the Insurance Company concerned which shall assign a Nomination Number to the employee and furnish receipt thereof to be placed in his service book/File.

- b. In case the nominee or one of the nominees is a minor(s) the employee shall nominate one or more persons through whom the payment of the sum assured, shall be paid by the Insurance Company to the minor(s).
- c. An employee, may, at any time, cancel a nomination by sending a notice in writing to the Treasurer for transmission to the Insurance Company concerned and may also send a fresh nomination along with such notice.
- d. If the nomination relates only to a part of the sum assured, the part to which it does not relate shall, in the event of the employee's death, be distributed in accordance with the provision of Clause 11 of these Statutes.

11. **Payment to relatives on employee's death**

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

12. **Submission of claims for payment.-**

- i. Claims under these Statutes shall become payable only upon submission of claim by the by the nominee(s).
- ii. a certificate in the form appended at Schedule-III certifying the death of the employee concerned and indicating the class to which such employee belonged immediately before his death and his nomination number; and
- iii. where no valid nomination under Clause 11 of these Statutes subsists in respect of an employee at the time of his death, a certificate specifying the names of the members of his family and in the absence of any member of his family the names of his surviving relatives to whom the sum assured is payable under the relevant provisions of these Statutes.

13. **Payment of claim by the insurance company**

On receipt of the documents referred to in these Statutes, the Treasurer shall make immediate arrangements for the payment of the amount of sum assured, to the person or persons mentioned in these Statutes.

14. **No benefit admissible on Dismissal, Termination and Removal.**

If an employee, for any reason whatsoever, is removed or dismissed from service, he shall not be entitled to any benefit from the fund, nor to their fund of the contributions made by him toward the said fund during the period of his service.

  
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15. **Meeting of the Board.-**

- i. The Board constituted under Clause-5 of these Statutes shall hold meetings at least twice a year.
- ii. Decisions by the Board shall be taken by majority of votes. In case of equality of votes, the Chairperson shall have a casting vote;
- iii. All decisions of the Board shall be recorded in writing by the Secretary and in his absence by such other member of the Board as may be authorized in this behalf by the Chairperson;
- iv. Subject to the general supervision and control of the Chairperson, the Secretary shall be responsible for:
  - (a) The conduct of correspondence on behalf of the Board;
  - (b) The maintenance of the records of the Board;
  - (c) The disbursement of them only from the fund;
  - (d) The maintenance of the accounts;
  - (e) Preparation of the agenda of the meetings of the Board and giving advance notice of such meeting to the members of the Board and recording and circulation of the minutes;
  - (f) Performance of such other functions as may be specified by the Syndicate;
  - (g) Preparation of Annual Report of the Board's proceedings and reporting it to the Syndicate.

16. **Grants to retired University employees.-**

The Board shall make one-time payment to an employee, who has retired from service or has completed the age of retirement as the case may be, such grants out of the fund (to be decided by the board based on proportionate contribution not exceeding Rs. 50,000/-) as it may consider appropriate or feasible subject to contribution by such employee for a period of at least 10 years.

17. **Withdrawals from Welfare Fund**

Any amount required to be drawn from the fund shall be drawn on a bill signed by the Treasurer and Registrar issued in the form of crossed cheque.

18. **Maintenance of the fund and its audit**

- i. The accounts of the contributions to, and of the withdrawals from, the fund shall be maintained by the Treasurer;
- ii. The accounts maintained under Sub-Clause (1) above shall be audited by the Auditor at least once every year.

19. **Funds to be kept in a Scheduled Bank**

All contribution credited into the fund shall be kept in Scheduled Bank in the name of the Board.

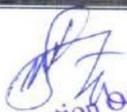
20. **Accounts and Payments in Rupees**

The account of the fund shall be kept in Pakistani Rupees and all payments from it shall be made in Pakistani Rupees.

21. **Removal of Difficulties**

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in

  
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individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not *ultra vires* of the Khyber Pakhtunkhwa Universities Act, 2012.

22. **Anomaly Committee**

Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee provided under Clause 41 of the University Service Statutes, 2016. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

23. **Amendment in the Statutes**

Any amendment/modification in these Statutes shall be proposed by the Syndicate on the recommendations of the Anomaly Committee for approval of the Senate.

24. **Saving**

Everything done, action taken, obligations or liabilities incurred, rights and assets acquired, persons appointed or authorized, jurisdiction or powers conferred, endowments, bequests, funds or trusts created, donations or grants made, scholarships, studentship, or exhibitions instituted, affiliations or privileges granted and orders issued under any of the provisions of the repealed Act or adopted legislative instruments or the Statutes, the Regulations and the Rules made or deemed to have been made there under, shall, if not inconsistent with the provisions of the Act may deemed to have been respectively done, taken, incurred, acquired, appointed, authorized, conferred, created, made, instituted, granted and issued under these Statutes, and any documents referring to any of the provisions of the repealed Acts, Ordinances, other legislative instruments or the Statutes, the Regulations and the Rules first referred shall, so far as may be, be considered to refer to the corresponding provisions of the Ordinance or the Statutes, the Regulations and the Rules made under the Khyber Pakhtunkhwa Universities Act, 2012. Any Statutes, Regulations, or Rules made or deemed to have been made under the adopted legislative instruments shall, if not inconsistent with the provisions of the Act, be deemed to be Statutes, Regulations or Rules made under the Khyber Pakhtunkhwa Universities Act, 2012 and everything done and any action taken under those Statutes, Regulation and Rules shall have effect as if they were done under these Statutes.

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**SCHEDULE-I**

Basic pay scale	Amount of half yearly premium payable
BS 1 – 4	At the rate of 1% of the initial Basic Pay of each scale.
BS 5 – 10	
BS 11 – 15	
BS 16 – 17	
BS-18	
BS-19	
BS-20 and above	

  
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**SCHEDULE-II**  
**FORM OF NOMINATION**

I, son/daughter/wife of the Department of/Section faculty/office of University Peshawar hereby nominate the person/persons/mentioned below, who is a member/who are members of my family and defined in the University Employees Welfare Trust Fund Statutes, 2014 to receive the assured sum in the event of my death under the Group Insurance Scheme.

Name and address of nominee	Relationship	Age	Proportion of the amount to be paid	If the nominee is minor, name of the person or persons to whom payments to be made
1	2		4	5

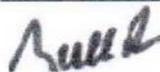
Dated

Attested by (Seal of the office)

Signature of the Subscriber

Note:- (The signature of subscriber should be attested by a Class "A" University Officer or Class I Government Officer, who should affix his/her seal of office above his/her signature.)

  
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**SCHEDULE-III**

To

Dated.....

.....  
(Address of the Insurance Company)

**REF: GROUP INSURANCE SCHEME**

Respectable Sir/Madam,

With reference to the above noted Scheme, I have to report that Mr./Mrs./Miss Aged years, died on . It is, therefore, requested that the payment of Rs.(Rupees only), the amount for which the deceased was covered, may be made.

1. To his/her nominee or nominees. The nomination number assigned to the deceased was
2. (Where no nomination subsists) to the following members of his/her family:

S.No	Name	Father Name	Relationship with the deceased
i.			
ii.			

3. (in the absence of a family) to his/her surviving relatives mentioned below in the shares noted against each.

S.No	Name	Father Name	Shares	Relationship with the deceased
i.				
ii.				

It is hereby certified:

1. That the deceased was a subscriber to the Welfare Fund.
2. That at the time of the death the deceased was a class employee.

Treasurer

  
Section Officer (III),  
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## The University of Agriculture, Peshawar Audit of Accounts Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (p) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Audit of Accounts Statutes, 2016"

### Commencement

2. The statutes shall come into force at once.

### Procedure of Audit

3. Bills for payment to be made out of the University fund shall be checked by the Auditor of the University who shall see that:
  - a. Sanction of the competent authority exists for the payment;
  - b. Budget provision exists to meet the expenditure;
  - c. The claim is in respect of services rendered, goods supplied or works executed, supported by a certificate of the competent authority;
  - d. Codal formalities have been fulfilled.
  - e. No expenditure shall be made from the University fund, unless the bill for its payment has been audited by the Auditor of the University in conformity with the above procedure.
4. The statement of the Accounts of the University signed by the Treasurer and the Auditor shall be submitted to the authority federal or provincial as the case may be within six months of the closing of the financial year. The same will be uploaded on the University website.
5. The accounts of the University shall be audited once a year in conformity with the Statutes and Regulations of the University, by the Auditor appointed by the Auditor General of Pakistan for this purpose.
6. The observation(s) of the Auditor, together with such annotations as the Treasurer may make, shall be presented to the Syndicate.
7. Funds, if any, provided by donor agency/organizations for specific purpose (trainings, consultancies, outreach, projects and seminars, etc.) will be audited as per agreement signed between the donor agency and University duly endorsed by the competent authority. In case a specific activity is performed within twenty days of agreement and requires tendering process, the tendering requirements will be relaxed to local purchase with the approval of Vice Chancellor on recommendations of relevant committee. Provided further that if University employee is engaged in such activities as paid worker, twenty percent of honoraria/consultancy fee will be deposited in the University fund.

  
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**The University of Agriculture, Peshawar  
Maintenance of University Accounts Statutes, 2016**

**Title**

1. Framed in pursuance of Section 28(1) (p) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar Maintenance of University Accounts Statutes, 2016".

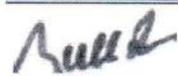
**Commencement**

2. The statutes shall come into force at once.

**Maintenance of Accounts**

3. Accounts of the University shall conform to the financial year and shall be kept by the Treasurer.
4. Funds or money belonging to the University shall be kept in the name of the University in any scheduled Bank approved by the Syndicate under the following heads:
  - a. Special Endowment Trusts;
  - b. Provident Fund Account;
  - c. Current Account; and
  - d. Such other heads as the Syndicate may determine from time to time.
  - e. No transfer shall be made from Accounts (a) and (b) to any other account.
5. Property belonging to the University and its constituent institutions shall be held in the name of the University.
6. The Treasurer shall, with the prior approval of the Vice Chancellor and subject to the control of the Syndicate be competent to direct that any un-invested balance standing to the credit of any particular Trust or of any other University Account, shall be invested in Government Securities, Stock and Promissory Notes, Postal Development Cash Certificates and Fixed Deposit Account for the benefit of the Account concerned. For the purpose of drawing interest on or transferring any part of such Government Stock or Government Promissory Notes or Certificates as are held in the name of the University, the Vice Chancellor and the Treasurer shall, subject to the control of the Syndicate, be jointly authorized to do all acts necessary for that purpose.
7. It shall be the duty of the Treasurer, subject to the control of the Vice Chancellor and the Syndicate, to see that all sums given to the University for specific purposes, such as the Establishment of the University Chair, or for awarding a scholarship or Government Securities or any other form as given in Clause 4 above and brought to credit under the proper head of account.
8. Sums payable into any account of the University shall be received by the Treasurer or an officer authorized by him with the prior approval of the Vice Chancellor, who shall enter them in Cash Book immediately and issue receipt for the sums received. Such sums as may be paid direct to the credit of an account of the University in Bank shall also be accounted for in the Cash Book. Expenditure incurred shall also be recorded in the Cash Book and properly discharged vouchers obtained thereof.
9. No sale, lease, mortgage, gift or exchange of any University property shall be made except under the prior orders of the Syndicate;  
Provided that in the case of unserviceable stores and materials and perishable goods, the Vice Chancellor shall be competent to direct their disposal in the best possible prescribed manner through rules approved by the Syndicate.

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10. The Treasurer shall maintain registers in appropriate form showing the property held in the name of the University, both movable and immovable, with the particulars and values of such properties. The disposal of such properties shall also be recorded in these registers.
11. The Treasurer shall have powers under the supervision and control of the Vice Chancellor:
  - i. to pass and pay salary bills of the employees of the University, who may have been appointed from time to time by the competent authorities;
  - ii. to pass and pay all TA bills according to rules except that of himself which shall be passed for payment by the Vice Chancellor;
  - iii. to pass and pay all bills connected with the conduct of examinations according to rules;
  - iv. to incur expenditure against sanctioned allotments to the extent allowed under Financial Rules;
  - v. to pass and pay other bills provided budget provision and sanction of the competent authority exist for it.
12. Bills for payment shall be audited by the University Auditor in accordance with the Audit of Accounts Statutes, 2016.
13. Payments shall as a rule, be made by means of cross cheques but where this is not practicable, payment may be made in cash and accounted for in the appropriate registers. Cheques shall be signed by the Treasurer subject to proper sanction.
14. To meet petty expenditure, the Vice Chancellor may authorize such advance as he may from time to time consider necessary, to remain in the hands of the Treasurer, or Heads of the University Teaching Departments or sectional heads, and such other officers as he may think necessary. The person holding the advance shall be personally responsible for its proper use and accounting. The accounts shall be submitted in the prescribed form within financial year.
15. The Treasurer shall be competent to pass for adjustment of all transfer entries.

#### **Budget**

16. The annual budget shall be prepared by the Treasurer in the prescribed form under the directions of the Vice Chancellor and shall be scrutinized and approved by the Finance and Planning Committee.
17. The budget shall be passed by the Senate before the commencement of the next financial year.

#### **Accounts**

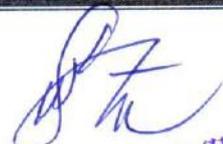
18. The Treasurer shall keep the accounts under the following heads:
  - a. special Endowment Trust;
  - b. current Account;
  - c. provident Fund; and
  - d. such other heads as the Syndicate may determine from time to time.
19. The Treasurer/ Director Finance shall prepare an annual general statement of accounts of the University showing detail of various accounts, which shall be submitted to the Syndicate.

#### **Books**

20. The Treasurer/ Director Finance shall maintain among others the following books and form:
  - a. For Special Endowment Trust:
    - i. A Cash Book
    - ii. A Ledger with a separate account for each Trust.
    - iii. A Bank Pass Book for each Trust / Bank Statement

  
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- b. For the Current Account :
- i. A Cash Book
  - ii. A Classified Register of Receipts
  - ii. A Classified Register of Expenditure
  - iv. A Bank Pass Book/ Bank Statement
- c. For the Provident Fund Account:
- i. A Cash Book
  - ii. A Ledger with a separate personal account for each subscriber
  - iii. A Bank Pass Book / Bank Statement
- d. For Such Other Heads:
- i. A Cash Book
  - ii. Pass Book / Bank Statement
  - iii. Such other Register as may be necessary in each case
21. The Treasurer or any officer authorized by him shall sign the Cash Book and other Accounts Books.
22. All receipts shall be acknowledged by the Treasurer himself or any officer authorized by the Vice Chancellor with the approval of the Syndicate.
23. All vouchers in support of items of expenditure shall be retained for a period of 12 years after the audit has been carried out. Vouchers more than 12 years old may be destroyed at the discretion of the Treasurer with the prior approval of the Vice Chancellor provided that all accounts and documents relating to Trusts, donations and subscriptions shall be preserved permanently.

  
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## The University of Agriculture, Peshawar General Provisions Statutes, 2016

### Title

1. Framed in pursuance of Section 28(1) (p) of the Khyber Pakhtunkhwa Universities Act, 2012, these Statutes shall be called "the University of Agriculture, Peshawar General Provisions Statutes, 2016".

### Commencement

2. The Statutes shall come into force at once.

### Additions and Alterations to the Schedule

3. The Syndicate may, under the powers vested in it under Section 23 (2), from time to time, create, suspend or abolish such administrative or other posts as may be necessary; with such conditions as it may deem fit, in accordance with the provisions of the Act.

### Anomaly Committee

4. Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee as per its composition in the Service Statutes, 2016. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

### Interpretation

5. Whenever a dispute arises in the application or interpretation of the Statutes, it shall be referred to the Anomaly Committee, constituted as per Service Statutes, 2016. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate in all such cases, after consideration of the recommendations of the Anomaly Committee, shall be final.

### Removal of Difficulties

6. If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not *ultra vires* of the Act. A decision taken as such shall be then applied consistently to all such cases. Provided that such a decision is not *ultra vires* of the Khyber Pakhtunkhwa Universities Act, 2012.

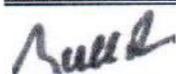
### Method of Evaluation

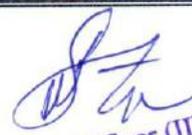
7. Method of Evaluation for initial appointment and by promotion has been prescribed in Service /relevant Statutes.

### Regulations and Rules

8. Under provision of relevant sub sections of 29 and 31 of the Act, Regulations and Rules shall be approved by the Syndicate on the recommendations of statutory bodies such as Academic Council, Finance & Planning Committee, Board of Advanced Studies & Research, etc. under provision of the Statutes as it deem necessary from time to time.

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**Amendments in the Statutes**

9. Any amendment/modification in these Statutes shall be approved as per relevant procedure provided in the Act.

  
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**The University of Agriculture, Peshawar Form, Custody  
and use of University Common Seal Statutes, 2016**

**Title**

1. Framed in pursuance of Section 28(1) (p) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called "the University of Agriculture, Peshawar University Common Seal Statutes, 2016".

**Commencement**

2. The statutes shall come into force at once.

**Application**

3. Certificates, Diplomas, Degrees, Souvenirs, letters of official correspondence, flag, shields, cards; advertisements of the University shall bear the Common Seal of the University.
4. The Registrar shall be the custodian of the university common seal.
5. The following signatories shall independently verify and authenticate the entries in the relevant documents before signing and putting the Common Seal;
  - i. Controller of Examinations
  - ii. Registrar
  - iii. Treasurer
  - iv. Vice-Chancellor

  
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Zahidullah Registrar