

NWFP AGRICULTURAL UNIVERSITY
STATUTES, 2000



NWFP AGRICULTURAL UNIVERSITY
PESHAWAR – PAKISTAN



NWFP AGRICULTURAL UNIVERSITY PESHAWAR (PAKISTAN)

Muhammad Tahir

Chancellor

To:

No. 1083/Meeting
Date: 25-9-2000

The Secretary,
Govt. of NWFP
Agriculture Deptt./Secretary to the Chancellor,
Peshawar.

Subject: Approval of NWFP Agricultural University Statutes

Enclosed please find copies of 10 Statutes (list also attached) of the University, duly approved by the University Syndicate, which may kindly be placed before the Chancellor for obtaining his approval.

A brief background regarding the Statutes is as follows:

When the University was established in 1981, the Statutes of the University of Peshawar were adopted for the new University. However, the draft Statutes could not be got approved from the Chancellor for various technical and administrative reasons.

The present administration sought approval from the Syndicate in its meeting held in July 1998, to engage a consultant to revise and update these Statutes, so as to finalize them for Chancellor's approval. The revised and updated Statutes were placed before the Syndicate on 28.10.1998, and again on 19.12.1998. However, in the meantime, the Chancellor himself constituted a special committee of the following Govt. departments to properly examine and vet the draft Statutes:

Additional Secretary,
Agriculture Deptt.

Convener

Representative of
S & G A Deptt.

Member

Representative of
Finance Deptt.

-

Representative of
Law Deptt.

-


Registrar of the University

Secretary

The above Committee held 10 meetings during 1999-2000, to complete the vetting of these Statutes. These vetted Statutes were finally approved by the University Syndicate in its meeting held on 15.5.2000 and 1.7.2000.

A prompt action in seeking the Chancellor's approval of the attached 10 Statutes shall be greatly appreciated.

Enclosures: 10 Statutes


(Vice Chancellor)
23/9/00

GOVERNMENT OF N.W.F.P.
AGRICULTURE LIVESTOCK & COOP;
DEPARTMENT PESHAWAR.

NO. SO A-I(AD)17(109)/Statutes.
Dated Peshwar, the 8-8-2001.
Ph. No. 9210401 Fax. No.9210033

To

The Vice Chancellor,
NWFP Agril; University Peshawar.

Subject: STATUTES 2000, NWFP AGRICULTURAL
UNIVERSITY PESHAWAR.

Sir,

I am directed to refer to the subject noted above and to convey approval of the competent authority (Governor, NWFP/Chancellor, NWFP Agricultural University) to the following statutes (in duplicate) duly signed by Secretary to Government of NWFP Agriculture, Livestock and Cooperation Department with effect from 01-08-2001:-

1. NWFP Agricultural University Service Statutes, 2000 (11 Pages).
2. NWFP Agricultural University Employees General Provident Fund Statutes, 2000 (7 Pages).
3. NWFP Agricultural University Benevolent Fund Statutes, 2000 (5 pages).
4. NWFP Agricultural University Meritorious Professors Basic Pay Scales (21 & 22] Statutes, 2000 (10 pages).
5. NWFP Agricultural University Teachers Appointment & Scales of Pay Statutes, 2000 (7 pages).
6. NWFP Agricultural University Administrative Staff Appointment & Scales of Pay Statutes, 2000 (17 pages).
7. NWFP Agricultural University Support Staff Scales of Pay Statutes, 2000 (10 pages).
8. NWFP Agricultural University Election to the Syndicate Statutes, 2000 (14 pages).
9. NWFP Agricultural University Employees Efficiency & Discipline Statutes, 2000 (8 pages).
10. NWFP Agricultural University Service Pension 2000 (4 pages).

Your obedient servant,


SECTION OFFICER AGR I; II.

Endst: letter of even No. & date.

Copy forwarded to P.S to Secretary Agriculture Livestock and Coop; Department for information.


SECTION OFFICER AGR I; II

NWFP Agricultural University
Peshawar

No. 762 /R/AUP

August 09, 2001

- All Deans
- All Chairmen
- All Directors
- All Heads of Departments/Section/Units,
NWFP Agricultural University,
Peshawar.

Sub: CHANCELLOR'S APPROVAL OF UNIVERSITY'S STATUTES

It is indeed a matter of great pride and satisfaction, that with a great deal of time, energy, and effort, the University after more than twenty (20) years has been able to finally obtain the Chancellor's gracious approval the University's Statutes 2000.


This good news has been carried in the Agriculture Department letter No.SOA-I(AD)17(109)/Statutes, dated 8.8.2001, partly reproduced below :

"I am directed to refer to the subject noted above and to convey approval of the competent authority (Governor, NWFP/Chancellor, NWFP Agricultural University) to the following statutes (in duplicate) duly signed by Secretary to Government of NWFP Agriculture, Livestock and Cooperation Department with effect from 01.08.2001."


(Dr. Arshad Salim Malik) 9/8/01
Registrar

Copy to :

1. Secretary to Vice Chancellor
2. Section Officer, Agri.II, Agriculture, Livestock, and
Cooperation Department.


Registrar 9/8/01

**STATUTES 2000 DULY VETTED BY THE CHANCELLOR -
APPOINTED COMMITTEE & APPROVED BY THE NWFP
AGRICULTURAL UNIVERSITY SYNDICATE**

S. No.	Title	Page No.
1.	NWFP Agricultural University Peshawar Service Statutes, 2000	1-10
2.	NWFP Agricultural University Peshawar Employees General Provident Fund Statutes, 2000	11-16
3.	NWFP Agricultural University Peshawar Benevolent Fund Statutes, 2000	17-20
4.	NWFP Agricultural University Peshawar Meritorious Professors Basic Pay Scales (21 & 22) Statutes, 2000	21-29
5.	NWFP Agricultural University Peshawar Teachers Appointment and Scales of Pay Statutes, 2000	30-36
6.	NWFP Agricultural University Peshawar Administrative Staff Appointment & Scales of Pay Statutes, 2000	37-51
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11	Khyber Pakhtunkhwa Agricultural University Staff of Directorate of Quality Enhancement Appointment & Scales of Pay Statutes, 2011.....	88-90
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NWFP AGRICULTURAL UNIVERSITY, PESHAWAR SERVICE STATUTES, 2000

Title

1. These Statutes, which have been framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, may be called the "NWFP Agricultural University Service Statutes, 2000."

Commencement

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

Application

3. These Statutes shall apply to all persons in the service of the University, except :
 - (a) A person appointed on contract;
 - (b) A person serving in the University on deputation from another organization;
 - (c) The staff paid from contingencies, or serving on work-charged or part-time basis, or persons employed occasionally, whose appointments are governed by the letters of their appointment.

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) "University" means the NWFP Agricultural University, Peshawar.
 - (b) "University Employee" means an employee to whom these Statutes apply in terms of Statute 3 above.
 - (c) "Appointing Authority" means an officer/authority, which is competent to make appointment to a post under the University Ordinance.
 - (d) "Prescribed" means prescribed by these Statutes or other Statutes, Regulations and Rules made under the Ordinance.
 - (e) "Temporary Post" means a post sanctioned for a limited time.
 - (f) "Permanent Post" means a post sanctioned without limit of time.
 - (g) "Initial Appointment" means appointment made otherwise than by promotion or transfer.
 - (h) "Regular Appointment" means an appointment made in accordance with the prescribed procedure against a clear vacancy.

- (i) "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.
 - (j) "Pay" means the amount drawn monthly by a University employee as pay, special pay, personal pay, technical pay, or any other emoluments, classed as pay by the Government of NWFP.
 - (k) "Emoluments" means the amount drawn monthly by a University employee as pay or allowances of any description.
 - (l) "Presumptive Pay" of a post means the pay to which a University employee would be entitled if he held the post in a substantive capacity and were performing its duties.
 - (m) "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.
 - (n) "Foreign Service" means service in which an employee receives emoluments, with the sanction of the University, from a source other than the University Funds.
 - (o) The pronoun "He", used in relation to an employee, refers to male or female, as the case may be.
- (ii) All other terms and expressions shall have the same meanings as assigned to them under Section 2 of the Ordinance.

Terms and Conditions of Service of University Employees

- 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 University's Appointment and Scales of Pay Statutes of the respective cadres.
- 7. No person shall be appointed to a post under the University without a medical certificate of health. 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 Standing Medical Board or Civil Surgeon, as the case may be.

- 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 two years.
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 Section 13, confirm him in his appointment, against a 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 in 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.

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 interse 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.

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.

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 interse 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 interse 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.
17. An employee holding substantively a permanent post retains a lien on that post:
- (a) While on duty in that post;
 - (b) 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;
 - (c) While on deputation to a foreign service;
 - (d) While on joining time or transfer to another post;
 - (e) While on leave; and
 - (f) While under suspension.

Transfers

- 18 (i) 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.

- (ii) Any Officer, teacher, or other employee of the University shall, as the Chancellor may direct, serve in a Government Department or an educational or research institution in the public interest :

Provided that the terms and conditions offered to him shall not be less favourable than those admissible to him in the University and that full benefit of his previous service shall be allowed to him.

Provided further that, in the case of a teacher, such direction shall be issued after consulting the Syndicate.

Bar to Engage in Other Employment

19. The whole time of the employee is at the disposal of the University and he may be employed in any manner required by the University, without claim for additional remuneration.
20. An employee shall not, except with the previous permission of the Vice Chancellor 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.

Pay

21. Notwithstanding anything to the contrary, contained in these Statutes, all employees shall be placed in the Pay Scales as provided under relevant Statutes and shall be governed by the conditions mentioned therein.
22. An increment in the pay scales shall ordinarily be drawn as a matter of course, unless it is withheld under the University's Efficiency and Discipline Statutes.
23. An employee appointed to hold charge of an additional post shall be entitled to additional pay as under:
- (a) Where an employee is formally appointed to the additional sanctioned post and discharges full duties of that post, he shall be allowed additional pay @ 20% of his pay, subject to revision by the Government of NWFP from time to time.
 - (b) Where an employee holds the current charge of an additional sanctioned post, he shall be allowed additional pay @ 20% of his pay, subject to revision by the Government of NWFP from time to time.
 - (c) The duration of dual charge or current charge shall not normally exceed six months,

Provided that if it is not feasible to fill in the vacancies, through regular appointment, the Syndicate may allow the extension of dual charge/current charge, for a further period not exceeding one year, giving full justifications and reasons to be recorded in writing.

- (d) No additional pay will be admissible if the additional charge/current charge is held for a period of less than one month.
- (e) Additional pay shall not be admissible without prior orders in writing of the Vice Chancellor or Syndicate, as the case may be.
- (f) Ex-post-facto sanction for the grant of remuneration for holding additional charge/current charge shall be given by the Syndicate.

Pay On Re-Employment

24. The re-employment of a person in the University service, and the grant of pay, etc., during such re-employment, shall be governed by such rules and orders as are issued by the Government of NWFP, from time to time, in the case of their employees.

Honorarium

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

Fee

26. 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 non-recurring or recurring fee, if it is satisfied that this can be done without detriment to his normal duties, provided that 1/3rd of any fee paid to the employee shall be credited to the University.

Retirement

27. The age of retirement of employees shall be as prescribed in the Ordinance.
28. An employee shall have the option of seeking voluntary retirement on completion of 25 years qualifying service, or as may be prescribed by the Government from time to time.

Suspension

29. Subject to any rules and orders of the Government of NWFP, 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.
30. An employee committed to prison, either for debt or on a criminal charge, shall be considered as under suspension so long as he is so committed and shall be allowed for that period only the payment laid down in Statute 29.
31. 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 honourably 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.

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.

Explanation:

In this Statute, the revising authority "means the "authority" or "Authorized officer" as defined in the University's Efficiency and Discipline Statutes, 2000, who passes the final order on the case, and not the authority who passes an order on appeal.

32. Leave may not be granted to an employee under suspension.

Resignation

33. 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)
Grade 16 & Above	90
Grade 05 to 15	60
Grade 01 to 04	30
Probationers in Grade 16 & Above	60
Probationers in Grade 05 to 15	30
Probationers in Grade 01 to 04 & 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 further 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.

34. When an employee gives a notice of resignation, he shall not be granted any leave other than sick leave or casual leave.
35. 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.
36. If in the case of a teacher, the period of notice, as specified in Statutes 33 & 35, expires during the summer vacation or within one month after the last day thereof, the employee so resigning shall not be paid more than half the emoluments otherwise payable to him for the summer vacation;

Provided that the teacher so resigning who at the time of giving such notice shall have served the University for less than one year or for less than the minimum period for which he was engaged, whichever is longer, shall forfeit the whole of the salary otherwise payable to him for the summer vacation.

Retrenchment

37. 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 33.

Pension and Gratuity

38. In the matters of pension and gratuity, the employees shall be governed by the University Statutes relating to Pension.

Benevolent Fund

39. In the matters of Benevolent Fund, the employees shall be governed by the University Statutes relating to Benevolent Fund.

General Provident Fund

40. In the matters of General Provident Fund, the employees shall be governed by the University Statutes relating to General Provident Fund.

Conduct

41. The conduct of the employees shall be regulated by the Conduct Statutes of the employees.

Efficiency and Discipline

42. In the matters of efficiency and discipline, the employees shall be governed by the University Statutes relating to Efficiency and Discipline.

Leave

43. In the matters of leave, the employees shall be governed by the University Leave Statutes.

Training

44. 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 of Appeal or Representation

- 45 (i) An appeal, or application for review, under Section 35 of the University's Ordinance, shall be made within 30 days of the impugned order.
- (ii) Where no provision for appeal or review exists in the University Statutes, the employee may, within 30 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;

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

Service Books

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

Performance Evaluation

- 47(i) Character Rolls of the employees in Grade 5 to Grade 16 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 employees in Grade 17 and above by the Heads of Departments under whose administrative control they are working.
- (iii) Annual Performance Evaluation Reports of all employees in Grade 21 and above and of all Academic and Administrative Heads shall be written by the Vice Chancellor, who shall also countersign Annual Performance Evaluation Reports of academic employees in Grade 20.
- (iv) The Character Rolls and Performance Evaluation Reports shall be completed by 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(v) below, by 30 June at the latest.
- (v) Responsibility for the safe-custody and maintenance of the Performance Evaluation Reports shall rest as under:

Name of Officer

Sphere of Responsibility

- | | |
|------------------------|--|
| i. Registrar | (a) Performance Evaluation Reports of Deans, Chairmen and other Faculty Members in Grade 20 and above. |
| | (b) Performance Evaluation Reports of the officers of Administrative Cadre in Grade-17 and above. |
| ii. Deans of Faculties | Performance Evaluation Reports of the officers in Grade-19 and below, serving under them. |

Residence

48. In matters of allotment of residence, the employees shall be governed by the University Employees Residence Statutes.

Medical Attendance

49. In the matters of Medical Attendance, the employees shall be governed by the University Medical Attendance Statutes.

Residuary Provisions

50. 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.
51. In a case where the operation of these Statutes involves undue hardship to an employee, the Syndicate may, for reasons to be recorded in writing, relax any of these Statutes in his favour, with the approval of the Chancellor;

Provided that such relaxation is not *ultra vires* of the University Ordinance.

**NWFP AGRICULTURAL UNIVERSITY EMPLOYEES GENERAL
PROVIDENT FUND STATUTES, 2000**

Title

1. These Statutes, which have been framed in pursuance of Section 20(1)(a) of the NWFP Agricultural University Ordinance, 1981, shall be called the "NWFP Agricultural University Employees General Provident Fund Statutes, 2000".

Commencement

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

Definitions

- 3 (i) In these Statutes, unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby, respectively, assigned to them as under:
 - (a) "University" means the N.W.F.P. Agricultural University, Peshawar.
 - (b) "Fund" means the General Provident Fund of the University Employees, established under these Statutes.
 - (c) "Subscriber" means a University Employee who is required or permitted under these Statutes to contribute to the Fund.
 - (d) "University Employee" means a person who is in the whole-time permanent employment of the University. It does not include either a contract employee, or a part-time, casual or temporary servant, engaged on daily or monthly wage basis, or those who are reemployed, or, are on deputation from another organization.
 - (e) "Salary" means the basic pay of the subscriber.
 - (f) "Year" means the financial year, beginning on the 1st of July and ending on the 30th of June.
 - (g) "Family" means :
 - (i) in the case of a male Subscriber, his wife or wives,
 - (ii) in the case of a female Subscriber, her husband,
 - (iii) children of the Subscriber,
 - (iv) widow(s) and children of a deceased son of a subscriber.

Note: The following, however, are not included in the "Family":

- (a) sons who have attained legal majority;
 - (b) sons of a deceased son who have attained legal majority;
 - (c) married daughters whose husbands are alive;
 - (d) married daughter(s) of a deceased son whose husband(s) are alive;
 - (h) The pronoun "He" refers to male or female employee, as the case may be.
- (ii) All other expressions, used in these Statutes, shall have the same meanings as assigned to them under Section 2 of the University Ordinance.

Constitution of the Fund

- 4 (i) Subject to the provisions of these 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, accruing on the bank balance as well as securities.
- (ii) Contributions to the Fund shall be compulsory in the case of all employees, which shall be made at the minimum rates, specified in the Annexure;
- Provided that these rates are subject to revision, from time to time, in the light of the corresponding changes made by the Government of NWFP for its employees;
- (iii) The account of the Fund shall be kept in a scheduled bank and/or Schemes, approved by the Government.
- (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 Rs10.00. Entries in the pass-book shall be made at the end of each fiscal year, which shall be attested by the Director Finance.
- (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, exceeding one month.
- (vi) Contributions deducted from the salaries of the Subscribers shall be credited into the Fund not later than 16th of the month, following that for which the salary is paid.

Individual Accounts of Subscribers

5. 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

- 6 (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 realisation, 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;
 - (d) the amount of interest shall be rounded to the nearest rupee;
- 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

- 7 (i) All moneys, which in the opinion of the Board of Trustees, are not immediately required for the purposes of this Fund, shall, from time to time, be invested in secure and profitable ventures.
- (ii) The powers for investment of the Fund, under Sub-Section (i) above, shall rest with the Syndicate, on the recommendations of the Board of Trustees.

Temporary Withdrawals from the Fund

- 8 (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 30 equal monthly installments.

Non-refundable Advances

- 9 (i) Non-refundable advance of upto 80% of the balance at his credit shall be admissible to an employee on attaining the age of 45 years; 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

10. 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 Director Finance, which shall be pasted in the service book of the Subscriber. Such nomination may at any time be revoked by the Subscriber.

Final Payment

11. When a Subscriber quits the University service, the amount standing to his credit in the Fund shall become payable to him.
12. 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 in equal shares,
- (ii) When the Subscriber leaves no family:
- (a) if there is a nomination in favour of any person(s), the amount shall become payable to the nominee(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.
13. 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.

Deduction of Zakat

14. Deduction of Zakat @ 2.5% on final payment and non-refundable advances shall be compulsory, unless exempted by law.

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.

Management of the Fund

- 16 (i) The Fund shall be managed by a Board of Trustees, consisting of the following members:

- | | |
|--|-----------------------|
| 1. Vice Chancellor | Chairman (Ex-Officio) |
| 2. Senior Dean | Member (Ex-Officio) |
| 3. A nominee each of the Welfare Associations of Teaching Staff, Administrative Staff, Support Staff and Class-IV Establishment of the University. | Member |
| 4. Director Finance | Member/Secretary |

Quorum for the meetings of the Board shall be two-third of the total members.

- (ii) A report about the state of affairs of the Fund for each financial year shall be submitted by the Director Finance to the Syndicate, through the Board of Trustees, not later than 31st December.

Residuary Provisions

- 17 (i) Subject to the provisions of the foregoing Statutes, the Fund is meant exclusively for the benefit of the Subscribers on their retirement or discharge from service, or for their families on their death, and shall in no circumstances be diverted from this legitimate purpose.
- (ii) In all other matters, not specifically provided for in these Statutes, the corresponding provisions of the General Provident Fund Rules of the Government of NWFP, as amended from time to time, shall apply mutatis mutandis to the Subscribers of the Fund, unless in any particular case the Syndicate decides otherwise.
- (iii) In case of any doubt about the exact intention or spirit of the provisions of these Statutes, the decision of the Syndicate shall be final.

Annexure

Minimum Rates of Compulsory Contributions

Basic Pay Scale of the Subscriber	Minimum Rupee Rate of Monthly Contribution
1	50
2-3	85
4	90
5	95
6-7	100
8	110
9	120
10	125
11	130
12	145
13	250
14	265
15	285
16	325
17	450
18	560
19	780
20	920
21	1040
22	1120

NWFP AGRICULTURAL UNIVERSITY BENEVOLENT FUND STATUTES, 2000

Title

1. These Statutes, which have been framed in pursuance of Section 20(1)(a) of the NWFP Agricultural University Ordinance, 1981, may be called the "NWFP Agricultural University Benevolent Fund Statutes, 2000."

Commencement

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

Definitions

- 3 (i) In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby, respectively, assigned to them:
 - (a) "University" means the NWFP Agricultural University Peshawar.
 - (b) "Employee" means the University employee to whom these Statutes apply.
 - (c) "Fund" means the University Employees Benevolent Fund.
 - (d) "Family", in relation to University Employee, means his:
 - (i) wife or wives (in case of a male employee), or husband (in case of a female employee);
 - (ii) children and step children upto the age of 21 years;
 - (iii) parents, sisters, and minor brothers, if residing with and wholly dependent upon him;
 - (e) "Government" means Government of NWFP.
 - (f) The pronoun "He" or "His", used in relation to an employee refers to male or female employee, as the case may be.
- (ii) All other expressions shall have the same meaning as assigned to them under Section 2 of the University Ordinance.

Entitlement to the Benefits from the Fund

4. All employees shall be entitled to the benefits of this Fund, except;
 - (a) work-charged/contingent-paid establishment;
 - (b) part-time employees;
 - (c) those employed on contract for a fixed period;
 - (d) any category of employees specifically excluded by the Syndicate from the purview of these Statutes.

Establishment of Fund

5. There shall be established a Fund, to be called the University Employees Benevolent Fund.
6. To the credit of the Fund shall be placed;
 - (a) all sums paid by the employees as subscription to the Fund;
 - (b) all incomes, profits, or interest accruing from the assets belonging to the Fund or from investments made out of the Fund;
 - (c) profit/commission, etc. received by the University from the Insurance Company, on account of Group Insurance;
 - (d) unclaimed amount of interest on the General Provident Fund of an employee;
 - (e) 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 recognised bank as may be prescribed.

Subscriptions by the Employees

8. Every regular employee shall pay to the Fund a monthly subscription at the following rates, which are subject to revision in the light of the corresponding changes, made by the Government for its employees, from time to time:

Pay Scale of Employees	Monthly Rate of Contribution (Rupees)
Drawing Pay in BPS 16 & above	55
Drawing Pay in BPS 05 to 15	20
Drawing Pay in BPS 01 to 04	15

9. 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 Director Finance. Any amount of subscription remaining unpaid, due to inadvertence or negligence of the employee or otherwise, shall be recoverable from him in such manner as may be prescribed by the Board.
10. 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, provided for in Statute 11. However, the amount of unpaid subscription shall be deducted from the Benevolent Grant.

Grants out of the Fund

- 11 (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 scale, for a period of fifteen years, or upto the date on which the employee might have, if he were alive, attained the age of seventy five years, whichever is earlier.

Basic Pay Scale in which the Employee was Drawing Pay	Monthly Rate of Benevolent Grant Rupees
BPS – 1 to 15	500
BPS – 16 & Above	1,000

Provided that these rates are subject to revision, from time to time, in the light of the corresponding changes made by the Government for its employees.

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 these Statutes has been sanctioned in favour of a widow, such grant shall be subject to the condition that the widow does not re-marry. Such widow shall furnish each month to the University a certificate, duly signed by a Gazetted Officer of the University or the Government, to the effect that she is not re-married. The grant shall cease immediately on re-marriage of the widow.

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

For employees in BPS-1 to 15

Grant for Funeral Expenses
for self or a dependent family member. Rs.2,000

For All Classes of Employees

Educational Scholarships as under:

- (a) Rs.300 per annum per child upto a maximum of three children for pre-Matric classes.

OR

- (b) Rs.1,000 per annum for one child for F.A./F.Sc. and B.A./B.Sc. classes.

OR

- (c) Rs.1,200 per annum for one child for post-graduate and professional colleges.

Accounts of the Fund

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

Audit

13. The accounts of the Fund shall be audited by the Auditors of the University every two years and their report published for general information.

Management of the Fund

14. The Fund shall vest in the University, as a body corporate, and managed by a Board of Trustees to be nominated by the Syndicate.

15 (i) The Board of Trustees shall consist of:

- (a) The Vice Chancellor (Acting as Chairman, Ex-Officio).
- (b) Two members to be nominated by the Syndicate from among the academic staff.
- (c) One member to be nominated by the Syndicate from among the administrative staff.
- (d) Director Finance, who shall also act as Secretary of the Board.

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

(ii) Quorum for the meetings of the Board shall be three.

Duties and Powers of the Board of Trustees:

16. The Board shall have powers :

- (a) to settle claims for grants under these Statutes and all matters connected with such claims;
- (b) to sanction grant from the Fund to the employees or their families in accordance with the provision of these Statutes;
- (c) to do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties of the Fund;
- (d) to sanction expenditure connected with the administration and management of the Fund;
- (e) to invest moneys, 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, and in other profitable ventures, the plans of which are duly approved by the Syndicate;
- (f) to do or cause to be done all things ancillary or incidental to any of the aforesaid powers, or to the purposes of the Fund.

17. 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

18. The Provincial Government shall be approached to exempt the Benevolent Fund from any tax, rate or duty, leviable by it or by a local authority. Likewise, the Federal Government shall be approached for similar exemption from its taxes, etc.

NWFP AGRICULTURAL UNIVERSITY MERITORIOUS PROFESSORS BASIC PAY SCALES (21 & 22 STATUTES, 2000)

Title

1. These Statutes, which have been framed in pursuance of Section 20 (1) (b) of the NWFP Agricultural University Ordinance, 1981, read with Government of Pakistan, Office Memorandum No. F.2(3)-R.3/86, dated 07-04-1987, may be called the “NWFP Agricultural University Meritorious Professors Basic Pay Scales (21 & 22) Statutes, 2000”.

Commencement

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

Application

3. These Statutes shall apply to the University Professors, holding posts in BPS-20 on regular basis.

Definition

- 4 (i) In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby, respectively, assigned to them:
 - (a) “University” means the NWFP Agricultural University Peshawar.
 - (b) “Selection Board” means a Special Selection Board comprising the following:

Vice Chancellor of the University,	Chairman
Secretary to the Governor NWFP,	Member
Secretary Agriculture Deptt., NWFP,	Member
Chairman, NWFP Public Service Commission,	Member
Representative of University Grants Commission, Not below the rank of a full-time member	Member
Registrar of the University,	Secretary
 - (c) “Syndicate” means the Syndicate of the University.
 - (d) “Proforma” means the Proforma appended to these Statutes.
 - (e) “Professor” means a whole-time employee of the University, who has been appointed as such on regular basis.
 - (f) “Chancellor” means the Chancellor of the University.
- (ii) All other expressions herein used shall have the same meaning as assigned to them under Section 2 of the University Ordinance, 1981, and Teachers Appointment and Scales of Pay Statutes, 2000.

Criteria for the Grant of BPS-21/22

5. The Professors shall be eligible for the grant of BPS-21/22, subject to observance of the following conditions:
- (i) The number of posts for placement of Professors in BPS-21/22, and 22 shall be calculated on the basis of 12.5% of the sanctioned posts of Professors in BPS-20, subject to a minimum of one and maximum of eight posts. These ceilings are subject to periodic revision by the Government.
 - (ii) When the number of posts for placement of Professors in BPS-21/22, as assessed in accordance with Sub-section (i) above, comes to four or more, the apportionment of such posts, for the grant of BPS-22 and BPS-21, shall be made in the ratio of 1:3;
 - (iii) The higher scales (viz., BPS-21 or 22), so granted to a Professor, shall be personal to him. The grant of such scale shall not require upgradation of the existing post;
 - (iv) A person, who has worked as Vice-Chancellor in BPS-22 for a minimum period of four years, shall, on vacating that office, be entitled to retain BPS-22 as a personal grade, provided that he is holding a post of Professor (BPS-20) or equivalent position in substantive capacity, and the ceilings fixed under Sub-Section (i) above shall not be disturbed.
 - (v) A Professor shall be eligible for the grant of BPS-21/22 only on the completion of 22 years service in Scale-17 and above.
 - (vi) A Professor in BPS-20 shall be considered for the grant of BPS-21 only. Only those Professors shall be considered for the grant of BPS-22, who have served for at least two years in BPS-21.

Process for the Grant of BPS-21/22

- 6 (i) Cases for the grant of BPS-21/22 to the eligible Professors shall be initiated by the Vice Chancellor, who shall place their Performance Evaluation Reports and other relevant records as per the attached appendices (A to F) before the Selection Board, duly accompanied by the prescribed proforma, containing the required information.
- (ii) Such of these cases are recommended by the Selection Board shall be placed before the Syndicate.
- (iii) After the Syndicate has granted its approval, the cases shall be submitted to the Chancellor for approval.

The grant of BPS-21/22 to a Professor shall be notified only after the approval of the Chancellor, and it shall be given effect from the date of approval by the Syndicate.

Proforma

General:

1. Total number of sanctioned post of Professors in BS-20. _____
2. Total number of Professors holding posts in BS-20 or 21, as the case may be, on regular basis. _____
3. Number of post in BPS-21/22 @ 12.5% of the total number of sanctioned posts in BS-20. _____

Particulars of Professors Proposed for Grant of BS-21/22:

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-20 or 21. _____
6. Total length of service in post in Basic Pay 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 "Special Meritorious" case. _____

APPENDIX - A

Details of Length of Service

Maximum Marks:

20

Designation of Post Held	Pay Scale	Appointment Held		Calculation		Marks Scored
		From	To	Years	Months	
	BS-17					
	BS-18					
	BS-19					
	BS-20					
	BS-21					
	BS-22					

Explanation for Awarding Marks:

(i)	Marks for service in BS-20 (over and above of a total service of 22 years in Grade 17 and equivalent and above) for promotion to BS-21.	2 marks for each year of service beyond 22 years of service, in BS-20.
(ii)	Marks for service in BS-21 (over and above of a total of two years in Grade-21) for promotion to BS-22.	4 marks for each year of service beyond 2 years of service in BS-21.
(iii)	For Promotion from BS-20/21 to BS-22 for person working in BS-22 on contract/tenure basis.	4 marks for each year of contract service in BS-22.

APPENDIX - B

Performance Evaluation Reports

Maximum Marks:

20

Remarks based on overall assessment of PERs	Marks
Very Good/Excellent	20
Good	15
Average/Satisfactory	05

APPENDIX - C

Research/Publications

Maximum Marks:

20

Research papers published in foreign journals of international repute	02 Marks per Paper
Research papers published in local journals	01 Mark per Paper
Other advanced level publications/articles	05 Marks Maximum

APPENDIX - D

Educational Administration

Maximum Marks:

20

Type	Period		Marks
	From	To	
Vice Chancellor			05 Marks per Year
Pro Vice Chancellor			04 Marks per Year
Dean/Registrar/Director Advanced Studies/ Director Teaching			03 Marks per Year
Principal of a College/Chairman of the Department/Director of Institute			02 Marks per Year
Student Advisorship			01 Mark per Year
Provost/Hostel Warden/Proctor			01 Mark per Year
Any other responsible Administrative job related to education and research in organizations other than University			01 Mark per Year

Note: It is clarified that person working on more than one administrative job simultaneously will be graded only for the job carrying higher marks.

APPENDIX - E

Qualifications and Professional Reputation

Maximum Marks: **20**

Post Master's Qualifications:	<u>10 Maximum</u>
M.Phil	02
Ph.D	04
Post Doctorate	05
Reputation	<u>10 Maximum</u>

Professional reputation at National and International level keeping in view outstanding contributions to higher education in the form of research, teaching, administration, planning and policy making.

Note:

- i. Total Marks for Post Master's qualification shall not exceed 10, in any case.
- ii. Total Marks for Reputation shall not exceed 10, in any case.

APPENDIX - F

Overall Grading

Name of Professor: _____

S. No.		Maximum Marks	Marks Obtained
1.	Length of Service (Appendix – A)	20	
2.	Performance Evaluation Reports (Appendix – B)	20	
3.	Research/Publications (Appendix – C)	20	
4.	Educational Administration (Appendix – D)	20	
5.	i. Qualification: (Appendix – E)	10	}
	ii. Professional Reputation:	10	
Total:-		100	

NWFP AGRICULTURAL UNIVERSITY TEACHERS APPOINTMENT & SCALES OF PAY STATUTES, 2000

Title

1. These Statutes, which have been framed in pursuance of Section 20 (1) (a) of the NWFP, Agricultural University Ordinance, 1981, may be called the “NWFP Agricultural University Teachers Appointment and Scales of Pay Statutes, 2000.

Commencement

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

Application

3. These Statutes shall apply to Teachers, which term has been defined in Clause (m) of Section-2 of NWFP Agricultural University Ordinance 1981, as under:

“Teachers include Professors, Associate Professors, Assistant Professors, Lecturers, Farm Managers and Research Staff, engaged whole time by the University for teaching at the University, and such other persons as may be recognized to be Teachers by the Syndicate.

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. “University” means NWFP Agricultural University Peshawar.
 - b. “Selection Board” means Selection Board of the University.
 - c. “Initial Recruitment” means appointment, otherwise than by promotion or transfer.
 - d. “Government” means Government of NWFP.
 - e. “Pay” includes special pay, personal pay or any other emolument, which is specially classed as pay.
 - f. “Schedule” means the schedule annexed to these 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, used in these Statutes, shall have the same meanings as are assigned to them by the University Ordinance.

Method of Appointment

5. Appointment to various posts of Teachers shall be made by initial recruitment, after due publicity of the vacancies in the National Press.
6. Appointment to these posts shall be made by the Syndicate, on the recommendations of the Selection Board, subject to fulfillment of the conditions of educational qualifications and experience, as shown in the Schedule to these Statutes.
7. Teachers sent by the University for higher education/training abroad, shall be considered for appointment to higher scales of pay in absentia, provided they apply for the advertised post, and compete in absentia in the Selection Board.
8. Criteria for evaluation of the candidates for selection shall be such as prescribed by the Syndicate.

Basic Pay Scales and Other Fringe Benefits

9. The Teachers shall be governed by the Schemes of Basic Pay Scales and other related benefits, sanctioned by the Government for its employees from time to time, subject to their adoption by the University.
10. The following Basic Pay Scales, as admissible to Teachers, are as under:

<u>S. No.</u>	<u>Post</u>	<u>BPS</u>
i.	Lecturer and equivalent	17
ii.	Assistant Professor and equivalent	18
iii.	Associate Professor and equivalent	19
iv.	Professor and equivalent	20

Fixation of Pay on Appointment to a Higher Post

11. When a Teacher is appointed from a lower post to a 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.

Note: The benefit of premature increment was originally admissible only in case of promotion. In March, 1999, the said benefit has also been extended by Government to cases of appointment (through initial recruitment) from a lower to a higher post. This benefit has been allowed with retrospective effect from 01-05-1977, but no arrears on this account are admissible for the period before 16-03-1999.

Increments

12. Increments in Basic Pay 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.

Move-Over

13. Move-over, upto BPS-20, shall be allowed to a Teacher who has reached the maximum of his scale, subject to the following conditions:

- i. Move-over to the higher scale will effect from the first day of December of the year, succeeding the year in which the Teacher reached the maximum of the lower scale.
- ii. The person concerned is a regular holder of the post and has rendered the minimum length of service in pay scale 17 and above, as indicated below, for mover-over, respectively, to BPS No. 18, 19 and 20:

For Move-Over to Pay Scale	Length of Service in BPS-17 & above (in Years)	
	Master's or equivalent	Ph.D or equivalent
18	05	01
19	12	09
20	17	14

- iii. Move-over from BPS-17 to BPS-18 shall require approval of the Vice Chancellor, whereas the cases of Move-over to higher pay scales shall be processed through Selection Board and approved by the Syndicate.
- iv. In allowing Move-over, the Competent Authority shall ensure that:
 - a. the confidential reports of the Teacher are free from adverse remarks for the last 05 years, inclusive of the year of move-over.
 - b. no penalty was imposed on the Teacher during the last five years.
 - c. the Teacher has at least the following number of full year's good reports during the last 05 years, inclusive of the year of move-over:

S. No.	Category of Move-Over	No. of Full Year's Good Reports
i.	Move-over from BPS-17 to 18 and BPS-18 to 19	Two
ii.	Move-over from BPS-19 to 20	Three

Note: For the aforesaid purpose, average reports shall be treated as "generally good", unless these have been specifically treated as adverse reports and conveyed as such to the Teacher.

- v. In case an employee fails to fulfill the conditions prescribed in Sub-Clause (a) to (c) above, he shall wait at the maximum of the Pay Scale till he has earned in succession the requisite number of reports, and the move-over shall take effect from 1st December of the year in which last such report has been earned.

- vi. The move-over shall not be construed to be a promotion to the post of higher Basic Pay Scale, but the higher pay scale will be treated to be an extension of the existing Basic Pay Scale of the post held by the employee.
- vii. The pay of a Teacher who has been allowed the move-over shall be fixed at the stage next above his existing pay in the lower scale. No premature increment will be admissible.
- viii. In case of move-over to BPS-20, no Entertainment Allowance, Senior Post Allowance, Residence Orderly or any other fringe benefits for Grade-20 shall be admissible to the employee.
- ix. The Teacher who has been allowed move-over shall not be entitled to any change in rental ceiling. The House Rent Allowance, which is calculated with reference to the minimum of the relevant basic pay scale, shall be payable on the basis of the scale to which the employee has moved-over.
- x. Two successive move-over shall not be permissible; provided that, if an employee, having moved-over to a particular scale of pay, is subsequently promoted/appointed to a post carrying the same scale of pay, he will again be eligible for further move-over.

Advance Increments for Higher Qualifications

14. Advance increments for higher qualifications shall be admissible to the Teachers as under:
 - i. Those with M.A./M.Sc./M.S. or its equivalent from a Foreign University or M.Phil or its equivalent from a University in Pakistan, shall be entitled to four advance increments on appointment in BPS-17.
 - ii. Those who acquire the aforesaid qualifications while in service, shall be entitled to two advance increments.
 - iii. A monthly Qualification Allowance of Rs.1500 will be admissible to all those Teachers who possess or acquire a Ph.D/D.Sc. degree, irrespective of their grades.

Allowances

15. The following monthly allowances shall be admissible to the Teacher, subject to their revision by the Government/Syndicate from time to time.

- 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 45% of the minimum of the relevant Scale of Pay, irrespective of where he resides,

Provided that if one of the spouses has been allotted accommodation by the University, the other one will not get House Rent Allowance.

- b. The recovery of house rent for residential accommodation provided by the University shall be made at the rate of 5% of pay of the Teacher.

ii. Conveyance Allowance

	<u>Rupees</u>
Those maintaining cars	355
Others	193

iii. Medical Allowance

	<u>Percentage of Basic Pay</u>
Teachers in BPS-17	12%) Subject to a maximum
Teachers in BPS-18 & above	10%) of Rs.600

iv. Entertainment Allowance

Entertainment allowance shall be admissible to all University Professors, Chief of Research and Directors (BPS-20 at the rate of Rs.400).

v. Senior Post Allowance

Senior Post Allowance shall be admissible at the rate of Rs.600 to University Professors, Chief of Research and Directors (BPS-20).

vi. Orderly Allowance

All University Professors, Chief of Research and Director in BPS-20 and above shall have the right to opt either for an orderly, or for the orderly allowance of Rs.1900.

vii. Other Allowances

Faculty members, holding the following additional positions, shall be entitled to monthly allowances, indicated against each:

	<u>Position</u>	<u>Rupees</u>
a.	Dean of Faculties	750
b.	Chairman of Departments	500
c.	Provost of Hostels	500
d.	Staff Proctors	400
e.	Wardens	400
f.	Assistant Wardens	300

Additions and Alterations to the Schedule

16. The Syndicate may, from time to time, create a new post, re-designate an existing post or make other additions/alterations in the Schedule, with such conditions as it may deem fit, in accordance with the provisions of the University Ordinance.

Removal of Difficulties

17. 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 provisions of the 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 University Ordinance.

Interpretation

18. Whenever a dispute arises in the application or interpretation of these 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.

SCHEDULE

Qualification & Experience Required for Appointment to Various Posts of Teachers

S. No.	Post	Grade	Required Educational Qualification & Experience
1.	Lecturer, Farm Manager, Assistant Director Teaching, Plant Manager, Junior Research Specialist or Person of Equivalent Cadre.	17	First Class Master's degree in the relevant subject or equivalent qualification; Provided that in the subject of English, a person with Second Division or equivalent qualifications will be eligible for appointment if no first Divisioner is available.
2.	Assistant Professor, Senior Farm Manager, Deputy Director Teaching, Research Specialist or Person of Equivalent Cadre.	18.	i. Educational qualifications as in (1) above and six years teaching/ research experience in a recognized University or a Post-Graduate Institution as a Lecturer or Professional experience in a National or International Organization. OR ii. Master's degree (Foreign), or M.Phil or its equivalent from a Pakistani University in the relevant subject and 04 years teaching/research experience in a recognized University as a Lecturer or professional experience in the relevant field in a National or International Organization. OR iii. Ph.D in the relevant subject with 02 years teaching/research experience in a recognized University or professional experience in the relevant field in a National or International Organization.
3.	Associate Professor, Associate Farm Manager, Associate Director Teaching, Senior Research Specialist or Person or Equivalent Cadre.	19	Ph.D in the relevant field with 10 years teaching and research experience in a recognized University or professional experience in the relevant field in a National or International Organization plus 05 research publications in journals of International repute.
4.	Professor, Director Farm, Director Teaching, Any Other Academic Director or Person of Equivalent Cadre.	20	Ph.D in the relevant field with 15 years teaching and research experience in BS-17 and above in a recognized University or professional experience in the relevant field in a National or International Organization plus 08 research publications in journals of International repute.

Note: Period spent on acquiring a Ph.D degree shall be counted as teaching/research experience, both in the case of in-service and outside candidates.

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

Title

1. These Statutes, which have been framed in pursuance of Section 20 (1) (a) of the NWFP, Agricultural University Ordinance, 1981, may be called the "NWFP Agricultural University Administrative Staff Appointment and Scales of Pay Statutes, 2000.

Commencement

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

Application

3. These Statutes shall apply to the Administrative Staff of the University in Grade 17 and above.

Definitions

4. In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings, respectively, assigned to them as under:
 - a. "University" means NWFP Agricultural University Peshawar.
 - b. "Employee" means a member of the Administrative Staff of the University.
 - c. "Schedule" means the schedule annexed to these Statutes.
 - d. "Selection Board" means Selection Board of the University.
 - e. "Government" means Government of NWFP.
 - f. "Initial Recruitment" means appointment, otherwise than by promotion or transfer.
 - g. "Pay" includes special pay, personal pay or any other emolument, which is specially classed as pay.
 - h. "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.
 - i. "Presumptive Pay" of a post means the pay to which an employee would be entitled if he held that post in a substantive capacity and were performing its duties.
 - j. The pronoun "He" refers to male or female employee, as the case may be.

Composition of the Administrative Staff

5. The Administrative Staff of the University shall consist of the members, holding the posts specified in Schedule-I.

Appointing Authority

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

Method of Appointment

- 7(i) Appointment to all the posts in Grade-17, specified in column two of Schedule-I, shall be made by initial recruitment, except the posts in Serial Number 1 to 5, and 8 (partly), which shall be filled by promotion on the basis of selection from amongst the holders of the posts as specified in Schedule-II.
- (ii) Appointment to all the posts in Grade-18, specified in Schedule-I, shall be made by promotion on the basis of "Seniority-cum-Fitness", except the following posts which shall be filled by initial recruitment, subject to fulfillment of the qualifications and experience prescribed therein.

S. No. of the Schedule	Name of Post
12	Administrative Officer
16	Deputy Director Personnel
19	Information Officer
22	Deputy Provost

- (iii) Appointment to all the posts in Grade-19 and above, specified in Schedule-I, shall be made by promotion on the basis of selection.
- (iv) Where a post is reserved for appointment by promotion, and 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.
- (v) Where a post is reserved for appointment by initial recruitment, or where initial recruitment is permissible in terms of Clause (iv) above, the Syndicate may, in exceptional cases, allow appointment to such post(s) to be made by transfer, provided that the employee concerned is holding appointment on a regular basis in the same pay scale in which the vacancy exists, and he possesses the qualifications and experience prescribed for initial recruitment to the post.

Conditions for Initial Recruitment

- 8 (i) Initial recruitment shall be made through open competition, after public advertisement of the vacancies.
- (ii) No person shall be appointed by initial recruitment, unless he fulfils the prescribed conditions of educational qualifications and experience, laid down in column 4 of Schedule-I.
- (iii) Maximum age limit for initial recruitment is 35 years.
- (iv) Test, interview or other method of evaluation of the candidates shall be such as prescribed by the Syndicate.

Conditions for Promotion

9. Promotion shall be made by “selection” or on the basis of “Seniority-cum-Fitness”, as the case may be, from among the persons who hold the posts specified in Column-4 of Schedule-II, and fulfill the conditions prescribed in Column-5.

Explanation: Criterion for the two methods of promotion shall be as under:

i. On Basis of Seniority-cum-Fitness

In this case the promotion is to be made strictly in the order of seniority. A junior employee can be considered for promotion only when his senior has been considered unfit for promotion.

ii. On the Basis of Selection

Here, all the eligible candidates are considered, and the selection of the best one, from among the whole lot, is to be made purely on merit, as determined in the light of their performance evaluation reports, educational qualifications, experience, and performance before the Selection Board; provided that where only a single candidate is available for promotion to a particular post, thereby involving no element of competition, his selection will require that he should be otherwise suitable in all respects for the higher responsibilities.

Pay Scales and Other Fringe Benefits

10. The Employee shall be governed by the Scheme of Basic Pay Scales and other related benefits, as sanctioned by the Government for its employees from time to time, subject to their adoption by the University.
11. The existing Revised Basic Pay Scales (effective from 01-06-1994), as admissible to the Employees, are as under:

S. No.	BPS No.	Pay Scale
1.	17	3880-290-7360
2.	18	5085-366-8745
3.	19	7750-385-11600
4.	20	9195-440-13595

Fixation of Pay on Promotion or Initial Appointment to a Higher Post

12. In the case of promotion or appointment from a lower to a higher post, where 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, 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.

13. If, by virtue of the benefit admissible under Statute 16, an employee is already drawing pay in the scale of pay of the higher post at the time of his promotion or appointment, he shall be allowed next stage, plus one premature increment in that scale with effect from the date of promotion/appointment.

Note: *The benefit of premature increment was originally admissible only in cases of promotion. In March, 1999, the said benefit has also been extended by Government to cases of appointment (through initial recruitment) from a lower to a higher post. This benefit has been allowed with retrospective effect from 01-05-1977, but no arrears on this account are admissible for the period before 16-03-1999.*

Increments

14. Increments in the relevant Scale of Pay shall fall due on 1st 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, or awarded selection grade, or is brought to a higher scale due to upgradation of his post, between 2nd June and 30th November of a calendar year, he may, at his option, get his pay refixed in the higher scale on 1st December of that year, with reference to his presumptive pay in his lower scale, if that is more beneficial to him.

Advance Increments for Higher Qualifications

15. (a) Employee who possess M.A./M.Sc./M.S. or equivalent from a Foreign University, or M.Phil from a University in Pakistan, will receive four advance increments on induction in service in BPS-17.
- (b) Those of the above categories of employees who while in service acquire the aforesaid degree shall be allowed two advance increments.
- (c) A Qualification Allowance of Rs.1500 per month will be admissible to all those employees who possess or acquire a Ph.D/D.Sc. degree, irrespective of their grades.

Move-Over

16. Move-over, upto BPS-20, shall be allowed to an employee who has reached the maximum of his scale, subject to the following conditions:
- Move-over to the higher scale will effect from the first day of December of the year, succeeding the year in which the employee reached the maximum of the lower scale.
 - The person concerned is a regular holder of the post and has rendered the minimum length of service in pay scale 17 and above, as indicated below, for mover-over, respectively, to BPS No. 18, 19 and 20:

For Move-Over to Pay Scale	Length of Service in BPS-17 & above (in Years)	
	Master's or equivalent	Ph.D or equivalent
18	05	01
19	12	09
20	17	14

- iii. The word "Service", mentioned in Sub-Clause (ii) above, shall be interpreted to mean service rendered in any University or a post-graduate establishment or in a National or International Organization, in Scale No.17 and above, provided that such service has been counted as such by the University.
- iv. Move-over from BPS-17 to BPS-18 shall require approval of the Vice Chancellor, whereas the cases of Move-over to higher pay scales shall be processed through Selection Board and approved by the Syndicate.
- v. In allowing Move-over, the Competent Authority shall ensure that:
 - a. the confidential reports of the employee are free from adverse remarks for the last 05 years, inclusive of the year of Move-over.
 - b. no penalty was imposed on the employee during the last 05 years.
 - c. the employee has at least the following number of full year's good reports during the last 05 years, inclusive of the year of Move-over:

S. No.	Category of Move-Over	No. of Full Year's Good Reports
i.	Move-over from BPS-17 to 18 and BPS-18 to 19	Two
ii.	Move-over from BPS-19 to 20	Three

Note: For the aforesaid purpose, average reports shall be treated as "generally good", unless these have been specifically treated as adverse reports and conveyed as such to the employee.

- vi. In case an employee fails to fulfill the conditions prescribed in Sub-Clause (a) to (c) above, he shall wait at the maximum of the Pay Scale till he has earned in succession the requisite number of reports, and the move-over shall take effect from 1st December of the year in which last such report has been earned.
- vii. The Move-over shall not be construed to be a promotion to the post of higher Basic Pay Scale, but the higher pay scale will be treated to be an extension of the existing Basic Pay Scale of the post held by the employee.
- viii. The pay of an Employee who has been allowed the move-over shall be fixed at the stage next above his existing pay in the lower scale. No premature increment will be admissible.

- ix. In case of move-over to BPS-20, no Entertainment Allowance, Senior Post Allowance, Residence Orderly or any other fringe benefits for Grade-20 shall be admissible to the employee.
- x. The employee who has been allowed move-over shall not be entitled to any change in rental ceiling. The House Rent Allowance, which is calculated with reference to the minimum of the relevant basic pay scale, shall be payable on the basis of the scale to which the employee has Moved-over.
- xi. Two successive move-over shall not be permissible; provided that, if an employee, having moved-over to a particular scale of pay, is subsequently promoted/appointed to a post carrying the same scale of pay, he will again be eligible for further Move-over.
- xii. Move-over of Employees who are on deputation abroad, or are posted on ex-cadre posts abroad, shall be governed by the existing policy regarding promotion of such employees.

Allowances

17. The following monthly allowances shall be admissible to the Employee, subject to their revision by the Government/Syndicate from time to time.

i. House Rent Allowance

- a. An Employee who has not been provided residential accommodation, in his name, by the University shall be entitled to House Rent Allowance at 45% of the minimum of the relevant Scale of Pay, irrespective of where he resides,

Provided that if one of the spouses has been allotted accommodation by the University, the other one will not get House Rent Allowance.

- b. The recovery of house rent for residential accommodation provided by the University shall be made at the rate of 5% of pay of the employee.

ii. Conveyance Allowance

	<u>Rupees</u>
Those maintaining cars	355
Others	193

iii. Medical Allowance

	<u>Percentage of Basic Pay</u>
Employees in BPS-17	12%) Subject to a maximum
Employees in BPS-18 & above	10%) of Rs.600

iv. Entertainment Allowance

Entertainment allowance shall be admissible to the employee in BPS-20 at the rate of Rs.400.

v. Senior Post Allowance

Senior Post Allowance shall be admissible to the employees in BPS-20 at the rate of Rs.600.

vi. Orderly Allowance

Employees in Grade-20 and above shall have the right to opt either for an orderly, or for the orderly allowance of Rs.1900.

viii. Design Allowance

The Design Allowance @ Rs.500 shall be admissible to the Director of Works.

ix. Special Allowance

Special Allowance of Rs.375 shall be admissible to the Secretary to the Vice Chancellor.

Removal of Difficulties

18. 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 provisions of the 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 University Ordinance.

Interpretation

19. Whenever a dispute arises in the application or interpretation of these 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.

Additions and Alterations to the Schedule

20. The Syndicate may, from time to time, create a new post, re-designate an existing post, or make other additions/alterations in the Schedules, with such conditions as it may deem fit, in accordance with the provisions of the University Ordinance.

SCHEDULE – I

(Mentioned in Statute 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1.	Assistant Controller Examination	17	First Class Master's degree, or Second Class Master's degree with four years experience of examination work in a University or a Board of Intermediate & Secondary Education.	By Promotion
2.	Assistant Registrar	17	First Class Master's degree, in Public Administration or Second Class Master's degree in English; or Second Class Master's degree in Public Administration or Third Class Master's degree in English with four years experience of personnel management in a University or a Government Department or an Autonomous Organization.	By Promotion
3.	Budget & Accounts Officer	17	First Class M.Com/M.B.A. (with specialization in accounts); or Second Class M.Com/M.B.A. (with specialization in Accounts) and four years experience in accounts in a University or Government Department or an Autonomous Organization; or a graduate with 10 years experience of accounts out of which 04 years as Superintendent of Accounts.	By Promotion
4.	Assistant Librarian	17	First Class M.L.S; or Second Class M.L.S. with four years experience of library work in a University or a Government Department or an Autonomous Organization.	By Promotion
5.	Secretary to Vice Chancellor	17	First Class Master's degree in Public Administration or Business Administration or Economics, or Agricultural Economics or Second Class Master's degree in English; or Second Class Master's degree in Business Administration; or Public Administration or Economics with four years experience of a secretarial job in a University or a Government Department or an Autonomous Organization.	By Promotion
6.	Assistant Planning & Development Officer	17	First Class M.A. (Economics)/Agricultural Economics/M.B.A; or Second Class M.A. (Economics)/Agricultural Economics/M.B.A. and four years experience in the relevant field in a University or a Government Department or an Autonomous Organization.	By Initial Appointment
7.	Assistant Director Physical Education	17	First Class Master's degree in Physical Education; or Second Class Master's degree in Physical Education with four years experience of organizing sports and games in an educational institution.	By Initial Appointment

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
8.	Assistant Engineer	17	<p>B.Sc. degree in Civil Engineering from a recognized University, with three years experience of constructing buildings and roads.</p> <p>Method of Appointment</p> <p>a. Seventy percent by initial recruitment</p> <p>b. Twenty percent by selection on merit with due regard to seniority from amongst senior scale Sub-Engineers (BPS-16), who hold a diploma in Civil Engineering and have passed Departmental Professional Examination.</p> <p>c. Ten percent by promotion, on the basis of seniority-cum-fitness from amongst the Senior Scale Sub-Engineers (BPS-16), holding a diploma in Civil Engineering. Seniority is to be determined from the date of acquiring diploma or initial recruitment, whichever is later.</p>	
9.	Assistant Director Finance	17	First Class M.Com/M.B.A. (with specialization in Accounts); or Second Class M.Com/M.B.A. (with specialization in Accounts and four years experience in accounts in a University or a Government Department or an Autonomous Organization.	By Initial Appointment
10.	Junior Medical Officer	17	MBBS from a recognized Institution, with one year House Job experience in a recognized Hospital.	By Initial Appointment
11.	Resident Assistant Warden	17	First Class Master degree; or Second Class Master's degree with four years experience of Hostel Management/ Students' Affairs in a University or post graduate educational institution.	By Initial Appointment
11a.	Assistant Administrative Officer	17	First Class Master's degree in Business Administration, Agriculture, Economics or its equivalent qualification with 05 years relevant experience in a Government Department or an Autonomous Organization.	By Initial Appointment
11b.	Store Officer	17	First class M.A/M.Sc. degree or 2 nd Class Master's Degree with at least 05 years relevant experience in BS-16 in a Government Department or an Autonomous Organization.	50% by initial appointment and 50% by promotion from the existing incumbents.
12.	Administrative Officer	18	First Class Master's degree in Public Administration, Business Administration, Agriculture, Economics, or its equivalent and 06 years experience or Second Class Master's degree in Public Administration or Economics or its	By Initial Appointment

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
			equivalent and 10 years experience of Executive Responsibilities in a University or a Government Department or an Autonomous Organization in Pay Scale 17 or its equivalent.	
13.	Deputy Controller of Examination	18	First Class Master's degree and 06 years experience, or Second Class Master's degree and 10 years experience of teaching and examination work in a University or Board of Intermediate & Secondary Education in Pay Scale 17 or its equivalent.	By Promotion
14.	Deputy Director Finance	18	C.A./A.C.M.A., with 02 years experience, First Class Master's degree in Commerce or Business Administration (with Specialization in Accounts) and 06 years experience; or Second Class Master's degree in Commerce or Business Administration (with Specialization in Accounts) and 10 years experience of accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
15.	Deputy Librarian	18	First Class M.L.S. and 06 years experience; or Second Class M.L.S. and 10 years experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
16.	Deputy Director Personnel	18	First Class Master's degree in Public Administration, or Business Administration or Agriculture, or its equivalent; & 06 years experience; or Second Class Master's degree in Public Administration or Business Administration, or Agriculture or its equivalent; and 10 years experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Initial Appointment
17.	Executive Engineer	18	First Class B.Sc. Civil Engineering and 06 years experience of constructing buildings and roads in a University or Government Department or an Autonomous Organization in pay scale 17 or its equivalent, or Second Class B.Sc. Civil Engineering and 10 years experience of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
18.	Deputy Registrar	18	First Class Master's degree in Public Administration or Second Class Master's degree in English, with 06 years experience of Personnel Management in a University or a Government Department or an Autonomous Organization; or Second Class Master's degree in Public Administration or Third Class Master's degree in English with 10 years experience of Personnel Management in a University or a Government Department or an Autonomous Organization.	By Promotion
19.	Information Officer	18	First Class Master's degree and 06 years experience; or Second Class Master's degree and 10 years experience in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Initial Appointment
20	Deputy Director Planning & Development	18	First Class M.A. (Economics) or M.Sc. Agriculture, or M.B.A., and 06 years experience; or Second Class M.A. (Economics) or Second Class M.Sc. Agriculture or M.B.A., and 10 years experience, in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
21.	Medical Officer	18	MBBS from a recognized institution with 06 years professional experience in a recognized hospital/institution	By Promotion
22.	Deputy Provost	18	First Class Master's degree and 06 years experience, or Second Class Master's degree and 10 years experience of teaching and Hostel Administration in a University or an Educational Institution.	By Initial Appointment
23.	Additional Director of Works	19	First Class B.Sc. Civil Engineering and 13 years experience of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent or Second Class B.Sc. Civil Engineering and 17 years experience of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
24.	Additional Controller of Examination	19	First Class Master's degree and 13 years experience, or Second Class Master's degree and 17 years experience of teaching and examination work in a University or Board of Intermediate & Secondary Education in pay scale 17 or its equivalent.	By Promotion

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
25.	Additional Director Finance	19	C.A./A.C.M.A., with 09 years experience, First Class Master's degree in Finance, Commerce or Business Administration (with Specialization in Accounts) and 13 years experience; or Second Class Master's degree in Commerce or Business Administration (with Specialization in Accounts) and 17 years experience of accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
26.	Associate Librarian	19	First Class M.L.S. and 13 years experience; or Second Class M.L.S. and 17 years experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
27.	Additional Registrar	19	First Class Master's degree in Public Administration or Second Class Master's degree in English with 13 years experience of Personnel Management in a University or Government Department or an Autonomous Organization; or Second Class Master's degree in Public Administration or Third Class Master's degree in English with 17 years experience of Personnel Management in a University or a Government Department or an Autonomous Organization.	By Promotion
28.	Senior Medical Officer	19	MBBS from a recognized institution, with 13 years professional experience in a recognized hospital/institution.	By Promotion
29.	Additional Director Planning & Development	19	Master degree in Economics or Business Administration or Agriculture & 13 years experience in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion
30.	Director Planning & Development	20	Master degree in Economics or Business Administration or Agriculture & 18 years experience in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion
31.	Controller of Examination	20	First Class Master's degree and 18 years experience, or Second Class Master's degree and 22 years experience of Teaching and Examination work in a University or Board of Intermediate and Secondary Education in pay scale 17 or its equivalent.	By Promotion

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
32.	Director Finance	20	C.A./A.C.M.A., with 14 years experience, First Class Master's degree in Finance, Commerce or Business Administration (with Specialization in Accounts) and 18 years experience; or Second Class Master's degree in Commerce or Business administration (with Specialization in Accounts) and 22 years experience of accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
33.	Librarian	20	First Class M.L.S. and 18 years experience; or Second Class M.L.S. and 22 years experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
34.	Registrar	20	First Class Master's degree in Public Administration or Second Class Master's degree in English, with 18 years experience of Personnel Management in a University or a Government Department or an Autonomous Organization; or Second Class Master's degree in Public Administration or Third Class Master's degree in English with 22 years experience of Personnel Management in a University or a Government Department or an Autonomous Organization.	By Promotion

Note: If for any of the above positions, a person with a PhD/D.Sc. degree is available, the required length of experience for appointment to various scales of pay will be reduced by the years as given below:

Pay Scale	Reduction in Experience (in Years)
18	04
19	03
20	02

SCHEDULE – II

(Mentioned in Statute 7)

Posts to be Filled by Promotion

S. No.	Designation	Grade	Persons Eligibility	Conditions of Eligibility
1.	Budget & Accounts Officer	17	Superintendent	Graduate with 10 years, or F.A./F.Sc. with 12 years, or Matric with 15 years relevant experience, out of which 05 years as Superintendent.
2.	Assistant Registrar	17	i. Superintendent ii. Private Secretaries	Graduate with 10 years, or F.A./F.Sc. with 12 years, or Matric with 15 years relevant experience, out of which 05 years as Superintendent/Private Secretary.
3.	Secretary to Vice Chancellor	17	i. P.S. to V.C. ii. P.S. to Registrar	Graduate with 10 years, or F.A./F.Sc. with 12 years, or Matric with 15 years relevant experience, out of which 05 years experience as Stenographer/Private Secretary.
4.	Asstt. Controller of Examination	17	Superintendents	Graduate with 10 years, or F.A./F.Sc. with 12 years, or Matric with 15 years relevant experience, out of which 05 years as Superintendent.
5.	Assistant Librarian	17	Cataloguer/Classifiers	M.L.S. with 05 years experience as Library Cataloguer/Classifier in Grade-16.
6.	Assistant Engineer	17	Sub-Engineers	Diploma in Civil Engineering and having passed Departmental Promotion Examination, and holding post of Sub-Engineer in BPS-16 (to the extent of 30%).
6a	Store Officer	17	Office Superintendent	05 years experience as Office Superintendent.
7.	Deputy Director Finance	18	Asstt. Director Finance and Budget & Acct. Officer	05 years service in BS-17.
8.	Deputy Registrar	18	Assistant. Registrar and Secretary to V.C.	05 years service in BS-17.
9.	Deputy Controller of Examination	18	Assistant Controller of Examination	05 years service in BS-17.
10.	Deputy Librarian	18	Assistant Librarian	05 years service in BS-17.
11.	Deputy Director Planning & Development	18	Assistant Planning & Development Officer	05 years service in BS-17.

S. No.	Designation	Grade	Persons Eligibility	Conditions of Eligibility
12.	Executive Engineer	18	Assistant Engineer	05 years service in BS-17.
13.	Additional Director Finance	19	Deputy Director Finance	12 years in BS-17 & above.
14.	Additional Registrar	19	Dy. Director Personnel/ Deputy Registrar	12 years in BS-17 & above.
15.	Additional Controller of Examination	19	Deputy Controller of Examination	12 years in BS-17 & above.
16.	Additional Director P&D	19	Deputy Director P&D	12 years in BS-17 & above.
17.	Associate Librarian	19	Deputy Librarian	12 years in BS-17 & above.
18.	Additional Director of Works	19	Executive Engineer	07 years experience as Executive Engineer.
19.	Director Finance	20	Additional Director Finance	17 years in BS-17 & above.
20.	Registrar	20	Additional Registrar	17 years in BS-17 & above.
21.	Controller of Examination	20	Additional Controller of Examination	17 years in BS-17 & above.
22.	Librarian	20	Associate Librarian	17 years in BS-17 & above.



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NWFP AGRICULTURAL UNIVERSITY
 PESHAWAR

No. 107 /R/AUP

Dated. 31 /01/2009

NOTIFICATION

Sub: Amendment in NWFP Agricultural University Administrative Staff Appointment & Scales of Pay Statutes 2000.

In exercise of the powers, conferred upon him by sub section 5 of Section-8, read with section 20 (1)(a), of the NWFP Agricultural University Ordinance 1981, the Chancellor/Governor of NWFP has been pleased to approve the following amendments in Schedule-II (Col.5) of the NWFP Agricultural University Administrative Staff Appointment & Scales of Pay Statutes, 2000, namely:-

**SCHEDULE-II MENTIONED IN STATUTE-7
 POSTS TO BE FILLED BY PROMOTION**

S.No of Schedule	Name of Post	Grade	Persons Eligible	Conditions of Service	
				Existing Provision	Amended Provision
7	Dy. Director Finance	18	Asstt. Dir. Finance and B&AO	5 years experience as ADF/ B&AO	5 years in BS-17
8	Dy. Registrar	18	Asstt. Registrar/ Secretary to V.C	5 years experience as Asstt. Registrar or as Secretary to V.C	5 years in BS-17
9	Dy. Controller of Exam.	18	Asstt. Controller of Examination	5 years experience as Asstt. Contr. of Exam.	5 years in BS-17
10	Dy. Librarian	18	Asstt. Librarian	5 years experience as Asstt. Librarian	5 years in BS-17
11	Dy. Director P&D	18	Asstt. P&D Officer	5 years experience as Asstt. P&D Officer	5 years in BS-17
12	Executive Engineer	18	Asstt. Engineer	5 years experience as Asstt. Engineer	5 years in BS-17
13	Addl. Dir. Finance	19	Dy. Dir. Finance	7 years experience as Dy. Dir. Finance	12 years in BS-17 & above
14	Additional Registrar	19	Dy. Dir. Personal/ Dy. Registrar	7 years experience as Dy. Dir. Personal/ Dy. Registrar	12 years in BS-17 & above
15	Addl. Cont. of Exam.	19	Dy. Cont. of Exam.	7 years experience as Dy. Cont. of Exam.	12 years in BS-17 & above
16	Addl. Director P&D	19	Dy. Director P&D	7 years experience as Dy. Director P&D	12 years in BS-17 & above
17	Associate Librarian	19	Dy. Librarian	7 years experience as Dy. Librarian	12 years in BS-17 & above
19	Director Finance	20	Addl. Dir. Finance	5 years experience as Addl. Dir. Finance	17 years in BS-17 & above
20	Registrar	20	Additional Registrar	5 years experience as Additional Registrar	17 years in BS-17 & above
21	Controller of Exam.	20	Addl. Cont. of Exam.	5 years experience as Addl. Cont. of Exam.	17 years in BS-17 & above
22	Librarian	20	Associate Librarian	5 years experience as Associate Librarian	17 years in BS-17 & above

The following new section is also inserted as section 9(A) in the statutes:

9(A): D. Where there is no career path available for officers, the following formula regarding grant of personal scale of BS-18, 19 and 20 is to be followed:-

Length of service

Required for up-gradation to

7 years service in BS-17	BS-18
12 years service in BS-17 and above	BS-19
Out of which 5 years service in BS-18	
20 years service in BS-17 & above out of Which 5 years service in BS-19.	BS-20

Foot Notes:

1). For the purpose of calculation the length of service in BS-17, ½ of service in BS-16 and 1/4th in BS-15 and below shall be reckoned as service in BS-17.

2). This amendment takes effect from 24-9-2008 viz the date of receipt of approval of the Chancellor.


Registrar

Authority: Refers Government of ;NWFP Agriculture Department Letter No.SOE(AD)17(109)/2009/AU/VOL:D dated 24-9-2008.

Copy to:

- ✓1. P.S. to Vice Chancellor
- ✓2. P.S. to Secretary Agriculture, Livestock & Cooperative Department.
3. All Deans of Faculties
4. All Chairmen of the Departments
5. All Directors of the Institutes
6. All Head of Departments.
- ✓7. Director Finance
- ✓8. Additional Director Finance
9. Deputy Registrar-I, II ✓
- ✓10. R.A.D. (Audit).
11. Notification File.



NWFP AGRICULTURAL UNIVERSITY SUPPORT STAFF SCALES OF PAY STATUTES, 2000

Title

1. These Statutes, which have been framed in pursuance of Section 20 (1) (a) of the NWFP Agricultural University Ordinance, 1981, may be called the "NWFP Agricultural University Support Staff Scales of Pay Statutes, 2000."

Commencement

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

Application

3. These Statutes shall apply to the Supports Staff of the University in BPS-1 to 16, as specified in Schedules I to IV.

Definitions

4. In these Statutes, unless the context otherwise requires, all expressions shall have the meanings, respectively, assigned to them as under:
 - (a) "University" means NWFP Agricultural University Peshawar.
 - (b) "Employee" means a member of the Support Staff of the University.
 - (c) "Schedules" mean the schedules annexed to these Statutes.
 - (d) "Government" means Government of NWFP.
 - (e) "Pay" includes special pay, personal pay or any other emolument, which is specially classed as pay.
 - (f) "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 permanent post in a specified pay scale.
 - (g) "Presumptive Pay" of a post means the pay to which an employee would be entitled if he held that post in a substantive capacity and were performing its duties.
 - (h) The pronoun "He" refers to male or female employee, as the case may be.

Composition of the Support Staff

5. The Support Staff of the University shall consist of four different Cadre Groups, namely "Ministerial Staff", "Technical Staff", "Laboratory Staff" and "Class-IV Establishment", as specified in Schedules I to IV.

Pay Scales and other Fringe Benefits

6. The employees shall be governed by the Scheme of Basic Pay Scales and other related benefits, as sanctioned by the Government for its employees from time to time, subject to their adoption by the University.
7. The existing Revised Basic Pay Scales (effective from 1.6.1994), as admissible to the employees, are as under :

<u>BPS No.</u>	<u>Pay Scale</u>
1.	1245-35-1770
2.	1275-44-1935
3.	1320-50-2070
4.	1360-58-2230
5.	1400-66-2390
6.	1440-73-2535
7.	1480-81-2695
8.	1540-88-2860
9.	1605-97-3060
10.	1660-107-3265
11.	1725-116-3465
12.	1830-130-3780
13.	1950-144-4110
14.	2065-161-4480
15.	2190-177-4845
16.	2535-197-5490

Fixation of Pay on Promotion or Initial Appointment to a Higher Post

8. In the case of promotion or appointment from a lower to a higher post, where 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, 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.
9. If, by virtue of the benefit admissible under Statute 12, an employee is already drawing pay in the scale of pay of the higher post at the time of his promotion or appointment, he shall be allowed a premature increment, i.e. next stage plus one premature increment in that scale with effect from the date of promotion/appointment.

Note: The benefit of premature increment was originally admissible only in cases of promotion. In March, 1999, the said benefit has also been extended by Govt. to cases of appointment (through initial recruitment) from a lower to a higher post. This benefit has been allowed with retrospective effect from 1.5.1977, but no arrears on this account are admissible for the period before 16.3.1999.

Increments

10. Increments in the relevant Scale of pay shall fall due on 1st 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, or awarded selection grade, or is brought to a higher scale due to upgradation of his post, between 2nd June and 30th November of a calendar year, he may, at his option, get his pay refixed in the higher scale on 1st December of that year, with reference to his presumptive pay in his lower scale, if that is more beneficial to him.

Advance Increments for Higher Qualifications

11. Advance increments to the employees in BPS-1 to 16, for acquiring/possessing higher qualifications, shall be admissible as under:

Where Minimum Qualification for the Post is	Advance Increments Admissible for			
	Matric	F.A./F.Sc.	B.A./B.Sc.	M.A./M.Sc.
Non-Matric	2	4	6	8
Matriculation	-	2	4	6
F.A./F.Sc.	-	-	2	4
B.A./B.Sc.	-	-	-	2

Explanation

- i. Where the appointment to a higher post is made entirely by promotion, the qualification for the lower post shall be regarded as minimum qualification for the higher post.
- ii. Where the appointment to a higher post is made partially by promotion and partially by initial recruitment, the qualification as prescribed for initial recruitment shall also be regarded as the minimum qualification of the post in the case of promotees.
- iii. M.A./M.Sc., B.A./B.Sc. and F.A./F.Sc. also include other qualifications specifically declared as equivalent.

Move-Over

12. Move-over to the employees in BPS-1 to 16 shall be admissible, subject to the following conditions:
- i. Move-over to the higher scale will be allowed with effect from the first day of December of the year, succeeding the year in which the employee reached the maximum of the lower scale.
 - ii. In allowing move-over, the competent authority shall ensure that the person concerned is fit for move-over, on the basis of his Character Roll and other record of service.

Note: For the aforesaid purpose, average reports shall be treated as “generally good” unless these have been specifically treated as adverse reports and conveyed as such to the employee.

- iii. Successive move-overs are admissible to the employees only upto BPS-16. Beyond that scale, two successive move-overs shall not be permissible; provided that, if an employee, having moved-over to a particular scale of pay, is subsequently promoted/appointed to a post carrying the same scale of pay, he will again be eligible for further mover-over.
- iv. The move-over shall not be construed to be a promotion to the post of higher Basic Pay Scale, but the higher pay scale will be treated to be an extension of the existing Basic Pay Scale of the post held by the employee.
- v. The pay of an employee who has been allowed move-over shall be fixed at the stage next above this existing pay in the lower scale. No premature increment will be admissible.
- vi. The employee who has been allowed move-over shall not be entitled to any change in rental ceiling. The House Rent Allowance, which is calculated with reference to the minimum of the relevant basic pay scale, shall be payable on the basis of the scale to which the employee has moved over.
- vii. Move-over shall require approval of the Vice Chancellor, or any other officer, authorized by him in this behalf.

Allowances

13. The following monthly allowances shall be admissible to the employees:

i. House Rent Allowance

An employee who has not been provided residential accommodation by the University shall be entitled to House Rent Allowance at 45% of the minimum of the relevant Scale of Pay, as on 31-05-1994, irrespective of where he resides,

Provided that if one of the spouses has been allotted accommodation by the University, the other spouse will not get House Rent Allowance.

ii. Conveyance Allowance

	<u>Rs.</u>
a. Grade-16 and above employees with cars.	355
b. Employees with pay of more than Rs.3,239, but without cars.	193
c. Employees with pay of more than Rs.1,687, but less than Rs.3,240, and with motor bikes	130
d. Others	96

iii. Medical Allowance

This allowance shall be admissible as under:

	<u>Scale</u>	<u>Pay Percentage</u>	<u>Remarks</u>
-	BPS 1 to 10	15%	Minimum of Rs.300 & Maximum of Rs.600
-	BPS 11 to 16	12%	-do-

iv. Washing Allowance

Employees in BPS-1 to BPS-4; Laboratory Staff in BPS-5 to BPS-7; Technical Staff in BPS-5 to BPS-11; and drivers in BPS-5 to BPS-11 shall get monthly Washing Allowance of Rs.30.

v. Uniform Allowance

Employees in BPS-1 to BPS-4 shall get monthly Uniform Allowance of Rs.100. Laboratory Staff in BPS-5 to BPS-7; Technical Staff in BPS-5 to BPS-11; and drivers in BPS-5 to BPS-11 shall get monthly Uniform Allowance of Rs.40.

vi. Chowkidars Allowance

Chowkidars shall get an allowance of Rs.100 per month.

Removal of Difficulties

14. 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 provisions 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 University Ordinance.

Interpretation

15. Whenever a dispute arises in the application or interpretation of these 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.

Additions & Alterations to the Schedule

16. The Vice Chancellor may, from time to time, create a new post, re-designate an existing post in the Schedules, with such conditions that he may deem fit, in accordance with the provisions of the University Ordinance.

SCHEDULE – I

Ministerial Staff

S. No.	Name of Post	BPS
1.	Superintendent	16
2.	Store Officer	16
3.	Estate Officer	16
4.	Assistant	11
5.	Senior Clerk	07
6.	Junior Clerk	05

SCHEDULE – II

Technical Staff

S. No.	Name of Post	BPS
1.	Senior Classifier/Cataloguer	16
2.	Stenographer	16
3.	Senior Investigator*	16
4.	Publication Superintendent	16
5.	Farm Superintendent	16
6.	Senior Sub-Engineer	16
7.	Line Superintendent	16
8.	Senior Diesel Mechanic	16
9.	Head Draftsman	16
10.	Sports Instructor	14
11.	Farm Supervisor	14
12.	Refrigeration Supervisor	14
13.	Technician	14
14.	Senior Mistry	14
15.	Veterinary Supervisor	14
16.	Stenotypist	12
17.	Electrical Supervisor	11
18.	Senior Carpenter	11
19.	Senior Electrician	11
20.	Senior Mechanic	11
21.	Senior Blacksmith	11
22.	Senior Polisher/Painter/White Washer	11
23.	Senior Mason/Plumber/driver	11
24.	Senior Lineman/Wireman/Mistry	11
25.	Junior Investigator	11
26.	Tractor/Transport Supervisor	11
27.	Mechanization Shop Assistant	11
28.	Diesel Mechanic	11
29.	Auto Electrician	11

* The Post of Senior Investigator has been declared as a dying cadre by the Syndicate in its meeting held on 19-12-1998.

S. No.	Name of Post	BPS
30.	Garden Supervisor	11
31.	Sub-Engineer	11
32.	Surveyor	11
33.	Draftsman	11
34.	Classifier/Cataloguer	11
35.	Printing & Publication Assistant	11
36.	P.T.I/Coaches	11
37.	Senior Farm/Field/Veterinary Assistant	11
38.	Pesh Imam	11
39.	Telephone Operator	7
40.	Senior Dispenser	7
41.	Senior Driver	7
42.	Electrician/Plumber/Painter/Tracer/White Washer	7
43.	Carpenter/Mason/Blacksmith/Gas Mechanic	7
44.	Insect Collector/Budder/Spray Operator	7
45.	Veterinary/Farm/Field Assistant	7
46.	Machine Operator	7
47.	Junior Workshop Assistant	5
48.	Junior Meter Reader/Complaint Receiver	5
49.	Dispenser	5
50.	Junior Gardener/Binder/Budder/Nursery Supervisor	5
51.	Junior Telephone Operator/Lineman	5
52.	Junior Spray Operator	5
53.	Junior Insect Collector	5
54.	Driver	5
55.	Junior Electrician	5
56.	Assistant Lineman	5
57.	Assistant Wireman	5
58.	Junior Refrigeration Mechanic	5
59.	Junior Painter/Polisher/White Washer/Mason/Carpenter	5
60.	Junior Plumber/Sui Gas Mechanic/Pipe Fitter	5
61.	Junior Diesel Mechanic/Workshop Mechanic	5
62.	Junior Work Supervisor	5
63.	Junior Generator Operator	5

SCHEDULE – III

Laboratory Staff

S. No.	Name of Post	BPS
1.	Laboratory Superintendent	16
2.	Laboratory Supervisor*	14
3.	Senior Laboratory Assistant	11
4.	Laboratory Assistant	07
5.	Junior Laboratory Assistant	05

* The designation of Laboratory Supervisor (BS-14) is for the present incumbents. However, no further induction in this cadre shall be allowed in future, and 50% such vacancies shall be downgraded as Senior Laboratory Assistants (BS-11), and 50% shall stand upgraded as Laboratory Superintendents (BS-16), alternatively.

SCHEDULE – IV

Class – IV Establishment

S. No.	Name of Post
1.	Naib Qasid
2.	Mali
3.	Chowkidar
4.	Gawala
5.	Sweeper
6.	Bearer
7.	Assistnat Cook
8.	Tube Well Operator
9.	Cleaner
10.	Water Carrier
11.	Gutterman
12.	Lab. Attendant
13.	Ploughman
14.	Wireman Helper
15.	Plumber Helper
16.	Classroom Attendant
17.	Honey Bee Attendant
18.	Greaser
19.	Field Attendant
20.	Library Attendant
21.	Spray Attendant
22.	Animal House Attendant
23.	Tonga Man
24.	Poultry Attendant
25.	Shop Attendant
26.	Senior Bull/Calf Man
27.	Senior Gawala
28.	Cooli
29.	Milk Delivery Man
30.	Jamadar Sweeper
31.	Qasid
32.	Head Mali
33.	Senior Mali

NWFP AGRICULTURAL UNIVERSITY ELECTION TO THE SYNDICATE STATUTES, 2000

Title

1. These Statutes, which have been framed in terms of Section 20(1)(c) of the NWFP Agricultural University Ordinance 1981, may be called the "NWFP Agricultural University Election to the Syndicate Statutes, 2000".

Commencement

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

Definitions

- 3 (i) In these Statutes, unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby, respectively, assigned to them, that is to say :
 - (a) "University" means the NWFP Agricultural University Peshawar.
 - (b) "Appointed date" means a day within the working days of the University, so fixed by the Election Authority for nominations, withdrawal and election; or any other day for a particular objective in connection with the elections;
 - (c) "Constituency" means a constituency delimited under the University Ordinance.
 - (d) "Election" means election of a member or members of the University Syndicate.
 - (e) "Elector" means a person who is on the electoral list for purposes of elections to the Syndicate under the University Ordinance.
 - (f) "Election Agent" means an election agent, appointed by a candidate under Section 20(i) of these Statutes; and where no such appointment is made, the candidate acts as his own agent.
 - (g) "Presiding Officer" and "Assistant Presiding Officer" means Presiding Officer and Assistant Presiding Officer so appointed by the Returning Officer.
 - (h) "Polling Day" means the day on which the polling is conducted for the elections.
 - (i) "Registrar" means the Registrar of the University, acting as Election Authority under these Statutes.
 - (j) "Returning Officer" means a Returning Officer, so appointed by the Election Authority, exercising the powers and performing the functions assigned to him in connection with the elections.
 - (k) The pronoun "He", used in relation to a faculty member, refers to male or female, as the case may be.

- (ii) All other expressions shall have the same meanings as are assigned to them under Section-2 of the Ordinance.

Election Authority

4. The Registrar shall conduct the elections, and deal with all other relevant matters, as the Election Authority of the University and, subject to these Statutes, regulate his own procedure of work.
- 5 (i) The Registrar may require any University Officer/Teacher or any other University employee to perform such functions or render such assistance for the purpose of these Statutes as he may direct.
- (ii) The Registrar shall determine the number of constituencies for the elections in accordance with the provisions of the University Ordinance.

Elections to Fill Vacancies

6. Once in three years, elections shall be held on the appointed date to fill vacancies in the University Syndicate, as provided in the University Ordinance 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

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

Appropriate Date in Case of A Holiday

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

Publication of Electoral Lists

9. The Election Authority 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. A copy of any such list can be had, on demand, subject to availability in stock, on payment of Rs.50.

Claims and Objections

10. All claims for entry in the aforesaid Electoral Lists and objections thereto shall be received by the Election Authority upto an appointed date, which shall be decided by him within ten days, and the decision so made shall be notified.

Decision of the Election Authority

11. The Election Authority shall be the Revising 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

12. If any objection is taken to the decision of the Election Authority, 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 Chairman of the meeting. The quorum shall be three, and the decision shall be taken by the majority. In case of a tie, the Chairman shall have a casting vote.

Correspondence With Electors

- 13 (i) All 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 Authority within the prescribed time.
- (ii) Final Electoral Lists shall be affixed on the University Notice Board and copies thereof despatched by the Election Authority to the Chairmen of the Teaching Departments, Deans of Faculties, and Directors of Institutes for the information of the Electors.

Qualifications for Voting

14. No person, whose name is not on the Electoral List, shall be qualified to vote, or be elected at any election held under these Statutes, unless he fulfils the conditions prescribed in the University Ordinance.

Nomination for Election

- 15 (i) Any 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 in the prescribed form as given in Schedule-III, which shall be signed by the Proposer and the Secunder 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 Secunder.
- (iv) Every nomination paper shall be delivered personally by the candidate or his Proposer or Secunder, to the Returning Officer, so as to reach him not later than the appointed date.
- (v) The Returning 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 Returning Officer shall notify a list of nomination papers received by him, containing particulars of the candidates and names of the Proposers and Seconders.

Scrutiny Of Nomination Papers

- 16 (i) On the appointed date the Returning Officer shall scrutinize the nomination papers received by him. The Candidates, their Election Agents, their Proposers or Seconders may attend the scrutiny of nomination papers.

- (ii) The Returning 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 Returning Officer shall, after a summary enquiry, 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 Secunder is not qualified to subscribe to the nomination papers;
 - (c) the provisions of these Statutes have not been complied with, or that the signatures of the Proposer or the Secunder do not seem to be genuine or are alleged as such;
- Provided that the rejection of any nomination paper of a candidate shall not invalidate his nomination by any other valid nomination paper.
- (d) the Returning Officer shall not reject a nomination paper on the ground of any defect which is not of a substantial nature, and may allow any such difficulty to be removed forthwith.
 - (iv) The Returning Officer shall endorse on each nomination paper his decision about accepting or rejecting it, stating reasons in case of rejection.
 - (v) In case of rejection of a nomination paper, the candidate may file objections within three days to the Election Authority or to the Committee appointed under Section-12, whose decision shall be final.

Publication of List of Candidates

- 17 (i) The Returning 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 Returning Officer shall, accordingly, revise the list of validly nominated candidates.

Withdrawal of Candidature

- 18 (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 Returning Officer, so as to reach the Returning 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 Board.

Un-Contested Election

19. 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 Returning Officer shall notify such candidate to have been elected un-opposed, provided no appeal is pending against the rejection of any nomination paper.

Election Agent

- 20 (i) The candidate may appoint a person, qualified to be an Elector, to be his Election Agent under intimation in writing to the Returning Officer.
- (ii) The appointment of an Election Agent may, at any time, be revoked in writing by the candidate.

Polling Agent

- 21 (i) The contesting candidate or his Election Agent may, before the commencement of the poll, appoint for each Polling Station a Polling Agent and shall give notice thereof in writing to the Presiding 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 these 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

22. The Returning Officer shall notify the day and hours of polling.

Stopping of the Poll

- 23 (i) The Presiding Officer of a Polling Station may stop the poll and inform the Returning Officer that he has done so, if the polling at the Polling Station is at any time so interrupted and obstructed that it cannot, in the opinion of the Presiding Officer, be carried on.
- (ii) When the polling has been stopped, the Returning Officer shall immediately report the circumstances to the Election Authority, who shall direct a fresh poll of that Polling Station 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 at this polling station are known.

Voting

- 24 (i) The elections shall be contested by secret ballot, by tendering the ballot papers by hand, or by post, in the prescribed form (given at Schedule-V).
- (ii) Postal ballot papers, in the prescribed form, shall be issued 30 days before the election date by the Returning Officer, under registered cover.
- (iii) Ballot papers shall be issued, after identification and comparison with the Electoral list, to the satisfaction of the Returning Officer, in case of postal ballot, or the Presiding Officer at the Polling Stations.

- (iv) Any ballot paper, bearing a cutting, scratching or over-writing, or which does not bear the official mark, shall be rejected as invalid.
- (v) If an Elector, who has inadvertently spoiled the ballot paper or the declaration form, requests for the issue of a duplicate ballot paper, the Returning or Presiding Officer may, after satisfying himself, issue him another ballot paper or declaration form. The spoiled ballot paper and declaration form (Schedule-VI), together with their counterfoils, shall be marked as duplicate.

Counting of Votes

- 25 (i) On the conclusion of polling, the Presiding Officer shall record the number of votes polled by the contesting candidates and note down the total number of votes cast and total number of votes 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

- 26 (i) The candidate(s) who get(s) the highest number of valid votes shall be reported by the Presiding Officer(s) to the Returning 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).
- (ii) In case of equality of votes between two or more candidates, the Returning Officer shall cast lots in the presence of the contesting candidates or their agents, and obtain signatures of such persons as having 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 Presiding Officer, he may order recounting of votes in the presence of these persons.

Election Tribunal

- 27 (i) In case of disputes 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 Peshawar High Court, appointed as a member of the Syndicate, who shall act as Chairman; the Agriculture Secretary as member of the Syndicate, and a nominee of the Vice-Chancellor.
- (ii) The Election Tribunal may examine the petitioner 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.

Custody of Election Record

28. The Returning Officer shall retain, until the expiry of 3 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

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

SCHEDULE - I

NWFP Agricultural University, Peshawar

Schedule of Dates

The dates given below may be changed by the Returning 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	

SCHEDULE - II

N.W.F.P. Agricultural University Peshawar.

(List of Contesting Candidates).

Election to the Syndicate 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)

Returning Officer

Dated

SCHEDULE - III

NWFP Agricultural University, Peshawar

NOMINATION FORM

(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.

Dated

Signature of the Person Nominated.

(To be Filled by Returning Officer)

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

Returning Officer

(Decision of Returning 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 of the N.W.F.P. Agricultural University Election Statutes, and decide as follows.

.....
(in case of rejection, state brief reasons)

Dated

Returning Officer

SCHEDULE - IV

NWFP Agricultural University, Peshawar`

List of Validly Nominated Candidates

Election to the Syndicate for the period from to For
the Constituency of

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

Place:

Dated:

Returning Officer

SCHEDULE - V

Secret Ballot Paper

For the Constituency of

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

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.

Signature of Elector

Dated:

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.

Signature of Identifier

Any

Designation

Address

Dated

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

Address

Dated

**NWFP AGRICULTURAL UNIVERSITY, PESHAWAR
EMPLOYEES EFFICIENCY AND DISCIPLINE STATUTES, 2000**

Title

1. These Statutes, which have been framed in pursuance of Section 20 (1) (b) of the NWFP, Agricultural University Ordinance, 1981, may be called the "NWFP Agricultural University Employees Efficiency and Discipline Statutes, 2000."

Commencement

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

Application

3. These Statutes shall apply to every person holding a post in the NWFP Agricultural University, Peshawar.

Definitions

- 4 (i) In these 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) "University" means the NWFP Agricultural University, Peshawar.
 - (b) "Employee" means a person who holds a post in the Service of the University, and serving in connection with the affairs of the University.
 - (c) "Authority" means an Officer or authority, specified in the Appendix.
 - (d) "Authorized Officer" means an officer, specified in the Appendix, who is authorized to function as such under these Statutes.
 - (e) "Defendant" means an employee against whom action is initiated under these 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 these Statutes.
 - (h) The pronoun "He", used in relation to an employee, refers to male or female, as the case may be.

- (ii) All other expressions and terms used in these Statutes shall have the same meanings as are assigned to them under Section 2 of the University Ordinance.
- (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;
 - 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 (1) The 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, grade or time scale, or to a lower stage in a time scale;
 - ii. compulsory retirement;
 - iii. removal from service; and
 - iv. dismissal from service.

Explanation

- (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.

Inquiry Procedure

- 7 (1) Where an employee is accused of corruption, subversion or misconduct, the Authorized 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.
- (2) The Authorized Officer shall decide whether, in the light of facts of the case or the interests of justice, an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in Section 8 shall apply.
- (3) If the Authorized Officer 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.

- (4) On receipt of the report of the inquiry officer or inquiry committee, or where no inquiry officer or 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, alongwith 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.
- (5) 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 officer or inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. The Authority shall pass such orders as it may deem proper.
- (6) While imposing a penalty under these 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 a 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 findings of the Enquiry Officer/ Committee, he may order a fresh enquiry through another Enquiry Officer/Committee as deemed appropriate.

- (7) 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; or
 - (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 these Statutes, in case of willful absence from duty by the defendant, a notice shall be issued by the Authorized Officer through registered acknowledgement due cover on his home address directing him to resume duty forthwith. If the same is received back as undelivered or no response is received from the absentee within the stipulated time, a notice shall be published in a leading newspaper directing him to resume duty within fifteen days of the publication of that notice, 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 Officer or Inquiry Committee

- 8 (1) Where an Inquiry Officer or 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.
- (2) The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the defendant as may be considered necessary and the defendant shall be entitled to cross examine the witnesses against him.
- (3) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons for it, shall be reported forthwith to the Authorized Officer. Ordinarily no adjournment shall be for more than a week:
- Provided that the inquiry officer or the Committee, as the case may be, shall submit his/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.
- (4) Where the Inquiry Officer or the Committee, as the case may be, 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 he or it is satisfied that the defendant is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice;
 - (5) The Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the Authorized Officer, submit his or its findings to the Authorized Officer.

Powers of Inquiry Officer and Inquiry Committee

- 9 (1) For the purpose of an inquiry under these Statutes, the Inquiry Officer and the Inquiry Committee shall have the powers of a civil court, trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), 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;
 - (d) issuing commissions for the examination of witnesses or documents.
- (2) The proceedings under these Statutes shall be deemed to be judicial proceedings, within the meaning of Sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

Procedure of Inquiry against Employees Lent to other Agencies

- 10 (1) Where the services of an employee to whom these Statutes apply are lent to any other agency, hereinafter referred to as the borrowing authority, the borrowing authority shall have the powers of the Authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these Statutes;

Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter 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.

- (2) If, in the light of the findings in the proceedings initiated against the employee, in terms of the preceding Sub-Section, 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.

Re-Instatement

11. If an employee proceeding on leave, or placed under suspension, in pursuance of an order under Section 7(1) of these Statutes, is subsequently re-instated, without imposition of any penalty, the period of such leave or suspension shall be treated as duty.

Appeal

12. An employee on whom a penalty is imposed under these 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

13. No party to any proceedings under these Statutes, before the Authority, the Authorized Officer, an Inquiry Officer or any Inquiry Committee, shall be represented by a legal counsel.

Powers of The Syndicate to Issue Instructions

14. For the purpose of these Statutes, the Syndicate may, 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.

Residuary Provisions

15. In matters of procedural details, the instructions and clarifications, etc., as issued by the Government of NWFP, in the context of the Government Servants (Efficiency and Discipline) Rules shall apply mutatis mutandis in the case of these Statutes, unless in any particular case the Syndicate decides otherwise.

Appendix

List of Authorities and Authorized Officers

Status of Defendant Employee	Authorized Officer	Authority	Appellate Authority
<u>General Administration</u>			
BPS-17 & Above	Vice Chancellor	Syndicate	Chancellor
BPS-1 to 16	Head of Section/ Directorate/Deptt. under whom Working	V. Chancellor	Syndicate
<u>Faculties & Departments/Institute</u>			
BPS-17 & Above	Vice Chancellor	Syndicate	Chancellor
BPS-1 to 16	Dean or Chairman/ Director/Incharge under whom working	V. Chancellor	Syndicate

NWFP AGRICULTURAL UNIVERSITY, PESHAWAR SERVICE PENSION STATUTES, 2000

Title

1. These Statutes, which have been framed in pursuance of Section 20(1)(a) of the NWFP Agricultural University Ordinance, 1981, may be called the "NWFP Agricultural University Service Pension Statutes, 2000."

Commencement

2. They shall come into force with immediate effect.

Definitions

- 3 (i) In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby, respectively, assigned to them :
 - (a) "University" means the NWFP Agricultural University, Peshawar.
 - (b) "University Employee" and "University Service", respectively, mean the employee to whom and the service to which these Statutes apply.
 - (c) "Head of Department" means the Head of the University Teaching or Administrative Department and includes the Director of an Institute.
 - (d) "Pension Fund" means the fund established under Statute 8.
 - (e) "Syndicate" means the Syndicate of the University.
 - (f) "Institute of Development Studies" means the Institute of Development Studies of the University.
 - (g) "Director Finance" means the Director Finance of the University.
 - (h) "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.
 - (i) The pronoun "He", used in relation to an employee, refers to male or female, as the case may be.
- (ii) All other expressions, used in these Statutes, shall have the same meanings as are assigned to them by Section 2 of the University Ordinance.

Extent of 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.

Application of Government Servants' Pension

Rules To University Employees

- 5 (i) Save as otherwise provided in these Statutes, the NWFP (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 Government of NWFP, 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.

Condonation of Interruptions and Deficiencies

- 7 (i) The authority, which is competent to sanction pension, may, for purpose of pension, condone all interruptions between the periods of qualifying service of a University employee, provided that such interruptions were not caused due to willful act of the employee like unauthorized absence, resignation or removal from service; provided further that any interruption caused due to abolition of a post, shall be deemed to have been condoned.

- (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

8. The Pension Fund shall consist of :
- (a) the balance of the Employer's portion of the contributions (with interest accrued thereon), in respect of all the employees of the University and Institute of Development Studies, lying in the University's Contributory Provident Fund, as transferred to the Pension Fund on the date of its establishment.
 - (b) such contribution per month, from the date of coming into force of the Pension Fund, for every University employee as would have been payable by the University under the Contributory Provident Fund Scheme.

Authority Competent to Grant Pension

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

Maintenance of Pension Fund

10. 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

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

Anticipatory Pension in Case of Delay in The Finalisation of Pension Case

12. 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 can not 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

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

Relaxation

14. Any of these Statutes may, for reasons to be recorded in writing, be relaxed in individual cases by the Syndicate, if it is satisfied that the strict application of these Statutes will cause undue hardship to the individual concerned.

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

Title

1. These statutes, which have been framed in pursuance of Section 20 (1) (a) of the Khyber *Pakhtunkhwa* Agricultural University Ordinance 1981, may be called the “Khyber Pakhtunkhwa Agricultural University Staff of Directorate of *Quality Enhancement* Appointment and Scales of Pay Statutes 2011.

Commencement

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

Application

3. These *Statutes* shall apply to the Staff of Directorate of Quality Enhancement of the University in BS-17 and above.

Definitions

4. In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings, respectively, assigned to them as under:
 - a. “Employee” means a member of the Staff of Directorate of Quality Enhancement of the University.
 - b. “Government” means Government of Khyber Pakhtunkhwa.
 - c. “Initial Recruitment” means appointment otherwise than by promotion or transfer.
 - d. “Pay” includes special pay, personal pay or any other emolument, which is specially classed as pay.
 - e. “Presumptive Pay” of a post means the pay to which an employee would be entitled if he held that post in a substantive capacity and were performing its duties.
 - f. “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.
 - g. “Schedule” means the schedule annexed to these Statutes.
 - h. “Selection Board” means Selection Board of the University.
 - i. The pronoun “He” refers to male or female employee, as the case may be.
 - j. “University” means Khyber Pakhtunkhwa Agricultural University Peshawar.

Composition of the Quality Enhancement Staff

5. The Staff of Directorate of Quality Enhancement of the University shall consist of the members, holding the posts specified in Schedule.

Appointing Authority

6. Appointment to all posts of Staff of Directorate of Quality Enhancement shall be made by the Syndicate on the recommendations of the Selection Board in the prescribed manner.

Method of Appointment

- (i) Appointment to all the posts in BS--17 and above specified in column-2 of Schedule shall be made by initial recruitment.
- (ii) Where a post is reserved for appointment by initial recruitment, or where initial recruitment is permissible in terms of Clause (i) above, the Syndicate may, in exceptional cases, allow appointment to such post(s) to be made by transfer, provided that the employee concerned is holding appointment on a regular basis in the same pay scale in which the vacancy exists, and he possesses the qualifications and experience prescribed for initial recruitment to the post.

Conditions for Initial Recruitment

- 7 (i) Initial recruitment shall be made through open competition after public advertisement of the vacancies.
- (ii) No person shall be appointed by initial recruitment unless he fulfils the prescribed conditions of educational qualifications and experience laid down in column 4 of Schedule.
- (iii) Test, interview or other method of evaluation of the candidates shall be such as prescribed by the Syndicate.

Pay Scales and Other Fringe Benefits

8. The Employee shall be governed by the Scheme of Basic Pay Scales and other related benefits, as sanctioned by the Government for its employees from time to time subject to their adoption by the University.

Removal of Difficulties

9. 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 provisions 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 University Ordinance.

Interpretation

10. Whenever a dispute arises in the application or interpretation of these 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.

Additions and Alternations to the Schedule

11. The Syndicate may, from time to time, create a new post, re-designate an existing post, or make other additions/alternations in the Schedule, with such conditions as it may deem fit, in accordance with the provisions of the University Ordinance.

SCHEDULE

(Mentioned in Statute 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1.	Director (QEC)	BS-20	PhD in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences from HEC recognized University / Institution with 18 years relevant experience in Government or University relating to teaching, planning, management or research with 12 publications in HEC recognized journals including at least 05 publications in last 05 years.	By Initial Recruitment
2.	Additional Director (QEC)	BS-19	PhD in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences from HEC recognized University / Institution with 15 years relevant experience in Government or University relating to teaching, planning, management or research with 10 publications in HEC recognized journals including at least 04 publications in last 05 years.	By Initial Recruitment
3.	Deputy Director (QEC)	BS-18	First class Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/Institution with 05 years relevant experience.	By Initial Recruitment
4.	Assistant Director (QEC)	BS-17	First class Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/Institution with 02 years relevant experience.	By Initial Recruitment

Note: Period spent on acquiring Ph.D degree prior to joining service shall be counted as relevant experience not exceeding 04 years to the maximum.

**KHYBER PAKHTUNKHWA AGRICULTURAL UNIVERSITY
COMPUTERIZATION & NETWORKING STAFF APPOINTMENT &
SCALES OF PAY STATUTES, 2011**

Title

1. These statutes, which have been framed in pursuance of section 20 (1) (a) of the Khyber Pakhtunkhwa Agricultural university ordinance, 1981, may be called the “Khyber Pakhtunkhwa Agricultural University Computerization & Networking Staff Appointment and Scales of Pay Statutes, 2011.

Commencement

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

Application

3. These Statutes shall apply to the Computerization & Networking Staff of the University in Grade 17 and above.

Definitions

4. In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings, respectively, assigned to them as under:
 - a. “Employee” means a member of the Computerization & Networking Staff of the University.
 - b. “Government” means Government of Khyber Pakhtunkhwa.
 - c. “Initial Recruitment” means appointment, otherwise than by promotion or transfer.
 - d. “Pay” includes special pay, personal pay or any other emolument, which is specially classed as pay.
 - e. “Presumptive Pay” of a post means the pay to which an employee would be entitled if he held that post in a substantive capacity and were performing its duties.
 - f. “Schedule” means the schedule annexed to these Statutes.
 - g. “Selection Board” means Selection Board of the University.
 - h. “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.
 - i. The pronoun “He” refers to male or female employee, as the case may be.
 - j. “University” means Khyber Pakhtunkhwa Agricultural University Peshawar.

Composition of the Computerization & Networking Staff

5. The Computerization & Networking Staff of the University shall consist of the members, holding the posts specified in Schedule-I.

Appointing Authority

6. Appointment to the post of Computerization & Networking Staff shall be made by the Syndicate, on the recommendations of the Selection Board; in the prescribed manner.

Method of Appointment

- 7(i) Appointment to all the posts in BPS-17 and BPS-18 specified in column-2 of Schedule-I shall be made 50% by initial recruitment and 50% by promotion on the basis of selection from amongst the holders of the posts as specified in Schedule-II.
- (ii) Appointment to all the posts in BPS-19 and above specified in column-2 of Schedule-I shall be made by initial recruitment.
- (iii) Where a post is reserved for appointment by promotion, and 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.
- (iv) Where a post is reserved for appointment by initial recruitment, or where initial recruitment is permissible in terms of Clause (i & ii) above, the Syndicate may, in exceptional cases, allow appointment to such post(s) to be made by transfer, provided that the employee concerned is holding appointment on a regular basis in the same pay scale in which the vacancy exists, and he possesses the qualifications and experience prescribed for initial recruitment to the post.

Conditions for Initial Recruitment

- 8 (i) Initial recruitment shall be made through open competition after public advertisement of the vacancies.
- (ii) No person shall be appointed by initial recruitment unless he fulfils the prescribed conditions of educational qualifications and experience laid down in column 4 of Schedule-I.
- (iii) Test, interview or other method of evaluation of the candidates shall be such as prescribed by the Syndicate.

Conditions for Promotion

9. Promotion shall be made by "selection" or on the basis of "Seniority-cum-Fitness", as the case may be, from among the persons who hold the posts specified in Column-4 of Schedule-II, and fulfill the conditions prescribed in Column-5.

Explanation: Criterion for the two methods of promotion shall be as under:

i. On the Basis of Seniority-cum-Fitness

In this case the promotion is to be made strictly in the order of seniority. A junior employee can be considered for promotion only when his senior has been considered unfit for promotion.

ii. On the Basis of Selection

Here, all the eligible candidates are considered, and the selection of the best one, from among the whole lot, is to be made purely on merit, as determined in the light of their performance evaluation reports, educational qualifications, experience, and performance before the Selection Board; provided that where only a single candidate is available for promotion to a particular post, thereby involving no element of competition, his selection will require that he should be otherwise suitable in all respects for the higher responsibilities.

Pay Scales and Other Fringe Benefits

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

Removal of Difficulties

11. 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 provisions 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 University Ordinance.

Interpretation

12. Whenever a dispute arises in the application or interpretation of these 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.

Additions and Alternations to the Schedule

13. The Syndicate may, from time to time, create a new post, re-designate an existing post, or make other additions/alternations in the Schedules, with such conditions as it may deem fit, in accordance with the provisions of the University Ordinance.

SCHEDULE – I

(Mentioned in Statute 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1.	Director IT	BPS-20	PhD in Computer Science/ IT from HEC recognized University/ Institution with 10 years relevant experience OR MS/ M.Phil in Computer Science/ IT with 15 years relevant experience OR M.Sc. (16 years) Computer Science/ IT from HEC recognized University/ Institution with 15 years relevant experience.	By Initial Appointment
2.	Additional Director IT/ Data Processing Officer	BPS-19	PhD in Computer Science/ IT with 05 years relevant experience OR MS/ M.Phil in Computer Science/ IT with 07 years relevant experience OR M.Sc.(16 years) in Computer Science/ IT from HEC recognized University / Institution with 10 years relevant experience.	By Initial Appointment
3.	Deputy Director/ Manager IT/ System Analyst/ Network Manager	BPS-18	First class Master's Degree (16 years) in Computer Science/ IT/ OR First Class BCS (04years)/ BIT (04 years) degree from HEC recognized University/ Institution with 06 years relevant experience.	50% by Initial Appointment 50% by Promotion
4.	Assistant Director Database	BPS-17	First class Master's Degree (16 years) in Computer Science/ IT/ OR First Class BCS (04years)/ BIT (04 years) degree / B.Tech (Hons) from HEC recognized University/ Institution with 02 years relevant experience.	50% by Initial Appointment 50% by Promotion
5.	Assistant Director Web	BPS-17	First class Master's Degree (16 years) in Computer Science /IT/ Electrical Engineering OR First Class BCS (04years)/ BIT (04 years) degree from HEC recognized University/ Institution with 02 years relevant experience.	50% by Initial Appointment 50% by Promotion
6.	Assistant Director Networks/ Software Engineer/ Computer Programmer	BPS-17	First class Master's Degree (16 years) in Computer Science/ IT/ OR First Class BCS/ B.Tech (Hons) (04years)/ BIT (04 years) degree from HEC recognized University/ Institution with 02 years relevant experience.	50% by Initial Appointment 50% by Promotion

Note: Period spent on acquiring Ph.D degree prior to joining service shall be counted as relevant experience not exceeding 04 years to the maximum.

SCHEDULE – II

(Mentioned in Statute 7)

Posts to be Filled by Promotion

S. No.	Designation	Scale of Pay	Persons Eligible	Conditions of Eligibility
1.	Deputy Director/ Manager IT/ System Analyst/ Network Manager	BPS-18	First class Master's Degree (16 years) in Computer Science/ IT/ OR First Class BCS (04years)/ BIT (04 years) degree from HEC recognized University/ Institution with 06 years relevant experience.	50% by Initial Appointment 50% by Promotion from among persons holding corresponding position at S.No.4 to 6 of Schedule-I with 05 years experience in the relevant field.
2.	Assistant Director	BPS-17	System Technician/ Network Technician	05 years relevant experience in the University in BPS-16.

