

CHAPTER – I

PTDC SERVICE RULES (OFFICER) 1972

GENERAL

1. In pursuance of the Provisions of Article 144(e) of the Articles of Association, the Board of Directors is hereby pleased to frame the following Subsidiary Rules to be called the Service Rules. The provisions of these Rules shall apply to all officers of the Corporation except to such officers who are employed on a purely casual basis or who are employed on a contract basis on special terms or who are on deputation from the Government.

2. The Board of Directors reserves the right to change these Regulations from time to time and such changes if and when made shall be binding on all officers of the Corporation to whom these Rules apply.

3. **SHORT TITLE, COMMENCEMENT & APPLICATION:**

(1). The Rules may be called the Pakistan Tourism Development Corporation Limited Service Rules (Officers), 1972 and amended from time to time.

(a) They shall come into force from 08.04.1972.

(b) They shall apply to all Pakistani Officers who are in the whole time employment of the Corporation other than persons on deputation to the Corporation.

(c) They shall not apply to the Managing Director.

4. (i) **Rules Not To Affect Decisions Already Taken:—**

Nothing in these Rules shall affect, or authorize the reopening of, any decision as to condition of service of an officer, made before the commencement of these Rules on the ground that such a decision is not consistent with the provisions of these Regulations.

(ii) **INTERPRETATION:-**

The Board of Directors reserves to itself the right of interpreting finally the meanings of these Rules or any supplementary Rules in connection with these Rules.

(iii) **MATTERS NOT PROVIDED FOR IN THE RULES:-**

In all matters not provided for in the Rules the decision of the Board or of the Managing Director in respect of matters delegated to him by the Board, shall be final.

5. **DEFINITIONS:** in these Rules, unless there is anything repugnant in the subject or context:

- (a) **'BOARD'** means the Board of Directors of the Corporation.
- (b) **'CHAIRMAN'** means the Chairman of the Board of Directors of the Corporations.
- (c) **'COMPENSATORY ALLOWANCE'** means an allowance granted to meet the personal expenditure necessitated by special circumstances under which duty is performed.
- (d) **'COMPETENT AUTHORITY'**: In relation to the exercise of any powers, the competent authority unless otherwise specified, means an authority as prescribed in **Appendix-I**.
- (e) **'CONVEYANCE ALLOWANCE'** means an allowance granted for maintenance of transport for attending duty at the normal place of work and for carrying out official duties necessitating maintenance of a transport in lieu of free transportation by the Corporation or for meeting expenses incurred in transportation to and from place of work.
- (f) **'DAILY ALLOWANCE'** means an allowance granted to an officer to cover the daily expenses at an outstation while on duty and includes boarding, lodging, transportation and incidental expenses.
- (g) **'DUTY'** means and includes: -
 - (i) Service as a Probationer
 - (ii) Joining time.
 - (iii) Period of training in or outside Pakistan after becoming an employee of the Corporation.
- (h) **'FAMILY'** – Family includes officers' wife /husband, children, step-children and legally adopted children residing with and wholly dependent upon him.
- (k) **'HEAD OF THE DEPARTMENT'** means an officer declared as such by the Managing Director.
- (l) **'HONORARIUM'** means a non-recurring payment granted to an employee as remuneration for work of specially arduous nature or of occasional or intermittent nature or in consideration of specific addition to the work and responsibility.
- (m) **'LEAVE'** means leave taken with the prior approval of the authority who has been authorized by the competent authority to grant leave as admissible under the Leave Rules of the Corporation.

- (n) **'MANAGEMENT'** means and includes the Managing Director, the Deputy Managing Director, General Managers and Officers who are employed in Managerial or Administrative capacity or in a supervisory capacity exercising functions of supervision and control or concerned with the Management of the affairs of the Corporation.
- (o) **'MANAGING DIRECTOR'** means the Managing Director of the Corporation.
- (p) **'MONTH'** means a calendar month. In calculating a period in time of months and days, complete calendar months irrespective of the number of days in each should first be calculated and the number of days calculated subsequently.
- (q) **'OFFICIATE'** an employee of the Corporation officiates in a post when he performs the duties of the post on which another person holds a lien. An employee may also officiate on a post on which no other employee holds a lien.
- (r) **'PAY'** means the amount drawn monthly by an employee as the pay which has been sanctioned for a post held by him or to which he is entitled by reason of his appointment, and includes special pay, personal pay and any other emoluments classed as "Pay" by the Board.
- (s) **'PERMANENT POST'** means a post so designated carrying a definite rate of pay and sanctioned without limit of time and 'for work of a permanent nature'.
- (t) **'PERSONAL PAY'** means additional pay granted to an employee.
 - (i) to save him from loss of substantive pay in respect of permanent post due to a revision of pay or to any reduction of such substantive pay other than as a disciplinary measure.
 - (ii) in exceptional circumstances, on other personal consideration.
- (u) **'SPECIAL PAY'** means an addition of the nature of pay, to the emoluments of a post granted in consideration of—
 - (i) the specially arduous nature of the duties,
 - or
 - (ii) a specific addition to the work or responsibility.
- (v) **'SUBSTANTIVE PAY'** means the pay to which an employee is entitled on account of the post to which he is appointed substantively or by reason of his substantive position in a cadre other than overseas, special or personal pay or other emoluments classed as "Pay".

- (w) **'SERVICE'** means the period for which an officer receives pay from the Corporation and includes the period of leave with pay duly sanctioned by competent authority and any other period termed as service by such authority.
- (x) **'SUBSISTENCE GRANT'** means a monthly grant made to an officer who is not in receipt of pay or leave salary.
- (y) **'TRAVELING ALLOWANCE'** means an allowance given to an officer to cover the expenditure to the extent he is allowed to incur, for traveling in the interest of the Corporation.
- (z) **'TRAINEE OFFICER'** means a person under a specific training for ultimate appointment to a specific post on successful completion of training period.

6. **DELEGATION OF POWERS:** The various powers delegated by the Board under Article 144(e) of the Corporation for the purpose of these Rules unless otherwise specified, are given an Appendix-I.

CHAPTER – II

CLASSIFICATION OF POSTS AND APPOINTMENTS
COMMENCEMENT AND TERMINATION
OF SERVICE.

7. **CLASSIFICATION OF POSTS:** The officers in the Corporation shall be classified as under and paid in accordance with scales of pay contained in **Appendix II** of these Rules.

(a) **SENIOR STAFF OFFICERS:**

- (i) Directors
- (ii) General Managers/ Chief Engineer

(b) **OTHER OFFICERS:**

- (i) Managers (BPS-19)
- (ii) Deputy Manager (BPS-18)
- (iii) Tourism Officers/Unit Manager/A/Cs Executive/SDO/PS(BPS-17)

NOTE: Classification of officers outside the prescribed scales of pay employed on contract basis in Senior Staff Officers' grades shall be determined by the Board of Directors and of other by the Managing Director.

8. **APPOINTMENTS:** (1) The Selection Boards / Authorities for making appointments / promotions in PTDC and Subsidiaries is follows:

(Approved by the 74th Board of Directors' meeting held on 17.07.2008)

Nature of case	Selection Board	Approving Authority
<u>APPOINTMENTS</u> a. Recruitment b. Promotion in accordance with the Service Rules.	i. For recruitment and promotion of officers upto the level of Managers (BS-19), the Managing Director has full powers but on the recommendations of Selection Board / Departmental Promotion Committee comprising Deputy Managing Director or other officer of	Managing Director

	<p>equivalent grade as Chairman and Finance Director / General Manager (Finance), Head of concerned Department and Manager (Personnel & Administration) as members.</p> <p>i. For selection and promotion of officers to the level of General Manager (BS-20), PTDC Board of Directors has full powers but on the recommendations of PTDC Selection or Promotion Board comprising Chairman PTDC Board, Vice Chairman PTDC Board and Managing Director, PTDC.</p>	<p align="center">Board of Directors</p>
--	--	--

(2) (a). Appointment shall be made on a minimum pay of the grade, but in a case where a person to be recruited possesses experience or special qualifications or both, the appointing authority may, allow a higher initial pay in the time scale of the grade.

(b). No persons shall be appointed to the service of the Corporation unless he has been certified by the Registered Medical Practitioner to be medically fit for service.

9. **CONDITIONS OF APPOINTMENTS:** (1). Unless the Managing Director otherwise decides in any special case, no person who is not a citizen of Pakistan, shall be eligible to hold any post under the Corporation.

(2). The minimum educational qualification for appointment as an officer in the Corporation shall be a Bachelor’s Degree from a recognized University or its equivalent.

(3). A candidate shall not be less than 18 years or more than 45 years at the time of appointment in the service of the Corporation. The upper age limit may be relaxed in special cases by the appointing authority.

(4). On entering the service of the Corporation all officers (including those appointed on a temporary basis or on deputation with the Corporation) shall sign the declaration of loyalty and secrecy, vide **Appendix-III.**

10. **COMMENCEMENT OF SERVICE:** The service under the Corporation shall commence from the working day on which an officer reports for duty in an appointment covered by these Rules, at the place and time intimated to him by the appointing authority, provided that he reports before noon; otherwise his service shall commence from the next following working day.

11. **PROBATION:** (1) Every appointment to a post except that of a Trainee officer, shall be on probation for six months unless otherwise specified in the terms of appointment. In the event of an officer failing to show satisfactory progress during the period of probation, the appointing authority may extend the period of probation upto a

further period of six (6) months or offer him an appointment in the lower grade with the usual probationary period, or terminate his service.

(2). The period of probation in the case of a trainee officer will start, after successful completion of his prescribed period of training, from the date he is appointed against a permanent post.

12. **CONFIRMATION:** (1). On satisfactory completion of the probationary period, confirmation in various permanent posts shall be made by the appointing authority.

13. **TEMPORARY APPOINTMENT:** An officer who is not appointed against a permanent post shall continue to be temporary. In the event of such an officer being absorbed against a permanent post later on, his temporary service in the Corporation shall count towards his total service provided there is no break in the continuity of the service.

14. **TERMINATION OF SERVICE:** (1). The Board in the case of Senior Staff Officer and Managing Director in other cases may dispense with the Services of a confirmed officer by giving him three (3) months, previous notice in writing or, in lieu thereof, a sum equivalent to his pay for three (3) months.

Provided that a confirmed officer may be removed or dismissed from service without prior notice as a disciplinary measure as provided in the PTDC (E&D) Regulations.

(2). Services of a temporary officer may be terminated by the Board or the Managing Director as the case may be by giving him 15 days notice in writing or on payment to him the Corporation a sum equal to his pay for 15 days but no notice shall be necessary in case of misconduct or gross negligence

15. **RESIGNATION:** A confirmed officer shall not resign from his post without giving three (3) months' previous notice in writing to the Corporation, failing which he shall be liable to pay to the Corporation a sum equal to his pay for three (3) months. A temporary officer may resign from his post by giving fifteen (15) days previous notice in writing or on payment by him to the Corporation a sum equal to his pay for 15 days. The right to recover pay in lieu of notice may be waived by the Managing Director.

16. **RETIREMENT:** All employees shall retire on completion of 60 (sixty) years of age. The Board in the case of senior staff officer and the Managing Director in case of other officers may retire any officer from the service of the Corporation on completion of 25 years of service even though such officer has not attained the age of 60 years.

17. **ANNUAL ASSESSMENT:** At the end of each calendar year the work of each officer shall be as assessed and a report furnished on the prescribed form. An officer shall not have access to his confidential reports. He shall, however, be informed of adverse remarks in writing in order to give him an opportunity to explain his position and/ or to correct himself.

18. **RECORD OF SERVICE:** A record of each officer shall be maintained in a personal file, the form for which shall be prescribed.

19. **SENIORITY**: An officer, other than an officer appointed on probation shall rank for seniority in his grade on the basis of his appointment in the grade or, in the case of an officer appointed on probation against a permanent vacancy, from the date of his confirmation.

PROMOTION POLICY – OFFICERS
(As amended in 74th Board of Directors Meeting held on 17.07.2008)

20 **Promotion Policy for PTDC officers will be as under: -**

- 1). DPC shall be held regularly at least once in a year preferably in the first week of March
- 2). An officer will only be considered for promotion within his own cadre upto Manager grade (BS-19) provided the vacancy in that cadre for a particular grade exists or is available.
- 3). Beyond Manager grade, there will be no restriction of cadre.
- 4). An officer selected / appointed in a particular cadre cannot change his cadre during the service except during initial probationary period.
- 5). 75% posts/ vacancies shall be filled in by promotion of regular officers of PTDC and 25% through direct recruitment for which the same procedure shall be followed, as it is prevalent in Government Departments.
- 6). All promotions will be made on the basis of seniority, qualification, professional excellence, performance, and punctuality in attendance of office, disciplinary record and physical/mental fitness. Improvement in academic/professional courses at home and abroad **will carry additional weightage.**
- 7). Annual Confidential Reports (ACRs) will be given due importance. However, no individual shall be penalized because of non-availability of ACRs. Nonetheless efforts will be made by P&A Department to get the ACRs completed from Reporting officers in case of all affected individuals. Meanwhile latest provisional performance report shall be obtained from the Reporting Officer of the affected individual. However he would be promoted provisionally subject to availability of his pending ACRs with positive recommendations.
- 8). An officer once superseded for promotion due to weak or low graded ACR will be eligible for re-consideration after one year of his supersession or after he earns a positive ACR in his present grade. Positive ACR means that the concerned officer has shown improvement upon his weakness and performance highlighted in the previous ACRs. Other matters such as qualifications, disciplinary record, professional rating and physical/mental fitness etc will also be taken into account while being reconsidered for promotion in the following year.

20.3. Method of Selection

- (a). DPC will recommend or approve (as the case may be) the names of officers fit for promotion or deferred.
- (b). DPC will consider the names of officers for promotion based on their seniority, qualifications, professional excellence, performance, disciplinary record, fitness (physical as well as mental) etc.
- (c). DPC may interview the officers being considered for promotion if so if deemed necessary.

20.4. Representation if any regarding supersession, deferment or seniority etc may be made by the affected officer within 90 days of the meeting of DPC. The committee will review the representation and give its final verdict. The committee may call the affected officer to satisfy him or listen to his grievances in person.

21. **INCREMENT:**

(1) The annual increments in the relevant pay scales accrue only on the 1st day of the month of December following the completion of at least six months of such service at the relevant stage in that scale as counts for increments under the ordinary rules, as per Government Increment Rules.

(2) The annual increment in the scale of pay shall be sanctioned by the competent authority.

(3) Advance increment may be granted to any officer except Senior Staff Officer, in deserving cases at any stage of the service by the Managing Director and on the basis of the recommendation of the Head of the Department.

CHAPTER III

PAY AND ALLOWANCES

21. **SCALE OF PAY:** The scales of pay of various grades of officers are specified in **Appendix-III**. All officers shall have a post in one of the scales shown in that Appendix.

22 **Addl. Charge Allowance / Special Pay on Current Charge:** An officer who is required to perform full duties of an additional post of the same designation or of an equal level with its existing post or is appointed to look after the full duties of a higher post, shall be entitled to Additional Charge Allowance / Special Pay on Current Charge at the rate of 20% of his basic pay subject to maximum of Rs.6000/- per month.

Note: Revised w.e.f. 01.07.2005 vide PTDC's OM No.8424/Misc/Estab, dated 19.09.2005.

Such additional charge arrangements shall be made with the approval of the Managing Director, subject to the condition that they shall not be for less than a month and more than six months. Extension of the period beyond six months shall require specific, sanction of Managing Director.

23. **FIXATION OF PAY ON PROMOTION:** (a) The officer on promotion to the next higher pay scale shall be entitled to one additional increment, as promotional benefit, subject to the conditions that the normal fixation at the next higher stage does not give benefit of full increment.

(b). In case the officer promoted, draws less pay than minimum of the scale in which he is promoted, in that event, he shall draw minimum pay of the next scale to which promoted. He shall, however, not be entitled to one extra increment as promotional benefit in line with government rules on the subject.

COMPENSATION POLICY AND BENEFIT RULES – 1977
(Amended from time to time)

CAR ALLOWANCE: The Executive Directors will be provided Corporation's car with driver. The running and maintenance cost will be borne by the Corporation.

The General Managers will be provided Corporation's car without driver with a petrol, ceiling of 45 gallons per month. Maintenance cost will be borne by the Corporation.

The Corporation's transport under Car Policy may be provided to designate officials at discretion of management from time to time. This could includes:-

- (a) Corporation's transport and maintenance.
- (b) Reimbursement of petrol bills according to ceiling fixed in addition to car maintenance allowance.
- (c) Any other allowance that management may sanction.

CLUB MEMBERSHIP:

Executive Director (Dy. Managing Directors)	Entrance fee and monthly subscription of one club
--	--

General Managers	Monthly subscription free of one club
------------------	---------------------------------------

Reimbursement to be made on production of bills

ENTERTAINMENT: Expenses incurred on account of business entertainment will be reimbursed on production of club's / hotel's / rest-houses' receipts.

Executive Directors	As approved by the Competent Authority.
---------------------	---

General Managers	Upto Rs. 600/- per month
------------------	--------------------------

PROVIDENT FUND: Every confirmed permanent officer of the Corporation shall subscribe to the Fund at the rate of 10% of his grade pay with effect from 1st July, 1972. The Corporation shall contribute an equal amount to the fund.

TRAVELING ALLOWANCE/ DAILY ALLOWANCE ENTITLEMENT: (i) Officers when required to travel on duty shall be entitled to air-conditioned rail passage or economy class air passage. The actual fare in such cases will be paid and no extra payment will be made. If circumstances so demand, the officer may also travel by road using PTDC transport if available or use private transport. In the latter case payment will be made on actual's or at the rate of Rs. 3/- per mile whichever is less.

(ii) **DAILY ALLOWANCE:** Daily allowance will be admissible to officers (BPS-17 & above) in the following revised rates with effect from 01.07.2005 vide PTDC's O.M.No.8424/Misc/Estab dated 19.09.2005:-

BPS	Existing		Revised w.e.f. 01.07.2005	
	Ordinary	Special	Ordinary	Special
BPS-17-18	320/-	350/-	500/-	640/-
BPS-19-20	400/-	450/-	625/-	825/-

Presently special rates are allowed at 15 specified stations/ cities.
The special rates shall also be allowed at Muzaffarabad & Mirpur AJ&K.

An officer who stays in a hotel, guest house, inspection bungalow/ lodge or a residential club shall, in addition to the above daily allowance, be allowed reimbursement of actual single-room rent subject to production receipts/ vouchers, upto the following maximum per day:—

- a. Localities where special rate of daily allowance is admissible. Three times the amount of special daily allowance.
- b. Localities where ordinary rate of daily allowance is admissible One and half time the amount of ordinary daily allowance.

Note: Special rate of daily allowance shall be admissible at Islamabad, Rawalpindi, Peshawar, Quetta, Karachi, Lahore, Hyderabad, Multan, Faisalabad and the Northern Area.

Not more than one daily allowance will be admissible on any calendar day. A fraction of a day will be reckoned as a calendar day for this purpose. Calendar day means a day beginning on midnight and ending on the next midnight.

An officer will be entitled to prescribed daily allowance during transit, such as to and from headquarter to temporary place of duty.

Daily allowance shall be admissible on Sundays and public holidays falling during the period of an officer's temporary duty at an outstation.

An officer who takes any kind of leave immediately on the conclusion of temporary duty at outstation will not be entitled to daily allowance.

Transport charges, tips and terminal charges at temporary place of halt, at present admissible under the PTDC Service Rules (Officers), 1972 and the Compensation Policy and Benefits Rules, shall be discontinued.

Note: Daily allowance will be admissible only for the actual night(s) at the outstation for which daily allowance claimed. Where night stop is not involved and if absence from Headquarters exceeds 4 hours, half daily allowance will be allowed.

TRAVELING ALLOWANCE RULES ON TRANSFER:

An officer on transfer from one station to new station shall travel by air, rail, or road as required shall be eligible for the traveling allowance as per Government TA/DA Rules adopted in PTDC with effect from 10th November, 1992 and 1st July, 1994 as under:-

(a) **ENTITLEMENT OF TRAVELING ALLOWANCE BY RAIL:**

- (i) Officers equivalent in BPS-17 and above. Accommodation of the highest class by whatever name be it called.

(b) **CARRIAGE OF PERSONAL EFFECTS:**

Paisa 0.148 per kilometer, per kilogram (or 2.96 paisa, per kilometer, per unit of 20 kilograms) from the residence of the employees at the old station to his residence at the new station.

(c) **TRANSFER GRANT, TRANSPORTATION OF MOTOR CAR /MOTOR-CYCLE / SCOOTER BY ROAD AND THE MILAGE ALLOWANCE:**

Transfer Grant:

- (i) Employees having family = One month's pay
(ii) Employees not having family = Half month's pay

(d) **TRAVEL BY AIR:**

Officers equivalent to BPS-17 and above shall be allowed to travel by air.

(e) **T.A. CLAIMS:**

An officer when submitting his claim for traveling allowance shall furnish (i) a certificate to the effect that the journey by rail/ air was performed by the class or rail / air accommodation for which the claim is made: (ii) each memo or other vouchers in support of the amount claimed for the carriage of personal (households) effects, etc., and (iii) the air ticket Jacket where the journey has been performed by air.

- (f) No TA/DA will be admissible to officer who is transferred on his own request.

**Note: Revised w.e.f. 01.07.2005 vide OM No.8424/Misc/Estab, dated 19.09.2005.
The revised rates are as follows:-**

Transportation / Mileage Allowance:

	Existing	Revised
<u>Transportation:-</u>		
I. Motor Car	Rs.1.20/- per k.m	Rs.2/- per k.m.
II. Motorcycle / Scooter	Rs.0.40/- per k.m.	Rs.1/- per k.m.
<u>Mileage Allowance:-</u>		
I. Personal Car/ Taxi	Rs.3/- per k.m.	Rs.5/- per k.m.
<u>Travel by Air</u>	Govt. servants in BPS-17 & those in receipt of pay of Rs.5400/ and above	For officers falling in BPS-17 and above.
<u>Carriage of Personal effects on transfer / retirement</u>	Paisa 0.148 per k.m. per k.g. (or 2.96 paisa per k.m. per unit of 20 k.gs)	<u>Rs.0.008 per k.m. per k.g.</u>

(g) **FLIGHT INSURANCE:**

Officers of the Corporation while traveling by air on duty shall be insured for each flight at the expense of the Corporation at the following scales:

	<u>Insurance Coverage of</u>
(i). Senior Staff Officers and Officers in grades I & II.	Rs. 1,00,000/-
(ii) Officers in grade-III and below	Rs. 50,000/-

(h). **COUNTER SIGNATURE ON TRAVELLING BILLS:**

T.A. bills shall not be paid unless they are countersigned in the case of Heads of Departments by the Managing Director and in other cases by Officers authorized by the Managing Director in this behalf.

JOINING TIME: (1) An officer transferred from one station to another will be eligible for joining time as indicated below:-

Six days for preparation, but where a journey is performed by rail or road in addition to the aforesaid 6 days, one day for each 250 miles or fraction thereof.

Note: (1) A Sunday or time spend on journey by air does not count as a day for purposes of calculating the time for preparation.

(2). An officer on joining time shall be regarded as on duty and shall be entitled to be paid as follows:-

- (a) On transfer from one post to another he is entitled to the pay which he would have drawn if he had not been transferred or the pay which he would draw on taking charge of his new post whichever is less.

- (b) When joining new post on return from leave, he will draw salary which be last drew on leave.

FOREIGN D.A:

Officers when required to proceed abroad on official duty will be entitled to economy class air passage and DA as per Government Foreign TA/DA Rules.

MEDICAL RULES 1977
(Amended from time to time)

1. Medical expenses incurred on the treatment of self, wife, dependent children and dependent parents, residing at the place of posting of an officer concerned, shall be reimbursed as under:-
 - (a) **Senior Executives:**
(Deputy Managing Directors, Directors) Actual's
 - (b). **Other Officers** –medical allowance @ 70% of basic pay per month with monthly salary.
2. In compassionate and deserving cases the Managing Director may sanction reimbursement of hospitalization charges in excess of the prescribed limit on production of bills from Government Hospitals.
3. **“Treatment”** means treatment in a clinic or hospital or at the residence and the use of all medical and surgical facilities available including:-
 - (i) The Employment of such pathological, bacteriological, radiological or other methods as is considered necessary by the Medical Officer or Specialist or the doctor-in-charge of a hospital.
 - (ii) The supply of medicines, vaccines, sera or other therapeutic substances which the Medical Officer certifies in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the patient.
 - (iii) Such accommodation as is ordinarily provided to indoor patients by a hospital.
 - (iv) Such nursing as is ordinarily provided to in patients by a hospital.
 - (v) Dental treatment including treatment of jaw bone disease or gum boils, the wholesale removal of teeth and the removal of odontomas and impacted wisdom teeth, filling teeth other than by precious metals but excluding the treatment of pyorrhea or gingivitis, or the provision of dentures.
 - (vi) Confinement and maternity treatment of the wife of an employee to the extent indicated in these regulations.
 - (vii) Specialists consultation but does not include:
 - (a) supply of substances like vitamins, glucose, processed foods, except whereby they are necessary to cure a disease;
 - (b) special nursing;
 - (c) any expenditure on diet in a hospital; and
 - (d) treatment of T.B., Cancer or diabetes.

COMPENSATION POLICY & BENEFITS – MANAGEMENT STAFF – 1977
(Amended from time to time)

The perquisites/ allowances of the officers of PTDC, and subsidiaries shall be as under:-

DIRECTORS:

Residential Accommodation:

As accommodate to M.III grade.

Entertainment Allowance:

Rs. 600/- per month (M.III)

Transport (M.III):

Free use of Car without chauffeur. Petrol limit 235 liters per month.

Personal Staff Subsidy /Residential Orderly:

Rs. 3000/- per month

Medical Facilities:

As per Corporation's Rules.

Other Perquisites (M.III):

- (a) One air-conditioner or one fridge or Rs. 300/- per month.
- (b) Electricity, gas and water charges upto Rs. 1,000/- per month as per Corporation Rules.
- (c) Free telephone (residence) as per Corporation Rules.

GENERAL MANAGER – (BS-20)

- House rent allowance @ 105% of basic pay per month.
- Corporation's transport without driver with petrol ceiling of 59 Ltrs per month or CNG 278 KG per month vide notification No.Admin/Tpt/2010 dated 17.02.2010.
- Gas, electricity and water bills not exceeding Rs. 1,000/- per month.
- Residential telephone, 1000 local calls excluding private overseas calls per month.
- Salaries of mali, chowkidar upto Rs. 3000/- per month.
- Monthly subscription of one club.
- Business entertainment allowance upto Rs. 600/- per month.

MANAGER – (BS-19)

- House rent allowance @ 105% of basic pay per month.
- Conveyance Allowance at the rate of Rs.2480/- per month
- Residential telephone with fixed ceiling wherever applicable
- Official transport without driver with petrol/ CNG ceiling amounting to Rs.12,266/- per month.

Note: The manager of the Hotels will be entitled to:-

- i. Boarding and lodging for self and family in hotel premises.
- ii. Corporation's car with driver for official use. Running and maintenance costs to be paid by the Corporation with petrol ceiling of 200 liters per month.
- iii. Subscription of one club.
- iv. Reimbursement of business entertainment upto Rs. 250/- per month.
- v. Residential telephone calls as per entitlement.
- vi. Duty meals for self while on duty.

OTHER OFFICERS (BS-17 & 18)

Deputy Managers / Tourism Officers and other Categories:-

- House rent allowance at the rate of 105% of basic pay per month.
- Conveyance Allowance at the rate of Rs. 2480/- per month
- The Deputy Managers/ Tourism Officers and others while posted in the hotel premises will be provided duty meals for self.

Note: Conveyance allowance has been revised w.e.f. 01.07.2008 vide PTDC's OM No.8424/Misc/Estab, dated 09.07.2008

CHAPTER – IV

REVISED LEAVE RULES 1996 FOR PTDC OFFICERS
Approved by the PTDC Board of Directors
in its 71st meeting held on 30.04.2004

Short title, application and commencement: - These rules may be called the Revised Leave Rules (Officers) 1996.

1. **LEAVE – A PRIVILEGE**

Leave shall not be claimed as a matter of right. When the exigencies of service so require, the Managing Director or any other officer authorized in this behalf may refuse to grant leave or cancel the leave already granted or recall an officer before the expiry of his leave. However, in such cases, the officer will be entitled to get leave or the un-expired portion of the leave previously granted to him, at a later date.

EARNING AND ACCUMULATION OF LEAVE

- i) An officer shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as “Leave on Full Pay”, duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.
- ii) If an officer proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

2. **LEAVE OF FULL PAY**

- i) The maximum period of leave on full pay that may be granted at one time shall be as follows:-
 - a) Without Medical Certificate 120 days
 - b) With medical certificate plus 180 days
 - c) On medical certificate from leave account in entire service 365 days

Note: Under the Prescribed Leave Rules, 1996, leave on half average pay could be converted into leave on full pay on the strength of Medical Certificate upto a maximum of twelve months in terms of leave on full pay in the whole service.

3. **LEAVE ON HALF PAY**

- i) Leave on full pay may, at the option of the officer, be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former of every two days of the latter, fraction of one-half counting as one full day's leave on full day.

- ii) The request for conversion of leave referred to in sub-rule (l) shall be specified by the officer in his application for the grant of leave.
- iii) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

4. **ENCASHMENT OF EARNED LEAVE**

Un-availed earned leave will be encashed subject to a maximum of 180 days at the time of retirement.

Clause-4 above is amended vide letter No.8477/LR(2015)/Estab/1257-1263, dated 02.02.2015.

5. **PAY DURING LEAVE**

- i) Leave pay admissible during leave on full pay shall be the greater of:-
 - ii) A) the average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and
 - B) the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.
- iii) When leave on half pay is taken, the amounts calculated under Clauses (A) and (B) Sub-Rule (1) shall be halved to determine the greater of the two rates.

6. **DISABILITY LEAVE**

- i) Disability leave may be granted, outside the leave account on each occasion, upto a maximum of seven hundred and twenty days on such medical advice as to head of office may consider necessary, to an officer disabled by injury, ailment or disease contacted in course or in consequence of duty or official position.
- ii) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

7. **MATERNITY LEAVE**

- (i). Maternity leave may be granted on full pay, outside the leave account, to a female officer to the extent of ninety days in all from the date of its commencement or forty-five days from the date of her confinement, whichever be earlier.
- (ii) Such leave may not be granted for more than three times in the entire service of a female officer.
- (iii) For confinement beyond the third one, the female officer would have to take leave from her normal leave account.

- (iv) The spells of maternity leave availed of prior to the coming into force of these rules, shall be deemed to have been taken under these rules.
- (v) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extra-ordinary leave as may be due and admissible to a female officer.
- (vi) Leave salary to be paid during maternity leave as per rules.
- (vii) The leave salary to be paid during maternity leave will, therefore, remain un-affected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

8. **EXTRA-ORDINARY LEAVE (LEAVE WITHOUT PAY)**

- i) Extra-ordinary leave without pay may be granted on any ground upto a maximum period of five years at a time, provided that an officer to whom such leave is granted has been in continuous service for a period not less than ten years, and, in case an officer has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the competent authority;

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

- ii) Extra-ordinary leave upto a maximum period prescribed under sub-rule (I) may be granted, subject to the conditions stated therein, irrespective of the fact whether an officer is a permanent or a temporary employee.
- iii) Extra-ordinary leave may be granted retrospectively in lieu of absence without leave.

9. **CASUAL LEAVE**

- i) Upto a maximum of 20 days in a calendar year.
- ii) 15 days Casual Leave may be granted at a time.
- iii) Casual Leave may be prefixed or suffixed to a closed or optional holiday(s).
- iv) Casual Leave may be sanctioned in between two closed or optional holidays. However, if a closed or an optional holiday falls between two days of Casual Leave, it should also be counted as a Casual Leave.

10. **ANY TYPE OF LEAVE MAY BE APPLIED**

An officer may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, an officer may apply for extra-ordinary leave or leave on half pay even if leave on full pay is otherwise due and

admissible to him, or he may proceed on extra-ordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay and without pay.

11. **LEAVE TO LAPSE WHEN AN OFFICER QUILTS SERVICE**

All leave at the credit of an officer shall lapse when he quits service.

12. **MAINTAINING OF LEAVE RECORD**

- Leave account in respect of an officer shall be maintained as part of his personal file.
- Leave shall not be granted to an officer who is under suspension

13. **LEAVE NOT DUE**

- (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.
- (2) Such leave may be converted into leave on half pay.
- (3) Such leave shall be granted only when there are reasonable chances of the officer resuming duty on the expiry of the leave.
- (4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority.

14. **SPECIAL LEAVE**

- (1) A female officer, on the death of her husband, may be granted special leave on full pay, when applied, for a period of not exceeding one hundred and thirty days.
- (2) Such leave shall not be debited to her leave account.
- (3) Such leave shall commence from the date of death of her husband and for this purpose, she will have to produce death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

15. **LEAVE EX-PAKISTAN**

- (i) Leave ex-Pakistan may be granted on full pay to an officer who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specific request to that effect.
- (ii) The leave pay to be drawn abroad shall be restricted to a maximum of three thousand rupees per month.
- (iii) The leave pay shall be payable in Sterling if such leave is spent in Asia other than Pakistan and India.
- (iv) Such leave pay shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.

- (v) Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rule 8.

16. **IN-SERVICE DEATH ETC.**

- (1) In case an officer dies or is declared permanently incapacitated for further service by a Medical Board while in service, lump sum payment equal to leave pay upto one hundred and eighty days out of the leave at his credit shall be made to his family.
- (2) For the purpose of lump sum payment to the family of the officer, who dies while in service, only the "Senior Post Allowance" will be included in the "Leave Pay" so admissible.

17. **REASONS NEED NOT BE SPECIFIED ETC.**

- (1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to an officer.
- (2) Leave applied for on medical certificate shall not be refused;

Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or Medical Board, as the case may be, to have the applicant medically examined.

18. **LEAVE WHEN STARTS AND ENDS.**

Instead of indicating whether leave starts or end in the forenoon or afternoon, leave may commence from that day following that on which an officer hands over the charge of his post and may end on the day preceding that on which he resumes duty.

19. **RECALL FROM LEAVE ETC.**

- (1) If an officer is recalled to duty compulsorily with the personal approval of the head of his office from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.
- (2) In case the officer is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.
- (3) If the return from leave is optional, the officer is entitled to no concession.

20. **OVER-STAYAL AFTER SANCTIONED LEAVE ETC.**

- (1) Unless the leave of an officer is extended by the competent authority, an officer who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double period of such absence shall be debited against his leave account.
- (2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

21. **COMBINATION OF DIFFERENT TYPE OF LEAVE, ETC.**

One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the officer:-

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

22. **AN OFFICER ON LEAVE NOT TO JOIN DUTY WITHOUT PERMISSION BEFORE ITS EXPIRY.**

Unless he is permitted to do so by the authority, which sanctioned his leave, an officer on leave may not return to duty before the expiry of the period of leave granted to him

23. **LEAVE DUE MAY BE GRANTED ON ABOLITION OF POST, ETC.**

(1) When a post is abolished, leave due to an officer, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

24. **MANNER OF HANDING OVER CHARGE WHEN PROCEEDING ON LEAVE, ETC.**

(1) An officer proceeding on leave shall hand over the charge of his post, and if he is in Grade-17 and above, he shall, while handing over charge of the post, sign the charge relinquishment report.

(2) If leave ex-Pakistan has been sanctioned on medical grounds, the officer shall take abroad with him a copy of the medical statement of his case.

25. **ASSUMPTION OF CHARGE ON RETURN FROM LEAVE ETC.**

(1) An officer, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by the authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

26. **LEAVE APPLICATION, ITS SANCTION ETC.**

(1) Except where otherwise stated, an application for leave or for an extension of leave must be made to the head of the department where officer is employed and, in the case of the head of the department, to the next above administrative authority and the extent of leave due and admissible shall be stated in the application.

- (2) An audit report shall not be necessary before the leave is sanctioned.
- (3) When an officer submits a medical certificate for the grant of leave, it shall be by an authorized medical attendant or registered medical practitioner.
 - (a). No officer who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness from the registered medical practitioner.
- (4). In cases where all the applications for leave cannot, in the interest of the Corporation, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications, consider:-
 - (i) Whether, and how many applicants, can, for the time being, best be spared;
 - (ii) Whether any applicants were last recalled compulsorily from leave; and
 - (iii) Whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

CHAPTER – V

PTDC EMPLOYEES (CONDUCT) REGULATIONS, 1993

1. **SHORT TITLE AND COMMENCEMENT:**

- (1) These regulations may be called the Pakistan Tourism Development Corporation Employees (Conduct) Regulations, 1993.
- (2) They shall come into-force at once.

2. **EXTENT OF APPLICATION:**

These regulations apply to every employee whether on duty or on leave, within or outside Pakistan, serving in any capacity in connection with the affairs of the Corporation.

3. **DEFINITIONS:**

(1) In these regulations, unless there is anything repugnant in the subject or context:-

- (a) **“Corporation”** means Pakistan Tourism Development Corporation Ltd.
- (b) **“Employee”** means a person to whom these regulations apply;
- (c) **“Member of an employee’s family”** includes
 - (i) his wife, child or step-child, whether residing with the employee or not; and
 - (ii) any other relative of the employee or his wife, parents when residing with and wholly dependent, upon the employee, but does not include a wife legally separated from the employee or a child or step child who is no longer in any way dependent upon him or of whose custody the employee has been deprived by law.
- (d) **“Managing Director”** means Managing Director of the Pakistan Tourism Development Corporation Ltd.

2. Reference to a wife in clause (c) of sub-regulation (1) shall be construed as reference to a husband where the employee is a woman.

3. **GIFTS:**

- (i) Save as otherwise provided in these regulations, no employee shall, except with the previous sanction of the Corporation, accept or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor. If the offer of a gift cannot be refused without giving undue offence, it may be accepted and delivered to the Corporation for decision as to its disposal.
- (ii) If any question arises whether, receipt of a gift places an employee under any form of official obligation to the donor, the decision of the Corporation thereon shall be final.

- (iii) If any gift is offered by the head or representative of a foreign State, the employee concerned should attempt to avoid acceptance of such a gift, if he can do so without giving offence. If, however, he cannot do so he shall accept the gift and shall report its receipt to the Corporation for orders as to its disposal.
- (iv) An employee may accept gifts offered abroad or within Pakistan by institutions or official dignitaries of foreign Government of comparable or higher level, provided that the value of gift in each case does not exceed Rs. 1000/-. An employee desirous of retaining a gift worth more than this limit, can retain it on payment of difference, after evaluation of the gift by a Committee headed by the Managing Director, the gift should, however, first be offered for sale to the person; who received it from a foreign dignitary.

5. **PUBLIC DEMONSTRATION IN HONOUR OF AN EMPLOYEE:**

- (1) No employee shall encourage meetings to be held in his honour or presentation of addresses of which the main purpose is to praise him.
- (2) Notwithstanding anything contained in sub-regulation (1).
 - (a) An employee may, with the prior permission of his next higher officer, take part in the raising of funds to be expended for any public or charitable purpose.
 - (b) An employee may take part, with the prior sanction of the Corporation in the raising of funds to be expended for any public or charitable subject connected with the name of another employee or a person who has recently quit the service of the Corporation.
- (3) When an employee takes part in the raising of funds in accordance with the provision of clauses (a) and (b) of sub regulation (2) he shall be required to keep regular accounts and submit them to his next higher office for scrutiny.

6. **GIFT TO MEDICAL OFFICER:**

Subject to the departmental regulations governing the question, a medical officer may accept any gift of moderate value offered in good faith by any person or body of persons in recognition of his professional services.

7. **SUBSCRIPTIONS:**

Subject to regulation 6, no employee shall, except with the prior sanction of the Corporation ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

8. **LENDING AND BORROWING:**

- (1) No employee shall, lend money to, or borrow money or place himself under any pecuniary obligation to, any person within the local limits of his authority of any person with whom he has any official dealings:-

Providing that the above regulation shall not apply to dealings in the ordinary course of business with a joint stock company; bank or a firm of standing.

- (2) When an employee is appointed or transferred to a post of such a nature that a person from whom he has borrowed money or to whom he has otherwise placed himself under a pecuniary obligation will be subject to his official authority, or will possess immovable property, or carry on business within the local limits of such authority, he shall forthwith declare the circumstances to the corporation through the usual channel.
- (3) This rule, in so far as it may be construed to relate to loans given to or taken from cooperative societies registered under the Cooperative Societies Act, 1912 (II of 1912) or under any law for the time being in force relating to the registration of cooperative societies, by the employees shall be subject to any general or special restriction or relaxation made or permitted by the Corporation.

9. **BUYING AND SELLING OF MOVEABLE & IMMOVABLE PROPERTY**

An employee who intends to transact any purchase, sale or disposal by other means of movable or immovable property exceeding in value Rs. 25,000/- (Rupee Twenty Five Thousand only) with any person shall apply for permission to the Corporation. Any such application shall state fully the circumstances, the price offered or demanded and; in the case of disposal other than by sale, the method of disposal. Thereafter such employee shall act in accordance with such orders as may be passed in the matter.

Explanation: In this regulation the term "property" includes agricultural or urban land, bonds, shares and securities but does not include a plot purchased for building a house from a Cooperative Housing Society.

10. **CONSTRUCTION OF BUILDING ETC.**

No employee shall construct a building, whether intended to be used for residential or commercial purposes, except with the previous sanction of the Corporation obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

11. **DECLARATION OF PROPERTY:**

- (1). Every employee shall, at the time of entering service, make a declaration to the Corporation through the usual channel, of all immovable and movable properties including shares, certificates, securities insurance policies and jewellery having a total value of Rs. 50,000/- (Rupees Fifty Thousand only) or more belonging to or held by him or a member of his family and such declaration shall:
 - (a) State the district within which the property is situated
 - (b) Show separately individual items of jewellery exceeding Rs. 50,000/- (Rupees Fifty Thousand only) in value, and

- (c). Give such further information as the Corporation may, by general or special order; require.
- (2) Every employee shall submit to the Corporation through usual channel, an annual return of assets in the month of December, showing any increase or decrease of property as shown in the declaration under sub-regulation (1) or, as the case may be the last annual return.

12. **DISCLOSURE OF ASSETS, IMMOVABLE, MOVABLE AND LIQUID**

An employee shall, as and when he is so required by the Corporation by a general or special order, furnish information as to his assets disclosing liquid assets and all other properties, immovable and movable, including shares, certificates, insurance policies, jewellery.

13. **SPECULATION AND INVESTMENT**

- (1). No employee shall speculate in investments. For the purpose of this sub-regulation, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.
- (2). No employee shall make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- (3). No employee shall make any investment the value of which is likely to be affected by some event of which information is available to him as an employee and is not equally available to the general public.
- (4). If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-regulations, the decision of the Corporation thereon shall be final.

14. **PROMOTION AND MANAGEMENT OF COMPANIES ETC.**

No employee shall, except with the previous sanction of the Corporation take part in the promotion, registration or management of any bank or company.

Provided that an employee may subject to the provisions of any general or special order of the Corporation take part in the promotion, registration or management of a cooperative Society registered under the Cooperative Societies Act, 1212 (II of 1912) or under any similar law.

15. **PRIVATE TRADE, EMPLOYMENT OR WORK**

- (1) No employee shall, except with the previous sanction of the Corporation engage in any trade or undertake any employment or work, other than his official duties:-

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or

artistic character, subject to the conditions that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as an employee but he shall not undertake or shall discontinue such work if so directed by the Corporation. An employee who has any doubt about the propriety or undertaking any particular work should refer the matter for the orders of the Corporation.

Provided further that employees in _____ to _____ may without such sanction, undertake a small enterprise, which absorbs family labour and where he does, he shall file details of the enterprise alongwith the declaration of assets.

- (2) Notwithstanding anything contained in sub-regulation (1) no employee shall associate himself with any private trust, foundation or similar other institution which is not sponsored by the Government.
- (3) This regulation does not apply to sports activities and membership of recreation clubs.

16. **EMPLOYEE NOT TO LIVE BEYOND HIS MEANS ETC.**

No employee shall live beyond his means or indulge in ostentation on occasion of marriage or other ceremonies.

17. **INSOLVENCY AND HABITUAL INDEBTEDNESS.**

An employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent or if the whole or that portion of his salary which is liable to attachment is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum which, in ordinary circumstances, he cannot repay within a period of two years, he shall be presumed to have contravened this regulation unless he proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits. An employee who applies to or is adjudged or declared insolvent shall forthwith report his insolvency to the Corporation.

18. **UNAUTHORIZED COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION:**

No employee shall, except in accordance with any special or general order of the Corporation communicate directly or indirectly any official document or information to an employee not authorized to receive it, or to a non-official person, or to the press.

19. **APPROACH TO MEMBERS OF THE ASSEMBLIES ETC.**

No employee shall directly or indirectly, approach any member of the National Assembly, Senate, Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

20. **MANAGEMENT ETC. OF NEWSPAPERS OR PERIODICALS**

No employee shall, except with the previous sanction of the Corporation, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publications.

21. **RADIO BROADCASTS OR TELEVISION PROGRAMS AND COMMUNICATIONS TO THE PRESS.**

No employee shall, except with the previous sanction of the Corporation or in the bona-fide discharge of his duties, participate in a radio broadcast or television program or contribute any article or write any letter either anonymously or in his own name or in the name of any persons to any newspapers or periodical.

Provided that such sanction shall generally be granted if such broadcast or television program or such contribution or letter is not or may not be considered likely to jeopardize the integrity of the employee, the security of Pakistan or friendly relations with foreign states, or offend public order, decency or morality, or to amount to contempt of Court, defamation or incitement to commit an offence.

Provided further that no such sanction shall be required if such broadcast or television programme or such contribution of letter is of a purely literary, artistic or scientific character.

22. **PUBLICATION OF INFORMATION AND PUBLIC SPEECHES CAPABLE OF EMBARRASSING THE CORPORATION.**

No employee shall, in any document published, or in any communication made to the press, over his own name or in any public utterance or television programme or in any radio broadcast delivered by him make any statement of fact or opinion which is capable of embarrassing the Corporation.

Provided that technical staff may publish research papers on technical subjects, if such papers do not express views on political issues and do not include any information of a classified nature.

23. **EVIDENCE BEFORE COMMITTEE**

- (1) No employee shall give evidence before a public committee except with the previous sanction of the Corporation.
- (2) No employee giving such evidence shall criticize the policy or decisions of the Corporation.
- (3) This regulation shall not apply to evidence given before statutory committee, which has power to compel attendance and the giving of answers, or to evidence given in judicial inquiries.

24. **PROPAGATION OF SECTARIAN CREEDS ETC.**

No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favouritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration, create feelings of discontent or displeasure amongst the employees in particular and amongst the people in general.

25. **NEPOTISM, FAVOURITISM AND VICTIMIZATION ETC.**

No employee shall indulge in provincialism, parochialism, favouritism, victimization and willful abuse of office.

26. **VINDICATION BY EMPLOYEES OR THEIR PUBLIC ACTS OR CHARACTER**

An employee may not, without the previous sanction of the Corporation have recourse to any court or to the press for the vindication of his public acts or character from defamatory attacks. In granting sanctions, the Corporation will ordinarily bear the cost of the proceedings and in other cases leave the employee to institute them at his own expense. In the later case, if he obtains a decision in his favour, the corporation may reimburse him to the extent of the whole or any part of the Cost.

Nothing in this regulation limits or otherwise affects the right of an employee to vindicate his private acts or character.

27. **USE OF POLITICAL OR OTHER INFLUENCE:**

No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Corporation or any employee in support of any claim arising in connection with his employment as such.

28. **APPROACHING FOREIGN MISSIONS AND AID-GIVING AGENCIES:**

No employee shall approach, directly or indirectly, a foreign Mission in Pakistan or any aid-giving agency to secure for himself invitations to visit a foreign country or to elicit offers of training facilities abroad.

29. **REPRESENTATIONS BY EMPLOYEES:**

No employee shall make any personal representation except to the Managing Director / Deputy Managing Director. Such representation shall be submitted through the employee's immediate superior, if any. Joint representations shall not be entertained.

30. **TAKING ACTIVE PART IN POLITICS**

No officer/ official shall take part in any political activity. He shall not be the member of any political party/ organization. He shall be full time employee of the PTDC. However, he shall exercise his political right of voting.

EFFICIENCY & DISCIPLINE REGULATIONS

In exercise of powers conferred by the Article of Associations, the Pakistan Tourism Development Corporation Ltd, with the prior approval of the Board of Directors, is pleased to make the following regulations.

2. SHORT TITLE, COMMENCEMENT AND APPLICATION

- (1) These regulations shall be called the Pakistan Tourism Development Corporation Ltd. Employees (Efficiency & Discipline) Regulation, 1993.
- (2) These regulations shall come into force with immediate effect and shall apply to all employees of the Corporation.

3. DEFINITIONS:

In these regulations, unless the context otherwise requires:

- (a) “**accused**” means an employee of the Corporation against whom action is taken under these regulations.
- (b) “**authority**” means an officer so designated by the Corporation to exercise the powers of the authority under these regulations;
- (c) “**authorized officer**” means an officer authorized by the authority to perform function of an authorized officer under these regulations;
- (d) “**Corporation**” means Pakistan Tourism Development Corporation Ltd.
- (e) “**misconduct**” means conduct prejudicial to good order or service discipline or contrary to the Pakistan Tourism Development Corporation Employees (Conduct) Regulations 1993 or unbecoming of an officer and a gentleman and includes any act on the part of employees of the Corporation to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Corporation or any officer of the Corporation in respect of appointment, promotion, transfer, punishment or other conditions of service of any employee of the Corporation.
- (f) “**penalty**” means a penalty which may be imposed under these regulations.

4. IMPOSITION OF PENALTY:

Where an employee of the Corporation, in the opinion of the authority:-

- (a) is inefficient or has ceased to be efficient, or is guilty of misconduct; or
- (b) is corrupt, or may reasonably be considered corrupt, because:-
 - (i). he is, or any of his dependents are or any other person through him or on his behalf is in possession (for which he cannot

reasonably render 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
- (c) 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 and his retention in service is, therefore, prejudicial to the interest of the Corporation.

The authority may impose on him one or more penalties.

5. **PENALTIES**

The following are the minor and major penalties namely: -

(A) **Minor Penalties**

- (1) Censure
- (2) Withholding for a specific period promotion or annual increment otherwise than for unfitness for promotion or financial advancement, in accordance with these regulations or orders pertaining to the service or post.
- (3) Stoppage for a specific period, at an efficiency bar in the time scale, otherwise than for unfitness to cross such bar.
- (4) Recovery from pay of the whole or any part of any pecuniary loss caused to the Corporation by negligence or breach of orders.

(B) **Major Penalties:**

- (1) Reduction to a lower post or time scale or to a lower scale in a time scale;
- (2) compulsory retirement;
- (3) removal from service;
- (4) dismissal from service;

In this regulation removal or dismissal from service does not include discharge of a person.

- (a) appointed on probation, during the period of probation, or in accordance with the probation or training regulations applicable to him; or

- (b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
- (c) engaged under a contract, in accordance with the terms of the contract.

6. **INQUIRY PROCEDURE**

The following procedure shall be observed when an employee of the Corporation is proceeded against under these regulations:-

- (a) In case where an employee of the Corporation is accused of subversion, corruption 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 approval of the authority after every three months.
- (b) 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 regulation 7 shall apply.
- (c) If the authorized officer decides that it is not necessary to have an inquiry conducted through inquiry officer or inquiry committee he shall;
 - (1) by order in writing, inform the accused of the grounds of the action proposed to be taken against him;
 - (2) give him a reasonable opportunity of showing cause against that action;
 - (3) on receipt of the report of the inquiry officer or inquiry committee or, where no such officer or committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved.
 - (4) In a case where inquiry is held and the authorized officer has determined that the charge has been proved he shall arrive at a provisional conclusion as to the penalty to be imposed, supply a copy of the inquiry report to the accused, apprise him of the action proposed against him, and ask him, to show cause within a specified time which shall not ordinarily exceed fourteen days against the proposed penalty. Any representation submitted by the accused in this behalf shall be taken into consideration before final orders are passed.
 - (5). If the authorized officer decides to impose a minor penalty, he shall pass orders accordingly. If it is proposed to impose a major penalty, the authorized officer shall forward the case to the authority alongwith the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the inquiry officer or Inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass orders as it may deem proper.

7. **PROCEDURE TO BE OBSERVED BY THE INQUIRY OFFICER AND INQUIRY COMMITTEE**

Where an inquiry officer or inquiry committee is appointed. The authorized officer shall:

- (a) frame a charge sheet and communicate it to the accused together with statement of allegations explaining the charges and any other relevant circumstances which are proposed to be taken into account or consideration;
- (b) require the accused with in reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him to put in a written defence and to state at the same time whether he desires to be heard in person;
- (c) the inquiry officer or the committee, as the case may be shall enquire into the charges and may examine such oral or documentary evidence in support of the charges or in defence of the accused as may be considered necessary and the accused shall be entitled to cross examine the witnesses against him;
- (d) 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, adjournment with reason, therefore, shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.
- (e) where the inquiry officer or the committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper, the progress of the inquiry he or it shall administer a warning, and record a finding to that effect and proceed to complete the enquiry in such a manner as he or it thinks best suited to do substantial justice;
- (f) 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 and the grounds thereof to the authorized officer;

8. **REVISION**

The authority may call for the record of any case pending before or disposed by the authorized officer and pass such order in relation thereto as it may deem fit.

9. **POWERS OF INQUIRY OFFICER AND INQUIRY COMMITTEE.**

For the purpose of an inquiry under these regulations, 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 affidavit;
- (d) issuing commissions for the examination of witnesses or documents.

10. **REGULATION SHALL NOT APPLY IN THE FOLLOWING CASES:**

- (a) where the accused is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence or fine or imprisonment;
- (b) when the authority competent to dismiss or remove an employee from service or to reduce an employee in rank, is satisfied that for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

11. **APPEAL:**

A person on whom a penalty is imposed shall have a right to appeal to the appellate authority against the orders within thirty days of the communication of the order appealed against.

12. **APPEARANCE OF COUNSEL:**

No party to any proceedings under these regulations before the authority, the authorized officer and Inquiry Officer or Inquiry Committee shall be represented by an advocate.

CHAPTER – VI

MISCELLANEOUS

1. **AGREEMENT WITH CORPORATION**: Officers entering the service of the Corporation shall at the time of their appointment be given a letter of appointment which will form the basis of contractual obligations of the Corporation and of the officer concerned.

2. **MEMBERSHIP OF PROVIDENT FUND**: Officers in the service of the Corporation shall become members of the Corporation's Provident Fund Scheme in accordance with the Rules of the Scheme.

DESIGNATION OF OFFICERS AS AUTHORITY / AUTHORIZED OFFICER UNDER
THE PAKISTAN TOURISM DEVELOPMENT CORPORATION LTD
(EFFICIENCY & DISCIPLINE) REGULATIONS, 1993

The Pakistan Tourism Development Corporation Ltd. Is pleased to decide that the following officers shall be designated as Authority / Authorized Officer under Regulation 3(b) & (c) of the Pakistan Tourism Development Corporation (Efficiency & Discipline) Regulations 1993 in respect of employees of the Corporation:-

S/ N		Authority	Authorized Officer
1	Employees in grade equivalent to BS-20 & above	Board of Directors	Managing Director
2	Employees in grade equivalent to BS-19	Chairman, Board of Directors	Managing Director
3	Employees in grade equivalent to BS-17 & above	Managing Director	Dy. Managing Director
4	Employees in grade equivalent to BS-1 to 16	Managing Director	Dy. Managing Director

APPENDIX – I

(vide Clause 6)

DELEGATION OF POWERS

APPENDIX – II
[vide clause 9(4)]

PAKISTAN TOURISM DEVELOPMENT CORPORATION LTD.

DECLARATION OF SECRECY

I, the undersigned, having been appointed to the service of the Corporation, do hereby declare that I will regard as strictly confidential and by no means, direct or indirect, reveal to any person or persons whatsoever, any information concerning the business of the Corporation or its constituents not intended to be made public and which may come to my knowledge in the discharge of my duties, unless compelled to do so by law or authorized to do so by a Resolution of the Board.

(Signature)

Pakistan Tourism Development
Corporation Limited

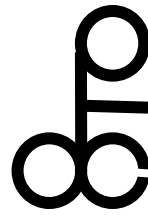
APPENDIX – III
(Vide Rule 7)

PAKISTAN TOURISM DEVELOPMENT CORPORATION LTD.

The various grades and scales of pay of the officers will be as follows:

REVISED PAY SCALE WITH EFFECT FROM 01.07.2008
(vide PTDC's OM No.8424/Misc/Estab, dated 09.07.2008)

BPS	POSTS	REVISED PAY SCALE	STAGES
BPS-17	Tourism Officer / Accounts Executive/ SDO/ PS	9850-740-24650	20
BPS-18	Deputy Managers/ Asst. Engr. / PS	12910-930-31510	20
BPS-19	Managers/ Project Engr.	19680-970-39080	20
BPS-20	G.M. / Chief Engineer / Director	23345-1510-44485	14



PTDC

SERVICE RULES (OFFICERS), 1972

(Amended from time to time upto December 31, 2009)

Personnel Department, PTDC (HO), Islamabad

PTDC SERVICE RULES (OFFICER) 1972

INDEX

S/No	Description	Chapter No.	Pages
i.	Short title, commencement & application	I	1 – 4
ii.	Classification of Posts, appointments.	II	5 – 8
iii.	Promotion Policy – Officers		9 – 12
iv.	Pay & Allowances	III	13 – 18
v.	Medical Rules 1977		19
vi.	Compensation Policy & Benefits – Management Staff, 1977		20 – 21
vii.	Revised Leave Rules	IV	22 – 28
viii.	PTDC Employees (Conduct) Regulations 1993	V	29 – 35
ix.	Efficiency & Discipline Regulations		36 – 40
x.	Miscellaneous	VI	41
xi.	Designation of Officers as authority / authorized Officer under Removal from Service (Special Power) Ordinance 2000		42
xi.	Financial / Administrative Powers of MD		43 (1) – 43(7)
xii.	Declaration of Secrecy		44
xiii.	Revised Pay Scale w.e.f. 01.07.2008		45