

CHAPTER – I

PTDC SERVICE RULES (STAFF)

GENERAL

In pursuance of the provision of Article 144(e) of the Memorandum and Article of Association, the Board of Directors is hereby pleased to frame the following subsidiary Rules to be called Service Rules. The provision of these Rules shall apply to all the employees of the Corporation other than Officers and such members of the staff who are employed on a purely casual basis or who are employed on special terms under a contract or who are on deputation from the Government.

The Board reserves the right to change these Rules from time to time and such changes will be binding on all the members of the staff of the Corporation to whom these Rules apply.

1. **SHORT TITLE, COMMENCEMENT AND APPLICATION:**

- a) These Rules may be called the Pakistan Tourism Development Corporation Limited (Service) Rules, 1972.(amended from time to time)
- b) They shall come into force from 8 April, 1972
- c) They shall apply to all Pakistan based employees who are in the whole time employment of the Corporation other than Officers and persons on deputation to the Corporation.

2. (i) **RULES NOT TO AFFECT DECISIONS ALREADY TAKEN:**

Nothing in these Rules shall affect, or authorize the reopening of any decision as to conditions of service of an employee, made before the commencement of these Rules on the ground that such a decision is not consistent with the provision of these Rules. The Board of Directors reserves the right to itself of interpreting finally the meanings of these Rules or any supplementary rules issued in connection with these Rules.

(ii) **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.

3. **DEFINITIONS:**

In these Rules, unless there is anything repugnant in the subject or context:

- (a) **APPRENTICE:** is a learner who is paid an allowance during the period of his training.
- (b) **BADLI:** is an employee who is appointed in the post of a permanent employee or a probationer, who is temporarily absent.
- (c) **BOARD:** means the Board of Directors of the Corporation.
- (d) **COMPENSATORY ALLOWANCE:** means an allowance granted to meet the personal expenditure necessitated by special circumstances in which a duty is performed.
- (e) **COMPETENT AUTHORITY:** in relation to the exercise of any power, the competent authority means an authority specified in the Appendix-I.
- (f) **CONVEYANCE ALLOWANCE:** means an allowance granted for attending duty at the normal place of work from the residence of the employee or for carrying out other duties necessitating maintenance of a transport in lieu of free transport by the Corporation.
- (g) **DAILY ALLOWANCE:** means an allowance granted to an employee to cover the daily expenses at an out-station while on duty and includes incidental charges.
- (h) **DUTY:** mean an includes:-
 - i. Service as a Probationer
 - ii. Joining Time.
 - iii. Period of training in or outside Pakistan after becoming an employee of the Corporation.
- (i) **EMPLOYEE:** means any person including an apprentice employed in the Corporation to do any skilled, unskilled manual, technical or clerical work for hire or reward but will not include any person:-
 - i) Employed as an officer in a managerial or administrative capacity, or
 - ii) Employed in a supervisory capacity exercising function of supervision and control or concerned with management of the affairs of the Corporation.
- (j) **FAMILY:** includes employee's 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 of absence from duty taken with the prior written 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 of the Christian era. In calculating a period in terms of months and days complete calendar months irrespective of the number of days in each should first be calculated and odd number of days calculated subsequently.
- (q) **OFFICIATE:** an employee of the Corporation officiate 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 EMPLOYEE:** is an employee who has been engaged on work of a permanent nature and has satisfactorily completed a probationary period of three months in the same or other post in the Corporation.
- (t) **PERMANENT POST:** means a post so designated carrying a definite rate of pay and sanctioned without limit of and for work of a permanent nature.
- (u) **PERSONAL PAY:** mean 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 reduction of such substantive pay other than as disciplinary measure or
 - (ii) in exceptional circumstances, on other personal consideration.
- (v) **PROBATIONER:** is an employee who is provisionally employee to fill a permanent vacancy in a post and has not completed three months service therein. If a permanent employee employed as a probationer in a

higher post he may, at any time during the probationary period of three months, be reverted to his old permanent post.

- (w) **SERVICE:** means the period for which an employee receives pay from the Corporation and includes the period of leave duly sanctioned by competent authority and any other period termed as service by such authority.
- (x) **SPECIAL PAY:** means an addition in 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.
- (y) **SUBSTANTIVE PAY:** means the pay to which an employee is entitled on account of the post to which he is appointed substantively by reason of his substantive position in a cadre other than overseas, special or personal pay or other emoluments classed as pay.
- (z) **TECHNICAL PAY:** means and includes an amount drawn by Typists, Steno-typists and Stenographers on account of their professional ability and as a result of the tests conducted by the Corporation.
- (aa) **TEMPORARY EMPLOYEE:** is an employee who has been engaged for work which is of an essentially temporary nature likely to be finished within a period not exceeding nine months.
- (ab) **TEMPORARY POSTS:** mean a vacancy or post which is of an essentially temporary nature to be abolished within a specified period not exceeding nine months.
- (ac) **TRAVELING ALLOWANCE:** means an allowance given to an employee to cover the expenses, to the extent he is allowed to incur, for traveling in the interest of the Corporation.

4. **DELEGATION OF POWER:**

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 in **Appendix-I**.

CHAPTER – II

CLASSIFICATION OF POSTS

(1) The posts other than of officers in the Corporation shall be classified in the following grades.

PTDC Grade–V: Assistant Tourism Officer, Accountant, Assistant Admin Officer, Assistant Personnel Officer, Overseer, Draughtsman, Personal Assistant, Photographer, Graphic Designer.

PTDC Grade–IV/A: Stenographers/ Computer Operators

PTDC Grade–IV: Assistants, Accounts Assistant,

PTDC Grade–III/A: Stenotypists,

PTDC Grade–III: Clerk, Typist, Supervisor, Accounts Clerk, Lab Assistant, Electrician, General Mechanic, Telephone Operator

PTDC Grade–II: Driver, Dispatch Rider

PTDC Grade–I: Qasid, Naib Qasid, Chowkidar, Sanitary Worker, Loader, Packer, Cleaner, Mali

2) The Managing Director shall have the power to change the grade of any post shown in these Rules and to add new categories of staff in any grade.

2. **APPOINTMENT:**

1) Appointments to all grades shall be made by the competent authority within the sanctioned establishment and ordinarily on the basis of recommendation of Selection Committee, constituted by such authority.

2) Appointments shall be made on the minimum pay of the grade but, in 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.

3) No person shall be appointed to the service of the Corporation unless he has been certified by the Medical Officer of the Corporation to be medically fit for service.

3. **CONDITIONS OF APPOINTMENT:**

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) a) The minimum educational qualification for the posts in Grade V - III shall be as follows:-
 - i) Grade V Bachelor's Degree or equivalent examination.
 - ii) Grade IV-A Intermediate or equivalent (typing speed 40 w.p.m. Shorthand speed 100 w.p.m.)
 - iii) Grade IV Intermediate or equivalent examination
 - iv) Grade III-A Matriculation (preferably Intermediate or equivalent examination (typing speed 40 w.p.m. and shorthand speed 80 w.p.m.)
 - v) All other Ministerial Matriculation (preferably Intermediate or equivalent examination with knowledge of typing speed 30 w.p.m.
 - b) (i) The posts in Grade II shall ordinarily be filled by persons who can read and write in any national language and are also conversant with elementary English Language.
 - (ii) A post in Grade I may be filled on the basis of suitability for the job with or without educational qualification.
- 3) Notwithstanding the provisions contained in 2(a) (iii) Matriculates with previous job experience shall be eligible for appointment and promotion to the posts of Clerks and equivalent posts.
 - 4) 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 competent authority.
 - 5) On entering the service of the Corporation all employees (including those appointed on temporary basis or on deputation with the Corporation) shall sign the declaration of loyalty and secrecy as per Appendix-II.
4. **COMMENCEMENT OF SERVICE:**

The service under the Corporation shall commence from the working day on which an employee 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.
 5. **PROBATION:**
 - i) Every appointment to a permanent post shall be on probation for three months. In the event of an employee failing to show satisfactory progress

during the period of probation, the appointing authority may offer him an appointment in the lower grade, with the usual probationary period, or terminate his service.

- ii) If a permanent employee is employed as a probationer in a higher post, he may, at any time during the probationary period of three months, be reverted to his old permanent post.

6. **CONFIRMATION:**

On satisfactory completion of the probationary period confirmation in various regular posts shall be made by the appointing authorities.

7. **TEMPORARY APPOINTMENT:**

An employee who is not appointed against a permanent post shall continue to be temporary for a period not exceeding nine months. In the event of such an employee being absorbed against a permanent post later on, his temporary service in the Corporation shall count towards his total service provided continuity of his service has not been broken.

8. **TERMINATION OF SERVICE:**

The competent authority may dispense with the Service of a confirmed employee by giving him THREE month's previous notice in writing or in lieu thereof a sum equivalent to his wages for THREE months. Provided that the confirmed employee may be removed or dismissed from service without prior notice as a disciplinary measure in which case the provision of Chapter VI shall apply.

- 2) The services of a temporary employee may be terminated at any time without assigning any reason and by giving 15 days prior notice in writing to him or on payment to him by the Corporation a sum equal to his pay for 15 days in lieu of notice or even without giving any notice or pay in lieu thereof.

9. **RESIGNATION:**

A confirmed employee shall not resign from his post without giving one calendar month's 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 one month. A temporary employee may resign from his post by giving 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.

10. **RETIREMENT:**

All employees shall retire on completion of 60 (sixty) years of age. The Managing Director in case of all staff may retire any employee from the service of the Corporation on completion of 25 years of service even though such employee has not attained the age of 60 years. (Office circular No. 11/78 date 16-8-1978)

11. **ANNUAL CONFIDENTIAL ASSESSMENT:**

At the end of each calendar year the work of each employee shall be assessed by an officer under whom he is directly placed and a report is to be furnished by him on the prescribed form. An employee shall not have access to his confidential reports. He shall, however, be informed of adverse remarks in writing in order to provide him an opportunity to explain his position or to correct himself.

12. **SENIORITY:**

An employee, other than an employee 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 employee appointed on probation against a permanent vacancy, from the date of his confirmation.

PROMOTION POLICY – STAFF (1993)

The Promotion Policy for PTDC staff will be as under:-

- 1) The minimum length of service required for the promotion in each of the grade shall be :-

<u>PTDC GRADE</u>	<u>CATEGORY OF POSTS</u>	<u>LENGTH OF SERVICE</u>
<u>G-III TO IV</u>	From Clerk, Telephone Operator, General Mechanic and Supervisor to Assistant	= 5 Years
<u>G-III-A TO IV/A</u>	From Stenotypist to Stenographer	= 5 Years
<u>GRADE IV TO V</u>	i) From Assistant to A.P.O., A.A.O. / ATO, ii) Accounts Assistant to Accountant	= 5 Years
<u>G-IV-A TO V</u>	From Stenographer / Computer Operator To Personal Assistant	= 5 Years
<u>G-V(BPS-16) TO BPS-17</u>	(i) From Assistant Tourism Officer To Tourism Officer (ii) From Accountant to Accounts Executive (iii) From Personal Assistant to Private Secretary (iv) From A.P.O./A.A.O. to AO / PO/ TO (v) From Overseer/Draughtsman to SDO/Sub-Engineer (vi) From Photographer and other category of Posts.	= 5 Years = 5 Years = 5 Years = 5 Years = 5 Years = 5 Years

- 2) All promotions will be made on the basis of seniority-cum-fitness subject to availability of vacant post.
- 3) Confidential reports will be given due importance.
- 4) A person, once superseded for promotion, will be eligible for re-consideration only after he earns one more confidential report.
- 5) Employee will only be considered for promotion within his own cadre.

- 6) The DPC constituted by the competent authority shall consider the promotion cases of eligible persons strictly in order of seniority-cum-fitness and either:-
- a) Recommend an employee for promotion to the next higher grade/post:
or
 - b) Recommend an employee for supersession:
or
 - c) Defer consideration of promotion of an employee provided that consideration of an employee's promotion will be deferred only when
 - i) The CR Dossier is incomplete,
or
 - ii) Disciplinary or departmental proceedings are pending against the employees whose promotion case comes up for consideration before the DPC.

13) METHOD OF SELECTION

- i) The DPC should recommend the names of suitable persons fit for promotion.
- ii) The Committee will make their selection in the light of past record of the persons concerned.
- iii) The Committee may interview the candidate if it so desires.
- iv) 75% posts will be filled through promotion and 25% through direct recruitment in all grades of staff till A.T.O. level.

CHAPTER – III

PAY AND ALLOWANCES

1. **SCALE OF PAY:**

The scales of pay of the employees shall be as provided for in Appendix– II.

2. **FIXATION OF PAY AND ALLOWANCES:**

Except as otherwise provided in these Rules and subject to such directions as the Board may issue in any particular case or class of cases, the pay and allowances of an employee shall be fixed by the appointing authority in the scales of pay applicable to the post to which an employee has been appointed or promoted.

3. **INCREMENT:**

An employee shall draw the pay of the post to which he is appointed from the date of his appointment to such post. The annual increments to his pay shall accrue on the anniversaries of such date after verification of such service and subject to the condition that the leave without pay, shall not count towards annual increments. Increments in the pay of an employee shall be postponed by the period or periods of such leave without pay.

4. **ANNUAL INCREMENTS:**

Annual increments shall be sanctioned by the competent authority.

5. **HONORARIUM:**

1) The Managing Director may grant an honorarium not exceeding one thousand rupees in a year to an employee for special work performed by him which is occasional in character and is either so laborious or of such special nature as to justify a special reward.

2) Deputy Managing Director may grant an honorarium upto Rs. 500/- in a year to an employee for special work performed by him which justifies payment of honorarium. The maximum amount which they can so grant should not exceed Rs. 1,000/- in a year.

6. **ALLOWANCES:**

The grant of various compensatory allowances other than those prescribed in these Rules shall be governed by such instructions as may be issued by the Managing Director from time to time.

7) HOUSE RENT ALLOWANCES:

The Corporation shall grant House Rent Allowance to each employee at the rate of 105% of basic pay, as provided in the Union Agreement for the period from (1-1-2008 to 31-12-2009).

8) CONVEYANCE ALLOWANCES:

Conveyance allowance shall be admissible @ Rs. 2480/- per month on flat rate basis to all staff irrespective of grades, as provided in the Union Agreement for the period from (1-1-2008 to 31-12-2009)

(i) CHILDREN EDUCATION AID

Children Education Aid shall be paid @ Rs.2000/- per month as provided in the Union Agreement for the period from (01.01.2010 to 31.12.2011)

(ii) UTILITY ALLOWANCE

Utility Allowance shall be 4% of running basic pay as provided in the Union Agreement for the period from (01.01.2010 to 31.12.2011)

9) WASHING/UNIFORM ALLOWANCES :

Liveried Employee of PTDC, Head Office and PTL shall be paid @ Rs.400/- per month, as provided in the Union Agreement for the period from (01.01.2010 to 31.12.2011).

10) MEDICAL ALLOWANCES:

Medical allowance shall be admissible to all employees from grade I to V @ 85% of basic pay per month with monthly salary, as provided in the Union Agreement for the period from (01.01.2010 to 31.12.2011).

11) TRAVELLING ALLOWANCES RULES
(Circular No. 8419/Allow/Estab. dated 30-4-1995) :

1) An employee required to travel on Corporation duty by rail shall be eligible for the following:-

i) Staff drawing pay exceeding Rs. 1725/- per month but not exceeding Rs. 5330/- per month.

First class (Sleeper) accommodation. If traveling on a line which does not provide 1st class (Sleeper), the next lower class.

ii) (Staff excluding Grade I & II or equivalent

First class (sitter) accommodation. If traveling on line which provides no 1st class (sitter) accommodation, the next lower class.

iii) Staff in Grade 1 & 2.

Lowest class by whatever name be it called.

12) CARRIAGE OF PERSONAL EFFECTS (Vide letter No. 8495/Allow/Estab, dated 10-11-1992)

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

13) TRANSFER GRANT, TRANSPORTATION OF MOTOR CAR/MOTOR-CYCLE/SCOOTER BY ROAD AND THE MILEAGE ALLOWANCE

TRANSFER GRANT

- i) Employees having family – one month’s pay.
- ii) Employees not having family – half month’s pay.

Transportation / Mileage Allowance

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

16. JOINING TIME:

- (i) An employee on transfer from one station to another will be eligible for joining time as indicated below:
- (ii) 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 does not count as a day for purposes of calculating the time for preparation.

- (2) A holiday counts as a day for the purposes of the above Rules.
- (3) An employee on joining time shall be regarded as on duty and shall be entitled to be paid as follows:

- a) If 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 which ever is less.
- b) When joining a new post on return from leave, he will draw leave salary which he last draw on leave; and
- c) For the transportation of personal effects by road, an employee shall draw within the mileage limits prescribed in the proceeding rules, mileage allowance at a rate to be determined from time to time.

17. SUBMISSION OF T.A. CLAIMS:

- (a) An employee when submitting his claim for travelling allowance shall furnish (i) a certificate to the effect that the journey by sea; rail was performed by the class of sea; rail accommodation for which the claim is made; (ii) cash memo or other vouchers in respect of the amount claimed for the carriage or personal (house-holds) effect etc.
- (b) No TA/DA shall be admissible on transfer at own request by an employee.

18. DAILY ALLOWANCE:

An employee shall receive daily allowance at the rates mentioned below for complete days of his over-night stay at out-station, 12 hours or more being regarded as full days and less than 12 hours not to be taken into consideration. Where over-night stay is not involved, the employee will not be eligible for daily allowance. Instead he will be paid actual expenses or terminal charges, transport and meals consumed by him at the out-station. An employee will be eligible for daily allowance from the time he reaches that station and will cease to be eligible from the time he leaves the station. The following will be the rates of daily allowance:- (Circular No. 8419/Allow/Estab, dated 19.06.2006)

	<u>Existing</u>		<u>Revised</u>	
	<u>Ordinary</u>	<u>Special</u>	<u>Ordinary</u>	<u>Special</u>
BPS-1-4	80/-	110/-	125/-	200/-
BPS-5-11	100/-	120/-	155/-	220
BPS-12-16	180/-	200/-	280/-	365/-

Note: Daily Allowance will be admissible only for the actual night (s) at the out station for which daily allowance claimed. Where night stops not involve and if absence from Head Quarter exceeds four (4) hours half Daily Allowance will be allowed (Finance Division's (Regulation Wing), O. M. No. F.1(2)-Reg (9)/91, dated 21.8.1991).

Existing rate of DA for commercial duty for Drivers in PTL/Motels, is increased to Rs. 300/- per day for out-station duty and Rs. 150/- per day for local duty. The rate of DA shall be applicable on completion of duty for more than four (4) hours, as provided in the Union Agreement for the period from (1-1-1998 to 31-12-1999).

19. FLIGHT INSURANCE:

Employees of the Corporation while traveling on duty by air shall be insured for each flight at the expense of the Corporation for Rs. 50,000/- worth of insurance.

20. COUNTER SIGNATURE ON TRAVELLING BILLS:

T.A. bills shall not be paid unless they are counter-signed by the Head of Department.

21. SPECIAL PAY:

An employee 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 special pay @ 20% of his basic pay, subject to a maximum of Rs. 6000/- per month.

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 requires specific sanction of Managing Director.

CHAPTER – IV

LEAVE

1. GRANT OF LEAVE:

Though leave is a right granted by law yet when the exigencies of service so require, the sanctioning authority may refuse the grant of leave or cancel the leave already granted or recall the employee before the expiry of the leave. However, in such cases the employee will be entitled to get leave or the un-expired portion of leave previously granted to him, at later date.

2. EARNED LEAVE:

- 1) An employee shall earn leave at the rate of 1/11 of the period spent on duty including compulsory off days. The maximum earned leave that may be accumulated shall be 365 days. Out of which leave upto 180 days maximum can be encashed at the time of retirement / resignation. However, in case of death during service, payment for 180 days leave will be made even if lesser leave is due to the deceased employee, as provided in the Union Agreement, (1996-97).

3. LEAVE PAY:

- i) An employee proceeding on earned or he shall be entitled to leave pay equivalent to the total emoluments last drawn by him before the commencement of leave.
- ii) An employee proceeding on earned or sick leave may, at the discretion of the competent authority, be paid for the period of his leave pay in advance provided that in no case shall such payment exceed the amount equal to the employee's leave emoluments for the actual leave granted to him.

4. MEDICAL LEAVE:

- i) An employee shall be eligible for 30 (thirty) days Medical leave on full pay for each completed year of his service. This leave may be accumulated upto to maximum of 60 days.
- ii) Application for Medical Leave for a period exceeding three days shall ordinarily be supported by a Medical Certificate by the Medical Practitioner or a Hakim. However, he must inform within 24 hours his immediate superior regarding the cause of his absence from duty. At places where such Medical Practitioner or Hakim is not available certificate from a registered Medical Practitioner may be submitted alongwith the application.
- iii) In case of prolonged illness of an employee he will be granted additional leave upto a period of six months on half average pay and thereafter upto one year leave without pay may be granted at the discretion of the Management, as provided in the Union Agreement, (1983-85).

5. ACCIDENT AND DISABILITY LEAVE:

An employee sustaining an injury caused by an accident arising-out of and in the course of due performance of the normal or special duties assigned to him officially may on production of medical certificate be granted leave for such period on full pay as the competent authority may decide.

6. MATERNITY LEAVE:

Married female employees who have completed a minimum of 4 months service shall be entitled, on application duly counter-signed by a Gynecologist, to maternity leave with pay for six weeks before her confinement and for six weeks after confinement. It may be sanctioned by the competent authority.

7. LEAVE WITHOUT PAY:

1) In addition to the leave provisions made herein before, an employee may be granted subject to the discretion of competent authority, leave without pay upto a maximum of one year provided that the leave without pay is granted only when any kind of leave is not admissible;

Provided that leave without pay may be given to employee on medical grounds on the following basis:-

- i) to female employees who are unable to resume duty on the expiry of maternity leave upto a maximum of four months on medical certificate.
- ii) in other cases upto a maximum of one year on production of medical certificate.

2) The period of leave without pay shall not count towards service in the Corporation. If taken during probation the period of probation will automatically be extended accordingly.

8. EX-PAKISTAN LEAVE:

Ex-Pakistan Leave may be granted as per government leave rules, as provided in the Union Agreement (21-5-1991 to 20-5-1993).

9. GENERAL CONDITIONS REGARDING ALL KINDS OF LEAVE:

1) Except with the prior permission of competent authority, Sunday or holidays shall not be prefixed or suffixed to any leave. They shall not be counted as part of the leave when so permitted.

A Sunday falling between the first and the last days of any leave period shall count as part of the leave.

- 2) An employee shall cease to earn any leave from the date of notice of termination of service being served on either side.
 - 3) Proper record of all leave shall be maintained in the personal file of the employee concerned.
 - 4) Leave shall not be granted to an employee who is under suspension.
10. CASUAL LEAVE:
- 1) An employee may be granted Casual Leave of absence with pay not exceeding 20 days in the aggregate in one calendar year.
 - 2) 6 days casual leave may be granted at a time.
 - 3) Casual leave and earned leave shall not be combined.

CHAPTER – V

MISCELLANEOUS

1. **AGREEMENT WITH CORPORATION:**

Employee entering the service of the Corporation shall at the time of their appointment be given an appointment letter which will form the basis of contractual obligations of the Corporation as well as the employee.

2. **MEMBERSHIP OF PROVIDENT FUND:**

Employee in the permanent service of the Corporation shall become members of the Corporation's Provident Fund Scheme, in accordance with the subsidiary Rule of the Scheme.

3. **GRATUITY:**

i) Gratuity shall be admissible @ one month basic pay for each completed year or in excess of six months service rendered by an employee. Gratuity will not be admissible to the employee whose services are terminated on account of misconduct, as provided in the Union Agreement, (1993-95).

ii) It was also agreed to pay gratuity to an employee for the period of service served as workman if promoted to officer rank / grade, as per Union Agreement for the period (1989-91).

4. **GROUP INSURANCE SCHEME:**

An employee shall become a member of the Group Insurance Scheme.

CHAPTER - VI

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 as 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.

4. 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 an other 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 provisions 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 other wise placed himself under a pecuniary obligation will be subject to his official authority, or will possess immovable property, or carry on business with in 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 for 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 MOVABLE AND 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/- (Twenty Five Thousand Rupees 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 an 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 situate
 - 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; 1912 (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 under take 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 of 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 forth with report his insolvency to the Corporation.

18. UNAUTHORIZED COMMUNICATION 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 NEWSPAPER 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 bonafide 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 newspaper 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 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 COMMITTEES

- 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 have 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 OF 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 latter 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.

CHAPTER - VII

EFFICIENCY AND DISCIPLINE (REGULATIONS), 1993

In exercise of powers conferred by the Articles of Association 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 and Discipline (Regulations), 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 an employee of the Corporation.
- f) "penalty" means a penalty which may be imposed under these regulations.

04. 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 along with the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the inquiry officer or Inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass 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 within 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 inquire 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 it.

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 6 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.

**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) and (c) of the Pakistan Tourism Development Corporation (Efficiency & Discipline) Regulations, 1993 in respect of the employees of the Corporation:-

S/ N	Description	Authority	Authorized Officer
1	Employees in grade equivalent to BPS-20 & above	Board of Director	Managing Director
2	Employees in grade equivalent to BPS-19	Chairman, Board of Director	Managing Director
3	Employees in grade equivalent to BPS-17 & 18	Managing Director	Dy. Managing Director
4	Employees in Grade equivalent BPS-1 to 16	Dy. Managing Director	Manager (P&A)

APPENDIX – II

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

Date: _____

APPENDIX – III

PAKISTAN TOURISM DEVELOPMENT CORPORATION LTD.

Revised Pay Scale with effect from 01-07-2011

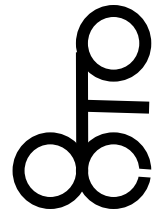
<u>GRADE</u>	<u>PAY SCALES</u>
GRADE – I	6146-282-14606
GRADE – II	6430-336-16480
GRADE – III	8205-581-25705
GRADE – III/A	8705-645-28155
GRADE – IV	9245-757-31295
GRADE – IV/A	9842-818-33630
GRADE – V	11535-926-37725

APPENDIX – III

PAKISTAN TOURISM DEVELOPMENT CORPORATION LTD.

Revised Pay Scale with effect from 01-07-2008

<u>GRADE</u>	<u>PAY SCALES</u>
GRADE – I	3754-169-8824
GRADE – II	3974-208-10214
GRADE – III	5065-362-15925
GRADE – III A	53375-402-17433
GRADE – IV	5706-454-19326
GRADE – IV A	6044-491-20774
GRADE – V	6690-554-23310



PTDC

SERVICE RULES (STAFF)

(Amended from time to time)

Personnel Department, PTDC (Head Office)

8. **TERMINATION OF SERVICE:**

The competent authority may dispense with the Service of a confirmed employee by giving him THREE month's previous notice in writing or in lieu thereof a sum equivalent to his wages for THREE months. Provided that the confirmed employee may be removed or dismissed from service without prior notice as a disciplinary measure in which case the provision of Chapter VI shall apply.

2) The services of a temporary employee may be terminated at any time without assigning any reason and by giving 15 days prior notice in writing to him or on payment to him by the Corporation a sum equal to his pay for 15 days in lieu of notice or even without giving any notice or pay in lieu thereof.