

RULES

(REVISED)



CENTRE OF EXCELLENCE
NOVEMBER 1997

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SERVICE / APPOINTMENTS RULES

In exercise of the powers conferred by section 10 of the Centres of Excellence Act, 1974 (XXIV of 1974), The Federal Government is pleased to make the following rules, namely:-

1. Short Title, Application and Commencement;

- I. These rules may be called the Centres of Excellence Employees (Service, Appointment, Promotion and Transfer) Rules, 1997.
- II. They shall come into force at once and shall apply to all employees of the Centres of Excellence.

2. Definitions:-

- I. In these rules, unless there is anything repugnant in the subject or context;
 - a) “Act” means the Centres of Excellence Act, 1974 (XXIV of 1974) as amended in 1976.
 - b) “Director” means the Director of the Centre.
 - c) “Appointing authority”, in relation to a post means the Board or the person authorized under rule 18 to make appointment to that post.
 - d) “Employee” means a person holding a sanctioned post but does not include:
 - (i) a person who is on deputation to the Centre from the Federal Government, Provincial Government or from any other authority; and
 - (ii) a person who is employed on contract, or on work-charge basis or who is paid from contingencies;
 - e) “Government” means the Federal Government;
 - f) “Initial appointment” means appointment made otherwise than by promotion or transfer;

- g) “pay” means the amount drawn monthly by an employee as pay and includes technical pay/special pay, personal pay and any other emoluments declared as pay by the Federal Government;
- h) “permanent post” means a post sanctioned without limit of time and declared as such the competent authorities
- i) “Prescribed” means prescribed by rules;
- j) “Selection authority” means a selection Board or Selection Committee constituted for the purpose of making selection for initial appointment or promotion or transfer to posts in the Centre.
- k) “Temporary post” means a post other than a permanent post.
- l) All the words of expression used but not defined in these rules shall have the same meaning as in the rules and regulations applicable to the civil servants of the Federal Government

II. For the purpose of these rules an appointment whether by promotion or otherwise, shall be deemed to have been made on regular basis if it is made in the manner prescribed in these rules:

3. Interpretation:-

The Federal Government shall be the final authority for the interpretation of these rules or, any supplementary instructions issued in connection with these rules from time to time.

4. Probation:-

A person appointed by initial appointment, promotion or transfer, shall be on probation for a period of one year. It may be extended for a further period not exceeding two years. If no orders are passed by the competent authority on the

expiry of the initial period or the extended period of probation, the appointment will be deemed to be held.

5. Confirmation:-

- I. A person appointed on regular basis shall, on satisfactory completion of his probation period, be eligible for confirmation against a permanent post.
- II. An employee promoted on regular basis shall be eligible for confirmation after satisfactory completion of probation period, by the Board or the appointing authority as prescribed by rule 18.
- III. There shall be no confirmation against any temporary post or vacancy.
- IV. An employee who during the period of his service, was eligible to be confirmed but retires from the service before confirmation, shall not, merely by reason of such retirement, be refused confirmation or any benefits accruing there from.
- V. Confirmation of an employee shall take effect from the date of occurrence of permanent vacancy in that post or from the date of continuous officiating on such post, whichever is later.

3. Seniority:-

- I. For proper administration for cadre or post the appointing authority shall cause a cadre-wise seniority list of the employees for the time being belonging to a cadre or post to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such cadre or post as the case may be.
- II. Subject to the provisions of sub-rule(1), the seniority of an employee shall be reckoned in relation to other employees belonging to the same cadre or post with reference to his date of regular appointment.

- III. The inter-se-seniority of employees in one batch recruited directly through open advertisement for initial appointment shall be determined in order of merit assigned by the selection board.
- IV. Seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post. Provided that employees, who are selected for promotion to higher posts in one batch shall on their promotion to the higher posts, retain their inter-se-seniority as in the lower post.

7. Promotion:-

- V. An employee possessing such minimum qualifications and length of service as have been prescribed in the schedule to these rules shall be eligible for promotion to a higher post reserved for the time being under the rules for departmental promotion in the cadre or group to which he belongs.
- VI. A post referred to in sub-rule(1) may either be a selection post or a non-selection as may be determined by the appointing authority and promotion to a post shall be made:-
 - (a) in the case of a selection post, on the basis of selection on merit; and
 - (b) in the case of a non-selection post, on the basis of seniority-cum-fitness.

8. Termination of service:-

- I. The service of an employee may be terminated without notice:-
 - a) during the initial or extended period of his probation. Provided that, where such employee is appointed by promotion on probation or, as the case may be, is transferred from one cadre or post to another cadre or post, his service shall not be so

terminated so long as he holds a lien against his former post in such cadre or post, as the case may be;

- b) On the expiry of the initial or extended period of his employee,
- c) If the appointment is made on temporary basis, terminable on the appointment of the person on the recommendations of the selection board on the appointment of such person.

II. Where, on the abolition of a post or reduction in the number of posts in a cadre, the services of an employee are required to be terminated the person whose services are terminated shall ordinarily be the one who is most junior in such cadre or group.

III. Notwithstanding the provisions of sub-rule(1) but subject to the provisions of sub-rule(2) the services of an employee in temporary employment shall be liable to termination on fourteen days notice or pay in lieu thereof.

9. Reversion to lower post:-

Any employee appointed to a higher post on temporary or officiating basis shall be liable to reversion to his lower post without notice.

10. Retirement from service:-

An employee shall retire from service on attaining such age as is prescribed by the Federal Government for its civil servants.

11. Employment after retirement:-

- I. A retired employee shall not be re-employed in the Centre, unless such re-employment is necessary in the interest of the Centre and is made with the prior approval of the authority next above the appointing authority.
- II. The Federal Ministry of Education may extend the Services of the Director of the Centre on contract basis after he has reached the age of superannuation, in the educational/research interest of the Centre on the recommendation of the B.O.G through U.G.C.
- IV. A retired Professor/Research Scientist may be re-employed on contract basis on such terms and conditions as may be specified by the Board of Governors on the recommendations of the Director.

12. Pay:-

An employee appointed to a post shall be entitled to the pay in the scale of pay shown against the post in the schedule as may be revised by the Federal Government from time to time. Provided that when the appointment is made on a current charge basis or by way of additional charge his pay shall be fixed in accordance with Government rules.

13. Allowances:-

- i) The employees of the Centre will be entitled to the allowances as admissible in Federal Government department. Such allowances will include House Rent Allowance, Conveyance Allowance and Medical Allowance etc. The senior officers in B-20 and above will also be entitled to Sr. Post Allowance, Entertainment Allowance and orderly Allowance at the rates and on the conditions as applicable to officers of corresponding ranks in the Federal Government. Any other allowance of general admissibility will

also be payable to the employees of the Centre as per Government instructions.

- b) The Travelling Allowance Rules as notified by Finance Division Vide O.M. dated 15.6.1987 shall be applicable as amended from time to time.

14. Honorarium:-

The Director may grant an honorarium not exceeding one thousand (Rs.1000/-) in each case an employee subject to fulfillment of the prescribed conditions as at Serial No.19 of Annexure of the Finance Division O.M. dated: 11.3.1981 and further instructions issued from time to time for such work performed by him, which is occasional in character and either so laborious or of such nature as justifies a special reward.

15. Increment:-

- I. The annual increment shall accrue only on the first day of December following the completion of at least six months of such service at the relevant stage in the scale and will be allowed as matter of course unless withheld under a specific order.
- II. Leave without pay (Extra Ordinary Leave) shall not count towards annual increment. Provided that the Director may, in any case if he is satisfied that the leave was taken on account of illness or, for any other cause beyond the employees control, direct that leave without pay shall be counted for increment.

16. Right of appeal and representation:-

- I. Where a right to prefer an appeal or application for review in respect of any order relating to the terms and conditions of his service is

provided to an employee under any rules applicable to him, such appeal or application shall, except as may be otherwise prescribed be made within thirty days of the date of such order to the competent authority.

- II. Where no provision of appeal or review exists under the rules in respect of any order or class of orders, an employee aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order. Provided that no representation shall be on matter, relating to the determination of fitness of a person to hold a particular post or to be promoted to higher post or grade.

17. Appointment and transfers:-

- I. Appointments to posts shall be made by any of the following methods, namely:
- a) By promotion or transfer through prescribed procedure as laid down in rule 20; and
 - b) By initial appointment.
- II. The method of appointment to various posts shall be as laid down in the schedule.
- III. For reasons to be recorded, the Director may transfer any employee of the Centre to any other Centre of Excellence or any other Institution or research organization with mutual agreement of the Director of the Centre or Head of the Institution / organization, with the approval of the following authorities:-

For employee

- (a) BPS-17 & above Board of Governors,
on the recommendation of Director
- (b) BPS-1 to BPS-16 Director

18. Appointing authority:-

The authorities competent to make appointments to various grades except the Director shall be as follows:-

S.No	Grade	Appointing Authority
1	*17 & above (except Director)	Board of Governors
2.	1 to 16	Director

* The Director shall be appointed by the Federal Government in accordance with the provisions of the Act and as in the schedule to these rules and instructions of the Establishment Division.

19. Appointments by promotion or transfer:-

- I. Appointments by promotions and transfer to posts in BPS-17 and above in the Centre shall be made on the recommendation of the Selection Board. The Chairman Board of Governors will be the Chairman of the Selection Board whereas the Director shall be its Member/Secretary. Three experts in the subjects shall be appointed as Member of the Board by the Board of Governors on the recommendation of the Director. Appointments/Promotions to posts BPS-1 to BPS-16 shall be made on the recommendation of a selection Committee constituted by the Director who will also be its Chairman.
- II. Appointments by transfer shall be made from among the persons holding appointment under the Federal Government, a Provincial Government, a University, a local authority or a body set up or controlled by any Government on regular basis in the same or compatible basic pay scale with the post to be filled.

20. Initial Appointment:-

- I. Initial appointment to posts in BPS-17 and above in the Centre shall be made on the recommendations of the Selection Board after the vacancies have been advertised in newspapers.
- II. A candidate must possess in the educational qualification and experience as shown in the schedule of the Rules and must be within the age limit as prescribed.
- III. A candidate for the appointment shall be a citizen of Pakistan provided that this requirement may be relaxed with the approval of the Government.
- IV. Vacancies in all posts in BPS-17 and above shall be filled on all Pakistan basis in accordance with the merit and provincial or regional quotas or any other quota prescribed by the Government from time to time.
- V. A candidate for appointment must be in good bodily health and free from any physical defect, likely to interfere with the discharge of his duties. A candidate who after such medical examination as the Director may prescribe, is not found medically fit, shall not be appointed.

21. Temporary and contract appointment:-

- I. When the Director considers it to be in educational interest to fill a post urgently failing within the purview of the Selection Board pending nomination of a candidate by the Selection Board, the Director may proceed to fill it on temporary basis for an initial period of six months. This period may be extended with the approval of BOG till the post is filled on regular basis. The Director may appoint suitable person in grade 17 and above on contract basis in the educational and research interest of the Centre

in consultation with the Chariman, BOG as soon as thereafter as possible, report his action for approval of BOG. The terms & conditions of all such contract appointments shall be the same as approved by the Federal Government from time to time.

- II. Short-term vacancies in the post falling within the purview of the Selection Board and vacancies occurring as a result of creation of temporary post may be filled by the Director on temporary basis for a period not exceeding 6 months at any one time.
- III. Posts covered by extra-budgetary resources may be governed by the terms and conditions of the subject.
- IV. Age at the time of entry in the service of the Centre shall not be less than 18 years.

22. Removal of difficulties:-

If any difficulty arises in giving effect to any of the provisions of these rules, the appointing authority of the Centre may make such orders as may appear to be necessary for the purpose of removing the difficulty.

23. Relaxation:-

Any of the rules may, for reasons to be recorded in writing with full justification and the best educational and research interest of the Centre, be relaxed by the Board of Governors.

24. The matters not provided

The matters not provided shall seek parallel guidance from the service rules applicable in the Federal Government as amended from time to time.

25. Pension, TA/DA and leave etc.

The Federal Government rules of TA/DA, Pension and leave etc. shall be applicable to the Centres till such time such rules framed and notified separately.

Schedule

Schedule of the nomenclature of basis scale of pay and qualifications for various posts in Centre. Ph.D. period up to a maximum of 4 years will be counted towards research experience. For teaching/research appointment, Ph.D. qualification will be preferred. The maximum age limit will be only applicable to a person when recruited directly from outside the Centre.

S#	Nomenclature of Post	Scale of Pay	Maximum age limit for direct appointment	Qualification (Maximum)
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Teaching Staff

1.	Director	BPS-21		To be appointed by the Federal Government in accordance with section 6 of the Centre of Excellence Act 1974 with eligibility criteria as under: “Ph.D with 5 years experience as Professor in B-20 with 8 research publications in journals of international repute, OR Ph.D with 20 years teaching and research experience in a recognized University/Centre/Research and /or educational organization including 3 years as a professor or Directro (B-20) of the Centre and 8 research publications in journals of international repute. The mode of selection for appointment may be determined subsequently.
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|----|---------------------|--------|----------|--|
| 2. | Professor | BPS-20 | 50 years | <p>Ph.D with 15 years teaching and research experience in a recognized University or research experience in a national or international organization plus 8 research publications in journals of International repute OR. At least First class Master's Degree or B.Sc.(Egg) with 18 years (M.Phill) with 16 years) teaching & research experience in a recognized University or research experience in a national or international organization plus 8 research publications in journals of international repute.</p> |
| 3. | Associate Professor | BPS-19 | 45 years | <p>Ph.D. with 10 years teaching experience in a recognized University or research experience in a national or international organization plus 5 research publications in journals of international repute.</p> <p>OR</p> <p>At least first class, Master's Degree or B.Sc(Egg) with 13 years (M.Phill.with 11 years) teaching / research experience in a recognized Univeristy or research experience in the relevant field in a national or international organization. Plus 5 research publications in journals of international repute.</p> |

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|----|---|--------|----------|--|
| 4. | Asst.
Professor/Post
Doctoral
Research
Fellow/Senior
Research
Associate | BPS-18 | 35 years | <p>1st Class Master's Degree or B.Sc (Egg) or equivalent qualification in engineering and 6 years teaching / research experience in a recognized University or Professional experience in a national / international organization</p> <p>OR</p> <p>Ph.D. with 2 years teaching / research experience in a recognized University or Professional experience in the relevant field in a national or international organization.</p> |
| 5. | Lecturer/Research
Associate | BPS-17 | 30 years | <p>1st Class Master's Degree or 1st class B.Sc. (Egg), 1st Class L.L.B or equivalent qualification.</p> |

Supporting Staff

S#	Name of Post	BPS	Maximum Age Limit	Promotion	Direct Recruitment
1.	Librarian	BPS-17	30 years	1) Graduate with 3 years experience as Assistant Librarian. 2) Selection grade as Senior Librarian (BPS-18) after 7 years experience.	1 st Class Master's Degree as in Library Science.
2.	Assistant Librarian	BPS-16	28 years	Graduate with 3 years experience as Library Clerk.	Post Graduate Diploma in Library Science.
3.	Superintendent	BPS-16	28 years	Graduate with 7 years experience as Asstt. Incharge/Assistant Superintendent. Selection Grade as Administrative Officer after 7 years of satisfactory service as Superintendent.	
4.	Asstt. Superintendent	BPS-14	25 years	Assistant with 5 years experience.	Graduate with 5 years experience as Assistant.
5.	Assistant Admn/Accounts	BPS-11	25 years	Senior Clerk with F.A / F.Sc & 5 years experience or Matric with 7 years experience.	Graduate with 3 years experience as Senior Clerk
6.	Senior Clerk	BPS-7	25 years	Senior Clerk with 5 years experience.	F.A/F.Sc. with 3 years experience as Junior Clerk.
7.	Junior Clerk	BPS-5	25 years		Matric with typing speed of 30 w.p.m

8.	Stenographer		BPS-15	25 years	Stenotypist with 3 years experience as a Stenotypist or F.A/F.Sc. with 5 years experience and required typing/short hand speed.	Graduate with 3 years experience or F.A/F.Sc with 5 years experience as stenotypist with typing and short hand speed of 50/100 WPM respectively
					Selection Grade-16 after 7 years of service as Stenographer.	preference will be given with experience of on computer.
9.	Stenotypist		BPS-12	25 years		F.A/F.Sc with 3 years experience or Matriculate with 5 years experience and shorthand/typing speed of 80/40 WPM.
10.	Junior Assistant	Lab	BPS-5	25 years		Matric I/2 nd Division with Science.
11.	Senior Assistant	Lab	BPS-7	25 years	Junior Lab. Asstt. With 5 years experience.	Matric 2 nd Division with 5 years experience in the field.
					After 5 years experience BPS-11 will be given as Selection Grade	
12.	Junior Attendant	Lab	BPS-2	25 years		Matric 2 nd Division
13.	Senior Attendant	Lab	BPS-03	25 years	Junior Lab Attendant with 5 years experience.	Matric 2 nd Div. with 5 years experience in the field.
					Selection grade BPS-4 will be given after 10 years experience.	

14.	Assistant Technician (Elec/Mech/or any field)	BPS-7	25 years		Certificate from recognized poytech institute.
15	Jr. Technician	BPS-11	25 years	Assistant Technician with 5 years experience.	Diploma from polytech Institute.
16.	Workshop Superintendent	BPS-16	25 years	Technician with 5 years experience.	Diploma from Poly Technic Institute with 10 years experience.
17.	Junior Store Keeper	BPS-7	25 years		F.A./F.Sc. 2 nd with 2 years experience.
18	Senior Store Keeper	BPS-11	25 years	5 years experience as Junior Store Keeper.	
19.	Store supervisor	BPS-13	25 years	Senior Store Keeper with 5 years experience after Junior store keeper with 10 years experience.	15 years experience as Junior Store Keeper or 10 years as Senior Store keeper.
				Selection Grade (BPS-16) will be given after 10 years as Store Supervisor	
20	Photographer	BPS-7	25 years		Matric with 2 experience of Photography including developing and printing
21.	Glass Blower	BPS-9	25 years	5 years experience as Glass Blower.	F.Sc. with 2 years experience
22.	Asstt. Draftsman	BPS-7	25 years		Matric with Science 2 nd division plus Certificates of draftsmanship from recognized institute

23.	Draftsman	BPS-11	25 years	Asst. draftsman with 5 years experience as Assistant Draftsman.	Matric with Science 2 nd Division. Certificate of draftsmanship from a recognized institute and 5 years experience as Asstt. Draftsman.
24.	Photocopy Machine operator	BPS-3	25 years	10 years service as Naib Qasid chowkidar / Jamadar / Malhi	As for junior Clerk
25.	Driver	BPS-05	25 years	Selection grade 7 after 10 years service in BPS-5.	Matric with 2 years driving experience or under matric 5 years driving service.
26.	Naib Qasid	BPS-1	25 years		Literate
27.	Qasid	BPS-3	25 years	10 years service as Naib Qasid.	
28.	Sr. Chowkidar/ Jamadar/Malhi	BPS-3	25 years	10 years service as Chowkidar/ Jamadar/Malhi.	
29.	Head Chowkidar / Jamadar /Malhi	BPS-4	25 years	10 years service as Senior Chowkidar / Jamadar / Malhi.	Literate
30.	Malhi/ Chowkidar/ Security Guard/ Jamadar	BPS-1	25 years		Literate

In addition to the above nomenclatures, existing nomenclatures of various posts in a Centre may also continue and any modification of the nomenclature may be carried out with the permission of the appointing authority. A Director/Professor of the Centre who completed two years as a Vice Chancellor (in BPS-22) of a University shall retain the Grade-22 as Director/Professor in BPS-22 in the Centre. A Director/Professor of the Centre who completes two years in BPS-21 shall be eligible for promotion in BPS-22 on 25% quota basis. The Centres may appoint visiting Professors and Professor Emeritus on terms and conditions as approved by the Board of Governors. However, a Director/Professor of the Centre who served as a Vice-Chancellor shall be entitled for appointment as Professor Emeritus in the Centre.

CENTRES OF EXCELLENCE EMPLOYEES (CONDUCT) RULES

In exercise of the powers conferred by section 10 of the Centres of Excellence Act, 1974 (XXIV of 1974), the Federal Government is pleased to make the following rules namely:-
“Centres of Excellence Employees (Conduct) Rules, 1997”

1. Short title commencement and application:-

- I. These rules may be called the Centres of Excellence Employees (Conduct) Rules 1997.
- II. They shall come into force at once and shall apply to all employees of the Centre whether on duty or on leave, within or outside Pakistan.

2. Definition:-

- I. In these rules, unless there is anything repugnant in the subject or context:-
 - a) Act means the Centre of Excellence Act, (XXIV of 1974); and
 - b) The “Competent Authority” means the Director or an Officer of the Centre to whom specific powers are delegated under the rules by the Board or as the case may be.
 - c) “Director” means the Director of the Centre.
 - d) Member of an employee’s family includes:-
 - i. his wife, children and step children, parents, residing with and wholly dependent upon the employee; and
 - ii. any other relative of the employee or his wife when residing with and wholly dependent upon the employee but does not include a wife legally separated from the employee, or a child or a step child who is no longer in any way dependent upon him or of whose custody the employee has been deprived by law.

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

3. Conforming to rules and regulation:-

Every employee shall conform to and abide by the rules and regulations of the Centre and shall observe, comply with and abide by all orders which may from time to time be given by any official/employee under whose jurisdiction, superintendence or control he may be placed.

4. Annual Confidential Reports:-

The Director will be solely responsible for writing the ACRs and all other confidential reports of the employee of the Centre.

4. Gifts:-

- (i) Save as otherwise provided in this rule, no employee shall, except with the previous sanction of Director 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 Centre 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 Director 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 Director 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 Director. The gift should, however first be offered for sale to the person; who received it from a foreign dignitary.
- (v) All employees are prohibited from receiving gifts of any kind for their person or for members of their families from diplomats, counselor and other foreign government representatives or their employees who are stationed in Pakistan. If, however, due to very exceptional reasons, a gift cannot be refused, it should invariably be deposited with the Director.
- (vi) All employees except those belonging to Grades 1 to 4, are prohibited from accepting cash awards offered by the visiting foreign dignitaries. In case, however, it becomes impossible to refuse without causing offence to the visiting dignitary, the amount may be accepted and immediately deposited with the Director.

6. Public Demonstration in Honour of an Employee.

- I. No employee shall encourage meetings to be held in his honour or presentation of addresses of which the main purpose is to praise him.
- II. Notwithstanding anything contained in Sub-rule (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 Director 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 quitted the service of the Centre.

- III. When an employee takes part in the raising of funds in accordance with the provisions of clauses (a) and (b) of sub-rule (2) he shall be required to keep regular accounts and submit them to his next higher officer for scrutiny.

7. Gift to Medical Officer.

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

8. Subscriptions

Subject to rule 6, no employee shall, except with the prior sanction of the Director 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.

9. Lending and borrowing:-

- I. 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 or any person with whom he has any official dealings; Provided that the above rules shall not apply to dealing in the ordinary course of business with a joint stock company; bank or a firm of standing.
- II. 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 reside, possess immovable property, or carry on

business within the local limits of such authority, he shall forthwith declare the circumstances to the Director through the usual channel.

- III. This rule, in so far as it may be construed to relate to loans given to or taken from operative societies registered under the Co-operative Societies Act, 1912 (II of 1912) or under any law for the time being in force relating to the registration of co-operative societies, by the employees shall be subject to any general or special restriction or relaxation made or permitted by the Director.

10. 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. 50,000 (Fifty Thousand Rupee only) with any person shall apply for permission to the Director. When the employee concerned is himself the Director of the Centre he shall apply to the Secretary of the Ministry concerned. Any such application shall state fully the circumstances, the price offered or demanded and 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 rule 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 co-operative housing society.

11. 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 Director 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:

- I. Every employee shall, at the time of entering service, make a declaration to the Director through the usual channel, of all immovable and movable properties including shares, certificates, securities
 - 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 Centre may, be general or special order, require.
- II. Every employee shall submit to the Director 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-rule (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 government of Pakistan 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.

14. Investment:-

- I. No employee shall speculate in investment. For the purpose of this sub-rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investment.
- II. 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 duty.

- III. 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.
- IV. If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-rule the decision of the Director thereon shall be final.

15. Promotion and Management of Companies etc.

No employee shall except with the previous action of the Director take part in the promotion, registration or management of any bank or company;

Provided an employee may subject to the provisions of any general or special order of the Director take part in the promotion, registration or management of a co-operative society registered under the co-operative societies Act, 1912 (II of 1912), or under any similar law.

16. Private trade, employment or Work:-

I. No employee shall, except with the previous sanction of the Director, 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 Director. An employee who has any doubt the propriety or undertaking any particular work should refer the matter for the orders of the Director. Provided further that employee in BPS -1 to 15 without such sanction, undertake a small enterprise which absorbs family

labour and where he does, he shall file details of the enterprise along with the declaration of Assets.

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

17. Employee not to live beyond his means, etc.

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

18. Insolvency and habitual indebtedness:-

An employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent or if he whole of the 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 rule 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 Director.

18-A. intimation of involvement and conviction in a criminal case.

If an employee is involved as an accused in a criminal case, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Director immediately on is arrested and released on bail, soon after such release.

19. Unauthorized communication or Official Documents of Information:-

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

20. 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.

21. Management etc. of Newspapers or Periodicals.

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

22. Radio Broadcasts or Television Programmes and Communicationss to the Press.

No employee shall, except with the previous sanction of the Director or in the bonafide-discharge of his duties, participate in a radio broadcast or television programme or contribute an article or write any letter, either anonymously or in his own name or in name of any other persons to any newspaper or periodical;

Provided that such sanction shall generally be granted if such broadcast or television progress or such contribution or letter is not or may not be considered likely to jeopardize the integri the employee, the security of Pakistan or friendly relations with foreign states, or offend pure order, decency or morality, or to amount to contempt of court, defamations or incitement to 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.

23. Publication of Information and Public Speeches Capable of embarrassing the Government:-

No employee shall, in any document published, or in any communication made to the press, of 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 Centre or Government:

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

24. Evidence before Committees.

- I. No employee shall give evidence before a public committee except with the previous sanction of the Director.
- II. No employee giving such evidence shall criticize the policy or decisions of the Centre or Government.
- III. This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers, or to evidence given in judicial inquiries.

25. Taking part in Politics and Elections.

- I. No employee shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.
- II. No employee shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist any movement or activity which is, or tends directly or indirectly to be, subversive of Government as by law established in Pakistan.
- III. No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere:

Provided that an employee who is qualified to vote at such election may exercise his right to vote; but if he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

- IV. No employee shall permit any member of his family dependent on him to act in a manner in which he himself is not permitted by sub-rule)3) to act.
- V. An employee who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to legislative body shall be deemed for the purpose of sub-regulation (3) to take part in an election to such body.
- VI. The provisions of sub-rule (3) and (5) shall, so far as may be, apply to elections to local authorities or bodies, save in respect of employees required or permitted by or under any law or order of the Centre, for the time being in force to be candidate at such elections.
- VII. If any question arises whether any movement or activity falls within the scope of this rule the decision of the Director thereon shall be final.

26. 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 favoritism 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.

27. Nepotism, favoritism and victimization, etc.

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

28. Vindication by Employee of their Public Acts or Character.

An employee may not, without the previous sanction of the Director 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 Centre 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 Centre may reimburse him to the extent of the whole or any part of the cost.

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

29. Membership of Service Associations.

No employee shall be a member, representative or officer of any association representing or purporting to represent employees or any class or employees, unless such association satisfies the following conditions namely:

- I. Membership of the association and its officer bearers shall be confined to a distinct class of employees and shall be open to all employees of that class.
- II. The association shall not be in any way connected with or affiliated to, any association which does not, or any federation of association which do not, satisfy condition(a).
- III. The association shall not be in way connected with any political party or organization, or engage in any political activity.
- IV. The association shall not:
 - a) Issue or maintain any periodical publication except in accordance with any general or special order of the Director.
 - b) Except with the previous sanction of the Director publish any representation on behalf of its members, whether in the press or otherwise.
- V. The association shall not, in respect of any election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere:
 - a) Pay, or contribute towards, any expenses incurred in connection with his candidature by a candidate for such election;
 - b) By any means support the candidature of any person for such election; or
 - c) Undertake or assist in the registration of electors, or the selection of a candidate for such election.
- VI. The association shall not:
 - a) Maintain, or contribute towards the maintenance of, any member of a legislative body, or of any member of a local authority or body whether in Pakistan or elsewhere:
 - b) Pay, or contribute towards, the expenses of any trade union which has constituted a fund under section 16 of the Trade Union Act, 1926.

30. Membership of Non-Political Association.

No employee shall accept membership of any non-political association or organization whose aims and objects, nature of activities and membership are not publicly known.

31. Use of Political Influence or other Influence.

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

33. Delegation of Power.

The Director may, by general or special order, delegate to any officer or authority subordinate to him all or any of its powers under these rules and may, by such order, prescribe the channel through which reports shall be made to the Director and the officers receipt by whom of such reports shall be regarded as receipt of the reports by the Director within the meaning of these rules.

34. Rules not to be in derogation of any Law etc:-

Nothing in these rules shall derogate from the provisions of any law, or of any order of Government for the time being in force, relating to the conduct of the employees.

EFFICIENCY AND DISCIPLINE RULES

In exercise of the powers conferred by section 10 of the Centres of Excellence Act, 1974(XXIV of 1974), the Federal Government is pleased to make the following rules, namely:-

1. Short title, application and commencement:-

- I. These rules may be called the Centres of Excellence Employees Efficiency and Discipline Rule 1997.
- II. They shall apply to all employees of the Centre.
- III. They shall come into force at once.

2. Definitions:-

In these rules, unless the context otherwise requires:

- a) “Accused” means an employee of the Centre against whom action is taken under these rules.
- b) “Authority” means the Director or an officer or authority designated by him to exercise the powers of the authority under these rules;
- c) “Authorized Officer” means an officer authorized by the Director to perform the functions of an authorized officer under these rules;
- d) “Director” means the Director of the Centre;
- e) “Misconduct” means conduct prejudicial to good order or service discipline or contrary to Centre of Excellence Employees (conduct) Rules 1997, or unbecoming of an officer.
- f) “Penalty” means a penalty which may be imposed under those rules.

3. Grounds for penalty:-

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

- I. is inefficient or has ceased to be efficient; or
- II. is guilty of misconduct; or
- III. is corrupt or may reasonably be considered corrupt because
 - a) he is, or any of his dependants or any other person through him or on his behalf is in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known source of income; or
 - b) he has assumed a style of living beyond his ostensible means if it is proved or established through definite evidence.
 - c) Has a persistent reputation of being corrupt;
- IV. is engaged or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is, therefore, prejudicial to national security, the authority may impose on him/her one or more penalties.

4. Penalties:-

- I. The following are the minor and major penalties namely:-
 - a) Minor Penalties
 - i. Censure;
 - ii. Withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the cadre or post.
 - iii. Recovery from pay of the whole or any part of any pecuniary loss caused to the Centre by negligence or breach of orders.

b) Major Penalties:-

- i. reduction to a lower post or time scale or to a lower stage in a time scale;
- ii. compulsory retirement;
- iii. removal from service; and
- iv. dismissal from service

II. Removal from service does not, but dismissal from service does, disqualify for future employment.

III. In this rule removal or dismissal from service does not include the discharge of a person:-

- a) appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him, or
- b) appointed otherwise than under 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.

5. Initiation of proceedings:-

Where the Director is of the opinion that there are grounds for proceeding against an employee it shall direct the authorized officer to proceed against the employee.

6. Inquiry procedure:-

The following procedure shall be observed when an employee is proceeded against under these rules.

- I. In case where an employee is accused of subversion, corruption or misconduct, the authorized officer may require him to proceed on leave or, with the approval of the Director suspend him, provided that any continuation of such leave or suspension shall require the approval of the Director after every three months.

- II. The authorized officer shall decide whether in the light of facts of the case or the interest of justice an inquiry should be conducted through an inquiry officer or inquiry committee. If he so decides, the procedure indicated in rule 7 shall apply.
- III. If the authorized officer decides that it is not necessary to have an inquiry conducted through an inquiry officer or inquiry committee, he shall:-
 - a) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
 - b) give him a reasonable opportunity of showing cause against that action; Provided that no such opportunity shall be given where the Director is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.
- IV. In this rule removal or dismissal from service does not include the discharge of a person:-
 - a) appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him, or
 - b) appointed otherwise than under 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.

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- II. The authorized officer shall decide whether in the light of facts of the case or the interest of justice an inquiry should be conducted through an inquiry officer or inquiry committee. If he so decides, the procedure indicated in rule 7 shall apply.
- III. If the authorized officer decided that it is not necessary to have an inquiry conducted through an inquiry officer or inquiry committee, he shall:-
 - a) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
 - b) give him a reasonable opportunity of showing cause against that action; provided that no such opportunity shall be given where the Director is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.
- IV. 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. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Director along with the charge and the 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 recommendation regarding the penalty to be imposed. The Director shall pass such 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 authorised officer shall

- I. Frame a charge and communicate it to the accused together with the statement of the allegation explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.
- II. Require the accused within a reasonable time, which shall not be less than seven days or more than fifteen 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.
- III. The inquiry officer or the committee as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as may be considered necessary and the accused shall be entitled to cross examine the witness against him.
- IV. The inquiry officer or the committee as the case may be, shall hear the case day to day and no adjournment shall be given except for the reasons to be recorded in writing. However every adjournment, with reasons thereof shall be reported forthwith to authorize officer. Normally no adjournment shall be for more than a week.
- V. 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 enquiry he or it shall administer a warning, and if there-after he or it is satisfied that the accused is acting in dis-regard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.
- VI. 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.

7-A. Revision

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

8. Powers of Inquiry Officer and Inquiry Committee:-

- I. For the purpose of an inquiry under these rules, 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 examining him on oath.
 - b) Requiring the discovery and production of documents.
 - c) Recovering evidence on affidavits;
 - d) Issuing commissions for the examination of the witnesses on documents.
 - e) The proceeding under these rules shall be deemed to be judicial proceeding within the meaning of section 193 and 228 of the Pakistan Penal Code (Act XLV of 1860)

9. Rule 6 not to apply in certain cases:-

Nothing in rule 6 shall apply to a case

- I. Where the accused is dismissed or removed from service or reduced in rank on the ground of conduct which has led to sentence of fine or of imprisonment; or
- II. Where the authority competent to dismiss or remove a person from service, or to reduce a person 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.

10. Students Affairs:-

The Director will be solely responsible for the students admission, conduct of examination etc and any other matter concerning student discipline.

11. Appeal:-

- I. An employee on whom penalty is imposed shall have a right to appeal to the officer or authority next above the officer or authority which pass the order within thirty days of the Communication of the order appealed against.
- II. Where the penalty is imposed by the order of the Director, the appeal shall lie with the Board of Governors provided that where the penalty is imposed by the order of the Board there shall be no right of appeal but the person concerned may apply to the Board for review of the order.
- III. The orders passed on Appeal shall be final.

MEDICAL RULES

In exercise of the powers conferred by section 10 of the Centre of Excellence Act, 1974 (XXIB of 1974), the Federal Government is pleased to make the following rules, namely.

1. Short title, commencement and application:

- I. These rules may be called the Centres of Excellence Employees (Medical Attendance) Rules 1996.
- II. They shall come in to force at once and shall apply to all employee of the Centre and such other persons who are in temporary or tenure service of the Centre and are declared eligible for medical attendance by the Director.

2. Definitions:-

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

- I. "Hospital" means a Government Hospital or a hospital approved by the B.O.G. on the recommendations of the Director for the treatment of the employee.
- II. "employee" attendant means an authorized Medical Attendant approved by the Director to give medical treatment to the employee of the Centre;
- III. "member" of the family means husband/wife parents and legitimate children and step children, sister and minor brothers residing and wholly dependent upon the employee.
- IV. Treatment means the use of a medical, surgical, radiological and other facilities such as medical tests and specialist consultation available at an approved hospital/ medical laboratories/clinic.

3. Ceiling of Fixed Medical Reimbursement to Employee.

The liabilities of the Centre for reimbursement on account of out-door treatment and medicine will be up to the following limits.

Married Employees	10% of basic pay subject to a A maximum of Rs. 200/- per month.
Unmarried	5% of basic pay subject to a maximum of Rs. 100/- per month

However in addition to the fixed reimbursement the amount paid by an employee of the Centre as consultation fee and medical test will also be reimbursed subject to the production of receipts.

4. Hospitalization:-

In the case of hospitalization of an employee or a member of his family on account of medical, surgical or gynecological cases on the advice of medical attendant, the Centre will reimburse the actual expenditure on production of a certificate up to the limit prescribed under rule 5. Provided that in case of patients treated in a hospital where a composite sum is levied by the hospital as inclusive of all charges to cover medical, surgical and nursing charges including diet and accommodation or other charges which cannot be specified separately, 20% of such sum will be taken as diet charges and shall be borne by the employee.

5. Scale of Accommodation:

The scales of accommodation in hospital for employees as indoor patients will be as under:-

- I. Employee in grade 17 and above special ward.
- II. Other General ward.

Note: 1 full amount of hospitalization charges on account of indoor treatment shall be reimbursed.

6. Residuary Provision:-

Where these rules do not contain provision relating to any matter affecting medical attendance and treatment, a relevant federal government rule or rules, if any, shall be applicable.

FINANCIAL RULES

In exercise of the powers conferred by section 10 of the Centre of Excellence Act. 1974 (XXIV of 1974) the Federal Government is pleased to make the following rules namely,

1. Short title, commencement and application:

- I. These rules may be called the Centre of Excellence Financial Rules 1994.
- II. They shall come into force at once.

2. Definitions:

In these rules, unless there is anything repugnant in the subject or context the following expressions shall have the meaning hereby respectively assigned to them as under:-

- I. Act means the Centre of Excellence Act, 1974.
- II. Commission means the University Grants Commission.
- III. Centre means the Centre of Excellence established in a University under the above Act.
- IV. Board means the Board of Governors of the Centre.
- V. Chairman means the Chairman of the Board.
- VI. Director means the Director of the Centre.
- VII. Accounts Officer means an employee entrusted with the responsibility of maintaining all kinds of accounts of the Centre.
- VIII. Internal auditor means an employee of the Centre entrusted with the internal audit of orders of financial character, sanction, payments and various accounts of the Centre.
- IX. Auditor means the Auditor appointed by the Commission to conduct annual audit of Accounts of the Centre.
- X. Bank means the National Bank of Pakistan.
- XI. Month means the calendar month.
- XII. Year means the financial year.

- XIII. Principle Accounting Officer means the Director of the Centre.
- XIV. The abbreviation PAO means the Principle Accounting Officer of the Centre.

3. General:-

- I. The accounts of the Centre shall be maintained separately for each year.
- II. The forms in which the accounts will be maintained as may be prescribed by the PAO.
- III. All books of accounts and registers shall be strongly bound and the pages shall be serially numbered and stamped with the Centre seal. A certificate of count shall be recorded on each register by the Incharge of specific work/section concerned e./g. Accounts Officer, Incharge store, etc. or as may be directed by the PAO.
- IV. Every correction or alteration in accounts shall be made in red ink, a single line being drawn through the original entry to be corrected and attested by the dated initials of the Incharge of specific work/section concerned, viz, Accounts Officer, Incharge store, etc. or as may be directed by PAO. Erasure shall be absolutely forbidden. No document with an erasure mark shall be accepted.
- V. All sums payable to the Centre shall be deposited either directly with the Bank or may be sent by money order or crossed cheque/bank draft in favour of the Director of the Centre.
- VI.
- a) All moneys received in the Centre's office shall be acknowledged on the prescribed receipt under the signature of the Accounts Officer or any other employee detailed by the PAO. All transactions to which any employee of the Centre, in his official capacity, is a party must without any reservation brought to the accounts in the General Cash Book and other

subsidiary registers under the signature of the Accounts Officer or any other employee detailed for the purpose by the PAO.

b) The funds of the Centre in excess of the amount of permanent advance shall be deposited in the Bank. The bank account of the Centre shall be operated upon by the PAO or any other employee of the Centre nominated by him.

- VII. Any person having claim against the Centre shall present a claim/bill in the prescribed form duly receipted and affixed with the revenue stamp of the required value.
- VIII. Charges against two major heads shall not be included in one voucher/bill/claim.
- IX. All claims/bills presented for payment shall be examined by the Accounts Officer / authorized official who after satisfying himself in respect of the correctness of the claim/bill, shall submit to the PAO or any other officer authorized to sign payment order if and to the extent he may be satisfied on the basis of facts and rules. The payment order shall specify the amount payable both in words and figures.
- X. Payment shall ordinarily be made by order cheque signed by the PAO or any other officer of the Centre authorized by him to do so. Claims below Rs. 50/- may be paid from permanent advance. No cheque shall be issued for claims below Rs. 10/-
- XI. The cheque book shall be kept under lock and key and in the personal custody of the PAO or an employee authorized by him. All cheques in the new cheque books shall be counted and a certificate to that effect shall be recorded by the PAO or an authorized employee.
- XII. When a cheque is cancelled, the fact of the cancellation shall be recorded on the counterfoil of the cheque, and order on the bill or voucher shall also be crossed.
- XIII. Cancelled cheques shall be carefully preserved until the accounts for the period have been audited.

- XIV. If a cheque is cancelled before the general cash book is closed for the day of issue, the entries in the cash book and any other register in which the item may have been posted, shall be struck-out in red ink under the initials of the PAO or any other authorized employee. When the cheque is cancelled after the cash book has been closed the amount shall be adjusted by minus entire in the registers in which the transaction may have been entered.
- XV. If a cheque is lost or destroyed, an intimation of the fact shall be given at once to the bank and its payment shall be stopped. If a fresh cheque is issued, its number and date shall be quoted against the original entries in the relevant registers and a note shall be made on the counter foil of the fresh cheque as follows:
- “Issued in lieu of Cheque No. _____ dated _____
lost/destroyed _____
- XVI. Deposits and advances shall be accounted for under the exposes head.
- XVII. When any defalcation or loss of the Centre’s money or property is discovered due to any reason an inquiry committee shall be set up by the Director. The committee will submit its report to the Director stating the steps taken to recover the loss such incidents in future. The irrecoverable balance/loss of the sum embezzled may be written off by the Board, on the grounds to be recorded provided that irrecoverable loss articles may be written off by (a) the PAO, if the cost does not exceed Rs. 100,000/- (b) Board, if the cost exceeds Rs. 100,000/-.
- Note: 1: Write off in the case of loss of articles will also be on the basis of recommendations of the inquiry committee.
- Note: 2: Ordinarily no amount/article/property will be written off, but only on solid and genuine grounds to be recorded by the authority competent to write off.
- Note: 2: A report of the losses written off will be submitted to the Board.

4. Audit:-

- I. Pre audit of every claim against the Centre shall be carried out by the Accounts Officer/authorized official.
- II. Post audit will be carried out by the Internal Auditor on concurrent or regular basis.
- III. Annual audit of accounts of the Centre will be conducted by the Auditor appointed for the purpose.
- IV. The PAO shall be responsible to satisfy the Audit Objections.

5. Contingencies:-

- I. Contingencies shall comprise such charges as are incidental to the management of an office.
- II. A lumpish shall be allocated by the PAO within which expenditure may be incurred and when required. No pay of any kind and no additions to pay shall be charged as contingent expenditure except salary of the contingent paid staff if specific allocation to this effect is made in the Budget.

6. Budget:-

- I. The budget of the Centre shall be prepared by the PAO every year.
- II. The draft budget shall be submitted to the Board of Governors for approval and sanction as submitted or with modifications.
- IV. If the expenditure under any head exceeds the amounts provided under that head of the budget, the PAO shall prepare a re-appropriation statement.
- V. After the end of every financial year the PAO shall submit to the Federal Government the annual audited statement of the accounts of the Centre through the Commission together with his comments if any.

7. Dead Stock:-

- I. All consumable and non-consumable articles shall be entered in the relevant stock register under the signature of the accounts Officer or authorized official.
- II. Unless otherwise provided under these rules all unserviceable article shall be written off/auctioned under the order of the PAO on the recommendation of condemnation/auction committee constituted for the purpose by the PAO.

8. Advance:-

All advance paid by the Centre shall be recorded in the advance register and the PAO shall watch their proper adjustment.

9. Financial Power:-

- I. The authority competent to sanction the expenditure (recurring and non-recurring within the sanctioned budget and grants/donations, etc.) shall be the PAO and as specified in appendix A to these rules.

10. Permanent Advance:-

The amount of permanent advance will be as may be fixed from time to time by the PAO.

11. Accounts Registers:-

The following registers shall be maintained for the correct and efficient maintenance, namely,

- I. Register of record for temporary advances.

- II. Register of officer/staff salary record.
- III. Schedule of expenditure accounts
- IV. Cash book.
- V. Petty cash book.
- VI. Stock register.
- VII. Cheque issue registers.
- VIII. Any other registers as may be prescribed by the PAO.

12. Contract:-

The purchase shall be made in the manner laid in the appendix B.

APPENDIX: A

[SEE RULE 9(a)]

FINANCIAL POWERS (within the sanctioned budget)

Sr.No	Item	Sanctioning Authority	Extent
1.	Acquisition of building for office quest houses and employees of Centre on the scale of rental conforming as for as possible to these applicable in the Federal Government.	PAO	Full Powers
2.	Re-appropriation of funds within sanctioned budget	-do-	Full Powers
3.	a) Furniture and equipment	-do-	Full Powers
	i) New	-do-	Full Powers
	ii) Repair	-do-	Full Powers
	b) Stationary	-do-	Full Powers
	c) Printing & Publications	-do-	Full Powers
4.	Buildings	Board	Full Power
	i) New	PAO	upto Rs.20.00 lacs.
	ii) Repairs	PAO	Full Powers
5.	Contigencies, Miscellaneous Expenditure, Advance & Library	PAO	Full powers

APPENDIX: B

[SEE RULE 12]

PURCHASES

1. No expenditure shall be incurred or the order placed without sanctioned of the PAO and inviting quotations or tenders as the case may be.
2. Quotations for expenditure below Rs. 5000/- and tenders for expenditure below Rs. 50,000/- may not be invited.
3. Quotations and tenders shall be invited for all expenditure of Rs. 5,000/- and Rs. 50,000/- or more respectively except where the PAO certifies that on account of emergency or other cause it was not possible to invite quotations or tenders. The nature of emergency or other reasons for not inviting tenders or/and quotations shall be stated provided that in case of transactions of emergent nature, the purchase may be processed through Purchase Committee appointed by PAO.
4. Where tenders or/and quotations are not invited under 2 and 3 above, the PAO shall certify that it was made after verifying rates I the market by the Purchase Committee.
5. Tenders shall be sent by the tenders in sealed envelope addressed to PAO by name.
6. The tenderer may, as for as possible be given an opportunity to be present at the time of opening the tenders. This rule shall not however, confer any right on the tenderer in respect of consideration, acceptance or otherwise of his tender.
7. The number of tenders to be considered for a work of supply shall ordinarily be three or more in case the number of tenders received is less than three PAO may, if practicable, call for fresh tenders or decide upon the mode of making purchase on the basis of tenders received or, if no tender has been received, from the market through purchase committee.
8. Tenders shall be called by notification in the press, by letters addressed to the firms or suppliers whose addresses are available in the office on the approved list.

9. On receipt of tenders, a comparative statement, stating rates given in the tender, shall be prepared for consideration of the PAO.

10. A format agreement on stamped paper shall be executed between the Centre and the contractor or the supplier in the case of the following work, provided that the value of each work amounts to Rs. 50,000/- and above. The PAO shall sign the contract on behalf of the Centre provided that the value of each work order exceeds Rs. 50,000/-

- a) Purchase of new furniture and equipment.
- b) Repairs of old furniture and equipment.
- c) Purchase of stationary, paper etc.
- d) Printing work.
- e) Such other items as the PAO may determine.

11. The Earnest money to be deposited by the tenderer shall be equal to 2% of the full value of work.

12. All orders shall be placed in writing. If for any reason verbal order is given, it should be confirmed in writing as early as possible.

13. The PAO may grant extension of time or to condone delay as deemed reasonable.

14. Press and the scheduled rates for printing work shall be approved by the PAO.

15. The entries made in the stock register in respect of the material purchase, shall be shown in the bill as follow.

Entered in _____ Register, Page _____

Serial No. _____

16. The concerned section shall certify on every bill for printing that the account of paper issued to the press concerned has been noted. If all the papers issued to the press, have not been utilized for printing and unused balance has not been returned, the section shall indicate in the relevant bill amount to be deducted from the bill.

17. While the agreement to be signed between the Centre and the contractor or supplier will have to conform to the requirements of the purchase or contract in each case, it shall ordinarily, follow the patterns given in Appendix C.

APPENDIX: C

[See Rules 17]

AGREEMENT

This agreement is made this day _____ between the Principal Accounting Officer of the Centre of Excellence in the University of _____ (hereinafter called as Party one which shall include the successors and assignees in the Board/Centre) and the Tenderer/Contractor, viz., _____ (hereinafter called as Party Two which includes its successors and assignees).

Whereas the Centre having invited tenders the PAO decided to accept the tender of _____.

Now this deed witness as follows:

(a) The PAO hereby appoints the second Party Two for the following work.

The PAO agrees to pay the following rates:

(b) The party two agrees for completion of the job according to the designs and samples approved by the PAO within _____ days from the date of signing this agreement. In case of delay, the PAO reserves the right to impose a penalty upto _____ % of the total amount of the contract of each day of delay:

(c) If the work is not executed according to the satisfaction of the party one the PAO reserves the right to reject it altogether or impose a penalty up to _____ % of the amount of contract.

(d) 10% of the amount of the contract will be deducted from the bill at the time of payment and will be refunded three months after the payment of final bill. This rule shall not apply in case of service and supplies.

(e) If the progress of the work is not to the satisfaction Director/PAO, the Director has the right to cancel the order and work done by some other tenderer subject to the condition that first party has to pay any account the excess of the agreed a difference will be recovered form the party two.

(f) The amount deposited as security by the Party Two refunded after three months of the final payment of the bill.

(g) All the material required for the work will be of the Party

(h) Each party agrees to perform its parts of the contract and I of default binds itself to the other.

(i) In case any dispute between the two parties of any matter out of the contract the case shall be referred to the Board of Governor whose decision shall be final and binding on both the parties.

(j) This agreement has been prepared in duplicate. The original remain with the Party One and the duplicate with the Party Two witness whereof.

Mr. _____(Party Two) have affi: their signature to this document on the day and year above mentioned.

Signature (with full names and official stamp) of _____

1. Party One/PAO _____
Centre of Excellence in the
University _____

2. Party Two Tenderer/Contractor _____

Signatures of Witness (with full and complete)

1. _____

2. _____