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PART-I

The Islamia University of Bahawalpur
ACT 1975

Chapter 1 The Islamia University of Bahawalpur Act, 1975

PUNJAB ACT NO: IV OF 1975 (Amended upto 2006)

(First published, after having received the assent of the Governor of the Punjab, in the Gazette of the Punjab (Extraordinary), dated the 4th March 1975.

AN ACT

to provide for the establishment of Islamia University at Bahawalpur and matters connected and incidental thereto.

WHEREAS It is expedient to establish an Islamia University at Bahawalpur for the purposes of imparting religious knowledge, improving the teaching, research and publication facilities and to give it an autonomous Status;

Preamble.

It is hereby enacted as follow:-

CHAPTER 1 PRELIMINARY

1. (1) This Act may be called the Islamia University of Bahawalpur Act, 1975.
(2) It shall come into force at once.
2. In this Act, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say: -
 - (i) "Academic Council" means the Academic Council of the University;
 - (ii) "Affiliated College" means an educational institution affiliated to the University but not maintained or administered by it;
 - (iii) "Authority" means any of the Authority of the University specified in section 21;
 - (iv) "Chairman of Department" means Head of a teaching Department;
 - (v) "Chancellor" means the Chancellor of the University;
 - (vi) "College" means a constituent college or an affiliated college;
 - (vii) "Constituent College" means a college maintained and administered by the University;
 - (viii) "Dean" means the Chairman of the Board of a Faculty;
 - (ix) "Educational Institution" means an institution imparting instruction in a subject or subjects relating to a Faculty;
 - (x) "Faculty" means a faculty of the University;
 - (xi) "Government" means Government of the Punjab;
 - (xii) "Prescribed" means prescribed by Rules, Statutes, or Regulations.
 - (xiii) "Principal" means the Head of a college;
 - (xiv) "Pro-Chancellor" means the Pro-Chancellor of the University;
 - (xv) "Professional College" means a college providing for instruction in courses of studies leading to a degree in Medicine, Engineering, Commerce, Education, Law, Fine Arts or such other subjects as may be prescribed as professional subjects.
 - (xvi) "Professor Emeritus" means a retired Professor working in a Faculty in an honorary capacity;
 - (xvii) "Registered Graduate" means:-
 - (a) a graduate of the University who has his name entered in the register maintained for the purpose; or
 - (b) a graduate of any University who ordinarily resides within the territorial jurisdiction of the University and has his name entered in the register maintained by the University for the purpose;

**Short Title and
Commencement.**

Definitions.

- (xviii) "Research Officer" means a person engaged whole-time by the University for research, being equivalent in rank to a University teacher.
- (xix) "Senate" means the Senate of the University;
- (xx) "Statutes", "Regulations"; and "Rules" means respectively the Statutes, the Regulations and the Rules made or deemed to have been made under this Act;
- (xxi) "Syndicate" means the Syndicate of the University;
- (xxii) "Teachers" means Professors, Associate Professors, Assistant Professors and Lecturers engaged whole-time by the University or by a college for teaching degree, honours, or postgraduate classes and such other persons as may be declared as Teachers by Regulations;
- (xxiii) "Teaching Department" means a Teaching Department maintained and administered by the University or recognized by the University;
- (xxiv) "University" means the Islamia University, Bahawalpur as established under this Act;
- (xxv) "University Teacher" means a whole time teacher appointed by the University and recognized by the University; and.
- (xxvi) "Vice-Chancellor" means the Vice-Chancellor of the University.

CHAPTER-II THE UNIVERSITY

- Incorporation.** 3. (1) The Islamia University, Bahawalpur shall be established at Bahawalpur in accordance with the provisions of this Act.
- (2) The University shall consist of the Chancellor, the Pro-Chancellor, the Vice-Chancellor and members of the Senate, the Syndicate and the Academic Council.
- (3) The University shall be a body corporate by the name of the Islamia University, Bahawalpur and shall have perpetual succession and a common seal and may sue and be sued by the said name.
- (4) The University shall be competent to acquire and hold property both movable and immovable and lease, sell or otherwise transfer any movable and immovable property which vests in or has been acquired by it.
- (5) All properties, rights and interests or whatever kind, use, enjoyed, possessed, owned or vested in, or held in trust by, or for the Jamia Islamia, Bahawalpur as constituted under the West Pakistan Jamia Islamia (Bahawalpur) Ordinance and all liabilities legally subsisting against the said Jamia shall stand transferred to the University as established under this Act.
- Powers of the University.** 4. The University shall have the powers:-
- (a) to provide for instruction in Islamic learning and allied disciplines, Humanities, Natural and Social Sciences and such other branches of learning as it may deem fit; and to make provisions for research and for the advancement and dissemination of knowledge in such manner as it may determine;
- (b) to prescribe courses of studies to be conducted by it and the colleges;
- (c) to hold examinations and to award and confer degrees, diplomas, certificates, and other academic distinction to and on persons who have been admitted and have passed its examinations under prescribed conditions;
- (d) to confer honorary degrees or other distinctions on approved person in the prescribed manner;
- (e) to provide for such instruction for persons not being students of the University as it may determine, and to grant certificate and diplomas to such persons;
- (f) to confer degree on persons who have carried on independent research under prescribed conditions;
- (g) to affiliate and disaffiliate educational institutions under prescribed conditions;

- (h) to admit educational institutions to its privileges and to withdraw such privileges under prescribed conditions;
- (i) to inspect colleges and other educational institutions associated or seeking association with it;
- (j) to accept the examinations passed and the periods of study spent by students of the University at other Universities and places of learning as equivalent to such examinations and periods of study in the University, as it may determine and to withdraw such acceptance;
- (k) to co-operate with other Universities and public authorities in such manner and for such purposes as it may determine;
- (l) to institute Professorships, Associate Professorships, Assistant Professorships and Lectureships, and any other posts and to appoint persons thereto;
- (m) to create posts for research, publication, extensions, administration and other related purposes and to appoint persons thereto;
- (n) to recognize selected members of the teaching staff of affiliated colleges and or educational institutions admitted to the privileges of the University or such other persons as it may deem fit, as University Teachers;
- (o) to institute and award fellowships, scholarships, exhibitions bursaries, medals and prizes, under prescribed conditions;
- (p) to establish Teaching Departments, Schools, Colleges, Faculties, Institutes, Centers of Excellence and Area Study Centers, Museums and other Centers of Learning for the development of teaching and research and to make such arrangements for their maintenance, management and administration as it may determine;
- (q) to control the residence of the students of the University and the Colleges, to institute and maintain halls of residence and to approve or license hostels and lodgings;
- (r) to supervise and control the discipline of the students of the University and the Colleges, to promote the extra curricular and recreational activities of such students, and to make arrangements for promoting their health and general welfare;
- (s) to demand and receive such fees and other charges as it may determine;
- (t) to make provisions for research and advisory services and with these objects to enter into arrangements with other institutions or with public bodies under prescribed conditions.
- (u) to receive and manage property transferred and grants, bequests, trusts, gifts, donations, endowments and other contributions made to the University and to invest any fund representing such property, grants, bequests, trusts, gifts, donations and endowments or contributions in such manner as it may deem fit;
- (v) to enter into, carry out, vary or cancel contracts.
- (w) to provide for the printing and publication of research and other works; and
- (x) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as a place of education, learning and research.

5. (1) Subject to the provisions of this section, the University shall exercise the powers conferred on it by or under this Act with in such territorial limits and with regard to such institutions as may be prescribed. **Jurisdiction of the University.**

Provided that Government may, in consultation with the University by general or special order, modify the extent and scope of the aforesaid powers of the University with regard to such territorial limits or institutions.

- (2) No educational institution situated within the territorial limits of the University shall, save with the consent of the University and the sanction of the Govt. be associated in any way with, or seek admission to the privileges of, any other University.

- (3) The University may admit to its privileges under prescribed conditions, an educational institution falling within the territorial limits of another University whether inside or outside Pakistan; provided that the consent of such other University and the sanction of Government is first obtained.

Integration of educational Institutions with University & transfer of Institutions from University to Government.

6. (1) Notwithstanding anything to the contrary contained in any other law, notification, Contract, agreement or instrument, Government may, by notification in the official Gazette, integrate with the University any Educational institution situated anywhere in the Province or transfer any institute, institution or Department of the University to Government.
- (2) On the publication of a notification under sub-section (1): -
- (a) all rights, properties, assets and liabilities vested in or undertaken by Government or the University in respect of such educational institution, institute, institution or Department shall respectively becomes the rights, properties assets and liabilities of the University or the Government, as the case may be; And
- (b) all persons serving in connection with the affairs of such educational institutions, institute, institution or department in any capacity shall stand transferred for service under the University or Government, as the case may be, on such terms and conditions as Government may determine;
- Provided that such terms and conditions shall not be less favorable than those admissible to them immediately before their transfer to the University or Government.
- (3) Any question arising under the proviso to sub-section (2) shall be referred to Govt. and the decision of Government on such question shall be final.

University open to all classes, creeds etc.

7. The University shall be opened to all persons of either sex and of whatever religion; race, creed, class or color and no person shall be denied the privilege of the University on the grounds of religion, race, caste, creed, class or color; Provided that nothing in this section shall be deemed to prevent religious instruction being given to the students in their own religious faiths in such manner as may be prescribed.

Teaching in the University.

8. (1) All recognized teaching in various courses shall be conducted by the University or the colleges in the prescribed manner and may include lectures, tutorials, discussions, seminars, demonstrations, as well as practical work in the laboratories, hospitals, workshops & farms and other methods of instructions.
- (2) The authority responsible for organizing recognized teaching shall be such as may be prescribed.
- (3) The courses and the curricula shall be such as may be prescribed.
- * (4) A subject to be called "Islamic and Pakistan Studies" shall be taught as a compulsory subject at the Bachelor's Degree level in all Faculties; Provided that non-Muslim students may opt for Ethics and Pakistan Studies;
- * (5) A degree shall not be awarded to a student unless he has passed the examination in the subject mentioned in sub-section (4).
- * (6) The Provisions of sub-section (4) and (5) shall take effect from such date as may be fixed by the Vice-Chancellor.

University Students Union.

9. (1) There shall be a Union of the Students of the University which shall be represented on the Senate and the Syndicate by the representatives mentioned in clause (xv) of Section 22 and in clause (xii) of Section 24
- (2) The constitution, functions and privileges of the University Student's Union and other matters relating thereto shall be such as may be prescribed by Statutes at the initiation of the general body of the students of the University.

Teaching in the University.

* Added vide I.U.B. (Amendment) Ordinance 1980.

CHAPTER – III

10. The following shall be the officers of the University:-

**Officers of the
University.**

- (i) the Chancellor;
- (ii) the Pro-Chancellor;
- (iii) the Vice-Chancellor;
- *****(iiia) Pro-Vice Chancellor;**
- (iv) the Deans;
- (v) the Director;
- (vi) the Principals of the constituent colleges;
- (vii) the Chairmen of the Teaching Departments;
- (viii) the Registrar;
- (ix) the Treasurer;
- (x) the Controller of Examinations;
- (xi) the Librarian; and
- (xii) such other persons as may be prescribed;

11. (1) The Governor of the Punjab shall be the Chancellor of the University.

Chancellor.

- (2) The Chancellor or his nominee shall preside at the Convocation of the University and the meetings of the Senate.
 - (3) If the Chancellor is satisfied that the proceedings of any Authority are not in accordance with the provisions of this Act, the Statutes the Regulations, or the Rules, he may, after calling upon such Authority to show cause why such proceedings should not be annulled, by order in writing, annul the proceedings.
 - (4) Every proposal to confer an honorary degree shall be subject to confirmation by the Chancellor.
 - (5) The Chancellor shall have the power to assent to such Statutes as are required to be submitted to him by the Senate or withhold assent or refer them back to the Senate for re-consideration.
 - (6) The Chancellor may remove any person from the membership of any Authority if such person: -
 - (i) has become of unsound mind; or
 - (ii) has been incapacitated to function as member of such Authority; and
 - (iii) has been convicted by a court of law of any offence involving moral turpitude.
 - *(iv) has failed to attend three consecutive meetings of the Authority; or
 - *(v) has accepted any assignment, which involves his absence from the University for a continuous period of six months or more.
- ***Provided that no order under this sub-section shall be passed unless the person to be affected thereby is afforded an opportunity of being heard.

* Added by Notification No. PAP/ Legis –3(11)/81 dated 4-6-1981

** I.U.B. (amendment) Ordinance, 1984.

*** The Public Sector Universities (Amendment) Act 2012

(8)** In the performance of his function under the Act, the Chancellor shall act and be bound in the same manner as the Governor of a Province acts and is bound under Article 105 of the Constitution of the Islamic Republic of Pakistan.

**Revisional
Power of the
Chancellor.**

11 A The Chancellor may, of his own motion or otherwise, call for and examine the record of any proceedings in which an order has been passed by any Authority for the purpose of satisfying himself as to the correctness, legality or propriety of any finding or order and may pass such orders as he may deem fit.

******* Provided that no order under this section shall be passed unless the person to be affected thereby is afforded an opportunity of being heard.

Visitation.

12. (1) The Chancellor may cause an inspection or inquiry to be made in respect of any matter connected with the University and shall from time to time, appoint such person or persons as he may deem fit, for the purposes of carrying out inspection of -

- (i) the University, its buildings, Laboratories, Libraries, Museums. Workshops and Equipment;
- (ii) any institution, college or hostel maintained or recognized by, or affiliated to the University;
- (iii) the teaching and other work conducted by the University; and
- (iv) the conduct of examinations held by the University.

The Chancellor shall, in every such case, give notice to the Syndicate of his intention to cause an inspection or inquiry to be made and the Syndicate shall be entitled to be represented there at.

- (2) The Chancellor shall communicate to the Syndicate his views with regard to the results of such inspection or inquiry and shall, after ascertaining the views thereon of the Syndicate, advise the Syndicate, on the action to be taken.
- (3) The Syndicate shall communicate to the Chancellor such action, if any, as has been taken or may be proposed to be taken upon the results of the inspection or inquiry. Such communication shall be submitted to the Chancellor within such time as may be specified by the Chancellor.
- (4) Where the Syndicate does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as he thinks fit, and the Vice-Chancellor shall comply with such directions.

**Pro-
Chancellor.**

13. (1) The Minister for Education, Government of the Punjab shall be the Pro-Chancellor of the University.

- (2) He shall perform such duties and functions and exercise such powers as may be assigned and delegated to him by the Chancellor.

**Vice-
Chancellor.**

*******14.(1)** A person, who is eligible and who is not more than sixty five years of age on the last date fixed for submission of applications for the post of the Vice Chancellor may apply for the post.

- (2) The Government shall determine, by notification in the official Gazette, the qualifications, experience and other relevant requirements for the post of the Vice Chancellor.
- (3) The Government shall constitute, for a term of two years, a Search Committee consisting of not less than three and not more than five members for making recommendations for appointment of the Vice Chancellor.
- (4) The Search Committee shall follow such procedure and criteria, for selection of the panel for the post of the Vice Chancellor, as the Government may, by notification, determine.

- (5) The Search Committee shall recommend to the Government, in alphabetical order without any preference, a panel of three persons who, in its opinion, are suitable for appointment as the Vice Chancellor.
- (6) The Chancellor shall appoint the Vice Chancellor for each term of four years but he shall serve during the pleasure of the Chancellor.
- (7) The Government shall determine the terms and conditions of service of the Vice Chancellor.
- (8) The incumbent Vice Chancellor shall not be allowed any extension in his tenure but subject to eligibility he may again compete for the post of the Vice Chancellor in accordance with the procedure prescribed by or under this section.
- (9) If the office of the Vice Chancellor is vacant or the Vice Chancellor is absent or is unable to perform the functions of the Vice Chancellor owing to any cause, the Pro-Vice Chancellor shall perform the functions of the Vice Chancellor but, if at any time, the office of Pro- Vice Chancellor is also vacant or the Pro-Vice Chancellor is absent or is unable to perform the functions of the Vice Chancellor owing to any cause, the Chancellor shall make such temporary arrangements for the performance of the duties of the Vice Chancellor as he may deem fit.

**Powers and
duties of the
Vice-
Chancellor.**

- 15. (1)** The Vice-Chancellor shall be the principal executive and academic officer of the University and shall ensure that the provisions of this Act, the Statutes, the Regulations, and the Rules are faithfully observed in order to promote teaching,

** I.U.B. (amendment) Ordinance, 1984.

***Added by Notification No.PAP/Logis-2(21)/75/40 dated 12.3.75

**** I.U.B. (amendment) Ordinance, 1983.

***** The Public Sector Universities (Amendment) Act 2012

research, publication, administration and the general efficiency and good order of the University. He shall have all powers necessary for this purpose including administrative control over all officers, teachers and other employees of the University.

- (2) The Vice-Chancellor shall preside at the meetings of the Authorities of which he is the Chairman and be entitled to attend and preside at any meeting of any other Authority or body of the University.
- (3) Subject to such conditions as may be prescribed, the Vice Chancellor may, in an emergency, take an action which is not otherwise in the competence of the Vice Chancellor but is in the competence of any other Authority.

***(3a) The Vice Chancellor shall, within seven days of taking an action under sub-section (3), submit a report of the action taken to the Pro-Chancellor and to the members of the Syndicate; and, the Syndicate shall, within forty five days of such an action of the Vice-Chancellor, pass such orders as the Syndicate deems appropriate.**

- (4) The Vice-Chancellor shall also have the powers ---
 - (i) to sanction all expenditure provided for in the approved budget, and to re appropriate funds within the same major Head of expenditure;
 - (ii) to sanction by re-appropriation an amount not exceeding Rs. 5000 for an unforeseen item not provided for in the budget, and report it to the Syndicate at the next meeting;
 - (iii) to appoint paper setters and examiners for all examinations of the University after receiving panels of names from the relevant authorities;
 - (iv) to make such arrangements for the scrutiny of papers, marks and results as he may consider necessary;
 - (v) to direct teachers, officers and other employees of the University to take up such assignments in connection with teaching, research, examinations, administration and such other activities in the University as he may consider necessary for the purpose of the University;
 - (vi) to delegate, subject to such conditions, if any as may be prescribed, any of his powers under this Act to an officer or officers of the University;
 - (vii) to appoint employees below the initial monthly pay of Rs. 500; and
 - (viii) to exercise and perform such other powers and functions as may be prescribed.

15. A

- *(1) The Chancellor shall nominate the Pro-Vice Chancellor of the University, from amongst three senior most Professors of the University, for a term of three years.**
- (2) The Pro-Vice Chancellor shall perform such functions as may be assigned to him under this Act, statutes or regulations.**
- (3) The Syndicate or the Vice Chancellor may assign any other functions to the Pro-Vice Chancellor in addition to his duties as Professor.”; and**

Pro Vice-Chancellor.

- 16. The Registrar shall be a whole time officer of the University and shall be appointed by the Syndicate on such terms and conditions as may be determined by it. He shall:-**
 - (a)** be the custodian of the Common Seal and the academic records of the University;
 - (b)** maintain a Register of Registered Graduates in the prescribed manner.
 - (c)** conduct elections of members to the various Authorities in the prescribed manner; and
 - (d)** perform such other duties as may be prescribed.

Registrar.

* The Public Sector Universities (Amendment) Act 2012

- Treasurer.** 17. The Treasurer shall be a whole time officer of the University and shall be appointed by the Chancellor on such terms and conditions as the Chancellor may determine. He shall--
- (a) manage the property, the finances, and the investments of the University.
 - (b) prepare the annual and revised budget estimates of the University and present them to the Finance and Planning Committee, the Syndicate and the Senate.
 - (c) ensure that the funds of the University are expended on the purposes for which they are provided; and
 - (d) perform such other duties as may be prescribed.
- Controller of Examination.** 18. The Controller of Examinations shall be a whole time officer of the University, and shall be appointed by the Syndicate on such terms and conditions as may be determined by it. He shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed.
- Auditor.** 19. Resident Auditor shall be taken from Government on deputation.
- Other Officers.** 20. Subject to the provisions of this Act, the terms and conditions of service and the powers and duties of other officers of the University shall be such as may be prescribed.

CHAPTER – IV

- Authorities.** 21. The following shall be Authorities of the University:-
- (i) the Senate;
 - (ii) the Syndicate;
 - (iii) the Academic Council;
 - (iv) the Board of Faculties;
 - (v) the Board of Studies;
 - (vi) the Advanced studies and Research Board;
 - (vii) the Selection Board;
 - (viii) the Finance and Planning Committee;
 - (ix) the Affiliation Committee;
 - (x) the Discipline Committee;
 - (xi) such other Authorities as may be prescribed by Statutes;
- The Senate.** 22. (1) The Senate shall consist of:-
- (i) the Chancellor;
 - (ii) the Pro-Chancellor;
 - (iii) the Vice-Chancellor;
 - (iv) the Members of the Syndicate;
 - (v) the Deans;
 - (vi) the Directors of Institutes;
 - (vii) the Principals of the Constituent Colleges;
 - (viii) the University Professors and Professors Emeritus;
 - (ix) the Chairmen of the Teaching Departments;
 - (x) the Officer or Teacher Incharge of Students Affairs (by whatever designation called);
 - (xi) as many University teachers as may be prescribed subject to the maximum of five **including at least two female teachers** having at least three years service to be elected by the University teachers from amongst themselves;
 - (xii) two Principals of Affiliated colleges **including at least one female Principal** to be elected by the Principals of all such Colleges from amongst themselves;

- (xiii) the teachers from the Affiliated Colleges having at least three years service subject to the maximum of five **including at least two women** to be elected from amongst themselves;
- (xiv) all the Chairmen of the Boards of Intermediate and Secondary Education in the Punjab and the Chairman, Board of Technical Education;
- (xv) two students representatives **including at least one female representative** of the University Students Union and one representative of the Union of the Affiliated Colleges to be elected by the Presidents of the Students Unions of those colleges;
- (xvi) two Registered Graduates **including at least one woman** to be elected by all such Graduates from amongst themselves;
- (xvii) three persons **including at least one woman** eminent in the Islamic learning, the Arts, the Sciences and the Professions, to be nominated by the Chancellor;
- (xviii) the Registrar;
- (xix) the Treasurer;
- (xx) the Controller of Examinations;
- (xxi) the Librarian;
- * (xxii) Members of the Provincial Assembly of the Punjab to be elected in the following manner:-
 - a) one member from each Division excluding Bahawalpur Division to be elected by the Members of the Provincial Assembly from that Division; and
 - b) one member from each District of the Bahawalpur Division to be elected by the Member of the Provincial Assembly from that Division; And
- (xxiii) all the Regional Directors of Education and the Director of Technical Education Punjab;
The Chancellor, or in his absence, his nominee shall be the Chairman of the Senate;
- (2) Members of the Senate, other than ex-officio members, shall hold office for three years.
- (3) The Senate shall meet at least twice in every year on dates to be fixed by the Vice-Chancellor with the consent of the Chancellor.
- (4) The quorum for a meeting of the Senate shall be one-third of the total number of members, a fraction being counted as one

23. Subject to the provisions of this Act, the Senate shall have the powers:-

- (a) to consider the drafts of Statutes proposed by the Syndicate and deal with them in the manner indicated in sub-Section (2) of section 30;
- (b) to consider and pass resolutions on the annual report, the annual statement of accounts and the annual and revised budget estimates;
- (c) to appoint members to the Syndicate and other Authorities in accordance with the provisions of this Act;
- (d) to delegate any of its powers to an Authority or officer of a Committee or Sub-Committee; and
- (e) to perform such other functions as may be prescribed by Statutes.

**Powers
and duties
of the
Senate.**

24. (1) The Syndicate shall consist of:-

- ** (i) the Vice-Chancellor, who shall be its Chairman;
- ** (ii) the Pro-Vice-Chancellor, if any;
- ** (iii) one member of the Provincial Assembly of the Punjab to be nominated by the Speaker of the Assembly;
- *** (iv) two members **including at least one female member** of the Senate to be elected by the Senate;

Syndicate.

* Added by Notification No. PAP/Legis: 2(6)85/59-dated 7.11.1985.

** Substituted by I.U.B (Amendment) Ordinance 1980.

*** Substituted vide Notification No. Legis: 3(11)/81-dated 4-6.1981.

- *(v) the Chief Justice of the Lahore High Court, Lahore or his nominee from amongst the Judges of the Lahore High Court;
 - ** (vi) Secretary to Government of the Punjab, Education Department or his nominee not below the rank of Additional Secretary;
 - ** (vi-A) Secretary to Government of the Punjab, Finance Department or his nominee not below the rank of Additional Secretary;
 - *(vii) one nominee of the University Grants Commission;
 - *(viii) one Dean to be nominated by the Chancellor on the recommendation of the Vice-Chancellor;
 - *** (ix) one Professor, one Associate Professor, one Assistant Professor and one such Lecturer **out of whom at least one shall be a woman** as has completed a minimum of two years service in the University to be elected respectively by and from amongst themselves; and
 - *** (x) three persons of eminence including one Scholar of Islamic Jurisprudence and one woman not serving in any Educational Institution to be nominated by the Chancellor; and
 - * (xi) one **female** Principal of the affiliated colleges to be nominated by the Chancellor; and
 - * (xii) the President of the University Students Union.
- (2) Members of the Syndicate other than ex-officio member shall, hold office for three years.
- (3) The quorum for a meeting of the Syndicate shall be one half of the total number of members, a fraction being counted as one.

**Powers
and duties
of
Syndicate**

25. (1) The Syndicate shall be the Executive Body of the University and shall subject to the provisions of this Act, and the Statutes, take effective measures to raise the standards of teaching, research and publication and other academic pursuits and exercise general supervision over the affairs and management of the property of the University.
- (2) Without prejudice to the generality of the foregoing powers, and subject to the provisions of this Act and the Statutes, the Syndicate shall have the powers:-
- (a) to take effective measures to raise the standards of teaching, research and publication in the light of national needs;
 - (b) to hold control and administer the property and funds of the University;
 - (c) to govern and regulate, with due regard to the advice of the Finance and Planning Committee in this behalf, the finances, accounts and investments of the University and for that purpose, to appoint such agents as it may think fit;
 - (d) to consider the annual report, the annual and revised budget estimates and to advise the Senate thereon, and to re-appropriate funds from one major head of expenditure to another;
 - (e) to transfer and accept transfer of movable or immovable property on behalf of the University;
 - (f) to enter into, vary, carry out and cancel contracts on behalf of the University;
 - (g) to cause proper books of accounts to be kept for all sums of money received and expended by the University and for assets and liabilities of the University;
 - (h) to invest any money belonging to the University including any unapplied income in any of the securities described in Section 20 of the Trust Act, 1882, or in the purchase of immovable property or in such other manner as it may determine, with the like power of varying such investments;

* I.U.B (Amendment) Ordinance 1980.

** Added By Notification No. PAP/Legis: 2(6)85/59-dated 7.11.1985.

** *Substituted vide Notification No. Legis: 3(11)/81-dated 4-6.1981.

- (i) to receive and manage any property transferred, grants, bequests, trusts, gifts, donations, endowments and other contribution made to the University;
- (j) to administer any funds placed at the disposal of the University for specified purposes;
- (k) to determine the form provided for the custody and regulate the use of the Common seal of the University;
- (l) to provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the work of the University;
- (m) to establish and maintain halls of residence and hostels or lodgings for the residence of students;
- (n) to affiliate and disaffiliate colleges;
- (o) to admit educational institution to the privileges of the University and withdraw such privileges;
- (p) to arrange for the inspection of colleges and the teaching departments;
- (q) to institute Professorship; Associate Professorship, Assistant Professorship, Lectureship and other teaching posts; or to suspend or abolish such posts;
- (r) to create, suspend or abolish such administrative, research, extension or other posts as may be necessary;
- (s) to appoint University Teachers and other Officers on the recommendation of the Selection Board for Teaching and other posts in the initial pay of Rs. 500/- per mensem or above;
- (t) to appoint Professor Emeritus on such terms and conditions as may be prescribed;
- (u) to confer Honorary Degrees in accordance with the conditions prescribed;
- (v) to prescribe the duties of Officers, Teachers and other employees of the University;
- (w) to suspend, punish and remove from service Officers, (Other than the Vice-Chancellor), Teachers and other Employees in the manner prescribed;
- (x) to report to the Senate on matter on which it has been asked to report;
- (y) to appoint members to the various Authorities in accordance with the provisions of this Act;
- (z) to propose drafts for Statutes for submission to the Senate;
- (aa) to consider and deal in the manner prescribed in sub-section (2) of section 31 the Regulations made by the Academic Council; provided that the Syndicate may frame a Regulation at its own initiative and approve it after calling for the advice of the Academic Council;
- (bb) to regulate, determine and administer all other matters concerning the University and to this end exercise all other powers in this behalf not specifically mentioned in this Act and the Statutes;
- (cc) to delegate any of its powers to an Authority or a Committee or Sub-Committee; and
- (dd) to perform such other function as have been assigned to it by the other provisions of this Act or the Statutes.

26. (1) The Academic Council shall consist of:-

- i.** the Vice-Chancellor (Chairman);
- ii.** the Deans;
- iii.** the Director of Institutes;
- iv.** the Principals of the Constituent Colleges;
- v.** the University Professors including Professors Emeritus;

**Academic
Council.**

- vi. the Chairmen of the Teaching Departments;
- vii. Education Secretary, the Regional Directors of Education and the Director of Technical Education, Punjab;
- viii. one Associate Professor, other than Chairmen of the Teaching Departments, to be elected by and from among themselves;
- ix. one Assistant Professor and two Lecturers **out of whom at least one shall be a woman** to be elected by and from among themselves;
- x. three Principals of Affiliated Colleges to be elected by the Principals of all such colleges from among themselves, of whom at least one shall be from professional colleges and one from the women's colleges;
- xi. three teachers of Affiliated Colleges having at least five years service in an Affiliated college, other than the Principals, to be elected by the teachers of all such colleges from amongst themselves, of whom at least one shall be from professionals colleges and one from the women's colleges;
- xii. three persons **including at least one woman** eminent in the Islamic Learning, Arts, the Sciences and the Professions, of whom one shall be from each category to be nominated by the Chancellor;
- xiii. the Registrar;
- xiv. the Librarian; and
- xv. the Controller of Examinations.

- (2) Members appointed by nomination or election shall hold office for three years.
- (3) The quorum for a meeting of the Academic council shall be one third of the total number of members.

**Powers
and duties
of
Academic
Council.**

- 27. (1) The Academic Council shall be the academic Body of the University and shall, subject to the provisions of this Act and the Statutes, have the power to lay down proper standards of instructions, research publication and examinations and to regulate and promote the academic life of the University and the Colleges.
- (2) Without prejudice to the generality of the foregoing powers, and subject to the provisions of this act and the Statutes, the academic council shall have the powers:-
 - (a) to advise the Syndicate on academic matters;
 - (b) to regulate the conduct of teaching, research, publication and examinations;
 - (c) to regulate the admission of students to the courses of studies and examinations in the University;
 - (d) to regulate the conduct and discipline of the students of the University;
 - (e) to propose to the Syndicate scheme for the constitution and organization of Faculties, Teaching Departments and Board of Studies;
 - (f) to consider or formulate proposals for the planning and development of teaching and research in the University;
 - (g) to make Regulations, on the recommendations of the Boards of Faculties and the Boards of Studies, prescribing the courses of studies, the syllabi and the outlines of tests for all University examinations; provided that if the recommendations of the Board of a Faculty or a Board of Studies are not received by the prescribed date, the Academic Council may, subject to the approval of the Syndicate, continue for the next year the courses of studies already prescribed for an examination;
 - (h) to recognize the examinations of other Universities, examining bodies as equivalent to the corresponding examinations of the University;
 - (i) to regulate the award or studentships, scholarships, exhibitions, medals and prizes;
 - (j) to frame regulations for submission to the Syndicate;
 - (k) to appoint members to the various authorities in accordance with the provisions of this Act; and
 - (l) to perform such other functions as may be prescribed by Statutes.

**Constitution,
function and
powers of the
Authorities.**

28. The Constitution, function and powers of the Authorities for which no specific provisions has been made in this Act shall be such as may be prescribed by Statutes.
29. The Senate, the Syndicate, the Academic Council and other Authorities may, from time to time, appoint such standing, special or advisory committees as they may deem fit and may nominate such persons on these committees as are not members of the Authorities appointing the committees.

**Appointment
of Committee
by certain
Authorities.**

CHAPTER –V

STATUTES, REGULATIONS AND RULES

30. (1) Subject to the provisions of this Act, Statutes may be made to regulate or prescribe all or any of the following matters:-
- (a) the constitution of pension, insurance, gratuity, provident fund and benevolent fund for University employees;
 - (b) the scales of pay and other terms and conditions of service of Officers, Teachers and other employees of the University;
 - (c) the maintenance of the Register of Registered Graduates;
 - (d) affiliation and disaffiliation of educational institutions and related matters;
 - (e) admission of educational institutions to the privileges of the University and the withdrawal of such privileges;
 - (f) the conduct of elections for membership of the Authorities of the University and related matters;
 - (g) the establishment of Faculties, Institutes, Colleges and other Academic Divisions;
 - (h) the powers and duties of Officers and Teachers;
 - (i) conditions under which the University may enter into arrangements with other Institutions or with public bodies for purposes of research and advisory services;
 - (j) conditions for appointment of Professors Emeritus and award of honorary degrees;
 - (k) efficiency and discipline of University employees;
 - (l) the general scheme of studies including the duration of courses and the number of subjects and papers for an examination; and
 - (m) all other matters which, by this Act are to be or may be prescribed or regulated by Statutes.
- (2) The draft of Statutes shall be proposed by the Syndicate to the Senate which may approve it, or pass it with such modifications as the Senate may think fit, or may refer it back to the Syndicate for consideration, or may reject it;

Provided that:-

- (i) the Syndicate shall not propose draft of Statutes affecting the constitution or powers of any Authority of the University, until such Authority has been given an opportunity of expressing an opinion in writing upon the proposals;
- (ii) the draft of Statutes concerning any of the matters mentioned in clauses (a) and (b) of sub section (1) of this section shall be forwarded to the Chancellor and shall not be effective until it has been approved by the Chancellor; and
- (iii) the Syndicate or the Senate shall not have the power to make any Statutes concerning efficiency and discipline of officers, teachers, and other

employees of the University and such Statutes may be made by the Chancellor.

- 31. (1)** Subject to the provisions of this Act, and the Statutes, Regulations may be made for all or any of the following matters:- **Regulations.**
- (a) courses of study for degrees, diplomas and certificates of the University;
 - (b) manner in which the recognized teaching referred to in sub-section (1) of section 8 shall be organized and conducted;
 - (c) admission of students to the University;
 - (d) conditions under which students shall be admitted to the courses and the examinations of the University and shall become eligible for the award of degrees, diplomas and certificates;
 - (e) conduct of examinations;
 - (f) fees and other charges to be paid by students for admission to the courses of study and the examination of the University;
 - (g) conduct and discipline of students of the University;
 - (h) conditions of residence of the students of the University or the colleges, including the levying of fees for residence in halls of residence and hostels;
 - (i) approval and licensing of hostels and lodgings;
 - (j) conditions under which a person should carry on independent research to entitle him to a degree;
 - (k) institution of fellowships, scholarships, exhibitions, medals and prizes;
 - (l) institution of stipends and free and half free studentships;
 - (m) academic costume;
 - (n) use of the library;
 - (o) formation of Teaching Departments and Board of Studies; and
 - (p) all other matters which by this Act and the Statutes are to be or may be prescribed by Regulations.
- (2) The Regulations shall be prepared by the Academic Council and shall be submitted to the Syndicate which may approve them or withhold approval or refer them back to the Academic Council for reconsideration. A regulation prepared by the Academic Council shall not be valid, unless it receives the approval of the Syndicate.
- Amendment and repeal of Statutes and Regulations.** **32.** The procedure for adding to, amending or repealing the Statutes and the Regulations shall be the same as that prescribed respectively for forming or making Statutes or Regulations.
- Rules .** **33. (1)** The Authorities and the other bodies of the University may make Rules, consistent with this Act, the Statutes and the Regulations, to regulate the conduct of their business and the time and place of meetings and related matters;
- Provided that the Syndicate may direct the Amendment or the Annulment of any rules made under this Act by another Authority or Body other than the Senate; and Provided further that, if such other Authority or Body is dissatisfied with such direction it may appeal to the Senate whose decision in the matter shall be final.
- (2) The Syndicate may make Rules to regulate any matter relating to the affairs of the University, which by this Act, has not to be specifically provided for in the Statutes or Regulations.

CHAPTER – VI

AFFILIATION OF EDUCATIONAL INSTITUTIONS TO THE UNIVERSITY

Affiliation. 34. (1) An educational institution applying for affiliation to the University shall make an application to the University and shall satisfy it:-

- (a) that the educational institution is under the management of the Government or of a regularly constituted governing body;
- (b) that the financial resources of the educational institution are sufficient to enable it to make due provision for its continued maintenance and efficient working;
- (c) that the strength and qualifications of the teaching and other staff, and the terms and conditions of their service, are adequate to make due provision for the courses of instruction, teaching or training to be undertaken by the educational institution;
- (d) that the educational institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;
- (e) that the building in which the educational institution is to be located is suitable, and that provisions will be made, in conformity with the Statutes and Regulations for -----
 - (i) the residence of students, not residing with their parents or guardians, in the hostels established and maintained by the educational institution or in hostels or lodgings approved by it; and
 - (ii) the supervision and physical and general welfare of students;
- (f) that provision has been made for a library and adequate library services;
- (g) that where affiliation is sought in any branch of experimental sciences, due arrangements have been made for imparting instruction in that branch of science in a properly equipped laboratory, museum and other places of practical work;
- (h) that due provision will, so far as circumstances may permit, be made for the residence of the Principal and members of the teaching staff in or near the college or place provided for the residence of students; and
- (i) that the affiliation of the educational institution will not be injurious to the interests of education or discipline of educational institutions in its neighborhood.

(2) The application shall further contain an undertaking that after the educational institution is affiliated, any transference of and changes in the management and in the teaching staff, save in the case of Government Colleges, shall be forthwith reported to the University and that the teaching staff shall possess such qualifications as are or may be prescribed.

(3) The procedure to be followed in disposing of an application for the affiliation of an educational institution shall be such as may be prescribed.

(4) The Syndicate may, on the recommendations of the Affiliation Committee, grant or refuse affiliation to an educational institution;

Provided that affiliation shall not be refused unless the educational institution has been given an opportunity of making a representation against the proposed decision.

35. Where an educational institution desires to add to the courses of instruction in respect of which it is affiliated the procedure prescribed under sub-section (3) of section 34 shall so far as may be, be followed.

Addition of Courses by affiliated educational institution.

36. (1) Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require to enable it to judge the efficiency of the educational institution.

Reports from affiliated educational institution.

- (2) The University may call upon any educational institution affiliated to it to take, within a specified period, such action as may appear to the University to be necessary in respect of any of the matters referred to in sub-section (1) of section 34.

- 37. (1)** If an educational institution affiliated to the University fails at any time to fulfill any of the requirements mentioned in this Act or if an educational institution has failed to observe any of the conditions of its affiliation, or its affairs are conducted in a manner which is prejudicial to the interests of education, the Syndicate may, on recommendation of the Affiliation Committee, and after considering such representation as the educational institution may wish to make, withdraw, either in whole or in part, the rights conferred on the educational institution by affiliation or modify such rights. **Withdrawal of affiliation.**
- (2)** The procedure to be followed for the withdrawal of affiliation shall be such as may be prescribed.
- 38.** An appeal shall lie to the Senate against the decision of the Syndicate refusing to affiliate an institution or withdrawing in whole or in part the rights conferred on an institution by affiliation, or modifying such rights.
- *Provided that no order under this section shall be passed without affording an opportunity of being heard to the institution to be affected thereby.

CHAPTER – VII

UNIVERSITY FUND

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| University Fund. | 39. The University shall have a fund to which shall be credited its income from fees, donations, trusts, bequests, endowments, contributions, grants and all other sources. |
| Recovery of University dues. | 39-A* The University or any person generally or specially authorized by it may apply to the Collector for recovery of any sum due to the University under any bond and the Collector shall thereupon proceed to recover the sum due, as if it were an arrear of land revenue;
Provided that the University shall not take action unless the person concerned is given opportunity of being heard. |
| Audit and Accounts. | <p>40. (1) The accounts of the University shall be maintained in such form and in such manner as may be prescribed.</p> <p>***(2) No expenditure shall be made from the funds of the University unless:-</p> <ul style="list-style-type: none"> (a) the expenditure is included in the approved budget of the University; and (b) a bill for its payment has been audited in conformity with the Statutes, the Regulations and the Rules by the Auditor appointed by the Government. <p>(3) The annual statement of the accounts of the University signed by the Treasurer and the Auditor shall be submitted to the Government within six months of closing of financial year.</p> <p>(4) The accounts of the University shall be audited once a year in conformity with the Statutes and Regulations and the rules by the Auditor appointed by the Government for this purpose.</p> <p>(5) The observations of Government Auditor, together with such annotations as the Treasurer may make, shall be presented to the Syndicate.</p> |

*Added by I.U.B (Amendment) Ordinance, 1984

** Added by Govt: Pb Law Deptt. Notification No. Legis-3(10)/76 dated 17.9.76

***Substituted vide I.U.B (Amendment) Ordinance, 1980

CHAPTER – VIII GENERAL PROVISIONS

- 41. An officer, other than the Chancellor, Pro-Chancellor and Vice Chancellor, teacher or other employee of the University shall retire from service:-**
- Opportunity to Show Cause**
- Retirement from Service**
- (i) on such date, after he has completed twenty-five years of service qualifying for pension or other retirement benefits, as the Competent Authority may, in the public interest, direct;
- *(ii) where no direction is given under clause (i) on the completion of the sixtieth year of his age.
- Explanation:-** In this section “Competent Authority” means the appointing authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank to the officer, teacher or other employee concerned.
- 42.** Where an order is passed, punishing any officer, other than the Vice-Chancellor, teacher or other employee of the University or altering or interpreting to his disadvantage the prescribed terms or conditions of his service, he shall, where the order is passed by the Vice-Chancellor or any other officer or teacher of the University, have the right to appeal to the Syndicate against the order and where the order is made by the Syndicate have the right to apply to that Authority for review of that order. The appeal or applications for review shall be submitted to the Vice-Chancellor and he shall lay it before the Syndicate with his views.
- Appeal to and review by the Syndicate**
- ***Provided that no order under this section shall be passed unless an opportunity of being heard is afforded to the person to be affected thereby.
- 43. (1)** The University shall constitute for the benefit of its officers, teachers and other employees in such manner and subject to such conditions as may be prescribed such pension, insurance, gratuity, provident fund and benevolent fund schemes as it may deem fit.
- Pension, Insurance Gratuity, Provident Fund and Benevolent Fund**
- (2)** Where any provident fund has been constituted under this Act the provisions of the Provident Fund Act, 1925 (Act XIX of 1925) shall apply to such funds as if it were the Government Provident Fund.
- ***43-A(1)** Notwithstanding anything to the contrary contained in any agreement or Contract or in any other law for the time being in force, but subject to the provisions of the Act, an officer, teacher or other employee, shall, if the Chancellor so directs in the public interest, serve for such period as may be fixed or extended from time to time by the Chancellor, in any post in a Government department or an Educational or Research Institution set up or established by Government or a University in the Province of the Punjab and on terms and conditions not less favorable than those admissible to him in the University and with full benefits of his previous service;
- Transfer and Posting**
- Provided that in the case of a teacher, such direction shall not be made without consulting the Syndicate.
- *** (2)** The Chancellor may fill any post in the University by appointing a person in the service of Government, or an officer, teacher or other employee of any other University or educational or research institution set up or established by Government or a University in the province of the Punjab;

* Amendment vide “the Universities” laws (Amendment) Ordinance, 1977, Notified vide No. Legis-3(7)/77 dated 17 December, 1977.

**Added by Islamia University Bahawalpur (Amendment) Ordinance 1984.

***Substituted by Notification No. Legis-3(11)/81 dated 4.6.1981

**** The Public Sector Universities (Amendment) Act 2012

Provided that in the case of a teaching post in the University, the appointment shall not be made without consulting the Selection Board of the University.

Commencement of term of members of Authorities

- 44. (1)** When a member of a newly constituted Authority is elected, appointed or nominated, his term of office, as fixed under this Act, shall commence from such date as may be prescribed.
- (2)** Nothing in sub-section (1) shall affect the provision of section 47.

Filling of casual vacancies in Authorities

- 45. (1)** Any casual vacancy among the elected, appointed or nominated members of any Authority shall be filled as soon as may be by the person or persons, or the body who elected, appointed or nominated the member whose place has become vacant and the person elected, appointed or nominated to the vacancy shall be a member of such Authority for the residue of the term for which the person whose place he fills, would have been a member.
- (2)** Whenever there occurs a vacancy in the constitution of any Authority, as constituted by this Act, because of the abolition of a specified office under the Government or because an organization, institution or other body outside the University has been dissolved or has ceased to function, or because of some other similar reason, it shall be filled in such manner as the Chancellor may direct.

Disputes about membership of Authorities

- 46.** If a question arises whether any person is entitled to be a member of any Authority, the matter shall be referred to a Committee consisting of the Vice-Chancellor and the Secretary Education and the senior most Dean who are members of the Syndicate and the decision of this Committee shall be final and binding.

Proceedings of Authorities not invalidated by vacancies

- 47.** No act, proceeding, resolution or decision of any Authority shall be invalid by reason of any vacancy on the Authority doing, passing, or making it or by reason of any want of qualification or invalidity in the election, appointment, or nomination of any *defacto* member of the Authority, whether present or absent.

First Statutes

- 48.** Notwithstanding anything to the contrary contained in this Act, the Statutes set out in the Schedule appended to this Act shall be deemed to be the Statutes framed under section 30 of this Act and shall continue to remain in force until amended or repealed.

Repeal and Savings.

- 49. (1)** The West Pakistan Jamia Islamia (Bahawalpur) Ordinance, 1964, hereinafter referred to as the said Ordinance, is hereby repealed.
- (2)** Notwithstanding the repeal of the said Ordinance:-
- (a)** everything done, action taken, obligations or liabilities incurred, rights and assets acquired, persons appointed or authorized, jurisdiction or powers conferred, endowments, bequests, funds or trusts created, donations or grants made, scholarships, studentships or exhibitions instituted, affiliations or privileges granted and orders issued under any of the provisions of the said Ordinance or the Statutes, the Regulations and the Rules made or deemed to have been made there under, shall, if not inconsistent with the provisions of this Act or the Statutes, the Regulations or the Rules made under this Act be continued and, so far as may be, be deemed to have been respectively done, taken, incurred, acquired, appointed, authorized, conferred, created, made, instituted, granted and issued under this Act, and any document referring to any of the provisions of the said Ordinance, the Statutes, the Regulations and the Rules first referred to, shall so far as may be, be considered to, refer to the corresponding provisions of this Act or the Statutes, the Regulations and the Rules made under this Act; and
- (b)** any Statutes, Regulations or Rules made or deemed to have been made under the said Ordinance, shall, if not inconsistent with the provisions of

this Act, be deemed to be Statutes, Regulations or Rules made under this Act and shall, having regard to the various matters which by this Act have to be regulated or prescribed by Statutes, Regulations or Rules respectively continue to be in force, until they are repealed, rescinded or modified in accordance with the provisions of this Act.

Transitory provisions

- 50. (1)** Notwithstanding the provisions of section 49 the Board of Governors as constituted immediately before the commencement of this Act, shall cease to exist and a Chancellor's Committee shall be constituted by the Chancellor on the recommendations of the Vice-Chancellor to exercise the powers assigned to the Senate and the Syndicate under this Act till such time the Syndicate, or as the case may be the Senate is constituted in accordance with the provisions of this Act.
- (2)** Other Authorities constituted under the West Pakistan Jamia Islamia (Bahawalpur) Ordinance, 1964, shall continue to function and shall, as far as may be, exercise the powers respectively assigned to the corresponding Authorities by or under this Act till such time those Authorities are constituted in accordance with the provisions of this Act.
- *Where, before the commencement of this Ordinance, an Authority under the Act has been constituted or an officer has been appointed in a manner different from that provided in the Act as amended by this Ordinance, the person nominated, elected or appointed shall cease to hold office forthwith and the vacancy so caused shall be filled up in accordance with the provisions of the Act as amended by this Ordinance.

- 51.** If any difficulty arises as to the first constitution or reconstitution of any Authority after the commencement of this Act or otherwise is first giving effect to the provisions of this Act, the Chancellor may, on the recommendation of the Vice-Chancellor, give appropriate directions to remove such difficulty.

Removal of difficulties at the commencement of the Act

SCHEDULE

The first Statutes of the Islamia University, Bahawalpur.

(Section 48)

- ** 1. (1)** The University shall include the following Faculties:-
- (i) Faculty of Islamic Learning;
 - (ii) Faculty of Arts;
 - (iii) Faculty of Science;
 - (iv) Faculty of Law;
 - (v) Faculty of Education;
 - (vi) Faculty of Commerce;
 - (vii) Faculty of Medicine; and
 - (viii) Faculty of Engineering;
 - (ix) Faculty of Pharmacy and Alternative Medicine;
- (2)** There shall be a Board of each Faculty which shall consist of:-
- (i) The Dean to be appointed in the manner prescribed in sub-paragraph (2) of paragraph 2;

*Added by Notification No. Legis: 3(11)/81 dated 4.6.1981.

**Amendment approved by the Syndicate held on 3,4,/3/2003 vide notification No. 3108/M&R dated 3.5.2003.

- (ii) The Professors and the Chairmen of the Teaching Departments comprised in the Faculty;
- (iii) Two members of each Board of Studies comprised in the Faculty, to be nominated by the Board of Studies concerned; and
- * (iv) Two teachers to be nominated by the Academic Council (or by the Vice-Chancellor till such time, as the Academic Council is constituted) by reason of their specialized knowledge of the subject which, though not assigned to the Faculty, have in the opinion of the Academic Council, important bearing on the subjects assigned to the Faculty.
- (3) The members and teachers mentioned in clauses (iii) and (iv) of sub-paragraph (2) shall hold office for two years.
- (4) The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, fraction being counted as one.
- ** (5) The Board of each Faculty shall, subject to the general control of the Academic Council and the Syndicate, have the powers:-
 - (a) To co-ordinate the teaching, publication and research work in the subjects assigned to the Faculty;
 - (b) To consider any other academic matter relating to the Faculty and to report thereon to the Academic Council; and
 - (c) To perform such other functions as may be assigned.

Dean .

- 2. (1) There shall be a Dean of each Faculty, who shall be the Chairman and Convener of the Board of the Faculty.
- *** (2) The Dean of each Faculty shall be appointed by the Chancellor from amongst the three senior most Professors in the Faculty for a period of three years and shall be eligible for reappointment;
- ***Provided that if no Professor is available in a Faculty, a Professor from some other Faculty may act as a Dean till a Professor of the Faculty itself is appointed.
- (3) The Dean shall present candidates for admission to degree, except Honorary degrees in the courses falling within the purview of the Faculty.
- (4) The Dean shall exercise such administrative and academic Powers as may be delegated to him.

Teaching
Department
and Chairman.

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

*Amendment approved by the Chancellor's Committee on 24.5.1977.

**Amendment approved by the Chancellor's Committee on 20.5.1985 (item 6)

***Substituted by Notification No. Legis: 3(11)/81 dated 4.6.1981.

4. ***(1)** There shall be a separate Board of Studies for each subject.
- ** (2)** Each Board of Studies in the subject or group of subjects taught in the University as well as the affiliated colleges will consist of:-
- ** (i)** The Chairman of the University Teaching Department concerned, who shall also be the Convener;
 - ** (ii)** Three senior most teachers of the University Teaching Department concerned;
 - ** (iii)** The Heads of Departments of affiliated colleges in which post graduate teaching is under taken;
 - **** (iv)** Two degree teachers out of a panel of six senior most teachers of the subject/s concerned from the affiliated colleges to be appointed by the Syndicate;
 - ** (v)** An expert to be nominated by Vice-Chancellor.
- ***** Provided that in the case of subjects which are taught in the teaching departments of the University only, the Board of Studies shall consist of;
- (i)** The Chairman of the University teaching department;
 - *** (ii)** Two senior most teachers of the department in addition to the Chairman;
 - *** (iii)** Dean of the Faculty;
 - (iv)** Two experts to be appointed by the Vice-Chancellor.
- Provided further that in the case of professional subjects which are taught in affiliated colleges only and not in the University such as Medicines, Dentistry, Home Economics, Commerce, Engineering & Education, the Board of Studies shall consist of:
- **** (i)** The Principal of the College concerned; provided where there are more than one college, the Chairman/Convener will be nominated from amongst the Principals concerned by the Syndicate on the recommendations of the Vice-Chancellor.
 - ***** (ii)** Four teachers of the colleges to be appointed by the Syndicate, provided where there are more than one colleges, one teacher from each college will be appointed by the Syndicate; and
 - (iii)** Two experts to be appointed by the Vice-Chancellor.
- Provided further that in the case of such subjects of Humanities and Sciences as are taught in the affiliated colleges only and not in the University, the Board of Studies shall consist of:-
- **** (i)** Three degree teachers out of a panel of six senior most teachers of the subject/s concerned from the affiliated college to be appointed by the Syndicate.
 - (ii)** One expert to be appointed by the Vice-Chancellor.
- ** (3)** The term of office of member of the Board of Studies other than Ex-officio member shall be three years or till the new Board is constituted. During the term of the Board if any vacancy occurs that will be filled by the Vice-Chancellor.
- (4)** The quorum for meetings of the Board of Studies shall be one-half the number of members, a fraction being counted as one.
- ***** (5)** The Chairman of the University teaching department concerned shall be the Chairman and Convener of the Board of Studies. Where in respect of a subject, there is no University teaching department, the Chairman will be nominated by the Vice-Chancellor.
- (6)** The functions of the Board of Studies shall be:-
- (a)** To advise the authorities on all academic matters connected with instructions, publications, research and examination in the subject or subjects concerned;

*Amendment approved by the Chancellor's Committee on the 8.4.1977.

** Amendment approved by the Chancellor's Committee on 26.4.1979 (item 2 (iii)).

*** Amendment approved by the Chancellor's Committee on 18.5.1980 (item 9 (d))

**** Amendment approved by the Senate on 13.11.1994.

***** Amendment approved by the C.C on 27.11.80.(item 5 (1) (c)).

***** Amendment approved by the Chancellor's Committee on 27.11.1980.

**Advanced
Studies &
Research
Board.**

- (b) To propose curricula and syllabi for all degree, diploma and certificate courses in the subject of subjects concerned;
- *** (c) To suggest a panel of names of Paper-Setters and Examiners in the subject or subjects concerned to the Controller of Examination for approval of the Vice-Chancellor with any modification as he considered necessary; and
- (d) To perform such other functions as may be prescribed by Regulations.

5. (1) The advanced Studies and Research Board shall consist of:

- (i) The Vice-Chancellor (Chairman);
 - * (ii) The Deans & Professors;
 - ** (iii) Three Senior University teachers other than those at (ii) above to be appointed by the Syndicate on the recommendations of the Vice-Chancellor;
 - **** (iv) Two University teachers having research qualifications and experience to be appointed by the Academic Council;
 - **** (v) Two teachers from affiliated colleges having research qualification to be nominated by the Vice-Chancellor.
- (2) The term of office of members of the Advanced Studies and Research Board, other than ex-officio Member, shall be three years.
- (3) The quorum for a meeting of the Advanced Studies and Research Board shall be one-half of the total number of members, a fraction being counted as one.
- (4) The functions of the Advanced Studies and Research Board shall be:
- (a) to advise the Authorities on all matters connected with the promotion of advanced studies, publications and research in the University;
 - (b) to consider and report to the Authorities on the institution of research degrees in the University;
 - (c) to propose Regulations regarding the award of research degrees;
 - (d) to appoint Supervisors for research studies and to determine the subjects of their thesis;
 - (e) to recommend panels of names of Paper Setters and Examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and
 - (f) to perform such other functions as may be prescribed by Statutes.

**Selection
Board.**

6. (1) The Selection Board shall consist of: -

- (i) The Vice-Chancellor (Chairman);
- (ii) The Chairman or a member of the Public Service Commission to be nominated by the Chairman;
- (iii) The Dean of the Faculty concerned;
- (iv) The Chairman of the teaching department concerned; and
- (v) One member of the Syndicate and two other men of eminence, to be appointed by the Syndicate provided that none of them is an employee of the University.

- (2) The members mentioned in clause (v) of sub-paragraph (1) shall hold office for two years.

- ***** (3) The quorum of Selection Board in case of selection of a Professor or an Associate Professor and other teachers/officers shall be four and three respectively. In case of Selection of officers other than teachers, the Selection

*Amendment approved by the C.C. on 27.11.1980 (item 5(1) C)

** Amendment approved by the C.C. on 24.05.1977 (item 2 current work)

*** Amendment approved by the C.C. on 20.05.1985 (item 6)

**** Amendment approved by the C.C. on 04.01.1984 (item 15)

***** Amendment approved by the C.C. on 31.07.1977 (item 3)

Board shall consist only of members mentioned at (i) (ii) and (v) of sub-paragraph (1).

The Registrar will act as Secretary of the Board.

NOTE: The amendment will take effect from 22 June, 77, the date of the first meeting of the Selection Board.

- (4) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.
- (5) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall co-opt or consult three experts in the subject concerned and in selecting candidates for other teaching posts, two Experts in the subject concerned, to be nominated by the Vice- Chancellor from a standing list of experts for each subject approved by the Syndicate on the recommendation of the Selection Board and revise from time to time:

*Provided that in the case of a candidate who had been holding a teaching position in a University of Pakistan and is being considered for appointment to the same teaching position in the Islamia University, the requirement of consulting or co-opting fresh Experts may be dispensed with.

- 7. ***(1)** The Selection Board for teaching and other posts shall consider applications received in response to advertisement or otherwise, and recommend to the Syndicate the names of suitable candidates for appointment to teaching or other posts, as the case may be, and may also recommend:-
 - (i) The grant of a higher initial pay in a suitable case for reasons to be recorded; or
 - (ii) The appointment of an eminently qualified person to a Professorship in the University on terms and conditions other than those prescribed.
- (2) In event of difference of opinion between the Selection Board and the Syndicate, the matter shall be referred to the Chancellor whose decision shall be final.

**Functions of
the Selection
Board.**

- 8. (1) The Finance and Planning Committee shall consist of:-
 - (i) The Vice-Chancellor (Chairman);
 - (ii) One member of the Senate to be appointed by the Senate;
 - (iii) One member of the Syndicate to be appointed by the Syndicate;
 - (iv) Two members of the Academic Council to be appointed by the Academic Council;
 - (v) Two nominees of the Chancellor, one each from Education Department & Finance Department; and
 - (vi) The Treasurer.
- (2) The term of office of the appointed members shall be three years.
- (3) The quorum for a meeting of the Finance and Planning Committee shall be three members.

**Finance &
Planning
Committee.**

- 9. The functions of the Finance and Planning Committee shall be:-
 - (a) to consider the annual statement of accounts and the annual and revised budget estimates and to advise the Syndicate thereon;
 - (b) to review periodically the financial position of the University;
 - (c) to advise the Syndicate on all matters relating to planning, development, finances, investments, and accounts of the University; and
 - (d) to perform such other functions as may be prescribed.

**Functions of
the Finance &
Planning
Committee.**

*Amendment approved by the Chancellor's Committee on 27.11.1980. (item 2)

**Amendment approved by the Chancellor's Committee on 28.11.1979. (item 12)

- Affiliation Committee.**
- 10. (1)** The Affiliation Committee shall consist of:
- *(i) The Chairman to be nominated by the Vice-Chancellor;
 - ** (ii) Two senior teachers to be nominated by the Academic Council (or the Vice-Chancellor till such time as the Academic Council is constituted); and
 - **** (iii) The Director of Education (Colleges) Bahawalpur Division Bahawalpur.
 - **** (iv) The Regional Director of Technical Education may be co-opted when affiliated case of a Technical, Vocational or Commerce colleges is to be considered.
- (2) The term of office of the members of the Committee other than ex-officio members, shall be two years.
- (3) The Affiliation Committee may co-opt not more than three experts.
- (4) The quorum for a meeting of or for an inspection by the Affiliation Committee shall be three.
- (5) An officer of the University to be designated by the Vice-Chancellor for this purpose shall Act as Secretary to the Committee.
- (6) The functions of the Affiliation Committee shall be:
- **** (a) to inspect the educational institutions, seeking affiliation with, or admission to the privileges of the University and to advise the Syndicate thereon;
 - **** (b) to inquire into complaints alleging breach of conditions of affiliation by affiliated colleges and to advise the Syndicate thereon; and
 - (c) to perform such other functions as may be prescribed by Regulations.
- Discipline Committee.**
- 11. (1)** The Discipline Committee shall consist of:
- (i) Chairman to be nominated by the Vice-Chancellor;
 - **** (ii) two teachers of University to be nominated by the Vice-Chancellor;
 - ** (iii) one member to be nominated by the Syndicate on the recommendation of the Vice-Chancellor;
 - ***** (iv) The Director Students Affairs (Member/Secretary)
 - (v) Senior Warden of the University Hostels; and
 - ***** (vi) The President University Student's Union (or a student to be nominated by the Vice-Chancellor till such time as the University Student's Union comes into existence).
- (2) The term of office of the member of the Committee, other than ex-officio members, shall be two years.
- (3) The quorum for a meeting of the Discipline Committee shall be four members.
- (4) The functions of this Committee shall be:-
- (i) to propose Regulations to the Academic Council relating to the conduct of University students, maintenance of discipline and breach of discipline; and
 - (ii) to perform such other functions as may be prescribed.

**By order of the
SPEAKER,
Provincial Assembly of the Punjab
SH. MUHAMMAD ASADULLAH
SECRETARY,
Provincial Assembly of the Punjab.**

*Amendment approved by the C.C. on 27.11.1980 (item 5(1) (b)

** Amendment approved by the C.C. on 24.05.1977 (item 2 (current work)

*** Amendment approved by the C.C. on 30.06.1979 (item 5)

**** Amendment approved by the Senate on 13.11.1994.

*****Amendment approved by the C.C. on 24.5.1977.

PART-II

THE WEST PAKISTAN JAMIA ISLAMIA BAHAWALPUR ORDINANCE 1964

Chapter 2 The West Pakistan Jamia Islamia Bahawalpur Ordinance 1964

THE GAZETTE OF WEST PAKISTAN LAHORE, MONDAY, JANUARY 25,
1965 PROVINCIAL ASSEMBLY OF WEST PAKISTAN NOTIFICATION
THE 25TH JANUARY, 1965

No. PAWP-Legis-(114)-64/239-the following ordinance, as approved by the Provincial Assembly of West Pakistan,, In Pursuance of clause (3) of Article 79 of the Constitution at its meeting held on 25th January, 1965, is hereby published for general information:-

WEST PAKISTAN ORDINANCE NO. XVII OF 1964. THE WEST PAKISTAN JAMIA ISLAMIA (BAHAWALPUR) ORDINANCE, 1964. AN ORDINANCE

To reconstitute and re-organize the West Pakistan Jamia Islamia, Bahawalpur

WHEREAS it is expedient to reconstitute and re-organize the West Pakistan Jamia Islamia, Bahawalpur, to empower it to accept the affiliation of such Madrassas and Dar-ul-Ulooms as desire to be affiliated to it, confer degrees and diplomas, provide training for the personnel of the Auqaf Department and to place its affairs on a proper and formal basis so that it can adequately perform its role of teaching and research work in Islamic subjects, and to provide for matters incidental and supplemental thereto;

Preamble.

AND WHEREAS the Provincial Assembly is not in session and the Governor of West Pakistan is satisfied that circumstances exist which render immediate legislation necessary;

NOW, THEREFORE, in exercise of the powers conferred on him by clause (I) of Article 79 of the Constitution, the Governor of West Pakistan is pleased to make and promulgate the following Ordinance:-

CHAPTER 1

1. (1) This Ordinance may be called the West Pakistan Jamia Islamia (Bahawalpur) Ordinance, 1964.

Short Title & commencement.

- (2) It shall come into force at once.

In this Ordinance, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say.

Definitions.

- (a) "Affiliated institutions" means the Madrassas and Dar-ul-Ulooms affiliated to the Jamia Islamia Under the provisions of this Ordinance;
- (b) "Board of Governors" means the Board of Governors, Jamia Islamia, constituted under Section 10;
- (c) "Campus Committee" means the Campus Committee, Jamia Islamia constituted under section 29;
- (d) "Chairman" means the Chairman of the Board of Governors;
- (e) "Chief Administrator, Auqaf" means the Chief Administrator, Auqaf, appointed under section 3 of the west Pakistan Waqf Properties Ordinance, 1961;
- (f) "Finance Committee" means the Finance Committee, Jamia Islamia, constituted under section 28;
- (g) "Government" means the Government of West Pakistan;
- (h) "Jamia Islamia" means the west Pakistan Jamia Islamia, Bahawalpur;
- (i) "Madrassa Education Board" means the Madrassa Education Board, Jamia Islamia, constituted under section 24;

- (j) "Prescribed" means prescribed by Rules, Regulations and Statutes framed under this Ordinance;
- (k) "Recognized" means recognized by the Jamia Islamia Under this Ordinance;
- (l) "Regulations" means the regulations framed under this Ordinance;
- (m) "Rules" means the rules framed under this Ordinance;
- (n) "Selection Board" means the Selection Board Jamia Islamia, constituted under section 26;
- (o) "Statutes" means the Statutes framed under this Ordinance;
- (p) "Syllabus Committee" means the Syllabus Committee, Jamia Islamia, constituted under section 27;

CHAPTER II THE JAMIA ISLAMIA

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| Establishment & Corporation. | <p>2. (1) The Jamia Islamia shall be re-constituted in accordance with the provisions of this Ordinance.</p> <p>(2) The Jamia Islamia shall consist of:-</p> <ul style="list-style-type: none"> (i) the Amir-ul-Jamia; (ii) the Board of Governors; and (iii) the Rais-ul-Jamia. <p>(3) The Jamia Islamia shall be a body corporate by the name of the West Pakistan Jamia Islamia and shall have perpetual succession and a common seal and may sue and be sued in its corporate name.</p> <p>(4) The Jamia Islamia shall be competent to acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer any movable or immovable property which may have become vested in or acquired by it and to Contract and to do all other things necessary for the purpose of this Ordinance.</p> |
| Passing of Property & right to the Jamia Islamia. | <p>4 All properties, rights and interests of whatever kind, used, enjoyed, possessed, owned by, vested in or held in trust by or for the Jamia Islamia, and all liabilities legally subsisting against the said Jamia Islamia immediately before the commencement of this Ordinance shall pass to the said Jamia Islamia, as reconstituted under this Ordinance.</p> |
| Jurisdiction of the Jamia Islamia. | <p>5 The Jamia Islamia shall exercise the powers conferred on it under this Ordinance within the limits of its campus and in respect of the Dar-ul-Ulooms and Institutions affiliated to it or which seek affiliation to it.</p> |
| Powers of the Jamia Islamia. | <p>6 The Jamia Islamia shall have the power:-</p> <ul style="list-style-type: none"> (i) to provide for instruction in the Jamia Islamia and the affiliated institutions in such branches of learning as relate to the principals and concept of Islam and in such other branches of learning as the Jamia Islamia deems fit for research, advancement and dissemination of various branches of Islamic learning; (ii) to hold examinations, confer degree, diplomas and certificate on persons who:- <ul style="list-style-type: none"> (a) have pursued a course of study in the Jamia Islamia or in an affiliated institution and have passed the examinations of the Jamia Islamia under the prescribed conditions ; or (b) are admitted under prescribed conditions to the examinations of the Jamia Islamia, and have passed the examinations; (iii) to confer degrees and other academic distinctions on persons who have carried on independent research under the prescribed conditions; (iv) to confer honorary degrees and academic distinctions on the persons approved in the prescribed manner; (v) to admit institutions and Dar-ul-Ulooms to the privileges of the Jamia Islamia, under the prescribed conditions; |

- (vi) to supervise and control the residence and discipline of the students of the Jamia Islamia and the affiliated institutions and to make arrangement for promoting their health and general welfare;
- (vii) to receive grants, bequests, trusts, gifts, donations, endowments and other contributions made to the Jamia Islamia either generally or for specific purposes;
- (viii) to demand and to receive such fees and other charges from students and affiliated institutions as may be prescribed;
- (ix) to provide for the training of the personnel employed by the Auqaf Department of Government; and
- (x) to do such acts or things, whether incidental to the powers aforesaid or not, as may be requisite in order to :-
 - (a) further the objects of the Jamia Islamia as an examining, teaching or research body, specially regarding dissemination and advancement of various branches of Islamic learning; and
 - (b) to cultivate and promote Islamic ways.

CHAPTER III THE AMIR-UL-JAMIA

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| <p>7. The Governor of West Pakistan shall be the Amir-ul-Jamia of the Jamia Islamia.</p> | <p>The Amir-ul-Jamia.</p> |
| <p>8. (1) The Amir-ul-Jamia shall, when present, preside at the convocation of the Jamia Islamia.</p> <p>(2) The Amir-ul-Jamia may:-</p> <ul style="list-style-type: none"> (a) remove any person from the membership of any Board or Committee constituted under this Ordinance if such person:- <ul style="list-style-type: none"> (i) has become of unsound mind; or (ii) is incapacitated from performing his duties and functions as a member of such Board or Committee; (iii) has been convicted by a Court of Law of an offence involving moral turpitude; or (iv) is indulging in activities which are prejudicial to the interests of the Jamia Islamia, and the decision of the Amir-ul-Jamia in this behalf shall be final; (b) withdraw any degree or diploma, conferred on or granted to any person by the Jamia Islamia, if he has been convicted by a Court of Law of an offence involving moral turpitude. | <p>Powers of Amir-ul-Jamia.</p> |
| <p>9. (1) The Amir-ul-Jamia shall have power to cause an inspection to be made by such person or persons, as he may direct, of the offices, activities and funds of, and of examinations conducted by the Board of Governors and the Madrassa Education Board or any other Board or Committee of the Jamia Islamia and to cause an enquiry to be made in like manner in respect of any matter concerning the Board of Governors.</p> <p>(2) The Amir-ul-Jamia shall communicate to the Board of Governors the result of an inspection or enquiry made under sub-section (i), may advise the Board to take such action in respect of any matter relating to such inspection or enquiry and within such period as may be specified by him.</p> <p>(3) The board of Governors shall report to the Amir-ul-Jamia the action which it proposes to take or has taken on a communication received by it from the Amir-ul-Jamia under sub-section (2).</p> <p>(4) Where the Board of Governors, does not, on receipt of a communication from the Amir-ul-Jamia under sub-section (2), within a reasonable time, take action to the satisfaction of the Amir-ul-Jamia, the Amir-ul-Jamia may, after</p> | <p>Inspections.</p> |

considering any explanation presented by the Board of Governors, issue such directions as he think fit, and the Chairman of the Board of Governors shall comply with such directions.

- (5) If on the report of the Chairman, the Amir-ul-Jamia is satisfied that any proceedings of a Board or Committee is not in conformity with this Ordinance, the Amir-ul-Jamia may without prejudice the foregoing provisions of this section, by order in writing, annul such proceeding.

Provided that before making any such order, the Amir-ul-Jamia shall, through the Chairman, call upon the Board or Committee, as the case may be, to show cause why such an order should not be made against it.

CHAPTER IV THE BOARD OF GOVERNORS

- Composition.** 10. (1) The Board of Governors shall consist of the following members, namely:-
- (a) The Chief Administrator, Auqaf, who shall be the Chairman of the Board;
 - (b) The Secretary to the Government of West Pakistan, Education Department, or his nominee;
 - (c) The Commissioner, Bahawalpur Division;
 - (d) The Rais-ul-Jamia;
 - (e) Three scholars in the field of Islamic Studies to be nominated by the Amir-ul-Jamia and
 - (f) The Education Advisor, Auqaf Department, West Pakistan, or any other nominee of the Auqaf Department.
- (2) The names of the members of the Board of Governors nominated under the provisions of clause (e) and (f) of sub-section (1) shall be notified in the Official Gazette.
- Term of Office.** 11. (1) The term of office of the members of the Board of Governors, other than ex-officio members, shall be two years, commencing from the date that their names are notified in the Official Gazette.
- (2) When a person ceases to be a member of the board of Governors he shall cease to be member of any of the committees or the Boards of which he may be a member by virtue of his membership of the Board of Governors.
- Term of Official Members.** 12. No member appointed by virtue of his office shall continue to be a member if he ceases to hold that office.
- Resignation.** 13. A member of the Board of Governors may resign his membership by a letter addressed to the Chairman; provided that the resignation shall not have effect until it is accepted by the Amir-ul-Jamia.
- Casual Vacancies.** 14. (1) Whenever there occurs a vacancy in the membership of the Board of Governors, due to death, resignation, removal or any other cause, it shall be filled in accordance with the provisions of this Ordinance.
- (2) The person who fills the vacancy shall hold office for the remainder of the term of office of the person in whose place he has been appointed.
- (3) The meetings of the Board of Governors shall be presided over by the Chairman or in his absence by any other member elected for the purpose by the members present.
- (4) Each member shall have one vote, but in the event of equality of votes, the Chairman or the member presiding shall have a second or casting vote.
- Meetings of the Board.** 15. (1) The Chairman may, when he considers necessary, and shall, on a requisition from at least five members of the Board, call a meeting of the Board of Governors.

(2) The quorum for the meetings of the Board of Governors, shall be “four”.

16. The Board of Governors shall have the powers:-

**Powers of the
Board of
Governors.**

- (i) To institute Professorships, Readerships, Lectureships and any other Teaching or Administrative post required by the Jamia Islamia, and to appoint persons thereto under prescribed conditions;
- (ii) To institute and award fellowships, Exhibitions, scholarships, bursaries, medals and other awards under prescribed conditions and
- (iii) To consider and pass the budget of the Jamia Islamia.

17. (1) The Board of Governors may frame regulations consistent with this Ordinance on all or any of the following matters, namely:-

Regulations.

- (a) The constitution, powers and duties of Boards and committees of the Jamia Islamia;
 - (b) The powers and duties of the officers of the Jamia Islamia;
 - (c) The terms and conditions of service of the employees of the Jamia Islamia including matters relating to disciplinary action against, grant of leave to and retirement of such employees;
 - (d) The constitution of Pension or Provident fund or both for the benefit of the employees of the Jamia Islamia;
 - (e) The conditions and procedure for affiliation or disaffiliation of an institution;
 - (f) General schemes of studies, including the total number of subjects to be taught, and the duration of courses;
 - (g) The medium of instructions and examinations; and
 - (h) Such other matters as may appear necessary for giving effect to the provisions of this Ordinance;
- (2) When any regulations have been framed by the Board of Governors, they shall be submitted to Government for its approval, and Government may approve them or withhold its approval or refer them back to the Board of Governors for reconsideration. No regulations shall come into force or be valid until they have been approved by Government.

18. (1) The Board of Governors may frame Statutes consistent with this Ordinance and the regulations to provide for

Statutes.

- (i) Inspection of institutions and the reports, returns and other information to be furnished by them;
 - (ii) The conditions for admission to the various classes of the Jamia Islamia;
 - (iii) The conditions for admission to examinations held by the Jamia Islamia, and to the degrees, diplomas and certificates conferred by it;
 - (iv) The conduct of examinations;
 - (v) The institution of scholarships, medals and prizes; and ;
 - (vi) Such other matters as may be prescribed by regulations.
- (2) When any Statutes have been framed by the Board of Governors they shall be submitted to the Amir-ul-Jamia for his approval, and the Amir-ul-Jamia may approve them or withhold his approval or refer them back to the Board of Governors for reconsideration. No Statutes shall come into force or be valid until they have been approved by the Amir-ul-Jamia.

19. The Board of Governors shall establish for the benefit of the employees of the Jamia Islamia such Pension or Provident fund or both as it may deem fit and in such manner and subject to such conditions as may be prescribed.

**Provident Fund or
Pension.**

Functions of the Chairman.

20. The Chairman shall:-

- (a) Preside over the meetings of the Board;
- (b) Subject to any special or general directions given by the Board, be incharge of the day to day work of the Board; and
- (c) For meeting any emergency arising out of any academic or administrative issue, for which no provision is made in this Ordinance, take such measures as he may deem necessary in that behalf.

CHAPTER V RAIS-UL-JAMIA

Appointment of Rais-ul-Jamia.

- 21.** (1) The Rais-ul-Jamia shall be appointed by the Amir-ul-Jamia on such terms and conditions as may be prescribed by rules.
- (2) When the office of the Rais-ul-Jamia is vacant temporarily or otherwise by reason of leave or illness of the incumbent of that office or for any other reason, the Amir-ul-Jamia shall make such arrangements for carrying on the duties of the office of the Rais-ul-Jamia as he may think fit.

Powers of Rais-ul-Jamia.

- 22.** (1) The Rais-ul-Jamia shall be the principal executive and academic officer of the Jamia Islamia.
- (2) The Rais-ul-Jamia shall:-
- (a) Ensure that the Jamia Islamia policies, rules, regulations and Statutes are faithfully observed and carried out;
 - (b) Correspond with the Chairman of the Board of Governors on all financial and administrative matters;
 - (c) Have the power to appoint, promote, punish or dismiss employees of the Jamia Islamia in accordance with the rules regulation and statutes;
 - (d) Have the right to visit affiliated institutions.
- (3) The Rais-ul-Jamia may, subject to such conditions as may be prescribed and with the approval of the Chairman, Delegate any of his powers to any employee of the Jamia Islamia, as he may deem fit.

CHAPTER VI BOARDS AND COMMITTEES OF THE JAMIA ISLAMIA.

23. There shall be the following Boards and Committees of the Jamia Islamia:-

- (i) The Madrassa Education Board;
- (ii) The Selection Board;
- (iii) The Syllabus committee;
- (iv) The Finance Committee;
- (v) The Campus Committee.

The Madrassa Education Board.

24. (1) The Madrassa Education Board shall consist of the following:-

- (a) The Chief Administrator, Auqaf who shall be the Chairman of the Board;
- (b) The Rais-ul-Jamia;
- (c) One Head of a Department of the Jamia Islamia appointed by the Chairman of the Board of Governors;
- (d) Two representatives of the affiliated institutions, to be appointed by the Board of Governors;
- (e) The Divisional Inspector of Schools, Bahawalpur; and
- (f) The Education Advisor, Auqaf Department, West Pakistan, or any other nominee of the Auqaf Department.

- (2) The Rais-ul-Jamia shall be the Vice-Chancellor of the Madrassa Education Board and shall be incharge of the day to day administration of the Board.
- (3) In the absence of the Chairman the Vice-Chancellor shall preside over the meetings of the Madrassa Education Board.

25. The Madrassa Education Board shall:-

**Power of the
Madrassa
Education Board.**

- (a) Function as examining and affiliating body and shall conduct the Middle and high School Examinations in the subjects prescribed for the Jamia Islamia by the Board of Governors.
- (b) Award appropriate Sanads (certificates) to the successful candidates appearing for the Middle and High School Examinations; and
- (c) Propose Statutes to the Board of Governors on any matter specified in sub-section (I) of section 18.

26. (1) The Selection Board shall consist of the following:-

Selection Board.

- (a) The Chief Administrator, Auqaf, who shall be the Chairman of the Board;
- (b) The Secretary to Government of West Pakistan, Education Department;
- (c) The Rais-ul-Jamia; and
- (d) One Specialist selected by the Chairman as co-opted member.

(2) The Selection Board shall:-

- (a) Consider the appointments of all such employees of the Jamia Islamia whose appointment is not covered by the powers conferred on the Rais-ul-Jamia under this Ordinance; and
- (b) Propose regulations to the Board of Governors on matters specified in sub-section (I) of section 17.

27. (1) The Syllabus committee shall consist of the following:-

**Syllabus
Committee.**

- (a) The Chief Administrator, Auqaf, who shall be the Chairman of the Committee;
- (b) The Rais-ul-Jamia;
- (c) Two Heads of Departments of the Jamia, Islamia, to be nominated by the Chief Administrator, Auqaf;
- (d) Three leading Ulema and Educationists of West Pakistan;
- (e) The Education Advisor, Auqaf Department, West Pakistan, or any other nominee of the Auqaf Department.

(2) The Syllabus Committee shall:-

- (a) Frame and present Statutes for the approval of the Amir-ul-Jamia; and
- (b) Prescribe and review, from time to time, the syllabi for the various courses of instructions at the Jamia Islamia or the affiliated institutions.

28. (1) The Finance committee shall consist of the following:-

**Finance
Committee.**

- (a) The Commissioner, Bahawalpur Division, who shall be the Chairman of the Committee;
 - (b) The Rais-ul-Jamia ; and
 - (c) A nominee of the Chief Administrator, Auqaf.
- (2) The Committee shall be concerned with the preparation of the budget, re-appropriation and other matters pertaining to finances of the Jamia Islamia.**

- Campus Committee.** 29. (1) The Campus Committee shall consist of the following:-
- (a) The Commissioner, Bahawalpur Division, who shall be the Chairman of the committee;
 - (b) The Rais-ul-Jamia;
 - (c) The Chief Engineer, Buildings and Roads, Bahawalpur Zone, or his representative; and
 - (d) A nominee of the Chief Administrator, Auqaf,
- (2) The Campus Committee shall deal with:-
- (a) Matters pertaining to planning and development of the Jamia Islamia; and
 - (b) Such local matters and problems in which the advice and immediate assistance of the committee or its branches are thought necessary .

- Powers of the Chairman to Constitute Boards and Committees.** 30. The Chairman of the Board of Governors shall constitute such other Boards or Committees as may be necessary for giving effect to the provisions of this Ordinance.

CHAPTER VII MISCELLANEOUS

- Jamia Islamia open to all classes & creeds.** 31. No person shall be excluded from membership of any Board or Committee of the Jamia Islamia or from admission to any degree or course of study of the Jamia Islamia on the sole ground of sex, race, creed or class.

- Members and employees to be public servants.** 32. Members of the Boards and Committees constituted under this Ordinance, the employees of the Jamia Islamia, such Boards and Committees and other persons appointed under this Ordinance, shall be deemed to be public servants within the meaning of section 21 of the Pakistan Penal Code (Act XLV of 1860).

- Prohibition to seek election etc.** 33. The employees of the Jamia Islamia shall neither seek nor contest election to any legislature or a local body.

Explanation:-for the purposes of this section, the expression “employees of the Jamia Islamia” shall include all persons drawing salary or remuneration from the funds of the Jamia Islamia.

- Admission to Examinations.** 34. No person shall, except as otherwise provided by or under this Ordinance or the rules, regulations or Statutes, be admitted as a student unless he produces a certificate to the effect that he has completed the prescribed courses of instructions as a regular student of the Jamia Islamia or an affiliated institution or a Teaching Department organized by the Jamia Islamia.

- Affiliation and Admission of Dar-ul-Uloom to the Privileges of the Jamia Islamia.** 35. (I) A Dar-ul-Uloom seeking affiliation to the Jamia Islamia shall make an application in that behalf to the Jamia Islamia and shall satisfy it;
- (a) That the Dar-ul-Uloom is under the management of a regularly constituted body;
 - (b) That the financial resources of the Dar-ul-Uloom are such as may enable it to make due provision for its continued maintenance and efficient working;
 - (c) That the strength and qualifications of the teaching and other staff and their terms and conditions of service make due provisions for the course of instructions, teaching or training to be undertaken by the Dar-ul-Uloom;

- (d) That the building of the Dar-ul-Uloom is adequate and suitable and that provision will be made in conformity with the Statutes for the residence of hostellers not residing with their parents or guardians and for the supervision and physical and general welfare of students;
 - (e) That provision exists for a suitable library and adequate library service;
 - (f) That the affiliation of the Dar-ul-Uloom will not be injurious or detrimental to the interest of education or discipline of the neighboring institutions or the interest of the Jamia Islamia.
- (2) The application for affiliation shall further contain an undertaking that after the Dar-ul-Uloom is affiliated, any transference of and changes in the management and changes in the teaching staff shall forthwith be reported to the Jamia Islamia, and that the teaching staff shall possess such qualifications as are prescribed.
 - (3) No Dar-ul-Uloom shall be granted affiliation or shall be admitted to the privileges of the Jamia Islamia, except with the approval of the Board of Governors.
 - (4) The procedure to be followed in disposing of applications for affiliation of Dar-ul-Uloom shall be such as may be prescribed.
 - (5) Every Dar-ul-Uloom affiliated to the Jamia Islamia shall furnish to the Jamia Islamia such reports, returns and other information as the Jamia Islamia may require to enable it to judge the efficiency of the Dar-ul-Uloom.
 - (6) The Jamia Islamia shall cause every Dar-ul-Uloom affiliated to it to be inspected from time to time by one or more competent persons Authorised by it in this behalf.
 - (7) The Jamia Islamia may call upon any Dar-ul-Uloom so inspected to take, within a specified period, such action as may appear to the Jamia Islamia to be necessary in respect of any of the matters referred to or provided for in the Statutes.

Explanation:-In this section, the expression “Dar-ul-Uloom” includes a Madrassa.

36. The Jamia Islamia shall have a fund to which shall be credited:- **Fund.**
 - (a) Its incomes from fees, donations, trusts, bequests, endowments, grants and all other sources;
 - (b) Any contribution or grant made to the Jamia Islamia by any Government.
37. (1) The accounts of the Jamia Islamia shall be maintained in such form and such manner as may be prescribed by rules. **Accounts.**
 (2) The statement of accounts of the Jamia Islamia shall be submitted to Government once a year.
38. There shall be pre-audit of all bills to be paid out of the funds of the Jamia Islamia, and no expenditure shall be incurred from out of the funds of the Jamia Islamia unless a bill for payment has been audited by the Auditor of the Jamia Islamia in conformity with the provisions of this Ordinance the rules and regulations. **Pre Audit of Bills.**
39. At the end of each financial year, the accounts of the Jamia Islamia shall be audited by such authority as may be prescribed by rules and the Audit report, with the comments of the Rais-ul-Jamia shall be laid before the Government. **Annual Audit of Accounts.**
40. Government may make rules consistent with this Ordinance for regulating any of the matters which under this Ordinance are to be prescribed by rules and for carrying out the purposes of this Ordinance.

Bar to Suit. **41.** No Act done, order passed or proceedings taken by the Board of Governors or any other authority set up or established under this Ordinance in exercise of any power conferred upon it by or under this Ordinance shall be called in question in any court by a suit or otherwise.

CHAPTER VIII

TRANSITIONAL PROVISIONS

Transitional Provisions.

42. (1) Till such time as the members of the Board of Governors are appointed, the ex-officio members thereof shall exercise all the powers and perform all the duties of the Board and the various committees of the Board.

(2) Till the other Boards and Committees to be constituted under this Ordinance are constituted, the Board of Governors shall exercise all the powers and perform all the functions of such Boards and Committees.

(3) If there is any difficulty in giving effect to the provisions of this Ordinance, the Amir-ul-Jamia may take such action to remove the difficulty as he may deem necessary.

Protection of Acts 43. No suit for damages or other legal proceedings shall be instituted against etc. Government, the Jamia Islamia in respect of anything done or purported to have been done in good faith, in pursuance of this Ordinance and the statutes, regulations and rules made thereunder.

**MALIK AMIR MUHAMMAD KHAN
GOVERNOR OF WEST PAKISTAN.**

Lahore
Dated the 25th
September, 1964.

PART-III

THE UNIVERSITY STATUTES

Chapter 3 The Islamia University Bahawalpur Teachers National Pay Scales Statutes, 1975

1. Short Title, Application and Commencement:-

- (i) These Statutes may be called the Islamia University, Bahawalpur Teachers National Pay Scales Statutes, 1975.
- (ii) Subject to the provisions of paragraph-4 and 5 they shall be deemed to have come into effect from the 1st day of March 1972; provided that no arrears of pay shall be payable as a result of fixation of pay under these Statutes in respect of the period prior to 1st August 1973.
- (iii) Subject to the provisions of paragraph 4, these Statutes shall apply to University Teachers holding teaching posts specified in the Schedule.

2. Definitions:-

In these Statutes, unless there is anything repugnant in the subject or context;

- a. "Annexure" means an annexure appended to these Statutes;
- b. "University" means the Islamia University, Bahawalpur as established under the Islamia University of Bahawalpur Act, 1975 (Punjab Act No. IV of 1975) as may be amended from time to time;
- c. "University Teacher" means a whole time Teacher appointed by the University and recognized by the University;
- d. "Treasurer" means the Treasurer of the University;
- e. "Existing University Teacher" means a Teacher who was in the service of the University on the 29th day of February, 1972 and continued in service after that date;
- f. "Existing Pay" means the pay that would have been drawn under the existing pay scales by an existing Teacher on 1st March 1972, or the date w.e.f. which he opts for the National Pay Scales, as the case may be;
- g. "Existing Pay Scale" means the scale of pay to which an existing University Teacher was entitled immediately before the 1st day of March, 1972 or the date with the effect from which he opts for the National Pay Scales in accordance with the Statutes etc., applicable to him on that date;
- h. "Senate" means the Senate of the Islamia University, Bahawalpur;
- i. "Syndicate" means the Syndicate of the Islamia University, Bahawalpur;
- j. "Pay" means the amount drawn monthly by a University Teacher otherwise than as special pay, technical pay, personal pay or as an allowance;
- k. "Pay Scale" includes a fixed rate of pay;
- l. "National Pay Scale" means the scales of pay specified in Annexure-A; and
- m. "Schedule" means the Schedule of these Statutes;

3. Applicability of National Pay Scales:-

Subject to the provisions of paragraph 4, National Pay Scales shall apply to the University Teachers holding posts specified in the Schedule.

4. Right of Option:-

- 1. (a) Every existing University Teacher shall have the right to opt for the National Pay Scales. However, he will be entitled to have his pay fixed in the prescribed National Pay Scales only if he holds the qualifications prescribed in Statute No. 18.
- (b) An existing University Teacher, as defined in clause (e) of paragraph 2 opting for the National Pay Scale, may opt for these Statutes w.e.f. the 1st

March, 1972 or any date thereafter upto and including the 28th February, 1974.

2. The option shall be exercised in writing in the form prescribed in Annexure (B) and shall be communicated to the Treasurer within a period of four months from the publication of the notification of these Statutes, and in the case of posts included in the Schedule after the date of publication of notification of these Statutes, within a period of four months from the publication of such inclusion.
3. In case an existing University Teacher, at the time of publication of notification of these Statutes is out of Pakistan or is on leave, and has, for some reasons, not been able to exercise the option, he may exercise the option and communicate it to the Treasurer within four months from the date of his taking over the charge of his post in the University.
4. If an existing University Teacher fails to opt for existing Pay Scales or National Pay Scales within the period prescribed in sub paragraphs (2) and (3) it will be presumed that he has opted for the National Pay Scales w . e . f . the 1st March, 1972.
5. The option once exercised shall be final.

Explanation:-

An existing Teacher can either opt for the National Pay Scales or for the existing pay scales. It is not open to him to opt for the National Pay Scales in the case of some post or posts and the existing pay scales in the case of other post or posts.

6. The existing University Teachers who do not opt for the National Pay Scales shall continue to be governed by the Statutes, decisions, orders etc; regarding scales of pay, allowances etc; that would have been applicable to them but for the making of these Statutes.

5. Fixation of Pay in the National Pay Scales:-

1. Subject to the provisions of sub-paragraph 5 of this paragraph the pay of existing University Teachers who opt for the National Pay Scales shall be fixed in the said pay scales w.e.f. 1st March, 1972 or any subsequent date w.e.f which they opt for the same under paragraph 4; provided that no arrears will be payable in respect of the period prior to 1st August, 1973.
2. In the case of National Pay Scale Nos. 16 to 18, the pay shall be fixed at the stage equal to and, if there shall be no such stage, at the stage next above, the aggregate of the following:
 - a) the exiting pay and
 - b) an amount of increase to be determined in accordance with the following formula:

National Pay Scale of Pay in which pay is to be fixed	Increase over exiting Pay
16	10% subject to a minimum of Rs. 30/-and a maximum
	Rs. 60/-
17 & 18	Rs. 60/-

3. Subject to the provisions of paragraph 11 in the case of National Pay Scales No. 19 and 20 the pay shall be fixed at the stage next above the existing pay.
4. Fixation of pay in the manner prescribed in sub-paragraphs (2) and (3) of this paragraph shall be subject to the conditions that maximum of the relevant National Pay Scale is not exceeded.

5. In the case of University Teachers who were eligible subject to option to the benefit of fixation of pay under the Punjab (non-gazetted) teaching staff (National Pay Scale) Rules, 1973, pay in the relevant National Pay Scales shall be fixed at the stage equal to their existing pay, and if there is no such stage, at the next below stage plus personal pay equal to the difference.
 6. The University Teachers who were appointed to a post specified in the Schedule by initial recruitment on or after the 1st March, 1972, shall not be allowed the benefit of fixation of pay under sub-paragraphs 2 or 3. They shall be deemed to have been appointed at the minimum of the relevant National Pay Scale.
 7. The personal pay mentioned in sub paragraph 5 shall be reduced by the amount by which the pay of the University Teacher is subsequently increased, and shall cease to be payable as soon as the pay is increased by an amount equal to or more than the personal pay.
6. The pay of every University Teacher covered by paragraph 5 shall be fixed both in the scale of his substantive post and the scale of the post held by him in temporary or officiating capacity.
- 7. Increments in the National Pay Scales:-**
1. The increments in the National Pay Scale shall fall due on the 1st day of December following the completion of at least six months service at a stage in relevant National Pay Scale.
 2. The Lecturers in the National Pay Scales No. 17 will also get one increment w.e.f 1-12-1974.
 3. **Advance Increments on Account of Higher Qualification:-**
 - (i) University lecturers with Ph. D. will get six advance increments on entry into service in the University. Those with M.A./M.Sc. from a foreign University or M. Phil from a University in Pakistan will receive four advance increments.
 - (ii) For in service University Teachers four advance increments will be given for obtaining a Ph. D. (to be completed within four years) two for M.A./M.Sc (from abroad) and two for an M.Phil. in addition to their normal increments. These increments will be given from the date of the result and will not affect the date of normal increment.
 - (iii) Two increments over the initial stage will be given to a fresh entrant as lecturer if he is a first class first or he is first divisioner throughout i.e., from Matric to M.A./ M.Sc. and one increment for a person who has secured first class in three out of four examinations or first class first in two examinations.
- 8. Admissibility of next higher National Pay Scale after reaching the Maximum of a Lower Scale:-**
1. Subject to the provisions of sub-paragraph 2 a University Teacher who has reached the maximum of National Pay Scale No. 16 or 17 shall be brought on to National Pay Scale No. 17 or 18 respectively, w.e.f. the 1st December, of the year in which he completes three years of such service at the above mentioned maximum as counts for increments under the rules, Statutes etc., subject to the following conditions that he has earned in succession from the year of reaching of maximum up to the year of moving over (Both years included) Annual Confidential reports without any adverse entry. If this condition is not fulfilled such University Teacher shall wait at the maximum till he has earned in succession the requisite number of reports without any adverse entry, and his move over to the next higher scale shall take effect from the 1st of December of the year following the one for which last such report is earned.

2. The University Teacher who will be adjusted in or whose pay scale is National Pay Scale No. 16 will be allowed to move over only up to National Pay Scale No. 17 and a University Teacher who will be adjusted in or whose pay scale is National Pay Scale No. 17 will be allowed to move over as up to National Pay Scale No. 18.
3. When a University Teacher is allowed to draw pay in the next higher National Pay Scale under sub paragraph (I) his pay, in the higher scale shall be fixed at a stage equal to the maximum of the lower National Pay Scale and if there is no such stage at the next lower stage with personal pay equal to the difference. The personal pay will be absorbed in future increments.

9. Fixation of Pay on Promotion:-

1. Subject to the provisions of paragraph 10, in the case of promotion from a lower to a higher post, where the stage in the National Pay Scale of the University Teacher concerned in the National Pay Scale of the lower post, gives a pay increase equal to, or less than a full increment in the pay scale of the higher post, the initial pay in the National Pay Scale of the higher post will be fixed after allowing a premature increment in the National Pay Scale of the higher post; Provided that a University Teacher, who is promoted from National Pay Scale No. 17 to National Pay Scale No. 18 after the expiry of a period of three years from the date of reaching the maximum benefit equal to two increments in National Pay Scale No. 18.
 2. If, by virtue of the benefit admissible under paragraph 8, a University Teacher is already drawing pay in the National Pay Scale of the higher post at the time of his promotion he will be allowed one advance increment in that scale with effect from the date of promotion;
Provided that if the promotion is from a post carrying National Pay Scale No. 17 to a post carrying National Pay Scale No. 18 the University Teacher shall be allowed two advance increments in the higher scale.
 3. All existing Statutes, rules orders or decisions allowing minimum benefit to the University Teachers on promotion from a lower to a higher post shall cease to be applicable to the University Teachers drawing pay in the National Pay Scales with effect from the date they start drawing pay in the National Pay Scales.
10. If a University Teacher in National Pay Scale No. 17 is appointed to a post in National Pay Scale No. 18 before he enters the 7th year of his service as class a employee of the University he shall draw the minimum of National Pay Scale No. 18 and the next increment in that scale shall occur to him on the 1st day of December, following the completion of the 7th year of service.

Explanation:-

Class A Employee of the University means an employee the minimum of whose pay scale was Rs. 300 or more before 1.6.70 and Rs. 350/- or more on or after that date.

11. Admissibility of Full Pay of the Post in National Pay Scales No 19 and Above:-

1. If a University Teacher is appointed to a post carrying National Pay Scale No. 19 and above (hereinafter referred to as the said post) on or after the date from which he has opted for the National Pay Scales, but has not on the day of his appointment to the said post completed the minimum length class I / Class A service prescribed for such post in column 5 of the Schedule, he shall be entitled to the minimum of the National Pay Scale, prescribed for the said post only from the date he completes the prescribed minimum length of service and till such time, as he completes prescribed minimum length of service he shall be entitled to:-

- a) The pay admissible to him from time to time in the lower post held by him immediately before his appointment to the said post and
 - b) The difference between the pay referred to in clause (a) and the minimum of the National Pay Scale of the said post reduced by twenty per cent of the difference for every year or part of the year by which his service falls short of the prescribed length of service subject to a maximum reduction of eighty percent.
2. If a University Teacher was holding a post carrying National Pay Scale No. 19 or above immediately before the date from which he opts for the National Pay Scale but had not completed the prescribed length of service on that date, his pay shall first be fixed in the next lower National Pay Scale under the relevant provisions of those Statutes and thereafter, with reference to the pay so fixed, his pay in the National Pay Scale of the post held by him shall be determined in accordance with the provisions of sub-paragraph (I)
- Explanation:-** In completing the length of service for the purpose of this paragraph:-
- a. To the length of service in National Pay Scale No. 17 above (formerly called Class-I service) shall be added half of the service in National Pay Scale No. – 16 (formerly called Class-II service) and 1/4th of the service in National Pay Scales lower than scale No. 16 (formerly called non-gazetted service), if any, and
 - b. The service rendered under the Federal Government or another Provincial Government/an Autonomous Body shall also be taken into account.

12. Selection Grades:-

There shall be no selection Grade in the National Pay Scales.

13. Technical Pay:-

There shall be no technical pay attached to any post in the National Pay Scale, nor shall it be granted to any University Teacher drawing pay in the National Pay Scale.

14. Special Pay:-

If a special pay was attached to a post or admissible to certain incumbents of such posts in the existing pay scales, such special pay shall, unless otherwise specified in the Schedule, continue to be admissible at the existing rates with the National Pay Scales, without any maximum limit of pay.

15. The University Teachers drawing pay in National Pay Scales shall be entitled to senior post allowance as admissible vide Govt. of the Punjab's letter No. FD-PR-2-2/72(A) dated 17-12-1973 as amended from time to time.

16. All existing Statutes, rules, orders, decisions etc., shall be deemed to have been modified to the extent indicated in these Statutes. All existing Statutes, rules, orders etc., not so modified shall continue in force.

17. University Teachers engaged on Contract:-

University Teachers engaged on Contract shall continue to draw their covenanted pay for so long as they hold the posts in which they were recruited but if they are employed in any other post, they shall either draw the pay of the latter posts as prescribed in the Schedule or the covenanted pay, whichever pay, whichever is more beneficial to them.

18. Qualifications and experience for appointment and recruitment to various cadres of the University Teachers shall be as below:-

- (a) **Lecturers.** 1st Class, Mater's Degree in Arts and Science/1st Class B.Sc. (Engg)/1st Class L.L.B. or equivalent qualifications.
- (b) **Assistant Professor** (i) Educational qualification as in (a) above and 6 years experience in a recognized University or a post-graduate institution as a lecturer or Professional experience in National or International organization.
OR
(ii) Master's degree (Foreign) or M. Phil from a Pakistani University plus 4 years experience in a recognized University as a Lecturer or Professional experience in the relevant field in a National or international organization.
OR.
(iii) Ph. D. with 2 years teaching /research experience in a recognized University or Professional experience in the relevant field in a National or International organization
- (c) **Associate Professor** (i) Master's degree / B.Sc. (Engg)/L.L.B. with 13 years, teaching/research experience in a recognized University or professional experience in the relevant field in a national or international organization plus 5 research publications in Journals of International repute.
OR.
(ii) Ph. D. with 10 years teaching/research experience in a recognized University or professional experience in the relevant field in a national or international organization plus 5 research publications in Journals of International repute.
- (d) **Professor** (i) Master's degree/M. Phil with 18 years' teaching/research experience in a recognized University. University or professional experience in the relevant field in a national or international organization plus 8 research publications in Journals of International repute.
OR
(ii) Ph. D. with 15 years teaching / research experience in a recognized University or professional experience in the relevant field in a national or international organization plus 8 research publication in Journals of international repute.
- (e) (c) (i) and (d) (i) above will remain operative only for a period of 5 years to provide opportunities to existing members of the staff in the universities to improve their qualification.
- (f) for a period of two years, publications in lieu of research will be evaluated by a committee to be set up by the University Grants Commission.
- (g) In case of any difficulty in determining the equivalence of degrees and experience in technical and professional subjects, the University grants commission will be consulted.

19. House Rent Allowance:-

The University Teachers shall be paid house rent allowance in accordance with the rates and procedure laid down in the Punjab Govt.'s letter No. FD-PR-2-2/72(A) dated 17-12-1973 as amended from time to time.

20. Application of Paragraph No. 18 & 19:-

Notwithstanding the provisions of paragraph 1(2), the provision of paragraphs 18 & 19 shall be deemed to have come into force w.e.f. 18th March, 1975 and 1st July 1975 respectively.

- 21.** Notwithstanding the provisions of paragraph 1 (2), the lecturer who had completed three years of regular service in June, 1970 will be promoted as Assistant Professors from the said date in accordance with the procedure laid down by the Syndicate/C.C..

22. Additions to or modifications in the Schedule:-

The University from time to time may add to or modify the Schedule with the approval of Pro-Chancellor/Chancellor.

23. Reference to Anomaly Committees:-

All individual cases of hardship and anomalies that may arise out of the application of the National Pay Scales Statutes may be referred to an Anomaly committee to be appointed by the Syndicate/Chancellor's Committee and the latter may on the recommendation of the said Committee, relax any of these Statutes for reasons to be recorded in writing.

ANNEXURE 'A'**NATIONAL SCALES OF PAY FOR UNIVERSITY TEACHERS**

S. No	National Scales of Pay	Posts to which applicable	Prescribed length of class I Service
		Post the maximum of the consolidated pay scales of which	
16	400-35-750/50-1000	Does not exceed Rs. 925	Nil
17	500-50-1000/50-1250 (Junior class I)	Exceeds Rs. 925 but does not exceed Rs. 1,150	Nil
18	1000-75-1750 (Senior class I)	Exceeds Rs. 1,150 but does not exceed Rs. 1,699	Nil
19	1800-80-2200	Exceeds Rs. 1,699 but does not exceed Rs. 2,150	13 years
20	2300-100-2600	Exceeds Rs. 2,150 but does not exceed Rs. 2,600	15 years

ANNEXURE 'B'**OPTION FORM**

I, _____ opt/do not opt for the National Pay Scales introduced by the Islamia University Teachers (National Pay Scales) Statutes, 1975 with effect from _____.

I fully understand that the option once exercised is final.

Signature

Name in block letters. _____

Father's name _____

Designation. _____

Department _____

Dated _____/

SCHEDULE

Sr. No.	Designation of the Post.	Existing Pay Scale	National Pay Scales	Prescribed length of Class I Service under the Govt./Class A under the University.	Remarks
1.	Senior Theology Teacher (Instructor)	325-20-525 (Consolidated)	400-35-750/50-1000.(No.16)	Nil	
2.	Lecturer	450-50-1050 (w.e.f. 1.6.1970)	500-50-1000/50-1250(No. 17)	Nil	
3.	Assistant Professor	600-50-1250 (w.e.f. 1.6.1970)	1000-75-1750 (No. 18)	Nil	
4.	Associate Professor	750-75-1500 (Consolidated) 875-75-1700 (Revised consolidated) (w.e.f. 1.6.1970)	1800-80-2200 (No. 19)	13 years	
5.	Professors Principals of Constituent Colleges and Director of Institute	1100-75-2000 (consolidated) 1200-100-2200 (Revised consolidated) (w.e.f. 1.6.1970)	2300-100-2600 (No. 20)	15 years	

Chapter 4 The Islamia University Bahawalpur Class 'A' Employees (Officers Other Than Teachers) Pay Revision University Statutes, 1975

1. Short Title, Application and Commencement:-

- 1) These Statutes may be called the Islamia University Bahawalpur Class 'A' Employees (Officers other than Teachers) (Pay Revision) University Statutes, 1975.
- 2). Subject to the provisions of Statutes 4 and 5, they shall be deemed to have come into effect from the 1st day of March, 1972.
- 3). Subject to the provisions of Statute 4, they shall apply to all officers holding posts specified in the Schedule who are in the service of the University except those who are on deputation to this University.

2. Definitions:-

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

- (a) "Annexure" means an annexure appended to these Statutes;
- (b) "Consolidated Scale" means a scale of pay prescribed before the promulgation of the National Pay Scales;
- (c) "Existing University Employee" means a University employee who was a Class 'A' Officer on the 29th day of February, 1972 and continued in service after that date;
- (d) "Existing Pay" means the pay that an existing University employee would have drawn on 1st day of March, 1972 or the date with effect from which he opts for the National Pay Scales, as the case may be;
provided that in the case of a post in respect of which it is mentioned in the Schedule that the National Pay Scale includes special pay or technical pay previously prescribed therefore, the term "Existing Pay" shall also include such special pay or technical pay, as the case may be;
Provided further that in the case of University Employees who opted to retain the present Scales, the "Existing Pay" shall also include the dearness pay admissible.
- (e) "Existing Pay Scale" means the scale of pay to which a University employee was entitled immediately before 1st day of march, 1972 or the date with effect from which he opts for the National Pay Scales in accordance with the University Statutes applicable to him before that date;
- (f) "Syndicate" means the Syndicate of the Islamia, University Bahawalpur;
- (g) "University" means the Islamia University, Bahawalpur;
- (h) "University Employee" means a University Officer of Class 'A';
- (i) "Pay" means the amount drawn monthly by a University employee otherwise than as special pay, technical pay, personal pay, overseas pay, teaching pay or as an allowance;
- (j) "Pay Scale" includes a fixed rate of pay;
- (k) "National Pay Scales" means the scales of pay specified in Annexure 'A'.
- (l) "Schedule" means the Schedule appended to these University Statutes.

3. Applicability of the National Pay Scales:-

Subject to the provisions of University Statute 4, National Pay Scales shall apply to all University Employees holding posts specified in the Schedule.

4. Right of Option:-

- (1) (a) Every existing University employee shall have the right to opt for the National Pay Scales or his existing pay scales;

- (b) An existing University employee opting for the National Pay Scales may opt for these scales with effect from the 1st March 1972 or any date thereafter up to and including the 28th February, 1974;
- (2) The option shall be exercised in writing in the form Annexure B and shall be communicated to the Treasurer under registered cover (Acknowledgement Due) within a period of four months from the publication of the notification of these University Statutes and, in the case of posts included in the Schedule after the date of publication of notification of these University Statutes, within a period of four months from the publication of such inclusion.
- (3) In case an existing University employee, at the time of the notification of these University Statutes, is out of Pakistan, or is on leave, and has, for some reason, not been able to exercise the option, he may exercise the option and communicate it to the Treasurer within four months from the date of his taking over the charge of his post in Pakistan.
- (4) If any existing University employee fails to opt for existing pay scales or National Pay Scales within the period prescribed in clauses (2) and (3) of this University Statute it will be presumed that he has opted for the National Pay Scales with effect from the 1st March, 1972.
- (5) The option once exercised shall be final.

Explanation – I: - An existing University employee can either opt for the National Pay Scales or for the existing pay scales. It is not open to him to opt for the National Pay Scales in the case of some post or posts and the existing pay scales in the case of other post or posts.

Explanation – II: - Compensatory allowances sanctioned in the Finance Department's letter No. F.D.PR-2-2/72 (A) dated 17th December 1973 shall be admissible only to those existing University employees who opt for the National Pay Scales.

6. The existing University employees, who do not opt for the National Pay Scales, shall continue to be governed by the University rules regarding scales of pay, allowances, etc; that would have been applicable to them but for the making of these University Statutes.

5. Fixation of Pay in the National Pay Scales:-

- (1) Subject to the provisions of clauses (5) and (6) of this University Statute the pay of existing University employees who opt for the National Pay Scales, shall be fixed in the said scales with effect from the 1st day of March, 1972 or any subsequent date with effect from which they opt for the same under Statute 4; provided that no arrears will be pay Scale in respect of the period prior to the 1st August, 1973.
- (2) In the case of National Pay Scales No. 16 to 18 the pay shall be fixed at the stage equal to and, if there be no such stage, at the stage, next above the aggregate of the following: -
- The existing pay; and
 - an amount of increase, to be determined in accordance with the following formula:-

<u>National Scales of pay in which pay is to be fixed</u>	<u>Increase over existing pay</u>
16	10 percent subject to a minimum of Rs. 30/- and a maximum of Rs. 60/-
17 & 18	Rs. 60/-

- (3) Subject to the provisions of University Statute II-
 - (a) In the case of National Pay Scales No 19 and 20 the pay shall be fixed at the stage next above the existing pay; and
 - (b) In the case of National Pay Scales No. 21 and 22 the pay shall be fixed at the stage equal to the basic pay and, if there be no such stage, at the next lower stage plus personal pay equal to the difference between the existing pay and that stage.
 - (4) Fixation of pay in the manner prescribed in clauses (2) and (3) of this University Statute shall be subject to the condition that the maximum of the relevant National Pay Scale is not exceeded.
 - (5) The benefit of percentage increase mentioned in clause (2) of this University Statute will not be admissible to the University employees who were eligible, subject to option, to the benefit of fixation of pay under the Islamia University Bahawalpur Class B and C employees (other than Officers) pay revision Statutes, 1975. In their case, pay in the relevant National Pay Scale shall be fixed at the stage equal to their existing pay and, if there is no such stage, at the next lower stage plus personal pay equal to the difference.
 - (6) The University employees who were appointed to Officers posts by initial recruitment on or after the 1st March, 1972, shall not be allowed the benefit of fixation of pay under clause (2) or (3) of this University Statute. They shall be deemed to have been appointed at the minimum of the relevant National Pay Scale.
 - (7) The personal pay mentioned in clauses (3) and (5) of this University Statute shall be reduced by the amount by which the pay of the University employee is subsequently increased, and shall cease to be payable as soon as the pay is increased by an amount equal to or more than the personal pay.
6. The pay of every University employee covered by University Statute 5 shall be fixed both in the scale of his substantive post and the scale of the post held by him in temporary or officiating capacity.

7. Increments in the National Pay Scales:-

The increments in the National Pay Scales shall fall due on the 1st day of December, following the completion of at least six months service at a stage in relevant National Pay Scale.

8. Admissibility of Next Higher National Pay Scale after reaching the Maximum of a Lower Scale:

- (1) Subject to the provisions of clause (2) of this University Statute a University employee who has reached the maximum of National Pay Scale No. 16 or 17 shall be brought on to National Pay Scale No. 17 and 18 respectively, with effect from the 1st December of the year in which he completes three years of such service at the above mentioned maximum as counts for increments under the Statutes, subject to the following conditions:-
That he has earned in succession from the year of reaching of maximum up to the year of moving over (both years included) Annual confidential reports without any adverse entry. If this condition is not fulfilled, such University employee shall wait at the maximum till he has earned in succession the requisite number of reports without any adverse entry, and his move over to the next higher scale shall take effect from the 1st December of the year following the one for which the last such report is earned.
- (2) A University employee who will be adjusted in or whose basic pay scale is National Pay Scale No. 16, will be allowed to move over only up to National Pay Scale No. 17, and who will be adjusted in or whose basic pay scale is

National Pay Scale No. 17 will be allowed to move over only up to National Pay Scale No. 18.

- (3) When a University employee is allowed to draw pay in next higher National Pay Scale under clause (I) of this University Statute his pay in the higher scale shall be fixed at a stage equal to the maximum of the lower National Pay Scale and, if there is no such stage at the next lower stage with personal pay equal to the difference. The personal pay will be absorbed in future increments.

9. Fixation of Pay on Promotion:-

- (1) Subject to provisions of Statute 10, in the case of promotion from a lower to a higher post, where the stage in the National Pay Scale of the higher post, next above the substantive pay of the University employee concerned in the National Pay Scale of the lower post, gives a pay increase equal to, or less than a full increment in the pay scale of the higher post the initial pay in the National Pay Scale of the higher post will be fixed after allowing a premature increment in the National Pay Scale of the higher post;

Provided that a University employee, who is promoted from National Pay Scale No. 17 to National Pay Scale No. 18 after the expiry of a period of three years from the date of reaching the maximum of National Pay Scale No. 17, shall be allowed a minimum benefit equal to two increments in National Pay Scale No. 18.

- (2) If, by virtue of the benefit admissible under Statute 8, a University employee is already drawing pay in the National Pay Scale of the higher post at the time of his promotion he will be allowed one advance increment in that scale with effect from the date of promotion.

Provide that if the promotion is from a post carrying National Pay Scale No. 17 to a post carrying National Pay Scale No. 18, the University employee shall be allowed two advance increments in the higher scale.

- (3) All existing Statutes, rules or orders allowing minimum benefit to the University employee on promotion from a lower to a higher post shall cease to be applicable to the University employee drawing pay in the National Pay Scales with effect from the date he starts drawing pay in the National Pay Scale.

10. If a University employee in National Pay Scale No. 17, is appointed to a post in National Pay Scale No. 18, before he enters the 7th year of service, he shall draw the minimum of National Pay Scale No. 18, and the next increment in that scale shall accrue to him on the 1st day of December, following the completion of the 7th year of service.

11. Admissibility of Full Pay of the Post in National Pay Scales No. 19 and Above:-

- (1) If a University employee is appointed to a post carrying a National Pay Scale No. 19 or above (hereinafter referred to as the said post) on or after the date from which he has opted for the National Pay Scale, but has, not on the day of his appointment to the said post, completed the minimum of thirteen years of Class 'A' (Equivalent to class I in Government) service prescribed for such post, he shall be entitled to the minimum of the National Pay Scale prescribed for the said post only from the date he completes the prescribed minimum length of service, and till such time as he completes, prescribed minimum length of service, he shall be entitled to:

- (a) the pay admissible to him from time to time in the lower post held by him immediately before his appointment to the said post; and
- (b) the difference between the pay referred to in sub clause (a) and the minimum of the National Pay Scale of the said post reduced by twenty percent of the difference for every year or part of the year by which his

service falls short of the prescribed length of service subject to a maximum reduction of eighty percent;

Provided that in the case of posts carrying National Pay Scale No. 19 or above for which the remuneration laid down is pay in a time scale plus a special pay, the special pay shall not be affected by this Statute.

- (2) If a University Employee was holding a post carrying National Pay Scale No. 19 or above immediately before the date from which he opts for the National Pay Scales but had not completed the prescribed length of service on that date, his pay shall first be fixed in the next lower National Pay Scale under the relevant provisions of these Statutes and thereafter, with reference to the pay so fixed his pay in the National Pay Scale of the post held by him, shall be determined in accordance with the provisions of clause (1) of this Statute.

Explanation:- In computing the length of service for the purpose of this Statute:

- (a) to the length of service in Class 'A' equivalent to Class I in Government shall be added half of the service equivalent to Class II and 1/4th of the subordinates, if any, and
- (b) Service rendered previously by a University employee in a Government Department, Federal or Provincial, University or Board of Intermediate and Secondary Education, Federal and Provincial Autonomous Bodies, shall be taken into account in computing the prescribed length of service.

12. Selection Grades:-

- (1) There shall be no Selection Grade in the National Pay Scales;
Provided that the existing University Employees, who were drawing pay in the existing selection grades on the 22nd October, 1973 shall be allowed the appropriate National Pay Scale, on the basis of the maximum of the selection grade, in accordance with the scheme of replacement of the consolidated pay scales with the National Pay Scales prescribed in Annexure 'A'.
- (2) Subject to the provisions of clause (3) of this Statute, the existing University Employees who opt for the exiting pay scales shall be entitled to the existing selection grades.
- (3) The number of selection grade posts available for the existing University employees opting for the existing pay scales shall be worked out in accordance with the percentage in force immediately before the coming into force of these Statutes on the basis of the total number of existing University employees opting for the existing scales.

13. Technical Pay:-

There will be no technical pay attached to any post in the National Pay Scales nor shall it be granted to any University employee drawing pay in the National Pay Scales.

14. Special Pay:-

If a special pay was attached to a post or admissible to certain incumbents of such post in the existing pay scales, such special pays shall, unless other wise specified in the Schedule, continue to be admissible at the existing rates with the National Pay Scales, without any maximum limit of pay.

- 15. All existing Statutes or orders shall be deemed to have been modified to the extent indicated in these Statutes. All existing Statutes and orders not so modified shall continue in force.

16. University Employees engaged on Contract:-

The University employees engaged on Contract shall continue to draw their covenanted pay for so long as they hold the post in which they were recruited, but if they are employed in any other post, they shall either draw the pay of the latter post as prescribed in the Schedule or the covenanted pay whichever is more beneficial to them.

17. Additional to or Modifications in the Schedule:-

The Syndicate, with the approval of the Chancellor may, from time to time, add to or modify the Schedule with such conditions as it may deem fit

18. Relaxation:-

In cases where the operation of these rules causes undue hardship to a University employee, the Syndicate may, for reasons to be recorded in writing, relax any of these rules in his favour.

ANNEXURE 'A'**NATIONAL SCALES OF PAY FOR GAZETTED GOVERNMENT SERVANTS
(OFFICERS OF ISLAMIA UNIVERSITY, BAHAWALPUR)**

S. No.	National Scales of Pay	Posts to which application Post the maximum of the consolidated pay scales of which	Prescribed length of class I Service
16.	400-35-750/50-1000	Does not exceed Rs. 925.	Nil
17.	500-50-1000/50-1250 (Junior class I)	Exceeds Rs. 925 but does not exceed Rs. 1, 150.	Nil
18.	1000-75-1750 (Senior class I)	Exceed Rs. 1150 but does not exceed Rs. 1699	Nil
19.	1800-80-2200	Exceeds Rs. 1699 but Does not exceed Rs. 2150	13 years.
20.	2300-100-2600	Exceed Rs. 2150 but does not exceed Rs. 2600	15 years.
21.	2750 (fixed)	Exceed Rs. 2600 but Does not exceed Rs. 2750	20 years.
22.	3000 (fixed)	Exceed Rs. 2750	22 years.

ANNEXURE 'B'

I, _____ opt/do not opt for the National Pay Scales introduced by the Islamia University, Bahawalpur Class 'A' Employees (Officers other than Teachers) (Pay Revision) University Statutes, 1975 with effect from _____

I fully understand that the option once exercised is final.

Signature

Name in block letter. _____.

Father's name _____.

Designation _____.

Branch/Section _____.

Office/Department _____.

Dated _____/_____/_____

**SCHEDULE
APPENDED TO
THE ISLAMIA UNIVERSITY BAHAWALPUR CLASS 'A' EMPLOYEES
(OFFICERS OTHER THAN TEACHERS)
PAY REVISION STATUTES, 1975**

Sr. No.	Designation of the post	Existing pay Scales	National Pay Scales	Remarks
1.	Registrar	New Post	No.19 Rs. 1800-80-2200	
2.	Treasurer	New Post	No.19 Rs. 1800-80-2200	
3.	Project Director	New Post	No.19 Rs. 1800-80-2200	
4.	Controller of Examinations	No. 17 Rs. 500-50-1000/50-1250	No.18 Rs. 1000-75-1750	To bring at par with other university
5.	Deputy Registrar	New Post	No.18 Rs. 1000-75-1750	
6.	Resident Auditor	New Post	No.18 Rs. 1000-75-1750	
7.	Accounts Officer Or Deputy Registrar (Accounts) or Deputy Treasurer	New Post	No.18 Rs. 1000-75-1750	
8.	Director Physical Education	No. 16 Rs. 400-35-750/50-1000	No.18 Rs. 1000-75-1750	
9.	Executive Engineer	New Post	No.18 Rs. 1000-75-1750	
10.	Senior Medical Officer	New Post	No.18 Rs. 1000-75-1750 Plus Other allowances sanction by the Government of the Punjab from time to time	
11.	Librarian	New Post	No.18 Rs. 1000-75-1750	
12.	Assistant Registrar	New Post	No.17 Rs.500-50-1000/50-1250	
13.	The Existing Administrative Officer of Scale No.17	No.17 Rs.500-50-1000/50-1250, already approved by the Pro-Chancellor Vide No. S.O. (UNIV) 4/44-74 DATED 29.5.1975.	No.17 Rs. 500-50-1000/50-1250	To be merged in cadre of Assistant Registrar
14.	Secretary to the Vice Chancellor	New Post	No.17 Rs. 500-50-1000/50-1250	
15.	Assistant Engineer	New Post	No.17 Rs. 500-50-1000/50-1250	
16.	Medical Officer and Women Medical Officer	New Post	No.17 Rs. 500-50-1000/50-1250 Plus Non practicing Allowance and Junior Doctor's allowance as sanctioned by the Government from time to time.	
17.	Security Officer	New Post	No.17 Rs.500-50-1000/	

18.	Deputy Librarian	New Post	50-1250 No.17 Rs. 500-50-1000/ 50-1250	
19.	Administrative Officer	New Post	No.16 Rs. 400-35-750/ 50-1000	
20.	Assistant Librarian	No.16 Rs.400-35- 750/50-1000	No.16 Rs. 400-35-750/ 50-1000 (16) For Diploma holders 500- 50-1000/50-1250 (17) For Holders of Master's Degree in Library Science.	
21.	Library Assistant	No.9 Rs.225-15- 300/16- 380/20-480	No.16 Rs. 400-35-750/ 50-1000	To bring at par with the Punjab University

Following amendment/addition in the Islamia University Bahawalpur Class "A" Employees (officers other than teachers) Pay Revision Statutes, 1977.

- i) "The Public Relation Officer" may be added at Sr. No. 22 of the Schedule appended to the Islamia University Bahawalpur Class "A" Employees (Officers other than Teachers) Pay Revision Statutes, 1975 as follows.

Sr. No.	Designation of the post	Existing pay Scale	National Pay Scales	Remarks
* 22.	Publication Relations Officer.	New Post	No.17 Rs. 500-50-1000-50-1250	
	ii)	"The Public Relations Officer" may be added after 'liaison Officer' in Column No. 2 against Sr. No. 12 of the Schedule appended to the Islamia University Bahawalpur Employees (Pay Revision) Statutes, 1977.		

* The Chancellor's approval to these Statutes has been received under letter No. Univ. 4-3/81 dated 14-10-1985.

ANNEXURE 1
No. FD-PR-2-2/72 (a)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, 17, December 1973.

From

Mr. SHAHID HAMID.
Additional Finance Secretary.

To

- (1) All Administrative Secretaries to Government of the Punjab;
- (2) All Heads of Attached Departments in the Punjab;
- (3) All Commissioners of Divisions in the Punjab;
- (4) All Deputy Commissioners and District and Session Judges in the Punjab;
- (5) All Regional Heads of Departments in the Punjab;
- (6) The Registrar, Lahore High Court, Lahore.

**Subject: REVISION/GRANT OF COMPENSATORY ALLOWANCES/SPECIAL
PAYS TO GAZETTED GOVERNMENT SERVANTS CONSEQUENT
UPON THE REVISION OF PAY SCALES.**

Sir,

I am directed to invite your attention to the Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973 under which National Pay Scales have been sanctioned for Gazetted Government servants and to state that the Governor of the Punjab has been pleased to order that, in super session of all previous orders on the subject, compensatory allowances shall be admissible to the Gazetted Government Servants, drawing pay in the National Pay Scales as follows:-

1. HOUSE RENT ALLOWANCE

2. House rent allowance shall be admissible, at Lahore, Rawalpindi, Layllpur and Multan, to all Gazetted Government servants posted at and residing in the aforementioned stations, subject to the following conditions:
 - (i) The amount of the allowance shall be equal to the amount of the rent which the Government servant concerned Actually pays in excess of 7 ½ percent of his pay subject to a maximum of 15 percent of the minimum of the National Pay Scale in which the Government servants is drawing pay.
 - (ii) The allowance will not be admissible if the Government servant has been offered a Government quarter or is living in a house which he owns or is living free of charge with another Government servant who has been provided with Government accommodation.

II- CONVEYANCE ALLOWANCE

3. All gazetted Government servants stationed at Lahore and drawing pay not exceeding Rs. 650 per mensem, will be allowed conveyance Allowance at the following rates:-
 - (i) Where the distance between the Rs. 10 per mensem with marginal

residence of Government servant and his place of duty is not less than three miles and more than seven miles. adjustment up to the pay of Rs. 659 per mensem.

- (ii) Where the distance is more than seven miles. Rs. 15 per mensem with marginal adjustment up to the pay of Rs. 664 per mensem.

III- SENIOR POSTS ALLOWANCE

- 4 Senior Posts Allowance shall be admissible to Government servants drawing pay in National Pay Scales No. 20, 21 and 22 at the following rates:-

National Pay Scales	Rates (per month)
20	Rs. 100/-
21	Rs. 200/-
22	Rs. 300/-

The Senior posts allowance will be admissible subject to the following conditions:-

- (i) The allowance will be admissible during earned leave, subject to the provisions of rule 5.3 of the Civil Services Rules (Punjab) Volume I. Part I.
- (ii) The allowance will not be admissible during leave, preparatory to retirement.
- (iii) The allowance will not be taken into account for the purpose of contribution to G.P. Fund.
- (iv) The allowance will not be treated as part of the emoluments for counting towards calculation of pension.
- (v) The allowance will not be admissible to officers serving abroad.
- (vi) The allowance will be taken into account for purpose of recovery of house rent.

IV. SUMPTUARY ALLOWANCE OF DEPUTY COMMISSIONERS

5. The Deputy Commissioners shall be entitled to Sumptuary Allowance at the rate of Rs. 150/- per mensem subject to the existing conditions, if any.

V. CHARGE ALLOWANCE / SPECIAL PAY OF POLICE OFFICERS

6. (i) The Superintendent of Police Incharge of District, will be entitled to Charge Allowance at the rate of Rs. 200 per mensem.
- (ii) All Senior Superintendents of Police and Assistant Inspectors General of Police shall be entitled to Special Pay at the rate of Rs. 275 per mensem.
- (iii) All Superintendents of Police in Special Branch and Crime Branch shall be entitled to special pay at the rate of Rs. 220, per mensem.

VI APPLICATION OF THE ORDERS

7. (i) These instructions, except in the case of the House Rent Allowance, will apply with effect from the 1st day of August, 1973 to all Gazetted Government Servants drawing pay in the National Pay Scales. In the case of the House Rent Allowance, these instructions will apply to all gazetted Government servants drawing pay in the National Pay Scales with effect from the 1st August 1973, in the case of Government servants whose pay does not exceed Rs. 500/- per mensem, and with effect from the 1st day of July, 1974 in case of Government servants whose pay exceeds Rs. 500 per mensem.

- (ii) Government servants, who do not opt for National Pay Scales, shall continue to be governed by the rules, instructions, etc, regarding compensatory allowances etc, which would have been applicable to them but for the issue of these instructions.
8. The existing Compensatory Allowances, other than those mentioned in these instructions, shall continue to be admissible as at present, to all gazetted Government servants irrespective of the fact whether they opt for the National Pay Scales or for the existing pay scales.

Your obedient servant,
Sd/-
ZULFIQAR ALI SHAH
Deputy Secretary (S.R)
for Additional Finance Secretary

No, FD-PR-2-2/72 dated Lahore, the 17 December, 1973.

A copy is forwarded for information and necessary Action to the Account General, Punjab, Lahore.

RIAZ AHMAD
SECTION OFFICER (P.R)
Government of the Punjab,
Finance Department

NO. FD-PR-2-2/72 (B)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 7th Dec, 1973

From

M. Shahid Hamid,
Additional Finance Secretary,

TO ALL ADMINISTRATIVE SECRETARIES TO GOVERNMENT OF THE PUNJAB.

**Subject: CONSTITUTION OF ANOMALIES COMMITTEE ON THE
INTRODUCTION OF NATIONAL PAY SCALES FOR GAZETTED
GOVERNMENT SERVANTS.**

Sir,

I am directed to state that consequent upon the introduction of National Pay Scales for gazetted Government servants, it has been decided that an Anomalies Committee be set up to (a) resolve any anomalies that may arise out of the introduction of the National Pay Scales and (b) perform such other functions consequent upon the introduction of National Pay Scales as may be entrusted to it by the Government. The constitution of the Anomalies Committee will be as below:-

- | | |
|---|-----------|
| 1. Additional Finance Secretary, Government of the Punjab. | Chairman |
| 2. Administrative Secretary, concerned or his representative
not below the rank of Deputy Secretary to Government. | Member |
| 3. Deputy Secretary (Regulations) Services,
General Administration and Information Department. | " |
| 4. Deputy Secretary (Service Regulations), Department. | " |
| 5. Section officer (Pay Revision) Finance Department. | Secretary |
2. All cases involving anomalies in the National Pay Scales, or arising out of fixation of pay in the National Pay Scales should be initially examined by the administrative department concerned, if as a result of such examination, the administrative department is satisfied, that there is an anomaly, it should refer the matter to the Anomalies Committee, with information as per following Performa: -
- a. Name of the Administrative Department;
 - b. Name of the Office;
 - c. Designation of the post/designation and name of the Government servant (if the anomaly is in respect of an individual);
 - d. Exact nature of anomaly/difficulty (detailed description to be given);
 - e. Reasons for considering it to be an anomaly / difficulty (detailed reasons to be given);
 - f. Number of Government servants placed in similar position;
 - g. Solution proposed by the Administrative Department;
 - h. Reasons for the proposed solution (Detailed reasons to be given);

(Signature of the Administrative Secretary)

3. In referring cases to the Anomalies Committee, the Administrative Departments should forward six complete sets of the papers containing the above information to the Secretary of the committee.
4. The Anomalies Committee shall consider the cases referred to it in series of meeting the Schedule of which will be notified later.
5. The Anomalies Committee shall only be a recommending body. The final decision on the recommendation of this committee will be taken by the Government.

**Your obedient servant,
SHAHID HAMID**

Additional Secretary to Government of the Punjab

No. FD-PR-2-2/72, dated Lahore the 17th December, 1973.

A copy is forwarded to the Deputy Secretary (Regulations) Services, General Administration and Information Department for information.

Sd/-
ZULFIQAR ALI SHAH
Section Officer (P.R)

Chapter 5 Islamia University, Bahawalpur Class B & C Employees National Pay Scales Statutes, 1975

1. Short Title, Application and Commencement:-

- (1) These Statutes may be called the Islamia University, Class 'B' & 'C' employees National Pay Scales Statutes, 1975.
- (2) They shall have effect from the 1st day of March, 1972.
- (3) Subject to the provision of Statute 4, these Statutes shall apply to all the class 'B' & 'C' employees of the University.

2. Definitions:-

In these Statutes, unless there is anything repugnant in the subject or context.

- a) "Annexure" means Annexure appended to these Statutes;
- b) "Consolidated Scales" means a Scale of pay shown under the column "Existing Pay Scale" of the Schedule appended to these Statutes;
- c) "Existing Pay" means the pay that an existing employee would have drawn on the 1st day of March, 1972 but for making of these Statutes, provided that in the case of employees who had not opted for the consolidated scales, the term existing pay shall also include the dearness pay, personal pay, if any, admissible under the rules;
- d) "Existing Pay Scale" means the scale of pay to which the employee was entitled on the 29th day of February, 1972 in accordance with the rules applicable to him on that date;
- e) "University" means the Islamia University, Bahawalpur;
- f) "Vice-Chancellor" means the Vice-Chancellor of the Islamia University, Bahawalpur;
- g) "Pay" means the amount drawn monthly by an employee otherwise than as special pay, technical pay, personal pay or as an allowance;
- h) "Pay Scale" includes a fixed rate of pay;
- i) "National Pay Scales" means the scales of Pay specified in Annexure 'A'.
- j) "Schedule" means the Schedule appended to these Statutes.

3. Applicability of National Pay Scales:-

Subject to the provision of Statute 4, the National Pay Scales shall apply to all Class 'B' & 'C' employees holding posts included in the Schedule.

4. Right of Option:-

- (1) Every existing employee shall have the right to opt for the National Pay Scales or the existing Pay Scales.
- (2) The option shall be exercised in writing in the form Annexure "C" and shall be communicated to the Treasurer within a period of 4 months from the date of the notification of these Statutes; and in the case of post included in the Schedule after the date of notification of these Statutes, within a period of 4 months of the notification of such inclusion.
- (3) In case an existing employee, at the time of notification of these Statutes, is out of Pakistan or is on leave, and has, for some reasons, not been able to exercise the option, he may exercise the option and communicate it to the Treasurer within 4 months of the date of his taking over the charge of his post in Pakistan.
- (4) Two identical copies of the option shall be prepared by each existing employee concerned; one copy will be returned to him, duly signed by the Treasurer or the latter's nominee in token of the option having been received and the other copy,

also bearing the counter signature of the Treasurer or his nominee, will be pasted in the Service Book of the employee concerned.

- (5) If any existing employee fails to opt within the period prescribed under causes (2) and (3), it will be presumed that he has opted for the National Pay Scales.
- (6) The option once exercised shall be final.

Explanation I:- An existing employee can either opt for the National Pay Scales or for the existing pay scales. it is not open to him to opt for the National Pay Scales in the case of some post or posts and the existing Pay Scales in case of other post or posts.

Explanation II:- Compensatory allowances and other benefits sanctioned in the Finance Department's letter No. FD (SRI)-I-39/70 (Volume III) (A). Dated 2nd June, 1972 shall be admissible only to those existing employees who opt for the National Pay Scales.

5. Fixation of Pay in the National Pay Scales:-

- (1) The pay of all existing employees, who do not opt for the existing pay scales, shall be fixed in the National Pay Scales with effect from 1st day of March, 1972.
- (2) The pay shall be fixed at a stage in the National Pay Scales which is equal to or, if there is no such stage, at the stage next above, the aggregate of the following namely.
 - i) the existing pay; and
 - ii) an amount of increase, to be determined in accordance with the percentage increase formula given below;

National Pay Scale in which pay is to be fixed:-	Percentage increase on the existing pay.
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1&2	40 percent subject to a minimum of Rs. 20 and a maximum of Rs. 40/-
3&4	30 percent subject to a minimum of Rs. 20 and a maximum of Rs. 40/-
5,6. & 7.	20 percent subject to a minimum of Rs. 30 and a maximum of Rs. 60/-
8.9.10. & 11	15 percent subject to a minimum of Rs. 30 and a maximum of Rs. 60/-
12. 13. 14. & 15	10 percent subject to a minimum of Rs. 30 and a maximum of Rs. 60/-

- (3) If the minimum of the relevant National Pay Scale is higher than the existing pay of an employee plus the percentage increase according to the formula prescribed under clause (2) his pay shall be fixed at the aforesaid minimum.
- (4) If the aggregate of the existing pay and percentage increase according to the formula prescribed in clause (2) exceeds the maximum of the relevant National Pay Scale, the pay of an employee shall be fixed at the maximum of the National Pay Scale and the difference shall be allowed as personal pay. The personal pay shall be reduced by any amount by which the pay of the employee is increased after 1st day of March, 1972 and shall cease to be payable as soon as his pay is increased by an amount equal to his personal pay.

6. Increments in the National Pay Scales:-

The increments in the National Pay Scales shall fall due on the 1st day of December, following the completion of at least six months service at a stage in the scale.

7. Admissibility of next higher National Pay Scale after reaching the Maximum of a Lower Scale:-

- (1) A class 'C' employee, who has reached the maximum of a National Pay Scale, shall be allowed the next higher National Pay Scale with effect from the 1st day of December of the year in which he completes one year of such service, at the said maximum as counts for increments under the Statutes.
- (2) A Class 'B' employee who has reached the maximum of the National Pay Scale (lower than the National Pay Scale No. 16) shall be allowed the next higher National Pay Scale with effect from the 1st day of December of the year in which he completes one year of such service, at the said maximum as counts for increments under the Statutes, subject to the condition that there is no adverse entry in his annual confidential reports for the last 4 years. If this condition is not fulfilled, he shall wait at the said maximum till he has earned in succession four annual confidential reports without any adverse entry shall take effect from the 1st day of December of the year following the year for which he earns the fourth such annual confidential report.
- (3) When an employee is allowed to draw pay in the next higher National Pay Scale under clause (1) or (2), his pay in the higher scale shall be fixed equal to the maximum of the lower National Pay Scale and if there is no such stage at the next lower stage with personal pay equal to the difference, the personal pay will be absorbed in future increments.

8. Pay admissible to Apprentices / Stipendiary Students:-

- (1) There should be no special rate of stipend or pay for apprentices / stipendiary students. All such persons shall be allowed the minimum of the National Pay Scale of the post to which they would be appointed on successful completion of apprenticeship/stipendiary studentship.
- (2) The period of apprenticeship / stipendiary studies shall not count towards increments in the National Pay Scale of the post.

9. Fixation of Pay on Promotion:-

- (1) In case of promotion from a lower to a higher post, where the stage in the National Pay Scale of higher post, next above the substantive pay in National Pay Scale of the lower post, gives a pay increase equal to or less than a full increment, the initial pay in the National Pay Scale pertaining to the higher post will be fixed after allowing a premature increment in the National Pay Scale of the higher post.
- (2) If by virtue of the benefit admissible under Statute 7, an employee is already drawing pay in the National Pay Scale of the higher post at the time of his promotion, he will be allowed one advance increment in that scale with effect from the date of promotion.
- (3) All existing Statutes, rules or orders allowing minimum benefit to the employees on promotion from a lower to higher post, in force on 29th day of February, 1972, shall with effect from 1st day of March, 1972, cease to be applicable to the employees drawing pay in the National Pay Scales.

10. Selection Grade:-

- (1) There shall be no Selection Grade in the National Pay Scales; provided that the existing employees who were drawing pay in the existing Selection Grades on the 29th February, 1972, shall be allowed the appropriate National Pay Scale, on the basis of the maximum of the selection grade, in accordance with the scheme

of replacement of the consolidated pay scales with the National Pay Scales prescribed in Annexure “A”.

- (2) The Existing employees, who opt for the existing pay scales, shall be entitled to the existing Selection Grades, subject to the provision of clause (3).
- (3) The number of selection grade posts available for the existing employees opting for the existing pay scales shall be worked out in accordance with the percentage in force immediately before the coming into force of these Statutes, on the basis of the total number of the existing employees opting for the existing pay scales.

11. Adhoc Relief:-

The adhoc relief sanctioned to the employees in the Government of West Pakistan Finance Department, letter No. 310(A) –SR-VI/69 dated 26th February, 1969, as amended from time to time, shall cease to be payable with effect from the 1st day of March, 1972 to the employees to whom these Statutes apply; provided that it shall continue to be payable, as before, to the existing employees who opt for the existing scales.

12. Addition to or Modification of the Schedule:-

The Syndicate may from time to time add to or modify the Schedule with such conditions as it may deem fit.

13. Relaxation:-

In cases where the operation of these Statutes causes undue hardship to a University employee, the Syndicate may, for reasons to be recorded in writing, relax any of these Statutes in his favour.

ANNEXURE-A**(See Statutes 2 (1))**

Sr. No.	National Pay Scales	Posts to which applicable
1	2	3
1.	100-2-116-EB-3-140	Posts the maximum of the consolidated scale of which does not exceeds Rs. 100
2.	110-3-152-EB-4-160	Posts the maximum of the consolidated scale of which exceeds Rs. 100 but does not exceeds Rs. 120.
3.	120-3-150-EB-5-180	Posts the maximum of the consolidated scale of which exceeds Rs. 120 but does not exceeds Rs. 140.
4.	130-4-170-EB-5-200	Posts the maximum of the consolidated scale of which exceeds Rs. 140 but does not exceeds Rs. 160.
5.	150-6-180-EB-8-220-EB-10-280	Posts the maximum of the consolidated scale of which exceeds Rs. 160 but does not exceeds Rs. 240.
6.	165-8-205-EB-10-255-EB-10-315	Posts the maximum of the consolidated scale of which exceeds Rs. 240 but does not exceeds Rs. 275.
7.	180-10-230-EB-10-280-EB-15-370	Posts the maximum of the consolidated scale of which exceeds Rs. 275 but does not exceeds Rs. 330.
8.	200-12-260-EB-15-355-EB-15-425	Posts the maximum of the consolidated scale of which exceeds Rs. 330 but does not exceeds Rs. 375.
Sr. No.	National Pay Scales	Posts to which applicable
1	2	3
9.	225-15-300-EB-16-380-EB-20-480	Posts the maximum of the consolidated scale of which exceeds Rs. 375 but does not exceed Rs. 430.
10.	250-18-340-EB-20-440-EB-20-540	Posts the maximum of the consolidated scale of which exceeds Rs. 430 but does not exceed Rs. 490.

- | | | |
|-----|--------------------------------|---|
| 11. | 275-20-375-EB-20-475-EB-25-600 | Posts the maximum of the consolidated scale of which exceeds Rs. 490 but does not exceed Rs. 550. |
| 12. | 300-20-40-EB-25-525-EB-25-650 | Posts the maximum of the consolidated scale of which exceeds Rs. 550 but does not exceed Rs. 600. |
| 13. | 325-25-40-EB-25-575-EB-25-700 | Posts the maximum of the consolidated scale of which exceeds Rs. 600 but does not exceed Rs. 650. |
| 14. | 350-25-475-EB-25-600-EB-30-750 | Posts the maximum of the consolidated scale of which exceeds Rs. 650 but does not exceed Rs. 700. |
| 15. | 375-25-500-EB-30-650-EB-35-825 | Posts the maximum of the consolidated scale of which exceeds Rs. 700 |

Annexure-B

**SCHEDULE APPENDED TO
ISLAMIA UNIVERSITY BAHAWALPUR EMPLOYEES (CLASS 'B' & C)
PAY REVISION STATUTES, 1975**

Sr. No.	Designation of the post	Existing pay Scales	National Pay Scales	Approved
1.	Superintendent	Rs.325-20-525	N.P.S.13:Rs.325-25-450/25-575/25-700	(NPS-15 personal to those appointed as such before 1.3.1972)
2.	Personal Assistant	Rs.225-15-360/20-500	(1) Before 2.12.75: NPS.11:Rs.275-20-375EB 20-475/25-600 plus special pay of Rs.50/- (2) From 2.12.75: NPS.14 Rs.350-25-475/25-600/30-750	
3.	Stenographer (Sr. Scale)	New	(1) Before 2.12.75: NPS.11:Rs.275-20-375/ 20-475/25-600 (2) From 2.12.75: NPS.12 Rs.300-20-400/25/525/650 NPS.11: Rs.275-20-375/ 20-475/25-600	
4.	Laboratory Supervisor	New	NPS.11:Rs.275-20-375/ 20-475/25-600	
5.	Transport Supervisor	New	NPS.11:Rs.275-20-375/ 20-475/25-600	
6.	Accountant	Rs.225-15-360/20-500	NPS.11:Rs.275-20-375/ 20-475/25-600	This scale will be admissible to the present incumbents only.
7.	Junior Auditor	Rs.225-15-360/20-500	NPS.11:Rs.275-20-375/ 20-475/25-600	In future the recruitment will be made in the cadre and pay scales of Assistant
8.	Overseer/Sub-Engineer	Rs.175-10-215/15-275/15-350	NPS.11:Rs.275-20-375/ 20-475/20-600	
9.	Staff Nurse	New	NPS.9:Rs.225-15-30/16-380/20-480	
10.	Assistant	Rs.175-10-215/15-275/15-350	NPS.10:Rs.250-18-340/20-440/20-540	
11.	Stenographer (Jr. Scale)	Rs.175-10-215/15-350	NPS.10:Rs.250-18-340/20-440/20-540	
12.	Draftsman	New	NPS.10:Rs.250-18-340/20-440/20-540	

13.	Glass Blower	New	NPS.5:Rs.150-6-180/8-220/10-280
14.	Photographer	New	NPS.10:Rs.250-18-340/20-440/20-540
15.	Artist	New	NPS.10:Rs.250-18-340/20-440/20-540
16.	Imam	New	NPS.9:Rs.225-15-300/16-380/20-480
17.	Cataloguer & (Library Asstt.)	Deleted from here for inclusion in Class "A" Officers NPS. Statutes, 1975.	
18.	Steno-typist	New	NPS.8:Rs.200-12-260/15-335/15-425
19.	Lady Health Visitor	New	NPS.8:Rs.200-12-260/15-335/15-425
20.	Senior Proof Reader	New	NPS.7:Rs.180-10-230/10-280/15-370
21.	Care Taker	New	NPS.8:Rs.200-12-260/15-335/15-425
22.	Cashier	Rs.175-10-215/15-275/15-350	NPS.8:Rs.200-15-260/15-335/15-425
23.	Senior Clerk	Rs.125-7-195/8-275	NPS.6:Rs.165-8-205/10-255/10-315
24.	Revenue Clerk	New	NPS.7:Rs.180-10-230/10-230/15-370
25.	Storekeeper	New	NPS.5:Rs.150-6-180/8-220/10-280
26.	Sanitary Inspector	New	NPS.6:Rs.165-8-205/10-225/10-315
27.	Junior Proof Reader	New	NPS.5:Rs.150-6-180/8-220/10-280
28.	Lecture Assistant	New	NPS.6:Rs.165-8-205-10-255/10-315
29.	Junior Clerk	Rs.115-5-175	NPS.5:Rs.150-6-180/8-220/10-280
30.	Dispenser	New	NPS.5:Rs.150-6-180/8-220/10-280
31.	Laboratory Assistant	Rs.115-5-175	NPS.5:Rs.150-6-180/8-220/10-280
32.	Dark Room Assistant	New	NPS.5:Rs.150-6-180/8-220/10-280
33.	Book Binder	New	NPS.2:Rs.110-3-152/4-160
34.	1) Staff Car Driver 2) Bus Driver	New	NPS.3:Rs.120-3-150/5-180. NPS.5:Rs.150-6-180/8-220/10-280
35.	Machinist (to Operate modern duplicating & Photostencils)	New	NPS.5:Rs.150-6-180/8-220/10-280
36.	Electrician (existing Electrician – cum-plumber)	New	NPS.5:Rs.150-6-180/8-220/10-280
37.	Carpenter	New	NPS.5:Rs.150-6-180/8-220/10-280.
38.	Plumber	New	NPS.5:Rs.150-6-180/8-

39.	Masson	New	220/10-280 NPS.5:Rs.150-6-180/8- 220/10-280
40.	Tracer	New	NPS.5:Rs.150-6-180/8- 220/10-280
41.	Work Mistry	New	NPS.5:Rs.150-6-180/8- 220/10-280
42.	Tube well Driver	New	NPS.2:Rs.110-3-152/4-160
43.	Moazzin	New	NPS.4:Rs.130-4-170/5-200.
44.	Library Attendant	New	NPS.1:Rs.100-2-116/3-140.
45.	Gas man	New	NPS.3:Rs.120-3-150/5-180.
46.	Head Mali	New	NPS.3:Rs.120-3-150/5-180.
47.	Laboratory Attendant	New	NPS.2:Rs.110-3-152/4-160.
48.	Daftri	Rs.75-1-90	NPS.2:Rs.110-3-152/4-160.
49.	Artificer	New	NPS.2:Rs.110-3-152/4-160.
50.	Ferro Printer	New	NPS.2:Rs.110-3-152/4-160.
51.	Sewerman	New	NPS.2:Rs.110-3-152/4-160.
52.	Chowkidar	New	NPS.1:Rs.100-2-116/3-140.
53.	Peon	Rs.65-1-80	NPS.1:Rs.100-2-116/3-140.
54.	Cook, Bearer/ Khidmatgar, Nanbai/Asstt Misalchi & Water- carrier	New	NPS.1:Rs.100-2-116/3-140.
55.	Cleaner	New	NPS.1:Rs.100-2-116/3-140.
56.	Mali/Beldar	New	NPS.1:Rs.100-2-116/3-140.
57.	Sweeper	Rs.65-1-80	NPS.1:Rs.100-2-116/3-140.

ANNEXURE 'C'

**OPTION FORM
(SEE STATUTE 4 (2))**

I, _____ Opt/do not opt for the
National Pay Scales introduced by the Islamia University, Bahawalpur Class 'B' & 'C'
Employees National Pay Scales Statutes, 1975.

I fully understand that the option once exercised is final.

SIGNATURE

Name in block letters. _____.

Father's Name _____.

Designation _____.

Branch/Section _____.

Office / Department _____.

Dated

ATTESTED

Signature

Designation (Stamp of the Head Office)

**Chapter 6 Islamia University, Bahawalpur Ministerial Establishment
(Recruitment) Statutes, 1975**

Short Title and Commencement:-

- (1) These Statutes may be called the Islamia University Bahawalpur Ministerial Establishment (Recruitment) Statutes, 1975.
- (2) They shall come into force at once and shall supersede all the Rules on the subject.

2. Definitions:-

In these Statutes unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- (i) "Board" means a Board of Intermediate and secondary education in Pakistan or any other Institution declared by the Syndicate to be a Board for the purpose of these Statutes.
- (ii) "Establishment" means the Ministerial Establishment.
- (iii) "Grade" means a grade consisting of a number of posts carrying similar duties and responsibilities in a common scale of pay.
- (iv) "Initial Recruitment" means appointment made otherwise than by promotion or transfer.
- (v) "Recognized University" means any University corporated by law in Pakistan and any University which may be declared by the Syndicate to be a recognized University for the purpose of these Statutes.
- (vi) "Schedule" means the Schedule appended to these Statutes.
- (vii) "Vice-Chancellor" means the Vice-Chancellor of the Islamia University, Bahawalpur.

3. Composition of Establishment:-

The Establishment shall comprise the posts specified in column 2 of the Schedule.

4. Appointing Authority:-

Appointments of the establishment shall be made by the Vice-Chancellor. He may if he so desires, appoint a Selection Committee comprising three officers of the University.

5. Method of Recruitment:-

- (1) Appointments to the establishment shall be made either by initial recruitment or by promotion within the establishment as specified in column 4 of the Schedule.
- (2) Vacancies to be filled by promotion shall be filled on seniority cum fitness basis from among the members of the establishment who are eligible for promotion in accordance with column 4 of the Schedule Provided that if sufficient number of pre-existing employees is not available for filling the posts reserved for promotion, the Vice-Chancellor may fill up the remaining posts by direct recruitment.
- (3) Appointments to vacancies shall be made by the Vice-Chancellor in a manner that the posts to be filled by promotion are filled first and those to be filled by initial recruitment later. This rotation shall be maintained within the limits as specified in clauses (1) and (2) of the Statute.

6. Age:-

No person who is less than 18 years or more than 25 years of age shall be appointed to the establishment by initial recruitment; provided that the Vice-Chancellor may in special circumstances waive the age limit.

7. Qualifications:-

No person shall be appointed by initial recruitment to a post mentioned in column 2 of the Schedule unless he possesses the minimum qualifications prescribed for such post in column 3 thereof. Provided that the Vice-Chancellor may in suitable cases relax the minimum qualifications prescribed for the post for reasons to be recorded in writing.

8. Probation:-

- (1) A person appointed to the establishment against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment and for a period of one year, if appointed otherwise.

Explanation: Officiating or temporary service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

- (2) If the work or conduct of a member of the Establishment during the period of probation has been unsatisfactory, the Vice-Chancellor may, notwithstanding that the period of probation has not expired, revert him to his former post, if any, or dispense with his services, if there be no such post; provided that a show cause notice shall be given to the official concerned and his explanation if tendered may be taken into account.
- (3) On completion of the period of probation of a member of the Establishment, the Vice-Chancellor may, subject to the provisions of paragraphs (4) and (5), either confirm him, in this appointment, or if his work or conduct has, in the opinion of the Vice-Chancellor, not been satisfactory.

(a) Pass such orders as he could have passed under paragraph (2) above, Or

(b) Extend the period of probation by a period not exceeding two years in all and during or on the expiry of such period pass such orders as he could have passed during or on the expiry of the initial probationary period.

Explanation I: If no orders have been made within a fortnight following the completion of the initial probationary period, the probationer shall be deemed to have been confirmed.

Explanation II: If a person is confirmed in his appointment on the completion of a period of probation the confirmation shall take effect from the date of his appointment to the substantive vacancy.

- (4) No person shall be confirmed in the Establishment, unless he successfully completes such training and passes such test or examinations as may be prescribed by the Syndicate from time to time.
- (5) If a member of the establishment fails to complete successfully any training or to pass any test or examination prescribed under paragraph (4) within such period or in such number of attempts as may be prescribed by the Syndicate, the Vice-Chancellor may pass such orders as he could have passed under paragraph (2).

9. Seniority:-

- (1) The seniority inter-se of the members of the Establishment in each grade shall be determined;
 - (a) In the case of the members of the Establishment appointed by initial recruitment in accordance with the orders of merit assigned by the appointing Authority; and
 - (b) In the case of the members of the Establishment appointed other-wise, with reference to the dates of their continuous appointment in the grade, provided that if the date of continuous appointment in respect of two or more members of the establishment is the same, the older number, if not junior to the younger member or members in the grade below shall rank senior to younger member or members.

Explanation-I: If a junior member in the lower grade is promoted to a higher grade temporarily in the interest of the University even though continuing later permanently in the higher grade, it would not adversely affect the interest of his seniors in the fixation of his seniority in higher grade.

Explanation-II: If a junior member in a lower grade is promoted to a higher grade by superseding a senior member and subsequently the senior member so superseded is also promoted, the member promoted first shall rank senior to the member promoted subsequently.

Explanation-III: In the case of a person whose services were transferred to the University from the former Jamia Islamia, Bahawalpur (hereafter referred to as the Jamia) and who on transfer was placed in a grade in which he was serving immediately before his transfer the date of his continuous appointment in the Jamia grade shall be deemed to the date of continuous appointment, to the grade in the University service.
- (2) The seniority in each grade of members of the Establishment appointed thereto by initial recruitment viz-a-viz those appointed otherwise shall be determined.
 - (a) In case both the members appointed by initial recruitment and those appointed otherwise have been appointed to substantive vacancies or both have been appointed by temporary vacancies, with reference to the date of appointment to such vacancy in the case of a member appointed by initial recruitment and to the date of continuous appointment to such vacancy in the case of a member appointed otherwise; provided that if the two dates are the same, the member appointed otherwise than by initial recruitment shall rank senior to the member appointed by initial recruitment.
 - (b) In case the member appointed by initial recruitment has been appointed to a substantive vacancy and the member appointed otherwise has been, appointed to a temporary vacancy the former shall rank senior to the latter; and
 - (c) In case the member appointed otherwise than by initial recruitment is appointed to a substantive vacancy and the members appointed by initial recruitment is appointed to a temporary vacancy, the former shall rank senior to the latter.
- (3) The persons who immediately before their transfer to the University are serving in the same grade in the Jamia shall, on being placed in an equal or a comparable grade in the University service, retain their inter-se-seniority.

ANNEXURE

SCHEDULE
(Referred to in Statutes 2, 3, 5, & 7)

Sr. No.	Name of Post	Qualification for persons to be appointed by initial recruitment.	Method of recruitment
1	2	3	4
1.	Assistant	(a) A degree from a recognized University; and (b) Three years experience in a Government or Semi Govt. Department or a University in a post comparable to that of a Senior Clerk	1. 25% by initial recruitment. 2. 75% by promotion from amongst Senior Clerks with three years experience as such.
2.	Senior Clerk	By promotion	By promotion from amongst Junior Clerks with Two years experience as such.
3.	Junior Clerk	i) Matriculation Second Division from a recognized University or Board and ii) A minimum speed of 30 words per minute in English typewriting or 25 words per minute in Urdu typewriting. *	i) 75% by initial recruitment. ii) 25% by selection from all categories of employees below the rank of Junior Clerk who have passed Matriculation with English or an equivalent examination and have a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Urdu typewriting.
* Approved by the Chancellor vide No. 4/2-84 dated 4.10.1984 and notified by the University No. 449/M&R dated 28.10.1984.			
4.	Personal Assistant	a) Degree from a recognized University; b) A minimum speed of 120 words per minute in Shorthand in English and 40 words per minute in typing; and c) Three years experience as Stenographer.	i) 25% by initial recruitment. ii) 75% by promotion from amongst Stenographers possessing three years experience as such.
5.	Stenographer (Senior Scale)	a) Degree from a recognized University; and	i) 25% by initial recruitment. ii) 75% by promotion from

		b) A minimum speed of 120 words per mint in short hand in English and 40 words per mint in typing.	amongst Stenographers (Junior Scale) having the short hand and typing speed mentioned in column 3 against the post of Stenographer (Senior Scale) and possessing three years experience (Junior Scale).
6.	Stenographer (Junior Scale)	(a) Intermediate from a re-recognized University or Board; and (b) A minimum speed of 100 words per minute in Shorthand in English and 40 words per minute in typing.	(i) 25% by initial recruitment. (ii) 75% by promotion from amongst Steno typists with three years experience as such.
7.	Steno-Typist	(a) Matriculation from a recognized University or Board; and (b) A minimum speed of 80 words per minute in Short hand in English and 35 words per minute in typing.	By initial recruitment
*8.	Superintendent		By Selection from amongst the persons already in University service holding posts of; (i) Assistants. With at least five years experience as such. (ii) Stenographers Three years Experience as such. *

* Amendment approved by the Chancellor vide letter No. SO (Univ.) 4/66-79 dated 4.2.1980.

*** AMENDMENTS/ADDITIONS IN THE ISLAMIA UNIVERSITY
BAHAWALPUR MINISTERIAL ESTABLISHMENT (RECRUITMENT)
STATUTES, 1975**

Sr. No.	Name of Post	Qualifications	Method of recruitment
1	2	3	4
9.	Divisional Accountant	Qualified in Divisional Accounts Examination held by the Pakistan Audit Department OR Graduate in Commerce with three years experience in public works accounts.	By initial recruitment.
10.	Sub Engineer	(i) Secondary School Certificate (ii) Three years Course from a Polytechnic Institute or College of Technology or other similar Institution in the concerned field.	By initial recruitment
11.	Draftsman	(i) Secondary School Certificate (ii) Three years Diploma Course from a Polytechnic Institute or College of Technology/ or other similar Institution in the concerned field.	By initial recruitment
12.	Transport Supervisor	(i) Secondary School Certificate and Diploma in Auto from a Polytechnic Institution or College of Technology. (ii) Two years practical experience in the relevant field.	By initial recruitment
13.	Games Supervisor (Male & Female)	(i) Secondary School Certificate with Junior Diploma in Physical Education. (ii) Three years experience in the relevant field.	By initial recruitment
14.	Imam Masjid	Graduate with Islamic Studies (elective) or Fazil Dars-e-Nizami from a recognized institute/Madrissa.	By initial recruitment
15.	Pathology Laboratory Assistant	Secondary School Certificate and Certificate in clinical Pathology with two years experience.	By initial recruitment
16.	Care-taker	Intermediate with three years experience of the job.	By initial recruitment
17.	Laboratory Assistant-cum-Store Keeper	Secondary School Certificate with science in 2 nd Division and two years experience of Laboratory work.	By initial recruitment

* Approved by the Chancellor vide letter No. Univ-4/66-79 dated 3-9-1980.

18.	Laboratory Assistant	Secondary School Certificate with Science in 2 nd Division.	By initial recruitment; or by promotion from amongst, Laboratory Attendants who have passed the Matriculation or equivalent Examination.
19.	Dispenser	Secondary School Certificate and certificate of Dispenser's Course.	By initial recruitment
20.	Patwari	Patwar Certificate	By initial recruitment
21.	Electrician	Literate person with three years practical experience.	By initial recruitment
22.	Tracer	Secondary School Certificate with drawing.	By initial recruitment
23.	Plumber	Three years practical experience in the relevant trade.	By initial recruitment
24.	Carpenter	Three years practical experience in the relevant trade.	By initial recruitment
25.	Glass Blower	Experience of glass blowing work.	By initial recruitment
26.	Gestetner Operator	Matric with experience of the job.	By initial recruitment; or by selection from the officials holding the posts of Daftri with two years service.
27.	Photostat Machine Operator	F.Sc. (Pre-Engineering)	By initial recruitment; or by selection from all categories of in service applicants below the rank of Junior Clerk having qualifications of F.Sc. (Pre-Engineering)
28.	Driver	Having heavy vehicle driving license with experience.	By initial recruitment
29.	Gasman	Middle pass with two year's experience in the Science Laboratory.	By initial recruitment; or by selection from amongst the Middle pass peons with four years experience as such.
30.	Book Binder	Literate person with experience of job.	By initial recruitment
31.	Daftri.	Middle pass with experience of office work.	By initial recruitment; or by promotion from amongst the peons who have passed the Middle Examination.
32.	Laboratory Attendant.	Middle pass with some experience of laboratory work.	By initial recruitment; or by promotion from amongst the peons who have passed the Middle

33.	Tube-well Driver	Literate person with knowledge of electric Motor volt Amp, Meter Operation and Maintenance of Tube-well.	Examination. By initial recruitment.
*34.	Technical Assistant (NPS-14)	B.A. with Economics or Statistics as one of the Elective subjects and three years experience. M.A. in economics or Statistics to be preferred. Adequate knowledge of Educational Planning, Data Analysis, Budget & Accounts and use of Calculators desirable.	By initial recruitment or by selection from the Assistants possessing the requisite qualification and experience.
**35	Instrument Mechanic (BS-11)	Matric with Science and Diploma from Polytechnic Institute coupled with relevant experience.	By initial recruitment
***36	Technical Assistant (NPS-14)	Certificate in Electricity from a recognized Institute or skilled electrician with at least 5 years experience.	By initial recruitment or by promotion from amongst the in-service Electricians of the University.
****37	Muqaddam (BS-6)	Matric with Science, two years Diploma course of Field Assistant from any Institution/University.	By initial recruitment
*****38	Counter Clerk (BS-6)	Matric 2 nd Division with certificate in Library Science.	By initial recruitment
*****39	Assistant Line Man (BS-5)	Matric or certificate in Electricity with a minimum experience of one year on high tension electric lines.	By initial recruitment

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- * Approved by the Chancellor vide letter No. Univ-4/I-81 dated 16.9.1981
- ** Amendment approved by the Chancellor vide letter No. SO(Univ) 4/11-84 dated 28.6.1987.
- *** Amendment approved by the Chancellor vide letter No. SO(Univ) 4/3-84 dated 28.6.1987.
- **** Amendment approved by the Chancellor vide letter No. SO(Univ)4-4/86 dated 16.3.1987.
- ***** Amendment approved by the Chancellor vide letter No. SO(Univ)4-9/86 dated 21.4.1987.
- ***** Amendment proposed by the Senate dated 13.11.1994.

*40	Line Man (BS-7)	Matric or Certificate in electricity with a minimum experience of two years as Assistant Line Man.	50% by initial recruitment and 50% by promotion from amongst Assistant Line Man Possessing the prescribed qualification and experience. By initial recruitment
*41	Gate Keeper (BS-2)	At least Matric 2 nd Division or equivalent. Note: The existing incumbents who do not have the Matric 2 nd Division qualification will remain in BS-1 till they acquire the requisite qualification.	
**42	Telephone Operator (BS-7)	Intermediate with science with some experience of the job.	By initial recruitment or by promotion from the Telephone attendant having the prescribed qualification.
**43	Telephone Attendant (BS-2)	Matric with Science.	By initial recruitment.

* Amendment proposed by the Senate dated 13.11.1994.

**Amendment proposed by the Syndicate dated 24.12.1995.

Chapter 7 The Islamia University Bahawalpur (Declaration of Territorial Limits) Statutes, 1976

These Statutes may be called the Islamia University Bahawalpur (Declaration of Territorial Limits) Statutes, 1976.

They shall come into force at once.

The Islamia University, Bahawalpur shall exercise the powers conferred on it by or under the Islamia University of Bahawalpur Act, 1975, within the territorial limits of Bahawalpur Division.

Chapter 8 The Islamia University Employees Efficiency and Discipline Statutes, 1976

Short title Commencement and Application:-

- (1) These Statutes may be called the Islamia University Employees (Efficiency and Discipline) Statutes, 1976.
- (2) They shall come into force at once and apply to all University Employees except holders of such posts as specified by the Chancellor.

2. Definition:-

- (1) In these Statutes, unless the context otherwise requires:-
 - (a) "Accused" means an employee of the University against whom action is taken under these Statutes;
 - (b) "Authorized Officer" means a person authorized by the competent authority to perform functions of an authorized officer under these Statutes;
 - (c) "Competent Authority" means an officer or authority, competent to appoint the accused;
 - (d) "University Employee" includes a teacher and an officer other than the Chancellor, Pro-Chancellor or Vice-Chancellor;
 - (e) "Misconduct" means conduct prejudicial to good order or service discipline or conduct unbecoming of an officer and a gentleman and includes any Act on the part of a University employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Chancellor, the Pro-Chancellor, or any officer of the University in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of his service;
 - (f) "Penalty" means a penalty which may be imposed under these Statutes; and
 - (g) "Medical Board" means the Board constituted by the Vice-Chancellor comprising not less than three members including the senior medical officer of the University.
- (2) In case two or more University employees are to be proceeded against jointly, the competent authority or as the case may be, the authorized officer for such an employee senior most in rank shall be the competent authority or as the case may be, the authorized officer in respect of all such accused.
- (2.A). Save in cases where the Syndicate is to Act as "the competent authority" or "the authorized officer" notwithstanding any thing to the contrary contained in Statutes, 2, where "the competent authority" or "the authorized officer" would personally be interested in the result of the proceedings under these Statutes "the competent authority" or "the authorized officer" shall not proceed with the case and shall:
 - (i) In the case of "the authorized officer" report the matter to the "competent authority" which shall appoint and authorize another officer of the corresponding rank or status to act as "the authorized officer; and
 - (ii) In the case of "the competent authority" report the matter to the appellate authority to which the orders passed by "the competent authority" are ordinarily appeal able and such appellate authority shall appoint and authorize another officer of the corresponding rank and Status to act a "the competent authority".
- (3) Words and expressions used but not defined in these Statutes, shall bear the same meanings as they bear in the Islamia University of Bahawalpur Act, 1975.

3. Ground for Penalty:-

A University employee, who:-

- (a) is inefficient or has ceased to be efficient; or
- (b) is guilty of misconduct; or
- (c) is corrupt, or may reasonably be considered corrupt because:
 - (i) He is, or any of his dependents or any other person through him or on his behalf, is in possession of pecuniary resources or of property disproportionate to his known sources of income which he cannot reasonably account for; or
 - (ii) He has assumed a style of living beyond his ostensible means; or
 - (iii) He has a persistent reputation of being corrupt; or
- (d) Is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is prejudicial to the interest of the University or National Security; shall be liable to be proceeded against under these Statutes and one or more of the penalties hereinafter mentioned may be imposed on him.

4. Penalties:-

- (1) 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 Statutes or orders pertaining to the service or post;
 - (iii) stoppage, for a specific period, an efficiency bar in the time- scales, otherwise than for unfitness to cross such bar;
 - (b) **Major Penalties:-**
 - (i) reduction to a lower grade or post or time – scale or to a lower stage in a time scale;
 - (ii) recovery of the whole or any part of any pecuniary loss caused to the University by negligence or breach of orders;
 - (iii) compulsory retirement;
 - (iv) removal from service; and
 - (v) dismissal from service.
- (2) Removal from service does not, but dismissal from service does disqualify for future employment under the University.
- (3) In this Statute, removal or dismissal from service does not include the discharge of a University employee.
 - (a) Appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him; or
 - (b) Appointed otherwise than under a Contract to hold a temporary appointment on the expiration of the period of appointment; or
 - (c) Engaged under a Contract, in accordance with the terms of the Contract.

5. Initiation of Proceedings:-

If, in the opinion of the competent authority, there are sufficient grounds for proceeding against a University employee, it shall direct the authorized officer to proceed against the said University employee.

6. Procedure to be observed by the Authorized Officer:-

The following procedure shall be observed by the authorized officer when a University employee is proceeded against under these Statutes:-

- (1) In case where a University employee is accused of subversion, corruption or misconduct, he may be placed under suspension by the Vice-Chancellor; or with the prior approval of the Vice-Chancellor by the authorized officer, or he may be required by the authorized officer, to proceed on leave as due and admissible under the University Statutes;
 Provided that the continuation of suspension, if ordered by the authorized officer, or grant of any extension in leave shall require the prior approval of the competent authority after every three months.
- (2) Within three days of the receipt of the direction from the competent authority under Statute 5, or within such further period as may be allowed by the competent authority at the written request of the authorized officer, the authorized officer shall decide whether in the light of the facts of the case or in the interest of justice, an inquiry is necessary.
- (3) If the authorized officer decides that it is not necessary to have an inquiry conducted against the accused, he shall:-
 - a) Inform the accused forthwith by an order in writing, 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 within a period of fourteen days from the date of receipt of the order under clause (a).
 Provided that no such opportunity shall be given where, in the interest of security of Pakistan or any part thereof, it is not expedient to do so but before denying this opportunity, the authorized officer shall obtain the prior approval of the competent authority.
- (4) Within seven days of the receipt of the explanation, if any, of the accused, or within such further period as may be allowed by the competent authority at the written request of the authorized officer, 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 however, the authorized officer considers it to be a case for a major penalty, he shall forthwith forward the case to the competent authority along with the explanation of the accused and his own recommendations regarding the penalty to be imposed.
- (5) If under clause (2) the authorized officer considers that an inquiry is necessary he shall appoint an inquiry officer or an inquiry committee consisting of two or more persons who or one of whom shall be of a rank senior to that of the accused or if there are more than one accused, senior to all the accused.
- (6) Where an inquiry officer or an inquiry committee is appointed under clause (5) the authorized officer shall simultaneously frame a charge and communicate it to the accused together with a statement of allegations explaining the charge and other relevant circumstances which are proposed to be taken into consideration and require the accused, within a reasonable time which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defence directly before the inquiry officer or the inquiry committee as the case may be.
- (7) The authorized officer, immediately after communicating the charge to the accused under clause (6) shall forward such record or copies thereof and such other material as is necessary for the conduct of the inquiry to the inquiry officer or the inquiry committee, as the case may be.

7. Procedure to be observed by the Inquiry Officer or Inquiry Committee:-

- 1) On receipt of the record and the explanation of the accused referred to in the proceedings Statute, the inquiry officer or the inquiry 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 where any witness is produced by one party, the other party shall be entitled to cross examine that witness.

- 2) If the accused fails to furnish his explanation within the period specified, the inquiry officer or the inquiry committee, as the case may be, shall proceed with the inquiry.
- 3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case from day to day and no adjournment shall be given, except for reasons to be recorded in writing. However, every adjournment, with reasons therefore, shall be reported forthwith to the authorized officer. Normally, no adjournment shall be for more than a week.
- 4) 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 if, thereafter, he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to be substantial justice.
- 5) If the accused absents himself from the inquiry on medical grounds he shall be deemed to have hampered or attempted to hamper the progress of the enquiry, unless medical leave, applied for by him is sanctioned on the recommendations of a Medical Board. Where, in view of the serious condition of the accused, it may not be possible for him to appear before the Medical Board, the Board shall examine him at his residence of which complete address must always be given in the leave application and at which he must be available;
Provided that the authorized officer may, in his discretion, sanction medical leave up to seven days without the recommendations of the Medical Board.
- 6) The inquiry officer or the inquiry committee, as the case may be, shall complete the inquiry proceedings within a period of sixty days, commencing from the last date of submission of the written defence by the accused and shall, within ten days of the expiry of the said period of sixty days or within such further period as may be allowed by the authorized officer, submit his or its findings and the grounds, thereof to the authorized officer.
- 7) The authorized officer, on receipt of the report of the inquiry officer or inquiry committee, shall determine whether the charge has been proved, If it is proposed to impose a minor penalty he shall, after affording the accused an opportunity of showing cause against the action proposed, pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the competent authority along with the charge sheet a statement of allegations served on the accused, explanation of the accused, the finding of inquiry officer or the inquiry committee, as the case may be, and his own recommendations regarding the penalty to be imposed. In case it is proposed to drop the proceedings, the authorized officer shall submit the case with all relevant material/documents to the competent authority, for appropriate orders.

7.A Appearance of the Council:-

No party to any proceeding under these Statutes shall, before the competent authority, the authorized officer, the inquiry officer, the inquiry committee or appellate authority, be represented by the lawyer.

7. B Expeditious Disposal of Proceedings:-

- 1) In a case where the authorized officer decides not to have an inquiry conducted against the accused, the proceedings must be finalized by him within a period of forty five days from the date of receipt of the direction under Statute 5 and a report to that effect submitted to the competent authority.

- 2) In a case where the authorized officer has appointed an inquiry officer or inquiry committee, he should ensure that the entire proceedings are completed within a period of ninety days from the date of receipt of direction under Statute 5 and shall submit a report thereof to the competent authority.
- 3) Where inquiry proceedings are not completed by the inquiry officer or the inquiry committee, as the case may be, within the period of forty-five days of the date on which the accused puts in his written defence, if any, the inquiry officer or the inquiry committee, as the case may be, shall report the position of the inquiry to the authorized officer intimating the reasons why the inquiry could not be completed within that period and the approximate further time that is likely to be taken in the completion of the inquiry, and the authorized officer shall immediately cause the same to be produced before the competent authority.
- 4) The competent authority on receipt of report under clause (2) and (3) shall pass such orders for expeditious finalization of the proceedings as it may deem fit.

8. Action by the Competent Authority:-

In the case of any proceeding the record of which has been reported for orders under clause (4) of Statute 6 or clause (7) of Statute 7, the competent authority may pass such orders as it deems fit but before imposing a major penalty, the competent authority shall afford the accused an opportunity of being heard in person, either before himself, or before an officer senior in rank to the accused designated for the purpose, after taking into consideration the record of such personal hearing prepared by the officer so designated.

9. Certain Statutes not to apply in Certain Cases:-

Nothing in these Statutes shall apply to a case:

- 1) Where a University employee is convicted of an offence involving moral turpitude which has led to a sentence of fine or imprisonment, he may, after being given a show cause notice be dismissed, removed from service or reduced in rank without following the procedure laid down in Statutes 5,6,7 and 8.
- 2) Where the competent authority is satisfied that for reasons to be recorded in writing, it is not reasonably practicable to give the accused University employee an opportunity of showing cause, it may impose any of the penalties under these Statutes without following the procedure laid down in Statutes 5,6,7 & 8.

10. Procedure of Inquiry against Officers lent to the Government or other Universities, Institutions etc:-

- 1) Where the services of the University employee to whom these Statutes apply, are lent to any Government or to other Universities or to a local or other authority, in these Statutes referred to as the borrowing competent authority, the borrowing competent authority shall have the powers of competent authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these Statutes; Provided that the borrowing competent authority shall forthwith inform the competent authority, which has lent his services, here-in-after in these Statutes referred to as the lending competent authority, of the circumstances leading to the order of his suspension or the commencement of the proceeding as the case may be; Provided further that the borrowing competent authority shall obtain prior approval of the Syndicate before taking any action under these Statutes against a University employee holding a post in BPS-17 or above.

- 2) If, in the light of the findings in the proceedings taken against a University employee in terms of clause (1) above, the borrowing competent authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending competent authority the record of the proceeding and thereupon the lending competent authority shall take action as prescribed in these Statutes.
- 3) Notwithstanding anything to the contrary contained in clause (1) and (2) the Syndicate in respect of certain University employees or categories of University employees, authorize the borrowing competent authority to exercise all the powers of the competent authority and authorized officer under these Statutes.

11. Power to Medical Examination as to Mental or Bodily Infirmary:-

- (1) Where it is proposed to proceed against a University employee on the ground of in-efficiency by reasons of infirmity of mind or body, the competent authority may, at any stage, whether or not an authorized officer has been directed to proceed against him, require the University employee to undergo a medical examination by a Medical Board or a Medical Officer/Superintendent as the competent authority may direct and the report of the Board or the Medical Superintendent shall form part of the proceedings.
- (2) If a University employee refuses to undergo such an examination, his refusal may, subject to the consideration of such grounds as he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of the examination would prove unfavorable to him.

12. Appeal or review against Penalty:-

Any University employee on whom a penalty has been imposed under these Statutes, may within thirty days from the date of the communication of the order, appeal against or apply for review of the order as provided in section 42 of the Islamia University of Bahawalpur Act, 1975;

Provided if the Syndicate or the Chancellor, as the case may be, is satisfied that there is sufficient ground for extending the time, it or he may entertain the appeal or the review petition at any time.

13. Petition of Appeal or Review:-

Every appeal or review petition referred under these Statutes shall be made in the form of a petition in writing and shall set forth concisely the grounds of objection to the order appealed from or sought to be reviewed and shall not contain disrespectful or improper language and shall be submitted to the Vice-Chancellor and he shall forward the same along with the comments within a fortnight to the Syndicate or the Chancellor as the case may be.

14. Determination of appeal by the Syndicate:-

- (1) The Syndicate shall cause notice to be given to the appellant and the competent authority or the authorized officer imposing penalty, of the time and place at which such appeal will be heard. The Syndicate shall send for the record of the case, if such record is not already with it. After perusing such record and hearing the appellant, if he appears, and the representative of the punishing authority if he appears, the Syndicate may, if it considers that there is no sufficient ground for the interfering, dismiss the appeal or may---
 - (a) reverse the finding and acquit the accused; or
 - (b) order and direct that further or fresh inquiry be made; or
 - (c) after the finding maintaining the penalty or with or without altering the finding, reduce the penalty; or

- (d) subject to the provisions of clause (2) enhance the penalty.
- (2) Where the Syndicate proposes to enhance the penalty, it shall-
 - (i) by order, in writing, inform the accused of the action proposed to be taken and the grounds of the action; and
 - (ii) give him a reasonable opportunity to show cause against that action.
- (3) In dealing with an appeal the Syndicate, if it thinks additional evidence to be necessary, may, either take such evidence itself or direct it to be taken by the authorized officer and when such evidence has been taken, the Syndicate shall thereupon propose to dispose of the appeal.

15. Determination of Review Petition by the Chancellor:-

The Chancellor, while determining the review petition may, in his discretion, exercises any of the powers conferred by Statute 14 on the Syndicate; Provided that it shall not be necessary for the Chancellor to cause notice to be given to the accused or punishing authority or to afford the accused an opportunity to be heard in person except where the Chancellor proposes to increase the penalty, in which case he shall, by order in writing, inform the accused of the action proposed to be taken and the grounds of the action and give him a reasonable opportunity to show cause against that action.

16. No Second Petition for review except in Certain Cases:-

- (1) No appeal shall lie against any order made by the Syndicate except in case that Syndicate enhances the penalty
- (2) In every case, in which the Syndicate enhances the penalty imposed by the competent authority or the authorized officer, the accused may, within 30 days of the communication of the orders, apply to the Chancellor for the review of that order.

Provided if the Chancellor is satisfied that there is sufficient ground for extending the time, he may entertain the application for review at any time.

- (3) The application for review shall be filed in the manner indicated in Statute 13 and the Chancellor shall determine the review petition in the manner provided in Statute 15 and may, in his discretion exercise any of the powers in the said Statute.

17. Revision:-

- (1) The Chancellor may call for and examine the record of any proceeding before any authorized officer or competent authority for the purpose of satisfying himself as to the correctness, legality or propriety of any finding, penalty or order recorded or passed and as to the regularity of any proceeding of such competent authority or officer.
- (2) On examining any record under this Statute, the Chancellor may direct the competent authority or the authorized officer to make further inquiry into the charges of which the accused has been acquitted and discharged and may, in his discretion, exercise any of the powers conferred on the Syndicate under Statute: Provided an order prejudicial to the accused shall not be passed unless he has been given an opportunity to show cause against the proposed action. Provided further that an order imposing punishment shall not be revised suo-moto or otherwise after the lapse of a period of three months from the date of its communication to the accused if no appeal is preferred.

- (3) No proceeding by way of revision shall be entertained at the instance of the accused who has a right of appeal or review under these Statutes and has not brought the appeal or review or where the order sought to be reviewed was made by the Chancellor

Chapter 9 Islamia University Bahawalpur Teachers (Appointment & Special Conditions of Service) Statutes, 1977

Short Title & Commencement:-

- (1) These Statutes may be called the Islamia University, Bahawalpur Teachers (Appointment and Special Conditions of Service) Statutes, 1977.
- (2) They shall come into force with immediate effect. Provided that appointment and promotions made, scholarships awarded and all actions taken by the University in respect of matters covered by these University Statutes before these Statutes come into force shall be deemed to be valid.

2 Definition:-

In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

“Cadre” means a part of the University service sanctioned or prescribed as a separate unit;

“Family” means the wife and / or un-married dependent children and wholly dependent parents;

“Initial Recruitment” mean appointment made otherwise than by promotion;

“Recognized University or” Institute” means any University or Institute incorporated by law in Pakistan and any other University or Institute which may be declared by the Syndicate to be a recognized University or Institute for the purposes of these Statutes;

“Teachers” means Professor, Associate Professor, Assistant Professor or Lecturer or any other person imparting instruction in a Faculty or Teaching Department of the University and Recognized as a teacher by the Syndicate;

“University” means the Islamia University, Bahawalpur;

- * “Selection Board” means a Board Constituted under Statute 6 of the Schedule appended to the Islamia University of Bahawalpur, Act-1975.

3. Constitution of Cadre:-

- (1) Professors, Associate Professors, Assistant Professors and Lecturers, shall each form a separate cadre.
- (2) The numbers of teachers in each cadre and in each Teaching Department shall be such as may be determined by the Syndicate from time to time after consultation with the Academic Council, with due regard to the requirements of the University.

4 Appointing Authority and Mode of Appointment:-

Appointments to the various posts in each cadre shall be made by the Syndicate by initial recruitment on merit on the recommendations of the Selection Board in accordance with the qualifications and experience prescribed in column 3 of the Schedule appended with these Statutes provided that the Syndicate shall have full powers to make short term appointments of teachers for a period not exceeding one year, if and when necessary. No person shall be appointed as a teacher unless he is a citizen of Pakistan provided that this restriction may be relaxed by the Syndicate in suitable cases.

***5. Age:-**

No person who is less than 21 years and more than 50 years of age shall ordinarily be appointed as whole time teachers by initial recruitment.

6. Probation:-

- (1) A person appointed to a post in the cadre against a substantive vacancy shall remain on probation for a period of two years, which may be extended by the Syndicate for another year.

***Explanation:-** Officiating or temporary service and service spent on deputation to corresponding or a higher post shall be allowed to count towards the period of probation but the period spent on leave other than causal leave may be excluded for reckoning the period of probation.

- (2) If the work or conduct of a teacher during the period of probation has been unsatisfactory, the Syndicate may, notwithstanding that the period of probation has not expired, revert him to his former post, or if there is no such post dispense with his services.
- (3) On completion of the period of probation of a teacher the Syndicate may, subject to the provisions of paragraphs (4) and (5), either confirm him in his appointment, or if his work or conduct has, in the opinion of the Syndicate, not been satisfactory:
- (a) pass such orders as it could have passed under paragraph (2) above; or
 - (b) extend the period of probation by a period not exceeding one year and during or on the expiry of such period pass such orders as it could have passed under paragraph (2) above.

***Explanation-1:-**

If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

***Explanation-2:-**

If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be confirmed in his appointment unless order is issued to the contrary recording reasons therefore. In case a departmental enquiry is pending against a probationer, the Vice-Chancellor may withhold his confirmation till the finalization of the enquiry

- (4) No person shall be confirmed in the post unless he successfully completes such training and passes such test or examination as may be prescribed by the Syndicate from time to time.
- (5) If a teacher fails to complete successfully any training or to pass any test or examination prescribed under paragraph (4) within such period or in such number of attempts as may be prescribed by the Syndicate, the Syndicate may pass such orders as it could have passed under paragraph (2).

***7. Seniority:-**

The Seniority interest of the teachers appointed to the cadre shall be determined in accordance with the order of merit assigned by the Selection Board, Provided that the person selected for appointment to the Cadre in an earlier selection shall rank senior to the persons selected in a later selection.

***8. Medical Examination:-**

No person shall be appointed as a whole time teacher in the University unless he produces a medical certificate of fitness from the medical officer appointed by the University or in his absence such other medical officer as may be nominated by the Vice-Chancellor.

***9. Character Certificate:-**

No person shall be appointed as a whole time teacher unless he produces a certificate of character from two responsible persons not being his relatives.

10. Award of Scholarship to Teachers:-

- (1) A teacher may be awarded a scholarship by the University or allowed to avail himself of a scholarship of fellowship awarded by Government or other Authority or body in order to obtain a Master's Degree or a Doctorate or an equivalent qualification or to take a special course of training, research or instruction and he may be allowed the following concessions in addition to the scholarship or the allowance provided by the sponsoring Authority.
 - (a) the period of study and of his journey to and from the place of study may be counted towards service and increments, provided that the Syndicate may, by general or special orders, direct otherwise;
 - (b) he may be paid for the period of study and of his journey to and from the place of study such pay as would have been admissible to him if he had been on duty in the University during such period provided that the Syndicate may, by general or special orders, direct otherwise;
 - (c) he may be paid traveling allowance from Lahore to the Place of study and back if such place is within the country or to the port or airport of embarkation and back if the place of study is abroad according to the Travelling Allowance Rules applicable to him and he may also be provided with traveling facilities from the port or air-port of embarkation to the place of study and back if such traveling charges and facilities are not paid or provided by the foreign Authority sponsoring the scholarship or fellowship.
- (2) Before a teacher is granted the concession mentioned in paragraph (1) above, he shall execute the Agreement of Service in the form to be determined by the Syndicate from time to time, with two sureties.

11. Promotion to Ex-Jamia Staff:-

Nothing in these Statutes shall adversely affect the terms and conditions on which the services of teachers employed in the Ex-Jamia, Bahawalpur were transferred to the University.

12. Limited Application to Persons Employed on Contract or on Deputation:-

These Statutes shall not apply to the persons employed on Contract or on deputation to the extent to which they are inconsistent with the provisions of the contracts or the terms and conditions of their deputation, as the case may be.

*Amendment approved by the Chancellor Vide No. SO (Univ) 4-13/85 dated 29.3.1989.

13. In all matters not expressly provided for in these Statutes, the teachers shall be governed by Statutes, Regulation and Rules as have been or may hereafter be framed or adopted and made applicable to them.

14. Relaxation:-

Any of these Statutes, for reasons to be recorded in writing, may be relaxed in special cases, if the Syndicate is satisfied that a strict application of such Statutes would cause undue hardship to an individual teacher or adversely affect the interests of the University;

Provided that whenever such relaxation involves a question on which consultation with the Selection Board is necessary, the Board shall be consulted before the relaxation is made.

Explanation-I: The Selection Board must be consulted when the question relates to the relaxation of the age limit or the qualifications and experience prescribed for appointment to a post or the fixation of initial pay.

* **Explanation-II:** As provide under para 7(i) (ii) of the first Statute of the Schedule appended to the Act, an eminently qualified person may be appointed to a Professorship in the University on terms and conditions other than those prescribed.

*Amendment approved by the Chancellor Vide No. SO (Univ) 4-13/85 dated 29.3.1989.

SCHEDULE

**(Referred To In Statutes 4 of The Islamia University Bahawalpur Teachers
(Appointment & Special Conditions of Service) Statutes-1977)**

Sr. No.	Name of Post.	Qualification and experience for person to be appointed as teachers.
(a)	Lecturer.	i) 1 st Class Master's Degree in Arts and Science/1st Class B.Sc. (Engg)/1 st Class L.L.B. or equivalent qualification.
(b)	Assistant Professor.	i) Educational qualification as in (i) above and 6 years experience in a recognized University or a post-graduate institution as a Lecturer or professional experience in National or International organization. OR i) Master's Degree (Foreign) or M.Phil. from a Pakistani University plus 4 years experience in a recognized University as a Lecturer or professional experience in the relevant field in a national or international organization. OR Ph. D with 2 years teaching/research experience in the relevant field in a National or International Organization.
(c)	Associate Professor.	Ph. D with 10 years teaching/research Experience in a recognized university or Professional experience in the relevant field in a national or International Organization plus 5 research publications in journals of International repute.
(d)	Professor.	Ph. D with 15 years teaching/research experience in a recognized University or professional experience in the relevant field in a national or international organization plus 8 research publications in journals of International repute.

Note: In case of any difficulty in determining the equivalence of degrees and experience in technical and professional subjects, the University Grants Commission will be consulted.

AGREEMENT OF SERVICE

Memorandum of agreement between _____ and the Islamia University, Bahawalpur made this _____ day of _____ One thousand, nine hundred and _____ Whereas _____

(Full name and address)

at present employed as _____ in _____
(hereinafter referred to as the Scholar which expression shall include his heirs, successors and legal representatives) of the first part has been awarded scholarship, in the field of _____ by the Government through Islamia University, Bahawalpur (hereinafter referred to as the University) of the other part.

Now, therefore, in consideration for the said award, the Scholar agrees and Undertakes as follows:

- (i) He shall faithfully conform to and abide by the instructions issued with regard to his studies by the University during the period of his scholarship and shall whole heartedly and diligently engage himself in the studies, training and research work pertaining to the Scholarship abroad and shall take tests and examinations as may be prescribed;
- (ii) He shall confine his studies to the aforesaid field and shall not change it without prior permission of the University;
- (iii) Upon the completion of the term of his scholarship he shall return to the Pakistan and serve the University for a period of not less than five years in any suitable post of which the Syndicate of the University shall be the sole judge and upon such terms and conditions as the said Syndicate may prescribe;
- (iv) Upon his return from abroad he shall have no right to claim higher pay or seniority over others on account of the said training; and
- (v) In the event of the breach of any of the aforesaid terms, not arising from his illness certified to the satisfaction of the Syndicate of the University, the Scholar binds himself firmly to pay on demand a sum of Rs. _____ (Rupees _____ thousand only) as liquidated damages and not as a penalty to the University.

In witness whereof he produces below two sureties who shall be responsible and stand bound by this agreement and guarantee that the Scholar shall perform his promise and in case he fails to do so the sureties shall identify and pay to the University the said amount in default of payment by the Scholar.

As we the sureties below, agree to stand bound by this agreement and guarantee for the performance of the promise by the Scholar and for the payment of the said amount in default.

Signed by the above bounden. _____

And the two sureties (1) _____
(Full name and address)

(2) _____
(Full name and address)

In the presence of (1) _____
(Full name and address)

(2) _____
(Full name and address)

**Chapter 10 Islamia University Bahawalpur Officers (Appointment)
Statutes, 1977**

1. Short Title & Commencement:-

- (1) These Statutes may be called the Islamia University Bahawalpur Officers (Appointment) Statutes, 1977.
- (2) They shall regulate the appointment of officers of the University mentioned in column 2 of the Schedule of these Statutes.
- (3) They shall come into force at once.

2. Definitions:-

In these Statutes unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

- (i) "Appointing Authority" means the Authority specified in Statutes 3.
- * (ii) "Grade" means a group of posts carrying similar duties and responsibilities in a common scale of pay.
- (iii) "Initial recruitment" means appointment made otherwise than by promotion or transfer.
- (iv) "Officer" means an officer mentioned in column 2 of the Schedule.
- (v) "Recognized University or Institute" means any University or Institute incorporated by law in Pakistan and any University or Institute which may be declared by the Syndicate to be recognized University or Institute for the purposes of the Statutes.
- (vi) "Schedule" means the Schedule appended to these Statutes.
- (vii) "Selection Board" means the Selection Board constituted under Statute 6 of the Schedule appended to the Islamia University of Bahawalpur Act, 1975.
- (viii) "Syndicate and Vice-Chancellor" means the Syndicate and the Vice-Chancellor respectively of the Islamia University Bahawalpur.
- (ix) "University" means the Islamia University Bahawalpur.

3. Appointment of officers mentioned in column 2 of the Schedule shall be made by the Syndicate on the recommendation of the Selection Board. Provided that the Syndicate shall have full powers to make short terms appointment of officers for a period not exceeding 3 years, if and when necessary.

4. (1) Appointments of officers shall be made by the methods specified in column 4 of the Schedule.
- (2) When a vacancy which is to be filled either by initial recruitment or by selection occurs or is likely to occur, the appointing Authority shall decide by which of the methods specified in column 4 of the Schedule it shall be filled.

5. Age:-

No person who is less than 21 years of age and over 50 years of age shall ordinarily be appointed as an officer by initial recruitment.

6. Qualifications:-

No person shall ordinarily be appointed as an officer by initial recruitment, unless he possesses the qualifications prescribed in column 3 of the Schedule for the post to which he is to be appointed.

Approved by the Chancellor vide, Letter No. SO(Univ) 4/59-75 dated 25 January 1978.

* Amendment approved by the Chancellor vide No. SO(Univ) 4/66-79 dated 4.2.1980.

7. Relaxation:-

In a special case the appointing Authority may for reasons to be recorded in writing relax the provisions of Statutes 5 and 6.

8. Probation:-

- (1) Unless otherwise directed by the Syndicate, the persons appointed against substantive vacancies shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise;

*Provide that the appointing authority may extend the period of probation.

Explanation:-

1. Officiating or temporary service and service spent on deputation to corresponding or a higher post may be allowed to count towards the period of probation but the period spent on leave other than casual leave may be excluded for reckoning the period of probation.
2. If the work or conduct of an officer during the period of probation has been un-satisfactory, the appointing authority may, not with-standing that the period of probation has not expired, revert him to his former post, or if there be no such post, dispense with his services.
3. On completion of the period of probation of an officer the appointing authority may either confirm him in his appointment or if his work or conduct has, in the opinion of the appointing authority, not been satisfactory.
 - a) Pass such orders as it could have passed under paragraph (2) above; or.
 - b) Extend the period of probation by a period not exceeding one year in all and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period.
- *4. If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.
- *5. If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended. In case a departmental enquiry is pending against a probationer, the appointing authority may with-hold his confirmation till the finalization of the enquiry.
- *6. No person shall be confirmed in a post unless he has successfully completed such training or passed such Department Examination as may be prescribed.
- *7. A probationer who has satisfactorily completed his period of probation against a substantive vacancy, shall be confirmed with effect from the date of his continuous appointment in such a vacancy.

Provide that where the period of his probation has been extended the date of confirmation shall, subject to the other provisions of these Statutes, be the date on which the period of his probation was last extended.

* Amendment approved by the Chancellor vide letter No. SO(Univ) 4-13/84 dated 24-5-1989.

***9. Medical Examination:-**

No person shall be recruited to the service in the University by direct appointment unless he produces a medical certificate of physical fitness from the Medical Officer appointed by the University or in his absence from the Medical Superintendent, Bahawalpur.

10. Seniority:-

- (i) The seniority interse of the officers, appointed to posts in the same grade shall be determined.
 - (a) In the case of persons appointed by initial recruitment in accordance with the order of merit, assigned by the Selection Board; provided that a person selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in a later selection.
 - (b) In the case of persons appointed otherwise, with reference to the dates of their continuous appointment in the grade provided that if the date of continuous appointment in the case, two or persons appointed to the grade is the same, the older if not junior to the younger in the next below grade shall rank senior to the younger person.
- (ii) The Seniority of the persons appointed by initial recruitment to the grade vis-à-vis those appointed otherwise shall be determined with reference to the date of continuous appointment to the grade provided that if two dates are the same, the persons appointed otherwise shall rank senior to the person appointed by initial recruitment; provided further that interse seniority of persons belonging to the same category will not be altered.

Explanation:-

In case a group of persons is selected for initial appointment at one time, the earliest date on which any one out of the group joined the service will be deemed to be the date of appointment of all persons in the group. Similarly in case a group of persons is appointed otherwise at one time in the same office order the earliest date on which any one out of the group joined the service will be deemed to be the date of appointment of all persons in the group. And the persons in each group will be placed with reference to the continuous date of appointment as a group in order of their interse seniority.

11. Character and Antecedents:-

No person shall be appointed by initial recruitment unless he produces a certificate of character from the Principal Academic Officer of the academic Institution last attended and from two responsible persons not being his relatives and his antecedents are verified to the satisfaction of the appointing authority.

* Amendment approved by the Chancellor vide Letter No. SO (Univ) 4-13/84 dated 24-5-1989

SCHEDULE
(REFERRED TO IN STATUTES 1, 2, 3, 4, & 6)

Sr.No.	Name of Post	Qualifications	Method of recruitment
1	2	3	4
1.	*Registrar/ Controller of Examinations (BPS-19)	Master Degree at least 2nd Division from a recognized University with 13 years administrative experience in grade 17 or above in a University or Education Department.	*By initial recruitment or by selection from amongst the Deputy Registrars / Deputy Controllers of Examinations or officer holding equivalent posts.
2.	*Deputy Registrar/ Deputy Controller of Examinations (BPS-18)	A graduate with five years administrative /experience in a University or Education Department	By initial recruitment or by selection from amongst the Assistant Registrars or equal officers.
3.	*Assistant Registrar/ Assistant Controller of Examinations/ **Assistant Treasures/ ***Secretary to Vice- Chancellor.	A graduate with three years administrative experience in a University or Education Department	**** By initial recruitment or by selection from amongst administrative officers/Superintendents, Personal Assistants.
4.	Deputy Treasurer.	(i) A graduate with seven years experience of Audit and / or Accounts work in a Government or Semi-Government Department or a University, or (ii) Assistant Accounts officer in a Government or Semi-Government Department with five years experience as such, or (iii) S.A.S. with 10 years experience as such.	By initial Recruitment or by selection from amongst Assistant Registrars, Assistant Treasurers, or equal officers.

*Amendment approved by the Chancellor vide letter No. SO (Univ) 4 (13) /92 date 15.1.1994

**Approved by the Chancellor vide letter No. SO(Univ) 4-13/84 dated 24.5.1989

***Approved by the Chancellor vide letter No. SO(Univ) 4/66-79 dated 4.2.1980

****Approved by the Chancellor vide letter No. SO(Univ) 4/1-81 dated 31.3.1982

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5.	Assistant Registrar Public Relations/ Publications. *** Re-designated as Public Relations Officers.	A graduate of a recognized University with three years experience of protocol and public relations/publications and journalism work in a Government or Semi- Government department or a University	By initial recruitment
6.	Project Director	B.Sc. Civil Engineering from a recognized University or an equiv- alent qualification with 13 years experience of professional work specially in construction and maintenance of building.	By initial recruitment or by selection from amongst the Executive Engineers of the University.
7.	Executive Engineer	B.Sc. Civil Engineering from a recognized Univ- ersity or an equivalent qualification with five years experience of professional work espe- cially in construction and maintenance of buildings.	By initial recruitment
8.	Librarian (BPS-19)	*Master's Degree in Library Science from a recognized University or equivalent qualification and 10 years experience	By initial recruitment
	(i) *Deputy Librarian (BPS-18)	Master's Degree in Library Science from a recognized University or equivalent qualification and 5 years experience	By initial recruitment or by selection from amongst the present Assistant Librarians.

*Amendment approved by the Chancellor vide letter No. SO (Univ) 4-1/89 dated 17.1.1990.

**Approved by the Chancellor vide letter No. SO(Univ) 4-13/84 dated 24.5.1989

***Approved by the Chancellor vide letter No. SO(Univ) 4/4-81 dated 14.1.1982

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|-----|-----------------------------------|---|---|
| 9. | Medical Officer | M.B.B.S from a recognized University with three years practical experience. | By initial recruitment |
| 10. | Director of Physical Education. | A Bachelor's Degree from a recognized University with a senior diploma in Physical Education and ten years experience in the field. | By initial recruitment |
| 11. | Assistant Engineer | B.Sc. (Civil) from a recognized University or an equivalent qualifications or a Diploma holding Sub-Engineer with at least Five years experience as such. | *By initial recruitment or by selection from amongst the Sub-Engineers with at least five years experience as such. |
| 12. | **Administrative Officer (BPS-16) | Selection grade BS-17 to the 33% of total posts.

Vide letter No. FDIPC. 18-1/90 dated 23.9.1991. | ***By selection from amongst the persons in the University service holding the posts of Superintendents / Assistants with at least five years experience as such. |

*Amendment approved by the Chancellor vide letter No. SO (Univ) 4-13/84 dated 24.5.1989.

** Amendment approved by the Chancellor vide letter No. SO (Univ) 4/66-79 dated 4.2.1980.

*** Amendment approved by the Chancellor vide letter No. SO (Univ) 4/5-84 dated 28.6.1987.

13.	Assistant Librarian (BPS-17)	Master's Degree in Library Science from a recognized University or equivalent qualification and two years experience	By initial recruitment or by selection from amongst the present Library Assistants, Cataloguers/Classifiers.
*14.	Library Assistant (BPS-16)	F.A. /B.Sc. and Diploma in Library Science.	By initial recruitment
**15.	Superintendent (Workshop) (BPS-17)	B.Sc. Electronic Engineer or M.Sc. Physics with Electronics as special paper with at least one year experience in the repair of electronic equipments in a recognized establishment.	By initial recruitment
*** 16.	Farm Managers cum-Land Officer (BPS-17)	M.Sc. Agricultural with 5 years experience or B.Sc. Agricultural with 10 years experience.	By initial recruitment
**** 17.	Assistant Director/ Assistant Directress Physical Education (BPS-17)	M.A. Physical Education	By initial recruitment
*****18.	Planning officer (BPS-17)	Second Class Master degree in Educational Planning / Education. Economics/Statistics/ Business Administration preferably with 3 years experience of work /Research in a University/Planning & Development Division/ Planning units of the jobs relating to Educational Planning.	By initial recruitment

*Amendment approved by the Chancellor vide letter No. SO (Univ) 4-1/89 dated 17.1.1990

**Vide letter No. SO (Univ) 4/7-81 dated 10.10.1983

***Vide letter No. SO (Univ) 4-4/82 dated 9.4.1987

****Vide letter No. SO (Univ) 4-6/90 dated 2.11.1993

*****Vide letter No. SO (Univ) 4-12/85 dated 19.7.1987

*19.	Research Assistant (BPS-16)	At least 2nd class Master's Degree in the subject preferably with research experience	By initial recruitment
*20.	System Operator (BPS-16)	B.Sc with Physics & Mathematics or Statistics & Mathematics at least in second division from a recognized University, along with one year Diploma in Computer OR B.Sc. with Physics & Mathematics or Statistics & Mathematics in at least in second division from recognized University and having knowledge or three computer languages and one year experience of working on a main frame or mini computer	By initial recruitment
**21.	Land officer (BPS-16)	A graduate from a recognized University with some experience in the filed of Land Scaping and Form Management.	By initial recruitment
**22.	Estate Officer (BPS-16)	A graduate from a recognized University with some experience in relevant field. (For the posts at Sr. No. 21&22 above, person with rural back ground will be given preference)	By initial recruitment.
***23.	Headmaster, University Secondary School	M.A./M.Sc (2 nd Division (with B.Ed. (2 nd Division) OR M.Ed.(2 nd Division) from a recognized University with ten years experience. a)	By promotion from amongst Secondary school Teachers (SST) OR by initial Recruitment.

*Amendment approved by the Senate dated 13.3.1993.

**Amendment approved by the Senate dated 14.12.1996.

***Amendment approved by the Syndicate dated 25, 26.4.1987.

Chapter 11 The Islamia University Bahawalpur Employees Pay Revision Statutes, 1977

Short Title, Application and Commencement:-

- (1) These Statutes may be called the Islamia University Bahawalpur Employees pay Revision Statutes, 1977.
- (2) They shall take effect from the 1st day of May, 1977.
- (3) Except as provided in Statutes 4, these Statutes shall apply to all University Employees holding post specified in the Schedule.

2. Definition:-

In these Statutes unless there is anything repugnant in the subject or contexts:

- (a) "Annexure" means an annexure appended to these Statutes;
- (b) "Existing Employee" means an employee who was in service on 30 April, 1977, and continued in service after that date;
- (c) "Existing Pay" means the pay, other than special pay, Personal Pay, teaching pay or any other pay or allowance, that an existing employee would have drawn, on 30th April, 1977;
- (d) "Existing Pay Scale" means the Scale of pay to which an employee was entitled immediately before the coming into force of these Statutes;
- (e) "University" means the Islamia University Bahawalpur;
- (f) "National Pay Scale" means a scale of pay approved by the Chancellor/Pro-Chancellor as under:
 - (i) The Islamia University Bahawalpur Teachers (National Pay Scales) Statutes, 1975;
 - (ii) The Islamia University Bahawalpur Class 'A' Employees (Officers other than Teachers (Pay Revision) Statutes, 1975;
 - (iii) The Islamia University Bahawalpur Class 'B' & 'C' Employees National Pay Scales Statutes, 1975.
- (g) "Revised National Pay Scales" means the scales of pay specified in Annexure 'A'.
- (h) "Schedule" means the Schedule appended to these Statutes; and
- (i) "Competent Authority" means the "Appointing Authority".

3. Applicability of the Revised National Pay Scales:-

- (1) A University employee appointed on or after 1st May, 1977, to a post specified in the Schedule shall draw pay in the Revised National Pay Scales as shown against the post.
- (2) Subject to the provisions of Statute 4, an existing employee opting for these Statutes shall draw pay in the Revised National Pay Scale as shown against the post held by him; provided that an existing employee drawing pay in a National Pay Scale higher than a scale prescribed for the post by virtue of any of the following Statutes namely:
 - (i) Statute 8 of the Islamia University Bahawalpur Teachers National Pay Scales Statutes, 1975;
 - (ii) Statutes 8 & 12 of the Islamia University Bahawalpur Class 'A' Employees (Officers other than Teachers) (Pay Revision) Statutes, 1975;
 - (iii) Statutes 7 & 10 of the Islamia University Bahawalpur Class 'B' and 'C' Employees National Pay Scales Statutes, 1975;
 shall draw pay in such Revised National Pay Scale as corresponds to the higher National Pay Scale shown in ANNEXURE 'A'.

4. Right of Option:-

- (1) An existing employee shall have the right to opt for the revised National Pay Scales or existing pay scales.
- (2) The option shall be exercised in writing in the form at Annexure 'B'.
- (3) An existing employee may exercise option within a period of three months from the promulgation of these Statutes and in case of posts included in the Schedule after the above date within a period of three months, from the date of such inclusion; provided that if such an employee was out of Pakistan during the said period of three months and has not been able to exercise the option, he may exercise option within three months of the date of his taking over the charge of his post in Pakistan.
- (4) In case of existing employees drawing pay in National Pay Scales, the option shall be communicated to the Vice-Chancellor or his nominee. Two identical copies of the option form shall be prepared by each employee. One copy will be returned to him duly signed by the Vice-Chancellor or his nominee, in token of the option having been received and the other copy, also bearing the countersignature of the Vice-Chancellor or his nominee will be pasted in the Service Book of the employee concerned.
- (5) If an existing employee fails to opt within the period prescribed under sub- para (2), it will be presumed that he has opted for the Revised National Pay Scales.
- (6) The option once exercised shall be final.

5. Compensatory Allowance and other Benefits Specified in Annexure "D":-

(Sanctioned in the Finance Department's letter No. FD-PC-21-1/77 dated 16th May, 1977) shall be admissible only to those existing employees who opt for the Revised National Pay Scales.

- (1) An existing employee who opts to retain the existing pay Scales shall continue to draw the dearness Pay/Allowances and the Compensatory allowances admissible to him immediately before the coming into force of these Statutes.

6. Fixation of Pay in the Revised National Pay Scales:-

- (1) The pay of all existing employees who do not opt for the existing pay Scales shall be fixed in the Revised National Pay Scales with effect from 1st May, 1977.
- (2) The pay shall be fixed at a stage in the Revised National Pay Scales which is equal to or if there is no such stage at the stage next above the aggregate of the following:-
 - (i) The existing pay;
 - (ii) The amount being received as:-
 - (a) Dearness allowance duly sanctioned by the competent authority;
 - (b) Special Dearness allowance duly sanctioned by the competent authority, to be calculated on existing pay as defined in clause (c) of Statutes;
 - (c) Additional Dearness Allowance duly sanctioned by the competent Authority; and
 - (iii) The amount determined at the rate of 10% of the total of (I) and (II) above; Provided that if the aggregate of (i), (ii) and (iii) exceeds the maximum of the relevant Revised National Pay Scale, the pay of an employees shall be fixed at the maximum of the Revised National Pay Scale.
- (3) The existing Dearness Allowance, Special Dearness Allowance and Additional Dearness Allowance shall not be admissible to those who opt for Revised National Pay Scales.

- (4) No specific orders for crossing of efficiency bar will be necessary if by virtue of the formula given in Sub-Para (2) above, the pay of an employee is fixed at a stage beyond the efficiency bar.
- (5) The pay of every employee covered by this Statute shall be fixed both in the scale of his substantive post and the scale of the post held by him in a temporary/officiating capacity or on adhoc basic.

7. Increments in the Revised National Pay Scales:-

The increment in the Revised National Pay Scales shall fall due on the 1st day of December following the completion of at least six months service at a stage in the relevant Revised National Pay Scales.

8. Admissibility of next Higher Revised National Pay Scales:-

- (1) An employee holding post in Revised National Pay Scale No. 1 to 15, who has reached the maximum of a Revised National Pay Scale, shall be allowed by the competent authority the next higher Revised National Pay Scale with effect from the 1st day of December of the year in which he completes one year of such service at the said maximum as counts for increment under the Statutes, subject to the conditions that (i) there is no adverse entry in his annual Confidential Reports for the last four years, or in the case of a new entrant with less than four years service in the University, for such lesser period as the case may be; and (ii) he has passed such a test or examination as may be prescribed from time to time. If these conditions are not fulfilled, he shall wait at the said maximum till he has earned in succession four Annual confidential Reports without any adverse entry and has passed the prescribed test/examination, and his move over to the next higher revised National Pay Scale shall take effect from the 1st day of December of the year in which he fulfills both the conditions.
- (2) (a) An employee who has reached the maximum of Revised National Pay Scale No. 16 or 17 shall be brought by the competent Authority to Revised National Pay Scale No. 17 or 18 respectively with effect from the 1st day of December of the year in which he completes three years of such service at the aforementioned maximum as counts for increment under the Statutes subject to the conditions that (i) there is no adverse entry in his Annual Confidential Reports from the year of reaching of maximum up-to the year of moving over (both years inclusive); and (ii) he has passed such a test or examination as may be prescribed from time to time. If these conditions are not fulfilled he shall wait at the maximum till he has earned in succession four Annual confidential reports without any adverse entry and has passed the prescribed test/examination and his move over to the next higher revised National Pay Scale shall take effect from the 1st day of December of the year in which he fulfills both the conditions.
- (b) An employee holding post in Revised National Pay Scale No. 16 shall be allowed to move over only to Revised National Pay Scale No. 17 and the one holding post in Revised National Pay Scale No. 17 shall be allowed to move over only to the Revised National Pay Scale No. 18

9. Fixation of Pay on Transfer from a Lower Scale to a Higher Scale:-

When an employee is allowed to draw pay in the next higher Revised National Pay Scale under Statute 8 or of his post having been upgraded, his pay in the higher scale shall be fixed at a stage next above his pay in the lower scale.

10. Fixation of Pay on Promotion:-

- (1) Subject to the provisions of Statute 11:
 - (i) When an employee is promoted from a lower to a higher post in scale 2 to 19, where the stage in the Revised National Pay Scale of the higher post, next above the pay of the employee concerned in the pay scale of the lower post, gives a pay increase equal to or less than a full increment of the pay scale of the higher post the initial pay in the Revised National Pay Scale of the higher post will be fixed after allowing a premature increment in the Revised National Pay Scale of the higher post.
 - (ii) When an employee is promoted from a lower post to a higher post in scale 20 and above, his pay in the scale of higher post shall be fixed at the stage next above his pay in the scale of lower post.
 - (iii) Where a lower and higher pay scale have been prescribed for the same post, the pay on promotion from the lower to the higher scale shall be fixed in the manner given in sub-para (i) above.
- (2) If, by virtue of the benefit admissible under Statute 8, an employee, at the time of his promotion to higher post, is already drawing pay in the Revised National Pay Scale of the higher post, he will be allowed one advance increment in that scale with effect from the date of promotion.
- (3) If an employee before reaching the maximum of a Revised National Pay Scale is promoted to a higher pay scale between the 2nd June and the 30th November of a calendar year and his initial pay in the latter scale is fixed with reference to his pay in the former scale, he may, at his option, get his pay re-fixed in the higher scale with effect from the 1st day of December of the year of his promotion with reference to his presumptive pay on that date in his pre-promotion scale.

11. Admissibility of increments on Promotion to a Post in Revised National Pay Scale 18 and above:-

If an employee is appointed by promotion to a post in Revised National Pay Scale No. 18 or above, before he completes the length of service prescribed for the higher post in ANNEXURE "C" he shall be entitled to draw the pay:-

- (i) At the minimum of the Revised National Pay Scale of the higher post till such time as he completes the prescribed length of service, and the next increment shall accrue to him on the first day of December following the completion of prescribed length of service; or.
- (ii) Admissible to him from time to time in the lower post held by him immediately before his promotion to the higher post, if that be more beneficial to him, till such time as he completes the prescribed length of service when his pay shall be fixed in the manner prescribed in Statute 10 and the next increment shall accrue to him in the manner prescribed in Statute 7.

Note:- In computing the length of service prescribed in ANNEXURE 'C'.

- (a) to the length of service in Revised National Pay Scale No. 17 and above or in National Pay Scale No. 17 and above or in former class I/Class A, shall be added half of the service in Revised National Pay Scale No. 16 or in National Pay Scale NO. 16 or in former Class II and 1/4th of the service in Revised National Pay Scale below NO. 16 or former subordinate service, if any; and
- (b) the service rendered in the Federal Government or another provincial Government or in a University shall also be taken into account in the manner indicated at (a) above

12. Special Pay:-

If a special pay was attached to a post in the existing pay scale such special pay shall be admissible at the existing rates with the Revised National Pay Scales.

13. All existing rules or orders shall be deemed to have been modified to the extent indicated in these Statutes.**14. Additions to or Modifications of the Schedule:-**

The University may, from time to time, add to or modify the Schedule with such additions or modifications as it may deem fit.

15. Relaxation:-

In cases where the operation of these Statutes causes undue hardship to an employee, the University may for reasons to be recorded in writing relax any of these Statutes in his favour.

ANNEXURE 'A'

Revised National Scales of Pay:-

No.	Existing Scale	Revised National Pay Scale
1	2	3
	Rs.	Rs.
NPS 1	100-2-116/3-140	250-5-280/6-340
NPS 2	110-3-152/4-160	260-6-302/7-365
NPS 3	120-3-150/5-180	270-7-326/8-390
NPS 4	130-4-170/5-200	280-8-352/9-415
NPS 5	150-6-180/8-220/10-280	290-10/350/12-470
NPS 6	165-8-205/10-255/10-315	315-12-399/14-525
NPS 7	180-10-230/10-280/15-370	335-14-447/16-575
NPS 8	200-12-260/15/335/15-425	370-16-514/18-640
NPS 9	225-15-300/16-380/20-480	390-20-590/22-700
NPS 10	250-18-340/20-440/20-540	410-22-520/24-760
NPS 11	275-20-375/20-475/25-600	430-24-550/28-830
NPS 12	300-20-400/25-525/25/-650	460-28-600/30-900
NPS 13	325-25-450/25-575/25-700	490-30-790/32-950
NPS 14	350-25-475/25-600/30-750	520-30-730/35-1010
NPS 15	375-25-500/30-650/35-825	550-35-900/40-1100
NPS 16	400-35-750/50-1000	625-40-825/50-1325
NPS 17	500-50-1000/50-1250	900-50-1150/60-1750
NPS 18	1000-75-1750	1350-75-1650/100-2150
NPS 19	1800-80-2200	2250-100-2750
NPS 20	2300-100-2600	2600-125-3225
NPS 21	2750	3000-150-3750
NPS 22	3000	3250-200-4250

ANNEXURE 'B1'

(See Statute 4 (2))
(For Employees in RNPS-1 to 15)
Option Form

I opt/do not opt for the Revised National Pay Scales introduced by the Islamia University Employees Pay Revision Statutes, 1977.

I fully understand that the option once exercised is final.

Signature

 (Name in block letters)

Father's name _____

Designation _____

Branch/Section _____

Office/Department: _____

Date _____

ATTESTED

Signature

Designation (Stamp of the Head of Office)

ANNEXURE 'B2'

(See Statute 4 (2))
(For Employees in RNPS-16 to 22)
Option Form

I opt/do not opt for the Revised National Pay Scales introduced by the Islamia University Employees Pay Revision Statutes, 1977.

I fully understand that the option once exercised is final.

Signature

 (Name in block letters)

Father's name _____

Designation _____

Office/Department: _____

Date _____

ANNEXURE 'C'

(See Statute 11)

RNPS of the post						Length of Service
18	-	-	-	-	-	7
19	-	-	-	-	-	13
20	-	-	-	-	-	15
21	-	-	-	-	-	20
22	-	-	-	-	-	22

ANNEXURE 'D'**Revision / Grant of Compensatory Allowances to Government Servants Consequent upon the Revision Of Pay Scales (See Statutes 5)**

In suppression of all previous orders on the subject, House Rent Allowances shall be admissible to the University employees drawing pay in the Revised National Pay Scales, as follows:

I- House rent Allowance/Recovery of House Rent:-

2. (a) All employees not provided with Government accommodation who are posted and residing at the under mentioned stations shall be entitled to House Rent Allowance at the rates specified below:-
 - (i) Lahore, Rawalpindi, Faisalabad 40% of the minimum of
and Multan. The relevant pay scale.
 - (ii) Other divisional, District and 15% of the minimum
Tehsil Head quarters. of the relevant pay scale.

The existing conditions regulating the grant of this allowance shall continue to apply.
 - (b) The recovery of house rent for residential accommodation provided by Government or University shall be made at the rate of 5% of pay instead of the existing rate of 7½ %. All other existing conditions regarding recovery of house rent shall remain in force.
- * "Add the following para 3 after para 2 of Annexure 'D' of the Islamia University, Bahawalpur Employees (Pay Revision) Statutes, 1977 and the remaining paras be re-numbered accordingly.

II- Entertainment and Senior Post Allowance (Effective From 27-1-1979):-

3. The Entertainment and Senior post allowance shall be admissible at the following rates:
 - (a) Entertainment Allowance:

Officers in grade 20 and above	@10% of basic pay.
--------------------------------	--------------------
 - (b) Senior post Allowance:
 - (i) Officers in grade 20 Rs. 200/- P.M.
 - (ii) Officers in grade 21 Rs. 400/- P.M.
 - (iii) Officers in grade 22 Rs. 600/- P.M.

NOTE: The University will follow amendment made by the Government from time to time in this behalf).

III- Application of the Orders:-

4. (i) These instructions will apply from the date of coming into force of the Islamia University Bahawalpur Employees Pay Revision Statutes, 1977.
- (ii) Employees who do not opt for the Revised National Pay Scales shall continue to be governed by the Statutes. Instructions etc. regarding compensatory allowance which would have been applicable to them but for the issue of these instructions.
5. These instructions are not applicable to the employees on work charged or contingencies paid establishments and those on Contract unless otherwise specified in the terms of their appointment or Contract.

*Approved by the Chancellor vide letter No Univ-4/59-75/80 dated 29.5.1980 and even No dated 29.6.1981.

ANNEXURE 'E'

Traveling Allowance Rules:-

It has been decided that the rules/Statutes governing the grant of traveling allowance to University Employees on tour or on transfer shall be revised to the extent indicated in the following paragraphs:- The revision shall come into force with effect from 1st May, 1977

2. Daily Allowance:-

(i) The rates of daily allowance shall be revised as indicated below:-

PAY LIMIT	SPECIAL RATE	ORDINARY RATE
Exceeding Rs. 2150 per month	Rs. 55/-	Rs. 45/-
From Rs. 1350 to Rs. 2150 per month	Rs. 45/-	Rs. 40/-
From Rs. 700 to Rs. 1349 per month	Rs. 30/-	Rs. 25/-
From Rs. 320 to Rs. 699 per month	Rs. 25/-	Rs. 20/-
Upto Rs. 319 per month	Rs. 15/-	Rs. 12/-

(ii) An Employee in NPS 20 and above who stays in a hotel, guest house, inspection bungalow or a residential club shall, in addition to the above daily allowance, be allowed reimbursement of Actual single room rent, subject to production of receipts/vouchers, upto the following maximum per day in lieu of ½ (half) extra rail fare:-

- | | |
|---|---|
| <p>a) Localities where special daily allowance rate is admissible.</p> <p>b) Localities where ordinary daily allowance is admissible allowance is admissible.</p> | <p>Three times the amount of special daily allowance.</p> <p>One and a half times the amount of ordinary daily allowance.</p> |
|---|---|

3. Graduation of Employees:-

For the purpose of traveling allowance the graduation of employees shall be revised as under:

- | | |
|---|---|
| <p>Grade I</p> <p>Grade II</p> <p>Grade III</p> <p>Grade IV</p> | <p>Employees in NPS 17 and above and all others in receipt of pay exceeding Rs. 1150/- per month.</p> <p>Employees drawing pay exceeding Rs.400/- but not exceeding Rs. 1150/- per month.</p> <p>All other employees excluding those in NPS 1 and 2.</p> <p>Employees in NPS 1 and 2.</p> |
|---|---|

4. Transfer Grant:-

The amount of transfer grant in respect of an employee possessing a family shall be equal to one month's pay subject to a maximum of Rs. 2000/-

5. Travel by Air for Journeys Abroad:-

Employees in Grade 20 and above shall be entitled to travel by air in 1st class on duty outside Pakistan for the portion of journey, if any, lying with in Pakistan such employees shall travel by economy class as at present.

6. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated in the above paragraphs.

SCHEDULE

Sr. No.	Designation of the post.	Existing National pay Scale.	Revised National pay Scale.
<u>Teachers</u>			
1.	Professors, Principals of Constituent Colleges and Director of Institute	2300-100-2600 (20)	2600-125-3225 (20)
2.	Associate Professor	1800-80-2200 (19)	2250-100-2750 (19)
3.	Assistant Professor	1000-75-1750 (18)	1350-75-1650/100-2150 (18)
4.	Lecturer/Research Scholar	500-50-1000/50-1250 (17)	900-50-1150/60-1750 (17)
5.	Senior Theology Teacher (Instructor)	400-35-750/50-1000 (16)	625-40-825/50-1325 (16)
6.	Sheikh	375-25-500/30-650/35-825 (15)	550-35-900/40-1100 (15)
<u>Officers</u>			
1.	Registrar	1800-80-2200 (19)	2250-100-2750 (19)
2.	Treasurer	1800-80-2200 (19)	2250-100-2750 (19)
3.	Project Director	1800-80-2200 (19)	2250-100-2750 (19)
4.	Controller of Examinations.	1000-75-1750 (18)	1350-75-1650/100- 2150 (18)
5.	Officer on Special Duty/ Deputy Registrar	1000-75-1750 (18)	1350-75-1650/100- 2150(18)
6.	Resident Auditor	1000-75-1750 (18)	1350-75-1650/100- 2150(18)
7.	Accounts officer or Deputy Registrar (Accounts) or Deputy Treasurer.	1000-75-1750 (18)	1350-75-1650/100- 2150(18)
8.	Director Physical Education	1000-75-1750 (18)	1350-75-1650/100- 2150(18)
9.	Executive Engineer/ University Engineer	1000-75-1750 (18)	1350-75-1650/100- 2150(18)
10.	Senior Medical Officer	1000-75-1750 (18)	1350-75-1650/100- 2150(18)
11.	Librarian.	1000-75-1750 (18)	1350-75-1650/100- 2150(18)
12.	Assistant Registrar/ Assistant Controller of Examinations/Liaison officer Public Relation Officer.	500-50-1000/50-1250 (17)	900-50-1150/60-1750 (17)

13.	Secretary to the Vice-Chancellor	500-50-1000/50-1250 (17)	900-50-1150/60-1750 (17)
14.	Assistant Engineer.	500-50-1000/50-1250 (17)	900-50-1150/60-1750 (17)
15.	Medical Officer & Women Medical Officer	500-50-1000/50-1250 (17)	900-50-1150/60-1750 (17)
16.	Security Officer	500-50-1000/50-1250 (17)	900-50-1150/60-1750 (17)
17.	Deputy Librarian	500-50-1000/50-1250 (17)	900-50-1150/60-1750 (17)
18.	Administrative Officer	400-35-750/50-1000 (16)	625-40-825/50-1325 (16)
19.	Assistant Librarian.	400-35-750/50-1000 (16) For Diploma Holders 500-50-1000/50-1250 (17) for holders of Master's Degree in Library Science.	625-40-825/50-1325 (16) For Diploma Holders 900-50-1150/60-1750 (17) for holders of Master's Degree in Library Science.
20.	Library Assistant & Cataloguer.	400-35-750/50-1000 (16)	625-40-825/50-1325 (16)

Amendment approved vide letter No. S.O (Univ) 4/59-75 dated 23.5.1978.

CLASS 'B' & 'C' EMPLOYEES.

Under heading "B & C employees" the entries against S.No 1 to 16 shall be substituted as follows:

*1.	Superintendent	325-25-450/25-575/25-700 (13)	i) 490-30-790/32-950 (13) upto 31.8.1990
	Deleted		ii) 550-35-900/40-1100 (15) w.e.f 1.9.1980.
2.	Personal Assistant.	(1) Before 2.12.75 275-20-375/20-475/25-600 (11) (2) From 2.12.75 350-25-475/25-600/30-750 (14)	I) 520-30-730/35-1010 (14)
3.	Stenographer (Sr. Scale)	(1) Before 2.12.75 275-20-375/20-475/25-600 (11) (2) From 2.12.75 300-20-400/25-525/25-650 (12)	460-28-600/30-900 (12)
4.	Laboratory Supervisor	275-20-375/20-475/25-600 (11)	430-24-550/28-830 (11)
5.	Transport Supervisor	275-20-375/20-475/25-600 (11)	430-24-550/28-830 (11)

6.	Accountant	275-20-375/20-475/25-600 (11)	430-24-550/28-830 (11)
This scale will be admissible to the present incumbents only. In future the recruitment will be made in the cadre and pay scales of Assistant.			
7.	Junior Auditor	275-20-375/20-475/25-600 (11)	430-24-550/28-830 (11)
8.	Over Seer/Sub-Engineer	275-20-375/20-475/25-600 (11)	430-24-550/28-830 (11)
9.	Staff Nurse	225-15-300/16-380/20-480 (9)	390-20-590/22-700 (9)
10.	Assistant	250-18-340/20-440/20-540 (10)	410-22-520/24-760 (10)
11.	Stenographer (Jr. Scale)	250-18-340/20-440/20-540 (10)	410-22-520/24-760 (10)
12.	Draftsman	250-18-340/20-440/20-540 (10)	410-22-520/24-760 (10)
**13.	Glass Blower	290-10-350/12-470 (5)	315-12-399/14-525 (6)
14.	Photographer	250-18-340/20-440/20-540 (10)	410-22-520/24-760 (10)
15.	Artist	250-18-340/20-440/20-540 (10)	410-22-520/24-760 (10)
***16.	Imam-Cum-Khatib	225-15-300/16-380/20-480 (9)	i) 460-28/600/30/900 NPS 12 on the analogy of Punjab University. ii) <u>Prescribed qualification:</u> a) Sound knowledge of Quran, Hadith & Fiqa. b) Hafiz-e-Quran with highest diploma from a Madrasa of Islamic Learning of National or International repute. c) At least five years experience of having worked as a Khatib in a well-known Mosque.
18.	Lady Health Visitor	200-12-260/15-335/15-425 (8)	370-16-514/18-640 (8)
19.	Senior Proof Reader	180-10-230/10-280/15-370 (7)	335-14-447/16-575 (7)

Subject to the conditions that the minimum qualifications prescribed for the post are the same as have been prescribed by the University of the Punjab.

*Amendment approved by the Chancellor vide No. SO (Univ) 4-1/87 dated 8.6.1981.

**Approved by the Chancellor vide Letter No. Univ 4-2/6/81 dated 28.6.81.

***Approved by the Chancellor vide Letter No. Univ 4-2/81 dated 28th June 1981.

20.	Care Taker	200-12-260/15-335/15-425 (8)	370-16-514/18-640 (8)	Subject to the condition that the minimum qualifications prescribed for the post are the same as have been prescribed by the University of the Punjab.
21.	Cashier	200-12-260/15-335/15-425 (8)	370-16-514/18-640 (8)	
22.	Senior Clerk	165-8-205/10-255/10-315 (6)	315-12-399/14/525 (6)	
23.	Revenue Clerk	180-10-230/10-280/15-370 (7)	335-14-447/16-575 (7)	
24.	Store Keeper	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)	
25.	Sanitary Inspector	165-8-205/10-255/10-315 (6)	315-12-399/14-525 (6)	Subject to the condition that the minimum qualifications prescribed for the post are the same as have been prescribed by the University of the Punjab.
26.	Junior proof Reader	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)	
27.	Lecture Assistant	165-8-205/10-255/10-315 (6)	315-12-399/14-525 (6)	
28.	Junior Clerk	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)	
29.	Dispenser	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)	
30.	Laboratory Assistant	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)	
31.	Dark Room Attendant	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)	
*32.	Book Binder	110-3-152/4-160 (2)	290-10-350/12-470 (5)	

*Approved by the Chancellor vide letter No. SO (Univ) 4-4/84 dated 10.4.1990.

*33.	Driver	NPS-5 With effect 1.5.1977 (The Bus Driver and Car Driver will be interchangeable).	(i) RNPS/BS-4 (ii) RNPS/BS-6 for 50% Posts. (iii) BS-7 For 10% of posts of BS- 6 w.e.f 8.6.1986. Since no separate post of the Bus Driver Exists on Government Side, we may allow the above Pay scale to both staff car drivers and Bus Drivers in Islamia University Bahawalpur.
34.	Machinist (to operate modern duplicating & Photostencils) or Gestetner Operator.	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)
35.	Electrician & Existing Electrician-cum Plumber.	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)
36.	Carpenter	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)
37.	Plumber	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)
38.	Masson	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)
** 39.	Tracer.	Granted Selection Grade BS-7 vide Govt. of the Punjab letter No. FD.PC-16-9/72 pt.II dated 18.7.1991 adopted by the Senate Dated 14.12.1995	
40.	Work Mistry	150-6-180/8-220/10-280 (5)	290-10-350/12-470 (5)
41.	Tube well Driver	110-3-152/4-160 (2)	260-6-302/7-365 (2)
*** 42.	Moazzin	BS.1(Rs. 440-10-640)	i) BS. 1 (Rs.600-13- 860 upto 30.6.89 ii) BS. 2 (Rs.625-16- 945 w.e.f 1.7.1989 for those Moazzan who are not Hafiz- e-Quran. iii) BS .5 (Rs.700-25- 1200 w.e.f 1.7.1989 for those Moazzan who are Hafiz-e- Quran.
43.	Library Attendant	625-16-945 (2)	Subject to the condition that the basic qualification will be Matriculation or equivalent

Note: The existing incumbents, who do not have the Matric qualification will remain in BPS-1 till they acquire the requisite qualification.

*Amendment approved by the Chancellor vide letter No. 4-6/82 dated: 5.4.89.

**Amendment/Revised by the Govt of the Punjab letter No. FD.PC-3-1/89 F.S.C. (A) dated 9.8.89 and approved by the Senate at its meeting held on 13.11.1994.

***Amendment approved by the Chancellor vide letter No. 4-01/81 dated: 29.9.1988.

*44.	Gas Man	270-7-326/8-390 (3)	290-10-350/12-470 (5)
45.	Head Mali	120-3-150/5-180 (3)	270-7-326/8-390 (3)
46.	Laboratory Attendant	110-3-152/4-160 (2)	260-6-302/7-365 (2)
47.	Daftri	110-3-152/4-160 (2)	260-6-302/7-365 (2)
48.	Artificer	110-3-152/4-160 (2)	260-6-302/7-365 (2)
49.	Ferro Printer	110-3-152/4-160 (2)	260-6-302/7-365 (2)
50.	Sewerman	110-3-152/4-160 (2)	260-6-302/7-365 (2)
51.	Chowkidar	100-2-116/3-140 (1)	250-5-280/6-340 (1)
**52.	Qasid	Re-designated as per Notification No. 72 dated 24.2.1980.	
53.	Cook, Bearer/New Khidmatgar, Nanbai/ Assistant Nanbai/ Misalchi, Water Carrier.	100-2-116/3-140 (1)	250-5-280/6-340 (1)
54.	Cleaner	100-2-116/3-140 (1)	250-5-280/6-340 (1)
55.	Mali/Beldar	100-2-116/3-140 (1)	250-5-280/6-340 (1)
56.	Sweeper or Helper for Plumber	100-2-116/3-140 (1)	250-5-280/6-340 (1)
57.	Games Supervisor (New Post)		410-22-520/422-760 (10)

*Amendment approved by the Chancellor vide letter No. 4-12/83 dated: 28.6.87

**Amendment approved by the Chancellor vide letter No. 4-04/84 dated: 10.4.90.

Teachers of the Secondary School of The Islamia University Bahawalpur:-

1.	Headmaster	500-50-1000/50-1250 (17)	900-50-1150/60-1750 (17)
2.	Senior English (Teacher)	(a) 350-25-475/25-600 /30-750 (14) (b) 400-35-750/50-1000 (16) to 30% of the cadre on 1.7.74 to be placed in NPS-16 with effect from 15.4.1975.	(a) 520-30-730/35-1010 (14) (b) 625-40-825/50-1325 (16) to 30% of the cadre on 1.7.74.
3.	Muallim-e-Alla	350-25-475/25-600/30- 750 (14)	520-30-730/35-1010 (14)
4.	Oriental Teacher (Selection Grade)	225-15-300/16-380/20- 480 (9)	390-20-590/22-700 (9)
5.	Qari (Selection Grade)	225-15-300/16-380/20- 480 (9)	390-20-590/22-700 (9)
6.	Oriental Teacher	200-12-260/15-335/15- 425 (8)	370-16-514/18-640 (8)
7.	Arabic Teacher	-do-	-do-
8.	Junior English Teacher	-do-	-do-
9.	Physical Training Instructor	-do-	-do-
10.	Drawing Master	-do-	-do-
11.	Qari.	-do-	-do-

**Chapter 12 The Islamia University Bahawalpur Employees Pay Revision
Statutes, 1983**

NO. FD.PC.2-1/83
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 25th August, 1983.

From

MR. KHALID JAWED,
Secretary to Government of the Punjab,
Finance Department.

To

1. All Administrative Secretaries to Government of the Punjab.
2. All Heads of Attached Departments in the Punjab,
3. All Commissioners of Divisions in the Punjab,
4. The Secretary, Punjab Public Service Commission, Lahore,
5. All Deputy Commissioners and District & Sessions Judges in the Punjab,
6. The Secretary to Governor, Punjab, Lahore; and
7. The Secretary Punjab Provincial Assembly, Lahore.

Subject: REVISION OF PAY SCHEME OF BASIC PAY SCALES AND FRINGE
BENEFITS OF THE PUNJAB GOVERNMENT EMPLOYEES (1983).

Sir,

I am directed to state that the Governor of the Punjab has been pleased to sanction, with effect from 1st July, 1983, a Scheme, as detailed below of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983 for the employees of the Punjab Government.

Part 1 - Basic Scales and Allied Matters:-

2. Basic Scales of Pay:-

The Basic Scales of Pay, 1983 shown in Annexure-I to this letter shall replace the existing Revised National Pay Scales.

3. Fixation of Pay in Basic Scales:

The initial Pay of an existing Government servant, i.e. an employee who has been in Government service since before the 1st July, 1983, shall be fixed at the stage in the relevant Basic Pay Scale (i.e. the basic Scale that corresponds to the Existing Revised National Pay Scale in Annexure-I) which is as many stages above the minimum as the stage occupied by him above the minimum of the existing Revised National Pay Scale, provided that where the pay so determined does not give the employee concerned a minimum advantage of 10 per cent of his basic existing/pay plus Dearness Allowance over and above the present emoluments drawn by him, his pay shall be fixed at the lowest stage in the Basic Scale that gives him that advantage; provided further that the maximum of the relevant Basic Scale shall not

Adopted by the approval of Finance & Planning Committee at its meeting held on 27-11-1983.

be exceeded in any case, In this fixation formula, “emoluments” would mean the sum of pay, Dearness Allowance and Local Compensatory Allowance, if any.

4. Annual Increment:-

Annual increment shall continue to be admissible subject to existing conditions, on the 1st of December each year under this Scheme. However, the first annual increment of existing employees in the Basic Scales shall accrue on the 1st of December, 1983.

5. Move-Over:-

- (i) The existing provisions regulating the concession of mover-over without promoting to the next higher pay scale of employees in Revised National Pay Scale 1(B-1) to Revised National Pay Scale 16(B-16) shall continue to be applicable in this Scheme.
- (ii) The existing concession of ‘move-over’ of employees from Revised National Pay Scale 16(B-16) to Revised National Pay Scale 17(B-17) and Revised National Pay Scale 17(B-17) to Revised national Pay Scale 18(B-18) shall be extended upto B-20 and regulated as under.
 - (a) The existing conditions of the period of stay of three years at the maximum of pay scales B-16 and B-17 in the case of non-technical and non-Professional categories shall continue to be applicable.
 - (b) No move-over beyond B-18 in the case of the categories of employees, mentioned at (a) above shall be permissible.
 - (c) The move-over in the case of technical and professional categories, e.g. Doctors, Engineers, Educationists, Economists, Management Accountants, Scientists, Archaeologists, Geologists, Meteorologists, Experts of Agriculture, Animal Husbandry and Forestry, shall be permissible upto B-20 without the condition of stay at the maximum for three years.
 - (d) Move-Over shall be allowed in cases where an employee who is otherwise considered fit for promotion to higher post, cannot be promoted for want of a vacancy.
 - (e) Normal promotion procedure as is observed in cases of promotion through the competent authority shall be followed in allowing move-over to Basic Scales 19 and 20.

6 (A) Modification of Scales in case of Certain Posts:

In the case of posts shown in column 1 of Annexure-II, the Basic Scales indicated against each in column 3 shall be allowed instead of the Basic Scales corresponding to their Existing Revised National Pay Scales.

- (b) In the case of posts of artisans, such as Carpenters, Welders, etc., and Storekeepers, which require different level of expertise and responsibilities in different organizations, appropriate Basic Pay Scales may, with the approval of the competent authority, be allowed in different organizations or even in the same organization while taking into account the market value of such artisans and their level of competence.
- (c) In specially meritorious cases, Basic Scale B-21 or B-22 alongwith allowances and fringe benefits may be allowed, with the approval of the President, to technical and professional officers without requiring them to move from their technical posts where their experience is particularly needed, the number of such beneficiaries will not exceed 12.5 percent of the total number of posts in B-20 in any particular cadre under the Federal or Provincial Government.

- (d) In cases where it is necessary for Government to recruit and /or to continue in employment certain officials who have acquired expertise in a highly specialized field, special contract terms may be offered to such narrow-narrow specialists, For this purpose, a Special Standing Committee shall be constituted by Government to deal with such cases. The Standing Committee shall take into account the market value of the narrow-narrow specialists' and recommend proper remunerations to engage or to retain their services.

(B). Fixation of Pay in Cases under (A) above:-

In cases where the Basic Scales under (A) above higher than the scale which corresponds to the Revised National Pay Scale have been allowed, initial fixation of pay of the employee concerned shall first be made in the Basic Scale corresponding to his existing Revised National Pay Scale in the light of the fixation of pay formula mentioned in para 3 above, and thereafter his pay in the higher Basic Scale shall be fixed at the next higher stage.

7. Special Pays:-

- (a) The existing special pays admissible to officials of various categories working as Private Secretaries and Personal Assistants shall be revised as under.

Name of the Post	Existing	Revised
Private Secretary to Ministers/Chief Secretary/Chairman, Planning & Development Board/Additional Chief Secretary.	Rs.	Rs.
i) From the cadre of Private Secretaries in B-16	150/-	200/-
ii) From other sources in B-17	220/-	250/-
iii) Private Secretaries to Secretaries.	100/-	150/-
iv) Personal Assistant to Ministers.	60/-	100/-
v) Personal Assistant to Chief Secretary/Additional Chief Secretary/Secretaries/	50/-	75/-

Part II -Allowances:-

8. (i) Dearness Allowances, Local Compensatory Allowance and Rest and Recreation Allowances.

As from 1st of July, 1983, following allowances shall cease to be admissible to a Government servant who draws Pay in the Basic Pay Scales.

- (a) Dearness Allowances sanctioned in this Department's letters No. FD.PC-20-3/77, dated 14th July, 1981 and dated 4th July, 1982.
- (b) Local Compensatory Allowance, where admissible, sanctioned in this Departments letter No. FD.PC-21-1/77, dated 16th May, 1977.
- (c) Rest and Recreation Allowance sanctioned in this Department's letter No. FD. SR-III-13-69/67, dated 1st June, 1977.
- (ii) All other existing allowances shall continue to be admissible at the existing rates and under the existing rules and orders.

9. Entertainment Allowance:-

Entertainment Allowance shall be admissible at the following fixed rates to officers drawing pay in B-20 to B-22.

(1)	B-20	Rs. 400/- p.m.
(11)	B-21	Rs. 450/- p.m.
(111)	B-22	Rs. 650/- p.m.

10. Non –Practicing Allowance:-

The existing rates of Non-Practicing Allowance shall be revised as under:-

Doctors drawing pay in B-17 and B-18 Rs. 500/-p.m.

Doctors drawing pay in B-19 and above. Rs. 700/-p.m.

This allowance shall also be admissible to doctors working on Administrative and Secretariat posts. The orders contained in this Department's letter No. 1672-SO(SR)IV/77, dated 27th November, 1977, shall be deemed to have been withdrawn with effect from 1st July, 1983.

All other existing rules/orders regulating the admissibility of Non-Practicing Allowances shall continue to be in force.

11. Practice Compensatory Allowance:-

Doctors posted in rural areas below Town Committee level, and allowed private practice, shall be allowed practice Compensatory Allowance at the following rates.

(i) Male Doctors Rs. 200/-p.m.

(ii) Female Doctors. Rs. 300/-p.m.

12. Teaching Allowance:-

(a) Secondary School Teachers who hold a Bachelor's Degree in basic / natural sciences (including Mathematics) and teach, basic / natural science subjects shall be allowed Science Teaching Allowance at the rate of Rs. 100/-p.m.

(b) Junior Instructors in Polytechnic Institutes who possess Technical Teachers Diploma shall be allowed Technical Teaching Allowance at the rate of Rs. 100/-p.m.

(c) The Teaching Allowance admissible to Doctors who teach Basic Sciences in Medical Colleges shall be increased to Rs. 500/- p.m.

13. Charge Allowance:-

Charge allowance to Principals of Colleges and Polytechnic Institutes shall be admissible at the following rates.

(a) Principals of Degree Colleges/College of Technology.	Rs. 200/- p.m. to 600/-p.m.
(b) Principals of Intermediate Colleges/Polytechnic Institutes	Rs. 100/- p.m. to 350/-p.m.

14. Warden Allowance:-

Teachers who are assigned the duty of Hostel Wardens in Colleges and Polytechnic Institutes shall be allowed a Warden Allowance of Rs. 100/-p.m.

15. Advance Increments to School Teachers on attaining higher qualifications:-

Primary, Middle and High School Teachers who possess or acquire while in service higher qualifications shall be allowed advance increments as under.

(I) Primary Schools:-

- (i) A teacher who possesses or acquires F.A/F.Sc. shall be allowed two advance increments.
- (ii) A Teacher who/(in addition to FA/F.Sc) also possess or acquires C.T. shall be allowed one additional advance increment.
- (iii) A teacher who possesses or acquires a degree of B.A/B.Sc. shall be allowed three additional advance increments.

(II) Middle Schools:-

A teacher who possesses or acquires a degree of B.A/B. Sc. Shall be allowed three advance increments.

(III) High Schools:-

A Teacher who possesses or acquires Master's degree shall be allowed three advance increments. In case of a teacher who possesses or acquired Master's degree in Education (M.Ed) and also a Master's degree in any academic subject shall be allowed six advance increments.

Provided that a Primary, Middle or high School teacher, as the case may be, who has already drawn increments for possessing higher educational qualifications shall be allowed increments equal to shall fall in the number of increments, if any, Between the increments drawn by him and the increments which have now been prescribed.

16. Advance Increments to Technical and Professional Categories on Possessing/Acquiring Higher Qualifications:-

Doctors, Engineers, Educationists, Economists, Management Accountants, Scientists, Geologists, Meteorologists, Archaeologists, Experts in Agriculture, Animal Husbandry and Forestry. working in Universities, Colleges, Research Institutions or Technical Departments shall be allowed advance increments on possessing /acquiring higher qualifications as under.

- (i) In case a technical/professional employee of the above category possesses D.Sc/Ph.D degree from a foreign University. He shall be allowed six advance increments on entry into service in B-17.
- (ii) Those of the above categories of officers who possess M.A/M.Sc./M.S or equivalent from a foreign University or Ph.D or M. Phil./ from a university in Pakistan will receive four advance increments on induction in service in B-17.
- (iii) Those of the above categories of employees who while in service obtain a degree shall be allowed four increments in case of (i) above and two advance increments in case of (ii) above.

Provided that if a Government servant belonging to the above mentioned categories has already drawn advance increments for possessing or acquiring the higher qualifications indicated in (i) and (ii) above, he shall be allowed increments equal to shortfall in the number of increments, if any, between the increments already drawn by him and the increments being sanctioned now.

- 17. The orders contained in para 16 above shall not affect any other instructions regarding grant of advance increments already in force before the 1st July, 1983. All such instructions shall continue to be applicable unless amended or rescinded by the competent authority.

18. Design Allowance:-

Engineers holding university degree in engineering and working full time in the Design Offices shall in lieu of the existing special pays, if any, be allowed a Design Allowance at the following rates.

(i) Engineers drawing pay in B-17	Rs. 400/- p.m.
(ii) Engineers drawing pay in B-18	Rs. 500/- p.m.
(iii) Engineers drawing pay in B-19	Rs. 600/- p.m.
(iv) Engineers drawing pay in B-20	Rs. 700/- p.m.

19. Qualification Allowance:-

Audit Officers of the Local Fund Audit Department and Accountants of District Accounts Officers/Treasuries who pass or have passed the SAS Examination shall be allowed a Qualification Allowance at the rate of Rs. 100/- p.m. This allowance shall continue to be admissible as a separate entity even after their promotion to higher posts.

20. Special Research Allowance:-

Field officers on their appointment in Research Institutions for doing research work shall be allowed special Research Allowance at the rate of 20 per cent of their basic pay.

21. Daily Allowance:-

The pay limits for admissibility of Daily Allowance notified vide this Department's letter No. FD.SR. I-8/82, dated 4th July, 1982, shall be revised as under.

Pay Limits	Special Rates	Ordinary Rates
Rs. 3200/- and above	Rs. 90/-	Rs. 75/-
From Rs. 2100/- to Rs. 3199/-	Rs. 75/-	Rs. 65/-
From Rs. 1001/- to Rs. 2099/-	Rs. 50/-	Rs. 40/-
From Rs. 501/- to Rs. 1000/-	Rs. 40/-	Rs. 35/-
Upto Rs. 500/-	Rs. 25/-	Rs. 20/-

Part III-Miscellaneous:-**22. Interest on House Building Advance:**

Government servant who claims interest on their GP Fund Balance shall not be charged on House Building Advance or other advances as admissible the rules.

23. (a) Cost of Blood Transfusion:-

The cost of blood transfusion shall henceforth be reimbursable to the Provincial Government employees and their families in accordance with the procedure laid down for re-imbursement of cost of medicines, etc.

(b) Definition of “Family”:-

The word “Family” for the purpose of medical treatment shall also include parents of the Government servant residing with and dependant on him

24. Encashment of Leave Preparatory to Retirement:-

At present encashment Leave Preparatory to Retirement upto six months is permissible to Government servants provided the Leave Preparatory to Retirement is refused by government in public interest. Henceforth, the option for encashment of Leave Preparatory to Retirement shall rest with the Government servant concerned. In case a government servant opts not to take leave preparatory to Retirement he shall be allowed leave salary for the period for which Leave Preparatory to Retirement is admissible subject to a maximum of six months.

25. General:-

All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue to be in force under this scheme. Amendments in the relevant rules, incorporating the above provisions, and new rules regarding revision of pay scales, shall be issued later.

Yours Obedient Servant

Sd/-

Riaz Ahmad

Officer on Special Duty (Pay Commission)
For Finance Secretary

No. FD.PC.2-1/83

Dated. The 25th August, 1983.

A copy is forwarded, for information and necessary action to:-

- (1) The Accountant General, Punjab, Lahore; and
- (2) All District Accounts Officers in the Punjab.

Sd/-
(IJAZ AHMAD BHATTI)
Under Secretary (Pay Commission)
Government of the Punjab
Finance Department

A copy is forwarded for information to:-

1. Finance Secretary, Government of Sind, Karachi.
2. Finance Secretary, Government of NWFP, Peshawar.
3. Finance Secretary, Government of Baluchistan, Quetta.
4. Finance Secretary, Azad Government of Jammu & Kashmir, Muzaffarabad.
5. Regulation Wing, Finance Division, Government of Pakistan, Islamabad.
6. All Chief Executives of Autonomous Bodies / Semi-Autonomous Bodies / Corporations under the Government of Punjab.

Sd/-
(IJAZ AHMAD BHATTI)
Under Secretary (Pay Commission)
Government of the Punjab
Finance Department

Annexure-I

To Finance Department's letter
No. FD.PS-2-1/83, dated the
25th August, 1983.

BASIC SCALES OF PAY

<u>Sr.No.</u>	<u>Existing Revised National Pay Scales.</u>	<u>Basic Pay Scales.</u>
1.	250-5-280/6-340-7-375	B 1. 440-10-640
2.	260-6-302/7-365-8-405	B 2. 460-12-700
3.	270-7-326/8-390-9-435	B 3. 480-14-760
4.	280-8-352/9-415-12-475	B 4. 500-16-820
5.	290-10-350/12-470-14-540	B 5. 520-18-880
6.	315-12-399/14-525-16-605	B 6. 540-20-940
7.	335-14-447/16-575-18-665	B 7. 560-23-1020
8.	370-16-514/18-640-22-750	B 8. 590-26-1110
9.	390-20-590/22-700-24-820	B 9. 620-29-1200
10.	410-22-520/24-760-28-900	B 10. 660-32-1300
11.	430-24-550/28-830-30-980	B 11. 700-35-1400
12.	460-28-600/30-900-32-1060	B 12. 750-40-1550
13.	490-30-790/32-950-35-1125	B 13. 800-45-1700
14.	520-30-730/35-1010-40-1210	B 14. 850-50-1850
15.	550-35-900/40-1100-50-1350	B 15. 900-55-2000
16.	525-40-825/50-1325-60-1625	B 16. 1050-80-2250
17.	900-50-1150/60-1750-100-2250	B 17. 1600-120-3040
18.	1350-75-1650/100-2650	B 18. 2100-150-3600
19.	2250-100-3050	B 19. 3200-160-4480
20.	2600-125-3600	B 20. 3800-180-5240
21.	3000-150-4200	B 21. 4200-225-6000
22.	3250-200-4850	B 22. 4500-250-6500

**Chapter 13 The Islamia University Bahawalpur Employees Pay Revision
Statutes, 1987**

No.FD.PC.2-1/87
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 27th July, 1987.

From

Mr. Zulfiqar Ali Shah,
Secretary to Government.

To

1. All Administrative Secretaries to Government of the Punjab;
2. The Secretary to Governor, Punjab, Lahore;
3. The Secretary to Chief Minister, Punjab, Lahore;
4. The Secretary, Punjab Provincial Assembly, Lahore;
5. The Secretary, Punjab Public Service Commission, Lahore;
6. All Heads of Attached Departments in the Punjab;
7. All Commissioners of Divisions in the Punjab; and
8. All Deputy Commissioners and District & Sessions Judges in the Punjab.

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE
PUNJAB GOVERNMENT EMPLOYEES (1987).

I am directed to state that the Governor of the Punjab has been pleased to sanction the Basic Pay Scales, for the employees of the Punjab Government as detailed in the following paragraphs.

2. Basic Pay Scales:-

The Basic Pay Scales 1987, as shown in Annex, shall replace the existing Basic Pay Scales of 1983.

3. Initial Fixation of Pay:-

- (i) The initial pay of an existing employee who has been in government service since before the 1st of July, 1987, shall be fixed on "point-to-point basis" i.e. at the stage in the relevant Basic Pay Scale 1987 which is as many stages above the minimum as the stage occupied by him above the minimum of the existing Basic Pay Scale.
- (ii) The annual increment shall continue to be admissible, subject to the existing conditions, on the first of December each year. However, the first annual increment of the existing employees in the Basic Pay Scales 1987 shall accrue on the 1st December, 1987.

Adopted by the approval of Chancellor's Committee at its meeting held on 16-07-1988.

- (iii) The existing indexed pay sanctioned vide this Department's circular letters No.FD.PC-2-1/85 dated the 15th July, 1985 and FD.PC-2-2/86 dated the 10th August, 1986 shall cease to be admissible.
- (iv) The interim relief of Rs. 20/- p.m. sanctioned vide this Department's circular letter No.FD.SR-I-9-4/87 dated the 9th April, 1987 shall also cease to be admissible.
- (v) In case of promotions from a lower to a higher post/scale before the introduction of these scales, the pay of the senior employee in the same scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place on 1st July, 1987 after the introduction of these scales.

4. Grant of Selection Grade to Clerks:-

- (i) 33% posts of Junior Clerks (BPS-5) shall be placed in Selection Grade in BPS-7
- (ii) the Senior Clerks (BPS-6) shall be allowed BPS-7 (i) 33% posts shall be placed in Selection Grade in BPS-9.

5. Selection Grade to Assistants:-

33% of the posts of Assistants in Secretariat and Non-Secretariat Offices shall be placed in Selection Grade in BPS-15 in place of the existing 20% in BPS-14.

6. Grant of Advance Increments to Officials Possessing/Acquiring Higher Educational Qualifications:-

- (i) Advance increments shall be allowed to the officials in BPS-1 to 15 for possessing or acquiring higher educational qualifications (at least in 2nd Division), over and above the minimum qualification prescribed in the relevant rules for recruitment to the posts held by them, to the extent given below:

Number of advance increments for obtaining					
		Matric	F.A./F.Sc.	B.A. B.Sc.	M.A./M.Sc.
(i)	Where the prescribed qualification is Non Matric	1	1	1	1
(ii)	Where the prescribed qualification is Matric	Nil	1	1	1
(iii)	Where the prescribed qualification is F.A./F.Sc.	Nil	Nil	1	1
(iv)	Where the prescribed qualification is B.A./B.Sc.	Nil	Nil	Nil	1

- (ii) If an employee is in receipt of, or is entitled to, advance increments under any other rules or orders in force for the time being, he shall be entitled to draw advance increments sanctioned in this letter, or the advance increments admissible under other rules or orders, whichever may be more beneficial to him
- (iii) Engineers and doctors holding posts the minimum prescribed qualification for which is lower than a post graduate degree shall be allowed four advance increments in case they possess or acquire a post-graduate degree in their relevant field for which they have not been allowed any qualification pay/allowance or advance increments.
- (iv) The advance increment/increments shall be allowed at the time of recruitment or acquiring higher qualification during service whichever is later. In cases where the employee is already at the maximum of his pay scale, or reaches the

maximum by grant of advance increments less than the entitlement, he would be allowed the requisite number of increments or shortfall thereof, as the case may be, as personal pay to be absorbed on moving over/promotion to higher pay scale.

7. House Rent Allowance:-

- (i) All employees not provided with Government accommodation and posted at Lahore, Rawalpindi, Multan and Faisalabad shall continue to be entitled to house rent allowance at the rate of 45% of the minimum of the relevant basic pay scales, 1987.
- (ii) At all other places house rent allowance will be admissible at 30% of the minimum of the relevant basic pay scales against the existing rate of 20% of the minimum of relevant pay scales, 1987.
- (iii) The indexation of house rent allowance, sanctioned vide this Department's Circular No.FD/SRI-9-13/86, dated the 10th August, 1986, shall cease to be admissible.

8. Conveyance Allowance:-

The conveyance allowance shall continue to be admissible at the following rates:

- (i) Government servants drawing pay of. Rs 1650/- p.m. and above :-
 - (a) Those maintaining motor car not registered for commercial purposes. Rs. 285/- p.m.
 - (b) others Rs. 150/- p.m.
- (ii) Government servants drawing pay of Rs. 850/- p.m. and above but less than Rs. 1650/- p.m. and maintaining motor-cycle/scooter. Rs. 100/- p.m.
- (iii) Others. Rs. 70/- p.m.

9. Indexation of Conveyance Allowance:-

- (i) The following rate of indexation on conveyance allowance shall be admissible in lieu of the existing rate of indexation allowed vide this Department's circular letter No.FD-SRI-9-13/86(A) dated the 10th August, 1986.
 - (a) Government servants drawing basic pay upto Rs. 1935/- p.m. 8%
 - (b) Government servants drawing basic pay above Rs. 1935/- p.m. 7%
- (ii) The indexation will be admissible in addition to the conveyance allowance mentioned in para 8 above.
- (iii) In calculating that indexation on conveyance allowance, a fraction of a rupee less than fifty paises will be ignored and that of fifty or more paisa will count as one rupee.

10. Medical Allowance:-

- (i) Employees in BPS-1 to 15 shall be allowed medical allowance @ Rs. 50/- p.m. instead of reimbursement of the cost of medicines purchased by the employees as out-door patients. The facility of in-door treatment shall continue to be admissible.

11. Research Allowance:

- (i) It has been decided to allow Research Allowance at the rate of 25% of the pay subject to a maximum of Rs. 800/- p.m. to the employees in BPS-16 and above, deployed exclusively on research work, both field officers and those employed exclusively for the research organization, in lieu of the existing Special Research Allowance.
- (ii) This allowance would be admissible to employees of such research organization which are performing purely research work and have been so recognized by the Finance Department.
- (iii) In case an officer is in receipt of special research allowance at a rate higher than Rs. 300/- p.m. he would continue to get the allowance at the rate admissible on 30th June, 1987, as personal to him in lieu of the research allowance allowed in this circular, till he continues to work in the research organization.

12. Special Allowance:-

- (i) A special allowance at the fixed rate of Rs. 300/- p.m. shall be allowed to the Deputy Secretaries to the provincial government and other officers in BPS-19 serving in the secretariat.
- (ii) However, in the case of existing officers drawing special allowance @ 20% of pay in accordance with this Department's circular No.FD.PR-6-16/85, dated the 2nd March, 1986, the amount of their special allowance would be frozen at the rates admissible on 30.6.1987 as personal to them for so long as they remain continuously posted in the secretariat.

13. Anomalies:-

A Committee has been set up to resolve the anomalies, if any, arising out of the issue of these orders.

14. General:-

All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue to be in force.

15. Date of Effect:-

These orders shall take effect from the 1st of July, 1987.

Your Obedient servant,

Sd/-

MUNAWAR HUSSAIN,
Deputy Secretary (Pay Commission)
For Finance Secretary.

.....

No. FD.PC.2-1/87,

Dated Lahore, the 27th July, 1987.

A copy is forwarded, for information and necessary action, to:-

- 1) The Accountant General, Punjab, Lahore; and
- 2) All District Accounts Officers in the Punjab.

KHURSHID ALI ZAIDI
Section Officer (PC)

No.FD.P.C. 2-1/87,

Dated Lahore, the 27th July, 1987

A copy is forwarded for information to:-

- 1) Finance Secretary, Government of Sind, Karachi.
- 2) Finance Secretary, Government of NWFP, Peshawar.
- 3) Finance Secretary, Government of Baluchistan, Quetta.
- 4) Finance Secretary, Azad Government of Jammu & Kashmir, Muzaffarabad.
- 5) Regulation Wing, Finance Division, Government of Pakistan, Islamabad.
- 6) All Chief Executives of Autonomous Bodies/Semi-Autonomous Bodies/ Corporation under the Government of the Punjab.

Sd/-
KHURSHID ALI ZAIDI
Section Officer (PC)

Annex

<u>B.P.S.</u>	<u>EXISTING SCALES</u>	<u>NEW SCALES.</u>
1	440-10-640	600-13-860
2	460-12-700	625-16-945
3	480-14-760	650-19-1030
4	500-16-820	675-22-1115
5	520-18-880	700-25-1200
6	540-20-940	725-28-1285
7	560-23-1020	750-31-1370
8	590-26-1110	790-34-1470
9	620-29-1200	830-38-1590
10	660-32-1300	870-42-1710
11	700-35-1400	910-46-1830
12	750-40-1550	970-52-2010
13	800-45-1700	1035-58-2195
14	850-50-1850	1100-64-2380

15	900-55-2000	1165-71-2585
16	1050-80-2250	1350-105-2925
17	1600-120-3040	2065-155-3925
18	2100-150-3600	2710-195-4660
19	3200-160-4480	4130-205-5770
20	3800-180-5240	4900-235-6780
21	4200-225-6000	5420-290-7740
22	4500-250-6500	5800-325-8400

**Chapter 14 The Islamia University Bahawalpur Employees Pay Revision
Statutes, 1991**

No.FD-PC-2-2-/91
Government of the Punjab
Finance Department

Dated Lahore, the 1st August, 1991

From

Mr. Zulfiqar Ali Shah,
Secretary to Government

To

1. All Administrative Secretaries to Government of the Punjab;
2. all Heads of Attached Departments in the Punjab;
3. All Commissioners of Divisions in the Punjab;
4. All Deputy Commissioners and District and Sessions Judges in the Punjab;
5. The Registrar, Lahore High Court, Lahore;
6. The Secretary to Governor, Punjab, Lahore;
7. the Military Secretary to Governor, Punjab, Lahore;
8. The Secretary to the Chief Minister, Punjab, Lahore;
9. The Secretary, Punjab Provincial Assembly, Lahore;
10. The Secretary, Punjab Public Service Commission, Lahore;
11. The Chief Pilot, VIP Flight, Lahore;

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE CIVIL EMPLOYEES IN BS-1 TO BS-15 OF THE PUNJAB GOVERNMENT.

Sir,

I am directed to state that Governor of the Punjab has been pleased to sanction the revision of Basic Pay Scales for the employees of the Punjab Government in Bs-1 to Bs-15 as detailed in the following paragraphs.

2. Basic Pay Scales:-

The existing modified and the revised basic pay scales are detailed in the Annex-1. The revised Basic Pay Scales shall replace the Basic Pay Scales, 1987 and shall be effective from the first of July, 1991.

3. Initial Fixation of Pay:-

- (i) The initial Pay of the existing employees who have been in government service since before the 1st July, 1991 shall first be fixed in the modified basic scales at the stage having the same pay or if there is no such stage, at the next higher stage. Thereafter, the pay shall be fixed in the revised basic pay scale "on point to point basis", i.e. at the stages in the relevant revised basic pay scale which is as many stages above the minimum as the stage occupied by him above the minimum of the modified basic scale.

Adopted by the approval of the Syndicate and the Senate at its meetings held on 10.1.1993 and 13.3.1993 respectively.

- (ii) In the case of those employees whose pay is fixed in the revised basic scales at a stage which gives an increase of less than Rs. 100/- in pay of June, 1991, a minimum increase of Rs. 100/- in pay, over June, 1991 level, shall be allowed and, thereafter, pay fixed at the corresponding stage equal to this pay of if there is no such stage, at the next higher stage. The pay fixation formula has been illustrated through examples I, II & III in Annex-II.
- (iii) The annual increment shall continue to be admissible subject to the existing conditions on the first of December each year. However, the first annual increment of the existing employees in the revised basic pay scales, in which their pay is fixed on the 1st July, 1991, shall accrue on the 1st December, 1991.
- (iv) The increases allowed since 1-7-1988 as detailed below shall cease to be admissible from 1-7-1991:
 - (a) Indexed Pay sanctioned vide Finance Department's letter No.FD-PC-2-1/88, dated 19.7.1988.
 - (b) Adhoc increase of 5% of pay sanctioned vide Finance Department's letter No.FD-PC-2-1/89 (Provl) dated 5.6.1990.
 - (c) Adhoc increase of 10% sanctioned vide Finance Department's letter No.FD-PC-2-3/90 dated 16.7.1990.
 - (d) Dearness Allowance of Rs .200/- P.M. sanctioned vide Finance Department's letter No.FD-PC-2-4/90 dated 3.1.1991.

4. Fixation of Pay on Promotion:-

In cases of promotion from a lower to higher post/scale before the introduction of these scales, the pay of the employee concerned in the revised basic scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

5. Grant of Advance Increments to Officials for Possessing/Attaining Higher Educational Qualification:

- (i) From 1.7.1991 onwards, advance increments shall be allowed without the condition of second Division to the officials in BS-1 to BS-15 for possessing or acquiring higher educational qualifications over and above prescribed qualifications in the relevant Recruitment Rules, to the extent given below, for each higher qualification:-

Number of Advance Increments for					
		Matric	F.A./F.Sc.	B.A./B.Sc	M.A./M.Sc.
(a)	Where the prescribed qualification is non-Matric	2	2	2	2
(b)	Where the prescribed qualification is Matric	Nil	2	2	2
(c)	Where the Prescribed qualification is F.A./F.Sc.	Nil	Nil	2	2
(d)	Where the prescribed qualification is B.A./B.Sc.	Nil	Nil	Nil	2

- (ii) If an employee is in receipt of, or is entitled to, advance increments under any other rules or orders in force for the time being he shall be entitled to draw advance increments sanctioned in this letter, or advance increments under other rules or order whichever may be more beneficial to him.

- (iii) The advance increments shall be allowed at the time of recruitment or acquisition of higher qualification, whichever is later, In cases where the employee is already at the maximum of the scales, he may be allowed the number of advance increments beyond the maximum of the scale as personal pay to be absorbed at the time of his move-over/promotion. Those employees who had acquired higher qualification in 3rd Division prior to 1.7.1991 and were not granted advance increments earlier henceforth would be allowed advance increments w.e.f. 1.7.1991.

6. Special Pays:

- (i) The rates of special pays of the Personal Assistant shall be enhanced as under:

Name of Post	Existing R.P.M.	Revised Rs. P.M.
P.A. to Minister	100	150
P. A to Chief Secretary/ A.C.S./ Secretary/ Addl. Secretaries.	75	120

- (ii) The existing special pays admissible to those handling cash in Government Organizations shall be revised as under:

(a)	Government servants handling cash from Rs. 5,000/- P.M.	Rs. 25/- P.M.
(b)	Government servants handling cash from Rs. 5,000/- to Rs. 35,000/- P.M.	Rs. 50/- P.M.
(c)	Government servants handling cash from Rs. 35,001/- to Rs. 1,00,000/- P.M.	Rs. 60/- P.M.
(d)	Government servants handling cash above Rs 1,00,000/- P.M.	Rs. 75/- P.M.

7. Teaching Allowance:-

Existing rates of Teaching Allowances shall enhanced as under:

(a)	For High School Science Teachers.	From Rs. 100/ P.M. to Rs. 200/- P.M.
(b)	For Junior Instructors in Polytechnics.	From Rs. 100/- P.M. Rs. 200/- P.M.

8. Medical Allowance:-

Existing rate of Medical Allowance of Rs. 50/- P.M. admissible to the employees in BS-1 to BS-15 shall be enhanced to Rs. 60/ P.M.

9. (A) Mess Allowance:-

The existing rate of Mess Allowance for nursing cadre (below BS-16) shall be enhanced from Rs. 300/- P.M. to Rs. 500/- P.M.

(B) Uniform Allowance:-

The existing rate of Uniform Allowance for nursing cadre (below BS-16) shall be enhanced from Rs. 25/- P.M. to Rs. 150/- P.M.

(C) Washing Allowance admissible to Liveried Staff:-

The existing rate of Washing Allowance shall be enhanced from Rs. 25/- P.M. to Rs. 30/- P.M.

(D) Overtime Allowance admissible to Staff Car Drivers:-

Overtime Allowance presently admissible @ Rs. 500/- P.M. to the staff car drivers/dispatch riders/mechanics working in Punjab Civil Secretariat and drivers attached with the Judges of Lahore High Court and officers in regular BS-21 who are entitled to free private use of staff car will be enhanced to Rs. 6000/- P.M.

10. Anomalies:-

An Anomalies Committee will be set up in the Finance Department to resolve the anomalies, if any, arising out of the issue of this letter.

11. Applicability:-

This scheme of revised basic pay scales is applicable to regular government servants only and not to the employees in work charged establishment, the contingencies paid staff and those who are governed by the Industrial Relations Ordinance.

Sd/-
M.D. CHAUDHARY,
Deputy Secretary (Pay Commission)
For Finance Secretary

No & Date Even:

A copy is forwarded, for information and necessary action, to:-

- 1) The Accountant General, Punjab, Lahore; and
- 2) All District Accounts Officers in the Punjab.

MUZZAFAR AHMAD
Under Secretaru (PC)

No & Date Even:

A copy is forwarded for information to:-

- 1) Finance Secretary, Government of Sindh, Karachi.
- 2) Finance Secretary, Government of NWFP, Peshawar.
- 3) Finance Secretary, Government of Baluchistan, Quetta.
- 4) Finance Secretary, Azad Government of Jammu & Kashmir, Muzaffarabad.
- 5) Regulation Wing, Finance Division, Government of Pakistan, Islamabad.
- 6) All Chief Executives of Autonomous Bodies/Semi-Autonomous Bodies/ Corporation under the Government of the Punjab.

Sd/-
MUZZAFAR AHMAD
Under Secretaru (PC)

Annexure-I**Existing, Modified and the Revised Pay Scales (BPS 1-15)**

B.P.S #.	Existing BPS 1-7-1987	Stages	Modified Scales.	Stages	Revised BPS 0-7-1991	Stages
1	600-13-860	20	605-17-860	15	920-26-1310	15
2	625-16-945	20	630-21-945	15	945-32-1425	15
3	650-19-1030	20	655-25-1030	15	975-37-1530	15
4	675-22-1115	20	680-29-1115	15	1005-43-1650	15
5	700-25-1200	20	705-33-1200	15	1035-49-1770	15
6	725-28-1285	20	730-37-1285	15	1065-54-1875	15
7	750-31-1370	20	755-41-1370	15	1095-60-1995	15
8	790-34-1470	20	795-45-1470	15	1140-65-2115	15
9	830-38-1590	20	835-50-1590	15	1185-72-2265	15
10	870-42-1710	20	875-56-1710	15	1230-79-2415	15
11	910-46-1830	20	915-61-1830	15	1275-86-2565	15
12	970-52-2010	20	975-69-2010	15	1355-96-2795	15
13	1035-58-2195	20	1040-77-2195	15	1440-107-3045	15
14	1100-64-2380	20	1105-85-2380	15	1530-119-3315	15
15	1165-71-2585	20	1160-95-2585	15	1620-131-3585	15

Example. I Case of Mr. “A” drawing pay at the minimum of BPS-1:-

- | | | |
|-----|---|-----------------|
| (a) | Basic pay on 1.6.91 in existing Scale 910-46-4830 | Rs. 910 |
| | Indexation w.e.f 1.7.88 | Rs. 25 |
| | 5% adhoc increase w.e.f 1.6.90 | Rs. 46 |
| | 10% adhoc increase w.e.f 1.7.90 | Rs. 91 |
| | Dearness allowance of Rs. 200/- w.e.f 1.12.90 | Rs. 200 |
| | Total | Rs. 1272 |
- (b) Pay will first be fixed at Rs. 915 in the modified scale of 915-61-1830 and thereafter in revised scale of 1275-86-2565 on point to point basis at Rs. 1275/-.
- (c) The individual, being already in receipt of Rs. 1275/- (pay plus increases allowed since 1.7.88) in June, 1991, would get an increase of Rs. 3/- P.M. He would thus be entitled to a minimum increase of Rs. 100/- over pay of June, 1991 in terms of para 3(ii) and his pay in the revised scale will be fixed at Rs. 1,447 to secure the minimum increase of Rs. 100 /-

Example. II Case of Mr. “A” drawing pay of Rs. 1,508/- in BPS-11:-

- | | | |
|-----|---|------------------|
| (a) | Basic pay on 1.6.91 in existing Scale 910-46-4830 | Rs. 1,508 |
| | Indexation w.e.f 1.7.88 | Rs. 32 |
| | 5% adhoc increase w.e.f 1.6.90 | Rs. 75 |
| | 10% adhoc increase w.e.f 1.7.90 | Rs. 151 |
| | Dearness allowance of Rs. 200/- w.e.f 1.12.90 | Rs. 200 |
| | Total | Rs. 1,966 |
- (b) Pay will first be fixed in the modified scale of 915-61-1830 at the same stage of if there is no such stage at the next higher stage this would be Rs. 1,525/-
- (c) The pay will thereafter be fixed in the revised scale 1275-86-2565 on point to point basis in relation to pay in modified scale. Since the pay of Rs. 1525 in modified scale is 10 stages above the minimum, the pay in the revised scale will be fixed on point to point basis at Rs. 2135/- allowing 10 increments on the minimum.
- (d) The individual gets more than Rs. 100/- increase over pay of June, 1991 and therefore the provision of para 3(ii) will not be attracted.

Example. III Case of Mr. “A” drawing maximum BPS-II:-

- | | | |
|-----|---|-----------------|
| (a) | Basic pay on 1.6.91 in existing Scale 910-46-4830 | Rs. 1830 |
| | Indexation w.e.f 1.7.88 | Rs. 38 |
| | 5% adhoc increase w.e.f 1.6.90 | Rs. 92 |
| | 10% adhoc increase w.e.f 1.7.90 | Rs. 183 |
| | Dearness allowance of Rs. 200/- w.e.f 1.12.90 | Rs. 200 |
| | Total | Rs. 2343 |
- (b) Pay will first be fixed in the modified scale 915-61-1830 at the maximum Rs. 1830/-
- (c) Pay will thereafter be fixed in revised scale 1275-

No.FD.PC-2-3/91

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENTDated Lahore, the 22nd October, 1991

From

Mr. Zulfiqar Ali Shah,
Secretary to Government

To

1. All Administrative Secretaries to Government of the Punjab;
2. All Heads of Attached Departments in the Punjab;
3. All Commissioners of Divisions in the Punjab;
4. All Deputy Commissioners and District and Sessions Judges in the Punjab;
5. The Secretary, Lahore High Court, Lahore;
6. The Secretary to Governor, Punjab, Lahore;
7. The Military Secretary to Governor, Punjab, Lahore;
8. The Secretary to Chief Minister, Punjab, Lahore;
9. The Secretary, Punjab Public Service Commission, Lahore;
10. The Secretary, Punjab Provincial Assembly, Lahore;
11. The Chief Pilot, VIP Flight, Lahore;

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE CIVIL EMPLOYEES IN BS-16 TO BS-22 OF THE PUNJAB GOVERNMENT.

Sir,

I am directed to state that Governor of the Punjab has been pleased to sanction the revision of Basic Pay Scales for all government servants in BS-16 to BS-22 as detailed in the following paragraphs:-

2. Basic Pay Scales:-

The existing and revised basic pay scales are detailed in the Annexure. The Revised Basic Pay Scales shall replace the Basic Pay Scales 1987 and shall be effective from the first of June, 1991.

3. Initial Fixation of Pay:-

- (i) The initial pay of an existing employee who has been in government service since before the 1st June, 1991, shall be fixed in the revised pay scales "on point to point basis", i.e. at the stage in the relevant revised basic pay scale which is as many stages above the stage occupied by him above the minimum of the existing basic pay scale.
- (ii) The annual increment shall continue to be admissible subject to the existing conditions, on the first of December each year.
- (iii) The increases allowed since 1.7.1988, as detailed below, shall cease to be admissible from 1.6.1991:
 - (a) Indexed Pay sanctioned vide Finance Department's letter No. FD.PC-2-1/88 dated 19.7.1988.

Adopted by the approval of the Syndicate and the Senate at its meetings held on 10.1.1993 and 13.3.1993 respectively.

- (b) Adhoc increase of 5% of pay sanctioned vide Finance Department's letter No.FD.PC-2-1/89 (Provl) dated 5.6.1990.
- (c) Adhoc increase of 10% of pay sanctioned vide Finance Department's letter No.FD.PC-2-3/90 dated 16.7.1990.
- (d) Dearness Allowance of RS. 200/- p.m. sanctioned vide Finance Department's letter No.FD.PC-2-4/90 dated 10.2.1991.

4. Fixation of Pay on Promotion:-

- (i) In cases of promotion from a lower to high post/scale before the introduction of these scales, the pay of the senior employees in the same scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale and taken place after the introduction of these scales.
- (ii) The existing concession of grant of one premature increment on promotion as admissible to employees in BS-1 to BS-19 shall be extended also to those in BS-20 and above.

5. Grant of Selection Grade:-

From 1.6.1991 onwards the Treasury Accountants in BS-16 in the Treasury Establishment under Finance Department will be allowed 33% selection grade in BS-17.

6. Special Pays:-

The rates of special pays of Private Secretaries will be enhanced with effect from 1.6.1991 as under:

Name of the Post	Existing (Rupees per month)	Revised
Private Secretaries to Minister/Chief Secretary/ Chairman P&D Board/Addl Chief Secretary:		
(i) From the cadre of Private Secretaries in BS-16.	200/-	300/-
(ii) From other source in BS-17.	250/-	375/-
Private Secretaries to Secretaries.	150/-	225/-

7. Qualification Pay for Senior Officers:-

Qualification pay shall be allowed from 1.6.1991 to those officers who have qualified the following courses at the rates shown against each.

- (a) Pakistan Administrative Staff College Rs. 500/-
National Management Course
- (b) National Defence College Course. Rs. 500/-
- (c) Advance Course in Management in NIPA. Rs. 100/-

Note: One qualification pay will be admissible at a time.

8. Qualification Pay for SAS Accountants:-

The existing rate of Rs. 100/- p.m. shall be enhanced to Rs. 150/- p.m. from 1.6.1991.

9. Teaching Allowance:-

For doctors who teach Basic Sciences in Medical Colleges, the existing rate of Teaching Allowance shall be enhanced from Rs. 500/- p.m. to Rs. 1000/- p.m.

10. Senior Post Allowance:-

The existing rates of Senior Posts Allowance shall be enhanced as under:

- | | |
|---------------------------|--|
| (a) For Officers in BS-20 | From Rs. 200/- p.m. to Rs. 600/- p.m. |
| (b) For Officers in BS-21 | From Rs. 400/- p.m. to Rs. 800/- p.m. |
| (c) For Officers in BS-22 | From Rs. 600/- p.m. to Rs. 1000/- p.m. |

11. Anomalies:-

An Anomalies Committee will be set up in the Finance Department to resolve the anomalies, if any, arising out of the issue of this letter.

Your obedient servant,

Sd/-
(M. D. CHAUDHRY)
DEPUTY SECRETARY (PAY COMMISSION)
For FINANCE SECRETARY

No. & Date Even.

A copy is forwarded for information and necessary action to:

1. The Accountant General, Punjab, Lahore;
2. All District Accounts Officer in the Punjab.

Sd/-

(MUZAFFAR AHMAD)
UNDER SECRETARY (PAY COMMISSION)

No. & Date Even:

A copy is forwarded for information to:-

1. Finance Secretary Government of Sindh, Karachi.
2. Finance Secretary, Government of NWFP, Peshawar.
3. Finance Secretary, Government of Baluchistan, Quetta.
4. Finance Secretary, Azad Government of the State of Jammu & Kashmir, Muzaffarabad.
5. Regulation Wing Finance Division, Government of Pakistan, Islamabad.
6. All Chief Executive of Autonomous Bodies/Semi Autonomous Bodies/Corporations under the Government of the Punjab.

Sd/-
(MUZAFFAR AHMAD)
UNDER SECRETARY (PAY COMMISSION)

Annexure**Existing and the revised Basic Pay scales (BPS- 16 to BPS-22)**

Scale No.	Existing Basic Pay Scales 1.7.1987	Stages	Revised Basic Pay Scales 1.6.1991	Stages
16	1350-105-2925	15	1875-146-4065	15
17	2065-155-3925	12	2870-215-5450	12
18	2710-195-4660	10	3765-271-6475	10
19	4130-205-5770	8	5740-285-8020	8
20	4900-235-6780	8	6810-325-9410	8
21	5420-290-7740	8	7535-405-10775	8
22	5800-325-8400	8	8075-450-11675	8

**Chapter 15 The Islamia University Bahawalpur Employees Pay Revision
Statutes, 1994**

No. FD-PC-2-2/94
Government of the Punjab
FINANCE DEPARTMENT

Dated Lahore, the 18th July, 1994.

From;

Mr. Aminullah Chaudry,
Secretary to Government.

1. All Administrative Secretaries to Government of the Punjab.
2. All Heads of Attached Departments in the Punjab.
3. All Commissioners of Divisions in the Punjab.
4. All Deputy Commissioners and District and Sessions Judges in the Punjab.
5. The Registrar, Lahore High Court, Lahore.
6. The Secretary to Governor, Punjab, Lahore.
7. The Military Secretary to Governor, Punjab, Lahore.
8. The Secretary to Chief Minister, Punjab, Lahore.
9. The Secretary, Punjab Public Service Commission, Lahore.
10. The Secretary to Provincial Assembly, Punjab, Lahore.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF CIVIL
EMPLOYEES (BS-1-22) OF PUNJAB GOVERNMENT (1994).

Sir,

I am directed to state that Governor of the Punjab is pleased to sanction the revision of Basic Pay Scales for the employees of Government of the Punjab drawing pay in BS-1 to BS-22 as detailed in the following paragraphs.

2. Basic Pay Scales:-

The existing and the revised pay scales are detailed in the annexure –A of this letter. The revised pay scales shall replace the existing pay scales 1991, in respect of those employees who give option for these pay scales, in terms of para 6(b) and shall be effective from the first of June, 1994.

3. Initial Fixation of Pay:-

The initial fixation of pay of the employees who have been in Government service since before the 1st June, 1994, shall be effected w.e.f. 1.6.1994, in the following manner.

Adopted by the approval of the Syndicate and the Senate at its meetings held on 20, 21.01.1995 and 14.12.1995 respectively.

(i) Employees in BS-1 to 16:-

By allowing an increase at the rate of 35% of the pay actually drawn on 31.5.1994, the pay of the employees will be fixed at the stage equal to or if there be no stage, at the stage next above.

4. The following relief to the widows, dependents, retarded and incapacitated children and invalid pensioners shall be allowed w.e.f. 1st June, 1994.

- (a) Restoration of commuted value/gratuity portion of families on completion of required period.
- (b) Grant of family pension to dependent disabled/retarded children for life without any age limit.
- (c) Elimination of second medical board for the invalidated pensioners for eligibility of commutation.

(ii) Employees in BS-17 and above:-

Initial fixation of pay shall be made by allowing 35% increase on the pay actually drawn on 31.5.1994, in the following two phases.

- (a) 20% of the increase shall be allowed w.e.f. 1.6.1994 by fixing pay in the relevant scale at the stage equal to or if there be no stage at the stage next above.
- (b) The remaining 15% increase shall be allowed on and from 1.6.1995 by allowing 35% increase over pay drawn on 31.5.1994. The new pay so fixed will be drawn from 1.6.1995 without any arrears.
- (c) The annual increment shall continue to be admissible subject to the existing conditions on the 1st of December each year.
- (d) The adhoc increase allowed as detailed below shall cease to be admissible from 1.6.1994,
 - (i) Adhoc relief of Rs. 100/- p.m. sanctioned vide Finance Department, Govt. of the Punjab's circular letter No. FD-PC-2-1/92. dated 7th September, 1992.
 - (ii) Additional Adhoc relief of Rs. 100/- p.m. sanctioned vide Finance Department, Govt. of the Punjab's circular letter No. FD-PC-2-3/93 dated 20th September, 1993.
 - (iii) Adhoc relief of Rs. 50/- p.m. sanctioned vide Finance Department, Govt. of the Punjab's circular letter No. FD-PC-2-1/94 dated 7th May, 1994.

5. Fixation of Pay:-

In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion at the higher post/scale had taken place after the introduction of these scales.

6. Allowances:-**(i) Secretariat Allowance:-**

With the introduction of new scales of pay, the Secretariat allowance is abolished w.e.f. 1.6.1994 and the amount actually drawn on 31.5.1994 will be converted into Personal Allowance. Such Personal Allowance in case Government Employees in BS-17 to BS-22 shall be reduced by the amount of annual increments. By which the Government Employee's pay may be increased after 1.6.1994 and shall cease as soon as his pay is increased by an amount equal to / or more than his Personal Allowance. Those in BS-1 to BS-16

will be exempted from this adjustment to the extent that their Personal allowance will not be reduced/ adjusted.

(ii) Other Allowances, Special Pays etc:-.

Special pays and other allowances including House Rent Allowance will be maintained the level drawn/admissible at the rates as on 31.5.1994.

7. Option:-

- (a) All existing Government Employees are given option either to draw the existing pay scales plus Secretariat Allowance or the new pay scales plus Personal Allowance in the manner as at 5(i) above. Option to retain existing scale with Secretariat Allowance must, however, be given in writing by the employees concerned to the Audit Officer Drawing and Disbursing Officer concerned by 30th July, 1994. Option once exercised shall be final.
- (b) An existing Government Employee who does not exercise and communicate such option within the prescribed time limit shall be deemed to have opted to be governed by the new scales and abolition of Secretariat Allowance.

8. Pension & Retirement Benefits:-

In the case of persons retiring from 1.6.1994 onwards in BS-17 to BS-22, pension will be recalculated on 1.6.1995 on the basis of pay re-fixed with 35% increase in the pay in the second phase. New pension will, however, be admissible from 1.6.1995 and no arrears will be admissible.

9. The following relief to the widows, dependents, retired and incapacitated children and invalid pensioners shall be allowed w.e.f. 1st June, 1994.

- (a) Restoration of commuted value/gratuity portion of families on completion of required period.
- (b) Grant of family pension to dependent disabled/retarded children for life without any age limit.
- (c) Elimination of second medical board for the invalidated pensioners for eligibility of commutation.

10. Government servants who have retired on or after 1.6.1993, till the introduction of revised Pay Scales i.e. 1.6.1994, be allowed pension/commutation on the basis of pay that would have been admissible to them, had the pay revision been effected on the date of their retirement, discounted by 12%.

11. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force under this scheme.

12. Anomalies:-

A committee will be set up in the Finance Department (Regulations Wing), Government of the Punjab, to resolve the anomalies, if any, arising out of the issue of this order.

Sd/-
(JAVED IQBAL CHAUDHRY)
DEPUTY SECRETARY (BC)

No. & Date Even:-

A copy is forwarded for information and necessary action to.

- 1 The accountant General, Punjab, Lahore.
- 2 All District Accounts Officers in the Punjab.

Sd/-

(BARKAT FRANCIS)
SECTION OFFICER (PC)

No. & Date Even:-

A copy is forwarded for information to.

- 1 Finance Secretary, Government of Sindh, Karachi.
- 2 Finance Secretary, Government of NWFP, Peshawar.
- 3 Finance Secretary, Government of Balochistan, Quetta.
- 4 Finance Secretary, Azad Government of the State of Jammu & Kashmir, Muzaffarabad.
- 5 Regulation Wing Finance Division, Government of Pakistan, Islamabad.

Sd/-

(BARKAT FRANCIS)
SECTION OFFICER (PC)

Annexure-A

Existing and Revised Pay Scales

Sr. No.	Existing Pay Scales	Stages	Revised Pay Scales 1.6.1994.	Stages
BS-1	920-26-1310	(15)	1245-35-1770	(15)
BS-2	925-32-1415	(15)	1275-44-1935	(15)
BS-3	975-37-1530	(15)	1320-50-2070	(15)
BS-4	1005-43-1650	(15)	1360-58-2230	(15)
BS-5	1035-49-1770	(15)	1400-66-2390	(15)
BS-6	1065-54-1875	(15)	1440-73-2535	(15)
BS-7	1095-60-1995	(15)	1480-81-2695	(15)
BS-8	1140-65-2115	(15)	1540-88-2860	(15)
BS-9	1185-72-2265	(15)	1605-97-3060	(15)
BS-10	1230-79-2415	(15)	1660-107-3265	(15)
BS-11	1275-86-2565	(15)	1725-116-3465	(15)
BS-12	1355-96-2795	(15)	1830-130-3780	(15)
BS-13	1440-107-3045	(15)	1950-144-4110	(15)
BS-14	1530-119-3315	(15)	2065-161-4480	(15)
BS-15	1620-131-3585	(15)	2190-177-4845	(15)
BS-16	1875-146-4065	(15)	2535-197-5490	(15)
BS-17	2870-215-5450	(12)	3880-290-7360	(12)
BS-18	3765-271-6475	(10)	5085-366-8745	(10)
BS-19	5740-285-8590	(10)	7750-385-11600	(10)
BS-20	6810-325-10060	(10)	9195-440-13595	(10)
BS-21	7535-405-11585	(10)	10190-545-15640	(10)
BS-22	8075-450-12575	(10)	10900-610-17000	(10)

**Chapter 16 The Islamia University Bahawalpur Employees Pay Revision
Statutes, 2001**

NO. FD-PC-2-1/ 2001
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 22nd October, 2001.

From;

Mr. Salman Siddique,
Finance Secretary.

1. All Administrative Secretaries to Government of the Punjab.
2. The Secretary to governor, Punjab, Lahore.
3. All Heads of Attached Departments, Govt. of the Punjab.
4. All District Co-ordination Officers in the Punjab.
5. The Registrar, Lahore High Court, Lahore.
6. All District and Sessions Judges in the Punjab.
7. The Military Secretary to Governor, Punjab, Lahore.
8. The Secretary, Punjab Public Service Commission, Lahore.
9. The Secretary to Provincial Assembly, Punjab, Lahore.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL
EMPLOYEES (BS-1-22) OF PUNJAB GOVERNMENT.

Sir,

I am directed to state that the governor of the Punjab has been pleased to sanction with effect from 1st December, 2001 a Scheme of the Basic Pay Scales, Allowances and Pension 2001 for the employees of Government of the Punjab in BPS-1 to BPS-22 as detailed below:-

Part-1: Basic Pay Scales and Allied Matters.

1. Basic Pay Scales:-

The existing basic pay scales and the revised basic pay scales are shown in Annexure-I of this letter. The Revised Basic Pay Scales shall replace the Existing Basic Pay Scales, 1994 and shall be effective from 1st December, 2001.

2. Discontinuation of Allowances:-

The following allowances shall cease to be payable on introduction of the revised pay scales w.e.f. 1.12.2001.

- (i) Cost of Living Allowance to BS-1 to BS-22 @ 7% of basic pay.
- (ii) Adhoc relief of Rs. 300/- p.m. and Rs. 100/- p.m. to BS-1 to BS-16 (inclusive of BPS-17 by virtue of Move Over).
- (iii) Secretariat/Personal Allowance.

Adopted by the approval of the Syndicate and the Senate at its meetings held on 3, 4.3.2003 and 6.7.2006 respectively.

3. Special Additional Allowance:-

Special Additional Allowance shall be frozen at the level drawn as on date of issue of this Order.

4. Initial Fixation of Pay:-

Pay of the employees in service on 30-11-2001 shall be fixed at the stage in the revised pay scales which is as many stages above the minimum as the stage occupied by him above the minimum of the 1994 Basic Pay Scale.

5. Pay Fixation on Promotion:-

The existing provisions regulating the fixation of pay in case of promotion from lower to a higher post shall continue to apply.

6. Selection Grade and Move Over:-

Selection Grade in the scheme of Basic Pay Scales and Move Over scheme shall stand discontinued w.e.f. the date of issue of this circular letter.

7. Pay Fixation of employees in selection Grade and those who have moved over to higher scale.

Pay of an existing employee drawing pay by move over shall be fixed with reference to the pay scale of the post for the time being held by him in case the employee was drawing pay in a selection Grade, his pay will be fixed in the Selection Grade pay scale. The stage of fixation will be arrived at after allowing Increments on National Basis in the original scale of the post on the Selection Grade, in 1994 Basic Pay Scales upto the point of existing pay. Pay of the employees will then be fixed at the relevant stage in the revised pay scales, 2001.

Example-I:-

Assistant, BS-11 Selection Grade, BS-15 Moved Over BS-16 and in receipt of pay of Rs. 5490, pay will be fixed in BS-15. i.e. Selection Grade pay scale at Rs. 8320 as under.

1994 scale	<u>Stage 15</u> 4845	<u>Stage 16</u> 5022	<u>Stage 17</u> 5199	<u>Stage 18</u> 5376	<u>Stage 19</u> 5553
2001 scale	7260	7525	7790	8055	8320

Example-II:-

Pay fixation of an employee in BS-11 which has moved over to BS-14 and is in receipt of basic pay of Rs. 4480/- will be fixed after allowing notional increments in BS-11 of 1994 Basic Pay Scales upto the stage of basic pay drawn. Pay in revised BPS-11 will be fixed at the corresponding stage of Rs. 6790/- as under.

BS-11 1994 Pay Scale	<u>Stage</u> 15 3465	<u>Stage</u> 16 3581	<u>Stage</u> 17 3697	<u>Stage</u> 18 3813	<u>Stage</u> 19 3929	<u>Stage</u> 20 4045	<u>Stage</u> 21 4161	<u>Stage</u> 22 4277	<u>Stage</u> 23 4393	<u>Stage</u> 24 4509
BS-11 2001 Pay Scale	5215	5390	5565	5740	5915	6090	6265	6440	6615	6790

Example-III:-

Pay fixation of an employee in BS-5 who has moved over to BS-11 and is in receipt of basic pay of Rs. 3465/- will be fixed after allowing notional increments in BS-5 of 1994 BPS upto the stage of basic pay drawn. Since basic pay of Rs. 3465/- is beyond the 30 stages in BPS notional BS-5 (1994 BPS) & resultantly more than the 30 stages of BPS 2001, therefore, his pay will be fixed at the notional 32nd stage i.e. at Rs. 5300/-. The difference of Rs. 200/- (Rs. 5300-5100) will be personal to him as under.

BS-5 1994	<u>Stage-30</u> 3380	<u>Stage-31</u> 3446	<u>Stage-32</u> 3512
BS-5 2001	5100	5200	5300

In such cases future increment upto a maximum of 3 years will also be allowed as personal to such employees.

8. Date of Increment:-

Annual increment shall continue to be admissible subject to the existing conditions on the 1st December each year.

9. Special Pays / Allowances for Offices:-

The Special Pays / Allowances sanctioned to offices as percentage of pay shall be discontinued on the introduction of revised pay scales w.e.f. 1-12-2001 and adjusted in future increments.

10. Advance Increments:-

The existing scheme of advance increments is discontinued w.e.f. 1-12-2001. A fresh scheme, if any, will be introduced in due course.

Part-II: Allowances**11. Conveyance Allowance.**

The rates of Conveyance Allowance and Motorcycle/Motorcar Maintenance Allowance presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under:-

<u>Sr.No.</u>	<u>Existing</u>	<u>Revised</u>
(i)	Civil Servants in BS-16 and above and maintaining a motor car not registered for commercial purpose-Rs, 355/- p.m.	BS-16 (Gazetted) & above Rs. 620/- p.m.
(ii)	Civil Servants drawing pay of Rs. 3240/- p.m. & above other than those at (i) above Rs. 193/- p.m.	BS 11-and above Rs. 340/- p.m.
(iii)	Civil Servants drawing pay of Rs. 1688/- p.m. & above but less than Rs. 3240/- p.m. and maintaining Motorcycle/Scooter. Rs. 130/- p.m.	BS 1-10 maintaining Motor Cycle/Scooter Rs, 230/- p.m.
(iv)	Others Rs. 96/- p.m.	BS 1-10 Rs. 170/- p.m.

12. Daily Allowance:-

Daily Allowance rates presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under:-

<u>BPS</u>	<u>Special Rates per day (Rs.)</u>	<u>Ordinary Rates per day (Rs.)</u>
1-4	110	80
5-11	120	100
12-16	200	180
17-18	350	320
19-20	450	400
21-22	550	450

13. Medical Allowance:-

Medical Allowance to employees in BS 1-15 shall be increased from Rs. 90/- p.m. to Rs. 160/- p.m.

14. Computer Allowance:-

The Computer Allowance shall be increased subject to the existing conditions of admissibility as under:-

	<u>Existing Rate.</u>	<u>Revised Rate</u>
(i)	Rs. 300/- p.m.	(i) Rs. 450/- p.m.
(ii)	Rs. 1000/- p.m.	(ii) Rs. 1500/- p.m.

15. Special pays/ Allowances.

All the Special Pays and Allowance admissible on certain posts as percentage of Pay are revised subject to the following limits.

<u>S.No.</u>	<u>Existing</u>	<u>Revised</u>
(a)	Special Pays /Allowances sanctioned @ 20% and above of pay.	On existing rates subject to a maximum of Rs. 2000/- p.m.
(b)	Special Pays / Allowances sanctioned @ 10%-19% of Pay	On existing rates subject to a maximum of Rs. 1500/-p.m.
(c)	Special Pays /Allowances sanctioned @ 5%- 9% of Pay.	On existing rates subject to a maximum of Rs. 1000/- p.m.

Part-III: Pension and Commutation.**16. The Government has made the following reforms in pension /commutation scheme w.e.f. 1-12-2001 in respect of civil pensioners of the Punjab Government:-**

- Commutation Table shall be replaced by the new Commutation Table at Annexure-II to this circular letter.
- Commutation upto 40% of gross pension shall be admissible at the option of the pensioner.
- The additional benefit of 2% -10% for extra years of service after completion of 30 years qualifying service in respect of Civil Pensioners shall be discontinued.

- (d) The Increase in pension @ 20%-25% to Civil Pensioners allowed vide this Department's letter No. FD. SR.III-4-72/99, dated 27-7-1999 shall be discontinued.
- (e) The benefit of- restoration of surrendered portion of pension in lieu of commutation /gratuity shall be withdrawn.
- (f) In future, the increase in pension to the pensioners shall be allowed on net pension instead of gross pension.
- (g) All the pensioners shall be allowed an increase in net pension (inclusive of dearness increases allowed in the past) as follows:-

Increase in Net Pension		
(i)	Pensioners who retired prior to the introduction of 1991 Basic Pay Scales	15%
(ii)	Pensioners who retired on or after the introduction of 1994 Basic Pay Scales and up to the date of introduction of revised Basic Pay Scales i.e. 1-12-2001	5%

17. Option:-

- (a) All the existing civil employees (BPS 1 to 22) of the Provincial Government shall within 45 days from the date of issue of this circular letter, exercise an option in writing addressed to the Audit Office concerned in the case of employees in BPS 16 and above and to the DDO concerned in the case of employees in BPS 15 and below, either to draw pay in the existing Basic Pay Scales of 1994 or in the Revised Basic Pay Scales and Pension/Commutation Scheme 2001 as specified in this circular letter. Option once exercised shall be final.
- (b) An existing employee as aforesaid, who does not exercise and communicate such an option within the prescribed time limit, shall be deemed to have opted to be governed by the Revised Basic Pay Scales Pension and Commutation Scheme, 2001.

18. The Government servant who will retire w.e.f. 1-7-2001 shall be given the benefit of revised pay scales on presumptive basis discounted by 5% increase in pension if availed, subject to the condition that all those who may like to avail this benefit should opt for the entire package i.e. revised schemes of Basic Pay Scales as contained in Part-I of this circular letter and revised package of pension as contained in part-III of this letter.

19. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above all existing rules/orders not so modified shall continue in force under this scheme.

20. Anomalies:-

An Anomalies Committee will be set up in the Finance Department (Regulation Wing), Government of the Punjab to resolve the anomalies if any, arising in the implementation of this Order.

Your obedient servant.

(MIAN MUHAMMAD YOUSAF)
ADDITIONAL FINANCE SECRETARY (REG)

No. & Date Even:-

A copy is forwarded for information and necessary action to.

- 1 The accountant General, Punjab, Lahore.
2. All District Accounts Officers in the Punjab.

(MUHAMMAD IMRAN)
STATISTICAL OFFICER (PC)

No.& Date Even.

A copy is forwarded for information and necessary action to

1. Finance Secretary, Government of Sindh, Karachi,
2. Finance Secretary, Government of NWFP. Peshawar,
3. Finance Secretary, Government of Balochistan, Quetta,
4. Finance Secretary, Azad Government of the State of Jammu & Kashmir, Muzaffarabad.
5. Regulation Wing Finance Division, Government of Pakistan, Islamabad.

(MUHAMMAD IMRAN)
STATISTICAL OFFICER (PC)

**ANNEXURE-1: TO FINANCE DEPARTMENT'S LETTER NO. FD. PC. 2-1/2001
DATED 22ND OCTOBER, 2001**

EXISTING AND REVISED PAY SCALES

<u>Pay Scales of 1994</u>					<u>Revised Pay Scales, 2001</u>				
Scale	Min	Incr	Max	Stgs	Scale	Min	Incr	Max	Stgs
1	1245	35	1770	15	1	1870	55	3520	30
2	1275	44	1935	15	2	1915	65	3865	30
3	1320	50	2070	15	3	1980	75	4230	30
4	1360	58	2230	15	4	2040	85	4590	30
5	1400	66	2390	15	5	2100	100	5100	30
6	1440	73	2535	15	6	2160	110	5460	30
7	1480	81	2695	15	7	2220	120	5820	30
8	1540	88	2860	15	8	2310	130	6210	30
9	1605	97	3060	15	9	2410	145	6760	30
10	1660	107	3265	15	10	2490	160	7290	30
11	1725	116	3465	15	11	2590	175	7840	30
12	1830	130	3780	15	12	2745	195	8595	30
13	1950	144	4110	15	13	2925	215	9375	30
14	2065	161	4480	15	14	3100	240	10300	30
15	2190	177	4845	15	15	3285	265	11235	30
16	2535	197	5490	15	16	3805	295	12655	30
17	3880	290	7360	12	17	6210	465	15510	20
18	5085	366	8745	10	18	8135	585	19835	20
19	7750	385	11600	10	19	12400	615	24700	20
20	9195	440	13595	10	20	14710	950	28010	14
21	10190	545	15640	10	21	16305	1070	31285	14
22	10900	610	17000	10	22	17440	1250	34940	14

**ANNEXURE-II :- TO FINANCE DEPARTMENT'S LETTER NO. FD. PC. 2-1/2001
DATED 22ND OCTOBER, 2001**

EXISTING AND REVISED PAY SCALES

COMMUTATION TABLE

<u>Age Next Birthday</u>	<u>No of years Purchased</u>	<u>Age Next Birthday</u>	<u>No of years Purchased</u>
20	40.5043	51	17.6526
21	39.7341	52	17.0050
22	38.9653	53	16.3710
23	38.1974	54	15.7517
24	37.4307	55	15.1478
25	36.6651	56	14.5602
26	35.9005	57	13.9888
27	35.1372	58	13.4340
28	34.3750	59	12.8953
29	33.6143	60	12.3719
30	32.8071	61	11.8632
31	32.0974	62	11.3684
32	31.3412	63	10.8872
33	30.5869	64	10.4191
34	29.8343	65	9.9639
35	29.0841	66	9.5214
36	28.3362	67	9.0914
37	27.5908	68	8.6742
38	26.8482	69	8.2697
39	26.1009	70	7.8778
40	25.3728	71	7.4983
41	24.6406	72	7.1314
42	23.9126	73	6.7766
43	23.1840	74	6.4342
44	22.4713	75	6.1039
45	21.7592	76	5.7858
46	21.0538	77	5.4797
47	20.3555	78	5.1854
48	19.6653	79	4.9030
49	18.9841	80	4.6321
50	18.3129		

Chapter 17 The Islamia University Bahawalpur Employees Contributory Provident Fund Statutes, 1978

1. Short Title and Commencement:-

- (i) These Statutes may be called “The Islamia University Bahawalpur Employees” (Contributory Provided Fund) Statutes, 1978.
- (ii) They shall be deemed to have taken effect on and from the first day of July, 1969.

2. Definitions:-

In these Statutes, unless there is anything repugnant in the subject or context, the following expressions shall have the meaning hereby respectively assigned to them that is to say:

- (i) “Accounts Officer” means the Treasure of the Islamia University Bahawalpur.
- (ii) “Emoluments” means pay, leave salary or subsistence grant and includes:
 - (a) Any wages paid out of the Islamia University Bahawalpur to employees not remunerated by fixed monthly pay, and
 - (b) Any remuneration of the nature of pay received in respect of Foreign Service.
- (iii) Family means:
 - (a) In the case of male subscriber the wife or wives and children of a subscriber and widow or widows and children of a deceased son of the subscriber, provided that if it is proved that the wife has been judicially separated from him or has ceased under law applicable to the subscriber, to be entitled to maintenance, she shall hence forth be deemed to no longer a member of the subscriber family in matters to which these Statutes relate, unless the subscriber subsequently intimates in writing to the Accounts Officer that she shall continue to be so regarded;
 - (b) In the case of female subscriber the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber, provided that if a subscriber expresses her desire in writing to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber’s family in matters to which these Statutes relate, unless the subscriber subsequently cancels formally in writing her intimation of excluding him.
- NOTE:-** Children means legitimate children.
- (iv) “Fund” means the Islamia University Employees Contributory Provident Fund.
- (v) “Syndicate” means the Syndicate of The Islamia University, Bahawalpur.
- (vi) “University” means the Islamia University, Bahawalpur.
- (vii) “Vice-Chancellor” means the Vice-Chancellor of the Islamia University, Bahawalpur.
- (viii) “Year” means a financial year.

NOTE: - Any other expression employed in these Statutes which is defined either in the Provident Fund Act, 1925 (XIX) of 1925 or in the Civil service Rules, Punjab is used in the sense their in defined.

3. Applicability:-

These Statutes shall apply to every whole time employee but shall not apply to the following unless they are specifically authorized by the Syndicate to subscribe to the Fund:

- (i) Government servant on deputation to or re-employed in the University;
- (ii) Persons engaged on Contract for a specified period; and
- (iii) Employees paid out of Contingencies.

4. Management of The Fund:-

The management of the fund shall vest in the Syndicate, which may from time to time make rules or issue general or specific directions consistent with these Statutes as to:

- (i) The conduct of business of the fund: and
- (ii) Any matter relating to the Fund, or its management of the investment of sums at the credit of the fund or the privileges of the subscriber not therein expressly provided for vary or cancel and rule or directive given.

5. Maintenance of Account:-

- (i) Name of the account in which investments of fund are to be stand: All sums paid into the fund under these Statutes shall be credited in the Books of the Fund to a separate account named "The Islamia University, Bahawalpur Employees Contributory Provident Fund Account". All investments of the Fund and the banking account of the fund shall be in the name of the fund.

- (ii) **Ledger Account of Subscribers:-**

An individual account shall be opened by the Accounts Officer in the form prescribed by the Vice-Chancellor in the name of each subscriber in which shall be credited:

- (a) The subscriber subscriptions.
- (b) Contribution made by the University or by the subscriber himself or his foreign employer to his account.
- (c) Dividend accrued under clause (I) of Statute 9

- (iii) **Liability Register:-**

A consolidated account of the subscribers shall then be prepared in the Liability Register which shall be maintained in the form prescribed by the Vice-Chancellor, the horizontal and vertical totals shall be struck at the bottom of each page and balance thus arrived at shall be compared at the close of each month with that shown in the Bank pass Book. Difference, if any shall be explained in the reconciliation statement, to be prepared at the close of the month.

- (iv) **Statements of Accounts:-**

At the end of each year, the Accounts Officer shall furnish each subscriber with a statement of accounts showing the balance at his credit at the beginning of the year, the amount added thereto by way of subscription and contribution, the dividend accrued thereon during the year and the balance at his credit.

- (v) **Correctness of the Statement:-**

The subscriber on receipt of the statement should satisfy himself as to correctness of the annual statement the errors, if any, should be brought to the notice of the Accounts officer within six months from the date of the receipt of the Annual Statement.

- (vi) **Audit:-**

The accounts of the fund shall be audited in the same manner as the other accounts of the University.

6. Deposit of Funds:-

- (i) The Vice-Chancellor/Treasurer shall from time to time deposit all money received in the fund in the National Bank of Pakistan to the credit of the Fund in a current Account to be opened in the name of the Fund. All moneys to the credit of such account shall be dealt with in accordance with these Statutes.
- (ii) A register shall be maintained in the office of the Treasurer wherein shall be entered all moneys received for credit to the Fund and amount withdrawn from time to time. This register shall serve as a Cash Book of the Fund and its

balance shall be checked by comparison with the Bank Statement under dated initials of the Treasurer every month.

7. Withdrawals:-

No sum shall be withdrawn from the Funds account except:

- (a) For the purpose of investment or replacement;
- (b) For the purpose of making any advance to a subscriber;
- (c) For the purpose of making payments towards Insurance policy of a subscriber;
- (d) For making final payment to the subscriber or his heirs when a subscriber's account is to be closed.

NOTE:-(i) The whole account of the subscriber, in case of (d) above shall be rechecked by the Account Officer with reference to pay bills and Acquaintance Rolls and he shall record a certificate to this effect in the provident Fund ledger of the subscriber over his dated signature before making final payment.

- (ii) Competent Authority to sanction the above withdrawals subject to the condition laid down in these Statute shall be the Vice-Chancellor.

8. Investments:-

All moneys from time to time contributed to the Fund by the subscribers and the Jamia or accruing by way of dividend, etc, and not immediately required for the purposes of the Fund, shall from time to time be invested in the name of the Fund at the discretion of the Syndicate in N.I.T. Units or I.C.P. shares with power to the Syndicate in their discretion to vary or transpose such investments into or for others of a like nature.

9. (i) Dividend:-

- (a) As soon as may be after the close of each financial year, the Accounts Officer shall prepare a revenue account and balance sheet showing the amount available on the last date of the financial year for division among the subscribers arising out of the dividend etc, received and accrued on the investments and the net income available shall be distributed on the last date of the financial year among the subscribers by way of dividend in proportion to the average monthly balance standing to the credit of each subscriber during that year and each subscriber's share shall be credited to his account.
- (b) For the purpose of this Statute deposit if made within the first 15 days of the month, shall be deemed to have been made as on the first day of the month, and if made after the 15 days of a month, shall be deemed to have been made as on the first day of the month immediately following, provided that in the case of recoveries from emoluments, the date of deposit shall be deemed to be the first day of the month in which they are made.
- (c) In case a person ceases to be a subscriber before the end of the financial year, his share of dividend for that year shall be determined for the period from the beginning of that financial year to the date on which one ceases to be a subscriber. Such share will be payable when the income from investments for the year has been ascertained.
- (d) In addition to any amount to be paid under clause (i) (a) and (c) above, dividend upto the end of the month preceding that in which the final payment of accumulation in the Fund is made or upto the end of three months after the month in which such amount became payable whichever

of these periods is less, shall be payable to the persons to whom such amount is to be paid.

- (e) The total amount of dividend shall be rounded to the nearest whole rupee (50 paise counting as the next higher rupee).

(ii) Dividend and Adjustments:-

On or as soon as may be, after the close of every financial year, the Accounts Officer shall ascertain the market value as on the last day of the financial year, of the total investments and securities representing the amount of the Fund and any fall in the market values of any of the such investments and securities below their costs shall be covered by creation of a Depreciation Account, shall be appropriated from the Revenue Account referred to in Clause (i) (a) above. In determining the market value of the Funds Investments, appreciation in the value, if any, of the investment above their costs shall be ignored.

10. Subscription:-

- (i) Except as otherwise provided, every subscriber shall subscribe monthly to the fund, when on duty or on Foreign Service, provided that a subscriber may, at his option, not subscribe during leave.
- (ii) A subscriber shall intimate his election not to subscribe during leave in the following manner:
- (a) If he is an employee who draws his own pay bills by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave.
- (b) If he is not an employee who draws his own pay bills, by written communication. Before he proceeds on leave, to the Account Officer.

Explanation (1) Failure to make due and timely intimation under Clause (ii) (b) shall be deemed to constitute an election to subscribe.

(2) An intimation to subscribe given under clause (ii) (b) shall be final and irrevocable.

- (iii) The amount of subscription shall be fixed by the subscriber himself, subject to the following conditions:
- (a) It shall be expressed in whole rupees; and
- (b) It may be any sum not less than 12.5% on his emoluments.
- (iv) The subscription recoverable from each subscriber shall be deducted from his emoluments every month and shall be credited to the Fund except that, when the emoluments are drawn from any source other than the University Fund, the subscriber shall forward his subscription to the Treasurer within a week of the receipt of his emoluments.
- (v) The subscription payable by a subscriber, under Statute 3 as a result of amendment/revision of the C.P.F rates etc. Shall be deducted from his emoluments in monthly installments?

11. Contribution By Employer:-

- (i) The University shall make a monthly contribution to the account of each subscriber @ 12.5% of the subscriber's emoluments drawn on duty during the month; provided that if a subscriber quits the service or dies during the month, contribution under this clause shall be credited to his account for the period between the close of the preceding month and the date of his quitting the service or demise as the case may be.
- (ii) If subscriber is on deputation out of Pakistan, the emoluments which he would have drawn, had he been on duty in Pakistan, shall for the purpose of this Statute be deemed to be emoluments drawn on duty.

- (iii) Should a subscriber elect to subscribe during leave, his leave salary shall for the purposes of this Statute deemed to be emoluments drawn on duty unless otherwise directed by the Vice-Chancellor?
- (iv) The amount of any contribution payable in respect of a period of Foreign Service shall unless it is recovered from the foreign employer, be received by the University from the subscriber.
- (v) The amount of any contribution payable shall be rounded to the nearest whole rupee (i.e. 50 paise counting as the next higher rupee).

12. Temporary Advance from Fund:-

- (1) A temporary advance may be granted to subscriber from the amount standing to his credit in the Fund, at the discretion of the Authority specified in Statute 12 (2) subject to the following conditions:-
 - (i) No advance shall be granted unless the sanctioning Authority is satisfied that the applicant's pecuniary circumstances justify it and it will be expended on the following object or objects;
 - (a) To pay expenses incurred in connection with the prolonged illness of the subscriber or any person actually dependent upon him;
 - (b) To pay for the overseas passage for reasons of health or education of the subscriber or any person actually dependent upon him;
 - (c) To pay obligatory expenses on a scale appropriate to the subscriber's status in connection with marriage, funeral or ceremonies which by his religion, it is incumbent upon him to perform.

Explanation A temporary advance may be granted to the subscriber only for the performance of Hajj.

- (d) To construct or purchase a house for occupation by the subscriber or his family or to purchase a land for construction of a house for such occupation or to make addition to or alteration in an existing house, owned by the subscriber or his family, whether or not constructed or purchased with a house building advance or to carry out special repairs to such a house.

(ii) Limit of the Amount of an Advance:-

An advance under sub-Clause (a), (b) and (c) of Clause (i) shall not exceed three months pay of the subscriber or half the balance at his credit, whichever is less. An advance under sub-Clause (d) of the said clause shall not exceed 24 months pay of the subscriber or 80% of the amount at credit of the subscriber in the fund whichever is less.

- (iii) An advance granted under sub-clause (d) of Clause (i) shall be subject to following special conditions:-
 - (a) An advance granted for construction of a house or purchase of land for construction of a house shall be paid in two equal installments;
 - (b) If the first of the two installments mentioned in sub-clause (a) of this clause is not utilized on the construction of the house within six months of its drawal, it shall be refunded unless the sanctioning Authority extends this period;
 - (c) For the purpose of drawal of the second, of the two installments mentioned in sub-clause (a) of this clause the subscriber shall be required to give under his hand a certificate to the effect that he has actually utilized the first installment on the construction of the house;
 - (d) The subscriber shall not dispose off the house purchased or constructed or the land purchased with the advance from the fund until the advance has been repaid or the subscriber retires from the University service. Provided that the sanctioning Authority may permit the subscriber to dispose off such house before the repayment of the advance subject to the conditions that he deposits in his account the balance of advance

within 30 days of the receipt of the sale proceeds of the house or the date of registration of the sale deed, whichever is earlier;

- (e) The sanctioning Authority shall see that the house constructed or purchased for which advance is granted, is mortgaged to the Vice-Chancellor in the form to be prescribed by the Syndicate and the mortgage deed shall be registered at the expenses of the subscriber within four months of its execution.

(iv) No Second Advance:-

No Second advance shall, except for special reasons to be recorded by the sanctioning Authority, be granted until at least twelve months after the complete repayment of the amount of previous advance.

(2) Authority competent to sanction advance:-

The Vice-Chancellor shall be the Authority competent to sanction the grant of a temporary advance to a subscriber.

13. Recovery of Advance:-

(i) Number of installments of recovery:-

An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning Authority may direct, but such number shall not be less than twelve, unless the subscriber so elects or in any case more than twenty-four for the purposes specified in sub-clause (a) and (c) of clause (i) of the Statute 12 (i) and shall not exceed 120 installments in case of advance taken under sub-clause (d) of clause (i) of the same Statute. A subscriber may, at his option make repayment in a smaller number of installments than that prescribed. Each installment shall be a number of whole rupees. The amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installments.

(ii) How Recovery to be made:-

- (a) Recovery shall be made in the manner provided for the realization of subscription and shall, except as provided in sub-clause (b) below commence on the first occasion, after the advance is made, on which the subscriber draws emoluments other than leave salary or subsistence grant or a full month. Recovery shall not be made except with the subscriber's consent while he is on leave or in receipt of subsistence allowance.

NOTE: For the purpose of recovery of an advance under this Statute, vacation combined with leave shall be treated as leave.

- (b) Recovery of an advance made for a purpose specified in sub clause (d) of Clause (i) paragraph 1 of Statute 12 shall commence from the fourth issue of pay after the first installment is drawn.

The Authority competent to sanction an advance, may postpone the recovery of any other advance made under Statute 12 during the recovery of an advance of pay granted to the subscriber.

- (iii) If more than one advance has been made under Statute 12 to a subscriber, each advance shall be treated separately for the purpose of recovery.

(iv) No Interest on Advance:-

Advances shall be deemed as interest free and no recovery shall be effected from subscriber on account of interest. However, no dividend shall be payable on the amounts so advanced or other withdrawals made out of the fund to the subscribers.

NOTE: Recoveries made under this Statutes shall be credited, as they are made, to the account of the subscriber in the Fund.

14. Nominations:-

- (i) A subscriber, shall as soon as may be after joining the Fund, submit to the Accounts Officer a nomination conferring on one or more persons, the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or paying become payable has not been paid;
 Provided that if at the time of making the nomination the subscriber has a family, nomination shall not be in favour of any person or persons other than a member or members of his family and if at the time of making the nomination, the subscriber has no family, the nomination shall become invalid in the event of his subsequently acquiring a family.
- (ii) If a subscriber nominates more than one person under Clause (i) he shall specify in the nomination the amount or share payable to each of the nominee at his discretion in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (iii) Every nomination shall be in writing in the form CPF 1 or CPF 2 appended to these Statutes whichever is appropriate in the circumstances.
- (iv) **Cancellation of Nominations:-**
 A subscriber may any time cancel a nomination by sending a notice in writing to Accounts Officer.
- (v) **Effective date of Nomination:-**
 Every nomination or appointment made and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Accounts Officer;
- (vi) On the death of a nominee, a subscriber shall make a fresh nomination.

15. Payment towards Insurance Policies:-

Notwithstanding anything contained in Clause (i) of paragraph 1 of the Statute 12 and subject to the conditions contained in Statutes 16 to 22 the amount of subscriptions standing to credit of a subscriber in the Fund may be withdrawn to meet the payments towards an Insurance policy;
 Provided that no amount shall be withdraw.

- (i) Before the details of the proposed policy have been submitted to the Accounts Officer and accepted by him as suitable; or
- (ii) in excess of the amount required to meet a premium or subscription Actually due for payment within two months of the date of withdrawal; or
- (iii) To meet any payment more than twelve months before the withdrawal.

NOTE: Any amount withdrawn under this Statute shall be paid in whole rupees (fifty paises counting as the next higher rupee).

16. Limit of Withdrawal:-

- (i) Any amount withdrawn under Statute 15, shall not exceed the pay of the subscriber for four months, or the accumulation of the subscriber's own subscriptions, to his credit, whichever is less; provided that this restriction shall apply to each withdrawal and not to the total amount withdraw.
- (ii) The amount withdrawn for payment towards an insurance policy need not be repaid; and a subsequent withdrawal for the same object may be made without repayment of any amount previously withdrawn.

17. Reason to be given to Accounts Officer:-

- (i) A subscriber who desires to withdraw any amount under Statute 15 shall intimate the details of the insurance policy to the Accounts Officer and send to him, within 30 days of the payment to the Insurance Company of the amount withdrawn, receipts or certified copies thereof in order to satisfy the Accounts Officer that the amount withdrawn was duly applied for purpose for which it was withdrawn.
- (ii) The Accounts Officer shall order the recovery of any amount withdrawn in respect of which he has not been satisfied in the manner required by Statute 17 (i) from the salary of the subscriber and place it to the credit of the subscriber in the Fund.

18. The University not to make Payment to Insurance Company:-

- (i) The University will not make any payment from the Fund on behalf of subscribers to insurance companies, nor take steps to keep a policy alive.
- (ii) A policy to be acceptable under these Statutes shall be effected by the subscriber himself on his own life and shall (unless it is a policy effected by a male subscriber, which is expressed on the face of it to be for the benefit of his wife, or his wives and children, or any of them) be such as may be legally assigned by the subscriber to the University.

Explanation:-

- (1) A policy, on the joint lives of the subscriber and his wife or husband, provided both are members of the Fund, shall be deemed to be a policy on the life of the subscriber for the purpose of this clause.

Explanation:-

- (2) A policy, which has been assigned to the subscriber's wife shall not be accepted, unless either the policy is first reassigned to the subscriber or the subscriber and his wife both join in an appropriate assignment.

19. Assignment of Policy:-

- (i) The policy within three months after the first withdrawal from the Fund in respect of the policy, or in the case of an insurance company, whose headquarters are outside Pakistan, within such further period as the Accounts Officer, if he is satisfied by the production of the completion certificate (Interim receipt) may fix, shall.
 - (a) If it is a policy effected by a male subscriber, which is expressed on the face of it to be for benefit of the wife of the subscriber or of his wives and children or any of them, be delivered to Accounts Officer;
 - (b) If it is a policy not covered by clause (a) above, be assigned to the University as security for the payment of any sum which become payable to the Fund under Statutes 21 to 23 and delivered to the Accounts Officer, the assignment being made by endorsement on the policy in form CPF 3, 4 or 5 accordingly as the policy is on life of the subscriber or on the joint lives of the subscriber's wife or the policy has previously been assigned to the subscriber's wife.
- (ii) The Accounts Officer shall satisfy himself by reference to the Insurance Company that no prior assignment of the policy exists.
- (iii) Once a policy has been accepted by the Account Officer for the purpose of being financed from the Fund, the terms of the policy shall not be altered nor shall the policy be exchanged for another policy without the prior consent of the

Accounts officer, to whom details of the alternation or of the new policy shall be furnished.

- (iv) If the policy is not assigned and delivered within the said period of three month on such further period as the Accounts officer may have fixed, any amount withdrawn from the Fund in respect of policy shall forthwith be paid or repaid, as the case may be by the subscriber to the Fund, or in default be ordered by the Accounts Officer to be recovered by deduction from the pay of the subscriber, by installments or otherwise as may be directed by the Accounts Officer.
- (v) Notice of assignment of the Policy shall be given by the subscriber to the Insurance Company, and the Policy bearing evidence of the registration of the assignment shall be sent to the Accounts officers within three months from the date of the assignment.

20. Subscriber not to draw Bonus:-

The subscriber shall not, during the currency of the policy, draw any bonus, the drawl of which during such currency is optioned under the terms of the policy, and the amount of any bonus, which under the terms of the policy, the subscriber has no option to refrain from drawing during its currency, shall be paid forthwith into the fund by the subscriber or in default recovered by deductions or in a lump-sum as may be directed by the Accounts Officer.

21. Re-Assignment for taking over a Policy:-

- (1) Save as provided by paragraph 2 of the Statute 23, when a subscriber:
 - (i) Quits the service; or
 - (ii) has proceeded on leave preparatory to retirement or applies to the Accounts Officer for re-assignment or return of the policy; or
 - (iii) has, while on leave, been permitted to retire or declared by the competent medical Authority to be unfit for further service and applied to the Accounts Officer for re-assignment or return of the policy; or
 - (iv) his services are terminated by the University; or
 - (v) pays or repays to the Fund the whole or any amount withdrawn from the fund for the purpose of paying the premia on the policy of insurance.

The Accounts Officer shall:-

- (a) If the policy has been assigned to the University under Statute 19 (i) re-assign the policy in form CPF 6 to the subscriber, or to the subscriber and the joint assured as the case may be within one month from the date of application of the subscriber and make it over to the subscriber together with a signed notice of the re-assignment addressed to the Insurance Company.
- (b) If the Policy has been delivered to the Account Officer under sub-clause (d) of clause (i) of Statute 19, make over the policy to the subscriber;

Provided that, if the subscriber who after proceeding on leave preparatory to retirement or while on leave is permitted to retire or is declared by the competent Authority to be unfit for further service, returned to duty, any policy so re-assigned or made over shall, if it has not matured or been assigned or encumbered in any way, be again assigned to the University and delivered to the Accounts Officer, as the case may be in the manner, provided in Statute 19 and thereupon the provisions of these Statutes shall, so far as may be, again apply in respect of the policy.

Provided further that if the policy has matured or been assigned or charged or encumbered in any way, the provisions of Statutes 19 (iv), applicable to a failure to assign and deliver a policy, shall apply.

(2) Save as provided by Statute 23 (2) when the subscriber dies while in service.

The Account Officer shall;

- (i) If the policy has been assigned to the University under sub-clause (b) of clause (i) of Statute (19) re-assign the policy in Form CPF 7 to such persons as may be legally entitled to receive it, and shall make over the policy to such person or persons together with a signed notice of the re-assignment addressed to the Insurance Company;
- (ii) If the policy has been delivered to the Accounts Officer under sub-clause (a) of clause (i) of Statute 19, make over the policy to the beneficiary, if any, or, if there is no beneficiary to such person or persons as may be legally entitled to recover it.

22. Payment when Policy matures or otherwise falls due:-

- (1) If a policy assigned to the University under sub-clause (b) of clause (I) of Statutes 19 matures, while the subscriber is in service, or if a policy on the joint lives of a subscriber and the subscriber's, wife or husband assigned under the said Statutes falls due for payment by reason of the death of subscriber's wife or husband the Accounts officer shall, save as provided by Statute 23 (2) proceed as follow:
 - (a) If the amount assured together with the amount of any accrued bonuses is greater than the whole of the amount withhold or withdrawn from the fund in respect of the policy the Accounts Officer shall re-assign the policy in Form CPF 8 to the subscriber and the joint assured, as the case may be, and make it over to the subscriber, who shall immediately, on receipt of the moneys from the Insurance Company, pay or re-pay to the Fund, the whole or any amount with-held or withdrawn and, in default, the provisions of Statute 19 (iv), applicable to a failure to assign and deliver a policy, shall apply.
 - (b) If the amount assured together with the amount of any accrued bonuses is less than the whole of the amount withheld or withdrawn the Accounts Officer shall realize the amount assured together with any accrued bonuses and shall place the amount so realized to the credit of the subscriber in the Fund.
- (2) Save as provided by Statute 23 (ii), if a policy, delivered to the Accounts Officer under sub clause (a) of Clause (i) of Statute 19, matures, while the subscriber is in service, the Accounts Officer shall make over the policy to the subscriber, provided that if the interest in the policy of he wife or wives of the subscriber or of his wife and children or any of them as expressed on the face of the policy, expires, when the policy matures, the subscriber, if the policy moneys are paid to him by the Insurance Company, shall immediately, on receipt thereof, pay or repay to the fund either.
 - (a) The whole of an amount withdrawn form the fund in respect of the policy; or
 - (b) An amount equal to the amount assured together with any accrued bonuses: whichever is less, and in default, the provisions of Statute 19 (ii) applicable to a failure to assign and deliver a policy, shall apply.

23. Lapse or Assignment of Policy otherwise than to the University:-

- (1) If the policy lapses, or is assigned otherwise than to the University under Statute 19 or is charged or encumbered, the provisions of Statute 19 (ii) applicable to a failure to assign and deliver a policy shall apply.
- (2) If the Accounts Officer receives a notice of:-----
 - a) an assignment other than an assignment to the University under Statute 19 (ii); or

- b) a charge or encumbrance on the policy or
- c) an order of a court restraining the University from dealing with the policy or any amount realized thereon, the Accounts Officer shall not:
 - (i) re-assign or make over the policy as provided in Statute 21; or
 - (ii) realized the amount assured by the policy or re-assign or make over the policy, as provided in Statute 22, but shall forth-with refer the case to the Syndicate.

24. Recovery of Advance not used for Specific Purpose:-

Notwithstanding anything contained in these Statutes, if the Authority competent to sanction an advance is satisfied that money drawn as an advance from the fund under Statute 12 or withdrawn from the funds under Statute 15 has been utilized for a purpose other than that for which sanction was given to the drawal or withdrawal of the money, the amount in questions shall forthwith be repaid or paid, as the case may be, by the subscriber to the fund or in default be ordered to be recovered by deduction in a lump-sum from the emoluments of the subscriber even if he be on leave. If the total amount to be paid or re-paid be more than half of the subscribers pay, recoveries shall be made in monthly installments of halves of his salary, till the entire amount recoverable be paid or re-paid as the case may be, by him.

NOTE:-The term emoluments as used in this Statute does not include subsistence grant.

25. Final Payment of Accumulation in the Fund:-

When a University employee ceases to be a subscriber, the amount standing to his credit in the Fund, shall, subject to the provisions of Statute 28, become payable to him.

26. Circumstances in which Accumulations become Payable:-

When a subscriber: -

- (a) Has proceeded on leave preparatory to retirement or if he is employed in Vacation Department on L.P.R. combined with the vacation; or
- (b) While on leave, has been permitted to retire, or has been declared by a competent medical Authority to be unfit for further service, the amount of subscription plus dividend standing to his credit in the fund shall, upon application made by him in that behalf to the Vice-Chancellor become payable to the subscriber; provided that the subscriber if he returns to duty shall repay to the fund for credit to his account the whole or parts of any amount paid to him from the fund in pursuance of these Statutes with dividend in cash or securities or partly in cash and partly in securities by installments or otherwise by recovery from his pay otherwise as the Accounts Officer may direct.

27. Payment on Death:-

If a subscriber dies before the amount standing to his credit has become payable to him or if he dies after the amount standing to his credit has become payable to him, but before payment has been made, the amount standing to his credit shall, subject to the provisions of Statutes 2 become payable as under:

- (i) when the subscriber leaves a family:
 - (a) If a nomination made by the subscriber in accordance with the provisions of Statute 14 in favour of a member or members of his family subsists, the entire amount standing to his credit in the Fund or the part thereof, to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination;

- (b) If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the Fund, the whole amount or the part thereof, to which the nomination does not relate, as the case may be, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family become payable to the members of his family in equal shares.

NOTE:-Any sum payable under these Statutes to a member of the family of the subscriber vests in such member under such sub-section (2) of section (3) of the Provident Fund Act, 1925.

- (ii) when the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Statute 14 in favour of any person or persons, subsists, the amount standing to his credit in the Fund OR the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

NOTE: (1) Where a nominee is a dependent of the subscriber as defined in clause (c) of section (2) of the Provident Fund Act, 1925 the amount vests in such nominee under sub-section (2) of section 3 of the Act.

NOTE: (2) Where a subscriber leaves no family and no nomination made by him in accordance with the provisions of Statute 14 subsists or if such nomination relates only to a part of the amount subsists to his credit in the fund, the relevant provisions of clause (b) and of sub-clause (ii) clause (c) of sub-section (I) of section 4 of the Provident Fund Act, 1925 are applicable to the whole amount or the part thereof to which the nomination does not relate.

28. Deductions:-

- (i) Where a subscriber leaves the University service before the completion of three years or the definite period, for which he was appointed whichever is less, the amount standing to his credit in the fund on account of the University contributions and the dividend accrued thereon shall not be paid to him but shall be credited to the University Fund.
- (ii) Where a subscriber has been dismissed from the service for grave misconduct, the Vice-Chancellor may direct that the whole or a part of the amount standing to his credit in the Fund on account of University's contributions and dividend accrued thereon shall not be paid to him, but shall be credited to the University Fund.
- (iii) If the orders of dismissal from the University service are subsequently set aside and the subscriber is reinstated in service, the amount, if any, paid to him on account of his own subscriptions and the dividend accrued thereon, shall be refunded by him in the and as regards the University contributions and the dividend accrued thereon he shall be placed in the same position as if he had never been dismissed from service and in case any amount has been paid to him out of such contributions it shall be refunded by him and replaced to his credit in the fund.
- (iv) If any amount is due under a liability incurred by a subscriber to the University, the Vice-Chancellor may direct that the amount shall be deducted from the amount standing to the credit of the subscriber in the fund on account of the University contribution with dividend accrued thereon and credited to the University fund.

29. No Payment to be made to a Person if not permissible under Statutes:-

Except as expressly provided by these Statutes no subscriber or any person or persons on his behalf shall be entitled to any payment of money from the Fund.

30. Final Payment:-

- (1) When the amount standing to the credit of a subscriber in the Fund or the balance thereof after any deductions under Statutes 28 becomes payable, it shall be the duty of the Accounts Officer after satisfying himself that no other deduction is left over to make payment to the subscriber or, if he is dead, to any other person or persons entitled to receive payment in accordance with Section 4 of the Provident Fund Act.
- (2) If the person to whom under these Statutes any amount is to be paid or the policy is to be assigned re-assigned, or delivered as a lunatic for whose Estate Manager has been appointed in this behalf under the Pakistan Lunacy Act, 1912, the payment or assignment, re-assignment or delivery shall be made to such Manager and not to the lunatic.
- (3) (i) If the person to whom under these Statutes any amount is to be paid is a minor of whose property a guardian has been legally appointed, the payment of such amount shall be made to such a guardian, if no such guardian has been appointed, the Accounts Officer may pay such amount to the mother of the minor, where the mother of the minor.
 - (a) Is not alive;
 - (b) Was in the life time of the subscriber judicially separated from him;
 - (c) Has re-married; or
 - (d) Is or has become disqualified or otherwise unsuitable; the Accounts Officer shall make payment to a person who obtains an order from the competent court appointing him as guardian of such minor for the purpose of receiving such amount.
- (ii) where the subscribers was a female, the Accounts Officer in applying the above provision mutates mutandis may make payment to the father of the minor if he is alive or is not or has not become disqualified or otherwise unsuitable or to such other person as may be appointed as guardian by a competent court.

31. Payment only in Pakistan and on written Application:-

Any person, who desires to claim payment under these Statutes shall send a written application in that behalf the Accounts officer. Payment shall be made in Pakistan only and the person to whom the payment is to be made shall make his own arrangement to receive payment in Pakistan.

NOTE: When the amount standing to the credit of a subscriber has become payable under Statutes 25, 26 or 27, the Accounts Officer shall authorize prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt. The balance should be adjusted and paid within 3 months of the accumulation in the fund becoming payable.

32. Recoveries from Teacher and Officers:-

When the Accounts Officer directs any recoveries authorized by these Statutes to be made from a subscriber who is a teacher or an officer of the University, he shall obtain the prior approval of Vice-Chancellor before directing such recovery.

33. Finality of the Syndicates Decision:-

The decision of the Syndicate on any question arising under these Statutes shall be conclusive, final and legally binding.

C.P.F. 1

FORM OF NOMINATION**When the subscriber has a family referred to in Statute. 14 (iii)**

I _____ hereby nominate the person/persons mentioned below, who is/are member/members of my family as defined in Statute 3 (iii) of the Islamia University Bahawalpur Employees Contributory Provident Fund Statutes 1978 to receive in the event of my death, the amount that may stand to my credit in the Fund, in the manner shown against his/their name/names.

I hereby appoint the person/persons named in column 5 to receive payment on behalf of nominee/nominees who is/are minor/minors or may be suffering from a legal disability.

Name & Address of the Nominee/Nominees	Relationship with the subscriber	Age	Amount or share of accumulation to be paid	Name & Address of the person to whom payment is to be made on behalf of the minor/minors or the person suffering from other legal disability.	Sex & parentage of person mentioned in Column 5.
1	2	3	4	5	6

Dated this _____ day of _____ 20 at _____

Signature of Subscriber

The witnesses to signature of the subscriber who must sign in the presence of each other and in that of the subscriber, all being present at the same time.

1. Signature _____
Address _____
Designation _____

2. Signature _____
Address _____
Designation _____
Regd. No. _____

Accounts Officer

Note: This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the fund at any time.

C.P.F. 2**FORM OF NOMINATION****When the subscriber has no family referred to in Statute. 14 (iii)**

I _____ hereby nominate the person/persons mentioned below, who is/are member/members of my family as defined in Statute 3 (iii) of the Islamia University Bahawalpur Employees Contributory Provident Fund Statutes 1978 to receive in the event of my death, the amount that may stand to my credit in the Fund, in the manner shown against his/their name/names.

I hereby appoint the person/persons named in column 4 to receive payment on behalf of nominee/nominees who is/are minor/minors or may be suffering from a legal disability.

Name & Address of the Nominees/Nominees	Whether major or minor or suffering from other legal disability if minor/minors his/their age	Amount of share of accumulation to be paid	Name & address of the person/persons to whom payment is to be made on behalf of the minor/minors or the person/persons suffering from other legal disability.	Sex & parentage of person mentioned in Column 4.
1	2	3	4	5

Dated this _____ day of _____ 20 at _____

Signature of Subscriber

The witnesses to signature of the subscriber who must sign in the presence of each other and in that of the subscriber, all being present at the same time.

- Signature _____
Address _____
Designation _____
- Signature _____
Address _____
Designation _____
Regd. No. _____

Accounts Officer

Note: This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the fund at any time.

C.P.F.3

FORM OF ASSIGNMENT
(Referred to Statute on 19 (i) (b))

I _____ of _____ hereby assign upto the Islamia University, Bahawalpur through the Accounts Officer of the C.P Fund, the within written policy of assurance as security for payment of all sums which under the Statute of the said Fund. I may hereafter become liable to pay to the University.

I hereby certify that no prior assignments of the witness policy exists.

Dated this _____ day of _____ 20

Signature of subscriber

One witness to Signature

C.P.F.4

FORM OF ASSIGNMENT
(Referred to in Statute 19 (I) (b))

We _____ (the member) of _____
 and _____ (the joint surety) of _____

In consideration of the Islamia University (through the Accounts Officer) C.P. Fund agreeing at our request to accept the withdrawal of the sum of Rs. _____ from the sum to the credit of _____ in the fund for payment of the premium of the within policy of assurance, hereby jointly and severally assign upto the said University, the within policy of assurance as security for payment of all sums which under the Statute of the Fund the said _____ may hereafter become liable to pay to that Fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this _____ day of _____ 20

**Signature of subscriber and the
Joint Assured.**

One witness to signature

C.P.F.5

FORM OF ASSIGNMENT
(Referred to in Statute 19 (I) (b))

I _____ wife of _____ and the assignee of the within policy having at the request of _____ the assured, agree to release my interest in the policy in favor of _____ in order that _____ may assign the policy to the Islamia University, through the Accounts Officer of the C.P. Fund who has agreed to accept the withdrawal of the sum of Rs. _____ from the sum to the credit of the said _____ in the Fund for the payment of the premium of the within policy of assurance hereby, at the request of and by the direction of _____ assign and I, the said _____ assign and confirm upto the said Islamia University the within policy of assurance as security for payment of all sums which under the Statutes of the said fund and said _____ may hereafter becomes liable to pay to the fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this _____ day of _____ 20

**Signature of the assignee
and the subscriber**

One witness to signature

C.P.F.6

FORM OF RE-ASSIGNMENT BY ACCOUNTS OFFICER
(Referred to in Statute 21 (I) (iv) (a))

All sums which have become payable by _____
 under the Islamia University Employees (Contributory provident Fund) Statutes having
 been paid and all liability for payment by him of any such sums in the future having
 ceased, I, the Accounts Officer of the said Fund do here re-assign the within policy of
 assurance to the said _____ and _____

Executed by

Account Officer of the Fund Signature of the Accounts Officer.

One witness who should add
 his designation and address.

C.P.F.7

FORM OF RE-ASSIGNMENT BY ACCOUNTS OFFICER
(Referred to in Statute 21 (2) (i))

_____ having died on the _____
 day of _____ 20 I, the Accounts Officer of the Islamia
 University Employees Contributory Provident Fund do hereby re-assign the within policy
 of assurance to _____ (fill in particulars of person/persons
 legally entitled to receive the Funds)

Dated the _____ day of _____ 20

Executed by
 Accounts Officer of the Fund.
 In the presence of _____

Signature of Accounts Officer.

C.P.F.8

FORM OF RE-ASSIGNMENT BY THE ACCOUNTS OFFICER
(Referred to in Statute 22 (I))

I, the Accounts Officer of the Islamia University, Bahawalpur Employees Contributory Provident Fund, do hereby re-assign the within policy to _____.

Dated this _____ day of _____ 20

Signature of the Accounts Officer

Witness _____

Designation _____

Address _____

Chapter 18 The Islamia University Employees Pension Statutes, 1979

CHAPTER 1

General

1. Short Title:-

These Statutes may be called the Islamia University Employees (Pension) Statutes, 1979 and have been framed under Section 30(1) (a) of the Islamia University of Bahawalpur Act, 1975.

2. Commencement:-

These Statutes shall have effect from the 30th June 1979.

3. Extent of Application:-

Without prejudice to the provisions of Statute 53, these Statutes shall apply to all the University Employee except the following:

- a) University employees whose services have been transferred to the University and they retain their lien in the Education Department in accordance with the Govt. of West Pakistan, Education Department letter No. SO(S)-2/38-63, dated 29.03.1966;
- b) University employees, who entitled to the benefits of the Islamia University Employees (Contributory Provident fund) Statutes and who opt to continue to be governed by those Statutes;
- c) University employees paid from contingencies or borne on work charged establishment;
- d) University employees engaged on Contract or on special terms and conditions of service which contain no stipulation for pension under these Statutes;
- e) University employees engaged, otherwise than on Contract, for a specified period or term which does not extend to the age of Superannuation;
- f) Any University employee or class of University employees who may be excluded by the Syndicate from the application of these Statutes;
- g) Any University employee who holds a post which has been declared by the Syndicate to be non-pensionable;
- h) Any person whose whole time is not retained for University service but who is merely paid for work done, such as part time teachers and Legal Advisor to the University; and
- i) Any person who is not paid from the University Fund, but is paid from a fund held by the University as a trustee.

4. Definitions:-

- (1) In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:
 - a) "Full Pension" means the amount of ordinary pension admissible including 1/4th of the surrendered portion of the pension";
 - b) "Head of Department" means the Head of a teaching or an administrative department and includes the Dean of a Faculty, the Director of Research, Extension and Advisory Services, the Registrar, the Treasurer, the Project

Director and other Officer who may be declared as such by the Vice-Chancellor from time to time;

- c) "Medical Authority" for the medical examination of University employees for the purpose of granting invalid pension, commutation of pension or extra-ordinary pension means:
 - i) The University Medical Officer in respect of University employees of Class "C";
 - ii) A standing Medical Board consisting of not less than two Medical Officers to be appointed by the Syndicate in respect of University employees of Classes "A" & "B";
- d) "Ordinary Pension" means pension other than extra ordinary pension/disability pension;
- e) "Pension" except when used in contradistinction to gratuity includes gratuity;
- f) "Contributory Provident Fund Statutes" means "The Islamia University Employees (Contributory Provident Fund) Statutes";
- (2) Other terms and expressions not specifically defined herein shall carry the meanings assigned to them in the Islamia University of Bahawalpur Act, 1975 and the relevant Islamia University Employees (General Conditions of Service) Statutes.

5. Option:-

- (1) Subject to the provisions of Statute 3, a University employee who was entitled to the benefits admissible under the Contributory Provident Fund Statutes on the date of promulgation of these Statutes, may, within a period of 3 months from 13th May, 1980, opt to continue; provided that a University employee, who could not exercise the option within the above period by reason of absence from Pakistan, may do so within a period of 3 months from the date of resuming duty in the University.
- (2) The option mentioned in paragraph (1) above shall be communicated in writing to the Treasurer through the Head of Department concerned and a copy of the communication shall be sent to the Registrar which should be kept in the employee's personal-file.
Note:- The Treasurer should note the communication, under his signature and the date of its receipt, and send acknowledgement to the employee concerned.
- (3) The option once exercise or deemed to have been exercised shall be final.
Explanation:-It is not open to a University employee exercising option under this Statute to opt for the Contributory Provident Fund Statutes for a part of his service and for these Statutes for 'the other part. The option must relate to the whole of his service in this University.
- (4) Where a University employee fails to exercise option in accordance with the clause (1) above, for any reason what so-ever, shall not be admitted to the benefits of these Statutes.
- (5) In the case of University employee who was in service on the date of these Statutes coming into force, and opts to be governed by these Pension Statutes:-
 - (a) the amount of subscriptions paid by him to the Contributory Provident Fund together with the amount of interest accrued thereon shall be deemed as his contribution to General Provident Fund which shall be regulated under the Statutes called "The Islamia University Employees G. P Fund Statutes".
 - (b) the amount of contributions made by the University to his Contributory Provident Fund, with the amount of interest accrued thereon, shall be credited to the Pension Fund of the Islamia University; and
 - (c) the service rendered by such University employee from the date of his continuous appointment shall, subject to the Statutes for reckoning service

qualifying for pension, count towards Pension under these Statutes, and the provisions of the Islamia University Employees (Contributory Provident Fund) Statutes shall cease to be applicable to him.

6. Authority Competent to Sanction Pension / Gratuity:-

- (a) Unless otherwise expressly provided, the authority competent to sanction the grant of pension shall be the Syndicate in respect of University employees of Class "A" and the Vice-Chancellor in respect of University employees of Classes "B" and "C". An appeal against the orders of the Vice-Chancellor shall lie to the Syndicate and that against the orders of the Syndicate to the Chancellor. The decision of the appellate authority shall be final.
- * (b) Pension/Gratuity as admissible under these Statutes will also be allowed to Military Pensioners re-employed by the University who have rendered service in the University in addition to the Pensioners received by them from the Defense Department. The pension of Military pensioners for the service in the University will not be affected by their military pension.

7. Grant of Pension or Gratuity when otherwise in-admissible:-

In any case where pension or gratuity is not admissible under these Statutes, the Syndicate may grant a pension which will not, save in most exceptional circumstances, exceed Rs. 100/- a month, or gratuity not exceeding the equivalent value of that amount, provided that the general spirit of the Statute is not violated.

8. Good Conduct Implied Conditions for Grant of Pension:-

Good conduct is an implied condition for the grant of every kind of pension. The University may with-hold or withdraw a pension or any part of it, if the pensioner is convicted of serious crime or is found to have been guilty of grave misconduct either during or after the completion of his service; provided that before any order to this effect is issued, the procedure laid down in the Islamia University Employee (Efficiency and Discipline) Statutes, 1976 regarding the imposition of the penalty of removal from service shall be followed.

9. Recovery of Losses & Excess Payments:-

- 1) The University reserves to itself the right to recover from the pension of a University pensioner the amount of loss caused to the University by his negligence or fraud during his service as established in judicial or departmental proceedings; provided that such departmental proceedings shall not be instituted after more than a year from the date of retirement of the University pensioner.
- 2) In case the amount of pension granted to a University employee is afterwards found to be in excess of that to which he is entitled under these Statutes, he shall be liable to refund such excess. This provision shall also apply to pension/gratuity sanctioned in favor of the family of a deceased University employee under Section 3 of Chapter IV.

*Amendment approved by the Chancellor vide latter No .4/68-79 dated 8.11.84

10. No pension on Dismissal or Removal except Compassionate Allowance:-

- a) No pension may be granted to a University employee dismissed or removed for misconduct, corruption, subversive activities or inefficiency but if deserves special consideration, he may be granted a compassionate allowance not exceeding 2/3rd of the pension which would have been admissible to him if he had retired on invalid pension.
- * b) The Pensionable service rendered by a University employee in a Government Department University/Autonomous/Semi Autonomous/Local Body, prior to his joining service in the University with the proper concurrence of the Competent Authority, shall count towards pension; provided the proportionate pensioner liability for such service is shared by the previous employer.

11. Pension/Gratuity Payable in Rupees in Pakistan:-

Pension/Gratuity is payable in rupees in Pakistan and shall be calculated to the nearest paisa.

12. Relaxation:-

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

CHAPTER-II

Service Qualifying for Pension & Condon-action of Interruptions & Deficiencies

13. Conditions of Qualifications:-

Subject to provisions of the Statute No. 3 above, the service of a University Employee qualifies for pension only if it is under the University administration, is paid from the University Fund, and is not non-pensionable.

14. Beginning of Qualifying Service:-

The service of University employee begins to qualify for pension when he takes overcharge of the post to which he is first appointed.

Service, which qualifies for pension:-

The existing Clause (6) of Statute 15 Chapter -II service qualifying for Pension and Conditions of Interruptions and deficiencies of the Pension Statutes of the University be renumbered as (6) (a) and the following provisions be added as clause (6) (b):

- 15. (1) Temporary and officiating service shall count for pension or gratuity in the following cases:-
 - (a) Continuous for more than five years rendered by a university employee borne on temporary establishment;
 - (b) Temporary or officiating service followed by confirmation; and
 - (c) Service rendered by university employee in a temporary post after the

*Amendment approved by the Chancellor vide latter No .4/68-79 dated 24.10.85

permanent post on which he held lien has been abolished in circumstances entitling him to get compensation pension or gratuity.

- (2) One half of the period of apprenticeship qualifies for pension.
- (3) The service of probationer who is subsequently confirmed in his permanent post without interruption qualifies for pension.
- (4) The time spent by a University employee in approved training shall count as service qualifying for pension.

NOTE:- The period of training before actual appointment to university service shall not count for pension.

- (5) All leave, other than extra ordinary leave counts as qualifying service for pension.
- (6) When pensionable military service terminate before a pension has been earned in respect of it, and is followed by university service such military service counts as part of university service; provided that the bonus or gratuity received in lieu of pension on or since discharged from military service is refunded to the university in lump sum or in monthly installments not exceeding 36.

* (b) Pension/gratuity as admissible under these Statutes will also be allowed to Military pensioners re-employed by the University who have rendered service in the University in addition to the Pension received by them from the Defence Department. The pension of Military pensioners for the service in the University will not be affected by their military pension.”

NOTE:-The military service of the individual concerned and the amount of gratuity paid to him should be verified by reference to the Controller of Military Accounts concerned.

- (7) The time spent by a University employee holding a pensionable post on Foreign Service counts for pension as if it were service under the University; provided that the contribution towards his pension on account of such Foreign Service has been paid to the University, or the payment of such contribution has been remitted.
- (8) The time spent by a university employee holding a pensionable post on deputation to a temporary non pensionable post under the university also counts for pension.
- (9) If a university employee is suspended from service, pending inquiry into his conduct the period of suspension counts for pension if it is immediately followed by reinstatement, unless he is reinstated with forfeiture of a part of his pay or allowance for a period of suspension.
- * (10) The Pensionable service rendered by a University employee in a Government Department University/autonomous/Semi Autonomous/Local Body, prior to his joining service in the University with the proper concurrence of the Competent Authority, shall count towards pension provided the proportionate pensionary liability for such service is shared by the previous employer.

16. Forefeiture of the Past Service:-

A University employee forfeits his past service in the following cases:-

- i) Resignation from University service unless it is to take up another post/service which counts for pension.
- ii) Removal or dismissal from service.
- iii) Absence from duty without leave.

*Amendment approved by the Chancellor vide Univ 4/68-79 dated 8.11.1984.

NOTE-I:- The authority which sanctions the pension may commute set respectively periods of absence without leave into extra-ordinary leave.

- * **NOTE-II:-**“In case a University employee, who with the proper concurrence of the Competent Authority, leave service under the Islamia University Bahawalpur and seeks absorption/employment under Federal or Provincial Government, Autonomous, Semi-autonomous/local Body, where service is pensionable, the Islamia University Bahawalpur, if it is so requested, will share pensionary liability for the period of confirmed service rendered by such employee of the Islamia University, Bahawalpur. Provided the period of such service rendered should not be less than ten years.

17. Condonation of Interruption/Deficiencies in Qualifying Service:-

- (1) A deficiency of six months or less in the qualifying service of a University employee shall be deemed to have been condoned as a matter of course.
- (2) The Syndicate may condone deficiency in qualifying service of more than six months but less than a year if both the conditions mentioned below are satisfied:-
 - (a) If the University employee dies While in service or retires under circumstances beyond his control, for instance when he is invalided from service or is selected for discharge from service on the abolition of his permanent post; provided that except of such contingency he would have completed another year of qualifying service.
 - (b) The Service rendered by the University employee was meritorious.
- (3) A deficiency of a year or more shall not be condoned.

CHAPTER-III

Different Kinds of Ordinary Pensions and Conditions for their Grant

18. Classification of Pension:-

Pensions are divided into four classes namely:

- i) Compensation Pension;
- ii) Invalid Pension;
- iii) Retiring Pension;
- iv) Superannuating Pension.

Note:- Extra-Ordinary Pension is dealt within Chapter VIII.

19. Compensation Pension:-

If a permanent University employee is selected for discharge owing to the abolition of his permanent post or owing to a change in the nature of the duties of that post, he shall, unless he is appointed to another post, the conditions of which are determined by the authority competent to discharge him; to be at least equivalent to those of his own, have the option:-

- (a) of taking any compensation pension, or gratuity or both to Which he may be entitled for the service he has already rendered;
- (b) of accepting another post or transfer to another establishment even on a lower pay, if offered and continuing to count his previous service for pension .

*Amendment approved by the Chancellor vide No. SO (Univ)4(16)/92 dated 11.5.1994

20. Invalid Pension:-

- (1) An Invalid pension is awarded to a University employee who before reaching the age of superannuation retires from University service by reason of his being permanently incapacitated for further service by bodily or mental infirmity.
- (2) Complete incapacity for service must be established by a medical certificate prescribed in paragraph (3) below:-

NOTE:- (i) A University employee discharged on grounds other than those stated in paragraph (1) above has no claim to invalid pension, even though he produces medical evidence of incapacity.

- (ii) If, in the opinion of the Medical Authority, the incapacity of a University employee is directly due to his irregular or intemperate habits, no pension should be granted. If the incapacity is not directly caused by such habits but has been accelerated or aggravated by them, the authority competent may sanction pension at a reduced rate.

- (3) A University employee who wishes to retire on invalid pension, should apply to the Registrar who will direct him to present himself before the Medical Authority to obtain a Medical Certificate of incapacity for further service in the following form:-

"Certified that I (we) have carefully examined A.B., Son of _____ C.D a _____ in the _____. His age by his own statement is _____ years. I (we) consider A.B., to be completely and permanently incapacitated for further service of any kind (or in the department to which he belongs) in consequence of _____ (here state disease or cause)."

NOTE:- If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made:-

"I am (we are) of the opinion that A.B. is fit for further service of a less laborious character than that which he has been rendering (or may after resting for _____ month (s), be fit for further service of a less laborious character than that which he has been rendering)".

- (4) A University employee who has submitted a Medical Certificate of complete and permanent incapacity for further service, should be invalidated from service on receipt of the Medical Certificate, or from the date of the expiry of leave if he is already on leave, or has been granted leave as a special case.

21. Retiring Pension:-

A retiring pension is granted to a University employee who not being eligible for superannuation pension:-

- a) opts to retire on or after qualifying service of 25 years.
- b) is retired by the competent authority on or after qualifying service of 25 years.
- c) is compulsory retired from service by the authority competent to remove him from service under the provisions of the Islamia University Employees (Efficiency and Discipline) Statutes, 1976, on ground of inefficiency, misconduct, subversion or corruption.

Provided that a University employee who intends to retire under clause (a) shall send a written request in this respect to his appointing authority at least three months before the date on which he intends to retire. Such request, once accepted, shall not be allowed to be modified or withdrawn.

22. Superannuation Pension:-

A superannuation pension is granted to a University employee who retires or is retired from University service on or after attaining the age of 60 years.

CHAPTER-IV

**Amount of Ordinary Pension
Section I – General**

23. Determination of the Amount of Pension:-

The amount of pension that may be granted to a University employee will be determined by the completed years of his qualifying service in accordance with the provisions of Statute 26.

24. Reduction in Pension:-

If the service of a University employee has not been thoroughly satisfactory, the authority sanctioning the pension may make such reduction in the amount of pension as it may think proper.

25. Admissibility of Pension when charge of more than one Post is held:-

If a University employee has held more than one post in respect of each of which, if he had held it separately and alone, pension would have been admissible to him, the pension admissible to him, is the sum of the several pensions which would have been admissible to him, if he held each post separately and alone; provided that the consolidated Pension shall not exceed the maximum limit prescribed in Statute 26.

Section 2 – Amount of Full Pension**26. Full Pension and its Maximum Limit:-**

- (1) Subject to the other provisions of these Statutes, full superannuation, retiring, invalid or compensation pension not exceeding the maximum limit prescribed below, may be granted to a University employee who has completed a qualifying service of 10 years or more.

Completed years of qualifying service	Scale of pension expressed as fractions of average emoluments
10	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300

21	147/300
22	154/300
23	161/300
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30	210/300

NOTE:-Any amount in excess of Rs. 1000/- per mensem calculated in accordance with the scale prescribed in column (2) of this table shall be reduced by 50%.

- 2) The term “average emoluments” means the average of the pay that the University employee drew, or would have drawn, had he not been on leave with salary or on joining time or under suspension for a period which counts for pension under Statute 15 (9), during the last twelve months immediately before his retirement. If during the last twelve months of his service a University employee has been absent from duty or has been on leave without pay or has been under suspension for a period which does not count for pension under Statute 15 (9), the period so passed should be disregarded in the calculation of the average emoluments an equal period before the twelve months should be included;

Provided that in case the pay of University employee is reduced, otherwise than as a penalty under the Islamia University Bahawalpur Employees (Efficiency & Discipline) Statutes, the average pay at the option of the pensioner, be calculated on the basis of emoluments admissible during the last three years of service.

NOTE:-The terms “average emoluments” i.e. pensionable pay shall also include dearness allowances sanctioned from time to time and senior post allowance.

Section 3- (A) Gratuity and Pension Benefits

27. Employee to surrender 1/4th of Pension to earn Gratuity:-

- (1) Every University employee in pensionable service shall surrender 1/4th of the full monthly pension admissible to him under Statute 26 to earn gratuity.
- (2) In the case of person, who retires after completing 10-years service or more, a University pensioner shall, subject to sub para (3) below, be allowed to draw full gross pension i.e. one fourth of pension need not compulsorily be paid in the form of gratuity.
- (3) If a pensioner so wishes he may at any time before the expiry of one month from the date of his retirement ask for gratuity up to 25 percent of his gross pension together with the remaining net amount of pension; the gratuity shall be paid at the existing rates.
- (4) The commutation of a further 25 percent of the gross pension shall be admissible; at the prescribed rates. In case a pensioner does not opt to draw gratuity equal to 25% of his gross pension, he can commute up to 50% of the gross pension.

28. Gratuity when Employee lacks qualifying Service for Pension:-

- 1) a) If a permanent University employee who has rendered a qualifying service of 5 years or more but less than 10 years, retires or is discharged owing to the abolition of, or a change in the nature of the duties of his permanent

post, a gratuity not exceeding one month's pay for each completed year of qualifying service subject to a maximum of Rs. 12,500/- shall be granted to him on retirement or discharge. If, however, retirement is due to invalidation or if a University employee dies in service, the rate shall be $1\frac{1}{2}$ month's pay for each completed year of service.

- b) If a temporary University employee, who has rendered a qualifying service of 5 years or more but less than 10 years, retires, a gratuity not exceeding one month's pay for each completed year of qualifying service subject to a maximum of Rs.12,500/- shall be granted to him on retirement. If, however, retirement is due to invalidation or if a University employee dies in service, the rate shall be one and a half month's pay for each completed year of service.
- c) If a temporary University employee, who has rendered a qualifying service of 10 years or more before attaining the age of 60 years, is discharged owing to the abolition of his post or his replacement by a qualified candidate, a gratuity" not exceeding one month's pay for each completed year of qualifying service, subject to a maximum of Rs. 25,000/- shall be granted to him on discharge.

29. Gratuity in lieu of 1/4th surrendered Pension:-

- 1) In the event of:-----
 - a) The retirement of a University employee who has rendered a qualifying-service of 10 years or more and has earned pension as such;
 - b) The discharge of a permanent University employee who has rendered a qualifying service of 10 years or more and has earned pension as such;
 a gratuity shall be granted to him calculated at the following rate for each rupee of his pension surrendered under Statute 27:

If the qualifying service is 10 years or more but less than 15 years	Rs. 187/-
If the qualifying service is 15 years or more but less than 20 years	Rs. 173/-
If the qualifying service is 20 years or more	Rs. 160/-
 - 2) In the event of the death of a University employee who has rendered qualifying service as mentioned in clause (a) or clause (b) of paragraph (1) above, a gratuity shall be granted to his family calculated at the rate specified in paragraph (1) and further.
 - a) if the death occurs before retirement, payment shall be made to his family for ten years at the rate of 50% of the full pension calculated as in Statute 26;
 - b) if the death occurs after, but within ten years of retirement, payment shall be made to his family at the rate of 50% of his pension (net or gross, as the case may be) for the unexpired portion of ten years.
- Note:-** For definition of the term "family" and the procedure for making nomination and payment of pension and / or gratuity in the event of an employee's death before retirement, see Statutes 30 to 34.
- 3) In the event of the death of a University employee before retirement, pension for the purposes of this Statute shall be calculated as if he had retired on invalid pension on the date of his death but it shall be admissible from the day following the death of the University employee.

- NOTE:-i)** Where commutation of pension is admissible under these Statute it shall not exceed half of full pension.
- ii) Gratuity payable under paragraph (2) of this Statute should be worked out on the fraction of a rupee of the surrendered pension calculated to the nearest paisa.
 - iii) Anticipatory pension will also be admissible to the family of the University employee in the event of his death before retirement. In such cases the gratuity admissible to the family under paragraph (2) of

- this Statute will be calculated on 25 percent of the amount of pension on which the anticipatory pension to the family is based.
- iv) This Statute will also apply to compassionate allowance.

(B)-Gratuity

30. Definition of Family:-

- 1) The term "Family" for the purpose of payment of gratuity under this Section shall include the following relatives of a University employee:
 - a) Wife or wives in the case of a male University employee;
 - b) Husband in the case of a female University employee;
 - c) Children of the University employee;
 - d) Widow or widows and children of a deceased son of the University employee.

NOTE:- (i) A child means a legitimate child or an "adopted child" if under the personal law applicable to the University employee concerned, adoption is legally recognized as conferring on the adopted child the status of a natural child.

(ii) If it is proved that the wife has been judicially separated from the University employee or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she will no longer be considered to be a member of the family, unless the University employee has himself intimated in writing to the Treasurer that she will continue to be so considered.

(iii) If a female University employee intimates in writing to the Treasurer that her husband should not be considered as a member of the family, he will not longer be so considered, unless she subsequently cancels such exclusion in writing.

31. Nomination:-

- 1) A University employee may, as soon as he/she completes a qualifying service of five years make a nomination conferring on one or more members of his/her family, or if he/she has no family, on one or more persons, the right to receive any gratuity that may be sanctioned under Statutes 28, 29 and any gratuity which having become admissible to him/her has not been paid to him/her before death.

Explanation:- It is not mandatory for a University employee to make a nomination.

- 2) Where a University employee who has no family, makes a nomination shall become void on his/her acquiring a family.
- 3) If a University employee nominates more persons than one under paragraph (1) above he/she shall specify in the nomination the amount or share payable to each nominee in such manner as to dispose of the whole amount of the gratuity mentioned therein.
- 4) A University employee may provide in a nomination:-
 - a) In respect of any specified nominee, that in the event of his/her predeceasing the University employee the right conferred upon the nominee by a nomination made under paragraph (1) above shall pass to such other member or members of the University employee's family, as may be specified in the nomination;
 - b) That the nomination shall become void in the event of the happening of a contingency specified therein.

- 5) Every nomination shall be in Form I (Pen) or Form 2 (Pen) as may be appropriate in the circumstances of the case and shall be sent to the Treasurer.
- 6) A University employee may, at any time, cancel a nomination by sending a notice in writing to the Treasurer, and send a fresh nomination, if he/she so desires, along with such notice.
- 7) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under paragraph (4) of (a) above or on the occurrence of any event by reason of which the nomination becomes void under paragraph (2) or paragraph (4) (b), the University employee shall send to the Treasurer a notice in writing formally canceling the nomination together with a fresh nomination, if any.
- 8) The Treasurer shall, on receipt of a nomination made or a notice of cancellation given by a University employee, note on it the date of its receipt enter it in a register maintained for the purpose and keep it in his custody.
- 9) Every nomination made and every notice of cancellation given by a University employee shall, to the extent it is valid, take effect from the date on which it is received by the Treasurer.

32. Procedure for Payment of Gratuity to Nominees and other Members of Family:-

When the amount of gratuity has become payable, it shall be the duty of the Treasurer to make payment in the following manner;

- a) The amount of the gratuity or any part thereof to which the nomination relates, shall be paid to the University employee's nominee or nominees in the proportion specified in the nomination;
- b) If the nomination relates only to a part of the amount of the gratuity, the remaining part shall be distributed equally among the members of the family other than the nominee or nominees;
- c) If no valid nomination subsists, the whole amount of the gratuity shall be paid to the members of the University employee's family in equal shares;
Provided that in case of (b) or (c) above no share shall be paid to:
 - i) The sons who have attained the age of 24 years;
 - ii) The sons of a deceased son who have attained the age of 24 years;
 - iii) The married daughters whose husbands are alive; and
 - iv) The married daughters of a deceased son whose husbands are alive;
 if there is any member of the family other than those specified in sub-clauses (i), (ii), (iii) and (iv) above.
 Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived, the University employee had been exempted from the operation of the first proviso.
- d) When the University employee leaves no family and the whole or a part to the gratuity is not covered by a valid nomination, the whole of the gratuity or its uncovered part, as the case may be, shall be paid to the following surviving relatives, if any, of the University employee in equal share:
 - i) Brothers below the age of 21 years;
 - ii) Un-married and widowed sisters;
 - iii) Father; and
 - iv) Mother.

NOTE:-In the absence of any other eligible claimant the amount of the gratuity shall be paid to the sons and daughters of the deceased University employee in equal shares even if the sons of over 24 years old and the daughters are married and their husbands are alive.

33. When Gratuity is not payable:-

No gratuity will be payable by the University after the death of a University employee if he/she does not leave a valid nomination or a family as defined in Statute 30 or an eligible relative or relatives as specified in clause (d) of Statute 32.

(C)-Family Pension**34. To whom Family Pension is Payable:-**

1) For the purpose of the payment of family pension, the word "Family" shall have the same meaning as assigned to it in Statute 30 and shall also include the University employee's relatives mentioned in clause (d) of Statute 32.

(2) (A) Family pension sanctioned under this section shall be allowed as under:

(a) i) If the deceased is a male University employee, the pension shall be paid to his widow, and if the deceased is a female University employee, the pension shall be paid to her husband.

ii) If the deceased University employee had more than one wife and the number of his surviving widows and children does not exceed four, the pension shall be divided equally among the surviving widows and eligible surviving children. If the number of surviving widows and children together is more than four, the pension shall be divided in the following manner, viz each surviving widow shall get 1/4th of the pension and the balance (if any) shall be divided equally among the surviving eligible children. A family pension shall also be distributed in the above manner whenever the University employee leaves behind surviving children from a wife that had predeceased him in addition to the widow and her children, if any.

iii) If the deceased female University employee leaves behind children from a former marriage in addition to her husband and children by her surviving husband, the amount of pension shall be divided equally among the husband and all eligible children. If the total number of the beneficiaries exceeds four, the husband shall be allowed 1/4th of the pension and the remaining amount distributed equally among the eligible children.

b) Failing a widow or widower, as the case may be, the pension shall be divided equally among the surviving sons not above 24 years and unmarried daughters.

Note:-In working out the shares of the various heirs under clauses (a) and (b) of sub-paragraph (A) the amount should be calculated to the nearest paisa.

c) Failing (a) and (b), to the eldest widowed daughter.

d) Failing (a) to (c), to the eldest widow of a deceased son.

e) Failing (a) to (d), to the eldest surviving son of a deceased son.

f) Failing (a) to (e), to the eldest unmarried daughter of a deceased son.

g) Failing (a) to (f), to the eldest widowed daughter of a deceased son.

(B) If the family pension is not payable under sub paragraph (A), it may be granted:-

a) to the father;

b) failing the father, to the mother;

c) failing the father and the mother to the eldest surviving brother below the age of 21 years;

- d) failing (a) to (c), to the eldest surviving unmarried sister; if the eldest sister marries or dies, than to the next eldest;
 - e) failing (a) to (d), to the eldest surviving widowed sister.
- 3. No family pension shall be payable under this Section:
 - a) to an unmarried female member of a University employee's family in the event of her marriage,
 - b) to a widowed female member of a University employee's family in the event of her re-marriage;
 - c) to the brother of a University employee of his attaining the age of 21 years;
 - d) to a person who is not member of a University employee's family.
- 4. A family pension awarded under this Section shall not be payable to more than one member of a University employee's family at the same time except as provided in clauses (a) and (b) of sub-paragraph (A) of paragraph (2) above.
- 5.
 - a) If the pension awarded under clause (a) or clause (b) of sub-paragraph (A) of paragraph (2) ceases to be payable to a recipient before the expiry of the period for which it is admissible by reason of his/her death or marriage, or for any other cause, the amount shall be granted to the other recipient in equal shares.
 - b) If a family pension awarded under a provision other than that awarded under clause (a) or clause (b) of sub-paragraph (A) of paragraph (2) ceases to be payable to a recipient before the expiry of the period for which it is admissible by reason of his/her death or marriage, or for any other cause, it shall be re-granted to the person next lower in the order mentioned in paragraph (2).
- 6. The authority competent to sanction the grant of pension may allow the payment of family pension and/or shares of gratuity admissible to the minor children of a deceased University employee to their mother. In case the mother is not alive or was judicially separated from the University employee in his life time, such authority may nominate any suitable person to be the guardian of such minor children for the purpose of receiving payment of pension and /or shares of the gratuity on their behalf. Where the deceased employee was a female, the said competent authority may allow the payment of the pension and/or shares of the gratuity of minor children of the deceased to their father or if the father is not alive, to such guardian as may be appointed by it.

CHAPTER-V

Application for Grant of Ordinary Pension / Gratuity.

35. Submission of Pension Application:-

- 1) (a) An application for pension in Form 3 (Pen). containing the following declaration should be submitted to the Head of the Department concerned by the University employee at least one year before the date of his retirement:-
 "I declare that I have neither applied for nor received any pension or gratuity for any portion of my service which commenced on _____ F.N./A.N., nor shall I submit any application hereafter without quoting a reference to this application and to the orders passed on it.
- b) If the application is for an invalid pension it should be accompanied by the Medical Certificate prescribed in paragraph (3) of Statute 20.
- 2) The Head of the Department under whom the applicant is working shall forward the application and its enclosures to the Treasurer with a certificate stating whether the applicant's character, conduct and past service are such as to entitle him to pension.

Note:- If the Head of the Department himself applies for pension, the required certificate shall be recorded by the Vice- Chancellor.

- 3) The Treasurer shall examine the title of the applicant to pension, work out the amount of pension admissible to him and after completing the relevant entries in form 3 (Pen.), pass on the application to the Resident Auditor.
- 4) The Resident Auditor shall after he has exercised all checks to the admissibility, of pension, length of qualifying service, average emoluments, arithmetical calculation of the amount etc.; forward the application with his report to the Registrar to obtain the orders of the competent authority.
- 5) After obtaining orders of the competent authority, the Registrar shall communicate them to the applicant simultaneously sending a copy of the communication each to the Treasurer and the Resident Auditor. The original papers will also be forwarded to the Treasurer who will arrange for payment of the pension.
- 6) Orders sanctioning the pension shall not be issued more than one month in advance of the date of retirement.

36. Commencement of Ordinary Pension /Gratuity:-

Unless otherwise ordered by the Syndicate, an ordinary pension is payable from the date on which the pensioner ceases to be in University service. A gratuity, other than an anticipatory gratuity, shall be paid in a single sum.

CHAPTER- VI

Anticipatory Pension/Gratuity

37. Grant of Anticipatory Pension:-

If a University employee is likely to retire before his pension can be finally assessed and sanctioned in accordance with these Statutes, the authority competent to sanction the pension may sanction an anticipatory pension in the manner shown below:-

- a) Where the pension does not exceed RS. 100/- per mensem, the anticipatory pension may be allowed in full on the basis of the calculations made by the Treasurer in part I of Form 4 (Pen.);
- b) Where the pension exceeds Rs. 100/- per mensem, the anticipatory pension equal to 4/5th of the amount so calculated shall be allowed during the initial period of 3 months. After three months the full amount admissible, as calculated, shall be paid even if the case is not finalized.

38. Declaration Pre-Requisite for Payment of Anticipatory Pension/Gratuity:-

The payment of the anticipatory pension/gratuity shall be made only after the following declaration has been obtained duly signed from the retiring University employee by the Registrar:-

“Where _____ as _____ has _____ consented provisionally to advance to me the sum of Rs. _____ (in words & figures) a month as anticipatory pension and/or Rs. _____ (in words & figures) a month as gratuity equal to one eighth of the gratuity admissible, in anticipation of the completion of the enquiries necessary to enable the University to fix the amount of pension/gratuity, I hereby acknowledge that my pension/gratuity is subject to revision on the completion of the necessary enquiries, and I promise to accept the amount of pension/gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension/gratuity so determined.”

39. Commutation of Orders of Anticipatory Pension:-

The orders sanctioning the anticipatory pension in Form 4 (Pen.) shall be communicated by the Registrar to the Treasurer and a copy thereof shall be endorsed to Resident Auditor and the retiring University employee.

40. Grant of Anticipatory Gratuity:-

If the authority competent to sanction pension considers that a University employee would prima-facie be entitled to gratuity one-eighth of the amount of such probable gratuity should on his furnishing the declaration mentioned in Statute 38, be disbursed to him monthly for a maximum period of six months, unless the amount is finally settled earlier.

41. Payment of Anticipatory Pension/Gratuity not to be delayed:-

The payment of the anticipatory pension/gratuity shall be so arranged that it is not delayed beyond the first day of the month following the month in which the University employee is due to retire.

42. Adjustment of Difference:-

If, upon the completion of enquiry, it is found that the anticipatory pension thus summarily assigned differs from the pension finally settled, the difference must be adjusted in the first subsequent payment. Further if the anticipatory gratuity proves to be larger than the amount found actually due upon completion of the inquiries, the University employee shall be required to refund the excess amount paid to him.

CHAPTER -VII**Commutation of Pensions****43. Admissibility and Extent of Commutation:-**

The authority competent to sanction a pension, may sanction commutation for lump sum payment of a portion not exceeding one half (including 1/4th of the surrendered portion) of any pension, which has been or is about to be granted under these Statute.

44. Application for Commutation & Administrative Approval:-

An application for commutation should be submitted by the applicant in Form 5 (Pen.) to the Treasurer through the Head of the Department concerned. The Treasurer, after completing part I of Form 6 (pen.), shall forward the application to the Registrar to obtain the administrative sanction of the competent authority to the commutation in part II of Form 6 (Pen.).

Further Processing of Application and Medical Examination:-

45. 1) The Medical examination will not be necessary for commutation if the pensioner applies for the same in advance or within one year after the date of actual retirement.
- 2) On receipt of the sanction of the competent authority, the Treasurer shall communicate to the applicant the lump sum payable on commutation in the event of his being reported by the Medical Authority to be a fit subject for commutation and forward to him one copy of Form 7(Pen.) The Treasurer shall at the same time instruct the applicant to appear for medical examination before

the Medical Authority within three months of the receipt of the Treasurer's letter. The applicant shall fill in part 1 of form 7 (pen.) except for signature, and deliver it to the Medical Authority before medical examination.

- 3) The Treasurer shall also forward to the Medical Authority, in original the completed Form 5 (Pen.) together with a copy of Form 7 (Pen.) and an extra copy of Part III of that form, as also copies of the previous medical reports or statements of his case, if the applicant has been granted an invalid pension or has previously commuted any portion of his pension or has declined to accept commutation on the basis of an addition of years to his actual age, or has been refused commutation on medical grounds.
- 4) The Medical Authority shall, in its presence get the applicant's signature, or if he is illiterate, his left hand thumb impression, on the declaration in Form 7 (Pen). The Medical Authority shall then examine the applicant, enter the result in Part III and in the case of a University employee of Class B and Class C obtain in its presence, his left hand thumb and finger impressions under the certificate.
- 5) The applicant shall pay such fee for medical examination as may be prescribed by the Syndicate from time to time, provided that no fee shall be paid in case the full pension of the applicant does not or is not likely to exceed Rs. 100/- per month.

46. Report of the Medical Authority:-

The Medical Authority shall without delay forward the completed Form 5 (Pen), and 7 (Pen) in original, and a certified copy of the completed form 7 (Pen) to the Treasurer. The Medical Authority shall also give a certified copy of the Medical Certificate in Part III of Form 7 (Pen) to the applicant on the spot after medical examination.

47. Extension of Period of Medical Examination is not held:-

If the medical examination does not take place within the period prescribed in the sanctioning order, or if the applicant does not appear for examination before the medical authority within the prescribed period, the sanctioning authority may extend the period by three months without obtaining from the applicant a fresh application for commutation of pension. The applicant may at any time prior to his appearance before the Medical Authority withdraw his application by a written notice dispatched to the Treasurer, but he shall not be entitled to do so once he has appeared before the Medical Authority, provided that if the Medical Authority directs that his age for purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by a written notice dispatched within two weeks from the date on which he received the intimation of the revised sum payable on commutation, or, if the sum is already stated in the sanctioning order, within two weeks from the date on which he received intimation of the finding of Medical Authority. If the applicant does not withdraw in writing his application within the period of two weeks prescribed above, he shall be assumed to have accepted the sum offered.

48. When Commutation becomes absolute:-

Subject to the provisions of Statute 49 and to the withdrawal of an application under Statute 47 the commutation shall become absolute on the date -on which the medical authority signs the medical certificate, that is, the applicant's title to receive the commuted portion of the pension shall cease and his title to receive the commuted value shall accrue on such date.

49. Mis-Statements/Super-Session of Material Facts treated as Grave-Misconduct:-

If the applicant makes any statement which he knows to be false or willfully suppresses any material fact in answer to any question, written or oral, put to him in connection with his medical examination the sanctioning authority may cancel the sanction at any time before payment is actually made, and such a statement or suppression may be treated as grave-misconduct for the purpose of Statute-3.

50. Payment of Commuted Value to Pensioner:-

- 1) The Treasurer, on receipt of the completed Forms 5 & 7 (Pen.), shall arrange forthwith for the payment of the appropriate commuted value and for the corresponding reduction of the pension.
- 2) If on receipt of the sanctioning order, the applicant withdraws the application within the period prescribed in Statute 47, he should intimate the fact in writing to the Treasurer and the Registrar.
- 3) The payment of the commuted value shall be made in rupees in Pakistan as expeditiously as possible, but in the case of an impaired life no payment shall be made till either a written acceptance of the commutation has been received or the period within which the application for the commutation may be withdrawn has expired. Whatever, the date of actual payment, the amount payable and the effect upon the pension shall be the same as if the commuted value were paid on the date on which commutation became absolute. If the commuted portion of the pension has been drawn after the date on which the commutation became absolute, the amount drawn shall be deducted from the amount payable in commutation.

51. Payment for Commuted Value to Family in Case of Pensioner's Death:-

If a pensioner, a part of whose pension has been commuted dies on or after the date on which the commutation became absolute but before receiving the commutation value, this value shall be paid to his eligible relatives in the manner prescribed for the payment of gratuity in Statutes. 32.

52. Calculation of Commuted Value:-

The lump sum payable on commutation shall be calculated in accordance with the table of present values given below:

Table for Calculating the Commuted Value of Pension:-

Age Next Birth Day	Numbers of Years Purchase
1	2
20	24.265
21	24.061
22	23.853
23	23.640
24	23.424
25	23.203
26	22.978
27	22.747
28	22.513
29	22.273

30	22.028
31	21.777
32	21.522
33	21.260
34	20.993
35	20.720
36	20.442
37	20.157
38	19.867
39	19.570
40	19.267
41	18.956
42	18.641
43	18.318
44	17.988
45	17.650
46	17.307
47	16.956
48	16.596
49	16.231
50	15.859
51	15.481
52	15.096
53	14.707
54	14.313
55	13.915
56	13.513
57	13.109
58	12.702
59	12.294
60	11.886
61	11.497
62	11.104
63	10.713
64	10.327
65	09.946
66	09.570
67	09.200
68	08.836
69	08.478
70	08.127
71	07.783
72	07.448
73	07.121
74	06.802
75	06.494
76	06.194
77	05.906
78	05.627
79	05.360
80	05.104

X-----X

CHAPTER – VIII

Disability Pension

53. Entitlement to Disability Pension:-

- (1) The Statutes in this chapter apply to all persons in the University service, whether their employment is permanent, temporary or casual and whether they are remunerated by fixed pay or by piece work rates. Provided that in case of a person to whom the workman's Compensation Act, 1923, applies:-
The amount of an award shall be paid under the provisions of this chapter only if the authority competent to sanction it considers that the compensation payable under the Act is in the particular case inadequate; and
The amount of an award paid to any such person shall not exceed the difference between the amount otherwise admissible under the provisions of this chapter and the amount of compensation payable under the Act.
- (2) Pay for the purpose of this Chapter means the pay which a person was drawing on the date of death or injury; provided that in the case of a person remunerated by piece work rates, pay means the average earning of the last six months ending with the date of his death or injury.

54. (1) Disability Pension and Gratuity shall be allowed at the Following Scale:-

Class of injury	Pension	Gratuity	CHILDREN'S PENSION	
			Child without own mother	Child with own mother living
A.	20% of pay subject to a maximum of Rs. 600/- and a minimum of Rs. 100/- P.M. (Note: After death it will devolve on the widow).	Six month pay	5% of pay, subject to a maximum of Rs. 100/- & a minimum of Rs. 50/- per child.	2.50% of pay subject to a maximum of Rs. 50/- and a minimum of Rs. 25/- per child.
B.	15% of pay subject to a maximum of Rs. 450/- and a minimum of Rs. 75 P.M.	NIL	4% of pay subject to a maximum of Rs. 80/- and a minimum of Rs. 40 P.C.	2% of pay subject to a maximum of Rs. 50/- & a minimum of Rs. 25 P.C.
C.	15% of pay subject to a maximum of Rs. 450/- and a minimum of Rs. 75 P.M.	NIL	NIL	NIL

In Case of death, these shall be allowed at the following scale:-

20% of pay subject to a maximum of Rs. 600 and minimum of Rs. 100 P.M.	Six months pay	5% of pay subject to a maximum of Rs. 100 and a minimum of Rs. 50 P.C.	2.50% of pay subject to a maximum of Rs. 50 and minimum of Rs. 25 per child.
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NOTE:- As at present, the pensions/gratuities mentioned in this para, will be in addition to the pensions and / or gratuities mentioned in Statutes 27 (2) (3) & (4) and 29 (1) & (2).

PART- I

(2) The classification of disabilities and the criteria for determining whether these are attributable to service is given as under:

(i) **Classification of Disability:-**

Class "A".

1. Loss of a hand and a foot or loss of use of two more limbs.
2. Total loss of eye sight.
3. Total loss of speech.
4. Total deafness both ears.
5. Paralegia or hemiplegia.
6. Lunacy.
7. Very severe facial disfigurement.
8. Advanced cases of incurable disease.
9. Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated.
10. Emasculation.

Note: Wounds, injuries or disease of limb resulting in a damage of nerves, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partial function is retained will not be included in this class. However, if the partial retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the civil servant has been totally impaired due to the invaliding disability.

Class "B"

1. Loss of a thumb or at least three fingers of hand.
2. Partial loss of one or both feet at or beyond tarsometatarsal joint.
3. Loss of vision of one eye.
4. Loss of all toes of one or both feet.

Class "C"

1. Limited restriction of movement of joint due to injuries.
2. Disease of a limb restricting performance of duties.

General Note:-

When the wound, injury or illness causing the disability is not entered in the above schedule, the disability shall be assessed by the Medical Board at the classification most closely corresponding to those given above.

PART –II

(ii) **Principles and Procedure for determining Attribute Ability of Disability to Service.**

(A) **Casualties due to Wound or Injury:-**

- (1) It should be established in such cases that the cause of casualty was the result of duty in service.
- (2) Where the injury resulted from the risk inherent in service attributability will be conceded.
- (3) An individual is on duty for 24 hours of the day except when on leave other than casual leave.
- (4) An individual will be deemed to be in the performance of duty when:-
 - i) He is physically present in his head-quarter;
 - ii) He is traveling on leave at Government expense;
 - iii) When traveling to or from duty (e.g., from residence to place of duty and back but not whilst he is in his residence);

- iv) Whilst traveling on duty i.e., where it is established that but for the duty he would not have been traveling at all.
- (5) Disability resulting from purely personal acts such as shaving or similar private pursuits would not normally be treated as attributable to service.
- (6) Disability resulting from violence provoked by performing of duty will be viewed as attributable to service unless the circumstances of the case warrant a different conclusion.
- (7) If circumstances are such that service played on part in the causation of disability, attributability will be conceded.

ILLUSTRATION:-If a person driving a motor cycle, etc on duty, collides with a truck the injury received may be attributed to service but if he is out for a walk and sustains injury from, a passing truck, his case will not qualify for the concession.

(B) Casualties Due to Disease:-

- (a) The case of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in service. In determining attributability in such cases due regard should be paid to the question whether service in a particular region, or of a particularly type, involved exposure to exceptional risk of contraction of or infection by a disease, as well as to the actual circumstances of the case.
- (b) Attributability will not be conceded if, though contracted during the period of actual performance of duty, the disease, is, in the opinion of the Medical Authorities concerned, due to risks which cannot be regarded as peculiar to such duty in service.
- (c) Where a disease or its aggravation resulted from the risk of duty, attributability/aggravation will be conceded.
- (d) All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravated by service where the medical opinion is in favor of the acceptance.
- (e) Attributability/aggravation in all cases of cardiac disease will be determined in accordance with the guide lines mentioned at the end of this part:-
- (f) Where medical or other supporting documents are incomplete, cases will be dealt with on merits with due regard to medical opinion's other evidence.

Guide lines for determining Attributability/Aggravation in cases of Cardiac decease:-

1. There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pin-pointed as being responsible for such an attack. It is, therefore, not easy to lay any hard and fast rule for awarding attributability / aggravation in such cases. For the guidance of medical and administrative authorities some of the factors which may precipitate the attack of heart disease are enumerated below:-
 - a) Physical Exertion -Coronary occlusion in known to have precipitated during or immediately following physical exertion. Physical exertion may not necessarily be of an un-usual character i.e. lifting of heavy trunk/bundle pushing a stalled vehicle or an up-hill climbing have in many instances been followed by an attack of Coronary occlusion. The effects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress. Attributability will be conceded if a person undergoing stress and strain, pressure and counter pressure by virtue of the nature of his duties, develops psychiatric problem.
 - b) Emotional Strain -The occurrence of Coronary disease in persons who had been under an unusually severe and protracted emotional strain points to a

probable relationship between the two. Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological trauma.

2. The question of attributability / aggravation of heart disease on occurrence in otherwise a normal individual who is subjected to the above mentioned factors will, therefore, have to be considered and decided in the light of known history and merits of each case.
3. While dealing with such cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as award of attributability/aggravation depends on their candid opinion.

55. Grant of Extra Ordinary Pension No Bar to Grant of Ordinary Pension/Gratuity:-

The disability pension may be granted to a University employee even if he is not invalidated from service as result of the disability on account of which the award is made. The grant of disability pension to a University employee is no bar to the grant of any ordinary pension or gratuity for which he may be eligible under these Statutes.

56. Commencement of Extra Ordinary Pension:-

The grant of disability pension shall take effect from the date of the death or injury; provided that where considerable delay has occurred in the presentation of the application for such pension, the grant shall take effect only from the date of the report by the Medical Authority, or in the case of family pension from such date as the sanctioning authority may decide. Such family pension granted to a posthumous child should commence from the date of the birth of the child.

57. No Extra Ordinary Pension to Persons dismissed or removed for Misconduct:-

Every grant of disability pension under this chapter is subject to the provisions of Statutes 8 & 10.

58. Provisions of Ordinary Family Pension to apply if not inconsistent:-

The provisions of the Statutes relating to ordinary family pensions shall apply to disability family pension in so far as, they are not inconsistent with the Statute in this Chapter.

59. Application for Extra Ordinary Pension:-

- (1) When a claim for disability injury pension or disability family pension is preferred, the Head of the Department under whom the injured or deceased University employee was employed, shall forward the claim to the Registrar with the following documents:-
 - (a) A full statement of circumstances in which the injury was received, the disease was contracted or the death occurred;
 - (b) The application for injury pension in Form 8 (Pen.) or the application for family pension in Form 9 (Pen.);
 - (c) In case of an injured University employee, or one who has contracted a disease, a medical report in Form 10 (Pen.);

- (d) In the case of a deceased University employee, a medical report or where he lost his life in such circumstances that a medical report cannot be secured other reliable evidence regarding the actual occurrence of death.
- (2) The Registrar after obtaining the opinion of the Treasurer shall lay the papers before the Syndicate for orders. He will then communicate the orders to the Treasurer who will arrange for the payment of the pension.

60. Degree of Default by University Employee to be considered:-

In making an award under this Chapter the sanctioning authority may take into consideration the degree of default or contributory negligence on the part of the University employee who sustains an injury or dies as a result of an injury or is killed.

61. Award to be made in Pakistan in Rupees:-

All awards under this Chapter shall be made in Pakistan in rupees.

- 62.** In case of re-employment after retirement, Government rules and instructions issued from time to time shall be applicable; but the Syndicate in respect of the employees for whom it is appointing authority and in other cases the Vice-Chancellor shall have the full powers to relax the conditions for reasons to be recorded in writing.

63. Additions/Alterations:-

The Syndicate may make, additions/alterations in these Statutes in conformity with the Government rules and instructions issued from time to time.

CHAPTER IX

The Pension Fund

64. Management of the Pension Fund:-

The management of the pension fund shall vest in the Syndicate which may, from time to time make rules, issue general or specific directions as may be consistent with these Statutes as to:

- a) The conduct of the business of the Pension Fund;
- b) Any matter relating to the Pension Fund or its management of the investment of sum at the credit of the Pension Fund, or the privileges of the depositors not herein expressly provided for, or vary or cancel any rule or direction given.

65. Name of Account in which Investments of the Pension Fund are to Stand:-

All sums paid into the Pension Fund, under these Statutes shall be credited in the books of the University to an account named "The Islamia University Employee Pension Fund Account." All investments of the Pension Fund and the Banking account of the Fund shall be in the name of the Pension Fund.

66. Deposit of Fund:-

The Treasurer shall from time to time pay into any scheduled Bank selected by the Syndicate, to the credit of the Pension Fund to an account to be opened in the name

of the Pension Fund, all moneys received on behalf of the Fund. All moneys to the credit of such account shall be dealt with only in accordance with the Statutes.

67. Investments:-

All moneys from time to time contributed to the Pension Fund by the University or occurring by way of interest or otherwise to the Pension Fund and not immediately required for the purpose of the Pension Fund shall from time to time be invested in the name of the Pension Fund at the discretion of the Syndicate in securities authorized by the Trust Act, 1882.

68. Audit:-

The Accounts of the Pension Fund shall be audited in the same manner as the other accounts of the University.

FORM 1 (PEN)**Referred to in Statute 31 (5)****Nomination for Gratuity**

(For use when the University employee has a family and wishes to nominate one member thereof).

I, _____ hereby nominate the person.

(Name & Designation)

mentioned below, who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death any gratuity which having been admissible to me on retirement may remain unpaid at my death:-

Name & address of the Nominee	Relationship With the University employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the University employee
1	2	3	4	5

Dated this _____ day of _____ 200__ at _____

Signature of
University Employee

Signature of witnesses with full names, addresses & date:

1. _____ 2. _____

(To be filled in by the Head of Department concerned)

Nomination by _____ Designation _____

Department/Office _____

is forwarded to the Treasurer for record...

Signature of the Head of
Department _____

Date: _____

Designation _____

Entered in the Register of Nominations at

Sr. No. _____ on _____

Signature of the Treasurer

FORM 2 (PEN)**Referred to in Statute 31 (5)****Nomination for Gratuity**

(For use when the University employee has a family and wishes to nominate more than one member thereof).

I, _____ hereby nominate the.

(Name & Designation)

persons mentioned below, who are members of my family and confer on each of them the right to receive to extent specified below, any gratuity that may be sanctioned by the University in the event of my death, while in service and the right to receive on my death to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name & address of the nominees	Relationship with the University employee	Age	Amount or share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right conferred on a nominee shall pass in the event of the nominee predeceasing the University employee
1	2	3	4	5	6

N.B The University employee should draw lines across the blank space below last entry to prevent the insertion of any name after he has signed.

Dated this _____ day of _____ 200_____ at _____

Signature of
University Employee

Signature of witnesses with full names, addresses & date:

1. _____ 2. _____

NOTE: Column 4 should be filled in so as to cover the whole amount of the gratuity.
(To be filled by the Head of Department concerned)

Nomination by _____ Designation _____

Department/Office _____ is forwarded to the Treasurer for record.

Signature of the Head of

Department _____

Date: _____

Designation _____

Entered in the Register of Nominations at

Nomination at No. _____ on _____

Signature of the Treasurer

FORM 3 (PEN)
(Referred to in Statute 35)

PART I

(To be filled in and signed by the applicant himself)

APPLICATION FOR PENSION AND/OR GRATUITY

To

The Treasurer,
Islamia University,
Bahawalpur.

Sir,
I have the honor to say that I ** have retired
 **have been permitted to retire
 ** am due to retire

from University service with effect from _____ (date) F.N/A.N.

I, therefore, request that the pension admissible under the Statute may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any pension or gratuity for any portion of my service which commenced on _____ F.N / A.N nor shall I submit any application hereafter without quoting a reference to this application and to the orders passed on it.

3. Should the amount of the pension an/or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the Islamia University Employee (Pension) Statutes, I hereby undertake to refund such excess.

4. I wish to draw my pension by** Cheque / by postal *money order sent at my expense and risk at the address given below.

*To be addressed to the authority competent to sanction the pension.

**Delete inapplicable alternative.

5. The following documents, duly attested, are enclosed:

- i) Three specimen signature of mine.
- ii) Three photographs of mine.
- iii) Two sets of my thumb and finger impressions on the prescribed form.

Your Obedient Servant,
(Signature _____)
(S/o _____)
Post held on the date of

Retirement & Postal address _____

Certified by the Head of Department stating whether the applicant's character, conduct and past service are such to entitle him to pension.

Signature of Head of Department

PART-III

(To be completed by the Office of the Treasurer)

SECTION (I)

(To be completed after receipt of the pension application)

1. Name of applicant _____
2. Father's Name _____
3. Nationality _____
4. Postal Address _____
5. Post held on the date of retirement _____
6. Date of birth of the applicant _____
7. Height _____
- ** 8. Marks of identification _____
(Commencement of Service) _____
9. Date of (Retirement) _____

*Not required in the case of University employee of Class (A).

"Entries Nos. 1,2,3, & 4 should be made in capital letters.

** Not required in the case of Class "A" University employees.

Application for pension _____

10. Date of commencement and ending of each spell of Military service, if any

Y M D

From	to	i.e.,	_____
From	to	i.e.,	_____
Total			_____

11. Length of service, including interruptions, is _____ out of this, the length of non-qualifying service and interruptions is _____.

12. Statutory Authorities/Government under which service has been rendered, in chronological order:

From	to	i.e.,	_____
From	to	i.e.,	_____
From	to	i.e.,	_____
Total			_____

13. Gratuity or pension already received by the applicant.....
-
-

14. Class of pension or gratuity applied for _____

15. (Average) emoluments _____

16. Proposed ordinary pension _____

17. Proposed gratuity _____

18. Date from which pension is to commence _____

Signature of the Treasurer

SECTION (2) -CALCULATION OF QUALIFYING SERVICE

Total length of service, including interruptions Non-qualifying service:

From	To	Period
		Y M D

- i) Service rendered below the age of 20 years.
- ii) Extraordinary leave.
- iii) Suspension not treated as duty or as leave.
- iv) Periods of break in service.
- v) Service rendered before break, if break is not condoned.
- vi) Service forfeited by resignation.
- vii) Unauthorized absence.

Net qualifying service _____	Total:	
Add _____		

If the application is for a compensation pension or gratuity the nature of the change of establishment which has given rise to the claim should be fully stated.

From	To	Period
------	----	--------

Y M D

- i) Period if any Military Service or War Service allowed to count for pension.
- ii) Benefit of condonation of deficiency in service.
- iii) Any other addition to qualifying service.

Total qualifying service _____	Total:	
--------------------------------	--------	--

SECTION (3) CALCULATION OF ORDINARY PENSION

Statement of emoluments during the last 12/36 months **

Period	Duration in Months and Day	Monthly rate of emoluments	Amount draw
From To	M D	Rs. Ps.	Rs. Ps.

The total

Emoluments for

Therefore "average emoluments"

Work out to _____ Rs. _____ 1/36 = Rs. _____

As the length of qualifying service

Is _____ years, the amount of

Gross ordinary pension will be = Rs. _____

OR = Rs. _____

Less 1/4th (if the applicant comes under the

Pension cum Gratuity Scheme = Rs. _____

Amount of net ordinary pension = Rs. _____

SECTION (4) CALCULATION OF GRATUITY

Amount of ordinary pension surrendered
 (See Section (3)) = Rs. _____
 Total amount surrendered = Rs. _____
 Length of qualifying service Years _____
 Rate of Gratuity for every rupee
 Surrendered = Rs. 187/173/160
 Lump Sum gratuity admissible = Rs. _____

Signature of the Treasurer

** Which ever is more beneficial.

PART -IV

Report of the Auditor

PART -V

Orders of the Sanctioning Authority.

1. The service of _____ has been found to be wholly satisfactory. The grant of full pension and/or gratuity, which the University Auditor has found to be admissible, is hereby sanctioned.

Cross out this paragraph with initial, if full pension is not granted

The service of _____ has not been found to be wholly Satisfactory, and it has been decided that the full pension and / or gratuity found by the University Resident Auditor to be admissible under the Pension Statutes should be reduced by the amounts or percentages given below:-

Cross out this paragraph with initial, if full pension is granted.

Amount or percentage of reduction in pension _____

Amount or percentage of reduction in gratuity _____

Sanction is hereby accorded to the grant of pension and/or gratuity as so reduced. The payment of pension and/or gratuity will commence from _____

2. Before issuing the orders sanctioning the pension, the Treasurer should ascertain whether the Last Pay and /No Demand Certificate have been received by him. In case the "No-Demand Certificate" has not been received the University employees should be asked as soon as he retires or his family should be asked in the event of his death before retirement, to give his/its consent in writing to any amount outstanding against him on the date of retirement/death being recovered from the pension and/or gratuity in lump sum or in monthly installments as was the case before University employees retirement before death and recoveries should be made.

By Order of the Syndicate

* Signature: _____

Designation: _____

* Where the sanctioning authority is the Syndicate this order will be signed by the Registrar, other wise the will be signed by the Vice-Chancellor and words "by order of the Syndicate" will be scored out.

FORM 4 (PEN)
(Referred to in Statute 39)
PART -I
REPORT BY THE TREASURER

Subject: Grant of Anticipatory Pension to Mr. _____

Mr. _____ Whose particulars are given below is due to retire or has retired from service of the University with effect from _____ F.N/AN.

1. Full Name
2. Father's Name
3. Caste
4. Residence showing village, Tehsil & District
5. Present (or last) employment, with the name of the Office / Department.
6. Date of Birth

2. According to the calculation made by me, he is entitled to

(1) Anticipatory pension Rs. _____ (in words and figures per mensem)

(2) Gratuity for six months Rs. _____ (in words and figures per mensem)

3. **These Calculations have been made after careful Summary Investigation on the following Points:-**

- (1) Date of first recruitment to the University service.
- (2) Date of beginning of continuous qualifying service (including temporary service over five years without break, or temporary and officiating service followed by confirmation).
- (3) Date on which service ends/ended.
- (4) The period of service that ordinarily does not count for pension.
 - i) The period of service paid from contingencies.
 - ii) Extraordinary leave.
 - iii) Period of suspension with forfeiture of any Part of pay; or
 - iv) Period of training before actual appointment to the University service.
- (5) The length of qualifying service (after deduction of the periods mentioned in item (4) above.
- (6) Class of pension or gratuity (whether compensation, invalid superannuation or retiring)
- (7) Average emoluments or pay for the last three years of service.
- (8)
 - (i) If his service was more than 5 years and less than 10 years the gratuity admissible to him.
 - (ii) If his qualifying service is 10 years or more and he did not die before retirement:-
 - a) the amount of full pension without surrendering 1/4th thereof;
 - b) the amount of 1/4th of the pension that has been surrendered;
 - c) the reduced amount of pension admissible to the University employee item (a) minus item (b);
 - d) gratuity admissible to him.

4. The anticipatory pension will commence from _____ (the _____ date of retirement of the University employee or the day following his death, if he died before retirement).

Treasure

PART II ORDERS OF THE SANCTIONING AUTHORITY

1. The grant of the anticipatory pension and/or gratuity which the Treasurer has found to be admissible, is hereby sanctioned. The anticipatory pension and / or gratuity will commence from _____
2. This order will constitute an authority for the payment to the University employee of the anticipatory pension and/or gratuity till the finalization of his pension case.
3. A copy of the declaration signed by the University employee is attached.
4. This order is being communicated to the University employee separately.

* By Order of the Syndicate

Signature: _____

Designation: _____

Declaration:-

Whereas ** _____ has consented provisionally to advance to me the sum of Rs. _____ (in words and figures) a month as anticipatory pension and or Rs. _____ (in words and figures) a month as gratuity equal to one eighth of the gratuity admissible, in anticipation of the completion of the enquires necessary to enable the University to fix the amount of my pension/gratuity, I hereby acknowledge that my pension/gratuity is subject to revision on the completion of the necessary enquiries, and I promise to accept the amount of the pension/gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension / gratuity so determined.

Signature of the University
employee with full address and date

Signature of witnesses with

Full names, addresses and date.

1. _____

2. _____

FORM 5 (PEN) (Referred to in Statutes 44 to 46 and 50)

Commutation of Pension form of Application:-

I _____ desire to commute Rs. _____ of my Superannuation /Retiring/Invalid/Compensation pension of Rs. _____ a month. I certify that I have answered correctly each and every question below:

Place

Signature

Date

Address

* Where the sanctioning is the Syndicate, this order will be signed by the Registrar otherwise the order will be signed by the Vice-Chancellor and words by order of the Syndicate will be scored out.

** Here state the designation of the authority sanctioning the anticipatory pension.

Questions:**Answers:**

- | | | |
|----|--|-------|
| 1. | What is the date of your birth? | 1. |
| 2. | If you are already drawing a pension, What is its class/amount (quote the number and date of the letter sanctioning it)? | 2. |
| 3. | (a) Have you already commuted a portion of your pension? If so, give particulars? | 3(a). |
| 3. | (b) Has any application from you for commutation of pension ever been rejected, or have you ever accepted to accept commutation of pension declined on the basis of an addition of years to your actual age recommended by the medical authority? If so, give particulars. | 3(b). |
| 4. | At what address do you wish your commutation money to be sent? | 4. |
| 5. | From what date approximately do you wish this commutation to have effect? (This will not in any way affect the discretion of the sanctioning authority in this matter)? | 5. |

Signature of the applicant

Forwarded to the Treasurer
Islamia University Bahawalpur

Signature
Designation of Head of Department

FORM 6 (PEN)**(Referred to in Statute 44)****Part – I****REPORT OF THE TREASURER**

Subject to the medical authority recommending commutation and the condition prescribed in Part II of this form, the capitalized value of _____ out of the monthly pension of Rs. _____ will be payable as stated below:-

Sum payable if the commutation becomes absolute
before the applicant's next birth day which falls on _____

On the basis
of normal
age
i.e., _____
years
Rs. _____

Sum payable if the commutation becomes absolute _____ years after the applicant's birth day but before the next birth day but one Rs. _____

Station: _____

Signed
TREASURER
Islamia University Bahawalpur

PART – II

The commutation for a lump payment of the pension of Rs. _____ is administrative sanctioned on the basis of the report of the Treasurer contained in Part-I above. The sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute or, if the Medical Authority directs that (-----) years shall be added to the age, to the consequent assumed age.

2. The Treasurer, Islamia University, Bahawalpur, will arrange for the medical examination of the applicant and inform him direct where and when he should appear for the examination. The applicant should deliver the enclosed Form 7 (Pen), with the particulars required in Part-I duly filled in to the Medical Authority and should put his signature in the presence of such authority.

Station:

By Order of the Syndicate

*Signature: _____

Date:

Designation: _____

To

(the name and address of applicant)

FORM 7 (PEN)

(Referred to in Statutes 46, 47 & 50)

COMMUTATION OF PENSIONS

Medical Examination by the (here enter the Medical Authority)

PART – I

Statement by the applicant for commutation of a portion of his pension. The applicant must complete his statement prior to this examination by the (here enter the medical authority) and must sign the declaration appended there to in the presence of that authority.

1. Name in full (in block letters)
2. Date of birth
3. Have you ever been granted leave of medical certificate? If so, state period (s) of leave and nature of illness.

*Where the sanctioning authority is the Syndicate, this order will be signed by the Registrar, otherwise the order will be signed by the Vice-Chancellor and the words "by order of the syndicate" will be scored out.

4. Has any application for insurance on your life ever been declined or accepted at an increased premium?
5.
 - i) Have you ever been told that you had albumen or sugar in the urine?
 - ii) Do your rise at right to urinate?
 - iii) Are you now or have ever been on special diet for your health?
 - iv) Has there been any marked increase or decrease in your weight within the past three years if so how much?
- 6 Have you been under the treatment of any doctor within the last three months, if so, for what illness?

DECLARATION BY APPLICANT

(To be signed in presence of the medical authority).

I declare all the above answers to be, to the best of my belief true and correct.

I will fully reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.

I am fully aware that by willfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation. I have applied for, and of having my pension withheld or withdrawn under Statute 8 of the Islamia University Employee (Pension) Statutes, 1979.

Applicant's Signature or
hand thumb impression signed in
the presence of
affixed (Signature and designation
Of the medical authority

FORM 7 (PEN) Contd.

PART – II

(To be filled in by the examining medical authority)

1. Apparent age.
2. Weight
3. Height
4. Girth of abdomen at level of umbilious.
5. Pulse Rate.
 - a) Sitting
 - b) Standing
 What is the character of the pulse?
6. What is the condition of arteries?

7. Blood Pressure
 - a) Systolic
 - b) Diastolic
8. Is there any evidence of disease on the main organs:
 - a) Heart
 - b) Lungs
 - c) Liver
 - d) Spleen
9. Does the chemical examination of urine show?
 - (i) albumen (ii) sugar? State specific gravity
10. Has the applicants a rupture? If so, state the kind and if reducible
11. Describe any scar or identifying marks.
12. Any additional information bearing on the condition of the applicant's health

Station: (Signature and designation of
Examination Medical Authority)

Date:

Part – III

I / We have carefully examined _____ and am/are of opinion that either he is/are not in (Name of applicant) good bodily health and has prospects of an average duration of life/is not a fit subject for commutation or (in the case of an impaired life which is yet considered a fit subject for commutation as _____ is suffering from _____ (Name of applicant)

His age for the purpose of commutation i.e., his age next birthday should be taken to be _____ years more than his actual age.

(Left hand thumb and finger
impression of the University
employee)

Station: (Signature and designation of the
Examining medical authority)

Date:

NOTE:- In the case of an impaired life, if the pensioner desires, after the medical examination, to record his acceptance of the reduced commutation value without

waiting for an intimation of the revised commuted value from the Treasure, he may intimate to that officer an unconditional acceptance which will be treated as final and irrevocable.

FORM 8 (PEN)
(Referred to in Statute 59 (1))
(FORM OF APPLICATION FOR INJURY PENSION OR GRATUITY)

1. Name of applicant.
2. Father's Name
3. Race, sect and caste.
4. Residence, showing village Tehsil & District
Paragana
5. Present or last employment, including name of establishment.
6. Date of beginning of service.
7. Length of service, including interruptions.
 - a). Service as Class "A" and "B" University employee.
 - b). Service as Class "C" University employee.
 - c). Non qualifying service and interruptions.
8. Classification of injury.
9. Pay at the time of injury
10. Proposed Pension or gratuity
11. Date of injury.
12. Place of payment
13. Special remarks, if any.
14. Date of applicant's birth by Christian era*.
15. Height.
16. Remarks.

Thumb and finger impression of the
applicant thumb, fore-finger, middle
finger, ring finger and little-finger.

17. Date on which the applicant applied for pension.

Signature of the Head
of Department

NOTE: In the case of ladies and University employees of Class "A" thumb and finger impressions and particulars of height and personal marks are not required.

* If the exact date is not known, the approximate date based on authentic information should be mentioned.

FORM 9 (PEN)**(Referred to in Statutes 59(1))****FORM OF APPLICATION FOR FAMILY PENSION**

Application for an extra ordinary pension for family of the late A.B who was killed,
or died of (injuries received in the execution of duty). Submitted by
the _____

- | | | |
|-------------------------|-----|--|
| | 1. | Name and residence showing village. Tehsil and District. |
| | 2. | Age |
| | 3. | Height |
| Description of claimant | 4. | Race, caste or tribe |
| | 5. | Mark for identification. |
| | 6. | Present occupation and pecuniary circumstances. |
| | 7. | Degree of relationship to deceased. |
| | 8. | Name. |
| | 9. | Occupation and service. |
| Description of deceased | 10. | Length of service. |
| | 11. | Pay when killed. |
| | 12. | Nature of injury causing death |
| | 13. | Amount of pension or gratuity proposed. |
| | 14. | Place of Payment |
| | 15. | Date from which pension is to commence. |
| | 16. | Remarks. |

Name

Date of birth by
Christian ere.

Name and age of	Sons Widows
surviving kindred	Daughter
of deceased.	Father
	Mother

NOTE: If the deceased has left no son, widow, daughter, father or mother surviving him the word "none" or "dead" should be entered in the space against such relative.

Signature of the Head of
Department

Place: _____

Dated: _____

NOTE: Entries 1,4,8 and 14 to be entered in block capital.

CONFIDENTIAL

FORM 10 (PEN)
(Referred to in Statute 59 (1) (c))

**FORM TO BE USED BY MEDICAL AUTHORITY WHEN REPORTING
 OF INJURIES.**

PROCEEDINGS OF MEDICAL BOARD.

Proceedings of Medical Board assembled by order of _____ for the purpose of
 examining and reporting on the present state of injury sustained/disease contracted by
 _____ at _____ (Place of injury) on the
 _____ (date of injury, etc..)

- a) State briefly the circumstances under which the injury was sustained/disease contracted.
- b) What is the University employee's present condition?
- c) Is the University employee's present condition wholly due to the injury/disease.

If not, state to what other causes it is attributable.

- d) In the case of disease, from which date does it appear that the University employee has been incapacitated?

The opinion of the Board upon the question below is as follows:

As to first	As to second	As to third
Injury	injury (if any)	Injury (if any)

1. Has the University employee lost any eye or a limb?
2. If the answer to (1) is in the negative, is the injury equivalent to the loss of a limb?
3. If the answers to (1) and (2) are in the negative, is the injury very severe?
4. If the answer to (3) is 'yes' for what total period from the date of injury has the University employee been, or is he likely to be unfit for duty?
5. If the answers to (1), (2) and (3) are in the negative, is the injury severe?
6. If the answer to (5) is "yes" _____
 - a) is the injury likely to be permanent?
 - b) and, if so, for what total period from the date of the injury has the University employee been, or is he likely to be, unfit for duty?
7. * If the answer to (2) was "Yes", in the first instance,
 - a) are the effects of the injury still equivalent to the loss of a limb, and if not?
 - b) are they very severe?

* For use in the case of subsequent medical board for renewal of award

8. If the answer to (3) was “Yes”, in the first instance, are the effects of the injury still very severe?
9. If the answers to the questions above are in the negative, the injury should be classified here as severe but not likely to be permanent” or slight and permanent, or in similar terms.

Instruction to be observed by the Medical Board preparing the Report

1. The Medical Board before recording their opinion should invariably consult the proceedings of previous medical boards, if any, as also all previous medical documents connected with the University employees brought before them for examination.
2. If the injuries be more than one, they should be numbered and described separately and should it be considered that, for instance, though only “severe” or “slight” in themselves, they represent together the equivalent of single “very severe” injury, such an opinion may be expressed in the columns provided.
3. In answering the questions in the prescribed form the Medical Board will confine itself exclusively to the medical aspect of the case and will carefully discriminate between the University employees un-supported statements and the medical and documentary evidence available.
4. The Board will not express any opinion either to the University employees examined, or in their report, as to whether he is entitled to compensation, or as to the amount of it, nor will it inform the Government servant how the injury has been classified.

Chapter 19 Statutes relating to the Elections of Members of the Senate, Syndicate and Academic Council Islamia University, Bahawalpur
(Under section 22 (1) (xi), (xii), (xiii) and (xv) and under clauses (v),(vi),(x) & (xi) of Section 24 (1) and clauses (viii), (ix), (x) & (xi) of Section 26 (1) of the Islamia University of Bahawalpur, Act, 1975

PART-I

PRELIMINARY

1. Short Title:-

These Statutes may be called "The Islamia University Bahawalpur (University Senate, Syndicate & Academic Council) Election Statutes, 1977".

2. Definitions:-

- (1) In these Statutes, unless a different intention appears from the subject or the context, the following expressions shall have the meanings hereby respectively assigned to them that is to say:-
 - (a) "Act" means the Islamia University of Bahawalpur Act, 1975.
 - (b) "Dean" means Dean as defined in Section 2 (viii) of the Act, 1975.
 - (c) "Electoral Rolls" means the Electoral Rolls prepared and maintained under Part-II of these Statutes.
 - (d) "Elector" means any person whose name is borne on the Electoral Rolls prepared and maintained under Part II of these Statutes,
 - (e) "Senate", "Syndicate" and "Academic Council" mean the Senate, Syndicate and Academic Council of the Islamia University, Bahawalpur.
 - * (f) "Teachers" means teacher as defined in Section (xxii) of the University Act, 1975.
- (2) All expressions used in these Statutes and defined or used in the Act shall have the meanings respectively assigned to them in the Act.
 Provided the Syndicate may declare any particular category persons like Demonstrators of Quaid-e-Azam Medical College as teachers

PART -II

PREPARATION OF ELECTORAL ROLLS

3. Reparation & Maintenance of Electoral Rolls for Elections of University Teachers, Principals and Teachers of the Affiliated Colleges and the Representatives of the Students Unions:-

In pursuance of Section 22 (1) (xi),(xii), (xiii) & (xv) and under clauses (v),(vi),(x) & (xi) of Section 24 (1) and clauses, (viii), (ix), (x) & (xi) of Section 26 (1) of the Act, The Registrar shall prepare and maintain a list of all the University Teachers, Principals and Teachers of the Affiliated Colleges which shall contain their respective dates of appointment as well as the fact whether each such teacher is a Professor, Associate Professor, Assistant Professor or Lecturer and whether any of them is a Chairman of University Teaching Department as well as the list of all the President of the students Unions of the Affiliated Colleges

*Amendment approved by the Chancellor's Committee held on 17.12.1988

4. Preliminary Electoral Rolls:-

- (1) The Registrar shall prepare and publish the preliminary lists , mentioned in Statute 3 above by the date to be fixed by the Vice-Chancellor and prominently display one copy thereof at the Registrar Office.
- (2) The Registrar shall make available copies of this list on payment of Rs 2/- each.

5. Presentation of claims and objections:-

Electors claiming to have their names entered in the list of Electors having any objections to make against any entry therein shall make their claims and objections in writing to the Registrar within 10 days of the publication of the preliminary lists.

6. Disposal of claims and objections or corrections:-

Existing

The Registrar shall decide the claims and objections within two days following the last day fixed for the receipt of claims and objections and if necessary on the days following ,after hearing both the parties.

Amendment/addition

- 1) The Registrar shall decide the claims and Objections within two days following the last day fixed for the receipt of claims and objections and if necessary on the days following, after hearing both the parties
- 2) The Registrar shall also make such additions or modifications in the electoral rolls as may be required on account of any decision or such clerical or printing errors as may come to his notice in any manner.

7. Application for Revision of the orders of the Registrar:-

- (1) Any Elector aggrieved by a decision of the Registrar under Statute 6 may, not later than the office hours of the fourth day following the last day fixed for disposal of claims and objections, prefer any application in writing to the Registrar for revision of the order.
- (2) The Registrar shall receive the application and refer it to a Revision Committee, consisting of one Dean (Chairman) and two members of the Chancellor's Committee/Syndicate to be nominated by the Vice-Chancellor. The Vice-Chancellor shall also nominate a person who will preside over the meeting of the Committee in the absence of the Dean. Two members shall form quorum for the transaction of business by the Committee.
- (3) The applications for revision shall be disposed of by the Committee within two days after the last day of their receipt by the Registrar. Decision shall be made according to the majority, if there is such a majority. If the members are equally divided, the decision of the Chairman shall be final.

8. Electoral Roll:-

The additions to and deletions from the preliminary lists shall be notified and displayed within two days of the decisions of the Revision Committee.

9. Inspection:-

Any Elector may inspect, in the office of the Registrar, the Electoral Rolls, free of charge, during office hours.

10. Copies of the Electoral Rolls:-

The Registrar shall make available copies of the Electoral on payment of. Rs.2/-each.

11. Eligibility for Election:-

No person shall be qualified to vote or to be elected at any election held under these Statutes unless his name is borne on the Electoral Rolls.

PART-III**CONDUCT OF ELECTIONS****12. Returning Officer:-**

The Registrar shall be the Returning Officer and shall conduct the election in accordance with the provisions of these Statutes.

13. Notifications Regarding Elections:-

Whenever a date or dates is/are fixed by the Vice-Chancellor for holding elections, the Returning Officer shall issue notifications specifying the following:

- (a) Number of members to be elected.
- (b) The day (hereinafter referred to as the "Nomination Day") and time, on, by or within which nomination papers shall be received by the Returning Officer;
- (c) the day (hereinafter referred to as the "Scrutiny Day") for the scrutiny of nominations;
- (d) the day (hereinafter referred to as the "Withdrawal Day") for the withdrawal of candidature
- (e) the day (hereinafter referred to as the "Polling Day") or days, hours and place on and at which a poll shall, if necessary, be taken and ballot papers shall be examined and counted.

14. Nominations:-

- (1) An elector may nominate any other elector to be a candidate for election by proposal on a prescribed form, obtainable from the Returning Officer, seconded by another elector. The names and particulars of the proposer, the person proposed and the seconder stated in the nomination form shall not be different from those entered in the Electoral Rolls. The person proposed shall sign the nomination form as a token of his consent to stand for election.
- (2) The nomination form shall be forwarded to the Returning Officer, by name, so as to reach him not later than the day and time specified in the election schedule.

- (3) The Returning Officer shall record in writing the date and time of the receipt of each nomination received by him, shall enter these particulars in a register to be kept for this purpose and shall issue an acknowledgement receipt.

15. Number of Nominations:-

An elector shall be entitled to nominate as many candidates for election as there are vacancies in each cadre, but he shall use separate nomination papers for each candidate.

16. Invalidation of Nomination : –

If an elector nominates a greater number of nomination papers than the number of vacancies, then the nominations in excess of the vacancies and received later than the other nomination papers filed by the same elector shall be declared as invalid.

17. Scrutiny of Nomination:-

- (1) The Returning Officer shall display at his officer on the second day following the nomination day a list of all nominees, who have been proposed and seconded, along with the names of their respective proposer and seconders, as shown in the nomination papers. On the scrutiny day, the Returning Officer shall scrutinize the nomination papers and declare which of the nominees have been validly nominated and are qualified for election. He shall prepare and publish a list of the validly nominated person (hereinafter called the candidates) in alphabetical order. The rejection of a nomination paper shall not *ipso facto* invalidate the nomination of a candidate under any other valid nomination paper.
- (2) If the number of the candidates is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all such candidates elected.

18. Withdrawal of Candidature:-

- (1) Any candidate may withdraw his candidature by notice in writing subscribed by him and delivered by him to the Returning Officer within the Office hours of the withdrawal day.
- (2) No candidate, who has withdrawn his candidature, shall be allowed to cancel his withdrawal.
- (3) If the number of candidates, who have not withdrawn, is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all such candidates elected.
- (4) If the number of candidates after withdrawal, if any, is greater than the vacancies to be filled, polls shall be held. The Returning Officer shall cause the name of each candidate and the fact of his candidature to be displayed outside the Registrar's officer.

19. Contents of Ballot Papers:-

A ballot paper shall contain the names of candidates in alphabetical order. It shall be sealed with the seal of the University and signed by the Returning Officer.

20. Committee to assist the Returning Officer:-

The Vice-Chancellor shall appoint three persons none of whom is a candidate, proposer seconded in the election, to assist the Returning Officer in the Supervision of polling and counting of votes.

21. Spoiling of Voting Paper:-

An elector, who has inadvertently dealt with his ballot Paper in such a manner that it cannot properly be used, or who has lost his ballot paper, may after delivering the spoiled ballot paper to the Returning Officer or, in case of the loss after satisfying him of the loss of the ballot paper, obtain another ballot paper. The counter-foil of the spoiled or lost ballot paper shall be marked as cancelled and the new one supplied to the elector. This new ballot paper and its counter-foil shall be marked as duplicate.

22. (1) The Returning Officer shall supply to each elector a ballot paper containing the names of candidates in alphabetical order. The ballot paper shall be sealed with seal kept by the Returning Officer in his personal custody and the counter-foil of the ballot paper shall bear the number of the elector in the Electoral Rolls. Each ballot paper shall be signed by the Returning officer.

*** (2)** An elector shall vote by putting a cross (x) in the space provided for the purpose, against the name of the candidate for whom he wishes to vote. The voting shall be by secret ballot. Voting under these Statutes shall be in person or by registered post, provided that the local voter shall cast his vote in person.

*** (3)** The ballot paper shall be posted to the electors 15 days before the date fixed for voting or issued to them immediately before the actual polling in case of electors of local affiliated colleges or University Departments, provided that in case of in-service voters of the affiliated colleges, the ballot papers will be supplied to them through the Principals of the Colleges, while other ballot papers will be posted direct to the individuals at their given addresses.

(4) Tendered Ballot Papers:-

If a person representing himself to be an elector applies for a ballot paper when another person has already voted under the name of person so applying, he shall be entitled to receive a ballot paper in the same manner as any other elector. Provided that this ballot paper and the counter-foil thereof shall be marked as "Tendered Ballot Paper". A tendered ballot paper shall not be put in the ballot box but shall be kept in a separate packet bearing the label "Tendered Ballot Paper" and shall not be included in the count. The voter shall however, put his mark on the ballot paper in favor of the candidates selected by him.

(5) Challenging of Electors:-

If at the time a person applies for a ballot paper for the purpose of voting, a candidate or his Polling Agent declares to the Returning Officer that the said person is not entered in the Electoral Rolls or is not the person whose name is entered in the Roll and under-takes to prove the charge and deposits with the Returning Officer in cash a sum of Rs. 2/. The Returning Officer may after warning the person of the consequences and obtain on the counter-foil his thumb impression and also his signatures, issue a ballot paper to that person. This ballot paper shall be marked as "Challenged Ballot Paper" and shall not be put in the ballot box nor included in the count but shall be placed after being marked by the elector in a separate packet bearing the label Challenged Ballot Papers.

* Amendment approved by the Chancellor's Committee on 31.05.1984

Before issuing a ballot paper to elector the Retuning Officer shall obtain the thumb impression as well as signature of the elector on the counter-foil.

23. Scrutiny of Ballot Papers and counting there of:-

- (1) After the closing of the poll, the ballot box shall be opened in the presence of the Retuning Officer and such of the candidates or their authorized agents referred to in Statute 24 as may be present. The Returning Officer shall examine each ballot paper and reject any which is invalid. The Returning Officer shall then proceed to count the number of valid papers.
- (2) A ballot paper shall be invalid.
 - (i) if it bears any identifying mark; or
 - (ii) there is upon it any name, word or sign by which the person voting may be identified; or
 - (iii) it does not bear the official mark; or
 - (iv) it has been left blank by the voter; or
 - (v) the vote has been cast in favour of more candidates than the number of persons to be elected; or
 - (vi) there is any uncertainty about the identity of the candidate in whose favour the vote has been cast; or
 - (vii) there is any defacement creating a doubt that there has been an attempt to alter or erase the mark of voting.

24. Presence of Candidate or his Agent:-

A candidate, or in his absence his authorized agent who must be a voter, shall be allowed to be present at the time of counting of votes.

25. Objection to the order of the Returning Officer:-

Objections to the decision of the Returning Officer regarding the validity or otherwise of a ballot paper must be made in writing immediately.

26. Counting of Votes:-

- (1) The total number of valid votes received by each candidate would be entered in the counting sheet (s). In case of equality of valid votes between two or more than two candidates the senior in length of University service in the cadre shall be deemed to have been elected.
- (2) The signatures of such of the candidates or their authorized agents, as may be present, will be obtained by the Returning Officer, who should himself sign that sheet.
- (3) It shall be open to the Returning Officer to obtain, with the approval of the Vice-Chancellor such assistance as may be necessary for the purpose of counting of votes.

27. Declaration and Publication of the Result of the Election:-

- (1) Immediately after counting of votes, a list of elected persons shall be prepared by the Returning Officer; Provided that the Returning Officer shall give a Copy of the counting sheet signed by him to any candidate on his demand.
- (2) A copy of the list prepared under clause (1) of Statute 27 shall be displayed, outside the office of the Returning Officer, the same day.

28. Election Petitions:-

- (1) The election of any candidate shall not be called in question except by means of an election petition, which shall state clearly the nature of the objection and be presented to the Returning Officer within ten days of the declaration of the result.
- (2) The petition shall be decided by a Committee, consisting of the Vice-Chancellor and two other members to be nominated by him. In case the Vice-Chancellor is unable to attend a meeting of the Committee, he shall nominate another member to act as the third member. If any one of the other two members of the committee is unable to attend a meeting, the Vice-Chancellor shall appoint another member to act in his place.
- (3) The Committee shall give reasonable opportunity to the petitioner as well as to the respondent to adduce evidence in support of their respective claims.
- (4) The Vice-Chancellor shall be ex-officio Chairman of the Committee. If, however, the Vice-Chancellor is not present at any meeting, the three members shall elect one of them as Chairman of the meeting.
- (5) The decision of the Committee shall be final. In case of difference of opinion the decision of the majority shall prevail.
- (6) The decision shall be given by the committee within two weeks from the last day for the presentation of election petition.

29. Publication of Result:-

The names of the persons elected shall be forthwith submitted to the Vice-Chancellor for approval and, if, approved shall be published by the Returning Officer in a notification of the Islamia University, Bahawalpur.

30. Preservation of Election Papers:-

The Returning Officer shall retain until the expiry of two months from the date of the election all the papers connected with the election in a sealed cover to be sealed in the presence of the members appointed to assist him and shall then, subject to any direction to the contrary given by the Vice-Chancellor, cause them to be destroyed.

31. Delegation of Functions of the Registrar:-

If the Registrar is, for any reason, unable to perform any of the duties assigned to him by these Statutes, the Vice-Chancellor may, in writing, appoint any other officer of the University to discharge those duties.

- *32. For holding a By-election, the Registrar shall, in case the electoral roll was prepared and notified more than three months before the date of By-Election prepare it after in accordance with the rules and procedures detailed above.
- *33. With reference to clause (xi) of Section 22 of the Islamia University of Bahawalpur Act, 1975, the number prescribed is five University teachers.
- *34. With reference to clause (xiii) of section 22 of the Islamia University of Bahawalpur Act, 1975, the number prescribed is five teachers from the affiliated colleges.
- *35. In case of the newly constituted Senate, Syndicate and Academic Council, the term of elected/ nominated members shall commence with effect from the first meeting of such Authorities.

*Amendment approved by the Senate dated : 21-07-1990

**Chapter 20 Statutes relating to Maintenance of Register of Registered
Graduates and their Election to the Senate
(Under Section 30 (1) (c) and (f) of the Islamia University of Bahawalpur
Act, 1975.)**

PART 1

PRELIMINARY

1. Short Title:-

These Statutes may be called the Islamia University, Bahawalpur (Maintenance of Register of Registered Graduates and their Election to the Senate) Statutes, 1977.

2. Definitions:-

- (1) In these Statutes unless a different intention appears from the subject or the context the following expressions shall have the meanings hereby respectively assigned to them, that is to say:
 - a. "Act" means the Islamia University of Bahawalpur Act 1975.
 - b. "Elector" in respect of elections under clause (xvi) of Section 22 (1) of the Act, means a graduate whose name is entered in the Register of Registered Graduates maintained by the Registrar under clause (b) of section 16 of the Act.
 - c. "Member" means a member of the Senate to be elected under Section 22 (1) (xvi).
 - d. "Register" means Register of Registered Graduates as defined in clause (a) and (b) of sub section (xvii) of section 2 of the Act.
 - e. "Senate" means Senate of the Islamia University, Bahawalpur.
 - f. "University" means Islamia University, Bahawalpur.
- (2) The Expressions used in these Statutes and defined or used in the Act shall have the meanings assigned to them in the Act.

PART II

PREPARATION AND MAINTENANCE OF REGISTER

3. Preparation and Maintenance of Register:-

- (1) In pursuance of clause (b) of Section 16 of the Act, the Registrar shall prepare and maintain the Register of Registered Graduates.
- (2) Any graduate who has taken a degree in any Faculty from the University, or a graduate of any other University who ordinarily resides within the territorial jurisdiction of the University shall on payment of registration fee of Rs. 10/- be entitled to have his name entered in the Register.

4. Issue of Notice of Enrolment:-

The Registrar shall, before the 1st day of December, or such other date as may be fixed by the Syndicate/ Chancellor's Committee in each year notify in such manner as may be prescribed by the Syndicate/ Chancellor's Committee that Register is to be prepared and revised and shall also state the last date for the receipt of applications for enrolment. A copy of such notice shall also be put up on a notice board outside the office of the Registrar.

5. Applications for Enrolment:-

- (1) Applications for enrolment in the prescribed form, obtainable from the Registrar must be delivered to the Registrar before the last date as fixed under Statute 4 above:
- (2) The applicant shall fill in the form in his own hand writing and get it attested.
 - a. by a Magistrate of the first class or a Civil Judge or a Subordinate Judge;
OR
 - b. in the case of a graduate of the University by the Dean/ Chairman of the University Teaching Department, Principal of an Affiliated colleges or an Ex-Officio Member of the Senate;
OR
 - c. in the case of a graduate of a University other than the Islamia University, Bahawalpur, by the Principal of the college from which the applicant graduated or an officer of grade 17 or above or a Class A Officer of the University ;
OR
 - d. by a member of the Syndicate/Chancellor's Committee;
OR
 - e. in the case of a graduate/Armed Forces, by a Commissioned Officer of the Armed Forces.
- (3) The address shown in the application shall be the one where the applicant normally resides or carries on his business.
- (4) The Registrar shall reject any application made in contravention of clause (1), (2) or (3). The Registrar shall, without any application for the purpose, enter in the Register, the name of every person whose name is borne on the existing Register of Graduate for life.

6. Preliminary Register:-

- (1) The Registrar shall prepare and publish a Preliminary Register within fifteen days of last date fixed for the receipt of applications, and shall put up one copy of such Register outside his office on a notice board.
- (2) The Registrar shall make available copies of the Register mentioned in clause (1) on payment of Rs. 10/- per copy.

7. Presentation of Claims and Objections:-

Graduates claiming to have their names entered in the Register and graduates having any objections to make against any entry in the Register shall make their claims and objections in writing to the Registrar on or before the fourteenth day of the publication of the Preliminary Register.

8. Disposal of Claims and Objections:-

The Registrar shall decide the claims and objections on the third day following the last day fixed for the receipt of claims and objections and, if necessary, on the days following.

9. Application for Revision of the Orders of the Registrar:-

- (1) Any person aggrieved by a decision of the Registrar under Statute 8 may, not later than the office hours of the day following the date of the order, make an application in writing to the Registrar for revision of the order.

- (2) The Registrar may refer the applications for revision made against his decision to a committee consisting of three members nominated by the Syndicate/Chancellor's Committee annually for this purpose. Two members shall form quorum for the transaction of business by the Committee. It shall elect its Chairman for the meeting.
- (3) The applications for revision may be disposed of by the Committee on the day following the day of their presentation to the Registrar and if necessary, on the days following Decision shall be made according to the majority. If the members are equally divided, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

10. Change of Address:-

Registered Graduates shall notify the change of their Addresses, if any, to the Registrar by post under a registered cover (acknowledgement due), which must reach the Registrar by the third day following the date fixed for the disposal of claims and objections by the Registrar.

11. Final Register:-

The Registrar shall make such additions to and cancellation, or amendments in the Register as may be required in accordance with the orders passed under Statutes 8 and 9 and the changes notified under Statute 10, and shall on the sixth day following the day fixed for the disposal of claims and objections by the Registrar published the Revised Register and put up a copy of the Revised Register on a notice board outside his office.

12. Inspection of Final Register:-

Any Registered Graduate, may, on an application to the Registrar inspect the Final Register free of charges during office hours.

13. Copies of Register:-

The Registrar shall make available copies of the Final Register mentioned in Statute 11 on payment of a fee of Rs. 10/- per copy.

14. Registered Graduates to Vote:-

No person shall be qualified to vote or to be elected at any election held under these Statutes unless his name is borned on the Register of Registered Graduates.

PART. III

CONDUCT OF ELECTION

15. Returning Officer:-

The Registrar shall be the Returning Officer and shall conduct the election in accordance with the provisions of these Statutes.

16. Notification Regarding Election:-

Whenever a date or dates is / are fixed by the Vice-Chancellor for holding an election to fill any vacancy among the members elected by the Registered Graduates the Returning Officer shall issue a notice specifying the following (hereinafter referred to as election schedule) and in the manner as may be prescribed by the Vice-Chancellor from time to time.

- a. Stating the number of vacancies to be filled in by the Registered Graduates; and
- b. Specifying the following, namely:---
 - i. the day (hereinafter referred to as the "Nomination Day" and time on by or within which nomination papers shall be received by the Returning Officer;
 - ii. the day (hereinafter referred to as the "Scrutiny Day") for the scrutiny of nominations;
 - iii. the day (hereinafter referred to as the "Withdrawal Day") for the withdrawal of candidature;
 - iv. the day (hereinafter referred to as the "Polling Day") or days, hour and place on and at which a poll shall, if necessary, be taken, and ballot papers shall be examined and counted.

17. Nomination:-

- (1) An elector may nominate any other elector to be a candidate for election by proposal on a prescribed form obtainable from the Returning Officer, seconded by another elector. The name, academic qualifications, titles, if any, and the address of the proposer, the person proposed and the seconder stated in the nomination form shall not be different from those entered in the Register of Registered Graduates. The person proposed shall sign the nomination form as a token of his consent to stand for election.
- (2) The nomination form shall be forwarded to the Returning Officer by name by post under registered cover so as to reach him not later than the day and time mentioned in sub-clause (i) of clause (b) of Statute 16.
- (3) Each candidate may provide, at the time of his nomination, a statement of not more than hundred words containing information to name, appointment and department, academic qualifications, age and position of office held at any time in public bodies with dates of tenure or any other relevant date that he might think necessary for canvassing support. Such information shall be printed by the Registrar as summary of information for distribution with ballot paper.
- (4) The Returning Officer shall record in writing the date and time of the receipt of each nomination received by him and shall enter the particulars in a register to be kept for this purpose.

18. Number of Nominations:-

An elector shall be entitled to nominate as many Registered Graduates for election as members as there are vacancies but he shall use separate nomination paper for each candidate.

19. Security:-

1. Each nominee shall deposit as security a sum of rupees one hundred in cash in the University Branch of the Habib Bank and shall attach the receipt thereof with the nomination paper.

2. The Security shall be refundable, if the nominee withdraws his name by the withdrawal day.
3. The Security shall be forfeited in case the nominee fails to secure twenty-five percent of the total votes cast.

20. Invalidation of Nominations:-

- (1) If an elector nominates a greater number of nomination papers than the number of vacancies then the nominations in excess of the vacancies and received last, shall be declared as invalid.
- (2) If a nominee fails to comply with the provisions of clause (1) of Statute 19, his nomination papers shall be declared invalid.

21. Scrutiny of Nominations:-

The Returning Officer shall display outside his office on the day following the nomination day a list of all the nominees who have been proposed and seconded. On the scrutiny day the Returning Officer shall scrutinize the nomination papers and declare which of the nominees have been validly nominated and are qualified for election. He shall prepare a list of the validly nominated persons (hereinafter called the candidates) in alphabetical order.

22. Withdrawal of Candidature:-

- (1) Any candidate may withdraw his candidature by notice in writing subscribed by him and delivered to the Returning Officer within the office hours of withdrawal day.
- (2) No candidate who has withdrawn his candidature shall be allowed to cancel his withdrawal.
- (3) If the number of candidates, who have not withdrawn, is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates to have been elected.
- (4) If the number of candidates after withdrawal, if any is greater than the vacancies to be filled, polls shall be held. The Returning Officer shall cause the name of each candidate and the fact of his candidature to be displayed outside the Registrar's Office.

23. Dispatch of Ballot Papers:-

The Returning Officer shall send not later than the fifteenth day of the date of declaration of nominations to every elector at the address given in the Register.

- i. a ballot paper sealed with seal prescribed by the Vice-Chancellor and on its counterfoil shall be noted the number of elector in the Register;
- ii. a summary of information in respect of each candidate who has provided the information in accordance with Statute 17;
- iii. a form of declaration providing for the elector to state his name and qualifications;
- iv. two envelopes, one marked "ballot paper" and the other address to the Returning Officer;
- v. the ballot paper shall contain the names of all duly nominated candidates arranged in alphabetical order and a rectangle opposite to the left of the name of each candidate and the instructions as to the manner in which the ballot paper shall be completed;

- vi. Information about the date and hours of polls, number of vacancies, a copy of the election schedule and a form of the letter of intimation to be filled in and signed by the elector.

24. Non-Receipt Ballot paper:-

No election shall be held invalid merely because an elector has failed to receive the ballot paper and letter of intimation in time or to return it to the Returning Officer within the time prescribed for the purpose.

25. Members of the Syndicate / Chancellor's Committee to assist the Returning Officer:-

The Syndicate/Chancellor's committee shall appoint four members of the Syndicate/Chancellor's committee to assist the Returning Officer in the supervision of polling and counting of votes. The Returning Officer, and not the members so appointed, shall decide whether a ballot paper is valid or not.

26. Loss or Spoiling of Voting Paper or Letter of Intimation:-

An elector, who has inadvertently dealt with his ballot paper or letter of intimation in such a manner that it cannot properly be used, or who has lost his ballot paper or letter of intimation or both, may, after delivering the spoiled ballot paper, or letter of intimation, or both, to the Returning Officer or after satisfying him of the loss of the ballot paper or letter of intimation, or both, as the case may be obtain another ballot paper or letter of intimation or both. The counter-foil of the lost or spoiled ballot paper shall be, marked as cancelled and the new one supplied together with its counter-foil shall be marked as 'duplicate'.

27. Filling of Ballot Paper:-

An elector shall vote by putting a cross in the space provided for the purpose against the name of the candidate for whom he wishes to vote, but he shall not vote for more candidates than the number of vacancies to be filled.

28. Voting:-

- (1) An elector may vote either in person, or by post.
- (2) An elector, who choose to vote in person, shall sign the letter of intimation, giving his serial number, at the notified place of poll on the day and within the hours notified for the purpose in the presence of the Returning Officer or one of the members appointed under Statutes 25. The letter of intimation shall be countersigned by the Returning Officer or a member of the Committee, as the case may be. The closed envelope, bearing no identifying mark outside containing the ballot paper, duly filled, shall then be placed in one locked box and the letter of intimation in the other. No ballot paper shall be received after the expiry of the time notified for the purpose.
- (3) An elector desiring to vote by post, shall sign his letter of intimation in the presence of: -
 - i. the principal of Degree College affiliated to the University;
 - ii. a Civil or a Subordinate Judge; or
 - iii. a Magistrate of the First Class; or
 - iv. a class A officer of the University; or
 - v. in case an elector is in Military service, he shall sign his letter of intimation in the presence of the Officer Commanding or Adjutant of his Unit.

The authority, in whose presence the elector has signed his letter of intimation, shall authenticate the letter of intimation with his signatures and the seal of office. The Elector having marked the ballot paper as provided in Statute 27, shall place the ballot paper, duly filled, without any other matter, in the envelope marked "ballot paper" which he shall seal. He shall transmit to the Returning Officer in the second envelope the letter of intimation and the sealed envelope marked "ballot paper" and forward the same by registered post so as to reach the Returning Officer not later than the date and hours notified for the closing of the poll. Any envelope received after the expiry of the time notified for the purpose or otherwise than by Registered post shall be treated as invalid. Any envelope duly received shall be placed in a box and kept in safe custody.

29. Scrutiny of Letter Intimation, Ballot Papers and Counting Thereof:-

- (1) After the expiry of the hour notified for the closing of the poll, the box containing the envelopes received by post, mentioned in clause (3) of Statutes 28, shall be opened in the presence of the Returning Officer and such of the candidates or their authorized agents referred to in Statute 30 as may be present. Each such envelope shall be opened and the Returning Officer shall examine each letter of intimation. If a letter of intimation is found to be unsigned or not authenticated in the manner prescribed in Statute 28, the accompanying ballot paper shall be treated as invalid. If the letter of intimation is found to be in order, the envelope containing the ballot paper shall be placed in the locked box containing the ballot papers.
- (2) After the letters of intimation received by post have been examined and action as aforesaid completed, the box containing the envelopes enclosing the ballot papers shall be unlocked on the day and the hour appointed for this purpose and each envelope opened in the presence of the Returning Officer and such of the candidates or their authorized agents as may be present. The Returning Officer shall examine each ballot paper and reject any which is invalid. The Returning Officer, with the assistance of the members appointed, shall then count the number of valid papers.
- (3) A ballot paper shall be declared as invalid if:-
 - (i) the envelope containing it bears any identifying mark out side; or
 - (ii) there is upon it any name, word, or mark, other than the number, by which the person voting may be identified; or
 - (iii) it does not bear the official mark; or
 - (iv) it has been left blank by the elector; or
 - (v) the vote has not been cast in the manner proscribed by the Statute 27; or
 - (vi) the vote has been cast in favour of more candidates than the number of vacancies; or
 - (vii) there is any uncertainty as to the identity of the candidate in whose favour the vote has been cast; or
 - (viii) there is any defacement creating a doubt that there has been an attempt to alter or erase the mark of voting.
- (4) If the ballot papers cannot be examined or counted or the result cannot be declared on the polling day, the Returning Officer shall, in the presence of the members appointed under Statute 25, and such of the candidates or their authorized agents as may be present, place the ballot papers back in the ballot box and reseal it. The ballot box shall be reopened on the next day or if necessary days next following and the Returning Officer shall proceed to complete the action aforesaid.

30. Presence of Candidate or his Agent:-

A candidate, or in his absence his authorized agent who must be a voter, shall be allowed to be present at the time of counting of votes.

31. Objections to the order of the Returning Officer:-

Objections to the decision of the Returning Officer regarding the validity or otherwise of a letter of intimation or a ballot paper must be made in writing forthwith.

32. Counting of Votes:-

The total number of votes received by each candidate would be entered in the counting sheet.

- (1) The signature of the such of the candidates or their authorized agents as may be present, will be obtained by the Returning Officer, who should himself also sign that sheet.
- (2) It shall be open to the Returning Officer to obtain with the approval of the Vice-Chancellor, such assistance as may be necessary for the purpose of counting votes.

33. Declaration and Publication of the Result of the Election:-

- (1) .Immediately after counting of votes, list of the elected person shall be prepared by the Returning Officer and their names shall be announced to such of the candidates or their authorized agent, as may be present.
- (2) If at any election two or more candidates secure the same number of votes, the candidate senior in age shall be deemed to have been elected.
- (3) A copy of the list prepared under clause (1) above shall be pasted outside the office of the Returning Officer, the same day.

34. Election Petitions:-

- (1) The election of any candidate shall not be called in question except by means of an election petition, which shall state clearly the nature of the objection and be presented to the Returning Officer within ten days of the declaration of the result.
- (2) The petition shall be decided by a Committee, consisting of the Vice-Chancellor and two members of the Syndicate/Chancellor's Committee nominated by him. In case the Vice-Chancellor is unable to attend a meeting of the Committee, he shall nominate another member of the Syndicate/Chancellor's Committee to act as the third member; but if any one of the other two members of the committee is unable to attend a meeting, the Vice-Chancellor shall appoint another member to act in his place.
- (3) The Vice-Chancellor shall be ex-officio Chairman of the committee. But if the Vice-Chancellor is not present at any meeting, the three members shall elect one of them as Chairman of the meeting.
- (4) The decision of the Committee shall be final. In case of difference of opinion, the decision of the majority shall prevail. On technical matters the Committee hearing the petition may, at its discretion, seek assistance of experts to be appointed by the Vice-Chancellor.

35. Publication of Result:-

The names of the Registered Graduates elected shall be forthwith submitted to the Syndicate/Chancellor's Committee for approval and, if approved, shall be published in a notification of the University.

36. Preservation of Election Papers:-

The Returning Officer shall retain until the expiry of six months from the date of the election, all the papers connected with the election, in a sealed cover, to be sealed in the presence of the members of the Syndicate/Chancellor's Committee appointed to assist him and shall then, subject to any direction to the contrary given by the Syndicate/Chancellor's Committee, cause them to be destroyed.

37. Delegation of Functions of the Registrar:-

If the Registrar is, for any reasons unable to perform any of the duties assigned to him by these Statutes, the Vice-Chancellor may, in writing, appoint any other officer of the University to discharge those duties.

38. Exclusion of Holidays:-

In case any day fixed under these Statutes for any purpose happens to be University holiday, the day next following shall be considered to be the day fixed for that purpose and the programme for preparation of Register be adjusted accordingly.

ISLAMIA UNIVERSITY BAHAWALPUR

SCHEDULE

FROM – I

(Statute 5 (1))

Form of application for Registration as a registered graduate.
(For use be a graduate of the Islamia University, Bahawalpur).

Name (in Block Letters). _____

Father's name. _____

University Registered No. _____

Examination Passed	Year of passing	Roll. No.	Name of University/College or District from which appeared in the Examination	*Year of admission to the degree

*Merely. Passing a Degree Examination does not entitle a person to be enrolled as a Registered Graduate. Admission to a Degree is a necessary condition.

Address at which the ballot is to be sent. _____

(The address shall be one at which the applicant normally resides or carries on his work or business; failure to comply with this requirement shall invalidate the application).

Station. _____

Dated: . _____

Signature of applicant

Certified that this application has been signed by the applicant in my presence and that he is personally known to me (or has been identified by _____ who is personally known to me)

Date: _____

Signature and seal of the

Attesting authority.

The applicant shall fill in the form in his own handwriting and get it attested by a Magistrate of the 1st Class or a Civil Judge or a Subordinate Judge, or by the Dean/Chairman of the University Teaching department, Principal of the affiliated college or an ex-officio member of the Senate.

(to be filled in by the office)

Certified that the applicants fee of Rs. 25/- _____
 Was received vide Receipt No: _____ dated _____

Accounts Clerk

Certified that the applicant was admitted to the
 Degree of _____ in the year _____

Signature of the Clerk

Eligible for registration.

Not eligible due to

Assistant Registration.

Clerk.

Assistant Registrar

ISLAMIA UNIVERSITY BAHAWALPUR

FROM – II

(Statute 5 (1))

Form of application for Registration as a Registered Graduate.
 (For use by a Graduate of a University other than the Islamia University, Bahawalpur).

Name (in Block Letters). _____

Father's name. _____

*Name of the University From which Graduated	Examination Passed	Year of passing	Roll. No.	Name of University/College from which appeared in the Examination	*Year of admission to the degree

*Merely. Passing a Degree Examination does not entitle a person to be enrolled as a Registered Graduate. Admission to a Degree is a necessary condition.

Address at which the ballot is to be sent. _____

(The address shall be one at which the applicant normally resides or carries on his work or business; failure to comply with this requirement shall invalidate the application).

Station. _____

Dated: _____

Signature of applicant

Certified that the application has been signed by the applicant in my presence and that he is personally known to me (or has been identified by _____ who is personally known to me.

It is further certified that the applicant is residing permanently within the territorial jurisdiction of the Islamia University Bahawalpur for the last one year.

Date: _____

Signature and seal of the
Attesting authority.

* The applicant shall fill in the form in his own handwriting and get it attested by the Principal of the college from, which the applicant graduated, or an officer of grade 17 or above or class A officer of the University or by a member of the Syndicate or Chancellor's Committee; or in the case of a graduate, serving in the Armed Forces, by a Commissioned Officer, of the Armed forces.

Date of remitting registration fee of Rs. 25/- _____

Receipt No: _____

* A Graduate should submit his original degree or a copy duly attested by a Magistrate of the First Class or Civil Judge, or by any one of the following:

- a. Principal of a Degree College.
- b. Dean/Chairman of a University Teaching Department.
- c. Ex-Officio Member of the Senate, with the application form failing which his application will not be accepted.

Graduates who are employed in Colleges and the University as Teachers and Professors or University Officers of grade 17 or above can submit a declaration signed by the Head of the Institution in lieu of the original Degree or an attested copy there of.

If the Vice-Chancellor is satisfied from person knowledge that an applicant has passed certain Examination, a certificate from him to this affect can be accepted in lieu of the original degree or an attested copy there of.

(To be filled in by the Officer)

Certified that the applicant's fee of Rs 25/- was received vide

Receipt No: _____ Dated: _____

Dated: _____

Accounts Clerk.

Eligible for registration.

Not eligible due to

Assistant Registration.

Deputy Registrar or

another Officer

appointed by the Vice-Chancellor,

for the purpose.

Chapter 21 The Islamia University Employees Revised Leave Statutes, 1986

In exercise of the powers conferred by Section 30, Sub-Section (1) Clause (b) read with proviso (ii) of Sub-Section (2), Section 30 of the Islamia University of Bahawalpur Act-1975, the Chancellor has been pleased to approve the following Statutes namely "The Islamia University Bahawalpur Employees Revised Leave" Statutes, 1986.

1. Short Title Commencement and Application:-

- (1) These Statutes may be called "The Islamia University Bahawalpur Employees Revised Leave" Statutes, 1986.
- (2) These Statutes shall take effect from 8th March 1986.
- (3) They shall apply to all the employees of the University who are paid out of the University Funds except: -
 - (a) Persons paid out of contingencies;
 - (b) Persons on duplication with the University from a Government Department or any other statutory body, who shall be governed by the leave rules applicable to them in their parent Department.

2. Earning and Accumulation of Leave:-

Leave shall be admissible to University employees and granted to him, by the competent authority at the following rate and scales.

- (i) A University employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on full pay" Duty periods of 15 days or Less in a calendar month being ignored and those of more than 15 days being treated as a full calendar month for the purpose. If a University employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only.
- (ii) The Provision in (i) above will not apply to a vacation department. In such cases, a University employee may earn leave on full pay:-
 - (a) When he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
 - (b) When during any year he is prevented from availing himself of the full vacation, as for a University Employee in a non-vacation department for that year; and
 - (c) When he avails himself of only a part of the vacation as in (a) above plus such proportion of 30 days as the number of days of vacation not taken bears to the full vacation.
- (iii) There shall be no maximum limit on the accumulation of such leave.

3. Grant of Leave:-

(i) Leave on Full Pay:-

The maximum period of leave on full pay that may be granted at one time shall be as follows:

- (a) Without medical certificate: 120 days.
- (b) With medical certificate: 180 days.

Plus

(c) On medical certificate from leave account in entire service: =365 days

(d) Leave applied for on medical certificate:-

The authority competent to sanction leave on medical certificate may, at its discretion, secure a second medical opinion by requesting the University Medical Officer or Medical Board constituted by the Vice- Chancellor, as the case may be, to have the applicant medically examined.

(ii) Leave on Half Pay:-

Leave on full pay may be converted into leave on half pay, at the option of the University employee; the debit to the leave account will be at the rate of one day of the former for every two-days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion, shall be specified by the University employees in his application for the grant of leave.

4. Leave to be applied etc in Terms of Days:-

Leave shall be applied for expressed, and sanctioned in terms of days.

5. Carry forward of Existing Leave:-

All leave at credit in the account of a University employee who was in service on the rate of taking effect of these Statutes shall be carried forward and expressed in terms of leave on full pay. The leave account in such cases shall, with effect from that date or in the case of a University employee who was on leave on that date with effect from the date of his return from leave, be recast as under:-

(i) Leave on Full Pay:-

(a) 1 month = 30 days

(b) 1 day = 1 day

When he avails himself of only a part of the vacation-as in (a) above plus such proportion of 30-days as the number of days of vacation not taken bears to the full vacation.

6. Extra Ordinary Leave (Leave without Pay):-

(1) It may be granted on any ground up to a maximum period of five years at a time provided that the University employee to whom such leave is granted has been in continuous service for a period not less than ten years. In case University employee has not completed 10 years of continuous service. extra-ordinary leave without pay for a maximum period of two years at a time may be granted at the discretion of Head of his office.

However individual cases requiring relaxation can be considered by the competent authority on merit.

7. Recreation Leave. (Deleted):-

8 Leave not Due:-

(1) Leave not due may at the discretion of the competent authority be granted on full pay to be off -set against leave to be earned in future for a maximum period of 365 days in the entire period of service subject to the condition that during the first five years of service it shall not exceed 90 days in all.

(2) Such leave may be converted into leave on half pay.

(3) Such leave shall be granted only when there are reasonable chances of the University employee resuming duty on the expiry of the leave.

- (4) Such leave shall be granted separately and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary university employees.

9. Special Leave:-

- (1) A female University employee on the death of her husband, may be granted special leave, on full pay when applied for, a period not exceeding 130 days.
- (2) Such leave shall not be debited to her leave account.
- (3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either alongwith her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

10. Maternity Leave:-

- (1) Maternity leave may be granted on full pay, outside the leave account, to a female University employee to the extent of 90 days in all from the date of its commencement (as specified in the application for leave) or 45 days from the date of her confinement, whichever be earlier.
- (2) Such leave may not be granted for more than three times in the entire service of a female University employee except in the case of a female University employee employed in a vacation department who may be granted maternity leave without this restriction.
- (3) For confinements beyond the third one, the female University employee (in a non-vacation Department) would have to take leave from her normal leave account
- (4) The Spells of maternity leave availed of prior to the coming into force of these Statutes shall be deemed to have been taken under these Statutes.
- (5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extra-ordinary leave as may be due and admissible to a female University employee.
- (6) Leave salary to be paid during maternity leave shall be regulated as for other leave.
- (7) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave in the event of resumption of duty by such female University employee.

11. Disability Leave:-

- (1) Disability leave may be granted, outside the leave account on each occasion, up to a maximum of 720 days on such medical advice as the Vice-Chancellor may consider necessary, to a University employee other than a University employee in part-time service etc., disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.
- (2) The leave salary during disability leave shall be equal to full pay for the first 180 days and on half pay for the remaining period.

12. Leave Ex-Pakistan:-

- (1) Leave ex-Pakistan may be granted on full pay to a University employee who applies for such leave or who proceeds abroad during leave or takes leave while posted abroad or is otherwise on duty abroad, and makes a specified request to that effect.

- (2) The leave pay to be drawn abroad (in foreign currency) shall be subject the limitations laid down by the Government
- (3) The leave pay shall be payable in Sterling/ U.S Dollar if such leave is spent abroad other than India
- (4) Such leave pay (in foreign currency) shall be payable for the actual period of leave spent abroad subject to a maximum of 120 days at a time
- (5) Grant of Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in Statutes 3 & 6.
- (6) If leave ex-Pakistan has been sanctioned on medical grounds, the University employee shall take abroad with him a copy of the Medical Statement of his Case.

13. Leave Preparatory to Retirement:-

- (1) The maximum period up to which a University employee may be granted leave preparatory to retirement shall be 365 days
- (2) Such leave may be taken subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the University employee.

***14. Encashment of Leave Preparatory to Retirement:-**

Leave salary in lieu of leave preparatory to retirement for a maximum period of one year (three hundred sixty five days) may be granted at the option of a University employee.

15. Power to refuse Leave Preparatory to Retirement, etc:-

- (1) Ordinarily leave preparatory to retirement on Superannuation shall not be refused.
- (2) All orders refusing leave preparatory to retirement to a University employee and recalling a University employee from leave preparatory to retirement shall be passed only by the Vice-Chancellor.

16. In-Service Death:-

- (1) In case a University employee dies, or is declared permanently incapacitated for further service while in service by a Medical Board, a lump sum payment equal to leave pay up to one hundred and eighty days out of the leave at his credit shall be made to his family as defined for the purposes of family pension or, as the case may be, to the University Employee.
- (2) For the purpose of lump sum payment under sub-Para (1), only the "Senior Post Allowance" will be included in the "Leave pay" so admissible.

17. Reasons need not be specified, etc:-

It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a University employee.

18. Leave when starts and ends:-

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

*Amendment approved by the 56th meeting of Syndicate held on 20th November, 2013 vide Item No. 3 decided to adopt the Govt. of Punjab letter No. FD-SR-II/2-141/2012 dated 9th September, 2013 vide this office notification No. 3994/M&R dated: 23-01-2014

19. Re-Call from Leave, etc:-

- (1) If a University employee is re-called to duty compulsorily with the approval of the Head of his office from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.
- (2) In case, the University employee is recalled to duty at headquarters and his remaining leave is cancelled, he will be allowed only one way fare plus daily allowance as admissible under the T.A. Rules.
- (3) If the return from leave is optional, the University employee is entitled to no concession.

20. Overstayal after Sanctioned Leave etc:-

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

21 Any Type of Leave may be applied for:-

A University employee may apply for any type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a University employee may apply for extra ordinary leave or leave on half-pay even if leave on full- pay is otherwise due and admissible to pay him, or he may proceed on extraordinary leave followed by leave on half-pay and full-pay rather than that on full pay, half pay and without pay.

22. Combination of different types of Leave etc:-

One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the University employee. Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

23. University Employee on Leave not to join Duty without permission before its Expiry:-

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

24. Leave due pay be granted on abolition of Post and Termination of Service etc:-

- (1) When a post is abolished or services are terminated, leave due to the University employee, whose services are terminated shall be granted without regard to the availability of the post for the period of leave.

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

25. Manner of handing over Charge when proceeding on Leave etc:-

A University employee proceeding on leave shall hand over the charge of his post, and if he is in NPS-16 and above, he shall while handing over charge of the post, sign the charge relinquishment report.

26. Assumption of Charge to return from Leave etc:-

- (1) A University employee on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.
- (2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

27. Accounts Department to maintain Leave Account:-

Leave account in respect of a University employee shall be maintained as part of his Service Book.

28. Leave to lapse when University Employee quits Service:-

All leave at the credit of a University employee shall lapse when he quits service.

29. Pay during Leave:-

- (1) Leave pay admissible during leave on full pay shall be the greater of :
- a the average monthly pay earned during the 12 completed months immediately proceeding the month in which the leave begins; and
 - b the pay drawn on the day immediately before the beginning of the leave.
- (2) When leave on half-pay is taken, amounts calculated under sub-clauses (a) and (b) of clause (1) shall have to determine the greater of the two rates.
- * (3) A University employee shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of University employee takes place or an annual increment occurs during the period of leave of the University employee.

30. Quarantine Leave:-

- (1) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a University employee on such leave.
Provided that where the exigencies of service are compelling the competent authority may employ a substitute for reasons to be recorded in writing.
- (2) A University employee may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

*Amendment approved by the Syndicate dated 4,5 April, 1998 and notified vide No. 30 (iv)/616/M&R dated 8.6.1998.

31. Leave Application, its Sanction, etc:-

- (1) Except where otherwise stated an application for leave or for an extension of leave must be made to the Chairman or Head of the Department/Branch where a University employee is posted and in the case of the Chairman or Head of Department to the next above administrative authority and the extent of leave due and admissible shall be stated in the application.
- (2) When a University employee submits a medical certificate for the grant of leave it shall be, by an authorized medical attendant in the form attached to these Statutes. (Appendix-1).
- (3) Leave as admissible to University employee under these rules may be sanctioned by the competent authority or any other officer authorized by him to do so.
- (4) In cases, where all the application for leave cannot, in the interest of public services, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the application, consider:
 - (i) Whether, and how many applications can, for the time being, best be spread;
 - (ii) Whether any applicant was last re-called compulsorily from leave; and
 - (iii) Whether any applicant was required to make adjustment in the timing of their leave on the last occasion.

32. Study Leave:-

- (1) Any employee desiring to prosecute higher study abroad or within the country and holding permanently not for a fixed period, a teaching or research post in the University, may, if he has served in that capacity for not less than three years be granted leave on $\frac{3}{4}$ th of pay with allowances as admissible under the Statutes of this University, for period or periods not exceeding three years in the first instance provided that he spends that period in study at a University or other Institution or in any other approved manner under conditions accepted by the Syndicate.

*Provided that the University employee holding a teaching or research post admitted in Ph.D course (including M.Phil or MS leading to Ph.D Course) shall be allowed full pay with allowances during study leave.

*Explanation:-

The three years service against a permanent post will also include adhoc/temporary service if it is followed by confirmation against a permanent post before the date of departure on study leave and there is no break in the service.

Provided further that on the annual satisfactory progress report of work and a definite recommendation of the supervisor, study leave may be extended for the fourth year or part thereof, by the Syndicate, In special cases, the leave may be extended for the fifth year or part thereof with the sanction of the Syndicate on the basis of satisfactory progress report and definite recommendation by the supervisor.

An employee who is on study leave for higher studies abroad or within in the country at the time of commencement of these Statutes shall also be granted leave at $\frac{3}{4}$ th of pay with allowances with effect from the date of Notification of the Revised leave Statutes i.e. 8.3.1986.

*Approved by the Syndicate to its meetings held on 09.05.01 and Senate dated 10.5.2001.

- (2) This leave may be combined with vacation and such other leave due but shall not count as service for any other leave. Provided that if an employee does not show satisfactory progress in his studies, the Syndicate may at its discretion, cancel the study leave granted to him and withdraw all other privileges. This, however, will not apply to a person, who is unable to show satisfactory progress on account of illness, or because of other circumstances beyond his control:-

(3) Execution of Surety Bond:-

An employee who is granted study leave or any other kind of leave for study or training within the country or abroad shall have to execute a surety bond on stamped paper to return immediately by the expiry of such leave and serve the University for the period specified below

- | | |
|---|-----------|
| 1. Period of study leave or training up to 6 months: | One year. |
| 2. Period of study leave exceeding 6 months but not exceeding one year: | 3 years |
| 3. Period exceeding one year: | 5 years |

In case any such person fails to serve the University for periods mentioned above, as the case may be, he will have to pay the amount mentioned below in terms of bond executed by him:

- | | |
|---|----------------|
| (a) Where the training period is six months or less: | *Rs. 25,000/- |
| Where the training period exceeds six months but does not exceeds one year | *Rs. 50,000/- |
| (c) Where the training period exceeds one year but does not exceed two years: | *Rs. 75, 000/- |
| (d) Where the training period exceeds two years | *Rs. 50,000/- |
- Rs. 25, 000/- per year or part thereof.

33. Refresher Leave. (DELETED)

34. Haj Leave. (DELETED)

35. Casual leave:-

- (1) Causal Leave should not ordinarily exceed 10 days at a time and 25 days during anyone calendar year. The sanctioning authority may, however, grant casual leave upto 15 days at a time in special circumstances.
- (2) It may be granted in conjunction with Fridays or public holidays, but not with any other kind of leave. In case casual leave is combined with holidays, the total period should not exceed 15 days at a time.
- (3) No University employee may leave his Headquarters during casual leave or holidays except with the permission of the sanctioning authority.
- (4) Subject to the delegation of powers which has been or may be made by the Competent Authority from time to time in this behalf, casual leave may be sanctioned to an employee by his immediate superior of holding National Pay Scale No.16 or above.
- (5) Casual leave shall be treated as a part of duty period and shall not be debatable to any account of the employee concerned.
- (6) An employee joining the University during the course of calendar year, may be granted casual leave proportionate to the period of his service during that year.

- 36.** The Syndicate may make additions/alternations in these Statutes in conformity with the Government rules and instructions issued form time to time.

ISLAMIA UNIVERSITY BAHAWALPUR**(Appendix-1)****FORM OF MEDICAL CERTIFICATE
Referred Statutes 31 (2)****Signature of the applicant.****MEDICAL CERTIFICATE FOR UNIVERSITY EMPLOYEES RECOMMENDED
FOR LEAVE OR EXTENSION.**

I, _____ after careful personal
examination of the case, hereby certify that Mr./Mrs./Miss
_____ whose signature is given above, is
suffering from _____
and I consider that a period of absence from duty with effect from _____ is
absolutely necessary for the restoration of his/her health.

No:

Dated the

University Medical Officer

**Chapter 22 Islamia University Bahawalpur Basic Scales of Pay Statutes 1999
(Grant Of BPS-21/22)**

1. Short Title, Commencement and Application:-

In order to adopt the scheme for grant of BPS- 21 and 22 with allowances and fringe benefits in the cadre of University Professors working in BS-20, the following Statutes are framed in pursuance of the Government of Pakistan, Finance Division, O.M.No.2 (3)-R-3/86, dated 13th October, 1988, in the manner appearing as under: -

2. (a) These Statutes may be called the Islamia University Bahawalpur, Basic Scales of Pay Statutes, 1999 (Grant of BPS-21/22) with allowances and fringe benefits.
- (b) These Statutes shall be deemed to have come into force with immediate effect.

3. Definitions:-

In these Statutes, unless, the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:-

- (a) "Selection Board" means the Selection Board of the University constituted under the First Statutes appended to the Islamia University of Bahawalpur Act, 1975.
 - (b) "Syndicate" means the Syndicate of the University constituted under the Islamia University of Bahawalpur Act, 1975.
 - (c) "Performa" means the Performa appended to these Statutes.
 - (d) "Professor" means the Professor who is a whole time employee of the University and has been granted BPS-20 on regular basis against a permanent post.
 - (e) "Chancellor" means the Chancellor of the University.
- All other expressions herein used shall have the same meaning as assigned to them in the Act of the University and Teachers National Pay Scales Statutes.

4. Provision of Posts:-

- (1) The number of Professors to be placed to BPS-21 and 22 in the University shall be calculated on the basis of 12.5% of the permanently sanctioned posts of Professors in BPS-20.
- (2) The minimum number of Professors in BPS-20 to be placed in BPS-21, 22 in a University will be one and the maximum number shall be eight.
- (3) In case the number of Professors in BPS-21/22 in a University is 4 or more than 4, the ratio between BPS-22 and 21 will be maintained at 1:3.
- (4) Grant of BPS-21 or 22 to a Professor shall be personal to him and there should be no need to upgrade the post. He will carry the Scale in the event of his transfer to another post.
- (5) A Professor appointed as a Vice-Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor, provided that he has completed one full term of four years as Vice-Chancellor. The personal grade of BPS-22 allowed to him shall not count towards the 12.5% quota of BPS-22/21 specified under 4(1).

The Statute approved by the Chancellor vide letter No. S.O.(Univ)5(12)/97 dated 17.7.1997 and considered by the Syndicate at its meeting held on 6.12.1999 and notified vide Notification No. F.47/A-I/2003/M&R dated 26.1.2000.

5. Eligibility:-

- (1) Only those Professors who have been appointed on regular basis in grade 20 against a permanent post and who have completed 22 years of service in Scale-17 and above, with 5 years of service as Professor in BPS-20 shall be considered for promotion to Grade-21 and 22.
- (2) A Professor in BPS-20 shall be considered only for the grant of Grade-21. BPS-22 shall be granted only to those exceptionally meritorious Professors who have served at least for two years in BPS-21.

6. Procedure for grant of BS-21 and 22:-

- (1) The Vice-Chancellor would prepare the record of specially meritorious Professors on Performa appended with these Statutes indicating length of service, synopsis and original A.C.Rs, Research Publications, Educational, Administration, Highest Academic and other qualifications for overall gradings.
- (2) Requirement for advertisement of posts as provided in 7(1) of the First Statute appended to the Islamia University of Bahawalpur Act-1975 will be dispensed with. However, University Professors eligible under these Statutes will be invited to put up their papers for consideration by the Selection Board.
- (3) In order to determine relative merit, the case will be prepared on the Performa, annexed to the O.M. of the Government on the subject dully modified to give weightage to length of service. Annual Confidential Reports, Research Publications as first author. Educational administration, higher qualification and professional reputation. The proposed formula for overall grading is given in the Performa.
- (4) The Selection Board will make recommendations to the Syndicate of suitable candidate for grant of BS-21 or 22, as the case may be. The Selection Board may co-opt Experts for seeking opinion on the professional achievements of the applicants. In doing so, the Selection Board will record reasons also for not recommending the names of those having similar or longer experience. The Syndicate will forward the case with its recommendations to the Chancellor.
- (5) All the case for grant of BPS-21/22 to the University Professors shall be notified after the approval of the Chancellor.
- (6) The University Professor in BPS-20, granted BPS-21 will be entitled to House Rent at the rate of 45% of the initial/minimum of the pay in BPS-21 as admissible in Government.
- (7) Benefits of pension and or any other benefit admissible as a result of grant of BPS-21 would be allowed on introduction/promulgation of these Statutes in the University.

7. Constitution of the Selection Board:-

- (1) The Selection Board for the purposes of these Statutes shall remain to be the same as already constituted in the University.
- (2) The Selection Board would forward the recommendations through the Vice-Chancellor to the Syndicate. The Syndicate will in turn forward the case to the Chancellor with its recommendations.
- (3) The quorum of the Selection Board shall be same as already provided in the First Statutes appended to the University Act for the post of Professor.

PERFORMA UNIVERSITY

Particulars of post offices as on (give the date)

1. Total number of sanctioned posts of Professors in BPS-20.
2. Total number of officers holding post of Professor in BPS-20 or 21, as the case may be on regular basis against permanently sanctioned posts.

Pool posts @ 12.5% of the total number of permanently sanctioned posts in BPS-20 (i.e. (I) above)

Particulars of officer proposed for grant of BPS-21/22.

1. Name of the Officer/Professor.
2. Date of Birth.
3. Technical/Professors Category:
4. Qualification including technical qualification possessed by the officers:
5. Service/Cadre to which he belongs:
6. Present posting:
7. Date of regular appointment to a post in BPS-20 or 21 and its designation:
8. Total length of service in posts in Basic pay Scale 17 and above possessed by the officer (Appendix-A).
9. Analysis of Confidential Reports (Appendix-B):
10. In the case of adverse entry, indicate the year, nature of adverse entry, whether it was communicated whether it was expunged or retained (if a representation against adverse remarks is pending, it should be indicated).
11. State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration.
12. State the reasons for which his case is considered to be a "Specially Meritorious" case, and how the expertise. is particularly Needed in the University (please elaborate).

APPENDIX-A

DETAILS OF LENGTH OF SERVICE.

Designation of post held	Method of appointment.	Pay Scale	Service rendered (period with date)	Calculation years Months.
			BPS-17 BPS-18 BPS-19 BPS-20 BPS-21 BPS-22	

(on Contract/Tenure)

MARKS:

- | | |
|--|--|
| (i) Marks for service in BPS-20 to over and above a total service of 22 years in Grade-17 and equivalent and above for promotion to BPS-21 | 1 mark for each year with a maximum of 20 marks. |
|--|--|

- (ii) Marks for service in BPS-21, over and above a total of two years in Grade-21 for promotion to BPS-22 2 marks for each year with a maximum of 20 marks.
- (iii) For promotion from Grade-20/21 to 22 for persons working in BPS-22 on Contract/tenure basis. 2 marks per year with a maximum of 20 marks.

It may be clarified that the total marks secured in Appendix-A will not exceed 20.

CR. SCORE-OVERALL GRADING, QUALITY/OUT-PUT, INTEGRITY, ETC.			
Sr.No.	Particulars of Professors	Total Numbers.	Marks Score.
1.	Length of Service (appendix-A)	20	
2.	Analysis of Confidential Reports (Appendix-B)	20	
3.	Research/Publications (Appendix-C).	20	
4.	Educational Administration (Appendix-D)	20	
5.	Qualification and professional Performance (Appendix-E).	20	
	Total:	100	

Note: - Professors who have been appointed as Vice-Chancellor in BPS-22 should be allowed personal grade of BPS-22 as Professors provided they have completed their tenure of four years.

APPENDIX-B

ANNUAL CONFIDENTIAL REPORTS.

Maximum marks.	20.
Remarks based on overall assessment of ACRs:	<u>Marks.</u>
Excellent	20
Very Good.	15
Good.	10
Average/ Satisfactory.	5

For persons working in BPS-22 on Contract/tenure basis 5 marks per year will be awarded subject to maximum of 20 marks.

APPENDIX-C

RESEARCH PUBLICATION.

Marks.

Research papers published in journals of International repute.	2 marks per paper subject to a Maximum of 20
Other advanced level publications like books.	Upto a maximum of 5 marks.
It may be clarified that the total marks for Appendix-C will be 20.	

APPENDIX-D**EDUCATIONAL ADMINISTRATION**

Type	Period	Marks
Vice-Chancellor	5 marks per year subject to a maximum of 20	
Pro-Vice-Chancellor	4 marks per year subject to a maximum of 15	
Deans/Registrar	3 marks per year subject to a maximum of 12	
Principal of a College/ Chairman of the Department/ Director of Institute	2 marks per year subject to a maximum of 10	
Student Advisor	1 mark per year subject to a maximum of 5	
Any other responsible Administrative job related to Education and research in Organizations other than University	1 mark per year subject to a maximum of 5	
It may be clarified:-		

- a) The total number of marks for Appendix-D will not exceed 20.
- b) Persons working on more than one administrative job simultaneously will be graded only for the job carrying higher marks.

QUALIFICATION APPENDIX-E	
Post. M.A./M.Sc. Or equivalent degrees	Marks
M.Phil or equivalent	2
Ph.D	4
Post Doctorate	5

Total marks shall not exceed	10
Academic Performance	6
Number of M.Phil produced	
Number of Ph.D produced	
Professional reputation of National and International Level recognized through National/International Awards keeping in view outstanding contribution to Higher Education in the form of research, teaching Administration planning and policy making	4

Chapter 23

Contract Appointment Statutes 2006

In pursuance of Contract Appointment Policy promulgated by the Government of the Punjab vide circular letter No. DS (O&M)5-3/2004/Contract / (MF) dated 29th December, 2004, read with provisions of section 30 of The Islamia University of Bahawalpur Act, 1975, the following statutes have been made:-

Short Title, Scope and Commencement:-

- i. These statutes may be called “The Islamia University of Bahawalpur Contract Appointment Statutes, 2006”.
- ii. Notwithstanding anything contained therein, all instructions from time to time, issued by the Competent Authority shall have the same force of law and shall be effective from the date of notification.
- iii. These statutes shall be enforced from the date of approval by the Chancellor.
- iv. Reference to “he or his” in this text that follows shall also mean “she or her” in the context of gender.
- v. “Selection Committee” means Selection Committee constituted by the Syndicate comprising of three members.
- vi. “A University Employee” means teaching/non-teaching staff of the University.

Policy Guidelines:-

1. Determination of Posts to be filled on Regular or Contract Basis:-

In order to determine as to whether various categories of posts should be filled on regular or Contract basis, Syndicate shall constitute a Selection Committee.

2. Fixation of Terms and Conditions of Contract Appointments:-

- i. The terms and conditions of Contract shall be settled by the Syndicate in accordance with the provisions of the Islamia University of Bahawalpur Act 1975, where appointment is made in prescribed pay scale of the post.
- ii. Where appointment is made on a pay package other than the basic pay scales, the terms and conditions of appointment shall be settled by the Syndicate.
- iii. In all contracts, it shall be clearly provided that the services of the Contract Employee are liable to be terminated on one month’s notice or one month’s pay, in lieu there of, on either side without assigning any reason.
- iv. Comprehensive guidelines for fixing terms & conditions of Contract appointments are given at Annexure-A.
- v. Appointment/service on Contract basis shall be non-pensionable.
- vi. A Contract Employee shall, under no circumstances, claim conversion of his Contract appointment into regular appointment.

3. Pay Package:-

To attract the best human resource available the policy envisages better pay packages for Contract appointments. Two broad categories of pay packages that may be offered are described as under:

- i. **Where appointment is made in the prescribed pay scale of the post:-**
 - a) Package of pay & allowances as per pay scale of the post.

- b) 30% of the minimum of the pay scale as social security benefit in lieu of pension.

Provided that persons who are already retired and getting pension shall not be eligible for this benefit when re-employed on Contract.

- c) Any adhoc/special relief etc., given to the regular University Employees shall also be admissible to Contract Employees.

- d) Annual increment as per pay scale of the post.

ii. Where appointment is made on pay package other than the pay and allowances prescribed under the Basic pay scale:-

- a) A package of pay & allowances commensurating the Qualification/experience of the job as approved by the Syndicate on the recommendations of the Selection Committee shall be offered.

- b) Any adhoc/special relief etc., given to regular Employees, shall not be admissible.

- c) Annual increment, shall not be allowed unless specifically provided in the pay package.

4. Period of Contract Appointment and Extension in Contract:-

- i. The period of initial Contract appointment shall be between 3 to 5 years.
- ii. Where the post has been created for a specific period (e.g. a project post) the period of initial Contract appointment shall be 3 years or the period for which the post has been created whichever is less.
- iii. Contract Employee shall not claim extension in his Contract appointment as a matter of right.
- iv. Extension in Contract appointments may be granted by the Syndicate.
- v. Extension in Contract appointments shall not be granted as a matter of routine. The Syndicate shall take into consideration the performance of the Contract Employee and extension in Contract shall only be granted if his performance remained good/very good.
- vi. Extension in Contract shall generally be granted for a period of 3-5 years and shall not be granted for an indefinite period.
- vii. Ban on recruitment shall not be applicable in case of extension in Contract period of existing Contract Employees.
- viii. Decision regarding extension in Contract appointment must be made by the relevant authorities well before expiry of the Contract period of an Employee.
- ix. On expiry of the Contract appointment, if no extension is granted, it must be ensured that the Contract Employee is not allowed to continue in service. Appointing Authorities concerned and the office of the Treasurer must remain vigilant in this respect and ensure that salaries are not released to a Contract Employee whose period of Contract appointment has expired or has been terminated.

5. Contract appointments to be non-transferable:-

- i. Contract appointment shall be post specific and non-transferable. Contract Employee shall not, under any circumstances, claim any right for transfer from one post to another.

6. Monitoring and Evaluation of Performance of Contract Employees:-

- i. Appointing/Supervisory authorities must remain vigilant regarding performance of Contract Employees. They must monitor their working regularly to ensure that inefficient and corrupt elements are not allowed to continue in service.

- ii. The performance of Contract Employees shall be assessed on annual basis, by the immediate superior authorities as per Performa at Annex B.
- iii. The decision regarding extension in Contract appointment shall be made by the Syndicate on the basis of the Performance Evaluation Reports of the Contract Employee.

7. Termination of Contract Appointment:-

- i. Contract appointment is liable to be terminated on one month's notice or one month's pay, in lieu thereof, on either side without assigning any reason.
- ii. Contract appointments should generally not be terminated before the expiry of the term of Contract, unless it is clearly determined that performance of a Contract Employee is unsatisfactory or he is guilty of inefficiency, misconduct or corruption.

8. Policy Framework for Regular University Employees appointed on Contract Basis:-

i. Eligibility:-

A confirmed Employee of the University is eligible to apply for appointment on Contract basis against a post in connection with the affairs of the University, subject to the condition that before applying for such an appointment, an Employee of University must obtain prior approval of his appointing authority.

ii. Pay and Allowances:-

A confirmed Employee of the University/civil servant when appointed on Contract shall draw pay and allowances as per terms and conditions of the Contract. During his Contract appointment he shall not be entitled to claim any protection of the pay, last drawn by him against his substantive post.

iii. Terms and Condition of Contract :-

- a) Contract appointment of an Employee of the University/civil servant shall be governed by the terms and conditions as provided in the Contract.
- b) An Employee of University/civil servant when appointed on Contract against any post shall not be ordinarily entitled to claim any benefit as allowed to the Employee of University, under any rules, unless are specifically applicable to him under the terms & conditions of his Contract.

iv. Retention of Lien:-

A confirmed Employee of the University/civil servant when appointed on Contract basis against any Government/University post in connection with the affairs of the Government/University shall retain his lien against his original substantive post.

v. Pension for the Period Spent on Contract:-

Period spent on Contract basis shall not be counted towards pension.

vi. Pay Fixation on Repatriation to Original Substantive Post:-

On return from Contract appointment to his original substantive post, the pay of an Employee of University shall be fixed by adding the annual increments for the period spent on Contract; provided that no arrears on account of re-fixation of pay or increment shall be admissible.

vii. Seniority and Promotion in the Original Cadre:-

1) Where Contract appointment is upto 05 year:-

- a) Where University Employee, during the period of Contract appointment becomes due for promotion in his own cadre of service, he shall be deferred for promotion and shall only be eligible for consideration for promotion on his return from the Contract appointment.

- b) Where University Employee is promoted on his return from Contract appointment, he shall not be eligible for grant of Performa promotion. However, he shall be allowed to retain his original seniority in his cadre.

2) Where Contract appointment continues beyond five years:-

- a) The name of such University Employee shall be removed from the separate static list. He shall have no claim to promotion or to seniority over any junior who may have been promoted during the period spent on Contract beyond 5 years.
 - b) His name shall be brought back on the seniority list only after he resumes duty.
 - c) On return to original cadre his seniority shall be determined after deducting the period he remained on Contract beyond five years.
 - d) On his promotion, he will not regain his original seniority.
- 3) The period spent on Contract basis, against an equivalent or a higher post in the cadre, shall count towards experience for the purposes of promotion in the cadre, on repatriation from Contract appointment.

viii. Disciplinary Proceedings:-

If University Employee is found to be inefficient or guilty of misconduct or corruption during the period of his Contract appointment, he shall be liable to be proceeded against under the prevailing disciplinary law/rules of the University, in addition to the termination of his Contract appointment.

ix. Termination of Contract:-

Contract appointment of a University Employee may be terminated as per terms & conditions of his Contract, without assigning any reason. On termination of Contract, such University Employee shall immediately report to his parent department/origination.

x. Contribution towards General Provident Fund:-

A University Employee when appointed on Contract basis shall not contribute towards G.P Fund.

xi. Contribution towards Benevolent Fund & Group Insurance:-

A University Employee when appointed on Contract basis shall contribute towards Benevolent Fund and Group Insurance as per prevailing rules. The rate of contributions of Benevolent Fund/ Group Insurance will be the same as was applicable to him against his substantive post just before appointment on Contract basis. He will also be entitled to the benefits admissible under the Benevolent Fund and Group Insurance rules, applicable to him.

ANNEX-A

**GUIDELINES FOR FIXING TERMS AND CONDITIONS OF CONTRACT
APPOINTMENTS**

1. Pay Package:-

- a) **Where appointment is made in the prescribed pay scale of the post:-**
 - a) Package of pay and allowances as per pay scale of the post.
 - b) 30% of the minimum of pay scale as social security benefit in lieu of pension;
Provided that persons who are already retired and getting pension shall not be eligible for this benefit.
 - c) Any adhoc/special relief etc, given to the regular University Employees shall as also be admissible to the Contract Employees.
 - d) Annual increment as per pay scale of the post.
- b) **Where appointment is made on pay package other than the pay and allowances prescribed under the Basic Pay Scales:-**
 - a) A package of pay & allowances as approved by the Syndicate on recommendations of the Selection Committee; keeping in view the specific requirements including qualification, experience, etc, of the job
 - b) Any adhoc/special relief etc, given to the regular Employee of University, shall not be admissible.
 - c) Annual increment, shall not be allowed unless specifically provided in the pay package.

2. Medical Fitness Certificate:-

The selected candidate will appear before the competent University Medical Officer, as per directions of the appointing authority for medical examination and on having been declared medically fit he will be able to join service.

3. Tenure:-

The Contract shall be generally for a period of 3 to 5 years from the date of joining. However, the period of Contract appointment may be curtailed in the following cases.

- a) Where the post exists for a lesser period e.g. "Project Post".
- b) Where the tenure of post is fixed as per provisions of law.
- c) Where a person is re-employed as per Provisions of Re-employment Policy.

4. Pension:-

Appointment/service on Contract basis shall be non-pensionable.

5. Contributory/G.P. Fund:-

The employer shall not contribute to General Provident Fund

6. Contribution towards Group Insurance/Benevolent Fund:-

- a) The Contract Employee shall contribute towards Group Insurance and Benevolent Fund.
- b) A regular Employee of the University employed on Contract shall contribute towards Group Insurance and Benevolent Fund as per rules.

7. Leave:-

- a) As admissible to a regular Employee appointed against a non-vocational post.
- b) 90 days maternity leave with pay (in case of female Employees only), once in the tenure of five years, shall be admissible.
- c) Leave on medical grounds without pay shall be admissible for 3 month on production of medical certificate by a competent authority as per Punjab Medical Attendance Rules, 1959. However, if medical condition continues beyond 3 months; his Contract shall be liable to be terminated.

8. Medical Facilities:-

Medical facilities as admissible to regular Employees of his scale under the rules.

9. Traveling Allowance/Daily Allowance:-

- a) TA/DA as applicable to the regular Employees of his scale under the rules.
- b) Where a person is appointed on a package other than normal pay scale, TA/DA will be admissible as provided in the pay package.

10. Transfer/Posting:-

The Contract appointment shall be post specific and non-transferable. Contract appointee shall not, under any circumstances, claim any right for transfer from one post to another.

11. No right of Regular Appointment:-

Contract appointment shall not confer any right of regular appointment nor shall such appointment be regularized under any circumstances.

12. Training:-

The Contract appointee shall have to undergo essential training, as may be prescribed.

13. Performance Evaluation:-

The performance of the appointee shall be assessed/evaluated on regular basis keeping in view his efficiency and conduct as per provisions of Contract Appointment Policy Statute.

14. Appointment on the basis of forged/bogus documents:-

If, at any stage, it is discovered that the person appointed on Contract had obtained the appointment on the basis of forged/bogus documents or through deceit by any means, the appointment shall be considered to be void ab-initio and he shall be liable to refund all amounts received from the University as a consequence of appointment in addition to such other action as may be taken against him under the law.

15. Recovery of loss caused to the University:-

Recovery of any pecuniary loss caused to the employer shall be affected from the joining of the Contract Employee.

16. Performance of duties:-

The Employee shall be liable to perform duties, in public interest, as may be entrusted to him by competent authority from time to time.

17. Interpretation of the Terms & Conditions:-

The interpretation of the terms and conditions and the decision of the competent authority in this behalf shall be final.

18. Termination of Contract:-

Contract appointment shall be liable to termination on one-month's notice or on payment of one-month pay in lieu thereof, on either side, without assigning any reason.

For all Categories
of Contract Employees.

ANNEXURE-BCONFIDENTIAL**The Islamia University of Bahawalpur**

DEPARTMENT
ANNUAL PERFORMANCE EVALUATION REPORT

For the period _____ to _____

Part-I

1.	Name (in block letters) with Father's Name _____
2.	Date of Birth. _____
3.	Domicile _____
4.	Basic Scale of the post with present pay _____
5.	Post held during the period _____
6.	Academic/professional qualifications _____
7.	Period served _____
	a) in the present post _____
	b) under reporting officer _____
8.	Signature of the official reported upon with date _____

I INTEGRITY

Honest	Reported to be corrupt	Believed to be corrupt

II OVERALL GRADING

Comparing him with other Employees of the same level and keeping in view the evaluation on account of personal qualities, attitudes, proficiency in job, integrity, efficiency, punctuality etc., give your general assessment of the Employee by initialing the appropriate box below.

(i)	Very Good	
(ii)	Good	
(iii)	Average	
(iv)	Below Average	
(v)	Poor	

III USEFULNESS FOR RETENTION/EXTENSION IN SERVICE

Useful	Not Useful

Name of the Reporting Officer _____ (Capital letters)

Designation _____

Date _____

Signature _____

Chapter 24

Tenure Track Process Statutes

Introduction:-

This document contains the Tenure Track Process Statutes that specify implementation and execution of the tenure track process at the Islamia University Bahawalpur Pakistan.

Tenure Track System shall be based purely on merit, performance and demonstration of excellence in teaching and research.

The Peer Review Committee/Selection Board including a representative of Higher Education Commission for continuing their services under Tenure Track System shall carry out regular review of the performance of faculty member

ALL qualified faculty members in all disciplines are eligible to opt for this system provided they fulfill the minimum eligibility conditions as lay down in the statutes.

There is no restriction on the percentage of exiting faculty members applying for, and laced on, tenure track as long as the eligibility conditions are satisfied.

In case the Government of Pakistan withdraws the Tenure Track Scheme at any time, the faculty members appointed on this scheme will be adjusted in relevant scales with their seniority preserved.

1. Appointments and Promotions:-

General:-

- (a) The recommendations for appointment and promotion shall be initiated at Departmental level and then forwarded to the Vice-Chancellor, through the Dean of the Faculty. The Vice-Chancellor shall transmit the final recommendations to the Syndicate for ultimate decision. Alternatively the case may be processed by the Selection Board and put up to the Syndicate for approval.
- (b) Recommendations for appointment also involve decisions regarding temporary or probationary status. The precise terms and conditions of every new appointment to the faculty shall be stated in writing and given to the faculty member before the appointment is made. In case of reduction of the length of the probationary period, the matter should be clearly stated in writing and agreed to at the time of appointment. In the case of promotions of faculty members not already having tenure, tenure expectations may need to be considered, although the tenure decision is a separate matter. A copy of this statement of policy shall also be given to the faculty member before his appointment.
- (c) The University may make the following types of appointments of new faculty members under the system:
 - (a) **Tenure Track Appointments.**
 - i) First term Appointments.
 - ii) Second tem (Probationary) Appointments.
 - iii) Permanent Tenured Appointments.
 - (b) **Temporary Appointments.**

Basis for Appointment and Promotion:-

For appointment, or for promotion to a higher rank, a candidate is evaluated in terms of effectiveness in four principal areas:

- | | |
|--|--------------------------------|
| a) Teaching | |
| b) Scholarship, research, or other creative work | |
| c) Service | Syndicate may |
| d) Personal characteristics | Suitably quantify these areas. |

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

The last two categories are important but normally round out and complement the qualities presented in the first two areas.

1.2.1 Teaching:-

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

1.2.2 Scholarship, Research, or other Creative Work:-

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

1.2.3 Service:-

This term refers specifically to the University community, as in Committee assignments, and to public service. It also has reference to service to one's profession, usually identified by time and effort given to professional organizations, whether of state, regional, national or international character. An outstanding service record should be a positive factor in making an evaluation, but the lack of such a record should not be regarded as sufficient cause for denying an appointment or promotion.

1.2.4 Personal Character:-

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

Sources of information:-

It is not easy to come to clear and definite decisions about the criteria on which a candidate is judged, even when the information is at hand. The suggestions

that follow have been found useful and appropriate in identifying sources of information.

1.3.1 Teaching:-

- (a) Consult colleagues in the Candidate's field and those in allied field.
- (b) Seek out student's opinion. In the absence of a reliable system for course / teaching evaluation, this methods need to be used with great care.
- (c) Gathering reports on colloquia, seminars, etc given in the department of elsewhere with a view to assess the quality of presentation with respect to subject content, organization and communication
- (d) Consult course files.
- (e) Gather reports on guidance and leadership in student activates.
- (f) Gather reports on initiation and participation in curriculum.
- (g) Development of new courses, new programs, etc.
- (h) Teaching load.

1.3.2 Scholarship, Research, or other creative work:-

- (a) Seek the judgments of professional colleagues both on and off campus.
- (b) Assess any published material in terms of its content and in terms of the journals, or other auspices, in which it appears: or assess any creative work in terms of its public presentation and reception.
- (c) Evaluate the work that the candidate may do as consultant.
- (d) Take into consideration the papers presented at professional meetings, whether of state, regional, national, or international scope.
- (e) Gather reports of specific projects undertaken and ascertain the success achieved in the past as well as the prospects of success for the future. Remember that important projects may require many years before that can be presented to the public.

1.3.3 Service:-

- (a) An indication of service sometimes appears in biographical records that are to be submitted by each faculty member at the end of each year of service. This however, may not be the case because degrees of modesty vary.
- (b) In the case of new appointment, one must depend upon primarily upon the information obtained from letter of recommendation or other such sources.
- (c) For promotion, the biographical record with its annual supplements collected in the office of the Registrar of the University should constitute a fairly complete record. However, one should also consult the candidate's colleagues for additional information.

1.3.4 Personal Characteristics:-

- (a) Clues to traits of character may be found in the dossier of an appointee when the letters of recommendations are included.
- (b) For promotions, confidential reports from colleagues and others acquainted with candidate will constitute the primary source of information regarding personal characteristics. Such reports must obviously be treated with great circumspection.

Specific Qualifications for Appointment and Promotion:-

In general, possession of a doctorate, or equivalent, degree from an H.E.C. recognized University is required for a candidate to be appointed to the post of Assistant Professor, above.

1.4.1 The Junior Ranks:-**1.4.1.1 Lecturer:-**

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

- (a) A person who is primarily a graduate student may not be given a faculty appointment. Such a person may be appointed as a teaching assistant or teaching associate, in accordance with the understanding that they will not be promoted to professorial rank unless they obtain a Ph.D. degree or an equivalent.

1.4.1.2 Assistance Professor:-

- (a) An Assistant should be demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the fields has been acquired. As the Assistant Professor continues in this rank an effort to increase knowledge and improve teaching ability should be demonstrated, and professional presentation should be made through papers to professional organizations through publications, or through other creative work.

Minimum eligibility conditions for appointment as Assistant Professor on Tenure Track Scheme will be Ph.D. from a recognized institution and excellent skills as well as excellent presentation skills.

1.4.2 The Senior Ranks:-

Appointment or promotion to either senior rank should represent an implicit prediction on the part of the department, and the University that the individual will continue to make shown contributions to teaching and learning. It should be made only after careful investigation of the candidate's promise in scholarship, in teaching, and in leadership and learning. By this statement is meant that serious attention must be given to the caliber of the candidate's intellectual and moral stature, for this will probably be the key factor in determining the extent to which past performance in teaching and in creative work may be expected to carry on through continuing contributions. Deans and departmental chairmen normally will look to the senior ranks for advice and counsel regarding policy matters, including appointment and promotion. Also, services rendered to communities and agencies or organizations in the candidate's professional capacity should certainly be considered in assessing qualifications for advancement to senior ranks.

1.4.2.1 Associate Professor:-

- (a) The criteria for appointment or promotion to an associate professorship differ from those for a professorship in degree rather than in kind. The candidate for Associate

Professor should offer evidence of knowledge of development in the field of expertise and a conscientious interest in improving teaching methods. It is expected that an Associate Professor shall already have shown a basic general understanding with regard to a large part of the discipline. This condition implies postdoctoral research or creative work sufficient to indicate continuing interest and growth in the candidates' professional fields.

- (b) Minimum eligibility conditions for appointment a Associate Professor on Tenure Track Scheme will be Ph.D. from a recognized and reputable Institution in the relevant field with 6-years post Ph.D. teaching /research experience in a recognized University or a post graduate Institution or professional experience in the relevant field in a National or International organization and research publications in Internationally abstracted journals recognized by the Higher Education Commission.

1.4.2.2 Professor:-

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

Minimum eligibility conditions for appointment as Professor in Tenure Track Scheme will be Ph.D. form a recognized and reputable institution in the relevant field with 11-years post Ph.D. teaching/research experience in a recognized University or a post gradate Institution or professional experience in the relevant field in a National or International Organization and 15 research publications in Internationally abstracted Journals recognized by Higher Education Commission.

Each candidate who wishes to be considered for the Tenure Track Scheme should prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. Supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in internationally abstracted journals.

The dossier of each candidate from all applicants should be sent to an independent Technical Review Panel to be constituted by the University and composed of eminent international academics and research in the relevant area drawn only from technologically advanced countries. A copy

of the dossier, along with names of the Technical Review Panel members should also be sent to the H.E.C.

Upon receipt of application for appointment on the Tenure Track Scheme at the Assistant / Associate / Full Professor level by eligible (at that level, as defined in section 6 years Above) candidates, the respective institution is required to process the application by first obtaining the recommendation of the external Technical Review Panel. Upon receipt of a favorable recommendation from this panel the matter is to be placed for consideration by the Selection Board of the Institution.

The Selection Board may take any of the following decisions on merit:

- a. Reject appointment on Tenure Track.
- b. Recommend “first term” appointment on Tenure Track at the level of assistant Professor only, with the first review occurring after 3 years, and “second term” (Final Tenure Review) occurring after 6 years.
- c. Recommend “probationary” appointment on Tenure Track at the level of Associate Professor with a final tenure review occurring after a period of 4 years.
- d. Recommend “probationary” appointment on Tenure Track at the level of Professor with a final tenure review occurring after a period of 4 years.
- e. Recommend grant of tenure with immediate effect for exceptional cases; provided that their cases, in addition to being recommended by the external Technical Review Panel and Selection Board of the University, are also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

A faculty member appointed on probation in the Tenure Track Scheme who wishes to be considered for permanent tenure prior to completion of the 4 years probationary period may apply to the University to be considered early. This case will be treated as an exceptional case. And in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

1.4.2.3 Transferring of Existing Faculty Members to Tenure Track System:-

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

- (a) If the faculty member is approved by the Institution for appointment on Tenure Track, as per process outlined in section 2.1, as an existing faculty member, and wishes to obtain the higher Tenure Track salary from his first day of appointment, then his case will be referred to the HEC for evaluation by an independent panel of experts of international repute constituted for this purpose.
- (b) In case of positive decision by the H.E.C. panel the faculty member will receive the higher salary from is

first day of appointment on Tenure Track, while in case of a negative decision by the H.E.C. panel he/she will continue in his/her current position at the salary he/she is currently drawing, and only upon successful tenure review he/she would be entitled to get a tenured position in the University at the higher “Tenure Track Pay Scale.”

- (c) The faculty member appointed on Tenure Track should continue availing all benefits (pension, gratuity, medical etc.) of his/her previous appointment as calculated using his BPS scale and seniority of service. Universities may make necessary modification to their rules to allow for this transition.
- (d) In case tenure is not granted after the final review, the faculty member would continue with his/her existing appointment.

1.4.2.4 Temporary Appointments:-

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

2. Tenure Tack Appointments:-

2.1 The Tenure Track Process:-

The Tenure Track Process normally involves an initial term Contract appointment of a faculty member for a period of three years by the Department concerned or the Selection Board. For a faculty member appointed at a junior rank (not higher than Assistant Professor), this will be followed by a second term Contract appointment for an additional period of three years. A tenure decision must be made for such a faculty member in the third year of the second term Contract appointment. Faculty members initially appointed at a junior rank will thus normally serve six years, before a final tenured decision is made. For a faculty members appointed at a senior rank (Associate and full Professor), the probationary period shall normally be three years for Associate Professor and two years for a full Professor. The services of a faculty member having tenure shall be terminated only for adequate cause, except at the normal retirement age or under extraordinary circumstance discussed in these statutes.

2.2 First Term Review:-

- (a) During the later part of the third year of the first term appointment evaluation of the faculty member shall be conducted. The first term review shall also take into consideration the needs of the department, and the University for flexibility.

- (b) The department concerned shall not later than six weeks prior to the end of the third year make a decision 'favorable' or 'not favorable' with respect to the performance of the faculty member during the time served.
- (c) A recommendation upon this decision shall be sent immediately by the Chairperson of the department through the Dean of the faculty to the Vice-Chancellor who in turn shall make the final decision with respect only to the faculty member's performance, and shall so notify the faculty member not later than two weeks prior to the end of the third year. If this decision by the Vice-Chancellor about performance is favorable, the faculty member shall be notified that he or she will receive second three-year appointment if the University's need for flexibility permits. If the decision about performance is negative, the faculty member shall be issued a terminal Contract for the year following the decision.
- (d) If the University needs for flexibility required that a faculty member judge worthy of retention not a retained, the Vice-Chancellor must explain to the Syndicate why there is need for flexibility regarding this particular position and show that the administration's plans for the academic and fiscal nature of that position are reasonable.
- (e) If the Vice-Chancellor decides that the universities need for flexibility requires that the faculty position in question must be eliminated, shifted within the department. or shifted to another department or faculty, and/or if the Vice-Chancellor determines that because the percentage of tenured position (or a combination of tenured and probationary position) in the department so high as to make it unwise to authorize an additional probationary appointment, the Dean of the concerned faculty., respective department Chairman and faculty member concerned shall be notified as early in the third year as possible. A faculty member whose performance shows excellence or promises of excellence but whose employment will not be continued because a position is being eliminated, shifted within a department or to another department or faculty will be offered notice Contract for one additional year of employment beyond the initial three year appointment.

2.2.1 Level of First Term Appointment:-

- (a) No faculty member on first term appointment may be appointed at a rank higher than that of Assistant Professor. It is however, possible to promote a faculty member during the initial three-year term appointment, whereupon the faculty member will automatically enter into probationary status. Promotion of such a faculty member, as well as any faculty member granted a second three-year probationary appointment should be decided according to the requirements and procedures given in the appointment and promotion policy.

2.2.2 Second Three Year Appointment:-

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

2.3 Probationary Period:-

- (a) The probationary period shall constitute the time during which a person's fitness for permanent tenure is under scrutiny. For faculty members appointed at a senior rank their entire period of appointment shall be considered as a probationary period probationary appointments, shall

normally lead to permanent tenure. Initial probationary appointments are normally made only at the Associate and full Professor Level. The maximum probationary period shall be four years for Associate Professors and three years for Full Professors. These maximum periods will be increased by one-half year for appointments commencing during the second-half of the academic year. Once established the duration of the probationary period shall not normally be extended, except that the running of the probationary period will normally be suspended when the faculty member goes on a leave of absence without pay.

- (b) By written agreement with the appointee and with the consent of the Chairman, the Dean, and the Vice-Chancellor, the probationary period may be reduced below the maximum period given if the faculty member's qualifications warrant such reduction, in exceptional cases and with the consent of the Chairman, the Dean, and the Vice-Chancellor, the tenure may be recommended on appointment.
- (c) A faculty member may achieve tenure only through full-time service, and part-time service shall not be considered as probationary service leading to possible tenure. A full-time faculty member with tenure, however, may at his or her request change to part-time service, either permanently or temporarily for a specified time, and retain tenure; provided that the department Chairperson the Dean of the faculty, and the Vice-Chancellor approve the terms in advance.
- (d) Faculty members, already in-service at I.U.B can get a probationary appointment in two different manners.
 - i. A faculty member, after having been selected for probationary appointment, may take retirement from the University service, and join the Tenure Track system.
 - ii. Or, the faculty member may accept the probationary appointment, while remaining on the regular strength of the University, and drawing the existing pay and allowances. On the completion of the Probationary period if he is offered the tenure appointment, he may seek from the University service.
- (e) A faculty member with tenure who retires from the University and is rehired within three years as a full-time member of the same department shall have tenure upon return. A faculty member with tenure who retires from the University and is rehired by the same department after more than three year's absence may be required to serve a probation period of not more than one year at the discretion of the department. A faculty member with tenure who retires from the University and is rehired as a full-time member of another academic department may be required to serve a probationary period of not more than one year at the discretion of the department. Decision dates and dates of notice shall be according to the provisions of section 2.4 of this policy.
- (f) A faculty member with tenure who leaves an academic department to accept full-time employment by the University in an administrative capacity shall retain tenured status in the academic department.

2.3.1 Probationary Reviews:-

- (a) Tenured faculty members, especially Department Chairperson are reminded that their participation in all tenure review procedures, particularly in the two full, formal reviews (outlined in sections 2.2, 2.3.3, and 2.3.4), is one of the most serious of their duties and responsibilities. They are also reminded that tenure should be granted only to faculty members who have demonstrated excellence in the performance of their professional duties, mere adequacy or inoffensiveness do not constitute sufficient ground

for the award of tenure. All reviews should include evaluation of teaching by student and the Chairperson.

2.3.2 Annual Review:-

- (a) The progress toward permanent tenure of each faculty member on probationary status shall be reviewed annually by the department Chairperson in consultation with at least those department members best acquainted with the probationary member's work. Such review shall evaluate the probationary member's progress intuited of the section 1.2 "Basis for Appointment and Promotion" and of standards of excellence prevailing in that discipline, department, and the University. The outcome of each review shall be discussed with the probationary member.
- (b) In addition to annual reviews, more thorough and formal written evaluations shall be conducted as outlined below.

2.3.3 Mid-probationary Review:-

- (a) For faculty members completing their first term appointment the first term review described in section 2.2.1 shall be considered to be the mid-probationary review.
- (b) For faculty members directly appointed with probationary status, midway through the probationary period, it is mandatory that a full review report be made for all probationary faculty members.
- (c) The Chairperson of the concerned department shall form a Review Committee of at least three people, majority of whom are from outside the department. The Review Committee shall seek the opinion of a minimum of two renowned experts must be employed as full time faculty members preferably at a recognized foreign University in an advanced industrialized country, or as full time researchers at a leading research institution of the world. The Review Committee shall conduct a thorough review of the probationary member's progress along line similar to those outlined for annual reviews. This review shall identify, in reasonable detail, the areas of strength and weakness of the probationary member. The Review Committee shall subsequently present a written review report to the Chairperson of the department.
- (d) After discussion (written comments may or may not be employed) with at least the senior/tenured members of the department the Chairperson shall send a full written report on this review, including a summary of all the evaluation of the faculty members consulted, to the Dean of the faculty.
- (e) The Dean shall, in the light of standards of excellence necessary for the award of tenure, but bearing in Mind the need for flexibility of standards of judgment both within and between disciplines, add an assessment of the probationary member's progress to the report of the Chairperson and forward it to the Vice-Chancellor. A full mid-probationary review report shall, therefore, consist of the evaluations of the Review Committee, the Chairperson and the Dean of the faculty. The review process shall be considered complete only when the probationary member and the department Chairperson have received copies of the full report. It is not anticipated that probationary members will necessarily have attained the standards required for the award of tenure by the time of their mid-probationary review. The aim of the required identification of the strengths and weaknesses of the probationary member is to give that member a clear picture of the performance levels by which she or he is to be judged and to offer

the opportunity to correct deficiencies in the second half of the probationary period. The existence of some identified deficiencies in this review shall be considered normal, and this alone shall not be the basis for action against the probationary member.

2.3.4 Tenure Review:-

- (a) In the final year of the faculty member's probationary period, it is mandatory that full review report be made,
- (b) The Chairperson of the concerned department shall conduct a thorough review of the member's fitness for tenure following the same procedure as outlined for the mid-probationary review.
- (c) The full mid-probationary reports shall be taken into consideration by the senior/tenured faculty of the department in this process.
- (d) The Chairperson after discussion with at least the senior/tenured faculty of the department shall recommend to the Dean that the probationary member be given tenure or not. The Chairperson recommendation the Dean accompanied by a full, written evaluation report including at least a summary of the evaluation of all faculty members consulted.
- (e) The Dean shall normally abide by the Chairperson's recommendation. If the Dean decides not to follow this recommendation, the Dean shall immediately and in writing inform both the probationary members and the Chairperson including a written statement of reasons, so that both have ten working days in which to present their cases to the Vice-Chancellor.
- (f) Similarly, if the Vice-Chancellor decides not to follow the recommendation of the Chairperson or the Dean, The Vice-Chancellor shall provide a written statement of reasons to faculty member, the department Chairperson and the Dean.
- (g) The Syndicate shall make the final decision on the award of tenure. The Syndicate shall normally abide by the recommendations of the Chairperson forwarded by the Dean and finally by the Vice-Chancellor. If the Syndicate considers not following the recommendation in which the Vice-Chancellor, the Dean and the Chairperson have concurred or if there is a conflict in the recommendations made by these officers the Syndicate shall immediately and in writing inform the probationary member and the officers involved in the decision and shall include a written statement of reasons. The probationary member and the officers involved shall have ten working days to present their cases to the Syndicate before the final decision is made.
- (h) The probationary member and/or the Chairperson may use the statement of reasons should either wish to appeal the final decision. The probationary member and/or department shall have ten-working days from the receipt of any written reversal in which to initiate any appeal.
- (i) As an alternate to procedure at derail (b) to (h) above, the Selection Board may carry out a Tenure Review with the assistance of the Chairperson, Sean and the peers. Recommendations of the Selection Board shall be put up to the Syndicate for a final decision in the award of tenure.
- (j) The tenure review process shall be considered complete only when the Vice-Chancellor, in writing, informs the probationary member and the Chairperson of the final decision of the Syndicate. The final decision, or indeed any administrative action,

may of course be appealed to the Vice-Chancellor and / or Syndicate. The time of completion must conform to the provisions for notice in section 2.4.

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

2.4 Decision Dates and Dates of Notice:-

- (a) Written notice that a faculty member in probationary status is or is not to be continued in service will be given to the faculty member not later than June 30 of the final year of the predetermined probationary period. If the decision is positive, the faculty member shall have tenure effective July 1 of the fiscal year following the probationary period. If the decision is negative, the faculty member will be offered a terminal one-year appointment in the fiscal year immediately following the probationary period. If, for any reason, the decision date is not met in the case of a negative decision, the faculty member shall be offered an additional terminal one-year appointment beyond the one provided for above.
- (b) Written notice that a faculty member on a first three-year term appointment is not to be continued in service will be given to the faculty member a minimum of three months prior to the last day of service of the faculty member.
- (c) At any point during the first terms appointment or during the probationary period, a department Chairperson may recommend that a term appointee or probationary faculty member not be continued in service. If, after consulting with at least the senior/tenured members of the department (and usually also after obtaining data from experts outside the University), the Chairperson decides to recommend to the Dean that a faculty member in probationary or term status not be continued in service, the Chairperson shall notify the faculty member in writing. If requested by the faculty member, the Chairperson shall indicate in writing the reason for the decision. The Faculty member shall have ten working days in which to request reconsideration before the Chairperson sends the recommendation to the Dean. If no such request is made, or if the Chairperson sends the recommendation to the Dean. If no such request is made, or if the Chairperson, after reconsideration, decides to forward a negative recommendation to the Dean, the Chairperson shall do so in writing enclosing all materials relevant to the decision, simultaneously, the Chairperson shall notify the faculty member in writing that the negative recommendation has been sent to the Dean and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the Dean before the latter acts on the Chairperson's recommendation. If no appeal is made to the Dean, or if despite an appeal, the Dean concurs in the departmental recommendation, the Dean shall forward the negative recommendation, the Dean shall forward the negative recommendation in writing to the Vice-Chancellor, enclosing all materials relevant to the decision. Simultaneously, the Dean shall notify the faculty member in writing that the negative recommendation has been forwarded and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the Vice-Chancellor. If no appeal is made or if, despite an appeal, the Vice-Chancellor concurs with the Chairperson and Dean's recommendation the faculty member should be sent final notification regarding non-renewal of Contract, such notification being within the limits set forth in section 2.4.

2.5 Termination of Services of Faculty Member with Tenure:-

- (a) The services of a faculty member having tenure shall be terminated only for adequate cause except at the normal retirement age.

- (b) Except in cases of admission or conviction of a serious violation of the criminal code, the services of a faculty member with tenure shall be terminated only in accordance with the procedures outlined in this statement of policy. If the faculty member claims his violation does not constitute adequate cause for dismissal, he shall be entitled to the full procedures outlined in this policy.
- (c) The termination proceeding based on academic incompetence and nonperformance in research shall be instituted against a faculty member with tenure where the performance of a faculty member falls significantly short of expectations. In such cases he would be informed in writing a proceeding for termination may be initiated if the performance does not improve within the specified time frame.
- (d) Except in the case of admission or conviction of a serious violation of the criminal code which is found to constitute adequate cause for dismissal, the faculty member shall be given a written notice of intention to terminate, with the reasons there of, twelve months in advance of the proposed termination date.
- (e) If a tenure appointment is terminated because of a demonstrably bona fide financial exigency of the University, the released faculty member's place will not be filled by a replacement for a period of five years, unless the released faculty member has declined an offered reappointment with at least his previous rank and salary.

2.6 Preliminary Proceedings:-

- (a) When a question arises concerning the termination of the service of a faculty member who has tenure, the matter first shall be brought to the attention of that faculty member's Chairperson and / or Dean. If the matter is not resolved at that level his complaint may be directed to the next direct authority. If a resolution is still not affected, the issue shall proceed through the normal University channels up to, and including, the Vice-Chancellor. At every stage the appropriate administrative officer shall discuss the matter with the faculty member involved in a personal conference and notify him or her of any proposed action. The matter may be concluded at any point in this process by mutual consent.
- (b) If the matter is not concluded by agreement and the University administration still wants to terminate the faculty member's services, the issuer shall be referred to the Syndicate who shall constitute a Dismissal Review Committee of at least 5 members consisting of tenured faculty members and senior administrators from within and/ or outside the University.

2.6.2 Statement of Charges:-

- (a) A formal dismissal proceeding shall be commenced by a communication from the Vice-Chancellor to the faculty member and to the Chairperson of the Dismissal Review Committee containing;
 - a. A statement giving, with reasonable particularity, the grounds for the dismissal;
 - b. A statement that the Dismissal Review Committee will conduct a hearing on the charges;
 - c. A statement of the time and place for the hearing such time being set by the Dismissal Review Committee to permit the faculty member sufficient opportunity to prepare his defense;
 - d. A copy of the pertinent University regulations and statutes governing his procedural and substantive rights as a faculty member.

2.6.3 Written Answer:-

- (a) Not less than two weeks before the date set for the hearing the faculty member shall submit to the Vice-Chancellor and to the Chairperson of the Dismissal Review Committee his written answer to the charges.

2.6.4 Proceedings before the Dismissal Review Committee:-

- (a) If the faculty member does not answer the Vice-Chancellor's statement of grounds, to Committee shall consider whether the stated grounds constitute adequate cause for dismissal. If the Committee finds that the stated grounds do constitute adequate cause, it may conclude, without further inquiry, that the dismissal would be proper.
- (b) In its discretion, the Committee may investigate the truth of the charges and request that the Vice-Chancellor present proof thereof.
- (c) The Committee shall forward its decision, with reasons stated, to the Vice-Chancellor and to the faculty member.

2.6.4.1 Dismissal Review Procedure:-

It the faculty member submits an answer as contemplate in section 2.6.3, the following procedures shall be followed:

- (a) The Dismissal Review Committee, in consultation with the Vice-Chancellor and the faculty member, shall exercise its independent judgment concerning the public or private nature of the hearing. The faculty member's request that the hearing be private, however shall be binding on the Committee.
- (b) If any facts are in dispute, testimony of witnesses and other evidence shall be received.
- (c) The Vice-Chancellor shall have the option of attending the hearing. The faculty member and the Vice-Chancellor shall have the option of being represented by counsel or an Advisor, or both.
- (d) The hearing shall normally proceed as follows: (A) presentation of the evidence in support of the statement of grounds; (b) the faculty member's evidence in answer; (c) the rebuttal evidence; (d) the faculty member's rebuttal evidence; (e) closing arguments. If the circumstance warrant, the Committee may vary the normal order of proceeding.
- (e) The faculty member and the Vice-Chancellor, their representative, and Committees member shall have the right, within reasonable limits, to question all witnesses who testify orally.
- (f) The Committee, if it deems it desirable, may proceed independently to secure the presentation of evidence at the hearing.
- (g) A verbatim record of the proceeding shall be kept and made available to the parties concerned. The cost of such record shall be borne by the University.
- (h) If the faculty member's academic competence is questioned, the proof before the Committee shall be insufficient unless it includes testimony of Teachers and other scholars, either from the University or from other institutions, and it show that (a) the faculty member's academic performance has deteriorated since he received

tenure and (2) his academic performance is now typically unsatisfactory.

- (i) The faculty member shall have the aid of the University Administration and the Committee, when needed, in securing the attendance of witnesses and in obtaining information necessary to his defense.
- (j) Except as provided in this paragraph, the parties shall have the opportunity to be confronted at the hearing by all witnesses adverse to them, when it is impossible for either party to secure the attendance of a witness at the hearing, his statement which is to be introduced at the hearing shall be reduced to writing and signed by him, and shall be disclosed to the other party sufficiently in advance to permit such other party to interrogate the witness before the hearing. If the other party fails to interrogate the witness within a reasonable time or if he does interrogate the witness and the replies of the witness are reduced to writing and signed by him, the original statement together with the replies, if any, shall be admissible in the hearing.
- (k) The Committee shall not be required to follow formal court procedures or judicial rules of evidence.

2.6.5 Consideration of Matter by Dismissal Review Committee:-

- (a) In the usual case, the Committee shall await the availability of a verbatim record of the hearing before proceeding to a decision. It may request or accept written briefs from the parties. Where the Committee feels that a just decision can be reached in the absence of a verbatim record, it may in its discretion, render a decision without waiting for it. In all cases, the Committee shall render its decision with full consideration of the fact that the University administration has the burden of proving its case. The Committee shall reach its conclusion in executive session.
- (b) The Committee shall make specific findings of fact supporting its conclusions on each of the grounds for removal presented. A reasoned opinion normally shall accompany the findings and conclusions.
- (c) The Vice-Chancellor and the faculty member shall be notified of the Committee's decision in writing and shall be given copies of the findings, conclusions, and opinion.
- (d) In the discretion of the Committee, publicity concerning the Committee's decision may properly be withheld until due consideration has been given to the case by the Syndicate.

2.6.6 Consideration of Matter by the Syndicate:-

- (a) At the request of either the faculty member or the Vice-Chancellor, the Syndicate shall review the case. A request for review by the Syndicate must be filed with the regular of the University within 120 calendar days of the date that the Committee's decision is sent to the faculty member and the Vice-Chancellor. The Syndicate's review shall base on the record of the hearing before the Dismissal Review Committee, accompanied by opportunity for oral and written argument by the principals or their representatives.
- (b) The Syndicate will normally abide by the Committee's decision. If the Syndicate disagrees with the Committee, the proceedings shall be returned to the Committee with objections specified. The Committee shall reconsider the case, following procedures hereinbefore specified for the original hearing taking account of

the stated objections and receiving new evidence if necessary. After reconsideration, the Committee shall frame its decision and communicate it in the same manner as before. After study of the Committee's reconsideration, accompanied by opportunity for oral and written argument by the principals or their representatives, the Syndicate shall make a final decision.

2.7 Faculty Remuneration:-

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

2.7.1 Initial Pay:-

- (a) The initial pay of a faculty member appointed to a post shall be determined as a sum of the
- a. Basic pay in that post, plus
 - b. One increment for each year of post Ph.D. teaching experience.
 - c. A faculty member may be awarded advanced increments that may be based on the following factors.
 - i. Total years of experience of working in industry.
 - ii. Quality and number of international refereed journal publication, conference presentations and publications and reports.
 - iii. Quality and number of Ph.D. and MS thesis supervised
 - iv. Funding record: - proposals written and funded work supervised.
 - v. Professional and community service record.
 - vi. Market factors.
 - d. Total number of advanced interments awarded can be a fractional number.
 - e. The University may extend a faculty member serving under Tenure Track System medical facilities for self and family.

2.7.2 Annual Increase:-

2.7.2.1 Authority for Grant of Annual Increase:-

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

2.7.2.2 Determining the Date of Annual Increase for New Entrants:-

- (a) Those who are employed between January and June may be considered for annual increase with effect from 1st. July of the service year.
- (b) Those who are employed between July and December may be considered for annual increase with effect from 1st. July of the following service year.

2.7.2.3 Self Assessment Report:-

- (a) Every faculty member on tenure track shall complete a self-assessment report. In this form the faculty member will document the teaching, research, advisory, consultative and administrative service rendered by him during the previous year. Where appropriate the self-assessment will be backed by documented evidence that may include (i) course files, (ii) publications (published,

submitted, in preparation), (iii) research project in progress and completed, (iv) report on industrial project undertaken (v) details of new courses developed or innovation introduced in course or laboratory work, (vi) requisite information about M.A./M.Sc., M.Phil and Ph.D. students supervised, and (vii) advisory and administrative services rendered.

2.7.3 Procedure for Grant of Annual Increase:-

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

2.7.4 Pay Scale:-

Pay scale for faculty members appointed on Tenure Track are given at Annex-A. These scales may be revised whenever so notified by the Government/Higher education Commission.

2.7.5 Note:-

Faculty members who do not join the Tenure Track System shall be eligible to contest for better incentives as given at Annex-B.

2.7.6 The Syndicate may make additions / alterations in these Statutes in conformity with the amendments / instructions issued by the Higher Education Commission, from time to time

Annex-A**TENURE TRACK PAY SCALES**

Category of Faculty Member	Pay package			Minimum	Maximum
	Pay Scale	House Rent Allowance	Utility Allowance	Monthly Salary	Monthly Salary
Professor	50,000-75000	30,000-50,000	5 % of Pay	82,500	134,000
Associate Professor	35,000-50000	15,000-20,000	5 % of Pay	51,750	72,5000
Assistant Professor	25,000-30000	10,000-12,000	5 % of Pay	36,250	50,850

Annex – B

**BETTER INCENTIVES FOR FACULTY MEMBERS WHO DO NOT JOIN THE
TENURE TRACK SYSTEM**

1. Faculty member who do not join the Tenure Track may compete for better incentives according to the following criteria: -

- (a) The award of incentives should be performance base d
- (b) And it must be ensured that the faculty member has an excellent and unblemished record at his credit.
- (c) Faculty members must have excellent academic profile, which includes the following parameters along with the proposed weight age.
 - Research30.00%
 - Number of M.Phil / PhDs Produced20.00%
 - Number of M.A. ? M.Sc. thesis supervised.....10.00%
 - Grants won at national and international level10.00%
 - Honors / Awards Received10.00%
 - Evaluation by Departmental Committee20.00%

2. The incentive may be 3-4 salaries in year.
3. The assessment of eligible faculty members for grant of incentives should be carried out through Peer Review Committee of experts and eminent scholars or the Selection Board.
4. Proper system of monitoring of incentives to faculty members be adopted to ensure that the really deserving faculty members get the incentive.
5. The incentives should be extended purely on merit but in no case the number of recipients would exceed 45% of the faculty strength in each Department unless otherwise notified by Higher Education Commission / Government.

Approved by the Syndicate on 10th November, 2004 and notified vide No 3679/Estt.
Dated 23.11.2004

PART-IV

GENERAL RULES AND REGULATIONS

**Chapter 25 Regulation for Admission of Students to the Post Graduate M.A./M.Sc
etc Degree Courses of the Islamia University, Bahawalpur**

**ABOVE REGULATIONS ARE
AVAILABLE IN THE
RESPECTIVE PROSPECTUS**

Chapter 26 Islamia University Bahawalpur Regulations for use of Library, 1977

1. These Regulations may be called Islamia University Bahawalpur Regulations for use of Library.

2. These shall come into force at once.

3. Library Committee:-

¹ The Library Committee shall be constituted by the Syndicate and shall consist of the following members:

- (a) Two representatives of the Academic Council to be appointed by the Academic Council;
- (b) Three University Teachers to be nominated by the Syndicate;
- (c) Three nominees of the Syndicate to be appointed by it from among its members;
- (d) Ex-officio members;
 - 1) Registrar;
 - 2) Treasurer;
 - 3) The University Librarian, Secretary.

The Chairman of this Committee shall be nominated by the Syndicate from among the members of the Library Committee”.

4. Quorum:-

The quorum for the meeting of the Library Committee shall be ²[five] members.

5. Term of Office:-

³[The term of office of the members of the library Committee shall be 2 years. Provided that the Syndicate may extend the term of the existing members by another year.]

6. Management:-

⁴[The Management and control of the University Library shall vest in the Syndicate provided that the Syndicate may delegate to the Library Committee such powers as related to functions of the Committee.]

7. Powers and duties of Library Committee:-

The Library Committee shall: ----

- (a) Frame rules regarding the use of Library material and hours of service.
- (b) Advise in the preparation of Library budget.
- (c) Allocate funds to subjects (provided in the Library budget).
- (d) Lay down procedure for selection and purchase of books, journals and manuscripts.
- (e) Take decision on request for transfer of books and journals to departmental Libraries.
- (f) Advise on the reproduction of rare and unique materials.
- * (g) The Library Committee shall arrange for annual stock taking of the Library through a special committee to be appointed by it and forward the report of stock taking through the Vice- Chancellor to the Syndicate after 5 years.
- (h) Formulate general policy of Library development.

Approved by the Chancellor's Committee on 29.6.1977.

1, 2, 3, and 4 amendments approved by the Chancellor's Committee on 30.12.1978.

*Amendment approved by the Syndicate held on 20,21.05.2005 vide Notification No. 3958/M&R dated 04.10.2005

8. The following persons shall on Application (in prescribed form) be permitted to borrow books from the Library:

- (a) All members of Teaching Staff of the University.
- (b) All employees of the University other than teachers.
- (c) Research Scholars and Students of the University.
- (d) ¹[Teachers of the Secondary School of the University].

* **Note:-** Members of the University Library will deposit a security (refundable) as Under:-

Part-time Teachers.	Rs. 2000/-
Ph.D Students.	Rs. 1500/-
M.Phil.	Rs. 1000/-
Research Scholars	Rs. 1000/-
M.A / M.Sc	Rs. 500/-

9. ²[A Card known as the Borrower's Card may be issued to each of the persons entitled to draw books from the Library on his application. Such Card shall be non-transferable and shall have to be presented at the counter at the time of borrowing or returning books. In case of its loss the holder of the card shall at once inform the Librarian in writing. A duplicate card may be issued to him on payment of Rs. 10/- No book will be issued to a student unless he presents his Borrower's Card in person alongwith his identity Card].

10. Card holders shall be personally responsible for the safe return of all books issued on his card.

11. The following persons shall be eligible to become members of the Library. They shall have the privilege to draw books from the Library to the extent and for the period shown against each subject to the condition and restrictions here in laid down:-

- (a) Members of the University.

****(i)** Teaching Staff 15 books at a time for three months.

(ii) Part-time teachers three books for one month,

- (b) " A " class officers of the University five books for one month.

- (c) Research Scholars of the University 6 books at a time for one month.

- (d) Students as per detail below: -

Ph.D. =7 books (2 month)

M.Phil. =5 books (2 month)

M.A./M.Sc. =3 books (14 days)

Semester System. =5 books for each Semester while Security will be Rs. 800/-

- (e) Other employees of the University two books for one month.

- (f) ³[Teachers of the Secondary School of the University three books for one month.]

12. Books borrowed form the Library are non-Transferable.

13. A book if not required by any other member may be re-issued to the same Card-holder. In case a book is urgently required in the Library it must be returned on receipt of notice from the Librarians even before the expiry of the prescribed period.

*Amendment approved by the Syndicate held on 6.12.1999 vide Notification No. F.61/A-11/2030 dated 18.2.2000.

** Amendment approved by the Syndicate held on 3,4/3/2003 vide Notification No. 3090/M&R dated 23.4.2003.

1, 2, and 3 Amendment approved by the Chancellor's Committee on 30.12.1978.

***14.** Retention of books by the members beyond the prescribed time limit shall entitle fine: of Rs. 1/- per volume per subject to the maximum Rs. 365/- per book,

******In case of text book, current periodicals & books issued with the special permission of Librarian the fine shall be Rs. 5/- (five) per volume per day. Provided that University Teaching/non teaching staff be exempted from such fine.

***Members** who lost any library books Periodicals, map or manuscript shall be required to replace the lost material with the new one, pay the cost thereof as, alongwith 20% surcharge (delay fine) of total cost. The deposit cost will be refunded if the lost material were submitted.

1	If the book is more than 3 years old but less than 5 years.	= Double the cost of book written in library record.
2	If the book is 5 years old but less than 10 years old.	= Three times cost of the book written in the library record.
3	If the Book is more than 10 years old but less than 15 years old. = double the cost of book written in library record.	= Four times cost of the book written in the library record.

If the book is more than 15 years old (date of publications), its price will be recovered as the decision of sub Committee (Chairman of the relevant department, Librarian/Deputy Librarian & Chairman Library Committee).

****** If the lost book is on Science subjects, published more than 10 years before, its price will be recovered as the decision of the mentioned sub committee. In case the absence/failure of the sub-committee or emergency clearance, the price will be charged five times of written price in the record. While three times on science subjects. If the price of book is not mentioned in library record (as donation etc.) the price will be fixed as follows:

- a) Foreign books One rupee per page.
- b) National books 0.50 rupee per page of book of science subjects while 0.75 on other subjects.

The minimum Price of lost book will be charged Rs. 100/-.

The amount collected under regulation No. 14 (above) shall be deposited in the University Bank, under the Misc. Library A/C No. 0562 in Habib Bank Chak 8/BC Branch & Account No. 7354 in Habib Bank University Branch. A copy of deposit Challan will be endorsed to the Treasurer for adjustment by the bank, the amount thus collected shall be placed at the disposal of the Library Committee.

15. The Card-holder shall within a week report to the Librarian in writing about the loss of a book and shall deposit the price and surcharge demanded by the Librarian through a written notice with in a week.

*** 16.** A Security deposited shall lapse to the University and shall be transferred in library account No. 0562-5 Habib Bank Chak 8/BC Branch, if it remains unclaimed for a period of one year from the dated on which a cardholder ceases to be a member of library. The amount of the library security transferred in above mentioned account may be adjusted against the price of books which remained un-returned to the students.

*Amendment approved by the Syndicate held on 20,21.05.2005 vide Notification No. 3958/M&R dated 04.10.2005

******Amendment approved by the meeting of Syndicate held on 23.04.2003 3,4 March-2003, and notified vide No. 3090/M&R dated

*******Amendment approved by the Syndicate on 26,27-1-1994.

17. In general, the following material shall not be issued form the Library:-

- (1) Thesis.
- (2) Government Publications, reports., etc.
- (3) Encyclopedias, dictionaries, hand books and other reference works.
- (4) Books specially reserved by the concerned Head of the Department.
- (5) Banned Books.
- (6) Periodical (Bounded or in loose form)
- (7) Manuscripts-
- * (8) The book which price is Rs. 1000/- or more.

****18.** Text Books, reference books and periodicals may be issued for two days under special permission of the Librarian.

19. Readers and members shall not damage, mark or write upon any book, periodical or map not shall they trace or perform mechanical reproduction of any material belonging to the Library without written permission of the Librarian. The Librarian shall assess the damage done to the borrowed material and the Card-holder responsible for such damage shall deposit the same with the Librarian within a week of the notice of the Librarian. Provided that the Card-holder may after depositing that amount appeal to the Library Committee within 15 days against the assessment of the Librarian and the Committee shall be competent to reduce or waive the amount. If one volume of a set is injured and it is not available separately, the whole set, shall have to be replaced or paid for. A damage book or set which has been replaced or paid for by a Card-holder will on demand be delivered to such Card-Holder. Card-holders are advised to inspect books at the time of issue and to call the attention of the Library Assistant to any defects, etc.

20. Library Committee may on appeal by the aggrieved person within 15 days reduce or remit the fine or surcharge imposed on a Card-holder.

21. Before the Examination, students shall get their clearance form the Library by returning the books. Their library cards will be cancelled by the Librarian where upon the clearance will be issued to them. Without this clearance the student shall not be allowed to sit in the Examination.

22. At the exit visitors including Card-holders and library staff may be checked up by the person appointed at the gate for the purpose.

23. No one shall be allowed to bring private books, hand bags, briefcases and other things in the Library .These may however, be left with the attendant at the entrance. The deposit should be received before the library is closed, after which the responsibility of the library is over.

****24.** Smoking, loudly talking and vulgar talk or any other activity that disturbs the silence and tranquility of the library are strictly prohibited. The defaulters can be fined and expelled.

25. The Card-holders who abuse their privilege, will be liable to cancellation of their cards by the Librarian provided that the Library Committee on appeal may review and revise such order.

*Amendment approved by the Syndicate held on 20,21.05.2005 vide Notification No. 3958/M&R dated 04.10.2005

** Amendment approved by the meeting of Syndicate on 21,22/8/1996

***26 (i)** The Library will be closed for two months during the summer vacation for stock taking, as and when conducted under these regulations; and on Sundays or Fridays (as the case may be) and on certain holidays by special notice. Provided that members of Teaching staff may obtain any book or any prescribed material during the summer vacation.

******(ii)** Physical verification shall be conducted after 5 years.

(iii) Being an open access library, losses to the extent of 1% per annum of the available stock may be written off by the Syndicate on the recommendations of Library Committee.

27. Book Bank:-

A Book Bank shall be established by the University.

**** 28.** The regular students enrolled in various departments of the University shall be entitled to borrow books from the Book Bank, provided their deservance is determined by the Chairman of concerned department.

29. The Students declared eligible will register themselves as member of the Book Bank. Application for such registration will be required to be filled in a prescribed form.

***** 30.** Members will be entitled to borrow maximum of 3 books at a time amounting less than Rs. 250/-. Provided that the student will submit a statement verified from the Head of Department that his original Matric Certificate is deposited in the department. Provided that the books will be issued on 20% rent base.

**** 31.** 20% of the price of the book (not refundable) will be charged as a rent for one year as detailed below:-

1.	If the book is more than 10 years but less than 20 years.	= 20% of double cost of the Book written in the Library record.
2.	If the book is more than 20 years but less than 40 years.	= 20% of three times cost of the Book written in the Library record.
3.	If the book is more than 40 years old but less than 70 years.	= 20% of four time cost of the book written in the Library record.

**** 32.** The books shall be returned within a week after the end of the Examination or one year from the date of issuance, which is earlier.

33. The result of defaulters will not be declared and they will have to pay a fine of Rs. 1/- per day.

34. No certificate of any kind will be issued to "such students who fail to return books to the Book Bank.

35 (a) The security deposited shall not be refunded to a student unless he furnishes a clearance certificate form the Book Bank.

(b) The Librarian shall prepare a list of defaulters who have failed to return the borrowed books after the prescribed period and a copy of this list shall be sent to the Accounts Section of this University for necessary action.

* Amendment approved by the meeting of the Syndicate held on 29,30/8/1998.

**Amendment approved by the meeting of the Syndicate held on 6/12/1999 vide Notification No. F.61/A-II/2030/M&R dated 18/2/2000.

***Amendment approved by the Syndicate held on 3,4/3/2003 vides Notification No. 3090/M&R dated 23/4/2003.

****Amendment approved by the Syndicate held on 20,21.05.2005 vide Notification No. 3958/M&R dated 04.10.2005

*36. According to proposed Rules No. 14 alongwith 20% surcharge will be recovered from student concerned.

37. Book Bank Membership Form will be as under:-----

**BOOK BANK
ISLAMIA UNIVERSITY
BAHAWALPUR.**

**NO:-----
EXPIRES.**

I hereby apply for membership of Islamia University book Bank Bahawalpur and promise to abide by all its rules.

Full Name: _____

Father's Name: _____

Permanent Address: _____

Present Address: _____

Class: _____ Enrolment No. _____ Subject: _____

Recommended by the
Head of the Department.
(with the Stamps)

Signature:
Dated: _____

*38. Reference books and research journal will not be issued. However, Photo service of the required material may be provided in the Library on payment.

* Amendment approved by the Syndicate held on 6.12.1999 Vide Notification No. F.61/A -II/2030/M&R dated 18/2/2000.

Chapter 27 Islamia University Bahawalpur Regulations regarding Award of the Degree of Doctor of Philosophy (Ph.D)

1. The duration of studies for the award of the degree of Doctor of Philosophy (Ph.D.) shall be three years.

2. Eligibility for Admission:-

- (i) Admission to Ph.D. shall be open to such candidates possessing the degree of M.Phil of the Islamia University Bahawalpur or of any other University of Pakistan or of a recognized foreign University or having passed an examination recognized equivalent there to by this University.
- (ii) A candidate registered for M.Phil programme may be recommended to the Advanced Studies and Research Board on the basis of his performance in the completed course work in M.Phil and province-ability for original research for transfer to Ph.D. degree programme.
- *(iii) However, a candidate holding 1st Class Master's degree in the subject/L.L.B. equivalent examination **OR** Having 2nd Class Master's degree in the subject/L.L.B./equivalent examination with a minimum of three years teaching/professional and research experience in University/College/Research Organization **OR** A candidate with Second Class Master's degree in the subject/L.L.B./equivalent examination and having qualified GRE test for admission to Ph.D. conducted under the auspices of the Higher Education Commission/Ministry of Science & Technology may be admitted to Ph.D. by the Advanced Studies & Research Board on recommendations the Board of Studies concerned **OR** A candidate initially admitted in M.Phil programme may be converted to M. Phil leading to Ph.D. programme, if he/she has qualified M. Phil Part-1 examination (course work) obtaining 60% marks, by the Advanced Studies & Research Board on recommendations the Board of Studies concerned. **OR** A candidate initially admitted in M.Phil programme may be converted to M. Phil leading to Ph. D. programme, if he/she has qualified GRE test for admission Ph. D. conducted under the auspices the Higher Education Commission/Ministry of Science & Technology, by the Advanced Studies Research Board on recommendations the Board of Studies concerned.
- (iv) Without prejudice to the provision of regulation 4 (ii) below, a foreign national possessing a first class Master's degree or equivalent from a recognized University or Institution and who has specialized knowledge/ research work in the subject concerned may on the recommendation of the Board of Studies concerned be admitted direct to the Ph.D. by the Advance Studies and Research Board.

3. Admission:-

- (i) Application for admission to the Ph.D. Programme shall normally be invited within a fortnight of the beginning of the academic session after which the

Approved by the Academic Council and Chancellor's Committee in their meetings held on 9.5.1985 and 20.5.1985 respectively.

* Amendment approved by the Syndicate at its meeting held on 26.8.2005 and notified vide No. 7107/Acad dated 24.10.2005.

amendment 1&3 approved by Academic Council and Chancellor's Committee in their meetings held on 21.1.1986 & 8.5.1986 vide Notification No. D/3151/Acad dated 25.6.1986.

Amendment 2 approved by the Academic Council and Chancellor's Committee in their meetings held on 29.4.1987 and 12.7.1987 respectively vide notification No. 463/MR dated 04.8.1987.

Applications shall be scrutinized by the Chairman/Head of the Department/Institution and recommended to the Board of Studies in the relevant subject. The schedule indicating commencement of session will be as notified for the purpose.

- (ii) A candidate shall, in the first instance, be admitted as research probationer for a period of one year.
 - (iii) After the completion of the probationary period, if the Chairman/Head of the Department/Institute on the recommendation of the supervisor is satisfied that the scholar has demonstrated aptitude and ability for research, he may recommend the scholar to Board of Studies concerned for confirmation of his admission.
4. *(i) A candidate should show proficiently in at least one European language relevant of his subject and field of research.
- (ii) A Ph.D student shall be whole time student and shall pursue his research at Bahawalpur, but may be permitted by the Chairman/Head of Department/Institute on the recommendation of the supervisor to do the research work at other place if the nature of his research so required. However in case of a teacher or an employee of any research organization or foreign national he shall keep terms of residence in the University town of Bahawalpur in the beginning for at least two months and the remaining period at a place of his own choice. He shall throughout remain in touch with his supervisor. The period of two months shall be devoted to preparing a plan of studies for the candidate and familiarizing him with all necessary techniques of modern research.
 - (iii) No candidate shall undertake any employment during the period of Ph.D. programme. This clause however shall not apply to a teacher or an employee of any research organization.
 - (iv) No student shall without the prior permission of the Chairman/Head of the Department Institute appear in any other examination conducted by any University or public body.

5. Thesis:-

- (a) The title and the subject of the thesis recommended by the respective Board of Studies shall be approved by the Advanced Studies & Research Board.
- (b) The thesis shall be a piece of original research work embodying either a discovery of new facts or a fresh interpretation facts or theories. In either case the work should show the candidate's capacity for critical analysis and independent judgment.
- (c) A candidate may at least one year before submission of thesis modify the subject and title of his research with the approval of the Board of Studies and an Advanced Studies & Research Board on submitting an application recommended by the Supervisor of research; Provided that this modification is within the scope of synopsis of the original research proposal.

**6. Appointment of Supervisor:-

The Advanced Studies & Research Board shall appoint a Supervisor from this University/another University where needed, if any, on the recommendation of Board of Studies concerned. A Supervisor must himself be a Ph.D. or a recognized scholar in the relevant subject with scholarly publications. In case of the subject in

*Amendment approved by the Chancellor's Committee dated 12.07.1987.

** Amendment approved by the Syndicate at its meeting held on 6.12.1999 and notified vide No 2215/Acad dated 16.12.1999

which a Ph.D. or a recognized scholar is not available in the University a Supervisor having the required qualifications in the relevant field may be appointed from any other organization/Department.

***7. Submission of Thesis:-**

- (i) The candidate shall be eligible to submit his thesis after completing three academic years from the date of admission. He may be granted extension by the Vice-Chancellor on the recommendation of the Supervisor and the Chairman/Head of Department concerned. Provided that after the expiry of the period of 6 years from the date of admission, no further extension shall be allowed in any circumstances and his candidature for the degree of Ph.D. shall stand cancelled automatically. However, after the said period he may apply for fresh admission to the Ph.D. programme.
- ** (ii) Every candidate shall submit to the Controller of Examinations five error free copies of Ph.D. thesis alongwith completion certificate from the supervisor concerned as well as the original Bank Challan showing deposit of the prescribed examination fee within the date. The Controller of Examinations shall enter it in the relevant register and intimate the Chairman/Head of the Department concerned as well as the Registrar about the submission of thesis for taking further necessary action in accordance with the relevant Regulations.
- (iii) The entire thesis typed with a margin of S.C.M on quarto size good quality white paper, must be bound in black cloth with uncut edges bearing the title of thesis, full name of the author and the year of submission inscribed in gold colour.
- (iv) Five error free type written copies of the thesis shall be submitted by the candidate for examination.

8. Examination of Thesis:-

- (i) On the recommendation of the Board of Studies concerned, the Advanced Studies and research Board shall propose a panel of six examiners to the Vice-Chancellor who shall appoint three examiners including the supervisor to examine the thesis; The other two examiners shall be from outside the University.
- (ii) Three examiners including the supervisor appointed to examine the thesis shall report to the Advanced Studies and Research Board. No degree shall be awarded unless all the three examiners recommend the award of degree. While recommending the award of degree, the examiners shall also report whether or not the thesis is fit for publication both from the point of view of language and contents.
- (iii) If all the three examiners find that the thesis is wholly inadequate, they may recommend that it be rejected without any further examination.
- (iv) If the thesis, though inadequate, is of sufficient merit in the opinion of at least two examiners, they may recommend to the Advanced Studies and Research Board to permit the candidate to resubmit the thesis in a revised form within a period of one year. Provided that in case of difference of opinion amongst the examiners, the thesis shall be referred to a fourth examiner, whose appointment shall be proposed to the Vice-Chancellor by the Advanced Studies and Research Board on the recommendation of Board of Studies concerned. If after the receipt of the report of the fourth examiner-two-examiners recommend whereas two reject the thesis, the Advanced Studies and Research Board may

* Amendment approved by the Syndicate at its meeting held on 6.12.1999 and notified vide No 2215/Acad dated 16.12.1999

** Amendment approved by the Syndicate at its meeting held on 9.5.2001

permit such a candidate to revise and resubmit his thesis within one year. He will be required to pay fresh fee for examination. Only one chance of resubmission of thesis in a revised form shall be allowed to a candidate. If he fails to obtain a recommendation in his favour from three examiners even in the second examination, his thesis shall finally be rejected.

- (v) After considering the report of examiners and the report of viva voce examination, the Advanced Studies & Research Board shall made recommendation to the Syndicate which finally decide about the award of the degree.
- 9. *(i)** The Registrar shall maintain a register of Ph.D. candidates and shall assign a registration number to each candidate at the time of admission on payment of Rs. 1650/- in case of local and Rs. 2000/- in case of foreigner to the University. Each candidate shall also pay Rs. 15000/- in case of local and Rs 50,000/- in case of foreigner as examination fee or such other fee as may be prescribed/revise from time to time.
- (ii)** A student registered for the Ph.D. programme shall be called Ph.D. student.
- 10.** “In case the Chairman of Department/Head of a department / Director of and Institute is himself a candidate for Ph.D. Degree the functions and powers assigned to the Chairman of a Department/Head of a Department/Director of an Institute under the Regulations for the award of Ph.D. degree shall be exercised by the Dean of Faculty concerned and he may, where necessary, consult the expert of a Board of Studies concerned.”

*Amendment approved by the Syndicate at its meeting held on 21.7.2001

Chapter 28 Islamia University Bahawalpur Regulations relating to M. Phil Degree

- *1. M.Phil degree shall be conferred upon students who, after having passed a M.A./ M.Sc. examination of this University or any other examination recognized by this University as equivalent to these degrees and having been admitted in accordance with the Regulations of admission, that may be framed from time to time and notified by the University.
 - *a) Successfully complete an advance course of study and research of duration of two academic years. A candidate shall take course work carrying 400 marks which shall normally be completed at the end of first nine months of the first academic years.
 - b) Pass the course work examination.
 - c) Successfully complete, a research thesis, which shall normally be completed at the end of the second academic year, and pass the viva-voce examination.
 - *d) Obtain a minimum of 50% marks in each paper as well as a minimum of 50% marks in thesis & viva-voce examination.
- *2. Each academic year, normally beginning in October, shall be of twelve month's duration eight months for teaching etc; and the remaining four months for preparation of examinations etc.
- *3. The examination of theory/practical papers as well as thesis will be held on the dates announced by the Controller of Examinations in consultation with the Chairman of the Department concerned and approval of the Vice-Chancellor.
- 4. A student shall be evaluated in each paper on the basis of periodical test(s) & assignment(s) during the course work and the course work Examination to be held at its completion. Each paper shall carry 100 marks of which 24% shall be reserved for class test(s) & assignment(s) etc; and 75% for course work examination.
- 5. In second year the research Supervisor shall submit two progress reports (first at the end of third month and the second at the end of six month of the second academic year) If both the thesis reports are un-satisfactory, the student shall cease to be on the roll of the University and the student would be intimated accordingly.

II. ADMISSION, REGULATION OF COURSES:-

- 6. A person holding a M.A./M.Sc. degree of this University or a degree recognized by this University as equivalent to these degrees shall be eligible for admission to M.Phil Program if he:
 - *i) Produces a certificate of good conduct/character from the (a) employer, if employed, (b) the head of the institution last attended.
 - *ii) has obtained at least 2nd division in M.A./M.Sc. in the relevant subject.
 - *iii) Any person who has been rusticated or expelled by any University or College for misconduct or for use of unfair means in the examination or any offence involving moral turpitude shall not be eligible for admission.
- 7. Each candidate for admission in M.Phil shall make an application for admission in response to advertisement by the University on a prescribed form.
- * 8 Each student shall be admitted on the basis of accumulative merit to be determined from previous academic record, written test and interview. Pass marks in the test as well as interview will be 50% in each case and passing in the test and interview

separately will be compulsory. The allocation of marks for determining merit shall be as follows:-

Academic record;	60 marks.
Admission test:	30 marks.
Interview:	10 marks.

Total showing distribution of marks allotted to the Academic record shall be as under:-

	<u>1st Division</u>	<u>2nd Division</u>	<u>3rd Division</u>
M.A./M.Sc.	30	20	--
B.A./B.Sc.	30	20	10

9. Each admission shall be approved by the Advanced Studies & Research Board on the recommendations of the Board of Studies concerned after a candidate has qualified in a written test and interview conducted by the Admission Committee of the Department concerned.
10. The Admission Committee for each department shall be constituted by the Dean of the Faculty concerned on the recommendations of the Chairman of the Department.

III. ORGANIZATION OF TEACHING:-

- *11. Teaching for M.Phil program shall be conducted in the University Departments or the constituent Colleges/Institutes through lectures, tutorials, discussions, seminars, field work, practicals and other methods of instructions as approved by the Academic Council and the Syndicate.
12. Teaching in each department shall be conducted by the University Teachers or by such other persons who may be allowed by the Vice-Chancellor to teach.

IV. ATTENDANCE:-

13. Students shall be required to attend regularly all lectures, seminar sessions, field work, laboratory work, etc.; as may be required. They shall be required to attend at least 75% of such meetings and sessions in each paper separately, in order to be eligible for appearing in the Course Work Examination.

V. RESEARCH THESIS AND APPOINTMENT OF SUPERVISOR:

14. After successfully completing the course work in accordance with provision of Regulation 1(d) each student shall work under the supervision of a teacher appointed for the purpose by the Advanced Studies & Research Board on the recommendations of the respective Board of studies.
- *15. A Supervisor appointed for the M.Phil Degree must hold a Doctorate or M.Phil degree with teaching/research experience of two or four years respectively, unless otherwise permitted by the Vice-Chancellor on the recommendations of the Advanced Studies & Research Board.
- *16. The research problem offered to each student shall be approved by the Advanced Studies & Research Board on the recommendation of the Board of Studies concerned and may be assigned to him by the Supervisor within 30 days of the completion of the course work of the successful candidate.
- *17. Each student shall submit four typed written copies of his thesis alongwith a letter of approval by the Supervisor to the Controller of Examinations. (One copy will be

deposited by the Controller of Examinations in the Library of the concerned Department and one copy in the Central Library of the University)

18. In case a student fails to submit his thesis within fifteen days after expiry of the specified period of the registration, the Vice-Chancellor may allow him extension for six months on the recommendations of the Supervisor duly endorsed by the Chairman. Extension for another six months may in rare cases be allowed by the Advanced Studies & Research Board provided the Supervisor justifies the extension to the satisfaction of the Vice-Chancellor and the Board by indicating in writing the circumstances which led to non-completion of the thesis within 2 1/2 years. No extension beyond three years shall be granted.
- *19. A candidate, who is granted the benefit of Regulation 18, shall be allowed to submit his thesis and appear in the viva-voce examination within the extended period. He shall pay such charges for use of facilities of the University which may be prescribed by the Syndicate from time to time.
- *20. During the M.Phil programme there shall be two examinations viz course work examination and viva-voce examination. The course work examination in each paper and viva-voce examination of thesis will normally be held, on such dates as may be fixed by the Controller of Examinations with the approval of the Vice-Chancellor.
21. A student shall be allowed to appear in the course work examination provided that he submits an examination Admission Form, duly signed by the Chairman of the Department/Director of the Institute/Principal of the College.
- *22. The Viva-voce Examination of the thesis shall be open to a candidate who produces the following certificates at the time of submission of his thesis from his research Supervisor and Director of the Institute/Chairman of the Department/ Principal of the College.
 - a) of having been on the rolls of a teaching department/Institute/College of the University as a regular student for the prescribed period or was allowed necessary extension.
 - b) of having satisfactorily carried out research work on the approved research problem throughout the specified period under the guidance of the Supervisor.
 - c) of having cleared all dues of the University and has paid, in full, the prescribed examination fee.
 - d) of having compiled and presented his research work on a topic approved by the Advanced Studies & Research Board in the form as prescribed by the Institute/Department/College.
 - e) of having good character and conduct. Provided that the Syndicate or any other determining authority shall have the power to exclude any candidate from the examination, if it is satisfied that such candidate is not a fit person to be admitted thereto.
23. A student who has completed the requirements stated in Regulations 22 shall submit an application on a prescribed form to the Controller of Examinations for admission to the viva-voce Examination of M.Phil.
- *24 i) The thesis shall be examined/evaluated by:
 - a) two external examiners to be appointed by the Vice-Chancellor from amongst a panel of at least six examiners recommended by the concerned Board of Studies and approved by the Advanced Studies & Research Board.
 - b) Research Supervisor (Internal).

- ii) On receipt of satisfactory reports from the external and internal examiners, the candidate shall have to, appear before the Board of Examiners (comprising one of the external examiners to be nominated by the Vice-Chancellor and the Internal examiner) for the assessment of his thesis and viva-voce examination in Bahawalpur. The Board of Examiners shall either accept or defer for re-submission or reject the thesis.
- iii) If the external examiners find that the thesis is wholly inadequate, they may recommend that it be rejected without any further test.
- iv) If the thesis, though inadequate is of sufficient merit in the opinion of the external examiners, they may recommend its re-submission in a revised form.
- v) In case of difference of opinion another external examiner different from the previous examiners shall be appointed by the Vice-Chancellor from amongst a panel of examiners already recommended. This examiner shall re-examine the candidate and his evaluation will be final.

VII. ENROLMENT AND DROPPING OUT:-

25. The total period of enrolment/registration in the Institute/ Department for the M.Phil programme, shall not exceed two academic years.
Provided that the Syndicate may allow a break not exceeding one year at any time after the successful completion of the course work to a candidate, who is unable to continue for valid reasons, on his request, duly recommended by the Supervisor and Chairman / Director /Principal of the Department / Institute / College. Provided further such break will be allowed only once during the period of registration of a candidate and such a candidate shall complete his M.Phil programme within three academic years. Moreover, while granting him extension the period of break will be subtracted from the permissible extension period. Upon re-entry such a candidate will complete his remaining M.Phil programme in accordance with the rules and regulations prevalent at the time of his re-admission.
26. The name of a regular student of first/second academic year class of M.Phil programme shall be dropped from the rolls of the University, if;
 - a) he/she does not fulfil the attendance/requirement as prescribed in Regulation 13.
 - b) He/she becomes a defaulter in the payment of dues with the prescribed time.
 - c) He/she absents himself/herself from the course work classes for a period of consecutive three weeks. Provided that the cause of absence is explained to the satisfaction of the Chairman of the Department/Director of the Institute/Principal concerned such a student may be re-admitted within ten days after his/her name is dropped from the rolls, on the payment of prescribed fee.
27. A student shall cease to be on rolls of the University at the completion of the course work, if he fails in more than one paper; provided further that a student who fails in one paper shall be placed on probation. Such candidates may start their research work and shall be required to complete their course work by reappearing in the paper in which they have failed, in the special course work examination which shall be given to them after three months of the declaration of the course work examination result. If they fail again, then they will cease to be on the rolls of the University.
28. A student shall cease to be a regular student as soon as his period of registration of two academic years expires; Provided that he would remain under the discipline of the University till the completion of his viva voce examination.

IX-SETTING OF WRITTEN QUESTION PAPERS AND MARKING OF ANSWER BOOKS:-

29. The concerned teacher of a paper shall give as many periodical test(s) assignment(s) as he deems fit during the period the paper is taught. At the end of the course work examination he shall forward the award to the Controller of Examinations through the Chairman of the Department.
30. Each written question paper will be set in such a manner that 25% choice in the number of questions to be attempted is provided to the candidates. Provided that a part of a question paper is of objective type, the condition of choice will not be applicable in case of the said part.
31. For setting a written question paper, there shall be one External Examiner. The External Examiner shall be appointed by the Vice-Chancellor from amongst a panel of examiners recommended by the concerned Board of Studies.
32. Each answer book of each paper, will be marked by the External Examiner and the Internal Examiner. The answer books, in the first instance, shall be sent to the External Examiner, who shall independently mark the answer books and also enter, on the title page, marks awarded for each question. In case of the difference, if any, upto 10 percent of the maximum marks of the paper, awarded by the external and internal examiners, the Internal Examiners shall finalize the award by working out the average of the total marks awarded by the two examiners and enter the average on the title page of the answer books as well as in the award list.
33. Each successful candidate shall be awarded the degree of Master of Philosophy.

*** X. GRADING:-**

- *34. The candidate who qualifies the course work and the viva-voce examination in accordance with the prescribed Regulations by securing 65% marks or more shall be placed in the first class and those securing less than 65% shall be placed in the second class.

XI. TUITION FEE AND OTHER FEES/DUES:-

- *35. As may be approved by the Syndicate and notified by the University from time to time.

* Amendment approved by the Syndicate of its meeting held on 29.30 August 1998.

Chapter 29 The Islamia University Bahawalpur Rules for Writing of Annual Confidential Reports-1995
(Framed under Section 33(2) of the Islamia University of Bahawalpur Act-1975.)

1. Applicability and Commencement:-

- (i) These Rules shall apply to all whole-time employees of the University.
- (ii) These rules shall come into force at once.

2.. Definition:-

- 2. In these rules unless context otherwise requires:-
 - (i) Initiating/Reporting Officer, Countersigning Officer and final Countersigning Officer also include teachers who have been authorized for writing of ACRs.
 - (ii) University employee includes a teacher and Officer other than the Chancellor/Pro-Chancellor or Vice-Chancellor.
 - (iii) All other expressions will have the same meanings as assigned to them in The Islamia University of Bahawalpur Act-1975 and the relevant Statutes.

3. When should a Report be written:-

- (i) The Annual Confidential Report shall relate to a calendar year. The initiating Officer shall submit his report to the higher officer not later than 31st of January following the calendar year for which the report is to be written. The higher officer shall give his remarks within two weeks. In case the report is to be submitted to a third countersigning officer, it shall be sent to that officer immediately and the reports should be completed in any case upto the end of February each year. Time schedule should be strictly followed; so that the remarks of the initiating officer and subsequent officers are based on the performance of the University employees during the calendar year to which they relate. If the reports are not completed according to time schedule, the subsequent events can consciously or sub-consciously, contribute towards the formation of opinion in respect of the last year.
- (ii) A teacher/Research Officer must submit the prescribed ACR form, after filling in its Par-I, to the Chairman or the Senior Teacher Incharge/Head of the Department concerned (as the case may be) upto 21st of January following the Calendar year for which the report is to be written; failing which the concerned reporting officer shall himself fill in part-I of the ACR form in such cases.

4. Responsibility of the Final Countersigning Officer:-

The final Countersigning Officer will be responsible for obtaining confidential reports for the preceding calendar year within the month of February each year. In case the reports are not completed by the initiating officers according to time schedule, the final countersigning officer may take appropriate action against the concerned officers.

5. Minimum period for writing of Reports:-

- (i) The minimum period during which a reporting officer is expected to form a judicious opinion about the work of his subordinate for the purpose of writing a report on his work and conduct has been prescribed as three months. The report recorded in respect of period less than the prescribed minimum period should be ignored.

Explanation:-

The period spent on leave of any kind (except casual leave) shall not be included and the said minimum period of three months will mean and include the actual period spent on duty in which the work, performance and conduct of the University employee reported upon has been seen by the Reporting Officer .

- (ii) ACR of a University employee who remains under suspension will not be required to be recorded. Instead a certificate indicating the reasons for not recording ACR will be placed in his CR Dossier.

6. Acting when a Reporting Officer or a subordinate is transferred:

If the officer is transferred during the course of a calendar year, he should be required to write a report, if his transfer occurs more than three months after the last report was due. Such reports must be written before relinquishing charge. The report shall be sent to the higher officer when all the reports for the year have been written. If a sub-ordinate is transferred during the course of a calendar year and he has worked for more than three months under the Reporting Officer, then the latter shall record his opinion

In case he is being transferred from the jurisdiction of the final authorized officer then the views of the higher officer shall be obtained and forwarded to the Department/Office where a subordinate has been transferred.

7. Action when a Reporting Officer/Countersigning/ Final Countersigning Officer is retired:-

The Officers proceeding on retirement, whether voluntarily or on attaining the age of superannuation should be asked to write/countersign reports of the officers and staff who have worked under them for more than three months, before their retirement. If an officer proceeds on retirement without writing/countersigning the reports and cannot be contacted or fails to oblige despite repeated requests, the following procedure should be adopted.

1. The officer who should have countersigned, had the report been initiated by the retired officer should initiate the report provided he has been worked of the University employees reported upon; for a minimum period of three months. The next higher officer, if any, should countersign it.
2. If the report has already been initiated but the countersigning officer has retired, the next higher officer, if any, should countersign, provided he has personal knowledge of the work of the University employee concerned.
3. If both the initiating and the countersigning officers have retired, the officer next higher than both of them if any, should initiate and the next higher officer if any should countersign it. In such cases both the initiating and countersigning officers must have personal knowledge of the officer reported upon.
4. In case the report cannot be initiated at all, a suitable note to this effect be recorded in the CR. Dossier. If the report has been initiated but cannot be countersigned, the reasons therefore, be recorded in the relevant part of the Annual Confidential Report.

8. Special Report:-

If a University employee is placed under observation for any specific period, the special report thereof recorded should be placed on the Character Roll.

9. Reporting Channel:-**(1) Teaching Departments.**

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|---|--|
| (i) Subordinate academic and Non academic staff from . BS-1 to 16. | Chairman/Senior Teacher Incharge of Department shall initiate and final remarks shall be given by the Dean. |
| (ii) Lecturer, Assistant Professor, Associate Professor Associate Professor and other Equivalent posts; | The teacher concerned shall fill in Part-1 of the ACR form. Chairman or Senior Teacher Incharge (as the case may be) shall initiate the report Dean will give his comments and report the final remarks shall be given by the Vice-Chancellor. |
| (iii) Professor | The Dean shall initiate the report and final remarks shall be given by the Vice-Chancellor. |
| (iv) Dean of a Faculty; | The report shall be written by the Vice-Chancellor. |

(2) Administrative Departments:

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|--|---|
| (i) Principal Officers and the officers holding equivalent posts; | The report shall be written by the Vice-Chancellor. |
| (ii) Heads of Non-Teaching Departments/Branches holding the posts in BS-18; | The report shall be written by the Vice-Chancellor. In this case, the Vice-Chancellor may authorize Chairman of the relevant Committee or any Principal Officer to initiate the report and final remarks shall be given by the Vice-Chancellor. |
| (iii) 'A' Class employees in BS-18 or equivalent (other than those mentioned at (ii) above); | Principal Officer concerned or immediate Officer next above the employee, as the case may be, shall initiate the report. Final remarks shall be given by the Vice-Chancellor. |
| *(iv) 'A' Class employee in BS-16 and 17 or equivalent. | Immediate Officer next above the employee concerned shall initiate the report, which will be submitted (through proper Channel) to the Principal Officer to the Chairman of the relevant Committee/ any Officer authorized by the Vice-Chancellor (as the case may be) who will give final remarks. |
| (v) 'B' Class employees (In BS-5 to 15); | Immediate Officer shall initiate the report and submit it, (through proper channel) to the Principal Officer concerned or Chairman of the relevant Committee/any officer authorized by the Vice-Chancellor for final remarks. |
| (vi) 'C' Class employees (in BS-1 to 4); | Immediate Officer shall initiate the report and submit it, (through proper channel) to the Principal Officer concerned or Chairman of the relevant Committee/any officer authorized by the Vice-Chancellor for final remarks. |

- (vii) It is, however, explained that while writing the Annual Confidential Reports, the following principles should be kept in view:-
- a) The report should be initiated by the Immediate Superior, Officer.
 - b) It should be countersigned by the next higher officer.
 - c) The final countersigning officer in the case of University officers in BS-18 and above and all the teachers shall be the Vice-Chancellor.
 - d) The report of the personal staff working under direct control of the Principal Officers or Heads of Faculties/Branches/ Departments concerned should be written and countersigned by them.
- Note:-** The record of ACRs will be maintained in the manner as notified by the Registrar with the approval of the Vice-Chancellor .

10. Reports of Persons on Deputation:-

- (i) The Annual Confidential reports will be written by the borrowing organization, on the forms prescribed by parent Department/ Organization of the deputationist, according to the Reporting Channels set out by such Department/ Organizations and forwarded to the lending Department/ Organization.
- (ii) The borrowing organization should communicate the adverse remarks to the concerned employee and take further action thereon in accordance with the existing rules. The borrowing organization should, however, keep the lending organization informed, of the adverse remarks communicated to the employees concerned during the period of the deputation and of the decision of Competent Authority/Officer to expunge such remarks.

11. Forms of Annual Confidential Reports:-

Forms of Annual Confidential Reports have been prescribed as in Appendixes A, B, C, D and E. The Reports should be written on one of these forms according to the nature of the post held by the University employee reported upon.

12. Instructions for Initiating Officers:-

- (i) The Annual Confidential Report is an assessment of the conduct and quality of the work performed by a University employee during the calendar year. On this assessment depend important decisions such as promotion, move-over, scholarship or suitability for different appointments; it is imperative that the report should be written impartially. It should be forthright and unambiguous. The opinion expressed should be the result of careful consideration; no personal bias, or favoritism should colour the report. The initiating Officer should be in a position to justify his views, if called upon to do so. The work of the Initiating Officer should also be assessed by the higher authority on the quality of his reporting.
- (ii) The Report, if written in hand, should be legible. The name and designation of the Initiating Officer should be clearly written in block letters under the signatures. The date on which the report is signed should also be given.

*Amendment approved by the Syndicate at its meeting held on 04.05, April 1998.

- (iii) The Confidential Reports which are not in accordance with the above instructions should be returned by the higher authority to the Initiating Officer for revision in compliance with these instructions.

13. Reporting by Relation:-

Whenever an Initiating Officer is related to the University employee reported upon, this fact should invariably be mentioned in the confidential report and should submit ACR forms in blank to the higher officer for writing of report, without recording his remarks.

14. Report on Integrity:-

The integrity is the most important trait of Character of a University employee. It should be assessed without fear or favour. The report should not be vague but definite. The University employee may be reasonably believed to be corrupt if;

- a) he has a general and persistent reputation of being corrupt; or
- b) any of his dependent or any other person through him or on his behalf is in possession of pecuniary resources or property disproportionate to his own source of income or which he cannot account for satisfactorily; or

Explanation:-

The dependants of the University employee will include his wife/wives and minor children, residing with and wholly dependant upon him; and

- c) He has assumed a style of living beyond his means.

15. Action when more than one Officer is eligible to record Report:-

In case a University employee has served under more than one Initiating Officer during the year, a separate report shall be recorded by each officer; provided the condition about minimum period prescribed for writing a report is fulfilled.

16. Action in case of Enquiry warning or Communication of Displeasure:-

- (i) A formal displeasure, conveyed to a University employee must appear in his character Roll. The result of re-presentation, if filed, should also be reflected in the report.
- (ii) If a formal enquiry is ordered against a University employee during the year under report, the fact must be mentioned in the report. Similarly final orders passed as a result of the enquiry should also be placed in the confidential report.
- (iii) A censure or any other punishment imposed on a University employee as a result of formal enquiry under the Islamia University Bahawalpur employees (Efficiency and discipline) Statutes 1976 should also be placed on the character Roll. Similarly, the result of an appeal filed against the order imposing a penalty, if any, should also be reflected in the Report.
- (iv) A warning administered to a University employee should ordinarily not find its way into the Confidential Report, as it is not a penalty in accordance with the Islamia University Bahawalpur employees (Efficiency and Discipline) Statutes-1976 and as such is not appealable. Where it is decided in any particular case to place it on the Character Roll of an employee, he should be informed accordingly. In case of representation, if any, made by the employee, the orders passed by the competent authority on such representation should also be placed on the Character Roll.

17. Communication of Adverse Remarks:-

- (i) If the Confidential Report of a University employee contains any adverse remarks, whether remediable or not, such remarks should be furnished to him at the earliest opportunity with a confidential letter. It is essential that the University employees should be given a fair deal by communicating to them the

whole report containing the adverse remarks, so that they may endeavor to remove the defects and improve their performance or be in a position to represent, when necessary.

- (ii) The timely communication of the report containing adverse remarks is of paramount importance. The authorities designated to communicate the adverse remarks should, therefore, ensure that the whole report containing adverse remarks is communicated to the University employee concerned at the earliest opportunity and in any case within one month from the date the report is countersigned and completed. A serious view should be taken of any failure on the part of the officer/University employee concerned to furnish a copy of the report containing adverse remarks to the University employee reported upon within the stipulated period and disciplinary action should be taken against the person(s) responsible therefore. In any case, the report containing adverse entries should be furnished to the University employee at any time it comes to notice.
- (iii) When a report consists of opinions of different departmental superiors in gradation, it is only the opinion as accepted by the highest reporting officer which needs to be considered from the point of view of communication.
- (iv) If the highest officer does not comment on any remarks of a lower authority, it will be presumed that he has accepted it.
- (v) If the report containing the adverse remarks is not communicated or if communicated and there is no record of its having been communicated or acknowledged by the University employee concerned, the adverse remarks contained therein should be ignored for purposes of promotion, moveover, and premature retirement. But in the C.R. dossier of the person responsible for failure or delay in communication of such a report, adverse entry should be recorded, which would be in addition to the disciplinary action required to be taken under sub para (ii) above which has to take its course.
- (vi) The initiating officer should specifically state whether the defects reported have been already brought in another connection to the notice of the University employee, concerned. The effect of communication of adverse remarks should be carefully watched and the initiating officer should, when drawing up report in the next year, state whether the employee reported upon has or has not taken steps to remedy the defects to which his attention was drawn in the previous year. Such remarks should also be communicated to the University employee concerned; so that he may know that his efforts to improve have not passed unnoticed.
- (vii) If a person integrity is adjudged as "Average" it shall not be constructed to be adverse remarks and shall not be communicated
- (viii) In case of retired University employee, communication of adverse remarks is not necessary if the pension has been sanctioned. In case, however, the pension has not been sanctioned and the remarks are of serious nature which pertain to integrity and are likely to result in reduction in pension, then they should be communicated within the prescribed time limit and not otherwise.

18. Expunction of Adverse Remarks:-

- (i) A person who is communicated adverse remarks can apply for the expunction of such remarks, not later than one month from the date of receipt of the communication. The representation must be made in temperate and dignified language and no allegations of personal and malicious nature should be made. Indiscreet and irresponsible allegations against Reporting Officers will result in disciplinary action.
- (ii) All representations about expunction of adverse remarks will be made through proper channel to the competent authority.

- (iii) A University employee adversely reported upon will have only one right of making a representation and absolute finality would attach to the decision taken thereon, whether in favour of the University employee concerned or against. The decision on representation for expunction of . adverse remarks should be taken within 90 days of the making of representation. The orders of the expunging authority/officer will not be subject to review by the successor/authority/officer.
- (iv) All representations about expunction of adverse remarks will be made through proper channel to the competent authority/officer.
- (v) In case the employee reported upon is a teacher/research officer, he will make representation against the adverse remarks to the Syndicate. However, the other employees in BS-1 to 15 shall make representation to the Vice-Chancellor, while the officers in BS-16 and above shall make representation to the Syndicate.
- (vi) The Competent Authority/Officer while expunging the adverse remarks, should give his own assessment about the work and conduct of the representationist in the light of his own information and overall previous record and subsequent to the entries being expunged.

19. Safe Custody:-

- (i) Under no circumstances should any entry in a confidential report be mutilated or papers physically removed from the file of confidential reports.
- (ii) Except to the extent of communicating the remarks in accordance with the above Rules the contents of the report should not be divulged to the University Employee concerned. In no case should an employee have access to his own reports. In order to guard against the confidential reports being tempered with the reports when filed in the Character Rolls will be page numbered in ink and entered in the index in the form prescribed in Appendix-F.
- (iii) The borrowing organization should under no circumstances change the order in which the various confidential reports have been filed and indexed on the first page, or carry out any other alteration in the Character Roll. However, such documents should be returned immediately to the lending authority.

20. Maintenance of Character Rolls:-

One copy of the Character Rolls shall be maintained in organized form except where specified otherwise. The original shall be maintained at a level where it is not required to be moved; whereas the duplicate photo state copy may move, if and when it is so required for official purpose

21. General Instructions:-

- (i) The letters of appreciation issued by a Committee or a Commission appointed by the University, to the University employees serving with them and also attested copies of such remarks or paragraphs concerning them as have been embodied in the reports of the Committee/Commission may be placed in the Character Rolls of the employees concerned.
- (ii) In case an employee has received Honour/Award, suitable entry should be made in the Character Roll and a copy of citation be placed in it.
- (iii) The order rewarding a University employee in connection with his suggestions found useful and worth adopting may be placed in the personal file and not in the Character Roll of the University employee concerned. The Initiating Officer should keep the fact in view and mention the same while recording Annual Confidential Report. It is the duty of the office concerned to bring it to the notice of Initiating Officer, for the calendar year, that the person on whose work

and conduct a report is to be written has been rewarded by the Government/University for suggestions found useful and worth adopting.

- (iv) No chits or certificates should be granted to the subordinates by any officer and the assessment of the work of a University employee should be confined to the Annual Confidential Report. Such chits/certificates, if still issued will be ignored by the University for any purpose.
- (v) Letters of commendations which may be issued to the University employees in recognition of their meritorious work of commendable efficiency should be placed on the C.R dossiers of the employees concerned and a copy should be endorsed to them.
- (vi) The letters of appreciation earned by University employee from any officer due to their outstanding devotion and zeal in National cause, should be placed in their Character Rolls.
- (vii) The Initiating Officer may, if he likes, maintain a Katcha Register for keeping rough notes relating to the work of the subordinates including cases of outstanding Good or Poor work. This will avoid writing of reports based on vague impression and will make the reports more realistic in Character and it will be easier to assess the performance of the subordinates from such memoranda and thus present a true picture, in the report. This register will not be permanent record but will be destroyed as soon as it has out level its utility
- (viii) The reports of Teachers and other employees detailed for training at various Institutions, e.g. Administrative Staff College, N.I.P.A. National Academy of Higher Education, etc., will be placed on the Character Rolls of the teachers/employees concerned. Similarly, the assessment reports on the teachers/officers attending training courses abroad shall also form part of their Character Rolls.
- (ix) If a University employee fails to complete successfully any prescribed test or examination or training during the period of probation each such failure shall be recorded in confidential report.
- (x) A note may be recorded in respect of the periods for which reports do not exist in the Character Rolls due to long leave or other causes which should be stated in proper sequence of the filling of the reports.

22. Preservation of Character Rolls:-

- (i) The Character Rolls of retired University employees should be maintained for ten years after retirement or upto the age of sixty five years whichever is later. In the case of persons relieved from University service otherwise than by retirement, the Character Rolls shall be retained at least for ten years, after the date of release from University service. On the expiry of the prescribed period the Character Rolls will be destroyed by burning.
- (ii) Supply of copies of extracts from Character Rolls is prohibited. It is, however, permissible that the final authority may give to the University employees who have retired, a letter in which their confidential record is summed upto give an overall picture of their work and conduct during service.

23. In case of any difficulty in the application or interpretation of these Rules, the matter may be referred to the Syndicate whose decision shall be final.

Chapter 30 The Islamia University Bahawalpur Employees Medical Rules 1993

1. Short Title Commencement and Application:-

- (i) These Rules may be called the Islamia University Bahawalpur Employees Medical Rules, 1993.
- (ii) These Rules shall apply to all regular employees (serving and retired), excluding those who are engaged on work-charged or against the post chargeable to contingencies or on daily wages.
- (iii) These rules shall come into effect from the date of approval by the Syndicate.

2. Definitions:-

- (i) "Family" means an employee's wife or wives/husband as the case may be, legitimate children and father, mother wholly dependent upon and residing with the employee.

Explanation No. 1:-

Wife of a University employee shall be deemed to be wholly depended on him as long as she is not legally separated from him.

Explanation No. 2:-

Where the wife of a University employee is also a University employee, husband shall be entitled to claim any benefit admissible to him under these Statutes in respect of the wife, if she does not claim the benefit in her own right as a University employee.

- (ii) "Authorized Medical Attendant" means a qualified medical Doctor who is registered and authorized under the law to do medical practice and is designated as such by the Vice-Chancellor of the University to certify the justification for indoor admission of a patient to a Government / Semi Government / Military / Local Government or any other Hospital as approved by the Syndicate from time to time.

***Explanation. I:-**

The hospital approved for the purpose is B. V. Hospital, Bahawalpur or other Government hospital at Headquarter of the place where the patient receives the medical treatment, during his authorized absence.

****Addition in Explanation. I:-**

However, the University Medical Officer may, if desired by a University Employee, refer him to C.M.H., Bahawalpur and for delivery cases only to a private hospital/clinic at Bahawalpur approved by the Vice-Chancellor; subject to the condition that re-imbursement of expenses in such cases shall be limited to the extent of rates charged by the Government B. V. Hospital, Bahawalpur.

Explanation. II:-

The facility of re-imbursement as provided in (2) and (3) above will also be admissible to a University Employee in respect of his family members namely parents, wife/husband, legitimate sons and daughter and step children residing with him / her and wholly dependent upon him/her.

- (iii) "Patient" means an employee serving in and retired from the University and his/her family to whom these apply and who is in need of medical treatment

(iv) Medical Attendance:-

- (a) "Medical attendance/treatment" means treatment in an authorized hospital, dispensary, clinic, laboratory and includes: -
Facilities of such laboratory examinations and blood transfusion as are considered necessary by the authorized Medical attendant, specialist or hospital authorities.

* Amendment Approved By The Syndicate on 4,5/5/1998 and notified vide No. F.53 (iii)600/M&R dated 03.06.1998.

**Amendment approved by the Chancellor's Committee on 20.5.1985 and notified vide No. 3441-81/Accts. Dated 4.6.1985.

- (b) Supply of such medicines, vaccines or sera or other therapeutic substance declared essential for the recovery of the patient during the period of hospitalization.
- (c) Minor or Major Surgery.
- (d) Accommodation in hospitals according to the rank or status of Employee.
- (e) Maternity facilities including prenatal and postnatal treatment and accommodation in a hospital/maternity home in accordance with the prescribed rules.
- (f) Dental treatment excluding the cost of the dentures and filling with gold or other costly metals not including silver amalgam filling, partial sealing of carries and gum dressing.
- (g) "Hospital" means a well established / equipped hospital or clinic maintained by the Government/Semi Government/Military/Local Government or as notified by the Syndicate.
- (h) "Laboratory" means a well established by the Government/Semi Government / Military / Local Government or a Laboratory as notified by the Vice-Chancellor and referred by the Medical Attendant.
- (i) "Competent Authority" means Vice-Chancellor of the Islamia University Bahawalpur.
- (j) "Authorized Medical Officer" means Senior Medical Officer of the University or any other Medical Officer who is authorized by the Vice-Chancellor to refer a penitent to the authorized Medical attendant for onward necessary action.
- * (k) RE-imbursement of expenditure incurred by an employed on pathological, bacteriological, radiological and other clinical tests (from the laboratories as approved by the University from time to time) as considered necessary by the authorized Medical Attendant.
- ** (l) Re-imbursement of the bill hospitalization charges and the cost of medicines during hospitalization period excluding diet charges) subject to the scrutiny of cost of medicines bill by a Medical Committee to be constituted by the Vice-Chancellor; provided such hospitalization is considered necessary by the Authorized Medical Attendant. When a patient is hospitalized in case of emergency without previous reference from the Authorized Medical Attendant, the employee shall get his hospitalization confirmed from the Authorized Medical Attendant without loss of time.
- (m) Medical Allowance" means a monthly allowance paid to University Employee for his/her treatment or treatment of his/her family as an outdoor patient.
- (n) University "means" the Islamia University Bahawalpur.
- (o) All other expression will have the same meaning as assigned to them in the Islamia University Bahawalpur Act/Statutes.

3. Rate of Medical Allowance:-

A University Employee shall in addition to reimbursement of hospitalization charges, be entitled to Medical allowance subject to minimum of Rs. 3755/- per month and maximum of Rs. 750 /- per month.

a)	BPS-1	to	BPS-10	15% of Basic pay
b)	BPS-11	to	BPS-17	12% of Basic pay
c)	BPS-18	to	BPS-22	10% of Basic pay

* Amendment Approved By The Syndicate on 4,5/5/1998 and notified vide No. F.53 (iii)600/M&R dated 03.06.1998.

**Amendment approved by the Syndicate on 30.7.1989 and notified vide No. 190831-87/Accts. Dated 20.9.1989.

Provided that the existing employees of the University will continue to draw existing rates of medical allowance or new rates which are beneficial to them till that time, as and when they come within the orbit of new Schedule of rates in accordance with the Medical Rules 1993 as cited above

4. Procedure for Indoor Medical Treatment:-

- (i) The employee suffering from uncured ailment shall approach the Authorized Officer for permission to seek indoor treatment in a hospital. This procedure however, shall not be applicable in case of real emergencies where information may be given to the Authorised Officer after the admission of the patient to the hospital within 24 hours.
- (ii) The approved hospitals, if necessary, may refer the case to other Specialist, Consulting Physicians Surgeons, Gynecologist etc, as they deem fit and also determine the eligibility for Indoor treatment in their own hospital or any other specified hospitals.
- (iii) The approved hospitals will also refer the cases for laboratory examinations/tests as they deem fit.
- (iv) The University will issue Medical Attendance Cards to its employees and their family members alongwith photographs or the marks of identification in case of females. The Authorised Medical Office will provide medical facilities on presentation of Medical Attendance cards.
The medical docket will be issued by the Treasurer or any Officer of the University authorized for the purpose on the basis of the reference slip of the Authorized Medical Officer/ Attendant.
- (v) If, for the purposes of treatment under these rules, a University employee is required by the authorized Medical Attendant to attend a hospital outside the municipal limits, the University employee shall be entitled to traveling allowance in accordance with the rates admissible under the University T.A. Rules. In such cases approval of the Vice-Chancellor will also be required in respect of the employees in BS-16 and above of the Registrar in respect of the employees in BS-1 to 15.
- (vi) Every Traveling Allowance bill submitted under clause (v) shall be countersigned by the respective Controlling Officers.

5. Accommodation for Indoor Treatment:-

The scale of accommodation in hospitable for employees of the University as indoor patient would be as under:-

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|------------------------------------|------------------------------|
| (i) Officers of Grade-17 and above | Private Ward/Family Ward. |
| (ii) Employees in Grade-11 to 16. | Semi Private Ward/Side Room. |
| (iii) Employees in Grade-1 to 10. | General Ward. |

6. Ceiling of Re-Imbursement:-

- (i) Subject to the ceiling as mentioned in para-2 (ix) re-imbursement of medical expenses including surgical radiological and laboratory tests etc. shall be admissible in case of admission in an approved hospital.

7. Residuary Provision:-

Where these rules do not contain provision relating to any matter affecting medical attendance and treatment, a relevant provincial Government rule or rules may be followed. Any difficulty arises or hardship connected with medical facilities to the University employees and their families shall be resolved by the Syndicate, whose decision shall be final.

8. Medical Allowance:-

- (i) The rules laid down above shall be applicable to Employees serving in or retired from the Islamia University, Bahawalpur.
- (ii) All existing Rules, procedure & formula for providing medical facilities to the University employees in force at the time of addition of these Rules shall stand repealed.

**Chapter 31 The Islamia University Bahawalpur Purchase Rules, 1985
(Framed Under Section 33(2) of The Islamia University of
Bahawalpur Act. 1975)**

1. Short Title and Commencement:-

- (i) These Rules may be called the Islamia University, Bahawalpur, Purchase Rules, 1985.
- (ii) They shall come into force at once.

2. Extent of Application:-

These Rules shall apply to all kinds of purchase made by the Islamia University, Bahawalpur, except the purchases made in connection with the execution of Buildings, Roads, Public Health and Electrical Works, which shall be made in accordance with the provisions of the Islamia University, Bahawalpur, Works Rules.

3. Definitions:-

In these Rules unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:-

- (i) "Administrative Approval" means the approval of the competent authority to the desirability and suitability for the purchase of any item from the administrative point of view and the incurring of proposed expenditure on rough cost basis;
- (ii) "Advance Payment" means an interim payment made to a supplier/contractor for the supplies made or services rendered;
- (iii) "Agreement" means any kind or under-taking, written or verbal, expressed or implied, made between the Islamia University, and any other person, firm or company etc. for a certain consideration for the purchase or supply of goods or materials, or for the acquisition, purchase or transfer by grant, gift, sale, mortgage, lease, exchange or otherwise of any moveable or immoveable property or for the execution of any work or for the performance of any service;
- (v) "Audit Officer" means the Resident Auditor of the Islamia University, Bahawalpur;
- (vi) "Budget Provision" means the provision of funds available in the Budget under the relevant Head/ Department against which purchases are to be made;
- (vii) "Chairman" means the Chairman of the Purchase Committee constituted by the Vice-Chancellor;
- (viii) "Competent Authority" means the authority competent to approve purchase of goods or material etc. and to sanction expenditure there against;
- (ix) "Contract" means an agreement enforceable by law;
- (x) "Contractor" means a person, firm or company etc. that has entered into Contract with the Islamia University for the supply of any goods or materials, performance of any service or execution of any work etc;
- (xi) "Local Market" Local market includes the markets of Bahawalpur and Multan;
- (xii) "Petty Purchase" means purchase of any item the estimated cost of --which is upto Rs. 2500/-;
- (xiii) "Purchase Committee" means a committee constituted by the Vice-Chancellor to arrange the purchase of goods and materials etc. required by the University;
- (xiv) "Treasurer" means the Treasurer of the Islamia University, Bahawalpur;

The F& P.C/ Chancellor's committee in their meetings held on 13.1.1985 and 20.5.1985 approved the purchase Rules and notified vide No. 435/-44 dated 23.1.1985.

- (xv) “Vice-Chancellor” means the Vice-Chancellor of the Islamia University, Bahawalpur;
- (xvi) The terms and expressions not specifically defined in these Rules shall have the same meanings as in the Islamia University of Bahawalpur Act, 1975.

4. General Principles of Incurring Expenditure:-

To incur and sanction expenditure from the funds of the University the sanctioning authorities shall strictly/adhere to the following fundamental canons of financial propriety.

- (i) Same vigilance shall be exercised in respect of expenditure incurred from the funds of the University, as a person of ordinary prudence would exercise in respect of the expenditure of his own money.
- (ii) No authority shall exercise its powers of sanctioning expenditure, which will be directly or indirectly to its own advantage.
- (iii) No authority shall sanction any expenditure, which is likely to involve at a later date expenditure beyond its own powers of sanction.
- (iv) In addition to the above canons of financial propriety, the authorities sanctioning and incurring the expenditure shall further see:-
 - (a) that necessary funds to cover the expenditure exist in the Budget;
 - (b) that the expenditure does not exceed the provision of funds;
 - (c) that no expenditure is sanctioned in anticipation of provision of funds;
 - (d) that the purchase orders shall not be split up so as to avoid the necessity for the obtaining of the sanction of the higher authority required with reference to the total amount of the purchase orders.

5. Purchases shall be made in the most economical manner and the following procedure should be followed for various purchases:-

- (i) Except as otherwise provided specifically for the purchase of certain items, the purchases shall be made by inviting quotations and tenders subject to the following limits:-
 - *(a) For the purchase of petty items valuing Rs. 2500/- or less, purchases shall be made by the competent authority or by the officer authorized to make the purchases after ascertaining the rates from the market. The competent authority/officer concerned shall have to record a certificate, on the bill/voucher that the article has been purchased at the lowest market rate.
 - (b) For the purchase of items valuing Rs. 2501/- but below Rs. 100,000/- sealed quotations shall be invited in writing from the local market and purchases made at the lowest quoted rates.
 - ** (c) For the purchase of articles valuing Rs. 100,000/- to Rs. 200,000/- tenders shall be invited from the firms dealing, with such items through registered letters giving full specifications, design, make or model etc. of the articles to be purchased. The purchases shall be made from the lowest tender; provided the items to be purchased are according to required specifications design, make or model etc. In case the materials offered by the lowest tender are not according to required specifications, design, make or model etc. the purchases may be made from the second lowest provided the materials are certified to be according to the tender notice/requirements.
 - (d) For the purchase of materials valuing above Rs. 200,000/- open tenders shall be invited by advertisement in the press giving at least seven days clear notice. The conditions as at (c) above should be observed in making the purchases.

*Amendment approved by the Syndicate at its meeting held on 09.10, September 1995.

** Amendment approved by the Syndicate at its meeting held 21-22 August, 1996.

6. Conditions of Tenders:-

- (1) No tender shall be deemed to be a valid tender unless:-
 - (a) it is sealed;
 - (b) it is accompanied by earnest money equal to two percent of the amount of tender in the shape of call deposit receipt in favor of the Treasurer, Islamia University, Bahawalpur.
- (2) Tenders shall ordinarily be invited at seven days clear notice. These shall be appended by the competent authority/Purchase Committee at the time and place specified in the tender notice in the presence of such tenderer as may like to be present. The Chairman and members of the Purchase Committee shall affix their signatures with date on every tender opened. The cuttings/over writings in the rates shall be attested by the concerned competent authority/Chairman of the Purchase Committee.

7. Acceptance of Tenders:-

- (1) On receipt of tenders a comparative statement shall be prepared to determine the lowest rates. In determining the lowest rates the following principles shall be followed:-
 - (i) When rates are tendered for goods of specific make, model, design and specification etc., the rates offered by the lowest tender shall be accepted.
 - (ii) When rates re-offered for goods of different make, model, design and specification etc., the choice shall be made for the goods considered most suitable and their rates accepted giving proper justification for rejection the lowest rates. Similarly when tenders are invited alongwith the samples the rates for the samples which are considered best and are suited to the requirements of the University, may be accepted with proper justification and comparison with the rates of other samples.
- (2) After proper scrutiny and justification, if the tender is accepted, a supply order shall be issued in form P-I to the tenderer giving full specifications, design, make or model etc. of the materials as per tender accepted and the quantities to be purchased, specifying the date by which and the place at which the materials are to be supplied.

8. Security for Performance of Contract:-

When a tender has accepted an agreement, where considered necessary, shall be entered into between the Islamia University and the contractor. The contractor shall be required to deposit or undertake to pay from his bills such sum as together with the earnest money will make up a sum equal to 5 percent of the amount of the supply order, as security for due performance of the contract.

9. Authority to make Contract:-

Subject to the provisions of these rules, all contracts on behalf of the Islamia University shall be made by the Treasurer, or any other officer authorized by the Vice-Chancellor .

10. Enforcement of Contract:-

- (1) The Treasurer or any other officer signing the Contract shall take such steps as may be necessary to enforce the performance of the contracts in accordance with the terms and conditions thereof.

- (2) Where a Contract is not performed according to its terms and conditions, the Treasurer/officer signing the Contract shall take such action as may be necessary to enforce the penalty clause of the Contract and to safe guard the interests of the Islamia University.

11. Invitation of tenders/Quotations not Necessary:-

- (1) In cases where the question of securing competitive prices is not involved, the purchases may be made and agreements executed without inviting quotations/tenders.
- (2) If the purchase is to be made of the articles of patent nature or specific make these may be purchased from the sole distributors or authorized agents at company rates without inviting quotations or tenders.

12. Validity of Quotations/Tenders:-

- (1) The rates quoted by the firms, suppliers and contractors shall remain valid for the period as mentioned in the quotation/tenders or as mutually agreed between the University and the tenderer.
- (2) The conditional quotations and tenders which are against the terms and conditions of tender notice shall not be considered valid.

13. Manner of making Purchases:-

- (1) Except as provided in these rules for the purchase of specific item, all purchases shall be made in bulk; as far as possible. The Departments and Offices shall send their annual requisitions within the Budget allocations to the Treasurer soon after the Budget provisions are intimated to them. As piecemeal indents shall upset the entire purchase procedure these should be discouraged.
- (2) Quotations and tenders shall be invited keeping in view the limits prescribed under Rule 5 of these Rules, after administrative approval of the competent authority.
- (3) The rates shall be invited on the basis of free delivery at the University Campus, i.e. including forwarding, packing, freight and octroi etc.

14. Inspection of Goods:-

- (1) The goods supplied by the contractors shall be inspected by a sub Committee nominated by the Chairman Purchase Committee/Competent Authority. The goods will be accepted after the sub Committee certificates that these are according to the required specifications as per supply order.
- (2) In case the goods supplied are not certified according to the supply order, the contractor shall be informed immediately to remove the goods within 7 days of the receipt of information by him. After the expiry of this period, the University will not be responsible for any damage; If the contractor fails to replace the rejected goods within a reasonable period, to be decided by the Purchase Committee/Competent Authority, penal action may be taken against the contractor which may include black-listing or forfeiture of his security deposit or both.

15. Payments:-

If the goods are accepted, the bills of the Contractor will be paid by the Treasurer as soon as possible after these are passed by the Audit Officer . Five percent payment

may be retained by the Treasurer as security deposit for a period of 3 months when the goods supplied are subject to verification of certain performance.

16. Purchase of Books, Periodicals etc:-

The purchase of books/periodicals etc. will be made in accordance with the procedure prescribed under the Islamia University, Bahawalpur, Regulations for the use of Library.

***17. Repairs and maintenance of Vehicles:-**

The urgent repairs, including spare parts, required for the vehicles may be carried out without inviting quotations provided the estimated expenditure on each vehicles does not exceed Rs. 2000/- Normal procedure as laid down in these Rules shall be followed if the repair and maintenance expenses including purchase of spare parts for each vehicle are estimated to exceed Rs 4000/-.

18. Purchase of Medicine:-

- (1) (i) Subject to the provisions of these Rules, the medicines may be purchased in bulk direct from the manufacturing companies or their authorized dealers at the trade prices without inviting quotations/Tenders. Such medicines, which cannot be purchased from the manufacturing companies or their authorized dealers, these may be purchased in bulk under the provisions of these Rules after inviting quotations or tenders as the case may be.
- (ii) For the local purchase of medicines, a running Contract may be entered into with a medical store after inviting tenders in the usual manner as to the rate of discount which will be allowed on the retail prices on the supply of medicines. In such cases payment of bills of the supplier will be made on a certificate of the Incharge Medical Store or such other officer as may be nominated by the Vice-Chancellor that the medicines billed for had actually been received and the rates charged were correct according to the price lists.
- (2) The purchase of foreign medicines in bulk will be made according to the provision of these Rules.

19. General :-

The following general instructions shall always be observed in making purchases under the provisions of these Rules:-

- (a) In order to reap the benefit of competitive rates, quotations/tenders shall be invited from as many suppliers as possible, for whom a list may be prepared and kept on record category wise. The list will be prepared after inviting applications through advertisement in the newspaper. Such list will be approved by the respective Purchase Committee. The said Committee may make additions/alterations in this list from time to time. An enlistment fee of Rs. 25/- shall be charged. Fresh list will be prepared after every three years.
- (b) Quotations shall not be obtained at personal level. These shall always be invited in writing, and by a notice on the Notice Board.
- (c) The lowest rate shall normally be determined on the basis of at least three quotations/tenders, for the articles of specific make, model, design and specifications etc.

* Amendment approved by the Syndicate at its meeting dated 9-10 September, 1995

- (d) If two quotations/tenders only are received, these may be considered if there is sufficient justification that the lower rate offered is reasonable and re-invitation of quotations/tenders will not be fruitful.
- (e) If the lowest quoted rate is not accepted, justification shall be given in writing for accepting a higher rate.
- (f) Single quotation/tender may be considered, if.
 - 1) The rate offered is reasonable.
 - 2) No useful purpose will be served by re tendering; and
 - 3) The single tender received is the result of publicity made in the most open and public manner and according to rules.

20. A Firm may be black listed for the following Reasons:-

- (a) not supplying the goods by the due date;
- (b) supplying goods of inferior quality;
- (c) not willing to remove inferior quality goods already supplied;
- (d) not prepared to replace the articles broken in transit;
- (e) not offering quotations for more than three times at a stretch;
- (f) committing any irregularity liable to cause financial loss to the University;
- (g) maintaining no regular shop or office and conducting business under bogus letter-heads by using other firms stamps and pads;
- (h) two or more firms conducting business at one and the same premises under the same postal address, telegraphic code or telephone numbers;
- (i) charging high prices for rare articles;
- (j) supplying bogus quotations;
- (k) trying to influence or bribe the purchasing authorities;

NOTE:- Punitive action shall be taken against such firms after serving due notice.

21 . Relaxation:-

Where the strict application of the above Rules hampers the smooth working of the University, the Vice-Chancellor may, in such cases with reasons to be recorded in writing, order the purchase of goods/materials by relaxing the provisions of these Rules.

(FORM P-I)

To

M/S _____

Subject: - **SUPPLY ORDER:**

Dear Sir,

This is to inform you that the rates offered by you vide your quotation/tender No. _____ dated _____ for the supply of following items have been accepted subject to the terms and conditions mentioned below:-

S.No. Description of Material Rate per Unit. Quantity to be supplied Total Amount

Terms and conditions of the supply order:-

-
1. In case of failure to supply the goods/material etc., to the satisfaction of the purchase Committee/Competent Authority, the Securities deposited shall be forfeited and the supply order, shall be treated as cancelled.
 2. The material should be supplied at the _____ by _____. In case you fail to supply the materials within this delivery date a penalty at 1% of the total value of the supply will be imposed per day subject to a maximum of 10% of the total value.
 3. The material should be supplied strictly in accordance with the specific Make, model, design and specifications/samples.
 4. The material will be accepted after inspection. In case the materials are not found according to supply order these will be rejected and shall have to be removed or replaced by you immediately at your own expense. In case of failure to remove or replace the materials, penal action will be taken by forfeiting your Security Deposit and you will be black listed.

Yours Faithfully,

Sd/-

Signature of the Officer Concerned.

(Note:- According to necessity, additions/alterations can be made in this form at of supply order).

Chapter 32 Regulations relating to Award of Scholarship by the Islamia University Bahawalpur, 1977

I. Merit Scholarship:-

1. The Islamia University shall institute merit scholarship at the monthly rate of Rs. 100/- P.M. for each student selected for such scholarship.
2. The exact number of merit scholarships shall be determined by the Vice-Chancellor according to the availability of funds.
3. The merit Scholarship shall be awarded by a Departmental Scholarship Committee consisting of all the whole time teachers headed by the Chairman concerned.
4. At least one Scholarship of Rs. 100/- P.M. may be allocated to each department for award on merit and the other Scholarships shall be awarded on merit to the students, the income of whose parents/guardians does not exceed Rs. 1000/- P.M. The income so declared by the students shall be subject to the satisfaction of Departmental Scholarship Committee.
5. The merit shall be determined on the basis of total marks obtained in the BA/B.Sc examination plus marks in the subject concerned (where applicable); Provided that only those students who have passed the B.A./B.Sc in the first annual examinations in one sitting (as a whole) shall be eligible for grant of merit scholarship. Provided further if no student is found eligible to the scholarship under the Regulation, the amount allocated for merit scholarship shall be re-appropriated by the Vice-Chancellor to other scholarship.

II. Other Scholarship:

Scholarship may be awarded by the Vice-Chancellor to the students needing financial assistance provided they have good academic record and bear good moral character. The number and conditions of such scholarship shall be determined by the Vice-Chancellor every year. The monthly rate of such scholarship shall be Rs. 50/- P.M. certificate to be issued by Chairman of the Department concerned as in Appendix "B" and subject to the fulfillment of the conditions prescribed in these Regulations. The Vice-Chancellor may grant a lump sum financial assistance to needy students at the rate not exceeding Rs. 500/- per annum in each case.

III. General:-

1. Applications for scholarships on the prescribed form as at Appendix "A" be submitted along with the Admission for or up to the prescribed date. If a student fails to apply for the award of scholarships in time, it will not be possible to consider his request. The application shall be submitted through the Chairman of the concerned Department.
2. It shall not be permissible for a student to defer or delay payment of the normal monthly dues of the University merely on the ground either that scholarship has been awarded to him or that his application for one is pending.
3. The Treasurer shall be competent to deduct such amount from the scholarship payable to a student who has departed without receiving the scholarship payable to him, or a student who neglects or refuses to receive his scholarship within reasonable time, the Treasurer shall have the power to draw the amount of such scholarship and adjust it against the amount found recoverable from the student. Provided further that if after making such deductions any amount remains unadjusted, such amount shall be forfeited by the Treasurer and deposited in the scholarship fund.

4. The scholarship/stipends shall be tenable for a period of ten months (i.e. July to April) in a academic year. They shall be terminable by the Chairman concerned on account of the student leaving the University or on the basis of any adverse report against him/her; Provided that a show cause notice shall be given to the student before termination of his or her scholarship/stipend of any student and the Chairman concerned may suspend without notice for any period the scholarship/stipend of any student pending final decision.
5. The scholarships/stipends will not be renewed automatically every year, but the Departmental Scholarships Committee shall consider the cases of the candidates each year and shall take fresh decision.
6. Every recipient of a scholarship shall be bound to inform the Vice-Chancellor in writing within a fortnight of the award, if any scholarship or stipend is awarded to him from any other source; and in that event the Vice-Chancellor shall be competent to reduce the amount of a scholarship suitably. A student neglecting or refusing to inform the Vice-Chancellor within the specified time about the grant of any scholarship or stipend shall be liable to cancellation of his scholarship by the Vice-Chancellor.
7. The scholarship will be payable on monthly basis on the production of a certificate to be issued by Chairman of the Department concerned as in Appendix "B" and subject to the fulfillment of the conditions prescribed in these regulations.
8. A. student who has already passed M.A./M.Sc in one subject shall not be entitled to any scholarship, if he joins M.A./M.Sc class in another subject in the Islamia University, Bahawalpur.
9. These Regulations shall be applicable with effect from the academic session 1976-77.

APPENDIX-A**APPLICATION FOR GRANT OF SCHOLARSHIP.**

1. Name of Student: _____
2. Name of the Deptt:
and class he intends
to join. _____
3. Father's name: _____
4. Occupation and monthly
income of the father/
guardian. _____
5. Address. _____
6. Does father possess
any other source of
income? If so, please
give the amount of
income per month. _____
7. No. of brothers and
sisters receiving
education together
with the names of
Colleges/ Departments
and their Roll. No. _____
8. Is the student getting
any other scholarship or
financial assistance? If
so, give particulars. _____

(Concerned certificates
alongwith detail marks certificates
should be attached.)

9. Examination passed: -----

Name of Institution/ Board/University.	Examination	Marks Obtained	Division	Year of Passing.
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10. Distinctions obtained on the academic side:--
 - a) Scholarship and stipend held;
 - b) Distinction obtained in sports;
 Certified that the facts stated above are correct.

Signature of Father/Guardian.

Signature of Applicant.

Important Note:

Later on, if it is discovered that the applicant had made any mis-statement, disciplinary action will be taken against him and he may have to refund all the amount drawn by him by way of scholarship.

On the basis of personal knowledge/documentary evidence produced before me, I clarify that to the best of my knowledge and belief the facts stated in the application are correct.

Mr. _____ has been known to me personally since _____

Attesting Officer.

Confidential Assessment.

(a) Chairman, Department of: _____

(b) Scholarship Committee: _____

Order pass by the Vice-Chancellor.

APPENDIX "B"**CERTIFICATE FOR RELEASE OF SCHOLARSHIP**

I certify that Mr. _____

Student of _____ and a scholarship holder, has been showing satisfactory attendance and performance in his studies and that his conduct has been good during the period _____. His scholarship for this month/period may be released.

Chairman _____
Department of _____
Islamia University, Bahawalpur.

Chapter 33 Islamia University Bahawalpur Regulations relating to the Remission of Tuition Fee

1. These Regulations shall regulate remission of tuition fees of students studying in the University, and shall come into the force with effect from the academic session 1976-77.
2. In these Regulations, unless there is anything repugnant in the subject or context.
 - (i) "Financial aid" means aid in the nature of a Scholarship or stipend other than a loan which a student may have received or may be receiving for his education for/or during the academic year mentioned in Regulation 3.
 - (ii) "Family Income" means the income of a student parents and of the student himself, if any.
 - (iii) "Family Members" means the students himself, his father, mother, brothers and sisters dependent upon the family income for their maintenance.
3. Tuition fees of students may be remitted for each academic year according to the scale mentioned in University Regulation 6; provided that the number of students to be granted full fee remission in each class shall not exceed 5% and then to be granted half fee remission 20% of the-total number of students on the rolls of class that on a date which is three months after the start of the Academic session.
 - (i) **Explanation:-**
For calculating the number of students eligible to remission of fee in a class, a fraction shall be rounded to the nearest whole figure half being counted as one.
 - (ii) **Explanation:-**
If the Fee Remission Committee is of the opinion that in class sufficient number of students eligible to full fee remission is not available it shall have power to grant half fee remission to double of that number:
4. An application for remission of tuition fee by a student shall be made in the prescribed form (Annexure 'A') and shall be accompanied by prescribed certificate signed by a Teacher or an Officer of this University or a Gazetted Government Officer of Grade 17 or above and bearing such Teacher's or Officer's official's seal.
5. The authority competent to allow and withdraw a fee remission shall be a Fee Remission Committee headed and nominated by the Vice-Chancellor.
6. The tuition fee of a students may be remitted according to the following scale:---
 - (i) When his family income divided by the number of family members together with the financial aid, if any, does not exceed Rs. 100/- P.M. (Full Remission).
 - (ii) When his family income divided by the number of family members together with the financial aid, if any, exceeds Rs. 100/- P.M. but does not exceed Rs. 200/- P.M. (Half Remission).

Provided that no remission shall be allowed when the family income exceeds Rs. 1000/- P.M.
7. The fee remission allowed to a student may be withdrawn at any time, if he does not apply himself properly to his studies or does not maintain good behavior.
8. Notwithstanding anything to the contrary in these University Regulations where a student has an elder brother or sister on the rolls of the University, such student shall be entitled to a remission of 50% in his or her tuition fee for so long as the elder brother or sister is on the rolls.

9. Notwithstanding anything contained herein before, all the sons and daughters of the University employees in service shall be entitled to 50% remission of their tuition fee so long as they remain on the rolls of the University.
10. The application for remission of fee completed by the Student and attested as prescribed shall be delivered to the Chairman of the concerned Department, Who shall after entering his confidential Remarks forward it- under confidential cover to the Secretary of the Remission Committee.

Chapter 34 Rules of Procedure for the Meetings of the Chancellor's Committee

The Chancellor's Committee made the following rules under section 33 of the Islamia University of Bahawalpur Act, 1975; in its 2nd meeting held on 8.4.1977.

1. Interpretation:-

In these rules the word "Chairman" means the Vice-Chancellor or in his absence a member of the Chancellor's Committee presides at a meeting in accordance with Rules 6.

2. Ordinary Meeting:-

The Chancellor's Committee shall ordinary meet once a month.

3. Special Meeting:-

The Vice-Chancellor may convene special meeting of the Chancellor's Meetings Committee at anytime to consider matter of an urgent nature.

4. Notice of Meeting & Agenda:-

- (1) A notice of not less than seven days shall be given for an ordinary meeting of the Chancellor's Committee and the Agenda and papers shall be sent to the members so as to reach them at least three days before the meeting of the Committee.
- (2) For Special meeting such notice shall be given as circumstances may permit.

5. Quorum:-

The Quorum for a meeting shall be one half of the total number of the members of the Chancellor's Committee.

6. Chairman of Meetings:-

The Vice-Chancellor shall preside at the meetings of the Chancellor's Committee. In his absence' a member of the Chancellor's Committee chosen by a majority of the members present for among themselves shall preside at the meeting.

7. Secretary of Chancellor's Committee:-

The Registrar, who is a member of the Chancellor's Committee, shall also be the Secretary of the Chancellor's Committee.

8. Matter to be considered at Meetings:-

At an ordinary meeting only the matter included in the Agenda shall be considered; provided that any matter of an urgent or non-controversial nature may be considered with the permission of the Chairman.

9. Voting by Members:-

- (I) All questions shall be decided by the majority of votes of the members present. The voting shall ordinary take place by a show of hands, but in special cases a secret ballot shall be taken if the Chairman or any members so desires.

- (2) If the votes including that of the Chairman are equally divided the Chairman shall have the casting vote.

10 . Regulation of Procedure of Meetings:-

Except as otherwise specifically provided, the Chairman shall regulate the procedure at a meeting in such manner as he thinks fit.

11. Minutes of the Meeting:-

As soon as possible after a meeting a draft of the minutes of the meeting shall be prepared by the Registrar and submitted to the Chairman for approval. The minutes so approved shall be circulated without delay to all the members and shall be laid before the meeting next following for confirmation.

Chapter 35 Rules regulating the Procedure of the Selection Board of Islamia University Bahawalpur

1. Short Title and Commencement:-

These Rules may be called the "Rules regulating the proceeding of the Selection Board of Islamia University, Bahawalpur" and shall come into force at once.

2. Advertisement:-

The Registrar shall with the previous approval of the Vice-Chancellor issue an advertisement in at least two national dailies including one in English published from Lahore at least three weeks before the last date fixed for the receipt of the applications. The advertisement must contain the minimum qualifications required by the relevant rules of the University for the post to be filled. It shall always require the applicants to submit attested copies of their testimonials, such other documents as are demanded and two passport size photographs for the post of Assistant Professor and Lecturer and Four passport size photographs for the post of Associate Professor and Professor to be sent along-with the application. The advertisement shall also require the applicant who is already in service to clearly enter the pay and pay scale held by him and to send his application through the competent Authority by the due date advance copy shall not be entertained.

3. Meeting of Selection Board:-

The Registrar shall immediately after the last date of the receipt of applications in consultation with the members of the Selection Board shall fix a date for the meeting with the approval of the Vice-Chancellor at least two weeks before the date of meeting so fixed.

4. List of Applicants:-

The Registrar shall prepare a list of all the applicants entering therein all the required particulars about their education and professional qualifications and experience.

5. Selection for Interview:-

The Vice-Chancellor and Registrar shall scrutinize the general list of the applicants and select all such applicants as fulfill the required qualifications for calling them before the Selection Board.

Provided that if number of eligible applicants for the post of Lecturer exceeds the scale laid down in the sub rule (1) below in the concerned subject, the candidates shall be sent through a written test (as specified in sub rule (3) below).

(1) The number of candidates called for interview based on the result of written test shall normally be as under:-

No. of post (s)	Candidates to be called for Interview
a) One post.	15
b) More than one	15 plus 10 for each additional post

Note:-

1) The candidates shall be required to applicant paper written test of the subject concerned for which they are candidates unless otherwise decided by the Selection Board.

- 2) Syllabi for written test will pertain to the subject concerned as prescribes by the Islamia University Bahawalpur for postgraduate level viz M.A./M.Sc and equivalent. The admission letters will be issued to the eligible candidates at least two weeks before the date of the test. The admission letters will contain date, time and place of the test alongwith other relevant instructions.
 - 3) (i) Written test shall comprise one single paper dealing with the subject only. The minimum qualifying marks will be 50% or as decided by the Selection Board from time to time.
(ii) Merit for interview shall be on the basis of marks obtained in the paper; subject to specific minimum limit.
 - 4) Written test paper may be divided into two sections with approximately 50% marks allotted to each as under:-
 - i) **Section-A:-**
Short answer questions, requiring a few lines to answer each question.
 - ii) **Section-B:-**
Multiple choice questions.

Provided further keeping in view requirement of the subject, the paper may be divided into three parts with approximately 33% marks allotted to each under:-

 - a) **Section –A,** Short answer question, requiring a few line to answer each question
 - b) **Section-B** Multiple choice questions.
 - d) **Section-C** two or more long answer questions.
 - 5) For drawing up the final merit list of qualified candidates, marks obtained by a candidate in the written test shall be converted into the aggregate of ten added to the total marks earned by him on the basis of academic records and in viva-voce.
6. The paper setters and examiners will be appointed by the Vice-Chancellor out of the penal approved by the Selection Board. All other staff also be appointed by the Vice-Chancellor The Controller of Examinations or any other officer appointed by the Vice-Chancellor will make arrangements for conduct of examinations.
The Registrar giving full particular of the candidates therein and a copy of this statement shall be sent along-with the Agenda to each member of the Selection Board at least one week before the date fixed for interview. The Registrar shall supply further particulars of candidates if so desired by the any members of the Board.
7. At the time of interview each member of the Board present shall make his own assessment about the eligibility of a candidates and record the marks allowed by him to a candidate in prescribed Performa the result of the interview shall be discussed by the members of the Board, among them and the records of marks prepared by each one of them shall be examined and considered by all the members of the Board amongst them before recommending the selection of a Candidate. The recommendations of the Board shall be kept confidential.
8. **Records to be sent to the Appointing Authority:-**
- The recommendations of the Selection Board alongwith the list of all the candidates called for interview with full particulars shall be sent to the appointing authority/Chancellor's Committee for approval.
9. **Call for Interview:-**
- A call for interview to each candidate shall be sent by Registered Post at his given address sufficiently in advance of the date fixed for the interview which shall no be

less than ten days. In the interview letter, the applicant will be specifically asked to bring original certificates/documents etc.

10. Re-Advertisement or Postponement of Interview dates:-

If the Selection Board of the opinion that sufficient number of applications have not been received in response to the advertisement or if it feels that sufficient time has not been given to the candidates called for interview or 33% number of candidates called for interview has not turned up, it may order for fresh advertisement or for postponement of the date of interview as the case may be. If the date of interview is posted due to the poor attendance of the candidates, the Selection Board may interview the candidates who have appeared before them and record their observations so as to save such candidates from expense and inconvenience.

11. Marks Assigned to Qualifications:-

Academic Qualifications	Examination/Division Position-Wise Marks		Maximum Marks
Matric to M.A./M.Sc, or Equivalent	Fist Division	10	40
	Second Division	7	
	Third Division	5	
Additional Marks for			
a) First Class M.A./M.Sc with;			
1 st Position	3	]	03
2 nd Position	2		
3 rd Position	1		
b) M.Phil	5		07
c) Ph.D	7		

- 2) Plus Marks given by the Members/Experts in Viva-Voce out of the maximum marks allocated as under:-

Members	25	50
Experts	25	

- 3) Plus Marks obtained by a candidate in the written test to be converted in to the aggregate of ten and added to the total marks earned by him on the basis of academic record and in viva-voce.

Amendment in rule 2 approved by the Selection Board on 19th & 20th August, 1995.

Amendment in rule 5 approved by the Selection Board on 6th & 7th January, 1995.

Amendment in rule 11 approved by the Selection Board on 10th & 11th May, 1996.

Amendment in marks approved by the Selection Board on 4th & 5th November, 2000.

Chapter 36 Islamia University Bahawalpur Rules of Procedure relating to conduct of Business of the Meeting of Finance and Planning Committee

In exercise of the powers conferred by section 33 (1) of the Islamia University Bahawalpur Act, 1975 the Finance & Planning Committee is pleased to make the following rules for conduct of business of meeting: -

1. Meetings:-

Meetings of Finance & Planning Committee will be convened on such dates and time as the Vice-Chancellor may determine.

2. Notice of Meeting & Agenda:-

A notice and agenda alongwith working papers showing the business to be conducted will be sent to all members of Finance and Planning Committee at least 7 days before the commencement of the meeting.

3. Quorum:-

The quorum for the meeting of the Finance & Planning Committee shall be three members.

4. Chairman of the Committee:-

The Vice-Chancellor shall preside over all the meetings of the Finance & Planning Committee. In this absence, the members present may elect the Chairman for that meeting.

5. Secretary of the Committee:-

Treasurer will be the Member/Secretary of the Finance & Planning Committee.

6. Matters to be considered at Meeting:-

At an ordinary meeting only the matters included in the agenda shall be considered; provided that the Vice-Chancellor or in his absence the Chairman may lay or permit any member to lay before the meeting any other matter of an urgent or non-controversial nature.

7. Voting by Members:-

- (i) All questions shall be decided by a majority of vote of the members present. The voting shall ordinarily take place by show of hands, but in a special case the Chairman may, on his own accord or at the request of a member, required a secret ballot.
- (ii) If the votes including that of the Chairman are equally divided, the Chairman shall have casting vote.

8. Regulation of Procedure at the Meeting:-

Except as other-wise provided, the Chairman shall regulate the procedure of the conduct of business at a meeting in such a manner as he thinks fit.

9. Minutes of the Meeting:-

The Minutes of the meeting shall be recorded by the Treasurer and submitted to the Chairman soon after the meeting for approval. The minutes so approved shall be circulated without delay to all the members, and anyone of them who was present at the meeting may within a week of the receipt of the minutes, communicate to the Treasurer any objection, he may have to their correctness.

If no objection is received within a fortnight, the action on the minutes may be initiated. The minutes, alongwith any objection, however would be formally confirmed at the next meeting.

Chapter 37 Islamia University Bahawalpur Rules of Procedure for the Meetings of the Syndicate

1. The Registrar will be the Secretary of the Syndicate.
2. The Registrar shall, with the approval of the Vice-Chancellor prepare the agenda for a meeting of the Syndicate.
3. Ordinarily at least 10 day's notice shall be given for the meeting.
4. At least seven days before a meeting, the Registrar shall circulate among the members, by post or through special messenger, the agenda for the meeting with relevant papers and explanatory statements.
5. Supplementary agenda may be issued by the Registrar, if the occasion so demands, 3 days before the meeting is due to take place.
6. The Registrar or a member of the Syndicate may, with the permission of the Vice-Chancellor/Chairman propose for consideration an item under "Current Work" for which previous notice to members shall not be necessary.
7. Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such order as may be deemed fit by the Vice-Chancellor/Chairman.
8. If a member so desires he may propose in writing the consideration of any item in a meeting at a notice of at least 15 days before the meeting and send his proposal to the Registrar. The Registrar may include the item in the agenda with the approval of the Vice-Chancellor provided it is otherwise admissible (under Section 25 of the Islamia University of Bahawalpur Act, 1975).
9. Matters under consideration in a meeting shall be decided by a simple majority vote.
10. In case of a tie, the Vice-Chancellor/Chairman shall have a casting vote in addition to his vote as a Syndic.
11. *(i) The minutes of the meetings of the Syndicate shall be recorded by the Registrar and, after having examined by the Vice-Chancellor, shall be within one month of the date of the meeting circulated among the members, for objections / observations, if any, to reach the Registrar within 15 day's of that issue of minutes. The Vice-Chancellor may approve an advance: para relating to any item of the minutes for implementation.
 (ii) In case no objections are received within the period specified above, it shall be presumed the members has / have no objection / or observation to make.
 (iv) After the Vice-Chancellor has taken into consideration the objections/ observations of the members (if any), the minutes shall be confirmed by the Vice-Chancellor / Chairman, as the case may be. The minutes, after authentication, shall be circulated among the members. No observations shall be allowed in the next meeting.
12. The Registrar may, if the occasion so demands, convene an emergency meeting of the Syndicate with the approval of the Vice-Chancellor irrespective of the time limit prescribed in Rules (3) (4) and (5) above.

*Amendment approved by the Syndicate on 26 & 27-01-1994

13. In case it is not considered feasible to call an emergency meeting of the Syndicate, the Vice-Chancellor may decide that opinion of members on a certain issue be invited by a certain date by circulating the relevant papers and the issue be deemed to have been settled according to the views of the majority of the members who send in their opinion within time treating the rest as neutral, provided that at least 50 percent of the members express their opinion on the issue.
14. The proceedings of a meeting of the Syndicate, which has been held with a proper quorum, shall not be invalidated on the ground that any member(s) did not receive within time or at all, the notice or papers or both for that meeting of the Syndicate, although the notice or papers or both were dispatched by that office in the usual manner.
- *15. The quorum for a meeting of the Syndicate shall be one half of the total number of members a fraction being counted as one. However, this requirement shall not apply in case of the adjourned meetings.
- **16. The Vice-Chancellor shall preside over the meetings of the Syndicate. During the course of meeting in his absence a member of the Syndicate chosen by a majority of the members present from among themselves shall preside over the meeting.
17. These rules may be added to changed or modified from time to time or dispensed with at the discretion of the Syndicate.

*Amendment approved by the Syndicate on 26 & 27-01-1994

**Amendment approved by the Syndicate on 13 & 14-06-1997

Chapter 38 Islamia University Bahawalpur Revised Hostel Regulations

The following Hostel Rules of the Islamia University are framed as under: -----

DUES AND FEES:-

1. The Hostel fees and dues are as follows:
2. As prescribed by the University from time to time.

Sr.No	Nature of Fees/Dues	Dormitory.	Cubical
1.	Hostel Security (Refundable)	Rs. 230/-	Rs. 230/-
2.	Common Room Fee	Rs. 50/- P.A.	Rs. 50/-P.A.
3	Utensils	Rs. 100/- P.A	Rs. 100/-P.A.
4	Room Rent	Rs. 600/- P.A	Rs. 780/-P.A.
5	Electricity Charges	Rs. 1450/- P.A	Rs. 1450/-P.A.
6	Service Charges	Rs. 1000/- P.A	Rs. 1000/-P.A.
7	Sui Gas Charges	Rs. 600/- P.A	Rs. 600/-P.A.
Grand Total Rs. 4030/-		Rs. 4210/-	

ADMISSION:-

2. Application for admission to the Hostel shall be made in the applicant's own handwriting to the Warden on the prescribed form (to be had from the Hostel's office) and will be disposed of in accordance with the procedure prescribed in paragraph 7.
3. Names of such boarders who have not paid their fees by the 10th of the month shall be reported by the Warden to the Chairman Hall Council.
4. Dues/Fee will be charged every Year in advance. However, for stay beyond prescribed period under Regulation 1 (ii) and in case of the candidate staying in the hostel under Regulation-7 will be charged for the actual period of stay.
5. For the purpose of Hostel Fees & Dues the Hostel year is counted from 1st October to 30th September. Provided, if a student has to stay after 30th September due to late commencement of the examination or submission of the thesis, he may be allowed by the Chairman, Hall Council on his/her written application to continue his/her stay in the hostel till the end of last paper of his/her examination or last date prescribed/notified for submission of his/her thesis, on payment of lump sum hostel dues/fees @ Rs 450/- per month OR as may be prescribed by the University from time to time, for this extra period. After that period no one shall be allowed to stay in the hostel under any circumstances.

Note:-Hostel Fees & Dues once deposited shall not be refunded. However, in case the University cannot provide hostel accommodation for any reason, the hostel fees/dues will be refundable.

6. The Warden may expel a boarder at anytime if he is not satisfied with this health, conduct or behavior; provided that he records his reasons for the action in writing. Provided further that the Vice-Chancellor may suo-moto or on the recommendation

of Hall Council on the application of the aggrieved student revise or alter these orders.

7. The numbers of the rooms to be allotted will be fixed on the basis of merit. The merit shall be determined as follows:

Seats among the Teaching Departments of each Faculty will be determined on the basis of numerical strength in each department of the Faculty concerned. This exercise shall be undertaken by Hall Council. Individual merit will be determined on the basis of marks obtained by the candidates in B.A./B.Sc or equivalent examination.

Provided that the private/external candidates from outside Bahawalpur intending to reside in University Hostel may be allowed by the Chairman hall Council/Vice-Chancellor on their written application, after being satisfied about the conduct and behavior of such candidates, if accommodation is available. Such candidates shall have to pay a lump sum Hostel dues & fees @ 600/- per month in advance or as notified by the Treasurer with the approval of the Vice-Chancellor from time to time, which should be deposited in CD-1 account of the University. These candidates shall abide by the all the University / regulations, Rules, instructions on the subjects. However the Chairman Hall Council/Hostel management reserves the right to get the accommodation vacated from such candidates as and when needed or conduct and behavior of the candidate found objectionable. However, dues & fees paid by them shall be not refundable.

8. All the Hostel dues will be deposited in the Bank at the time of admission with the Challan forms signed by the respective Warden, one copy of the Challan form will be supplied to the Warden of the Hostel.

ATTENDANCE AND WITHDRAWAL :-

9. By 8-00 P.M. in winter (1st October to 31st March) and 10-00 P.M. in summer or subject to any change notified in this respect, (1st April to 30th September) all boarders should be in their respective rooms which shall be kept open to enable the prefects to check the attendance. Names of absentees shall be reported to the Warden by the prefects and noted by the Warden in the attendance register. Serious cases, in which disciplinary action is needed, shall be reported to the Chairman Hall Council by the Warden.
10. A boarder desiring to absent himself from the Hostel at night must make an application in writing to the Warden and obtain his prior permission, failing which he shall be liable to disciplinary action. The time of the departure of the student and his return to the Hostel shall be noted in a separate register maintained for the purpose by the Hostel Warden.
11. A boarder returning to the Hostel at night after the prescribed hour shall sign his name in the register kept with the chaukidar stating the number of his room and the time of his arrival. Failure to do so shall be punishable with fine under the orders of the Senior Warden, which may extend to Rs. 30/-
12. Subject to regulation 13, given hereafter, a boarder leaving the station may lock up his room, but room must be vacated at the commencement of the summer vacation. The key of the room shall not be left with any servant, an outsider, or a student who is not an occupant of the room.

13. Boarders absenting themselves, without permission in writing from the Warden or without a good cause, for a fortnight or more, may be expelled from the hostel.
14. A student intending to withdraw his name from the Hostel shall make an application in writing to the Warden stating his new addresses of the applicant intends to shift to a place other than a recognized hostel, he should file with his withdrawal application a letter signed by the his father / guardian expressing his concurrence.
15. All applications for withdrawal shall be made in the applicant's own handwriting to the Warden /Senior Warden for disposal.

FOR GIRLS HOSTEL:-

16. Entry of visitors into the girls hostels is restricted. Each girl boarder shall furnish a declaration in duplicate to the warden signed by her and countersigned by her parent or guardian containing the names and particular of her Male and Female relatives with their photographs who are likely to visit her in the hostel. This declaration shall remain in the office of Warden. Only such persons as are described in the said declaration shall be permitted by the warden to visit the girl boarder concerned during the visiting hours in the visiting room. No visitor in any case can visit any girl boarder without obtaining the permission of the warden and without satisfying her (warden) about his identity. Each such visit shall have to be recorded in a separate register called. "Visitor's Register" wherein visitor's name, address and the relation with the girl border together with the time and date of his visit shall be recorded. This entry shall be countersigned by the Hostel Warden. This register shall be maintained by the Hostel Warden. .

DISCIPLINE:-

17. No Boarder may conduct himself in a manner as may interfere with the study or convenience of the fellow residence or injure their feelings. Playing of musical instruments, keeping, possessing or carrying of any ammunition, fire-arm or any other deadly or lethal weapon is strictly prohibited. The defaulters shall be liable to immediate expulsion from the hostel.
18. No meeting other than the meetings of a recognized, society shall be held within the hostel premises. No outsider shall be invited to or allowed to attend any meeting in the Hostel, without the prior permission in writing of the Vice-Chancellor.
19. No pamphlets, handbills or tracts of political, absence or sectarian nature shall be distributed in the University Hostel or pasted on the walls/windows of the Hostel.
20. Room must be kept clean and tidy in-sanitary conditions if any must be reported to the warden by the boarder concerned.
21. Playing of indoor games in any place other than the Common Room is forbidden, Student found gambling, drinking or indulging in any other undesirable activity in the University Hostel are liable to expulsion from the hostel.
22. The Warden shall be competent to inspect the rooms, kitchen and other apartments of the hostels. The students occupant of a room shall be bound to open it for the said inspection if and when demanded by the Warden.
23. No guests or Visitors are allowed to stay in the Hostel at night. A boarder found guilty of keeping a guest or visitor during the night in his room shall be liable to a

fine which may extend to Rs. 50/- for each occasion. The Warden/Senior Warden shall be competent to eject such a guest or visitor when he discovers it.

24. No lady visitor is allowed inside the Boys Hostels.
25. Residents must themselves take care of all their belongings. Any loss or damage that occurs by way of theft or other-wise shall not be the responsibility of the Hostel authorities.
26. Any boarder who; in any way, interferes or obstructs the Warden in the due discharge of his functions and duties shall be liable to immediate expulsion from the Hostel.

SECURITY DEPOSITS:-

27. Every boarder shall deposit at the time of admission a sum of Rs. 150/- as Mess Security and Rs. 30/- as Hostel Security which will be refunded to him after deducting outstanding dues at the time of his withdrawal, expulsion, and departure.
28. All unclaimed securities lapse to the University after a period of three years from the date when a student ceases to be a boarder and are credited to the student's funds.

FURNITURE:-

29. The Hostel supplies to each boarder the following furniture which must be returned by him in good condition to leaving the Hostel:---

- (1) One Charpai;
- (2) One Table;
- (3) One Chair;

30. No furniture is permitted to be removed from one room to another without the permission of the Warden.

ELECTRIC CHARGES:-

31. Light in the room must be put out when the inmates have gone to bed or have gone out of their rooms.
32. Extension of electric fittings by means or wires is not allowed.
33. No boarder is permitted to use more than one light in the room. The strength of the bulb should not exceed 100 Watts.
34. For the use of electric table fan a fee of Rs. 20/- P.M. or at such other rates as may be fixed by the Vice-Chancellor, shall be charged, payable in advance on monthly basis.
35. The electric main switch will remain closed during the day between the hours to be notified by the Warden from time to time.
36. No boarder is permitted to use an electric heater, any other electric appliance in the room. A boarder violating the rules is liable to a fine, which may extend to Rs. 200/- on each occasion, and the appliance is liable to be confiscated. Repeated violation of this rule will entail expulsion from the University Hostel. Discovery of any prohibited appliance in any room shall be conclusive evidence of its use by the

boarder. Servants are required to keep the Warden informed about any such irregularity.

COMMON ROOM:-

37. The management of the Common Room shall vest in the Warden concerned who may nominate one of the students to assist him in this job if he so desires.

MISCELLANEOUS:-

38. A copy of the Hostel Regulations shall be kept available in the office of the Warden of Hostel and the residents may be allowed by the Warden to study these regulations.
39. A boarder guilty of breach of any of the Hostel Regulations, penalty for which is not specifically provided herein before, shall be liable to a fine which may extend to Rs. 50/-
40. All applications for remission of fines should be submitted to the Chairman Hall Council.
41. The Warden shall be immediately reasonable for the enforcement of regulations. All serious cases of breach of discipline shall be reported to the Chairman Hall Council.
42. Inmates of the rooms will write their names on the cards to be located at the place meant for the purpose.
43. Writing on the walls or on the windows or on the doors is forbidden. The occupant of the room where such writing is found will be held responsible for it.
44. Boarders can be permitted to keep motorcycles, auto-cycles, scooters or bicycles at the premises at their own risk. But no one shall drive them through the Hostel Verandah and any contravening this direction may be liable to expulsion from hostel.

GENERAL MESS RULES:-

45. All Mess affairs in the hostel are under the general supervision of the Mess Committee which shall consist of:-
 - a) The Warden.
 - b) Manager of the Mess, who shall be elected by the Boarders sharing the mess. Such an election shall be held under the supervision of the Warden concerned periodically as and when the share holders of the mess so desire, provided that the Warden may, if satisfied that the Manager of the mess is not conducting himself properly, annul his election at any time and direct a fresh electing of the Manager or appoint a Mess Manager out of boarders. Meeting of the Mess Committee will be called by the Warden if and when necessary.
46. No resident student is permitted to have private cooking arrangement in the Hostel. Servants are strictly forbidden from doing any private cooking for any student. Disciplinary action shall be taken against servants or a student found guilty of the breach of this rule.
47. The residents must pay their mess dues for a particular month before the 10th of every month, after which date no meals will be served to the defaulter.

48. A student whose meals have been stopped owing to non-payment of dues shall not be allowed to obtain meals from any of the University mess on account of another boarder.
49. A monthly statement showing the amount due from every student must be submitted by the Manager of every Mess to the Warden before the 15th of every month.
50. All servants belonging to hostel are under the direct control of the Warden who has the power to recommend for appointment and dismissal of the servant to the competent authorities. The Chairman Hall Council shall be competent to make adhoc appointments for a period up to 6 months.
51. Meals shall be served only in the dining halls. Exception will be allowed by the Warden in the case of illness. Students discovered or reported to be having their meals in their rooms or at any place on the premises other than the dining halls shall be liable to disciplinary action.
52. A boarder who maltreats a servant shall be guilty of misconduct and shall be liable to fine which may extend up to Rs. 100/- or expulsion from the hostel or both.

Chapter 39 Islamia University Bahawalpur, the Regulations regarding Sports Scholarships

1. Short Title and Commencement:-

- (1) These Regulations shall be called "The Islamia University Bahawalpur Regulations Regarding Sports Scholarships" and shall come into force with effect from 1.10.1977.
- (2) (a) The Islamia University shall institute Sports Scholarship at the monthly rate of Rs. 50/- for each student selected for such scholarship.
 (b) The exact number of Scholarship shall be determined by the Vice-Chancellor according to the availability of funds.
 (c) The Sports Scholarships shall be awarded by a standing committee consisting of: -
 i) Vice-Chancellor.
 ii) President, Islamia University Faculties Sports Association.
 iii) Two members of the Islamia University Faculties Sports Association.
 iv) Treasurer.
 v) Director Physical Education (Ex-Officio Secretary)
2. Only those candidates shall be considered for the award of scholarships who have represented a Board of Intermediate and Secondary Education, a University, Provincial or Pakistan's University team.
3. Applications for sports Scholarship on the prescribed form as at Appendix "A" be submitted up to the prescribed dates. If a student fails to apply for the award of Sports Scholarship in time, his request may not be considered. The application shall be submitted through the President Islamia University Faculties Sports Association.
4. The Sports Scholarship shall be tenable for a period of one academic year (ten, months i.e. September to June). It shall be terminable by the Vice-Chancellor on account of the student leaving the University or on the basis of any adverse report against him/her; Provided that a show cause notice shall be given to the student before termination of his/ her sports scholarship on account of such adverse report. Provided further that the Vice-Chancellor shall be competent to suspend without notice for any period the Sports Scholarship of any student pending final decision.
5. The Sports Scholarship will not be renewed automatically ever year; but the standing committee shall review the cases of the candidates each year and shall take its decision.
6. Every recipient of Sports Scholarship shall be bound to inform the Vice-Chancellor in writing within a fortnight of the award about grant of Scholarship/stipend to him from any other source. In that event the Vice-Chancellor shall be competent to reduce/cancel the Sports Scholarship as the case may be. A Student refusing or neglecting to provide the requisite information within the specific time shall be liable to cancellation of his Scholarship by the Vice-Chancellor
7. The sports Scholarship shall be payable on monthly basis on the production of the certificate to be issued by the President Islamia University Faculties Sports Association as in Appendix "B"
8. A student of more than 25 years age shall not be entitled to the Sports Scholarship.

9. It shall not be permissible for a student to defer or delay payment of the normal monthly dues of the University merely on the grounds either that Sports Scholarship has been awarded to him or that his application for one is pending.
10. The Treasurer shall be competent to deduct such amount from the Sports Scholarship payable to a student which is found recoverable from him by the University. If a student has departed without receiving the Sports Scholarship payable to him, or refuses to receive or neglects to draw his Scholarship within the period for which it has been sanctioned, the Treasurer shall have the power to draw the amount found recoverable from the student. Provided that if after making such deductions any amount remains in balance such amount shall be forfeited to the University and deposited by the Treasurer in the general account of the University.

11. Relaxation:-

The Vice-Chancellor may relax any of these Rules for sufficient reasons in an appropriate case.

APPENDIX " A "**APPLICATION FOR GRANT OF SPORTS SCHOLARSHIP.**

1. Name of Students and
Father's name _____
2. Address: _____
3. Age (Date of Birth) _____
4. Name of the Department
and Class _____
5. The Game played _____
6. Particulars of the team of
the Board of Intermediate
& Secondary Education,
University, Provincial or
Pakistani Team in which
the Candidate had played. _____
7. Particulars of any
distinctions in Sports,
earned by the candidate. _____

Note:---
Copies of the Testimonials
about Sports should be
attached.

Signature of the Applicant.

APPENDIX "B"

CERTIFICATE FOR RELEASE OF SCHOLARSHIP

I certify that Mr. _____

Student of _____ and a sports scholarship holder has been showing satisfactory attendance and performance in the games and his studies and that his conduct has been good during the period _____. His sports scholarship for this month/period may be released.

President _____
Islamia University Faculties
Sports Association Bahawalpur.

Chapter 40 The Islamia University Bahawalpur Sports Tournament Committee Constitution

PART-I

1. Title:-

The organization shall be called" The Islamia University Sports Tournament Committee" with its headquarter at Bahawalpur.

The syndicate shall exercise general supervision over I.U.S.T.C. and shall decide on all constitutional changes. It shall also exercise control over structural alteration and additions and other permanent fixtures on the University Playground.

2. Aims and Objects:-

Its aims and objects shall be: -

- a. To conduct an annual sports tournament for the students of all colleges and of the Teaching Departments of the University. Students of Higher Secondary Classes will not be eligible.
- b. To organize Islamia University Sports Clubs and teams to take part in the Inter-University and other tournaments and matches.
- c. To organize coaching for University students interested in sports.
- d. To promote the best type of sportsmanship and team spirit amongst University students.
- e. To promote sports activities by affording all possible facilities.
- f. To adopt all such measures as may be incidental or conducive to the attainment of these aims and objects.

3. Composition:-

The Committee shall comprise the following: -

- a) The Principals of all colleges or their nominees from amongst Senior Members of the academic staff.
- *b) All Heads of University Teaching Departments by virtue of their designation.
- c) The Registrar, Islamia University, or his nominee not below the rank of Deputy Registrar.
- d) The Director Physical Education, Islamia University shall be ex-officio Secretary of the Committee.
- e) The Treasurer of the Islamia University who shall be the ex-officio Treasurer of the I.U.S.T.C.
- f) The Presidents of the various Sports Club of the University,

4. Function:-

The functions of the Islamia University Sports Tournament Committee shall be: -

- a. To make bye-laws for organizing, conducting and controlling the University Sports Tournaments.
- b. To make bye-Laws for conducting elections of officio holders and members of the Executive Committee and for establishment of University Sports Clubs.
- c. To elect once a year the office holders and members of the Executive Committee from amongst the members of the I.U.S.T.C.

The above Rules approved by the Chancellor's Committee at its meeting held on 27.11.1980.

*Amendment approved by the Syndicate at its meeting held on 3rd & 4th March 2003

- d. To consider and pass the annual budget prepared by the Executive Committee.
- e. To consider and adopt the annual reports and audited accounts of the I.U.S.T.C. presented by the Secretary and the ex-officio Treasurer respectively.

PART-II

5. Management:-

The affairs of the I.U.S.T.C shall be managed by an Executive Committee consisting of the following:-

- a. **President:-**
The President shall be elected from amongst the members of the Committee for one year. He shall not hold office for more than two consecutive terms and, will as far as possible, be a local member of the Committee.
- b. **Two Vice Presidents:-**
One Vice President shall be elected from amongst the local members and the other from amongst the members from the mofussil.
- c. **Secretary:-**
The Director Physical Education Islamia University shall be ex-officio Secretary of the I.U.S.T.C. and the Secretary of the University Sports Clubs.
- d. **Treasurer:-**
The Treasurer of the Islamia University shall be ex-officio Treasurer of the I.U.S.T.C.
- e. **Registrar:-**
The Registrar, Islamia University or his nominee not below than the rank of Deputy Registrar,
- f. **Members:-**
Five members shall be elected by the Committee from amongst members. One of whom shall be from Bahawalpur. One each from the mofussil Colleges of the tournaments zones.
Note:- Five members shall form a quorum.

6. Powers and Duties of the Office Bearers:-

- a. **President:-**
The President shall preside over the meetings of the I.U.S.T.C. and of the Executive Committee. In his absence the elder Vice-president shall act as President. In the absence of all the three the I.U.S.T.C. or the Executive Committee shall elect anyone from amongst members present to be the Chairman for that particular meeting. The President shall have the power to: -
 - 1. Decide a tie by a costing vote.
 - 2. Summon the annual general or extraordinary meeting of the Committee at his own initiative or at the request of one third of the members of the Committee.
 - 3. Summon a meeting of the Executive Committee at his own initiative or at the request of not less than three members of the Executive Committee.
 - 4. Give rulings in case of dispute regarding the application, as interpretation of the byelaws, provided the dispute, after reference to the Executive Committee has not been finally resolved by it. His ruling shall be final and binding
 - 5. Discharge any other function on being empowered by on extraordinary resolution of the I.U.S.T.C.
- b. **Vice President:-**
In the absence of the president the Vice-President acting for him shall perform the same duties and have the same powers as are vested in the President.

7. Secretary:-

The duties of the Secretary shall be determined by the Syndicate of the Islamia University.

Subject of the duties determined by the Syndicate he will also be the Secretary of the Executive Committee and of all the University Sports Clubs and shall record, or cause to be recorded, the proceeding of the sports clubs, which shall be circulated to all members.

He shall be incharge of the office of the Committee and shall be competent to spend up to a sum of Rs. 200/- on any one item. He shall represent the I.U.S.T.C. on all zonal, provincial Sports bodies.

He shall maintain a register of all the affiliated Colleges, University Faculties and sports clubs and keep record of the Tournaments.

He shall be responsible for the maintenance of the University grounds.

He shall organize the training and coaching of the University representative under his personal supervision.

He shall inspect and shall report to the Committee on the arrangement made by the Colleges and the University Faculties for the healthy development of Sports at least once a year.

8. Treasurer:-

He shall maintain all accounts of the income and expenditure of the Committee and sports clubs and shall present the audited accounts to the I.U.S.T.C. through the Executive Committee:

PART III**9. Duties and Powers of Executive Committee:-**

The duties and powers of the Executive' Committee shall be: -

- a. To organize, conduct and control the Islamia University Sports tournament, the sports clubs and other activities entered into by the I.U.S.T.C. in accordance with the regulations or bye-laws laid down by it from time to time.
- b. To spend the fund of the I.U.S.T.C. according to the sanctioned budget and standing byelaws.
- c. To maintain University playgrounds in proper condition.
- d. To fill up any vacancy that occurs in an elected seat in the course of the year due to resignation, deputation transfer from degree College cadre or any other reason for the expired term of office.
- e. If in the bonafide discharge of its duties, the Executive Committee is unable to carry out the provisions of any of these rules, or considered it necessary to frame additional rules or bye-laws temporarily, it shall have the powers to do so, but shall have such actions confirmed at the next meeting of the I.U.S.T.C.
- f. The Executive Committee shall meet as often as occasion require but not less frequently then one in two months during the academic session.
- g. Seven clear day's notice of the meeting shall be given to the members together with time, date venue and agenda of such a meeting. In case of an emergency, a meeting may be convened at a shorter notice, or the matter may be referred to the members by post or telegram, as the case may be, under orders of the president and the decision of the majority as received in writing shall have the same force and effect as of a resolution passed by a meeting duly convened and held. Such a procedure shall be duly entered in the minutes.

10. Annual General Meeting:-

The Annual General meeting of the Committee shall be held in May not later than third week of the month. The Secretary shall give not less than 15 clear days notice of the meeting to all members and shall circulate with the notice a copy of the agenda. Annual report of the I.U.S.T.C. and Sports Clubs, audited statements of accounts of I.U.S.T.C. and its sports clubs and the budget estimates etc;.

The business to be transacted at the meeting shall include: -

1. Consideration and adoption of the annual report of the Secretary I.U.S.T.C. and its sports clubs. This report, after confirmation, will be submitted to the Syndicate for information and such action, as it may consider necessary.
2. Consideration and adoption of audited statement of accounts and the budget estimate presented by the ex-officio Treasurer. This statement of accounts and budget estimate will, after confirmation be submitted to the Syndicate for such action as it may consider necessary.
3. Election of President, Vice-President and members of the Executive Committee. They shall hold office for the one-year.

11. Rules of Business:-

- a. Ten members shall form the quorum.
- b. All decisions shall be by a simple majority vote and in case of a tie the Chairman shall have the costing vote.
- c. Voting by proxy shall not be allowed, nominees of Principals shall not vote.
- d. No individual members shall exercise more than one vote.
- e. Ten clear days notice shall be given for any meeting convened to amend the byelaws.
- f. On receipt of the agenda, the Principal of an affiliated college, if not attending in person, shall communicate the name of his nominee seven days before the annual general meeting. In case of non-receipt of such a nomination in time, the representatives shall not be eligible to attend the meeting.

PART IV

II- Accounts, Their Operation, Maintenance and Auditing:

All fund and moneys of the Committee shall be in a scheduled Bank, approved by the Syndicate at the Islamia University.

*All books of accounts expenditure not exceeding Rs 2500/- may be sanctioned by the President and Rs. 1000/- by the Secretary for expenditure. Beyond this necessary sanction of the Executive Committee shall be obtained.

The Secretary may keep an impress of Rs. 200/- with him for petty expenses and other contingencies, he shall maintain proper account for the same.

The University Auditor shall audit the account of Committee and sports clubs. No payment shall be made unless the bill has been Pre-Audited by the University Auditor. He shall have access to all books of accounts, vouchers, documents, and other relevant papers necessary for preparing the report for submission to the Executive Committee by the 15th of April each year.

*Amendment approved by the Syndicate at its meeting held on 3rd & 4th March 2003

Islamia University Sports Tournament Eligibility Rules

Definition:-

These rules shall be called the I.U.S.T.C. Eligibility Rules. These rules shall come into force from the sports session of 1976/77 .In these rules, unless otherwise provided.

Tournaments:-

Is the Islamia University Inter-collegiate Sports Tournaments?

College:-

Is the professional and non-professional College affiliated with the Islamia University?

Faculties:-

Imply the teaching departments of the Islamia University.

Bonafide Students:-

Is one whose name is borne on the rolls of the College/ Faculties and he is preparing for a Degree Examination of the University.

Amateur Student:-

is one to whom sports is nothing more than a recreation without material gain of any kind, direct or indirect, and he is not over 25 years of age at the time of participation in the tournament match.

1. A bonafide student during his stay in the college/faculties must be a regular full time student. He cannot undertake any regular whole time or part time job except the tuition work.
2. Every admission to as college/faculties shall be considered a regular and bonafide for purposes of tournament only when it is in accordance with the University regulations, a part from the requirements detailed below: -
 - a. Application for admission has been submitted and accepted, and
 - b. All the Colleges/University fees/dues have been duly paid.

NOTE:-Such students (except those admitted during the normal days of admission notified by the University) who was employees before obtaining admission in the colleges faculties shall not be eligible for the I.U. Tournaments even if they had resigned from their posts before the commencement of the tournament.

3. In the non-professional Colleges no student who has been on the rolls of the college or colleges for more than five years in all or more than first three years in the bachelor class shall be eligible to participate in the tournament.
4. Students in the professional Colleges shall be eligible for the tournament, provided that the total period of eligibilities after Intermediate shall not exceed six years.

Oriental College:-

Same as non-professional Colleges.

1. Medical College:-

First five years only, but not more than three year in the first professional class. Students who join Medical College after obtaining B.Sc. Degree will be entitle to play only for the first three years.

2. Law College:-

First two years only (with one additional year for the L.L.M Class).

3. Teacher Training College:-

For number of years required to complete the course.

4. Commerce College:-

For number of years to complete the course but not more than two years in each class.

5. Faculties:-

Four number of years required to complete the course but not more than two years in each class subject to the conditions mentioned in rule No. 3 above.

NOTE:-A student cannot represent more than one Institution in a game during one and the same year.

6. The eligibility year will commence on September 1 and end on 31st August the next calendar year unless otherwise directed by the University.

Any part of the year will be equivalent to a whole year for the purpose of eligibility.

7. Period of study spent in any recognized University shall be equivalent to period of study spent in any college/faculties under these rules.

8. If a student joins a professional course and without completing changes it to non-professional study, the period spent in the professional course shall be counted towards his total period of eligibility in the non-professional course.

Likewise if a student joins a non-professional college course and subsequently without completing it change over to the professional course, the period of stay in non- professional college shall be counted towards his total period of eligibility in the professional course.

9. In order to make themselves eligible for the tournament, students who pass their examinations through recognized/affiliated institutions, must join the next higher course the same year, in case they do not join the next high course/class as above or have a break of more than one year in their studies at college/faculties/University, they and other who passed their examinations privately shall not be eligible for the tournament for the first three months from their date of admission and not for the month one pays his college/ University fees etc.

10. The Student migrating from one College/University to another shall be eligible for the tournament events other than those in which he has already represented an institution during the session, only if the migration is complete in all its details after due compliance with the following procedure: -

- a. University Sanction.
- b. Production of discharge certificate; and
- c. Admission.

11. Such failed or exemption case who are allowed admission in the next higher course/class by the University from time to time shall be eligible for the tournament for the first two years only, but the years shall be counted towards total period of eligibility.

12. (a) With a view to provide complete information about the particulars of a participant in the tournament, his identity card must contain the following particulars duly filled in and signed by the Principal, Vice-Principal or one

of the Dean of the concerned college and by the Head of the Department or a teacher not below the status of a Reader in the case of University Faculty. Only such identity cards shall be considered valid which bear the actual signatures. Signature-stamp will not be honored. For this purpose special identity cards may be prepared.

- a. Name.
 - b. Father's name.
 - c. Date of Admission.
 - d. Date of deposit of College/University dues.
 - e. Date of birth.
 - f. Year of passing Matric/F.A. Exam., Roll No. and Name of Board.
 - g. University Registered No.
 - h. Class and class Roll No:
 - i. No. of years on rolls in B.A./B.Sc./M.A./M.Sc./Professional course.
 - j. Period of break, if any.
- (b) Such players/athletes of the College who participate in the Islamia University Championships to bring honor to the College but do not to represent Islamia University in the Inter University Championships shall not be eligible for I.U.S.T.C. tournaments unless and until they appear before the Secretary/President, I.U.S.T.C. to exempt them from participation.
13. A bonafide regular student of an affiliated institution shall be eligible for the tournament even if his name has not been sent to the Secretary, I.U.S.T.C. on the entry form etc;.
 14. Every participant in any of the tournament/match shall bring along with him, his identity card and on the demand show to the staff members of the opposing team through the Secretary, I.U.S.T.C his representative or the umpires Players not in-possession of their identity cards and without proper uniform may not be allowed to participate in the tournament/match.
 15. The Principals of the Colleges/Head of the Faculties concerned shall be responsible for the eligibility of each member of their team.
 16. Any College/Faculties entered in the tournament is entitled to obtain, through the Secretary, I.U.S.T.C, the names and other particulars of any members of any opposing team, from the Principal of the College/Head of the Faculties concerned.
 17. Before the start of the fixture in any tournament the Principal, Head, Staff Member or Captain of either of the competing teams may check the name, class roll number, etc of any member of the opposing team through the Referee/Umpire, Judge of other official of the tournament.
 18. In the investigation of suspected cases of irregular admission and eligibility, the Secretary, I.U.S.T.C shall be empowered to call for and scrutinize the relevant records and maintained from any college/faculties.
 19. In case replies from the college/faculties in regard to protest are not received within, the specified time, ex-parte decision will be taken.
 20. Any college/faculties putting in an ineligible player in the tournament or any other way violating the rules and regulations of I.U.S.T.C will make itself liable to disqualification or any penalty awarded The decision in this respect may be taken either by the president I.U.S.T.C or Vice-President, I.U.S.T.C (in the absence of the President) or the Executive Committee I.U.S.T.C.
 21. For this purpose, the Secretary and the President I.U.S.T.C shall also constitute a sub-committee, which would be competent to decide issues raised in protests about eligibility of players participating in the tournament In any case, the decisions concerning disqualification or any other penalty shall be final.
 22. University ordinance bars the Jurisdiction of court about all decisions taken under the ordinance, therefore jurisdiction of the court to consider any suit against the decision taken by the president I.U.S.T.C local vice-president

I.U.S.T.C. any sub-committee; Executive Committee and the General body of the I.U.S.T.C shall not be challengeable in any court of law.

NOTE:-The following categories of students shall be eligible to represent the Islamia University team in the tournament other than the Inter-University and Inter-Collegiate Championships.

- a. Those studying in Diploma courses.
- b. Students even though employed on whole-time or part-time basis.
- c. Those over 25 years of age.
- i. Students of affiliated/constituent college and University teaching departments taking part in sports competitions organized by Agencies like Railways, P.I.A, WAPDA, etc; or representing these Agencies in the National tournaments shall not be eligible for participation in the I.U.S.T.C. sports activities for the same session. This rule will not however apply to these players getting scholarship or stipends from Industrial concerns provided there is no clash between the tournaments organized by the University and those by the Industrial concerns from which they are drawing scholarships or stipends.
- ii. No student sportsman of Islamia University if selected on playing side and not as reserve or stand-by on Islamia University or Pakistan Universities team, can represent any provincial/divisional teams etc; in any competition in which Islamia University or Pakistan Universities team is to take part. In case he does so, he will not be eligible for I.U.S.T.C. Sports activities for two sessions. The teams playing such players will be disqualified from the respective tournament for the same session.
23. Any College/Faculties team that walk off the field during the course of tournament fixture shall normally be scratched and the match be awarded to the other team.
24. If for any reason during a tournament fixture either team wishes to lodge a protest that team should inform verbally to the tournament officials on the spot, complete the match and then address a written protest within 24 hours to the Secretary I.U.S.T.C. along with the necessary protest fee.

CONDUCT OF SPORTS

Tournament Rules:-

1. The Islamia University Sports Tournament will be conducted strictly in accordance with the rules and regulations of the corresponding National Sports Federations as adopted by them from the International Sports Bodies. However, if it is considered necessary for the smooth running of I.U.S.T.C. sports, the Executive Committee shall modify any rule for the conduct of I.U.S.T.C. tournaments. Winner/Runners-up of each event will be awarded 5 & 3 points, respectively.
2. The Islamia University Sports Tournaments will be conducted in the following games and challenge Cups & Trophies, which belong to I.U.S.T.C. and may never be won outright, will be presented annually to the Islamia University Champion team. The trophies/cups shall be named after Islamia University.

1. Hockey	8. Squash Racket.
2. Football	9. Basket ball.
3. Cricket	10. Boxing.
4. Badminton	11. Volleyball.
5. Table Tennis.	12. Wrestling.
6. Athletics.	13. Weight Lifting.
7. Kabaddi.	14. Body Building.

NOTE:-For purpose of its sports tournaments, the I.U.S.T.C. has power to modify any of the above rules.

All events of I.U Sports carry equal status, i.e. winner and runner-up will be awarded 5 & 3 points respectively.

3. The winning institution in each case will be presented with a challenge trophy, on which its name and the years will be engraved at the expense of I.U.S.T.C.
4. In all the individual events except the wrestling and boxing the certificates of merit will be awarded for the first, second and third places and in team events, the winners and the runners-up team will be awarded merit certificates. The merit certificates in wrestling and boxing will be awarded the first and second position holder in each body weight class.
5. No institution shall enter more than one team for each event.
6. No new events shall be introduced in the tournament unless it is sanctioned by the Executive Committee of the I.U.S.T.C.
7. Any event in the Islamia University Sports Tournament, in which less than three institutions enter for the competition, shall be held in abeyance.
8. Whenever any tournament is conducted entirely at Bahawalpur there shall be no separation of Bahawalpur mofussil institution, but an ordinary draw shall be made. While making the draws of the different tournaments, winners, and runners up of previous year shall be ceded and the next draw shall be a careful fixation of the choice.
9. The Secretary I.U.S.T.C. shall make all arrangements in connection with matches of fixtures at Bahawalpur.
10. As a general rule, mofussil matches played at Bahawalpur should be fixed on consecutive days to save time and expenses.
11. Proper records of the results, best timings, heights and distances, etc; achieved by the various games and sports of the tournament shall be kept by the secretary in his office.
12. In all tournament event, competitors must wear proper uniform, made up of the registered colors of the colleges which they represent, teams failing to comply with this rule will not be allowed to play the match and the same will be awarded to the other team in case of few members of the team are not in College color uniform, the team will have to play without such players.
13. Small ribbons or chevrons of college-color will not be accepted under the rules.
14. All colleges are required to define especially not only the colors to be used by their teams, but also to state in what manner the colors are combined in the uniform colors used by the older college can not be adopted by the new colleges.
15. In case of possible confusion between teams from different colleges, the Secretary is authorized to bring about such modifications in the uniforms as will facilitate referees, etc, to give decisions.
16. All these colors and combinations will be permanent and kept on record in the Secretary's office.
17. The Secretary I.U.S.T.C. in consultation with the president, or Vice- president may postpone the matches. In case of the grounds being wet or otherwise unserviceable for play, the Referees or Umpire have the authority to postpone the fixture.
18. In case of lawn Tennis, Badminton, Basketball, Volleyball, Kabaddi, Table Tennis and Squash Rackets, the unfinished matches, due to poor light, had weather or any other case, the previous scores shall hold good and matches shall recommence at the points where they were discontinued.

Supervision:-

19. Every college taking part in a tournament, match or fixture is required to depute some responsible members of its staff to be present on the spot, to help the I.U.S.T.C. authorities in maintaining proper order. The professors Incharge of teams should have closer liaison with the Secretary, I.U.S.T.C. in order to

control the University matches in progress at the University grounds. If a team is not accompanied by a member of the college staff it may not be allowed to participate in the Tournament.

20. The Principal of the college playing a tournament fixture "At Home" shall be responsible for the proper conduct of the team and all spectators.
21. If any college is unable to discharge this responsibility in a satisfactory manner, it shall forfeit the privilege of playing University Matches on its grounds.
22. The Referees, Umpires, Judges etc, for all University matches shall be appointed by the Secretary I.U.S.T.C. and should be instructed to report any serious cases of breaches of rules and bad sportsmanship to the Secretary, I.U.S.T.C. who shall lay the same before the Executive Committee for proper action.
23. The Referees/Umpires for mofussil matches should also be instructed to examine the grounds, surface, marking and filling of the play grounds and submit reports to the Secretary, I.U.S.T.C. If defects are too serious, the umpires and even visiting teams, may refuse to play on such grounds and then the Secretary I.U.S.T.C. is likely to reject these grounds for the Tournament.
24. In the mofussil matches, if both the competing colleges mutually agree to play under local Referees/Umpires etc. they should inform the Secretary I.U.S.T.C., a week before the commencing date of the match.
25. If there is any sort of in discipline during the Islamia University sports fixtures, the Umpires/Referees will make a report to the Secretary, I.U.S.T.C. the same evening. However colleges are advised not to interfere with the progress of the match, but after the match is over, the principal of the Home Team and the Professor Incharge of the visiting team should sent a joint or separate report to the Secretary I.U.S.T.C.
26. College authorities are urged to pay special attention and see that the measurements of the grounds goal posts, cross bars and goal nets comply with the international rules and that lines are marked with chuna (Line) and not out in V-shaped ruts.
27. Any college/faculties team that walk off the field during the course of tournament fixture, shall normally be scratched and the match shall be awarded to the other team.
28. If for any reason, during tournament fixture either team wishes to lodge a protest, that team should inform verbally to the Secretary along with a fee of Rs. 100/-, which will be refunded in case the protest is upheld.
29. Whenever individuals or teams are suspended in the course of play, such suspensions shall continue in force until the case is finally decided by the president or Executive Committee I.U.S.T.C.
30. In case of suspensions as above the Referee/Umpire or other authorities concerned shall report the case to the Secretary I.U.S.T.C. within 24 hours. Copies of such report shall be sent to the concerned college/faculties at once marked immediate for their representations to be forwarded to the Secretary I.U.S.T.C. within the specified time. The case shall then decide by the Executive Committee etc. as early as possible.
31. If a team is disqualified in a tournament which is played on "Knock-out" system whether at Bahawalpur or at mofussil station, the matches that have been played by that team will be replayed in which the defaulting team is, involved.
32. Whenever any disciplinary action is taken against team or individuals by the I.U.S.T.C. it shall be notified to all colleges or National controlling body of the particular sports for any further action or application of the penalty that may be necessary.
33. In the event of misbehavior of unsportsman like spirit shown by the members of any team, officials or supporters, the team of the concerned college/faculties shall be disqualified from the tournament or from the particular game for a period, which may extend to three years.

34. a. In the event of matches being held on the University ground the responsibility of maintaining law and order will rest on the shoulders of the contenting college through their team Incharges and Proctors.
b. The Colleges in Bahawalpur shall raise student leaders squads not more than six, who will assist the I.U.S.T.C. in maintaining orders at the ground during the matches.
35. The colleges permitting their players to play in the International or private fixture will have to play with out such players, as the I.U.S.T.C. will not change the dates of its fixture on account of the absence of such players.
36. No official communication from colleges shall be entertained unless they come from or on behalf or through the Principal of the college concerned.
37. No matter pertaining to I.U.S.T.C. shall be published unless authorized or done officially.
38. Normally all mofussil college play grounds shall be inspected by the Secretary, I.U.S.T.C. in order to be approved for the tournament.
39. Besides the above, if any mofussil college wishes to have the grounds of another mofussil college approved or rejected for the tournament, the Executive Committee may depute some person to visit them and report on their condition, before deciding the matter, provided the college making the request pays to the I.U.S.T.C. an amount equal to T.A. & D.A. admissible under the rules to the officer concerned.
40. In framing the tournament fixture, as far as possible on Fridays from 12:00 pm noon to 3:00 pm should be left free for Juma Prayers.
41. Actual number of lectures missed on account of participating in the University or Inter-University tournaments may be awarded to the players concerned.
42. Invitations for the " At Home" on the sports final day shall be extended in the name of the I.U.S.T.C. to the following: -
 - a. Vice-Chancellor of the University.
 - b. Heads of the Departments.
 - c. Leading officials of the Bahawalpur District and Division.
 - d. Members of the Syndicate/Senate/ Academic Council.
 - e. Principals of all the affiliated colleges.
 - f. Administrative Officer of the University.
 - g. Heads, Professors and Readers of the University and non-teaching Departments.
 - h. Donors of cups and trophies.

The following shall be invited to the main function: -

 1. The Teaching Staff of the University and affiliated colleges.
 2. Referees/Umpires, Judges and other officials who help the committee during the tournament and
 3. Anyone else who has shown particular interest in the University or its sports when it specially desires to honour.

Trophies:-

43. The challenge trophies, which belong to the I.U.S.T.C. and may never be won outright, will be presented annually to the Islamia University Champion Team in each case:-

<u>Sr. NO.</u>	<u>Event.</u>	<u>Trophy.</u>
1.	Hockey.	Shield.
2.	Football	Cup.
3.	Cricket.	Cup.
4.	Tennis.	Cup.
5.	Boxing.	Cup.
6.	Wrestling.	Shield.
7.	Rowing.	Cup.

8.	Basketball.	Shield.
9.	Kabbadi.	Cup.
10.	Volleyball.	Shield.
11.	Table Tennis.	Cup.
12.	Swimming.	Cup.
13.	Athletic.	Cup.
14.	Rifle Shooting.	Cup.
15.	Weight Lifting	Cup.
16.	Squash Rackets.	Shield.
17.	Bodybuilding.	Shield.
18.	Badminton.	Cup.
19.	All-round Championship.	Shield.

NOTE: The all-round championship will be determined on the basis of 5 points to the winner of each event and 3 points to the Runners-up of each event.

44. In case of tie for position towards a particular championship general trophy the team or college, which secured greater number of first positions, would be adjusted winner of all-round championship.
45. No trophies/cups shall be accepted for or awarded to runners-up in any event of the Islamia University Sports Tournament.
46. All challenge trophies/cups shall be returned by the college holding them to the office of the I.U.S.T.C., by December each year, so that they can be cleaned, engraved and got ready for the next prize distribution.
47. Any breakages, damages, or loss to the challenge trophies shall be made good on, demand, by the college that had them during the period the damage occurred.

48. Hockey and Football:-

1. The Hockey and Football Tournaments of the Islamia University Tournament shall be conducted on league basis, i.e., A and B leagues for both the games separately, and the matches shall be played at various centers (as notified from time to time). The draws and dates shall be fixed and shall be arranged by the Secretary, I.U.S.T.C.
2. The dates once fixed shall not be changed as a rule. In exceptional cases, however, the dates may be altered, with the previous sanction of the President obtained at least five days before the fixture date.
3. A win shall count two points and a draw one point each.
4. The team, which scores the highest number of points, shall be winner of the league.
5. The duration of all University Hockey and Football matches shall be 70 & 90 minutes each game with a 10 minutes interval at the half time.
6. In the event of a tie for the first place, there shall be a final match to decide the winner of the league. This match will be played on knockout system.
7. The league relegation matches both in Hockey and Football shall be held each year at the conclusion of the league Tournament.
8. Disqualification in a league tournament will mean automatic relegation to the bottom position in that league. If a team is disqualified in 'A' league tournament, it is disqualified for purposes of tournament, but will still play relegation match against the top team of the 'B' league in order to determine the position for the next year but without the player's because of whom the particular team had been disqualified. If two teams are disqualified in a league then they will play tie-breaking match on knockout system and the bottom team thus determined will play the relegation match.
9. In a league tournament, if any team is disqualified or match cancelled or a team dropped out for any reason, then all matches in the league, in which that team had played or is due to play, shall be cancelled and no points shall be awarded to any of the opposing teams.

NOTE:- In football three substitutes are allowed including one goalkeeper.

10. Any college team failing to appear in time for any of its scheduled match shall be disqualified.
11. If any match played on knockout system of the Hockey/Football tournament remains drawn on the first day; it should be played for 15 minutes extra time, i.e. the 7 1/2 minutes each side. In case of draw the match shall be resumed the next day and if still it is undecided in the schedule time the extra 15 minutes would be allowed and if the match still remains draw, the play shall continue till the goal is scored. The goal scored whistle shall be considered as the match and whistle. If still the match remains draw then it will be decided by penalty strokes.

49. Cricket:

1. All the Preliminary matches shall be of three days duration with 5 1/2 hours play daily or fixed by the Secretary I.U.S.T.C in consultation with the Umpires and captains of both the sides.
2. The first inning in all such matches shall be restricted to maximum of 75 over for such team.
3. The winners in all such matches in which two innings have not been completed by the competing sides will be declared on the basis of first inning lead.
4. In first matches if the first inning is not completed within the specified period, the match will continue till such time the first inning is completed.
5. The tournament and Final match will be played of 5 days duration and there will be no limitation of over for such matches.
6. The winners in all semifinals and final matches in which two innings have not been completed by the competing teams in the scheduled time will be declared on the basis of first inning lead. If the first inning is not completed in specified time, the match will continue till such time the first inning is completed.
7. In the event of one team leading by 150 runs of the first inning in three days fixture and leading by 200 runs on the first inning in a five days fixture, it may require the other side to follow-on.
8. The order of play in the tournament and final match be three days play, fourth day rest and two days mere play.
9. All matches shall, as far as possible, be played on turfs.
10. In these matches, at the close of a days play, the ball in play will be handed over to the Secretary, I.U.S.T.C or his representative duly signed by one of the umpires, who will deliver it to the umpire on the following morning.

50. Badminton. Lawn Tennis and Table Tennis:-

1. The tournament in these games shall take played at Bahawalpur each year.
2. The tournaments in those games shall be conducted on the knock out system and the rules of corresponding International federation as adopted by the I.U .S. T .C shall be applied.
3. The umpires shall be appointed by the Secretary I.U.S.T.C.
4. Each College team in any of these tournaments shall consist of two representatives in single (A &B) and one pair in doubles (CD), the same players being eligible to take part in both singles and doubles.
5. Each tie in a draw shall be the best of five matches, four singles and one doubles and each match shall consist of the best of three vantage sets. In table tennis, however, the semifinal and final ties matches shall be played as best of five vantage sets.

6. The order of play will be:

A	vs	A	)	A	vs	B
B	vs	B	)	B	vs	A
CD	vs	CD	)			

The choice to put player for cross matches shall be of leading team. It can put either "A" or "B" players.

7. Players once styled as A and B in singles and CD pair in doubles for a particular tie will remain as such till that particular tie is over.
8. The I.U.S.T.C. will provide for the matches, standard shuttle Cocks/Balls from its fund.
9. The Islamia University Singles and doubles Championships may be conducted in each of these games annually. In these championships the College may enter any number of their students, and in doubles, students may come together from any Colleges. Eligibility for the singles and doubles Championships shall be the same as far the Islamia University Sports Tournament. .

51. Basketball Ball:-

1. The Basketball Competition shall be conducted on the knock-out system at Bahawalpur, each year, Entries, must reach the Secretary at the date fixed in the Fixture.
2. The Executive Committee shall strictly enforce the International rules as adopted by the Pakistan Basketball Federation.

52. Athletic sports:-

- 1) The annual athletic sports shall be held at Bahawalpur each year, Entries must reach the Secretary at the date fixed in the fixture.
- 2) The Athletic Sports shall comprise the following standard Olympic events:-

MEN

A. Races

100 Meters
200 Meters
400 Meters
800 Meters
1500 Meters
10000 Meters

B. Relay Races

4 x 100 Meters
4 x 400 Meters

C. Steeple Chase

3000 Meters

D. Hurdles

110 Meters (38-6 Hurdles)
400 Meters (3 Hurdles)

E. Jumps

Broad
High
Triple
Pole vault

F. Throws.

Javeline
Discus
Hammer
Shot-put.

LADIES

A. Races.

100 Meters
200 Meters
400 Meters
800 Meters
1500 Meters

B. Relay Races

4 x 100 Meters
4 x 400 Meters

C. Hurdles

100 Meters

D. Jumps

High jump
Broad

E. Throws

Shot put
Discus
Javelin

- 3) The Executive Committee shall strictly enforce the International Amateur Athletic Federation rules governing the conduct of Athletic meetings, as approved and modified from time to time by the Pakistan Amateur Athletic Federation.
- 4) No College shall send in more than 2 competitors for each event and not more than 4 competitors in each relay race.
- 5) In the Athletic Sports every competing College is entitled to name maximum of five waiting of extra men, on the entry form. Substitutions will only permitted within the names submitted in the entry form.
- 6) For purposes of competition for the Championship, three places shall be awarded in each athletic event. First shall count 5 points second 3 and third 1 point. In really race first shall count 10 points second 6 points and third 2 points.
- 7) In case two competitors tie for the first place in any event 8 points shall be divided equally between them and the competitor coming next in that event shall receive one point.
- 8) In case three or more competitors tie for the first place in any event 9 points shall be divided equally between them, and no other competitor shall be awarded points in that event.
- 9) In case two or more competitors tie for the second place in any event, 4 points shall be divided equally between them and no third place, shall be awarded in that event.
- 10) In case two or more competitors tie for the third place in any event, 1 point shall be divided equally between them.

53. Boxing:-

1. The boxing competition will be held at Bahawalpur. Entries must reach the Secretary, I.U.S.T.C. at the date fixed in the fixture.
2. The Competition shall be a knockout one, to be determine by means of Draw, in each of the following weights as below:

(a) Light Fly	upto 48 kgs
(b) Fly	Upto 51 kgs
(c) Bantam	upto 54 kgs
(d) Feather	upto 57 kgs
(e) Light	upto 60 kgs
(f) Light Welter	upto 63.5 kgs
(g) Welter	upto 67 kgs
(h) Light Middle	upto 71 kgs
(i) Middle	upto 75 kgs
(j) Light Heavy	upto 81 kgs
(k) Heavy	over 81 kgs
3. The Executive Committee shall strictly enforce the International rules, as adopted by the Pakistan Boxing Federation, and shall insist on each College sending in with its entry, a Medical Certificate declaring the fitness of each of its competitors.
4. Each College may enter one competitor in each weight.
5. A competitor shall be eligible for one weight then him except heavy weight where competitors must have heavy weight.
6. Each fight shall consist of three rounds of two minutes each, with a one minute interval between the round.
7. For purpose of competition for the challenge shield two places shall be awarded, in each weight, the final winner scoring two points and the loser (Provide he fights) one point.

54. Volleyball:-

1. The Volleyball Competition shall be held at Bahawalpur every year. Entries must reach the Secretary I.U.S.T.C. by the last date fixed.

2. The Executive Committee shall strictly enforce the International rules, as adopted by the Pakistan Volleyball Federation.
3. Teams shall consist of 6 players each, and must be dressed in proper uniform. Displaying college colors.
4. Each member of a team must wear a distinctive number on the chest, i.e. from one to six. These numbers should be printed in black or white cloth at least nine inches square.
5. The preliminary matches shall be played as best of three games while semifinal and final matches as best of five games.

55. Wrestling:-

1. The wrestling competition shall be held at Bahawalpur each year, Entries must reach the Secretary, I.U.S.T.C. at the date fixed in the fixture. The competition shall be a knock-out one, to be determined by names of a draw, in each of the standard as below: -
 - a. Plea Weight 48 kgs
 - b. Fly Weight 50 Kgs
 - c. Bantam weight 57 kgs
 - d. Feather Weight 62 kgs
 - e. Light weight 68 kgs
 - f. Welter Weight 74 kgs
 - g. Middle Weight 80 kgs
 - h. Light heavy weight 90 kgs
 - i. Middle Heavy Weight 100 kgs
 - j. Heavy Weight over 100 kgs
2. The Executive Committee shall strictly enforce the International free style wrestling rules, 'as adopted by the Pakistan amateur wrestling Federation.
 - a Wrestling may be done on twenty-eight feet square mat.
 - b Jangias, the oriental style of dress will be allowed, but must be made up of College Colors.
3. Every college may enter one competitor in each weight.
4. A competitor shall be eligible for one weight only his own, or one higher than him except in heavy weight, where competitor must be heavy weigh.
5. While about is in progress, there shall be no coaching from outside, or else after due warning points may be deducted from the competitor being coached.
6. For purpose of Competition for the challenge trophy, two places shall be awarded in each weight. The final winner scoring 2 points and the loser (provided he fights) 1 point.

56. Kabaddi:-

1. The Kabaddi Competition shall be held at Bahawalpur each year. Entries must reach the Secretary, I.U.S.T.C. at the date fixed in the fixture.
2. Teams shall consist of eleven players each, with five reserves.
3. The Game shall be played for two halves of 20 minutes each, with a five minutes interval at half time after which the teams -shall change sides.
4. The team scoring the greater number of points wins the game, in case of a draw, five minutes extra time each way shall be played.
5. The ground, marked with lime shall be a circle of minimum 75 and maximum 80 feet radios, divided into two equal halves of sides by means of a Diameter or center line.
6. There shall be a 'Pala' or Gate 20 feet wide, in the middle of the center line, indicated by two round Dais or posts. These posts shall be about 6 inches in Diameter, shall be made as soft and pliable as possible with sawdust enclosed in bags or other material, and shall be fixed in the ground so as to stand about 6 inches.
7. Players are requested to wear Jangias of College colors, so that each team will be uniformly dressed.

8. The feet should be bare, or in the thin light rubber sole tennis shoes. No other kind of footwear will be permitted.
 9. Each member of team must get a distinctive number painted on his 'Hip' i.e. 1 to 11. The number should be printed in black or white, at least 6 inches square.
 10. A player incapacitated at any stage of the game is replaced by a reserve.
 11. The team winning the toss shall have choice of either side, or of sending the first raider.
 12. Raider shall go one at a time and alternately from opposite sides, the game shall be time game instead of breath game. Each raider from the 'Pala' will get 20 seconds and incase he touches any of the opponent; he shall get 25 seconds extra time. In the last 5 minutes game the raider will get only 20 seconds to touch his opponent, and if he fails to do so then he will loose the point.
 13. No raider can raid twice consecutively for his team.
- NOTE:** It shall not be necessary for the players of each team to raid in strict rotation, but the official of the match shall see, all the players attack sufficiently often, to prevent one or two outstanding players from monopolizing the attack.
14. If a Raider touches any member of defending team and returns, to or touches the centerline in between the Palas with any part of his person, the attacking team shall score one point.
 15. If a raider has touches one of the defenders, and is returning home, any other member of the opposite team cannot perused by any other member of the opposite team.
 16. If a raider is touched or held by any member of the defending team before he returns to the Pala the defending team shall score one point.
 17. In all cases of touch or hold between a raider and any member of the defending team, or other players shall be 'out of the game' temporarily, until the point is decided one way or the other.
 18. All players out of the game temporarily, must keep out of the way, if any member or members of the defending team cause obstruction the raider shall be awarded 1 point at once.
 19. In course of an attack, and a touch or hold, if either the raider or the defender crosses a boundary line other than the Pala as in above, the opposite team shall score 1 point. If both the raider and defender cross a boundary line no point shall be scored by either team.
 20. No hold or attack will be permitted, that in any way endangers life or limb e.g. litting, kicking, tripping, biting, scratching, butting, twisting etc.
 21. The Jangias hold is not permitted.
 22. No oiling or greasing of body, or long finger or toenails will be permitted.
 23. Flying scissors hold is not permitted without holding any part of the body of an opponent.
 24. During the match there shall be no coaching from outside, or else, after due warning, points may be deducted from the side being coached.
 25. The officials of each Kabaddi match shall be two judges one for each side, and one scorer and a timekeeper.

57. Weight Lifting:-

1. The weight lifting competition shall be held at Bahawalpur each year. Entries must reach the Secretary, I.U.S.T.C. at the date fixed in the fixture.
2. The competition shall be held in each of the following weight categories.

a. Fly weight	upto 52 kg,
b. Bantam weight	upto 56 kg. ,
c. Feather weight	upto 60 kg
d. Light weight	upto 67-1/2 kg.
e. Middle weight	upto 75 kg
f. Light Heavy weight.	upto 82-1/2 kg.

- g. Middle heavy weight. upto 90 kg.
- h. Heavy weight. over 90 kg.
- 3. The executive committee shall strictly enforce the International weight-Lifting rules.
- 4. Each college may enter one competitor in each weight.
- 5. A Competitor shall be eligible for one weight only his own or the next weight, except Heavy weight where the competitor must have heavy weight.
- 6. For purposes of competition for the challenge shield, three places shall be awarded in each weight. The first will get 5 points second three and the third 1 point.
- 7. Merits certificates will be given as in the case of Athletics.
- 8. Competitors shall appear before the public in a one piece single and under this they shall wear truss or a suspender belt.

Prescribed Exercises:-

- A. Two hands snatch.
- B. Two hands clean and jerk.

Two Hands Snatch

The bar shall be placed horizontally in front of the lifters legs, it shall be gripped, palms downward and pulled in one movement from the ground to the full extent of the arms vertically, above the head, while either splitting or bending the legs. The bar shall pass with a continuous movement along the body of which no part other than the feet shall touch the ground during the extension of the movement. The weight, which has been lifted, must be held in the final position of immobility, the arms and legs extended, the feet on the same line, until the referee gives the signal to return the bar to the ground.

Important remark the turning over of the wrists must not occur before the bar has passed the top of the lifters head. The lifter may recover his legs in his own time.

Two Hands Clean and Jerk

1st Part: Clean.

The bar shall placed horizontally in front of the lifters legs, it shall be gripped palms downward, and pulled up in a single movement from the ground to the shoulders, while either splitting or bending the legs.

The bar must not touch the chest before the final position; it shall then rest on the clavicles, on the chest or on the arms fully bent.

The feet shall be returned to the same line, legs straight, before the jerk begins.

The lifter may do this in his own time.

2nd Part: Jerk.

Bend the legs and then extend then as well as the arms so as to bring the bar to the full stretch of the arms vertically extended.

Return the feet to the same line, arms and legs, extended and awaits the referees signal to return the bar to the ground.

After the clean and before the jerk, the lifter is allowed to make sure of the position of the bar.

N.B. This must not give rise to mistake. In any way, there is no question of granting a second part to the lifter but of authorizing him.

Either to withdraw the thumbs or to "Unhook", If he used this last system; or if the bar is too hang and impedes his breath or induces a pain-to-bring it down again and rest on his shoulders.

58. Squash racket:-

- 1. The Islamia University squash rackets Tournament shall be held at Bahawalpur each year.
- 2. The tournament shall be conducted on league basis.
- 3. Each college team shall consist of three member A, B, C with two reserves.

4. Each match of a tie shall consist of best of five games/sets.
5. The players styled as A, B & C shall continue as such till the match is over.
6. Order of play shall be: -

A Vs A

B Vs B

C Vs C

7. Each match in a tie shall have 2 points (winner to be awarded both and the loser nil) and each tie shall be of 6 points the maximum.
8. The team winning most of the points in the tournament shall be considered as winner and the one following the runners-up.
9. The I.U.S.T.C. will provide standard squash balls, from its funds.
10. The Islamia University individual squash Championship shall also be conducted annually by the I.U.S.T.C. This will be conducted on knockout system. The colleges may enter any number of competitors.
11. If any dispute arises which is not covered under the above rules, the rules framed by the Pakistan Squash Rackets Federation shall be applicable in that case.

59. Body Building:-

1. There shall be three body-height Classes for the Competition, viz,
 Class iii upto 5'- 5"
 Class ii upto 5'- 8"
 Class 1 upto 5'-8"

And the Competitors shall appear before the panel of judges according to this order. Each college can send two entries for each of these three body-height classes.

2. The Competition shall be held annually in a covered or open place.
3. There shall be three positions of distinction in each body'-height class, viz, 1st, 2nd and 3rd to be awarded to the Competitors. The points for these positions shall be 5, 3 and 1. The college scoring highest points shall be declared the Winner of the Competition and the one following, the Runners-up. The Best Body Builder of the contest will also be declared each year.
4. In case of a tie for the Championship position, it will be resolved on the basis of Individual positions obtained by the college, i.e. 1st position will be given preference over the other positions, class I will be given preference over other classes and the title of Best Body Builder of the contest will also be given due weight age while resolving the tie for the Championship.
5. In case of dispute regarding determination of individuals, positions (Winner, Runners-up, etc) in. the contest, it will be decided as per prevalent rules of International/Pakistan Body Building Federations.
6. Certificates of Merit shall be awarded to the Competitors winning any position out of the first three positions in each body-height Class. The decision taken by the judges regarding determination of the Competitors, positions shall be the final and unchallengeable.
7. The officials for the Competition may comprise:- One Chief Judge, Four Judges, One Assistant to Judges and One Competitors Guide, who will check the heights of the Competitors and present them Class-wise before the panel of the judges.

60. Islamia University Bahawalpur Sports Club Teams:-

When a sports club team is started in any of the games or sports which are included in the Islamia University Sport Tournaments or in the Pakistan Inter-University Sports Tournament etc., it shall confirm to the following rules: -

1. **Aim:-**
To encourage a corporate University spirit among the various affiliated colleges, to improve University sports and sportsmanship and to, promote Inter, University contests.
2. **Affiliation:-**
Open to all colleges affiliated to the Islamia University and Islamia University Faculties sports Association.
3. **Trials Fees: These:-**
Fees, as per rates given in financial rules shall be paid annually to the I.U.S.T.C. by the colleges whose players take part in Trials or one selected in club teams.
4. **Membership: -**
Any bonafide student of an affiliated college or Islamia University Faculties who is nominated by his Institution and whose necessary. Membership fee if forwarded with his nomination shall be eligible for the same and his Institution is affiliated to the particular Islamia University sports club.
5. No team can be called a Islamia University team unless it owes its existence to the I.U.S.T.C.
6. All students of affiliated colleges owe their loyalties in so far as sports are concerned, first of all to their own colleges of then to the I.U.S.T.C. before any outside interests suitable. A disciplinary action would be taken against the defaulting players.
- *6-A. **Composition (New Addition):-**
The teams will consist of the players as notified by the' Pakistan Universities Sports Board from time to time.
7. All the members of, the disqualified team except the ineligible and disqualified players will be eligible for selection as members of the Islamia University Sports Clubs Teams.
8. **Eligibility:-**
Shall be the same as for the Islamia University sports tournaments and Inter-University sports rules.
9. **Management:-**
The affair of such sports club shall be managed by the Executive committee of the I.U.S.T.C.
10. Trials/Selection matches will be properly arranged and notified in advance and each member will be given adequate and equal chance to display his game, in his regular position first and then in other position, with his consent.
11. The selection of the University would be done either by a small selection committee or on the basis of performance exhibited by players in their matches in individual games etc. The Secretary I.U.S.T.C., shall also be the Secretary of the Selection Committee.
12. In case of any dispute with regard to the selection of the University teams, the president of club, I.U.S.T.C. Executive, committee I.U.S.T.C., is empowered to decide the issue.
13. Second teams would also be selected in Cricket; Hockey and Football as far as possible; and arrangements be made to give the team some practice matches and, at least one worth -while main match or contest in the year, if possible.
14. The appointment of Captain and Vice-Captain of the team shall be made on the basis of performance, good conduct, and seniority, No sportsman would

* Amendment approved by the Syndicate at its meeting held on 3rd & 4th March 2003.

be given this honour more than once during his association with the University sports.

15. It shall be the first duty of the Islamia University team to participate in the Inter-University sports Tournaments and thereafter, it funds permit, in other tournaments Matches.
16. No Islamia University team would be kept out of the Inter-University tournament or with drawn from it, after having entered or played without the previous consent of the president/Executive committee of the I.U.S.T.C.
17. All Cases of misbehavior by any member(s) of any Islamia University team must be dealt with early and adequately and brought to the notice of the president, I.U.S.T.C. executive committee, I.U.S.T.C. along with full details for its final consideration and decision. If the decision is of a punitive nature it would be brought to the notice of Provincial/National sports controlling body of a particular game for any further action or application of penalty that may be necessary.
18. In case any member of the Islamia University team (s) misbehaved or refused to take part in a scheduled match, disciplinary action will be taken and the college to which that students belongs will be called upon to recover the expenditure incurred on the defaulter (s) by the I.U.S.T.C.
19. Membership certificate. At the end of each season activity each member including reserves of the Islamia University various teams would be awarded a membership certificate.

61. Rules for the Award of Islamia University Colours:-

IN ATHLETICS, WRESTLING, WEIGHT LIFTING, BOXING, LAWN TENNIS, SQUASH RACKETS, BADMINTON, TABLE TENNIS, due consideration will be given to (1) regularity, (ii) punctuality in practice through out the year and in the scheduled matches, (iii) excellence in play, (iv) Faithfulness in Training and (v) Good Spirit. A player with these merits will be considered for the Award of the Islamia University color, provided that: -

- a. He has actually participated in the Inter-University/National Championships for at least two years, and fulfills one of the following conditions: -
 - i) Must have secured 1st or second position in the Inter- University final championships.
 - ii) Has created a National Mark, even if he has represented the Islamia University and actually participated in the Inter-University/National Championships for the very first time.
 - iii) Has secured 1st or 2nd position in the National Championships.
 - iv) Has represented Pakistan in or out of the country, even if he has been selected or actually represented the Islamia University in the Inter-University/National Championships for the very first time.
- b. In team events like cricket Hockey, Football, Basketball and Volleyball etc due consideration will be given to:-
 - (i) Regularity,
 - (ii) Punctuality in practice throughout the year and in the scheduled matches,
 - (iii) Excellence in play,
 - (iv) Faithfulness in training, and
 - (v) **Good spirit:-**

A player with these merit and with outstanding statistical performances will be considered for the Award of the Islamia University colour, provided that:

- a. He has actually participated in the Inter-University/National Championship for at least two years.

- b. Has represented Pakistan in or out of the Country even if he has been selected or actually represented the Islamia University in Inter-University/National Championships for the very first time.
- c. The blazer shall be made of plain green materials of the deep green colour and registered as the colour of the Islamia University. The pocket crest for the "green Blazer shall be made of the same material. It shall consist of the Islamia University Insignia and it should not exceed 5^{1/2} inches square.

Financial Rules:-

1. All funds and money of the Committee shall be kept in the Habib Bank, Limited, University Branch, Bahawalpur.
2. All books of accounts and other relevant papers, registers and books shall be kept properly and maintained by the ex-officio Treasurer at the office of the Secretary.
3.
 - a. Except usual budgeted items of expenditure, Rs. 800/- may be sanctioned by the President and upto Rs. 200/- in value by the Secretary at a time and for the expenditure exceeding the above amounts, the sanction of the Executive Committee shall be necessary.
 - b. Routine payments such as telephone bills, water tax etc, will not require the sanction of the Executive Committee but will be paid as sanctioned by the Secretary or President I.U.S.T.C.
4.
 - a. The Secretary be advanced a sum of Rs. 200/ imprest for day to day expenses to be recouped occasionally. He shall maintain a regular account for the same.
 - b. To save hardship to University teams moving out of Bahawalpur for PUSB or other fixtures etc, the total balance available of the sanctioned expenditure of each club will be made available to the Secretary, I.U.S.T.C.
5. The referees, umpires, Judges and other officiating in the University sports shall be paid at the following rates,.

Remuneration Rates- Referee/Umpires:-

1. **Foot ball:-**
 - i) Referee-1 Rs. 120/- per match
 - ii) Deputy Referee-2 Rs. 90/- per match
2. **Hockey:**
 - i) Umpire-2 Rs. 120/- per match.
3. **Cricket:**
 - i) Umpire-2 Rs. 150/-per day each.
 - ii) Scorer-1 Rs. 75/- per day
4. **Badminton:-**
 - i) Referee-1 Rs. 90/- per match.
 - ii) Lineman-2 Rs. 40/- per match.
 - iii) Scorer-1 Rs. 40/-per match.
5. **Squash Racket:-**
 - i) Umpire-1 Rs. 90/- per match.
 - ii) Scorer-1 Rs. 40/- per match. ,
 - iii)
6. **Swimming:-**
 - i) Officials. Rs. 60/- per head for lunch and Rs. 10/- for refreshment to the maximum of Rs. 20/- per day to the Officials.
 - ii) Dispenser-1 Rs. 75/- per day
 - iii) Life Guard-1 Rs. 75/- per day.

- 7. Table Tennis:-**
 i) Umpire-1 Rs. 90/- per match
 ii) Scorer-1 Rs. 40/- per match.
- 8. Lawn Tennis:-**
 i) Umpire-1 Rs. 90/- per match.
 ii) Referee-1 Rs. 90/- per match.
 iii) Linemen-2 Rs. 40/- per match each.
 iv) Pickers-3 Rs. 25/- per match each.
- 9. Basket Ball:-**
 i) Referee-2 Rs. 90/- per match each.
 ii) Umpire-1 Rs. 90/- per match
 iii) Timer-1 Rs. 40/- per match.
 iv) Scorer-1 Rs. 40/- per match.
- 10. Volley Ball:-**
 i) Referee-1 Rs. 90/- per match.
 ii) Umpire-1 Rs. 60/-per match.
 iii) Scorer-1 Rs. 40/- per match.
 iv) Linemen-2 Rs. 40/- per match each.
- 11. Kabaddi:-**
 i) Umpire-2 Rs. 90/- per match each.
 ii) Scorer-2 Rs. 40/- per march each.
 iii) Timer-1 Rs. 40/- per march
 iv) Doctor-1 Rs. 150/- per day.
- 12. Weight Lifting.**
 i) Referee-1 Rs. 90/- per day.
 ii) Judges-3 Rs. 90/- per day each.
 iii) Announcer-1 Rs. 40/- per day.
 iv) Scorer-1 Rs. 40/- per day.
 v) Loaders-2 Rs. 40/- per day each.
 vi) Doctor-1 Rs. 150/- per day.
- 13. Wrestling:-**
 i) Mat Chairman-1 Rs. 90/- per day.
 ii) Referee-3 Rs. 90/- per day each
 iii) Judges-3 Rs. 90/- per day each.
 iv) Timer- I Rs. 40/- per day.
 v) Announcer –I Rs. 40/- per day.
 vi) Scorer-1 Rs. 40/-per day.
 vii) Doctor-1 Rs. 150/- per day.
- 14. Body Building:-**
 i) Chief Judge-1 Rs. 90/- per day.
 ii) Judges-4 Rs. 90/- per day each
 iii) Assistant to Judge-1 Rs. 60/- per day.
 iv) Competitors Guide -I Rs. 60/- per day.
- 15. Boxing:-**
 i) Referee-I Rs. 90/- per day.
 ii) Judges-4 Rs. 90/- per day each.
 iii) Time Judge-1 Rs. 40/- per day.
 iv) Announcer-1 Rs. 40/- per day.
 v) Doctor-1 Rs. 150/-per day.
- 16. Karate: (New Addition).**
 i) Referee-1 Rs. 90/- per day.
 ii) Judges-4 Rs. 90/- per day.
 iii) Timer-1 Rs. 40/- per day.
 iv) Announcer-1 Rs. 40/- per day.
 v) Doctor-1 Rs. 150/- per day.

17. Hand Ball:-(New addition).

- i) Umpire-2 Rs. 90 per match each.
- ii) Timer-1 Rs. 40/- per match.
- iii) Scorer-1 Rs. 40/- per match.

18. Tug of War:-(New addition).

- i) Referee-1 Rs. 90 per match each.
- ii) Assistants-2 Rs. 40/- per match.

19. Athletics Officials:-

Rs. 50/-per head per day but at the Maximum Rs. 1200/-per day for Lunch/entertainment/honorarium etc. for all (Referees / Judges/ Starters / Assistant to Starter / Recaller / Lap Scorer/Corner Judges / Timer / Announcer / Recorder / Marshal / and Jury of Appeal etc.	Rs. 75/-per head per day but at the Maximum Rs. 2000/-per day for Lunch/entertainment/honorarium etc. for all (Referees / Judges / Starters / Assistant to Starter / Recaller / Lap Scorer / Corner Judges /Timer / Announcer / Recorder / Marshal and Jury of appeal etc.)
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20. Camp Commandant/Coach:-

Local:- @ Rs. 70/-per day Outstation:- Only Coach may be engaged from out station and will get T.A./ D.A. according to their entitlement Under the University/Govt. T.A./D.A. Rules Camp Commandant shall be local.	Local:- Rs. 150/-per day. Outstation:- (i) For Govt, Servants T.A./D.A. as per University Rules. (ii) For non Govt. Commandants Rs .200/-per Day.
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21. Best & 2nd Best Athlete Cash Prize:-

New Addition	Rs. 6000/-for Best Athlete & Rs. 4000/-for 2 nd Best Athlete in Inter-Collegiate Rs. 5000/-Best Athlete & Rs. 3000/- 2 nd Best Athlete in Inter Faculties Athletics Championship.
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NOTE: - From the year 1976 - 77, the referees/umpires deputed for officiating in mofussil matches shall not stay at the home colleges but shall make their own arrangement for boarding also.

2. a. Both the competing colleges shall make payment to the referees/umpires/ judges in cash on the spot sharing half each.
b. Payment to the Deputy Referees, Scorers, Timers, Announcers, Loaders, Linemen, Pickers, Umpires in Basketball and Volleyball, Judges in Weight Lifting and Wrestling and Referees in wrestling will be made by the Islamia University in the Inter-collegiate Sports Tournaments.
3. In case of non-payments of fees etc, receipted bills will be sent by the Secretary, I.U.S.T.C. to the quarter concerned, and amount must be sent to him within one week by Money Order. Cheque will not be accepted.
6. The Secretary I.U.S.T.C. may however, in certain cases pay the persons according to their Statutes and distance they travel for officiating at the Islamia University matches.
7. The members of the Executive Committee and General Body of the I.U.S.T.C. when traveling for attending meetings of the I.U.S.T.C. etc, shall be paid T.A./ D.A. according to University rules. Such members of Executive Committee and General Body of the I.U.S.T.C. who travel in their own cars for

the purposes shall be paid road mileage in accordance with the University T.A./D.A. rules.

8. The Secretary I.U.S.T.C. when acting as Manager of University teams or visiting mofussil Colleges, etc, to supervise matches or inspect the play fields shall be entitled to T.A./D.A. as admissible under the rules to the member of the executive committee or the officer of this status in the University which ever suit him.
9. The officer and ground staff when traveling on duty with teams, etc, will be paid T .A /D.A. as admissible under the University rules.
10. The Managers and other staff accompanying the teams will be paid T.A/D.A. according to their entitlement under the University T .A Rules, if they are employees of the University/Government. The coaches will be paid 1st class Single Sleeper fare both ways and daily allowance at Rs. 50 per day.
11. The players selected on University representative teams may be entitled to 2nd class railway fare both ways when traveling individually from their college to Bahawalpur and back.
12. The Islamia University teams and individual nominated to represent Islamia University in Inter-University Championship/Pakistan University Team selections trials shall be paid 1st class (Sitter) Railway fare with Railway concession voucher.
13. (a) The players selected on the University team while in training and participating in the Inter-University or other Tournaments will be paid Rs. 60/- per day as D.A.
(b) Members of the Islamia University selected on Cricket Team will get Rs. 60/- per day as D.A. like other players on off day but on match days will get the following:- Rs. 50/- as D.A. & Rs. 35/- for lunch Box and teas.
14. The player will be paid conveyance @ Rs. 12/- and cooli charges @ Rs. 6/- per head each way.
15. The teams while participating in the Inter-University or other Tournaments shall be served with the refreshment @ Rs. 15/- per player per match.
16. When members of the University teams have been awarded the Islamia University Colours in various games, they will be entitled to get prepared the pocket crest (bearing Islamia University Insignia), the cost of which will be paid out of the funds of the I.U.S.T.C.
17. The group photographs of the Islamia University teams may be taken each year, the initial cost of which would be borne by the I.U.S.T.C. and the cost of extra copies wanted by the members of the teams would be borne by them.
18. Refreshment during the various Islamia University Sports function etc. may be paid at the following rates out of the funds of I.U.S.T.C.
 - a) Refreshment to players during Islamia University matches @ Rs. 25/- per head/per player per day.
 - b) Refreshment to members Selection Committee @ Rs. 15/- per head per day.
 - c) Refreshment at the finals of the Annual Athletics Championship @ Rs. 15/- per head per day.
 - d) Refreshment during Inter-Collegiate matches being hosted by I.U.S.T.C./ I.U.F.S.A. @ Rs. 25/-per head per day.
 - e) Refreshment during the Athletics Championship will be Rs. 40/- per head/per player who will participate in the Championship.
19. The uniforms of Islamia University teams would be purchased out of the funds of I.U.S.T.C. and supplied to members of the teams free of cost.
20. The players appearing in the trials for the selection of Islamia University teams will not be paid T.A./D.A. until such time the team has been selected and assembled for daily practice them the selected players would be paid T.A./D.A. accordingly out of the funds of the I.U.S.T.C.
21. Such matters as are not covered in these rules will be treated according the General rules of Islamia University, Bahawalpur.

22. The entry, trials, membership and affiliation/subscription fees for various Islamia University Sports Tournaments shall be paid by the Colleges in accordance with the following revised rates: -

	Colleges having upto 100 students		Colleges having upto 300 students		Colleges having over 300 students	
	B.W.P	Mofussil	B.W.P	Mofussil	B.W.P	Mofussil
Inter-Collegiate Tournaments.						
Hockey, Foot Ball, Cricket (per team)	Rs. 40/-	Rs. 30/-	Rs. 60/-	Rs. 50/-	Rs. 70/-	Rs. 60/-
Badminton, Table-Tennis, Squash Racket (per team)	Rs. 20/-	Rs. 15/-	Rs. 30/-	Rs. 25/-	Rs. 40/-	Rs. 35/-
Basket Ball, Volley Ball, Kabaddi (per team)	Rs. 20/-	Rs. 15/-	Rs. 30/-	Rs. 25/-	Rs. 40/-	Rs. 35/-
Weight Lifting, Boxing, Wrestling	Rs. 8/-	Rs. 5/-	Rs. 8/-	Rs. 5/-	Rs. 0/-	Rs. 10/-
Athletics (per head per event)	Rs. 3/-	Rs. 2/-	Rs. 4/-	Rs. 1/-	Rs. 5/-	Rs. 5/-
Minimum	Rs. 20/-	Rs. 15/-	Rs. 30/-	Rs. 25/-	Rs. 0/-	Rs. 40/-
I.U.Sports Club Team annual subscription affiliation fee 1 st club.	Rs. 15/-	Rs. 10/-	Rs. 25/-	Rs. 20/-	Rs. 35/-	Rs. 30/-
Each subsequent Club	Rs. 10/-	Rs. 5/-	Rs. 10/-	Rs. 5/-	Rs. 10/-	Rs. 5/-

AMENDED RATES

Clause (22) RATES OF ENTRY FEE:

The entry, trials, membership and affiliation/subscription fees for various Islamia University sports tournaments shall be paid by the Colleges in accordance with the following revised rates:-

- i) Cricket, Foot Ball, Hockey and Athletics: Rs. 150/-
- ii) Other Games: Rs. 100/-

IMPORTANT

- a. All remittances to the I.U.S.T.C. from the mofussil colleges will be accepted only if the same are made through Bank Draft on Bahawalpur Banks or Money Orders payable to the Secretary I.U.S.T.C. at his office directly and not through the Bank etc;
 - b. Colleges not supplying their colleges Rolls at the commencement of sports session in October each year will be charged fees at the maximum rates.
23. All entries be sent on proper entry forms (to be had from the office of the Secretary, I.U.S.T.C.) accompanied by the prescribed fees and must reach the Secretary on or before the date notified in each case.
24. Any institution that remains in arrears, beyond March each year in the payment of its dues to the I.U.S.T.C. with out sufficient reasons may be excluded from the next session's tournament or other activities.

25. The Institution concerned shall be responsible for the Membership / trials / affiliation subscription fees in respect of their concerned student sportsman who appear for selection on the Islamia University teams.
26. No refund what so ever shall be made to the Institutions who do not take part in such sports activities after having sent in their entry fees? Similarly, trials and membership fee of students who are not selected on Islamia University teams shall not be refunded in any case.
27. The affiliated Institution shall realize Rs. 10/- per annum from all B.A./ B.Sc. and professional classes chargeable in lump sum on admission to an institution on account of I.U.S.T.C sports, fee, (Rupees Ten from a student entering B.A. class and Rupees Ten from a student entering M.A. class and at the same rate from the students studying in professional colleges) if a Student fails in a class and continues his study in the Institution, he shall have to pay extra fee of Rs. 5/- per failure years. This money is to be received by the I.U.S.T.C. through the University office.
28. All complaints or protests in connection with the Islamia University sports tournaments must be accompanied by a deposit of Rs. 100/- as protest fee.

IMPORTANT:-

1. The Islamia University play fields will not be lent to any body, for any purpose, other than sports.
2. The grounds may be available to the colleges/organizations for holding their matches incase the University has no commitment and grounds can be spared.
3. The administrative control of the ground will remain in the hands of the Secretary, I. U .S. T .C. Those bodies which will be extended the courtesy of the use of the ground will not give direct orders to the ground staff.
4. In case the ground is not properly used, the reservation may be cancelled by the Secretary, I.U.S.T.C.
5. The bodies using the grounds shall give in writing and under taking to pay the damages, if any, done to the grounds, etc, to the I.U.S.T.C.
6. Sub-letting of Cycle -stand fruit shops, edible stall, etc. shall not be permissible under any circumstances. The I.U.S.T.C. Gate Contractor will be looking after it and he will not be charged any thing by the bodies using the grounds.
7. The organizations using the grounds shall provide at least 25 complimentary passes to the Secretary, I.U.S.T.C and shall also reserve at least 10 seats for the members of the Executive Committee, I.U.S.T.C. University Officers in the front row of the Chief Guest enclosure.
8. The Secretary, I.U.S.T.C. shall also be the member of the Organizing Committee for any tournament which will be held on University grounds.

SECRETARY, I.U.S.T.C

Chapter 41 The Islamia University of Bahawalpur Travelling Allowance Rules, 2006

Preamble:- Whereas the Travelling Allowance Rules of the Government of Punjab were previously adopted by the Islamia University of Bahawalpur but these do not serve the purpose as per structural setup and diversity in functional activities of the University. These include introduction of nomenclatures of the authorities in its organizational structure. Examination setup & centralized marking system, sports, educational research activities, contractual as well as Tenure Track functionaries and their Status & terms & conditions particularly at the time of their transfer/first posting and their official visits. Therefore, it is expedient to develop a rational and comprehensive travelling allowance Rules commensurating with dynamics of this autonomous body.

CHAPTER-I:- General

1.1 Short Title:-

These Rules may be called the Islamia University of Bahawalpur Travelling Allowance Rules 2006.

1.2 Commencement:-

These Rules shall be applied w.e.f. 1-7-2005.

Explanation:-The bills already claimed and settled will not be revised for the differential arrears.

1.3 The Travelling Allowance:-

Rules in force in the Islamia University of Bahawalpur Immediately before the coming into force of these Rules shall and rescinded.

1.4 Extent of application :-

These Rules shall apply to:-

- i) All the University Employees including Teaching / Non-Teaching staff (Permanent, Temporary, Contract, Tenure Track, Contingent paid) or any other class to be determined by the Competent Authority serving in connection with the affairs of the Islamia University of Bahawalpur.
- ii) All other officials non-official, who travel anywhere in connecting with the affairs of the University.
- iii) Civil servants or University Employees, on deputation with the Islamia University of Bahawalpur from the Federal Government.

1.5 Definitions:-

In these Rules, unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them the is to say—

- a) “Authorized Medical Attendant” means a Medical Officer of the Islamia University of Bahawalpur required to attend on a University Employee or his family under the Rules relating to medical attendance on University Employees;
- b) “Competent Authority” in relation to the exercise of any powers means the Syndicate of the Islamia University of Bahawalpur or any other authority to which such powers may have been delegated;

- c) “Controlling Officer” means an officer declared as such for exercising supervision over the travelling allowance claims of the claimants;
- d) “Day” means a calendar day beginning and ending at midnight;
- e) “Family” means a University Employees:-
 - i) Wife or Wives, or husband as the case may be;
 - ii) Legitimate children and stepchildren under 12 year of age;
 - iii) Legitimate children and step-children (more than 12 year old but) not more than 24 years old, if residing with and wholly dependent upon him; and
 - iv) Adopted child not more than 24 years old subject to the following conditions:-
 - a) the University Employee has no legitimate or step child of his own;
 - b) prior approval of the University is obtained for having adopted the child;
 - c) University’s liability will be restricted to one adopted child only;
 - d) Adopted child will cease to be a member of the family if after his adoption, the University Employee has legitimate or step child of his own; and
 - e) Adopted child is residing with and is wholly dependent upon him;

Explanation:-

A child not actually residing with a University Employee but residing in the same station where the headquarter of the University Employee is situated or elsewhere as declared by the Employee shall be deemed to be residing with the University Employee.

- f) “Federal Government” means the Government of Pakistan;
- g) “Head of Department: means any person whom the competent authority may declare to be Head of Department for the Purposes of these Rules;
- h) “Head of Office” means any officer designated/declared to be the Head of officer by the competent authority;
- i) “Headquarters” of a University Employee is the station which has been declared as such by a competent authority or in the absence of such a declaration, the station where the records of his office are kept;
- j) “Month” means a month reckoned according to the British Calendar;
- k) “Pay” includes special pay, qualifications pay, personal pay and any other emoluments which may be specially classed as pay by a competent authority and in case a re-employed University Employee whose pension is not wholly held in abeyance, pay includes the pension drawn by him; provided that if the total pay and pension exceeds the maximum of the pay scale of the post held during re-employment. The maximum pay of such scale shall be deemed to be the pay;
- l) “Personal car” is a car registered in the name of the University Employee or in the name of any member of his family;
- m) “Public Conveyance” means a railway train, steamer, bus or other conveyance which plies regularly on a given course for the conveyance of passengers;
- n) “Registrar” means the Registrar of the Islamia University of Bahawalpur;
- o) “Resident Auditor” means the Auditor as defined in the Islamia University of Bahawalpur Act, 1975;
- p) “Prescribed” means prescribed under these Rules;
- q) “Provincial Government” means the Government of any province of Pakistan;
- r) “Syndicate” means Syndicate of the Islamia University of Bahawalpur;

- s) “Transfer” means the movement of a University Employee from one headquarter station to another such station either to take duties of a new post or in consequence of a change in his headquarter;
- t) “University” means the Islamia University of Bahawalpur;
- u) “University Employee” means Employee of the University whether regular or on Contract or any other person declared by the Competent Authority as such;
- v) “Vice-Chancellor” means the Vice-Chancellor of the Islamia University of Bahawalpur.

1.6 Nature of Travelling Allowance:-

- (1) Travelling allowance is granted to a University Employee to cover the expenses which he incurs in travelling in the interest of University/public service.
- (2) A University Employee's claim to travelling allowance relating to journeys other than specified at Rule 1.6 (3) shall be regulated by the Rules in force at the time the journey in respect of which the claim is made, is undertaken.
- (3) The claims of travelling allowance as on transfer and first appointment shall be regulated by the Rules in force at the time of journey for joining to and relieving from the University service or transposition of personal effects of the Employee undertaken within the prescribed time period whichever is latter.

1.7 Functions of Controlling Officers:-

A controlling officer in order to ensure that travelling allowance is not turned into a source of profit and that travelling is resorted to only when it is necessary in the interest of University/public service may—

- a) Issue instructions limiting the extent of touring to be done by a subordinate officer;
- b) If the subordinate officer is in receipt of a conveyance allowance or a permanent travelling allowance and has done inadequate touring may reduce the amount of such permanent travelling allowance or conveyance allowance; and
- c) Issue instructions to a subordinate University Employee to regulate his touring in such a way as to minimize unnecessarily large claims for travelling allowance.

1.8 Signature of Controlling Officer on Travelling Allowance Bill:-

No bill for travelling allowance other than permanent travelling allowance or conveyance allowance shall be paid unless it is signed or countersigned by the controlling officer.

1.9 Bar on delegation of Duty of Countersignatures:-

Unless expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignatures.

1.10 Duties of Controlling Officer:-

Before signing or countersigning a travelling allowance bill the controlling officer shall—

- a) Scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary or unduly protracted or that a halt was of excessive duration;
- b) Scrutinize carefully the distances entered in travelling allowance bills and already himself by maintaining proper check registers of bill head or countersigned by him that a double payment and the same journey is not passed;
- c) Satisfy himself that, where the actual cost of transporting personal effects, etc, is claimed under these Rules the scale on which such personal effects were transported was reasonable and disallow any claim which in his opinion does not fulfill that condition;
- d) Exercise care that there is no evasion or breach of the fundamental principle of travelling allowance, viz that the allowance is not to be a source of profit;
- e) Observe any subsidiary Rules or orders which a competent authority may make for his guidance;
- f) Judge on the circumstances of each case whether the University Employee making the journey could or could not have purchased a return ticket and to allow travelling allowance accordingly when he considers that the University Employee making the journey could have purchased a return ticket; and
- g) Satisfy himself that the mileage allowance for journeys by railways or steamer or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

1.11 Countersigning Authorities:-

The following authorities will countersign the travelling allowance bills applying vigilance as required under Rule 1.10 (Duties of controlling officer).

- 1) The T.A bills of the Chairmen/In-charges of the Departments and Teacher thereof shall be countersigned by the Deans of Faculties Concerned and where the Dean is not in position, by the Vice-Chancellor.
- 2) The T.A bills of other staff of Teaching Departments shall be countersigned by the Heads of the teaching Departments concerned. T.A bills of the staff working in the Cholistan institute for Desert Studies will be countersigned by the Director CIDS.
- 3) The T.A bills of the officers up to BS-18 except those mentioned at serial number (4) below) and other staff of the Non-Teaching Department. Branches Library and University Secondary School etc and the person who are summoned by University in connection with the meeting/function and other official matters shall be countersigned by the Registrar.
- 4) The T.A bills of the Deans of Faculties, Director Campuses, Librarian, Director Student Affairs, Chairman Hall Council, Director Physical Education and the Heads of the Non-Teaching Departments viz the Registrar, Treasurer, Controller of Examination, Project Director, CIDS, Joint Director CIDS/Incharge, Farm Management, Resident Auditor Legal Advisor, Deputy Registrar (PA) Chief Security Officer, Principal Security Officer Chief Transport Officer Principal, Transport Officer, Director Planning & Development, Manager Placement & Counseling, Manager Guest Houses, Secretary to Vice-Chancellor and any other designation not mentioned in any of the above clauses shall be countersigned by the Vice-Chancellor.
- 5) The Vice-Chancellor will countersign his own T.A bills.

1.12 Journey for which Travelling Allowance may be drawn:-

Travelling allowance may be drawn in respect of a journey performed:-

- a) For the purpose of tour;
- b) On transfer;
- c) On joining a first appointment;
- d) On retirement, suspension, dismissal or termination of employment;
- e) To attend a conference or a course of training or to appear at an examination or to conduct/take examination;
- f) To give evidence in a court or to attend an inquiry;
- g) To obtain or furnish medical advice or treatment;
- h) To attend a durbar or an official function;
- i) In attendance on an incapacitated University Employee or member of his family;
- j) For participation in debates, games and conventions etc by the students;
- k) Any other purpose authorized by a competent authority.

1.13 Journey within 16 kilometers:-

The pay of a University Employee is supposed to include the cost of maintaining a conveyance proper to his status, and therefore ordinarily he is not to be paid any travelling allowance for journey within 16 kilometers of his headquarter, nor is he to be paid for journeys from his residence to his office. A competent authority may however, sanction a monthly/per trip conveyance allowance to a University Employee under the following circumstances:-

- i) When he does intensive touring within 16-kilometers of his headquarter; or
- ii) When on account of shortage of residential accommodation in a particular locality, (he) has to reside at a considerable distance from his office;
- iii) When he is deputed to perform a duty of special nature within 16-kilometers of his headquarters.

1.14 Conveyance Allowance:-

Conveyance Allowance is of two kinds:-

- i) That sanctioned on the condition that a particular type of conveyance will be maintained by the University Employees;
- ii) That sanctioned without any such condition being imposed.

1.15 Conveyance Allowance during leave or joining time:-

Conveyance Allowance admissible under Rule 1.14 will be paid during leave and joining time except for leave on half pay study leave and extra ordinary leave and for the period an Employee is under suspension.

CHAPTER-II: - Travelling Allowance for Journeys on Tour

SECTION-I

2.1 Definition of Tour:-

A University Employee is on tour when he is absent on duty from his headquarter, either within or with proper sanction, beyond his sphere of duty.

- 2.2 In doubtful cases a competent authority may decide whether an absence from headquarters whether in a particular case or in any specified class of cases is absence on duty for the purpose of Rule 2.1.

Kinds of Travelling Allowance:-

The following are the different kinds of travelling allowance, which may be drawn by University Employee for journeys on tour:-

- (a) Permanent travelling allowance;
- (b) Mileage and daily allowance;

2.3 Permanent Travelling Allowance:-

A permanent, monthly travelling allowance may be granted by a competent authority to any University Employee whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the University Employee's sphere of duty and is drawn all the year round, Whether the University Employee is absent from his headquarters or not.

- 2.4 A permanent travelling allowance may be sanctioned on condition that a particular conveyance is maintained or without the imposition of any such condition.

2.5 Admissibility of Permanent Travelling Allowance:-

In case a permanent travelling allowance is sanctioned subject to the condition that a conveyance is maintained, it may be drawn only for the period for which it is certified by the University Employee concerned that a conveyance was in fact maintained by him.

- 2.6 Permanent travelling allowance which is sanctioned without imposition, of any condition as to the maintenance of a conveyance, is admissible only for the period during which the charge of a post to which it is attached is held.
- 2.7 A University Employee deputed to undergo a course of training may draw a conveyance allowance or permanent travelling allowance for maintaining a conveyance during the course of training provided he actually maintains the conveyance and the authority sanctioning the deputation is satisfied that on expiry of the training he is likely to return to the post to which the allowance is attached.
- 2.8 Permanent travelling allowance for two or more posts- When a University Employee holds either substantively or in an officiating capacity, two or more posts, to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance, not exceeding the total of the permanent allowances attached to such posts, as the competent authority may consider to be necessary in order to reimburse him for the travelling expenses which he has to incur.
- 2.9 Permanent travelling allowance to cover cost of all journeys within sphere of duty- permanent travelling allowance is intended to cover the cost of all journeys within the sphere of duty of the University Employee, who draws it, and such University Employee may not draw any other travelling allowance in addition to the permanent travelling allowance for any such journey. If, however, the University Employee travels outside the sphere of his duty, he may draw ordinary travelling allowance for such journeys in addition to permanent travelling allowance.

2.10 Grades of University Employees for The Mileage and Daily Allowance:-

For the purpose of calculating daily allowance and mileage allowance, University Employees are divided into following grades:-

- (a) i) University Employees in BPS 20 to 22/MP-II/MP-I Senior First Grade.
- ii) University Employees in BPS 17 to 19 First Grade

(b) i)	University Employees in BPS 15 to 16	Senior Second Grade
ii)	University Employees in BPS 11 to 14	Second Grade
(c)	University Employees in BPS 03 to 10	Third Grade
(d)	University Employees in BPS 01 to 02	Fourth Grade

2.11 Grades of Contract/Tenure Track University Employees- A University Employee whose whole time is not retained for the service or who is remunerated wholly or partly by fees, ranks in such grade as competent authority may declare. For a contractual/Tenure Track Employees for the purpose of mileage & daily allowance where proper BPS is not specified, the gradation will be as under.

<u>Monthly Salary/Package</u>	<u>Grades</u>
Rs. 1,00,000/- & above	Senior First Grade
Rs. 60,000/- but less than Rs. 1,00,000/	First Grade
Rs. 35,000/- but less than Rs. 60,000/	Senior Second Grade
Less than Rs. 35,000/-	Second Grade

Explanation:-

For the purpose of mileage and daily allowance, the University Employee appointed on Contract basis against a post for which Basic pay scale is prescribed, will be entitled to the grade of relevant pay scale as mentioned in Rule 2.10 and 2.17 of these Rules.

2.12 Determination of grade of University Employee in transit

A University Employee in transit from one post to another rank in the grade to which the holding of the higher of the two posts would entitle him.

2.13 When a University Employee is permitted for his own convenience to perform his duties at a station other than his headquarters, he is not entitled to draw any travelling allowance for the journeys to or daily allowance for halts at as such station. A competent authority may decide what should be considered to be the place of duty of a University Employee for the purposes of these Rules.

2.14 Competent authority may prescribe higher rates of travelling allowance for expensive localities- A competent authority may prescribe a higher rate of daily allowance and mileage for a particular class of University Employee or generally for travelling in particularly expensive area or for any other special reasons to be recorded in writing.

SECTION-II:- Mileage Allowance

2.15 Definition of Mileage Allowance:-

A mileage allowance is an allowance calculated on the distance traveled, which is given to meet the cost of a particular journey.

2.16 Different rates for different Classes of Journeys:-

Mileage allowance is differently calculated according as the journey is, or could be , performed by railway, by sea or river steamer, by road or by air.

The following are the authorized modes of travel:-

- (a) Rail;
- (b) Sea or River Steamer;

- (c) Road:-
 - (i) Car;
 - (ii) Taxi;
 - (iii) Passenger Bus;
 - (iv) Motor Cycle;
 - (v) On animal back or in an animal driver carriage;
- (d) Air

2.17 Mileage Allowance for Journey by Railway:-

For the purpose of calculating mileage allowance be University Employee, when travelling by rail shall be entitled to accommodation according to the following Scales:-

- | | |
|--|--|
| (a) University Employee in BPS 17 and above (Senior First Grade & First Grade) | Accommodation of the Highest Class by whatever name be it called. |
| (b) University Employee in BPS 11-16 (Senior Second & Second Grade) | A. C. (Lower) accommodation if travelling on a line which does not provide A.C. (Lower) class, the next lower class. |
| (c) University Employee in BPS 3-10 (Third Grade) | First Class (sleeper). If not provided the next Lower class. Economy or accommodation of the lowest class by whatever name be it called. |
| (d) University Employee in BPS 1 and 2 (Fourth Grade) | Lowest class by whatever name be it called. |

Note:- Where no grade is specified the competent authority may determine the grade/class of accommodation of railway.

2.18 The mileage allowance for a journey by railway admissible to a University Employee is the fare actually paid for the journey in a class of accommodation to which he is entitled or in a lower class;

Provided that a University Employee of BS-20 and above may draw for a journey or part of the journey by rail in respect of which he certified that he took a private servant with him, an additional economy fare.

Note (1):- A University Employee who reserves his seat in a train for official business but subsequently; due to an unexpected change in programme, gets the reservation cancelled, may be allowed reimbursement of the reservation fee and any deduction made by railway authorities before refunding the price of the tickets out of contingencies; provided that it is certified by the controlling officer that:-

- (i) cancellation was unavoidable and in the public interest; and
- (ii) the booking was cancelled at the earliest opportunity.

Note (2):- The provisions contained in note (1) shall mutis mutandis apply where a University Employee, on his transfer, reserves his seat but due to unexpected change in the programme, gets the reservation cancelled. The said provision shall apply and the concession of reimbursement shall be admissible also in the case of cancellation of the reservation of seats for the members of the family of the University Employee;

provided that the reservation of seats for the members of family was made along with the reservation of the seat for the University Employee concerned.

Note (3):- Reservation charges and airport embarkation fee and any other taxes if actually paid by a University Employee are included in the term “the amount actually paid” in Rule 2.18.

2.19 A University Employee is required to travel by the class of accommodation for which travelling allowance is admissible to him, but if for any reason he or any other person, for whom travelling allowance can be claimed under these Rules, travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

2.20 When through booking involves the payment for part of journey of rates for accommodation for a higher class than that to which the University Employee concerned is entitled, he may draw mileage allowance based on the higher rates for that part of the journey.

2.21 Mileage Allowance for Journeys by Road:-

For journeys by road mileage allowance is admissible at the following rates according to the different modes of travel:

- a) Personal car or by kilometer engaging @ Rs. 9/ per
a full taxi or any other names of public
transport

Note (1):-University Employees of the senior second grade and Second Grade are ordinarily not expected to perform journeys by motor car and no bill for a journey under this clause by such an Employee shall be paid unless the Vice-Chancellor, condones in each case that it was absolutely necessary in the public interest that the journey should have been performed in a motor car.

Note (2):-Where a vehicle is provided for use by and made available to University Employee he shall not be entitled to any road mileage allowance.

Note (3):-A taxi, for the purpose of this Rule means a motor vehicle playing on hire and authorized to carry not more than eight persons.

Note (4):-This facility is not admissible to University Employees of the third and fourth Grades.

(b) Borrowed car:- A University Employee travelling in a borrowed motor car may charge mileage allowance at the rate of Rs. 5/- per kilometer if he incurs the cost of propulsion himself. In the bill claiming the travelling allowance in such a case, the University Employee should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.

- (c) Motor-cycle, scooter or auto-cycle. (Mileage allowance is admissible) @
Rs.2/- per kilometer.

- (d) Bicycle, animal back or on foot @ Rs. 1/- per kilometer.

- (e) Public transport plying for single seat @ Rs. 1/- per kilometer.
basis

- (f) Animal drawn carriage @ Rs. 1/- per kilometer.

Note (1) The term personal car means a car as defined in Rule 1.5 (1) of these Rules.

Note (2) Where two or more University Employees travel in the same conveyance only that officer who either owns the conveyance or has hired it may draw mileage and daily allowance, while others may draw only daily allowance. A note showing the circumstances of such a journey should be made on the travelling allowance bill of each such officer

Note (3) Where a University Employee while travelling on duty required to pay and pays toll, he shall be entitled to recover the amount in addition to the mileage allowance admissible to him.

Note (4) Mileage allowance shall be admissible from the residence of the University Employee to the railway station or the bus stop or the airport, or the sea/river port, as the case may be at his headquarters and from the railway station or the bus stop or the airport, or the sea/river port to the place of his temporary residence at the out-station.

Note (5) Mileage allowance @ Rs. 9/- per km. will be admissible for Travelling at the station of temporary duty subject to justification of journeys from point to point traveled in connection with official assignment.

Note (6) University Employee of the senior first grade/first grade, who are entitled to travel by air, or by railway accommodation of the highest class or by personal or borrowed car or by engaging a full taxi, shall also be entitled to travel by air-conditioned public transport and to charge actual fare as mileage allowance.

Instruction (1) Vouchers should be attached to every travelling allowance bill presented for payment particularly in respect of claims for hiring a whole vehicle but where vouchers cannot be obtained, the controlling officer should certify that to the best of his knowledge the claim is correct but when the whole conveyance is hired a voucher should ordinarily be required.

Instruction (2) The nature of the conveyance used should be certified on the travelling allowance bill by the claimant.

Instruction (3) Heads of Departments are not required to attach the vouchers to their travelling allowance bills, but should certify that the amount claimed was actually paid by them.

Instruction (4) For undertaking journey by personal car, borrowed car or taxi between headquarters and temporary place of duty prior permission of the Vice-Chancellor will be obtained.

2.22 Fractions of kilometer to be omitted:-

In calculating mileage allowance for journeys by road, fractions of a kilometer should be omitted from the total of the amount claim for a complete journey but not from the various items which make up the complete journey.

Explanation:-

Each complete journey on tour ends when the University Employee returns to headquarters or to a place in which his headquarters is situated, whether he halts there or not.

2.23 Air Travel:-

For purpose of these Rules, travel by air means journeys performed in the machines of public air transport companies regularly plying for hire. It does not include journeys performed in private airplanes or air taxis.

- 2.24** University Employees in BS-17/senior second grade (contractual Employee as per Rule 2.11) and above and any other person authorized by competent authority to travel by air may draw mileage allowance equal to the fare charged for the air journey.

Note (1) The person falling under Clause 2.24 authorized by the competent authority shall be entitled to travel by economy class when undertaking journey within the country or abroad;

Provided that University Employee in BS-22/MP-II/MP-I when travelling on tour/official duty shall be entitled to travel by economy plus class within Pakistan and by business class/business plus class outside Pakistan.

Note (2) Whenever available return ticket at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period for which a return ticket is valid.

Note (3) The provision of the notes below Rule 2.18 also applies in case of air journeys.

Note (4) Airport embarkation fee and airport taxes where charged are included in the term "the fare charged, for the air journey".

Instructions:-

- (i) The cost of air tickets may be drawn as advance (if required) by a University Employee administrative department or the organization concerned who should purchase the tickets. The PIA should be paid preferably through a Cheque.
- (ii) In case where a person has been allowed by the University to travel by an airline other than PIA, or where the services of a travel agent are unavoidable Cheque should be issued in favour of the travel agent.
- (iii) The PIA or agent of any other airline may be asked to make air tickets non-transferable by and non-refundable to a passenger. In case of a change in the journey, the refund will be made the Treasure of the Islamia University of Bahawalpur.
- (iv) In case where a person is entitled to travel by economy/economy plus class, if the period of stay abroad permits and if a facility to a destination is available, only excursion tickets, by whatever name called, should be purchased.
- (v) Used tickets should be attached to the adjustment T.A. bills. Reasons for failure to do so should be recorded on T.A. bills by the controlling officer of the officer concerned.

2.25 Mileage allowance for a University Employee not authorized to travel by air- A University Employee who is not authorized to travel by air but performs a journey by air can draw travelling allowance that would have been admissible to him under Rule 2.24 if he had been authorized to travel by air, or allowance for a journey by rail road or steamer, whichever is less.

SECTION III- Daily Allowance

2.26 Daily Allowance:-

- (1) A daily allowance is uniform allowance for each day of absence from headquarters which is intended to cover the extra daily expenditure incurred by a University Employee in consequence of such absence.
- (2) A day is to be reckoned from midnight.
- (3) In case of absence from headquarters, in addition to daily allowance at full rate for the intervening night(s), daily allowance at half rate will be admissible for the day of return if absence is for more than 5 hours for that day.
- (4) Daily allowance will be admissible at full rate when the absence from headquarters is 10 hours or more while being on tour but no night intervenes.
- (5) Daily allowance will be admissible at half rate when the absence from headquarters is for more than hours but less than 10 hours but no night intervenes.
- (6) A part of day less than 5 house is to be ignored for the purposed of daily allowance.

2.27 (i) Rates of Daily Allowance:-

The rates of daily allowance shall be as follows:

<u>Contract</u> <u>Employees</u>	<u>Regular BPS</u> <u>Employees</u>	<u>Special</u>	<u>Ordinary</u>
	(BPS)	(BPS)	(BPS)
-	01 to 04	250/-	150/-
-	05 to 11	275/-	175/-
-	12 to 14	325/-	225/-
-	15 to 16	375/-	250/-
Sr. 2 nd /2 nd Grade	17 to 18	650/-	500/-
First Grade	19 to 20	850/-	650/-
Senior 1 st Grade	21 to 22	1050/-	750/-
MP-II/MP-I Grade	MP-II/MP-I	1250/-	950/-

(ii) A University Employee who stays in a hotel, guest house, inspection bungalow or a residential club, shall in addition to the above daily allowance, allowed reimbursement of actual single room rent including taxes/duties and service charges relating to room rent subject to production of receipts/vouchers up to the following maximum per day.

- | | |
|---|---|
| (a) Localities where special daily allowance is admissible. | 4 times the amount of Special daily allowance. |
| (b) Localities where ordinary daily allowance is admissible | Two and half times of Ordinary daily allowance. |

(iii) Where two University Employee stay in a hotel, guest house, bungalow or a residential club in a double bed room shall in addition to their respective daily allowance allowed re-imbursement of actual rent of such room including tax and duties and service charges relating to the room rent, up to the maximum admissible limit of both the Employees, subject to receipts/vouchers up to the limits as (ii) (a) and (b) above. The payment/re-imbursement may be made to both the Employees equally or to any one with the written consent/certification of the other person.

Note (1) Special rate for daily allowance shall be admissible at Hyderabad Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi and Bahawalpur or any other either be declared as such by the competent authority.

Note (2) For the purpose of calculating the amount of daily allowance the period of absence from headquarters shall commence from the time of departure of the

University Employee from his office or residence, as the case may be till the time of return to his office or residence, as the case may be.

Note (3) The rate of daily allowance of University Employee who spent part of a day in one locality and part in a locality for which a different rate of daily allowance is admissible should be determined according to the place where he spent the major part of such day.

This principle will also apply in the case of the incomplete days at the beginning and end of a tour, and a University Employee will be entitled to daily allowance at the higher rate fixed for a locality his halt at that place was more than half of the period of the incomplete day in question.

2.28 Period for which Daily Allowance may be drawn:-

Daily allowance may be drawn for the entire period of absence from headquarters, i.e. for the time spent on a journey, a halt, on tour or on holiday(s) occurring during a tour.

Note (1) A University Employee who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

Note (2) A University Employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

Note (3) A University Employee who during the course of his tour returns temporarily to headquarters on Sunday or a public holiday to attend to his private business is not entitled to draw daily allowance for the day or days spent at headquarters.

2.29 Maximum period of which Daily Allowance is admissible:-

Daily allowance may not be drawn for a continuous halt of more than thirty days at any one place;

Provided that a competent authority may, if it is satisfied that prolonged halts are necessary in the interest of the public service, grant general or individual exemptions from the operation of this Rule, on such conditions including reeducation in the amount or rate of daily allowance as it deems fit.

Note (1) Casual leave taken during tour may be excluded in computing the period of thirty days referred to in this Rule.

2.30 For the purpose of these Rules:-

(a) After a continuous halt of thirty days duration, the halting place shall be regarded as the University Employee's temporary headquarter.

(b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding 16 kilometers for a period of not less than three nights;

Provided that when a University Employee returns to his headquarters, the halt is terminated, even though the return be for less than three nights.

CHAPTER-III:- Travelling Allowance for Journeys on Transfer

3.1 General conditions of admissibility:-

Travelling allowance may not be drawn under this chapter by a University Employee on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

- 3.2** A competent authority may depute a University Employee on duty outside his headquarters and order him to reside at a temporary headquarters for a period not exceeding three months. In such circumstances travelling allowance as on transfer will not be admissible and the University Employee in question will only draw travelling allowance as on tour.

3.3 Elements of the Travelling Allowance on transfer:-

Travelling allowance for a journey on transfer is meant to cover:-

- (a) The cost of transportation of the University Employee and his family
- (b) Expenditure incidental to the travelling of the University Employee and his family
- (c) In certain cases the cost of the transportation of conveyance or conveyances of a University Employee.

- 3.4** Travelling allowance will be admissible in respect of all items of expenditure specified in Rule 3.3; provided that the transportation in question took place not earlier than one month and not later than one year of the date on which the University Employee took over charge of the new post.

3.5 Travelling Allowance for Journeys on transfer includes:-

- (a) Mileage allowance for the University Employee and his family to cover the cost of their transportation;
- (b) Cost of transportation of the personal effects of the University Employee subject to certain limits; and
- (c) Cost of moving motor car or other conveyance under certain circumstances.

- 3.6** "Mileage allowance and transfer grant" University Employee shall be granted the following

(a) Mileage allowance:-

- (i) In the case of a journey by rail mileage allowance for himself and for each member of his family equal to the fare actually paid for journey in a class of accommodation to which he is entitled or in lower class.
- (ii) In the case of journey by modes other than rail, one full mileage allowance for himself and one full mileage allowance for each member of his family above 12 years of age and one-half of mileage allowance for every child above the age of 12 months but below 12 years, at the rate to which he is entitled while on tour;

Provided that where mileage is charged for journey by personal car or taxi only a single mileage will be admissible.

(b) Transfer grant:-

University Employee possessing a family	i)	One month's pay
	ii)	50% of monthly salary Package in case of Contractual Employees.
University Employee not Possessing a family	i)	Half month's pay.
	ii)	25% of the monthly Salary package in case of Contractual Employees.

Provided that if the University Employee is transferred within the same district he will not be entitled to the transfer grant. In that case he will instead draw two fares of the class of accommodation to which he is entitled in the case of journey by rail, and double the mileage allowance in the case of journey by modes other than rail.

- 3.7** Subject to the provision of Rule 3.10 University Employee is entitled under clause (b) of Rule 3.5 to the cost of transportation of his personal effects not exceeding the following maximal.

<u>Grades of Contract Employees</u>	<u>Grades of Regular BPS Employees</u>	<u>It not possessing a family.</u> <u>Kg</u>	<u>If possessing a family</u> <u>Kg.</u>
Sr. 1 st Grade/MP-II/MP-I	Grade I	2250	4500
First Grade	Grade II	1500	3000
Sr. 2 nd /2 nd Grade	Grade III	750	1500
	Grade IV	375	560

Note: - Both husband and wife would be entitled to transfer grant and charge for transportation of personal effects in case both are University Employees and are transferred from one station to a common destination. The wife would be required to certify that weight of personal effects for which transportation however, charges have been claimed by her was in excess of the limits up to which it was admissible to her husband under these Rules.

- 3.8** Subject to the provisions of Rules 3.12 & 3.13, a University Employee entitled under clause(c) of Rule 3.5 to draw the cost of moving motor car or other conveyance may draw the actual cost of transportation.

- 3.9** Subject to the prescribed maximum number of kilogram, University Employee may draw the actual cost of transporting personal effects to his new station from a place in Pakistan other than his old station (e.g. from a place where they are purchased en route, or have been left on the occasion of his previous transfer) or from his old station to a place in Pakistan other than his new station; provided that the total amount which he may draw for transporting personal effects, shall not exceed the amount which would have been admissible had all his personal effects been transported from his old to the new station direct.

- 3.10** Cost of carriage of personal effects up to the maximum limits as in Rule 3.7 shall be allowed at the rate of Rs. 0.008 per kilometer per kilogram from the residence of the University Employee at the old station to his residence at the new station, irrespective of the mode by which personal effects are carried (it will not be necessary to call for receipts in support of the claim of cost of transportation of personal effects).

Note:- University Employee claiming the cost of transporting personal effects is required inter alia:

- (1) To render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and
- (2) To indicate, in that certificate, the weight of personal effects actually carried and the amount actually paid for their transport.

The controlling officer has also the exercise the usual scrutiny of the claim.

- 3.11** In the case of transportation of motor car, the cost of transporting a driver or cleaner may be drawn.

- 3.12** When a University Employee transports his motor car or motor cycle and carriage by road between, stations connected by rail or steamer or partly by rail and partly by steamer, he may draw an allowance of (Rs. 7/-per kilometer in respect of motor car and Rs.2/-per kilometer in respect of a motor cycle/scooter);

Provided that the University Employee or a member of his family travels by the conveyance, he may draw mileage allowance as for journey on tour and no additional allowance under this Rule will be admissible.

3.13 Procedural matters

A University Employee who claims higher travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the number and relationship of the said members.

3.14 University Employee taking over charge or handing over charge at a place other than his headquarters:-

A University Employee transferred from one post to another who is permitted to hand over charge of his post or to take over the charge of the new post at a place other than the headquarters is entitled to –

- (i) Travelling allowance as on tour for the journey to the place of taking over or handing over and also for the journey from such a place to his new headquarters.
- (ii) Travelling allowance as on transfer, except his own mileage allowance for the journeys from his old headquarters to the new headquarter.

- 3.15** University Employee appointed to a new post while in transit A University Employee appointed to a new post while in transit from one post to another, is entitled to draw travelling allowance as on transfer for so much of the journey as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.

- 3.16** The travelling allowance of University Employee both when proceeding on transfer to a foreign service and when reverting to duty under University shall be borne by the foreign employer.

Note: - The above Rule applies even in case in which a University Employee in Foreign Service takes leave before returning to duty under University.

- 3.17** Any person (in-service or retired) is transferred and posted or appointed as Vice-Chancellor in BS-22/MP-II/MP, as the case may, be on regular (in-service) or on Contract basis will be entitled to travelling allowance as on transfer at the time of joining and return to the destination as declared by him.

In case any person other than Vice-Chancellor, is appointed or transferred on a position in the University where the terms and conditions of his appointment allowance will be entitled to travelling allowance as on transfer at the time of joining and return to the destination as declared by him after completion contractual period;

Provided that the journey or transportation took place not before one month or not later than one year of the date of posting/relieving/retirement with reference to Rule 1.6 (3) of these Rules.

CHAPTER-IV:-Travelling Allowance for Journeys other than those on Tour or Transfer

SECTION-1

Journeys on first appointment to University service and on retirement, dismissal or termination of an appointment.

- 4.1** Travelling allowance is not admissible for a journey undertaken to procure medical certificate required on first appointment to University service.
- 4.2** A person holding a permanent post substantively under any Government, may be granted travelling allowance to join a post under the University, and while repatriation to his parent Government;

Provided that no such allowance will be admissible on repatriation, if the repatriation is at the request of such person--

- 4.3** Unless a competent authority so permits, no person is entitled to any travelling allowance for a journey made after dismissal or termination from University service;

Provided that:

- (i) a University Employee retiring from University service may draw travelling allowance as on transfer from his last headquarters to the place where the controlling officer certifies he is due to settle.
 - (ii) The family of University Employee who dies while in service shall be entitled to travelling allowance as on transfer.
- 4.4** Travelling allowance under Rule 4.3 will be admissible in respect of all items of expenditure; provided that the journey and transportation took place either during leave preparatory to retirement or one month before the date of actual retirement but not later than one year of the date of actual retirement from University service.
- 4.5** Except as otherwise provided travelling allowance under this section should be calculated as for a journey on tour, but no daily allowance may be drawn for halt. The rate admissible in case of a new recruit is the rate prescribed for the grade to which he will belong after joining his post.
- 4.6** (1) Where under the Rules the dead body can be transported by air, all the family members may be allowed one single economy class fare to accompany the dead

body of the deceased Employee. The air fare claimed on this account shall be in lieu of the family's normal entitlement for travelling allowance as admissible on retirement.

(2) In case the deceased Employee is a bachelor, two attendants may be allowed to accompany the dead body if the journey is permissible by air.

SECTION-II:- Journey on a Course of Training

4.7 Grant of Travelling/Daily Allowance to University Employees During Training within the Country When a University Employee is selected to undergo a course of training, he shall draw—

- a) Travelling/Daily Allowance would be admissible at tour rates for original journey to and last journey from the place of training.
- b) Travelling/Daily Allowance would be admissible at tour rates during journey(s) in connection with study tour(s) arranged by the Training institution(s) during the course(s) of training.
- c) Daily Allowance would be admissible at full rates irrespective of the period of training in case boarding and lodging facilities are not provided during the course of training ;and
- d) Daily Allowance would be admissible at half rates where the facility of boarding and lodging is provided/available irrespective of the fact whether the University Employee avails it or not.

SECTION – III:- Journey to give Evidence in a Court, to attend an Inquiry or Conference

- 4.8** (1) A University Employee permitted at his request to attend a meeting or conference held in Pakistan, and if any University interest is served thereby, may be paid a single return railway fare for the journey without any road mileage of daily allowance.
- (2) Mileage and daily allowance, etc for a journey on tour, are, however, admissible when an Employee is officially deputed to attend a meeting.
- 4.9** (a) A University Employee appointed as a member of a Committee, commission or board constituted by this or any other University or Government/organization may draw Travelling allowance for journeys on tour; Provided that no Travelling allowance is not paid by the concerned University or Government/organization.
- (b) A University Employee who is appointed to assist at a Department enquiry or at a preliminary investigation into charges of corruption or misconduct on the part of an official and undertakes any journey in connection with such enquiry or investigation is entitled to Travelling allowance as for a journey on tour.

4.10 (1) A University Employee summoned to give evidence:-

- (a) In a civil or criminate case, or a Departmental enquiry held by a properly constituted authority in Pakistan or in foreign territory; Provided that the facts as to which he is to give evidence have clothe to his knowledge in the discharge of his public duties; or
- (b) Before a Committee appointed by University or any Government; may draw Travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him;

Provided that if the court by which he is summoned is situated within 16 Kilometers of his headquarters or within T.M.A (city) limits of the town where his headquarters is located, whichever may be farther, he may if not in receipt of any permanent Travelling allowance or conveyance allowance, accept such payment of actual Travelling expenses as the court may make.

(2) When a University Employee draws Travelling allowances under sub-Rule (1):-

- (i) if the court or authority by which he was summoned be in Pakistan he may not accept any payment of his expenses in connection with the journey from such court or authority, and any fees which may have been deposited in the court or with the authority for the travelling and subsistence allowance, of the witness must be credited to University; and.
- (ii) If the court or authority by which he was summoned be in foreign territory he may receive from the court or the authority such payment of his expenses as may be admissible to him under the Rules of the court and credit the amount to University/Government, stating in his travelling allowance bill the amount received, the treasury in which it has been credited and the date of credit, and where no amount is paid to him by the court he should ascertain the reasons thereof and state them in his travelling allowance bill.

Note (1):- If the court in which he gives evidence is situated within of his headquarters or within T.M.A (city) limits, whichever may be farther, and no travelling allowance is, therefore, admissible for the journey, he may if he be not in receipt of permanent travelling allowance or conveyance allowance, accept such payment of actual travelling expenses as the court may make.

Note (2):- A University Employee summoned to give evidence while on leave or on vacation is entitled to travelling allowance under this Rule from and to the place from which he is summoned as if he were on duty.

Note (3):- When a University Employee summoned as a witness in criminal case or a civil case claims travelling allowance under this Rule, a certificate from the court should be attached to the bill showing the amount of travelling or subsistence allowance which he has been paid under the Rules of the court.

4.11 Other Cases:- A University Employee summoned to give evidence in circumstances other than those specified in Rule 4.11 or to attend a court of law as assessor or juror is not entitled, by reason of his position as a University Employee, to any payment other than that admissibility by the Rules of the court. If the court pays him any sum as subsistence allowance or compensation apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.

4.12 A competent authority may sanction travelling allowance as for a journey on tour in a case in which a University Employee has to undertake the journey to answer a criminal or civil case brought against him in respect of an act done by him in the discharge of his official duty and in which University has decided to undertake his defense at public cost.

4.13 Travelling allowance as for a journey on tour is admissible to a University Employee proceeding in his official capacity to a police station to lodge a complaint or give information of an offence but allowance is admissible to a University Employee summoned by a police officer to give evidence before him.

4.14 Persons attending Commissions of Inquiry, etc:-

- (a) when any person, not being a University Employee, but including an Employee of the Govt. of Pakistan or any provincial Government is required to attend any meeting in University commission of inquiry or of a board, conference, committee, or departmental inquiry convened under proper authority or is required to perform any public duties in an honorary capacity a competent authority may grant him travelling allowance for the journey calculated under the ordinary Rules for the journey of a University Employee on tour, and for such purpose may declare by general or special order the grade to which such person shall be deemed to belong;
Provided that a competent authority may, in its discretion, grant to the person concerned his actual travelling, hotel and carriage expenses, instead of travelling allowance, where it considers that such allowance would be inadequate.
- (b) A competent authority may delegate the power conferred upon it by clause (a) of this Rule to the University Employee presiding over the meeting of the commission or other body which the person concerned is required to attend.
- (c) Non-officials may be allowed by a competent authority traveling allowance (including daily allowance and conveyance allowance) according to their status for helping University in its various activities.

SECTION-IV:- Journey to give or obtain Medical Advice

4.15 (1) When the place at which a University Employee falls ill is not the headquarters of the authorized medical attendant.

- (a) The patient shall be entitled to traveling allowance for the journey to and from such headquarters or.
- (b) If the patient is too ill to travel and under the Rules applicable to him, is, in such circumstances, entitled to the attendance of the authorized medical attendant at his residence, the authorized medical attendant shall be entitled to traveling allowance for the journey to and from the place where the patient is.
- (2) A claim for traveling allowance under sub-clause (a) of clause (1) of this Rule shall be accompanied by a certificate from the authorized medical attendant stating that medical attendance was necessary, and where the claim is under sub-clause (b) of that clause, that the patient was too ill to travel.

4.16 (1) If the authorized medical attendant is of the opinion that the case of a patient entitled to treatment under the Rules relating to medical attendance on University Employee, and their families is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires anti-rabic treatment, he may with the approval of the Medical Committee (which shall be obtained before hand, unless the delay” involved entails danger to the health of the patient)—

- (a) Send the patient to the nearest specialist or other medical officer by whom, in his opinion ,medical attendance is required for the patient, and in the case of anti-rabic treatment, to the nearest station where such treatment is available; or
- (b) If the patient is too ill to travel and is under the Rules applicable to him entitled to medical attendance at his residence, summon such specialist or other medical officer to attend upon the patient.

- (2) A patient sent to a specialist or anti-rabic station under clause (1) or this Rule shall, on production of a certificate from the authorized medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the headquarters of the specialist or other medical officer or as the case may be the place of anti-rabic treatment.
- (3) A specialist or other medical officer summoned under sub-clause (b) of clause (1) shall, on production of a certificate from the authorized medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the place where the patient is.

4.17 When a University Employee is required under the orders of the head of his office to obtain the counter-signature of a medical board or a medical officer upon a certificate pronouncing him fit to return to duty from leave granted on medical certificate, he may draw travelling allowance for the journey under taken to appear before such board of medical officers.

4.18 If a University Employee being stationed at a place where there is no medical officer of Government, is required to obtain a medical certificate from a medical officer of University in support of an application for an initial grant of leave he may draw travelling allowance for the journey undertaken to obtain that certificate.

Note: - Travelling allowance is not admissible for a journey to obtain a medical certificate support of an application for an extension of leave.

4.19 If a University Employee, having obtained a medial certificate in support of an application for an initial grant of leave, is required to appear before a medical board or to appear before the nominated medical board or to appear before nominated medical officer of University for further opinion as to the necessity for the leave recommended in that certificate, he may draw travelling allowance for the journey undertaken to obtain that opinion.

Note:- Travelling allowance is not admissible for a journey to obtain a further medical opinion in support of an application for an extension of leave.

4.20 A University Employee directed by his official superior, in the interest of the public service, to apply for an invalid pension may, if he be required to undertaken journey in order to appear before a medical board, draw travelling allowance as on tour; Provided that his travelling allowance bill is supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service.

4.21 A University Employee who has been directed to apply for or is in receipt of a wound or disability pension from University, may draw travelling allowance for journeys to obtain a certificate form a medial board for the grant of or the continuance of such pension.

4.22 A competent authority may allowed travelling allowance to a University Employee who voluntarily applies for an invalid pension; provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.

4.23 (1) When a University Employee suspected to be suffering from infectious disease is required after examination by the Medical Board of the district in which he is serving or if he is too ill to go to the district headquarter by the medical officer incharge of the local or nearest hospital or dispensary to proceed for X-Ray, laboratory or other examination to the nearest station where such facilities are available; he may, on production of a certificate from the Medical Board or the medical officer as the case may be, draw travelling allowance for the journey performed by him to and from the place of prior examination as on tour.

- (2) The journey under this Rule should not be undertaken without the permission of the controlling officer, if such permission can be obtained without risk to the University Employee.

4.24 Travelling allowance under Rules 4.15, 4.16 and 4.21 should be calculated as for a journey, on tour; provided that no allowance shall be drawn for halts on the journeys, while travelling allowance under other Rules of this section may be allowed as for journeys on tour.

4.25 (1) A medical officer of University who considers that a University Employee on whom it is his duty to attend professionally should leave his station to obtain medical advice or treatment or to proceed on leave and that it is unsafe for him to travel unattended, may if he does not himself accompany him, arrange for an attendant to do so; and the attendant –

- (a) if a University Employee shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour; and

- (b) if not a University Employee may draw actual expenses.

- (2) When the medical officer's opinion as to the necessity for the journey and for an attendant during it cannot be obtained before its commencement a certificate from him that the journey with as attendant was necessary is sufficient for the purpose of this Rule.

Note:- An overseer, nurse or other person, attending on or escorting an insane or sick University Employee, should when travelling in the same compartment with him be allowed to draw the actual fare of the class in which he travels plus daily allowance to which he may be entitled.

SECTION-V:- Journeys to attend Durbars and Ceremonial Function, etc

4.26 A University Employee who is required to attend investiture ceremony or durbar or levee elsewhere than at the headquarters may draw travelling allowance for the journey as for a journey on tour.

Note:-No travelling allowance is admissible to a University Employee for attending a function with which he is not officially connected through he may have received a courtesy invitation for the same.

4.27 When a commissioned officer belonging to the defense forces of Pakistan whether on the active or the retired list, is invited to attend a durbar or levee at a place other than at which he is stationed or has his residence, a competent authority may grant him travelling allowance for the subject to the following limits:-

- (i) For the journey for his station or place of residence to the place at which the durbar or levee is held and back to his starting point, single railway and steamer fares actually paid plus actual travelling expenses for journeys by road subject to the maximum admissible to a University Employee of the first grand when on tour.
- (ii) For halts at the place at which the durbar or levee is held, daily allowance as admissible under the Rules.

5.1 Journey during Vacation:-

Travelling allowance is admissible to a University Employee of a vacation department who is spending his vacation elsewhere than at his headquarters, in the event of his being recalled to headquarters during his vacation.

5.2 Journey in attendance on an Incapacitated University Employee:-

If a University Employee under the advice of a Medical Board/Medical Officer of University whose duty it is to attend on him professionally, is required to travel to another place either when proceeding on leave or in order to obtain further medical advice, and the medical officer considers that it would be unsafe for him to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange that some other person shall do so, In that case the attendant if a University Employee shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour; if not a University Employee, he shall be entitled to actual expenses.

CHAPTER-V:- Travelling Allowance for Students for Participation in Games Debates Written/Speech Contests Etc

5.3 Participation in Debates/Speeches Contests:-

- (1) Single First Class sleeper Rail fare or Air condition buses fare both ways.
- (2) Daily allowance @ Rs. 250/- per day (ordinary) and Rs. 350/- per day (special) to be worked out according to the T.A Rules.
- (3) (i) Road mileage @ Rs. 5/- per kilometer for journey by Rickshaw/Taxi from residence to Railway Station/Bus stop and Vice versa.
(ii) Road mileage for journey by public transport plying for hire on single seat basis @ Rs. 1/- (Rupees one only) per kilometer.

5.4 Sports Activities:-

The Islamia University Teams and individuals nominated to represent the Islamia University of Bahawalpur in Inter Collegiate/Inter Universities Championship/ Pakistan University Team selections Trials shall be paid 1st Class sleeper Railway fare or Air Condition Buses fare.

5.5 Part-time/Contingent Paid/Private Person Deputed for University Duties:-

The status of Part-time/Contingent Paid staff or any private person shall be fixed by the Vice-Chancellor for the purpose of mode of travelling, mileage and daily allowance.

5.6 T.A./D.A of Learned Judges, Senators and Members of the National/Provincial Assembly:-

The Learned Judges, Senators and Member of the National/Provincial Assembly will be paid Mileage Allowance and Daily Allowance as per Rules applicable to them for the purpose.

Approved by the Syndicate on 17th June, 2006 and notified vide No. 2414/Estt. Dated 30.06.2006

Chapter 42 The Islamia University of Bahawalpur Employees Medical Rules 2006

1. Short Title Commencement and Application:-

- i) These rules may be called the Islamia University of Bahawalpur Employees Medical Rules, 2006.
- ii) These rules shall apply to all regular Employees (serving and retired) excluding those who are engaged on work-charged against the post chargeable to contingencies or on daily wages.
- iii) These rules shall come into effect from the date of approval by the syndicate.

2. Definitions:-

- i) "University" means the Islamia University of Bahawalpur.
- ii) "Family" means an Employee's wife or wives husband as the case may be, legitimate children and father, mother wholly dependent upon and residing with the Employee.
- iii) Wife of a University Employee shall be deemed to be wholly dependent on him as long as she is not legally separated from him.
- iv) Where the wife of a University Employee is also a University Employee, husband shall be entitled to claim any benefit admissible to him under these Statutes in respect of the wife, if she does not claim the benefit in her own right as a University Employee.
- v) "Authorized Medical Attendant" means a qualified Medical Doctor (Officer) who is registered and authorized under the law to do medical practice and is designated as such by the Vice-Chancellor of the University to certify the justification for indoor admission of a patient to a Government / semi-Government or military Hospital; in case the treatment is not available in the above mentioned Hospital; the case may be referred to that hospital where facilities are provided with the permission of the Vice-Chancellor.
- vi) "Patient" means an Employee serving in and retired from the University and his/her family to whom these apply and who is in need of medical treatment.
- vii) **Explanation :-**
The hospital approved for the purpose is B.V. Hospital, Bahawalpur or other Government hospital at Headquarter of the place where the patient receives the medical treatment, during his authorized absence.
- viii) The facility of re-imbursement as provided in (v) and (vi) above will also be admissible to a University Employee in respect of his family members namely parents, wife/husband, legitimate sons and daughters and step children residing with him /her and wholly dependent upon him/her.

3. Medical Attendance:-

- a) "Medical attendance/treatment" means treatment in an authorized hospital, dispensary, clinic, and laboratory and includes:-

Facilities of such laboratory examinations and blood transfusion as are considered necessary by the authorized Medical attendant, specialist or hospital authorities.

- b) Supply of such medicines, vaccines of sera or other therapeutic substance declared essential for the recovery of the patient during the period of hospitalization.
- c) Minor or Major Surgery.

- d) Accommodation in hospitals according to the rank or status of Employee.
- e) Maternity facilities:- Including prenatal and postnatal treatment and accommodation in a Government hospital in accordance with the prescribed rules.
- f) Dental treatment excluding the cost of the dentures and filling with gold or other costly metals but including silver amalgam filling partial sealing of carries and gum dressing in Government hospital.
- g) "Hospital" means a well established equipped hospital maintained by the Government/ semi Government / Military or as notified by the Vice-Chancellor.
- h) "Laboratory" means a well established by the Government / semi Government / Military or a Laboratory as notified by the Vice-Chancellor and referred by the medical attendant.
- i) "Competent Authority" means Vice-Chancellor of the Islamia University Bahawalpur.
- j) For preliminary Medical care, the patient will be attended by University medical Officer.
- k) "Authorized Medical Officer" means senior medical Officer of the University or any other Medical Officer who is authorized by the Vice-Chancellor to refer patient to the concerned department in the Government hospital for own-ward necessary action.
- l) "Medical Allowance" means a monthly allowance paid to University Employee for his/ her treatment or treatment of his / her family as an outdoor patient. Re-Imbursement of the bill hospitalization charge the cost of medicines and disposable medical items during hospitalization period (excluding diet charges) subject to the scrutiny (cost of medicine's and disposable item bill) by a Medical Committee to be constituted by the Vice-Chancellor; provided such hospitalization is considered necessary by the Authorized Medical attendant. When a patient is hospitalized in case of emergency without pervious reference from the Authorized Medical Attendant, the Employee shall get his hospitalization confirmed from the Authorized Medical Attendant without loss of time (hospital should be Government hospital).

4. Rate of medical allowance (regular Employees):-

BPS-1 to 16	Age Group	BPS-17 to 22
750	25 years	1500
800	27	1600
850	29	1700
900	31	1800
950	33	1900
1000	35	2000
1050	37	2100
1100	39	2200
1150	41	2300
1200	43	2400
1250	45	2500
1300	47	2600
1350	49	2700

BPS-1 to 16	Age Group	BPS-17 to 22
1400	51	2800
1450	53	2900
1500	55 on wards	3000

5. Procedure for Indoor Medical Treatment:-

- i) The Employee suffering from uncured ailment shall approach the authorized Medical Officer for permission to seek indoor treatment in a Government hospital. This procedure however, shall not be applicable in case of acute emergencies where information may be given to the Authorized Medical Officer after the admission of the patient to the hospital. The Authorized Medical Officer will certify whether the emergencies warranted hospitalization, or the charges shall be recovered from the Employee.
- ii) The Government hospital, if necessary may refer the case to other Specialist, Consulting Physicians, Surgeons, Gynecologist etc, as they deem fit and also determine the eligibility for indoor treatment in their own hospital or any other specified hospitals.
- iii) The Government /approved hospital will also refer the cases for laboratory examinations /tests as they deem fit.
- iv) The medical docket will be issued by the Treasurer or any Officer of the University authorized for the purpose on the basis of the reference slip of the Authorized medical Officer / Attendant.
- v) If for the purposes of treatment under these rules, a University Employee is advised by the authorized medical attendant to attend a hospital outside the municipal limits, the University Employee shall be entitled to traveling allowance in accordance with the rates admissible under the University T.A Rules. In such Cases approval of the Vice-Chancellor will required.
- vi) Every Traveling Allowance bill submitted under clause (v) shall be countersigned by the respective controlling Officers.

6. Accommodation for Indoor Treatment:-

The scale of accommodation in Government hospital for Employees of the University as indoor patient would be as under:-

- | | | | |
|------|--------------------|----------|--|
| i) | Employees in Grade | 01 to 10 | General Ward |
| ii) | Employees in Grade | 11 to 16 | Ward Side Room (BVH) |
| iii) | Employees in Grade | 17 to 18 | Family ward (Private)(BVH) |
| iv) | Employees in Grade | 19 to 20 | Family Side Room (BVH & CMH) |
| v) | Employees in Grade | 21 to 22 | Any Government or Private Hospital highest categories of AC room or suite. |

7. Re-Imbursement:-

- I) Reimbursement of medical expenses including surgical, radiological and laboratory tests etc. shall be admissible in case of admission in a Government/ approved hospital.
- II) Reimbursement of the bill of hospitalization charges and the cost of medicines and disposable items, essential during hospitalization period (excluding diet charges) subject to the scrutiny (cost of medicines and disposable items bill) by a Medical Committee to be constituted by the Vice-Chancellor; provided such hospitalization is considered necessary by the Authorized Medical Officer. When a patient is hospitalized in case of acute emergency without previous reference from the Authorized Medical Attendant, the Employee shall get his hospitalization confirmed from the Authorized Medical Attendant without loss of time.

8. Residuary Provision:-

Any difficulty arises or hardship connected with medical facilities to the University Employees and their families shall be resolved by the Syndicate, whose decision shall be final.

9. Medical Allowance:-

- i) The rules laid down above shall be applicable to full time Employees and their dependants serving in or referred from the Islamia University of Bahawalpur.
- ii) All existing Rules, procedure & formula for providing medical facilities to the University Employees in force at the time of adoption of these Rules shall stand repealed.

10. The Vice-Chancellor may relax any of the provisions of these Statutes in case of special hardship.

11. Primary Care Arrangement:-

- i) The University shall appoint Medical Officers to attend to University Employees for preliminary out patient checkup.
- ii) The Medical Officer appointed under clause (i) above shall be allowed such pay as may be fixed by the University.

12. A University Employee shall be entitled to the specialist consultation as well as pathological test as advised by the Authorized Medical Officer. The consultancy regarding dentistry will not be allowed.

13. A University Employee shall be entitled to treatment including antirabic treatment in a Government hospital other than the University Dispensary with which the University may make arrangements for the treatment of its Employees.

14. i) If, for the purposes of treatment under these statutes, a University Employee is required by the Authorized Medical officer to attend a hospital outside the

municipal limits, the University Employee shall be entitled to traveling allowance in accordance with the rates admissible under the University Travailing Allowance Statutes.

- ii) One attendant is allowed to travel with the patient who will be entitled the T.A (No D.A is admissible) as admissible under the rules.
 - iii) In case of death of the patient, the transportation charges for taking dead body to his / her hometown will also be given by the University.
 - iv) Every Traveling Allowance bill submitted under clause (i) shall be countersigned by the Authorized Medical Officer.
15. The family of a University Employee shall be entitled to medical attendance and treatment on the scale and under the conditions allowed to the University Employee himself, at a Government hospital at which University Employee is entitled to receive treatment. This shall include confinement of a University Employee's wife in a Government or approved hospital, but not pre-natal or post-natal treatment at the University Employee's residence.
16. The payment of bills of in service spouses of the University Employee shall be made on recording a certificate by the University Employee concerned to the effect that these charges have not been received / will not be claimed from the concerned department / institution.

Retired University Employees:-

17. I) they are entitled medical facilities entitled to full time Employees for, themselves, wife and their dependent children under the Rules.
- ii) Medical allowance to all Retired Employees.

Minimum

750/-

Maximum

1500/-

18. Medical treatment of University Employees on duty abroad:-

The University Employees who are sent abroad on duty by the University shall be allowed the following facilities for purposes of medical treatment during the period they are on duty abroad:-

- a) Reasonable cost of treatment will be met by the University if a University Employee falls critically ill while he is on aboard. The treatment will be according to his/her entitlement.
- b) No routine check up will be permitted at the expense of the University nor would the University accept liability for treatment of any disease from which a University Employee may have been suffering while in Pakistan and for which he may take the opportunity of his visit to a foreign country to receive treatment. Where a disease from which a University Employee may have been suffering while in Pakistan takes a turn for the worse and requires urgent treatment, the case may be considered on merit by the Vice-Chancellor.
- c) The treatment would be limited to the country and the place to which the Employee has been sent on duty.
- d) The Employee on leaves Ex-Pakistan, on Study leave abroad, or on pension or University scholarships will not be covered by this Statute.

**Chapter 43 The Islamia University of Bahawalpur Revised Purchase Rules,
2006**

(Framed Under Section 33(2) of The Islamia University of Bahawalpur Act, 1975)

1. Short Title and Commencement:-

- (1) These Rules shall be called the Islamia University of Bahawalpur Revised Purchase Rules, 2006.
- (2) They shall come into force at once.
- (3) All the purchases shall be made in a most transparent manner, open environment, and on economic considerations.

2. Extent of Application:-

These Rules shall apply to all kinds of purchases made by the Islamic University of Bahawalpur except the purchases made in connection with the execution of building, Roads, Public Health and Electrical works which shall be made in accordance with the provisions of Works Rules.

3. Definitions:-

In these Rules unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- (i) “Administrative Approval” means the approval of the competent authority to the desirability and suitability for the purchase of any item from the administrative point of view and the incurring of proposed expenditure on rough cost basis;
- (ii) “Advance Payment” means an interim payment made to a supplier/ contractor for the supplies made or services rendered;
- (iii) “Agreement” means any kind of under-taking, written or verbal expressed or implied, made between the University, and any other person, firm or company etc. for a certain consideration for the purchase or supply of goods or materials, or for the acquisition, purchase or transfer by grant, gift, sale, mortgage, lease, exchange or otherwise of any moveable or immoveable property or for the execution of any work for the performance of any service;
- (iv) “Audit Officer” means the Resident Auditor, the Islamia University of Bahawalpur;
- (v) “Badger Provision” means the provision of funds available in the badger under the relevant Head/ Department against which purchases are to be made;
- (vi) “Chairman” means the Chairman/Convener of the purchase committee constituted by the Vice-Chancellor;
- (vii) “Competent Authority” means the authority competent to approve purchase of goods or material etc. and to accord the sanction of expenditures;
- (viii) “Contract” means an agreement enforceable by law;
- (ix) “contractor” means a person firm or company etc. that has entered into Contract with the University for the supply of goods or materials, performance of any service or execution of any work etc;
- (x) “Local Market” Local Market includes the markets of Bahawalpur, Bahawalnagar, Rahim Yar Khan and Multan;
- (xi) “Petty Purchase” Purchase of any item, the estimated cost of which is up to Rs 10,000/;
- (xii) “Purchase Committee” means a committee constituted any the Vice-Chancellor to arrange the purchase of goods and materials etc. required by the University;

- (xiii) "Science Material Purchase Committee" means a purchase committee constituted by the Vice-Chancellor to arrange/ purchase the scientific goods and material required by the University;
- (xiv) "Science Material Purchase Committee" means a purchase committee constituted by the Vice-Chancellor to arrange/purchase the scientific goods and material;
- (xv) "Treasurer" means the Treasurer of the University;
- (xvi) "University " means the Islamia University of Bahawalpur;
- (xvii) "Vice-Chancellor" means the Vice-Chancellor of the Islamia University of Bahawalpur;

The terms and expressions not specifically defined in these Rules shall have the same meanings as in the Islamia University of Bahawalpur act, 1975.

4. General Principles of Incurring Expenditure:-

To incur and sanction expenditure from the funds of the University the sanctioning authorities shall strictly adhere to the following fundamental canons of financial propriety:

- (i) Same vigilance shall be exercised in respect of expenditure incurred from the funds of the University as a person of ordinary prudence would exercise in respect or the expenditure of his own money. Utmost efforts should be made to reach the manufacturers directly to eliminate the 3rd party / middle man profit for the purchase of items on ex-factory rates;
- (ii) No authority shall exercise its powers of sanctioning expenditure which will be directly or indirectly to its own advantage;
- (iii) No authority shall sanction any expenditure which is likely to involve at later date expenditure beyond its own powers of sanction;
- (iv) In addition to the above canons of financial propriety, the authorities sanctioning and incurring the expenditure shall further see:-
 - (a) That necessary funds to cover the expenditure exist in the budget;
 - (b) That the expenditure does not exceed the relevant provision of funds;
 - (c) That no expenditure is sanctioned in anticipation of provision of funds;
 - (d) That the purchase orders shall not be split up so as to avoid the necessity for obtaining the sanction of the higher authority required with reference to the total amount of purchase orders.

5. Mode of Purchases:-

Purchase shall be made in the most economical manner and the following procedure should be followed for various purchases:-

(a) Petty Purchases:-

For the purchases of petty items valuing Rs. 10,000/ or less, purchase shall be make by competent authority or by the Officer authorized to make the purchase after ascertaining the rates from the local market. The competent authority/Officer concerned shall have to record a certificate on the bill/voucher that the article has been purchased at the lowest market rate before purchasing the petty items the approval/permission to purchase will be granted by the Deans of Faculties, Directors of the sub campuses & the Principals of the Constitutional Colleges. However, for non teaching departments the approval will be granted by the Purchase Section whereas the financial sanction will be granted by the competent authority or the persons to whom the powers have been delegated.

(b) Limited Tender Enquiry:-

For the purchase of items valuing Rs. 10,001/- but below Rs. 4,00,000/- sealed quotations shall be invited in writing through registered letter from the local market and purchase bane made at the lowest quoted rates.

(c) Open Tender Enquiry:-

For the purchase of materials valuing above Rs. 4, 00,000/- open tenders shall be invited through advertisement in the papers giving at least seven clear days notices. The comparative statement shall be made and the committee shall certify that the rates are the lowest as per rates prevailing in the market. The purchases shall be made from the lowest tenderer provided the items to be purchased are according to the required specifications, design, make or model etc. In case the materials offered by the lowest tenderer are not according to required specifications, design, make or model etc the purchase shall be made from the second lowest, provided the materials are certified to be according to the tender notice/requirements. The offer will be extended to other firms after negotiation in case of denial from the applying firm.

(d) Urgent Purchases:-

In case of urgent needs, the purchase committee with the prior approval of the Vice-Chancellor may purchase the needed items directly from the market up to Rs. 2,50,000/- in such cases the purchase committee shall visit the market and collect at least three quotations of the required items. A sub purchase committee constituted by the Vice-Chancellor shall be authorized to purchase the items costing up to Rs. 50,000/- directly from the local market in case of sub campuses of the University (Bahawalnagar & Rahim yar khan)

(e) Repeat Order:-

Repeat order shall be placed in the items of previous Contract subject to the following conditions:-

- (i) Time is not available for re-tendering the store;
- (ii) The price has not fallen in the opinion of the purchase committee;
- (iii) The value of the repeat order does not exceed 75% of the value of the Contract or Rs. 3, 00,000/- in the case of advertised tender enquiry which ever is lesser 50% of the value of the Contract or Rs. 1,50,000/- in case of rule 5(b);
- (iv) The material already supplied was not as per specification;
- (v) The prior approval of Vice-Chancellor shall be necessary to be obtained.

(f) Rate Contract:-

A rate Contract is a Contract for supply of stores at specified rates during the period covered by the Contract. No quantities are mentioned in the rate Contract and the contractor is bound to accept any order, which may be placed upon him at the rates specified within the Contract period. The rate Contract may be concluded with one or more contractors.

(g) Single Tender Enquiry:-

If the purchase is to be made of the articles of a proprietary patent/branded and specific nature, the same shall be procured by virtue of proprietary certificate in the form as P-1 issued by the respective purchase committee and the source of supply may be restricted to a single manufacturer or his authorized agent or sole distributor in the territory. The proprietary items should remain under constant scrutiny of the indenter who should not generally give his preference for a particular make unless there is overwhelming consideration for doing so.

(h) Selected Tender Enquiry:-

A selected tender enquiry shall be issued in exceptional case in the following conditions to:-

- (i) The bona fide or reputed firm / manufacturer for procurement of store of a specific nature;
- (ii) In case when firm / manufacturers of a specific geographic area specializing in a given field of industry alone are required to be quoted

(i) Safeguard against Quoting of Exorbitant Rates:-

In order to safeguard against offers in respect of items of proprietary nature or specific nature or spare parts or where response to a tender enquiry has been

poor or a single tenderer has been received the certificate shall be demanded from the tenderer to ensure the reasonableness of the quoted price

(j) Purchase from Govt. Controlled Institutions and Rate Contracts:-

If the purchase committee thinks fit the articles of various natures can be procured from Govt. Controlled production Units. For rate Contract the University purchase shall be made as per notification duly issued by the Government of Punjab/ Pakistan.

6. Conditions of Tenders:-

- (1) No tender shall be deemed to be a valid tender unless:-
 - (a) It is sealed;
 - (b) It is accompanied by earnest money equal to two percent of the quoted tender in the shape of call deposit receipt in favor of the Treasury.
- (2) Tenders shall ordinarily be invited at seven days clear notice. These shall be opened by the competent authority/Purchase Committee at the time and place specified in the tender notice in the presence of such tenderer as may like to be present. The Chairman and members of the Purchase Committee shall affix their signatures with date on every tender opened. The cuttings/ overwriting in the rates shall be attested by the concerned competent authority/Chairman of the Purchase Committee.

7. Receipt of Tenders:-

- (1) On receipt of tenders a comparative statement shall be prepared to determine the lowest rate. In determining the lowest rates the following principles shall be followed:-
 - (i) When rates are considered for goods of specific make, model, design and specification etc., the rates offered by the lowest tenderer shall be accepted;
 - (ii) When rates re-offered for goods of different make, model, design and specification etc., the choice shall be made for the goods considered most suitable and their rates accepted giving proper justification for rejecting the lowest rates. Similarly when tenders are invited along with the samples the rates for the samples which are considered best and are suited to the requirements of the University, may be accepted with proper justification and comparison with the rates of other samples;
- (2) after proper scrutiny and justification, if the tender is accepted, a supply order shall be issued in form, to the tenderer given full specifications, design, make or model etc. of the materials as per tender accepted and the quantities to be purchased, specifying the date by which and the place at which the materials are to be supplied.
- (3) The rates will be compared with the just previous purchase rates of that particular store items and reported on the comparative statement.

8. Scrutiny for Performance of Contract:-

When a tender has been accepted, an agreement, where considered necessary, shall be entered between the University and the contractor. The contractor shall be required to deposit or undertake to pay from his bills together with the earnest money for the guarantee items will make upon a sum equal to 5 percent of the amount of the supply order, as security for due performance of the Contract.

9. Authority to make Contract:-

Subject to the provisions of these rules, all contracts on behalf of the University shall be made by the Treasurer, or any other Officer authorized by the Vice-Chancellor.

10. Enforcement of Contracts:-

- (1) The Treasurer or any other Officer signing the Contract shall take such steps as may be necessary to enforce the performance of the contracts in accordance with the terms and conditions thereof.
- (2) Where a Contract is to be performed according to its terms and conditions, the Treasurer/Officer signing the Contract shall take such action as may be necessary to enforce the penalty clause of the Contract and to safeguard the interests of the University.

11. Validity of Quotations/ Tenders:-

- (1) The rates quoted by the firms, suppliers and contractor shall remain valid for the period as mentioned in the quotation/tenders or as mutually agreed between the University and the tenderers.
- (2) The conditional quotations and tenders which are against the terms and conditions of tender notice shall not be considered valid.

12. Manner of Making Purchases:-

- (1) Except as provided in these rules for the purchase of specific item, all purchases shall be made in bulk, as far as possible. The Departments and Officers shall send their annual requisitions within the Budget allocations to the Treasurer/Purchase Section soon after the Budget provisions are intimated to them. The piecemeal indents shall upset the entire purchase procedure, these should be discouraged.
- (2) Quotations and tenders shall be invited keeping in view the limits prescribed under Rule 5 of these Rules, after administrative approval of the competent authority.
- (3) The rates shall be invited on the basis of free delivery at the University and its sub campuses i.e. including forwarding, packing and freight etc.

13. Inspection of Goods:-

- (1) The goods supplied by the contractors shall be inspected by the inspection committee constituted by the Vice-Chancellor comprising two members from the main purchase committee and two members from the technical wing of the concerned departments / fields. The goods will be accepted after the inspection committee certifies that these are according to the required specifications as per supply order.
- (2) In case the goods supplied are not certified according to the supply order, the contractor shall be informed immediately to remove the goods within 7 days of the receipt of information by him. After the expiry of this period, the University will not be responsible for any damage. If the contractor fails to replace the rejected goods within a reasonable period, to be decided by the purchase committee/competent authority, penal action may be taken against the contractor which shall include black-listing or forfeiture of his security deposit or both. The recovery of loss shall be recovered from any other payment that is to be made to the said firm.
- (3) Inspection committee will visit the factory/manufacturing unit once during the process of manufacturing of furniture/fixture/ items/store.

14. Payments:-

If the goods are accepted, the bills of the contractor will be paid by the Treasurer as soon as possible after these are passed by the Audit Officer. Five percent payment shall be retained by the Treasurer as security deposit for the warranty items only for a period of 3 months.

15. Purchase of Books, Periodicals etc:-

The purchase of books/periodicals etc. will be made in accordance with the procedure prescribed under the Islamia University of Bahawalpur, Regulations for the use of Library.

16. Repairs & Maintenance of Vehicles:-

The urgent repairs, including spare parts, required for the vehicles may be carried out without inviting quotations provided the estimated expenditure on each vehicle does not exceed Rs. 5000/- Normal procedure as laid down in these Rules shall be followed, however the Head of Purchase Section shall be consulted/informed for the proposed repairs, if the repair and maintenance expenses including purchase of spare parts for each vehicle are estimated to exceed Rs. 5000/-.

17. Purchase of Medicines:-

1. (i) Subject to the provision of these Rules, the medicines may be purchased in bulk directly from the manufacturing companies or their authorized dealer at the trade prices without inviting quotation/tenders. Such medicines, which cannot be purchased from the manufacturing companies or their authorized dealers, these may be purchased in bulk under the provisions of these Rules after inviting quotations or tenders as the case may be, however in any case the Head of Purchase Section must be involved in their purchase process/ procedure.
- (ii) For the local purchase of medicines, a running Contract shall be entered into the medical store after inviting tenders in the usual manner as to the rate of discount which will be allowed on the retail prices on the supply of medicine.
- (iii) In such cases payment of bills of the supplier will be made on a certificate of the incharge Medical Store of such other Officer as may as nominated by the Vice-Chancellor that the medicines billed for, had actually been received and the rates charged were correct according to the price lists.
2. The Purchase of foreign medicines in bulk shall be made according to the provisions of these rules.

18. Science Material Purchase Committee:-

For the purchase of scientific items, the science Material purchase committee shall be authorized to purchase these items; however, one Officer of the store branch and one Officer from Treasurer Office shall assist the said committee for the said purchases.

19. General:-

The following general instruction shall always be observed in making the purchases under the provisions of these Rules:-

- (a) In order to reap the benefit of complete rates quotation/tenders shall be invited from as many suppliers as possible of whom a list may be prepared and kept on record category wise by the Purchase & Store Section of the University. The list will be prepared after inviting applications through advertisement in the news paper. Such list will be approved by the respective purchase committee. The said committee may make additions/alterations in this list from time to time. An enlistment fee of Rs. 500/- shall be charged. Fresh list will be prepared after every three years;
- (b) Quotations can be obtained personally in case of urgent purchases;
- (c) The lowest rate shall normally be determined on the basis of at least three quotations/tenders;
- (d) If two quotations/tenders only are received, these may be considered if there is sufficient justification that the lower rate offered is reasonable and re-invitation of quotations/tenders shall not be fruitful;
- (e) If the lowest quoted rate is not accepted, justification shall be given in writing for accepting a higher rate;
- (f) Single quotation/tender may be considered if:-
 - 1) The rate offered is reasonable;
 - 2) No useful purpose will be served by re-tendering ;and
 - 3) The single tender received is the result of publicity made in the most open and public manner and according to rules.
- (g) The permission of the Head of the Store Section shall be obtained for purchases of all the stores exceeding Rs. 10,000/- (limit of petty purchases);
- (h) In case of dispute or complication on account of specification or quality of the material at the inspection level, the matter will be placed in the combined meeting of purchase and inspection committee to resolve/decide the matter;
- (i) The contractor supplier will be bound to provide valid sales tax invoice for purchase of goods on which sales tax has been levied by the Government;
- (j) The contractor supplier is bound to deposit all kinds of taxes and duties levied by the Govt. from time to time such as professional taxes etc.;
- (k) Whenever the purchases are made the goods supplied shall be entered into the stock register to be maintained by the central stock of the Purchase Section's and entries shall also be made in the stock registers of the respective departments to whom the goods are issued/purchased;
- (l) An annual verification of stores held by the University shall be carried out by the committee constituted by the Vice-Chancellor (the committee shall be composed of one Officer each from Purchase Section, Treasurer Office, Registrar office headed by a senior faculty member of the University).

20. Duties of Senior Stores Purchases Officer:-

Store Officer/Assistant Treasurer (store) shall develop suitable methodology to ensure timely and orderly completion of procurement procedure/action. it shall particularly be observed that:-

- (i) a proper and undated record is kept of all indents received a diary number shall be allotted to each incoming indent and details of items indented and their estimated value shall be shown for facility of future reference, Amendments, if any in the indents and their ultimate disposal shall also be indicated;

- (ii) Items of similar nature demanded through various indents are grouped to enable bulk purchase and to avoid duplication of advertisement cost;
- (iii) The indents shall be carefully examined and checked to see whether complete particulars/specifications forming the basis of tender enquiry are given in the indents; correspondence of necessary, for purpose of seeking clarifications or to get the missing details should be fairly rapid and backed with strict follow up measures;
- (iv) An Indents Registers shall be maintained to keep a close watch on the progress of indents including those where contracts have not been placed. Store Officer shall designate the Purchase Assistant as many officials of his section, as he deems necessary.

21. Black Listing:-

A firm may be black listed for the following reasons:-

- a) Not supplying the goods by the due date;
- b) Supplying goods of inferior quality;
- c) Not willing remove inferior quality goods already supplied;
- d) Not prepared to replace the articles broken in the transit;
- e) Not offering quotations for more than three times at a stretch;
- f) Committing any irregularity liable to cause financial loss to the University;
- g) Maintaining no regular shop or office and conducting business under bogus letter-heads using other firms stamps and pads;
- h) Two or more firms conducting business at one and the same premises under the same postal address, telegraphic code or telephone number;
- i) Charging high prices for rare articles;
- j) Supplying bogus quotations;
- k) Trying to influence or bribe the purchasing authorities;
- l) Providing invalid Sales Tax Invoice Certificate of the sale tax and NTN (National Tax Number) or C.N.I.C (Computerized National Identity Card).

NOTE: punitive action shall be taken against such firms after serving due notice.

22. Relaxation:-

Where the strict application of the above Rules hampers the smooth working of the University, the Vice-Chancellor may in such cases with reasons to be recorded in writing order the purchase of goods/materials by relaxing the provisions of these Rules.

From p-1

PROPRIETARY CERTIFICATE

(In case where there is only one manufacturer/agent/supplier)

Certified that the stores indented required for use in the office of _____ is proprietary nature of M/S _____ and is manufactured only by the firm and its acquisition/procurement is vital to the work of respective specialty; and as such the item/items may be procured from the nominated firm/agent in Pakistan namely M/S _____ (full address). It is further certified that stores of similar or comparable specifications and quality are neither being manufactured by any other firm nor will serve the purpose.

Signatures of the Purchase Committee

Indented Officer

M/S _____

Subject:- **SUPPLY ORDER:-**

Dear Sir,

This is to inform you that the rates offered by you vide your quotation/tender No. _____ dated _____ for the supply of following items have been accepted to the terms and conditions mentioned below:-

Sr.No.	Description of material	Rate per unit.	Quality to be supplied.	Total amount

Terms and conditions of the supply order:-

1. In case of failure to supply the goods/material rats., to the satisfaction of the Purchase Committee/Competent Authority, the securities deposit shall be forfeited and the supply order shall be treated as cancelled.
2. The material should be supplied at the _____ by _____. In case you fail to supply the materials within the delivery date a penalty at 1 % of the total value of the supply will be imposed per day subject to a maximum of 10% of the total value.

Approved by the Syndicate on 27th December, 2006 and notified vide No. 5488/Estt.
 Dated 29.12.2006

Chapter 44**Rules for University Guest House Rooms.**

It is notified that the Vice-Chancellor, in anticipation of the approval of the Syndicate, has been pleased to approve the following rules for Guest Rooms at Abbasia Campus of the Islamia University of Bahawalpur.

1. Introduction:-

There was need of a good Guest House for honorable guests of the University. Every room has now been upgraded and efforts are being made to maintain the required standard, and further improve the facilities.

2. Aim:

To streamline policy and rules for functioning of the University Guest House.

3. Booking / Requisition:-

Block No. 1 from Room No. 1 to 4 will not be reserved for any guest without Vice-Chancellor's approval. If Vice-Chancellor is away on duty / leave, even then Vice-Chancellor's approval will be obtained on phone. Block No. 2 to 3, (Rooms N0. 6 to 12) will be reserved in normal channel procedure with the approval of Vice-Chancellor/Acting Vice-Chancellor.

4. Information of booking:-

All Departments. are requested to coordinate with official at the guest house while confirming on phone, availability of guest room, and forward info copy to the guest house official.

5. Requisition:-

Proper requisition slips are available in each department which will be forwarded to Vice-Chancellor's Secretary for the approval of the Vice-Chancellor for every request made for a guest house room.

Charges:-

Guest Room charges (per room) will be as under.

On leave/duty:	Rs: 700/-	per day during summer
	Rs: 500/-	per day during winter
University's Officer:	Rs: 400/-	during summer (1 st April to 31 st October)
	Rs: 250/-	during winter (1 st November to 31 st March)

Special Booking for other departments with the approval of Competent Authority:-

Block No: 1		
Room No: 2	Rs: 1500/-	per day
Room No: 3&4	Rs: 1000/-	per day
T.V Lounge	Rs: 500/-	per meeting (For each 2 hours or part thereof)
Dining Hall / T.V Hall	Rs: 1000/-	per meeting (For each 2 hours or part thereof)
Lawn	Rs: 1000/-	per conference /event (For each

2 hours or part thereof)

8. Complimentary Stay:-

The Vice-Chancellor may permit stay of first 15 days of (newly appointed employee) free as complimentary (only Room Charges) After that, rates from university officers will apply.

9. Guest Record:-

Proper guest's record will be maintained on a register for official record.

10. Non Availability Certificate:-

Non Availability Certificate can be obtained from office of guest house (for TA / DA purpose)

11. Availability Certificate:-

In case guest stays in guest house, a certificate will be provided to the guest with the remarks of complimentary (free stay) or charges (if any made) and one copy will be forwarded to Treasure Office and concerned department/ university.

12. Messing:-

Messing facility will be available on payment.

13. Services:-

Following services will be available on payment. The rates will change as per market situation:

- a) Ironing @ Rs. 8/- per pair of wash & wear and Rs. 12/- for cotton pant/shirt.
- b) Polish @ Rs. 10/- per pair of shoes.

14. Late service:-

Rs. 10/- will be charged per service rendered during 23:00 hours to 06:00 hours in summer and from 22:00 hours to 06:30 in winter.

15. Season:-

- 1. Summer Season will be from 1st April to 31st October.
- 2. Winter Season will be from 1st November to 31st March.

Chapter 45 Facilities & Rental Rules for the Faculty Hostels (Men & Women) 2007

1. Short Title and Commencement:-

- i) These Rules shall be called the Islamia University of Bahawalpur Facilities & Rental Rules for the Faculty Hostels (men & women), 2007.
- ii) These Rules shall come into force with new tariff W.e.f. 01.05.2007.

2. Definitions:-

- i. "Hostel" means the faculty hostels for men & women.
- ii. "Hostel Warden" means the Incharge of the Faculty Hostel for men & women.
- iii. "Treasurer" means the Treasurer of the University.
- iv. "University" means the Islamia University of Bahawalpur.
- v. "University Teacher" means a whole time Teacher appointed by the University on regular or Contract basis.
- vi. "University Employee" means a regular or contractual employee.
- vii. "Vice-Chancellor" means the Vice-Chancellor of the University.
- viii. The terms and expressions not specially defined in these rules shall have the same meanings as in the Islamia University of Bahawalpur Act, 1975.

3. Policy Guidelines:-

- i) All the three hostels shall always be treated equally and facilities approved for one hostel must be extended to the other two hostels.
- ii) It is our endeavor to provide decent, modern and comfortable accommodation to our Faculty both Lectures and Assistant Professor. Accordingly the following steps/measures will be taken for this purpose.
- iii) Desert coolers shall be provided in all rooms in all of the three hostels on urgent basis. The size and make of the desert cooler should be tailored made for a normal bed room.
- iv) Two 1.5 tons air conditioners, one for the dining area and other for the lounge will be allowed in each hostel. These air conditioners may be of "Samsung" brand. (Recently purchased for Engineering College, Faculty of Pharmacy & Old V.C. House. This Air Conditioner should have powerful cooling system and should suffice).
- v) These hostels are strictly for Lectures and Assistant Professors. However, other employees of the university either full time or on Contract, may be allotted space with the written permission of the Vice-Chancellor.
- vi) Lecturers will however share a room on double occupancy basis.

4. Eligibility:-

- 1. The eligibility criteria for allotment of the space in faculty hostel for Men at Baghdad-ul-Jadeed Campus and Satellite Town as well as Faculty Hostel for Women at Satellite Town, will be as under.
 - i) Full time Lecturer, regular employee/full time Lecturer, contractual employee;
 - ii) Full time Assistant Professor, regular employee/full time Assistant Professor, contractual employee;
 - iii) Lecturer will share room on double occupancy basis; Assistant Professor will be accommodated in single room on single occupancy basis subject to availability of room. Double room may be allotted for single occupancy with the permission of the Vice-Chancellor;

- iv) Other University full-time or contractual employees (equivalent to BPS-17 to 19), specifically authorized by the Vice-Chancellor to occupy a room(s) for their residence, for the period to be determined from time to time;

5. Facilities:-

- i) Fully furnished air conditioned lounge with 29" colored TV;
- ii) Fully furnished air conditioned dinning room, curtains in both lounge & dinning room;
- iii) Exercise room with essential machines;
- iv) Fully furnished bed room/rooms, each room having:
 - a. One bed and mattress quilt in winter, pillow with pillow cover, bed sheet, easy chair(s), writing table(s), curtains, desert cooler during summer months.
 - b. Fully furnished kitchen with pots utensils, crockery and cutlery.
 - c. Cooks, bearers, janitors, gardeners, security guards, Hostel Clerk and Assistant Warden.
- vi) Washing & ironing facilities are being arranged & when finalized will be offered at nominal cost to all occupants.

6. Rental Charges:-

- a. Rental with all the amenities provided thus for and now with installation of desert cooler and air conditioner, these are about the most comfortable accommodation provided by any University in Pakistan. Even then a reasonable rent will be paid and deducted at salary/at source by the Treasurer as per following formula.
 - i) Single room with single occupancy Rs. 5000/-per month.
 - ii) Double room with single occupancy Rs. 5000/-per month.
(Permission of the Vice-Chancellor. required)
 - iii) Double room with double occupancy Rs. 2500/per occupant.
- b. The above rental is inclusive of all amenities namely furniture, beds with mattresses, bedding, curtains, electricity, water and gas, Cable TV, dining & lounge facilities.
- c. The above rental will be on a 12 months basis and rents will be deductible at source each month, as long as the room remains allotted to the incumbent. Those releasing their room for whatever reason, will not be entitled to the same upon their return to the University, and for them, fresh allotment would be necessary, subject to availability of accommodation.

Chapter 46**Legal Advisor Rules, 2007****1. Short Title and Commencement:-**

1. These rules may be called the Islamia University of Bahawalpur (legal Advisor) Rules 2007.
2. These rules shall come into force as notified by the University.

2. Definitions:-

- a) "University" means the Islamia University of Bahawalpur as established under the Islamia University of Bahawalpur Act, 1975.
- b) "Syndicate" means Syndicate of the Islamia University of Bahawalpur.
- c) "Selection Board" means Selection Board constituted under the Act of the University.
- d) "Selection Committee" means Selection Committee constituted under the Islamia University of Bahawalpur (Contract Appointment) Rules, 2006.
- e) "Vice-Chancellor" means Vice-Chancellor of the Islamia University of Bahawalpur.
- f) "Advocate" means and advocate as defined in the legal practitioners and Bar Councils Act, 1973 (XXXV of 1973)
- g) "Senior Legal Advisor" means Legal Advisor appointed under these rules.
- h) "Legal Advisor" means Legal Advisor appointed under these rules.
- i) "Contract Appointment" means appointment made under the Contract rules of the University, 2006 read with these rules.
- j) "Regular Appointment" means appointment made against the substantive post on regular basis under these rules.

3. Qualifications:-

- 1) A legal advisor shall be an advocate who has been practicing as such for not less than five years in a High Court immediately before the last date fixed for the receipt of applications for appointment as a Legal Advisor.
- 2) A Senior Legal Advisor shall be an Advocate of Supreme Court of Pakistan having at least twenty years experience at the Bar.

4. Procedure for Appointment:-

- 1) The University, appointing / engaging a Legal Advisor on regular/Contract basis shall invite application through advertisement at least in two National daily Newspaper indicating the requisite qualifications, experience, standing of that advocate and the maximum remuneration offered for the post.
2. The candidates shall be required to address their applications to the Registrar of the Islamia University of Bahawalpur along with relevant documents within prescribed time limit given in the advertisement.
3. The Selection Board/Committee shall recommend the name of the Advocate to be appointed as a Legal Advisor or Senior Legal Advisor as the case may be.
4. The Advocate recommend by the Selection Board/Committee shall be appointed by the Syndicate.

5. Duties:-

1. It shall be the duty of a Legal Advisor/Senior Legal Advisor to deal all legal matters, advice and appear in legal proceedings on behalf of the University in

all the Courts of Law and before Federal or Provincial Ombudsman. He is authorized to obtain necessary comment & record of the concerned department / branch of the University.

2. He may be required to assist the University authorities at any legal/administrative forum if so required by the Vice-Chancellor.

6. Remuneration:-

1. Legal Advisor / Senior Legal Advisor shall be paid such remuneration as may be approved by the Vice-Chancellor on the recommendation of Selection Board or Selection Committee in case of Contract appointment. Their status for the purpose of granting TA/DA will be treated equal to BS-17 and BS-18, respectively.
2. Legal Advisor / Senior Legal Advisor shall be entitled to claim pay and allowances and T.A/D.A as admissible to BS-17 and BS-18 respectively in case of regular appointment.

7. Number of Legal Advisors:-

1. The University may appoint more than one Legal Advisors as and when required under the circumstances.
2. Keeping in view the nature of case, the University may engage any other Counsel/Advocate on case to case basis on such terms and fees as may be fixed by the Vice-Chancellor.

8. Vacation of office:-

1. The office of a Legal Advisor Senior, Legal Advisor if appointed for a fixed term, shall stand vacated on the expiry of the term for which he had been appointed.
2. Notwithstanding anything contained in sub-rule (1) the services of a Legal Advisor/Senior Legal Advisor may, at any time, be dispensed with by the Vice-Chancellor on service of one month's notice or payment of remuneration for the said period. The Legal Advisor/Senior Legal Advisor may also give up his assignment likewise with the prior approval of the Vice-Chancellor.

9. Submission of periodic statement:-

The Legal Advisor/Senior Legal Advisor shall forward quarterly statement showing the progress and status of the cases to the Vice-Chancellor, through the Registrar.

10. Maintenance of the Record:-

A Litigation Record Register shall be maintained in the prescribed form showing details of each case along with its financial aspects in order to ascertain the progress and cost of each case.

11. General Supervision:-

The Vice-Chancellor may from time to time issue instructions/directions generally or specifically on matters relating to the functions and duties of Legal Advisor / Senior Legal Advisor in respect of a case or cases generally, or may call for information in connection there with as he may deem appropriate.

12. Savings:-

1. All actions previously undertaken by the University to deal the legal cases shall continue to have effect as if those were taken under the rules of the University.
2. For the conduct of professional responsibilities the relevant Legal Practitioner and Bar Council Rules shall also apply to each advocate engaged for the subject assignment.

Chapter 47**Student Tour Rules, 2007****1. Short Title and Commitment:-**

- i) These Rules shall be called the Islamia University of Bahawalpur Student Tour Rules, 2007.
- ii) They shall come into force at once.
- iii) All tours will be made strictly according to instructions and procedure as laid down under the rules.

2. Definitions:-

- i) "Chairman/Head of the department" means Head of teaching department.
- ii) "Dean" means the Chairman of the Board of Faculty.
- iii) "DSA" means the Director of Students Affairs appointed by the University.
- iv) "Hostel Warden" means the Incharge of the Male/Female University hostel.
- v) "Matching grant" means a specific amount, which will be given by University for tour purpose in advance.
- vi) "Resident Auditor" means the Audit Officer of the University.
- vii) "Students means" the students of the Islamia University of Bahawalpur.
- viii) "Treasure" means the Treasurer of the University.
- ix) "Teaching Department" means a teaching department maintained and administrate by the University.
- x) "University" means the Islamia University of Bahawalpur.
- xi) "University Teacher" means of whole Time Teacher appointed by the University.
- xii) "Vice-Chancellor" means the Vice-Chancellor of the University.
- xiii) The terms and expressions not specifically defined in these rules shall have the same meanings as in the Islamia University of Bahawalpur Act, 1975

3. Categories of Tours:-

- (a) Long Study/Educational/Industrial Tour (upto maximum of 12 days).
- (b) Short Study/Educational/Industrial Tour (upto maximum of 03 days).
- (c) One day Excursion Trip.

4. General Instructing/Procedure for all Tours:-

- i) The Heads/Principals of the respective teaching departments/ constituent colleges & Director Sub Campus BWN / RYK and Deans of the concerned Faculty will recommend the tours and are responsible for the satisfactory arrangements of the same.
- ii) Final approval of all types of tours will have to be obtained from the Vice-Chancellor through the DSA at least 10 days before the commencement of such tours.
- iii) At least on male and one female Teacher must accompany the tours, where full name post held & signature be clearly indicated.
- iv) A copy of the programme of tours along with list of the students accompanying the tour be sent to the office of the DSA before the commencement of the tour.
- v) The female students residing in the hostels must submit their applications duly signed by the respective Head and Deans to the Hostel Warden before going on the tours.

5. The following instructions will be followed for long & short tours as well as one day Excursion Trips:-

a) Long Tours:-

- i) The duration of long tours will be upto the maximum of 12 days.
- ii) Only students of those departments will undertake these long tours where these are part of their curriculum.
- iii) The tour shall be allowed to the students of those departments who have paid tour fee with their normal dues, however in case of non availability of funds, the approval of the Vice-Chancellor/Competent Authority will be necessary for following such tour.
- iv) The University will also provide matching grant to the participants of the tour.
- v) Two male and one female Teacher is allowed to accompany the tour. If female Teacher is not willing or not available, wife of the accompanying male Teacher will be requested otherwise a female Teacher from other department may be requested to go with the tour.
- vi) The Teacher accompanying the tour will be paid TA/DA as per University rules.
- vii) The female students accompanying the tour must produce written permission from their parents/guardians before undertaking the tour.
- viii) Only students of the final year are allowed to go on tour. However in case of constituent Colleges the tours will be allowed accordant to the requirement of their curriculars.
- ix) The Teacher incharge will be responsible for the financial matters of the tour and will submit a detailed report with vouchers complete in all respect for adjustment to the Treasurer within ten days of completion of the tour.
- x) Requisition for matching grant will be made on the prescribed Performa (Annexure-A). the concerned Head/Chairman will clearly specify the amount deposited by the student along with their annual dues.

(b) Short Tours:-

- i) These tours can be undertaken in one day or upto the maximum of 3 days.
- ii) This tour shall only be allowed to those departments where these are part of their curriculum.
- iii) The University will contribute nothing and all the expenses will be born the students themselves.
- iv) The tours will/can be allowed during the session on the recommendation of the respective Head/Chairman and Dean of the Faculty concerned.
- v) Final approval of such tours will have to be obtained from the Vice-Chancellor/Competent Authority through DSA at least 10 days before the commencement to such tours.
- vi) These tours are restricted to the visit of Industries/Form/Institutions etc. within the Province of Punjab & Professional Institutions in case of technically advanced requirement.
- vii) The University buses will be provided for such tours free of cost within the province of Punjab with the permission of the Vice-Chancellor/Competent Authority subject to the condition that such tours part of their curriculars.

(c) One Day Excursion Trip:-

- i) The Excursion trips will only be permitted on Saturday.
- ii) The Excursion trips will be allowed once in a year for each class.
- iii) No change in the approved tour programme will be allowed. The Teacher/Incharge will be held responsible for any sort of change in the programme.
- iv) The University buses will be provided on payment as per University Rules.

- v) The maximum distance for these tours will be 450 km (both ways).
- vi) These trips must be back by 9:00 P.M. Reasons for any sort of delay have to be submitted to the respective Deans and DSA, within one week after their return.

PART-V

(EXAMINATION) GENERAL RULES AND REGULATIONS REGARDING CONDUCT OF EXAMINATION

Chapter 48**Conduct of Examinations****Regulations:-**

1. All examinations shall be held at such centres as may be appointed by the Vice-Chancellor.
2. No one who has passed an examination of the University shall be permitted to reappear at the same examination, except as specifically provided in the Regulation, for the examination concerned.
3. A candidate permitted to take a degree examination of the University shall not be permitted to take another degree examination in the one and same year.[1]
4. The Superintendent of each centre shall be appointed by the Vice-Chancellor at least one month before the date fixed for the commencement of the examination.
In case, of emergency, owing to the refusal or inability of a Superintendent to act, or to other cause, when there is no time to bring, the appointment of a Superintendent to the notice of the Vice-Chancellor, the Controller of Examinations shall be empowered to appoint such Superintendent. Where necessary the Controller of Examination shall be arrange for the appointment of one or more Deputy Superintendent.
5. The rules relating to the Duties of Superintendent and supervisory staff including the directions to candidates may be altered from time to time by the Vice-Chancellor.
6. If a candidate's paper is lost after having been received by the Superintendent of the examination or by one of his assistants, and if he passes in all other subjects of the examination, he may be required to appear in that one paper which is lost (on a date fixed by the Controller of Examinations and if he obtains pass marks he shall be deemed to have passed the examinations. In case of dispute as to whether a candidate's paper was duly received or not, the finding of the Controller of Examinations subject to the approval of the Vice-Chancellor shall be final.
7. A college candidate or a private candidate accepted for the examination to whom the roll number has been issued but who fails to appear in or complete the examinations on account of his serious illness or of an accident to himself or due to his selection for and/or participation in an international sports contest (or girl guide rallies) as a national representative of Pakistan, may, on the recommendation of the principal or the officer signing the admission form and on production of a medical certificate, be permitted to appear in the Second Annual Examination to be held in September / October the same year, in the whole or part of the Examination missed by him, on payment of the prescribed fee.

The candidate shall be intimated, free of charge, as to whether he had obtained the minimum pass marks or not in the paper/s in which he had appeared.

The application of such a candidate shall be entertained only if the following conditions are fulfilled:

-
1. Candidate might be permitted to appear in a degree and non-degree examinations during the one and the same years.

- (a) The application is submitted without any delay and in no case later than the 10th day from the date of the candidate being incapacitated from taking or completing the examination and is submitted through the Principal of his college or in the case of a private candidate, through the Principal of an affiliated college or a Class I Officer with proper certificates.
- (b) The Principal of the college in the case of a college candidate or the Principal of an affiliated college or a Class I Officer in the case of a private candidate, certifies after making necessary enquiries (i) that the candidate could not appear in or complete the examination without grave danger to his health or that of other taking the examination and that it was physically impossible for him to appear in or complete the examination and (ii) that the candidate had a reasonable chance of success if he had appeared in the examination.

This Regulation shall apply to all the examinations, which are held twice a year.

A candidate to whom this concession is granted shall be provisionally allowed to read in the next higher class in the college till the publication of the results;

Provided that no candidate who passes under this Regulation shall be eligible for a scholarship or prize or medal or any other distinction.

8. Notwithstanding any thing contained in Regulation 7, the Syndicate shall have power to permit in exceptional circumstances, a student to appear in the Supplementary Examination if, in the opinion of the Vice-Chancellor, it was physically impossible for the student to appear in the Annual Examination.
9. Admission to a supplementary examination as in Regulation 7, shall also be allowed if a candidate is unable.
 - (a) to complete his examination on account of the death or a [near relative]¹ on one of the days of the examination certified by Class I Officer; or
 - (b) to appear in his examination on account of the death of a near relative not more than 15 days before the commencement of examination certified by a Class I Officer.
10. Every day before the Examination begins, the Superintendent or the Deputy Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. No latecomer shall be admitted unless this warning has been repeated to him at the gate.
The Superintendent or the Deputy Superintendent or both, as the case may be, shall forward to the Controller of Examinations every day a declaration signed by him or them and witnessed by all the Invigilators then on duty to the effect that he did, as a matter of fact, call upon the candidates to search their pockets and to surrender all papers, books or notes in their possession.
11. Any candidate who, after announcement made under regulation 10 fails to part with or is found to have in his possession or accessible to him, papers, books or notes, relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the Superintendent of the centre from the examination room.
12. If it is found that a candidate has access to, or is in possession of papers" books or notes", which might possibly be of assistance to him:

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1. By a near relative is meant father, mother, full and half brother and sister, paternal and maternal uncle, paternal grand father, wife, son, daughter and husband.

- (a) But that his access or possession of such books, note or papers was inadvertent, and was not malafide, his answer-book shall be cancelled, as a disciplinary Measure without any implication of moral turpitude, and
 - (b) In other cases of possession be disqualified from passing any examination that (year).[1]
- 13.** Any candidate detected in giving or receiving assistance, or found guilty of copying from any paper, Book or note, or allowing any other candidate to copy his answer book, or using or attempting to use these or any other unfair means, shall be disqualified from passing any, examination for a period not exceeding three years.
- 14.** Notwithstanding any other law for the time being in force and without prejudice to any remedy open to the University under such Law:
- (a) any candidate found guilty of deliberate previous arrangements to cheat in the examination such as smuggling in another answer-book, impersonation or misconduct of a serious nature and the person who impersonates such candidate, if he is on the rolls of an affiliated college, shall be disqualified for a period of not less than three and not more than five years or declared as not fit and proper person to be admitted to any future examination of the University, according to the seriousness of the offence and the other circumstances of the case.
 - (b) If the impersonator is not on the rolls of an affiliated college, the Controller of Examination shall report the matter to the police and shall send intimation of the same to the Vice-Chancellor.
Provided that in a case covered by clause (a) above, a candidate or the impersonator, on the expiry of five years including the examination in connection with which he was declared to be not a fit and proper person to be admitted to any future examination may, as a special case be exempted by the Syndicate from further operation of this Regulation with the sanction of the Vice-Chancellor.
- 15. (a)** Any candidate, obtaining admission to the Examination on false representation made on his application form or using abusive or obscene language in the answer-book shall be disqualified from passing any examination for a period not exceeding two years.
- (b)** Any candidate forging another persons signatures on his application or his admission form shall be disqualified as in Regulation 14.
- 16.** Any candidate found guilty of disclosing his identity or making peculiar marks in his answer-book for that purpose shall:
- (a) If he is successful in the, examination, be disqualified from passing the examination that year; or
 - (b) If unsuccessful in the examination, be disqualified for that year and the following year.
- 17.** Candidates guilty of communicating or attempting to communicate, with Examiners with object of influencing them in the award of their marks, shall be deemed to have used, or a attempted to use, unfair means within the meaning of Regulation 13 and shall be punished accordingly. Communications of the nature addressed to the Controller of Examinations or other officer of the University shall be treated as
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1. For the purpose of these Regulations the year means a full academic year.
NOTE:-The period of disqualification of candidate found guilty of various offences under regulation 11 to 12 should run only concurrently.

falling in the same category and the candidate concerned shall be punished as in Regulation 13.

Explanation: - An approach made by a relative, guardian or a friend of a candidate will, as a rule, be considered to be on behalf of, the candidate who shall be punished as laid down in this Regulation. The making of an appeal to the examiner through an answer book by a candidate is prohibited. The answer paper in which such an appeal is made, shall be liable to be cancelled.

18. Any candidate who refuses to obey the Superintendent of an Examination Hall, or changes his seat with another candidate, or changes his roll number card, creates disturbance of any kind during the examination, stages a walkout, resorts to a pen down strike, or instigates others to do so, or otherwise misbehaves in or around an examination hall, shall be liable to expulsion by the Superintendent or the Controller of Examination or Inspector of a centre or any officer duly authorized by the Controller of Examinations, as well as to any of the following punishments according to the seriousness of the offense:
 - (a) Cancellation of the answer-book concerned.
 - (b) Disqualification for one year only.
 - (c) Disqualification up to three years.
19. In case of an emergency, the Vice-Chancellor is authorized to award suitable punishment, without reference to the Disciplinary Committee, to any candidate or to any student on the rolls of the affiliated college, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Hall.
20. Any candidate found in possession of fire-arms or anything capable of being used as a weapon of offense in or around an examination hall, shall be liable to expulsion by the officer as mentioned in Regulation 18 above, and to disqualification ranging between two and three years.
- 20-A. Notwithstanding anything herein before contained, no punishment shall be imposed unless a student accused of using unfair means in an examination has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him.
21. In case of the alleged use of unfair means in connection with examination if, in the opinion of the Vice-Chancellor, facts have been brought to light within 30 days of the receipt of the decision by the candidate which, had they been before the committee, might have induced them to come to a decision other than the one arrived at, then the Vice-Chancellor may order that such facts be reduced to writing and placed before the Committee. The Committee shall then reconsider the case. A unanimous decision of the committee (if confirmed by the Vice-Chancellor) shall be final decision. But in the event of a difference of opinion the case shall be referred to the Vice-Chancellor, who may either finally decide the case himself or refer it to the Syndicate for final decision as he thinks fit.
22. The Vice-Chancellor, to avoid hardship in genuine cases, shall have power to sanction the remission of late fee, and acceptance of admission form and fee after the expiry of the last date with late fee.
23. The Vice-Chancellor or an officer authorized by him may, on receipt of an application in the prescribed form addressed to the Vice-Chancellor and accompanied by a fee of Rs. 550.00 per subject, (A & B) for B.A./B.Sc and per paper in case of M.A./M.Sc and other examinations etc.

- a) The result of the applicant has been correctly compiled and declared (this will include checking of answer-books, award lists and result. Sheets)
- b) The answer-book is in the hand-writing of candidate himself, (in exceptional cases, the Vice-Chancellor may in his discretion, allow the answer book to be shown to the candidate or his guardian for verification of hand-writing). This, however, shall not fetter other the discretion of the Vice-Chancellor to get particular answer-book or answer-books re-examined in exceptional cases where there is a strong ground to believe that the same have not been justly evaluated.

To facilitate the disposal of such applications, the following time limit has been fixed for the receipt and disposal of applications:-

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| 1. Last date for the receipt of application on the prescribed form in the office of the Controller of Examinations. | Within 40 days from the date of declaration of the result. (Applications received after the prescribed limit shall not be entertained under any circumstances). |
| 2. Disposal. | Ordinary within 15 days from the date of receipt of the application on the prescribed form on payment of Rs. 550/- per subject (papers A&B) for B.A./B.Sc and per paper in case of M.A./M.Sc and other examinations. |

Note: The period of disqualification of candidates found guilty of various offences under Regulations 11 to 20 should run only concurrently

Urgent: with in 96 hours from the date of receipt of the application in the Controller's office on the prescribed form on double fee i.e. Rs 1100/- per subject (Paper A & B for B.A./B.Sc and per paper in case of M.A./M.Sc and other examinations.

24. (a) Categories of Candidates eligible to appear beyond Territorial Jurisdiction:-

The University may, with the permission of the Provincial Government by a general or special order, constitute an examination centre outside its territorial jurisdiction, for the candidate of the following categories who have to appear in Arts subjects' not involving practical examination either in the whole or in a part of the examination.

- (i) Employees/Dependants of the employees of the Pakistan Embassies/ Missions abroad.
- (ii) Employees/Dependants of employees of the Government of Pakistan or Provincial Government posted abroad on training or on deputation with a Foreign Government/International Agency.
- (iii) Pakistan National residing abroad who left an examination in incomplete or having completed the prescribed course in an affiliated college did not appear in the examination and there is no possibility of their return to Pakistan within the period prescribed for completion of the examination as a Late College Student.
- (iv) Foreign Nationals who might have left Pakistan after completing a course of study in an Affiliated College but with or without taking the examination or after appearing in the examination failed wholly or partly. This concession will be available to them as long as they are eligible to appear as Late College Student or eligible to complete the examination.

- (v) No one who does not fall in anyone of the above categories shall be allowed to appear in the examination abroad. Even external candidates who were placed under compartment or had earned exemption shall not be allowed to take the whole examination after having availed themselves of all the chances allowed to clear compartment or examination.

(vi) The Candidate shall pay the following fees in foreign currency: -

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| 1. Admission fee | |
| 2. Registration fee | |
| 3. Extra Special fee | To be determined by the University in individual case and to be remitted by the candidates to the Treasurer, Islamia University, Bahawalpur. |
| 4. Paper setting fee | |
| 5. Postal charges for sending question papers etc; from Bahawalpur. | |
| 6. Postal Charges for if they are otherwise eligible to take the examination. | Expanses to be estimated by the Superintendent of the Examination Centre. The Superintendent estimate shall be final and shall not be open to objection. The Superintendent shall have the powers to exclude any candidate from the examination centre if the candidate fails to pay the dues by the date fixed by the Superintendent. |

(b) Contribution for the Creation of a Special Center.

- (i) An application for the creation of a special centre abroad shall be entertained only if it is routed through the Pakistan Embassy/Mission in that country and is received in the University at least three months before the commencement of the examination
- (ii) Examination shall be conducted at the nearest University. If there is no University at a station, arrangement may be made to conduct the examination at a local college or school. The Pakistan embassy concerned will obtain consent from the University or the Institution concerned to conduct the examination on behalf of, the University and send it to the University office along with the applications of the individual/s.
- (iii) The candidates shall have to bear the following expenses in foreign currency:
- (a) Remuneration to the persons appointed as Superintendent/s Deputy Superintendents and invigilator/s.
- (b) Postage Charges.
- (c) Fee setting of question papers
to be set for each centre abroad.
- (Separate question papers will have to be sent for each centre abroad)
- (iv) Supervisory staff shall be appointed by the University or the Institution where the examination is to be held. The question papers, answer-books and other relevant papers shall be dispatched to the University or the Institution where the examination is to be conducted. .

25. Notwithstanding anything contained in regulations relating to the all University Examinations the Controller of Examinations shall have power to withhold Roll Numbers and result of those candidates who fail to clear their University dues-Tuition Fees, Hostel Fees, Examination Fees and other dues.
26. The Syndicate to avoid hardship in genuine cases, shall have the power to allow re-examination in any paper or papers (of any examination on account of any representation as to the, same being out of course and abnormal or otherwise, to achieve the equitable ends of examinations.
27. This Regulation will take effect from the First Annual Examination of 1986.

Chapter 49**Regulations for constituting Examination Centres**

1. The Vice-Chancellor will not consider the constitution of any place as a centre of Examination unless the minimum number of candidate likely to appear in that Centre is as stated below provided the necessary furniture and accommodation are available:-

(a) M.A. and M.Sc.	20
(b) B.A. .and B.Sc. (pass Course)	
(i) Boys only	75
(ii) Combined for Boys and Girls	75
(iii) Girls only	20
(c) B. Education.	
(i) Boys	35
(ii) Combined Center for Boys and Girls	50
(iii) Girls	20
2. A special centre may be constituted on payment of Rs. 5000.00 or Rs. 100/- per candidate short of the minimum prescribed in Regulation I, whichever is less, provided the minimum number of candidates likely to appear from the centre is not less than.: -

(a) M.A. and M.Sc	10
(b) B. Education	
(i) Boys	30
(ii) Girls	20
3. A special centre for B.A. and B.Sc. (Boys only or combined for Boys and Girls may be constituted on payment of Rs. 5000/- or Rs. 100/- per candidate short of the minimum prescribed in Regulation I, whichever is less, provided the minimum number of candidate likely to appear from that centre is not less than 40.
4. No special centre will be constituted for less than the minimum mentioned in Regulation 2 and 3 above even on payment.
5. If the number of candidates at a centre already sanctioned has fallen below the prescribed minimum, the centre will be discontinued. In order to determine the number for retaining a centre the average of the last three years will be taken into consideration.
6. The following is the minimum prescribed for the constitution of practical Examination centre:---
 - (i) Centre for B.A. and B.Sc Practical Examination for any of the subjects, in which the institute or college is imparting instruction, be constituted for the candidates of that Institution at the place concerned when the number of candidates for such a subjects is 18.
 - (ii) If the number of candidates in a subject for its practical Examinations is less than 10, a centre for the Practical Examination of such a subject be created as a special case if the Institution /College concerned pays Rs. 100/- per candidate for the number of candidates falling short of 15.
 Provided that the Vice-Chancellor may, for special reasons to be recorded in writing, make an exception to the above rule to avoid hardship in individual cases.
7. The above Regulations are subject to .the fundamental condition that satisfactory and adequate arrangements for the constitution of a centre can be made at place.

Chapter 50 Regulations for change of Centre

A change of centre is not ordinarily allowed. But to avoid genuine cases of hardship, candidates may be permitted to change the examination centres under the following Regulations:-

1. The application on the prescribed form for a change of Center should be submitted at least (20-days)¹ before the commencement of the examination alongwith three copies of the candidates photographs (in the case of male candidates and signatures in case of female candidates), as the case may be through the Head of the Institution or by the Officer signing or countersigning the admission form.
2. On grounds of transfer of father or guardian; this fact should be certified by the Head of the Office in which the father or guardian is employed.
3. Where a centre is sought to be changed on grounds of ill health, the application must be accompanied by a certificate signed by a Registered Medical Practitioner
4. The fee for effecting change of Centre shall be RS. 1400/- This fee is not re-fundable if the change of Centre is not availed of.
5. No fee shall be chargeable from the candidate when he is allotted a Centre other than the one asked for by him in the admission form by the officer for want of accommodation or due to some other reason.
6. The Vice-Chancellor might authorizes change of Centre in exceptional cases not covered by the above regulations to avoid hardship; provided there is provision of the question papers for the candidates concerned at the centre asked for.

1. Double fee will be charges if application for change of Centre is made is less that 4 days before the date fixed for examination.

Chapter 51 Regulations for the Appointment of Amanuensis Examiner in University Examinations

1. An amanuensis shall normally be allowed only to candidate who suffer from a (disability of a permanent nature)¹ such as blindness or partial blindness paralysis, etc; rendering them unable to write duly certified by a Medical officer of rank not lower than Assistant Surgeon; provided that such candidates apply for amanuenses before hand at the time of sending their admission forms to the University. Provided further that in genuine cases of temporary disability extending over the period of examination, the Vice-Chancellor, may allow an amanuenses to a candidate, if in his opinion, it is a fit case for such a concession.
 2. The amanuensis must be of a lower grade of education than the candidate and must not be attached to the Institution to which the candidate belongs.
 3. The Superintendent shall choose (suitable amanuensis)² and forward immediately to the Controller of Examinations a report giving full particulars of the candidate and of the amanuensis.
 4. The Superintendent shall arrange a suitable room for the disabled candidate, and also appoint a special Deputy Superintendent to supervise.
 5. Such candidates shall be given half an hour more than the time allowed for answering the question paper. However, the blind candidates shall be provided amanuenses at the expense of the University and that they shall be allowed 45 minutes over and above the time stipulated in a question paper for solving it.
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1. A disability of a permanent Nature does not include temporary incapacity.
 2. (i) only bright students who have full command over the English language should be appointed amanuenses so that blind students do not suffer from any handicap as far as their answers are concerned;
 (ii) In order to attract bright students the rate of fee to be paid to the amanuensis be raised from Rs. 6/- to Rs. 50/- for one session and Rs. 75/- for double session;
 (iii) Lists showing the full particulars of 20 students each who obtain highest number of marks in English and Urdu in the Intermediate Examination and in English in the B.A. examination be maintained in the Office of the Controller of Examination.
 (iv) Amanuenses to the blind candidates appearing in the M.A. examination be provided out of the list student who have passed B.A. examination and to the students appearing in the B.A. examination out of the list showing names of students who passed the Intermediate examination; it being understood that those who are studying in 3rd year or 5th year class in the subject/subjects which the blind candidate is offering for his B.A./ M.A. examination shall not be eligible for appointment as amanuenses for B.A. and M.A. examination.

Chapter 52 Appointment & Duties of Examiners

1. All Examiners shall be appointed annually by the Vice-Chancellor.

Appointment of Examiners:-

2. The Board of Studies shall submit to the Vice-Chancellor panels of names by the end of May each year for appointment as Paper-Setters and of Examiners. The recommendations regarding the appointment of Sub-Examiners shall be made by the end of January following.
3. The Vice-Chancellor shall have the power to cancel the appointment of, or to take any other suitable action against, an Examiner who is shown to be unable to perform the work or to conform to the directions of the University.
4. In case of emergency, owing to the refusal or inability of an Examiner to act, or other cause, the Vice-Chancellor may obtain the advice of the Convener/Chairman of the relevant Board while making the appointment of another Examiner. The recommendation made by the Convener / Chairman in such cases shall be reported by him to the Board of Studies concerned at its next meeting.

Duties of Examiners:-

5. (a) Examiners are required to distribute their questions with some uniformity over the whole range of the subjects in which they examine.
(b) When alternative textbooks are recommended, Examiners are required not to have their questions exclusively on anyone of such text-book.
6. The Examiner shall strictly conform to the provisions laid down in the Statute for the examinations with which he is concerned, respecting the language to be used in setting and answering the papers.
7. No Examiner shall give any fractional marks for any paper in the results sent to the Controller of Examinations.
8. In all examination, Paper-Setters shall assign marks for each question, which shall be indicated on the question paper for the information of candidates. They shall also mention the maximum number and the time allowed for the question-paper.
9. Any paper which does not strictly conform to the Regulations herein laid down, and the direction of the University may be returned by the Controller of Examinations to the Examiner for necessary corrections.
10. Every Examiner shall forward his paper to the Controller of Examinations in a cover, which shall be properly sealed, registered and insured, and the Controller of Examinations is authorized to reject any paper which is not forwarded in the prescribed manner.
11. The Head Examiner, in all subjects including English, shall be required to check only 10 percent, of the answer-book not in a consecutive order but at random.
12. In no case shall the Head Examiner himself increase or diminish the marks assigned to any paper by an Examiner, In case of a difference, arising between a Head Examiner and one of the Subordinate Examiners, the decision of the Head Examiners shall prevail.

13. The Head Examiner shall be responsible to see that the results in his subject are submitted, in due time, and he shall certify that he has re-examined the required percentage of answer-books.

Chapter 53 Rules relating to Remuneration of Examiners

1-A Written Examinations.

1. The scale of remuneration of Examiners shall be as stated below:-

TABLE " A "

Name of Examination:	For Setting a paper.	For setting a second paper.	For Examining paper.	Minimum Fee.
B.O.L., B.A./ B.SC.	400.00	200.00	15/-	100.00
B. Education.	400.00	200.00	15/-	100.00
M.O.L., M.A./M.Sc.	500.00	250.00	18/-	100.00
Bachelor of Commerce	400.00	200.00	15/-	100.00
Master of Commerce	93.00		18/-	100.00
Diploma Examination	75.00		18/-	100.00
F.E.L. , LL.B.	500.00	250.00	15.00	100.00
L.L.M.	125.00		20.00	150.00
M.B.B.S. & B.D.S.	500.00	250.00	20.00	150.00

Examinations:-

2. In the B.A. Examinations when alternate papers are to be set by the same examiner, he shall be paid Rs. 75.00 for the first and Rs. 37.00 for each subsequent paper.
In the M.A. Examinations when alternate papers are to be set by the same Examiner, he shall be paid Rs. 93.00 for the first and Rs. 62.00 for each subsequent paper. M.A. and M.Sc
3. The fee for setting the paper shall be divided equally among the co-examiners. Each of the two examiners shall be paid Rs. 18.00 for examining each answer paper. In all subject of M.A. .and M. Sc. Examinations, no setting fee is to be paid for the Thesis Work/Research Report but Rs. 300.00 are to be paid to each examiner for examining one thesis and oral examinations connected therewith. Rs. 6.00 to be paid to each internal and. Rs. 12 to each External Examiner for examining one dissertation and Viva-voce.
A University Professor added as an Ex-Officio Examiner shall not be paid any fee.

Examinations in Medicine, B.D.S and B.Ed Degrees:-

4. The feel for setting the question papers shall be divided equally amongst the co-examiners while fee for examining the answer papers is to paid in full to each of the co-examiners.

In case the paper-setter is unable to mark the scripts and conduct the practical examination, he will be paid 25% of the amount and rest of the amount will be paid to his substitute.

Commerce Examinations:-

5. The setting fee will be divided equally if the paper is set by more than one Examiner. In subjects where there are two examiners, each examiner shall be paid full examining fee.
In M.Com Examination, no setting fee is to be paid for the thesis work, but Rs. 300/- are to be paid to each examiner for examining one thesis and oral examination connected therewith. For dictating a passage for shorthand Rs. 12/- shall be paid.

Degree of Doctor:-

6. Each Examiner appointed to examine for the Degree of Doctor in any Faculty or for the Degree of Master of Surgery, or Master of Dental Surgery, shall be paid: -
Rs. 1500.00 for examining a thesis. For Evaluation & Viva-voce Rs. 15000/- per candidate fee per examiners. Rs. 15000.00 for conducting examination.

Law Examination:-

7. In the L.L.M. Examination there shall be an External or Neutral Examiner in each paper. One setting fee shall be paid to each examiner, whereas each of them would be paid the full examining fee. The remuneration for examining a thesis shall be Rs. 300.00.
Each Head Examiner in Law shall in addition to the examining fee, be paid rupees One hundred for the work connected with the Head Examiner ship, where number of sub-examiners is three including the Head examiner.

General:-

8. When an answer paper is divided into parts, the payment for different parts should be so divided as not to exceed the fee for examining a whole paper.
 9. If an examiner is appointed to examine answers to a paper or papers that he has not himself set, the fee paid to him shall not be less than (half)¹ the fee paid for setting the paper or papers.
 10. When an examiner is appointed to examine answers to a paper or papers that he set for the examination of a previous year, the fee paid to him shall not be less than half the fee paid for setting the paper or papers.
 11. Except in case of practical examination in Science subject a (minimum fee) means lost total amount to be paid to an examiner in respect of written examination.
 12. Examiners for the supplementary examinations are to be treated as separate examiners.
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1. Each examiner appointed to examine for the Degree of Doctor of Philosophy any Faculty shall be paid Rs. 1500/- In case the paper setter is unable to mark the script and conduct practical examination he will be paid 25% of the amount due to him and rest of the amount will be paid to his substitute. It means half of what is paid to one examiner and not half of the total of two fees paid to two examiners.

13. The person appointed to translate into another language the piece set for translation in question paper shall be paid Rs. 15.00
14. Full examining fee be paid to the third Examiner whenever appointed.

I-B. Remuneration to Paper-Setters & Head Examiners.

B.A.

Each Chief Examiner in English shall, in addition to the examining fee, be paid rupees three hundred and twelve for the work connected with the Chief Examiner ship. The Head Examiner in other subjects shall be paid an additional remuneration of Rs. 93.00 when the number of subordinate examiners exceeds two.

B.Ed.

The Head Examiner in the Bachelor of Education Examination shall be paid additional remuneration of Rs. 93.00 when the number of subordinate examiners exceeds one.

Chapter 54 Rules regarding Appointment & Duties of and payment to Scrutineers

1. Scrutineers shall be appointed annually by the Vice-Chancellor on the recommendation of the Controller of Examinations.
2. The Scrutinizers shall be classified as under:-

Category	1. For B.A. / B.Sc Examinations.
Category	2. For all other Examinations.
3. Ordinarily any member of the Teaching Staff of an affiliated college in Bahawalpur shall be eligible for appointment as a scrutineer. In Special circumstances the Vice-Chancellor may waive this condition at his discretion.
4. A Scrutineer when appointed may continue to act as such as long as his work may be considered to be satisfactory but normally 20 percent of the total number of Scrutineers will retire every year.
5. In cases of emergency owing to the refusal or inability of a Scrutineer to act, or other causes, the Controller of Examinations may appoint such Scrutineers with the approval of the Vice-Chancellor.
6. An automatic deduction from the remuneration of each Scrutineer concerned will be made as under subject to a maximum of the total amount of the remuneration earned by such Scrutineers for the result concerned.
 - (i) For mistake in totals, affecting the general result of a candidate Rs. 5.00 per mistake.
 - (ii) For wrongly declaring a candidates as Pass or Fail Rs. 10.00 per mistake.
A reward at the same rate subject to a maximum to be determined by the Vice-Chancellor may be given to a member of the University Staff detecting a mistake after the results have been scrutinized and signed by the Scrutineers, provided that such mistakes are detected before the publication of the result.
7. The Vice-Chancellor is empowered is to disqualify a Scrutineer either temporarily or permanently without assigning a reason.

Duties of Scrutineers:-

8. Comparison of marks entered in the result-sheet by the Tabulator with the award list submitted by the Examiner.
9. Checking of (1) Subject totals; (2) Grand totals; (3) Underlining the marks indicating failure, and (4) Passing and failing according to the Regulations in force.
10. Verification of absentees from the absentee memos supplied by the Superintendents of the Examinations Centers (in case of written papers) or by the Examiners (in the case of oral and practical) concerned.
11. Checking of transferred marks from the old result-sheets in the cases of candidates appearing under compartment or exemptions rules.
12. Comparison of real and fictitious Roll Numbers with the key supplied by the Secrecy Officer. (This applies to examinations where. fictitious roll Numbers are used)

General Instructions:-

Every Scrutineer shall see;

13. (a) That marks written in words in the award list against each Roll Number tally with the marks given in figures and that marks have not been awarded in excess of the maximum in a paper.
 (b) That each page of the award list and corrections in awards have been duly signed by the Examiners or the Head Examiners or both, as the case may be.
 (c) That marks have been correctly posted in the result-sheet according to the subjects shown against each Roll Number.
14. After the results have been thoroughly scrutinized the Scrutineers shall sign against each "Pass". They shall never sign against any failed candidate unless it is compartment or exemption case. They shall sign a certificate on the last page of the result-sheet to the effect that the results of the Roll Number, allotted to them have been scrutinized and found correct or corrected, as the case may be, with any other remarks that may be considered necessary .
15. All entries in the result-sheet must be made by the tabulator concerned. In no case must any scrutineer make any entry with his own hand.
16. Every mistake detected by the Scrutineers in the results-sheet must be got corrected by the tabulator concerned and initialed by the Scrutineers.
17. When the Result or marks of the candidate cannot be declared on account of any discrepancy in marks or want of marks in any paper of subject the Scrutineers shall write M.L. or R.L. (as the case may be) against Particular Roll Number mentioning also the paper or subject in which marks are missing or unconfirmed. They shall also mention the Roll Numbers of such candidates at the bottom of the Results-Sheet.
18. In case of any kind of objection to pass a result the Scrutineers must put up a note in writing for decision of the proper authority.
19. The Scrutineers are expected to maintain the strictest secrecy of the result. Any attempt to leak out a result on the part of the office must be reported to the Controller of Examinations in writing.
20. Any suspected case of tempering with the result must be reported to the Controller of Examinations in writing.
21. The Scrutineers shall jointly submit a confidential report regarding the work of the tabulators in the form to be obtained from the office. The report would be handed over to the Assistant Controller (Exams): in a closed cover immediately after the scrutiny.
22. All Scrutineers are expected to Scrutineers "LATER CASES" whenever they requested to do so.
23. If a Scrutineer fails to present himself for the scrutiny or fails to complete the work by the given date, the work will be given to another scrutineer. In the latter case the scrutineer shall forfeit his claims for any remuneration even though he may have done a part of the work.

24. When on account of non-receipt of award from examiners or discrepancies in awards; result or marks of any candidate or withheld, the Scrutineers concerned are expected to keep themselves in touch with the office to find out whether such results were completed and made ready for scrutiny. This will help the office to clear as many: "LATER CASES" as possible before the publication of the results.
25. The Scrutineer must immediately report to the Assistant Controller (Exams.) if he suspects the genuineness of the signature of any examiner.
26. The Scrutineer must consider themselves jointly responsible for the correctness of the results.
27. Rubber stamp face similar of the signature of any Examiner or Head Examiner is not acceptable.
28. Every scrutineer must finish work assigned to him and sign the result Sheets before the given date.

Payment to Scrutineers:-

29. Payment to the scrutineer shall be made for each examination separately and not by taking together the figure for all the examination results scrutinized by the same person.
30. The rates of payment shall be;

(a) For Examination in which fictitious Roll Numbers are not used	Rs. 140/- per hundred.
(b) For examination in which fictitious Roll Numbers are used.	Rs. 150.00 —do—
(c) Minimum remuneration.	Rs. 20.00(below 100 but more than 10)
(d) Special Scrutineers.	Rs. 15.00 Per visit.

The fraction to be paid proportionately and for this purpose 10 to constitute a unit in all the above examinations.

Chapter 55 University Regulations Regarding Withdrawal of Admission forms and Refund of Fees

1. These Regulations shall regulate the withdrawal of Admission forms and refund of Fee.
2. These regulations shall come into force with immediate effect.
3. An admission form once submitted may be withdrawn under the following conditions:-
 1. **By a Principal:-**
 - (i) When a candidate has been sent up provisionally for shortage of attendance and that shortage has not been made up nor condoned in accordance with the regulations.
 - (ii) When a candidates name has been struck off the roll of the institution for non-payment of college dues; provided such action, has been taken before the commencement of the examination.
 - (iii) When candidate has been rusticated or his character certificate has been withdrawn for misconduct before the commencement of the examination.
 2. **By a Candidate:-**
[If he is unable to take the examination due to an accident or serious illness rendering him physically unfit to take the examination. Provided that such physical infirmity shall be certified by a Government Medical Officer or the University Medical Officer.]¹
 3. By guardian of a candidate if the candidate dies before the commencement of the Examination.
 4. Refund of fee shall be allowed:-
 - i) When a candidate is found to be ineligible to appear in the examination concerned in accordance with the University Regulations e.g. submitted an admission form incomplete.
 - ii) When a candidates name is withdrawn for shortage in attendance
 - iii) When a candidate dies before the commencement of the examination. Provided that a legal heir of the candidate provides a death certificate attested by a First Class Magistrate and a Certificate entitling him to recover the amount.
 - iv) If the amount paid is in excess of the prescribed fee.
 - v) Change of the centre fee/subject change fee/ Migration fee, if not allowed by the University.
 - vi) When a candidates who belongs to the Armed forces is unable to take the examination due to exigencies of service.
 - vii) Above a 25% deduction shall be made and the residue shall be refunded.
 5. The Vice-Chancellor may allow refund of the fee in full or in part in all such cases not specifically provided herein before. Provided he records his reasons in writing granting such refund.
 6. Refund of fee shall not be allowed:-----
 - i) When a candidate's name is withdrawn for non-payment of University, College dues and;
 - ii) When a candidate's name is withdrawn on account of his rustication from University/College or withdrawal of character certificate for miss- conduct.
 7. A claim for refund of fee shall be entertained only if it is made with in one year from the date of the commencement of the examination. Provided that no such application shall be made before declaration of the result of that examination.
 8. Fees, which are refundable under these Regulations, are not adjustable towards any past or future account.

1. Deleted by the Chancellor's Committee at its meeting held on 26.4.1980

Chapter 56 Oral and Practical Examinations.

Oral Examinations in English:-

1. The Oral Examination in English being only for reading, the examiner in English shall set a paper for this without any further remuneration.

B.O.L:-

2. The fee for conducting the Oral Examination in English shall be paisa 75 for each candidate.
3. The scale of remuneration of Examination in Science per candidate shall be as follows:

	Fee For Setting a paper.	Fee For setting a second paper.	For Examining each candidate.	Minimum fee per examiner.
B.A./B.Sc	81.00	43.00	15.00	100.00
M.Sc	100.00	-----	18.00	100.00
B.Ed	93.00	-----	15.00	100.00

(For First and Second lessons)

B.A. and B. Sc:-

4. In practical Examination in Science Rs. 81/- shall be paid for the first paper and Rs. 43.00 for each subsequent paper set.

M.A. and M. Sc:-

5. Where more than one examiner is present and takes part in' the Practical Examination; each examiner shall be entitled to Rs. 625/- per candidate or to an equal share of the minimum fee, whichever is greater.
Fee for setting M.Sc Practical Paper shall be for the actual number set or for nine papers whichever is less and this maximum covers the whole examination

Name of the Examination, Practical.	Fee for the Examiner per candidate.
M. Sc (Statistics)Practical	6.25 per candidate.
M.A. Geography Practical Examination. (i) Map Work. (ii) Field Work. (iii) Laboratory Work.	Fee for setting the paper Rs. 100/- each for the first paper and Rs. 100/- each for subsequent paper, as in other science subjects)

6. Fee is to be paid to each of the members of the Board appointed to conduct the Oral Examinations.

NOTE:-

1. For the purposes of payment to examiners and laboratory Assistant, the B.A. (Hon's) and M.A. Examination in psychology shall be treated as Examination in science subject.
2. In the B. Sc Botany Honors School the two practical question papers may be spread over, three days, but no additional payment shall be made.
3. Students employed as "subject" in the B.A. and M.A. Psychology practical examinations be paid at the rate of Rs. 2.00 each.
4. In Chemistry subsidiary for Honors School Examination in Physics, In B.A. Geography and in B.A. and B. Sc Chemistry Practical Examination, candidates are required to appear in two practical papers.

Examinations in Medicine and for B.D.S Degree:-

7. In subjects in which there is both a Practical or Clinical and an Oral Examination in the above examinations, except the Final Professional M.B.B.S Examination, the fee shall be Rs. 6.25/- each candidate, and in those in which there is only an oral examinations Rs. 250/- for each candidate. This remuneration shall be paid separately to each examiner.
8. In the Final Professional M.B.B.S examination, for the written and Oral Examination in Medicine, Surgery and Diseases of the eye, Ear, Nose and Throat. The written examination shall be conducted by one internal and one external examiner. These examiners shall co jointly set the paper. They shall also conduct the oral examination and each examiner shall be paid Rs. 2.50 for each paper and Rs. 2.50 for each oral examination. For the Clinical and Practical Examination in Medicine, Surgery and Disease of the Eye, Ear, Nose and Throat, two suitable additional examiners shall be appointed in the number of candidates exceeds 80.
Each clinical examiner shall be paid Rs. 6.25 per candidate examined by him but no candidate shall be examined by more than two clinical examiners. In Midwifery and Gynecology the oral and clinical examinations should be Rs. 6.25/- per candidate for each examiner. Two examiners being considered sufficient for these examinations. The written paper in Midwifery and Gynecology shall be set co jointly by these examiners who shall be paid Rs 2.50 per paper examined.
Provided that a minimum fee of Rs. 32.00 shall be allowed to the Oral Examiner in each subject.

General:-

9. The numbers of groups and number of papers practical to be set for the B.Sc and M.Sc Science Practical Examinations shall invariably be reported to the Syndicate.
10. Examiners for Supplementary Examinations are to be treated as separate examiners.
11. (a) External Examiner and Paper-Setters in the Professional and Technical facility who find themselves unable to (i) conduct the Practical Test in their paper or (ii) examine answer-book shall forfeit half the paper setting fee which will be paid to their substitutes.
(b) The Treasurer is authorized to fix a minimum raining from Rs. 30/- to Rs. 50/- as remuneration for Practical Professional Tests.

12. Examiners in Art Practical shall be paid for different parts of the Practical Examinations separately.
13. Full examining fee shall be paid to the Third Examiner whenever appointed due to difference in marking by the External and Internal Examiners.
14. All Examiners, Sub-Examiners, Head Examiners and/or Third. Examiners requested to mark answer-book for the unfair means cases to be paid at double the usual rates of examining fee.

Payment of Contingent Expenses to Examiners:-

1. Payment of contingent expenses both to the External and Internal Examiners in M.A/M.Sc, B.Sc (Hon's) and all professional Examination (written papers) be made at the flat rate of Rs. 4.00 per Examiner.
2. In case of B.A/B.Sc the Sub-Examiner be paid at the flat rate of Rs. 3.00 per examiner to meet the postal expenses on sending award lists, etc., to the Controller of Examinations. They should, however, send the scripts to the Head Examiners marked "Freight to pay" while the Head Examiners be paid for the actual expenses.
3. In case of outstation examiners, who have to send answer-books by post or rail, actual expenses incurred by them be paid with the sanction of the Controller of Examination on production of actual payees receipt.
4. No payment be made to examiners for practical Exams.

