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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN
PUBLIC PRIVATE PARTNERSHIP AUTHORITY

NOTIFICATION

Islamabad, the 21st June, 2023

S. R. O. 914(I)/2023.— In exercise of powers conferred by Section 25A read with Section 5 of the Public Private Partnership Authority Act, 2017 (Act No. VIII of 2017), the Board of the Public Private Partnership Authority is pleased to notify the following regulations for general information, the same having been previously notified vide P3A Notification No. 2/2022 dated April 30, 2022 (the commencement date of the following regulations) on the website of the Public Private Partnership Authority in accordance with Section 25A of the said Act (and as per subsequently enacted requirements under the Public Private Partnership Authority (Amendment) Act, 2022 (Act No. XVIII of 2022), are being notified herein), namely:—

(2137)

Price: Rs. 40.00

[1398(2023)/Ex.Gaz.]

Public Private Partnership Authority (Human Resources) Regulations, 2022

CHAPTER-1

GENERAL

1. **Short title, application, and commencement.**— (1) These Regulations may be called the Public Private Partnership Authority (Human Resources) Regulations, 2022.

(2) They shall come into force at once.

2. **Definitions.**— (1) In these Regulations, unless there is anything repugnant in the subject or context:

- (a) “Act” means the Public Private Partnership Authority Act, 2017 (Act No. VIII of 2017);
- (b) “Authority” means the Public Private Partnership Authority established under Section 3 of the Act;
- (c) “Appointing Authority” in relation to a position means the person or committee authorized by the Board to make appointment to that position and to decide upon the termination of such appointment;
- (d) “Board” means the Board of Directors of the Authority constituted under Section 6 of the Act;
- (e) “Chief Executive Officer” or “CEO” means the Chief Executive Officer of the Authority appointed under Section 7 of the Act;
- (f) “Competent Authority” in relation to exercise of any power means the authority to which the power is vested or any authority to which the power is delegated by the Board subject to such conditions and limitations as it may deem fit to impose;
- (g) “employee(s)” means all employee(s) of the Authority appointed in accordance with methods listed under regulation 5 of these Regulations;
- (h) “Month” means a calendar month under the Gregorian calendar; and

(i) “position” means a position created or sanctioned by the Board from time to time.

(2) Words and expressions used but not defined in these Regulations shall have the same meaning as assigned to it in the Act, or if not defined in the Act, as in common usage.

(3) Unless the context requires otherwise, all references to the male gender shall include the female gender, and *vice versa*, and all references to the singular shall include the plural, and *vice versa*.

CHAPTER-2

SERVICE STRUCTURE

3. **Service structure of the Authority.**— (1) The Chief Executive Officer may, subject to the approval of the Board, create/sanction new positions or re-designate any existing or newly created or sanctioned positions. The positions may be categorized into a number of distinct levels.

(2) The Chief Executive Officer may change, alter, merge or modify the service structure as per its requirements, with the prior approval of the Board.

(3) The Chief Executive Officer may, subject to the approval of the Board, abolish any position.

CHAPTER-3

APPOINTMENTS

4. **Appointments.**— (1) Appointments to the positions shall be made by the Appointing Authority on the recommendation of the designated selection committee to be constituted, with the approval of the Board, for the purpose.

(2) Appointments shall be made on the basis of the qualifications, experience and other conditions as determined by the Board for the respective positions.

5. **Methods of appointment.**— The appointments to the positions in the Authority shall be by one of the following methods, namely:—

- (a) contract;
- (b) advancement pursuant to regulation 6(6); and
- (c) deputation.

6. **Appointment by contract.**— (1) The Appointing Authority shall appoint employees against vacancies on a contract basis subject to such conditions as may be approved by the Board.

(2) Employees may be appointed on either short-term contracts (up to two years) or long-term (open-ended) contracts, and the Board may designate which positions or categories of positions shall be eligible for appointment on either category of contracts. The re-appointment to a position for subsequent terms upon completion of the initial short-term contract or the continuation of an appointment in the case of a long-term contract, as the case may be, shall be subject to satisfactory performance determined in accordance with appraisals conducted pursuant to regulation 25 below.

(3) All contract appointments shall be made through a competitive process for any vacant position. Positions shall be officially advertised in at least two national daily newspapers and on the Authority's website. In addition, following the publication of the official advertisement as aforesaid, the Authority may also advertise positions on websites and online applications.

(4) Selection will be made on the basis of merit giving due weight to the educational qualifications, relevant experience and capabilities of the applicant.

(5) The first three months of the employee's employment on a contract basis shall constitute a period of probation during which the Authority shall have the opportunity to assess the suitability of the employee's performance and conduct. During the probation period, the Appointing Authority may terminate the employee's employment if performance and conduct is not found suitable by providing a notice of 15 days or payment in lieu thereof.

(6) In the event that positions created/sanctioned pursuant to regulation 3 have been categorized into various levels, contractual employees may be promoted to the next higher position within the level in which the employee had been initially appointed. Only such persons as possess the qualifications and meet the conditions for the next higher positions within the level may be considered for advancement. No employee may be considered for advancement unless the employee has completed at least two (2) years of employment on a particular position. All cases of advancement shall be decided by the applicable selection committee considering the performance of the candidate and suitability for the next higher position.

7. **Appointments by deputation.**— (1) Appointment on deputation to positions in the Authority may be made by the Appointing Authority in the interest of the Authority.

(2) Civil/Government servants, Federal or Provincial, and employees of the corporations or of other autonomous bodies set up, managed or controlled by the Federal Government or, as the case may be, of any Provincial Government, holding appointment on regular basis, may, with the consent the parent organization of the deputationist (hereinafter referred to as the lending organization), be appointed by the Appointing Authority on deputation to appropriate positions in the Authority.

(3) The postings on deputation shall be made with mutual consent of the lending organization and the Authority subject to approval of the concerned competent authority.

(4) The employees on deputation shall be appointed by the Appointing Authority for such period and on such terms and conditions as determined by the Authority in consultation with the lending organization. Employees on deputation shall have the option to either continue with their pay scales as prevalent in their parent organization along with deputation allowance or to opt for the Authority's pay package applicable to the position to which they have been posted on deputation. In case of employees on deputation appointed prior to the notification of these Regulations, such employees may exercise the aforesaid option pursuant to these Regulations, which shall be effective for the period after such option has been exercised.

8. **Temporary appointments.**— Where a position is vacant or becomes vacant and it is not possible to fill the position immediately, additional charge of that position may be given to an officer for a period not exceeding six (06) months in addition to his own duties by the Appointing Authority. For the avoidance of doubt, such additional charge may not be given to any officer beyond the maximum period of six (06) months.

9. **Appointment of experts and advisers.**— When any specialized tasks are required by the Authority in addition to those being performed by employees, the Authority may engage experts and advisers on such terms and conditions as may be determined by the Chief Executive Officer subject to any conditions as may be approved by the Board from time to time.

10. **Eligibility, qualifications and experience.**—(1) Recommendations for appointments may be based on interviews, written tests, and other materials to be determined by the Board from time to time. The designated

selection committee shall shortlist candidates for interviewing and shall interview at least three candidates for each position. The selection committee may receive assistance from the Authority's staff or, at the discretion of the CEO, a specialized human resources firm during the selection process; provided, that the selection committee shall closely oversee the process and the actual decision-making with respect to screening and selection will be that of the selection committee.

(2) The Board may impose any additional conditions as it deems appropriate for appointments to be made in the Authority, which may include verification of degrees, transcripts, and antecedents from concerned authorities.

(3) The Board shall, from time to time, lay down the eligibility criteria and conditions on the basis of which appointments and advancements of employees are to be made.

CHAPTER-4

PAY, SERVICE BENEFITS AND PERFORMANCE

11. **Pay and allowances.**— The CEO and employees of the Authority appointed to positions shall be entitled to pay, allowances and other benefits as may be determined by the Board from time to time.

12. **Classification of positions.**— Each sanctioned position in the Authority shall be placed in a particular scale and/or level.

13. **Authority competent to fix pay.**— The fixation of pay shall be within the competence of the Appointing Authority.

14. **Fixation of pay on initial appointment.**— Pay of a person on initial appointment shall be fixed at the minimum of the pay scale:

Provided that one (01) or more advance increments may be granted by the Appointing Authority on the recommendations of the appropriate selection committee for good and sufficient reasons including exceptional qualifications and experience relevant to the job. The reason or reasons, for which advance increment(s) is/are granted shall be recorded by that authority.

15. **Annual increments.**— (1) There shall be steps in each pay scale within its minimum and maximum as determined by the Board. One (01) increment shall be equal to one (01) step in the relevant pay scale. Employees

shall be entitled to one (01) annual increment; provided, that the employees ranked unsatisfactory shall not be entitled to any increment.

(2) The annual increment in the pay scale for the preceding year ending 30th June shall accrue on the first day of the month of July. Employees with less than six (06) months service during the preceding year at the relevant stage of pay scale shall not be eligible for annual increment.

16. **Additional pay.**— (1) Where the additional charge of a vacant position is entrusted in its entirety, with the approval of the Appointing Authority, to another employee holding an equivalent position, the employee may be granted a special allowance of twenty per cent (20%) of his basic pay for the actual period of additional charge.

(2) The special allowance for additional charge under sub-regulation (1) of this regulation shall not be allowed for a period less than thirty (30) days.

17. **Grant of bonuses.**— The Board or the Chief Executive Officer may grant bonuses to employees in accordance with criteria laid down from time to time by the Board. The Board may grant bonuses to the Chief Executive Officer in accordance with the aforesaid criteria laid down for this purpose.

18. **Perquisites.**— Perquisites shall be admissible to the Chief Executive Officer and the employees according to terms and the conditions as approved by the Board from time to time.

19. **Other allowances.**— The overtime allowance, special allowance, and any other allowance will be admissible to the employees of the Authority at such rates as may be determined by the Board from time to time.

CHAPTER-5

RECORD OF SERVICE

20. **Record of service of each employee to be maintained.**— A record of service of each employee shall be kept in such form as the Board may determine from time to time.

21. **Personal file to be maintained.**— (1) A personal file for each employee shall be maintained in which all papers relating to his service including an antecedents form duly verified and authenticated, pay, leave record, orders and notifications shall be kept.

(2) The officer authorized in this behalf shall be responsible for the maintenance of personal files of the employees.

22. **Date of birth.**— (1) Every person newly appointed to a position in the Authority should at the time of his appointment declare the date of his birth by the Gregorian calendar with, as far as possible, confirmatory documentary evidence such as matriculation certificate and/or municipal birth certificate.

(2) The actual date should be recorded in his service record and be properly attested. Once entered, the date of birth cannot be altered except for clerical error, and that too, with the prior approval of the Competent Authority.

23. **Erasure and over-writing to be avoided.**— All columns in the service record should be legibly filled and attested. Erasures and over-writings must be avoided. However, if any correction is necessary, the incorrect entry should be corrected neatly such that the said incorrect entry remains legible and the correct entry is made above it and properly attested.

24. **Access to service record.**— An employee may be permitted to examine his service record (and apply for a copy thereof), subject to provision of reasonable notice.

25. **Performance appraisal.**— There shall be periodic performance appraisal of the employees of the Authority. Performance reports for purposes of the appraisal shall be written in such form and subject to such conditions as may be determined by the Board from time to time.

CHAPTER-6

TRAINING

26. **Training.**— The Chief Executive Officer or the Board may, at any time, require an employee to undergo such training courses within or outside Pakistan, at the expense of the Authority or any other agency, as may be deemed appropriate in the interest of the Authority.

CHAPTER-7

TERMINAL BENEFITS

27. **Nature of terminal benefits.**— (1) The Chief Executive Officer and the employees, shall be entitled to gratuity upon separation.

(2) Payment of gratuity to employees of the Authority shall be governed by these Regulations and such procedure as shall be determined by the Board from time to time.

(3) The amount of gratuity admissible to any employee, shall be the sum equal to his one (01) month's gross salary drawn immediately preceding the date of his ceasing to be in the service of the Authority or on his death, for each completed year of service in the Authority. Any part of service in excess of six (06) months will be considered as one (01) completed year for purposes of gratuity.

CHAPTER-8

GROUP INSURANCE

28. **Insurance.**— (1) The employees and the Chief Executive Officer, after the completion of necessary formalities in this respect, shall be entitled to Group Insurance in the manner as determined by the Board.

(2) Until such time as the necessary formalities are fulfilled pursuant to sub-regulation (1), the Board may compensate employees or the Chief Executive Officer (or their families) in the event of the death or long-term disability of such an employee or the Chief Executive Officer while in service of the Authority; provided, that proper evidence shall be provided to the Authority of the death or long-term disability of the employee or the Chief Executive Officer.

CHAPTER-9

TRAVEL ENTITLEMENTS

29. **Definitions.**— For the purpose of this chapter:—

- (a) “approving authority” means any authority designated as such by the Board for approval of travel and countersigning of traveling allowance bills;
- (b) “territorial limits” means (a) all areas within the municipal limits of Islamabad and Rawalpindi or (b) areas outside the municipal limits of Islamabad and Rawalpindi, if within a distance of 50 kilometers from the office.

30. **Circumstances in which travel expenses would be admissible.** — (1) Travel expenses would be admissible to the CEO and any employee travelling on official duty on tour or transfer; provided, that no such expenses

would be admissible for transfer made at the individual's own request, unless the authority sanctioning the transfer, for special reasons, so directs.

(2) In the event that an eligible person draws an allowance from the Authority under this Chapter, and a payment is made for the same travel expense by any other entity, any such payment shall be refunded to the Authority.

(3) Any person on tour shall not be entitled to accommodation, transport or daily allowance for the days on which he is on any type of leave.

31. Daily allowance and other expenses.— (1) A daily allowance is a uniform allowance for each day of absence from a person's regular place of work on official business, which is intended to cover the ordinary daily charges incurred in consequence of such absence.

(2) Unless otherwise expressly provided in these Regulations, the CEO and employees shall be entitled to draw a daily allowance while on official tour or whose duty requires that he should travel.

(3) Daily allowance shall be admissible to different categories of employees at the rates to be fixed by the Board from time to time.

(4) One (01) daily allowance shall be admissible for each night or 12 hours stay at the halting station. Where night stay is not involved and if absence from the regular place of work exceeds six (06) hours, half of the daily allowance shall be admissible.

(5) Daily allowance may not be drawn for travel within the territorial limits.

(6) Daily allowance may be drawn during a halt on tour including Saturday/ Sunday or holiday occurring during the tour.

(7) In addition to the daily allowance, the CEO and eligible employees will also be reimbursed for any official phone calls and facilities availed in connection with the preparation of official documents, on production of receipts.

32. Journey to join first appointment.— Travelling allowance is not admissible to any person for a journey to join his first appointment in the Authority.

33. Journey to places outside Pakistan.— Where the CEO or any employee is required to proceed to places outside Pakistan on official duty,

entitlements, including air travel, accommodation and TA/DA, shall be as determined by the Board from time to time.

34. **Local travel.**— (1) A journey within the territorial limits shall be treated as local travel and no daily allowance during such travel shall be admissible.

(2) In the case of local travel within the territorial limits, a distance allowance would be paid to the CEO and different categories of employees for different modes of travel, at the rates to be fixed by the Board from time to time.

35. **Official Domestic Travel Outside Territorial Limits.**— (1) In the case of domestic travel outside the territorial limits, the entitlement for different modes of public transport for the CEO and various categories of employees shall be as determined by the Board from time to time.

(2) Approval of the use of personal vehicles outside the territorial limits shall be obtained from the approving authority, prior to use of such vehicle for official travel. The CEO and eligible employees shall be entitled to reimbursement of expenses incurred in the use of a personal vehicle at the rate determined by the Board from time to time.

(3) In case the CEO or any employee travels to a location within Pakistan but outside the territorial limits by an approved mode of public transport pursuant to sub-regulation (1) above, he will be reimbursed for any intra-city travel by car rental, taxi or car-hire company services, upon production of receipts.

(4) While travelling domestically for official purposes (and if there is a requirement for stay overnight), the CEO or employees may stay at any hotel (or in a self-arranged accommodation) and will be reimbursed at rates determined by the Board from time to time.

36. **Mode of travel and use of official vehicles.** – (1) Every official travel program shall be approved by the approving authority clearly specifying the mode of travel (i.e. by air, rail or road) and entitlement of the class of travel by air or rail as the case may be.

(2) The CEO and such other officers authorized by the CEO shall be entitled to the use of official vehicles, in accordance with any conditions determined by the Board.

CHAPTER-10

LEAVE

37. **Application and commencement.**— The provisions in this chapter shall apply to the Chief Executive Officer, any persons appointed on deputation, and contractual employees appointed pursuant to regulation 6.

38. **Leave entitlement.**— The Chief Executive Officer and eligible employees shall be entitled to different types of leave in accordance with and subject to the conditions and limits as provided in this Chapter.

39. **Earned leave.**— (1) Leave on full pay shall be earned at the rate of two (02) working days for every calendar month of the period of duty. The duty period for more than fifteen (15) days in a month shall be treated as a full calendar month for this purpose.

(2) The maximum limit of accumulation of earned leave shall be sixty (60) working days as on 31 December of the year, *i.e.* any leave balance over and above sixty (60) working days as on 31st December shall stand lapsed.

(3) No person shall proceed on earned leave without prior approval of the Competent Authority, in writing. The discretion to grant, refuse or revoke leave is reserved with the Competent Authority.

40. **Overstay after sanctioned leave.**— (1) Unless the leave is extended by the Competent Authority, any person 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 adjusted against future earning.

41. **Encashment of earned leave.**— Encashment of accumulated earned leave up to sixty (60) working days subject to availability shall be allowed on cessation of employment, other than dismissal or removal from service on disciplinary grounds.

42. **Sick leave.**— (1) The CEO and the employees may be granted sick leave of up to ten (10) days in a calendar year. If, the sick leave exceeds

ten (10) days, such excess period shall be debited to the earned leave account of the employee.

(2) The Competent Authority may direct the employee to obtain medical certificate from an authorized medical practitioner and produce it in support of his request for grant of sick leave. Grant of medical certificate does not, by itself, confer upon the person concerned any right to leave. The approval of the Competent Authority should be required and such authority may, at its discretion, secure or require a second medical opinion in order to sanction the leave.

43. **Casual leave.**— (1) Casual leave for a maximum period of ten (10) days in a calendar year shall be admissible to the CEO and the employees which may be availed of on the basis of application to the Competent Authority.

(2) Un-availed casual leave shall lapse at the end of each calendar year.

(3) Casual leave may be prefixed or suffixed to Saturday / Sunday or any other gazetted holiday.

44. **Parental leave.**— (1) Maternity leave may be granted on full pay on the authority of a certificate issued by the medical practitioner, outside the earned leave account, to a female employee or CEO to the extent of twelve weeks from the date of its commencement.

(2) Half of the maternity leave may be granted before the delivery of the child and the remaining half after delivery. The entire period of maternity leave may also be granted after birth of the child, at the option of the female employee.

(3) Paternity leave may be granted on full pay on the authority of a certificate issued by the medical practitioner, outside the earned leave account, to a male employee or CEO to the extent of two weeks from the date of its commencement.

(4) Parental leave may be granted in continuation of, or in combination with, any other kind of leave as may be due and admissible to the employee.

45. **Leave without Pay.**— Leave without pay may be granted under special circumstances when no other leave is admissible under these Regulations and the person concerned applies in writing for the grant of

extra-ordinary leave. Leave without pay may be allowed up to a maximum of ninety (90) days subject to the approval of the Chief Executive Officer.

46. **Recall from leave.**— (1) An employee may be recalled to duty compulsorily with the approval of the Competent Authority from leave of any kind, other than sick leave or parental leave. In the event that the employee is away from his regular place of work, he may be granted a single return fare (as well the applicable daily allowance) from the station where he is spending his leave to the place where he is required to report for duty.

(2) In case the employee is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

(3) Every order of recall from leave shall mention whether recall is optional or compulsory.

(4) If the return from leave is optional, the employee shall not be entitled to any concession.

47. **Leave to be applied, etc., in terms of days.**— Leave shall be applied for, expressed, and sanctioned, in terms of working days for earned leave and calendar days for all other leaves.

48. **Reasons may not be specified.**— It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to an employee.

49. **Combination of different types of leave, etc.**— One type of leave may be combined with any other type of leave subject to approval of the Competent Authority.

50. **Employment during leave not permissible.**— An employee may not take any service or accept any employment during leave without obtaining prior approval in writing by the Authority.

51. **Leave approval and leave account.**— (1) The Competent Authority to grant leave for various categories of employees shall be as determined by the Board.

(2) Leave account in respect of each employee shall be maintained as part of his service.

(3) All the employees shall be required to submit leave applications and obtain approval of the Competent Authority in accordance with

procedures to be notified by the Authority. If the employee fails to follow the applicable procedure, the leave may be treated as leave without pay.

(4) An employee shall not proceed on any leave unless the leave is approved. In case of illness or emergency situation, employee shall inform his/her supervisor on telephone or email and seek approval. In such cases, the employee will follow the procedure notified pursuant to sub-regulation (3) above. In all other case an employee shall only proceed on leave when the leave has been duly sanctioned.

(5) If an employee takes unauthorized leave, the employee shall not be entitled to any remuneration for the period of unauthorized absence from work, and other than disciplinary actions, double the period of such absence shall be debited against his leave account.

(6) All employees shall follow procedures that may be notified by the Authority from time to time with respect to office timings.

CHAPTER-11

MEDICAL

52. **Application and commencement.**— The provisions in this chapter shall apply to the Chief Executive Officer, any persons appointed on deputation, and contractual employees appointed pursuant to regulation 6.

53. **Medical allowance.**— All employees shall be paid medical allowance at the rate of ten per cent (10%) of basic pay per month to meet the usual expenses on account of medical treatment for themselves and their families.

54. **Hospitalization.**— (1) Subject to any conditions determined by the Board from time to time, eligible employees shall be entitled to reimbursement of hospitalization charges, for themselves and their families (as the term is defined in regulation 59 below).

(2) The Board may specify approvals process for reimbursements, as well as the panel of hospitals where an eligible person can get medical treatment.

(3) The CEO may opt to receive the entitlement referred to in sub-regulation (1) for himself and his family, and may in addition opt to receive entitlement to reimbursement of all actual expenditures including consultancy fees paid to medical practitioners for himself and his family subject to a

ceiling of 10% of basic pay (in each case, the term “family” having the meaning as set forth in regulation 59 below).

55. **Entitlement of accommodation during hospitalization.**— The Chief Executive Officer and such other categories of eligible employees as may be authorized by the Board shall be entitled to private accommodation during hospitalization.

56. **Treatment after discharge from hospitalization.**— The cost of medication, tests and consultation fee in connection with the same illness, if it is part of the hospitalization of an eligible person discharged from the hospital but requiring treatment as an outdoor patient, shall be reimbursable on the authorization of the Competent Authority.

57. **Treatment for prolonged illness.**— The cost of medication, tests and consultation fee in connection with a prolonged illness of an employee, shall be reimbursable as an outdoor patient upon approval of the Board.

58. **Medical insurance.**— The Authority may obtain medical insurance coverage in due course and in that case the entitlement of medical allowance and hospitalization shall be reviewed and suitably amended. The details of such coverage shall be notified by the Board from time to time.

59. **Family.**— For the purpose of this chapter the term “family” includes, spouse, children and step-children up to the age of 25, parents residing with and wholly dependent upon the Chief Executive Officer or an employee, as the case may be; *provided, however*, that the aforesaid age restriction shall not apply to children or step-children suffering from certain long-term disabilities (as are determined by the Board from time to time) for which proper medical evidence shall be presented from an Authority-approved medical practitioner.

CHAPTER-12

UPPER AGE LIMIT, RESIGNATION, CONDUCT AND TERMINATION

60. **Upper Age Limit.**— The employment of an employee appointed to a position shall end upon his attaining the age of sixty-five (65) years. Subject to the aforesaid upper limit, the Board may further specify age limits for particular positions.

61. **Resignation.**— (1) An employee engaged on contract may leave the service in accordance with the terms of the contract. If the contract does

not contain the relevant clauses, the employee resigning from his service shall give one (01) month's notice in writing failing which he will be liable to pay the Authority an amount equal to one (01) month's pay in lieu of the notice or such portion of one (01) month's pay by which the notice falls short.

(2) An employee resigning from his service shall be entitled to all service benefits until the termination of contract by the Appointing Authority.

62. **Termination of service.**— Services of contractual employees may be terminated in accordance with the terms of the contract, or in case the contract does not contain the relevant clauses, on prior notice of one (01) month or payment of one (01) month salary in lieu thereof.

63. **Conduct and discipline.**— (1) The Board shall determine the policy on conduct and discipline applicable to the employees.

(2) No employee shall be dismissed from the service of the Authority, unless he has been given an opportunity of hearing in accordance with the provisions of the applicable approved conduct and discipline policy of the Authority.

64. **Clearance.**— Where the services of an employee are discontinued, either through decision in the disciplinary proceedings, termination of contract, retirement or resignation, his pay and other dues shall be paid to him against a clearance certificate issued by the concerned department of the Authority certifying that nothing is outstanding against the employee.

CHAPTER-13

MISCELLANEOUS

65. **Internships and fellowships.**— The Authority may engage interns and fellows from time to time from within Pakistan or internationally on such terms and conditions, including payment of stipends and allowances for travel and accommodation, as may be approved by the Board. For the purpose of engaging interns and fellows, the Authority may notify such opportunities on its website or, with the approval of the Chief Executive Officer, contact certain reputable universities within Pakistan and internationally, for purposes of receiving nominations from such universities of candidates.

66. **Recruitment search.**— The Chief Executive Officer may retain the services of a recruitment search firm to assist the Authority in the hiring

process, especially in connection with the hiring of senior-level employees. The recruitment process to be followed shall fulfill all the necessary requirements set forth in these Regulations.

67. **Annual review of compensation and benefits.**— The Board shall annually review the compensation and benefits packages, and make any necessary adjustments keeping in view officially notified inflation rates and the competitiveness of the packages relative to market rates.

68. **Applicability.**— Any persons who were deemed to be in the employment of the Authority pursuant to Section 3(4)(d) of the Act shall be governed by the terms and conditions of their respective employment contracts including with respect to the conclusion of their contractual employment in accordance with the terms and conditions of the said contracts, and, for the avoidance of doubt, the provisions of these Regulations are not applicable to such persons.

69. **Power to relax regulations.**— Where the Board is satisfied that it is not practicable to comply with any of these regulations in a particular case or a class of cases, the Board may, for reasons to be recorded and subject to such conditions as it may deem fit, relax any of these regulations.

70. **Residuary powers.**— Any service-related matters or subjects not specifically provided for herein and all questions relating to their enforcement shall be regulated by the Board.

71. **Interpretation.**— If any question relating to interpretation arises, the Chief Executive Officer shall refer it to the Board, whose decisions shall be final.

[No.11(6)Org-II/PDSI/2022.]

MUHAMMAD AWAIS,
Head Legal Affairs, P3A.