

**TRADE DEVELOPMENT AUTHORITY OF PAKISTAN**  
**TDAP SERVICE REGULATIONS, 2021**

**CHAPTER-I**  
**INTRODUCTORY**

SRO/Notification No. \_\_\_\_\_

Whereas it is expedient to provide for, regulate and improve employment and service conditions of Employees of Trade Development Authority of Pakistan.

Now, therefore, in exercise of the powers conferred under section 36 of the Trade Development Authority of Pakistan (TDAP) Act, 2013, the Trade Development Authority of Pakistan Board is pleased to make and promulgate the following Regulations for TDAP Employees:

**1. Short title, application and commencement. –**

- (1) These Regulations may be called the “TDAP Service Regulations, 2021”.
- (2) These Regulations shall apply to all employees working in the Authority, which include:
  - a) Officers in BPS-17 and above of Commerce & Trade Group serving against encadred posts of Commerce and Trade Group in the Authority.
  - b) Government Officers on deputation.
  - c) Contractual employees absorbed in the Authority as its permanent employees against permanent posts of the Trade Development Authority of Pakistan.
  - d) BPS 1-16 employees working on contract and absorbed in the Authority as its permanent employees following the option given by them in terms of Section 37(d) of the TDAP Act, 2013.
  - e) Civil Servants in BPS 1-16 serving against regular posts of the Authority.
  - f) Contract employees of the Authority.
  - g) Regular employees of the Authority in TPS-1-9.
- (3) These Regulations shall come into force with immediate effect.

**2. Definitions. -In these Regulations, unless there is anything repugnant to the subject or context:**

- i. “Appointing Authority” means a person or an authority authorized by these Regulations to make appointment against a particular post;
- ii. “Authority” means the Trade Development Authority of Pakistan, established under Section 3 of the Act;

  
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- iii. "Basic pay scale" means basic pay scales prescribed by the Federal Government and adopted by the Authority;
- iv. "TDAP pay scale" means pay scales prescribed under these Regulations and adopted by the Authority;
- v. "Chief Executive" means the Chief Executive of Trade Development Authority of Pakistan;
- vi. "Commerce and Trade Group" means the Commerce and Trade Group created under the Administrative Reforms of 1973 vide Establishment Division's OM No.6/2/75-ARC, dated 08-05-1975;
- vii. "Commerce and Trade Group Officer" means civil servant belonging to the Commerce and Trade Group of the Civil Services of Pakistan;
- viii. "Secretary" means an officer of BPS-21 or above of the Federation of Pakistan appointed by the Federal Government as Secretary of the Authority;
- ix. "Director General" means an officer of BPS-20 or above of the Commerce and Trade Group or any other officer drawn on deputation from any service of the Federation OR Province and appointed by the Federal Government as Director General, in consultation with Chief Executive of the Authority to serve against the cadre post of Commerce and Trade Group;
- x. "Director" means an officer of BPS-19 of the Commerce and Trade Group or any other officer drawn on deputation from any service of the Federation and appointed by the Federal Government as Director, in consultation with Chief Executive of the Authority against the cadre post of Commerce and Trade Group;
- xi. "Duty" means performance of a specific service; function or task assigned to an employee in the course of his/her employment with the Authority;
- xii. "Employee" means a person employed in the Authority.
- xiii. "Regular Employee" means Officers in BS-17 and above of Commerce & Trade Group serving against encadred posts of Commerce and Trade Group in the Authority, Civil Servants in BPS 1-16 serving against regular posts of the Authority.
- xiv. "Permanent Employee" means Officers and Officials serving against permanent posts of the Authority.
- xv. "Contract Employee" means a person employed on contract for specified period.

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- xvi. "Deputation" means appointment through the requisition of service by the Authority of any person from any service of the Federation, Province to serve against the encadred post of Commerce and Trade Group in the Authority, for a specific period.
- xvii. "Federal Government" means the Ministry of Commerce.
- xviii. "Official tour" means a journey performed in the interest of the Authority/public interest from and to the Headquarters of the Authority or residence and from any other place where the presence of the Chief Executive, the Secretary or any Officer/Official of the Authority may be required for official purpose, including official tour abroad.
- xix. "Official vehicle" means any motor vehicle owned or maintained by the Authority;
- xx. "Act" means the Trade Development Authority of Pakistan Act, 2013;
- xxi. "Pay" means the monthly remuneration drawn by an employee other than special pay, personal pay, qualification pay, technical pay or other allowances paid with the monthly salary;
- xxii. "Running Pay" means current basic pay of the employee after including the annual increments.
- xxiii. "Medical Attendance" means Attendance by the authorized medical attendant in a hospital or at the residence of the employee, including such pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis and treatment as are considered necessary by the authorized medical attendant and such a consultation with a specialist as the medical attendant certifies to be necessary and to such extent and in such manner as the specialist in consultation with the authorized medical attendant determines.
- xxiv. "Authorized Medical Attendant" means a Medical Officer appointed in any medical facility and hospitals operated by the Federal / Provincial / AJK Government of Armed Forces of Pakistan or any other medical facility with whom the Authority enters into agreement, with the approval of the Chief Executive;
- xxv. "Family" means Parents, husband, wife, legitimate children and step children, sister and minor brothers of, and residing with, and wholly dependent upon the TDAP employee (in case of any conflict, the definition of "Family" as given in Ministry of Health, Government of Pakistan Notification No. F.20-5/88-MF(I) dated 11<sup>th</sup> August, 2013 (Appendix-A to these Regulations) as amended from time to time, would apply;

*Explanation* (1) Wife shall be deemed to be wholly dependent so long as she is not judicially separated, and where the wife is a TDAP employee the husband shall be entitled to claim benefits admissible to him in respect of the wife.

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*Explanation (2)* Sons and step sons of TDAP employee shall be deemed to be wholly dependent upon him/her until they attain the age of eighteen years, and shall thereafter be deemed to be so dependent only if the employee certifies that they are wholly dependent upon him/her.

*Explanation (3)* Daughters and step-daughters of the TDAP employee shall be deemed to be wholly dependent upon the employee till they are married, and thereafter, shall normally be assumed to have ceased to be so dependent unless the employee certifies that they are wholly dependent upon him.

*Explanation (4)* The expression "residing with" shall not be so construed so as to exclude any member of the family wholly dependent upon the employee actually residing with him/her, for example, the son or daughter studying at a place other than his/her place of posting.

- xxvi. "Patient" means the employee and /or a member of his family requiring medical attendance.
- xxvii. "Treatment" means the use of all medical and surgical facilities and includes such accommodation as is ordinarily provided in the hospital as per status of the employee.
- xxviii. "Departmental Selection Committee/Board" means the Committee /Board constituted in the Authority from time to time for making appointments against regular posts on direct recruitment quota and on contract basis.
- xxix. "Departmental Promotion Committee/Board" means a Committee /Board or committees constituted for consideration of promotion cases of all regular employees of the Authority.
- xxx. "Competent Authority" means Chief Executive or any other Officer delegated with such power.
- xxxi. "Subscriber" means an employee who subscribes to G.P Fund or C.P Fund.
- xxxii. "Finance Section" means Finance Section/Division of the Authority.

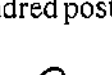
## **CHAPTER – II**

### **INITIAL APPOINTMENTS / PROMOTIONS**

**3. Human resource of the Authority:** - (1) In pursuance of Section 8 (1) of the TDAP Act, 2013, the human resource of the Authority shall comprise the following namely: -

- (a) Commerce and Trade Group Officers posted against their encadred posts;

  
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- (b) Contractual employees absorbed in the Authority against permanent posts of TDAP.
  - (c) Civil Servant in BPS 1-16 serving against regular posts of the Authority.
  - (d) Contract employees of the Authority.
  - (e) Government employees on deputation.
- (2) In pursuance of Section 8 (2) of TDAP Act, 2013 all posts of Commerce and Trade Group erstwhile, in the Export Promotion Bureau shall stand transferred to and encadred in the Authority .
- (3) The terms and conditions of service of any person referred to in clause (2) above shall not be varied by the Authority to the disadvantage of such employee.
- (4) The Ministry of Commerce shall continue to be the administrative Ministry for the Commerce and Trade Group Officers posted in the Authority against encadred posts. Matters relating to postings and transfers of officers belonging to Commerce and Trade Group in the Authority shall be made in consultation with the Authority.
- (5) Posting of all Government servants in BPS- 17 and above, in or out of the Authority, shall be made after consultation with the Chief Executive, who shall have the right to recommend surrender of officers back to the Federal Government.

Explanation: Consequent upon the approval of Prime Minister of Pakistan conveyed vide Notification No.3(9)/92-Admn-III, dated 16<sup>th</sup> January, 2008, 266 posts in BS-17 to 21 have been encadred for the officers of Commerce & Trade Group in various organizations under administrative control of Ministry of Commerce. Out of these 169 posts have been encadred in the TDAP as per the following breakup:-

BPS-17	BPS-18	BPS-19	BPS-20	BPS 21
85	51	23	9	1

- (6) Seniority list of the officers recruited directly through FPSC and departmental incumbents will be maintained separately. The seniority of departmental incumbents/ regular employees will be reckoned from the date of joining, promotion in that grade. Other things being equal persons promoted will be senior to the persons directly recruited. In all other things being equal, person elder in age will be senior to the younger.
- (7) In terms of Section 8(5) of the TDAP Act, 2013, the Authority may, from time to time, employ persons to be employees of the Authority who shall be paid such market based remuneration and allowances in accordance with TDAP Service Regulations. These employees of the Authority shall hold office during the pleasure

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of the Authority and shall be liable to disciplinary action in accordance with the Regulations made hereunder.

- (8) All Contractual employees shall be absorbed against the respective TDAP Pay Scales by the Departmental Selection Committee / Board constituted by the Authority for this purpose. Subsequently; vacancies shall be filled through direct advertisement, recruitment and interview process as determined by the Department Selection Committee / Board (as per table given in Regulation No. 34) and through the consideration for promotion by the Departmental Promotion Committee / Board constituted under Regulation 26. In future all new posts will be created in TPS Scales as per staff strength to be approved by the TDAP Board. Proposed TDAP Pay scales alongwith eligibility conditions are given in Schedule-I.
- (9) All persons earlier employed by the erstwhile Export Promotion Bureau in BPS 1 to 16, whether from regular budget or contract employees paid from regular budget, and contract employees paid from EMDF, shall be given an option to join the Authority.
- (10) For the service rendered in the erstwhile Export Promotion Bureau such person referred to in clause (9) who joins the Authority as its permanent employees shall be entitled to such benefits including the transfer of benefits to the Authority as may be prescribed by TDAP Service Regulations;
- (11)
  - a) Separate seniority list of the civil servants (BPS employees) in BS 1-15 permanent employees in TPS 9-5 (TPS employees) of this Authority will be maintained. Region-wise separate seniority list of BS & TPS serving in respective Regional & Sub-Regional Offices will also be maintained accordingly.
  - b) Seniority of TPS employees will be maintained from the date of initial appointment / induction/promotion in the respective cadre however, seniority of BPS employees will be maintained as per the rules governing the civil servants.
  - c) The promotion to the next grade/scale will be made as per the ratio of BPS/TPS given in Promotion Policy/Regulation approved by the Board.
- (12) In the event if such a person referred to in clause (9) elicits to remain a civil servant, he shall be retained in the Authority in his previous (erstwhile EPB) status at Government pay scales and terms of employment and shall seek promotion to next grade or scale, when due, as per Rules governing the civil servants but shall be obliged to perform duties in accordance with the job description, rules, regulations, policies and guidelines given by the Authority;
- (13) A person referred to in clause (9) who opts not to join the Authority shall continue to draw his pay, allowances privileges or other benefits as he was drawing while

  
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holding the post in the Export Promotion Bureau and the post to which he was promoted subsequently serving in TDAP and unless he is appointed by the Federal Government to another post or otherwise ceases to remain in Government service on account of retirement, dismissal, removal, discharge from service or in any other manner applicable to a civil servant, the cost for paying salary, allowance and other benefits to such person shall be borne by the Authority;

- (14) Subject to the provisions of clauses (2), (3) and (4) above, the civil servants in BPS 17 and above of Commerce and Trade Group, who are working against their encadred posts and those on deputation from such posts working in other departments of the Government, shall be given an option to join the Authority; in the case of civil servants in BPS-17 and above of Commerce and Trade Group who opt to remain civil servants, the provisions of clauses (2), (3) and (4) above shall apply;
- (15) Civil servant in BPS 17 and above who opts to join the Authority as its permanent employee, shall be subject to an assessment process for employee skills and competencies and past performance, and thereafter considered for employment in the Authority and after acceptance by the Authority as its permanent employee he shall cease to be civil servant and option by such officer, once exercised, shall be irrevocable;
- (16) All officers, employees, servants or any other person holding any post in connection with the affairs of the EMDF shall continue to remain contractual employees of the Authority till the un-expired terms of their contract;
- (17) In the event of a person referred to in clause (16) opting to be an employee of the Authority and accepted by the Authority, he shall cease to be an employee of the EMDF and shall be entitled to such remuneration, allowances and other terms and conditions of employment as were applicable to such persons as EMDF employees. But, in the event of such a person opting not to join the Authority, he may continue to be employed as contractual employee of the Authority for the remaining un-expired term of his contract under such terms and conditions that were applicable to such persons as EMDF employees;
- (18) All officers, employees, servants or any other person holding any post in connection with the affairs of the EMDF shall be required to inform the Authority within a period not exceeding six months from the commencement of TDAP Act, 2013 of their intention to offer themselves for employment in the Authority. However, in all cases where the unexpired period of the contracts is less than six months, such persons shall be required to notify, the Authority thirty days prior to the expiry of their contract period;

**4. Recruitments /appointments of permanent employees in TDAP Pay scales. - Method of appointment against various posts in TDAP Pay scales and required Qualification, Experience and Age shall be given in the table at Schedule-I annexed to these Regulations.**

  
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5. **Relaxation of maximum age limit in certain cases.-** Provided that the maximum age limits will be relaxed in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, Northern Areas, Gilgit Baltistan, FATA, Sindh (Rural) and Baluchistan in accordance with the instructions issued by the Establishment Division.

6. **Observance of Merit, Provincial Quota, Quota for women and Quotas for disabled persons for TDAP Permanent Employees.-**The vacancies in all posts in TPS 1-9 which serve the whole of Pakistan shall be filled in on all Pakistan basis in accordance with the Merit, Provincial Quota, Quota for women and Quotas for disabled persons etc prescribed by the Federal Government for civil posts from time to time.

7. **Relaxation in case of Professional and Technical Posts.-** Provided that where in the case of professional or technical post the observance of quotas can be relaxed, the prior sanction of the Chief Executive or Secretary TDAP shall be obtained before making appointment to such post.

8. **Posts serving a particular Province or Region. -** The vacancies in posts TPS 6-9 which serve only a particular province or region shall preferably be filled by appointment of persons domiciled in the province or region concerned. Vacancies in TPS-9 may be filled from the local candidates of the area.

9. **Posts in each grade to be considered separately for quota purpose.-**The post in each pay scale shall be considered separately for purposes of allocation to the prescribed merit and provincial/regional quotas.

10. **Domiciled declared on first entry not to be changed.-** The domicile of an employee as declared by him and accepted from him at the time of his first entry in the service shall be treated as final throughout his service career and no subsequent change shall be recognized for the purpose of terms and conditions of his service.


11. **Probation.-**(a) Separate seniority list of the civil servants (BPS employees) in BS 1-15, permanent employees in TP 9-5 (TPS employees) of this Authority will be maintained. Region-wise separate seniority list of BS & TPS serving in respective Regional & Sub-Regional Offices will also be maintained accordingly.

(b) Seniority of TPS employees will be maintained from the date of initial appointment/induction/promotion in the respective cadre however, seniority of BPS employees will be maintained as per the rules governing the civil servants.

(c) The promotion to the next grade / scale will be made as per the ratio of BPS/TPS given in Promotion Policy /Regulation approved by the Board.

(d) Provided that, subject to the provisions of proviso to sub-Regulation (a), in the absence of an order under sub-Regulation (b), the period of probation shall, on the expiry of the extended period under sub-Regulation (a), be deemed to have successfully been completed.

  
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(e) In the case of initial appointment to a post an employee shall not be deemed to have completed probation satisfactorily until his character and antecedents have been verified as satisfactory in the prescribed manner.

**12. Appointment on Contract.** - In pursuance of Section 8 (5) and 9 of the TDAP Act 2013, the Authority may from time to time employ persons on contract up to maximum of two years extendable, who shall be paid market based salary and allowances approved by the TDAP Board.

**13. Criteria for Contract appointments.** - In case of non-availability of expertise in the authority, the appointment on contract may be made on need basis and on the recommendations of the Director General of concerned Divisions. The competent authority shall constitute a Committee to determine the criteria of the appointment including qualifications, experience and age etc. of the person(s) to be appointed on contract as well as pay and perks admissible to him/them.

**14. Period of Contract.** - A contract employee shall serve for a period specified in this/her contract or letter of appointment. On expiry of his/her contract period, further extension, on need basis, will be allowed on the recommendations of concerned Director General, through the Secretary, by the Chief Executive.

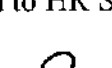
**15. Certificate of Good Conduct.**- Every person, not already in the service of the Authority or the Federal or Provincial Government, shall be required, before his/her appointment to furnish a written declaration to the effect that he/she has not previously been convicted by a court of law for an offence involving moral turpitude, or dismissed or removed or compulsorily retired from service of the Authority, the Federal or a Provincial Government or a body set up, managed or controlled by the Federal Government, Provincial Government or a local body, as a result of disciplinary action against him/her.

**16. Vacancies to be Advertised.**- All vacancies required to be filled shall be advertised in the newspapers, provided that the Authority may allow the requirement of the advertisement to be waived off in cases where the requirement of the post to be filled can be met with the employing only specific person/persons suitable for the task or there is urgency of filling the post and delay is likely to be caused due to the publication of advertisement or where a post has already been advertised but suitable candidates are not found to be available, the publication for the second or third time may result in an adverse effect on the performance of the Authority's functions under the Act-2013. Provided however that such an appointment shall be made only for a limited period of up to six months, extendable by further six monthly periods, till the post is filled after due publication subject to a maximum period of such adhoc appointment of not more than two years.

**17. Medical Fitness for Initial Appointment.** - A candidate for initial appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties.

**18. Medical Examination.**- An employee shall within ten (10) days of joining, be referred to any TDAP panel hospital or Government hospital for medical examination, the Medical Fitness Certificate duly certified by the Government Medical Officer shall be submitted to HR Section of the Authority.

  
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**19. Character, Antecedents, Degrees Verification.** - (a) The prospective employee shall have to provide at least two references giving confirmation of the sound social and moral character of the prospective employee from persons who are either already employed at a responsible position in any Federal / Provincial Government or attached department or are persons of known social standing in the urban or rural communal setup. The Authority may at its discretion, ask for the comments from the referred persons regarding the concerned employee.

(b) The Authority in addition to the above confirmation may carry out confirmation of the moral and social character of the prospective employee through its own sources or those of the Federal or Provincial Government. It shall be imperative upon the HR Department of the Authority to have the Character and Antecedents of fresh employees verified and the Degrees and Testimonials from concerned Institutes/ Universities /HEC besides provision of two references giving sound social and moral character of the prospective employee.

### **APPOINTMENT BY PROMOTION**


**20. Promotion in BS-18 and above of Commerce & Trade Group Officers.** -Ministry of Commerce will be responsible for the promotion of the officers of the Commerce & Trade Group recruited directly in BS-17 to BPS-18 and above in accordance with the procedure laid down in Civil Servants (Appointment, Promotion and Transfer) Rules 1973 and other instructions issued from time to time. The same criteria shall be followed for the promotion of the departmental incumbents of the Authority in BS-18 and BS-19.

**21. Promotion in TPS-8 and above.** - The Departmental Promotion Committee / Board as constituted by the Authority shall be responsible for the promotion of the officers in accordance with the procedure laid down under these Regulations.

**22. Promotion in BPS 1-16:-** Promotion from one post/scale to next higher post/scale or to any particular post will not be automatic and will not be claimed as a matter of right by virtue of seniority or length of service or any other reason;

**23. Criteria for Promotion.** -An employee may be considered for promotion in the next higher post/scale subject to availability of vacancy and fulfillment of conditions mentioned in the Table attached to these Regulations at Schedule-I.

**24. Due weightage to be given to merit and experience.** - For promotion to next higher post/scale or to any particular post, due weightage will be given to merit, experience in the relevant field and higher qualification(s);

  
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**25. Composition of Departmental Promotion Committee(s)/Board.** - Composition of Departmental Promotion Committee(s)/Board shall be as under: -

S.No.	NAME OF THE POST AND GRADE	COMPOSITION OF THE PROMOTION COMMITTEE/BOARD	APPOINTING AUTHORITY
<b>DEPARTMENTAL PROMOTION BOARD</b>			
1.	Managers (TPS-1).	CEO TDAP OR Secretary TDAP Relevant DG DG HR	- Chairman - Members - Secretary
2.	Deputy Managers/ Assistant Managers (TPS-2 and TPS-3)	Secretary TDAP Or Senior Most DG Relevant DG DG HR	- Chairman - Members - Secretary
<b>DEPARTMENTAL PROMOTION COMMITTEE</b>			
3.	Officer/Junior Executive (TPS-4)	Secretary TDAP Or Senior Most DG Relevant DG DG (MS)	- Chairman - Member - Member/ Secretary
4.	Staff (TPS- 5-6-7) BPS-15-13-11	Director General MS Concerned DG Director (HR/Admin.)	- Chairman - Member - Secretary
5.	Staff (TPS-8) BPS-6	Director General MS Concerned Director Director (HR/Admin.)	- Chairman - Member - Secretary

**26. Appointment by Deputation:** -The Authority may appoint a Federal Government servant on deputation for a period up to 3 years extendable for another 2 years. While on deputation with the Authority, he shall be allowed to draw the pay as per Standard Terms and Conditions of Deputation as announced by the Federal Government from time to time. Provided further that the terms and conditions of service in borrowing organization should not be inferior to those enjoyed by the deputations in his parent organization/department.

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**27. Deputation to other regulatory organizations. -**


- i. The Authority may with the consent of the employee transfer his/her services to another regulatory organization or an associated agency on deputation, on such terms and conditions as may be agreed to with the borrowing agency.
- ii. While on deputation, an employee except as may be mutually agreed to with the borrowing agency, shall continue to be governed by the Regulations applicable to him as employee of the Authority.
- iii. An employee on deputation shall draw pay from the borrowing agency from the date on which he relinquishes charge of his/her post in the Authority. Subject to any restriction which the Authority may by general order impose, the amount of his pay, the amount of joining time admissible to him/her and his/her pay during such joining time will be fixed by the Authority in consultation with the borrowing agency.
- iv. On expiry of the deputation period an employee will take the charge of the same post in Authority, held by him/her before proceeding on deputation.
- v. During the deputation period, leave shall be allowed to the employee in accordance with the Regulations of the borrowing agency. The deputation period shall not be counted for, earning leave under the Authority.
- vi. The employee shall, during the period of his deputation, pay to the Authority pension contribution or other mandatory contributions such as General Provident Fund/Contributory Provident Fund as and when specified by the Authority and as amended from time to time.
- vii. During the period of deputation, the person concerned will not be entitled to any medical facility in respect of himself and family members at the expense of the Authority.
- viii. Any extension beyond the original period of deputation without prior approval of the Authority will be treated as misconduct on the part of the employee concerned and may call for disciplinary action.
- ix. Promotion of an employee who is on deputation will be considered in accordance with his seniority only after he resumes duty with the Authority.

**28. Additional charge of an equivalent or higher post. -** Where considered in the interest of the Authority's work an employee may with the approval of the Authority be given the additional charge of a vacant post (for which he is qualified and considered suitable) till such time as determined by the Authority or as provided for Civil Servants as the case may be.

**29. Additional Charge Allowance. -** In all cases of additional charge of an equivalent or higher post, the employee entrusted with additional charge shall be paid 20% of his basic pay as an additional charge allowance.

**30. Current Charge of a higher post. -** Where considered in the interest of the Authority's work, an employee who is the senior most amongst his cadre, may with the approval of the Chief Executive or Secretary TDAP be given the current charge of a higher position against a vacant post at a particular office (for which he is otherwise considered eligible for promotion) till such time as determined by the Authority.

  
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**31. Current Charge Allowance.** - In all cases of current charge of a higher post, the employee entrusted with the current charge of another post shall be paid 20% of his basic pay as current charge allowance.

**32. Departmental Selection Committee(s)/Boards.**-To consider the cases of initial appointments in TPS 9-01, or BS- 1 to 16 employees of the Authority, the composition of Departmental Selection Committee(s) /Board shall be as follows:-

<u>S.No.</u>	<u>NAME OF THE POST AND GRADE</u>	<u>COMPOSITION OF THE SELECTION BOARD/COMMITTEE</u>	<u>APPOINTING AUTHORITY</u>
<b>DEPARTMENTAL SELECTION BOARD</b>			
1.	Managers (TPS-1).	CEO TDAP OR Secretary TDAP and Senior Most DG DG HR - Chairman - Members - Secretary	Chief Executive
2.	Deputy Managers/ Assistant Managers (TPS-2 and TPS-3)	Secretary TDAP Two full time DGs DG HR - Chairman - Members - Secretary	Chief Executive
<b>DEPARTMENTAL SELECTION COMMITTEE</b>			
3.	Officer/Junior Executive (TPS-4)	Secretary TDAP Concerned DG DG (HR/Admin.) - Chairman - Member - Member/ Secretary	Secretary TDAP
4.	Staff (TPS- 5-6-7)	Director General HR Concerned DG Director (HR/Admin.) - Chairman - Member - Secretary	Secretary TDAP
5.	Staff (TPS-8-9)	Director General HR Concerned Director Director (HR/Admin.) - Chairman - Member - Secretary	DG HR TDAP

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## CHAPTER – III

### POSTINGS AND TRANSFERS

**33. Liability to serve on any post.** -(a) An employee shall be liable to serve against any post equivalent or higher to his grade at any place, or in any office, set up, controlled or managed by the Authority.

(b) **Authority competent to make transfers.**- The competent authority to transfer any employee of BPS-1 to 15 or TPS – 09-05 or equivalent contract employee would be the Director General HR/Administration in consultation with concerned DGs, whereas, the competent authority to transfer employees of grades BPS-16 to 20 or TPS-04-01 or equivalent contract employees within TDAP would be Secretary TDAP, however, in case of transfer of Officers on deputation in BPS-19 and 20 into and from TDAP, consultation with Chief Executive would be necessary.

(c) **Joining time on transfer.**-Joining time on transfer from one place to another place would be allowed to TDAP employees as per Government Rules.

**34. Training.**-The Chief Executive OR Secretary may, on the recommendations of the 'Training Committee' so constituted for the said purpose, require an employee of the Authority in any pay scale or grade or a contract employee, to undergo such training within or outside Pakistan at any time and for any duration and on such terms and conditions as they may specify in each case.

**35. (a) Surrender.**- In case the services of a Commerce and Trade Group Officer in BPS-17 and above posted in the Authority are no more required, the Chief Executive, in consultation with Ministry of Commerce, may surrender such officer to the Federal Government for further posting.

(b) **Repatriation.** -In case of officers on deputation, in BPS-17 and above, the Chief Executive, in consultation with Ministry of Commerce, may repatriate such officers to the lending agency at any time. Similarly, in case of employees on deputation in BPS-16 or below, Secretary TDAP may require such an employee to be repatriated to his parent office.

## CHAPTER – IV

### RETIREMENT, RESIGNATION & TERMINATION

**36. Retirement.** - An employee shall retire from service on attaining the age of superannuation as laid down by the Federal Government. He / She will also have the option to proceed on retirement after completion of 25 years of service.

**37. Termination of service during probation.**-(a) The services of an employee of the Authority may be terminated during the initial or extended period of his probation if his services are not found satisfactory or his character and antecedents are not found satisfactory provided that where such employee is appointed by promotion and is on probation his services shall not be terminated, but he shall be reverted to his former post.

(b) An employee reverted to a post for un-satisfactory performance during probation period, shall not be considered again for promotion for at least one year from the date of reversion. However,

  
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if he fails to satisfy the said condition on second promotion also, he will be debarred for promotion permanently.

**38. Resignation.**-An employee of the Authority, who wishes to resign from service, should submit his resignation in writing in the following manner:-

- a) A temporary employee may resign from the service by submitting a letter of resignation after giving one month's notice to the Appointing Authority.
- b) A confirmed employee may resign the service by submitting a letter of resignation after giving one month's notice to the Appointing Authority.
- c) On receipt of letter of resignation, the Appointing Authority may or may not accept the resignation but must give the reason in writing within the notice period as applicable. The Appointing Authority may also accept any resignation either with immediate effect or before the expiry of notice, in case of the employee surrenders to the Authority pay for the unexpired portion of notice period.
- d) Until resignation of an employee is accepted in writing and unless he is duly relieved of his duty, he will continue to be in the employment of the Authority and subject to these Regulations.


**39. Withdrawal of resignation.** - An employee of the Authority may be allowed to withdraw his resignation before its approval by the Competent Authority. The Competent Authority at its discretion may allow withdrawal of resignation even after its acceptance, but before the employee concerned is relieved from his duty.

**40. Resignation during pendency of disciplinary proceedings.** - It shall be at the discretion of the Competent Authority either to accept or reject the resignation given by an employee during pendency of disciplinary proceeding against him provided that acceptance of resignation in such cases shall be exercised with due care and caution.

## CHAPTER - V

### LOANS/ADVANCES

**41. Creation of Revolving Fund for Loans.**- The Authority has initially created a Revolving Fund of Rs.50,000,000/- (Rupees fifty millions) for providing loan and advance facilities to the employees of TDAP and its Sub-Offices. Authority will make provision of Rs. 20.00 million in yearly budget for consecutive three years. After this the loan will be granted to the employees out of recoveries from the employees who would have already been granted this loan including interest as per Regulations. Monthly installments recovered from the employees shall be credited into this Revolving Fund. A regular employee of the Authority shall be entitled to loan/advance facilities for the purpose of House Building and Conveyance in the manner specified below:-

  
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**42. Grant of House Building/House Purchase Loan - Eligibility. -**

- a) The Loan shall be admissible to an employee of the Authority once during the entire length of his service subject to various conditions hereinafter laid down in these regulations provided he has rendered at least ten (10) years of service in TDAP. Request for Second Loan can also be considered subject to the condition the first loan has been fully paid off and the applicant fulfills the criteria and right of first loan of any other employee of the Authority is not jeopardized. The house building loan shall be payable for the following purposes:-
- (i) Purchase of a plot, constructed house/flat and/or construction of a house.
  - (ii) Loan will be approved after inspection and assessment and favorable report by competent authority.
- b) (i) The House Building/Purchase loan shall be granted strictly on first -cum-first served basis irrespective of the grade
- (ii) Ratio for consideration of grant of loan would be 1:2 i.e, One Officer (TPS-4-1= BPS-16-19 or above) over Two Staff members (BPS-1-15=TPS-5-9).
- c) Application for grant of all Loans/advances by an employee who has already drawn other loans/advances and is repayable in monthly installments the amount of which is equal to or about 1/3<sup>rd</sup> of his gross pay will not be considered.

**(I) AMOUNT OF THE LOAN**

- a) The amount of Loan for construction of a house on an existing plot of land or for the purchase of land and construction of a house thereon, or for the purchase of a constructed house/flat shall not exceed 48 months basic pay of the employee.
- b) In the case of applicant above the age of 50-years, the amount of advance shall be so reduced as to ensure its re-payment in full (with interest thereon if any) before the employee's reaching the age of superannuation which, for the time being, is 60-years. Following formula will be applied for this purpose:-

Basic Pay x 48      No. of months left to attain 144superannuation less 12-months.

- c) Any Loan in excess of that actually expended for the purpose, shall be refundable to the Authority in lump-sum within 15-days from the date of agreement of sale or from the date of completion of the house.

**(II) MODE OF PAYMENT OF THE LOAN:**

- a) For purchase of land, the amount of advance shall be paid in lump-sum or in such installments as demanded by the Agency/Housing Society, subject to the production of a Sale Agreement with the owner to the effect that on the concerned employee's paying the specific sum, the plot of land would be allotted/transferred in the name of the applicant within one month thereof and further subject to the condition, that the employee executes an agreement to the effect that the said plot of land shall be mortgaged to the Chief Executive TDAP immediately after being transferred in his

  
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name by the owner Agency/Housing Society of the plot of land and before any further installments of loan for starting construction thereon are asked for. The employee shall sign an agreement in form at Appendix-I at the time of taking a loan for purchase of land.


- b) For construction of a house on an existing plot of land owned by the applicant, the loan shall be allowed in two installments, the first installment not exceeding 50% of the total amount shall be paid on production of the following documents:-
- (i) Title deed of the land, allotment letter or lease documents etc.
  - (ii) Mortgage deed in respect of the existing plot of land (vide form at Appendix-II).
  - (iii) Irrevocable General Power of Attorney in respect of the said plot of land and the house to be constructed thereon in favour of Chief Executive, TDAP (vide form at Appendix-V).
  - (iv) Construction plan of the house, duly approved by the authorities concerned.
  - (v) A firm undertaking by the applicant that construction of the house would be started immediately on receiving the first installment of loan and the entire construction work would be completed within twelve (12) months thereafter.


The remaining amount of 50% being the second installment shall be paid on the production of a certificate from an Architect or Civil Engineer to the effect that the house has been built upto the shell level and the amount of the first installment has been duly spent on the construction of the house. In addition, the Authority may, if it deems fit, depute an officer to inspect the stage of construction achieved before releasing the remaining amount.

- c) The loan for the purpose of purchasing a constructed house would be paid directly to the agency/individual/owner concerned in such installments as may be required by the agency/owner within the limit of loan provided that before the first installment is paid, the employee shall execute an agreement to the effect that the house in question would be mortgaged to the Chief Executive, TDAP as security for the loan immediately on its being handed over by the agency/owner.

### **(III) MODE OF RE-PAYMENT**

- a) The loan (principal and interest, if any at the rate fixed by the Authority for its employees from time to time) for purchase of plot/constructed house, flat and or construction of house shall be recovered in monthly installments not exceeding 180-months through monthly pay bills, the first recovery shall commence from the month immediately after drawal of the loan.
- b) In case of termination of service of the employee in any manner before the whole of the loan with interest if any, thereon, has been recovered, the whole of the amount outstanding on the date of such termination together with interest, if any, shall become payable in lump-sum.

  
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#### (IV) INTEREST

- a) No interest will be charged from the employees drawing their pay in scales TPS-9-5 (Equivalent BPS-2 to 15).
- b) In case an employee, who is in a scale of pay equivalent to TPS-5(BPS-15) or below at the time when a loan under these Regulations is sanctioned to him, is promoted to Executive Officer (TPS-4 equivalent BPS-16) or above no interest will become payable under the normal Regulations/Orders.
- c) In case an employee, who is in a scale equivalent to TPS-4 (BPS-16) or above when a loan under these regulations is sanctioned to him, is reverted to a post in a scale equivalent to TPS-5 (BPS-15) or below, interest will continue to be charged from him under the normal regulations/Orders.
- d) In case of those employees who opt for the Provident Fund without interest will not be charged interest irrespective of grade.
- e) The rate of interest would be charged 3% below the Bank rate.

#### (V) ADDITIONAL SAFE-GUARDS:

- a) The loan may be paid (a) to employee in case of construction of house on the plot already owned by him and (b) to the seller in case of purchase of plot/constructed house/flat before the sub-registrar on submission by the employee of certificate of allotment till deed of purchase of the plot/constructed house/flat from the KDA or Co-Operative Society and other relevant documents of the aforesaid property called for by the competent authority. It will be incumbent on the employee to execute Mortgage Deed in respect of plot/constructed house/flat in favour of the TDAP. Mortgage deed shall be executed simultaneously with the execution of sale deed before the Sub-Registrar. That in case the Mortgage Deed cannot be executed simultaneously due to any reason, then the employee shall deposit the title documents as equitable mortgage with the TDAP till the execution of the mortgage deed. The Chief Executive, TDAP will reserve the right to dispose of the mortgaged property in whatever manner in the event of any default or breach of the terms of loan and mortgage deed on part of the employee.
- b) That the employee shall not raise, create or suffer any charge, interest or encumbrance on the property except with the prior written consent and approval of the Authority or any other officer on its behalf.
- c) That the employee shall not sell, assign, lease, gift, mortgage or in any way transfer his interest in whole or in part until the property is released by the TDAP in accordance with Regulations.
- d) That the employee shall pay or cause to be paid all rates, cesses, taxes and levies now or hereafter to be levied or assessed on the property.

  
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## **(VI) RELEASE OF PROPERTY:**

On liquidation of the loan in full together with interest accrued thereon, if any, the property will be released on re-conveyance of the mortgaged premises as in form at Appendix-III.

## **(VII) SANCTIONING AUTHORITY:**

The advance shall be sanctioned by the Chief Executive, TDAP or Secretary TDAP on the recommendation of the following Committee:

- |   |   |                  |
|---|---|------------------|
| 1. DG (MS)                                      | - | Chairman         |
| 2. Two DGs to be nominated by CE/Secretary TDAP | - | Members          |
| 3. Director HR/Admn                             | - | Member/Secretary |

An application for loan must be made on the prescribed form (Appendix-IV) and forwarded by the applicant's controlling officer, i.e. in-charge of Division/Section.

**43. Grant of Vehicle Loan and Eligibility.** - The loan for purchase of vehicles shall be admissible to all regular & permanent employees of the Authority who have completed minimum of six months' service for bicycle and 3-years' service for motor car/motorcycle. The loan shall be admissible to the different categories of officers and staff of the Authority as follows:-

- |       |                          |   |   |
|-------|--------------------------|---|---|
| (i)   | Motor Car loan           | : | All officers of the status of Assistant Manager (TPS-3 and above= BPS-17 or above). |
| (ii)  | Motorcycle/Scooter loan: |   | All employees in Grade TPS-4 (BPS-16) to TPS-7 (BPS-11)                             |
| (iii) | Bicycle Advance          | : | All employees in the grade of TPS-9 & 8 (BPS-2 & 6)                                 |

## **(I) AMOUNT OF THE LOAN**

The advance shall be admissible upto the limit prescribed as follows:

- |       |                         |   |   |
|-------|-------------------------|---|---|
| (i)   | Motor Car loan          | : | Rs. 500,000/- OR 18 months basic pay whichever more.                              |
| (ii)  | Motorcycle/Scooter loan | : | 18-months basic pay or anticipated price of motorcycle/scooter whichever is less. |
| (iii) | Bicycle advance         | : | Rs.8,000.00   |

## **(II) MODE OF PAYMENT**

The loan shall be drawn in a lump sum after it has been sanctioned by the competent authority.

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### (III) TERMS OF THE LOAN

At the time of drawing the Loan, the employee concerned shall execute an agreement in the prescribed form as in Appendix-I and on completing the purchase, he shall further execute a Mortgage Bond in the prescribed form as in Appendix-II hypothecating the car or the motorcycle/scooter as the case may be to the Chief Executive of the Authority as a security for the loan. The cost price of the Car or Motorcycle/scooter or Bicycle will be entered in the scheduled of specification attached to the Mortgage Bond. The conveyance shall be purchased within two month from the date on which the loan is drawn.

### (IV) MODE OF RE-PAYMENT:

- a) The loan in respect of Motor Car/Motorcycle/Scooter together with the interest accrued thereon, shall be repaid in sixty (60) and the loan in respect of bicycles, in twenty four (24) equal monthly installments, with additional installment(s) on account of interest accrued thereon.
- b) In case of termination of service or acceptance of resignation of the employee concerned before the complete recovery of the loan, the amount out-standing against him shall be recovered in a lump-sum.
- c) Recovery of the loan shall be made by deducting monthly installments from the pay-bills of the employee concerned. It will commence with first disbursement of pay after the loan is drawn. Recovery shall also be permissible to be made in a lesser number of installments, if the employee concerned so requests in writing.

### (V) PROCEDURE


The applications for grant of the loan with specific recommendation by the next higher officer not below the rank of Director shall be sent to the Secretary, TDAP twice in a financial year once in July and then in January each year. HR/Administration Division shall process the cases for seeking recommendations of relevant Committee and approval of competent authority.


All employees desirous to draw vehicle loan may apply either in July or January every year. No application will be entertained after the last day of the said month. The applications received within time will be considered subject to availability of funds on first cum first served basis.

The Mortgage Bond will be kept in the safe custody of Internal Audit Officer & Cashier and shall be returned, duly cancelled after the loan including the interest accrued thereon, has been fully repaid.

The Motor Car/Motorcycle or Scooter purchased must be insured by the loanee against full loss by fire, theft or accident and the policy shown to the Director HR & Internal Audit Officer who shall verify the fact to the Finance & Accounts Division of the Authority in writing.

The sale or transfer of conveyance so purchased shall not be undertaken without the written permission of the Authority such permission shall not be necessary when the loan drawn has fully been repaid with interest.

  
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The loan so drawn shall become refundable if there is any breach, of the terms and conditions under which the loan has been granted, on the part of the employee concerned.

A guarantee in the prescribed form as in Appendix - 'VII' signed by an officer not below the rank of Executive Officer of this Authority shall have to be furnished by the drawer of the loan, to the effect that in the event of failure on the part of the drawer, to repay the loan. Any officer may not at one time stand surety for more than three loanees.

Only one loan shall be permissible at a time. A second loan shall however be admissible provided the first advance has been repaid in full with interest.

#### (VI) MARK-UP:

All loans shall carry markup below 3% of the Bank rate. However, no markup will be charged from the staff cadre employees in TPS-9-5 (BPS-1-15) and employees opting not to draw interest on GP Fund.

#### 44. **Daughter's Marriage Advance.-**

Regular employees of the Authority will be entitled to Daughter's Marriage Advance; once in service having at least 10 years' service in the Authority equal to 5 (five) gross salaries with a minimum of Rs. 150,000/- and maximum Rs. 500,000/- repayable in five years (sixty) equal monthly installments. Secretary TDAP shall be competent to approve this advance on provision of surety bond from TWO regular employees of the Authority by the applicant. Appropriate provision in the Annual Budget will be made for this Advance each year.


#### 45. **General Purpose Advance.-**

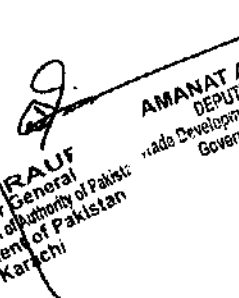
The Chief Executive or Secretary TDAP may at his discretion grant an advance up to Rs. 20,000.00 to an employee for general purpose specified by the employee. The advance will be granted on production of surety from two regular employees of the Authority. This advance will be recoverable in 36 equal installments. No markup will be charged on this advance. An amount of 3 million will be kept in the Annual Budget for this purpose year.

### CHAPTER - VI CONDUCT

46. **Extent of application.** -These regulations apply to every employee of the TDAP and its all officers whether on duty or on leave, within or outside Pakistan, serving in affairs of the Authority or Regional Office/Sub-Office or while on deputation with any other Government Agency, Institution, Autonomous Body, Corporation or Authority.

47. **Gifts.** -Save as otherwise provided in these regulations no employee shall except with the previous sanction of the competent authority, accept, or permit any member of his family to accept, from any person any gift the receipt of which shall place him under any form of official obligation to the donor. If, however, due to very exceptional reasons, a gift cannot be refused, the same may, under intimation to the Chief Executive or Secretary, be kept for official use in the department or division in which he is working.

  
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**48. Lending and Borrowing.-** No employee of the Authority shall lend money to or borrow money from or place himself under any pecuniary obligation to any person with whom he has any dealing with affairs of TDAP.

Provided that the above regulations shall not apply to dealings in the ordinary course of business with a joint stock company, a bank, an insurance company or a firm of standing.

**49. Declaration of Property.-**

- (i) Every employee of the Authority shall at the time of entering in the service make a declaration to the Authority of all moveable and im-moveable property including, shares Certificates, Insurance Policy, Jewellery etc belonging to or held by him or a member of his family.
- (ii) Every employee of the Authority would submit a declaration of his assets in the month of December showing any increase and decrease of property as shown in the declaration under sub-regulation-(i) or, as the case may be.

**50. Speculation and Investment.-**

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

**51. Private trade, employment or work.-**

- 1) No employee shall except with the previous sanction of the Authority, engage in any trade or undertake any employment or work other than his official duties.
  - a) Provided that he may without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary artistic character, subject to the conditions that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as employee but he shall not undertake or shall discontinue such work if so directed by the Authority. An employee, who has any doubt about the propriety of undertaking any particular work, should refer the matter for the orders of the Authority.
  - b) Provided further that a staff member may, without such sanction, undertake a small enterprise which absorbs family labor and where he does so shall file details of the enterprise along with the declaration of assets.

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

**52. Living beyond One's means.**-No employee shall live beyond his means or indulge in ostentations marriage and other ceremonies.

**53. Insolvency and habitual indebtedness.**-Every employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent, he shall forthwith report his insolvency to the Authority.

**54. Intimation of involvement and conviction in a criminal offence.**-If an employee is involved as an accused in a criminal case, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Authority, through his head of department immediately or, if he is arrested and released on bail, soon after such release.

**55. Un-authorized communication.**- No employee shall except in accordance with special or general orders, communicate, directly or indirectly, any official documents or information to any other employee not authorized to receive it or to any other person or to the press.

**56. Use of political or other influence.**-

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

**57. Taking part in politics etc.**-

(1) No employee shall be a member of any political party nor subscribe in aid of or assist in any way, any political party in Pakistan or relating to the affairs of Pakistan.

(2) No employee shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be subversive of Government as by law established in Pakistan.

(3) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a representative body, whether in Pakistan or elsewhere.

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

(4) No employee shall permit any member of his family dependent on him to indulge in any political activity, including forming a political association and being its member, or act in a manner in which he himself is not permitted by sub-regulation (3) to act.

(5) An employee of Authority who issues an address to electors or in any other manner publicly announces himself or allows himself to be announced as a candidate or prospective candidate

for election to a representative body shall be deemed for purposes of sub-regulation (3) to take part in an election to such body.

(6) If any question arises whether any movement or activity falls within the scope of this regulation the decision of the Authority thereon shall be final.

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

**59. Employee not to express views, against ideology of Pakistan.** -No employee shall express views detrimental to the ideology or integrity of Pakistan.

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

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

**62. Delegation of Powers.** - Chief Executive and the Secretary may delegate any or all powers vested in them under these regulations to any officer of the Authority.

**63. Regulations not to be in derogation of any law, etc..** -Nothing in these Regulations shall derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of employee.

**64. Applications for employment training facilities, etc .-**

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

(2) No employee shall submit an application to, or otherwise communicate in any manner, written or oral, with any other agency or organization, in Pakistan or abroad, for employment, posting, transfer, etc., or in connection with any service matter whatsoever.

(3) All such applications, communications or requests as aforesaid shall be addressed through and with the prior permission (in writing) of the competent authority.

**65. Representation by employees. -**

(1) No employee shall address any representation pertaining to his personal matter to the President of Pakistan or to a Minister or to any officer of Government.

(2) All such representations shall be addressed to the competent authority and submitted by the employee concerned through the head of his department.

(3) Joint representations are prohibited and shall not be entertained.



## CHAPTER – VII EFFICIENCY & DISCIPLINE REGULATIONS

**66. Application.** - The regulations in this chapter shall apply to all regular employees of "TDAP" except a deputationist OR officers of the C&T group in Grade 17 and above posted against encadred posts in TDAP. In case a deputationist OR officer of the C&T group in Grade 17 and above is found guilty of misconduct necessitating disciplinary action, it shall be reported to concerned lending organization or Ministry of Commerce, Government of Pakistan, as the case may be, with necessary details for further action.


**67. Definitions.**-In this Chapter, unless the context otherwise require:-


- (a) "Accused" means an employee of the Authority against whom action is taken under these Regulations;
- (b) "authority" means the appointing authority prescribed in regulation 79, of TDAP Service Regulations, 2021 or an officer designated to exercise such powers under these Regulations.
- (c) "authorized officer" means an officer authorized by the authority to perform functions of an authorized officer under these Regulations or, if no officer is so authorized, the authority;
- (d) "misconduct" means conduct prejudicial to good order or service discipline or contrary to TDAP Conduct Regulations or unbecoming of an officer and, a gentleman and includes any act on the part of the employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Authority or any officer of the Authority in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of an employee of the Authority; and
- (e) "penalty" means a penalty which may be imposed under these Regulations.

**68. Grounds for penalty.**-Where an employee in the opinion of the Authority;

- a) is inefficient or has ceased to be efficient; or
- b) is guilty of misconduct; or
- c) is corrupt, or may reasonably be considered to be corrupt because;
  - i) he is, or any of his dependents or any other person through him or on his behalf, is in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
  - ii) he has assumed a style of living beyond his ostensible means; or
  - iii) he has a persistent reputation of being corrupt; or
  - iv) is engaged, or is reasonably suspected to being engaged, in subversive activities, or is reasonably suspected of being associated with other engaged in-subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is, therefore, prejudicial to national security or interest of the Authority.

The competent authority may impose on him one or more penalties.

  
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**69. 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 Regulations or orders pertaining to the service or post;
- (iii) Stoppage, for a specific period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar;
- (iv) Recovery from pay of the whole or any part of any pecuniary loss caused to the Authority or any of its office by negligence or breach of orders.

b) Major Penalties

- (i) Reduction to a lower post or time scale, or to a lower stage in a time-scale;
  - (ii) Compulsory retirement;
  - (iii) Removal from service and
  - (iv) Dismissal from service.
- 2) Removal from service does not but dismissal from service does, disqualify for future employment.
- 3) In this Regulations, removal or dismissal from service does not include the discharge of a person;
- (i) Appointed on probation, during the period of probation or in accordance with the probation or training regulations applicable to him; or
  - (ii) Appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
  - (iii) Engaged under a contract, in accordance with the terms of the contract.

**70. Inquiry procedure.-**

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

- 1) In case where an employee is accused of subversion, corruption or misconduct, the authorized officer may require him to proceed on leave or, with the approval of the Authority, suspend him provided that any continuation of such leave or suspension shall require approval of the Authority after every three months. During such suspension employee will draw pay and allowances as admissible under Federal Government Rules.
- 2) The authorized officer shall decide whether in the light of facts of the case or in the interests of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides the procedure indicated in Regulation-74 shall apply.

- 3) If the authorized officer decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry committee, he shall;
  - (i) by order in writing, inform the accused of the action proposed to be taken in regard to him and grounds of the action; and
  - (ii) give him a reasonable opportunity of showing cause against that action.
- 4) On receipt of the report of the Inquiry Officer or Inquiry Committee or, where no such officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the "Authority" along with the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the Inquiry Officer or Inquiry Committee, if appointed and his own recommendations regarding the penalty to be imposed, the competent authority shall pass such orders as it may deem proper.

**71. Procedure to be observed by the inquiry officer and inquiry committee.-**Where an Inquiry Officer or Inquiry Committee is appointed, the authorized officer shall:

- 1) Frame a charge and communicate it to the accused together with statement of the allegations explaining the charges and of any other relevant circumstances which are proposed to be taken into consideration.
- 2) Require the accused within a reasonable time, which shall not be less than seven days or more than fourteen (14) days from the day the charge has been communicated to him, to put in a written defense and to state at the same time whether he desires to be heard in person.
- 3) The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witness against him.
- 4) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing, however, every adjournment with reasons thereof, shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.
- 5) Where the Inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper the progress of the enquiry, he or it shall administer a warning, and if 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 enquiry in such manner as he or it things best suited to do substantial justice.
- 6) The Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings and the ground thereof to the authorized officer.

**72. Powers of Chief Executive to review his own orders and Authority to pass orders on a pending or disposed of case.-** The authority may call for record of any case pending before or disposed off by the authorized officer and pass such orders in relation thereto as it deemed fit. The Chief Executive of the Authority may review his own orders and pass such orders in relation thereto as he may deem fit.

**73. No order under Regulation 74 to be passed in certain cases.-** No order under Regulation 74 shall be passed in respect of an accused unless the authorized officer to be designated by the authority has informed him in writing of the grounds on which it is proposed to make the order and has been given an opportunity of showing cause against it, including an opportunity of personal hearing if requested by the accused or is otherwise necessary in the interest of justice, in particular, when the authority contemplates to pass an order adverse to the interest of the accused:

Provided that no such opportunity shall be given where the authority, for reasons to be recorded in writing, is satisfied that, in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity.

**74. Regulation 72 not to apply in certain cases. -**

Nothing in regulation-72 shall apply to a case:

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

**75. Appeal.-**

An employee on whom a penalty is imposed shall have right of appeal to be submitted to the appointing authority provided that where this penalty is imposed by order of the Chief Executive, there shall be no appeal but the employee concerned may apply for review of the order.

**76. Table of the authority and authorized officer. -**

<u>S.No.</u>	<u>EMPLOYEES OF AUTHORITY</u>	<u>AUTHORIZED OFFICERS</u>	<u>AUTHORITY</u>
1.	Employee in TPS-1 & 2= Manager and Deputy Manager	A Director General of BPS-20 to be nominated by Secretary	Chief Executive
2.	Employees in BS-16/ TPS-3 & 4	A Director of BPS-19 to be nominated by Secretary	Secretary
3.	Employees in Grade BS-01 to BS-15/ TPS-9 to TPS-5	A Deputy Director of BPS-18 to be nominated by DG (MS)	Secretary

## CHAPTER – VIII

### PAY & ALLOWANCES

**77. The pay and allowances of regular employees of Authority from BPS-1 to BPS-22:** The pay and allowances of regular employees of Authority from BPS-1 to BPS-22 shall be as per the rates prescribed by the Federal Government. The additional allowances approved by TDAP Board will be paid by the Authority from its own resources, except the pay and allowances admissible to Federal Government employees. In case of employees drawn on deputation, the pay and allowances would be settled in consultation with the lending agency.

**78. The pay and allowances of permanent employees of Authority:** The pay and allowances of permanent employees of Authority shall be as approved by TDAP Board from time to time. The present pay and allowances shall be as per the rates prescribed in **Annexure I & II**. The additional allowances approved by TDAP Board will be paid by the Authority from its own resources.

**79. Pay on initial appointment.** - Pay of employees on initial appointment shall be fixed at the minimum scale of pay.

**80. Increase in pay of contract employees:** In case of contract employees, who are paid fixed salary package, the Secretary will constitute a 'committee' which will consider and recommend the quantum of annual increment to be allowed to the contract employees. The 'committee' will also consider and recommend the quantum of increase to be allowed in the salary package of contract employees following increase in the salary of Government Servants announced by the Federal Government from time to time. The 'annual increment' and increase in pay package of the contract employees, as recommended by the 'committee' will be allowed subject to the approval of the Chief Executive. The additional financial impact will be borne from Authority's own resources.

**81. Payment of salary & allowances to the Regular and Permanent employees:** Notwithstanding anything contained in regulation 80 given above, all regular and permanent employees of the Authority including those on deputation shall be entitled to additional allowances and benefits as at **Annexure-I**. The additional allowances as approved by the TDAP Board will be paid by the Authority from its own resources.

**82. Overtime Entitlement.**- In case an employee of the Authority in TPS-9-4 or BPS 1- 16 (non gazetted) performs his official duties beyond normal office timings, he will be entitled to overtime allowance approved by the Competent Authority from time to time.

**83. Assistance Package for families of employees who die in service.**- All contract appointment (s) under the Prime Minister 's Assistance Package for families of employees who die in service will be admissible as provided in Cabinet Secretariat, Establishment Division vide O.M. No. 8/10/2013-E-2 (Pt) dated 4<sup>th</sup> December, 2015, and as amended from time to time. All contract appointments under the Prime Minister's Assistance Package for families who die in service shall be made in Trade Promotion Scale TPS instead of BPS in this Authority.

  
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84. **Payment of salary and allowances to the Chief Executive.** - In terms of Section 5 of the TDAP Act 2013, the Chief Executive shall be paid such remunerations as may be prescribed by the Federal Government.

85. **Payment of salary and allowances to the Secretary TDAP.** - In terms of Section 6(3) of the TDAP Act 2013, the salary, allowances, privileges and other facilities of the Secretary shall be prescribed by regulations.

86. **House Rent allowance:** All regular and permanent employees including those on deputation working in the Authority shall be entitled to house rent allowance at the rate of 65% of initial basic pay. The additional allowances as approved by the TDAP Board will be paid by the Authority from its own resources.

87. **Hired accommodation facility to the TDAP employees.** - In case a regular or permanent employee of the Authority intends to hire residential accommodation, whether self or privately hired, he/she may submit an application to the HR Division of the Authority along with relevant documents prescribed under accommodation rules of the Federal Government. In case of any amendment by the Federal Government, the same will be applicable to TDAP.

88. **Rates of rental ceilings for TDAP employees.** - The rates of rented accommodation for the regular and permanent employees of the Authority will be the same as announced by the Federal Government for its employees in the corresponding pay scales from time to time.

89. **Hiring Committee:-**(a) A hiring Committee shall be constituted by the Chief Executive and in his absence by the Secretary for the purposes of assessment, supervision, recommendation etc. of the matters related to the accommodation for residential purposes to be hired for TDAP employees. On the basis of recommendations of the Committee, a formal authorization and sanction for payment will be issued with the approval of the Competent Authority on case to case basis.

(b) The 'Hiring Committee' for each station (Karachi, Lahore, Peshawar, Quetta, Islamabad and other stations) shall be notified separately.

90. **Hajj Facility at expense of TDAP.** - Five regular employees of the Authority having served the Authority for minimum of three years (2 officers & 3 staff as per government rates) will be sent to perform Hajj every year at the expense of the Authority.

## **CHAPTER – IX**

### **TRAVELLING**

91. **Circumstance in which traveling expenses would be admissible.**- Travelling expenses shall be admissible to an employee, traveling on duty, on official tour or transfer, Prior approval of the Competent Authority Secretary/ CE shall be obtained on the prescribed form before undertaking the journey. In specific cases where prior approval is not possible within reasonable means of the employee or may result in any delay or adverse impact on the discharge of functions of the Authority, the Competent Authority may allow verbal approval and confirm the approval after the

travel. After conclusion of an authorized journey the details of expenses should be submitted by the employee within one month for approval of the Competent Authority and adjustment of account. If detail of expenses is not submitted within stipulated period of 30 days due to 'force-majure', the delay involved may be condoned by the Chief Executive/Secretary.

**92. Kinds of traveling allowance.-**

- i. Air Fare.
- ii. Rail Fare.
- iii. Daily Allowance.
- iv. Road Journey allowance.

**93. Entitlement for different categories of employees.-** For the purposes of calculating traveling allowance, the employees of TDAP have been divided into the following categories:-

Category	Scale	Class of travel
(a)	BPS 17-20 and TPS 3-1	Highest class by rail or economy class by air.
(b)	BPS 1 to 16 (TPS-9-4)	1 <sup>st</sup> class by rail or economy class by air or actual expense by Air – conditioned bus/coach.
(c)	Contract Employees	As admissible to the officers of equivalent status.


**Note:** In case of exigencies of services an employee may be allowed to travel in a class higher than his entitlement with the approval of Secretary TDAP or concerned DG.


**94. Fare entitlement.** - For journeys performed on official tour or temporary transfer, an employee shall be entitled to a single fare.

**95. Rates of daily allowance for Officers and staff:** - The rupee rates of daily allowances for officers and staff of TDAP will be allowed, as per Government prescribed rates from time to time for its employees in equivalent/corresponding pay-scales.

**96. Rates of daily allowance for foreign travel including transit.** - Rates of daily allowance for foreign travel including transit will be allowed as approved by the Federal Government from time to time for its employees in equivalent grades.

**97. Claim of telephone, fax, internet and postage.-** The expenses incurred on official telegrams/fax, postage, telephone and internet usage are not included in the daily allowance and may be charged separately on actual basis.

  
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**98. Stay in Hotel in Outstation Cities while on official duty.-**

a) Chairman, Chief Executive and Secretary	Single Room with bathroom accommodation in a Five star hotel including taxes and subsistence expenses and transport charges subject to production of vouchers.
b) Director General	
c) All employees in BPS-17 to 19 (TPS-3 to 1)	Single Room with bathroom accommodation in Four star hotel including taxes and subsistence expenses and transport charges subject to production of vouchers.
d) ) Other regular or permanent employees of BPS 1-16 (TPS 9-4)	Entitlement as per Government Rules and provisions.
e) Daily allowance to all employees	Entitlement as per Government Rules and provisions.

In case of self-arranged accommodation for which no bill/receipt is produced, the rates for each night stay will be allowed as equal to 3 times of the daily allowance admissible to the employee concerned.

The additional expenditure in excess of Federal Government entitlements, will be met from Authority's own resources.

**99. Allowance for road journey.** - As admissible and revised / amended from time to time for the employees of the Federal Government of different categories."

**100. Journey allowance when transport provided by TDAP.**-Journey allowance @ 50% of the regular allowance will be admissible when a journey is performed through transport provided by TDAP.

**101. Claim for Hiring of Taxi in emergency.** - If in an emergency an employee has to reach at a particular point immediately, and when other means of transport are not available, he may hire a taxi and claim reimbursement on the certificate of the controlling authority that hiring of a taxi was necessary to complete the assignment given to the employee.

**102. General conditions.** -Reimbursement of conveyance / taxi charges will be made as actually paid by the employee. Employee in BPS- 1 to 4 (or TPS-9) shall avail the Bus / Wagon service plying at an outstation and claim conveyance expense accordingly. In emergency, when it is necessary to reach at a point immediately and when other means of conveyance are not available, Competent Authority may allow hiring of a taxi.

**103. DA not admissible within Municipal limits.** - Daily allowance will not be admissible to a TDAP employee for traveling within the Municipal limits of the station in which his headquarter is situated.



**104. DA during halt or Holiday.** - Subject to the conditions laid down in these regulations daily allowance may be drawn during a halt while on official tour or on a holiday occurring during an official tour.

**105. Daily allowance and its calculation.** - (1) A daily allowance is uniform allowance for each day out of station while on official duty which is intended to cover the extra daily expenditure incurred by TDAP employee in consequence of such absence.

(2) A day is to be reckoned from midnight.

(3) Daily allowance will be admissible at full rate when during the absence from headquarters, a night is spent while being on tour.

(4) Daily allowance will be admissible at half rate when the absence from headquarters is more than 4 hours but no night intervenes the said absence.

(5) A part of day less than 4 hours is to be ignored for the purposes of daily allowance.

**106. Forced delays in transit period.** - The period of forced delays in transit will be treated as total transit period.

**107. Road mileage journey.** - Road mileage journey allowance between railway station or airport and the place of residence / temporary residence at the outstation shall also be admissible, provided that official transport is not provided for the purpose or if provided to an officer in BPS 17 / TPS-3 and above, it is under repair and not road worthy.

**108. Journey by personal car.** - An employee in BS-17 / TPS -3 and above may be allowed to perform journey by road in personal car between places connected by rail / air, with the prior approval of the Competent Authority for official assignment.

**109. Period admissible for Daily Allowance.** - Daily allowance at full rate shall be admissible for the entire period of continuous halt on temporary duty, without any reduction in rate.

**110. Admissibility of DA during casual leave.** - If casual leave is taken immediately on the conclusion of temporary duty, daily allowance will be admissible for the day of departure from the out-station, at the same rate as would have been allowed if casual leave was not taken.

**111. Travelling allowance for journeys on transfer.** - On transfer, the following payments would be allowed:

Transfer Grant:

Employee Possessing a family	Employee not possessing a family
One month's basic pay	Half month's basic pay

**112. Fair for journey on transfer.** - As per entitlement of the employee, one way fare for self and each member of his/her family who accompanies him/her or actual fare paid whichever is less.

**113. Daily allowance during period of journey.** - Daily allowance during period of journey will be admissible as detailed in regulation No.108

**114. Daily Allowance at special rate.** - One daily allowance at special rate shall be payable for every 480 kilometers road distance.

**115. Rate of daily allowances for family members of the employee.** - One daily allowance at rate applicable to the station shall be payable in respect of the employee and in respect of each member of his family above 12 years and one-half of the full rate for every child above the age of 12 months, for the day of arrival at the new place of his/ her posting.

**116. Related travel by family on transfer.** -When the family of an employee does not travel with him/ her but travel separately within 6 months of his departure, fares for the members of the family by the class of accommodation to which the employee is entitled will be paid by TDAP, subject to the conditions that in no case shall the total cost to TDAP be more than what it would have been if the family had accompanied him.

**117. Maximum limit of transportation of personal effects/rate.**- The maximum limit up to which personal effects can be transported at Authority's expenses and rates are as under: -

Grade of Employee	Kilograms	
	If possessing a Family	If not possessing a family
Employee in BS-17/ TPS-3 and above	4500	2240
Employee in BS-9- 16 (TPS-7-4)	3000	1500
Employee in BS-3-8 (TPS-8)	1500	760
Employee BS 1-2 (TPS-9)	560	380
Carriage of Personal effects on Transfer/ Retirement	Rs.0.02 per kilometer per kg.	
Transportation of personal car	Rs.10/- Kilometer	

The payment on above accounts will be released on submission of documentary evidence by the employee.

**118. Travelling allowance for journey on retirement.**-Travelling allowance (TA) shall be allowed to the extent specified below in respect of the journey from the place of last posting to home town, performed during leave preparatory to retirement or on retirement.

**119. Rate of fare for journey on retirement.** - Actual fare by air or rail of the class to which the employee was entitled immediately before his retirement, for himself and for each member of his family shall be allowed. In case the home town is not connected with airport or railway station, the employee will be entitled to road fare @ Rs.5/- per kilometer for the distance between the nearest airport or railway station and his home town. Provided further that Chief Executive or

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Secretary TDAP shall be competent to revise the rates under this Regulation subsequent to any revision allowed by the Federal Government from time to time.

**120. Cost of personal effects on retirement.** - Cost of transportation of personal effects to the extent admissible to him/her immediately before retirement for journeys on transfer shall be allowed.

**121. Advance payment to be treated as final payment.** - Advance payment for expenditure above shall be made and be treated as final payment.

**122. Determination of Home Town.** - The home town shall be determined according to the permanent address of the employee in his service record.

Note: - The term "retirement" shall mean retirement on attaining the age of superannuation, or on completing prescribed service limit or voluntary retirement on completion of 25 years of service.

**123. Travelling allowance to the family of a deceased employee.**-The family of a deceased employee would be allowed TA for journey from the place of last posting to the home town of the deceased to the same extent as admissible for journeys on retirement of an employee.

**124. Other Journeys.** - An employee who is summoned in his official capacity by a court of law, or any other authority in Pakistan, shall be entitled allowance as on official tour, but if an employee receives any payment from the summoning authority to meet his travelling expense, he will either refund the same to TDAP or will not claim any payments/ allowance from TDAP.

**125. Travelling on medical advice.**- For treatment of an employment or a member of his family on medical advice, at a station other than his head quarter, TA would be admissible from his headquarter to the place of treatment and back as on official tour, but no daily allowance would be admissible. An attendant will also be allowed the same facility, if certified by the Medical Officer that it would not safe for the patient to travel unattended.

**126. Controlling Authority.**-Bills for travelling expense shall be approved and countersigned by such persons as may be designated by the Authority for the purpose, from time to time.

**127. No travelling allowance on first appointment.** -No travelling allowance shall be paid to a person to join his first appointment in TDAP except to Commerce & Trade Group officers who will be paid prescribed allowances on reporting from PITAD.

**128. Concessional fare to be availed of.**-Where concessional return fares, whether ordinary, week-end or seasonal, are allowed by railway, shipping or air companies, an employee travelling on duty, otherwise than on transfer, will, whenever possible, avail himself of the concessional fares and, in the event of his doing so, he shall be entitled to claim from TDAP only the actual cost of

such fare. In such cases the employee may avail of a higher class is not more than regular fare of the class of travelling to which he is entitled.

**129. For Journey not provided for in these Regulations.** - For a journey undertaken by an employee for which no provision is made in these Regulations for example by a ship, he shall be paid travelling allowance on such scale as may be determined by the Authority on a case to case basis.

**130. Travelling allowance not to be a source of profit.** -As a general regulation, travelling allowance paid to an employee is intended to cover the actual travelling expenses and is supposed not to be a source of income.

**131. Reimbursement of cancellation expenses:** - Reimbursement of expenses incurred on account of cancellation of reserved seat may be allowed if the cancellation was due to the eleventh hour change in the tour program due to unavoidable reasons or on account of direction from Authority, subject to the production of cancellation voucher.

## **CHAPTER-X**

### **LEAVE REGULATIONS**

**132. General.** - Leave cannot be claimed as a matter of right but is privilege and its grant shall be subject to exigencies of services, at the discretion of the Competent Authority.

**133. Competent authority may refuse or cancel leave in exigencies.** - When the exigencies of service so require, the Competent Authority may refuse the grant of leave or cancel the leave already granted or recall an employee before the expiry of the leave; Provided that the reason for such refusal, cancellation or recall, as the case may be, shall be conveyed in writing to the employee concerned in time as far as practicable.

**134. Application for leave shall be in advance.** - No employee shall avail leave unless he applies for the same in advance to the Competent Authority for its sanction, provided that where an employee is unable to apply for such leave in advance due to reason beyond his control the leave so availed may be approved ex-post facto by the Competent Authority on provision of evidence to the inability of the employee to inform the Authority in advance.

**135. Holidays.** - Every employee shall be allowed holidays with pay on all days declared by the Federal Government as closed holidays. If, however, an employee is called for duty on a closed holiday, he shall be allowed a leave in lieu of the holiday or payment of one day's salary.

**136. Casual Leave.** - An employee may be granted casual leave up to maximum of 20 days in a calendar year. However, the casual leave shall not be combined with any other kind of leave.

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**137. Maximum period for grant of casual leave.** - An employee shall avail no more than 10 days' casual leave continuously at a time, provided that the limit may be extended by the Competent Authority under special circumstances at the request of the employee.

**138. Prefix or suffix of holidays.** - Casual leave may be prefixed or suffixed to a closed, holiday.

**139. Counting of combination of Holidays with casual leave.**- A holiday or sequence of holidays cannot be combined in between two casual leave i.e. if a closed holidays falls in between two casual leave periods the holiday\*s) shall also be counted as casual leave.

**140. Un-availed casual leave to lapse at the end of year.**- Un-availed casual leave shall lapse at the end of each calendar year provided however, if an employee is granted leave at the end of calendar year which spread over the next calendar year, the leave will be accounted for against each calendar year to which the period relates.

**141. Leave availed in excess of casual leave admissible.**- An employee who avails the leave in excess of the casual leave admissible, the number of extra days so availed, shall be adjusted against his earned leave account. If there is no earned leave at the credit of an employee, he/she shall be charged for the extra days at the rate of 1/215<sup>th</sup> of his/her gross monthly salary for each extra day of the leave availed by him/her.

**142. Earned leave.** -A regular or Permanent employee of TDAP shall earn leave at the rate of four days every calendar month of duty period rendered by him/her or as may be amended or prescribed from time to time by the authority. This leave will be admissible to the employee on full pay drawn just before proceeding on leave less the allowance i.e. daily allowances, entertainment and other allowance related to the performance of duty in office.

**143. Maximum period of earned leave.** - The maximum period of earned leave that may be granted to an employee at a time shall be as under: -

- |       |                             |                  |
|-------|-----------------------------|------------------|
| (i)   | Without medical certificate | 60 days          |
| (ii)  | With medical certificate    | 120 days         |
| (iii) | On medical certificate      | 365+180=545 days |
|       | Only once in entire service |                  |

**144. Option to convert leave on full pay to half pay.** - The employee will have the option to convert the full pay leave to half pay in which case the leave earned would be twice the actual due. In such a case earned leave can be availed by the employee for the period of leave availed to him/her, up to a maximum of one year at a time at the discretion of the Authority.

**145. Earned leave encashable.-** Earned leave in case of Permanent employees of the Authority shall be encashable over and above the credit balance of 90 days earned leave and remaining earned leave encashable at the time of retirement from TDAP service .

**146. Calculation of earned leave.-** A TDAP employee shall earn leave on full pay at the rate four days of every calendar month of the period of duty rendered and credited to the leave account as 'leave on full pay'. Duty period of 15 days or more than 15 days in a month shall be treated as a full calendar month for the purpose and duty period less than 15 days to be ignored.

**147. No earned leave to be counted on leave period. -** The employee will not earn any earned leave during the leave period of any type.

**148. No maximum limit for accumulation of earned leave. -** There shall be no maximum limit on the accumulation of earned leave.

**149. Study leave.-**Leave for higher studies within Pakistan or abroad may be allowed by the chief Executive and in his absence by the Secretary where the Chief Executive or Secretary, as the case may be, is convinced that the acquisition of additional qualification by the employee will be in the interest of the Authority provided that such leave shall be adjusted against the earned leave available to the employee. Where no earned leave or insufficient earned leave is available such period of leave shall be treated as extra ordinary leave.

**150. Eligibility of study leave.-**

- a. Applicant should have completed at least five years continuous service in TDAP.
- b. The employee shall have to provide sufficient evidence regarding acceptance of his/her admission by the University/ Institution at the time of applying for leave.
- c. Study must be relevant to the assignment of the employee.
- d. Application must be recommended by the concerned Director General.
- e. Source of financing for the study or award of any scholarship, assistantship or grant for the study must be cleared indicated.
- f. Consent of the Director General concerned to relieve the applicant for the full period of training with or without replacement.
- g. A declaration that the employee shall render service in TDAP for a further period of five years failing which the employee shall be liable to return the entire leave salary paid to him and all other costs borne by TDAP as a consequence of the study.

**151. Bond. -** The employee shall also have to furnish a bond in prescribed form, for an amount of five hundred thousand rupees or such amount as may be specified from time to time by the Authority to the effect that he/ she and his/her surely or surety shall be liable to pay the specified amount to the TDAP if the employee violates any terms and conditions of the bond.

**152. Duration of study leave.-**

- a. Study leave may be granted for a maximum period of two years.

- b. Extension of study leave beyond initial two years may be granted by the Competent Authority, provided the employee demonstrates the need and requirement for such an extension to be justified.

**153. Benefits during study leave.** - The officer will have lien with the TDAP and his seniority will be maintained as per TDAP regulations applicable from time to time.

**154. Extraordinary leave (leave without pay).** - Where earned leave is not available to an employee or is inadequate, Extraordinary leave (EOL) without pay may be granted on any ground up to maximum period of two years at a time, provided that the TDAP employees to whom such leave is granted has been in continuous service for period of not less than ten years. Provided that the maximum period of two years shall be reduced by the period of leave on full or half pay, if granted in combination with the extra ordinary leave.

**155. Disability leave.**-An employee may be granted disability leave in case he/she is *disabled by an injury or disease contracted in or on consequences of performance* of his/ her duty. Such leave:-

- i. Shall not be debited to the leave account of the employee.
- ii. Shall be granted on production of medical certificate signed or countersigned by the authority medical attendant, and
- iii. Shall not exceed a period of two years unless required otherwise on medical advice duly verified by the authorized medical attendant.

**156. Entitlement to draw leave salary during disability leave.**- An employee shall be entitled to draw leave salary for the entire period of disability leave, provided that the disability is duly verified by the approved panel hospital; / doctor of TDAP as the case may be.

**157. Leave preparatory to retirement.** - A *civil servant* may be granted leave on average pay, subject to availability, not exceeding 365 days as leave preparatory to retirement.

**158. Maternity leave.**-A female employee may be granted maternity leave on full pay for the period not exceeding 90 days. Maternity leave may not be granted for more than two times in the entire service of a female employee. For confinement beyond the second one the female employee would has to take leave from her normal leave account.

**159. Special leave OR Iddat Leave.** - (1) A female employee, on the death of her husband, may be granted special leave or Iddat Leave on full pay, when applied for a period not exceeding one hundred and thirty days.

(2) Such leave shall not be debited to her leave account.

(3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either alongwith her

application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

**160. Leave not due.** - Leave not due may be granted on full pay, on medical ground up to a period not exceeding 180 days, subject to the following conditions namely:

- a. The employee has sufficient amount to his credit in his CP Fund Account to cover the pay for the period of leave not due that may be granted to him; or
- b. Such employee furnishes surety from an officer of the Authority to the effect that in case the employee leaves the service of Authority before making good the amount equal to the leave not availed by him, the surety shall refund to the Authority an amount equal to the period of leave not due, remaining in debit against the employee at the time of his/her leaving the Authority.
- c. The leave not due shall not be granted unless the Competent Authority is satisfied that, as far as can be reasonably foreseen, the employee will return to duty and earn it.

**161. Salary during leave on average Pay.**- An employee shall be entitled to draw during the period of leave on average pay, leave salary comprising his pay and allowances, (except the daily allowances, messing, and other allowances related to the performance of duty in office of the employee) as were last drawn by him before the commencement of such leave.

**162. Medical Leave.**-Medical leave may be granted to an employee in the following manner:-

- i. Leave on full pay as medical leave for a period not exceeding 120 days at a time, may be allowed to an employee on production of a medical certificate signed by the authorized Medical Attendant for the purpose and also by the patient (employee) himself/herself. Medical leave so availed shall be debited to the earned leave account of the employee.
- ii. The employee returning to duty after availing of such leave shall produce a fitness certificate signed or countersigned by the authorized medical attendant.
- iii. Medical certificate and fitness certificate produced by the employee in support of his/her ailment must bear the signature of patient (employee).
- iv. Medical leave shall not normally be refused to an employee. However, the Competent Authority may refer the employee to another authorized medical attendant/board as the case may, for a second opinion.

**163. Return to duty before expiry of leave.**-An employee on leave may be required by the Authority to resume the duty or return before expiry of the period of leave granted to him/her.



**164. Recall from leave.**-If an employee is compulsory recalled to terminate his/her leave and resume duty due to exigencies of the work of the Authority, the employee shall be entitled to single fare plus allowances as admissible to him/her on official tour, from station where the employee is spending his/her leave to the place of duty as indicated in his/her leave application; with the approval of the Competent Authority.

**165. Leave when start and ends.**-Leave shall commence from the day following that on which an employee hands over the charge of his post or does not report attendance for duty and shall end on the day preceding that on which he resumes duty.

**166. Overstay after sanctioned leave.**-Unless the leave of an employee is extended by the Competent Authority, an employee who remains absent after the end of his leaves shall not be entitled to any remuneration of the period of such absence, and without prejudice to any disciplinary action that may be taken against him, twice the period of such absence shall be debited against the leave available.

**167. Insufficient credit to be adjusted against future earnings.** - Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earnings.

**168. Combination of different type of leave.**-One type of leave may be combined with joining time or any other type of leave otherwise admissible to the TDAP employee.

**169. Employment during leave.**-An employee of TDAP on leave shall not take any service or accept any employment, except in the case of leave preparatory to retirement where the employee is allowed to accept an employment provided it does not create a conflict with the interests of the Authority.

**170. Leave Ex-Pakistan.**- (1) Leave on full pay may also be granted by the Chief Executive / Secretary, as leave Ex-Pakistan to an employee who applied for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad and makes a specific request to that effect.

(2) **Pay during Ex-Pakistan leave in Pakistan currency.** - An employee shall, during leave Ex-Pakistan, draw pay in rupees in Pakistan irrespective of the country where he spends the leave.

**171. In-service death.**- In case an employee dies while in service, lump-sum payment equal to full pay upto three hundred sixty (360) days out of the leave at his credit shall be made to his family.

**172. Authority competent to grant leave.** - The competent authority to grant leave shall be as per following table: -

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Kind of Leave/ Employee	Competent Authority
Ex-Pakistan leave to all employees of TDAP.	Secretary TDAP
All kinds of leaves other than casual leave:-	
(1) Chief Executive	Minister for Commerce
(2) Secretary TDAP	Secretary Commerce
(3) BPS- 16-20 or TPS 1-4	Secretary TDAP on recommendation of concerned DG through DG (HR/Admn)
(4) BPS-01 to 15 or TPS 05-09	DG (HR)/ DG (Regional Office) TDAP on recommendation of concerned DGs.
Casual Leave:	
(1) Chief Executive	Minister for Commerce
(2) Secretary TDAP	Chief Executive
(3) BPS 19-20 or TPS- 01-02	Secretary TDAP
(4) BPS 16-18 or TPS-04-03	Concerned DGs on recommendation of officer incharge under intimation to Director HR/Admn (where substitute is required, in consultation with DG HR/Admn).
(5) BPS 01-15 or TPS 05-09	Concerned Directors on recommendation of officer incharge under intimation to Director HR/Admn (where substitute is required in consultation with Director HR/Admn).

**CHAPTER-XI**  
**CONTRIBUTORY PROVIDENT FUND**

**173. C.P. Fund:** - The Authority shall manage a contributory provident fund wherein contributions of the employee, equal contribution from the Authority and profit earned on such deposits will be placed in this fund in accordance with these Regulations. The provision of CP Fund will apply to all the permanent employees of TDAP in TPS= 1-9 (including those BPS 1-20 regular employees who opt to join Authority and the contractual employees drawing salaries from EMDF and made permanent pursuant to the options exercised by them for joining the Authority in terms of section 37(d) of TDAP Act, 2013).

**174. Constitution and Management of C.P. Fund:** - A fund shall be established by the name of Contributory Provident Fund (CPF) to which monthly subscriptions/contributions of the subscribers shall be credited in their individual account and an equal amount shall be credited by the Authority by way of addition to such subscriptions/contributions. Each subscriber will be allotted an account number of his/her CPF account to which his/her contributions, the Authority's contributions and profit thereon will be credited.

**175. All sums to be credited to CP Fund Account.** - All sums paid into the Fund under these regulations shall be credited in the books of the Authority to an account named "The Contributory Provident Fund Account"

**176. Fund to be administered by the Authority.** - The Fund shall be administered by the Authority and shall be maintained in Pakistan rupees.

**177. Employees eligible to join the fund.**-Employees who are holding appointments on permanent basis shall be eligible to join the Fund subject to satisfactory completion of probationary period.

- a) **Compulsory subscription/contribution to the fund.** -The employees and such employees who are appointed on permanent basis on or after the commencement of these regulations shall subscribe/contribute to the fund in accordance with these regulations.
- b) **Nomination.**- As soon as may be after joining the Fund, every subscriber shall be required to make a nomination on the prescribed form 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/her death. Provided that a nomination made under this sub-regulation shall be deemed to have been duly made in accordance with these Regulations only for so long as the subscriber does not change it.

**178. Share of nominees to be specified in case of more than one nominee.** - If a subscriber nominates more than one person under regulation 193(b) he shall specify in the nomination the

amount or share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.

**179. Subscriber may cancel or replace nomination.** - A nomination may be cancelled by a subscriber and replaced by a new one at any time.

**180. Nomination or notice valid from the date of receipt.** - Every nomination made and every notice of cancellation given shall take effect to the extent that it is valid on the date on which it is received by the Finance Section.

**181. Subscribers Accounts.**-A separate account shall be maintained in the name of each subscriber, in which shall be credited:-

- i. The subscriber's subscriptions/contributions.
- ii. Contributions made by TDAP.

**182. Conditions and rates of Subscriptions/Contributions.** - The rate of contribution towards the C.P Fund will be determined as per Finance Division's policy dated 20-08-1968. The Finance & Accounts Division/Department of the Authority shall be responsible to make deductions from the monthly salary of the employees starting from the date of confirmation/successful completion of probationary period.

**183. Realization of Subscriptions/Contributions.**-The recovery of subscriptions/contributions on account of C.P. Fund or repayment of the advance drawn from the C.P. Fund will be made through the salary of the subscriber payable to him.

**184. Contribution by the Authority:-** The Authority shall, each month make a contribution in the C.P. Fund for crediting the same an amount equivalent to that subscribed/contributed by the employee to the account of each subscriber.

**185. The amount of contribution to be rounded to the nearest ten rupees.** - The amount of contribution payable by the employee shall be rounded to the nearest ten rupees (five rupees or more will be counted as the next ten rupees while less than five rupees will be ignored).

**186. Profit on the Account.**- The amount of CPF (comprising of the employees contribution and the equivalent amount provided by Authority) will be invested in such profitable ventures or placed in bank account as approved by the Secretary / Chief Executive of the Authority. The annual profit accruing to the Fund will be credited to the account of each subscriber in the same ratio of his/her contributions to the fund during the financial year, while accounting for the period of contribution. The withdrawals and additions in the account during the year will also be taken into account. The total amount of profit shall be rounded to the nearest whole rupee, fifty paise counting as the next higher rupee. Provided that no profit shall

be paid in respect of a period from the start of a financial year till close of the year, if a subscriber or his family (in case of his death) is paid the total amount of the CPF standing at his credit during the year.

Profit shall not be credited to the account of a Muslim subscriber if he informs in writing that he does not wish to receive it, but if he subsequently asks for profit it shall be credited with effect from the first day of the year in which he asks for it.

**187. Advances from the Fund.-** Subject to the employee having completed five years of regular service, a maximum of 50% of the amount standing at the credit of a subscriber may be granted to him as a temporary advance subject to the following conditions:-

- a. To pay expense incurred in connection with the prolonged illness of a subscriber or any person actually dependent on him.
- b. To pay for the overseas passage for reasons of health or education of a subscriber or any person actually dependent on him;
- c. To pay expense on a scale appropriate to the subscriber's status in connection with building a house or purchase of land for the purpose of building a house;
- d. To pay for such social ceremonies of his children as the Authority may approve on a case to case basis.

**188. Advance to be granted after twelve months of clearance of previous advance.-** An advance shall not, except for special reasons to be recorded in writing by the sanctioning authority, be granted before at least twelve months after the final repayment of the previous advance.

**189. Only one advance to be outstanding at a time. -** The subscriber will be allowed advance in a manner that only one advance will remain outstanding at one time.

**190. Minimum and maximum number of recoveries installments.-** 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 elect, or in any case more than forty eight installments. Each installment will be a number of whole rupees.

**191. Start of recovery of advance. -** Recovery of advance shall be made in the manner provided in these regulations and shall commence from the next month after the advance is made to the subscriber.

**192. Refund of advance disallowed subsequently. -** If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn, shall be repaid by the subscriber to the

Fund, or in default shall be recovered by deduction from the emoluments of the subscriber in installments or otherwise as may be decided by Authority.

**193. Recoveries immediately to be credited into subscriber's account.** - Recoveries made under this regulation shall be credited, as they are made, to the account of the subscriber in the Fund.

**194. Circumstances in which accumulations are payable.** - When a subscriber retires from the service, or resigns from service and the resign accepted by the Authority after at least five years of continuous service with Authority, the total amount standing to his credit in the Fund shall become payable to him as per policy prescribed and amended from time to time by the Federal Government for C.P. Fund, shall be followed.

**195. Reinstated employee to refund the amount received by him.** - Provided that a subscriber, who has been compulsorily retired, removed or dismissed from service and is subsequently reinstated in the service shall repay any amount paid to him from the fund in pursuance of these regulations. The amount so repaid shall be credited to his account in the Fund, part which represents his subscriptions and the part which represents the Authority contribution with profit thereon.

**196. Refund of outstanding amount of advance in case of disability or retirement during leave.**- When a subscriber, while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further services, the amount standing to his credit in the Fund shall, upon application made by him in that behalf to the Competent Authority, become payable to the subscriber provided that the subscriber, if he returns for duty, shall, if required by the Competent Authority, repay to the Fund, for credit to his account, the whole or part of any amount paid to him from the fund in pursuance of this Regulation in case or by installments or otherwise, by recovery from his emoluments or otherwise, as the Competent Authority may direct.

**197. Payment in case of death of employee.-**

- a) When the subscriber leaves a family, if a nomination made by the subscriber in favor of member or members of his family 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. If no such nomination in favor of a member or members of the family of the subscriber subsists, or if such information relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favor of any person or persons other than a member or members to his family become payable to the members of his family as per Islamic law determined by a court. If however the subscriber is non-Muslim the payment will be made as per the orders of the court.
- b) When the subscriber leaves no family and no nomination(s) have been made by him in favor if any person or persons, the amount standing to his credit in the fund will be paid as per orders of the court.

  
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**198. Deduction.**-Subject to the condition that no deduction may be made which reduces the credit in the CPF of a subscriber, by more than the amount contributed by the Authority with profit thereon, and before the amount standing to the credit of subscriber in the fund is paid out, the Competent Authority may direct the following deduction from the amount standing at the credit of the subscriber for payment to Authority.

- a) Any amount, if a subscriber has been dismissed from the service for misconduct provided that if the order of removal from service is subsequently cancelled, the amount so deducted shall, on his reinstatement in the service, be replaced at his credit in the Fund;
- b) Any amount, if a subscriber resigns within five years of his joining Authority, otherwise than by reason of superannuation or a declaration by competent medical authority that he is unfit for further services;
- c) Any amount due under a liability incurred by the subscriber to the Authority.

**199. "Payment:** Payment of CP Fund to the subscriber will be administered as per policy prescribed and amended from time to time by the Federal Government for CP Fund"

**200. Written application required for payment claim.** - Any person who desires to claim payment under these regulations shall send a written application in that behalf to the Finance Section. Payment shall be made in Pakistan only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in Pakistan.

**201. Fund Number to be quoted.** - When paying subscription in Pakistan either by deduction from salary or in cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Finance Section. Any change in the number shall similarly be communicated to the subscriber by the Finance Section.

- a) As soon as possible after the 30<sup>th</sup> of June of each year, the Finance Section shall send to each subscriber a statement of his account in the Fund, showing the opening balance, the amount credited or debited during the year, the amount of profit credited and the closing balance on the 30<sup>th</sup> of June. The Finance Section shall attach to the statement of account an enquiry whether the subscriber desired to make any alteration in the nomination.
- b) The Finance Section shall, if required by a subscriber in writing, but not more than once in a year, inform the subscriber of the total amount standing to his credit.

  
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**CHAPTER-XII**  
**USE OF STAFF CAR**

**202. Maintenance of Vehicles.**-(1) The Authority shall maintain a pool of vehicles for use, as may be specified, from time to time, with the approval of Chief Executive.

**203. Vehicle entitlement.** - Subject to their availability, the following vehicles shall be deployed for use by the employees as follows: -

a)	Chief Executive	Vehicle 1300cc
b)	Secretary	Vehicle 1300cc
c)	Director General	Vehicle 1300cc
d)	Officers of BPS-19/Manager	Vehicle 1000cc (Operational Vehicle)
e)	For duty with other officers/staff	Vehicle 800cc /Motor Cycles
f)	The Chief Executive OR Secretary TDAP shall be competent to deploy any vehicle with any employee, as may be deemed expedient in view of organizational exigencies.	

**204. POL Entitlement.**-The normal authorization of POL shall be as below:-

- (i) Director General- 300 Liters per month
- (ii) Director/Manager - 200 Liters per month (Operational Vehicle)

**205. Vehicles to be used within municipal limits.** - The above authorization shall be applicable for journeys performed within the municipal limits at relevant station unless specifically allowed by the competent authority.

**206. POL for journeys beyond municipal limits.** - For official journeys beyond municipal limits, additional POL shall be allowed on actual basis.

**207. POL limits to be fixed by the Secretary.** - The POL limit of CNG fitted vehicles shall be fixed by the Secretary, keeping in view the entitlements given above.

**208. Administrative Arrangements.**-(1) The Secretary in case of the headquarters, and respective Controlling Officers in each sub office shall designate a regular employee as Transport Officer, who shall be responsible for:

- a) The deployment and maintenance of vehicles; and

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- b) The maintenance of records relating to such vehicles.

**209. Registration and Insurance of TDAP Vehicles.-** Upon purchase of each vehicle, Administration Wing of the Authority Headquarters or each sub-office, as the case may be, shall be responsible for registration of the vehicle with the concerned Excise and Taxation Department and getting the vehicle insured from the Insurance / Tracking company approved by the Authority.

**210. Use of Official vehicles.-** Vehicles may be provided, subject to availability, for duty with and / or use by entitled officers, as may be determined, from time to time, provided the officer surrenders the conveyance allowance:-

- a) The entitled officers may use the vehicle within the municipal limits, subject to observance of the prescribed POL ceiling. Provided that the Chief Executive, Secretary and the Controlling Officers of sub-offices may also use the facility beyond the Municipal limits.

**211. Parking and driving at own risk of entitled officer. -** An entitled officer, at his own risk and responsibility:

- a) May park the staff car at his residence:  
b) May resort to self-drive, if holding valid driving license; or use their private licensed drivers, as may be necessitated.

**212. Permission of Secretary required for use of vehicle outside Municipal limits. -** The Secretary may also allow an officer/official to use the vehicle outside the municipal limits as aforesaid, for official or private purposes, in exceptional circumstances, provided that; the rate of recovery of such private use shall be the same as prescribed by the Federal Government, for private use.

**213. Charges for overtime of driver payable for private use.-** In addition fixed charges will be payable as overtime payment for the Driver for private use of vehicle.

Provided further that in case of loss, theft, damage, accident or mal-functioning, an inquiry shall be carried out and if the hiring officer/official is held responsible for deliberate loss and the loss is not recoverable from the Insurance Company, he shall be required to pay such amount as may be determined by the Secretary, on the basis of the inquiry report.

**214. Prohibition of use of official vehicles. -** The use of official vehicles shall not be admissible, except during casual leave and leave up to one month. In exceptional circumstances, the Secretary may, however, authorize the use of any vehicle by any officer during extra-ordinary leave or leave beyond one month.

**215. Routes and time tables for operational vehicles (Buses, Vans & Coasters).-** Subject to availability, the Transport Officer shall cause to prepare appropriate Time Tables and Route Charts for vehicles deployed for pick and drop of the employees.

**216. Monthly charges for operational vehicles on routes.** - The monthly charges of such journey shall be the same as fixed by the Secretary from time to time for TDAP employees;

**217. Conveyance allowance admissible for above facility.** - The employees desirous of availing this facility, on payment, and allowed, shall continue to draw the conveyance allowance at the rates allowed by the Federal Government to the equivalent grade employees.

**218. Maintenance Record.** - The following registers shall be maintained separately for every vehicle: -


- i) **Movement Register.**- A "Movement Register" indicating distance covered by the vehicle per day without recording point to point travel shall be maintained and shall remain in the custody of the staff car driver or the entitled officer, if the vehicle is in his use as self-driven;
- ii) **Vehicle Log Book.**-A book shall be maintained as the Vehicle Log Book and shall form a permanent historical record of the vehicle including brief descriptions of all accidents, etc. to be entered therein.
  - a) Running duty in number of kilometer traveled, on daily basis, without recording point-to-point travel, except as required under (b) below;
  - b) The journey beyond municipal limits be recorded from point to point;
  - c) Entry of the official POL obtained for the vehicle;
  - d) Recording a repair and maintenance of the vehicle with dates and expenditure, including the parts replaced


**219. Verification of log book entries by the concerned officers/PAs/PSs.** - All entitled officers would verify the entries in the Movement Register. PAs/PSs to the officers of the rank of Director General and above would be entitled to sign the Movement Registers in place of their officers.

**220. Unsigned entries to be charged as private journey.** - Any unsigned entry or entries appearing in the Movement Register shall be treated as private journey and will be chargeable at the rates prescribed by the Secretary.

**221. Recovery of charges for private use.**- (1) Transport Officer, on the last working day of each month shall prepare a bill in respect of private use of the official vehicles made or deemed to have been made during the month and shall affect recovery of charges from the officers / official concerned under proper receipt.

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**222. Recoveries for private use of vehicles not to be delayed.** - Recoveries on account of private use of vehicle shall not ordinarily be delayed beyond one month. Transport Officer shall be responsible for scrutinizing the Movement Registers at the close of each month.

**223. Overtime Allowance to drivers.** - The Staff Car drivers shall, for official duty performed beyond office hours, be entitled to an overtime allowance, at such rates as may be prescribed by the Federal Government, from time to time.

**224. Duties of drivers of officers driving official vehicles.** -The drivers shall be required to observe the following instructions namely:

- i. Proper upkeep of the vehicle under his responsibility;
- ii. Careful driving;
- iii. Timely repair of the vehicle;
- iv. Ensuring road worthiness of the vehicle;
- v. Taking all other reasonable precautions against accidents/damage;
- vi. Maintain and possess a valid driving license;
- vii. Observe driving/traffic rules and speed limits laid down for different areas;
- viii. Maintenance of the "Movement Register"

**225. Periodical Maintenance of Vehicles.** - Periodical maintenance schedule of vehicles as provided in Rule 21 of the Staff Car Rules, 1980 shall be strictly observed.

**226. Inspection of Vehicles.** - Same as provided in Staff Car Rules, 1980.

**227. Repair of Vehicles.**-All major repairs of vehicles shall be arranged through the Authorized Workshops of the respective Motor Companies or by inviting quotations, tenders as per normal procedures.

**228. Replacement of Vehicles.**-Replacement of vehicles will be made under orders of the Chief Executive or Secretary provided that the budget is available and the vehicle is either beyond economical repairs or is declared beyond repair by the authorized workshop.

**229. Disposal of Vehicles.** - Same procedure as provided in the Staff Car Rules, 1980 as amended by Federal Government from time to time shall apply for disposal of vehicles of the Authority.

**230. Contravention of Regulations.** - For any journey made in contravention of Regulations given in Chapter-XIII of these Regulations, the officer/official using the vehicle shall be charged, at the rate fixed by the Authority and shall also be required to pay the late duty allowance for the staff car driver, if deployed on such duty.

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**231. Matters not covered in these Regulations.** - In matters not covered by the Regulations given in Chapter-XIII of these Regulations, the provisions of Staff Car Rules, 1980 issued by the Cabinet Division shall be applicable.

### **CHAPTER-XIII** **MEDICAL ATTENDANCE**

**232. Application.** - These Medical Attendance Regulations shall apply to all Permanent, Regular employees including Commerce and Trade Group Officers in BPS-17 & above and Officers and Staff serving on deputation to the Authority and their family members as per declaration given by them to the Authority in accordance with the definition of "family" under sub-Regulation xxv of Regulation 2 of TDAP Service Regulations, 2021.

**233. List of Panel Hospitals.** - The Authority shall maintain a list of approved Hospitals all over the country on its panel. Besides other Hospitals All Federal Government, Provincial Governments and Government controlled hospitals will be treated as on panel of the Authority. Admission to these Hospitals shall be strictly on the recommendation of Authorized Medical Officer / RMO appointed/engaged by the Authority.

**234. Medical Attendance by RMO free of charge.** - Patient shall be entitled, to free of charge, medical attendance by the authorized medical officer / RMO.

**235. Reimbursement of medical treatment charges from approved Hospital.** - Any amount paid by the patient on account of such medical treatment from an approved Hospital by the Authority shall, on production of a certificate in writing by the authorized Medical Officer in this behalf and after necessary verification, be reimbursable.

**236. OPD Treatment.**-(i) All employees shall be entitled to a medical allowance @ 35% of Initial basic pay per month or as may be determined, from time to time, by the Authority for day to day expenses on account of outdoor medical treatment and the medicines purchased from medical stores other than those provided by the Hospital during indoor treatment, for themselves and their families.

(ii) In case an employee foregoes this entitlement, he can claim reimbursement of actual expenses up to a maximum of three months basic salary in a year. The choice of option will be given at the beginning of each financial year.

**236. Reimbursement of treatment charges for chronic diseases.** - Notwithstanding anything contained in sub-Regulation (i) and (ii) of Regulation 252, treatment of chronic ailments like heart, cancer, diabetes mellitus, Asthma, renal failure and hepatitis etc. shall be separately reimbursable after approval of the competent authority.

**237. Indoor Treatment.** -In addition to medical allowance under Regulation 252, an employee shall also be entitled to reimbursement of all hospitalization charges in respect of himself and his

family, in case he is treated in an authorized hospital. All such expenditure on hospitalization shall be reimbursable by the Authority or by such officer or Committee as authorized by the Authority, from time to time.

**238. Reimbursement of Medical Treatment expenses in non-Panel Hospital.-** Patient shall be entitled to free of charge medical treatment in any hospital or clinic or any other medical facility, not listed on the panel of authorized hospitals, if in the opinion of the authorized medical attendant it was necessary and Authority accepts this opinion or in case the patient is referred by the Panel Hospital to another Non-Panel Hospital provided such facility was not available at the Panel Hospital(s). Any amount paid by him on account of such treatment shall on production of a certificate in writing by the authorized medical attendant in this behalf, be reimbursed to him by the Authority.

**239. Reimbursement of Medical Attendance at residence in severe cases.-** If the authorized medical officer or specialist is of the opinion that due to severity of illness an employee cannot be given treatment at the hospital, he may receive treatment at his residence. Cost of such treatment shall be reimbursed subject to production of a written certificate by the authorized medical attendant giving reasons for such treatment.

**240. Outstation Treatment.-** If the authorized medical attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance or treatment which is not available at the place where the patient has fallen ill, he may, with the approval of the Authority;

- i. Send the patient to the nearest specialist or other medical officer for the medical attendance.
- ii. A patient send under sub-Regulation (i) above shall on production of a certificate in writing by authorized medical attendant in this behalf, be entitled to travelling allowance for him and the attendance if recommended by authorized medical attendant for the journeys to and from the headquarters of the specialist or other medical officer or the place where he is sent for treatment.
- iii. If the patient is too ill to travel, summon such specialist or other medical officer to attend the patient.
- iv. A specialist or other medical officer summoned under sub-Regulation (iii) above, shall, on production of certificate in writing by the authorized medical attendant in this behalf be entitled to traveling allowance at the rate admissible to the Government officers of his/her grade or equivalent, for the return journey undertaken by him to treat such patient, besides his professional charges.

**241. Foreign Treatment.-** In case of a treatment not available in any hospital and medical facility within Pakistan, the patient can be treated abroad on the recommendation of an authorized

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medical treatment and a panel of specialists with prior approval of TDAP Board, and all costs incurred on traveling and treatment shall be reimbursed on the production of necessary documents.

**242. Emergency Treatment:-** (a) Patient would be entitled to get medical treatment from any unauthorized private hospital/clinic in emergency if in the opinion of the authorized medical attendant it was necessary and Authority accepts this opinion.

(b) **Funeral Expenses for in-service death.** - If an employee dies during the service, the Authority will pay a lump sum amount of Rs. 50,000/- to the wife/husband or nominee of the deceased employee for funeral expenses. Besides, Authority will also bear cost of transportation of dead body from the place of death to the place of residence and place of burial of the employee along with two attendants. Provided further that Secretary TDAP would be competent to review/ determine the lump sum grant from time to time in the interest of the Authority.

**243. Authority competent to prescribe medical attendance procedure.-** (a) Secretary TDAP shall be competent to prescribe any procedure for medical attendance of the employees of the Authority in view of the future needs of the Authority from time to time including the power to include or exclude any hospital on Authority's panel list.

(b) If any question arising out as to whether any service is included in medical attendance or treatment, it shall be referred to the Secretary whose decision shall be final.

#### **CHAPTER-XIV** **DELEGATION OF POWER**

**244. Delegation of Power.** -The competent authority may, by general or special order delegate to any officer or authority subordinate to it all or any of its powers under these Regulations and may, by such order, prescribe the channel through which reports shall be made to the competent authority and the officer's receipt by whom of such reports shall be regarded as receipt of the reports by the Authority within the meaning of these Regulations.


#### **CHAPTER-XV** **AMENDMENTS**


**245. Amendments.** - The Authority may, make necessary amendments in these Regulations as deemed appropriate from time to time subject to the approval of the TDAP board.

#### **CHAPTER-XVI** **REPEAL AND SAVINGS**

**246. Repeals and savings.** - Upon the commencement of these Regulations:

- i) All funds, properties, rights and interests of whatsoever kind issued, used, enjoyed, possessed or owned, vested in Trade Development Authority of Pakistan (TDAP) in existence before such commencement and of liabilities legally subsisting against the said Authority shall remain with the Authority.

  
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- ii) All employees, advisors, consultants and experts appointed by the Authority in existence before the commencement of these Regulations shall remain the employees, advisors, consultants and experts of the Authority and shall be governed by the Regulations contained hereinbefore.
- iii) Notwithstanding anything contained hereinbefore, all orders made, action taken, vesting orders notification issued, transfer or posting made under any of the power conferred or vested under the provisions of the Rules/Regulations and Rules/ Regulations prevalent before the commencement of these Regulations shall be deemed always to have been lawfully and validly made, taken, issued or made under the provisions of these Regulations.

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# **SCHEDULE-I**

S#	Designation	Pay-scale	Age	Qualification	Promotion Quota	Direct Quota
1	Manager (TPS-01)	50000-2500-82500	40 year	a) MBA / MSc. / MA from a recognized University b) 08 years of experience in the relevant filed.	75% 5-years' service as Deputy Manager	25%
2	Deputy Manager (TPS-02)	35000-1750-57750	35 year	a) MBA / MSc. / MA from a recognized University b) 05 years of experience in the relevant filed.	60% 5-years' service as Assistant Manager	40%
3	Assistant Manager (TPS-03)	25000-1500-44500	30 year	a) 16 years education from a recognized University	50% 5-years' service in TPS-04	50%
4	Executive Officer / Superintendent (TPS-04)	16100-1290-41900	30 year	a) Minimum 14 years education b) Proficient in MS Office, Internet & Email c) Vocational certificate required for technical posts only	40% 4-years' service in TPS-05 & having minimum 14-years of educational qualification	60%
5	Assistant (TPS-05)	13700-1130-36300	28 year	a) Minimum 14 years education b) Proficient in MS Office, Internet & Email c) Vocational certificate required for technical posts only	50% 4-years' service in TPS-07	50%
6	UDC (TPS-07)	10700-750-25700	27 year	a) Minimum 14 years education b) Proficient in MS Office, Internet & Email c) Vocational certificate required for technical posts only	50% 4-years' service in TPS-08	50%
7	LDC (TPS-08)	9000-470-18400	25 year	a) Intermediate b) Typing speed of minimum of 30 word per minute c) Proficient in MS Office, Internet & Email	20% 4-years' service in TPS-09 Matric qualification Typing speed of 30 w.p.m	80%



				d) Vocational certificate required for technical posts only		
8	SCD, DR, Qasid, Farash, NaibQasid, Electrician, Mechanic, Chowkidar, Gardener (TPS-09)	7900-300-13900	25 year	a) Matriculation b) Vocational certificate required for technical posts only c) Driving License for the posts of SCD and DR	--	100%

### Technical Cadre:

S#	Designation and TPS	Pay scale	Age limit	Qualification	Promotion quota	Direct recruitment quota
1	Senior Private Secretary (TP-02)	35000-1750-57750	35 years	a) Minimum 14 years education b) Minimum speed of 80/40 w.p.m in shorthand/ typing respectively. c) Proficient in MS Office, Internet & Email	100% 5-years' service as Private Secretary	-
2	Private Secretary (TPS-03)	25000-1500-45500	30 year	a) Minimum 14 years education b) Minimum speed of 80/40 w.p.m in shorthand/ typing respectively. c) Proficient in MS Office, Internet & Email	100% 5-years' service as Assistant Private Secretary	-
3	Assistant Private Secretary (TPS-04)	16100-1290-41900	30 year	a) Minimum 14 years education b) Minimum speed of 80/40 w.p.m in shorthand/ typing respectively. c) Proficient in MS Office, Internet & Email	100% 5-years' service in TPS-06 and having minimum 14-years of educational qualification	-
4	Data Entry Operator /Steno-typist (TPS-06)	11800-890-29600	27 year	a) Minimum 14 years education b) Minimum speed of 80/40 w.p.m in shorthand/ typing respectively. c) Proficient in MS Office, Internet & Email	-	100%

1) Promotion Policy: (Conditions for promotion of TPS and BPS employees)

Promotion to posts in column (2) below shall be made by selection from amongst persons holding posts specified in column (3) on a regular basis and fulfil the conditions prescribed in column (4).

S#	Designation and TPS of the Post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1	Manager (TPS-01)	Deputy Manager (TPS-02)	5-years' service as Deputy Manager
2	Deputy Manager (TPS-02)	Assistant Manager (TPS-03)	5-years' service as Assistant Manager
3	Assistant Manager (TPS-03)	Executive Officer / Superintendent (TPS-04)	5-years' service in TPS-04
4	Executive Officer / Superintendent (TPS-04)	Assistant (TPS-05)	4-years' service in TPS-05 and having minimum 14-years of educational qualification
5	Assistant (TPS-05)	UDC (TPS-07)	4-years' service in TPS-07
6	UDC (TPS-07)	LDC (TPS-08)	4-years' service in TPS-08
7	LDC (TPS-08)	Employees holding posts in TPS-09	4-years' service in TPS-09 and having Matric qualification with minimum typing speed of 30 w.p.m

S#	Designation and TPS of the Post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1	Senior Private Secretary (TP-02)	Private Secretary (TPS-03)	5-years service as Private Secretary
2	Private Secretary (TPS-03)	Assistant Private Secretary (TPS-04)	5-years service as Assistant Private Secretary
3	Assistant Private Secretary (TPS-04)	Data Entry Operator / Steno-typist (TPS-06)	5-years service in TPS-06 and having minimum 14-years of educational qualification
4	Data Entry Operator / Steno-typist (TPS-06)	-	

S#	Designation and BPS of the Pos	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1	Executive Officer / Superintendent (BPS-16)	Assistant (BPS-15)	04-years service as Assistant and having minimum 14-years of educational qualification
2	Assistant Private Secretary (BPS-16)	Steno-typist (BPS-14)	04-years service as Steno-typist

3	Assistant (BPS-15)	UDC (BPS-11)	04-years service as UDC
4	UDC (BPS-11)	LDC (BPS-09)	04-years service as LDC
5	LDC (BPS-09)	Employees holding posts in BPS-07 and below	04-years service in BPS-07 and below post and having Matric qualification with minimum typing speed of 30 w.p.m

**Ratio of BPS and TPS in Promotional Quota**

Ratios for BPS and TPS in the promotional quota will be calculated on the existing strength of BPS and TPS in respective feeding cadre before the meeting of the Departmental Promotion Committee. The promotion ratio of the officials posted in TDAP Head office is calculated as under:

S#	Designation and TPS of the Post	Promotion Quota	BPS share	Working strength in feeding cadre	TPS share	Working strength in feeding cadre
1	Executive Officer / Superintendent (BPS-16)	40%	73.6%	14	26.3%	05
2	Assistant Private Secretary (BPS-16)	100%	62%	26	38%	16
3	Assistant (BPS-15)	50%	61.5%	24	38.5%	15
4	UDC (BPS-11)	50%	22.2%	06	77.7%	21
5	LDC (BPS-09)	20%	33.6%	43	66.4%	85

**Annexure – I**

**ADDITIONAL ALLOWANCES FOR ALL EMPLOYEES OF TDAP**

- Basic Pay.** - As per Government.
- Entertainment Allowance at the rate of 15% of Initial Basic Pay (to the officers in BPS-17 and above or TPS – 1 to TPS -3 only).
- Subsidy for utilities at the rate of 30% of Basic Pay.
- Conveyance allowance:
  - Director General, Govt/ official vehicle (1300cc) with 300 liters of petrol per month.
  - Director / Manager; operational vehicle (1000cc) with 200 liters petrol per month.
  - Deputy Director / Deputy Manager; As per Government rules
  - Assistant Director / Assistant Manager; As per Government rule.
  - (For duty with other officers/staff; Official vehicle (800cc) / Motor Cycles.
  - Conveyance Allowance to employees in TPS- 4 to 9 shall be entitled to conveyance allowance at the rates of conveyance allowance allowed by the Federal Government to its employees in equivalent grades.

(The Chief Executive or Secretary TDAP shall be competent to deploy any vehicle with any employee, as may be deemed expedient in view of organizational exigencies).


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- e) TDAP Headquarters/ Hard Area Allowance at the rate 45% of Initial Basic Pay for the employees posted at places (Karachi, Peshawar, Quetta, AJK, G.B, Gawadar) declared Hardship Areas/Hard Areas by the Federal /Provincial Governments.
- f) House rent allowance at the rate of 65% of Initial Basic Pay or House requisition facility as announced by Federal Government for equivalent grade employees from time to time whichever considered favorable by the employees.
- g) Medical Allowance at the rate of 35% of Basic Pay till finalization of hospitals on panel.
- h) **Eid Assistance Allowance.** - All the employees of TDAP shall be entitled to Eid Assistance Allowance at the rate of one Basic Pay on both Eids.
- i) **Mobile phone entitlement.-** Mobile phone entitlement to TDAP officers shall be reimbursed on the basis of actual and up to maximum ceiling per month at the following rates:
- |       |                    |                     |
|-------|--------------------|---------------------|
| (i)   | BPS – 17 / TPS – 3 | Rs. 2000 per month  |
| (ii)  | BPS – 18 / TPS – 2 | Rs. 3000 per month  |
| (iii) | BPS – 19 / TPS – 1 | Rs. 4000 per month  |
| (iv)  | BPS – 20           | Rs. 5000 per month  |
| (v)   | Secretary          | Rs. 7000 per month  |
| (vi)  | Chief Executive    | Rs. 10000 per month |
- j) **Club Membership for Senior Executives.** - Corporate Membership of TDAP.
- k) **Washing Allowance.** - Rs. 500/- per month to the liveried staff.

**Note:** Conveyance allowance mentioned at (C) above shall be admissible to only those employees who are not provided official transport / vehicle.

- l) **Computer Allowance.** - Rs. 500/- per month to below BPS-17 & eqv.
- m) **Honorarium.** - 1 basic pay to all employees of TDAP.
- n) **Special Pay Allowance.** - As per Government.
- o) **Orderly Allowance.** - As per Government.
- p) **Qualification Pay.** - As per Government.
- q) **Adhoc 2012, 2013, 2014.-** As per Government.

  
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**TRADE DEVELOPMENT AUTHORITY PAY SCALES**

TPS Name	Pay scale	Spans/stages	Designation	Previous Designations covered
TPS-1	50000 – 2500 – 82500	13	Manager	Director
TPS-2	35000 – 1750 – 57750	13	Deputy Manager	Deputy Director
TPS-3	25000 – 1500 – 44500	13	Assistant Manager	Assistant Director
TPS-4	16100-1290-41900	20	Officer/Executive Officer	Executive Officer, Exhibition Officer, Administrative Officer, Superintendent, Documents Officer, Budget Officer, Assistant Editor, Technical Officer, Manager, Public Relations Officer, Accountant, PA to Advisor, PA to V.C. (N.G), Stenographer (S.G) (N.G)
TPS-5	13700-1130-36300	20	Supervisor / Stenographer/ Accountant, Inspector, Technician, Computer Supervisor	Stenographer, Assistant, (S.G), Assistant Administrative Officer, Audit Executive, Assistant Technical Officer, Stenotypist, (S.G), Statistical Assistant (S.G), Assistant
TPS-6	11800-890-29600	20	Junior Supervisor, Senior Assistant, Photographers	Assistant Contact Officer, Assistant PRO, Bibliographer, Cataloguer, Enumerator, Official Photographer, Steno-typist
TPS-7	10700-750-25700	20	Assistant, Assistant Accountant, Computer Assistant, Storekeeper, Receptionist	Assistant, Field Inspector, Statistical Assistant, Research Assistant, Scanner, Caretaker, Superintendent, Sr. Technical Assistant, Technical Assistant, Librarian, , UDC(S.G), UDC, Asstt: Official Photographer, Telexoperator (redundant),

				Store Keeper, Telephone operator, Staff Car Driver (S.G), LDC (S.G)
TPS-8	9000-470-18400	20	Comp. Operator, Typist, Clerk, Driver, Mechanic, Operators, Dispatch Rider, Dark Room Assistant, Trimmer	LDC, Proof Reader, Staff Car Driver, Mechanic, Machine Operator, Copy Holder, Dispatch Rider, Operator Printing Machine, Gestetner Operator, Operator Duplicating Machine, Dark Room Assistant, Trimmer
TPS-9	7900-300-13900	20	NaibQasid, Chowkidar, Guards, Mali, Record Keeper, Sweeper, Daftry, Quasid, Farrash, Packer, Record Sorter.	NaibQasid, Chowkidar, Guards, Mali, Record Keeper, Sweeper, Daftry, Quasid, Farrash, Packer, Record Sorter.


**Constitution of a Committee for placement of regular employees of erstwhile EPB, EMDF or contractual employees in TDAP Pay Scales.**


Following Committee shall be responsible for proper placement of regular employees of TDAP opting to become permanent employees of TDAP into new corresponding TDAP Pay Scales:-

- |     |                                    |   |                  |
|-----|------------------------------------|---|------------------|
| (1) | Director General HR/Administration | - | Chairman         |
| (2) | Director General Finance/Accounts  | - | Member           |
| (3) | Director HR/Administration         | - | Member/Secretary |

The recommendations of the Committee shall be approved by the Chief Executive through Secretary TDAP. All contractual employees currently in TDAP will be regularized according to these Regulations and record of said above committee and approved by CE or Secretary.

**Note:** All Allowances as detailed in Annexure –I in line with the TDAP Service Regulations, 2021, shall also be admissible to the personnel employed under above stated pay scales.

  
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## APPENDIXES

### APPENDIX-A

*The Federal Services Medical Attendance Rules, 1990*

**NO.F.20-5/88-MF(I)**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF HEALTH**

*Islamabad the 11th August, 1990*

### NOTIFICATION

No.F.20-5/88-MF-I.\_\_\_\_ In exercise of powers conferred by Section 25 of the Civil Servants Act, 1973(LXXI of 1973) and in supersession of the Central Services (Medical Attendance) rules 1958, the President is pleased to make the following rules, namely:-

1. (i) These rules may be called the Federal Services Medical Attendance Rules, 1990.  
  
(ii) They shall apply to all Government servants other than those in railway service whose conditions of service are prescribed by rules made or deemed to be made by the Federal Government when they are on duty or on leave or under suspension in Pakistan or on foreign service in Pakistan.
2. In these rules, unless there is anything repugnant in the subject or context:
  - (a) "Government servant" means the serving and the retired Government servants.
  - (b) "authorized medical attendance" means: -
    - (i) In the case of Government Servants in BPS 1 to 15 "Medical Officer", and
    - (ii) in the case of Government servants in BPS 16 and above, Civil Surgeon, Associate Physician and Assistant Surgeon.
  - (c) "district" means the district in which the Government Servants falls ill.
  - (d) "family" means parents, husband, wife, legitimate children and step-children of Government servant's parents sister and minor brothers residing with and wholly dependent upon him.

*Explanation (1).*\_\_\_\_ Wife of a Government servant shall be deemed to be wholly dependent on him so long as she is not judicially separated, and where the wife herself is a government servant (i.e the servant of the Central or a Provincial Government) the husband shall be entitled to claim

  
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any benefit admissible to him in respect of the wife if she does not claim the benefit in her own right as a Government servant.

*Explanation (2).*\_\_\_\_ Sons and step-sons of Government servant shall be deemed to be wholly dependent upon him till they complete the age of eighteen years, and shall thereafter be deemed to be so dependent only if he certified that they are wholly dependent upon him.

*Explanation (3).*\_\_\_\_ Daughter and step-daughters of a Government servant shall be deemed to be wholly dependent upon him till they are married, and thereafter shall normally be assumed to have ceased to be so dependent unless he certifies that they are wholly dependent upon him.

*Explanation (4).*\_\_\_\_ In case of more than one wife, the wife nominated by the Government servant to receive medical attendance and treatment will be entitled to it.

*Explanation (5).*\_\_\_\_ The expression "residing with" shall not be so construed as to exclude any member of the family of a government servant wholly dependent upon such servant but not actually resident with him, as for example, the son or daughter of a government servant studying at a place other than his headquarters or the wife of a Government servant temporarily away from such headquarters.

(e) "the Government" means: -

(j) in respect of Islamabad the Federal Government.

(ii) in respect of a province the Provincial Government, unless the Federal Government medical hospital is available.

(f) "Government Hospital" means a hospital maintained by Government or under autonomous arrangement under the Government by a local authority, and includes any military hospital for the treatment of Government servant.

(g) "Medical Attendance" means:-

(i) in respect of Government servant specified in sub-clause(ii) to clause(b), in Rule (2) an attendance in hospital or at the residence of the Government servant, including such pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis as are available in any Government hospital in the district, and are considered necessary by the authorized medical attendant, and such consultation with a specialist or other medical officer in the service of the Government stationed in the Province as the authorized medical attendant certifies to be necessary to such extent and in such manner as the specialist or medical officer may, in consultation with the authorized medical attendant, determine;

  
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- (ii) in respect of any other Government servants in BPS 1 to 15, attendance at a hospital or in case of illness which compels the patient to be confined to his residence, at the residence of the Government servant, including such methods of examination for purposes of diagnosis as are available in the nearest Government hospital and such consultation with a specialist or other medical officer of the Government stationed in the district as the authorized medical attendant certifies to be necessary such extent and in such manners as the specialist or medical officer, may in consultation with the authorized medical attendant, determined;
- (h) "patient" means a Government servant to whom these Rules apply and who has fallen ill;
- (i) "Province" means the Province in which a patient has fallen ill;
- (j) "treatment" means the use of all medical and surgical facilities available at the Government hospital in which a Government servant is treated and includes; --
- (i) The employment of such pathological, bacteriological radiological or other methods as are considered necessary by the authorized medical attendant;
- (ii) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;
- (iii) The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorized medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the Government servant;
- (iv) Such accommodation as is ordinarily provided in the hospital and is suited to his status. In case of retired Government servant his status will be determined by the last appointment held;
- (v) Such nursing as is ordinarily provided to inpatient by the hospital;
- (vi) The specialist consultation described in clause (G), but does not include provision of the request of the Government servant of accommodation superior to that described in sub-clause (iv);
- (vii) "Dental treatment" which includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, treatment for dental caries, gingivitis Pyorrhea and filling (temporary or permanent) of dental cavities including root canal treatment scaling, but does not include dental implants, orthodontic appliances, bridging crowing and provision of dentures;
- (viii) The provision of artificial limbs, joints and implants; and

- (ix) The facility of circumcision.
3. (1) A Government servant shall be entitled, free of charge, medical attendance by the authorized medical attendant.
- (2) Where a Government servant is entitled under sub-Rule (1) of Rule 3 free of charge, to receive medical attendance; any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorized medical attendant in his behalf and after necessary verification, be reimbursed to him by the Federal Government.
4. (1) When the place at which a patient 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, the authorized medical attendant shall be entitled to traveling allowance for the journey to and from the place where the patient is.
- (2) Application for traveling allowance under sub-rule (1) (a) shall be accompanied by a certificate in writing by the authorized medical attendant stating that medical attendance was necessary, and if the application is under clause (1) (b) of that sub-Regulation the patient was too ill to travel.
5. (1) If the authorized medical attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself and such attendance or treatment which is not available at the place where the patient has fallen ill he may, with the approval of the Medical Superintendent of the hospital (which shall be obtained beforehand unless the delay involved entails danger to the health of the patient):-
- (a) send the patient to the nearest specialist or other medical officer as provided in clause (g) or Rule 2, by whom in his opinion medical attendance is required for the patient.
- (b) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.
- (2) A patient sent under clause (a) of sub-rule (1) shall on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to traveling allowance for him and attendant if recommended by authorized medical attendant for the journeys to and from the headquarters of the specialist or other medical officer or the place where he is sent for treatment.

(3) A specialist or other medical officer summoned under clause (b) of sub-rule (1), shall, on production of certificate in writing by the authorized medical attendant in this behalf be entitled to traveling allowance for the journey to and from the place where the patient is.

6. (1) A Government servant shall be entitled, free of charge:

(i) to treatment;

(a) in such Government hospital being a hospital maintained by Government, at or near the place where he falls ill as can, in the opinion of the authorized medical attendant provide the necessary and suitable treatment; or

(b) if there is no such hospital as is referred to in sub-clause(a), in such other Government hospital at or near that place as can in the opinion of the authorized medical attendant, provide the necessary and suitable treatment;

(ii) to get medical treatment from any unauthorized/private hospital/clinic in emergency if in the opinion of the authorized medical attendant it was necessary.

(iii) A Government servant shall also be entitled to ambulance charges if actually provided with an ambulance and the hospital authorities consider such provision to be necessary.

(2) Where a Government servant is entitled under sub-Rule (1) free of charge to treatment in a hospital any amount paid by him on account of such treatment, shall on production of a certificate in writing by the authorized medical attendant in this behalf, be reimbursed to him by the Federal Government.

7. (1) If the authorized medical attendant is of opinion that owing to the absence or remoteness of a suitable hospital or to the severity of the illness, a Government servant cannot be given treatment as provided in clause (1) or sub-Rule (1) of Rule 6, the Government servant may receive treatment at his residence.

(2) A Government servant receiving treatment at his residence under sub-Rule (1) shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment he would have been entitled, free of charge, to receive under these Regulations if he had not been treated at his residence.

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(3) Claims for sums admissible under sub-rule (2) shall be accompanied by a certificate in writing by the authorized medical attendant stating: -

(a) his reasons or the opinion referred to in sub-rule (1);

(b) the cost of similar treatment referred to in sub-rule (2).

8. (1) Charges for services rendered in connection with but not included in medical attendance on or treatment, of, patient entitled free of charge, to medical attendance or treatment under these rules, shall be determined by the authorized medical attendant and paid by the patient.

(2) If any question arises as to whether any service is included in medical attendance of treatment, it shall be referred to the Government and the decision of the Government shall be final.

9. The controlling officer of a patient may require that any certificate required by these rules to be given by the authorized medical attendant for traveling allowance purpose shall be countersigned: -

(a) in the case of a certificate, given by the "medical officer" by the Civil Surgeon or the Associate Physician.

(b) in the case of certificate given by the Civil Surgeon or Associate Physician by the Medical Superintendent of the hospital.

10. The Family of a Government servant shall be entitled, free of charge, to medical attendance and treatment, on the scale and under the conditions allowed to be Government servant himself, at hospitals including recognized hospitals at which the Government servant is entitled to receive treatment free of charge. This shall include confinement of a Government servant's wife in a hospital but not prenatal or post natal treatment at a Government servant's residence.

Amendment in the light of Federal Shariat Court decision ( PLD 1992 FSC 527) following amendment made on February 2013:-

S.R.O----- (1)/2003. In exercise of the powers conferred by Section 25 of the Civil Servants Act 1973, the President is pleased to direct that the following amendments shall be made in the Federal Services Medical Attendance Rules 1990, namely:-

In the aforesaid rules, in rule 2.-

- (i) in clause (d), for the word "wife" the word "wives" shall be substituted; and
- (ii) the Explanation (4) shall be omitted.

TRADE DEVELOPMENT AUTHORITY OF PAKISTAN

FORM OF AGREEMENT TO BE EXECUTED AT THE  
TIME OF DRAWING AN ADVANCE FOR THE  
PURCHASE OF HOUSE/QUARTER/FLAT/PLOT OF LAND  
AND/OR CONSTRUCTING A HOUSE THEREON

AN AGREEMENT made \_\_\_\_\_ day of \_\_\_\_\_ Two thousand  
Twenty \_\_\_\_\_ BETWEEN \_\_\_\_\_ S/O  
\_\_\_\_\_ (hereinafter called the Borrower, which shall include his legal  
representatives and assignees) of the one part and Chief Executive, Trade Development Authority  
of Pakistan, of the other part. WHEREAS the borrower has under the provisions of the Regulations  
and procedures for Grant of House Purchase/Building Advance to TDAP Employees hereinafter  
referred to as the said Regulations which expression shall include any amendments thereof for the  
time being in force) applied to the Chief Executive of the Authority for a loan of Rs. \_\_\_\_\_  
or the purchase of a plot of land and/or constructing a house thereon or to purchase a  
house/quarter/flat and the Chief Executive of the Authority has agreed to lend the said amount to  
the Borrower on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED between the parties hereto that consideration of the sum  
of Rs. \_\_\_\_\_ paid by the Chief Executive of the Authority to the Borrower (the receipt of  
which the Borrower hereby acknowledges) the Borrower hereby agrees with the Chief Executive  
of the Authority.

- 1) To pay the Chief Executive of the Authority the said amount with interest calculated  
according to the said Regulations by monthly deductions from his salary as provided for  
by the said Regulations and hereby authorizes the Chief Executive of the ..... to make  
such deductions and;
- 2) To execute a document hypothecating the said plot of land together with the house to be  
constructed thereon or lease the house/quarter/flat to the Authority as security for the  
amount lent to the Borrower aforesaid and interest in the form provided by the said  
Regulations AND IT IS HEREBY LASTLY AGREED AND DECLARED that if the  
purchase of land and/or construction of the house not started or the purchase of  
house/quarter/flat not finalized and hypothecated as aforesaid within three months from  
the date of these presents or if the Borrower within that period becomes insolvent or quits  
the service of the Authority or dies, the whole amount of the loan and interest if any,  
accrued thereon shall immediately become due and payable.

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**AMANAT ALI LAGHARI**  
DEPUTY DIRECTOR  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

IN WITNESS whereof the Borrower has hereinto set his hand the day and year first before written.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_


DATE \_\_\_\_\_

Signed by the said (Borrower)

In presence of:

\_\_\_\_\_

  
**AMANAT ALI LAGHARI**  
DEPUTY DIRECTOR  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

**TRADE DEVELOPMENT AUTHORITY OF PAKISTAN****FORM OF MORTGAGE**

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_ two thousand twenty \_\_\_\_\_ between \_\_\_\_\_ S/o \_\_\_\_\_ a TDAP employee of \_\_\_\_\_ (hereinafter referred to as the mortgagor which term shall where the context so admits include his successors and assigns) of the other part.


WHEREAS the mortgagor is absolutely seized and possessed of or otherwise well entitled to lease-hold rights in the land hereditaments and premises (hereinafter described and expressed to be hereby conveyed, transferred and assured thereafter referred to as the said hereditaments).


AND WHEREAS the mortgagor has applied to the mortgagee for and advance of the sum of Rs. \_\_\_\_\_ for the purpose of enabling him to defray the expenses of the lease and development of the said hereditaments and building thereon a suitable residence for his own use.

AND WHEREAS under the provisions contained in Article 155(a) of the Civil Accounts Code, Volume-I (hereinafter referred to as the said Code which expression shall where the context admits include any amendment thereof or addition thereto from time to time in force) the mortgagee has agreed to advance to the mortgagor the said sum of Rs. \_\_\_\_\_ out of which the mortgagor hereby acknowledges the receipt of Rs. \_\_\_\_\_ which have already been paid to the Mortgagor in pursuance of an agreement executed on \_\_\_\_\_ 20 \_\_\_\_\_ between the mortgagor as borrower and the mortgagee and the reminder viz: Rs. \_\_\_\_\_ being payable as entered and receipted from time to time in the schedule hereto.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rs. \_\_\_\_\_ paid or to be paid accordingly or the purpose of enabling the mortgagor to defray the hereinbefore cited expenses the mortgagor hereby covenants with the mortgagee to repay to the mortgagee the said sum of Rs. \_\_\_\_\_ (and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf and interest thereon calculated according to the said Code on the \_\_\_\_\_ day of \_\_\_\_\_ next and if the loan shall not be repaid on that date will pay interest accordance with the said Code).

AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby demise convey transfer and assure unto the mortgagee ALL that piece of land situated in the \_\_\_\_\_ district of \_\_\_\_\_ registration district of \_\_\_\_\_ sub-registration district on \_\_\_\_\_ containing \_\_\_\_\_ more or less now in the occupation of the mortgagor and bounded on the North by \_\_\_\_\_ on the South

  
**BASIT RAUF**  
 Director General  
 Trade Development Authority of Pakistan  
 Government of Pakistan  
 Karachi

  
**AMANAT ALI LAGHARI**  
 DEPUTY DIRECTOR  
 Trade Development Authority of Pakistan  
 Government of Pakistan  
 Karachi

by \_\_\_\_\_ on the East by \_\_\_\_\_ and on the West by \_\_\_\_\_ together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings now erected or hereafter to be erected on the said piece of land together with all rights, easement and appurtenances to the said hereditaments or any of them belonging To Hold the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance of Rupees \_\_\_\_\_ (and of such further sums as may have been paid as aforesaid) made upon the security of these presents shall have been repaid and interest thereon calculated according to the said Code by the deduction of monthly installments of the salary of mortgagor as in the said Code mentioned or by any other means whatsoever that and in such case the mortgagee will upon the request and at the cost of the mortgagor re-convey, re-transfer or re-assure the said hereditaments unto and to the use of the mortgagor or as he may direct AND it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service before the sum of Rupees \_\_\_\_\_ (and any further sum as may have been paid as aforesaid) and interest thereon calculated according to the said code shall have been fully paid off them and in any of such cases it shall be lawful for the mortgagee to sell the said hereditaments or any part thereof either together or in parts and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned there AND to do and execute all such acts and assurances for effectuating any such sale as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers there from AND it is hereby declared that the mortgagee shall hold the moneys to arise from any sale in pursuance of the aforesaid power UPON TRUST in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the mortgagee AND it is hereby agreed and declared that the said Code shall be deemed and taken to be part of these presents.

The mortgagor hereby covenants with the mortgagee that the mortgagor will during the continuance of this security observe and perform all the provisions and conditions of the said Code on his part to be observed and performed in respect of these presents and the said hereditaments.

IN WITNESS whereof the mortgagor that hereunto set his hand the day and year first above written.

SIGNATURE : \_\_\_\_\_  
NAME : \_\_\_\_\_  
DESIGNATION: \_\_\_\_\_  
DATE : \_\_\_\_\_

Signed by the said (Mortgagor) in the

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**AMANAT ALLAH CHAHRI**  
Deputy Director  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi



Presence of 1<sup>st</sup> witness:

\_\_\_\_\_

Address : \_\_\_\_\_

Occupation : \_\_\_\_\_

2<sup>nd</sup> witness : \_\_\_\_\_

Address : \_\_\_\_\_

Occupation : \_\_\_\_\_

(The deed should be registered)

Schedule

Received the sum of

Dated \_\_\_\_\_

SIGNATURE: \_\_\_\_\_


  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi


  
**AMANAT ALI LAGHARI**  
DEPUTY DIRECTOR  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

TRADE DEVELOPMENT AUTHORITY OF PAKISTAN

FORM OF RE-CONVEYANCE FOR  
HOUSE BUILDING ADVANCE

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_ BETWEEN THE CHIEF EXECUTIVE, TDAP, KARACHI (hereinafter called the Chief Executive) of the one part and \_\_\_\_\_ and employee of TDAP (hereinafter called the mortgagor) of the other part is supplemental to an Indenture of mortgage dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and made BETWEEN the mortgagor of the one part and the TDAP of the other part and registered at \_\_\_\_\_ in Book \_\_\_\_\_ Volume \_\_\_\_\_ pages \_\_\_\_\_ to \_\_\_\_\_ as No. \_\_\_\_\_ for \_\_\_\_\_ (hereinafter called the PRINCIPAL INDENTURE) WHEREAS all moneys due and owing on the Security of the PRINCIPAL INDENTURE have been fully paid and satisfied and the CHIEF EXECUTIVE has accordingly at the request of the mortgagor agreed to execute such re-conveyance of the mortgaged premises in the within written INDENTURE comprised as is hereinafter contained. NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the premises the CHIEF EXECUTIVE doth hereby grant assign and re-conveyance unto the mortgagor, his heirs, executors, administrators and assigns ALL THAT the piece of land situate in the \_\_\_\_\_ containing \_\_\_\_\_ more or less bounded on the North by \_\_\_\_\_ on the South by \_\_\_\_\_ on the East by \_\_\_\_\_ and on the West by \_\_\_\_\_ together with the dwelling-house and out offices, stables, cook rooms and out-buildings thereon AND ALL and singular other premises in the PRINCIPAL INDENTURE comprised or expressed to be thereby assured or which now are by any means vested in the CHIEF EXECUTIVE subject to redemption under or by virtue of the PRINCIPAL INDENTURE expressed and all the estates right title interest property claim and demand whatsoever of the CHIEF EXECUTIVE into out of or upon them same premises by virtue of the PRINCIPAL INDENTURE to have and to hold the premises hereinbefore expressed to be hereby granted assigned and re-conveyed unto and to the use of the mortgagor his heirs, executors, administrators and assigns forever freed and discharged from all moneys intended to be secured by the PRINCIPAL INDENTURE and from all actions, suits accounts, claims and demands for, or in respect of the said moneys or any part thereof or, for, or in respect of, the PRINCIPAL INDENTURE or of anything relating to the premises AND the CHIEF EXECUTIVE hereby covenants with mortgagor his heirs, executors, administrators and assigns that the CHIEF EXECUTIVE has not done or knowingly suffered or been party or privy to anything whereby the said premises or any part thereof are, is or can be impeached, encumbered or affected in title estate on otherwise howsoever.

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi


  
**AMANAT ALI LAGHARI**  
Deputy Executive  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

IN WITNESS whereof the parties here to have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered by \_\_\_\_\_

For and on behalf of the Chief Executive

In the presence of

  
**AMANAT ALI LAGHARI**  
DEPUTY DIRECTOR  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

The Secretary  
Trade Development Authority of Pakistan  
Karachi

**(THROUGH PROPER CHANNEL)**

**SUBJECT: APPLICATION FOR GRANT OF HOUSE BUILDING ADVANCE**

Sir,

I hereby apply for a loan for purchase of house/quarter/flat or plot of land and/or construction of house on a plot available with me, under the House Building Advance Regulations of the Trade Development Authority of Pakistan.

The following particulars are true to the best of my knowledge and belief:

- 1) Name: Mr./Mrs./Miss: \_\_\_\_\_
- 2) Father's/Husband's Name: \_\_\_\_\_
- 3) Designation: \_\_\_\_\_
- 4) Residential Address:
  - a) Present: \_\_\_\_\_
  - b) Permanent \_\_\_\_\_
- 5) Date of Appointment in TDAP: \_\_\_\_\_
- 6) Length of Service as on 31-10-20\_\_ : \_\_\_\_\_
- 7) Present Posting with date: \_\_\_\_\_
- 8) (a) Date of Birth \_\_\_\_\_ (b) Age: \_\_\_\_\_
- 9) Basic Pay/Wage: \_\_\_\_\_
- 10) Amount of 56 Basic Pay/Wage: \_\_\_\_\_
- 11) Scale of Pay/Wage \_\_\_\_\_
- 12) Details of outstanding amount against other  
Loans/Advances or Recoveries: \_\_\_\_\_
- 13) Rate of recoveries per month: \_\_\_\_\_

3. I have read, understood and conversed myself with the Regulations of House Building Advance Scheme of the Trade Development Authority of Pakistan and declare that the terms and conditions specified therein are acceptable to me. I further declare and confirm that this is my first

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**AMANAT ALI LAGHARI**  
Deputy Director  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

application during the service of the TDAP and have not applied/or availed of the facility of House Building Advance before this.

4. I solemnly affirm and hereby certify that the sum shall be expended for the purpose for which it is sanctioned, and I further undertake that if there should be any surplus funds after the House is completed, the same will at once be refunded by me to the Authority.

Yours faithfully,

(\_\_\_\_\_)

Applicant

Dated: \_\_\_\_\_

**WITNESSES:**

1. \_\_\_\_\_  
(Name & Designation)
2. \_\_\_\_\_  
(Name & Designation)

**OPTION OF THE APPLICANT'S DEPARTMENTAL SUPERIOR AS TO THE NECESSITY FOR THE ASSISTANCE SOLICITED AND CERTIFICATE REGARDING SATISFACTORY SERVICE.**


- 1) \_\_\_\_\_  
\_\_\_\_\_

2) **CERTIFICATE**

It is also certified that Mr. \_\_\_\_\_ has rendered five years of satisfactory service in TDAP and no disciplinary action is pending or under process against him.

SIGNATURE	:	_____
NAME	:	_____
DESIGNATION	:	_____
DATE	:	_____

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**AMANAT ALI LAGHARI**  
DEPUTY DIRECTOR  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

TRADE DEVELOPMENT AUTHORITY OF PAKISTAN


IRREVOCABLE GENERAL POWER OF ATTORNEY

KNOW ALL MEN by these presents that I \_\_\_\_\_ S/o. \_\_\_\_\_ Muslim, Adult working as \_\_\_\_\_ in Trade Development Authority of Pakistan, in my capacity as owner of property No. \_\_\_\_\_ situated \_\_\_\_\_ hereby constitute and appoint the Chief Executive, Trade Development Authority of Pakistan, Karachi to be my true and lawful attorney to do all acts, things deeds in my name and on my behalf in connection of the above said property to pay back the loan advanced to me for the said property by the Authority under its Regulations and terms and conditions mentioned therein.

THE IRREVOCABLE GENERAL POWER OF ATTORNEY ENTITLES the Chief Executive, Trade Development Authority of Pakistan, Karachi:-

- 1) to manage and look-after the said property and to pay dues, demands, taxes etc., if any, in respect of the said property.
- 2) to sell, convey or transfer by way of sale agreement conveyance deed or otherwise dispose of in any manner whatsoever and for the purpose of aforesaid to execute the necessary deed or deeds instruments, conveyance, sale, lease, transfer etc., to appear before any Registrar or Sub-Registrar and admit execution of the same, to acknowledge the receipt of the consideration, to deliver the possession of said property to the vendee(s) in all respects.
- 3) to represent me in all matters and affairs relating to the said property before Government or Semi-Government Departments, Authority or Court or the K.M.C., K.E.S.C., Excise And Taxation Departments and to make any application, affidavit, forms, petitions, before the aforesaid Departments in respect of any matter and concerning to the said property.
- 4) in case my attorney disposes off the property mentioned above, my attorney shall be at liberty to make the payment to TDAP against the loan and the interest thereon till the date of payment and or any other amount out-standing against me in the account of TDAP which I have received.
- 5) that my attorney is also authorized to pay the loan outstanding against me from C.P. Fund deposit.
- 6) to appoint Sub-Attorney or agent etc., on my behalf in connection with the said property.

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**AMANAT ALI LAGHARI**  
DEPUTY DIRECTOR  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

7) to let out on rental basis, receive monthly rent and issue receipt thereof.

AND generally to act in all relation to my property and C. P. Fund amount, as fully and effectively in all respects as I myself could do any, I hereby declare that my said attorney shall lawfully do or cause to be done. I the said executants to hereby agree to have ratified allowed and confirmed the same.

IN WITNESS WHEREOF I the above named executants set and subscribed my hands here unto at Karachi this \_\_\_\_\_ day of \_\_\_\_\_.

(EXECUTANT)

WITNESS:-

1. \_\_\_\_\_


Address: \_\_\_\_\_

2. \_\_\_\_\_

Address: \_\_\_\_\_

SIGNATURE OF THE ATTORNEY

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**AMANAT ALI LAGHARI**  
DEPUTY DIRECTOR  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

**AFFIDAVIT**

I \_\_\_\_\_ S/o. solemnly declare on oath as under:-

- i) I do not own any other house in my name or in the name of any of my dependent members of family except given under:
- ii) I do not own any other plot of land in my name or in the name of any of my dependent members of family except which I have stated herein;
- iii) I own a plot of land only in my name/in the name of the under mentioned dependent member of my family. Particulars of the said plot are given hereunder:-  
Size :  
No. :  
Situation :  
Name of Agency/body from whom acquired:  
Leased or un-Leased :

2. Now I require advance for the following purpose:

\_\_\_\_\_  
\_\_\_\_\_

3. There is no outstanding loan/advance against me for which I am repaying monthly installments equal to or about 1/3<sup>rd</sup> of my pay.
4. I have rendered five years satisfactory service of TDAP.
5. While purchasing a plot of a constructed house, I will abide by the specifications contained in Regulation-3(i) and (ii) of the TDAP's House Building Advance Regulations.
6. That the plot/house is free from all encumbrances.
7. That whatever is stated above is true to the best of my knowledge.

**(DEPONENT)**

**To be given on ten (10) rupee non-judicial stamp paper**

Duly attested by the oath commissioner/notary public along-with the application for house building loan

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**AMANAT ALI LAGHARI**  
DEPUTY DIRECTOR  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi



**SURETY BOND**

Know all men by these present that I \_\_\_\_\_ S/O \_\_\_\_\_ at present employed as \_\_\_\_\_ in the office of TRADE DEVELOPMENT AUTHORITY OF PAKISTAN \_\_\_\_\_ (hereinafter called the surety) am bound up to the Chief Executive (here after called) the Chief Executive of the Trade Development Authority of Pakistan in the sum of Rs. \_\_\_\_\_ together with interest thereon for such payment to be well and truly made, I hereby jointly and severally bind myself or heirs executors administrations and representatives by these presents sealed with us this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

2. WHEREASE Mr./Miss/Mrs \_\_\_\_\_ S/O,D/O \_\_\_\_\_ at present employed as in the office of TRADE DEVELOPMENT AUTHORITY OF PAKISTAN herein after called the Borrower has at his own request been granted by the Chief Executive, TRADE DEVELOPMENT AUTHORITY OF PAKISTAN a loan of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) for Purchase of House/Plot/Flat etc in his/her own name and that the said borrower has under taken to repay the said amount \_\_\_\_\_ equal monthly installments of Rs. \_\_\_\_\_ per month or installment(s at the rate as may be from time to time fixed for the purpose by the Chief Executive of TRADE DEVELOPMENT AUTHORITY OF PAKISTAN.

3. Now the condition of this obligation is such that if the said borrower shall, while employed in the TRADE DEVELOPMENT AUTHORITY OF PAKISTAN office, defaults to pay or regularly pay or ceases to pay to the Chief Executive of Trade Development Authority of Pakistan the amount of aforesaid loan by installment with interest, on the whole or such amount as shall from time to time remain owing on the first day of until the said amount of Rs \_\_\_\_\_/- together with interest thereof shall be fully paid or until the House/Plot/Flat etc purchased with said amount has been mortgaged to the Chief Executive of the Trade Development Authority of Pakistan then this bond shall be void otherwise the same shall remain inforce. But nevertheless that if the borrower shall or become insolvent or at any time cease to be in service of the TRADE DEVELOPMENT AUTHORITY OF PAKISTAN the whole or so much of the said principal sum of Rs. \_\_\_\_\_/- as such the remains unpaid together with interest which shall have occurred due to him immediately become due and payable to the TDAP and may be recoverable from the sureties in an installment or as may be directed by the CHIEF EXECUTIVE, TRADE DEVELOPMENT AUTHORITY OF PAKISTAN by virtue of this bond.

Signatures of Borrower


Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

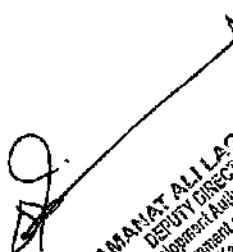
SIGNATURE OF SURETY

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**AMANAT ALI LAGHARI**  
DEPUTY DIRECTOR  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_

WITNESS  
NAME \_\_\_\_\_  
DESIGNATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_

  
**AMANAT ALI LACHARI**  
DEPUTY DIRECTOR  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

  
**BASIT RAUF**  
Director General  
Trade Development Authority of Pakistan  
Government of Pakistan  
Karachi

any benefit admissible to him in respect of the wife if she does not claim the benefit in her own right as a Government servant.

*Explanation (2).*\_\_\_\_ Sons and step-sons of Government servant shall be deemed to be wholly dependent upon him till they complete the age of eighteen years, and shall thereafter be deemed to be so dependent only if he certified that they are wholly dependent upon him.

*Explanation (3).*\_\_\_\_ Daughter and step-daughters of a Government servant shall be deemed to be wholly dependent upon him till they are married, and thereafter shall normally be assumed to have ceased to be so dependent unless he certifies that they are wholly dependent upon him.

*Explanation (4).*\_\_\_\_ In case of more than one wife, the wife nominated by the Government servant to receive medical attendance and treatment will be entitled to it.

*Explanation (5).*\_\_\_\_ The expression "residing with" shall not be so construed as to exclude any member of the family of a government servant wholly dependent upon such servant but not actually resident with him, as for example, the son or daughter of a government servant studying at a place other than his headquarters or the wife of a Government servant temporarily away from such headquarters.

(e) "the Government" means: -

(j) in respect of Islamabad the Federal Government.

(ii) in respect of a province the Provincial Government, unless the Federal Government medical hospital is available.

(f) "Government Hospital" means a hospital maintained by Government or under autonomous arrangement under the Government by a local authority, and includes any military hospital for the treatment of Government servant.

(g) "Medical Attendance" means:-

(i) in respect of Government servant specified in sub-clause(ii) to clause(b), in Rule (2) an attendance in hospital or at the residence of the Government servant, including such pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis as are available in any Government hospital in the district, and are considered necessary by the authorized medical attendant, and such consultation with a specialist or other medical officer in the service of the Government stationed in the Province as the authorized medical attendant certifies to be necessary to such extent and in such manner as the specialist or medical officer may, in consultation with the authorized medical attendant, determine;

- (ii) in respect of any other Government servants in BPS 1 to 15, attendance at a hospital or in case of illness which compels the patient to be confined to his residence, at the residence of the Government servant, including such methods of examination for purposes of diagnosis as are available in the nearest Government hospital and such consultation with a specialist or other medical officer of the Government stationed in the district as the authorized medical attendant certifies to be necessary such extent and in such manners as the specialist or medical officer, may in consultation with the authorized medical attendant, determined;
- (h) "patient" means a Government servant to whom these Rules apply and who has fallen ill;
- (i) "Province" means the Province in which a patient has fallen ill;
- (j) "treatment" means the use of all medical and surgical facilities available at the Government hospital in which a Government servant is treated and includes; --
- (i) The employment of such pathological, bacteriological radiological or other methods as are considered necessary by the authorized medical attendant;
- (ii) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;
- (iii) The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorized medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the Government servant;
- (iv) Such accommodation as is ordinarily provided in the hospital and is suited to his status. In case of retired Government servant his status will be determined by the last appointment held;
- (v) Such nursing as is ordinarily provided to inpatient by the hospital;
- (vi) The specialist consultation described in clause (G), but does not include provision of the request of the Government servant of accommodation superior to that described in sub-clause (iv);
- (vii) "Dental treatment" which includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, treatment for dental caries, gingivitis Pyorrhea and filling (temporary or permanent) of dental cavities including root canal treatment scaling, but does not include dental implants, orthodontic appliances, bridging crowing and provision of dentures;
- (viii) The provision of artificial limbs, joints and implants; and

- (ix) The facility of circumcision.
3. (1) A Government servant shall be entitled, free of charge, medical attendance by the authorized medical attendant.
- (2) Where a Government servant is entitled under sub-Rule (1) of Rule 3 free of charge, to receive medical attendance; any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorized medical attendant in his behalf and after necessary verification, be reimbursed to him by the Federal Government.
4. (1) When the place at which a patient 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, the authorized medical attendant shall be entitled to traveling allowance for the journey to and from the place where the patient is.
- (2) Application for traveling allowance under sub-rule (1) (a) shall be accompanied by a certificate in writing by the authorized medical attendant stating that medical attendance was necessary, and if the application is under clause (1) (b) of that sub-Regulation the patient was too ill to travel.
5. (1) If the authorized medical attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself and such attendance or treatment which is not available at the place where the patient has fallen ill he may, with the approval of the Medical Superintendent of the hospital (which shall be obtained beforehand unless the delay involved entails danger to the health of the patient):-
- (a) send the patient to the nearest specialist or other medical officer as provided in clause (g) or Rule 2, by whom in his opinion medical attendance is required for the patient.
- (b) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.
- (2) A patient sent under clause (a) of sub-rule (1) shall on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to traveling allowance for him and attendant if recommended by authorized medical attendant for the journeys to and from the headquarters of the specialist or other medical officer or the place where he is sent for treatment.

(3) A specialist or other medical officer summoned under clause (b) of sub-rule (1), shall, on production of certificate in writing by the authorized medical attendant in this behalf be entitled to traveling allowance for the journey to and from the place where the patient is.

6. (1) A Government servant shall be entitled, free of charge:

(i) to treatment;

(a) in such Government hospital being a hospital maintained by Government, at or near the place where he falls ill as can, in the opinion of the authorized medical attendant provide the necessary and suitable treatment; or

(b) if there is no such hospital as is referred to in sub-clause(a), in such other Government hospital at or near that place as can in the opinion of the authorized medical attendant, provide the necessary and suitable treatment;

(ii) to get medical treatment from any unauthorized/private hospital/clinic in emergency if in the opinion of the authorized medical attendant it was necessary.

(iii) A Government servant shall also be entitled to ambulance charges if actually provided with an ambulance and the hospital authorities consider such provision to be necessary.

(2) Where a Government servant is entitled under sub-Rule (1) free of charge to treatment in a hospital any amount paid by him on account of such treatment, shall on production of a certificate in writing by the authorized medical attendant in this behalf, be reimbursed to him by the Federal Government.

7. (1) If the authorized medical attendant is of opinion that owing to the absence or remoteness of a suitable hospital or to the severity of the illness, a Government servant cannot be given treatment as provided in clause (1) or sub-Rule (1) of Rule 6, the Government servant may receive treatment at his residence.

(2) A Government servant receiving treatment at his residence under sub-Rule (1) shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment he would have been entitled, free of charge, to receive under these Regulations if he had not been treated at his residence.

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