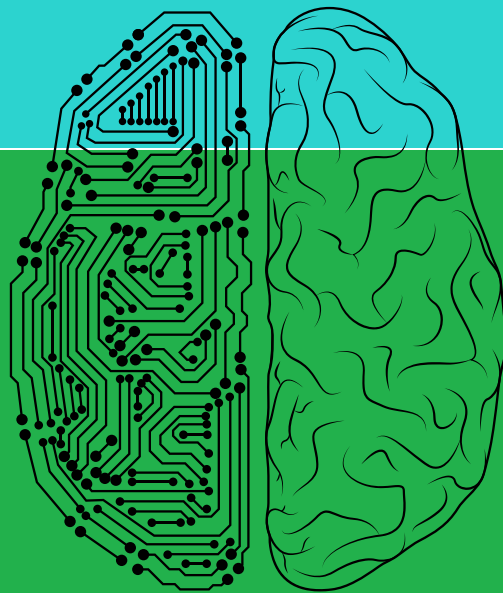


# Human Resource Transformation

NATIONAL ENERGY EFFICIENCY AND CONSERVATION AUTHORITY



*Part 2*

## Deliverable II

JUNE 2017

HRM Policy Considerations and Proposed Regulations

Submitted by:

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## **Deliverable 02 – Part 02**

# **HRM Policy Considerations and Proposed Regulations**

This deliverable is submitted to **National Energy Efficiency Conservation Authority (NEECA), ENERCON Building, Sector G-5/2, Islamabad** by **K. M. Zubair** (Lead Consultant) and **Waseem Mansoor** (Associate Consultant) in response to provisions of the agreement made on 6<sup>th</sup> April 2017 between **Energy Conservation Fund (ECF)** and the Consultants for Human Resource (HR) Transformation of newly established NEECA.

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# Section 01

# COMPARATIVE ANALYSIS OF HRM POLICIES / SERVICE REGULATIONS

## 1.1 Preamble

A systematic approach to human resource management (HRM) for NEECA, is more than ever, necessary to ensure the success of the Authority specifically if it desires to focus on the successful implementation of its core regulatory functions and future business plans. The management of NEECA's human resources, just like its financial management assumes a special significance. It should therefore be objective, transparent, logical, universal and simple as best as possible. These traits ensure that line managers feel truly responsible for their HR, and that they finally have earned unchallenged seat at their executive table.

This report comprises two sections. Section One contains a resume of major policy considerations that were kept in mind to develop service regulations for NEECA. This is followed by a comparative matrix of HRM practices and procedures in selected organizations and regulatory authorities. The four agencies picked for this purpose include NEpra, PEMRA, OGRA and AEDB. The regulations reflect the policy context as to how an organization manages its human resources. The HR comparative matrix based on review of service regulations of these organizations is presented in Appendix-1. The key policy elements proposed in NEECA's regulations are also presented in the matrix. The draft service regulations and recruitment rules developed thereby are placed at Appendix-2. Section Two of the report presents guidelines to address the relationship between the Board, Authority and provincial departments, sharing of the legislative role with other power sector regulatory agencies, and the actions and initiatives that are required to be taken by NEECA in this regard.

## 1.2 Underlying Policy Considerations

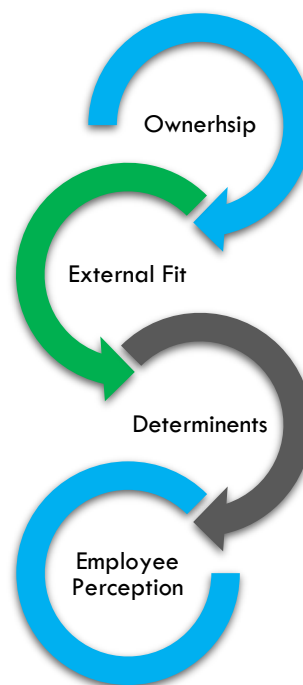
The core considerations for our strategic approach (SA) to design NEECA's human resource management and its service regulations include the following:

- 📌 **Ownership;** NEECA's proposed service regulations should generate the "Feelings of Ownership" in the management,
- 📌 **External/internal fit;** the policy element in the service regulations should reflect a candid and transparent picture prevailing in the local market; and the one that should match, align and facilitate the NEECA's HR development,
- 📌 **Determinants;** Provision of such conventional/innovative tools that assist in NEECA's step wise HR development.

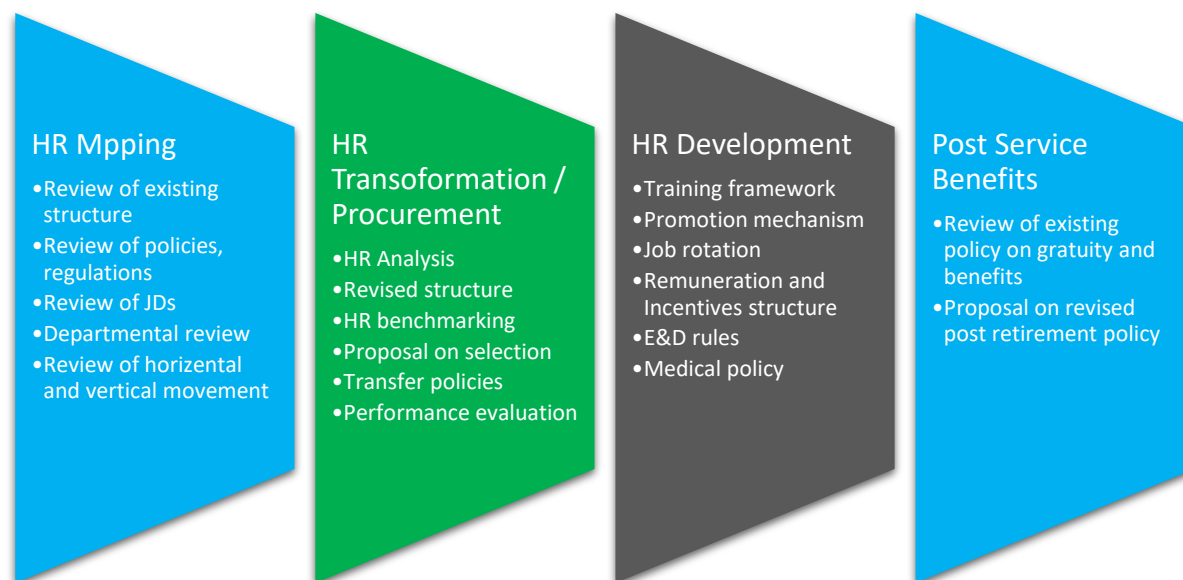
- 📌 **Seek NEECA's Perceptions:** to seek modifications/improvement in the light of progress NEECA makes in due course; *"It is difficult to see the real picture, when we are outside the frame"*. We will seek organization's own perception/ inner feelings about the HRM policy of the org. to *"See the real picture"*, and come up with interventions as may be necessary.

### 1.3 HRM Policy Contours

The Policy contours for developing NEECA service structure /regulations are built around four basic components. One, a comprehensive mapping of the existing policies and HR regulations in vogue in other organizations; two, to enable NEECA to make most suitable selections and building a team that can help delivering the organizational objectives; Three, helping the employees develop their professional and organizational skills, providing them with a professional growth opportunity and providing them a work hygiene that allows them to focus single mindedly to dispense with their basic responsibilities; and Lastly, to lay out a design for the employees such as to generate enough confidence of job satisfaction and long term work relationship.



The principal considerations for major HR components is presented below.



# 1.4 Major Policy Ingredients

## 1.4.1 Appointments

The affirmative action which focuses on merit, providing equal employment opportunities without discriminating against religion, sex, color or creed and is exclusively based on professional merit is the principal policy consideration for making appointments in NEECA.

In order to minimize possibilities of internal and/or external influence in making appointments, provision is made for the Board to designate competent authorities, develop procedures of initial screening, written tests and/or any other technique as may be appropriate. The regulations envisage that no one can be considered for appointment, unless he / she qualifies according to a defined criterion, and that no waivers shall be allowed and make best efforts to select the right man for the right job.

- Merit based / Transparency
- Equal opportunity
- Non-discrimination
- Eliminating internal / external influence
- Proper screening and evaluation
- Right man for the right job

## 1.4.2 Employees Development

Employee’s career development is an important element of HR policy for NEECA. To cater to this requirement, several features have been built into the proposed regulations. Appointments of professional cadre in higher scales are proposed to be initially on performance based contracts to allow room for junior cadre officials to grow in due course of time. The promotions have been proposed to be based on tangible key performance based indicators to be determined by the Authority and an objective assessment of accomplishments by appropriately formulated assessment committees. The deputation and absorption by deputation has been proposed only in special circumstances through a selection process. The Board is provided an overwhelming role in debating and approving an appropriate criterion to minimize internal and external interference in this regard. The Board is also empowered to address employee’s capacity development issues and grievance redressal mechanism for increased job satisfaction and to improve work hygiene in NEECA.

- Appointments at lower cadres to leave room for promotions
- Promotion based on equitable assessments
- Positive corrective action
- KPI based assessments
- Horizontal and vertical movement
- Grievance redressal mechanism
- Employees assistance program
- Detarrence to work place violence
- Code of Conduct
- Employees assistance program
- Employees capacity development

## 1.4.3 Benefits and Job Satisfaction

The formative years in NEECA’s life are certainly going to be challenging. Developing work plans, designing business models, defining coordination protocols, compliance with regulatory procedures, evolving implementation mechanism, investment promotion in EC/EE, and revenue generation are tasks which are likely to take time and considerable effort, and require HRM review and improvement from time to time. Apportioning corresponding benefits and attempts to continuously creating improved work conditions is a pre-requisite of a good HRM policy. The proposed

- Gratuity
- Provident Fund
- Benevolant Fund
- Medical facility
- Awards
- Loans / Welfare Packages

policy while provides for several benefits like gratuity, contributory provident fund, medical facilities, etc., and a provision has been made in the regulations for periodic review of its welfare policies for the benefit of its employees.

## 1.5 Comparative Matrix

NEECA regulations have been proposed after a comprehensive study based on review of HRM policies and regulations of selected apex organizations as discussed above. The competitive matrix developed thereby highlights the strengths and weaknesses in various regulations and facilitated the design of NEECA regulations in a purposeful manner. The key elements of comparison of the comparative statement include the definition of the key terms used in the regulations, a service cadres proposed to be adopted for NEECA, the method of making appointments in the Authority against sanction posts as well as the method for short-term contracts against specialized assignments, medical fitness and citizenship requirement for serving NEECA, the conditions for probation and termination of probation, procedure and qualifications for induction by deputation, conditions for postings and transfers, method for annual assessment, the eligibility criteria for promotion and procedure for performance review and award. The regulations also include the method and manner in which leave can be utilized, the entitlement for gratuity and contributory provident fund, the transportation and travelling facilities, medical care facilities and method for efficiency and disciplinary proceedings for NEECA employees. The regulations contain a provision for its periodic review from time to time to make necessary improvements in terms and conditions wherever necessary. The comparative matrix is presented in Appendix 1.

### Key Sections



- Procedure and method of appointment
- Cadres
- Promotion criteria
- Code of Conduct
- Medical care facilitation
- Gratuity
- Contributory provident fund
- Leave
- Efficiency & discipline
- Travelling and transportation

# Section 02

## GUIDELINES TO DEFINE RELATIONSHIPS, LEGISLATIVE ROLES AND LEGAL MANDATE

Relationship between the Board and the Authority is stipulated in the NEECA Act. The proposed service regulations presented in Appendix 2 of the report provides further meaning to this relationship. In order to delineate areas where the Provinces can assume independent roles in promoting EC or where the provinces can work in close coordination with the Authority, or where it is advisable for the functions to be kept exclusively in the domain of NEECA, it is important to review the functions and the powers of the Board in the NEECA Act.

Presented below are the guidelines to address each of the aforementioned areas.

### 2.1 Relationship between Board and the Authority

Section 6 of the NEECA Act envisages the establishment of Authority to be called National Energy Efficiency Conservation Authority (NEECA) to act as sole focal Authority for initiating, catalyzing, carrying out and coordinating the implementation of all EC programs in all sectors of the economy. The Authority is envisaged as below

Section 6 to 9 of the Act provide the salient features including power and functions of the Authority. While the functions, powers and composition of the board are provided in the Section 4 and 5 (2) of the Act.

Figure 2.1 (a) and (b) highlight the salient characteristics to help determine the relationship between the Board and the Authority.

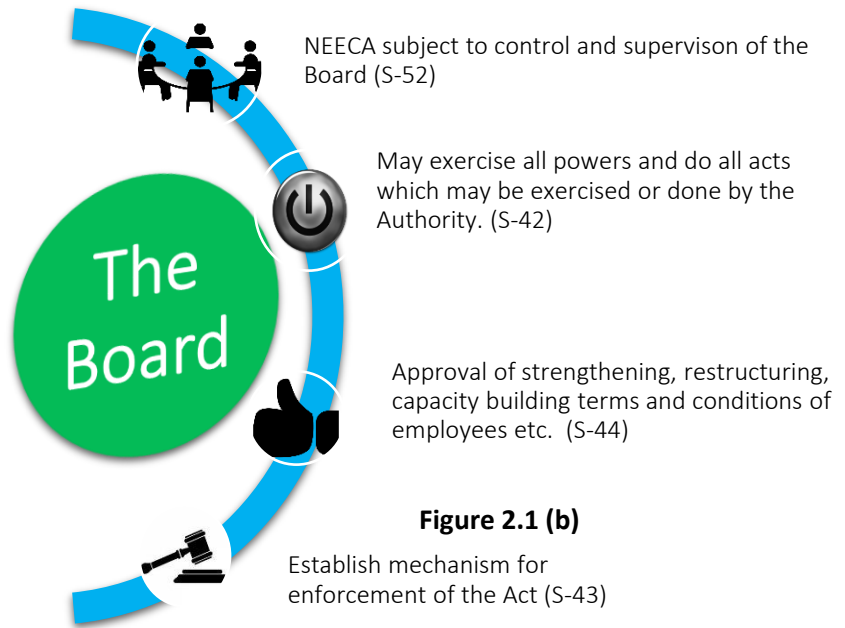
The NEECA Board is composed of highly ranked government officials including seven (7) Federal Secretaries, 4 (four) Provincial Secretaries, Chairman of the two



Figure 2.1 (a)



regulatory authorities in the energy sector in addition to seven (07) nominees / selected from the private sector. The Board is required to hold three (03) meetings in a year. Given the nature of the powers of the board as defined in the Act, it is important that necessary provisions be made in the service regulations to maximize the role of the Board in key aspects of the administrative, financial and supervisory role the Authority. Accordingly, the following provisions are proposed to be made in the Service regulations.



**Figure 2.1 (b)**

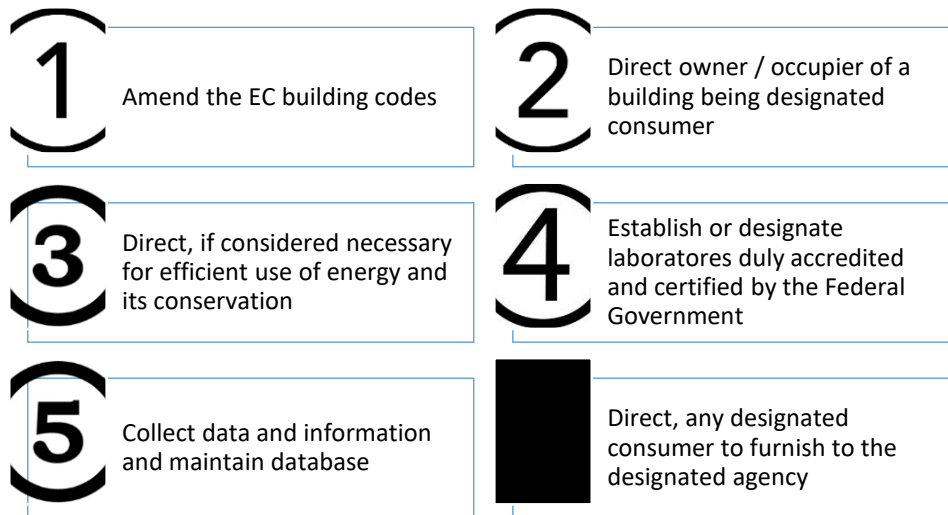
The Board being the governing body of the Authority is mandated to oversee the entire gamut of technical activities and administrative matters of the Authority. The streamlining of Authority / Board relationship requires giving a clear definition to the methods of involvement of the Board in various operational, procedural, institutional measures. Following is a list of key areas to ensure Board’s involvement in all such matters as well as defining its relationship with the Authority.

## Proposed Role of NEECA Board in Service Regulations

- Defining competent authorities
- Performance assessments
- Approval of policies and standards
- Performance audit
- Facilitate enforcement
- Facilitate project planning, design and execution
- Investment promotion
- HR transformaiton
- Capacity development
- HRM policy review / employee welfare packages

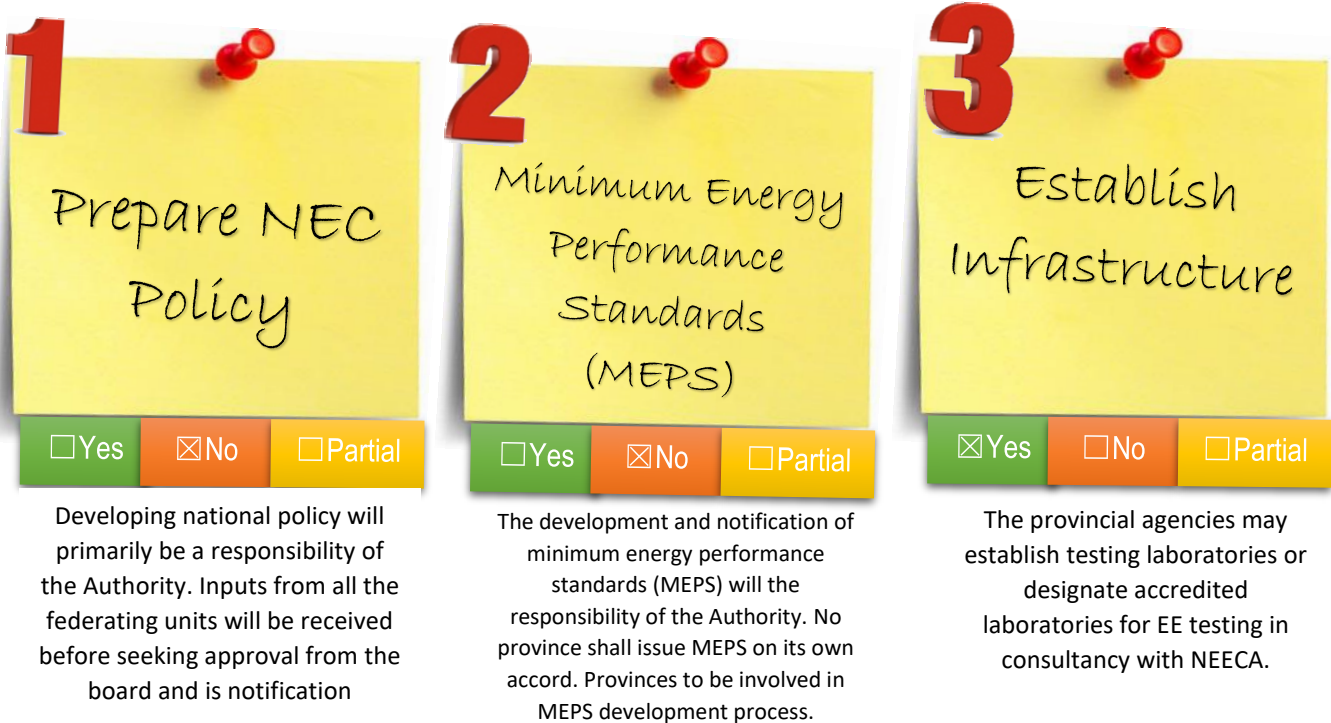
## 2.2 Relationship between Board and Provinces

The Act recognizes NEECA as a sole focal Authority for national efforts on energy efficiency and conservation and coordination with the provincial governments. The Provincial Governments on the other hand require approval of the NEECA Board and in consultation with the Authority can take several initiatives to promote EE and EC efforts in the respective provinces. The key powers and functions of the Provincial Governments to facilitate and enforce efficient use of energy as provided in Section 13 of the Act are as below.



## 2.3 Proposed relationship between the Authority and Provinces

Presented below is function wise proposed relationship between the Authority and the Provinces.



4

Prescribe and implement building energy code.

Yes  No  Partial

The provincial agencies may amend and notify the BEC to suit local climatic conditions in consultation

5

Display of Labels

Yes  No  Partial

Introducing labels for appliance products shall be responsibility of NEECA. Provincial agencies can assume verification and testing role in consultation with NEECA.

6

Establish system of designated consumers and audits

Yes  No  Partial

The provincial agencies may assign designated consumers in consultation with NEECA. Energy audits / assessments for demonstration purpose can be initiated by the agencies in consultation with NEECA.

7

Prohibit manufacture sale or import of energy inefficient equipment

Yes  No  Partial

The provincial agencies shall act as enforcement arms of the Authority in their respective provinces. Enforcement to be done in consultation and approval from the Authority.

8

Demonstration, R&D

Yes  No  Partial

Provincial agencies can take their own initiatives on R&D and EC demonstration activities. The Authority will be kept informed to maximize ripple effect, awareness and to build upon work carried out previously by ENERCON.

9

Create awareness and disseminate information

Yes  No  Partial

The provincial agencies may create awareness and disseminate information regarding promotion of EC practices in the respective provinces in coordination with NEECA.

10

Penalties for inefficient practices.

Yes  No  Partial

Penalties will be prescribed by the Authority for inefficient EC practices till the powers are delegated to the Penalties will be prescribed by the Authority for inefficient EC practices till the powers are delegated to the

11

Program Development for EE promotion

Yes  No  Partial

The provincial agencies may develop programs in their respective provinces for EE and MEPS related activities with prior approval from the Authority / board.

12



Recommend financial and fiscal incentives

Yes  No  Partial

The provincial agencies may recommend the Authority regarding financial and fiscal initiatives for EE and MEPS which can be implemented with Board's approval.

## 2.4 Review of Functions of NEPRA and OGRA

A review of the key functions of NEPRA, the national power regulatory authority and OGRA, the midstream and downstream oil & gas regulatory authority of the country are presented below. It is evident that both the regulatory authorities are primarily responsible for the grant of licenses for undertaking the regulate activity in their respective areas of concern. The only areas which can be perceived to cross cut with NEECA's functions pertain to enforcing performance standards for the regulated activities by the two (02) authorities and prescribing fines for the contravention of provisions of the act / ordinance. These areas of common concern are highlighted accordingly.

 <ul style="list-style-type: none"> <li>▪ grant, issue, and renew licences, modify, amend, extend, suspend, review, cancel and reissue, revoke or terminate any licence for the undertaking of any regulated activity and to prescribe requirements to be satisfied by applicants for the grant of licence</li> <li>▪ specify, performance and service standards and other conditions for undertaking any regulated activity</li> <li>▪ prescribe a uniform form of accounts and accounting practices to be complied with by licensees</li> <li>▪ administer, enforce and certify standards and other conditions for undertaking any regulated activity</li> <li>▪ in consultation with licensees specify and review standards for the equipment and materials to be used in undertaking any regulated activity</li> <li>▪ promote and ensure the observance of efficient practices, where applicable, in the transmission, distribution, processing, refining, marketing, storage of petroleum and transportation of petroleum by pipelines</li> <li>▪ promote effective competition and efficiency in the activities within its jurisdiction of the Authority</li> <li>▪ monitor and enforce compliance by licensees with the conditions of licences</li> <li>▪ resolve complaints and other claims against licensees for contravention of the provisions of this Ordinance, rules or regulation</li> <li>▪ resolve disputes between licensees, between licensees and any other person regarding a regulated activity</li> <li>▪ provide for the submission, filing, recording and timely and useful dissemination of information regarding the regulated activities</li> <li>▪ prescribe fines for contravention of the provisions of this Ordinance, rules, regulations and terms and conditions of a licence or a decision of the Authority</li> <li>▪ protect the interests of all stakeholders including the consumers and the licensees in accordance with the provisions of this Ordinance and the rules</li> <li>▪ administer or establish prices, for those categories of petroleum for which the Federal Government establishes prices and may delegate the function to the Authority from time to time,</li> <li>▪ prescribe, review, approve and regulate tariffs for regulatory activities pertaining to natural gas and operations of the licensees for natural gas and marketing of refined oil products.</li> </ul>	 <ul style="list-style-type: none"> <li>▪ grant licences for generation, transmission and distribution of electric power</li> <li>▪ prescribe procedures and standards for investment programmes by generation, transmission and distribution companies</li> <li>▪ prescribe and enforce performance standards for generation, transmission and distribution companies</li> <li>▪ establish a uniform system of accounts by generation, transmission and distribution companies</li> <li>▪ prescribe fees including fees for grant of licences and renewal thereof</li> <li>▪ prescribe fines for contravention of the provisions of this Act</li> <li>▪ review its orders, decision or determinations</li> <li>▪ settle disputes between the licensees</li> <li>▪ issue guidelines and standards operating procedures</li> <li>▪ perform any other function which is incidental or consequential to any of the aforesaid functions</li> <li>▪ determine tariff, rates, charges and other terms and conditions for supply of electric power services by the generation, transmission and distribution companies and recommend to the Federal Government for notification</li> <li>▪ review organizational affairs of generation, transmission and distribution companies to avoid any adverse effect on the operation of electric power services and for continuous and efficient supply of such services</li> <li>▪ encourage uniform industry standards and code of conduct for generation, transmission and distribution companies;</li> <li>▪ tender advice to public sector projects;</li> <li>▪ submit reports to the Federal Government in respect of activities of generation, transmission and distribution companies; and</li> <li>▪ perform any other function which is incidental or consequential to any of the aforesaid functions.</li> <li>▪ grant licences for generation, transmission and distribution of electric power</li> <li>▪ prescribe procedures and standards for investment programmes by generation, transmission and</li> </ul>
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Electricity production is a major consumer of conventional source of energy in the country and as such efficient use of energy in the power system is of considerable concern for NEECA. Similarly, the accounted for gas (UFG) represents a major loss of energy in the gas transmission and distribution network. Earlier, the scope of ENERCON activities had been limited to improving the end use energy efficiency

improvement in all sectors of the economy. The NEECA Act 2016, however, includes efficiency improvement in generation, transmission and distribution as an important component of its functions as well. Its therefore proposed that with the approval of the Board which includes chairpersons of the two (02) regulatory authorities as members of the Board of Directors, to find a role in contributing to efficiency improvements in these areas. The propose involvement can be in a way which does not attempt to intrude into mandate of other authorities but a supplementary in nature. Some of the initiatives that can be taken in this regard are presented in Figure 2.4.



Figure 2.4

## 2.5 Actions Required to Facilitate Authority’s Functions.

To enforce compliance of the provisions of the Act, a number of initiatives are required to be taken by NEECA in accordance with functions to be enforced by the Authority. Key functions and correspondent actions to be taken by NEECA are highlighted in Figure 2.5

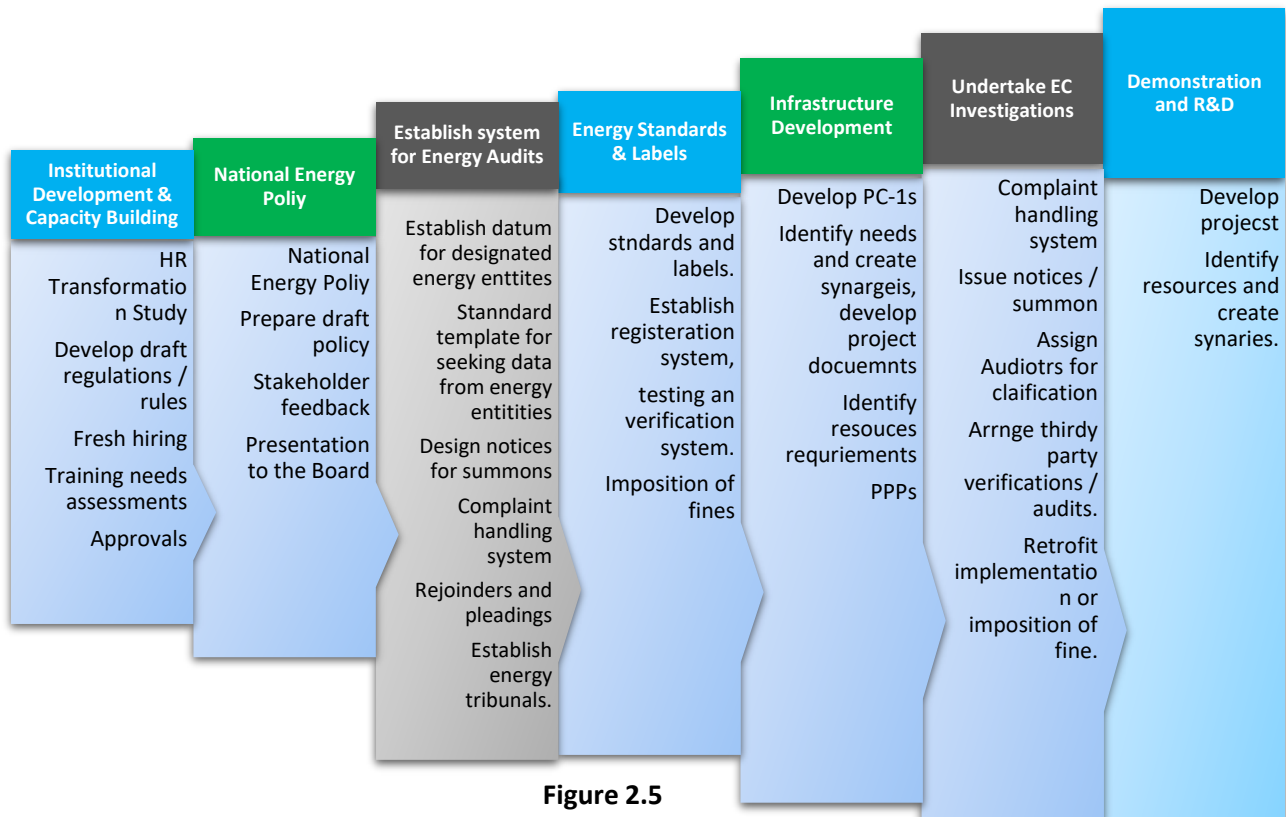


Figure 2.5

## Appendix – 1

# Comparative Matrix

Sr #	Item	NEPRA	AEDB	PEMRA	OGRA	NEECA / As Proposed for NEECA
1	Organizational Head	Chairman	Chief Executive Officer	Chairman	Chairman	Managing Director
2	Authority	Chairman and 4 members.	AEDB Board	Chairman and 12 members	Chairman and 3 members	Board, MD for general directions and administration
3	Authority / Board Composition	<ul style="list-style-type: none"> <li>▪ Chairman</li> <li>▪ Member representing the province Balochistan</li> <li>▪ Member representing the province of Punjab</li> <li>▪ Member representing the province of KPK</li> <li>▪ Member the province of Sindh</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chairman</li> <li>▪ Secretary, Finance Division</li> <li>▪ Secretary, MoW&amp;P</li> <li>▪ Secretary, P&amp;D</li> <li>▪ Secretary, MP&amp;NR</li> <li>▪ Secretary, S&amp;T</li> <li>▪ Secretary, Environment</li> <li>▪ 6 members from private sector</li> <li>▪ Chief Secretaries Balochistan, KPK, Punjab, Sindh</li> <li>▪ CEO, AEDB</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chairman</li> <li>▪ Member, appointed by FG</li> <li>▪ 5 members representing all provinces</li> <li>▪ Secretary, MoIB</li> <li>▪ Secretary, Interior Division</li> <li>▪ Chairman, PTA</li> <li>▪ Chairman, FBR</li> <li>▪ 2 members recommended by Chairman</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chairman</li> <li>▪ Member, Oil</li> <li>▪ Member, Gas</li> <li>▪ Member, Finance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chairman, Federal Minister, MoWP</li> <li>▪ Secretary, MoWP</li> <li>▪ Secretary, Finance</li> <li>▪ Secretary, P&amp;D</li> <li>▪ Secretary, MoP&amp;NR</li> <li>▪ Secretary, S&amp;T</li> <li>▪ Secretary, Industry</li> <li>▪ Secretary, H&amp;W</li> <li>▪ Secretary, Climate Change</li> <li>▪ Secretary of designated department from Punjab, KPK, Balochistan, Sindh</li> <li>▪ Chairman, OGRA</li> <li>▪ Chairman, NEPRA</li> <li>▪ 1 nominee from chamber of commerce and industry</li> <li>▪ 1 nominee from agriculture sector</li> <li>▪ MD</li> <li>▪ 5 members from private sector including 3 full time paid members</li> </ul>
4	Service Cadres	<ul style="list-style-type: none"> <li>▪ Professionals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professionals</li> </ul>	Different cadres yet to be specified by the Authority	<ul style="list-style-type: none"> <li>▪ Technical (natural gas, CNG, LPG and oil)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professionals</li> </ul>

		<ul style="list-style-type: none"> <li>- Technical (engineers, tariff, legal, IT and general)</li> <li>▪ Support Staff</li> </ul>	<ul style="list-style-type: none"> <li>- Technical, financial, legal HRM, administrative affairs</li> <li>▪ Support Staff</li> </ul>	Chairman may create / sanction or re-designate posts in different cadres with the approval of the Authority.	<ul style="list-style-type: none"> <li>▪ Finance, audit and accounts</li> <li>▪ Legal</li> <li>▪ Planning and coordination</li> <li>▪ Administration, secretariat, HR, protocol and support staff</li> </ul>	<ul style="list-style-type: none"> <li>- Technical, legal, financial, IT and administration</li> <li>▪ Support Staff</li> </ul>
5	Service Regulations	<ul style="list-style-type: none"> <li>▪ Regulations notified vide S.R.O 544(I/2003) and last amended vide S.R.O. 1019(I/2016) dated 31 October 2016.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employee service regulations dated 30 April 2013.</li> </ul>	Pakistan Electronic Media Regulatory (Employees Service Regulations 2008) as amended in 2011. Vide S.R.O 944(I/2011). Statutory notification issued on 25 July 2011.	Regulations notified by S.R.O. # 226(I/2005) dated 31 January 2005 and updated from time to time till October 2016.	To be notified
6	Method and Conditions of Appointment	<ul style="list-style-type: none"> <li>▪ Only the citizen of Pakistan is eligible for appointment. A person who himself / herself or whose spouse is of any country other than Pakistan is not eligible for appointment against regular post.</li> <li>▪ Condition to be relaxed for dual nationality holders in exceptional circumstances</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only a person having citizenship of Pakistan is eligible for appointment</li> <li>▪ No restriction for dual nationality holders.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A candidate for appointment in PEMRA shall be a citizen of Pakistan, if the spouse is not a citizen of Pakistan, prior approval of the Authority is required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Condition for citizenship is not specifically mentioned, though domicile is required to be presented.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A candidate for appointment against a regular post is required to be a citizen of Pakistan.</li> <li>▪ The condition proposed be relaxed in cases where the required expertise for a specific job is not available in Pakistan.</li> <li>▪ In case the spouse is not a citizen of Pakistan, appointment cannot be made except with the prior approval of the Authority.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ No person less than 18 years of age shall be eligible for appointment to any post.</li> <li>▪ Maximum age limits for various posts defined in the regulations</li> <li>▪ Medical examination and fitness certificates required for initial appointments.</li> <li>▪ Character and antecedents to be verified for initial appointment.</li> <li>▪ Age of superannuation is 60 years for regular employees</li> <li>▪ Appointments for various sanctioned posts in the Authority can be made by (a) initial appointment (b) by promotion (c) by deputation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minimum age limit of 18 years of age is prescribed in the Regulations for appointment to any post.</li> <li>▪ Maximum age limits for various posts defined in the regulations</li> <li>▪ Medical examination and fitness certificate as prescribed by the Board is required for initial appointments.</li> <li>▪ Character and antecedents to be verified for initial appointment.</li> <li>▪ Age of superannuation is 60 years for regular employees</li> <li>Appointments to various sanctioned categories are generally to be made on regular basis by (a) initial appointment (b) by promotion (c) by deputation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The minimum and maximum age limits are defined in the regulations.</li> <li>▪ Maximum age limits for various posts defined in the regulations</li> <li>▪ Medical examination and fitness certification by a designated medical board required</li> <li>▪ Not specifically mentioned</li> <li>▪ Age of superannuation is 60 years for regular employees</li> <li>▪ Appointments against sanctioned posts for various posts in the Authority can be made by (a) initial appointment (b) by promotion (c) by deputation and (d) by contract.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A person below 18 years of age or over 50 years of age is not eligible for appointment.</li> <li>▪ Maximum age limits for various posts defined in the regulations</li> <li>▪ No specific condition for medical examination provided.</li> <li>▪ 2 character certificates required at initial appointment from any gazette officer.</li> <li>▪ Age of superannuation is 60 years for regular employees</li> <li>▪ Appointments for various sanctioned posts in the Authority can be made by (a) initial appointment (b) by promotion (c) by deputation (d) by transfer (e ) by contract</li> </ul>	<ul style="list-style-type: none"> <li>▪ No person less than 18 years of age shall be eligible for appointment to any post.</li> <li>▪ Maximum age proposed in the regulations.</li> <li>▪ Medical examination and certification from the designated board is proposed for appointment against regular posts.</li> <li>▪ Character and antecedents proposed to be verified for initial appointment against regular posts.</li> <li>▪ Age of superannuation is proposed at 60 years for regular employees</li> <li>▪ Appointment for various sanctioned posts in the Authority are proposed (a) by initial appointment (b) by performance based contract (c) appointment by deputation and promotion.</li> </ul>
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		<ul style="list-style-type: none"> <li>▪ Qualification, experience and other conditions for eligibility relating to initial appointment to various posts in different cadres laid down in the regulations.</li> <li>▪ Provision for available short term consultants but no provision for contract appointments against sanctioned posts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification, experiences and other conditions for eligibility relating to initial appointment to various posts in different cadres laid down in the regulations.</li> <li>▪ Provision for available for short term consultants but no provision for contract appointments against sanctioned posts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification, experience, and other conditions for eligibility relating to initial appointments against sanction posts, contract appointments against sanction posts in different cadres laid down in the regulations.</li> <li>▪ Provision of contract appointments against sanctioned posts is available.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification, experiences and other conditions for eligibility relating to initial appointment to various posts in different cadres laid down in the regulations. However, the conditions may be relaxed by the Authority under certain circumstances</li> <li>▪ Provision is available for contract appointment in a cadre post on temporary basis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification, experience and other conditions for eligibility relating to initial appointment to various posts in different cadres are proposed in the regulations.</li> <li>▪ Provision for senior professional positions to be filled on performance based contracts on temporary basis to allow such positions to be filled by promotion at later stage. For contractual position against sanction posts, the qualification and experience is proposed to be similar or higher than that mentioned for regular posts. No hiring shall be done against sanction position on contract basis if the sanction position can be filled by promotion. No extension to a fix term contract against a sanction post shall be granted if the post can be filled by promotion.</li> </ul>
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		<ul style="list-style-type: none"> <li>▪ No specific qualification and experience / selection procedure specified for deputation appointments</li> <li>▪ Provision for additional charge of an equivalent post and current charge of a higher post is available</li> <li>▪ All vacancies to be filled are required to be advertised, however, waiver is allowed for contract appointments where there is an urgency of filling the post under special circumstances</li> </ul>	<ul style="list-style-type: none"> <li>▪ No specific qualification and experience / selection procedure specified for deputation appointments</li> <li>▪ Provision for additional charge of an equivalent post and current charge of a higher post</li> <li>▪ There is no explicit mention of advertising the post for initial appointment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The person opted for deputation must possess relevant qualification, skills and experience for the said sanction post. The person opted for deputation would be scrutinize / interviewed by the selection committee before confirming his / her appointment.</li> <li>▪ Provision for acting charge is available in addition to the current charge and additional charge.</li> <li>▪ All vacancies to be filled by initial and contract appointment against sanction posts require advertisement in national newspapers for PS 6 and above.</li> </ul>	<ul style="list-style-type: none"> <li>▪ No specific qualification and experience / selection procedure specified for deputation appointments</li> <li>▪ Provisions for additional charge and current charge for a higher post are not specifically mentioned.</li> <li>▪ All posts require advertisement. There is no provision for waiver.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification, experience and selection procedure is specifically proposed for making appointment by deputation.</li> <li>▪ Provision for additional charge of an equivalent post and current charge of a higher post is proposed.</li> <li>▪ All posts required to be filled through open advertisement in 2 or more national dailies with large national circulation and 2 or more well reputed employment website. The Authority at its discretion may consider utilizing the services of a well reputed head hunting company for preliminary shortlisting and screening</li> </ul>
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		<ul style="list-style-type: none"> <li>▪ Authority or a committee constituted by the Authority is competent to make appointments.</li> <li>▪ Procedure for probation, expansion of probation and termination of probation defined.</li> <li>▪ There is a provision for permanent absorption of a person serving on deputation is available</li> </ul>	<ul style="list-style-type: none"> <li>▪ CEO is the appointing authority for AES 1-9 and making contract appointments while AEDB Board is the appointing Authority for posts in AES 10 and 11,</li> <li>▪ For the appointment of CEO and members of the board, to be appointed by the Federal Government. The appointing authority may constitute a selection committee for recommendation to the appointing authority.</li> <li>▪ Procedure for probation, expansion of probation and termination of probation defined.</li> <li>▪ Provision for permanent absorption in AEDB subject to requisite qualification and experience as laid down for initial appointment is available.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chairman is the appointing authority for posts PS 7 and above while executive member is the appointing authority in posts 1-6.</li> <li>▪ The selection board to be constituted by the Chairman for appointments in posts 7-10. No specific selection procedure mentioned for post 1-6.</li> <li>▪ Procedure for probation, expansion of probation and termination of probation defined.</li> <li>▪ There is a provision of permanent absorption of a person serving on deputation is available</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initial appointments, appointment by transfer and deputation are to be made by the Authority. Authority or the selection committee constituted by the Authority is competent to make appointments.</li> <li>▪ Procedure for probation, expansion of probation and termination of probation defined.</li> <li>▪ Provision for absorption of a person serving on deputation in the Authority is available</li> </ul>	<p>of suitable candidates for specific posts.</p> <ul style="list-style-type: none"> <li>▪ Board is proposed to designate competent authorities or assessment and promotion committees and selection committees for recommending against appointments against sanction posts.</li> <li>▪ Procedure for probation, expansion of probation and termination of probation is proposed.</li> <li>▪ A person serving on deputation may be appointed on regular basis only under special circumstances.</li> </ul>
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		<ul style="list-style-type: none"> <li>Provision for appointment by contract for specialized jobs on 6 months' basis up to a maximum of 2 years.</li> <li>The provincial quotas shall be observed for junior positions in accordance with Establishment Division's instructions from time to time while the senior posts are to be filled on merit while junior posts will be governed</li> </ul>	<ul style="list-style-type: none"> <li>No specific criteria / conditions for making contractual appointments provided in the regulations.</li> <li>The merit and provincial quotas shall be observed in accordance with Establishment Division's instructions from time to time</li> </ul>	<ul style="list-style-type: none"> <li>Contractual appointments against sanction positions have the same criteria as defined for initial appointments on regular basis. For other contractual appointment no specific qualification or experience is specifically mentioned.</li> <li>The provincial quota to be observed as prescribed by the Federal Government.</li> </ul>	<ul style="list-style-type: none"> <li>Provision for appointment and later absorption by contract against the sanctioned posts is available.</li> <li>Quota restrictions are not mentioned.</li> </ul>	<ul style="list-style-type: none"> <li>Specific qualification and experience not less than against any equivalent post has been proposed for short term special purpose contracts. The time duration of such contracts is proposed not to exceed 4 months.</li> <li>Professional positions proposed to be purely merit based whereas for staff position quota requirement as stipulated for regulated agencies by the Government is proposed to be followed.</li> </ul>
7	Promotion	<ul style="list-style-type: none"> <li>The procedure and criteria for promotion defined in the regulations.</li> <li>No employee shall have a claim to be promoted to any particular post or scale by virtue of seniority or length of service alone.</li> </ul>	<ul style="list-style-type: none"> <li>The procedure and criteria for promotion defined in the regulations.</li> <li>No employee shall have a claim to be promoted to any particular post or scale by virtue of seniority or length of service alone.</li> </ul>	<ul style="list-style-type: none"> <li>The procedure and criteria for promotion defined in the regulations.</li> <li>No employee shall have a claim to be promoted to any particular post or scale by virtue of seniority or length of service alone. Promotions are to be made on merit and on the basis of seniority cum fitness.</li> </ul>	<ul style="list-style-type: none"> <li>The procedure and criteria for promotion defined in the regulations.</li> <li>No employee shall have a claim to be promoted to any particular post or scale by virtue of seniority or length of service alone.</li> </ul>	<ul style="list-style-type: none"> <li>The procedure and criteria for promotion defined in the regulations.</li> <li>No employee shall have a claim to be promoted to any particular post or scale by virtue of seniority or length of service alone.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ The promotion can be made directly by the Authority or a recommendation of the promotion committee constituted by the Authority. Cases are processed on the basis seniority cum fitness.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Promotion to be made by appointing authority on recommendation of departmental promotion committee.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Promotions from PS7-10 to be made by the Chairman on the recommendations of the selection board. Promotions for PS 1-6 to be made by the executive member on recommendations of DPC.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Promotion is effected by the Authority on the recommendation of concern departmental selection and promotion committee.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The performance review and promotion committees constituted by the Board are proposed to make recommendations for promotion on seniority cum fitness with due KPI weightage.</li> <li>▪ Annual Assessment Report forms shall be designed with specific consideration to KPIs, major initiatives taken and activities completed by the employee during the assessment period.</li> </ul>
8	Capacity Building and Training	<ul style="list-style-type: none"> <li>▪ Authority may require an employee to undergo training within or outside Pakistan as may be required.</li> <li>▪ Training with duration of more than 6 months the trainee is required to complete 2 years of service with the Authority after completion of the course.</li> <li>▪ No specific provisions other than the above are available for capacity building.</li> </ul>	<ul style="list-style-type: none"> <li>▪ No specific provisions are made in this regard.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The regulations provide for a yearly plan for the training of officer / officials. No other provisions other than the training or available.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A specific provision for training and career planning has been kept in the regulations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposed regulations provide for the board to make such provisions and procedures for career planning of employees which meet the requirement of the Authority from time to time. The Authority is require to training programs within Pakistan or abroad after comprehensive training assessment.</li> </ul>
9	Conduct & Ethics	<ul style="list-style-type: none"> <li>▪ Other than provision of efficiency and discipline regulations, no other</li> </ul>	<ul style="list-style-type: none"> <li>▪ For the purpose of conduct and discipline, the Government</li> </ul>	<ul style="list-style-type: none"> <li>▪ A separate chapter is included for ethics and</li> </ul>	<ul style="list-style-type: none"> <li>▪ The guidelines specifically included in the regulations. These</li> </ul>	<ul style="list-style-type: none"> <li>▪ A code of conduct is proposed to be</li> </ul>

		guidelines are specifically mentioned in the regulations	Servants Conduct (Rules) 1964 and the Government Servants Efficiency and Discipline Rules, 1973 are applied.	conduct of employees in the regulations.	include maintaining confidentialities, ensuring health and safety, prohibiting use of alcohol and drugs, foul language, gambling, compliance with protection against harassment of the women at workplace act 2010, prohibiting in political activities, prohibiting provincialism, parochialism, religious and sectarian controversies and prohibiting trade activities other than official duties etc.	introduced in the regulations.
10	Leave	<ul style="list-style-type: none"> <li>▪ Leave cannot be claimed as a matter of right but is a privilege and its grant is subject to exigencies of service at the discretion of the competent Authority.</li> <li>▪ The regulations provide for various types of leave including casual leave (max 20 days),</li> <li>▪ Earned leave (without medical certificate 90 days and with medical certificate 120 days), Once in the entire service, the earned leave</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leave cannot be claimed as a matter of right but is a privilege and its grant is subject to exigencies of service at the discretion of the competent Authority.</li> <li>▪ The regulations provide for various types of leave including Casual leave (max 20 days)</li> <li>▪ Earned leave (without medical certificate 120 days, with medical certificate 180 days). Once in the entire service, the earned</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leave cannot be claimed as a matter of right but is a privilege and its grant is subject to exigencies of service at the discretion of the competent Authority.</li> <li>▪ The regulations provide for various types of leave including casual leave (max 20 days).</li> <li>▪ Earned leave (120 days without medical certificate and 180 days with medical certificate). Once in entire service, the earned leave of</li> </ul>	<ul style="list-style-type: none"> <li>▪ The grant of earned leave is dependent upon exigencies of service</li> <li>▪ Specifying reasons for which leave is required is not necessary except on ground of illness.</li> <li>▪ The regulations provide for various types of leave including casual leave (max 20 days),</li> <li>▪ Earned leave (without medical certificate 60 days and with medical certificate 180 days),</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leave cannot be claimed as a matter of right but is a privilege and its grant is subject to exigencies of service at the discretion of the competent Authority.</li> <li>▪ The regulations provide for various types of leave including casual leave (max 20 days),</li> <li>▪ Earned leave (without medical certificate 60 days and with medical certificate 120 days), Once in the entire service, the earned leave</li> </ul>

		<p>of maximum 545 days can be granted on medical certificate.</p> <ul style="list-style-type: none"> <li>▪ Disability leave (2 years),</li> <li>▪ Maternity leave (90 days)</li> <li>▪ Extraordinary leave and Ex Pakistan Leave (are for a maximum period of 2 years after continuous service of 10 years)</li> <li>▪ Study leave (leave is granted for 2 years after 5 years of continuous service after furnishing a bond) to be adjusted against earned leave</li> <li>▪ Rest and recreation leave,</li> </ul>	<p>leave of maximum 365 days can be granted on medical certificate.</p> <ul style="list-style-type: none"> <li>▪ 100% Leave encashment (365 days) if LPR not availed for regular employees is allowed on attaining the age of 55 years.</li> <li>▪ Disability leave (2 years),</li> <li>▪ Maternity leave (90 days) Idat leave (130 days)</li> <li>▪ Extraordinary leave and Ex Pakistan Leave (are for a maximum period of 2 years after continuous service of 05 years)</li> <li>▪ Study leave (leave is granted for 2 years after 5 years of continuous service after furnishing a bond),</li> <li>▪ Leave preparatory to retirement (365 days)</li> </ul>	<p>maximum 365 days can be granted on medical certificate.</p> <ul style="list-style-type: none"> <li>▪ Disability leave (720 days),</li> <li>▪ Maternity leave (90 days) Idat leave (130 days)</li> <li>▪ Extraordinary leave and Ex Pakistan Leave (are for a maximum period of 2 years after continuous service of 08 years)</li> <li>▪ Study leave (leave is granted for up to a maximum 36 months after 3 years of continuous service. No requirement for furnishing a bond),</li> </ul>	<p>of maximum 365 days can be granted on medical certificate.</p> <ul style="list-style-type: none"> <li>▪ 100% Leave encashment (365 days) for regular employees is allowed on attaining the age of 55 years.</li> <li>▪ Maternity leave (90 days) and special (idat) leave (130 days).</li> <li>▪ Ex Pakistan leave is permissible while no time limit is mentioned. Leave to be granted by the Chairman.</li> <li>▪ Study leave is not mentioned specifically in the regulations.</li> </ul>	<p>of maximum 365 days can be granted on medical certificate.</p> <ul style="list-style-type: none"> <li>▪ Disability leave (2 days) on medical advice.,</li> <li>▪ Maternity leave (90 days)</li> <li>▪ Extraordinary leave and Ex Pakistan Leave (are for a maximum period of 2 years after continuous service of 10 years)</li> <li>▪ Study leave (leave is granted for 2 years after 5 years of continuous service after furnishing a bond) to be adjusted against earned leave.</li> </ul>
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		<ul style="list-style-type: none"> <li>▪ Hajj leave and</li> <li>▪ Leave preparatory to retirement (365 days)</li> </ul> <ul style="list-style-type: none"> <li>▪ An employee during leave is not allowed to accept any employment except in case of leave preparatory to retirement.</li> </ul> <ul style="list-style-type: none"> <li>▪ Quarantine leave (to be considered as extra casual leave)</li> </ul>	<ul style="list-style-type: none"> <li>▪ An employee during leave is not allowed to accept any employment except in case of leave preparatory to retirement.</li> </ul> <ul style="list-style-type: none"> <li>▪ Quarantine leave (to be considered as extra casual leave)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leave preparatory to retirement (365 days)</li> </ul> <ul style="list-style-type: none"> <li>▪ Hospital leave with full pay for 90 days in any period of 3 years.</li> <li>▪ An employee during leave is not allowed to accept any employment except in case of leave preparatory to retirement.</li> </ul> <ul style="list-style-type: none"> <li>▪ Quarantine leave (to be considered as extra casual leave)</li> </ul>	<ul style="list-style-type: none"> <li>▪ LPR not mentioned as such. However, earned leave accumulated up to maximum 365 days can be encashed on attaining age of 55 years.</li> </ul> <ul style="list-style-type: none"> <li>▪ An employee during leave is not allowed to accept any employment except in case of leave preparatory to retirement.</li> </ul> <ul style="list-style-type: none"> <li>▪ Quarantine leave (to be considered as extra casual leave)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leave preparatory to retirement (365 days)</li> </ul> <ul style="list-style-type: none"> <li>▪ An employee during leave is not allowed to accept any employment except in case of leave preparatory to retirement.</li> </ul>
11	Insurance and Benevolent Fund	<ul style="list-style-type: none"> <li>▪ All regular employees of NEPRA are entitled to Federal Employees Benevolent and Insurance Fund. 50% monthly contribution to be done by NEPRA while 50% by the employee.</li> </ul>	<ul style="list-style-type: none"> <li>▪ No specific mention in the regulations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ No specific mention in the regulations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employees are entitled to group insurance scheme introduced by the Authority with a maximum insurance covered ranging from PKR 1.2 million to 3.6 million.</li> <li>▪ The premium in lower grades is to be entirely born by the Authority while for the senior grades 50% to be borne by the Authority while 50% by the employee through recovery from his pay.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All regular employees of NEECA are entitled to Federal Employees Benevolent and Insurance Fund. 50% monthly contribution to be done by NEECA while 50% by the employee.</li> </ul>



12	Transportation	<ul style="list-style-type: none"> <li>▪ Travelling expenses admissible to an employee, travelling on duty, on tour or transfer.</li> <li>▪ Provision for entitlement for official travel for professional and executive grades includes economy class by air or highest class of accommodation by rail. For support staff, travel by 1<sup>st</sup> class by rail or AC bus/coach.</li> <li>▪ Rate of daily allowances for officers and staff defined in the regulations subject to indexation with CPI on 6 monthly bases.</li> <li>▪ There is a provision for stay in best major hotels</li> <li>▪ Provision for allowance for road journey @ PKR 12 per KM by personal car or engaging a taxi where official transport is not provided.</li> <li>▪ Provision for travelling allowance for journeys is provided in the regulations for transfer and on retirement.</li> </ul>	Option to avail either the conveyance allowance or vehicle maintenance or usage allowance.	<ul style="list-style-type: none"> <li>▪ Not specifically covered in the regulations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conveyance allowance @ 15% of the basic pay.</li> </ul>	
13	Pay Scales / Allowances	<ul style="list-style-type: none"> <li>▪ For pay scales see Annexure 01</li> </ul>	<ul style="list-style-type: none"> <li>▪ See Annexure 02</li> </ul>	<ul style="list-style-type: none"> <li>▪ See Annexure 03</li> <li>▪ Pay scales as determined by the Authority from time to time are not specifically mentioned in the regulations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ For pay scales see Annexure 04</li> </ul>	As compared to Federal Government pay structure, the pay scales are indexed by 20%.

		<ul style="list-style-type: none"> <li>▪ House rent allowance 60% of the basic pay</li> <li>▪ Utilities allowance 30% of the basic pay</li> <li>▪ Conveyance allowance 10% of the basic pay.</li> <li>▪ Fund by equal contribution by the regular employees and authority @ 5-10% (at the option of employee) of the monthly emoluments of the employee.</li> </ul>	<ul style="list-style-type: none"> <li>▪ House rent allowance 60% of the basic pay</li> <li>▪ Utilities allowance 10 % -30% of the basic pay</li> <li>▪ Conveyance allowance 10% of the basic pay.</li> <li>▪ Medical allowance 20% of the basic pay.</li> <li>▪ CP fund contribution 8.5% of basic pay</li> </ul>		<ul style="list-style-type: none"> <li>▪ House rent allowance 60% of the basic pay.</li> <li>▪ Professional allowance 40% of the basic pay</li> <li>▪ Utilities 10% of the basic pay</li> <li>▪ Conveyance allowance 15% of the basic pay in case of S1 to S5 and E1 to E4. For E5 and E6 as per transport monetization policy of the federal government.</li> <li>▪ Medical allowance 15% of the basic pay subject to minimum of PKR 5000.</li> <li>▪ CP fund contribution 7.5% of basic pay</li> </ul>	
14	Other Benefits	<ul style="list-style-type: none"> <li>▪ All employees shall be granted 1 honorarium / bonus in a financial year equivalent to 1 monthly salary.</li> <li>▪ The provision of another honorarium / bonus shall be extended to the support staff only on eve of Eid ul Fitr.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Honorarium may be granted to an employee on the discussion of the CEO</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not specifically mentioned in the published regulations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not specifically mentioned in the published regulations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The provision for uniform for employees such as office boys, drivers, sanitary staff, security personnel etc. is proposed in the regulations.</li> <li>▪ The provision for performance and criteria based honorarium / bonus / cash award is</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Provision for 2 support staff without spouse on government hajj scheme every year.</li> <li>▪ Provision of uniform / dress for the employees such as naib qasid, driver, security and those approved by the Authority from time to time</li> </ul>	<ul style="list-style-type: none"> <li>▪ House building advance as per conditions prescribed by the Government rules on completion of 5 years of continuous regular service.</li> <li>▪ Conveyance advance in accordance with finance division instructions vide OM#F.8(2)-REG.7/87 (Volume-II)-529/2002, dated 01 July 2002 and as amended from time to time.</li> <li>▪ Vehicle maintenance allowance as per instructions of the Federal Government for officers having their own vehicles.</li> </ul>			<p>proposed in the regulations.</p> <ul style="list-style-type: none"> <li>▪ The Authority shall define supplementary benefits required to be included in the regulations within 2 years from the issue of these regulations.</li> </ul>
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15	Welfare Packages for Employees Families who Die during Service	<p>The families of employees who die during service shall be entitled to the following assistance package</p> <ul style="list-style-type: none"> <li>▪ <b>Lump sum grant</b> Upto PKR 9 million, according to following scales NSG 1-6, PKR 2.5 million NPG 1-2, PKR 4 million NPG 3-4, PKR 8 million NEG 1-2, PKR 9 million</li> <li>▪ <b>Gratuity</b> Family of the deceased employee shall be entitled in addition to the gratuity of the employee to an additional amount equal to the period of remaining service years at the time of death (1 month's gross salary for each year) till the date of superannuation.</li> <li>▪ <b>Employment</b> Employment in NEPRA for a son/daughter/widow / widower of the deceased employee without advertising the post, on a position for which he/she is otherwise eligible.</li> <li>▪ <b>Marriage Grant</b> Marriage grant amounting to PKR 0.8 million on wedding of 1 daughter only</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assisting package for families of the employees who die during the service as per Federal Government Rules.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regulations mention that the development of welfare packages shall be made from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not specifically mentioned in the regulations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Authority shall define supplementary benefits required to be included in the regulations within 2 years from the issue of these regulations.</li> </ul>
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		<ul style="list-style-type: none"> <li>▪ <b>Health</b> Health facilities as per prevailing policy to the family of the deceased employee till the date of superannuation of the employee.</li> <li>▪ <b>Advances</b> In case an advance / loan is outstanding against the employee, the remaining amount due shall be waived / written off.</li> </ul>				
16	Medical Care	<ul style="list-style-type: none"> <li>▪ Provision for outdoor treatment including hospitalization available.</li> <li>▪ Provision for indoor treatment including hospitalization available.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provision for outdoor treatment including hospitalization is as per Government policies from time to time.</li> <li>▪ Provision for indoor treatment including hospitalization available in AEDB designated panel hospitals or from specialized hospitals from AEDB panel. Full treatment expenses are paid by AEDB.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not specifically mentioned in the regulations. The medical facility will be governed under the regulations from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provision for medical allowance @ 15% of the basic pay subject to a minimum of PKR 5000</li> <li>▪ In addition, provision for hospitalization in the best hospitals for indoor and outdoor treatment</li> </ul>	<ul style="list-style-type: none"> <li>▪ The draft regulations include a provision for outdoor treatment including hospitalization or payment of medical allowance @ 15% of the basic salary but not less than PKR 3000. The regulations propose designated system of hospitals and medical care units for outdoor and indoor treatments including hospitalization.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Provision for medical treatment of family members residing at a place other than the place of his posting</li> <li>▪ Family means husband, wives and dependent legitimate children of the employee. For sons and daughters age limit is 25 or till they are married or become independent whichever is earlier, except for in case of special child.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provision of medical facility after retirement</li> <li>▪ Provision for medical treatment of family members</li> <li>▪ Family means employee parents, spouse, legitimate children, step children, unmarried sister and minor brothers residing with him and wholly dependent upon him / her</li> </ul>		<ul style="list-style-type: none"> <li>▪ Provision of medical facility after retirement</li> <li>▪ Provision for medical treatment at residence</li> <li>▪ For all regular employees and their spouses who have minimum 5 years' service at their credit.</li> <li>▪ Family means spouse, legitimate children and step children of the employee wholly dependent on the employee.</li> <li>▪ Provision for annual medical checkup from Excel lab.</li> <li>▪ Provision for reimbursement of consultation fee with specialist not on the panel of the Authority</li> </ul>	<ul style="list-style-type: none"> <li>▪ Family means a spouse, wives, dependent legitimate children of the employee and dependent parents of the employee. For sons and daughters age limit is 25 or till they are married or become independent whichever is earlier, except for in case of special child.</li> <li>▪ Provision for introducing medical insurance included in the regulations.</li> </ul>
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		<ul style="list-style-type: none"> <li>▪ Provision for dental treatment except for dentures, cosmetic ortho dental treatment, implant, gold / silver crown / bridges and gold inliays.</li> <li>▪ Provision for chronic / dread disease treatment both indoor and outdoor.</li> <li>▪ Provision for supply of medicines</li> <li>▪ Provision for medical treatment of an employee on tour or on leave or outside his station of posting.</li> <li>▪ Provision for travel undertaken for medical treatment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provision for dental treatment is available for all types of dental ailments except for dentures, cosmetic ortho dental treatment, implant, gold / silver crown / bridges and gold inliays.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Provision for all dental diseases</li> <li>▪ Provision for reimbursement of cost of the medicine of the chronic diseases.</li> <li>▪ Provision of family treatments at outstation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provision for dental treatment except for dentures, cosmetic ortho dental treatment, implant, gold / silver crown / bridges and gold inliays.</li> <li>▪ Provision for medical treatment of an employee on tour or on leave or outside his station of posting.</li> </ul>
17	Contributory Provident Fund	<ul style="list-style-type: none"> <li>▪ Fund by equal contribution by the regular employees and authority @ 5-10% (at the option of employee) of the monthly emoluments of the employee.</li> <li>▪ Provision for advances from the fund available for the employees</li> <li>▪ Fund to be regulated with the provisions of the trust deed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fund by equal contribution by the regular employees and authority @ 8.5% of the monthly basic pay of the employee.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fund by equal contribution by the regular employees and authority @ 7.5% of the basic pay of the employee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fund by equal contribution by the regular employees and authority @ 7.5% of the basic pay of the employee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fund by equal contribution by the regular employees and authority @ 7.5% of the basic pay of the employee</li> </ul>

18	Efficiency and Disciplinary Procedures	<ul style="list-style-type: none"> <li>▪ Employees are liable to disciplinary proceedings for following Inefficiency, misconduct, <ul style="list-style-type: none"> <li>- has assumed a style of living beyond ostensible means,</li> <li>- disclosure of office secrets to any unauthorized person acting in a manner prejudicial to the national interest</li> </ul> </li> <li>- .</li> <li>▪ Authority to designate the competent authority for initiating disciplinary proceedings.</li> </ul>	<ul style="list-style-type: none"> <li>▪ For the purpose of conduct and discipline the Government Servants Conduct Rules – 1964 and the Government Servants (Efficiency and Discipline) Rules 1973 apply to AEDB employees as far as may be and with necessary notifications.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employees are liable to disciplinary proceedings for following <ul style="list-style-type: none"> <li>- In-efficient or has ceased to be in-efficient</li> <li>- Guilty of misconduct</li> <li>- Corrupt, or may reasonably be considered corrupt (a) he is in position of pecuniary resources or property disproportionate to his sources of income, c) style of living beyond his ostensible means (d) persistent reputation of being corrupt and (e ) engaged or reasonably suspected to be engaged in subversive activities.</li> </ul> </li> <li>▪ Chairman competent to initiate cases related to disciplinary actions from employees PS 7-10. Competent authority to initiate cases in PS4-6. Head of wing competent wing to initiate cases for staff 1-3.</li> <li>▪ Procedure for initiating disciplinary proceedings and imposing penalties</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provision of disciplinary action for the following <ul style="list-style-type: none"> <li>- Misconduct because of contravention of the code of conduct mentioned in the regulations,</li> <li>- Insubordination</li> <li>- Neglect of duty</li> <li>- Habitual absence from duty without permission</li> <li>- Divulging confidential information</li> <li>- Misuse of Authority's assets</li> <li>- Engagement in private trade</li> <li>- Conviction of a criminal offense</li> <li>- Any other action considered misconduct by the Authority.</li> </ul> </li> <li>▪ Provision to designate inquiry officer / committee by the Authority</li> </ul>	
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		<ul style="list-style-type: none"> <li>▪ Procedure for initiating disciplinary proceedings and imposing penalties defined in the regulations.</li> <li>▪ An in-house performance assessment committee constituted by the Authority to determine efficiency of an employee.</li> <li>▪ Right to appeal available to the accused. Appellate authority to be constituted by the Authority.</li> <li>▪ Procedure for determining the efficiency of an employee is available in the regulations.</li> <li>▪ The general provisions and penalties are generally similar to efficiency and disciplinary rules of the Federal Government except that the competent authority / appellate authorities are as determined by the Authority.</li> </ul>		defined in the regulations.	<ul style="list-style-type: none"> <li>▪ Procedure for initiating disciplinary proceedings and imposing penalties defined in the regulations.</li> <li>▪ Provision for suspension of an employee against disciplinary action is proposed in the regulations.</li> </ul>	
19	Gratuity	<ul style="list-style-type: none"> <li>▪ Regular employees are entitled to gratuity @ 1 gross salary last drawn for each completed years of qualifying the service.</li> <li>▪ The regulation provide entitlement to gratuity for 5 years of continuous service in NEPRA to be eligible for gratuity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regular employees are entitled to gratuity @ 1.5 times gross salary last drawn for each completed years of qualifying the service.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regular employees are entitled to gratuity @ 2 times the basic pay last drawn for each completed years of qualifying the service.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employees are entitled to gratuity @ 1 gross salary last drawn for each completed year of qualifying the service. On retirement due to invalidation or death while in service the entitlement to gratuity will be @ of 60 days' basic pay last drawn for</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regular employees are propose to entitled to gratuity @ 1.5 times gross salary last drawn for each completed years of qualifying the service.</li> </ul>

		<ul style="list-style-type: none"><li>▪ Period of suspension leading to compulsory retirement, removal from service and period of unauthorized absence from duty is not counted towards service qualifying for gratuity.</li></ul>			<p>each completed year of service.</p> <ul style="list-style-type: none"><li>▪ The regulation provide entitlement to gratuity for 5 years of continuous service in OGRA to be eligible for gratuity</li><li>▪ Gratuity not be admissible to an employee who is dismissed and removed from service on the charge of misconduct</li></ul>	
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# ANNEXURES

## Annexure 1 NEPRA Pay Scales

Scale#	Stages	Pay Scale w.e.f 01-03-2012	Pay Scale w.e.f 01-01-2013	Pay Scale w.e.f 01-04-2016
NEG-2	20	99370-5270-204770	178870-9490-368670	214640-11390-442440
NEG-1	20	83150-4660-176350	149670-8390-317470	179600-10070-381000
NPG-4	20	62870-3650-135870	113170-6570-244570	135800-7880-293400
NPG-3	20	44620-3170-108020	80320-5710-194520	96380-6850-233380
NPG-2	20	30420-2190-74220	54770-3940-133570	65720-4730-160320
NPG-1	20	20280-1460-49480	36500-2630-89100	43800-3160-107000
NSG-6	20	18250-1090-40050	33760-2020-74160	43040-2540-94640
NSG-5	20	162230-970-35620	30010-1800-66010	38260-2300-84260
NSG-4	20	12170-730-26770	2253-1350-49530	28730-1720-63130
NSG-3	20	9130-550-20130	16890-1020-37290	21530-1300-47530
NSG-2	20	6080-360-13280	11250-670-24650	14340-850-31340
NSG-1	20	4670-280-10270	8640-520-19040	11020-660-24420

Other allowances and benefits are discussed in comparative matrix above.

**Annexure 2 AEDB Pay scales**  
**Alternative Energy Scales (AES), 2011**

Scale	Level	Stage	Scale of pay
AES - 1	A	15	10000-600-18400
AES – 2	A	15	13000-80-24200
AES – 3	A	15	14000-900-26600
AES – 4	A	15	16000-1000-30000
AES – 5	A	15	18000-1100-30000
AES – 6	A	10	36000-5000-86000
AES – 7	A	10	37500-5625-93750
AES – 8	A	10	49500-7425-123750
AES – 9	A	7	85575-12225-171150
AES – 10	A	5	122250-18383-213940
AES – 11	A	5	187500-20250-288750
AES – 12	A	3	292500-22500-360000

Other allowances and benefits are provided in comparative matrix above. The indexations provided as per Federal Government policy announced in the budget.

## Annexure 3 PEMRA Pay scales

### Revised PEMRA Pay Scales 2012 (w.e.f. 1<sup>st</sup> July 2012)

PEMRA PS	Min	Increment Rate	Max	Stages
PS 1	6900	276	15180	30
PS 2	8280	35	18630	30
PS 3	9660	414	22080	30
PS 4	11730	552	28290	30
PS 5	14490	690	35190	30
PS 6	18630	828	43470	30
PS 7	28980	1656	53820	15
PS 8	33120	070	64170	15
PS 9	48300	2760	89700	15
PS 10	69000	4140	13110	15
PS 11	8800	4830	155250	15

Indexations @ 20% for professional staff and 25% for support staff effected since July 2012. Other allowances / benefits are mentioned in comparative matrix above.

## Annexure 4 OGRA Pay scales

### Pay Scales and Allowances of Regular Employees of OGRA Effective from 01 July 2014

	Grade	Pay Scale	Span
<b>Executive Staff</b>			
1	E-6	116600-6755-251700	20
2	E-5	104700-6225-229200	20
3	E-4	86850-5450-195850	20
4	E-3	71100-4025-151600	20
5	E-2	48300-2740-103100	20
6	E-1	31450-2185-75150	20
<b>Subordinate Staff</b>			
7	S-5	28350-1840-74350	25
8	S-4	21900-1420-57400	25
9	S-3	1885-1225-49475	25
10	S-2	15440-1000-45440	30
11	S-1	12000-775-35250	30

Allowances and benefits are mentioned in the comparative matrix above. Indexation effected as per Federal Government policy as per budget announcement.

**NATIONAL ENERGY EFFICIENCY  
AND CONSERVATION  
AUTHORITY  
(NEECA)**



*Statutory Notification (S.R.O)  
Government of Pakistan*

**National Energy Efficiency and Conservation Regulatory (Employees  
Service) Regulations**

**2017**

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## NOTIFICATION

Islamabad, -----

S.R.O: -----In pursuance of the powers conferred under provision of Section 4(4) and Section 21 of the National Energy Efficiency and Conservation Authority (NEECA) Act, 2016, (Act No, XXX of 2016), the National Energy Efficiency and Conservation Board is pleased to approve and promulgate the following Employees service regulations for appointment, promotion, termination and other terms and conditions of employment of its professional and support staff, experts and consultants, etc.

# Section 1

## GENERAL PROVISIONS

### 1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- (1) These regulations may be called the National Energy Efficiency and Conservation Authority (NEECA) Service Regulations, 2017.
- (2) These Regulations shall come into force at once.
- (3) These Regulations shall apply to all employees appointed in Authority on regular basis, except the following unless specifically provided otherwise:
  - (a) A person employed in the Authority on contract or for a specific term
  - (b) A person serving in the Authority on deputation.
  - (c) A person engaged on daily charge/contingent charge basis.
  - (d) A person engaged as a trainee or intern unless his terms of appointment state otherwise.

### 2. DEFINITIONS.

Unless there is something repugnant in the subject or context, the words defined below shall have the meanings ascribed to them hereunder. Subject to the foregoing, all words defined in the NEECA Act and appearing in these regulations shall have the meanings ascribed to them in the Act.

- (1) **“Appellate Authority”** means an Authority designated by the Board as such under the provision of these regulations.
- (2) **“Appointing Authority”** means the Board or the Authority empowered by the Board to make appointments to a post under the provisions of these regulations.
- (3) **“Authority”** means the National Energy Efficiency Conservation Authority (NEECA) established under Section 6(1) of NEECA Act, 2016, vested with powers subject to provision of NEECA Act, 2016(No XXX of 2016)
- (4) **“Authorized Officer”** means an officer authorized by the Competent Authority to perform functions under the provisions of these Regulations

- (5) **Board:** means the National Energy Efficiency and Conservation Board established under Section 6(3) of the NEECA Act, 2016.
- (6) **“Competent Authority”** means the (a) Appointing Authority, (b) the Authority defined under Section 6(3) of NEECA Act, 2016, (c) an Authority designated by the Board to exercise the powers of the Competent Authority, or (d) an Authority defined under these regulations as competent authority
- (7) **“Contract Appointment”** means appointment under specific agreement for specific period and for specific terms and conditions.
- (8) **“Controlling Officer”** means an officer declared as such for exercising supervision over the traveling allowance bills etc., of NEECA employees or a class of employees.
- (9) **“Conveyance Allowance”** means a payment to an employee, as a percentage of the pay package, for day to commuting between his/her residence and place of normal duty.
- (10) **“Daily Allowance”** means a payment of an employee for each day of stay outside his/her own duty station of posting as approved by the Competent Authority.
- (11) **“Day”** means a calendar day, beginning and ending at midnight.
- (12) **“Dental treatment”** will cover treatment for cure of all types of dental ailments and shall not include cosmetic orthodontics, provision of removable dentures, gold crowns and gold inlays.
- (13) **“Deputationist”** means an employee posted on deputation as per provision of these regulations.
- (14) **“Emergency”** means cases where the patient requires immediate medical attention and any delay may be detrimental to his/her health.
- (15) **“Employee”** means a regular employee of NEECA.
- (16) **“Executive Committee”** means a committee established by the Board under the provisions of section 22 of the Act, and delegated such of its powers and functions as may be specified in an order of the Board.
- (17) **“Financial Year”** means the period commencing on the first day of July in a calendar year and ending on thirtieth day of June in the next following calendar year.
- (18) **“Family”** means spouse, dependent legitimate children of the employee, and dependent parents of the employee. For sons and daughters, age limit is twenty five or till they are married or become independent whichever is early except in case of a special child.
- (19) **“Fare”** means cost of tickets by the class of accommodation to which an employee is entitled to travel or if he travels by a lower class, the cost of ticket of such lower class.
- (20) **“Fund”** means the Contributory Provident Fund (CPF) established by NEECA.
- (21) **“Gratuity”** means the amount granted to an employee at the prescribed rate for each completed year of approved service.
- (22) **“Holiday”** means a holiday notified by the Government.
- (23) **“Indoor treatment”** means all types of major ailments; specialized or prolonged treatment for chronic diseases; physical injuries; for the treatment of which the employee or a member of his/her family is required to be admitted for stay in a hospital. It shall include stay in hospital of less than 24 hours if required for carrying out diagnostic tests, treatment or minor surgery.
- (24) **“Initial Appointment”** means direct appointment made on regular basis under these regulations.
- (25) **“Managing Director”** means Managing Director of NEECA appointed by the Federal Government and vested with general direction and administration of the Authority under Section 6(3) of NEECA Act, 2016.
- (26) **“Member”:** Means a Member of the Board defined under Section 3 of NEECA Act, including the Managing Director.
- (27) **NEECA:** means the National Energy Efficiency and Conservation Authority, a statutory body corporate, established under article 6(1) of Act No. XXX of 2016 of Majlis-e-Shoora (Parliament) dated 29th June, 2016.

- (28) **NEECA Act:** means Act No. XXX. of 2016 of Majlis-e-Shoora (Parliament) dated 29th June, 2016.
- (29) **“Misconduct”** includes
- (a) Breach of service discipline required pursuant to an administrative order or instructions issued by the Authority from time to time;
  - (b) Commission of theft, fraud, dishonesty or any other offence involving moral turpitude;
  - (c) Divulgence of any restricted information relating to regulatory matters of the Authority for the purpose of any kind of benefit to himself/herself or favoring any person;
  - (d) Wilful insubordination or disobedience whether alone or in combination with others, to any lawful and reasonable order of an officer superior in rank according to the administrative structure of the Authority.
  - (e) Wilful damage to or loss of the Authority’s goods or property;
  - (f) Habitual absence without leave or habitual late attendance without sufficient cause;
  - (g) Habitual negligence or neglect of work; and
  - (h) Continuous absence without permission and without satisfactory cause of willful absence for more than two weeks.
- (30) **“Outdoor treatment”** means ailments of minor nature requiring occasional consultation with a physician/general practitioner, where the patient is not required to stay in hospital.
- (31) **“Pay Scale”** means National Energy Efficiency Conservation Authority pay scales (NEEPS) as prescribed / approved by the NEECA Board from time to time under the provision of these regulations.
- (32) **“Penalty”** means a penalty, which may be imposed under these Regulations.
- (33) **“Pool Staff”** means administrative office, office attendants, steno typists, chowkidar, mali or any other support staff to be considered necessary to perform support NEECA functions.
- (34) **“Public Conveyance”** means a plane, train, or other mode of conveyance used for travel and is not owned by the employee.
- (35) **“Regular Appointment”** means an appointment made on a regular basis by initial appointment, promotion or transfer in accordance with these regulations.
- (36) **“Road Journey Allowance”** means an allowance calculated on the distance of travel, paid to an employee to meet the cost of a particular journey.
- (37) **“Salary”** means the amount drawn by an employee on monthly basis as
- (a) basic pay
  - (b) Technical/Special pay
  - (c) House rent allowance
  - (d) Conveyance allowance
  - (e) Utilities allowance
  - (f) Cost of living allowance and
  - (g) any other emoluments which may be calculated as salary by the Authority.
- (38) **Performance Review and Promotion Committee:** means the Committees constituted and empowered by the Board to review performance record, make final assessments and recommend cases in respect of NEECA employs for promotion or as may be deemed fit in accordance with the provision of these regulations.
- (39) **“Specialist”** means a doctor, individually or as a member of the panel constituted by the Authority from time to time, to attend to the patients needing specific or prolonged treatment.
- (40) **“Subscriber”** means a regular employee of NEECA subscribing to the Contributory Provident Fund (CPF) established by NEECA, who has satisfactorily completed the probation period.

- (41) **“Transfer”** means the movement of NEECA employee from one Directorate to which he is employed, to another Directorate on permanent basis or temporary basis for not less than three months, to take up the duties of a new post, or.

# **Section 2**

## **SERVICE OF THE AUTHORITY**

### **3. SERVICE AND CADRE**

(1) There shall be two cadres of service to be governed by these service regulations as mentioned below:

a) ***Professional Staff:***

- (2) This cadre will comprise of employees who are employed for providing professional assistance to the Authority in technical, financial, administrative, regulatory/legal affairs with nomenclatures of posts and pay scales as specified in Appendix-1
- (3) This cadre shall generally possess basic qualifications and experience in disciplines related to energy efficiency and conservation, law, business, engineering, finance, accounting, economics human resource management, internal audit, and relevant basic sciences.
- (4) Induction in this cadre will be made in NEECA pay scales 1 to 6 (NEEPS 1-6) in accordance with the provisions of these regulations.

b) ***Support Staff***

- (5) This cadre will comprise the class of employees to be hired/employed for provision of services to all cadres of professional staff of the Authority with nomenclatures and pay scales as specified in Appendix-1.
- (6) This group shall generally include Private Secretaries, Administrative Assistants, Office Attendants, Drivers, Pool Staff and / or any other staff approved by the Authority as support staff.
- (7) Initial induction in this cadre will be made in NEECA Pay Scales 7 to 11 (NEEPS 7-11) in accordance with the provision of these regulations.

### **4. TERMS AND CONDITIONS OF SERVICE**

- (1) Terms and conditions of an employee shall be as laid down in these Regulations or in such subsidiary orders and instructions, which may be issued from time to time with the approval of the Board.
- (2) In all matters not expressly provided for in these Regulations, the decision taken by the Board in the matter shall be applicable to the employees.

### **5. EMPLOYMENT TO BE FOR WHOLE TIME**

Unless otherwise provided, the employee shall be considered a whole time employee and he may be employed in any manner required by the Authority with or without any claim for additional remuneration.

### **6. APPOINTMENT AGAINST SANCTIONED POSTS**

All appointments against the sanctioned posts in the Authority shall be made in accordance with provisions of Section 9 of these regulations.

## **7. CLAIMS TO BE REFERRED WITHIN 6 MONTHS**

No monetary claim by the employee will be entertained if it is not submitted within six months of its becoming due, unless the time-limit is specifically relaxed in individual cases by the Managing Director or by an officer to whom powers are delegated in this regard by the Managing Director for reasons to be specifically recorded,

## **8. RECORD OF SERVICE**

- (1) Service record of each employee shall be maintained in a separate folder or in such form as may be specified by the Managing Director.
- (2) No employee shall have access to his / her personal file or that of any other employee unless approved by Managing Director or powers delegated by him to any other officer(s).

## **9. NUMBER AND GENDER:**

In these regulations, unless there is anything repugnant in the subject or context, words importing the masculine gender shall be taken to include feminine and words in the singular shall include the plural and vice versa.



# **Section 3**

## **APPOINTMENTS**

### **10. APPOINTMENT AGAINST SANCTIONED POSTS**

- (1) The Authority in order to carry out its functions may, from time to time, according to the requirement, appoint such persons, in accordance with the terms and conditions laid down in **Section 11 to 20** of these Regulations.
- (2) The selection for the vacant posts shall be made by:
  - (a) Initial appointment against sanctioned position on regular basis in accordance with these regulations, or
  - (b) Appointment on a fixed term performance based contract against a sanctioned position or short term special purpose contract appointment against a specialized work requirement
  - (c) Appointment by promotion from amongst the relevant cadre of existing employees against a vacant post in accordance with these Regulations.
  - (d) Appointment by deputation on merit under these regulations.
- (3) The Authority shall not discriminate in recruitment, employment on the basis of race, religion, sex, gender identity or color in making appointments.

#### **10(a) INITIAL APPOINTMENT**

- (1) **Initial appointments** to various sanctioned posts of the cadres shall be made by the Competent Authority under the provisions of Section 17 of these Regulations. A candidate for an initial appointment must possess the requisite educational qualifications and experience and must be within the age limits as prescribed in these Regulations.
- (2) **Pay Scale at Initial Appointment:** The initial appointments shall generally be made at the minimum of the various pay scales. The Competent Authority may however grant advance increments on initial appointment to deserving candidates possessing specific qualification and/or relevant experience required for the job.

#### **10(b) APPOINTMENT BY CONTRACT**

- (1) The fixed term contracts against the sanctioned positions shall be performance based in consonance with the provisions of these regulations.
- (2) A candidate for an appointment by contract against a sanctioned position must possess the requisite qualifications, experience and age limits as stipulated for a post in the equivalent scale for initial appointment.

#### **10(c) APPOINTMENT BY PROMOTION:**

The appointment by promotion against sanctioned positions shall be governed by provisions of **Section 11** of these Regulations.

#### **10(d) APPOINTMENT BY DEPUTATION**

The appointment by deputation shall be governed by provisions of **Section 12** of these regulations.

## **11. SHORT TERM CONTRACTS AGAINST SPECIALIZED WORK ASSIGNMENTS**

- (1) Fixed term special purpose contracts to assist the Authority for tasks requiring specialized expertise within a specified timeframe shall be made only under special circumstances.
- (2) Fixed term special purpose contracts shall be made if exigency of task so requires and where the appointment of a person against a sanctioned post under the prescribed manner is considered to delay the completion of a specific task.
- (3) A candidate for a special purpose contract must possess qualifications and experience to be determined by the competent authority, but not less than any equivalent post in the sanctioned strength.
- (4) The procedure to be adopted for awarding the special purpose contracts shall be transparent, based on merit and in accordance with guidelines to be approved by the Board.
- (5) Fixed term special purpose appointment may be made at suitable remuneration as approved by the Authority on a case to case basis, after due assessment of the prevailing market rates for the acquisition of the similar services.
- (6) The maximum duration of the contract for special purpose professional shall not exceed four months.

## **12. METHOD AND CONDITIONS OF APPOINTMENT, ETC.**

- (1) Appointments in NEEPS pay scale 1 for the post of Managing Director and for the post of paid Members, shall be on fixed term contract basis in accordance with provisions of NEECA Act and shall comply with criterion provided in these Regulations.
- (2) Appointments to various sanctioned posts in NEEPS 2-3 shall generally be on fixed term performance based contracts in accordance with provision of these regulation. The qualification and experience shall be equivalent to or higher than mentioned for the regular posts.
- (3) Appointments to various sanctioned posts in NEEPS 4-6 and NEEPS 7-10 shall generally be made on regular basis by initial appointments.
- (4) Fixed term contractual employees against the sanctioned posts, other than for the position of Managing Director and paid Members, shall initially be for a period of one year. The contract shall be performance based and extendable on yearly basis for a maximum period of 4 years.
- (5) No hiring shall be done against a sanctioned position on a fixed term contract if the sanctioned post can be filled by promotion.
- (6) No extension to a fixed term contract against a sanctioned post shall be granted if the post can be filled by promotion.
- (7) The qualifications and experience of the incumbent to a sanctioned post and other conditions relating to various posts shall be as laid down in Appendix-2 with subsequent additions/modification as approved by the Authority from time to time.
- (8) The pay scales and allowances for NEECA employees for various levels shall be as laid down in these regulations.
- (9) Other conditions for appointment shall be as laid down in section 12 to 30 of these regulations.

## **13. VACANCIES TO BE ADVERTISED**

- (1) All vacancies to be filled by initial appointment or on fixed term performance based contracts shall be advertised in
  - a) Two (02) or more newspapers with large national circulations.

- b) Advertisements shall be placed on two (02) more leading national / international employment websites.
- (2) The Authority, at its discretion, may consider utilizing the services of a head hunting company for preliminary screening and shortlisting of suitable candidates against specific posts.
- (3) All applications received against an advertised post shall be short-listed strictly in accordance with the criteria laid down in the advertisement

#### 14. DOMICILE FOR REGULAR POSTS

- The domicile of an employee as declared by him at the time of first entry in the service of the Authority and accepted by the “Appointing Authority” shall be treated as final throughout his service career and no subsequent request for change shall be requested.

#### 15. AGE LIMITS FOR INITIAL APPOINTMENTS

- (1) No person less than 18 years of age shall be eligible for appointment to any post in the Authority.
- (2) Following shall be minimum / maximum age to eligible for professional and support staff for appointment against the sanctioned posts.

NEEPS Pay Scale	Designation	Maximum Age
1	Managing Director	65
1	Member	65
2	Chief Technical Officer	52
3	Senior Manager	40
4	Manager	35
5	Assistant Manager	30
6	Associate	28
7	Personal Secretary	35
8	Admin Assistant / Steno	35
9	Office Attendants / Drivers	20
10	Chowkidar / Mali etc.	45

#### 16. CITIZENSHIP FOR REGULAR APPOINTMENTS

- (1) A candidate for appointment against a regular post in NEECA shall be a citizen of Pakistan.
- (2) Provided that the above requirement may be relaxed by the Authority for dual nationality holders, in addition to being citizens of Pakistan, in cases where the required expertise for a specific job is not available or expected to be available within the citizens of Pakistan holding only Pakistani nationality and where the Federal Government has not placed any bar on such induction.
- (3) A person married to a person who is not a citizen of Pakistan shall not be appointed to a post in Authority except with the prior approval of the Authority.

#### 17. MEDICAL FITNESS

- (1) Except as otherwise provided in these Regulations, no person shall be initially appointed against a regular post unless he is in a good mental / bodily health and free from any physical defect likely to interfere with the discharge of his duties and declared physically and mentally fit as such by a medical board or a medical officer.
- (2) The candidate shall furnish a certificate to that effect from the medical board or medical officer as may be specified by the Authority and in the prescribed form which shall be submitted within 15 days of the joining the post.

- (3) A candidate, who after such medical examination as prescribed found not to satisfy these requirements shall not be appointed
- (4) Except where the appointing authority may by order direct otherwise, the following persons are exempt from producing the medical certificate of health:
  - a) a person appointed to a post in the Authority for a period not exceeding 1 year; and
  - b) a person to be taken in the Authority on deputation who has earlier been medically examined at the time of his initial appointment by a Medical Board or, by a medical officer for the same medical standards as are applicable to the post in which he is proposed to be appointed.

## 18. CHARACTER AND ANTECEDENTS

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

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 source or those of the Federal or Provincial Government.

## 19. AUTHORITY TO MAKE APPOINTMENT

The Board may sanction, create, re-designate, transfer or abolish any post, discipline or a cadre within NEECA and make such appointments as it may deem fit in accordance with the provisions of Section 23 of NEECA Act 2016. The Authority to make appointments to various posts shall be as follow

NEEPS 1: Managing Director/Members	Prime Minister on the recommendations of Board or the Authority to be designated by the Board
NEEPS 2-6	Board or the Authority to be designated by the Board
NEEPS 7 – 10	Authority to be designated by the Board

## 20. SELECTION COMMITTEE(s)

- (1) The Board may constitute committee(s) to select various cadres of service in the Authority.
- (2) The selection committee(s) shall devise assessment criteria and method to ensure transparency and merit based inductions / initial appointment in various scales.
- (3) The assessment criteria shall include the initial screening, interview and rating mechanism for the applicants for a particular post. The Establishment Division's instructions from time to time in this regard shall be the minimum yardstick in this regard.
- (4) The selection committee(s) shall be the Competent Authority to make appointments, other than the Managing Director / Members in the Authority.
- (5) The Prime Minister shall be the Competent Authority to appoint the Managing Director / Members for the Authority on the recommendations of the respective Selection Committee.

## 21. AGE OF SUPERANNUATION

- (1) The superannuation age for retirement from NEECA regular service will be sixty (60) years.

- (2) The age limit for the Managing Director and the Members will be governed by the provisions of the NEECA Act.
- (3) An Employee may leave NEECA service upon tendering his/her resignation to the Authority by giving one-month notice or one month's salary in lieu thereof.

## **22. NOTIFICATION OF APPOINTMENT**

- (1) All appointments made in accordance with these regulations shall be notified through office order under signature of the Managing Director or the Head of the Directorate designated by him/her.

## **23. OBSERVANCE OF MERIT**

All posts in NEECA shall be filled on an all-Pakistan basis in accordance with merit except for positions which under statutory obligation are required to be filled under quota.

## **24. PROBATION, EXTENSIONS & TERMINATION OF PROBATION**

- (1) A person appointed to a regular post by initial appointment shall be on probation for a period of one year.
- (2) The period of probation may be extended for a further period of one year before the expiry of the initial probation period if the performance of the incumbent is not satisfactory during the initial probation period.
- (3) On successful completion of the period of probation or otherwise, whichever the case may be, the employee will be informed accordingly.
- (4) Where, in the opinion of the Authority, the performance or conduct of a person on probation has been unsatisfactory or where he/she has failed to pass such examination or test or to complete successfully any mandatory course or training, the services of the employee shall be terminated.
- (5) An employee who satisfactorily completes the probation period, shall be eligible for confirmation.

## **25. ADDITIONAL CHARGE OF AN EQUIVALENT POST**

- (1) Where considered in the interest of the Authority's work an employee may with the approval of the Authority be given additional charge of a vacant post (for which he is qualified and considered suitable) till such time as determined by the Authority.
- (2) The maximum period of additional charge shall not exceed 6 months.
- (3) In all cases of additional charge of an equivalent post, the employee entrusted with the additional charge shall be paid 20% of his basic pay as an additional charge allowance subject to a maximum of Rs 25,000/-.

## **26. CURRENT CHARGE OF A HIGHER POST**

- (1) 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 Authority be given the current charge of a higher position against a vacant post (for which he is otherwise considered eligible for promotion) till such time as determined by the Authority.
- (2) 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 subject to a maximum of Rs 25,000/-

## **27. INDUCTION BY DEPUTATION**

In case where a person possessing specific skills or expertise is required to assist the Authority in performing its functions and the required services cannot be immediately availed through direct recruitment or

through fixed term contracts, vacant posts in NEECA may be filled by acquiring the services of any person from other Federal/Provincial Government departments or Autonomous/Semi-Autonomous bodies on deputation.

## **28. CONDITIONS OF DEPUTATION**

- (1) The Authority may induct a person who is an employee in the service of a Federal or a Provincial Government or of an autonomous/statutory organization set-up, managed or controlled by the Federal Government or Provincial Government, on deputation to equivalent post provided he/she fulfils the criteria for hiring on that post.
- (2) The ENERCON staff presently in service shall be eligible for appointment in NEECA on deputation subject to these regulations.
- (3) The Authority designated by the Board shall be responsible to devise a selection policy based on merit and make final recommendation in respect of induction of a person in NEECA on deputation.
- (4) A regular post that can be filled by promotion shall not be filled by an appointment by deputation.
- (5) Such induction shall be made for such period and on such terms and conditions as mutually agreed by the lending authority and NEECA. The pay and perquisites offered by the Authority to the deputationist may be equivalent or higher than those the deputationist was drawing in his/her parent department, in accordance with such terms and conditions as agreed between the Lending authority and NEECA.
- (6) Unless it is otherwise provided in any specific case, the person on deputation shall be a whole time employee of the Authority. The employee shall devote his whole time to his duties, the deputationist shall abide by relevant the rules and Regulations and other orders and instructions issued by the Authority.
- (7) The employee on deputation shall himself/herself be responsible for all deductions and financial obligations to his/her parent department or any other department.

## **29. ABSORPTION OF A PERSON SERVING ON DEPUTATION IN NEECA**

- (1) A person serving in the Authority on deputation basis may be appointed on regular basis against a post only under special circumstances, subject to the following conditions:
  - a) The person concerned applies in writing for such appointment in the Authority.
  - b) The lending organization to which he belongs agrees to such appointment in the Authority.
  - c) The person he possesses the minimum qualification and experience laid down for initial appointment to the post he has applied for and is considered suitable by the Authority to be employed for a specific post.
  - d) The person concerned resigns from the lending agency and his resignation is accepted by his parent department.
  - e) The post cannot be filled by promotion during the next three years.
- (2) Save as may otherwise be provided by these Regulations, the benefit of his previous service with the parent department which is relevant to his/her assignment at NEECA may be considered by the Authority for the purpose of fixing his/her pay in NEECA pay scales.
- (3) The period of service in NEECA on deputation before being absorbed as a regular NEECA employee, may be considered towards seniority purposes provided there is no break in service between the termination of deputation period and joining NEECA as a regular employee and the previous experience is considered relevant by the Authority.
- (4) Nothing contained in this regulation shall be construed to confer any right on such a person on deputation to claim absorption in the Authority.

### **30. SPECIAL PROVISIONS FOR APPOINTMENT OF ENERCON STAFF IN NEECA**

- (1) ENERCON staff who opted to enjoy the status as was enjoyed by them before the passage of NEECA Act, may on their request be considered to be appointed in the Authority on deputation against equivalent posts, subject to vacancies and subject to meeting the criterion set out in these regulations.
- (2) The staff, if appointed in NEECA, shall be entitled to deputation allowance subject to a maximum of 20 percent of their basic scale and other terms and conditions as may be approved by the Board.
- (3) The cases of ENERCON staff who opt not to be appointed in the Authority, or who may not be considered for appointment in the Authority, shall be forwarded to the Establishment Division to be appointed or absorbed in other appropriate federal government departments without adversely affecting their terms and conditions, and without denying them the benefit of their service with ENERCON.

### **31. INDUCTON OF MANAGEMENT TRAINEES/INTERNS**

- (1) The selection of management trainees shall be suitably advertised, merit based and trainees shall be selected through a transparent process to be approved by the Board.
- (2) The number and class of management trainees to be inducted in NEECA and their terms and conditions shall be regulated by the competent authority to be designated by the Board.
- (3) The maximum period of service of management trainees shall not exceed twelve months.
- (4) The terms and conditions of the interneers/trainees shall be approved by the Board.
- (5) The service as a trainee shall not automatically qualify him/her for a regular post in NEECA.

### **32. ANNUAL INCREMENTS**

- (1) Annual increments shall be due on the first of December every year to all regular employees of the Authority, provided that: (i) the employee has completed at least six months of service by December 1, in that year; (ii) the performance of the employee is declared as satisfactory against the assigned tasks, during the year for which the increment is due.
- (2) The assessment report should be submitted to the concerned directorate by 15th of November of the year. Non intimation of the repot would be considered that the performance of the employee is satisfactory. Provided that a satisfactory report as aforementioned would be required prior to allowing the 1st increment accruing to an employee under NEECA service.
- (3) An employee may be eligible to more than one increment on the basis of his meritorious performance to be recorded in writing and with the recommendation of the competent authority.
- (4) The grant of increment may be denied if, a) the employee has not satisfactorily completed the probation period, b) the performance of an employee is not satisfactory as declared by the competent authority pursuant, and c) during the pendency of disciplinary case.
- (5) The increments so denied as per clause 24(4) may be compensated in the following year subject to clearance of disciplinary proceedings and the approval of the Authority.

# **Section 4**

## **POSTING & TRANSFER**

### **33. LIABILITY TO SERVE IN ANY POST**

An employee shall be liable to serve anywhere within the country as assigned by the Authority within its head office and other offices setup by the Authority or in any organizational setup, controlled or managed by the Authority.

### **34. TRANSFER FROM ONE POST TO THE OTHER WITHIN THE AUTHORITY**

- (1) The Authority to whom powers are delegated by the Board may transfer an employee within the cadre to another post within the Authority.
- (2) The transfer from one directorate to another shall not adversely affect the seniority of the employee.
- (3) The employee shall be eligible to be considered for promotion, should a vacancy arises in the his/her parent directorate and should he/she meet the basic conditions for promotion.

### **35. DEPUTATION TO OTHER REGULATORY ORGANIZATIONS**

- (1) The Authority may allow an employee to be transferred to another regulatory organization or in an associated agency on deputation, provided it does not adversely affect the work arrangement in NEECA. The deputation shall be on such terms and conditions as may be agreed to with the borrowing agency.
- (2) While on deputation, an employee except as may be mutually agreed to with the borrowing agency, shall continue to be governed by the rules and Regulations applicable to him as an employee of the Authority.
- (3) 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.
- (4) On expiry of the deputation period an employee will take the charge of the same post in NEECA, held by him/her before proceeding on deputation.
- (5) During the deputation period, leave shall be allowed to the employee in accordance with the rules of the borrowing agency. The deputation period shall not be counted for, earning leave under the Authority.
- (6) The employee shall, during the period of his deputation pay to the Authority pension contribution or other mandatory contributions such as provident funds as and when specified by the Authority and as amended from time to time.
- (7) 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.
- (8) 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.



- (9) Promotion of an employee who are on deputation will be considered in accordance with his seniority only after he resumes duty with NEECA. Assessment reports provided by the borrowing agency shall be considered in making recommendation for promotion.

# **Section 5**

## **ANNUAL ASSESSMENT REPORT**

### **36. ANNUAL ASSESSMENT REPORTS**

- (1) Annual Assessment Report (AAR) forms shall be designed with specific consideration of key performance indicators (KPI's) for each position and shall be finalized and approved by the Authority.
- (2) Major initiatives taken and activities completed by the employee to meet organizational objectives and his/her potential to deliver on senior position shall form important parts of the assessment report.
- (3) AAR of each employee who has served the Authority for more than six months without any break during that year shall be prepared on a calendar year basis, in the first month of the following year, on the prescribed form to be approved by the Authority.
- (4) The performance parameters in the AAR shall be quantified to a score of 100. The significant areas requiring improvement with respect to employee's work performance or work behavior shall specifically be noted on the AAR.
- (5) The concerned officer of Directorate of Administration and Support Services shall act as the Initiating Officer (IO) for AAR.
- (6) The report shall be signed by the Reporting officer and countersigned by the Senior Reporting Officer (SRO) and/or Next Senior Reporting Officer (NSRO).
- (7) The AAR's of officers in professional cadre shall be brought to the notice of the Managing Director and initialed by him
- (8) The significant areas of improvement with respect to work performance or work behavior of an employee noted by the reporting officer, if any, and if also endorsed by the SRO, shall be communicated to the employee concerned in writing after approval from the Authority.
- (9) Remarks or noting which create unfavorable impression about the employee reported upon like "not fit for promotion" or "not yet fit for promotion" shall be treated as adverse.
- (10) The Authority may arrange a counselling session for the employee and give him specific instructions to improve on work behavior in the light of any adverse noting on his/her AAR.
- (11) An AAR dossier shall be maintained for each employee by the confidential section of the Directorate of Administration and Support Services.

### **37. REPRESENTATION**

- (1) An AAR containing adverse remarks shall be communicated in full by the Directorate of Administration and Support Services to the employee reported upon, at the earliest but not later than 30 days from the date of countersignature and a copy of the communication placed in the AAR dossier.
- (2) An employee to whom adverse remarks on his/her AAR have been communicated may submit a representation to the Authority within two weeks of such communication.
- (3) The Performance Review and Promotion Committee in Section 6 or any other authority designated by the Board shall act as the Competent Authority to decide on the matter.

- (4) The Competent Authority shall take a decision on the representation after obtaining comments from the reporting officer and countersigning officer and the decision to maintain, modify or expunge the adverse remarks shall be communicated to the employee.
- (5) An AAR containing adverse remarks shall not be taken into consideration until it has been communicated in writing to the employee, and a decision taken on his representation if submitted, or until the prescribed time limit for submission of the representation has lapsed without a representation against adverse remarks made by the concerned employee.

# **Section 6**

## **PROMOTION**

### **38. ELIGIBILITY FOR PROMOTION**

An employee possessing such minimum qualifications and length of service as specified in Appendix-3 for appointment in NEECA shall be eligible for promotion to a higher post subject to

- (1) Availability of post
- (2) Suitability of the incumbent for the next higher post to be determined by the Authority under the provision of these regulations.
- (3) Successful completion of any course, training or examination or such other criteria determined by the Authority and considered mandatory for promotion to the higher post.

### **39. PROCEDURE FOR PERFORMANCE REVIEW, PROMOTION AND/OR ACHIEVEMENT AWARD**

- (1) A Performance Review and Promotion Committee shall be constituted by the Board to review performance record/AAR's of the employees against the KPI's and/or against any other criterion set out by the Committee.
- (2) An employee who has completed at least 3 years in the existing post /scale may be considered for promotion subject to fulfilment of other criterion for length of service and qualification.
- (3) In case where the Authority decides to fill a vacancy through promotion, the Promotion shall be made by the Competent Authority on a case to case basis on the recommendations of the Performance Review and Promotion Committee.
- (4) A minimum average score of eighty (80) shall be required to consider promotion of an employee to the next higher scale or for grant of an achievement award.
- (5) The Performance Review and Promotion Committee may,
  - a) Recommend an employee for promotion to the next higher post; or
  - b) Recommend an employee for an Achievement Award like honorarium, advance increment, commendation certificate, etc., on the basis of exceptional achievement to be recorded in writing by the Committee.
  - c) Recommend to defer the case of promotion of an employee for a period of up to three years to improve his performance and review of his case after the said period; or recommend to defer consideration of the case of an employee on account of non-availability of one or more confidential reports or other documents or information considered necessary to enable the Committee to determine his fitness for promotion, or the employee being on extraordinary leave in Pakistan or ex-Pakistan for a period of one year or more or the employee does not possess the requisite length of service, or the employee has not undergone any prescribed training or departmental examination, until such time as the deficiency is made good by the employee.
  - d) An employee who is superseded and his case deferred for promotion will not be considered again for promotion unless he has earned one more confidential report for one full year.
  - e) An employee whose case is deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist and on expiry of the period of deferment. Provided that an employee whose case was deferred because he was on extraordinary

leave, whether in or ex-Pakistan, shall be considered for promotion after he resumes duty on the expiry of the sanctioned period of his extraordinary leave.

- f) An employee shall be promoted to a Post only within his own cadre and subject to the fulfillment of all other conditions laid down in these Regulations.
- g) An employee who is on extraordinary leave for a period of less than one year will be considered for promotion on his resumption of duty and if found fit and approved by the approving Authority, his promotion shall take effect and pay of the higher post shall accrue, from the date he assumes the duties of the higher post.
- h) For the purpose of promotion to the next higher scale/grade in NEECA, the duration of previous service of the employee before joining NEECA which is relevant of his assignment at NEECA would be given due consideration.

#### **40. PROMOTION CANNOT BE CLAIMED BY VIRTUE OF SENIORITY ONLY**

No employee shall have a claim to be promoted to any particular post or scale by virtue of seniority or length of service alone.

# **Section 7**

## **LEAVE**

### **41. GENERAL**

- (1) Leave cannot be claimed as a matter of right but is a privilege and its grant shall be subject to exigencies of service, at the discretion of the Competent Authority;
- (2) 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.
- (3) Application for leave shall ordinarily be routed through the reporting officer.
- (4) No employee shall 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 reasons 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.
- (5) There shall be no undue delay in processing of a leave application or on the grant of leave or otherwise by the competent authority.

### **42. COMPETENT AUTHORITIES TO GRANT LEAVE**

- (1) The Managing Director shall be the competent authority to grant leave to officials in NEEPS 1-6 on the recommendation of the reporting officer and Head of the concerned directorate. The leave applications shall be routed to Managing Director through the Directorate of Administration and Support Services.
- (2) The Head of Directorate of Administration and Support Service or the officer designated by him shall be the competent authority to grant leave to employees in NEEPS 7-10 on the recommendation of the reporting officer.
- (3) The Directorate of Administration and Support Services shall ensure that conditions to avail leave are fully considered before making suitable recommendation to the competent authority.

### **43. CASUAL LEAVE**

- (1) An employee may be granted casual leave up to a maximum of 20 days in a calendar year. However, the casual leave shall not be combined with any other kind of leave. The casual leave shall not be claimed as a matter of right.
- (2) 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, and provided that his option for other leave is exhausted.
- (3) Casual leave may be prefixed or suffixed to a closed holiday.
- (4) A holiday or sequence of holidays cannot be combined in between two casual leaves i.e. if a closed holiday falls in between two casual leave periods the holiday(s) shall also be counted as casual leave.

- (5) 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 the calendar year which is spread over the next calendar year, the leave will be accounted for against each calendar year to which the period relates.
- (6) An employee who does not avail the entire casual leave allowed during a calendar year, he/she will be entitled to compensation for the un-availed leave at the rate of 1/25% of his/her gross monthly salary for each day of the leave un-availed.
- (7) 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 1/25% of his/her gross month salary for each extra day of the leave availed by him/her.

#### 44. EARNED LEAVE

- (1) A regular employee of NEECA shall earn leave at the rate of two days for every calendar month or duty period rendered by him/her or as may be amended or prescribed from time to time. This leave will be admissible to the employee on full pay drawn just before proceeding on leave less the allowance i.e. daily allowance messing, and other allowance related to the performance of duty in office.

- (2) The maximum period of earned 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 only once in entire service	365 days

- (3) 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 available to him/her, up to a maximum of one year at a time at the discretion of the Authority.
- (4) Earned leave shall not be encashed except at the time of retirement from NEECA service and refusal of leave due.

#### 45. EARNING AND ACCUMULATION OF LEAVE

- (1) A NEECA employee shall earn leave on full pay at the rate of two 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 18 days or more than 18 days in a month shall be treated as a full calendar month for the purpose.
- (2) The employee will not earn any earned leave during the leave period of any type.
- (3) There shall be no maximum limit on the accumulation of such leave.

#### 46. STUDY LEAVE

- (1) Leave for higher studies within Pakistan or abroad may be allowed by the Authority, where the Authority is convinced that the acquisition of additional qualification by the employee will be in the interest of Authority provided that such leave shall be adjusted against the earned leave available to the employee.
- (2) Where no earned leave or insufficient earned leave is available such period of leave shall be treated as extra ordinary leave.
- (3) The Authority shall decide the grant of leave or otherwise within a period of three weeks from the date of application for leave submitted by the applicant.
- (4) Eligibility

- a) Applicant should have completed at least five years' continuous service in NEECA.
- b) The employee shall 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) Managing Director shall be the competent authority to grant study leave.
- e) Source of financing for the study or award of any scholarship, assistantship or grant for the study must be clearly indicated.
- f) Continued Absence of the employee shall not adversely affect the work functioning of the Authority.
- g) The Competent Authority shall decide to relieve the applicant for the full period of training with or without replacement.
- h) A declaration that the employee shall return and resume service in NEECA for a further period of two years failing which the employee shall be liable to return the entire leave salary paid to him and all other costs borne by NEECA as a consequence of the study.

#### **47. 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/or his/her surety or sureties shall be liable to pay the specified amount to the NEECA if the employee violates any terms and conditions of the bond.

#### **48. DURATION OF STUDY LEAVE**

- (1) Study leave may be granted for a maximum period of two years.
- (2) 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, and provided the extension does exceed one year.
- (3) The leave shall be essentially for study purposes and the employee shall be barred to take any job assignment which will tend to extend his period of stay abroad for study purposes.
- (4) The officer will have lien with the NEECA and his seniority will be maintained as per NEECA Regulations applicable from time to time.

#### **49. 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 a maximum period of two years at a time, provided that the NEECA employees to whom such leave is granted has been in continuous service for a 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 pay or half pay, if granted in combination with the extra ordinary leave.

#### **50. DISABILITY LEAVE**

- (1) An employee may be granted disability leave in case he is disabled by an injury or disease contracted in or in consequences of performance of his duty.
- (2) Such leave:
  - a) shall not be debited to the leave account of the employee.
  - b) Shall be granted on production of a medical certificate signed or countersigned by the authorized medical attendant, and
  - c) Shall not exceed a period of two years unless required otherwise on medical advice duly verified by the authorized medical attendant.



- (3) 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 NEECA as the case may be.

#### **51. LEAVE PREPARATORY TO RETIREMENT**

An employee may be granted leave on average pay, subject to availability, not exceeding 365 days, as leave preparatory to retirement.

#### **52. MATERNITY LEAVE**

A female employee may be granted maternity leave for a period not exceeding ninety (90) days. Maternity leave may not be granted for more confinements beyond the second one for which the female employee would have to take leave from her normal leave account.

#### **53. 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: -

- (1) The employee has sufficient amount to his credit in his General Provident Fund Account to cover the pay for the period of leave not due that may be granted to him; or
- (2) Such employee furnishes surety from an officer of the NEECA to the effect that in case the employee leaves the service of NEECA before making good the amount equal to the leave not due availed by him, the surety shall refund to the NEECA an amount equal to the period of leave not due, remaining in debt against the employee at the time of his/her leaving the NEECA.
- (3) The not due shall not be granted to the employee reaching the age of superannuating in any case.
- (4) 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.

#### **54. LEAVE 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 allowance, (except the daily allowance, messing, and other allowance related to the performance of duty in office of the employee) as were last drawn by him before the commencement of such leave.

#### **55. MEDICAL LEAVE**

Medical leave may be granted to an employee in the following manner: -

- (1) 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 or countersigned by the medical attendant authorized by NEECA 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.
- (2) The employee returning to duty after availing of such leave shall produce a fitness certificate signed or countersigned by authorized medical attendant.
- (3) Medical certificate and fitness certificate produced by the employee in support of his/her ailment must bear the signature of the patient (employee).
- (4) Medical leave shall not be refused to an employee. However, the Competent Authority may refer the employee to another authorized medical doctor/board as the case may, for a second option.

## **56. RETURN TO DUTY BEFORE EXPIRY OF LEAVE**

- (1) An employee on leave who desires to resume duty before expiry of the period of grant of leave, shall be permitted to join duty with the approval of his reporting officer.
- (2) The early resumption of duty shall be duly reported to the Directorate of Administration and Support Services for record and for making any leave adjustments that may be necessary.
- (3) An employee, if required by the Authority to resume duty or return to duty before expiry of the period of paid leave due to work exigency, shall be bound to follow the instruction of the Authority in this regard except in the exceptional circumstances to be reported in writing which do not warrant his/her early return to duty.
- (4) Wilful failure to defy the instruction in this regard shall be considered as dereliction of duty and liable to disciplinary proceedings.

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## **57. 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 return fare plus allowance as admissible to him/her on 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.

## **58. LEAVE COMMENCEMENT AND END**

Leave shall commence from the day following that on which a NEECA 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.

## **59. OVERSTAY AFTER SANCTIONED LEAVE**

- (1) Unless the leave of a NEECA employee is extended by the competent Authority, a NEECA employee who remains absent after the end of his leave 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 in his leave account.
- (2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earnings.

## **60. COMBINATION OF DIFFERENT TYPES OF LEAVE**

One type of leave may be combined with joining time or any other type of leave otherwise admissible to the NEECA employee.

## **61. EMPLOYMENT DURING LEAVE**

An employee of NEECA 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.

# Section 8

## GRATUITY

### 62. GENERAL

- (1) A regular NEECA employee on retirement from service (a) at the age of superannuation or (b) at an earlier age allowed by the Authority shall be entitled to receive such gratuity as is prescribed in these Regulations provided that he/she has completed at least five years of continuous service with NEECA.
- (2) In the event of the death of an employee his family shall be entitled to receive such gratuity, as is prescribed, in these Regulations and admissible to the employee prior to his/her demise.
- (3) No gratuity shall be admissible to an employee who is dismissed or removed from service for reasons of misconduct. However, if the Appellate Authority on appeal sets aside the order of the removal, the employee's service prior to this removal from service shall count towards gratuity.

### 63. CLAIM NOT ADMISSIBLE

For the purpose of these Regulations an employee will not be considered as a regular employee and shall not be entitled to gratuity in the following cases:

- (1) Where an employee is appointed for a limited period only, or for a specified duty, on the completion of which he is to be discharged.
- (2) When an employee is employed under a contract for a limited period.
- (3) When an employee is paid from contingencies.

### 64. SERVICE QUALIFYING FOR GRATUITY

- (1) Unless it be otherwise specifically provided, the service of an employee shall commence to qualify for gratuity from the date he takes charge of the post to which he is initially appointed on regular basis.
- (2) The following periods shall count as service qualifying for gratuity: -
  - a) The period an employee remains in regular service.
  - b) All periods of leave, other than extraordinary leave.

### 65. SERVICE NOT COUNTED TOWARDS GRATUITY

The period of an interruption in the service of an employee shall be counted towards service qualifying for gratuity as:

- (1) Period of suspension in cases leading to compulsory retirement, removal from service.
- (2) Un-authorized absence from duty which is not condoned by the Authority and adjusted against leave due to the employee.

### 66. CALCULATION OF GRATUITY

An employee shall be entitled to the gratuity, at the rate of one and a half time the basic pay last drawn by the employee, for each completed year of qualifying service provided that if, an employee dies in service, his family shall be entitled in addition to the due gratuity of the employee an additional amount equal to three months, gross salary of equal to the period of remaining service years at the time of death (one

month's salary for each year) till his/her date of superannuation whichever is less. For the purpose of this regulation service of 6 months or more shall be treated as full one month.

The 'Family' for the purpose of payment of gratuity to 'Family' means –

- (1) in the case of a male subscriber, the wife or wives and children of the subscriber, and the widow or widows and children of a deceased subscriber. Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate, unless the subscriber subsequently indicates by express notification in writing to the Finance section that she shall continue to be so regarded.
- (2) in the case of a female subscriber, the husband and children of the subscriber, and the widower and children of the deceased subscriber. Provided that if a subscriber by notification in writing to the Finance Section expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which the regulations in this chapter relate, unless the subscriber subsequently cancels formally in writing her notification excluding him

**Note I** *'Children' means legitimate children*

**Note II** *An adopted child shall be considered to be a child when the Competent Authority is satisfied that under the personal law of the subscriber, adoption is legally recognized as conferring the status of a legitimate child, but in this case only.*

- (3) All the employees after completion of four years qualifying service, will be required to make a nomination, conferring on one or more members of his/her family, the right to receive any gratuity that may be sanctioned under these Regulations in the event of the death of the employee or his/her becoming unable to receive such gratuity.
- (4) If an employee nominates more than one person under sub-Regulation (2) above, he/she shall specify in the nomination the amount or share payable to each nominee in such a manner as to dispose of the whole amount of the gratuity mentioned therein.
- (5) An employee may provide in a nomination –
  - a) in respect of any specified nominee, that in the event of his predeceasing the employee, the right conferred upon that nominee in sub-Regulations (2) above shall pass to such other member or members of the employee's family as may be specified in the nomination.
  - b) that the nomination shall become void in the event of the happening of a contingency specified therein.
- (6) Every nomination shall be made in the prescribed form set forth in Appendix-4 or as may be appropriated in the circumstances
- (7) An employee may at any time cancel a nomination by sending a notice in writing to Admin section provided that the employee shall, alongwith such notice, send a fresh nomination made in accordance with these Regulations.
- (8) Immediately on the death of a nominee in respect of whom so special provision has been made in the nomination under sub-Regulation (1)(a) above or on the occurrence of any event by reason of which the nomination becomes so void by reason of sub-Regulations (4) (b) above, the employee shall send to the Admin section a notice in writing formally canceling the nomination together with a fresh nomination made in accordance with this Regulations.
- (9) Every nomination made, and every notice of cancellation given by an employee under this Regulations shall be sent by the employee to the Admin section.

- (10) Every nomination made, and every notice of cancellation given by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the Admin. Section mentioned in sub-Regulations (9).

#### **67. COMPETENT AUTHORITY TO SANCTION GRATUITY**

Gratuity shall be sanctioned –

(i)	In the case of employees in NEECA Pay Scales NEEPS 7-10	by the Head, Directorate of Administration and Support Services
(ii)	In the case of employees in NEECA Pay Scales NEEPS 1-6	by the Authority

# **Section 9**

# CONTRIBUTORY PROVIDENT FUND

## **68. GENERAL**

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 made in this fund in accordance with these regulations.

## **69. CONSTITUTION AND MANAGEMENT OF THE FUND**

- (1) There shall be established a provident fund by the name of Contributory Provident Fund (CPF) to which monthly subscriptions 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. 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.
- (2) All sums paid into the Fund under these regulations shall be credited in the books of the NEECA to an account named "The Contributory Provident Fund Account".
- (3) The Fund shall be administered by the Authority and shall be maintained in Pakistan rupees.

## **70. EMPLOYEES ELIGIBLE TO JOIN THE FUND**

Employees holding appointment on regular basis shall be eligible to join the Fund subject to satisfactory completion of the probationary period.

## **71. COMPULSORY SUBSCRIPTION TO THE FUND**

All existing regular employees and such employees who are appointed on regular basis on or after the commencement of these regulations shall subscribe to the fund in accordance with these Regulations.

## **72. NOMINATION**

- (1) 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.
- (2) If a subscriber nominates nomination more than one persons under sub-regulation (1) 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.
- (3) A nomination may be cancelled by a subscriber and replaced by a new one at any time.
- (4) 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.

### **73. SUBSCRIBERS ACCOUNT**

A separate account shall be maintained in the name of each subscriber, in which the following shall be credited –

- (1) the subscriber's subscription;
- (2) Contribution made by NEECA

### **74. CONDITIONS AND RATES OF SUBSCRIPTIONS**

Every subscriber shall subscribe monthly to the Fund, at the rate of 7.5 % of basic pay, technical pay of the employee. The option shall be exercised before the 30th of June of the year to be effective from 1st July of the next Financial Year and shall remain in force for at least one year.

### **75. REALIZATION OF SUBSCRIPTIONS**

The recovery of subscriptions on account of CPF or repayment of the advance drawn from the CPF will be made through the salary of the subscriber payable to him.

### **76. CONTRIBUTION BY THE AUTHORITY**

- (1) The Authority shall, each month make a contribution in the CPF for crediting the same an amount equivalent to that subscribed by the employee to the account of each subscriber.
- (2) 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).

### **77. PROFIT ON THE ACCOUNT**

- (1) The amount of CPF (comprising of the employees' contribution and the equivalent amount provided by the Authority) will be invested in such profitable ventures or placed in a bank account as approved by the Management Committee of the Fund.
- (2) The Management Committee shall comprise of Heads of the four NEECA Directorates.
- (3) The proposals for investment shall be developed and presented to the Management Committee by the Directorate of Fund Management.
- (4) 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.
- (5) 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 any 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.
- (6) Profit shall not be credited to the account of an employee, if he informs in writing that he/she 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.

### **78. ADVANCE FROM THE FUND**

- (1) 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 expenses incurred in connection with the prolonged illness of a subscriber or any persons actually dependent on him/her;

- 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 expenses 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.
- (2) An advance shall not, except for special reasons, to be recorded in writing by the sanctioning authority, be granted under sub-regulation
  - (3) Before at least twelve months after the final repayment of the previous advance.
  - (4) The subscriber will be allowed advance in a manner that only one advance will remain outstanding at one time.
  - (5) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects, or in any case more than forty-eight installments. Each installment will be a number of whole rupees.
  - (6) Recovery of advance shall be made in the manner provided these regulations and shall commence from the next month after the advance is made to the subscriber. Recovery shall not be made except with the subscriber's consent, while he is in receipt of subsistence grant.
  - (7) 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 directed by the Competent Authority.
  - (8) Recoveries made under this regulation shall be credited, as they are made, to the account of the subscriber in the Fund.

#### **79. CIRCUMSTANCES IN WHICH ACCUMULATIONS ARE PAYABLE**

When a subscriber retires from the service, or resigns from service which is accepted after at least five years of continuous service with NEECA, the total amount standing to his credit in the Fund shall, become payable to him.

- (1) 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 his regulation. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscriptions and the part which represents the NEECA's contribution with profit thereon, being accounted for in the manner provided in these regulations.
- (2) 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 service, 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 cash or by installments or otherwise, by recovery from his emoluments or otherwise, as the Competent Authority may direct.
- (3) Payment in case of death of the employee.
  - a) When the subscriber leaves a family, and nomination were made by the subscriber in accordance with the provisions of regulation 71 in favor of a member or members of his



family subsist, 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.

- b) If no such nomination in favor of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing in 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 of his family become payable to the members of his family as per Islamic law determined by a court. If, however the subscriber is a non-Muslim the payment will be made as per the orders of the court.
- c) When the subscriber leaves no family and no nomination(s) have been made by him in accordance with the provisions of regulation 71 in favor of any person or persons subsists, the amount standing to his credit in the Fund will be paid as per orders of the court of appropriate jurisdiction.

#### **80. 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 a subscriber in the Fund is paid out, the Competent Authority may direct the following deductions from the amount standing at the credit of the subscriber for payment to NEECA

- (1) 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.
- (2) Any amount, if a subscriber resigns within five years of his joining NEECA, otherwise than by reasons of superannuation or a declaration by competent medical authority that he is unfit for further service.
- (3) Any amount due under a liability incurred by the subscriber to the NEECA.

#### **81. PAYMENT**

- (1) When the amount standing to the credit of a subscriber in the Fund, or the balance thereof after any deduction under regulation 79 becomes payable, it shall be the responsibility of the Directorate of Administration and Support Services, to make payment as soon as possible but in no case later than thirty working days after the payment becomes due or the subscriber will be entitled to a profit @ 10% per annum from the date of the payment becomes due.
- (2) If the person to whom, under these regulations any amount is to be paid is a lunatic for whose estate a manager has been appointed in this behalf under the Lunacy Act, 1912, the payment will be made to such manager, and not to the lunatic.
- (3) Any person who desires to claim payment under these regulations shall send a written application in that behalf to the Directorate of Administration and Support Services. Payment shall be made in Pakistan only. The persons to whom the amounts are payable shall make their own arrangement to receive payment in Pakistan.

#### **82. FUND NUMBER TO BE QUOTED**

- (1) The Accounts section of the Directorate of Administration and Support Services shall allot a Fund number to each employee.
- (2) The Fund number shall be quoted by the subscriber if he/she contributes to the Fund in cash. Any change in the number shall be communicated to the subscriber by the concerned Section.

- (3) As soon as possible after the 20th June of each year, the concerned section of the directorate of Administration and Support Services 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 30th June. The Finance Section shall attach to the statement of account an enquiry whether the subscriber desire to make any alteration in the nomination made under these regulations.
- (4) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Finance Section within one month from the date of receipt of the statement.
- (5) The concerned 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.

# **Section 10**

## **TRANSPORTATION**

### **83. GENERAL**

- (1) Employees in professional scales shall be entitled to the grant of conveyance allowance or vehicle maintenance allowance at the following rates: of 20 percent of the basic running pay of an employee, subject to a minimum of Rs 3,000/- per month.

NEEPS 1:	Rs 80,000/-
NEEPS 2:	Rs 60,000/-
NEEPS 3:	Rs 50,000/-
NEEPS 4:	Rs 40,000/-
NEEPS 5:	Rs 30,000/-
NEEPS 6:	Rs 20,000/-

- (2) Employees in support staff scales shall be granted conveyance allowance at the rate of 20 percent of the basic running pay, subject to a minimum of rupees three thousand per month.

### **84. ADVANCE BY WAY OF LOAN**

- (1) Loans shall be allowed to employees according to the budget/finance availability as per pay-scale wise quota decided by the Authority from time to time. The regulations in this regard shall be put in place after approval from the Board within two years of the issue of these regulations.

### **85. PRIVATE USE OF THE OFFICE VEHICLE.**

Office vehicles shall not be allowed for private use within or outside the city except in exceptional circumstances on request from an employee and after written approval from the Authority for use within or outside the city (subject to availability) on payment basis as determined by the Authority from time to time.

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# Section 11

## TRAVELING

### 86. CIRCUMSTANCES IN WHICH TRAVELING EXPENSES WOULD BE ADMISSIBLE

- (1) Traveling expenses would be admissible to an employee to cover the expense which he/she incurs while traveling on duty, on tour or transfer.
- (2) Prior approval of the Competent Authority shall normally be obtained on the prescribed form before under taking the journey.
- (3) 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.
- (4) 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.

### 87. KINDS OF TRAVELLING ALLOWANCE

- (1) Air fare
- (2) Rail fare
- (3) Daily allowance
- (4) Road journey allowance
- (5) Out of Pocket expenses

### 88. ENTITLEMENT FOR DIFFERENT CATEGORIES OF EMPLOYEE

- (1) For the purpose of calculating traveling allowance, the employees of NEECA have been divided into the following categories:

Category	Scale	Class of accommodation
(a)	NEEPS 1-6	Highest class of accommodation by rail or economy class by air
(b)	NEEPS 7-10	1 <sup>st</sup> class by rail or actual expenses by AC bus / coach

- (2) For journeys performed on tour or temporary transfer, an employee shall be entitled to a single fare for himself.

### 89. RATE OF DAILY ALLOWANCE FOR OFFICERS AND STAFF

- (1) Daily allowance shall be a uniform allowance for each day of outstation in connection with official duty, and intended to cover the ordinary daily expenses incurred by an employee in lieu of official outstation duty.
- (2) The rupee rates of daily allowances for office and staff will be as follows, subject to indexation/revision approved by the Board and notified from time to time:

		Rupees
(a)	NEEPS 1-2	1400
(b)	NEEPS 3-6	1000

(c)	NEEPS 7-8	600
(d)	NEEPS 9-10	300

- (3) Rates of daily allowance for foreign travel including transit, would be as approved by the Federal Government or as approved by NEECA Board from time to time.
- (4) The expenses incurred on official telegrams postage and by charged separately on actual basis.

## 90. STAY IN HOTEL / REST HOUSE ETC. IN OUTSTATION CITIES

NEECA employee while on tour may stay in a hotel of their choice or in a rest house while on official duty other than the station of their posting and claim reimbursement of the room rent. The reimbursement will be admissible up to a ceiling of four times of their allowed daily allowance and shall be paid on actual basis subject to production of receipt. Taxes, duties and service charges etc. paid will be reimbursed in addition to these charges. In case of self-arranged accommodation for which no receipt is produced, the rates for each night stay will be allowed as equal to 1.5 times of the daily allowance.

## 91. ALLOWANCE FOR ROAD JOURNEY

	Mode of Travel	Rate per KM
(1)	By personal car or engaging a taxi where official transport is not provided	Rs.8
(2)	Other modes of travel where official transport is not provided.	Rs. 4

### Note:

- a) The employees in Scale NEEPS 4 and above will only be entitled to travel in own car or hire a taxi if official transport is not provided.
- b) No road journey allowance will be admissible within a journey is performed through transport provided by NEECA.
- c) if in an emergency an employee has to reach 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 an assignment given to the employee.

## 92. GENERAL CONDITIONS

- (1) Reimbursement of conveyance/taxi charges will be made as actually paid by the employee. Employees in category NEEPS 9-10 shall avail the Bus/Wagon service plying at an outstation and claim conveyance expense accordingly. In emergency, when it is necessary to reach a point immediately and when other means of conveyance are not available, Competent Authority may allow hiring of a taxi.
- (2) Daily allowance will not be admissible to a NEECA employee for traveling within the Municipal limits of the station in which his headquarter is situated. For travel from Headquarter at Islamabad to Rawalpindi one daily allowance shall be admissible.
- (3) Subject to the conditions laid down in these Regulation daily allowance may be drawn during a halt on tour or on a holiday occurring during a tour.
- (4) Daily allowance shall be paid for the day of departure If the departure time is not later than 1800 hours of that day and for the day of arrival if the arrival time is not earlier than 1400 hours of that day.
- (5) The period of forced delays in transit will be treated as total transit.
- (6) 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.

An employee in NEEPS 1-6 may be allowed to perform journey by road in personal car between places connected by rail/air, with the prior approval of the Head of the Directorate.

- (7) Daily allowance at full rate shall be admissible for the entire period of continuous halt on temporary duty, without any reduction in rate.
- (8) 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.

### **93. TRAVELLING ALLOWANCE FOR JOURNEY ON RETIREMENT**

- (1) Traveling 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.
- (2) 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.
- (3) Cost of transportation of personal effects to the extent admissible to him immediately before retirement for journeys on transfer.
- (4) Advance payment for expenditure as at (a) above shall be made and be treated as final payment.
- (5) The home town shall be determined according to entries pertaining to the permanent address of the employee to his service record.

### **94. TRAVELING 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.

### **95. OTHER JOURNEYS**

- (1) An employee who is summoned in his official capacity by a court of law, or any other authority in Pakistan, shall be entitled to traveling allowance as on tour, but if an employee receives any payments from the summoning authority to meet his traveling expenses he will either refund the same to NEECA or will not claim any payment/allowance from NEECA.
- (2) For treatment of an employee or a member of his family on medical advice, at a station other than his headquarter, TA would be admissible from his headquarter to the place of treatment and back, as on 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 be safe for the patient to travel unattended.

### **96. CONTROLLING AUTHORITY**

- (1) Bill for traveling expenses shall be approved and countersigned by such persons as may be designated by the Authority for the purpose, from time to time.
- (2) Before signing or countersigning a travelling allowance bill, the controlling officer shall scrutinize the claim with respect to distance travelled, duration of journeys and halts for which travelling allowance is claimed.
- (3) The controlling authority may disallow the whole or part of the travelling allowance claimed in non-observance of these regulations or any subsidiary regulations or orders issued by the competent authority from time to time

### **97. NO TRAVLING ALLOWANCE ON FIRST APPONTMENT**

No traveling allowance shall be paid to a person to join his first appointment in NEECA.

#### **98. 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 traveling 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 NEECA only the actual cost of such fares. In such cases the employee may avail of a higher class of travel than that authorized to him provided that the concessional rate of the higher class is not more than the regular fare of the class of travel to which he is entitled.

#### **99. FOR JOURNEYS 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 traveling allowance on such scale as may be determined by the Authority on a case to case basis.

#### **100. TRAVELING ALLOWANCE NOT TO BE A SOURCE OF PROFIT**

As a general rule, traveling allowance paid to an employee is intended to cover the actual traveling expenses and is not supposed to be a source of income.

#### **101. 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 the Authority, subject to the production of cancellation voucher.

#### **102. DRIVER OF THE CAR SUPPLIED/OWNED BY NEECA**

- (1) The Driver of a NEECA vehicle traveling by road, in his official capacity as driver of the vehicle in his charge, may draw traveling allowance at rates admissible under the Regulations.
- (2) An employee of NEECA in transit from one post to another will rank in the grade to which, holding of the higher of the two posts would entitle him.
- (3) Upon a request by an employee and if considered essential by the Head of the Directorate, an advance may be paid in respect of traveling allowance subject to the condition that the advance is not more than 80% of the expected expenses of the journey to be undertaken. Advances shall be adjusted against traveling expenses as soon as possible but in any case no later than a month, after completion of the tour. If accounts are not rendered within a month, the accounts department shall recover the amount of advance from the next salary due to the employee.

# Section 12

## MEDICAL CARE FACILITIES

### 103. GENERAL

Medical care facilities will be available to all employees of NEECA

- (1) **Out-door Treatment Including Hospitalization:** NEECA shall designate hospitals or medical care units for out- door treatment in NEECA designated Hospitals/medical care units. Cost of treatment in designated hospitals shall be fully reimbursable. This shall cover ailments of minor nature when the patient does not require more than 12 hour stay in hospital and requires only consultation with a physician/general practitioner to obtain prescription and purchase of related medicines at facilities or hospitals designated by NEECA. This facility shall be available to all the employees and their families.
- (2) **Medical Allowance:** Medical allowance at the rate of 15 percent of basic salary, but not less than Rs 3000/- shall be permissible for employees who opt not to utilize out door treatment at NEECA designated hospitals.
- (3) **In-door Treatment Including Hospitalization:** This will cover all types of major ailments and physical injuries to an employee or his/her family members requiring treatment through admission and stay in the hospitals or prolonged preventive medical care under advice of the specialist. Dental treatment requiring hospitalization shall also be included in this category. Cost of Indoor treatment in any Government Hospitals or a NEECA designated hospitals for carrying out diagnostic tests, treatment or surgery shall be fully reimbursable. For treatment in a hospital/clinic of employees own choice, reimbursement of consultation fee, room rents, surgical intervention, etc equivalent to that admissible in NEECA designated hospitals shall be allowed. The Authority shall notify such rates from time to time.
- (4) **Dental Treatment:** This will include treatment of all types of dental ailments except provisions of dentures, cosmetics, ortho dental treatment, tooth implants, gold/silver crown/bridges and gold inlays, Dental treatment can be availed from (a) any Medical and Dental care unit designated by NEECA or (b) any Medical and Dental care unit of the employee's own choice or (c) Government hospital.
  - a) In case of dental treatment related to Gums and teeth including extraction, filling, root canal and allied procedures in NEECA designated hospitals, 80% of the cost will be paid by NEECA and 20% will be charged to employees. In case of hospitals of employees own choice, the cost equivalent to a designated hospital shall be reimbursable.
  - b) In case of restoration of tooth/teeth through ceramic/metal bridge or metallic crowns other than gold or silver, 60% of the cost will be paid by NEECA and 40% will be charged to the employee in designated hospitals. For hospitals or clinics of employees choice, the cost equivalent to designated hospital/clinic shall be reimbursable to the employee.
  - c) Cost of treatment in government hospitals shall be fully reimbursable.

### 104. APPOINTMENT OF MEDICAL AND DENTAL CARE UNITS

The Authority shall designate Units from among public/private hospital for indoor treatment from time to time. In places, where units are either unavailable or are too – costly, the Authority shall designate individual medical officer(s)/dental surgeon(s).



#### **105. DECLARATION ABOUT FAMILY AND REGISTRATION**

Each employee will be required to make a declaration about his family, containing the names, relationships and ages of his family members in the form specified for the purpose.

#### **106. ACCESS TO MEDICARE**

- (1) An employee or his family member will normally obtain treatment from his preferred unit or officer or surgeon, as the case may be. However, he may also obtain treatment from any other NEECA appointed medicare unit or officer of surgeon, as the case may be, or any other qualified and registered private practitioner, in case of an emergency. In that case, treatment may also be received through house visit(s) arranged by an appointing medicare unit. If for any reason, an appointed medicare unit or officer or surgeon is not available and due notification therefore has been issued by NEECA, the employee may resort to the emergency procedure prescribed above, even if an emergency does not exit.
- (2) Any out-of-pocket expenses incurred on emergency treatment including without limitation, for consultation, surgery, medicines and diagnostic testing, will be reimbursed by NEECA to the employee on production of payment receipt for the same verified by the attending unit or officer or surgeon as the case may be to the extent authorized under the regulations.
- (3) When an appointed medicare unit or officer or surgeon is of the opinion that an employee or any of his family members need hospitalization, the patient may be admitted to an appointed unit. In case of any special illness, the unit will arrange admission into an appropriate hospital under intimation to NEECA.
- (4) During hospitalization, the employees or their family members will be entitled to the following types of accommodation: -

NEEPS 8-10	General wards
NEEPS 3-7	Semi-private rooms
NEEPS 1-2	Private rooms

#### **107. SPECIALIZED/PROLONGED TREATMENT**

For the purpose of specialized or prolonged treatment including chronic diseases, the Authority shall constitute a panel or specialists either within the appointed Hospitals/medicare units or independently. The names and addresses of panel specialists will be notified by NEECA from time to time.

If an appointed medicare unit or officer or surgeon is of the opinion that consultation or treatment by a specialist is required, he may refer the patient to an appropriate specialist on the approved panel of the Authority.

#### **108. SUPPLY OF MEDICINES**

For the purchase of medicine, the Authority shall notify the medical stores. The cost of medicine purchased from the designated stores shall be reimbursed to the entitled employees for outdoor or indoor treatment, on the provision of original payment receipts to the concerned officer.

#### **109. MEDICARE RELATED PAYMENTS TO HOSPITALS MEDICAL FACILITIES**

##### **(1) General**

All charges in connection with indoor treatment of employees and their family members shall be billed monthly by the appointed medical care unit or officer or surgeon or specialist, as

the case may be, directly to NEECA. An advance payment could be allowed by the Authority in exceptional cases.

**(2) Payment for Hospitalization**

Charges in connection with hospitalization or confinement of an employee or his family members will be billed monthly to NEECA by the concerned medical care unit or other approved hospital. If credit facilities are not available in a hospital, the employee will make cash payment and claim reimbursement from NEECA. If the employee avails a private hospital of his own choice, which has not been approved by the Authority, he may make cash payment in accordance with permissible rates notified by the Authority.

**110. MEDICAL TREATMENT OF EMPLOYEE ON TOUR OR ON LEAVE OUTSIDE HIS STATION OF POSTING**

- (1) If an employee falls sick while on official business or on leave within Pakistan, outside his station of posting, he may, if no medical care arrangements exist for NEECA employees at the station, receive treatment from a qualified and registered medical practitioner, purchase medicines from chemists and on return to his station of posting, submit the bills and relevant payment receipts to NEECA for reimbursement of expenses so incurred in accordance with approved rates notified by Authority. If an employee requires hospitalization, it should be obtained preferably at the Government hospital.
- (2) For covering the emergency treatment of a NEECA employee while on official duty outside Pakistan, special medical insurance policies are generally available. NEECA will reimburse the expenses incurred by an employee on purchase of such insurance in equivalent Pakistani currency.

**111. MEDICAL TREATMENT OF FAMILY MEMBER RESIDING AT A PLACE OTHER THAN THE STATION OF POSTING OF THE EMPLOYEE**

- (1) In case the family member(s) of an employee reside at a place other than the place of his posting and no NEECA arrangements exist for medical care at such place, they will be entitled to the same facility as if residing with the employee. In case of indoor treatment in a hospital, this should be obtained from a Government hospital except in case of an emergency when a private hospital may also be used. If a private hospital is availed in cases other than in an emergency, then on 80% of the cost incurred for treatment shall be reimbursed by NEECA on the basis of supporting payment/s receipts therefore. Any amount paid for medicines shall, nevertheless, be reimbursed in full.
- (2) However, if the family is residing at a place where NEECA medicare arrangements for indoor treatment exist, all treatment should be received through NEECA appointed medicare unit or officer or surgeon, as the case may be.

**112. TRAVEL UNDERTAKEN FOR MEDICAL TREATMENT**

- (1) Indoor treatment of an employee or a member of his family, on medical advice, to a station other than his headquarters will be allowed with prior approval of Authority. The patient will be entitled to travel from the headquarters to the place of treatment and back on NEECA expense. For such journey, only travel expenses without daily allowance, as admissible under the regulations/orders issued therefore, shall be payable.
- (2) Travel expenses for one attendant will also be payable if it is certified by the Medical unit or officer that it will not be safe for, the patient to travel unattended.

**113. MEDICAL INSURANCE SCHEME**

The Authority may consider adopting an appropriately designed medical and health insurance scheme as an alternative to the medical facilities available under these regulations.

# **Section 13**

## **TRAINING & CAREER PLANNING**

### **114. GENERAL PROVISIONS AND PROCEDURES**

- (1) The Authority may from time to time with the approval of the Board, make such provisions and procedures for career planning of employees as it may deem fit having regard to the requirements of the Authority in all spheres of its activities.
- (2) The Authority, based on a comprehensive training need assessment, may require an employee to undergo such training program within Pakistan or abroad as may be appropriate in the interest of the Authority.
- (3) Age of an employee shall not exceed 57 years for a short term training program exceeding 3 months duration while for medium term training of more than 3 months but not exceeding 6 months, the age shall not exceed 55 years. For long term training, the age shall not exceed 40 years.
- (4) An employee who has long term training previously shall not be eligible during the previous six years shall not be considered for another long term training.
- (5) The Board may designate a selection committee to serve as the competent authority to make selection for the long term training. The committee may lay down a procedure for the purpose of making the most appropriate selection for this purpose.

# **Section 14**

## **CODE OF CONDUCT**

### **115. TAKING PART IN POLITICS AND ELECTIONS**

- (1) No employee shall take part in, subscribe in aid of or assist in any way, any political activity in Pakistan or relating to the affairs of the federation or the federating units.
- (2) No employee shall participate, canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, or local authorities or bodies whether in Pakistan or elsewhere.
- (3) An employee qualified to vote at such elections may exercise his right to vote, but if he does so, shall give no indication of the manner in which he proposes to vote or has voted.
- (4) If any question arises, whether any movement or activity falls within the scope of these regulations, the decision of the Board shall be final.

### **116. PROPAGATION OF SECTARIAN CREEDS**

- (1) No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favoritism as are likely to affect his integrity in the discharge of his duties.
- (2) No employee shall indulge in a sectarian activity to embarrass the administration or create feelings of discontent or displeasure amongst the employees or the government servants in particular and amongst the people in general.

### **117. DISCLOSURE OF ASSETS**

- (1) An employee shall submit to the Authority, income, assets and expenses for each financial year, (from 1st July to 30th June) on a proforma approved by the Board
- (2) Declaration of income, assets and expenses are to be submitted on prescribed proforma by all employees of the Authority of all basic pay scales including all persons re-employed/employees on contract.

### **118. SPECULATION AND INVESTMENT**

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.

### **119. PROMOTION AND MANAGEMENT OF COMPANIES**

No employee shall take part in the promotion, registration or management of any bank or company.

### **120. PRIVATE TRADE, EMPLOYMENT OR WORK**

No employee shall, except with the previous sanction of the Authority in the case of employees in NEEPS 7 to 10, engage in any trade or undertake any employment or work other than his official duties. The

Authority in such a case shall certify that such work would not affect his performance in normal course of duties in the Authority.

**121. INTIMATION OF THE INVOLVEMENT AND CONVICTION IN A CRIMINAL CASE**

If an employee is involved as an accused in a criminal case or is convicted, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Authority.

**122. UNAUTHORIZED COMMUNICATION OF OFFICIAL DOCUMENTS / INFORMATION**

No employee shall, except in accordance with any special or general order of the Authority communicate directly or indirectly any official document or information to an employee or to a government servant unauthorized to receive it, or to a non-official person, or to the press.

**123. APPROACH TO MEMBERS OF THE SENATE, NATIONAL OR PROVINCIAL ASSEMBLY OR NON-OFFICIAL PERSONS**

No employee shall, directly or indirectly, approach any member of the Senate or National Assembly or Provincial Assembly, or any other non-official person to intervene on his behalf in any matter.

**124. RADIO BROADCASTING OR TELEVISION PROGRAMMES AND COMMUNICATIONS TO THE PRESS**

No employee shall, except with the previous sanction of the Authority can participate in a radio broadcast or television programme or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

**125. MEMBERSHIP OF SERVICE ASSOCIATION**

- (1) No employee shall be member, representative or officer of any association representing or purporting to represent employees or any class of employees, unless such association satisfies the following conditions, namely;
  - a) Membership of the association and its officer-bearers shall be confined to a distinct class of employees and shall be open to all employees of that class
  - b) The association shall not be in any way connected with, or affiliated to, any association, which does not, or any federation of associations, which do not, satisfy condition(s)
  - c) The association shall not be in any way connected with any political party or organization, or engage in any political activity
  - d) The association shall not in respect of any election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere.

**126. USE OF POLITICAL OR OTHER INFLUENCE**

- (1) No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Authority in support of any claim arising in connection with his employment as such.
- (2) Approaching Foreign Missions and Aid-Giving Agencies
- (3) No employee shall approach, directly or indirectly, a foreign mission in Pakistan or any foreign aid-giving agency to secure for himself invitations to visit a foreign country or to elicit offers of training facilities abroad.

**127. REGULATIONS NOT IN DEROGATION OF ANY LAW**

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

# **Section 15**

## **EFFICIENCY & DISCIPLINE**

### **128. GENERAL**

An employee shall be liable to penalties described hereinafter in the opinion of Competent Authority he/she:

- (1) is in-efficient or has ceased to be efficient; or has become incapable of performing his assigned duties to the satisfaction of the Authority;
- (2) is guilty of misconduct;
- (3) has assumed a style of living beyond his ostensible means;
- (4) is guilty of disclosure of official secrets to any unauthorized person; and/or
- (5) is guilty of acting in a manner prejudicial to the national interest.

### **129. PENALTIES**

The Competent Authority may impose one or more of the following penalties after taking into account the gravity of the grounds for punishment, the previous record of the accused employee and/or any other extending or aggravating circumstances that may exist.

- (1) Minor Penalties:
  - a) Censure;
  - b) Warning
  - c) With-holding of promotion or increment for a specific period;
  - d) Recovery from the pay of the whole or any part of any pecuniary loss caused to the Authority by negligence of breach of orders.
  
- (2) Major Penalties:
  - a) Demotion to a lower grade post, time-scale or to a lower stage in a time-scale.
  - b) Withholding of increment/promotion;
  - c) Compulsory retirement;
  - d) Removal from service;

### **130. PROCEDURE FOR INITIATING DISCIPLINARY PROCEEDINGS**

The following procedure shall be observed when a NEECA employee is to be proceeded against under these Regulations:

- (1) where a matter requiring disciplinary action comes to the notice of the Competent Authority or is brought to its notice, the Competent Authority shall decide whether in light of the facts of the case or in the interest of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If it so decides, the procedure provided under clause shall be adopted.
- (2) If the Competent Authority decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee an Explanation letter shall be issued in writing informing the accused of the grounds of action and the action proposed to be taken against him, providing an opportunity to the employee to submit a written explanation in the matter within a period of not more than 14 days from the day the explanation letter has

been served upon him and to require the accused to express whether a personal hearing is required.

- (3) In case the explanation submitted is found unsatisfactory, the Competent Authority shall, before deciding in the matter: -
  - a) determine the punishment/penalty;
  - b) issue show cause notice and
  - c) provide opportunity of hearing to the accused.
  
- (4) In case where a NEECA employee is accused of corruption or misconduct, which in the opinion of the Competent Authority, may lead to his removal from service, the Competent Authority may require the employee to proceed on leave or, suspend his/her service, provided that any continuation of such leave or suspension shall require approval of the next higher authority or the Authority after every three months. Before issuing any suspension order under this rule the Competent Authority shall consider the following factors in deciding whether or not to issue the suspension order.
  - a) that there is a prima facie case against the accused;
  - b) that if the misconduct is established, removal will be the probable punishment, or that it is advisable that the accused should be allowed to continue to perform the duties of his office pending decision of the case;
  - c) he is police custody for an investigation with regard to an alleged crime.
  
- (5) Sub-clauses (2), (3) and (4) shall not apply to a case, where the accused is removed from service or reduced in rank, on the ground of criminal prosecution which has led to a sentence of fine or of imprisonment.

### **131. PROCEDURE TO BE OBSERVED BY AN INQUIRY OFFICER OR AN INQUIRY COMMITTEE**

On the appointment of an Inquiry Officer or an Inquiry Committee, the Competent Authority shall: -

- (1) Frame charge and communicate it to the accused together with statement of allegations, explaining the charge and any other relevant circumstances which are proposed to be taken into consideration.
- (2) Require the accused within a reasonable time, which shall not less than seven days or more than fourteen days from the date the charge has been communicated to him, to put in a written defense and to state at the same time whether the accused desires to be heard in person.
- (3) The Inquiry Officer or the Committee, as the case may be, shall inquiry into the charge/or circumstances and may examine such oral or documentary evidence in support of the charge/plea or in defense of the accused, as may be considered necessary, and the accused shall be entitled to cross-examine the witness and other evidence against him.
- (4) The Inquiry Officer or the Committee, as the case may be, shall hear the case on day to day basis and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment with reasons therefore shall be reported forthwith to the Competent Authority. Adjournment shall not be granted for more than a week unless there are specific circumstances (to be recorded in writing) justifying further extension for which approval is obtained in writing from the Authority.
- (5) Where the Inquiry Officer of the Committee, as the case may be is satisfied that the accused is hampering, or attempting to hamper the progress of the inquiry, or is not making available information or evidence relating to the inquiry, he/it shall administer a warning and if thereafter he/it is satisfied that the accused is acting in discharged of the warning, he/it shall



record finding to that effect and proceed to complete the inquiry in such manner as deemed fit 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 Competent Authority submit findings and the grounds to the Competent Authority.
- (7) On receipt of the report of Inquiry Officer of Inquiry Committee, the Competent Authority shall consider the same and a provisional determination of penalty to be imposed shall be informed to the accused, alongwith a copy of the report, and call upon him to show cause within a reasonable time not less than seven days and not more than fourteen days from the date the notice is served upon him, as to why the penalty proposed shall not be imposed. The Competent Authority shall take into consideration the cause shown by the accused, hear him in person and determine whether charge has been proved.
- (8) On determination by the Authority that the charges against accused or proved, the Authority will approve the penalty to be imposed on the accused as per the seriousness of the case. The penalty so imposed will be communicated to the accused in writing.

### **132. PROCEDURE FOR DETERMINING THE EFFICIENCY OF AN EMPLOYEE**

- (1) Where it is brought to the notice of the Authority or the Authority becomes aware of the fact that an employee has ceased to be efficient or is incapable of performing his assigned duties to the satisfaction of the Authority, the Authority shall consider the matter through an enquiry/assessment of performance committee constituted as follows:
  - a) Member or DG incharge of administration (Convener)
  - b) DG coordination or registrar Member
  - c) Professional working in a section Member
  - d) Other than that of the accused (not lower in rank than the accused).
- (2) The committee constituted as in sub para (1) will examine the record and previous performance of the accused and the opinion of the senior officers under whom the accused has served.
- (3) The committee shall after making such enquiry (examination of any evidence/record available and considering the comments/views of any professional staff member who has remained associated with or has worked together in a group/team with the accused), as deemed necessary by the committee submit its findings/report to the Authority along with recommendation whether:
  - a) The employee (accused) has ceased to be efficient and is not expected to achieve the desired level of the efficiency within a reasonable time and therefore the service of the employee be terminated;
  - b) The employee may be given a chance to improve his/her efficiency over a period of one/two years with a warning that if no improvement is observed (to be made upon review of his/her performance) his/her services shall be terminated without further enquiry; or
  - c) The performance of the employee is reasonably efficient and may be allowed to continue.
- (4) Appeals against any decisions involving termination of service or discharge consequent to sub clause (3) above shall be heard and considered by the Authority.

**133. PROCEDURE FOR SERVICE OF SHOW-CAUSE NOTICE OR CHARGE-SHEET IN CERTAIN EVENTUALITIES**

The letter calling for explanation of the accused under clause 197 (2) or the letter communicating the charges to the accused under clause 108, shall be sent to him at the last known address under registered cover, acknowledgement due. In case the letter is received back with a report of refusal, or with a report that it has been received by a member of the family or it is not returned within a period of 10 days from the date of the issue, it shall be presumed that the notice has been duly served upon the accused.

**134. TIME TO CONCLUDE DISCIPLINARY CASES**

Disciplinary proceedings/inquiries initiated under clauses 107, 108 and 110 of these Regulations shall normally be concluded within a maximum period of three (3) months. In case the enquiry committee or the enquiry officer is not able to complete the proceedings within 3 months, he may request the Authority for an extension which may be granted by the Authority on the basis of one month at a time if adequate justification is provided by the enquiry committee or enquiry officer.

**135. REINSTATEMENT**

- (1) In case an employee is suspended from service on account of his involvement in a criminal case or disciplinary proceedings (during the course of discharge of his official duties) as the case may be, his period of suspension, upon his honorable acquittal may be regularized by treating the period of suspension as duty. The employee upon re-instatement shall be entitled to all the benefits, as would have been admissible, had he not been suspended;
- (2) In case of an employee who is suspended from service because of his involvement in a criminal case in his private capacity, his period of suspension, upon his acquittal shall not be treated as duty, but may be regularized by grant of leave of the kind due.

**136. RETIREMENT ON MEDICAL GROUNDS**

- (1) If an employee is unable to perform his official duties on medical grounds the Authority may after exercising its powers under sub section (2) here in below retire him as per Regulation governing retirement form NEECA.
- (2) Where it is proposed to proceed against an employee on the ground of inefficiency by reason of infirmity of mind or body, the Competent Authority may, at any stage, require, an employee to undergo a medical examination by a Medical Board or the Medical Officer authorized by the Authority for the purpose. The Competent Authority may remove or retire an employee from service on the report of the Medical Board or the Medical Officer by giving him a reasonable opportunity of showing cause, within a period of not less than seven days and not more than fourteen days. A copy of the medical report will form part of such proceedings.
- (3) If the employee refuses to undergo such an examination, his refusal may, subject to any grounds that he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of the examination would prove unfavorable to him.

**137. APPEALS**

- (1) An employee, on whom a penalty is imposed, shall have a right to appeal to the Authority or a Competent Authority (Appellate Authority) constituted for the purpose by the Authority. The Appellate Authority may enhance, remit or reduce the penalty imposed by the Competent Authority. An employee, on whom the Appellate Authority has imposed higher penalty than the one appealed against, shall have a right of further appeal to the Authority.

- (2) In case of termination of services, the employee concerned shall have the right to appeal direct to the Authority and the Authority shall give a final decision in the matter after allowing the employee concerned an opportunity to be heard in person. In all cases in which decision is made by the Authority the employee concerned shall have the right to appeal to the Authority.
- (3) The appeal shall comply with the following requirements:
  - a) It shall contain all material statements and grounds relied upon, and shall be complete in itself;
  - b) It shall specify the relief desired; and
  - c) It shall be filed within two months of the date on which orders were passed
- (4) The appeal shall be forwarded by the personnel section, as soon as possible, to the Appellate Authority with all relevant records and with the comments of the Inquiry Committee against whose recommendations the appeal has been filed.
- (5) The Appellate Authority shall consider:
  - a) whether the facts on which the orders were based have been established;
  - b) whether the facts established afford sufficient grounds for taking action;
  - c) whether the penalty imposed is adequate or inadequate; and
  - d) there has been substantial compliance of these Regulations and after such consideration shall pass such orders as it thinks proper.
- (6) In case where the Appellate Authority decides to enhance the penalty imposed by the Competent Authority, a Show cause Notice shall be issued and the accused/appellant should be given an opportunity of being heard in person.
- (7) An appeal to the Authority against an order of the Appellate Authority, shall be filed within one month of the date of decision of the Appellate Authority.

# **Section 16**

## **OTHER BENEFITS**

### **138. COMPULSORY GROUP LIFE INSURANCE**

All regular employees of the NEECA shall be entitled for benefits of Federal Employees Benevolent and Group Insurance Fund, as per policy and benefits announced by the “Federal Employees Benevolent and Group Insurance Fund” under its welfare schemes from time to time. The subscription to this fund shall be compulsory. The Authority shall in all cases contribute to payment of fifty percent (50%) payment of monthly contribution on behalf of the employee and the remaining fifty percent shall be borne by the employees to be deducted every month from their salaries.

### **139. UNIFORM**

The Uniform/dress (Summer and Winter) shall be supplied to the Employees, such as Office boys, Drivers, Sanitary staff, Security personnel and to those approved by the Authority from time to time.

### **140. HONORARIUM/BONUS/CASH AWARDS**

- (1) Deserving employees, on the recommendation of Performance review Committee, and on demonstrated record of extraordinary service shall be entitled to draw honorarium/bonus or cash award to be approved by the competent authority.
- (2) Authority shall determine procedure and criterion for the grant of such awards.

### **141. SUPPLEMENTARY BENEFITS**

The Authority, within a period of two years from the issue of these regulations, shall define supplementary benefits required to be included in the regulations for the welfare of employees.

# ANNEXURES

**Annexure 1** - Pay Scales for Professionals and Support Staff at NEECA

Annexure 2 - Qualification & Experience Criteria for Appointment

Annexure 3 - Conditions for Promotion in NEEPS 1-6

## Annexure 1 Pay Scales for Professionals and Support Staff at NEECA

S.No.	Name of Post	Grade / PS	GoP Scales Or Equ	Salary	Proposed for NEECA
<b>Professional Cadre</b>					
1	Managing Director	NEEPS-1	MP-1	As approved / fixed by the Federal Government	As approved / fixed by the Federal Government
2	Member	NEEPS-1	MP-1 / MP-2	As approved / fixed by the Federal Government	As approved / fixed by the Federal Government
3	Chief Technical Officer / Director /	NEEPS-2	BPS-21	76,720-146,720	92,000-176,000
4	Senior Manager / Sr Registrar / DD Support Services / Sr. Energy Economist / Fund Manager	NEEPS-3	BPS-20	69,090-132,230	83,000-159,000
5	Manager / Dy. Registrar / Economist / Fin. Analyst / Business Modelling Expert / Staff Officer / Executive Secretary	NEEPS-4	BPS-19	59,210-120,210	71,000-144,000
6	Assistant Manager / Jr. Economist / Staff Officer / Executive Secretary	NEEPS-5	BPS-18	38,350-95,750	46,000-115,000
7	Associates	NEEPS-6	BPS-17	30,370-76,370	36,000-92,000
<b>Support Staff Cadre</b>					
1	Private Secretaries / Administrative Assistants /	NEEPS-7	BPS-12-16	13,320-64,510	16,000-77,000
2	Steno typists / Office Assistants	NEEPS-8	BPS-9-12	11,770-42,120	14,000-51,000
3	Office Attendants / Drivers / Machine Operators etc.	NEEPS-9	BPS-5-8	10,260-31,480	12,000-38,000
4	Chowkidar / Sanitary Staff / Mali / Dispatch Riders etc.	NEEPS-10	BPS-1-4	9,130-23,100	11,000-28,000

*Proposed basic salaries for NEECA are equivalent to revised basic pay scales as admissible to Federal Government employees w.e.f. 01-07-2017 indexed by 20% and rounded off to nearest thousands.*

- House Rent Allowance: 60% of the basic salary
- Medical Allowance: As permissible under these regulations
- Conveyance Allowance: As permissible under these regulations.

## Annexure 2 Qualification & Experience Criteria for Appointment

Sr#	Designation	Qualification / Experience
1	Member Technical Services	Bachelor's degree in electrical, mechanical, chemical, civil, energy technologies, or any other relevant field of engineering with at least 20 years' experience on positions of progressively increased responsibility, of which at least 10 years related experience in energy efficiency and conservation at senior management level in one or more specific energy consuming sectors of economy. A post graduate degree in the relevant field of engineering or social science will be an advantage
2	Member Standards, Labelling & Policy	Bachelor's degree in electrical, mechanical, mechatronics, civil or related field Master's degree in physics or electronics or related field with at least 20 years post graduate experience of which at least 10 years is in any specific energy consuming sector of the economy. A post graduate degree in the relevant field of engineering or social science will be an advantage.
3	Member Fund Management & Investment Promotion	Chartered Accountant / Finance specialist (MS / MBA) from a reputed university with at least 20 years post graduate experience of which at least 10 years is in leading a leading organization with a sizeable portfolio. Experience in energy efficiency investment will be an advantage.
4	Chief Technical Officer, Technical Services	Master's degree in electrical, mechanical, civil, chemical, mechatronics or relevant field of engineering with at least 17 years' experience on positions of progressively increased responsibility, of which at least 10 years related experience in energy efficiency and conservation at senior management level in one or more specific energy consuming sectors of economy.
5	Chief Technical Officer Standards, Labelling & Policy	Master's degree in relevant field with at least 17 years post graduate experience of which at least 10 years is in any specific energy consuming sector of the economy.
6	Director – Legal & Support Services	Bachelor's degree in laws and a bachelor's or master's degree in public policy or business administration, finance, economics, management or in a related field with at least 15 years post graduate experience of which at least 10 years' experience in a progressively more responsible position in legal, quasi-legal and administrative services in a reputed company.
7	Director Fund Management and Investment Promotion	Chartered Accountant / Finance specialist from reputed university with at least 15 years post graduate experience of which at least 10 years is in a leading organization with a sizeable portfolio. Experience in energy efficiency investment will be an advantage.

**Directorate of Technical Services**

	Senior Manager	Minimum Qualification requirement is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in the relevant discipline from a HEC recognized reputed university with at least 12 years' experience on progressively senior positions, of which at least seven years' dedicated experience in energy efficiency in the relevant field. A postgraduate qualification in the relevant field shall be preferred.
	Manager	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in a relevant discipline from a reputed university recognized by HEC with at least 08 years' experience of which at least three years' experience in energy efficiency in the relevant field. A postgraduate qualification in the relevant field shall be preferred.
	Assistant Manger	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in a relevant discipline from a reputed university recognized by HEC with at least 5 years' experience of which at least three years' experience in energy efficiency in the relevant field. A postgraduate qualification in the relevant field shall be preferred.
	Associates	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in a relevant discipline from a reputed university recognized by HEC with at least 2 years' experience in the relevant field of engineering.

#### Directorate of Standards Labelling and Policy

1	Senior Manager	Minimum qualification requirement is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) or in a related discipline or a masters degree in Physics or electronics or related discipline from a HEC recognized reputed university with at least 12 years' experience on progressively senior positions, of which at least seven years' dedicated experience in energy efficiency.
2	Manager	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) or in a related discipline or a masters degree in Physics or electronics or related discipline from a HEC recognized reputed university with at least 08 years' experience of which at least three years' experience in energy efficiency in the relevant field.
3	Assistant Manger	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in a relevant or in a related discipline or a masters degree in Physics or electronics or related discipline from a HEC recognized reputed university with at least 05 years' experience of which at least three years' experience in energy efficiency in the relevant field.
4	Associates	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in a relevant discipline from a reputed university recognized by HEC with at least 2 years' experience in the relevant field.

#### Directorate of Legal & Support Services

1	Senior Manager IT / MIS	Minimum qualification requirement is BSc Engineering in computer sciences or related discipline, or MSc computer Science or MBA or related degree from a HEC recognized reputed university with at least 12 years' experience on progressively senior positions on data base management systems, information
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		technology, use of application software packages and system design and management, etc.
2	Deputy Director	Minimum qualification requirement is first class master's degree in business administration, public administration, finance, HR, economics or other related field with at least 12 years' experience on progressively senior positions in administration and management support services.
3	Senior Registrar Legal Services	Minimum qualification first class LLB with at least 12 years' experience in legal advisory services of which 6 years be preferably in regulatory environment.
4	Manager, IT	Minimum qualification requirement is first class master's degree in business administration, public administration, finance, HR, economics or other related field with a least 08 years' experience on progressively senior positions in administration and management support services
5	Assistant Manager IT	Minimum qualification requirement is first class master's degree in business administration, public administration, finance, HR, economics or other related field with a least 5 years' experience on progressively senior positions in administration and management support services
6	Deputy Registrar	Minimum qualification is first class LLB with at least 08 years' experience in legal advisory services of which four years should preferably be in regulatory environment.
7	Assistant Registrar	Minimum qualification requirement is first class LLB with at least 5 years' experience in legal advisory services of which at least 2 years should preferably be in regulatory environment.
8	Assistant Manager Accounts, Admin HR & Coordination	Minimum qualification ACCA / CA / ICMA / MBA (Finance) with at least 6 years' experience in administration, HR and accounts.
9	Associates	Minimum qualification is BSc Engineering in a relevant discipline from a reputed university recognized by HEC with at least 2 years' experience in the relevant field.

#### Directorate of Fund Management and Investment Promotion

1	Senior Energy Economist	Advanced university degree in energy economics, industrial economics, environmental economics, power engineering, operations research or another closely related field. Minimum of 12 years of experience on energy and sustainable development strategies with particular emphasis on nuclear power. Experience in financial aspects of large-scale infrastructure projects, preferably in the energy sector.
2	Fund Manager / Investment Promotion	Minimum qualification CA / CIMA / CFA / ACCA / MBA (Finance) with at least 12 years' experience in fund management and investment promotion at local and international level
3	Economist	Advanced university degree in energy economics, industrial economics, environmental economics, power engineering, operations research or another closely related field. Minimum of 08 years of experience on energy and sustainable development strategies with particular emphasis on nuclear

		power. Experience in financial aspects of large-scale infrastructure projects, preferably in the energy sector.
4	Financial Analyst	Minimum qualification CA / CIMA / CFA / ACCA / MBA (Finance) with at least 08 years' experience in fund management and investment promotion at local and international level
5	Business Modelling Expert	Minimum qualification CA / ICMA / CIMA / CFA / ACCA / MBA (Finance) or 16 years of education with at least 08 years' experience in fund management and investment promotion at local and international level
6	Junior Economist	Advanced university degree in energy economics, industrial economics, environmental economics, power engineering, operations research or another closely related field. Minimum of 5 years of experience on energy and sustainable development strategies with particular emphasis on nuclear power. Experience in financial aspects of large-scale infrastructure projects, preferably in the energy sector.
7	Associates	Masters / 16 years of qualification / equivalent in the fields of finance, economics, industrial economics with 3 years of experience.

### Annexure 3 Conditions for Promotion in NEEPS 1-6

Scale to be Promoted	Eligibility of Employee	Condition of Eligibility
5	6	Minimum qualification as prescribed in Annexure 2 with minimum 2 years of experience with relevant directorate
4	5	Minimum qualification as prescribed in Annexure 2 with minimum of 5 years' experience of serving with the relevant directorate of which 3 years should be in NEEPS-5
3	4	Minimum qualification as prescribed in Annexure 2 with minimum of 9 years' experience of serving with the relevant directorate of which minimum 4 years of should be in NEEPS-4
2	3	Minimum qualification as prescribed in Annexure 2 with minimum of 9 years' experience of serving with the relevant directorate of which minimum 5 years of should be in NEEPS-3

# Recruitment Rules

S.R.O..... In pursuance of powers conferred under Section 20 of the National Energy Efficiency and Conservation Act 2016 (ACT No. XXX of 2016), the following method of appointment, qualifications, experience, age limit and other conditions are laid down for appointment to the following posts in the National Energy Efficiency & Conservation Authority, "NEECA":

Sr #	Position Title	NEEPS Allocated Positions
1	Managing Director	01
2	Members	03
3	CTO / Director	04
4	Senior Managers / Senior Registrar	09
5	Managers	15
6	Assistant Managers	21
7	Associates	24

## Method of Appointment

The above posts shall be filled as follows: -

Sr #	Position Title	NEEPS	Method of Appointment	
			By Promotion	By Initial Appointment
1	Managing Director	01	-	To be appointed by the FG
2	Members	03	-	100%
3	CTO / Director	04	100%	-
4	Senior Managers	09	100%	-
5	Managers	15	75%	25%
6	Assistant Managers	21	20%	80%
7	Associates	24	-	100%

Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer.

## Conditions for Promotion

Promotion to the post in column 2 below shall be made by selection from among the person who hold the posts specified in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4.

Sr #	Position Title	NEEPS	Person Eligible	Conditions of Eligibility
3	CTO / Director	04	Senior Manager	Qualification as per
4	Senior Managers / Sr. Registrar	09	Manager	Minimum of 9 years' experience of serving with the relevant directorate in NEECA of which minimum 4 years of should be in NEEPS-4

5	Managers	15	Assistant Manager	Minimum of 5 years' experience of serving with the relevant directorate of NEECA which 3 years should be in NEEPS-5
6	Assistant Managers	21	Associate	Minimum 2 years of experience with relevant directorate of NEECA

### Qualifications, Experience and Limits for Initial Appointment

A candidate must possess the educational qualifications and experiences and must be within the age limits mentioned against the post concerned in the schedule to the notification, provided that

- I. "Experience" means, the experience gained in a regular full time paid job in NEECA after attaining the prescribed basic qualifications.
- II. The maximum age limits will be relaxed as provided in NEECA Regulations, wherever applicable, for appointment to tall posts in the Federal Government

Eligibility of candidates shall be reckoned as on the closing date fixed for the submission of the applications in accordance with the Recruitment Rules.

### Probation

Persons appointed by promotion, initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one years as may be prescribed at the time of appointment. Appointments on probation shall be subject to the provisions of relevant NEECA Regulations.

This notification issues with the concurrences of .....

Sr#	Designation	Minimum Qualification / Experience
1	Chief Technical Officer, Technical Services	Master's degree in electrical, mechanical, civil, chemical, mechatronics or relevant field of engineering with at least 17 years' experience on positions of progressively increased responsibility, of which at least 10 years related experience in energy efficiency and conservation at senior management level in one or more specific energy consuming sectors of economy.
2	Chief Technical Officer Standards, Labelling & Policy	Master's degree in electrical, mechanical, civil, chemical, mechatronics or relevant field of engineering or M.Phil. physics, chemistry or a related field with at least 17 years' experience on positions of progressively increased responsibility, of which at least 10 years related experience in energy efficiency and conservation at senior management level in one or more specific energy consuming sectors of economy.
3	Director – Legal & Support Services	Bachelor's degree in laws and a bachelor's or master's degree in public policy or business administration, finance, economics, management or in a related field with at least 15 years post graduate experience of which at least 10 years' experience in a progressively more responsible position in legal, quasi-legal and administrative services in a reputed company.
4	Director Fund Management and Investment Promotion	Chartered Accountant / Finance specialist from reputed university with at least 20 years post graduate experience of which at least 10 years is in leading a leading organization with a sizeable portfolio. Experience in energy efficiency investment will be an advantage.

### Directorate of Technical Services

	Senior Manager	Minimum Qualification requirement is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in the relevant discipline from a HEC recognized reputed university with at least 12 years' experience on progressively senior positions, of which at least seven years' dedicated experience in energy efficiency in the relevant field. A postgraduate qualification in the relevant field shall be preferred.
	Manager	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in a relevant discipline from a reputed university recognized by HEC with at least 08 years' experience of which at least three years' experience in energy efficiency in the relevant field. A postgraduate qualification in the relevant field shall be preferred.
	Assistant Manger	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in a relevant discipline from a reputed university recognized by HEC with at least 5 years' experience of which at least three years' experience in energy efficiency in the relevant field. A postgraduate qualification in the relevant field shall be preferred.
	Associates	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in a relevant discipline from a reputed university recognized by HEC with at least 2 years' experience in the relevant field of engineering.

### Directorate of Standards Labelling and Policy

1	Senior Manager	Minimum qualification requirement is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) or in a related discipline or a masters degree in Physics or electronics or related discipline from a HEC recognized reputed university with at least 12 years' experience on progressively senior positions, of which at least seven years' dedicated experience in energy efficiency.
2	Manager	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) or in a related discipline or a masters degree in Physics or electronics or related discipline from a HEC recognized reputed university with at least 08 years' experience of which at least three years' experience in energy efficiency in the relevant field.
3	Assistant Manger	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in a relevant or in a related discipline or a masters degree in Physics or electronics or related discipline from a HEC recognized reputed university with at least 05 years' experience of which at least three years' experience in energy efficiency in the relevant field.
4	Associates	Minimum qualification is BSc Engineering (electrical, civil, mechatronic, mechanical, chemical) in a relevant discipline from a reputed university recognized by HEC with at least 2 years' experience in the relevant field.

### Directorate of Legal & Support Services

1	Senior Manager IT / MIS	Minimum qualification requirement is BSc Engineering in computer sciences or related discipline, or MSc computer Science or MBA or related degree from a HEC recognized reputed university with at least 12 years' experience on progressively senior positions on data base management systems, information
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		technology, use of application software packages and system design and management, etc.
2	Deputy Director	Minimum qualification requirement is first class master's degree in business administration, public administration, finance, HR, economics or other related field with at least 12 years' experience on progressively senior positions in administration and management support services.
3	Senior Registrar Legal Services	Minimum qualification first class LLB with at least 12 years' experience in legal advisory services of which 6 years be preferably in regulatory environment.
4	Manager, IT	Minimum qualification requirement is first class master's degree in business administration, public administration, finance, HR, economics or other related field with a least 08 years' experience on progressively senior positions in administration and management support services
5	Assistant Manager IT	Minimum qualification requirement is first class master's degree in business administration, public administration, finance, HR, economics or other related field with a least 5 years' experience on progressively senior positions in administration and management support services
6	Deputy Registrar	Minimum qualification is first class LLB with at least 08 years' experience in legal advisory services of which four years should preferably be in regulatory environment.
7	Assistant Registrar	Minimum qualification requirement is first class LLB with at least 5 years' experience in legal advisory services of which at least 2 years should preferably be in regulatory environment.
8	Assistant Manager Accounts, Admin HR & Coordination	Minimum qualification ACCA / CA / ICMA / MBA (Finance) with at least 6 years' experience in administration, HR and accounts.
9	Associates	Minimum qualification is BSc Engineering in a relevant discipline from a reputed university recognized by HEC with at least 2 years' experience in the relevant field.

### Directorate of Fund Management and Investment Promotion

1	Senior Energy Economist	Advanced university degree in energy economics, industrial economics, environmental economics, power engineering, operations research or another closely related field. Minimum of 12 years of experience on energy and sustainable development strategies with particular emphasis on nuclear power. Experience in financial aspects of large-scale infrastructure projects, preferably in the energy sector.
2	Fund Manager / Investment Promotion	Minimum qualification CA / CIMA / CFA / ACCA / MBA (Finance) with at least 12 years' experience in fund management and investment promotion at local and international level
3	Economist	Advanced university degree in energy economics, industrial economics, environmental economics, power engineering, operations research or another closely related field. Minimum of 08 years of experience on energy and sustainable development strategies with particular emphasis on nuclear

		power. Experience in financial aspects of large-scale infrastructure projects, preferably in the energy sector.
4	Financial Analyst	Minimum qualification CA / CIMA / CFA / ACCA / MBA (Finance) with at least 08 years' experience in fund management and investment promotion at local and international level
5	Business Modelling Expert	Minimum qualification CA / ICMA / CIMA / CFA / ACCA / MBA (Finance) or 16 years of education with at least 08 years' experience in fund management and investment promotion at local and international level
6	Junior Economist	Advanced university degree in energy economics, industrial economics, environmental economics, power engineering, operations research or another closely related field. Minimum of 5 years of experience on energy and sustainable development strategies with particular emphasis on nuclear power. Experience in financial aspects of large-scale infrastructure projects, preferably in the energy sector.
7	Associates	Masters / 16 years of qualification / equivalent in the fields of finance, economics, industrial economics with 3 years of experience.