

PSIC EMPLOYEES' SERVICE & RECRUITMENT RULES 1976.



PUNJAB SMALL INDUSTRIES CORPORATION
4TH FLOOR, LDA PLAZA, LAHORE.

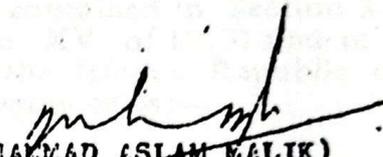
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PUNJAB SMALL INDUSTRIES CORPORATION
38-EMERGES ROAD, LAHORE.

No. PSIC/Seect(Admn)R-34/ 23237 Dated: 2 June, 1979.

OFFICE ORDER

Enclosed please find a copy of the Punjab Small Industries Corporation Employee's Services & Recruitment Rules duly notified by the Government of the Punjab for information and guidance.


(MUHAMMAD ASLAM FALIK)
SECRETARY.

Distribution:-

- 1- All Joint Directors at PSIC, Head Office, Lahore.
- 2- Joint Director(Tech)SIAS, PSIC, Lahore.
- 3- All Joint Directors (Zones)PSIC, Lahore.
- 4- Project Director, SPLC, PSIC, Lahore.
- 5- Joint Director (Design)PSIC, Lahore.
- 6- Joint Director (S&S)PSIC, Lahore.
- 7- Joint Director (Dehi Mazdoor)PSIC, Lahore.
- 8- All Heads of Estates, Projects, Centres and Shops etc.
- 9- Dy: Director(Information)PR Cell, PSIC, Lahore.
- 10- Dy: Secretary(Legal)PSIC, Lahore.
- 11- A.S(A)/ A.S(E) and A.D(CT)PSIC Seect:Wing, Lahore.



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LAHORE, THURSDAY, MARCH 8, 1979

GOVERNMENT OF THE PUNJAB
INDUSTRIES AND MINERAL DEVELOPMENT DEPARTMENT
NOTIFICATION

The 8th March 1979

No. V-12-21/76(S.O.I)—In pursuance of the provisions contained in Section 36 of the Punjab Small Industries Corporation Act, 1973 (Punjab Act No. XV of 1973) and in exercise of the powers conferred by article of the Constitution of the Islamic Republic of Pakistan, the Governor of the Punjab is pleased to make the following rules:—

PART I—GENERAL

1. *Short title, commencement and application*—1.1. These Rules may be called the Punjab Small Industries Corporation Service and Recruitment Rules, 1976.

1.2. They shall come into force at once and shall be deemed to have taken effect on and from the day the Punjab Small Industries Corporation, Lahore came into being and everything done, action taken or orders passed by the Government or the "Competent Authority" as defined in these rules, as the case may be on or after 1st July, 1972 and before the commencement of these rules, shall be deemed to have been validly done, taken or passed.

1.3. They shall apply to all persons, holding posts under the Corporation unless otherwise directed by the Government /Board/Competent Authority.

1.4. The Corporation reserves the right to modify, amend or call or any of these Rules in whole or part, or subsequent Rules issued in connection with these Rules from time to time.

1.5. Notwithstanding the provisions contained in these Rules the Corporation reserves the right to issue instructions, directives and orders for conducting the business of the Corporation and for maintaining efficiency and discipline therein.

1.6. The "Board" of the Corporation shall be the final authority for the interpretation of these Rules and the decision relating thereof and the decision of the Board shall be final and binding on all employees.

2. *Definitions*—In these Rules unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them that is to say:—

2.1. "Act" means the Punjab Small Industries Corporation Act, 1973 (Punjab Act No V of 1973).

2.2. "Board" means the Board of Members as defined in Section 2(a) of the said Act.

2.3. "Corporation" means the Punjab Small Industries Corporation,

2.4. "Competent Authority" means the Chairman, Board of Members, Managing Director or any other officer to whom powers are delegated by the Chairman, Board or the Managing Director.

2.5. "Chairman" means the Chairman of the Board.

2.6. "Government" means the Government of Punjab.

2.7. "Managing Director" means the Managing Director of the Corporation.

2.8. "Regulations" means regulations made under the Act.

2.9. "Rules" means rules made under the Act.

2.10. "Contract Service" means service under a specified contract for a limited period.

2.11. "Regular Service" means service for indefinite period upto the age of retirement.

2.12. "Employee" means a person on the pay roll of the Corporation at the Head Office/ Branch Office of Projects governed by the Corporation.

2.13. "Service" means and includes the period during which an employee is on duty as well as leave authorised by the Competent Authority.

2.14. "Family" means:—

2.14.1. Wives,

2.14.2. Legitimate children and step children less than 12 years o'd,

2.14.3. Legitimate children and step children not less than 12 years old, if residing with an wholly dependent on him.

2.15. "Appendix" means the Appendix attached to these Rules.

PART II—RECRUITMENT

3. Classification of Service—Service in the Punjab Small Industries Corporation shall be classified as follow:—

3.1. Chief Executive (Managing Director) Appointment to be made by Government as per PSIC Act.

3.2. Deputy Chief Executive (Deputy Managing Director). Appointment to be made by Government/Board.

3.3. Senior Executives:—
designated as Secretary, Joint Directors, Project Heads, etc.)
(a) Officers drawing salary in pay scale, the minimum of which is Rs. 1,800/- (NPS-19).

3.4. Junior Executives:—
(designated as Dy. Secretary, Dy. Directors of which is Rs. 500.00(NPS-17).
(b) Officers drawing salary in a Pay scale, the minimum of which is Rs. 1,000/- (NPS-18).
Officers drawing salary in pay scale minimum of

3.5. Officers:—
(designated as Assistant Secretary, Assistant Directors, Assistant Project Officers, etc.)
Officers drawing salary in a pay scale, the minimum of which is Rs. 400/- (NPS-16).

3.6. Ministerial Staff
All persons holding posts in the subordinate service and other equivalent posts(NPS-15) to (NPS-6).

3.7. Subordinate Staff
All persons holding posts of other than those classified above (NPS-5) to (NPS-1)

4. Composition of Service—The services classified in Rule 3.3 to 3.7 shall comprise of the posts specified in column-2 of Appendix-I and such other posts as may be determined by the Chairman, Board or Managing Director, from time to time.

5. Appointing Authority—Appointments to posts shall be made by the Board of Members or any authority or authorities to whom powers are delegated by the Board of Members, Chairman or Managing Director as the rules may specify.

6. Eligibility of Appointment—6.1.—No person shall be eligible for appointment in the Corporation unless he is a National of Pakistan.

6.2. No person shall be eligible for appointment in the Corporation unless declared medically fit by the authorised Medical Officer.

6.3. No person shall be eligible for appointment in the Corporation unless his personal data and Certificates of Services/Qualifications reference and any other information/particulars required by the Corporation and submitted by the incumbent is found correct.

6.4. No person, not already in service shall be appointed to the service unless he produces a certificate of Character from the Principal Officer of the academic institute last attended.

6.5. "Age" No person who is less than eighteen years or more than thirty-five years of age shall be appointed to the service by initial recruitment.

Note—Age limit for initial recruitment is relaxable in the case of appointment of subordinate staff as may be determined by competent authority making the appointments.

(a) Provided that for a period of five years from the commencement of these Rules, upper age limit in the case of candidate from un-developed area and scheduled caste shall be increased by three years and

(b) In the case of persons whose services under Government have been terminated for want of a vacancy, the period of service already rendered by him shall for the purpose of upper age limit under this Rule be excluded from his age.

6.6. "Qualification"—No person shall be appointed to a post in the service by initial recruitment unless he possesses the qualifications prescribed for the post in column 3 of the Appendix-I.

7. Appointment—7.1. Appointments against created posts shall be made from time to time as may be considered necessary by the Corporation to implement its aims and objects and to promote efficiency in its affairs.

7.2. Appointments to the post given in column 2 of the Appendix attached shall be made by selection or promotion as indicated in column 5 of the Appendix from among the regular service or initial recruitment as the case may be.

7.3. Appointments may be made on a permanent or temporary basis on contract or on deputation.

7.4. An appointment in any pay scale shall invariably be made at the minimum of the pay scale. If the qualifications and experience of a person so warrant, the competent authority may give a suitable higher starting pay.

7.5. Appointment on a temporary or casual or *ad hoc* basis shall not entitle any employee to an extension or confirmation of such service in the Corporation.

7.6. Technical Experts and Advisors of Non-Pakistani origin may be appointed by the Corporation. However, all such appointments shall be governed by the terms and conditions, rules and regulations embodied in cooperate Agreements entered into with such Experts and Advisors, as admissible under the Government rules.

8. Salary on commencement of Service—Salary and allowances shall accrue from the date on which an employee reports for duty in writing at the place intimated to him provided he reports before noon, otherwise salary and allowances will accrue from the next following day.

9. Probation and confirmation—9.1. Persons appointed to the service against regular vacancies shall remain on probation for a period of one year, extendable to a maximum of two years by the competent authority, appointed by initial recruitment and also for period of two years if appointed otherwise.

9.2. Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation, at the discretion of competent authority.

9.3. If the work or conduct of a member of the service during the period of probation has been unsatisfactory Corporation may notwithstanding that the period of probation has not expired, dispense with his services if he has been appointed by an initial recruitment, and if he has been appointed otherwise revert him to his former post or if there is no such a posts dispense with his services.

9.4. On the completion of period of probation of a member of service, the Corporation may, subject to the provisions of the rules, either confirm him in his appointment, or if his work conduct has not been satisfactory, proceed against him as laid down in rules. No. 9.3.

9.5. The Corporation may extend the period of probation by a period not exceeding two years in all, and during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of initial probationary period. If no orders have been passed by day following the completion of the initial probationary period, the probation shall be deemed to have been completed successfully.

9.6. No person shall be confirmed or regularly appointed in the service unless he has successfully completed such training and passes such departmental examination as may be prescribed by the Corporation from time to time. If a member of the service fails to complete successfully any training or fails to pass any departmental examination prescribed under the above Rules within such period or in such number of attempts, as may be prescribed, the Corporation may:

(a) In case he has been appointed by initial recruitment, dispense with his services and

(b) In case he has been appointed otherwise, revert him to his former post and if there be no such post dispense with his services.

9.7. On satisfactory completion of the period of probation, the Competent Authority shall confirm the employee in his service with the Corporation in writing. Upon such confirmation the employee shall be deemed to be in the permanent/Regular service of the Corporation and shall be entitled to all the privileges accruing to him from the date of his joining service.

10. *Assessment Reports*—10.1. The performance of every employee shall be assessed at least once each year, according to the performance appraisal procedure laid down from time to time. The annual assessment shall be made in the first instance by the employee's immediate superior officer and reviewed by the next higher authority.

10.2. Any remarks recorded by the reporting superior and accepted by the reviewing authority which reflects adversely on the performance and conduct of any employee shall be communicated to the employee in cases where the competent Authority feels that such communications may be remedial or result in an improvement in the employee's performance, conduct and behaviour.

11.1. *Increments*.—Increment shall accrue to an employee within his scale of pay as a matter of routine, unless it is otherwise stopped on the first of December each year subject to the condition that he has rendered not less than six months service in the pay scale of the Post.

11.2. Enhanced increments may be granted at the discretion of the Competent Authority on the recommendation of the superior officers of the employee.

11.3. Any employee reaching the ceiling within his scale of pay shall not be entitled automatically for promotion in the next higher scale of pay, his performance shall be reviewed by the Competent Authority, who may at his discretion, place the employee in the next higher scale of pay.

12. *Seniority*.—12.1. The seniority in general of the members of the service in the various grades shall be in accordance with continuous appointment in a particular cadre/grade. It will, however, be determined as under:—

(a) In the case of members appointed by initial recruitment, the seniority will be in accordance with the order of merit assigned by the Selection Committee, provided that a person selected for appointment to the service in earlier selection shall rank senior to a person selected in a later selection; and

(b) In the case of members appointed otherwise the seniority will be with reference to the dates of their continuous appointment provided that if the date of continuous appointment in respect of two or more officers/officials, (if not junior to the younger officer/officials in the next below grade) shall rank senior to younger officers/officials.

12.2. If a junior person in a lower grade is promoted to the higher grade temporarily in the public interest, even though continuing later regularly in the higher grades it would not adversely affect the interest of his seniors in the fixation of his seniority.

12.3. If a junior person in a lower grade is promoted to a higher grade by superseding a senior officer/official and subsequently that person is also promoted, the person promoted first shall rank senior to the person promoted subsequently.

12.4. The seniority in the various grades of the service of members appointed by initial recruitment viz a viz those appointed otherwise shall be determined as under:—

(a) In case both the officers/officials appointed by initial recruitment and those appointed otherwise have been appointed against regular posts or both have been appointed against temporary posts, the seniority will be with reference to the date of appointment to such post in the case of persons appointed by initial recruitment and to the date of continuous appointment against such vacancy in the case of persons appointed otherwise.

Provided that if the two dates are the same the officer/official appointed otherwise shall rank senior by initial recruitment.

13. *Termination of Service*—13.1. During probation, the service of an employee may be terminated by the Corporation. The employee may leave employment without assigning any reason but subject to the following:—

(a) In the case of Officers by giving one month's notice in writing or by paying a sum equal to the salary for that period or the proportionate salary for the unexpired period/notice;

(b) In the case of clerical/subordinate staff by giving 15 days notice, in writing (or by paying a sum equal to the salary for that period or the proportionate salary for the un-expired period of notice ;

Note—In either of the aforementioned case an employee who leaves with or without notice or whose services are terminated with or without notice, shall not be absolved of the obligation to obtain proper clearance from the Corporation in writing.

13.2. After confirmation, the service of any employee of the Corporation, including the Officers and the Clerical/Subordinate employees may be terminated without assigning any reasons by giving one month's notice in writing on either side or in lieu thereof by paying a sum equal to the salary for that period, or the proportionate salary for the un-expired period of notice.

13.3. The Corporation reserves the right to request the lending Agency for the reversion of a deputationist as and when considered expedient in the interest of the Corporation.

14. *Leave*—14.1. Leave shall not be claimed by an employee as a matter of right, which shall be subject to the exigencies of the Corporation business, as the case may be. The submission of an application will not be deemed to be valid ground for proceeding on leave until formal sanction of the Competent Authority.

14.2. Extension of leave shall be discouraged and will be sanctioned only in very special circumstances and will be subject to the employee's entitlement.

14.3. The type of leave available to the employee will be casual leave, earned leave, medical leave, study leave, maternity leave and leave without pay.

14.4. *Casual Leave*—14.4.1. Casual leave may be granted upto a maximum of 25 days in a calendar year at the discretion of the supervisory officer. This kind of leave shall not exceed 10 days at a stretch, except in very special circumstances, a maximum of 15 days at a stretch will be allowed. However in the case of Rest and Recreation leave, 15 days at a stretch will be allowed normally subject to, title.

14.4.2. If the employee has been appointed at any time during the calendar year, the casual leave quota shall be proportionately reduced.

14.4.3. Un-availed casual leave shall lapse automatically at the end of the calendar year.

14.4.4. Casual leave cannot be combined with any other type of leave. In case, however, where due to sickness or other unavoidable circumstances, it is essential for the employee to extend the leave beyond ten days, the full period of such leave will be come debit to the relevant leave account subject to title.

14.5. *Earned Leave*—14.5.1. Earned leave shall be admissible at 1/11 of the period of duty, and 1/22 during probation, to be governed by the Leave Rules to be notified by the Corporation separately. Encashment of leave will also be admissible as per rules.

14.6. *Medical /Study Leave*—Medical/Study leave shall be admissible to the employees as per Leave Rules to be notified by the Corporation separately.

14.7. *Leave without pay*—Extraordinary leave without pay would be granted to the confirmed employees of the Corporation at the discretion of the Competent Authority under circumstances compelling long absence from duty. The maximum period of such leave shall not exceed 3 years.

Competent Authority for the purpose of this rule, terms of entitlement, procedure etc, will be as per Leave Rules to be notified separately.

14.8. *Rest and Recreation Leave*—The employees shall be entitled to rest and recreation leave for a period of 15 days once in three years of service. This leave shall be allowed out of accumulated earned leave or casual leave subject to entitlement by the Competent Authority at an administratively convenient time during a year. The employee shall be entitled to a Rest and Recreation allowance equal to one month's basic pay, subject to a maximum of Rs. 1,000.00 once in three years of service along with the leave. This allowance shall not be allowed before an employee has put in two years of service. This allowance shall also not be allowed when an employee is to attain the age of superannuation within two years of the date from which the rest and recreation leave has been applied for.

15. *Transfers*—All employees of the Corporation are liable to be transferred to any office or Project Company of the Corporation any where in Pakistan. In the event of non-compliance of the transfer orders by any employee, the employee concerned shall liable to be terminated from the service of the Corporation.

16. *Medical Facilities*—16.1. Free medical facilities shall be provided to all employees of the Corporation and their families.

16.2. For the purpose of this facility as well, "Family" will have the same meaning as defined in rule No. 2.14.

- 16.3. The following medical facilities shall be afforded under these rules:—
- 16.3.1. For the Managing Director/Deputy Managing Director full medical facilities for self and family including consultation, prescription, hospitalization, surgical and dental treatment.
- 16.3.2. For other employees free medical consultation, attendance and treatment by the authorised Medical Officer for self and family. Where no Medical Officer has been appointed by the Corporation the Medical Officer in charge of Government Hospital, Dispensary, may be regarded as the authorised Medical Officer.
- 16.3.3. Free medicines from the authorised drug stores on production of the prescription of the authorised Medical Officer for self and family.
- 16.3.4. Free annual medical check-up of the employees only, if considered necessary by the Corporation.
- 16.3.5. Pathological laboratory tests and X-Rays including E.C.G. if recommended by the authorised Medical Officer.
- 16.3.6. Free medical attendance at residence to the employee and family in emergent cases only.
- 16.3.7. Free hospitalization of the employee and his family in hospitals approved by the Corporation when hospitalization is recommended by the Medical Officer. Diet Charges will be paid in respect of hospitals where such charges are compulsory in accordance with the hospital rules by the employee.
- 16.4. *Hospital Entitlement—*
- 16.4.1. Managing Director and officers will be entitled to private Wards in approved hospitals.
- 16.4.2. Other employees in National Pay Scale No. 6 and above will be entitled to semi-private wards of four or five beds, if available, otherwise to general wards.
- 16.4.3. Employees in N.P.S. 5 and below will be entitled to general wards.
- 16.4.4. Cost of maternity cases in approved hospitals will be borne by the Corporation in accordance with the entitlement indicated above.
- 16.4.5. Cost of dental treatment except expenditure on dentures shall be borne by the Corporation when so recommended by the Medical Officer.
- 16.4.6. Every employee is required to communicate full particulars of his/her family including dependents as mentioned above, stating their name, relationship and age within a month after coming into effect of these rules.
- 16.4.7. Notwithstanding anything contained under this head, i.e., medical facilities, all such facilities will be subject to the provisions of Medical Rules to be notified separately by the Corporation.
17. *Provident Fund—*Punjab Small Industries Corporation employees Provident Fund to be constituted and established by a separate deed of trust, shall be governed by the rules to be framed by the Corporation and to be notified separately.
- 18.1. *Gratuity—*18.1. Gratuity at the rate of one month's salary last drawn for each completed year of service shall be payable to an employee on retirement or discharge by the Corporation provided the employee has put in at least five years of service. No gratuity will be paid to an employee whose service have been terminated for misconduct or corruption.
- 18.2. If an employee leaves service voluntarily, he will be entitled to get gratuity only if he has put in at least five years of service.
- 18.3. For the purpose of calculation, service less than six months period be dropped however, service rendered for six months and above will be treated as a complete year.
19. *Education from Salary—*The competent authority may recover from any employee by deduction from his salary or any other source that may be due to him, for any loss or damage by negligence or misconduct of the employee. The decision of the Board in this respect shall be final and binding on the employee concerned.
20. *Travel on Corporation Business—*The Corporation may require any employee whether permanent, temporary, on probation or on deputation to undertake journey as it may deem necessary for its business. The rules regulating the procedure for travel on official business will be notified separately.
21. *Liability on Account of Conduct Rules and Efficiency and Discipline Rules—*Notwithstanding anything contained in these rules, the Conduct Rules, Efficiency and Discipline Rules, to be notified separately by the Corporation will be binding on all the employees.
22. *Relaxation—*Any of these Rules may for reasons to be recorded in writing, be relaxed in individual cases if the Board or the authorised person in this behalf is satisfied that a strict application of the rules shall cause undue hardship to the individual concerned.
23. *General Rules—*23.1. In all matters not expressly provided in these rules, members of the service shall be governed by such rules as may have been or may thereafter be framed by the Corporation and made applicable.
- 23.2. The Corporation reserves the right to change designation, responsibilities or duties of an employee from time to time as it may think necessary in the interest of work.

Serial No.	Nomenclature of the post with scale	Officers/Officials eligible for promotion
1	Secretary/Joint Director, Rs. 1,800—80—2,200 (Grade 19)	Officers carrying pay scale of Rs. 1,000—75—1,750 (Grade 18).
2	Joint Director Rs. 1,000—75—1,750 (Grade 18)	Officers carrying pay scale of Rs. 500—50—1,000/50—1,250 (Grade 17).
3	Principal, Ceramic Institute, Gujrat Rs. 1,000—75—1,750 (Grade 18).	Ditto
4	Chief Project Officer MIDO, Sialkot Rs. 1,000—75—1,750 (Grade 18).	Ditto
5	Chief Project Officer Prototype Shop, Nizamabad Rs. 1,000—75—1,750 (Grade 18).	Ditto
6	Deputy Director/Deputy Secretary, Rs. 500—50—1,000/50—1,250 (Grade 17).	Officers carrying pay scale Rs. 400—1,000 (Grade 16).

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Minimum qualification prescribed for initial recruitment	Method of recruitment
<p>Master's degree (not below second class) in Economics or Commerce or Business Administration with seven year's experience in an executive position in Government/Semi-Government business organization of repute. B.Sc. (Engineering) and Chemical Technology with five year's experience in an executive position (For Accounts and Finance, Chartered Accountant or equivalent).</p>	<p>(a) By selection on merit from among the members of service holding posts carrying pay scale of Rs. 1,000-75-1,750 with the following priorities :—</p> <p>(i) Through promotion from the officers of respective cadres (recruited or promoted as such).</p> <p>(ii) Through promotion of Non-Technical and Technical Officers. (Grade 18).</p> <p>(b) Initial recruitment including deputationists. However number of such incumbents will not exceed 25% of the total posts of Joint Directors, at any time.</p>
<p>Master's degree (not below second class) in Economics or Commerce or Business Administration with seven year's experience in Government/Semi-Government or business organization of repute.</p>	<p>(a) By selection of merit from among the members of service holding posts carrying pay scale of Rs. 500-1,250 with the following priorities :—</p> <p>(i) Through promotion from the officers of respective cadres (Recruited or promoted as such).</p> <p>(ii) Through promotion of Non-Technical and Technical Officers (Grade-17).</p> <p>(b) Initial recruitment including deputationists. However number of such incumbents will not exceed 25% of the total posts of Joint Directors at any time.</p>
<p>Post Graduation in Ceramics or equivalent foreign Degree/Associate ship with a minimum of five year's experience in firm of repute.</p>	<p>Selection on merit with the following priorities :— <i>First</i>—Through promotion. <i>Second</i>—Initial recruitment.</p>
<p>Post Graduation in Mechanical Engineering or foreign Degree in Mechanical Technology with five year's experience in the trade in a firm of repute.</p>	<p>Ditto ditto</p>
<p>Ditto ditto</p>	<p>Ditto ditto</p>
<p>Ditto ditto</p>	<p>.. Through promotion in the following manner :—</p> <p>(i) 50% vacancies : through promotion of non-technical Assistant Directors on senioroty-cum-fitness.</p> <p>(ii) 50% vacancies : through promotion on merits subject to the condition that :—</p> <p>(a) Only confirmed incumbents will be considered.</p> <p>(b) Minimum Academic qualification will be Graduation.</p> <p>(c) Service in Corporation is not less than 5 years.</p>

Grade-19

Grade 17
J.D. 18

Serial No.	Nomenclature of the post with scale	Officers/Officials eligible for promotion
7	Deputy Director (A/Cs) Finance Rs. 500—1,250 (Grade 17).	Officers carrying pay scale Rs. 400—1,000 (Grade 16).
8	Deputy Director (Architecture) Rs. 500—1,250 (Grade 17)	Ditto.
9	Technical Officers in Grade NPS-17 (such as Project Officer LESC., Gujranwala, Cutlery Centre, Nizamabad, SGSC, Sialkot, Rubber & Plastic Cell, Sialkot, Pottery Centre, Shahdara, MIDC, Sialkot Centre) Leather/Gujranwala, Institute of Carpet Weaving & Designing Bahawalpur, Shoe Technologist Model Tanning & Footwear Centre, Gujranwala, etc.	Ditto.
10	Private Secretary to the Managing Director in Grade-17.	Ditto.
11	Assistant Director/Assistant Secretary/Manager, PHS.	(i) Office Supdt., G-12 (ii) Office Asstt. G-11 (iii) Sales Asstt. G-11 (iv) Survey Inspector G-11
12	Assistant Director (A/Cs) Audit/Finance (Grade 16).	(i) Accounts Assistant G-11 (ii) Audit Asstt. G-11 (iii) Asstt. Finance G-11
13	Assistant Project Officer, Mechanical/Boiler/Foundry/Workshop/Electrical Engineers/Tools Designer/Chemical/Wood/Leather/Tanning. Assistant Director (Design) Assistant Director (Carpeting) Assistant Director (Ceramics) and other technical posts in grade NPS-16.	Official carrying pay scale No. 11 to 15 in the trade.

I—CONT'D.

Minimum qualification prescribed for initial recruitment

Method of recruitment

Post Graduation in Mechanical Engineering or foreign Degree in Mechanical Technology with five years experience in the trade in a firm of repute.

Through promotion in the following manner :—

- (i) 50% vacancies : through promotion of Assistant Director (Accounts/Finance/Audit) on seniority-cum-fitness.
- (ii) 50% vacancies : through promotion on merits subject to the condition that :
 - (a) Only confirmed incumbents will be considered.
 - (b) Minimum qualification Graduation.
 - (c) Service in Corporation is not less than 5 years.

Degree in Architecture from a recognised University. Five years, experience in Architectural Planning and Design in a private firm, Semi-Organization or Government Organization for degree holders.

Selection on merit with the following priorities :—

- First*—Through promotion.
Second—Initial recruitment.

B.Sc. Engineering with five years, experience in Govt/Semi-Government/Business Organization of repute, in the respective field of Technology/Engineering.

The vacancies will be filled in with the following priorities :—

- (i) *first*—Promotion of employees having prescribed qualification and experience in the relevant field on seniority-cum-fitness.
- (ii) *Second*—Promotion of employees having adequate qualification and experience, on merits.
- (iii) *Third*—Direct recruitment.

Through promotion on merits amongst Private Assistants (Recruited or promoted as such).

Post Graduation preferably in Economics or Statistics or Business Administration and Commerce or Mathematics.

Graduation in Economics, Commerce, Business Administration with a minimum of five years experience in a Govt/Semi-Government or Business Organization of repute.

- (a) 50% vacancies : through promotion.
- (b) 50% vacancies : through direct appointment.
- (c) Corporation's employees having five years' experience in the Corporation as Assistant or Accounts Assistant or Stenographer G-1 or Survey Inspector or equivalent with Graduation will be eligible to apply for vacancies meant for direct recruitment:

Ditto ditto

- (a) 50% vacancies : through promotion.
- (b) 50% vacancies : through direct appointment.
- (c) Corporation's employees having five years' experience in the Corporation as Assistant or Accounts Assistant or sales Assistant or Stenographer G-1 or Survey Inspector or equivalent with Graduation will be eligible to apply for vacancies meant for direct recruitment.

Diploma in relevant trade or equivalent foreign training with three year's experience in a Government/Semi-Government or a Business Organization of repute.

The vacancies will be filled in with the following priorities :—

- (i) *First*—Promotion of employees having prescribed qualification and experience in the relevant field on seniority-cum-fitness.
- (ii) *Second*—Director recruitment.
- (iii) *Third*—Promotion of employees having adequate qualification and experience on merit.

Serial No.	Nomenclature of the post with scale	Officer / Officials eligible for promotion.
14	Private Assistant for Managing Director/ Deputy Managing Director (NPS- 16)	Stenographer Grade I
15	Technical post in different fields in NPS- 15 and below.	Officials carrying pay scale No. 11 to 15 NPS.
16	Office Superintendent Rs. 300—650 (Grade 12).	Assistant Grade 11 Survey Inspector G-II
17	Assistant/Survey Inspector Rs. 275—600 (Grade 11)	Clerk G-8 or equivalent with minimum of 3½ years of service in the Corporation.
18	Stenographer Grade 12 (Rs. 300—650)	Stenographer Grade 10 Rs. 250—540, speed 100 W.P.M. in Short hand in English, 40 W.P.M. in Typing.
19	Stenographer Grade-10 Rs. 250—540.	
20	Clerk Grade 8 Rs. 200—425	Lower grade Clerk with following mini- mum qualifications/experience :— F.A./F.Sc. or equivalent or Matricula- late with 3½ years of service in the Corporation.
21	Clerk Grade 7 Rs. 180—370	Clerk Grade 6 Rs. 165—315
22	Clerk Grade 6 Rs. 165—315	Clerk Grade 6 Rs. 165—315
23	Driver Grade 5 Rs. 150—280	Initial recruitment.
24	Peon Grade 4 Rs. 130—200	Initial Recruitment
25	Mali Grade 4	Ditto
26	Chowkidar Grade 4	Ditto
27	Sweeper Grade 4	Ditto

I—CONCLD.

Minimum qualification prescribed for initial recruitment	Method of recruitment
Diploma in relevant trade or equivalent field of training with three years' experience in a Government/Semi-Government or a Business Organization of repute. To be prescribed for each post separately.	Through promotion of Stenographer Grade I on seniority-cum-fitness. The vacancies will be filled in with the following priorities:— (i) First—Promotion of employees having prescribed qualification and experience in the relevant field on seniority-cum-fitness. (ii) Second—Direct recruitment. (iii) Third—Promotion of employees having adequate qualification and experience on merit.
...	100% by promotion on seniority-cum-fitness.
Degree in Economics, Statistics, Commerce, Mathematics, of a Recognised University.	50% by promotion on seniority-cum-fitness and 50% by initial recruitment. Note—Departmental candidates having minimum qualification F.A./F.Sc. or equivalent with two years' experience will be entitled to apply for vacancies meant for direct recruitment.
	Through promotion on seniority-cum-fitness otherwise by initial recruitment if suitable employee is not available at any time.
1. Matriculate or equivalent from a recognized University or Board.	100% initial recruitment or by conversion of cadre.
2. Speed of 100 words per minute in Short-hand in English and 40 W.P.M. in typing.	
F.A./F.Sc. or equivalent.	50% by promotion on seniority-cum-fitness 50% by initial recruitment.
Ditto	Ditto
Matriculate or equivalent qualification from a recognized Board/University with typing speed of 40 WPM.	100% initial recruitment or by conversion of cadre.
Licence from the recognized Licencing Authority for driving Light/Heavy Vehicle.	100% by initial recruitment or by conversion of cadre.
...	Ditto

ANWAR ZAHID

Secretary to Government, Punjab
of Industries and Mineral
Development Department

8/47

105

GOVERNMENT OF THE PUNJAB
INDUSTRIES & MINERAL DEVELOPMENT
DEPARTMENT

NOTIFICATION

NO. SO(G)2-2/94. In exercise of the powers conferred under Section 40 of the Punjab Small Industries Corporation Act, 1973 (Punjab Act No. XV of 1973) the Governor of the Punjab is pleased to make the following amendments to the Punjab Small Industries Corporation Service & Recruitment Rules, 1976:-

A M E N D M E N T

<u>Home- Nature of the post with Scale</u>	<u>Minimum qualifica- tions for promotion</u>	<u>Minimum qualifi- cation prescrib- ed for initial recruit- ment.</u>	<u>Method of Recruitment.</u>
<u>Director/ Regional Director (HS-19)</u>	<u>Graduation from a recognized University having 12 years service in the Corp. in HS-17 and above.</u>	<u>1) Master degree in Business Adm. or Economics or B.Sc.(Egg.) from a recog- nized Univer- sity, for non- technical posts. 1.1) Graduation in the related field from a recognized University, for technical posts.</u>	<u>1) 75% by Selection on merits from amongst officers holding at least graduate degree from a University recog- nized by the Govt. 1.1) 25% by transfer on deputation/by way of initial recruit- ment.</u>

ABDAR KABIR SHEIKH
SECRETARY INDUSTRIES

Dated: 27.2.1994.

NO. SO(G)2-2/94.

A copy is forwarded to:-

1. The Managing Director, Punjab Small Industries Corporation, Lahore.
2. The Superintendent, Govt. Printing Press Lahore. for publication in the official gazette.

SECTION OFFICER(GENERAL)

TO BE SUBSTITUTED BEARING THE SAME NUMBER AND DATE

17

GOVERNMENT OF THE PUNJAB
INDUSTRIES & MINERAL DEVELOPMENT
DEPARTMENT

Dated: 28th May, 1990.

NOTIFICATION

No. SO(G)2-31/84(P). In exercise of the powers conferred under Section 40 of the Punjab Small Industries Corporation Act, 1973 (Punjab Act No. XV of 1973) the Governor of the Punjab is pleased to make the following amendments in the Punjab Small Industries Corporation Service & Recruitment Rules, 1975:-

AMENDMENT

" The method of recruitment as prescribed in the Appendix for the posts given under column-2, against Sr.No.6 to 10 carrying BPS-17, shall be substituted as under:-

- a) - 50% vacancies - through promotion from amongst officers of the respective cadres.
- b) - 50% vacancies - through initial recruitment."

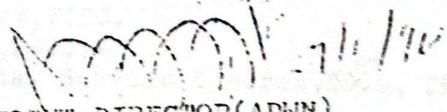
TANWIR AHMED
SECRETARY INDUSTRIES

PUNJAB SMALL INDUSTRIES CORPORATION
4TH FLOOR LDA PLAZA EGERTON ROAD LAHORE

Endst.No. PSIC/ADMN/AD(R&D)/R-249/(1) 20644 Dated, 27-6-1990

Copy of the above received through Section Officer(G) Industries & Mineral Development Department, Govt. of the Punjab, Lahore, vide endst.No. SO(G)2-31/84, dated 7-6-90, is forwarded for information to the followings:-

1. All Directors, PSIC, Lahore.
2. All Regional Directors, PSIC.
3. All Project Directors, PSIC.
4. All Heads of Service Centre, Estates, DDOs, DMTCs, Shops etc.
5. All Joint Directors, PSIC.
6. Dy. Directors (Estab) & (Welfare) PSIC, Lahore.
7. Dy. Director (Admn) PSIC, Lahore.


JOINT DIRECTOR (ADMN)

c.c. to:-

1. Staff Officer to M.D. PSIC, Lahore.
2. P.A. to Dy. Managing Director, PSIC, Lahore.
3. P.A. to Director (Admn) PSIC, Lahore.

NOTIFICATION
The 25th August, 1988.

NO.FD/SRI-8-8/87. In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants, Act, 1974 the Governor of the Punjab has been pleased to direct that the following further amendments in the Punjab Travelling Allowance Rules shall be made, namely:-

AMENDMENT

- i) In Rule 2.24, after the word "lower classes" comma shall be replaced by a colon and the words "plus half of the fare of the class of accommodation to which he is entitled" shall be deleted.
- ii) Sub-rule (6) of Rule 2.36 shall be deleted;
- iii) In sub-rule(ii) of Rule 2.37 after words "per day" colon shall be added and the words "in lieu of the one half extra rail fare" shall be deleted.
- iv) Sub-rule(iii) of rule 2.37, shall be substituted as follows:-
"2.37(iii) A Government servant (other than in BS-20 and above and Secretary to Government) who stays in a Government Rest House, Guest House, Lodge or a Residential Club, shall be allowed the actual room rent upto the maximum per day as given in sub-rule(ii) above, such a Government servant shall be also be allowed reimbursement of actual single room rent, including taxes, duties and service charges relating to room rent, subject to same maximum per day, on stay in a Hotel at Divisional Headquarters only".

These amendments shall take effect from 1-8-1988.

BY ORDER OF THE GOVERNOR OF THE PUNJAB

FARCOQ HAROON
SECRETARY TO GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

PUNJAB SMALL INDUSTRIES CORPORATION
4TH FLOOR LDA PLAZA EGERTON ROAD LAHORE

Endst.No.PSIC/ADMN/AD(R&B)/R-196/ 82

Dated, 1-7-1990.

A copy of the above is forwarded for information and necessary action to:-

- 1- All Directors, PSIC. *F & A*
- 2- All Regional Directors, PSIC.
- 3- All Project Directors, PSIC.
- 4- All Joint Directors, PSIC.
- 5- All Heads of Projects, Service Centres, DDOs, DMTCs, Estates, Shops etc.
- 6- The Dy. Secretary (Estab), (Admn) & (Welfare), Dte. of Admn. PSIC, Lahore.

This issues subject to notice

*TR-19 A
Recd 23*

*1
9/12
19/12/90*

844

PUNJAB SMALL INDUSTRIES CORPORATION
4TH FLOOR LDA PLAZA EGERTON RD. LHR.

236
9/1/88
384-12
D

No. PSIC/Board-30/5894/

Dated, 15-10-1987.

The Deputy Director (Admin),
PSIC, Lahore.

SUBJECT:- TO CONSIDER THE PENSIONARY BENEFITS TO THE PSIC
EMPLOYEES ON QUALIFYING SERVICE LESS THAN 25-YEARS.

The matter with regard to the pensionary benefits to the PSIC employees on qualifying service less than 25-years was considered by the PSIC Board in its 30th meeting held on 7-10-87. The Board has decided to relax the condition to qualify the minimum service of 25-years upto the minimum length of 15-years. The pensionary benefits will, however, be the same as allowed by the Government in the Pension Rules from time to time and there would be no departure from it.

You are, therefore, advised to proceed further accordingly.

Sd/-
(ALI MONTASHAM)
SECRETARY, PSIC BOARD OF MEMBERS.
c.c. to:-
Director (F&A) PSIC, Lahore.

PUNJAB SMALL INDUSTRIES CORPORATION
4TH FLOOR LDA PLAZA EGERTON RD. LHR.

Dist. No. PSIC/SECTT (ADMN)/R-249/Vol-III/11107

Dated, 7-1-88

A copy of the above is forwarded to the following for information and strict compliance:-

- 1- All Directors, PSIC, Lahore.
- 2- All Regional Directors, PSIC/ All Project Directors, PSIC.
- 3- Joint Director (Estab), (PR), (Design) & (Welfare), PSIC, Lahore.

P.P.D
- M. Azeem
DEPUTY DIRECTOR (ADMN)

- c.c. to:-
- 1- P.S. to Managing Director, PSIC, Lahore.
 - 2- P.A. to Dy. Managing Director, PSIC, Lahore.
 - 3- P.A. to Director (Admin) PSIC, Lahore.

Punjab Estacode

observe that the whole dispute has arisen because of the fact that at the time of making the original offer, prior consultation with the Finance Department was not made. The Governor has directed that in future before making any such offer, which should be strictly in accordance with the rules, prior concurrence of the Finance Department should be obtained so that there is no confusion later on. I am to request that this directive may kindly be brought to the notice of all concerned for guidance and strict compliance.

No. SOR.I(S&GAD)-16-2/69 (Policy)

Dated 8th June, 1971

Subject: PROMOTIONS

I am directed to refer to para 3 (iv) (c) of this Department's circular letter No. SOIV(S&GAD)-16-14/64 (Policy) dated the 1st October, 1969 which provides that the selection of an officer for promotion to a higher post should be based strictly on the service record. An impression appears to have widely gained ground that only the last three years record is relevant for determining an officer's fitness for promotion and not much weight is to be attached to the reports earned by him in the previous years. Government would like to clarify that the impression is not correct. The assessment of an officer should be based on his entire service record and not only on a portion of it. It is, however, in the discretion of the assessing authority to give greater weight to the more recent reports, but the older reports should not be completely ignored and should be taken into consideration for an overall evaluation of the service record.

No. SOR.I(S&GAD)-5-2/75

Dated 11th February, 1975

Subject: IMPLEMENTATION OF ADMINISTRATIVE REFORMS --
CLARIFICATION OF THE CONCEPT OF PROMOTION

I am directed to say that a number of Civil Servants have submitted representations demanding promotion to higher grades in a manner not permissible under the law. The correct position is, therefore, clarified below for the information and guidance of all concerned:

1) Promotion was and continues to be a 'method of recruitment' as would appear from sub Section (2) of Section 2 of the Punjab Civil Servants Act, 1974, reproduced below:

"2) For the purpose of this Act, an appointment whether by promotion or other wise, shall be deemed to have been made on regular basis if it is made in the prescribed manner"

Since promotion is a method of recruitment, it has never been treated as a right. Also the method of recruitment (as

GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT

DATED LAHORE, THE 18TH FEBRUARY, 1974.

10

1. All Administrative Secretaries to Government of the Punjab
2. All Heads of attached Departments in the Punjab.
3. All Heads of the Autonomous/Semi Autonomous Bodies in the Punjab.
4. All Regional Heads of Department in the Punjab.
5. All Commissioners of Divisions in the Punjab.
6. All Deputy Commissioners in the Punjab.
7. The Registrar, Lahore High Court, Lahore.
8. The Secretary Provincial Assembly, Punjab.
9. The Inspector General, Police, Punjab.

SUBJECT:- BENEFIT OF GIVING JOB TO ONE CHILD OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE OR IS DECLARED INVALIDATED/INCAPACITATED FOR FURTHER SERVICE.

Sir,

I am directed to refer to say that under the provision to Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, whenever a Government servant dies while in service or is declared invalidated/incapacitated for further service, one of his unemployed children shall be provided a job against posts in DG-1 to 5 in the department in which the deceased Government servant was serving, without observance of formalities prescribed under rules/procedure provided such child is otherwise eligible for the post.

2. A question has arisen whether this benefit under the statutory provision of rules can be availed of in case a ban on recruitment has been imposed by Government. The case was examined in consultation with the Law and Parliamentary Affairs Department who have advised that ban on recruitment is not applicable against the child of a deceased Government servant under Rule 17-A of the rules ibid would be abridged by such order.

3. I am to request that this clarification may be brought to the notice of all appointing authorities under your administrative control for strict compliance.

Your obedient servant

(MUHAMMAD DAUD IQBAL)
SECTION OFFICER (R.III)

NO. & Date Even:

- Copy forwarded for information to:-
1. Accountant General, Punjab.
 2. All Addl. Secretaries/Dy. Secretaries in the S&GAD.
 3. All District Accounts Officers in the Punjab.

(MUHAMMAD DAUD IQBAL)
Section Officer (R.III)

Shafiqat/*

From: Mr. Azmat Ali Ranjha,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab
2. The Principal Secretary to Governor, Punjab, Lahore
3. The Principal Secretary to Chief Minister, Punjab, Lahore
4. The Military Secretary to Governor, Punjab, Lahore
5. All District Nazims in the Punjab
6. All District Coordination Officers in the Punjab
7. All Heads of Attached Departments, Govt. of the Punjab
8. The Registrar, Lahore High Court, Lahore
9. All District and Sessions Judges in the Punjab
10. The Secretary, Punjab Public Service Commission, Lahore
11. The Secretary, Punjab Provincial Assembly, Lahore
12. The Chief Pilot, VIP Flights, Lahore
13. The Director General, Audit & Accounts (Works), Lahore
14. The Provincial Director, Local Fund Audit, Punjab, Lahore

SECY NO. OF	
No. 184	
Date 20-01-07	
A.S	
C.S	
E.A	
P.S	

Copy No.	
Diary No. 93	
Date 22/1/07	

Subject: REMOVAL OF ANOMALIES DUE TO REVISION OF PAY SCALES IN 2005

Sr,

I am directed to refer to the above-mentioned subject and to say that cases of some anomalies relating to revision of Pay-Scales in 2005, referred to this Department have been examined in consultation with the Federal Government. In supersession of this Department's letter No. FD(PC)2-1/2005(700/05), dated 01-07-2006, the following decisions/clarifications have been made: -

A. Benefit of Annual Increment on Notional Basis:

2. All government servants who have exhausted or may exhaust the relevant existing pay scales shall be allowed the benefit of annual increment beyond the existing scope of the pay scales with effect from 01-12-2005 subject

to the following conditions: -

- i) There will be no presumptive benefit on account of the aforesaid increment prior to 01-12-2005, therefore, no arrears shall be allowed prior to this date.
- ii) The increment may be treated as personal pay, subject to the condition, that the employee concerned has put in six months or more service which counts for an annual increment, unless withheld under the rules.
- iii) The amount of the personal pay may not be reduced, and shall be treated as part of the pay scale of the concerned government servant for the purpose of fixation of pay, computation of pension, and recovery of House Rent etc.

FILE NO 4070
DATE 6-2-07
ADMN SECTION,
DPA, OF ADME,

-2-

B. Admissibility of Special Additional Allowance, Special Relief Allowance & Ad-hoc Relief to Government Servants on their Repatriation from Foreign Posting

3. The Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief Allowance sanctioned vide Nos. FD(PC)2-2/89, dated 27-07-1999, FD(PC)2-1/2003 dated 11-07-2003 and FD(PC)2-1/2004 dated 21-07-2004 respectively, frozen in terms of paras-5 & 6 of the Revision of Pay-Scales, 2005, shall be respectively admissible to government servants on their repatriation from foreign posting at the frozen levels, which would have otherwise been admissible to them had they not been posted abroad.

Your obedient servant,

R. N. Bhutta
(RUKHSANA NADEEM BHUTTA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN

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

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

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)

PUNJAB SMALL INDUSTRIES CORPORATION
4TH FLOOR, LDA PLAZA, LAHORE.

ENDST. NO. PSIC/ESTAB/DD(E)/PL-76/105/2

Dated: 5-3-2007.

Copy of above received through Section Officer (General) Industries Department, Govt. of the Punjab, Lahore vide Endst. No. ISA(ID)4-4/2005(P) dated 23-01-2007 is forwarded to the following for information/compliance.

1. All Directors, PSIC, Head Office, Lahore.
2. All Regional Directors, PSIC,
3. Joint Director (Legal), Admn and M&P, PSIC, H.O. Lahore.

[Signature]
JOINT DIRECTOR (ESTAB)

c.c. to:-

1. SO to Managing Director, PSIC.
2. PS to Dy. Managing Director, PSIC.
3. PA to Director, (Admn), PSIC, Lahore.

11

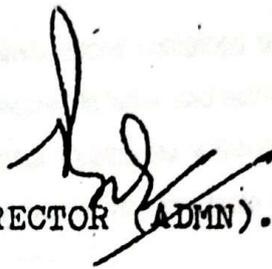
PUNJAB SMALL INDUSTRIES CORPORATION,
4TH FLOOR, L.D.A. PLAZA, L A H O R E.

NO. PSIC/ADMN/PR/MEDICAL/ 14768

DATED: 5 JUNE-2007

O R D E R .

The PSIC Board of Members in its 68th meeting held on 17.4.2007, has allowed Managing Director, PSIC to make advance payments to Government Hospitals for the indoor treatment of Cancer Patients .


DIRECTOR (ADMN).

Distribution:- :-

- 1) All Directors, PSIC, Lahore.
- 2) All Regional Directors, PSIC.
- 3) The Joint Directors (Estab), (Admn) & (Legal), PSIC, Lahore.

c.c. to:-

- 1) Staff Officer to Managing Director, PSIC.
- 2) Deputy Secretary (Board) PSIC, Lahore.
- 3) P.S. to Deputy Managing Director, PSIC.
- 4) P.A. to Director (Admn) PSIC.



PUNJAB SMALL INDUSTRIES CORPORATION
L. D. A. PLAZA, EGERTON ROAD, LAHORE.

No. PSIC/Admn/P.R/ 9467

Dated: 6.03.2006

- 1) All Directors PSIC Head Office Lahore.
- 2) All Regional Directors PSIC.
- 3) All PSIC Retirees.

Subject: IN DOOR TREATMENT PROCEDURE.

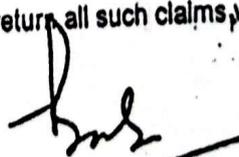
In continuation to this office letter No. PSIC/Admn/P.R/Medical/12833 dated 29/05/2002.

It has been noticed with great concern that instructions contained under clause 3 (reproduced below) of above referred letter are, not being followed in letter and spirit. A tendency has been adopted that PSIC employees/retirees get indoor treatments without seeking prior permission from the competent authority and thereafter they request for post facto approval while submitting medical claims. Clause-3 clearly states that:

"Prior approval shall be obtained for indoor hospitalization along with an estimated bill of such hospitalization from Director Administration. In emergency cases, however, a post facto approval shall be obtained from Managing Director".

As a matter of fact facility/provision for post facto approval is only for exceptional emergency cases for example (Heart attack, Road accidents etc etc), therefore all concerned are advised to strictly follow the instructions. In future no indoor treatment claim will be entertained if prior permission is not obtained by the respective employees/retirees so that the directions of PSIC Board could be followed.

Dealing section of the medical bills has been advised to return all such claims which do not follow the above instructions.


DIRECTOR (ADMN)

c.c to:-

- 1) All Joint Directors Dte of Admn PSIC H.O Lahore.
- 2) Chief Protocol Officer PSIC Lahore.

Copy to:

- 1) S.O to Managing Director PSIC
- 2) P.S to Dy Managing Director PSIC



PUNJAB SMALL INDUSTRIES CORPORATION

4th FLOOR, L. D. A. PLAZA, EGERTON ROAD, LAHORE.

No. PSIC/ADMN/PR/

9889

Dated: **7.4.2005.**

- 1- All Directors, PSIC, Head Office, Lahore.
- 2- All Regional Directors, PSIC.

Subject: -

ORDER

In continuation to this office order No.PSIC/ADMN/PR/MEDICAL/623 dated 21.7.2003, it is clarified for the information of all concerned that prior permission of all the out door Laboratory tests recommended by Doctors of Government Hospitals should be obtained in future except in emergency (in the case of serious illness).

No post facto approval will be granted in this regard.

DIRECTOR (ADMINISTRATION)

c.c.to:-

- 1) All Joint Directors, Dte.of Admn, PSIC, H.O. Lahore.
- 2) Chief Protocol Officer, PSIC, H.O. Lahore.

Copy to:-

- 1) S.O. to Managing Director, PSIC.
- 2) Dy. Secretary (Board), PSIC.
- 3) P.S. to Dy. Managin, rector, PSIC.

PUNJAB SMALL INDUSTRIES CORPORATION,
4TH FLOOR, L.D.A. PLAZA, LAHORE.

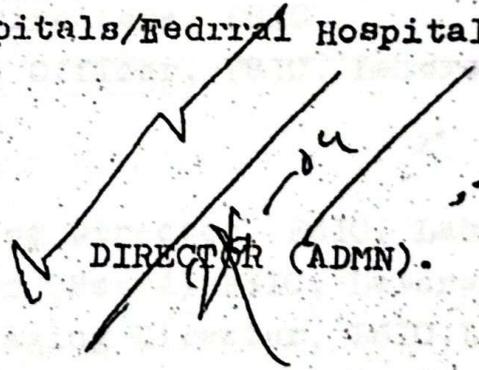
NO. PSIC/PR/ 13465

DATED: 3-JUNE-2004

OFFICE ORDER.

It has been noticed with great concern that PSIC employees are getting medical facilities from Government Hospitals without prior permission of the competent authority, which is violation of the instructions issued on the subject.

Managing Director, PSIC has, therefore, directed that prior permission unless it is real emergency may be got from the competent authority, while getting indoor treatment from the Govt. Hospitals/Federal Hospitals, in future.


DIRECTOR (ADMN).

Copy to:-

- 1) All Directors, PSIC, H.O. Lahore.
- 2) All Regional Director, PSIC.
- 3) The Joint Director (Estab), (Admn) (Legal) PSIC, H.O. Lahore.
- 4) The Chief Project Officer, Prototype Shop, PSIC, Lahore.

c.c. to:-

- 1) S.O. to M.D. I C,
- 2) Deputy Secretary (Board) PSIC, H.O. Lahore.
- 3) P.S. to D.M.D. PSIC, Lahore.

PUNJAB SMALL INDUSTRIES CORPORATION
DIRECTORATE OF ADMN

No. PSIC/ESTAB/AD(E-I)/MISC-209/04/11120 Dated 03 April, 2004

OFFICE ORDER

The PSIC Board of Members in its 59th meeting held on February 12th and March 15th, 2004 under Item No. 5 has been pleased to allow PSIC Employees and Retirees to get indoor medical treatment at all Federal Government Hospitals with the approval/sanction of Managing Director, PSIC in addition to existing Medical Facilities.

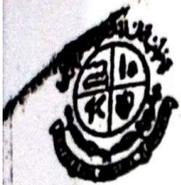
N
DIRECTOR (ADMN)

c.c. to:

- PR.)
1. All Regional Directors, PSIC.
 2. All Regional Directors, PSIC.
 3. Chief Protocol Officer, PSIC, Lahore.

Copy to:

- 4
1. S.O. to Managing Director, PSIC, Lahore.
 2. Deputy Secretary (Board) PSIC, Lahore.
 3. P.S. to Dy: Managing Director, PSIC, Lahore.



PUNJAB SMALL INDUSTRIES CORPORATION
4TH FLOOR LDA PLAZA LAHORE

NO. PSIC/ADMN/PR/MEDICAL/ 623

Dated: 21-07-2003

ORDER

The PSIC Board of Members in its 58th meeting held on 3rd & 8th July 2003 has allowed following amendments with regard to provision of medical facilities to all PSIC employees and retirees:

- i) Hospitalization / indoor treatment will be admissible in all Provincial Government Hospitals only.
- ii) The outdoor laboratory tests recommended by the Doctors of Government Hospitals are permitted to be reimbursed only by the Managing Director, PSIC in the case of serious illness. However, the financial implication will not be more than 10% of amount allocated for the medical expenses in a year.
- iii) The indoor treatment from trusts / private hospitals will be allowed by the Managing Director, PSIC only in very exceptional circumstances with the condition that it will not exceed 2-month's basic salary for regular employees and 3-month's running pension for PSIC retirees in a year and financial implication in this regard will not exceed 10% of amount allocated for medical expenses in a year. Moreover, all those cases will be placed before the Board in the next Board Meeting along with recorded reasons on the basis of which permission was granted.
- iv) On attaining the age of 65-years, the PSIC retiree will be declared as "Old Pensioners" and in order to facilities the old pensioners 'Medical Allowance' equivalent to Two (2) month's running pension instead of 1-1/2 month's running pension will be given/paid per annum in equal monthly installments. However, the facility is allowed with immediate effect with no retrospective benefits.

2. It modify the instructions already issued vide letter No.PSIC/ADMN/AD(A)/
MISC-29/11528 dated 22-04-2002, No.PSIC/ADMN/P.R./MEDICAL/12633 dated 29-05-2002
and No.PSIC/MEDICAL/10097 dated 29-03-2003 to the extent mentioned above.

Katil
DIRECTOR (A&C)

DISTRIBUTION:

- 1) All Directors, PSIC, Lahore.
- 2) All Regional Directors, PSIC.
- 3) The Joint Directors (Admn), (Estb), (Legal) & (Coord), PSIC, Lahore.
- 4) Chief Protocol Officer, PSIC, Lahore.
- 5) *President* PSIC Pensioners Welfare Association (Regd.), 6/13-A, Waris Road, Lahore.

c.c.to:

- 1) Staff Officer to Managing Director, PSIC.
- 2) Deputy Secretary PSIC Board.
- 3) P.A. to Dy. Managing Director, PSIC.

PUNJAB SMALL INDUSTRIES CORPORATION
L.D.A. PLAZA, LAHORE.

No. PSIC/ADMN/AD(A) MISC-209/4019

Dated: 18-10-2002.

OFFICE ORDER

The PSIC Board of Members in its 56th meeting held on 08-10-2002 have been pleased to ratify the enhancement of Maternity Allowance from Rs.800/- to Rs.1500 - earlier notified by PSIC during the year 1996-97 vide Notification No. PSIC/PR-R-280 96-97 7007 dated 12-11-1996.

2. The PSIC Board have further been pleased to approve enhancement of maternity allowance from Rs.1500 - to Rs.3000 - with immediate effect (for those PSIC employees who utilized the services of 'DAIS' due to social and cultural reasons and do not avail facility of indoor hospitalization as per Medical Policy). The maternity allowance would, however, be restricted to first two children born to PSIC employee's spouse.

Air Hayat
JOINT DIRECTOR (ADMN)

DISTRIBUTION:

- 1) All Directors, PSIC, Head Office, Lahore.
- 2) All Regional Directors, PSIC.
- 3) The Joint Directors (Estb) (Legal) (Coord), PSIC, H.O. Lahore.
- 4) Chief Protocol Officer, PSIC, Lahore.

C.C.10:

- 1) Staff Officer to M.D. PSIC.
- 2) Deputy Secretary PSIC Board.
- 3) P.A. to D.M.D. PSIC.

(10)

4

3

PUNJAB SMALL INDUSTRIES CORPORATION
4TH FLOOR LDA PLAZA, LAHORE

No. PSIC/Admn/R. & Medical/12633

Dated: 29-05-02

Subject: IN-DOOR TREATMENT PROCEDURE

In pursuance of PSIC Board's decisions regarding provision of medical facilities to the employees and retirees, instructions regarding provision of indoor treatment and expenditure thereon are being issued hereunder for the purpose of uniformity and parity.

- 1) The facility of indoor hospitalization shall be available to all employees and retirees and their families. Family to consist of, dependant parents, wife, sons under the age of 21 and daughters till the date of marriage. Same medical facility shall be extended to the family members as is admissible to the employees.
- 2) (a) The officers in BPS-17 and above will be entitled to air-conditioned private rooms, in Government Hospitals subject to availability of such rooms.
(b) All the rest of the officers shall be entitled to private rooms, in the Government Hospitals subject to availability of such rooms.
(c) All the officials (BPS-1 to BPS-15) shall be entitled to private wards or general wards subject to availability.
- 3) Prior approval shall be obtained for indoor hospitalization alongwith an estimated bill of such hospitalization from Director Administration. In emergency cases, however, a post facto approval shall be obtained from the Managing Director.
- 4) Medical claims shall include medicines necessary for restoration of the health of the patient. Expenses on supplementary diets or cosmetic medicines shall not be reimbursed.
- 5) Reimbursement claims shall invariably be countersigned by the Chief Executive Officer of the respective hospital.
- 6) All reimbursement claims above Rs.10,000/- shall be sanctioned by the Managing Director. The rest of the claims shall be

sanctioned by Director Administration in respect of Head Office and concerned Regional Directors in case of field formations.

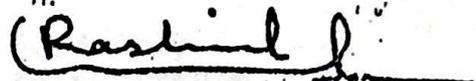
7) Expenditure incurred in private hospitals shall not be re-imbursed.

a. For Lahore, treatment from the following hospitals shall be permissible.

- Sheikh Zayed Hospital
- Mayo Hospital
- Lahore General Hospital
- Punjab Institute of Cardiology.
- Jinnah Hospital
- Services Hospital

b. For rest of the cities, the concerned Regional Directors shall notify the names of principal government hospitals.

8) The names of the medical stores from where the medicines can be purchased shall also be notified by the Director (Administration) (in respect of Head Office) and Regional Director's (in case of field formations) at the start of every year.


DIRECTOR (ADMN)

c.c.

1. All Directors, PSIC.
2. All Regional Directors, PSIC
3. All Incharges, DDOs, Estates, Shops, PSIC.

Copy to

- 1) Staff Officer to Managing Director, PSIC, Lahore.
- 2) Dy. Secretary (Board), PSIC, Lahore.
- 3) P.A. to Dy. Managing Director, PSIC, Lahore.

23.11.02
ASSOCIATION
ADMIN.

PUNJAB SMALL INDUSTRIES ASSOCIATION
4th FLOOR, LDA PLAZA, LAHORE

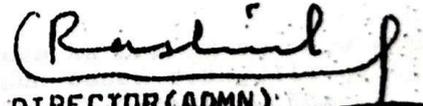
NO. PSIC/ADMN/AD(A)/MISC-209/ 11529

DATED: 22-4-02

ORDER

In continuation to this office order No. PSIC/Admn/AD(A)/MISC-209/7043 dt: 17.1.2002, PSIC Board of Members in its 52nd meeting held on 4.4.2002, is pleased to approve/allow payment of Medical Allowance to all PSIC retirees in the following manner :

- i. An annual medical allowance equal to 1½-month current pension drawn is allowed for outdoor treatment on annual basis.
- ii. All indoor treatment (hospitalization) charges are allowed to employees on actual basis, out of an annual provision of Rs.0.350 million to be made available in the budget.
- iii. Hospitalization is to be allowed only in notified Government Hospitals. Treatment in Private Hospitals would not be allowed.


DIRECTOR(ADMN)

DISTRIBUTION:

01. All PSIC retirees through its Association.
02. All Directors, PSIC, Head Office, Lahore.
03. All Regional Director, PSIC.
04. The Jt. Directors, (Legal), (Estab:) and (Coord), PSIC, Head Office, Lahore.
05. ✓ The Chief Protocol Officer, PSIC, H.O. Lahore.

c.c. to:

- i. S.D. to M. D. PSIC, Lahore.
- ii. Dy. Secy: (Board), PSIC, Lahore.
- iii. P.A. to D.M.D. PSIC, Lahore.

NO. 5688
DATE... 23 4.12.02
ADMN SE...
DTE. OF ADMN.

PUNJAB SMALL INDUSTRIES CORPORATI
4th FLOOR, LOA PLAZA, LAHORE

PSIC/ADMN/AD(A)/MISC-209/ 11528

DA

202-4-20

ORDER

The PSIC Board of Members in its 52nd meeting held on 4.4.2002 have made following decisions regarding payment of Medical Allowance to all PSIC Employees :

- i. An annual medical allowance equal to one month's basic pay currently drawn is allowed to all employees for outdoor treatment. The allowance would be disbursed in equated monthly instalments.
- ii. All indoor treatment (hospitalization) charges are allowed to employees on actual basis, for which an annual provision of Rs.1.400 Million would be kept in the budget.
- iii. The Medical Allowance is allowed with effect from the date of adoption of pay scales i.e. December 1, 2001. For the current financial year, allowance would be paid for seven (7) months only, i.e. from December 1, 2001 to June 30, 2002.
- iv. Each employee's individual medical expenses since December 1, 2001 will be worked out and adjusted against the admissible medical allowance due to him/her uptill now.
- v. In case of medical expenses so worked out are less than the allowance, the difference will be paid to the employee.
- vi. In case the medical expenses so worked out are more than the allowance, all such cases alongwith details would be put up to the Managing Director, for appropriate decision.
- vii. Hospitalization is to be allowed only in notified Government Hospitals. Treatment in Private Hospitals would not be allowed.

(Rashid)
DIRECTOR (ADMN).

DISTRIBUTION:

01. All Directors, PSIC, H.O. Lahore.
02. All Regional Directors, PSIC.
03. The Jt. Directors (Estab), (Coord) & (Legal), PSIC, H.O. Lahore.
04. ✓ The Chief Protocol Officer, PSIC, H.O. Lahore.

c.c. to:

01. S.O. to M.D. PSIC, Lahore.
02. Dy. Secy: (Board), PSIC, Lahore.
03. P.A. to D.M.D. PSIC, Lahore.