

GOVERNMENT OF THE PUNJAB  
SERVICES GENERAL ADMINISTRATION & INFORMATION DEPARTMENT.

[27<sup>th</sup> February, 1990]

**NOTIFICATION**

No. SOWF-III-3-4/90. **WHEREAS**, the Secretary to Government of the Punjab, Education Department has applied for settlement by the Government of the Punjab of a scheme for administration of the amount of Rs. 10.00 crore, which is to be applied in a trust for a charitable purpose to be known as the "Punjab Teachers Foundation" and which is to be vested in the Treasurer of Charitable Endowments for Punjab.

**NOW, THEREFORE**, in exercise of the powers conferred on him by sub-section (1) of section (5) of the Charitable Endowments Act, 1890 (VI of 1890), the Governor of the Punjab is pleased to direct that the scheme set out in the schedule below shall be settled for administration of the said Foundation.

**SCHEDULE**

SCHEME FOR THE ADMINISTRATION OF  
PUNJAB TEACHERS FOUNDATION

1. **Definitions:** -- Unless there is anything repugnant in the subject or context.
  - (a) **"Beneficiaries"** means serving or retired employees of the Government of the Punjab, Education Department, but does not include employees of the Secretariat Service or serving the Education Department on deputation or temporarily posted therein;
  - (b) **"Committee"** means the Administration Committee constituted under the scheme;
  - (c) **"Dependents"** means the wife/husband, dependant parents, dependant sons and un-married daughters of the beneficiaries and such other relatives who are so categorized by the Administration Committee; and
  - (d) **"Foundation"** means the Punjab Teachers Foundation.
  
2. The functions and objects of the Foundation shall be:-
  - (a) to receive from Government or other bodies or persons any contribution to the Foundation;
  - (b) to defray all proper costs, charges and expenses of, and incidental to, the Administration of the Foundation;
  - (c) to apply the corpus and or the income of the Foundation for the benefit of the beneficiaries and their dependants;
  - (d) generally to administer the Foundation for the purpose and in the manner indicated in the Annexure to this Scheme; and
  - (e) to do all such other things as are incidental or conducive to the attainment of the above objects or any of them or to the carrying out of this scheme;
  
3. **Administration of the Foundation:-**
  - (1) The Foundation shall be administered by a Committee of Administration, consisting of the following members by virtue of their offices, namely:-

i. Secretary, Education Department, Government of the Punjab.	<b>CHAIRMAN</b>
ii. Director Public Instruction (Colleges), Punjab.	Member
iii. Director Public Instruction (Schools), Punjab.	-Do-
iv. <sup>1</sup> Director Technical Education, Punjab.	-Do-

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<sup>1</sup> NOTE:

v.	Director Special Education, Punjab.	-Do-
vi.	<sup>2</sup> Director of Education (Colleges).	-Do-
vii.	<sup>3</sup> Director of Education (Schools).	-Do-
viii.	A representative of the Finance Department, not below the rank of Deputy Secretary.	-Do-
ix.	Any person appointed as Secretary of the Foundation.	Member/ Secretary

(2) Members mentioned in Sub-Clauses (vi) and (vii) of Clause (1) shall be nominated by the Government on the recommendation of Director Public Instruction (Colleges) and Director Public Instruction (Schools), respectively.

(3) The Chairman shall convene and preside over the meetings of the Committee at such times and places as he may deem necessary and convenient for the transaction of business:-

(provided that in the absence of the Chairman, the Director Public Instruction (Colleges) shall be deemed to be the Chairman).

(4) Four members including the Chairman shall form a quorum at a meeting of the Committee.

(5) In case of equality of votes, the Chairman shall have a casting vote.

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Notification:No.CAB-1/2-53/88 dated; March 21<sup>st</sup>, 2002.

**AMENDMENTS in Schedule-I.**

(ii) after entries at Sr.No.17 and before the entries at Sr.No. 17-A the following new entry shall be inserted:-

“SPECIAL INSTITUTION”

Technical Education and Vocational Training Authority (TEVTA).
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<sup>2</sup> **NOTE:** No.SO(G-I)HE-5-52/2000. The Government of the Punjab has decided to abolish Divisional Directorates of Education (Colleges) w.e.f 31.07.2001 (A.N.). The offices of Divisional Directorates of Education (Colleges), Govt. of the Punjab, shall cease to exist w.e.f. 31-07-2001 (A.N.)

No. PTF Q-3/98/5676. In exercise of the powers vested in him vide Notification No. SOWF-III-3-4/90, dated 27<sup>th</sup> February, 1990 and in pursuance of section 3, sub-clause 2 of the aforementioned Notification, the Education Secretary, Government of the Punjab is pleased to nominate the following as Members of the Committee of Administration of Punjab Teachers Foundation, Civil Secretariat, Lahore, by virtue of their offices with immediate effect.

- i. The Executive District Officer (Education), Rawalpindi.

<sup>3</sup> **NOTE:**No. PTF Q-3/98/5676. In exercise of the powers vested in him vide Notification No. SOWF-III-3-4/90, dated 27<sup>th</sup> February, 1990 and in pursuance of section 3, sub-clause 2 of the aforementioned Notification, the Education Secretary, Government of the Punjab is pleased to nominate the following as Members of the Committee of Administration of Punjab Teachers Foundation, Civil Secretariat, Lahore, by virtue of their offices with immediate effect.

- i. The Executive District Officer (Education), D.G.Khan.

#### **4. Functions and Powers of the Committee of Administration:-**

1. The Committee shall have the possession, management and control of the Foundation and its undertakings, properties and assets.

2. The Committee shall have the powers and discretion to utilize, apply and invest the corpus of the Foundation and its income in such manner as it may consider proper.

3. Without prejudice to the generality of these powers, the Committee may:-

- (i) Purchase, sell, endorse, transfer, negotiate or otherwise deal in securities of the Government of Pakistan and any other securities of any description;
- (ii) raise loans for its various enterprises and undertakings and may for this purpose, pledge, hypothecate or otherwise charge the corpus and the properties of the Foundation.
- (iii) enter into contracts, engagement, arrangements and execute necessary documents;
- (iv) appoint Sub-Committees and Boards to transact business and may delegate any of its powers to any such Sub-Committees or Board or any member or officer of such Sub-Committee or Board;
- (v) delegate any of the powers to any member of the Committee or to any officer or employee in the employment of the Committee or any of its undertakings and for this purpose may execute or authorize execution of any power of attorney or other instrument;
- (vi) open current, fixed, overdraft, loan, cash, credit and other accounts with any bank, as may be necessary and to pay into, draw, endorse, sign, accept, negotiate and give all cheques, bills or lading, drafts, orders, bills or exchange, Government securities, promissory notes and other negotiable instruments; and
- (vii) create posts, appoint such officers and other staff, agents and managements for permanent, temporary or special services to work, for remuneration or gratuity and remove or suspend any such incumbent, as the Committee may think fit and may determine their powers and duties.

4. The Committee shall at all times conform to and abide by the rules framed under the Charitable Endowments Act, 1890.

**5. Operation of the Scheme:-** The scheme shall come into operation on the day, the requisite vesting order is notified in the official gazette.

## **ANNEXURE**

1. The proceeds of the Foundation may be invested in projects, ventures, investment schemes and undertakings or otherwise at the discretion of the Committee of Administration, and any income there-from may be utilized for the collective benefit of the beneficiaries of the Foundation.
2. The Foundation shall not be used for contributing towards measures, which it is the responsibility of Government to take for the benefit of the public in general, as part of its development and social welfare programme.

**ADDITIONAL CHIEF SECRETARY**  
**SERVICES GENERAL ADMINISTRATION**  
**AND INFORMATION DEPARTMENT**

### **Endst: No. & Date Even:**

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

1. All the Administrative Secretaries.
2. All the Vice Chancellors of Universities in the Punjab.
3. The Director Public Instruction (Colleges), Punjab, Lahore.
4. The Director Public Instruction (Schools), Punjab, Lahore.
5. The Director Technical Education, Punjab, Lahore.
6. The Director Special Education, Punjab, Lahore.
7. The Directors Education (Colleges / Schools) in the Punjab.
8. The Secretary to Governor, Punjab.
9. The Secretary to Chief Minister, Punjab.
10. The Private Secretary to Chief Secretary, Punjab.
11. The Private Secretary to Addl. Chief Secretary, Punjab.
12. The Accountant General, Punjab, Lahore.
13. All District Accounts Officer in the Punjab.
14. All Assistant Accounts Officer in the Punjab.
15. The Director Public Relation, Punjab for wide publicity.
16. The Registrar, Lahore High Court, Lahore.
17. The Manager, Government Printing Press, Lahore for issue in the next Gazette.

**SECTION OFFICER (WELFARE-III)**

# PUNJAB TEACHERS FOUNDATION SERVICE RULES, 2005

## CONTENTS

### SECTIONS

#### PART – A

(Appointment and Conditions of Services) / (Pay, Allowances & Pension Rules)

1. **Definitions**
2. **Appointments**
3. **Contract Appointments**
4. **Re-employment**
5. **Probation and Confirmation**
6. **Leave Sanctioning Authority**
7. **Honouraria / Bonus / Late Sitting Allowance etc**
8. **Classification of Service Cadre**
9. **Age Relaxation**
10. **Deputation / Loan Base Employee**
11. **Saving / Protection**
12. **Relaxation in Regulations**
13. **Job Description of PTF Officers/Officials**

#### PART – B

(Finances of the PTF)

14. **Financial Year**
15. **Head of Account**
16. **Transfer of Account**
17. **Property / Assets**
18. **Government Securities**
19. **Amount Payable to Government**
20. **Subscription & Donations**

#### PART – C

(Expenditure)

21. **Conditions for Payment**
22. **Payments by Cheques**
23. **Incurrence of Expenditure / Financial Limits**
24. **Imprests**
25. **Preparation of Annual Budget**

#### PART – D

(Audit of PTF Accounts)

26. **Yearly Audit Report/ Annual Audit of Accounts**
27. **Interpretation of Rules/ Regulations**
28. **Books of Accounts**
29. **Preservation of Vouchers**

#### PART – F

(Medical Assistance / Loan & Advances to PTF Employees) (Medical Assistance)

30. **Admissibility**
31. **Definitions**

32. Hospitalization
33. Criteria / Eligibility / General Conditions (Motorcycle Purchase Advance)
34. Criteria / Eligibility (Cycle Purchase Advance)

#### PART – G

(Miscellaneous)

35. Job Description of Officers/Officials
36. Disposal of Wastage / Raddi etc
37. Appellate Authority
38. Affairs other than PTF Work
39. Trade Union Activities
40. Prohibition of the Employee of PTF from taking part in politics and elections
41. Training
42. Marriage
43. Period of Notice of Discharge
44. Committee of Administration to determine nature of any movement
45. Minimum Qualifications – Annex-I
46. Leave Sanctioning Authority – Annex-II
47. Qualifications and mode of appointment of employees of the Punjab Teachers Foundation (Annex-III)
48. Job Descriptions of Officers/Officials of PTF - Annex- IV
49. Financial Powers of the Officers of PTF – Annex-V

# PUNJAB TEACHERS FOUNDATION SERVICE RULES, 2005

## TEXT

### Notification

**No. PTF/Q-02/98/1490.** In exercise of the powers conferred by Section 4 of Notification No. SOWF-III-3-4/90, dated 27<sup>th</sup> February, 1990 by the Government of the Punjab, the Committee of Administration of Punjab Teachers Foundation is pleased to make the following Service Rules/Regulations namely:

PUNJAB TEACHERS FOUNDATION  
SERVICE RULES/REGULATIONS, 2005

## PART - A

(APPOINTMENT AND CONDITIONS OF SERVICES) /  
(PAY, ALLOWANCES & PENSION RULES)

**Preamble:** - These Regulations shall be known as “PUNJAB TEACHERS FOUNDATION SERVICE RULES, 2005”.

These Rules shall apply to:-

- (a) All regular employees of the Punjab Teachers Foundation which may be acquired and / or be merged with/attached to the Punjab Teachers Foundation by the Government order/Legislation.
- (b) Those employees in contractual agreement with the Punjab Teachers Foundation to the extent not otherwise specified in the contract.
- (c) All the employees whose appointments are governed by any Government Act or Ordinance having currently a force of law to the extent not specified in such appointment and to employees on deputation to the extent not specified in the terms & conditions of deputation.
- (d) These rules shall come into force at once.

**1. Definitions:**-- In these Rules/Regulations, unless there is anything repugnant in the subject or context:

- 1.1 “Government” means the Government of Punjab;
- 1.2 “Chief Minister” means the Chief Minister, Punjab;
- 1.3 “Governor” means the Governor, Punjab;
- 1.4 “Committee (C.O.A.)” means Committee of Administration, the Supreme Governing Body of Punjab Teachers Foundation;
- 1.5 “PTF/Foundation” means the Punjab Teachers Foundation, established vide Government’s Notification No. S.O. (WF-III)3-4/90, dated 27<sup>th</sup> February, 1990, issued by the SGA & I Department;
- 1.6 “Chairman” means Chairman of the Committee of Administration of PTF / Education Secretary, Government of the Punjab;
- 1.7 “E.S.” means the Education Secretary, Government of the Punjab/ Chairman, Punjab Teachers Foundation.
- 1.8 “Administrative Department” means the Punjab Education Department;
- 1.9 “MD” means the Managing Director, Punjab Teachers Foundation;
- 1.10 “A.O.” means Administration Officer, Punjab Teachers Foundation;
- 1.11 “Secretary” means the Administrative Secretary of COA / Managing Director, Punjab Teachers Foundation;

- 1.12 "BOD" means the Board of Directors, constituted under the directions of COA;
- 1.13 "Competent Authority" means the Authority to whom the relevant powers have been lawfully delegated.
- 1.14 "Employee" means an employee of PTF, but does not include:-
- a. a person on deputation to the PTF from the Government;
  - b. a person who is employed on contract, or on work-charged/daily wages basis or who is paid from contingencies.
- 1.15 "Dependent" means the Employee's Spouse & Children, un-married sisters/brothers and dependent parents;
- 1.16 "Regular Service" means the whole period of continuous service upto the age of retirement including the period spent on leave;
- 1.17 "Contract Service" means service under a specific contract;
- 1.18 "Contingent Paid Staff" means staff on daily wages under a specific period;
- 1.19 "Period" means during which an employee is on duty (including Rest Days and official Holidays) as well as leave authorized by the Competent Authority.
- 1.20 "Temporary Post" means a post created for a limited period of time;
- 1.21 "Group" means a group of employees in the same Grade performing similar duties;
- 1.22 "Proper Channel" means the increasing or decreasing order of placement of officers according to Authority in the Administrative setup in Division/Department(s)/branches/Section of PTF.
- 1.23 "Pay" means amount drawn monthly by a PTF Servant as:
- a. The Pay, other than Special Pay or Pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in officiating capacity or to which he is entitled by reason of his position in a cadre, and;
  - b. Special Pay and Personal Pay, and;
  - c. Any other emoluments, which may be specially classed as pay by the Competent Authority;
- 1.24 "Furlough" means leave other than privilege leave, extra-ordinary leave and leave on medical certificate;
- 1.25 "Annexure" means the Annexures at the end of these Rules / Regulations;
- 1.26 "Promotion Committee" means a Promotion / Selection Committee constituted by the Competent Authority.

## **2. Appointments:--**

- 2.1 No person shall be eligible for appointment in the PTF, unless he/she is a citizen of Pakistan, provided that this restriction may be relaxed by the Government in suitable cases and declared medically fit;
- 2.2 Appointments may be made on a permanent, temporary basis, on contract or daily wages or on terms & conditions of deputation, as approved by the Competent Authority;
- 2.3 All the appointments shall be made initially for the period of one year (Probation Period). Regular / permanent appointments may be made on the basis of performance during the said period and shall be confirmed by the Appointing Authority, according to the terms & conditions contained in the offer of appointment;
- 2.4 Powers to make appointments shall vest in the authorities mentioned in the "ANNEXURE-I" annexed at the end of these Rules, after duly advertising the posts and on the basis of competition and the prevailing laid-down procedure;
- 2.5 All appointments against created posts shall be made through proper Departmental Promotion / Selection Committees, to be constituted by the Chairman, PTF. A vacancy in the higher post shall normally be filled in by Departmental Promotion, taking seniority-cum-fitness. Direct recruitment shall be restored to only in case

where departmental candidates are either not available or are found to be unsuitable for promotion;

- 2.6 Each such committees shall consist of at least two members, one of whom shall be appointed as Chairman of the Committee;
- 2.7 A candidate for appointment must be in good mental and physical health and free from any physical defect likely to interfere with the discharge of his duties. A candidate, who after such medical examination as the Authority may prescribe is found not to satisfy, these requirements shall not be appointed;
- 2.8 In the event of a post being abolished or the post in a group of the same grade being reduced in number, the services of the junior most employee/employees in such group shall be terminated after giving such employees thirty days notice or pay in lieu thereof;
- 2.9 All vacancies will be advertised in the newspapers before action is taken by the relevant Selection Committee to fill them;
- 2.10 The services of an employee recruited against a temporary post may be terminated on 30 days notice or pay in lieu thereof;
- 2.11 No person shall be substantively appointed to a permanent post without a medical certificate of health from an authority prescribed by the PTF;
- 2.12 In the event of dismissal & disciplinary action, the person affected may appeal against the orders passed by the Competent Authority to the Chairman, PTF / Controlling Authority;
- 2.13 The whole-time of any employee shall be at the disposal of the PTF and he/she may be employed in any manner required by proper authority without any claim for additional remuneration;

### **3 Contract Appointments:--**

The Authority, shown in the table below against each may appoint officer/officials on contract/daily wages/contingent paid staff for a maximum period of 6 months and may extend for any period, as may be determined by the Appointing Authority;

- |    |                                     |                |
|----|-------------------------------------|----------------|
| a. | Committee of Administration         | BS-20 & above. |
| b. | Chairman, PTF / Education Secretary | BS-17 & above. |
| c. | Managing Director, PTF              | BS-01 to 16.   |
| d. | Administration Officer              | BS-01 to 07    |

### **4 Re-employment:--**

- 4.1 The Authority, shown in the table below against each, may re-employ any pensioner; not beyond after 63 years in the Pay Scale on such terms & conditions as may be determined and approved by the C.O.A. from time to time;

a.	Committee of Administration	BS-20 & above.
b.	Chairman, PTF / Education Secretary	BS-17 & above.
c.	Managing Director, PTF	BS-01 to 16.
d.	Administration Officer	BS-01 to 07.
- 4.2 An employee, who is re-employed / re-posted can not claim to count his former service unless there is an approval of the C.O.A. to this effect at the time of re-employment;

### **5 Probation and confirmation:---**

- 5.1 All initial appointments except those made on contract or on deputation shall be placed on probation for a minimum period of one year;
- 5.2 In the event of an employee failing to show satisfactory progress during the probationary period, the duration of probation may be extended further for a period of six months or his service dispensed with as may be decided by the Competent Authority. Managing Director, PTF is the Competent Authority for confirmation of services of all employees.

- 5.3 During the period of probation, the services of an employee may be terminated by the Competent Authority;
- 5.4 On satisfactory completion of probationary period, the Appointing Authority shall confirm the employee in service;
- 5.5 Upon such confirmation, the employee shall be deemed to be in the permanent service of the PTF and shall be entitled to all the privileges and rights accruing to him from the date of his joining the service;
- 5.6 Appointment on a temporary or casual basis shall not entitle any employee to an extension or confirmation of such service in the PTF, unless if he/she is found fit and is deemed indispensable, in the interest of the PTF with the permission of the Appointing Authority. This provision shall apply only to the technical / professional staff;
- 5.7 Employees appointed against permanent / regular vacancies shall, on appointment to any post, remain on probation which shall be one year in case of persons recruited direct and in case of persons promoted from within the office. The period spent on leave other than casual leave may be excluded from reckoning the period of probation;
- (a) Provided that officiating service in a corresponding higher post may be reckoned as the period spent on probation in the post to which he was appointed;
- (b) On or before the conclusion of the period of probation of any employee, the Appointing Authority may either confirm such employee with effect from the date of appointment or if his work or conduct has, in its opinion, not been satisfactory, it may dispense with his service, if he / she has been recruited by direct appointment, or may revert him to his former post, if he has been recruited otherwise; or, it may extend the period of probation;
- (c) If, before the expiry of the period of probation, the Appointing Authority does not issue any orders confirming the employee or dispensing with his service or extending the period of his probation, the period of probation shall be considered to have been extended automatically;

**6 Leave Sanctioning Authority:--**

As prescribed in the **ANNEXURE-II** attached;

**7 Honouraria / Bonus / Late Sitting Allowance etc:--**

- 7.1 The PTF may, in recognition of efficient performance and good/hard work done, grant efficiency honorarium and bonuses to its employees as approved by the C.O.A & Chairman, PTF;
- 7.2 All the regular / permanent employees of the PTF shall, compulsorily, be entitled for Bonus/ Honouraria equal to 3 substantive pays per annum;

**8 Classification of Service Cadre:--**

As prescribed in the ANNEXURE-III attached;

**9 Age Relaxation:--**

A candidate for initial appointment to a post must possess the educational qualification and experience and must be within the age limits provided that:-

- a. In suitable cases for reasons to be recorded in writing, the appointment authority may relax the upper age limit upto a maximum of 5 years and the Chairman, PTF / E.S. / C.O.A. may relax the upper age limit beyond 5 years;
- b. In case of any person who is already in Government, Semi-Government or in any Autonomous Institution.

**10 Deputation / Loan base Employee:-**

- 10.1 An employee of the PTF may be sent on deputation or on loan base to any Government & Semi-Government Department or Autonomous Body on such terms & conditions as may be decided by the Competent Authority / Chairman, PTF /

Education Secretary, in consultation with the borrowing organization provided that leave and pension contribution etc. shall invariably be paid by the borrowing agency;

10.2 An employee of the Education Department, Government of the Punjab, having requisite qualifications as prescribed by the Competent Authority, may be posted on deputation or on loan base in the PTF subject to agreement on terms & conditions with the lending Department;

**11 Saving / Protection:--**

All acts done, Powers exercised, before the promulgation of these regulations, shall, if not inconsistent with the provisions of these regulations and the rules or regulations made thereunder, be deemed to have been done, exercised under the Rules;

**12 Relaxation in Regulations:--**

The C.O.A., may in individual / group cases on hardship basis or where the public interest so requires, and for reasons to be recorded in writing, relax the provision of any of these Rules / Regulations;

**13 Job Description of PTF Officers/Officials:--**

As per attached ANNEXURE-IV;

## **P A R T - B**

### **(Finances of the PTF)**

**14 Financial Year:--**

The accounts of the P.T.F. shall conform to the financial year and the all the accounts shall be kept by the Managing Director, PTF or under his/her orders & signatures;

**15 Head of Account:--**

All funds & money, belong to the PTF, shall be kept in Bank(s) approved by the C.O.A. or Chairman, PTF/Education Secretary in the name of Punjab Teachers Foundation under the following distinct heads:-

- (i) Current Account;
- (ii) Terms Deposit or M.I.S. Account, as the case may be;
- (iii) Provident Fund;
- (iv) Gratuity Fund;
- (v) Special Endowment Fund;
- (vi) Confidential Account; and

such other heads as may be determined by the “COMPETENT AUTHORITY”.

**16 Transfer of Account:--**

No transfer shall be made from account(s), mentioned above, to any other account(s) except under the express order of the MD, PTF. However, the C.O.A. or the Chairman, PTF / E.S. may authorize any other Officer to act as Drawing & Disbursing Officer of the Foundation;

**17. Property / Assets:--**

All the property / assets belong to the PTF shall be held in the name of “**Punjab Teachers Foundation**” and for the purpose of drawing interest upon or transferring any part of such Government Stock or Government Promissory Notes as are held in the name of PTF, the Chairman and the Managing Director shall be jointly authorized to do all acts necessary for such purpose subject to approval of the C.O.A., if necessary;

**18. Government Securities:--**

Subject to the general control of the PTF, the Chairman, PTF and the Managing Director, PTF shall be competent to direct that any un-invested balance at credit of any particular trust or trusts or any other account of the PTF, shall be invested in Government Securities for the benefit of the account(s) concerned;

**19. Amount Payable to Government:--**

- 19.1 All sums payable to the PTF shall be deposited either direct with the Bankers of the PTF or sent by money order to the Managing Director or by means of a Bank/Demand Draft, issued by any Bank, easily accessible to the remitter and made available to the account of the PTF. The Bank/Demand Draft shall be crossed and marked “**Payee’s Account Only**”;
- 19.2 All sums received direct by the Managing Director shall be forthwith sent by him/her to the Bankers of the PTF by credit to the account and shall not be used by him/her for meeting any expenses;
- 19.3 No sale of any securities held in the name of PTF shall be made except under the express orders of the C.O.A./Chairman, PTF/Government;

**20 Subscription & Donations:--**

All subscription or donations shall, on receipt, be immediately sent to the Bankers and reported to the PTF. The PTF shall decide how the sums, so received, are to be utilized;

## **P A R T - C**

### **(Expenditure)**

**21 Conditions for Payment:--**

All bills for payment shall be checked in the office of the PTF and signed as correct by the Managing Director, PTF or any other Officer / Officials, nominated by the PTF for the purpose; but no payment shall be made from the funds of PTF, unless the bill for its payment has been audited by the Accountant/Auditor of the PTF in conformity with the Regulations & Rules. When the sanction of the PTF is required to the payment of any bill, the Managing Director / Secretary, PTF shall obtain such sanction and shall endorse on the bill a reference to the order in question;

**22 Payments by Cheques:--**

Payment over Rs. 10,000/- shall be made by crossed cheques, signed the Managing Director, but in case of Government Department, it may be made by Bank Draft or Money Order with the express written permission of the Managing Director, PTF;

**23 Incurrence of Expenditure / Financial limits:--**

All expenditure shall be incurred subject to the budget allotment for the year and to the Rules regulating the power of the Board to sanction expenditure. The Managing Director, PTF shall have power to pass and pay all fixed charges provided for in the budget as well as payment to permanent / temporary / daily wages staff, ordinary contingencies and such other bills as are approved by the C.O.A. / Competent Authority from time to time. Financial Limit of Officers is attached as ANNEXURE-V.

**24 Imprests:--**

To meet petty expenditure, the Managing Director, PTF may authorize such advances as it may from time to time consider necessary to remain in the hands of the Accountant, PTF or any other person nominated by the MD, PTF. The person(s) holding the advance payment shall be personally responsible for it. The limit of imprest money is Rs. 5,000/- (Rupees Five thousand only);

**25 Preparation of Annual Budget:--**

- 25.1 A Budget shall be prepared by the Accountant/Auditor, PTF and shall be submitted for approval / orders of the C.O.A./Competent Authority through the Managing Director, PTF, not later than 31<sup>st</sup> July each year. It shall show the receipts and expenditure of the current account of ensuing year and investments and special endowments which have been accepted by the C.O.A;
- 25.2 In the budget, credit shall be taken for the amount of the interest and profits of the funds invested with the Banks, the amount of the Government grant for subscriptions and donations estimated with reference to the average receipts from this source;

**P A R T - D**  
**(Audit of PTF Accounts)**

**26 Yearly Audit Report / Annual Audit of Accounts:**

- 26.1 It shall be the duty of the Accountant, PTF to submit through the Managing Director, a brief yearly Audit Report to C.O.A.
- 26.2 It shall be the responsibility of the Accountant, PTF that PTF accounts shall be audited once a year, in conformity with the Regulations & Rules by any Chartered Accountant / Auditor, appointed by Government for this purpose;
- 26.3 It shall be the responsibility of Incharge Accounts Section to consult the Auditors and make clear all observations of the Audit, if any, after conduction of annual audit and;
- a. That the accounts, vouchers, bills paid of the PTF are properly kept;
  - b. That the state of the balance shown therein agrees to the Bank account;
  - c. That all payments are supported by vouchers and that they are under proper sanction; and
  - d. That all receipts and payments are classified in accordance with the Rules and Regulations of the Foundation.
- 26.4 It shall also be the duty of the Accountant / Auditor to prepare and submit an Annual Audit Report / observations through the Managing Director to C.O.A./Competent Authority on the accounts of the PTF certified by him to be correct;

**27 Interpretation of Rules / Regulations:--**

If there is any difference in the interpretation of a Regulation or a Rule or on any other issue, the matter shall be referred to the Chairman, PTF/Education Secretary or C.O.A., whose decision shall be final.

**28 Books of Accounts:--**

The following books of accounts and forms shall be maintained in the office of the PTF which will be the responsibility of the Accountant, PTF;

- a. BOOKS OF ACCOUNTS.
  - (i) A Cash Book.
  - (ii) A Classified Register of Receipts.
  - (iii) A Classified Register of Expenditures.
  - (iv) A Bank Pass Book.
- b. FOR GRATUITY FUND.
  - (i) A Cash Book.
  - (ii) A Ledger.
  - (iii) A Bank Pass Book.
- c. FOR CONFIDENTIAL ACCOUNT.
  - (i) A Cash Book.
  - (ii) A Ledger.
  - (iii) A Bank Pass Book.

**29 Preservation of vouchers:--**

All vouchers in support of items of expenditure shall be retained for a period of 3 years. Vouchers more than three years old may, at the discretion of the Managing Director, be destroyed; provided that all accounts or documents relating to Trusts, Donations and subscriptions shall be preserved and are Audit;

## **P A R T - F**

### **(Medical assistance / loan & Advances to PTF Employees)**

#### **(Medical Assistance)**

#### **30 Admissibility:**

These Rules shall apply to:-

- a. All whole-time / regular / permanent employees of the PTF;
- b. All employees of the PTF working against substantive / temporary posts; provided that they have worked against these posts for at least one year (temporary posts do not include seasonal posts);
- c. Such other employees as are specially permitted by the Managing Director, PTF or Competent Authority;

#### **31 Definitions:**

In these Rules:-

- a. **“Employee”** means an employee of the PTF and for purpose of these Rules shall include his family;
- b. **“Family”** means spouse, children, parents and un-married brothers/sisters of an employee residing with and wholly dependent upon him. The word “Children” would include orphans brought up by an employee of the PTF; provided that such orphans did not have any property of their own and that they lived with and were entirely dependents upon the employee;
- c. **“Medical Assistance”** means medical advice and attendance and medicines provided in a hospital or in a dispensary maintained;

#### **32 Hospitalization:--**

- 32.1 If an employee is treated in a Government Hospital or in other hospital approved by the PTF or next higher Authority, expenses on his medical treatment but not on his food during his stay in that hospital shall be paid by the PTF direct to the hospital or to the employee on the presentation of the actual receipts;
- 32.2 The medicine prescribed or endorsed by the concerned Medical Officer shall be supplied free of charge. In case there be no arrangement for any special treatment e.g. Pathological, Bacteriological, Radiological, Angiographies, ultrasound, X-RAY, Blood Test, CT Scan, and other tests etc., such treatment shall be sponsored from the PTF funds as well;
- 32.3 In serious cases of illness, if needed consultation and treatment by a Specialist, the fee of the Specialist shall be paid by the PTF;
- 32.4 Notwithstanding anything contained in these Rules, the Managing Director may, after considering the circumstances of the case, sanction such expenditure on medical examination and treatment of the PTF employees as he may consider necessary;
- 32.5 The following hospitals are approved by the PTF for providing medical assistance:-
  - a. Hospitals maintained by the Provincial Government, and the Local Bodies;
  - b. Any other hospitals approved by the COA/Chairman, PTF/Managing Director, PTF;

#### **(MOTOR CYCLE PURCHASE ADVANCE)**

#### **33 Criteria / Eligibility / General Conditions:--**

- 33.1 No advance shall be permissible to an official who is likely to retire before the completion of re-payment of the amount being awarded in advance.
- 33.2 Advance may be sanctioned to an employee for the purchase of a Motor Car, Motor Cycle or Scooter subject to the following conditions;

- 33.3 Advance (interest free) must be bonafied requirement for purchase of a Car/Motor Cycle/bicycle for the personal / official use of the official and if the amount advanced is in excess the balance shall be refunded to the PTF
- a. Ordinarily an advance will be given to an employee holding a permanent post in the substantive capacity, but not below the rank of Assistant or BS-11. The PTF may, however, in its discretion grant an advance to an employee on deputation;
  - b. The Car Advance will be given only to employees in Pay Scale 16 and above;
  - c. The advance for purchase of a Motor Car shall be admissible only to officers, drawing substantive pay of Rs. 5,000/- or more. However, the maximum amount of advance shall not exceed Rs. 1,00,000/- and in case of Motor Cycle this amount shall not exceed Rs. 50,000/-. If the actual price paid is less than the advance taken, the balance should be forthwith refunded to the PTF;
  - d. Recovery of advance will commence with the first issue of pay after the advance is drawn. It will be recovered in 70 installments in case of Motor Car advance and 50 installments in case of Motor Cycle/Scooter. The issuing authorities may, however, permit recovery to be made in a smaller number of installments, if the employee receiving the advance, so desires as a Special Case;

(BICYCLE PURCHASE ADVANCE)

**34 Criteria / Eligibility:--**

An advance for purchase of a cycle shall be sanctioned by the Managing Director, PTF to a permanent employee holding a post in the BPS 01-10 having not less than one year confirmed service. The amount sanctioned shall, however, be released on production of a surety by the concerned official for the re-payment of advance from a person not below the rank of Assistant having not less than one year service;

- a. No advance shall exceed Rs. 4,000/- and no interest shall be charged;
- b. Advance shall be recovered from the borrower by compulsory deduction from his pay by monthly installments. Total advanced amount should be deposited within 16 months. The authority sanctioning the advance may, however, permit as a SPECIAL CASE, recovery to be made by smaller number of installments, if the borrower so applies;

**P A R T - G**

(Miscellaneous)

**35 Job description of Officers/Officials:**

As per ANNEXURE-IV attached in the end of these Rules.

**36 Disposal of Wastage / Raddi etc:**

All documents, vouchers, forms, papers & files etc. relates to PTF and its account(s) shall be retained unless the audit of those has been done successfully. If no audit observation is made relating to such documents, vouchers, forms, papers & files etc., those can be destroyed with the discretion of the Managing Director;

**37 Appellate Authority:**

In the event of dismissal & disciplinary action, the person affected may appeal against the orders passed by the Competent Authority to the Chairman, PTF / Controlling Authority;

**38 Affairs other than PTF work:--**

While in the service of PTF, an employee shall not engage him/herself directly or indirectly in any private business or private arrangement for personal profit which:-

- a. Accrues from or is based upon his official position or information gained there-from;
- b. Would place his position of conflict of interest vis a vis the PTF;
- c. Might reflect discredit on PTF by person or of his position;

- d. An employee, if convicted by a Court of Law for an offence, shall be liable to have his/her services terminated;
- e. No employees, by any means, shall be allowed to show his political inclination at any stage during his / her service with PTF;
- f. All the employees of PTF shall file a declaration with the Authority regarding their assets at the time of joining the service;
- g. If there arises a situation, which is not covered by these Rules or if there is a dispute regarding the interpretation of these Rules, the matter would be dealt with by the COA and the decision of the COA would be regarded as FINAL;

### **39 Trade Union Activities:--**

None of the employee of the PTF shall take part or contest in elections of any Legislature, Local Body, Trade Union or Association etc. Notwithstanding, anything contained in any other law, for the time being in force, the services of the employee of the Council who contravenes this Rules/Regulations shall be liable to termination, removal or dismissal from service without any notice.

### **40 Prohibition of the Employee of PTF from taking part in politics and elections:--**

- 40.1 No employee of the PTF shall take part in subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan;
- 40.2 No employee of the PTF shall permit any person dependent on him for maintenance or under his care or control to take part in or in any way assist, any movement or activity which is, or tends directly or indirectly to be, subversive of Government as by law established in Pakistan;
- 40.3 No employee of the PTF shall canvass or otherwise interfere or use his influence in connection with or take part in any election, to a legislative body, whether in Pakistan or elsewhere. PROVIDED that an employee of the PTF or a Government Servant on deputation to the PTF who is qualified to vote as such election may exercise his right to vote; but if he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- 40.4 No employee of the PTF shall permit any member of his family dependent on him to act in a manner in which he himself is not permitted by SUB-RULE (3) TO ACT;
- 40.5 An employee of the PTF who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of Sub-Rule (3) to take part in an election to such body;

### **41 Training:--**

- 42.1 The PTF may require any employee to undergo training within Pakistan or outside Pakistan at any time and for any duration under such terms & conditions as it may prescribe from time to time provided that such terms & conditions of his appointment;
- 42.2 The effective date of training shall be deemed to commence on the date following that on which he/she is relieved by the PTF for training and to conclude on the date of preceding that on which he reports on duty to the PTF;

### **42 Marriage:**

- 43.1 A person whose spouse is not a citizen of Pakistan shall not be eligible for appointment to the service by initial recruitment, except as may be authorized by the Competent Authority at the time of selection/subject to the policy of the Government;
- 43.2 An employee of the PTF who marries a foreign national shall be guilty of misconduct and shall be liable to be removed from service, unless he has obtained the permission or approval of the Competent Authority for the marriage/subject to the policy of the Government;

### **43 Period of notice of discharge:-**

In the case of temporary employee, or a permanent employee whose post is retrenched OR if an employee wishes to leave the service of the PTF, the PTF or the employee, as the case

may be, shall give reasonable NOTICE to the other party. The following shall be considered as the minimum period for this purpose;

- a. For an incumbent with 5 years or more service: 30 days notice
- b. For an incumbent with one year's or more, but less than five year's service or an incumbent on probation: 30 days notice
- c. For an incumbent with 6 months or more, but less than one year's service: 30 days notice
- d. For an incumbent with less than 6 months service: 15 days notice

**PROVIDED THAT:**

- (i) The Appointing Authority may, in lieu of any notice herein provided for, give a sum equivalent to the amount of pay for the period of notice, or in the case of a shorter notice than the prescribed limit, equal to the amount of incumbent's substantive pay for the period for which a notice falls short;
- (ii) The Appointing Authority may in lieu of the required notice agree to accept the sum equivalent to the amount of substantive pay for the period of notice or may waive the condition of notice as a special case.

**44 Committee of Administration to Determine Nature of Any Movement:--**

IF ANY QUESTION ARISES WHETHER ANY MOVEMENT OR ACTIVITY FALLS WITHIN / OUT OF THE SCOPE OF THESE RULES, THE DECISION OF THE COMMITTEE OF ADMINISTRATION / BOG THEREON SHALL BE **FINAL**;

## MINIMUM QUALIFICATIONS.

## ANNEXURE-I

### PROPOSED APPOINTMENT CRITERIA

Qualifications and mode of appointment shall be as follows:

Sr. No	Name of the Post	Appointing Authority	Minimum Qualification	Method of Recruitment	Age Limit		Pay Scale/ Cadre
					Minimum	Maximum	
1	<b>Managing Director</b>	Government OR Chairman, PTF/ E.S.	As prescribed by the Appointing Authority.	Direct or on Deputation from Govt., Semi-Government Autonomous Institution.	-	-	BS-19/20 General Cadre
<sup>4</sup> 2	<b>Administration Officer</b>	Chairman, PTF / E.S. OR MD, PTF.	Graduate.	By promotion amongst Officer with five years working experience.	30	45 Years	BS-17 General Cadre
3	<b>General Manager, Finance</b>	Committee of Administration	Postgraduate MBA / C.A. with seven years experience in the relevant field.	By initial recruitment with seven years experience in the relevant field.	35	40 Years	BS-19 / Technical Cadre
4	<b>Manager, Accounts</b>	Committee of Administration	Postgraduate (MBA / M.Com) Or B.A. / B.Sc. / B.Com Plus SAS with seven years experience.	By initial recruitment with three years experience of book keeping, accounts maintenance & ledger books etc.	30	35 Years	BS-18/17 Technical Cadre
5	<b>Project Coordinator (Wood Work)</b>	Committee of Administration	Technical graduate / graduate Plus Diploma in Wood Work Technology with ten years experience in the field of Wood Work.	Direct	35	45 Years	BS-19/20 Technical Cadre

<sup>4</sup> **NOTE:** No. PTF/Q-02/98/2092. Consequent upon the decision made in the meeting of Committee of Administration (C.O.A) held on 7th August, 2007 under the Chairmanship of Special Secretary (Higher Education) the C.O.A in exercise of the power conferred by Section-4 of S&GAD's Notification No.SOWF-III-3-4-90, dated 27th February, 1990, is pleased to direct that following amendment shall be made in the Service Rules/ Regulation .2005 of Punjab Teachers Foundation:-

**AMENDMENT** IN Annexure-I (Minimum Qualification- proposed appointment criteria serial No. 2, against the post of Administration Officer (BS-18/19), the following shall be substituted;-

**“Administration Officer (BS-17)”**

Remaining appointment criteria will be same against the post mentioned above.

6	<b>Chief System Analyst</b>	Managing Director or Dy. Managing Dir.	(a) Minimum 2 <sup>nd</sup> Division Master's Degree in Computer Sciences, Mathematic, Physics, Statistics, Business Administration or 2 <sup>nd</sup> Division Degree in B. Sc. (Computer Sciences) from any recognized University. (b) Must have good knowledge of Programme Languages. (c) Must have at least 5 years experience in the relevant field.	Direct	30	35 Years	BS-18 / Technical Cadre
7	<b>System Analyst</b>	MD, PTF Director.	(a) 1 <sup>st</sup> class M. Sc. Computer Sciences.  (b) Four years experience in computer network & programming operation.	Direct	21	30 Years	BS-17 / Technical Cadre
8	<b>Private Secretary MD, PTF</b>	Managing Director	Graduate OR Intermediate with 3 years experience. Typing speed 40 wpm with Short Hand & good knowledge of Computer.	a. By promotion amongst Officer working as PA/Steno/ Senior Steno / Assistant having at least five years.	21	35 Years	BS-16 / General Cadre
9	<b>Junior Programmer</b>	Managing Director	(a) BA/B. Sc. 2 <sup>nd</sup> Division  (b) Diploma in Computer Programming or Diploma in Hardware.  (c) Two years experience in the relevant field.	By initial recruitment.	21	30 Years	BS-16 / Technical Cadre

10	<b>Computer Operator.</b>	Managing Director	(a) BA/B. Sc. 2 <sup>nd</sup> Division subject to qualifying the aptitude test with experience as Computer Operator for two years. OR  (b) F.A. / F. Sc. subject to qualifying the aptitude test of computer operation and experience of two years.	a.  b.	By promotion amongst Data Entry Operator, Key Punch Operator etc. having at least three years.  By initial recruitment.	21	30 Years	BS-16 / Technical Cadre
11	<b>Superintendent</b>	Managing Director	At least Graduate Degree Holder.	a.  b.	By promotion amongst Assistant, Senior Clerks having at least 5 years experience.  By initial recruitment with 5 years relevant experience.	21	30 Years	BS-16 / General Cadre
12	<b>P.A.</b>	Managing Director	At least 2 <sup>nd</sup> Division Bachelor's Degree with minimum 5 years of experience in BS-11 & above.		Promotion / Direct	21	30 Years	BS-12/ General Cadre
13	<b>Accountant</b>	Managing Director	B.A. / B.Sc. / B. Com with two years experience or Intermediate with five years experience as Auditor in Govt. / Semi Govt. Organization.		Direct	30	35 Years	BS-15 / Technical Cadre
14	<b>Care Taker</b>	Managing Director	B.A. / B.Sc. with two years experience or Intermediate with five years experience as Auditor in Govt. / Semi Govt. Organization.		Direct	21	30 years	BS-14 / General Cadre
15	<b>Assistant</b>	Managing Director	Graduate	c.  d.	By promotion amongst Senior Clerks having at least 3 years experience.  By initial recruitment with 3 years experience.	21	30 Years	BS-11 / General Cadre

16	<b>Data Entry Operator / Key Punch Operator.</b>	Managing Director	<p>(a) F.A. / F. Sc. subject to qualifying the aptitude test of Data Entry OR</p> <p>(b) These posts can also be filled-in from within the office from the next lower grade i.e. Junior &amp; Senior Clerks with two years experience on the basis of typewriting test qualified at least at a speed of 40 WPM in English and then selection will be made from amongst the qualified persons for appointment.</p>	Promotion / Direct	21	30 Years	BS-11 / Technical Cadre
17	<b>Senior Clerk</b>	Managing Director	<p>(a) Posts to be filled from amongst Junior Clerks by seniority-cum-fitness. OR</p> <p>(b) F.A. / F. Sc. minimum 2<sup>nd</sup> Division.</p>	Promotion / Direct	21	30 Years	BS-07 / General Cadre
18	<b>Junior Clerk</b>	Managing Director	<p>(a) Secondary School examination at least 2<sup>nd</sup> Division with 25 WPM typing speed in English OR</p> <p>(b) Posts can also be filled if MD, PTF may appoint a Class-IV employees who has passed the S.S. examination with English Typewriting speed of 25 WPM.</p>	Promotion / Direct	21	25 Years	BS-05 / General Cadre
19	<b>Electrician</b>	Managing Director	<p>(a) S.S.C at least 2<sup>nd</sup> Division with a Certificate of Electrician issued by the Electrical Inspectorate or its equivalent.</p>	Direct	21	30 Years	BS-05 / Technical Cadre

20	<b>Driver</b>	Managing Director	Matric having LTV / Car Driving License with three years driving experience.	Direct	30	40 Years	BS-04 / Technical Cadre
21	<b>Naib Qasid</b>	Managing Director	Primary Pass.	Promotion / Direct	30	40 Years	BS-01 / General Cadre
22	<b>Chowkidar</b>	Managing Director	Primary Pass.	Promotion / Direct	30	40 Years	BS-01 / General Cadre
23	<b>Mali</b>	Managing Director	-	By initial recruitment.			

The posts shall be filled by direct recruitment or by promotion, as mentioned against each above, whatever the case may be. Promotion ratio is as follows:

- i. By promotion from the next lower grade = 60%.      ii. By direct recruit = 40%.

**LEAVE SANCTIONING AUTHORITY.**

<b>Sr. No.</b>	<b>Establishment Scale Wise</b>	<b>Authority to sanction Casual Leave</b>	<b>Authority to sanction Earned Leave</b>	<b>Authority to sanction Extra-ordinary Leave</b>	<b>Authority to sanction ex-Pakistan Leave</b>
1	BS-19 & above.	Chairman, PTF / Education Secretary	Chairman, PTF/ Education Secretary	Chairman, PTF/ Education Secretary	Chairman, PTF/ Education Secretary
2	BS-01 to BS-18.	Managing Director, PTF	Managing Director, PTF	Managing Director, PTF	Managing Director, PTF
3	BS- 01 to 07	Administration Officer	Administration Officer	Administration Officer	Administration Officer
4.	For Class-IV employees.	P.S. (BS-16) attached with Officers may sanction leave for Class-IV employees working under them.	Managing Director, PTF	Managing Director, PTF	Managing Director, PTF

**QUALIFICATIONS AND MODE OF APPOINTMENT OF EMPLOYEES OF THE  
PUNJAB TEACHERS FOUNDATION.**

1. In this Chapter:--
  - ii. **“Experience”** means administrative or teaching experience.
  - iii. **“Degree”** means a degree from a University in Pakistan or a degree from a foreign University recognized as equivalent thereto.

**SERVICE OF PTF AND ITS CADRE.**

2. The service of PTF shall have the following two cadres:
  - i. Officers Cadre.
  - ii. Ministerial Cadre.

The Officer's Cadre shall consist of the posts of those Officers carrying National Pay-Scale No. 16 & above. The employees of PTF other than Officers, shall constitute the Ministerial Cadre.

**JOB DESCRIPTIONS OF OFFICERS/OFFICIALS OF PTF.**

Official duties / job description of the Officers/Officials of Punjab Teachers Foundation shall be as under including a general inspection, view and work for convenience:-

**MANAGING DIRECTOR**

- |                                   |   |
|-----------------------------------|---|
| 1. Mode of appointment.           | The Managing Director, PTF shall be appointed by the Government or Chairman, PTF / Education Secretary (Controlling Authority).   |
| 2. Power & Duties<br>(Particular) | <ol style="list-style-type: none"><li>a. The Managing Director will exercise control over the offices of the PTF as its Principal Executive Officer and does all acts to ensure that the officers and the staff properly perform the duties entrusted to them.</li><li>b. Managing Director, PTF is the Administrative Secretary and official head of PTF; responsible for its efficient administration and discipline and for the proper conduct of business assigned to PTF by the Government/Controlling Authority/COA and for careful observance of these instructions.</li><li>c. MD, PTF shall allocate the business of PTF to the various wings, sections and branches by means of standing orders and shall also issue clear directions with regard to the distribution of work among the officers / officials of PTF and the channel of submission of cases.</li><li>d. The Secretary shall review the delegation of powers to various officers/officials periodically to ensure maximum delegation of authority for disposal of cases at initial and middle levels, with appropriate reporting system to keep him/her fully informed.</li><li>e. Writes confidential reports on the work of all officers/officials of the PTF.</li><li>f. Recommend to the Administrative Committee / Controlling Authority of the PTF any disciplinary action that he considers necessary against officers/officials of PTF.</li><li>g. Recommend appointment of PTF staff to Administrative Committee / Controlling Authority.</li><li>h. When an officer / official is absent, on leave or otherwise away and no substitute is available or appointed, the Managing Director shall issue instructions for disposal of work of the officer / official during his absence.</li><li>i. Subject to such general policy etc., on the subject and in conformity with the same, the MD, PTF shall determine the maximum extent of delegation of powers to each officer in the PTF and issue clear standing orders specifying these powers and also the manner of disposal of cases and shall ensure that the distribution of work is fair and equitable. MD, PTF will also ensure that the channel of submission of cases is vertical and no horizontal.</li><li>j. Arrange Administrative Committee meeting for the specific</li></ol> |

purposes.

### 3. General Duties

As Executive Head of the PTF, MD has to implement policies and decisions of the Administrative Committee and to communicate with the Controlling Authority regarding the conduct of the affairs of PTF as per details below:-

- a. To exercise the powers, functions & duties delegated to him by the Committee of Administration.
- b. To get framed and approved the Rules & Regulations for the PTF.
- c. To submit on behalf of the PTF, a report on the conduct of the PTFs affairs to the Administrative Committee / Controlling Authority after the end of every financial year.
- d. To submit on behalf of the PTF, feasibility reports of various Projects, any report, copy of document, return, statement, estimates, statistics or other information regarding any matter under the control of PTF to the Administrative Committee / Controlling Authority.
- e. Prepare Annual Budget of PTF and get it approved from COA/Controlling Authority.
- f. It shall be the duty of MD, PTF to ensure that all cases submitted to the Chairman, PTF / COA / Government are complete in all respect.
- g. To implement PTFs policies relating to:-
  - (i) Welfare of in-service / retired teachers community.
  - (ii) Recommend distribution of grants/Cash Awards to deserving in-service / retired teachers etc.
  - (iii) Start of any income generating project for the welfare of PTF with the consultation of COA/Chairman, PTF.

## ADMINISTRATION OFFICER

1. Mode of appointment.

The Administration Officer, PTF shall be appointed by the Chairman, PTF / Education Secretary OR C.O.A. as per criteria & mode of appointment.

2. Power & Duties.

- a. The duties, functions and powers of Administration Officer shall be such as may be assigned to him/her by the Managing Director, PTF.
- b. Administration Officer shall perform the duties relating to establishment, administration, accounts, receipt & issue branches and general matters of PTF. A.O. can also act as Drawing & Disbursing Officer.
- c. A.O. will be incharge of his sections/wings and also be the controlling officer of branches headed by Superintendent. He will normally be assisted by a nucleus ministerial staff as P.A., Office Assistant, System Analyst, Computer Operator, Data Input Operator, Clerks, Record Keeper, Stenographer and other allied staff. He will be responsible for efficient administration and discipline of his wings/sections and for the proper conduct of business assigned to it.
- d. A.O. shall dispose of all cases of office of PTF in his charge in which policy matters are not involved or which, under the rules or standing orders, he is competent to deal with at his level.
- e. A.O. shall inspect the working of all the staff of PTF under his charge at least once every three months and also pay surprise visit at reasonable intervals. He shall pay special attention to:
  - (i) Compliance with the Rules of Business, all the instructions from hi-ups & standing orders Managing Director/Chairman, PTF;
  - (ii) A.O. shall write self-contained notes while submitting cases to higher officers.
  - (iii) Put up draft receipts, summaries, working papers for approval of higher officers. For details, chapters on fresh receipts, files, noting & drafting and correspondence, Manual of Secretariat Instructions Government of the Punjab will be followed.

- (iv) Security arrangements;
- (v) General office management;
- (vi) Proper use and care of Government property and equipment; and
- (vii) Arrangement for the disposal work of office of PTF in the temporary absence of his subordinate wing/sections.

## **SUPERINTENDENT.**

### **OFFICIAL DUTIES/ WORK.**

- a. A superintendent in the PTF is an officer and normally heads a Branch under the control of DMD. He is responsible for ensuring that the work is conducted by his staff properly and that there is tidiness and discipline in his Branch.
- b. The Superintendent is personally responsible for the accurate sorting of Dak, section-wise and should ensure:-
  - (i) that the Receipt Clerk submits the receipts once daily to the appropriate Officer of PTF along with the Diary;
  - (ii) that letters are dispatched on the date of receipt and office copies returned promptly to the sections concerned; and
  - (iii) Confidential / secret communications are dispatched under his personal supervision in the manner prescribed above.
- c. The Superintendent should open all covers, other than those sealed or addressed by name to any particular officer/officials of the PTF, and
  - (i) make sure that each envelopes is completed emptied;
  - (ii) check enclosures and make note of any omission in the margin of the communication;
  - (iii) separate receipts section-wise, and place them in labeled compartments; and
  - (iv) in case of disputed receipts, orders of the Administrative Secretary may be obtained or of an officer authorized by him in this behalf.

## **PRIVATE SECRETARY TO MD, PTF.**

### **OFFICIAL DUTIES/ WORK.**

Private Secretaries to all Officers such as Minister, Advisors and Secretaries shall perform the following duties:-

- i. To prepare drafts of personal letters as and when required by the Minister / Advisor / Secretaries / Officer Incharge;
- ii. To attend to visitors and to arrange interviews;
- iii. To arrange engagements and maintain an engagements diary;

- iv. To arrange, when required, official functions such as tea / dinner parties;
- v. To prepare tour programmes of Officer Incharge and to correspond with all the concerned people;
- vi. To go through petition and complaints received from the public and aggrieved officials and to pass them on to the Officer concerned under instructions from Ministers/ Advisors/Secretaries/Officer Incharge.
- vii. To deal with cases relating to telephone bills in respect of the calls made from the telephones of Ministers / Advisors / Secretaries / Officer Incharge and cases relating to carriage of their personal effects on tours; and
- viii. To perform such other miscellaneous duties as the Ministers/ Advisors/Secretaries/Officer Incharge may require them to perform;
- ix. In order to avoid un-necessary inconvenience to the Ministers/ Advisors/ Secretaries/Officer Incharge, their Private Secretaries may sign papers of ordinary or routine nature. Policy decisions or orders having administrative implications such as transfer of departmental officers would, however, be conveyed to the Administrative Secretaries under signatures of the Ministers/Advisors. Order on files submitted by the Administrative Secretaries will also be passed by the Ministers/Advisors themselves;

#### **ACCOUNTANT/ AUDITOR (BS-15).**

#### **OFFICIAL DUTIES/ WORK.**

- i. He will perform all duties relating to Cash, Bank, Audit affairs, day to day petty expenses and other financial matters as and when required.
- ii. He is responsible to recover all the amount pending against any party/defaulters.
- iii. Other than above, he is also responsible to perform the following duties:-
  - a. Preparation of Cash Book, Contingent Register, passbook and other relevant books/papers.
  - b. Preparation of all the cheques.
  - c. Bank reconciliation statements after each six months.
  - d. Formulation of annual budget of the PTF.
  - e. Preparation of monthly expenditure statement and submit the same to the hi-ups.
  - f. Formulation of Re-appropriation statement, excess & surrenders.
  - g. Monthly pay of the officers / officials of PTF.
  - h. Head-wise income/expenditure statements.
  - i. Handling of cash.

- j. All such duties, mentioned above in this Calendar, and as assigned by the Dy. MD / Managing Director, PTF.

### **SENIOR STENOGRAPHER**

OFFICIAL  
DUTIES/  
WORK.

Senior Stenographers attached with MD, PTF / Dy. MD, PTF and any other officer will perform the following duties:-

- i. Take down dictation of notes and drafts from their officers and type them neatly and accurately. If enclosures exceed three pages and are not confidential/secret these may be sent to the clerk/typist of the Section concerned for typing;
- ii. Note down urgent matters and routine appointments of their officers in their desk diaries;
- iii. Submit to their officers a agenda for day covering urgent matters and routine appointments on the basis of the engagements diary;
- iv. Maintain confidential and secret files and papers of their officers;
- v. Maintain trunk call telephone register.
- vi. Maintain reference books and keep them up-to-date by getting correction slips pasted by office Daftri;
- vii. Arrange interviews as permitted by their officers;
- viii. Supervise the upkeep of the officers and visitors rooms;
- ix. Be responsible for the maintenance of the typewriters supplied to them.
- x. Make tour arrangements including the issue of tour programme; and
- xi. Receive fresh receipts from R & I Branches.

### **STENOGRAPHER.**

OFFICIAL  
DUTIES/  
WORK.

Section Stenographers will perform the following duties:-

- i. Take down dictation of notes and drafts from their officers and type them neatly and accurately;
- ii. Do most of the routine typing work in their Sections including typing of enclosures to communications. If the enclosures exceed three pages and are not confidential / secret these may be sent to the clerk/typist attached to the Section for typing;
- iii. Note down scheduled meetings, time limit cases and important cases of the Section;
- iv. Attend to the telephone in the absence of his officer and maintain the Section Trunk Call Register.
- v. Be responsible for the proper handling and care of their

typewriters; and

- vi. Perform the duties of Section Assistant during his temporary absence.

### **OFFICE ASSISTANT (BS-11).**

#### **OFFICIAL DUTIES/ WORK.**

The Section Assistant shall perform the following duties in his Section:-

- i. He will maintain reference books and keep them up-to-date by getting the correction slips pasted;
- ii. He is personally responsible for adding to a case any precedent, policy, rules, or regulation relating to it, and for flagging them properly and making references in the margin of the case before its submission to the Section Officer / Officer Incharge;
- iii. He should undertake reference and research work i.e., acquaint himself with the rules and regulations pertaining to the subjects dealt with in his Section, maintain such statistics as are required by the Section Officer (e.g. in a Service Branch, maintain lists of officers belonging to a specific cadre, showing their latest posting etc.) and while examining old records, take extracts of important policy decisions etc;
- iv. He will record advice tendered by the Services, Law and Finance Departments on any important matters referred to these Departments in a note book and also keep with him a separate reference collection of important decisions;
- v. He will prepare such statements and returns and collect such material and statistics, as may be required by the Section Officer;
- vi. He will also maintain prescribed charts regarding:
  - a. All outstanding reports and returns due to be received in the Section or to be submitted by the Section; and
  - b. Time limit cases.
- vii. In the temporary absence of the Section Officer, he will submit and personally explain urgent cases to the Deputy Secretary concerned;
- viii. He will undertake periodically a proper classification, recording, indexing and weeding of files under the guidance of the Section Officer and submit a half-yearly certificate of compliance to the Deputy Secretary concerned through the Section Officer, by the end of June and December each year;
- ix. He will compare typing work with the Section Stenographer / Clerk, when necessary;
- x. He will generally instruct and guide the Section Clerk and supervise his work. In the temporary absence of the Section Officer, he will attend to any urgent references or cases that may require immediate attention;
- xi. In the absence of a Clerk / Record Keeper, he will perform the duties of the Clerk/Record Keeper;

- xii. He will prepare drafts for approval after final orders have been passed;
- xiii. He will take follow-up action by putting up reminders for signature of the concerned Section on due dates. He will also collect information from the concerned agencies;
- xiv. He will maintain separate running summary of each case giving history, background and the stage of disposal;
- xv. Make oral presentation of cases entrusted to him by the Section Officer;
- xvi. He will do such other office work as may be entrusted to him by the Section Officer;
- xvii. The Section Assistant should check the diary periodically;

### **CLERKS.**

#### **OFFICIAL DUTIES/ WORK.**

Clerks are required to perform the following duties:

- i. Receipts & dispatched;
- ii. Dairying (to enter all receipts of the Section in Diary Register) and placing them on relevant files or open new files. Making red entry in the note portion of the files.
- iii. Sorting, distribution and filing of papers.
- iv. Maintenance of registers relating to office files, recorded files, destroyed files and movement register showing the whereabouts of the files received in or sent out of the Section. He should also keep a register of pending cases, showing the file required to be submitted for issue of reminders or otherwise on due dates, a register of reference books available in the Section and maintain other prescribed registers;
- v. Record Keeping;
- vi. Establishment of accounts matters (preparation of pay bills, T.A. Bills etc);
- vii. Handling of cash, if posted as Cashier;
- viii. Typing of hand written drafts and enclosures to officials communications exceeding three pages;
- ix. Stationery indenting, storing & distribution; and
- x. Other duties as per desires of his seniors;

### **DAFTRI (BS-02).**

#### **OFFICIAL DUTIES/ WORK.**

Daftri is required to perform following duties:

- i. See that the Officer's tables are fully furnished with the requisite stationary i.e. ink, inkpots, blotting paper, universal forms etc;
- ii. See that reference books of officers and staff are maintained in proper order and kept up-to-date by pasting in them correction slips issued from time to time;
- iii. Help the Stationery Assistant in the maintenance of the

register of universal and other forms and in the distribution of stationery / forms.

- iv. Help the Librarian in the annual stock-taking.
- v. Repair / replace all damaged file covers and pages of current and recorded files;
- vi. Maintain the diaries, dispatch registers and volumes of bound proceedings in good condition and repair them whenever they are found in torn or damaged state and see that they are dusted daily;
- vii. Take out diaries, dispatch registers and volumes of bound proceedings from their racks whenever required to do so by the Record Keeper;
- viii. Pull out and restore files under the directions of Section Assistant / Clerks;
- ix. Help the Record Keeper in the stitching of recorded files and restoring them in their proper place in the record shelves;
- x. Seal secret and confidential letters;
- xi. Prepare and sew parcels of heavy articles to be sent out by post, courier, by hand or rail;
- xii. Issue telegrams and other instructions under the directions of seniors;
- xiii. Affix service postage stamps on covers under the direction of the Office Assistant/ dispatcher and help him in the maintenance of the stamp account in the Dispatch Register;
- xiv. Help the Assistant / Dispatcher in the circulation of all printed matter;
- xv. Put lines for statements when required by Sections / Branches; and
- xvi. Prepare Lai or paste for use in the Department.

#### **NAIB QASID (BS-01).**

#### **OFFICIAL DUTIES/ WORK.**

- i. A Naib Qasid may be required to work with either an individual, a group of officers or in one or more Branches or Sections. He may be called upon to perform the functions of an attendant or a messenger.
- ii. The overall purpose of a Naib Qasid is to be of assistance of officers and other seniors / staff, in an office in the efficient performance of their duties. He shall not leave the office without the permission of his immediate superiors, and will not refuse to sit late if on any particular day he is required to sit after office hours;
- iii. As an attendant, he is expected to perform other duties e.g. serving of drinking water, fetching refreshment, posting letters, paying bills or running other errands etc., as will facilitate the discharge of official business by his Officer/Seniors and members of the staff;
- iv. The Naib Qasids are forbidden to receive or extort tips. Any Naib Qasid found to be making such demands or receiving

tips will be severely punished. The Officer-in-Charge of administration should ensure that Naib Qasids / Qasids and other such Government servants are acquainted with this rule periodically;

- v. He is responsible to clean the office premises/ building and day to day dusting of office furniture whatsoever;
- vi. He will also perform all other duties as per desires of his seniors i.e. PS to MD, PTF, Accountant & Office Assistant.

**CHOWKIDAR (BS-01).**

OFFICIAL  
DUTIES/  
WORK.

- i. To safeguard the PTF premises/ headquarter.
  - ii. He is responsible for the safety of office and its record / assets / computers other stuffs belongs to PTF.
  - iii. He will also assist Naib Qasid and will perform all such duties assigned to Naib, as and when required.
  - iv. He will performing duties as Messenger.
  - v. He will also perform all other duties as per desires of his seniors i.e. PS to MD, PTF.
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**FINANCIAL POWERS OF THE OFFICERS OF PTF.**

<b>HEAD OF ACCOUNT</b>	<b>FINANCIAL LIMIT</b>	<b>AUTHORITY</b>
1. STATIONARY	Over Rs. 25,000/-	Chairman, PTF / COA.
	Upto Rs. 25,000/-	Managing Director, PTF.
	Upto Rs. 15,000/-	Administration Officer.
	Upto Rs. 5,000/-	General Manager Finance.
2. CONVEYANCE / T.A., D.A.	Over Rs. 15,000	Chairman, PTF / COA.
	Upto Rs. 15,000/-	Managing Director, PTF.
	Upto Rs. 5,000/-	Administration Officer.
	Upto Rs. 3,000/-	General Manager Finance.
3. ENTERTAINMENT.	Over Rs. 20,000	Chairman, PTF / COA.
	Upto Rs. 20,000/-	Managing Director, PTF.
	Upto Rs. 10,000/-	Administration Officer.
	Upto Rs. 5,000/-	General Manager Finance.
4. MEDICAL ALLOWANCE & MEDICAL RE- IMBURSEMENT EXCEPT SERIOUS MEDICAL PROBLEM.	Over Rs. 15,000	Chairman, PTF / COA.
	Upto Rs. 15,000/-	Managing Director, PTF.
	Upto Rs. 5,000/-	Administration Officer.
	Upto Rs. 3,000/-	General Manager Finance.
5. BONUS & HONOURARIA.	Over Rs. 50,000	Chairman, PTF / COA.
	Upto Rs. 50,000/-	Managing Director, PTF.
	Upto Rs. 25,000/-	Administration Officer.
	Upto Rs. 10,000/-	General Manager Finance.
6. MAINTENANCE & REPAIR OF OFFICE FURNITURE, FIXTURE, FITTING OF EQUIPMENT, MACHINERY VEHICLE ETC.	Over Rs. 30,000	Chairman, PTF / COA.
	Upto Rs. 30,000/-	Managing Director, PTF.
	Upto Rs. 15,000/-	Administration Officer.
	Upto Rs. 5,000/-	General Manager Finance.
7. CONSULTANCY CHARGES.	Over Rs. 30,000	Chairman, PTF / COA.
	Upto Rs. 30,000/-	Managing Director, PTF.

	Upto Rs. 10,000/-	Administration Officer.
	Upto Rs. 5,000/-	General Manager Finance.
8. ADVERTISEMENT.	Over Rs. 30,000	Chairman, PTF / COA.
	Upto Rs. 30,000/-	Managing Director, PTF.
	Upto Rs. 10,000/-	Administration Officer.
	Upto Rs. 5,000/-	General Manager Finance.
9. TELEPHONE BILL/CHARGES ETC.	Over Rs. 20,000	Chairman, PTF / COA.
	Upto Rs. 20,000/-	Managing Director, PTF.
	Upto Rs. 10,000/-	Administration Officer.
	Upto Rs. 5,000/-	General Manager Finance.

10. NEWSPAPER & PERIODICALS.	Over Rs. 10,000	Chairman, PTF / COA.
	Upto Rs. 10,000/-	Managing Director, PTF.
	Upto Rs. 5,000/-	Administration Officer.
	Upto Rs. 3,000/-	General Manager Finance.
11. PURCHASE OF DURABLE GOODS.	Over Rs. 50,000	Chairman, PTF / COA.
	Upto Rs. 50,000/-	Managing Director, PTF.
	Upto Rs. 15,000/-	Administration Officer.
	Upto Rs. 5,000/-	General Manager Finance.
12. COST OF OTHER STORES/CONTINGENCIES.	Over Rs. 20,000	Chairman, PTF / COA.
	Upto Rs. 20,000/-	Managing Director, PTF.
	Upto Rs. 10,000/-	Administration Officer.
	Upto Rs. 5,000/-	General Manager Finance.
13. WRITTEN OFF & LOSSES ETC.	Over Rs. 10,000	Chairman, PTF / COA.
	Upto Rs. 10,000/-	Managing Director, PTF.
	Upto Rs. 5,000/-	Administration Officer.
	Upto Rs. 2,000/-	General Manager Finance.
14. LEAVE ENCASHMENT/ SALARY/OTHER ALLOWANCES.	Over Rs. 50,000	Chairman, PTF / COA.
	Upto Rs. 50,000/-	Managing Director, PTF.
	Upto Rs. 15,000/-	Administration Officer.
	Upto Rs. 5,000/-	General Manager Finance.
15. INSURANCE / REGISTRATION ETC.	Over Rs. 50,000	Chairman, PTF / COA.
	Upto Rs. 50,000/-	Managing Director, PTF.
	Upto Rs. 15,000/-	Administration Officer.
	Upto Rs. 5,000/-	General Manager Finance.
16. P.O.L CHARGES.	Over Rs. 25,000	Chairman, PTF / COA.
	Upto Rs. 15,000/-	Managing Director, PTF.
	Upto Rs. 5,000/-	Administration Officer.
17. POSTAGE / TELEGRAPH	Over Rs. 30,000	Chairman, PTF / COA.

	ETC.	Upto Rs. 20,000/-	Managing Director, PTF.
		Upto Rs. 5,000/-	Administration Officer.
18.	HOT & COLD / MEETING REFRESHMENT ETC.	Over Rs. 25,000	Chairman, PTF / COA.
		Upto Rs. 15,000/-	Managing Director, PTF.
		Upto Rs. 5,000/-	Administration Officer.
19.	FAIR EXHIBITION / SEMINARS / CONFERENCE/ PRESENTATION CHARGES ETC.	Over Rs. 30,000	Chairman, PTF / COA.
		Upto Rs. 20,000/-	Managing Director, PTF.
		Upto Rs. 5,000/-	Administration Officer.