

**THE PUNJAB GOVERNMENT SERVANTS HOUSING FOUNDATION
(APPOINTMENT AND CONDITION OF SERVICE) REGULATIONS, 2006**

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PUNJAB GOVERNMENT SERVANTS HOUSING FOUNDATION

[11th February, 2006]

NOTIFICATION

No.PGSHF/Admin/879. In exercise of the powers conferred by section 22 of the Punjab Government Servants Housing Foundation Act, 2004, the Foundation is pleased to make the following regulations namely. –

THE PUNJAB GOVERNMENT SERVANTS HOUSING FOUNDATION (APPOINTMENT AND CONDITIONS OF SERVICE) REGULATIONS, 2006

PART-I GENERAL

1. (i) These Regulations may be called the Punjab Government Servants Housing Foundation (Appointment and Conditions of Service) Regulations, 2006.
(ii) They shall come into force at once.
(iii) They shall apply to all employees of the Punjab Government Servants Housing Foundation.

2. Definitions

In these Regulations, unless the context otherwise requires, the following expression shall have the meanings hereby respectively assigned to them, that is to say. –

- a) 'Appointing Authority' means a person authorized, under these Regulations, to make appointment to a post;
- b) 'Committee' means a promotion committee or a selection committee;
- c) 'Competent Authority' means the Appointing Authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank of the employee concerned;
- d) 'Managing Director' means the Managing Director of the Foundation
- e) 'Employee' means an employee of the Foundation but does not include. –
 - (i) a person on deputation to the Foundation from Government or the Government of Pakistan or an autonomous or semi-autonomous organization, and;
 - (ii) on work charge or contract;
- f) 'Group' means a group of employees in the same grade performing similar duties;
- g) 'Initial recruitment' means recruitment made on contract or regular basis through open advertisement;
- h) 'Post' means a post in connection with the affairs of the Foundation;
- i) 'Prescribed' means as prescribed in these Regulations;
- j) 'Regulations' means the Punjab Government Servants Housing Foundation (Appointment and Conditions of Service) Regulations, 2006;
- k) 'Schedule' means the schedule attached to these Regulations;
- l) 'Service' means the service of the Foundation;
- m) 'Contract Post' means the post created for a limited period of time and;
- n) 'University' means any University incorporated under law in Pakistan.

3. Words and expressions used but not defined shall bear the same meanings as they bear in the Punjab Civil Servants Act, 1974 and the Punjab Government Servants Housing Foundation Act, 2004.

4. (i) Appointments to the posts shall be made by contract, by deputation or by promotion, as per schedule.
(ii) Appointments shall be made in accordance with these regulations.

5. (i) There shall be one or more selection/promotion committees to be constituted by the Managing Director.

(ii) Each of such committee shall consist of at least three members, one of them shall be appointed as Chairman of the committee.

6. The authorities competent to make appointments to various grades shall be as specified in the schedule.

7. (1) A person appointed to a post, other than a temporary post, shall remain on probation for a period of three months if appointed by initial recruitment or contract provided that the appointing authority may extend the period of probation by a further period not exceeding one year in all.

(2) Provided that where the period of his probation has been extended under the provisions of sub-clause(1) of this regulation, the date of confirmation shall, subject to the other provisions of this regulations, be the date on which the period of probation was last extended.

(3) If the work or conduct of an employee during the period of probation has been unsatisfactory, the appointing authority may, without notice, notwithstanding that the period of probation has not been expired, dispense with his service, if he has been appointed by initial recruitment and if he has been appointed otherwise, revert him to his former appointment or if there be no such appointment, dispense with his service.

PART II- APPOINTMENT BY PROMOTION, TRANSFER OR DEPUTATION

8. Appointment by promotion to posts in various grades shall be made on the recommendations of the appropriate Committee.

9. Only such employees who possess the qualifications and meet the conditions laid down for the purpose of promotion to a post shall be considered by the Promotion Committee.

PART-III-INITIAL APPOINTMENT

10. (1) Initial appointment to all posts in various grades shall be made on the basis of examination/test or interview to be held by the appropriate Committee after advertisement of the vacancies in newspapers.

(2) Committee for various appointments shall be notified separately.

11. (1) A candidate for initial appointment to a post must possess the prescribed educational qualifications and experience, and must be within the age limit prescribed in the schedule, provided that.–

(i) in suitable cases for reasons to be recorded in writing, the appointing authority may relax the upper age limit upto a maximum of 5 years and the Managing Director may relax the upper age limit beyond 5 years.

(ii) the restriction regarding age shall not apply to a candidate who is an employee of the Foundation in some other capacity;

(iii) experience, where prescribed, would include equivalent experience, in a profession or in the service of an Autonomous or Semi-Autonomous organization or a private organization.

(2) (i) Where recruitment is to be made on the basis of a written examination, age shall be reckoned as on the first January of the year in which the examination is proposed to be held; and

(ii) in other cases, as on the last date fixed for submission of application for appointment.

12. A candidate for appointment must be in good mental and bodily 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 Foundation may prescribe is found not to satisfactory these requirements shall not be appointed.

PART-IV

13. An employee may resign from service by giving three months notice or forfeit three months pay in lieu thereof; provided that if the notice falls short of three months the employee shall have to forfeit pay for the period falling short of three months.

PART-V

14. (a) Subject to the provisions of the Act, these regulations and the Schedule, the following rules as amended from time to time shall apply mutatis mutandis to the employees of the Foundation.–

- i) The Punjab Removal from Service (Special Powers) Ordinance, 2001.
- ii) The West Pakistan Government Servants (Conduct) Rules, 1966.
- iii) The Punjab Traveling Allowance Rules, 1975 as modified by the Foundation.
- iv) The Punjab Civil Servants Leave Rules, 1981 as modified by the Foundation.

(b) The Board, the Chairman and the Managing Director may, by general or special order, delegate to any officer or officers of the Foundation, any of the power under these regulations, subject, where necessary, to such conditions as may be specified.

15. The Board may in individual cases of hardship or where the public interest so requires, and for reasons to be recorded in writing, relax the provision of any of these Regulations.