

HR MANUAL

BY-LAWS OF TERMS AND CONDITIONS OF SERVICE AND OTHER RELATED MATTERS OF EMPLOYEES OF CHILD PROTECTION INSTITUTE (ZAMUNGKOR) PESHAWAR.

(Approved by the Institute Management Committee in its **26th meeting** held on **August 18, 2020**, in exercise of the powers conferred under clause (g) of sub-section (5) of Section 12 of the Khyber Pakhtunkhwa Child Protection and Welfare Act, 2010. (KP Act No. XIII of 2010) amended in 2016.

**CONTEXT OF THE BYE-LAWS (HR MANUAL) OF CHILD PROTECTION
INSTITUTE PESHAWAR**

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NOTIFICATION

Dated the August 18, 2020

No. 8960, In exercise of the powers conferred by clause (g) of sub-section (5) of Section 12 of the Khyber Pakhtunkhwa Child Protection and Welfare (Amendment) Act, 2016, the Institute Management Committee of the Child Protection Institute, Peshawar, is pleased to make the following Bye-laws for appointment, terms and conditions of service and other related matters for the employees of the Child Protection Institute, Peshawar:

PART-I
BYE-LAWS FOR TERMS AND CONDITIONS OF SERVICE

CHAPTER 1 GENERAL

1.1 Short title and commencement:

(a) These Bye-laws may be called the "Bye-laws for appointment, terms and conditions of service and other related matters for the employees of Child Protection Institute, Peshawar.

(b) They shall come into force at once.

1.2 Definitions:

In these Bye-laws, unless context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

(a) "**Act**" means the Khyber Pakhtunkhwa Child Protection and Welfare Act, 2010 and amendments made therein;

(b) "**Appellate authority**" means:

(i) Institute Management Committee for the orders passed by the Chairperson of IMC;

(ii) Chairperson for the orders passed by the Director CPI;

(c) "**Appointing authority**" means:

(i) The Director of the CPI Peshawar for the posts in Pay Scale 16 and below or equivalent; and

(ii) The Chairperson of the IMC for the posts above in Pay Scale 16 or equivalent in CPI Peshawar.

(d) "**CPI**" means the Child Protection Institute, Peshawar;

(e) "**Employee**" means a person appointed against a post on regular or on contract basis;

(f) "**Government**" means the Government of Khyber Pakhtunkhwa;

(g) "**IMC**" means the Institute Management Committee constituted under sub-section (3) of Section 12 of the Act;

(h) **“Next Higher Authority”** means the Chairperson for the actions taken by the Director and the IMC for the actions taken by the Chairperson;

(i) **“Pay”** means the pay, approved by the IMC for payment to an employee on monthly basis;

(j) **“Post”** means a post sanctioned by the IMC for a particular job and whereupon a person is appointed;

(k) **“Promotion Committee”** means a committee, constituted by the IMC for recommendations of the candidates found suitable for appointment on promotion;

(l) **“Recruitment Committee”** means a committee, constituted by the IMC under clause (m) of sub-section (5) of Section 12 of the Act, for recommendations of the candidates found suitable for appointment against posts; by initial recruitment or by transfer;

(m) **“Schedule”** means a schedule or schedules appended to these bye-laws.

Words and expressions used but not defined in these Bye-laws shall have the same meanings as are assigned to them in the “Khyber Pakhtunkhwa Child Protection and Welfare Act 2010” and amendments made therein from time to time.

CHAPTER 2

METHOD AND PROCEDURE FOR APPOINTMENT

2.1 Method of appointment:

Appointment to a post shall be made by any of the following methods namely:

- (a) by promotion;
- (b) by transfer;
- (c) by deputation; and
- (b) by initial recruitment.

(2) Procedure for appointment:

(a) Appointment by promotion:

(i) The appointing authority, where considered it necessary and subject to availability of a post and its reservation under Schedule–I for promotion quota, may appoint an existing employee of the CPI against a higher post on recommendations of the “Promotion Committee”;

(ii) The selection of a suitable candidate for promotion will be on the basis of seniority-cum-fitness;

(iii) In case a senior most employee does not found suitable for promotion, the reasons must be recorded in writing by the promotion committee;

(iv) Where the appointing authority does not accept the recommendations of the “Promotion Committee” it shall record its reasons and obtain the orders of the IMC. The decision of IMC in this regard shall be final.

(b) Appointment by transfer:

The appointing authority, if considered it necessary, may acquire the services of a person employed in another organization for appointment on transfer basis, against the quota of initial recruitment.

(c) Appointment on deputation basis:

(i) The appointing authority, if considered it necessary may acquire the services of a civil servant on deputation basis subject to settlement of terms and conditions in line with the government's deputation policy.

(ii) The appointing authority may if considered it necessary acquire the services of an employee of any other organization for specific period, if his services are found suitable for CPI;

Provided that for appointment on deputation against any post, the promotion quota shall not be disturbed.

(d) Appointment by initial recruitment:

(i) The appointing authority if considered it necessary, may appoint a suitable candidate against a post on the recommendations of "recruitment committee";

(ii) The vacant posts of the initial recruitment quota shall be advertised in at least two leading newspapers;

(iii) The vacant posts in Pay Scale 1-4 or equivalent shall be referred to the employment exchange of the district concerned for recommendations of suitable candidates;

(iv) The candidates, if required by the appointing authority, shall pass a test to be conducted by the appointing authority at its own level or by a testing agency;

(v) The passing marks shall be at least 50%;

(vi) After passing the test, a candidate shall be eligible for consideration for appointment subject to the prescribed criteria:

2.2 Criteria for calculation of marks is as under:

(a) Minimum Prescribed Qualification. Total marks-70

S.No	Qualification	First Division	Second Division	Third Division
(i)	Matric	70	53	42
(ii)	Matric	35	26	21
	FA/FSC	35	27	21
(iii)	Matric	23	17	14
	FA/Fsc	23	17	14
	BA/Bsc	24	18	14
(IV)	Matric	17	13	10
	FA/Fsc	17	13	10
	BA/Bsc	17	13	11
	MA/Msc	19	14	11

(b) Higher Qualification.

Total marks-12

(Next above the qualification prescribed under these bye-laws)

One stage above	06 marks
Two stages above	08 marks
Three stages above	12 marks

(c) Experience

Total marks-10

Experience of one year	04 marks
Experience of two years	07 marks
Experience of three years and above	10 marks

(d) Interview

Total marks-08

Explanation: Experience means the experience in line and after the acquisition of minimum qualification prescribed for the post. The marks will be allowed for the experience acquired above the experience required for the post.

(e) The equation of grades versus division shall be as follows:

Grade A&B	1 st Division
Grade C&D	2 nd Division
Grade E	3 rd Division

(f) In case where no division/grade is given in the respective certificate, it is worked out on the basis of secured marks of candidate as follows:

60% and above marks	1 st Division
45% - 59% marks	2 nd Division
Below 45% marks	3 rd Division

2.3 Appointment on acting charge basis:

Where the senior most employee in a cadre who is otherwise eligible for promotion does not possess the prescribed length of service, the appointing authority may appoint him to the higher post on acting charge basis, but only on the recommendations of Promotion Committee.

2.4 Age limit for initial recruitment:

The lower and upper age required for appointment against a post is prescribed in Schedule-I, appended to these Bye-laws.

2.5 Relaxation in upper age limit:

In case a candidate with the required age limit is not available or not qualified for the post or in special circumstances to be recorded in writing, the services of an overage person are required, the following authorities shall have the powers to relax the upper age limit of a candidate otherwise suitable for appointment:

- (a) The Chairperson of IMC up to five years for the candidates for whom he is the appointing authority;
- (b) The Institute Management Committee up to ten years for the candidates for whom Chairperson IMC is the appointing authority;
- (c) The Director of CPI up to five years for the candidates for whom he is the appointing authority; and
- (d) The Chairperson of IMC up to ten years for the candidates for whom the Director CPI is the appointing authority.

2.6 Appointment on contract basis:

(i) The appointing authority shall have the powers to appoint a person on contract basis against a post on need basis and in the interest of the CPI, for a period of six months, extendable to further six months or till the arrival of eligible candidate through prescribed procedure, whichever is earlier;

(ii) Further extension, beyond one year, shall be subject to approval of IMC. The IMC shall have the powers to further extend contract employment upto one year;

Provided that in any circumstances, contract employment shall not exceed the prescribed limit.

2.7 Regularization of contract employees:

The appointing authority, subject to performance and on the recommendations of recruitment committee, if deem it appropriate, may regularize the services of an existing contract employee, who fulfills the conditions of qualification and experience prescribed for the post and have served to the CPI for a period of not less than one year on contract basis.

2.8 Appointment of children of CPI:

If a child of the CPI is released from the CPI on attaining the age of 18 years or in light of other conditions or other circumstances, he may be given preference for appointment against a post in the CPI, if he otherwise fulfills the conditions of qualification prescribed for the post. In such a case, the appointing authority may relax the condition of experience.

2.9 Medical certificate on first appointment:

A person, appointed by initial recruitment on regular basis or on contract, shall submit a certificate of health and age from the Civil Surgeon or Medical Superintendent of the district concerned

2.10 Joining time:

A period of thirty (30) days of joining time shall invariably be stipulated in the offer of appointment to the selectees in the service of CPI; provided that in case the services of a selected candidate are urgently required, the appointing authority may reduce the period of joining time, but it shall not be less than fifteen (15) days.

CHAPTER 3 SENIORITY

3.1 Seniority

(1) Seniority of the employees of CPI shall be determined on the basis of cadre or equivalency of posts.

(2) In the case of persons appointed by initial recruitment in one batch, their seniority shall be determined on the basis of merit of that batch.

(3) The employees who are appointed on the same day on promotion in the same cadre shall rank senior to those appointed by initial recruitment.

(4) In case, two employees have the same position on the basis of merit in the list of initial recruitment, the person elder in age shall be senior to the other employee.

(5) Where an employee who has tendered resignation and withdraws it before it is accepted by the competent authority or where, after the acceptance but before the acceptance is communicated to him, withdraws his resignation, he continues in the post held by him without a break and there shall be no need of re-fixation of his seniority.

(6) Where an appellate authority on an appeal by an employee finds that the resignation was not tendered voluntarily or that it is otherwise null and void, the appellate authority, next above the authority who accepted the resignation, may re-instate the employee concerned. On re-instatement, the employee shall be regarded as having continued in service throughout.

CHAPTER 4 TERMINATION FROM SERVICE

4.1 Termination from service.

(1) The services of an employee may be terminated or he may be removed from service after observing the requirements, prescribed for taking disciplinary action.

(2) (a) The services of an employee shall stand terminated on submission and acceptance of resignation from service; provided that an employee, may, if he so desire, withdraw his resignation before conveying the acceptance of resignation to him.

(b) After tendering resignation, an employee shall not leave his job, until the acceptance of his resignation and its communication to him, by the competent authority;

(c) No leave shall be granted to an employee who tendered resignation. In case one leaves his job without acceptance of his resignation, he shall be treated as absconder and disciplinary action shall invariably be taken against him; and

(d) Resignation tendered by an employee, shall be accepted or rejected within 30 days of its submission and acceptance or rejection thereof be communicated to the concerned employee accordingly.

CHAPTER 5 RETIREMENT FROM SERVICE

5.1 Retirement.

An employee of the CPI shall retire from service on the completion of age, prescribed by Government for the civil servants. No pensionary and other benefits shall be admissible unless these are prescribed by the Government or the other competent forum.

CHAPTER 6 MARRIAGE WITH FOREIGN NATIONAL

6.1 Marriage with foreign nationals.

Ordinarily marriage with foreign national will be prohibited and subject to approval of government. An employee who marries or promises to marry a foreign national without permission shall be guilty of mis-conduct and shall be liable to removal from service.

CHAPTER 7 APPLICATION FOR POST IN ANOTHER ORGANIZATION

7.1 Appointment in other organizations.

(1) If an employee applies for permission and is otherwise eligible to appear at a competitive examination to be held by a Provincial or the Federal Public Service Commission, his application shall be forwarded:

(a) always, if it is in connection with an examination for recruitment to a ministerial service; and

(b) twice, if it is in connection with any other examination.

(2) When an employee of CPI whose application has been forwarded to the appointing authority of other organization or a Public Service Commission, is selected for appointment, he shall ordinarily be released.

(3) If an employee of the CPI, who before appointment in the CPI has appeared at any competitive examination or has applied for a post elsewhere and is, as a result, offered a post higher than the one to which he is for the time being appointed in CPI, he shall be released to join such service or post.

(4) An employee of the CPI shall not apply for any appointment under a government's department or another organization unless the head of such office has invited the applications for the post.

(5) In case of selection of an employee of CPI, in a government's office or in any other organization, the employee concerned must resign from service in the CPI. He shall not be allowed any leave or in case, he is already on leave and selected elsewhere, he shall not be allowed to join new appointment, during leave period or till the acceptance of his resignation.

CHAPTER 8

CRITERIA FOR APPOINTMENT AGAINST POSTS AND FUNCTIONS AND DUTIES

8.1 Criteria for appointment.

(1) Criteria for appointment against the posts in CPI is in Schedule-I to these Bye-laws.

(2) Functions and duties to be performed by an employee of CPI are described in Schedule-II to these Bye-laws.

CHAPTER 9

REMOVAL, MODIFICATION OR RELAXATION OF THE PROVISIONS OF THESE BYE-LAWS.

9.1 Amendments and relaxation.

(1) The IMC having made these Bye-laws shall have the powers to amend or remove or modify any provision of these Bye-laws in special circumstances and for the reasons to be recorded in writing.

(2) The IMC shall also have the powers to relax any provision of these Bye-laws, related to terms and conditions of appointment of an employee in individual hardship cases and in special circumstances by recording reasons in writing.

PART-II
BYE-LAWS FOR CONTINGENT APPOINTMENTS

CHAPTER 1
APPOINTMENT OF CONTINGENT PAID STAFF

1.1 Contingent paid staff.

The Director, CPI shall have the powers to appoint a person or persons, whose services are urgently required on temporary basis, or in excess of sanctioned posts, as contingent paid staff, in the interest of CPI, subject to following conditions:

- (a) These appointees shall not be appointed against sanctioned posts;
- (b) They shall be paid from the budget head of account "Contingent charges or contingencies or other charges or others, as the case may be;
- (c) They shall be paid fixed salary.
- (d) Their appointment shall be on need basis for a period of not more than six months;
- (e) Further extension shall be subject to approval of Chairperson IMC;
- (f) These appointees shall have no right of regularization or confirmation against a sanctioned post;
- (g) They shall have no right of leave as admissible to other employees of CPI, appointed against sanctioned posts, however they may avail the casual leave, as allowed to other employees of CPI, subject to prescribed conditions;
- (h) They may however, be entitled to avail gazette holidays, in case their services are not required during these holidays, in the interest of children and CPI;
- (i) In case the services of a contingent paid person are required during gazette holidays, he shall perform the duty without any hesitation; and
- (j) The bye-laws for appointment and other related matters shall not apply to contingent paid persons.

CHAPTER 2
TERMINATION OF SERVICES OF CONTINGENT PAID STAFF

2.1 Termination of Services of Contingent Paid Staff

- (a) The services of a contingent paid person shall stand terminated on expiry of contract period; if not specifically extended;
- (b) The Director CPI shall have the powers, to terminate the contract agreement of a contingent paid person, at any time without assigning any notice:
 - (i) If the services of the contingent paid person are no more required; or
 - (ii) The contingent paid person not performing the duty efficiently; or
 - (iii) Involved in any activity, which is against the interest of children and CPI

PART-III
BYE –LAWS FOR CONDUCT OF EMPLOYEES

CHAPTER 1 GOOD CONDUCT

- (1) Good conduct is an implied condition of any kind of service.
- (2) No employee of Child Protection Institute, shall:
 - a) accept or obtain or agree to accept or attempt to obtain from any person for himself or for any other person, any gratification (except legal remuneration) as a motive or reward;
 - b) favor or disfavor to any person in violation of any law;
 - c) accept or obtain or agree to accept any valuable thing for himself or for any other person;
 - d) mis-appropriate, dishonestly or fraudulently, or otherwise convert for his own use or for the use of any other person, any property of the CPI entrusted to him or under his control as an employee.
 - e) accept any gift from any person;
 - f) encourage meetings to be held in his honor or presentation of addresses of which the main purpose is to praise him;
 - g) take part in raising funds for other than CPI; and
 - h) lend money to, or borrow money from any person within the local limits of his authority or any person with whom he has any official dealings.

CHAPTER 2 OTHER CONDITIONS

2.1 Disclosure of assets. -

(1) Every employee shall at the time of joining CPI, make a declaration to the appointing authority, through the usual channel, of all immovable or movable properties, including shares, certificates, securities, insurance policies, jewelry etc: belonging to or held by him, or a member of his family.

(2) Annual disclosure of assets. - Every employee shall submit to the appointing authority through usual channel an annual declaration of income, assets and expenses of the financial year ending 30th June.

(3) The employees who have been appointed before coming into force of these bye-laws, shall also make the declaration as required under Serial No. (2) within 30 days of the enforcement of these bye-laws. They shall also submit the annual declaration as required under Serial No. (3).

2.2 Private trade-employment or work.

- No employee shall, except with the previous approval of the appointing authority, engage in any trade or undertake any employment or work, other than his official duty.

2.3 Living beyond means. –

No employee shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

2.4 Habitual indebtedness. –

An employee shall avoid habitual indebtedness.

2.5 Involvement in a criminal case. -

If an employee involved as an accused in a criminal case, he shall bring the facts of such involvement or conviction, to the notice of Director, or, if he is arrested and released on bail, soon after such release.

2.6 Disclosure of official information. –

No employee except for any legal authority, shall communicate directly or indirectly any official information or the contents of any official document to any person.

2.7 Approach to Members of the Assemblies. –

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

2.8 Communication to the Press. –

No employee shall participate in any Radio, or Television broadcast or write a letter or article etc., to any newspaper or periodical or hold any press conference, except with the prior approval of the Director.

2.9 Evidence before committees. –

No employee shall give any evidence before a public committee, except with the previous approval of the Director.

2.10 Taking part in politics. –

No employee or any of his dependent shall take part in, subscribe in aid or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

2.11 Views against the ideology of Pakistan. –

No employee shall express views detrimental to the ideology or integrity of Pakistan.

2.12 Removal of difficulties. –

If any difficulty arises in implementing of these bye-laws for taking any action, for not providing specific provision in these bye-laws, the relevant provisions of the Khyber Pakhtunkhwa, Government Servants Conduct Rules, 1978, shall be applicable to the employees, of CPI.

PART-IV
BYE-LAWS FOR TAKING DISCIPLINARY ACTION

CHAPTER 1 GENERAL

1.1 Disciplinary action.

A disciplinary action shall be taken against an employee of the CPI, appointed against a post on regular or on contract basis.

CHAPTER 2 GROUNDS FOR PROCEEDINGS

2.1 An employee shall be liable to be proceeded against. -

(1) If he is, inefficient or has ceased to be efficient for any reason. In efficiency means failure to efficiently perform functions assigned to an employee in the discharge of his duties.

(2) If he is guilty of mis-conduct, corruption, habitual absentee from duty.

CHAPTER 3 GUILTY OF MIS-CONDUCT

3.1 Mis-conduct includes. -

1. conduct prejudicial to good order or service discipline; or
2. conduct contrary to the conduct of employees under these bye-laws; or
3. conduct un-becoming of an employee and a gentleman; or
4. involvement or participation for gains, directly or indirectly, in industry, trade, or speculative transactions by abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to private institutions or person as may compromise the performance of official duties or functions; or
5. any act to bring or attempt to bring outside influence, directly or indirectly to bear on the Governor, the Chief Minister, the Speaker, a Minister, the Deputy Speaker or any other Government officer in respect of any matter relating to the appointment, promotion, performance of duties, transfer, disciplinary action or other conditions of service; or
6. making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law or rules, or
7. conviction for a moral offence by a Court of Law.

CHAPTER 4 GUILTY OF CORRUPTION

4.1 Corruption means.-

1. accepting or obtaining or offering any gratification or valuable thing, directly or indirectly, other than legal remuneration, as a reward for doing or for bearing to do any official activity; or
2. dishonestly or fraudulently misappropriating, or indulging in embezzlement or misusing Property or resources of CPI; or
3. entering into plea bargain under any law for the time being in force and returning the assets or gains acquired through corruption or corrupt practices voluntarily; or
4. possession of pecuniary sources or property by an employee or any of his dependents or any other person, through his or on his behalf, which cannot be accounted for and which are disproportionate to his known source of income; or

5. maintain a standard of living beyond known source of income; or
6. having a reputation of being corrupt.

CHAPTER 5 GUILTY OF HABITUAL ABSENCE

5.1 Habitual absence.

Means absence from duty without approval of leave and;

1. includes absenting himself by an employee from duty, or enjoining leave unless it is properly sanctioned by the competent authority, or coming late or leave office early.
2. In case an employee comes late for more than two hours, without permission, he shall be considered absent from duty on that day.
3. In case an employee leaves office for more than two hours before the office timings, without permission of leave, he shall be considered absent from duty for that day and shall not be entitled for salary for that period.
4. Coming late and leaving office for less than two hours without permission, shall be treated as absence for half day and shall not be entitled for salary for that period.
5. Seven absence from duty without permission in a calendar year shall be termed as habitual absence, amounts to gross misconduct and disciplinary action shall be initiated against the concerned employee.

CHAPTER 6 GUILTY OF ENGAGEMENT IN SUBVERSIVE ACTIVITIES

6.1 Engagement in subversive activities.

An employee shall be termed as guilty of engagement in subversive activities, if he is engaged or is reasonably believed to be engaged in subversive activities, or is reasonably believed to be associated with others engaged in subversive activities, or is guilty of disclosure of official secrets, to any un-authorized person, and his retention in service is pre-judicial to national security.

CHAPTER 7 PENALTIES

The following are the minor and major penalties. -

7.1 Minor penalties. -

- a) censure;
- b) withholding, for a specific period, promotion or increment, subject to a maximum of three years, otherwise than for unfitness for promotion or financial advancement, in accordance with the bye-laws pertaining to the service or post; provided that the penalty of withholding of increment shall not be imposed on an employee who has reached the maximum of his scale or is drawing fixed salary;
- c) recovery of the whole or any part of any pecuniary loss caused to the CPI or Government by negligence or breach of order.

7.2 Major penalties. -

- a) reduction to a lower post or pay scale or to a lower stage in a time scale;
- b) compulsory retirement;
- c) removal from service;
- d) dismissal from service.

(3) Any penalty shall not absolve an employee from liability to any other punishment to which he may be liable for an offence, under any other law, committed by him while in service.

CHAPTER 8 INITIATION OF PROCEEDINGS

8.1 Proceedings dispensing with inquiry. -

(1) If on the basis of his own knowledge or information placed before him, the Director is of the opinion that there are sufficient grounds for initiating action against an employee, he shall for the employees for whom he is competent to appoint or with the approval of Chairperson IMC for the employees for whom the Chairperson is competent to appoint, shall proceed against the accused by issuing a show cause notice, dispense with the inquiry.

(2) Inquiry may be dispensed with. -

(a) where the Director is in possession of sufficient documentary evidence against the accused or, for reasons to be recorded in writing, he is satisfied that there is no need to hold inquiry; or

(b) where an employee has been convicted of any offence (other than corruption) by a Court of Law under any law for the time being in force; or

(c) where an employee without prior approval is or has been in habit of absenting himself ; or

(d) where an employee is in habit of late coming or leaving office early.

(3) Procedure where inquiry is dispensed with.-If the Director, at his own or with the approval of the Chairperson IMC, as the case may be, decides to proceed against an employee dispensing with an inquiry, he shall.-

(a) issue him a show cause notice indicating the grounds of proceedings, charges against him and penalty or penalties proposed to be imposed upon him;

(b) give him a reasonable opportunity of showing cause within seven (7) days of receipt of the order or within such extended period, as he may determine.

(c) give him a reasonable opportunity to be heard in person, before passing an order of penalty;

(d) on receipt of reply to the show cause, the Director shall proceed further.

8.2 Procedure where inquiry is necessary. -

(1) If the Director for the employees for whom he is competent to appoint, and with the approval of the Chairperson IMC for the employees for whom the Chairperson is competent to appoint, decides to conduct an inquiry against an accused, he shall pass an order for inquiry in writing, which shall include.-

(a) appointment of an Inquiry Officer or an Inquiry Committee;

(b) serve a charge sheet along with statement of allegations, indicating the grounds for proceedings clearly specifying the charges along with apportionment of responsibility;

(c) appointment of an officer/official by designation, of the concerned office to co-opt with and produce documents, as and when required by the inquiry officer or the inquiry committee; and

(d) directions to accused to submit his written defense within reasonable time, which shall not be less than seven days and more than fifteen days, of the date of receipt of order.

(2) The charge sheet or statement of allegations or the show cause notice, as the case may be shall be signed by the authority competent to exonerate or award a punishment to the concerned employee.

(3) The Inquiry Officer or at least one member of the Inquiry Committee shall be senior in rank to the accused. If an officer senior in rank to the accused is not available, than an officer of equivalent rank, of another cadre, whose seniority is not maintained or relevant to the accused.

Explanation. - Rank means the post and not the pay scale wherein an employee is drawing salary.

(4) In case where preliminary or fact finding inquiry has already been conducted and the competent authority decides to hold formal inquiry, the Inquiry Officer or the Inquiry Committee shall be different from the Inquiry Officer or Inquiry Committee which conducted the preliminary or facts findings inquiry.

8.3 Procedure to be followed by the Inquiry Officer or Inquiry Committee. -

(1) On receipt of reply, the Inquiry Officer or Inquiry Committee may examine it along with any other oral or documentary evidence produced in support of charges or in defense thereof.

(2) Where any witness is produced by one party, the other party shall be entitled to cross examine such witness and the Inquiry Officer or Inquiry Committee shall record the proceedings.

(3) Statement of witnesses and departmental representative if any, shall be recorded in presence of the accused and vice-versa.

(4) If the accused fails to furnish his reply within stipulated period, the Inquiry Officer or the Inquiry Committee shall proceed with the inquiry ex-parte.

(5) If the accused refused or denied by any act to receive the charge sheet or inquiry notice, the Inquiry Officer or the Inquiry Committee, by recording written statement of the concerned officer/official who was responsible to service the charge sheet or inquiry notice upon the accused, shall proceed with the inquiry ex-parte.

(6) The decision to be taken by the competent authority on the basis of ex-parte inquiry report shall be valid and cannot be considered an illegal decision.

(7) (i) Before initiation of inquiry proceedings ex-parte, the Inquiry Officer or the Inquiry Committee shall adopt the reasonable means to inform the accused for proposed disciplinary action by sending the notice and other documents at his residential address, available in the official record,

(ii) In case the accused refused to receive the notice or the notice is received back un-delivered, the notice shall be published in at least two leading newspapers.

(iii) The competent may if considered it necessary shall pass an order for recovery of publishing charges from the accused.

(8) The Inquiry Officer or the Inquiry Committee shall hear the case on daily basis and no adjournment shall be given except for reasons to be recorded in writing, in which case it shall not be more than seven days.

(9) Where the Inquiry Officer or Inquiry Committee is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he shall be administered a warning and if thereafter, the Inquiry Officer or Inquiry Committee is satisfied that the accused is acting in disregard to the warning, it shall record finding to that effect and proceed to complete the inquiry in such manner as may be deemed expedient in the interest of justice.

(10) If the accused absented himself from the inquiry on medical grounds, he shall be deemed to have hampered or attempted to hamper the progress of the inquiry, unless medical leave, applied for by him, is sanctioned on the recommendations of a Medical Board; provided that the competent authority, ordering the inquiry may at its discretion, to sanction medical leave up-to seven days without such recommendations.

(11) The Inquiry Officer or Inquiry Committee shall submit its report within fifteen days of the receipt of reply to charge sheet from the accused.

(12) The authority, competent to order an inquiry may extend the period for further fifteen days on the request of Inquiry Officer or Inquiry Committee for the reasons to be recorded.

(13) The Inquiry Officer or the Inquiry Committee in its inquiry report shall indicate that whether the charges are proved or not. He shall also recommend the exoneration or imposition of a penalty or penalties upon accused.

8.4 Orders to be passed on receipt of inquiry report. -

(1) The Director shall be the authority competent to pass an order either to exonerate or award any punishment to an employee for whom he is competent to appoint.

(2) The Chairperson IMC shall be the authority competent to pass an order either to exonerate or award a punishment to an employee for whom he is competent to appoint.

(3) On receipt of inquiry report, the competent authority, shall examine it, with relevant case material and determine whether the inquiry has been conducted in accordance with the provision of these bye-laws.

(4) Where the charges have not been proved, the competent authority shall exonerate the accused from the charges and issue an order in writing.

(5) Where the charges have been proved against the accused, the competent authority shall issue a show cause notice to the accused by which it shall:

(a) inform him of the charges proved against him and the penalty or penalties proposed to be imposed upon him;

(b) provide a copy of the inquiry report to the accused;

(c) give him reasonable opportunity of showing cause against the penalty or penalties proposed to be imposed upon him.

(d) give him an opportunity to submit additional defense in writing if any, within a period of not less than seven days and more than fifteen days from the date of receipt of show cause notice;

(e) give him an opportunity of personal hearing and the accused shall in his reply to show cause, indicate as to whether he wants to be heard in person or not;

(f) on the date and time of hearing to be fixed by the competent authority, the accused and the office representative shall appear with all relevant record;

(g) after affording personal hearing to the accused the competent authority, keeping in view the findings and recommendations of the Inquiry Officer or Inquiry Committee, facts of the case, defense offered by the accused to the Inquiry Officer or Inquiry Committee or during personal hearing shall pass an order in writing within a period of fifteen days:

(i) exonerate the accused, if charges had not been proved; or

(ii) impose any one or more penalties if charges have been proved.

(h) the period of fifteen days for issuance an order by the competent authority, means excluding the time during which the post held by the competent authority remained vacant due to certain reasons.

8.5 Duties of office representative. -

(1) The office representative shall be responsible to render full assistance to the Inquiry Officer or Inquiry Committee, during proceedings and shall be personally present and produce record, required by the Inquiry Officer or Inquiry Committee.

(2) He may cross-examine the witnesses produced by the accused and the prosecution witnesses, with the permission of Inquiry Officer or Inquiry Committee.

(3) He may rebut the grounds of defense offered by the accused before the Inquiry Officer or Inquiry Committee with reasons.

8.6 No opportunity of showing cause or personal hearing. -

(1) No opportunity of showing cause or personal hearing shall be given wherein:

(i) the competent authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or

(ii) an employee has entered into plea bargain or convicted on the charges of corruption which have led to a sentence of fine or imprisonment; or

(iii) an employee is involved in subversive activities; or

(iv) it is not reasonably practicable to give such an opportunity to the accused.

8.7 Suspension. -

(1) An employee against whom action is proposed to be initiated may be placed under suspension for a period of ninety days, if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of ninety days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated.

(2) The competent authority, for the reasons to be recorded in writing, instead of placing him under suspension, require him to proceed on such leave as may be admissible to him, from such date as may be specified by the competent authority.

8.8 Remanding or de-novo inquiry.

Where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of the bye-laws, or the facts and merit of the

case have been ignored or there are other sufficient grounds, it may after recording reasons in writing either remand the inquiry to the Inquiry Officer or Inquiry Committee, with such directions as the competent authority may like to give, or may order a de-novo inquiry, through different inquiry Officer or Inquiry Committee.

CHAPTER 9 APPEAL

9.1 Appeal.

(1) If the case is not decided by the competent authority within the prescribed period of fifteen days, the accused may submit an application before the appellate authority for the early decision of his case.

(2) On receipt of application, the appellate authority within a period of fifteen days, direct the competent authority to decide the case within the period to be specified by the appellate authority. The period to be specified by the appellate authority shall not be extended.

(3) In case the competent authority within the period specified by the appellate authority, not decide the case and on the expiry of such period, it shall be deemed that the charges have not been proved and the accused stand exonerated.

(4) An accused who has been awarded any penalty, within thirty days from the date of receipt of the orders, prefer an appeal to the appellate authority, prescribed in these bye-laws.

(5) In the appeal, the accused shall specify the points or grounds of preferring such appeal.

(6) An appeal shall be made in the form of petition in writing, and shall set forth concisely the grounds of objection in impugned order in a proper and temperate language

(7) The appellate authority shall call for the record of the case and comments of the competent authority, which had passed the order for imposition of penalty, on the points raised in the appeal.

(8) No party to any proceedings under these bye-laws, at any stage, shall be represented by an advocate.

9.2 Decision on appeal.

The appellate authority after consideration of the appeal, by an order in writing:

- (1) Uphold the order of penalty and reject the appeal or; or
- (2) Set aside the orders and exonerate the accused; or
- (3) Modify the orders or reduce the penalty.

9.3 Removal of difficulties.

If any difficulty is arises for taking any disciplinary action under these bye-laws, the relevant provision of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011 and amendments made therein, shall be applicable and shall be deemed to have been the part of these bye-laws.

(b) with medical certificate in addition to (a) above Forty-Five days

(3) Medical certificate for leave by an authorized medical attendant of the government's hospital or dispensary shall be treated as a valid certificate.

(4) Medical certificate for leave from a private practitioner shall not be accepted being not a valid certificate.

(5) Medical certificate for leave of more than seven days shall be considered, when it is countersigned by the Medical Superintendent/Civil Surgeon of the district concerned. This condition shall not apply when an employee is admitted in a hospital of the Provincial or Federal Government or in a hospital provides the health services with the permission of Government.

(6) Leave on medical certificate ordinarily shall not be refused. The authority competent to sanction leave may, however at its discretion to secure a second medical opinion by requesting the Medical Superintendent/Civil Surgeon of the district concerned.

2.2 Leave on half pay.

(1) Leave on full pay may be converted in to leave on half pay, at the option of the employee, specified in his application for leave.

(2) In case of grant of leave on half pay, debits to the leave account shall be at the rate of one day of the former for two days of the later.

(3) The maximum period to the grant of leave on half pay shall be as follows:

(a) without medical certificate Ninety days

(b) with medical certificate in addition to (a) above. Ninety days

Explanation: The provisions under clause (2-a) and clause (2-b) of Serial No. 47, are independent of each other. An employee can avail the leave under Serial No.47 and 48 separately.

2.3 Leave salary.

(1) Leave pay admissible during leave on full pay shall be rate equal to the rate of pay drawn on the day immediately before the beginning of leave.

(2) The amount of leave on half pay shall be calculated on the basis of 50% of pay drawn on the day immediately before the beginning of leave.

(3) An employee shall be entitled to the leave pay at the revised rate of pay if general revision in pay takes place or an annual increment occurs during the period of leave of the employee.

(4) During leave on full pay or on half pay, conveyance allowance shall not be admissible.

(5) An employee drawing fixed salary, the amount equal to the conveyance allowance admissible to the civil servants holding the posts in equivalent pay scale, shall be deducted from his salary.

2.4 Special leave to female employees.

A female employ may, on the death of her husband, be granted special leave on full pay not exceeding 130 days. This leave shall not be debited to her leave account and will commence from the date of death of her husband. For this purpose, she will have to produce death certificate issued by competent authority either along with her application

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

2.5 Maternity leave. -

(1) Maternity leave may be granted to a female employee to the extent of ninety days on full pay from the date of commencement or forty-five days from the date of her confinement, whichever is earlier.

(2) This leave shall be outside the leave account and may be granted for two times only in the entire service.

(3) Maternity leave may be granted in continuation of or in combination with any other kind of leave including extra ordinary leave as may be due and admissible to a female employee.

(4) A female employee proceeded on maternity leave may be paid from the object "Pay of Officers" or "Pay of other staff", excluding the conveyance allowance.

2.6 Extraordinary leave (Leave without pay). –

(1) Extra Ordinary leave may be granted outside the leave account on each occasion up to a maximum period of one years, at the discretion of leave sanctioning authority.

(2) Extraordinary leave for more than 120 days may be granted only to those employees, who are holding posts on regular basis and having at least five years' service at their credit.

(3) Extraordinary leave may be granted retrospectively in lieu of absence without leave.

CHAPTER 3

LEAVE PREPARATORY TO RETIREMENT

3.1 Leave preparatory to retirement. -

(1) Leave preparatory to retirement may be granted to a retiring employee up to maximum period of 365 days subject to availability of leave in the leave account.

(2) Leave preparatory to retirement may be granted to an employee holding a post on regular basis. It may be granted either on full pay or partly on full pay and partly on half pay at the discretion of the employee. It shall not be extended beyond the age of superannuation.

3.2 Encashment of leave preparatory to retirement. -

(1) Where an employee opts not to avail the leave preparatory to retirement admissible to him, he shall be allowed leave salary for the period for which leave preparatory to retirement is admissible subject to maximum of 365 days.

(2) The payment of leave pay in lieu of leave preparatory to retirement may be made to an employee either in lump sum at the time of retirement or may at his option, be paid to him month-wise, in arrears, for an during the period.

(3) Leave pay shall be computed on the basis of basic pay of an employee, in a time scale as prescribed by the IMC. The rate of pay shall be the rate admissible at the time the leave pay is drawn.

(4) The employees holding posts on contract basis or drawing fixed salary shall not be entitled for encashment of Leave Preparatory to Retirement.

CHAPTER 4 OTHER CONDITIONS

4.1 Commencement and end of leave. -

Instead of indicating whether leave starts/ends in the forenoon or afternoon, leave shall commence from the day following that on which an employee hands over the charge of his post. It shall end on the day preceding that on which he resumes duty.

4.2 Absence after the expiry of leave. -

Unless his leave is extended by the leave sanctioning authority, an employee who remains absent after the end of his leave shall not be entitled for any remuneration for the period of such absence and double the period of such absence shall be debited against his leave account. Such double debit shall not preclude any disciplinary action that may be considered necessary by the competent authority.

4.3 In-service death.-

In case an employee who otherwise entitled to avail LPR or encashment of LPR, dies while in service, lump sum payment equal to leave of 365 days from the leave at his credit shall be made to his family. The family includes the wife/wives, children. The male children of more than 24 years of age shall not be treated as member of family for this purpose. The un-married widowed and divorced daughters without any age limit shall be the member of family. In case an employee leaves behind him minor children and no wife, the payment will be made to the legal guardian of the children. The IMC shall be competent to declare any person to be guardian of the minor children.

4.4 Recall from leave. –

The leave sanctioning authority for the reasons of exigencies of service, any time may recall an employee compulsorily from leave by cancelling the un-availed portion of leave.

4.5 Any kind of leave may be applied. -

An employee may apply for any kind of leave if it is due and admissible to him. The leave applied for by an employee may be combined with any other kind of leave otherwise admissible to an employee. For example, he may apply a portion of leave on full pay, a portion on half pay and a portion of leave without pay. Each portion of leave shall not exceed the maximum limit prescribed for such kind of leave. The leave preparatory to retirement shall however not be combined with any other kind of leave.

4.6 Joining duty before expiry of sanctioned leave. -

Unless he is permitted to do so by the leave sanctioning authority, an employee before expiry of the period of leave granted to him may not return to duty.

4.7 Leave to laps when an employee quits service. -

All leave at the credit of an employee shall lapse when he quits service.

4.8 Leave sanctioning authorities. –

The authority competent to appoint an employee shall be the authority competent to sanction leave of any kind to the concerned employees.

4.9 Maintenance of leave account. -

Leave account of an employee shall be maintained as part of his service book/service record and on the proforma prescribed by government for its civil servants.

4.10 Removal of difficulties. - .

If any difficulty is arises for implementing any provision of these bye-laws, the relevant provision of the Khyber Pakhtunkhwa Civil Servants Revised Leave Rules, 1981 and

amendments made therein, shall be applicable and shall be deemed to have been the part of these bye-laws.

PART –VI BYE-LAWS FOR CASUAL LEAVE

CHAPTER 1

1.1 Right of casual leave. -

(1) An employee is not entitled to casual leave as of right. It is entirely at the discretion of the sanctioning authority either to sanction or refuse.

(2) The maximum leave to be allowed to an employee during a calendar year shall be fifteen days.

(3) Any balance available in the casual leave account shall laps at the end of the calendar year.

1.2 Grant of casual leave. -

(1) Casual leave is granted by way of grace to enable an employee to attend to his private affairs of casual nature.

(2) The casual leave may not ordinarily exceed ten days at a time.

(3) The casual leave may not be granted in conjunction with any other kind of leave.

1.3 Short leave. -

An employee subject to approval by the competent authority may apply for short leave not exceeding two hours in a day. Leave for more than two hours shall be treated as leave for full day.

1.4 Authorities competent to sanction casual leave.-

(1) The Director CPI shall be the principal officer to sanction casual leave.

(2) The Director may authorize any other officer to sanction casual leave to the staff working under his supervision.

(3) In case of refusal to sanction casual leave by the authorized officer in respect of his subordinate staff, the authorized officer shall submit the application of the employee to the Director with reasons for refusal and the decision of the Director either to agree with the authorized officer or to sanction the leave shall be final.

1.5 Maintenance of casual leave account.

The accounts of casual leave in respect of all the employees shall be maintained in Administration Branch of CPI. The sanctioning authority after taking appropriate action shall forward the application to the Administration Branch for record and maintenance of casual leave account.

1.6 Leaving of headquarter during casual leave. -

(1) No employee shall leave his headquarter during casual leave or on holidays without permission of the Director.

(2) In case the authority competent to sanction casual leave is other than the Director, he shall after sanctioning of leave forward the application to the Director for permission to leave the headquarter.

PART-VII
BYE- LAWS FOR TRAVELLING ALLOWANCE TO THE
EMPLOYEES OF CPI

CHAPTER 1 APPLICABILITY

1.1 Applicability of the bye-laws.

These bye-laws shall be applicable to all the employees of Child Protection Institute Peshawar, who are appointed against the posts on regular or temporary or on contract basis. The bye-laws shall also be applicable to the persons appointed in the CPI on deputation from government offices or from other organizations.

1.2 Nature of travelling allowance.

Travelling allowance is granted to an employee to cover the expenses, which he incurs in travelling in the interest of public service or in the interest of CPI.

1.3 Claim of travelling allowance.

An employee's claim to travelling allowance shall be regulated by these bye-laws.

1.4 Rates of travelling allowance. -

The rates of travelling allowance applicable to the provincial civil servants, shall be applicable to the employees of CPI, holding the posts of equivalent pay scales. The rate enforce at the time of journey is undertaken.

CHAPTER 2 ADMISSIBILITY OF TA

2.1 Journey to which travelling allowance is admissible. -

An employee, with the permission of the Incharge Officer, may perform a journey for a destination, outside the headquarter for:

- (1) Official duty;
- (2) To attend a court or give evidence before an inquiry committee.
- (3) For medical treatment on the advise of Medical Board.
- (4) For any other purpose, authorized by the Controlling Officer.

2.2 Headquarter. -

For the purpose of TA/DA, headquarter means the station where an employee is posted and performs his duty.

2.3 Incharge Officer. -

An officer under whose supervision an employee is performing duty shall be the Officer Incharge for the purpose of travelling allowance.

2.4 Controlling Officer. -

The Director CPI shall be the Controlling Officer for the purpose of drawl of travelling allowance by all the employees. He shall for his own claim for travelling allowance be the Incharge officer as well as the controlling Office.

2.5 Journey by members of IMC.-

(1) The Chairperson IMC may authorize a member of IMC to perform a journey outside the headquarter in the interest of public service or in the interest of CPI.

(2) The Chairperson shall allow the actual fair incurs by a member. The Chairperson and members of IMC shall be categorized as under:

(a) The Chairperson shall be entitled for TA/DA and night stay charges, equal to an officer of BS-20 of the provincial government;

(b) The members shall be entitled for TA/DA and night stay charges equal to an officer of BS-19 of the provincial government; and

(c) The official members shall be entitled for TA/DA and night stay charges according to their entitlement as civil servants.

(3) A member shall sign the claims as in-charge officer and the Chairperson countersign it as controlling officer.

(4) The Chairperson for the journey performs by him shall be the in-charge officer as well as controlling officer.

2.6 Functions of Controlling Officer. -

(1) A Controlling Officer in order to ensure that travelling allowance is not turned into a source of profit and that travelling is resorted only when it is necessary in the interest of public service or in the interest of CPI.

(2) The Controlling Officer may issue instructions limiting the extent of touring to be done by a subordinate employee.

(3) The Controlling Officer may issue instructions to an employee to regulate his touring in such a way as to minimize unnecessary large claims for travelling allowance.

(4) The Controlling Officer may authorize any other person who is not an employee of CPI to perform a journey, which is necessary in the interest of CPI and allow him the travelling allowance, at the rate allowed by the controlling officer.

(5) No bill for travelling allowance shall be entertained unless it is signed or countersigned by the controlling officer.

2.7 Submission of travelling allowance claim. -

The employee, who performs the journey shall submit the travelling allowance claim to the administration branch, indicating relevant details and purpose of journey and a copy of written permission by the competent authority for the said journey.

2.8 Verification of travelling allowance claim. -

(1) The administration branch shall prepare the travelling allowance claim on the proforma prescribed by government for its civil servants and after signing it by the employee who have performed the journey submit to the Incharge Officer.

(2) The Incharge Officer after satisfying himself shall verify the contents of the claim by affixing his signature with name, designation and date and submit it to the Controlling Officer.

(3) The Controlling Officer, keeping in view all aspects, shall countersign the claim or may pass any appropriate order or issue instructions for reduction of claim or any other modifications therein.

(4) No claim of travelling allowance shall be entertained for a journey performed within the limits of headquarter or within a radius of 16 kilometers; provided the Controlling Officer may allow the conveyance charges paid by an employee for the

journey within the limits of headquarter or the prescribed radius, on the hiring of rickshaw or taxi or animal driven vehicle or performed the journey by public transport.

CHAPTER 3 DAILY ALLOWANCE

3.1 Daily allowance.

(1) Daily allowance is admissible to cover the expenses incurred by an employee on food etc: during journey.

(2) Daily allowance shall be admissible to an employee, who is entitled for travelling allowance and spent time of at least eight hours outside the headquarter.

(3) For the time spent at outstation of less than eight hours, half of daily allowance shall be admissible.

3.2 Rate of daily allowance. –

(1) The rates of daily allowance admissible to the civil servants of provincial government shall be applicable to the employees of CPI of equivalent pay scale.

(2) The rates of daily allowance shall be calculated on the basis of station of outside destination and in the case of return to headquarter the rates shall be the one admissible at the last station of temporary duty.

(3) No daily allowance or night stay charges shall be admissible to an employee who takes casual leave or any other kind of leave during journey and before reaching to the headquarter for the period of such leave.

3.3 Night stay charges.

In case an employee during official journey stays for a night or nights, he shall be allowed the additional charges as under:

(a) Equal to double the rates of daily allowance for every night, for the stations for which special rates of daily allowance is applicable; and

(b) Equal to the rates of single daily allowance for the stations for which ordinary rates of daily allowance are applicable.

3.4 Entitlement of conveyance.

(1) If official vehicle is not provided, an employee holding a post equivalent of pay scale 17 or above, shall be entitled to travel by his own car, registered on his name or on the name of his spouse and claim mileage allowance at the rate prescribed by government for its civil servants for travelling by own car.

(2) An employee holding a post equivalent of pay scale 17 or above, may hire a taxi or travel in highest class of a train or in economy class by air; provided the travel by air shall be allowed in case where train or road facility is not available or the station of destination is far away and only feasible mode of transport is aircraft.

(3) The other employees shall be entitled to travel in 2nd class by train or reimbursement of actual fair paid for the journey by public transport.

CHAPTER 4 MILEAGE ALLOWANCE

4.1 Mileage allowance. -

(1) Mileage allowance admissible to an employee is the fare actually paid for the journey in a class of accommodation to which he is entitled or the rates prescribed by the government in lieu of actual fare.

(2) An employee shall have the option to claim actual fare he paid, or mileage allowance as prescribed by the government for its civil servants of equivalent pay scale.

(3) Mileage allowance is calculated for the distance travelled to meet the cost of journey and is governed by the following principles;

(a) a journey between two places shall be deemed to have been performed by shortest of two or more practicable routes or by the cheapest of such routes;

(b) the shortest route is that by which the traveler can most speedily reach his destination;

(c) in case an employee travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance shall be calculated on the route actually used; and

(d) in case of any doubt, the Controlling Officer may decide which shall be regarded as the shortest or the cheaper.

CHAPTER 5 OTHER CONDITIONS

5.1 Grade of TA/DA of part time employees.

An employee whose whole time is not retained or who is remunerated wholly or partly by fees or whose services are hired temporarily for a particular task and allowed to travel in the interest of public service or in the interest of CPI, ranks in such grade as the Controlling Officer may declare.

5.2 Point of commencement and end of journey. -

Mileage allowance shall be admissible from the residence of the employee to the airport or railway station or bus stop, as the case may be at his headquarter and from the airport, railway station or bus stop as the case may be at the outstation destination and vice versa and shall not be counted from the place of duty.

5.3 Revision of TA claim due to retrospective promotion or increase in pay.-

In case an employee performs a journey and receives his claim and later on promoted or his pay is increased retrospectively, shall not be entitled to claim the arrears on enhanced rates on the basis of his retrospective promotion or increase in pay.

5.4 Travelling on own request. -

When an employee is permitted for his own convenience to perform a duty outside the headquarter, he shall not be entitled for any TA/DA for the journey he performs for outstation duty.

5.5 Taxes and surcharge. -

Any tax or surcharge if actually paid with the fare for the performance of official journey shall be included in the claim.

5.6 Charges on cancellation of reserved seat. -

In case an employee who reserves his seat for a journey by air or by train or by bus and subsequently due to an un-expected change in program, gets the reservation cancelled may be allowed re-imburement of the reservation fee and any other deduction made the concerned management.

5.7 Travelling by two or more employees. -

Where two or more employees travels in the same car or taxi, the employee who either owns the conveyance or has hired it may draw the charges.

5.8 Transfer TA.-

(1) In case a civil servant or an employee of other organization transferred to CPI Peshawar on deputation basis shall be entitled for transfer TA at the rate as admissible to him for travelling on duty.

(2) He shall also be entitled for transfer grant equal to one month's basic pay.

(3) He shall also be entitled to draw TA/DA for his family members who shall reside with him at his new place of posting, as under:

(a) for the family members above 12 years of age, actual fare and daily allowance at full rates; and

(b) for the family member below 12 years of age, actual fare and half daily allowance.

(4) He shall also be entitled for the expenses of transportation of luggage as per rates prescribed by government for its civil servants.

5.9 TA under special circumstances.

In special circumstances, the Controlling Officer may authorize an employee or any other person who is otherwise not entitled for Ta/DA under these bye-laws in a routine, to perform a journey in the interest of CPI and draw TA/DA and night stay charges for the said journey.

5.10 Removal of difficulties. -

In case any difficulty is arises in implementing these bye-laws, the relevant provision of TA/DA rules, of the provincial government may be applied and shall be deemed to have been the part of these bye-laws, to remove the difficulty.

PART-VIII
BYE-LAWS FOR MEDICAL ATTENDANCE

CHAPTER 1 APPLICABILITY.

1.1 Applicability of these bye-laws.-

(1) These bye-laws, shall be applicable to the employees of CPI Peshawar, who are appointed against the posts on regular or on temporary or on contract basis.

(2) These bye-laws shall also be applicable to the persons appointed in the CPI on deputation from government offices or from other organizations.

1.2 Authorized medical attendant. -

In these bye-laws unless there is anything repugnant in the subject or context, authorized medical attendant means a medical officer of a dispensary or hospital of the government.

1.3 Family.-

For the applicability of these bye-laws, family of an employee means the wife or wives, husband if he is wholly dependent upon the female employee, children who are dependent upon him and the parents who have no source of income and wholly dependent upon the employee and also residing with him.

CHAPTER 2 TREATMENT

2.1 Treatment.-

(1) Means the treatment in a hospital or dispensary of the government where an employee or his family member is admitted as indoor patient.

(2) An employee of CPI, who whom these bye-laws are applicable and his family shall be entitled to free medical treatment includes the:

- (a) tests carried out in the hospital or on advice of the authorized medical attendant from any other laboratory;
- (b) medicines, vaccine, blood etc provided to the patient during treatment and stay in the hospital;
- (c) such accommodation as is ordinarily provided in the hospital;
- (d) such nursing and all other facilities required for the treatment and recovery of health of an employee or the family member.
- (e) the employees holding the posts equal to BS-17 and above will be entitled for the accommodation of side rooms or private rooms;
- (f) the expenses incurred on food etc, during treatment as, indoor patient shall not bear by IMC;

(3) An employee shall be entitled to get the expenses reimbursed, incurred on the patient during treatment, on submission of a certificate from the authorized medical attendant of the concerned hospital or dispensary that the test and medicines and other facilities provided to the patient were essential for the recovery of his health.

(4) For outdoor treatment, a fixed monthly medical allowance is being paid with the salary to those who are drawing salary in the pay scales, whereas for those who are drawing fixed salary, the fixed salary is inclusive of all allowances.

2.2 Treatment in other hospital. -

When an employee or his family member requires the treatment not available in any government hospital and on the advise of the authorized medical attendant such treatment is available in an hospital not owned by government, the Director CPI shall have the powers to relax the relevant provision of these bye-laws and allow such treatment in other hospital keeping in view the exigency and to save the life of a human being.

2.3 Removal of difficulties.-

In case any difficulty is arises in implementing these bye-laws, the Medical Attendance Rules of the provincial government shall be deemed to have been the part of these bye-laws and shall be applied to remove the difficulty.

PART-IX

BYE-LAWS FOR PROTECTION AND REPEAL OF HR MANUAL

103. **Protection of actions already taken.** Before enforcement of these bye-laws, any appointment made or the terms and conditions settled for appointment of any employee or any other action taken under the provisions of HR Manual, repealed vide Serial No. 104, shall be deemed to have been validly made and protected and there shall be no question of any irregularity in light of these bye-laws.

104. **Repeal.** Subject to Serial No. 103, with the enforcement of these bye-laws for terms and conditions of service and other related matters of the employees of Child Protection Institute (ZamungKor) Peshawar, the provisions of the HR Manual applicable before enforcement of these by laws shall stand repealed.



Director

Model Institute for State Children
(ZamungKor)

Endst: Even No. & Date

Copy forwarded

- 1: Chairman, Institute Management Committee (IMC).
- 2: The Secretary to Govt of Khyber Pakhtunkhwa, Zakat, Ushr, Social welfare, Special Edu: & Women Emp: Department
- 3: The Secretary to Govt of Khyber Pakhtunkhwa, Finance Department.
- 4: The Secretary to Govt of Khyber Pakhtunkhwa, Establishment Department.
- 5: Mrs. Shagufta Gul, Member, Institute Management Committee.
- 6: Mr. Hussain Ali Sina, Member, Institute Management Committee.
- 7: SO-III, Social Welfare: Spec:Edu: & Women Emp: Deptt:
- 8: Admin, Model Institute for State Children ZamungKor.
- 9: Account officer, Model Institute for State Children ZamungKor.
10. Principal, Model Institute for State Children ZamungKor.
11. Hostel Incharge, Model Institute for State Children ZamungKor.
12. ZamungKor Website.
13. Master File



Director

SCHEDULE-I

METHOD OF APPOINTMENT AGAINST THE POSTS IN THE CHILD PROTECTION INSTITUTE (ZAMONGKOR) PESHAWAR.

S. No	Name of post	Prescribed qualification	Age limit in years	Method of appointment
1	Director	Master Degree or Equivalent (16 years) from recognized university. <u>Experience</u> At least 12 years experience against the administrative and financial management posts including 5 years of job specific in any public or private sector, dealing with children.	45-55	(i) By initial recruitment OR (ii) a civil servant of the equivalent pay scale, on deputation basis OR (iii) An officer of the equivalent Pay Scale from a Government's department, or from an autonomous body, providing the similar nature of services.
2	Deputy Director (Administration)	Master Degree (16 Years) in Business Administration/ Public Administration /Economics or equivalent <u>Experience</u> At least 10 years' experience against the administrative posts in any public or private sector.	35-55	50% by promotion of Assistant Director (Administration) with at least 5 years experience against that post and otherwise suitable for the post; and (i) 50% by initial recruitment OR (ii) a civil servant of the equivalent pay scale, on deputation basis OR (iii) An officer of the equivalent Pay Scale from a Government's department, or from an autonomous body providing the similar nature of services. against initial recruitment quota.

S. No	Name of post	Prescribed qualification	Age limit in years	Method of appointment
3	Deputy Director (Budget & Accounts)	Master Degree (16 Years) in Commerce or MBA or CA (inter), ICMA or equivalent <u>Experience</u> At least 10 years' experience against the posts relevant to Budget and Accounts in any public or private sector. Also having knowledge of preparing budget proposals in line with government departments and accounts matters according to government financial rules.	35-45	(i) 50% by promotion of Assistant Director (Budget & Accounts) with at least 5 years experience against that post and otherwise suitable for the post; and (ii) 50% by initial recruitment OR (iii) a civil servant of the equivalent pay scale, on deputation basis OR (iv) An officer of the equivalent Pay Scale with prescribed qualification and experience, from an autonomous body providing the similar nature of services against initial recruitment quota.
4	Principal	Master Degree (16 Years) in any discipline with B.Ed or equivalent with 10 years experience in any educational organization as teacher, including 3 years job related experience.	35-45	50% by promotion amongst Senior Teacher and 50% by initial recruitment OR a civil servant of the equivalent pay scale, on deputation basis.
5	Vice Principal	Master Degree (16 years) in any discipline or equivalent with B.Ed with 5 years experience in any educational organization as teacher including 2 years job related experience.	35-45	50% by promotion amongst Senior Teachers on the basis of seniority-cum-fitness and 50% by initial recruitment. In case of non-availability of Senior Teacher, then amongst teachers , OR a civil servant of the equivalent pay scale, on deputation basis.

S. No	Name of post	Prescribed qualification	Age limit in years	Method of appointment
6	Assistant Director (Administration/HR)	Masters Degree (16 years) in Business Administration/ Public Administration/ Economic or equivalent. <u>Experience</u> At least 5 years experience against the administrative posts in any public or private sector.	35-40	<p>(i) By promotion amongst Assistants of Administration Wing, on the basis of seniority-cum-fitness, with at least 5 years experience against that post and otherwise suitable for the post; OR</p> <p>(ii) By initial recruitment OR</p> <p>(iii) a civil servant of the equivalent pay scale, on deputation basis OR</p> <p>(iv) An officer of the equivalent Pay Scale with prescribed qualification and experience, from an autonomous body providing the similar nature of services.</p>
7	Assistant Director (Budget & Accounts)	Masters Degree (16 years) in Commerce/ or MBA Finance or CA (Inter) or ICMA or ACCA or equivalent <u>Experience</u> At least 5 years experience against the posts relevant to Budget and Accounts in any public or private sector. Also having knowledge of preparing budget proposals in line with government departments and accounts matters according to government financial rules.	35-40	<p>(i) By promotion amongst Assistants of Budget & Accounts Wing, on the basis of seniority-cum-fitness, with at least 5 years experience against the post and otherwise suitable for the post; OR</p> <p>(ii) By initial recruitment; OR</p> <p>(iii) a civil servant of the equivalent pay scale, on deputation basis; OR</p>

S. No	Name of post	Prescribed qualification	Age limit in years	Method of appointment
				(iv) An officer of the equivalent Pay Scale with prescribed qualification and experience, from an autonomous body providing the similar nature of services.
8	Office Assistant (HR)	BA/BSc or equivalent from a recognized University. <u>Experience</u> At least 2 years experience in relevant field under public or private sector institutions/organizations.	18-32	(i) By promotion amongst Clerks working in the CPI and having at least 5 years service as such; OR (ii) By initial recruitment
9	Office Assistant (Administration)	BA/BSc or equivalent from a recognized University. <u>Experience</u> At least 2 years experience in relevant field under public or private sector institutions/organizations.	18-32	(i) By promotion amongst Clerks working in the CPI and having at least 5 years service as such; OR (ii) By initial recruitment
10	Office Assistant (Budget)	B.Com/BBA/CA (Foundation)/ICMA (Inter) or equivalent from a recognized University. <u>Experience</u> At least 2 years experience in relevant field under public or private sector institutions/organizations.	18-32	(i) By promotion amongst Clerks working in the CPI and having at least 5 years service as such; Also have the sufficient knowledge of preparation of budget and its allied matters; OR (ii) By initial recruitment
11	Office Assistant (Accounts)	B.Com/BBA/CA (Foundation)/ICMA (Inter) or equivalent from a recognized University. <u>Experience</u> At least 2 years experience in relevant field under public or private sector institutions/organizations	18-35	(i) By promotion amongst Clerks working in the CPI and having at least 5 years service as such; Also have the sufficient knowledge of accounts and its allied matters;

S. No	Name of post	Prescribed qualification	Age limit in years	Method of appointment
				OR (ii) By initial recruitment
12	Internal Auditor	CA (inter) or CA or CPA or ICMA or MBA with proficient in computer (Ms word. Ms. excel and Ms. power point. And 5 years accounting experience including 2 years as on independent auditor.	18-35	By initial recruitment.
13	Social Welfare Organizer.	Master's degree (16 years) in social sciences or BA LLB from a recognized university, with three years experience in relevant field.	20-35	By initial recruitment
14	Hostel Warden	Master's degree (16 years) in Social Sciences /MPA/ MBA from a recognized university, with three years experience relevant to the job in any government or other organization.	20-35	50% by promotion amongst Assistant Hostel Wardens and 50% by initial recruitment
15	Sub-Engineer	DAE in Civil Engineering with five years experience relevant to the job in any government or other organization.	28-45	By initial recruitment
16	Computer Instructor	Master's degree in computer sciences with two years experience relevant to the job. Or Bachelors degree in computer sciences with 5 years experience relevant to the job.	22-32	50% by promotion from amongst Computer Operators and 50% by initial recruitment
17	Assistant Hostel Warden.	B.A / B.SC or equivalent from a recognized university, two years relevant experience preferable, in any government or other recognized organization.	25-45	By initial recruitment.
18	Psychologist	M.Sc Psychology (clinical, Pediatric Psychology) from a recognized university and 5 years experience as Psychologist including 2 years of job specific	18-35	By initial recruitment
19	Senior Teachers	Master's degree (16 Years) in relevant subject with B.Ed and three years experience relevant to the job.	18-35	50% by promotion from amongst Teachers and 50% by initial recruitment.
20	Teacher	Master's degree (16 years) in relevant subject with B.Ed and	18-35	By initial recruitment

S. No	Name of post	Prescribed qualification	Age limit in years	Method of appointment
		two years experience relevant to the job.		
21	PTI/Sports Incharge	BA and Diploma in Physical Training and three years experience relevant to the job.		By initial recruitment
22	Computer Operator	Bachelors degree in computer sciences or B.A alongwith one year Computer Diploma, with 5 years experience relevant to the job.	22-32	By initial recruitment
23	Junior Clerk	FA/FSc or equivalent from a recognized Board of Intermediate and Secondary Education with computer proficiency.	20-35	By initial recruitment
24	Store Keeper	FA/F.Sc from a Board of Intermediate and Secondary Education with one years experience relevant to the job.	20-35	By initial recruitment
25	Imam Masjid	Bachelor Degree and Certificate in Shahadatul-Aaliyah from the recognized religious institute.	22-32	By initial recruitment
26	Khadim e Masjid	Matric and Hafiz ul Quran from the recognized religious institute.	22-32	By initial recruitment
27	Electrician	Literate with Certificate or Diploma in Electricity from the Board of Technical Education and two years experience relevant to the job.	25-35	By initial recruitment
28	Plumber	Literate and a certificate or diploma from a Technical Institute recognized by the Board of Technical Education, with two years experience in relevant field.	25-35	By initial recruitment
29	Driver	Matric from a recognized Board of Intermediate and Secondary Education, having valid LTV or HTV license with at least Five year's experience	23-35	By initial recruitment
30	Cook	Literate with at least 3 years experience in the relevant field. preference will be given to qualified cook	20-45	By initial recruitment
31	Waiter/Bearer	Literate with two years experience relevant to the job.	20-45	By initial recruitment

S. No	Name of post	Prescribed qualification	Age limit in years	Method of appointment
32	Naib Qasid	Literate, Skilled person will be preferred.	18-40	By initial recruitment
33	Mali	Literate with sufficient knowledge to the related matters	18-40	By initial recruitment
34	Generator Operator	Literate with sufficient knowledge to the related matters	18-40	By initial recruitment
35	Tube-Well operator	Literate with sufficient knowledge to the related matters	18-40	By initial recruitment
36	Aaya/Khala	Literate with sufficient knowledge to the related matters	35-50	By initial recruitment
37	Tailor	Literate with at least 3 years experience in the relevant field.	18-40	By initial recruitment
38	Washer man	Literate with sufficient knowledge to the related matters	18-40	By initial recruitment
39	Barber	Literate with sufficient knowledge to the related matters	18-40	By initial recruitment
40	Sweeper	Literate	18-40	By initial recruitment.

SCHEDULE-II

FUNCTIONS/DUTIES OF CHILD PROTECTION INSTITUTE, INSTITUTE MANAGEMENT COMMITTEE AND EMPLOYEES

CHILD PROTECTION INSTITUTE

(a)The Child Protection Institute shall provide the children at risk with accommodation, treatment, maintenance and facility for education, facility for the development of their character and abilities and training for protecting themselves against moral dangers or exploitations.

(b)The Child Protection Institute shall have its own fund consisting of grants from Government and contribution from national and international donor agencies.

INSTITUTE MANAGEMENT COMMITTEE

(a)The Institute Management Committee, consisting on such number of official and non-official members as Government may prescribe and shall be headed by a Chairperson, shall be independent and responsible to manage, maintained and control the CPI.

(b) The IMC shall be the Appellate Authority for the orders passed by the Chairperson of IMC.

(c) The Institute Management Committee shall also have the following powers and functions:

(i)Policy making of the CPI and ensuring that the performance of the Institute and its programs are efficient and effective;

(ii)Making bye-laws for running the affairs of the CPI;

(iii)Ensuring that the objectives of the CPI Policy are achieved;

(iv)Overseeing the effective management and providing strategic direction to the CPI;

(v)Approval of financial plans and annual budget of the CPI;

(vi)Raising of funds through donations and grants for the activities of the CPI;

(vii)Making bye-laws for appointment, terms and conditions of service and disciplinary matters for the employees of CPI;

(viii)Approval of the vision and mission statement of the CPI;

(ix) Approval of the annual business plan;

(x)Review and approval of major transactions;

(xi)Approval of new programs and services and monitoring organizational performance;

(xii)Approval of the programs and services to ensure that the CPI fulfills legal, regulatory and accreditation requirements;

(xiii)Constitute Executive Committee, Finance Committee, Recruitment Committees, or sub-committees, as it may deem appropriate;

(xiv)Coordinate with Non-Governmental Organizations or Civil Society Organizations and Philanthropists for sponsoring the child or children enrolled in the CPI; as the case may be.

CHAIRPERSON OF INSTITUTE MANAGEMENT COMMITTEE.

(a)The Chairperson shall be the Principal Accounting Officer of the CPI;

(b)The Chairperson shall be the appointing authority for the persons appointed against the posts above BS-16;

(c) the Chairperson shall be the Appellate Authority for the orders passed by the Director CPI.

(d)The Chairperson may authorize, in anticipation of the approval of the Committee, expenditure from the fund when the budget is under process and not yet approved by the committee;

(e) The Chairperson may take such action in emergency which in his opinion requires immediate attention;

(f)The Chairperson shall perform all other functions as assigned to him under the Act or Rules made thereunder.

DIRECTOR CPI PESHAWAR

The Director CPI Peshawar:

(a)shall be the Executive Head of CPI Peshawar;

(b)shall be responsible for all managerial/ administrative and operational functions of CPI;

(c)shall be the appointing authority for the persons appointed on regular or on contract basis against the posts in Pay Scale-1 to Pay Scale-16;

(d)may appoint contingent staff if required in emergency in the interest of the CPI and the children;

(e) shall be the Competent Authority for taking disciplinary action against the employees to whom he is competent to appoint;

(f)shall be responsible to issue instructions to any or all the staff, employed in the institution related to their performance and functions and maintaining office decorum and discipline;

(g) shall take appropriate disciplinary action as per rules against an employee not obeying the lawful orders of any superior officer;

(h) shall be the Drawing and Disbursing Officer for the funds of the CPI;

(i) shall be the Secretary to the IMC;

(j)shall prepare and submit to the IMC, annual budget plan;

(k) shall observe the accounting procedure and collect statements of accounts from concerned banks for reconciliation with the accounts maintained in the CPI on monthly basis;

(l) shall keep the close liaison with government departments, agencies, donors and other development organizations;

(m) shall prepare future planning for the children of CPI regarding their accommodation, food, treatment, education, character building, skill training and protecting them against moral dangers or exploitation;

(n) shall be the focal person on behalf of IMC and CPI; and

(o) shall perform any other duty assigned by the IMC.

DEPUTY DIRECTOR (ADMINISTRATION)

The Deputy Director (Administration):

- (a) Shall supervise the performance of Assistant Director (Admn: & HR) and administration wing of the institute;
- (b) Shall be the channel for submitting the cases to the Director by the officers subordinate to him;
- (c) Shall be the focal person to represent the Director in all the official meetings and functions;
- (d) Shall also perform the duties of Chief Security Officer and shall make the security plan for the CPI and the Children;
- (e) Shall supervise the performance of security staff and issue instructions for the security of employees, children and buildings;
- (f) Monitor and supervise the activities of security staff. For any breach in security arrangements, shall take appropriate action and also submit a report to the Director;
- (g) Keep the close liaison with the law enforcing agencies and local police with regard to the security of children and the CPI;
- (h) Shall be the secretary member of procurement committee, promotion committee, recruitment committee or any other committee or sub-committee, as desired by the Director or IMC;
- (i) Shall pay frequent visits to the CPI buildings, school, hostel and mess etc: to ensure that the children are properly dealt with in accordance with the rules and procedure and they are provided with the proper accommodation, beds, meal and other admissible facilities etc: and submit a report to the Director for his visit on the same or next day; and
- (J) Shall perform any other duty to be assigned by the Director or IMC.

DEPUTY DIRECTOR (BUDGET AND ACCOUNTS).

The Deputy Director (Budget and Accounts):

- (a) Shall prepare the annual budget of the CPI;
- (b) Follow up the budget or any other financial proposal sent to the Government and Finance Department;
- (c) Represent the CPI in government offices regarding financial matters;
- (d) Maintain proper income and expenditure record (manually or electronically);
- (e) Reconcile the accounts maintained in the office of CPI with the bank's statements;

- (f) Advise the Director and the IMC in financial matters with reference to relevant rules and regulations;
- (g) Strictly observe and implement the government's and CPI financial rules, regulations and instructions;
- (h) Prepare the developmental proposals for the activities requires to be funded from development budget;
- (i) For developmental schemes prepare and maintain proper, PCI, PCII, PCIII, PCIV and PCV; and
- (j) Supervise and guide the subordinate officers and officials who are assigned the duties of budget and accounts.

ASSISTANT DIRECTOR(ADMN: & HR)

The Assistant Director (Admn: & HR):

- (a) Shall assist Deputy Director (Admin & HR)
- (b) Shall supervise the performance of staff of administration wing of the institute;
- (c) Shall be the channel for submitting the cases to the Deputy Director (Admn: & HR).
- (d) Shall be the focal person to represent the Director in all the official meetings and functions, when directed;
- (e) Shall also perform the duties of Security Officer and shall make the security plan for the CPI and the Children;
- (f) Shall supervise the performance of security staff and issue instructions for the security of employees, children and buildings;
- (g) Monitor and supervise the activities of security staff. For any breach in security arrangements, shall take appropriate action and also submit a report in this regard.
- (h) Keep the close liaison with the law enforcing agencies and local police with regard to the security of children and the CPI;
- (i) May be a member of procurement committee, promotion committee, recruitment committee or any other committee or sub-committee, as directed by the competent authority.
- (j) Shall pay frequent visits to the CPI buildings, school, hostel and mess etc: to ensure that the children are properly dealt with in accordance with the rules and procedure and they are provided with the proper accommodation, beds, meal and other admissible facilities etc: and submit a report for his visit on the same or next day; and
- (k) Shall perform any other duty to be assigned by the supervisor or IMC.

ASSISTANT DIRECTOR (BUDGET & ACCOUNTS)

The Assistant Director (Budget and Accounts):

- (a) Shall assist Deputy Director (Budget and Finance).
- (b) Shall prepare the annual budget of the CPI;
- (c) Follow up the budgetary or any other financial proposal sent to the Government and Finance Department;
- (d) Represent the CPI in government offices regarding financial matters;
- (e) Maintain proper income and expenditure record (manually or electronically);
- (f) Reconcile the accounts maintained in the office of CPI with the bank's statements;

- (g) Advise the Director and the IMC in financial matters with reference to relevant rules and regulations;
- (h) Strictly observe and implement the government's and CPI financial rules, regulations and instructions;
- (i) Prepare the developmental proposals for the activities requires to be funded from development budget;
- (j) For developmental schemes prepare and maintain proper, PCI, PCII, PCIII, PCIV and PCV; and
- (k) Supervise and guide the subordinate staff who are assigned the duties of budget and accounts.

OFFICE ASSISTANT(ADMN:)

- (a) He shall be responsible for keeping all relevant record.
- (b) He shall perform any other duty as assigned to him by the Director, Deputy Director or the Assistant Director (Admn:)

OFFICE ASSISTANT(HR)

- (a) He shall be responsible for keeping all relevant record pertaining to the service matters of the employees of CPI.
- (b) He shall also maintain the service books and personnel files.
- (b) He shall perform any other duty as assigned to him by the Director, Deputy Director or the Assistant Director (Admn:)

OFFICE ASSISTANT(BUDGET)

- (a) He shall be responsible for keeping all relevant record pertaining to the budgetary matters of the CPI.
- (b) Follow up the budgetary or any other financial proposal sent to the Government and Finance Department.
- (c) He shall perform any other duty as assigned to him by the Director, Deputy Director or the Assistant Director (Budget & Accounts).

OFFICE ASSISTANT(ACCOUNTS)

- (a) He shall be responsible for keeping all relevant record pertaining to the accounts matters of the CPI.
- (b) Reconcile the accounts statements with the banks.
- (c) Follow up the budgetary or any other financial proposal sent to the Government and Finance Department.
- (c) He shall perform any other duty as assigned to him by the Director, Deputy Director or the Assistant Director (Budget & Accounts).

MINISTERIAL AND LOWER STAFF

To perform any duty to be assigned by the immediate Incharge Officer or official or the Director or any other officer or official authorized by the Director to direct any ministerial or lower staff member for performance of a duty.