

Notification No: 9047
Dated: 30/12/2021

KHYBER PAKHTUNKHWA
TECHNICAL EDUCATION & VOCATIONAL TRAINING
AUTHORITY



TEVTA
KHYBER PAKHTUNKHWA

KP TEVTA REVISED REGULATIONS 2021

APPROVED IN 17TH BOD MEETING HELD ON 6TH JANUARY, 2021
AND 18TH BOD MEETING HELD ON 2ND SEPTEMBER, 2021 AT
CHIEF MINISTER'S HOUSE

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KHYBER PAKHTUNKHWA
TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY
(KP-TEVTA) REGULATIONS

Revised Regulations 2021

Dated: 30/12/2021

No. 9047

In exercise of the powers conferred by section-21 of the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority Act, 2015 (amended 2017), the Board, in light of its decisions in 17th & 18th meeting, is pleased to make the following Revised Regulation (2021), namely;

1. **REGULATION-I**
KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY (FUNCTIONS)
2. **REGULATION-II**
KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY (APPOINTMENT, PROMOTION & TRANSFER)
3. **REGULATION-III**
KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY EMPLOYEES (EFFICIENCY & DISCIPLINE)
4. **REGULATION-IV**
KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY EMPLOYEES (CONDUCT)
5. **REGULATION-V**
KHYBER PAKHTUNKHWA -TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY (APPEALS)
6. **REGULATION-VI**
KHYBER PAKHTUNKHWA -TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY CONTRIBUTORY PROVIDENT FUND AND GRATUITY
7. **REGULATION-VII**
KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY (LEAVE)
8. **REGULATION-VIII**
KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY TRANSPORT/STAFF VEHICLES (USE AND MAINTENANCE)

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REGULATION-I
KHYBER PAKHTUNKHWA TECHNICAL EDUCATION
AND VOCATIONAL TRAINING AUTHORITY
(FUNCTIONS)

CHAPTER-1 PRELIMINARY

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1) This Regulation may be called “ the Technical Education and Vocational Training Authority (Functions) Revised Regulation, 2021”
- 2) Except as otherwise provided by the Act, it shall apply to all persons in the service of Technical Education and Vocational Training Authority and all offices, Institutions, Centers and Colleges under its administrative control.

It shall come into force at once and supersede all previous corresponding regulations

2. DEFINITIONS

In this Regulation, unless there is anything repugnant to the subject or context;

- i. “Authority” means the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority, established under the Act.
- ii. “Paragraph” means paragraph of this Regulation.
- iii. “Rules” means the KP-TEVTA Rules, made under the Act.
- iv. “Section” means a Section of the Head Office of the Authority, headed by a Director;
- v. “Head Office” means the Head Office of the KP-TEVTA.
- vi. “Organization” organization means Departments, Wings, Sections or Fields Units of Federal and Provincial Governments and Military Services.
- vii. Words and expressions used but not defined in this Regulation shall have the same meanings as assigned to them in the Act or Rules or Regulations made there under.

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CHAPTER-2 SECTIONS

3. FUNCTION OF THE MANAGING DIRECTOR

The Managing Director, under the guidance and supervision of the BoD, shall perform all his duties and responsibilities as prescribed in the Act.

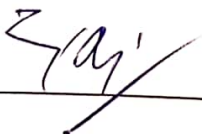
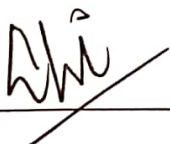
4. ADMINISTRATION AND HUMAN RESOURCE SECTION

- 1) There shall be a Section of Administration and Human Resource, hereafter in this paragraph called as "the Section", at the head office level, headed by a Director and directly responsible to the Managing Director.
- 2) The Section shall;
 - i. keep the Managing Director of the Authority informed about the day to day business of the Authority and the institutions under its administrative control.
 - ii. ensure service discipline and good order in the Authority and its institutions;
 - iii. take actions on specific recommendation of monitoring and evaluation section.
 - iv. process cases of appointment by initial recruitment, by transfer and by promotion in accordance with this Regulation;
 - v. initiate, process and pursue all amendments in the laws, Rules and regulations;
 - vi. protect the rights of employees of the Authority conferred on them by the law;
 - vii. allot or cancel the allotment (as applicable) the official residential accommodations to the employees of the Authority, on the terms and conditions as specified for government servants of the Government;
 - viii. install office telephone connections as per policy of the Authority;
 - ix. assist the Managing Director in preparation of agenda for the meeting of the Board, recording minutes of the meeting and in coordination with M&E pursuing implementation of the decisions of the Board;
 - x. intimate to the Director Finance all appointments, promotions, resignations and terminations of the employees. For every employee, a proper service book or personal file shall be maintained containing all information of his service from recruitment till his retirement, termination or removal from service, as the case may be.
 - xi. carry out performance evaluation of the staff in the Head Office and Subordinate Institutes for perusal/counter signature of the Managing Director.
 - xii. take appropriate measures for protection of the assets of the authority by utilizing available means.
 - xiii. cater for logistic arrangement related to the officials' activities/events of the Authority, regulate and control the available transport facilities of the Authority.



5. FINANCE AND ACCOUNTS SECTION

- 1) There shall be a Section of Finance and Accounts, hereafter in this paragraph called as "the Section", at the head office level, headed by the Director Finance and directly responsible to the Managing Director.
- 2) The Section shall:
 - i. prepare annual budget of the Authority;
 - ii. monitor and control budgetary allocations to various heads of Accounts;
 - iii. prepare payrolls of the employees of the Authority, pay their monthly salaries and distribute pay slips to them;
 - iv. maintain the Contributory or General Provident Fund Accounts of the employees, shall process the claims in this respect and shall intimate to all the employees the position of the said Fund on monthly basis;
 - v. withdraw moneys from the Fund for various purposes, after sanction by the competent authority and pre-audit by the concerned official of the Section;
 - vi. process cases of creation, up-gradation, re-designation and abolition of posts in the Authority;
 - vii. maintain accounts, cash books, ledgers and other relevant record;
 - viii. prepare monthly and annual accounts of receipts and payments;
 - ix. reconcile monthly accounts of the Authority with the Banks where the Fund is kept;
 - x. maintain a "Current Account Register" in respect of each institute of the Authority and all moneys allocated and released to such institution shall be debited. Such Register shall be reconciled with the Section on quarterly basis.
- 3) In case money is received directly by the Authority; it shall be deposited in Bank account on the same day. If for certain unavoidable reasons, the money cannot be so deposited, it shall be recorded in the books and the matter shall be brought to the notice of the Managing Director for safe custody of the cash.
- 4) All money received in the Authority accounts shall be analyzed date-wise on the classification sheet and recorded in the main cash book.
- 5) Postings to the ledger shall be made from the main cash book. Monthly total receipts, after having been analyzed head-wise, shall be posted to the ledger.
- 6) The profit accruing on bank accounts and other investments shall be transferred to "KP-TEVTA Fund". Amount of profit credited by the Bank shall be recalculated and reconciled. The difference, if any, shall be pursued with the Bank till settlement.
- 7) For each project or program, there shall be a separate account and all receipts pertaining to such project or program shall be credited thereto. Other moneys not pertaining to certain project or program shall be credited to "KP-TEVTA Fund".



- 8) All cheques shall be issued under a proper payment voucher, duly numbered, dated and recorded in the cash books. The cheque's number shall appear on the relevant voucher and in the expenditure ledger
- 9) Postings to the expenditure ledger shall be made in the light of sanctioned payment orders and vouchers.
- 10) No overwriting or erasing shall be allowed in the cash book. In case of any correction, fresh entry shall be made after cancelling the wrong / corrected entry.
- 11) Blank cheques shall never be signed by any of the signatories.
- 12) Before signing an acknowledgment of new cheques book, its number of cheques shall be counted and confirmed.
- 13) All the cheques books and counterfoils of issued cheques shall be kept in safe custody.
- 14) At the end of each month, the bank balances shall be reconciled with the cash book and ledger accounts and a reconciliation statement shall be prepared by the Accounts section of the Section and submitted by the Director Finance to the Managing Director.
- 15) At the end of each financial year, a consolidated yearly bank statement shall be obtained from the bank(s) for further reconciliation of the annual accounts of the Authority.
- 16) The following books shall be maintained in the Accounts section of the Section for record and proper accounting treatment of transactions:
 - i. Main Cash Book;
 - ii. Subsidiary cash Book;
 - iii. Petty Cash Book;
 - iv. Income and Expenditure Ledger;
 - v. Advances/Loans Register;
 - vi. Utility Bills Register;
 - vii. C. P.or G. P. Fund Register;
 - viii. Stock Register for Capital and Non-perishable Items;
 - ix. Stock Register for Consumable/Perishable Items.
- 17) Separate registers shall be maintained for the receipts and issue of all Consumable and Non-consumable items. A proper Goods Receiving Report (GRR) shall be prepared by the storekeeper with a certificate to the effect that the goods have been received in the requisite quantity, in good condition and quality in accordance with the specification in the invoice or bill and the supply order. The receipts shall be recorded from the invoices, bills and other relevant documents and stock on ground.

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- 18) For issuing of any item from the stock or store, a proper Material Issue Requisition (MIR)/Indent may be prepared, duly signed by the requiring officer/official and approved by Director Finance.
- 19) In case of transfer of any assets or store items from Head office to regional offices or vice-versa, a proper Assets Transfer Report (ATR) may be prepared and signed by the issuing and receiving officials/officers duly countersigned by the concerned store officers of the issuing and receiving offices.
- 20) A physical verification of all stock or stores, stock taking, shall be made every year by the officer authorized by the Managing Director.
- 21) All discrepancies, shortages, and damages to the stock as well as unserviceable stores shall be reported to the Managing Director for fixation of responsibilities, assessing the extent of loss and recovery from the defaulting officer/official after proper procedure.
- 22) The Section shall prepare the monthly salary bills of all employees of the Authority and distribution thereof to all concerned.
- 23) The Section shall ensure that changes, if any, made in salary bills have been duly supported by the order of the competent authority.
- 24) The salary bills summary prepared shall be presented to the Managing Director for approval. The Section shall prepare cheques or bank transfer vouchers, as the case may be, for all the employees well before the first of each month to ensure payment of salaries on the first day of every month.
- 25) When a request for an advance is made for certain specific purpose, the Director Finance, with the approval of the Managing Director, may allow the advance to the officer or official concerned.
- 26) The employee receiving advance should render the statement of expenses within one month of incurring the expenditure duly supported by cash memos and evidence that all codal formalities have been duly observed for proper adjustment of the advance.

6. AUDIT SECTION

- 1) There shall be an Audit Section at the head office level, headed by an Audit Officer who shall directly be responsible to the Managing Director;
 - i. to conduct pre-audit of all expenditures related to the Head Office of the Authority.
 - ii. to conduct an independent internal audit of accounts of Head Office, colleges, institutions and centers under the administrative control of the Authority on completion of each financial year and submit a complete audit

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report to the Managing Director within three months of succeeding financial year.

- iii. to follow up and obtain compliance of routine audit and external audit.
- iv. to conduct special audit of any of the accounts/matters assigned to it by the Managing Director.

- 2) The officers of the Section shall also coordinate with and extend full cooperation to the External Audit Party to visit any office, institution, college or center of the Authority in order to carry out audit of the respective accounts thereof.
- 3) The Principal Accounting Officer of the Authority may declare any officer whether civil or public servant of the Authority not below the rank of BPS-17, as the Drawing and Disbursing Officer.
- 4) In all other matters not expressly provided for in this Regulation, the rules made by the Govt. for its own employees, so far as may be applicable, shall apply to the employees of the Authority.

7. MONITORING AND EVALUATION SECTION

- 1) There shall be a Section of Monitoring and Evaluation, hereafter in this paragraph called as "the Section", at the head office level, headed by a Director and directly responsible to the Managing Director.
- 2) The Section shall:
 1. have a watch on the day to day progress of the developmental, operational and functional performance of all the Sections, Colleges, Institutions and Centers of the Authority;
 2. keep an eye on ensuring economy in expenditure, prudence in administration, honesty in financial transactions and efficiency in work;
 3. Monitor the progress of ongoing development schemes, projects and programs for enabling Management to take informed decisions.
 4. Suggest remedial measures in case of any drawbacks, short comings and bottlenecks in the formulation and proper management of projects, effective functioning of the institutions, and performance of the functionaries of the Authority.
 5. Evaluate the relevance, efficiency, effectiveness, impact and sustainability of schemes, projects and programs.
 6. Compile monthly reports of performance submitted by all the Regional offices and Institutions under the administrative control of the Authority, for further placement to the board.

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7. Generate bi-annual and annual progress reports for consumption of the Management.

8. ACADEMICS & OPERATION SECTION

- 1) There shall be a Section of Academics, hereafter in this paragraph called as “the Section”, at the head office level, headed by Director and directly responsible to the Managing Director.
- 2) The Section shall;
 - (i) ensure availability of approved curricula /syllabi in the colleges/ institutes/ centers.
 - (ii) suggest changes in curricula/syllabi for improvement to meet the market requirements.
 - (iii) prepare academic calendars and standardize the colleges'/institutes'/centers' prospectus.
 - (iv) ensure implementation of standard curriculum, teaching learning material Text Books, Student Work Books, Training Manuals, lesson planning, practical internship programs and the by the students/trainees on completion of their internship program.
 - (v) devise training modules for various courses of technical education and vocational trainings as per the requirements of the market for skilled and technical professionals in the public and private sector industries/professions at the local, national level.
 - (vi) ensure quality training program by following national accreditation system and make efforts to achieve national and international accreditation system.
 - (vii) periodically update the curricula keeping in view the day to day developments in technology as per market demand.
 - (viii) develop linkages with renowned TVET institutions on national and international basis.
 - (ix) Promote commercial activities in the colleges/institutes/centers for providing hands-on experience to the trainees and generating funds for the colleges/institutes/centers by introducing special courses and arranging service outlets in various fields for financial sustainability of the Authority;
 - (x) Supervise implementation of the donors' funded skill training projects for maximum efficiency.
 - (xi) Promote industry – institute linkages for job trainings, internships, industrials tours and job placements.
 - (xii) Handle affairs related to the Institute Management Committees (IMC).

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9. PLANNING, DEVELOPMENT AND WORKS SECTION

- 1) There shall be a Section of Planning, Development and Works hereafter in this paragraph called as "the Section", at the head office level, headed by a Director and directly responsible to the Managing Director.
- 2) The Section shall;
 - i. prepare a map of the existing technical education and vocational training facilities pertaining to the infrastructure of the institutions and offices of the Authority.
 - ii. prepare short term and long term institutional development plans.
 - iii. prepare Annual Development Program (ADP) of the Authority in consultation with the Finance Section.
 - iv. Prepare projects proposals in line with the ADP allocation and process for approval of the competent forum.
 - v. Convene meeting of the Special Departmental Development Working Party (SDDWP) as and when required.
 - vi. liaise with the quarters concerned at provincial and federal level and follow up approval of the developmental schemes.
 - vii. carry out feasibility study for identification of sites, prepare detail designs and drawings of the new developmental schemes and prepare detailed cost estimates of the new projects for inclusion in the PC-Is/PC-IIIs.
 - viii. prepare PC-IV and V of the completed projects for further consumption.
 - ix. supervise execution of the approved development schemes for ensuring completion of work as per approved specification.
 - x. carry out the routine repair and maintenance work of the existing infrastructure of the offices and institutes of the Authority as per provisions of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Rules, 2014.
 - xi. perform such functions as may be assigned to it by the Board for addition, alteration or up gradation of the existing institutions or establishment of new colleges, institutes or centers as per laid down procedure.
 - xii. liaise with Donor organizations to secure funds for developmental projects.
 - xiii. inspect the sites of projects and check the suitability of the site, feasibility of the scheme, Bill of Quantity, the sufficiency of funds and execution of work according to the approved plan/ time frame in the respective PC-I; (P&D).
 - xiv. inspect the quality of specified materials used in the project, from its initial stage till the completion of the scheme.

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10. PROCUREMENT SECTION

- 1) There shall be a Section of Procurement, hereafter in this paragraph called as “the Section”, at the head office level, headed by Director and directly responsible to the Managing Director.
- 2) The Section shall;
 - i. make procurements on the recommendations of the Procurement Committee, provided that all procurement shall require sanction of the competent authority as per KP-TEVTA Delegation of Powers and Powers of Re-Appropriation Rules. The term of the Procurement Committee shall be as decided by the BoD.
 - ii. assess the available inventory on annual basis and recommend auction of the store which is unserviceable or repairable beyond economic limit.

11. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SUB-SECTION UNDER M&E SECTION OF THE AUTHORITY;

- 1) There shall be a Sub – Section of Information and Communication Technology, hereafter in this paragraph called as “the Sub-Section”, at the head office level, headed by Deputy Director who will report to Director M&E.
- 2) The Sub-Section shall;
 - i. be responsible for maintaining the ICT infrastructures within KP-TEVTA Head Office and its all subordinate colleges/institutes/centers.
 - ii. submit regular reports to the Managing Director on the functioning of all IT equipment provided in the colleges/institutes/centers and generate daily reports on attendance of the staff and performance of CCTVs.
 - iii. manage implementation of MIS in KP-TEVTA Head Office and its subordinate colleges/institutes/centers.
 - iv. responsible for rectification of any problem related to MIS and other IT equipment brought into the notice of Authority within three days.
 - v. provide methods, tools and procedures for data integrity assurance and guarantee daily operation.
 - vi. ensure compliance of Information and Communications Technology systems with regulatory and legal requirements.
 - vii. computerize all the activities of the head Office, Regional Offices and colleges/institutions of the Authority.
 - viii. arrange proper networking of all the activities of Head Office, colleges and institutions of the Authority and update it from time to time.

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- ix. develop, maintain and update the Authority website; and perform any other function relating to the Information and Communications Technology, as assigned by Managing Director.

12. POWER OF TRANSFER AND POSTING

The powers of transfer and posting of all the employees, as mentioned in sub section (5) of section 4 of the act, shall be exercised by the Managing Director under KP-TEVTA notified Posting / Transfer Policy.

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ANNEXURE-I

**GOVERNMENT OF KHYBER PAKHTUNKHWA
TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY**

Report for the month of _____/20____.

1. Name of college/institute/centre: _____
2. Date of Establishment: _____
3. Total cost of the Project: _____ (Rs. In millions)
4. Physical Progress:

Name of Technology/ Course	Approved strength of students/trainees	Students/trainees admitted/recruited	Total No. of passed out students/trainees during the month	Progressive Total since the inception
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(Please attach additional sheet if required)

5. Staff/Employment position:

Name of post	Basic Scale	No. of approved posts	Filled/vacant	Remarks (Reasons if vacant)
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- A. Technical Teaching Staff:
- B. Supporting/Non Technical Staff:

6. Physical Infrastructure:

Name of Head	Opening Balance	Addition during the month	Total	Remarks (if any)
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(Please attach details and machinery and equipment unserviceable/ unutilized)

7. Financial Progress:

- A. Capital Expenditure:

Opening balance	Expenditure during the month	Total/ closing Balance	Source of Funding	Remarks
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- B. Revenue Expenditure:

Particulars	Opening Balance	Expenditure during the month	Total/Closing Balance	Source of receipts.
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- i. Salaries and allowances of staff:
- ii. Utilities/ contingences:
- iii. Miscellaneous:

8. Financial Position:

Opening Balance	Addition during the month.	Total	Expenditure during the month	Closing Balance	Source of receipts.

- i. Cash in Banks. (Please attach bank wise detail if the accounts are maintained in more than one bank):
 - ii. Cash in hand:
9. Special Events during the month (if any) (Please attach detail and photographs, if available):

10. Problems/bottlenecks faced and suggestions for their removal;

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REGULATION-II
KHYBER PAKHTUNKHWA TECHNICAL EDUCATION
AND VOCATIONAL TRAINING AUTHORITY
(APPOINTMENT, PROMOTION & TRANSFER)

1. SHORT-TITLE, APPLICATION AND COMMENCEMENT

- (1) This Regulation may be called “the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority Employees (Appointment, Promotion and Transfer) Revised Regulation, 2021”.
- (2) Except as otherwise provided by the Act, it shall apply to the employees of the Authority including employees appointed on contract basis.
- (3) It shall come into force at once and supersedes all previous regulations in this regard.
- (4) Words and expressions used but not defined in this Regulation shall have the same meaning as assigned to them ;in the Act or the Rules or Regulations made there under

2. DEFINITIONS

In this Regulation, unless there is anything repugnant to the subject or context:

- a. “Appointing Authority” in relation to a post in the Authority, means a person or authority competent to make appointment to that post, as specified in column 3 of the schedule.
- b. “Authority” means the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority, established under the Act.
- c. "Basic Pay Scale" means pay scale prescribed by the Government of Khyber Pakhtunkhwa and adopted by the Authority.
- d. “Cadre” means the strength of a service or a post of a service sanctioned as a separate unit.
- e. “Confirmation” means the substantive appointment to a regular or permanent post.
- f. "Duty" includes the performance of the normal work under the Act & rules or regulations made there under or any other work or assignment as may be determined by the Authority to be duty.

- g. "Employee" means a person appointed by the Authority on regular or contract basis but does not include a person who is serving in the Authority on deputation, adhoc or work charge basis and a person appointed on temporary basis for a given period.
- h. "Fixed pay" means the lump sum amount of remuneration permissible to a post.
- i. "Initial recruitment" means appointment other than by transfer or promotion.
- j. "Lien" means the right of an employee to hold substantively, a permanent post to which he has been appointed and confirmed.
- k. "Pay" means the basic pay drawn by an employee as the monthly salary, and includes technical pay, special pay and other emoluments described by the Authority to be pay.
- l. "Permanent Post" means a post sanctioned without limit of time and carrying a definite scale.
- m. "Personal Pay" means additional pay granted to an employee:
 - i. to save him from loss of substantive pay in respect of a permanent post due to revision of pay or abolition of such substantive post otherwise than as a disciplinary measure; and
 - ii. in exceptional circumstances, on other personal considerations.
- n. "Schedule" means any Schedule appended to this Regulation.
- o. "Selection Board" means the board constituted under this Regulation for the purpose of making recommendations for appointment by initial recruitment or promotion to posts in BPS-17 and above in the Authority.
- p. "Selection Committee" means the Committee constituted under this Regulation for the purpose of making recommendations for appointment by initial recruitment or promotion, to posts in BPS-16 and below in the Authority.
- q. "Service" means the service rendered in connection with the affairs of the Authority.
- r. "Temporary post" means a post other than a permanent post.

3. QUALIFICATION AND OTHER CONDITIONS

- a) The appointments in the Authority shall be made by initial recruitment, promotion or transfer as may be prescribed in this Regulation.
- b) The minimum qualification, experience, age limit and method of recruitment, as specified in columns 4 to 6 of the Schedule, and other conditions as may be imposed, shall be applicable to the posts borne on the strength of the Authority, as specified in column 2 of the Schedule.

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4. APPOINTING AUTHORITY

- 1) The Authority specified in Column 3 of the Schedule shall be the Appointing Authority in respect of the post specified against each such Authority in Column 2 of the Schedule

5. NATURE OF POSTS

- (1) Such percentage of posts, or such posts, as the case may be, specified in column 2 of the Schedule, as the Board may declare from time to time, shall be the posts on contract basis and the persons appointed there to shall be entitled to receive fixed salary as determined by the Appointing Authority.
- (2) All employees recruited by KP-TEVTA under the approved regulation of TEVTA shall deem to be Public Servants within the meaning of Section 21 of Pakistan Penal Code 1860.
- (3) Posts not covered under sub-paragraph (1) shall be regular posts in the Basic Pay Scale specified with respect to each such post in column 2 of the Schedule and form part of the respective cadres.

6. METHOD OF APPOINTMENT

- 1) Appointments to posts in basic scale pay BPS-17 and above shall be made in the manners specified against each such post in column 6 of the Schedule on the recommendations of the **Selection Board** consisting of:

a.	Managing Director	Chairman
b.	Chairman, Human Resource Committee	Member
c.	Representative of Secretary Industries & Technical Education Department not below the rank of Additional Secretary	Member
d.	Director Finance & Accounts	Member
e.	Director Admin: and HR	Member /Secretary

- 2) Appointment to posts in Basic Pay Scale 16 and below shall be made in the manner specified against each such post in column 6 of the Schedule on the recommendations of the **Selection Committee**, consisting of:

- a. Director Administration and Human Resource Chairman
b. Representative of Industries Department Member
c. Deputy Director Finance and Accounts Member
d. Deputy Director Administration and Human Resource Member/Secretary

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Note: For selection against technical post mentioned in sub-paragraphs (1) and (2) above, the Chairman may co-opt an additional member having sufficient experience in the relevant field.

- 3) The children or widow, as the case may be, of civil servants serving under the control of KP TEVTA, who died during service, shall be entitled to appointment against the KP TEVTA posts, on the terms and conditions provided in sub-Rule (4) of Rule 10 of the Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion and Transfer) Rules, 1989.
- 4) The children of retired civil servants serving under the control of KP TEVTA shall be entitled to appointment against KP TEVTA posts, according to the quota reserved, and on the terms and conditions issued, in this behalf by the Government from time to time.
- 5) Notwithstanding anything contained in any Rule or Regulation for the time being in force, two (02) per cent of all posts in KP TEVTA to be filled in by initial recruitment shall be reserved for disabled candidates and ten (10) per cent of all posts in KP TEVTA meant for initial recruitment shall be reserved for female candidates, while three (03) per cent of all such posts shall be reserved for candidates belonging to the minorities, in addition to their participation in open merit.
- 6) Explanation: For the purpose of reservation under this sub-Rule, disability does not include such disability which hampers in the smooth performance of the duties required of a disabled candidate.]

7. **MEDICAL FITNESS**

No person shall be appointed to a post by initial recruitment unless he/she is certified to be declared medically fit.

- a. By a Standing Medical Board in relation to a post in Basic Pay Scale 17 and above; or
- b. by the Medical Superintendent of a District Headquarter hospital in relation to a post in basic pay scale 16 and below.

8. **ADVERTISEMENT**

All vacancies to be filled in by initial recruitment, either on regular or contract basis, except for appointment as provided in Section - 12 shall be advertised in at-least two (02) leading newspapers.

9. **CRITERIA FOR APPOINTMENT BY PROMOTION**

- 1) Besides the qualifications and experience/service length, the performance of officers shall be evaluated in terms of the following grades and scores.

S. No	Overall Grading of PER	Marks
01	Outstanding	10
02	Very Good	08

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03	Good	07
04	Average	05
05	Below Average	01

- 2) The outstanding grading shall be awarded to officers showing exceptional performance but the number of such grading shall not exceed 10 % of the total officers/officials reported upon.
- 3) The grading shall not be printed in the PER form. However, the reporting officer, while rating an officer as “outstanding”, may draw another box in his own hand in the form, initial the box and write outstanding on the descriptive side. Convincing justification for the award shall be recorded by the reporting/countersigning officer. The discretion of awarding “outstanding” shall be exercised sparingly and the award must be merited.
- 4) The quantification formula and instructions for working out quantified score shall be as under;
 - i. **DEDUCTION** shall be made as indicated below:
 - a) One mark for each adverse report; and
 - b) 3 marks for each minor penalty imposed under the KP-TEVTA (Efficiency and Discipline) Regulation.
 - ii. Addition of 2 marks shall be made for service in specified training institutions for a period of two years or more.
 - iii. If more than one PER have been initiated on an officer during the calendar year, their average marks shall be the marks for the whole calendar year.
 - iv. If a period of report is less than 3 months, it shall be ignored for purpose of quantification.
 - v. Quantification marks shall be in round figure.
 - vi. If overall grading in the PER is ambiguous e.g. placed between “Good” and “Average”, the quantification shall be based on the lower rating.
 - vii. Where only two reports or less are available on an officer against posts in a particular basic pay scale, these PERs shall be added to the PERs earned in the lower post for calculating the average marks.
 - viii. Where an officer appointed to a higher post on Acting Charge Basis is considered for regular promotion on that post, the PER earned during Acting Charge appointment shall be added to PERs earned in the lower post for calculating average marks.
- 5) Where an employee who has been penalized under the “KP-TEVTA Employees (Efficiency and Discipline) Regulation” or any other law for the time being in force during the last three (03) years of his service, he shall stand superseded till completion of 5-years’ service after the imposition of such penalty, provided that minor penalty shall not be a bar to promotion.

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10. **APPOINTMENT BY TRANSFER**

- (1) Except as otherwise provided in any service rule or regulation for the time being in force appointment to a post in the Authority may, subject to Schedule, be made by transfer in the manner as may be determined by the Authority and agreed to between the borrowing and the lending departments, provided that appointment by transfer shall be made from amongst the persons possessing qualification and other conditions, and holding appointment on regular basis in the same pay scale, in which the post to be filled in exists.
- (2) Appointment by transfer under sub-paragraph (1) includes temporary transfer on deputation basis for a specified period, of an employee of the Federal Government, the Government or an autonomous body in the public sector under the administrative control of the Federal Government or the Government, as the case may be, on such terms and conditions as may be determined by the lending and borrowing authorities.
- (3) In case of appointment by transfer on deputation basis, the qualification mentioned in column 4 of the Schedule in respect of such post shall not apply, nor shall such appointment require recommendations of the Selection Board or the Selection Committee, as the case may be.

11. **DOMICILE**


No person shall be appointed to a post by initial recruitment, unless he/she is a bona-fide resident of the Khyber Pakhtunkhwa Province. The Board may wave of this condition if a candidate with special experience and qualification is considered.

12. **APPOINTMENT IN URGENCY**

In order to meet the emergent needs, the Managing Director may appoint a suitable person or persons to any post in basic pay scales 1 to 17 on contract basis for a maximum period of one year, without the recommendations of the Selection Board or the Selection Committee, as the case may be. But every such appointment shall be brought to the notice of the Board.

13. **SERVICE BOOKS AND PERSONAL FILES**

- a) Service book shall be maintained for each employee of the Authority in BPS-16 and below and kept up-to date. Each event in his official career shall be recorded in the service book. The service verification shall be carried out every year, provided that in case of employees in BPS-17 and above, no service books but Personal Files shall be maintained.
- b) The service book in respect of each employee will have two copies, official & personal. The official copy shall be kept in safe custody in the respective establishment section and shall be updated from time to time. The personal copy shall be in possession of the employee concerned which will be updated by the concerned office on yearly basis so that in case of any damage, the second updated and verified copy is available.



14. PERFORMANCE EVALUATION REPORT

- (1) Performance Evaluation Report shall be maintained for each employee of the Authority and the views in respect of work and conduct of the employee shall be recorded annually by the Reporting Officer, namely;
 - i. the Head of the Section, Institute, College or Centre, as the case may be, in respect of staff thereof to be further submitted to the Managing Director for counter signature.
 - ii. the Director Admin: and HR, in respect of the Principals of all Government Technical and Vocational Centers and Skill Development Centers, both male and female; and to be further submitted to the Managing Director for counter signature.
 - iii. the Managing Director, in case of all heads of Sections and Principals of Government Colleges of Technologies, Polytechnic Institutes, Government Technical Teacher Colleges and Government Advance Technical Training Centers, to be further submitted to the Secretary of the Industries and Technical Education Department for counter signature. In case of Public Servants, the counter signature authority above the Managing Director shall be Chairman KP-TEVTA.
- (2) Performance Evaluation Report shall be kept in safe custody of a specially established secret section in the Administration Section of the Authority.
- (3) The Performance Evaluation Report shall be written during the month of January each year for the preceding year and the countersigning Officer shall do the needful in the next February. All the Performance Evaluation Reports shall reach the secret section well before the 31st of March each year.
- (4) The adverse remarks, if any, shall be communicated to the concerned employee before the 30th June of that year. Late communication of adverse remarks shall expose the officers or officials concerned to disciplinary action.

15. APPOINTMENT OF OFFICERS, ADVISORS AND CONSULTANTS

- 1) The Board may create posts for short and long terms duration, if the exigency of services demands so. Appointment to such posts may be made on contract basis on the terms and conditions to be determined by the Board.
- 2) The procedure to be adopted for such contract appointment may, however, be in accordance with this Regulation.

16. ADVANCE INCREMENT, HONORARIA, ADDITIONAL PAY OR DUAL CHARGE ALLOWANCE

- 1) The Board may grant advance increment(s) or honorarium to an employee of the Authority on such terms and conditions as it may determine. Provided that such advance increment or honorarium may be granted to an employee for his exemplary performance of work carried out over and above his actual duties. The

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Managing Director may also grant to the employee a honorarium equal to one month salary as an incentive.

- 2) An employee appointed to hold additional charge of a post shall be entitled to additional pay as under;
 - a) where an employee of the Authority or other organizations is formally appointed to the additional post and he discharges full duties of such post, additional pay should not exceed 20 percent of his substantive pay, provided that where the additional post is a higher post, the employee may be allowed as additional pay @ 20% of his substantive pay or the difference between the presumptive pay admissible to him in the higher post had he been promoted to that post regularly, and his pay drawn in the lower post if that be more beneficial to him;
 - b) where an employee holds the current charge of an additional post, the additional pay shall be 10% of the substantive pay of the employee concerned;
 - c) no additional pay shall be sanctioned if the additional charge is held for a period of less than one month;
 - d) additional pay shall not be admissible without prior orders in writing of the competent authority. The authority shall clarify whether the employee would be in-charge of the current duties or full charge of the additional post, provided that ex-post-facto grant of additional pay to an employee for a period of six months shall only be entertained with the approval of the Board.
- 3) A competent authority may grant an employee an honorarium from the Authority's Fund as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward.
- 4) Except when special reasons exist, which shall be recorded in writing, for a departure from this provision, sanction for the grants or permission to receive an honorarium shall not be given unless the work has been undertaken with the prior consent of the competent authority and its amount settled in advance, provided that the provision may be relaxed in suitable cases, for reasons to be recorded in writing.
- 5) A competent authority may permit an employee to perform a specified service or series of services for a private person or body or for a public body including a body administering a local fund or for government and to receive as remuneration thereof a non-recurring or recurring fee, if it is satisfied that this can be done without detriment to his normal duties.



17. GENERAL RULES

In all other matters, not expressly provided in this Regulation, or unless specifically so prescribed, the employees of the Authority shall be governed by such rules as are applicable to civil servants working in the Khyber Pakhtunkhwa; while appointments against the project posts shall be made in accordance with the policy of the government in this respect.

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SCHEDULE-I

A. EXECUTIVE CADRE

1. ADMINISTRATION & HR SECTION

S. No	Nomenclature of the post	Appointing authority	Qualification and experience for initial recruitment	Age limit	Method of recruitment
1.	Director, Administration & Human Resource (Equivalent BPS-19/20)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Business Administration with specialization in HR Management; or b) Public Administration; or c) Human Resource Management; or d) Management Sciences. e) 15 years' post degree relevant experience.	Up to 55	By transfer/transfer on deputation an officer of BPS 19/20 from Government Department Or by initial recruitment. In case of appointment by initial recruitment, Market based salary package from Rs. 300,000 – Rs. 500,000 per month.
2.	Deputy Director, Administration & Human Resource (Equivalent BPS-18)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Business Administration with specialization in HR Management; or b) Public Administration; or c) Human Resource Management; or d) Management Sciences or e) Bachelor of Engineering	Up to 35 years	i. 50% by initial recruitment; and ii. 50% by promotion, on the basis of selection on merit, from amongst the holders of the post of Assistant Director (BPS-17), Administration & Human Resource Section with at least 5 years' experience as such. Provided that in case of non-availability of eligible candidate for promotion, then by initial recruitment In case of appointment by initial recruitment, Market based salary package from

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			f) 5 years' post degree relevant experience.		Rs. 200,000 – Rs. 300,000 per month.
3.	Assistant Director Admn, HR (Equivalent BPS-17)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Business Administration with specialization in HR Management; or b) Public Administration; or c) Human Resource Management; or d) Management Sciences	Up to 30 years	i. 80 % by initial recruitment. ii. 20 % by promotion from amongst the HR/Admin Section Assistants BPS-16, with 05 years' experience as such. Provided that in case of non-availability of eligible candidate for promotion, then by initial recruitment In case of appointment by initial recruitment, Market based salary package from Rs. 100,000 – Rs. 150,000 per month.
4.	Admin Officer BPS-17 (COE)	Board	a) Master Degree or equivalent qualification from HEC recognized University in Business Administration or Public Administration with b) 2 years' post degree experience in the relevant field	Up to 35 years	i. By Initial Recruitment. ii. By transfer from amongst KP-TEVTA employees in the same BPS, working on the relevant administrative position.

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2. FINANCE AND ACCOUNTS AND AUDIT SECTION

S. No	Nomenclature of the post	Appointing authority	Qualification and experience for initial recruitment	Age limit	Method of recruitment
1.	Director, Finance & Accounts (Equivalent B-19/20)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Business Administration with Specialization in Finance; or b) Commerce (M.Com); or c) Economics ; or d) Chartered Accountant; or e) Associate of Chartered Certified Accountant (ACCA) f) 15 years' post degree relevant experience.	Up to 55 Years	By transfer from KP-TEVTA Institutes of an officer of BPS 19/20 from Government Department Or By initial recruitment. In case of appointment by initial recruitment, Market based salary package from Rs. 300,000 – Rs. 500,000 per month.
2.	Deputy Director, Finance & Accounts (Equivalent BPS-18)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Business Administration with Specialization in Finance; or b) Commerce (M.Com); or c) Economics ; or d) Chartered Accountant; or e) Associate of Chartered Certified Accountant (ACCA) f) 5 years' post degree relevant experience.	Up to 35 years	i. 50% by initial recruitment; and ii. 50% by promotion, on the basis of selection on merit, from amongst the holders of the post of Assistant Director (BPS-17), Finance & Accounts Section with at least 5 years experience as such. Provided that in case of non-availability of eligible candidate for promotion, then by initial recruitment In case of appointment by initial recruitment, Market based salary package from Rs. 200,000 – Rs. 300,000 per month.

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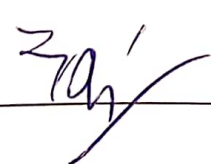
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3.	Assistant Director Budget (Equivalent BPS-17)	Board	<p>Master Degree or equivalent qualification from HEC recognized University in:</p> <p>a) Business Administration with Specialization in Finance; or</p> <p>b) Commerce (M. Com); or</p> <p>c) Economics; or</p> <p>d) Chartered Accountant; or</p> <p>e) Associate of Chartered Certified Accountant (ACCA).</p>	Up to 30 years	<p>i. 80 % by initial recruitment.</p> <p>ii. 20 % by promotion from amongst the holder of the posts of Accounts/Audit Assistants BPS-16, with 05 years' experience as such.</p> <p>Provided that in case of non-availability of eligible candidate for promotion, then by initial recruitment</p> <p>In case of appointment by initial recruitment, Market based salary package from Rs. 100,000 – Rs. 150,000 per month.</p>
4	Assistant Director Accounts (Equivalent BPS-17)	Board	<p>Master Degree or equivalent qualification from HEC recognized University in:</p> <p>a) Business Administration with Specialization in Finance; or</p> <p>b) Commerce (M.Com); or</p> <p>c) Economics ; or</p> <p>d) Chartered Accountant; or</p> <p>e) Associate of Chartered Certified Accountant (ACCA)</p>	Up to 30 years	<p>i. 80 % by initial recruitment.</p> <p>ii. 20 % by promotion from amongst the holder of the posts of Accounts/Audit Assistants BPS-16, with 05 years' experience as such.</p> <p>Provided that in case of non-availability of eligible candidate for promotion, then by initial recruitment.</p> <p>In case of appointment by initial recruitment, Market based salary package from Rs. 100,000 – Rs. 150,000 per month.</p>

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5.	Accounts Assistant (BPS-16)	Managing Director	Bachelor Degree or equivalent qualification in Commerce/ Business Administration/ BA /BSc with Economics subjects from a recognized University	Up to 35 years	By initial recruitment
6	Budget Assistant (BPS-16)	Managing Director	Bachelor Degree or equivalent qualification in Commerce/ Business Administration/ BA /BSc with Economics subjects from a recognized University	Up to 35 years	By initial recruitment

3. PROCUREMENT SECTION

S. No	Nomenclature of the post	Appointing authority	Qualification and experience for initial recruitment	Age limit	Method of recruitment
1.	Director Procurement, (Equivalent BPS-19/20)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Business Administration; or b) Public Administration; or c) Economics; or d) Bachelor of Engineering e) 15 years' post degree relevant experience	Up to 55 Years	By Initial Recruitment. (Salary Package from Rs. 300,000 – 500,000)
2.	Assistant Director, Procurement (Equivalent BPS-17)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Business Administration; or b) Public Administration; or c) Economics; or d) Bachelor of Engineering	Up to 30 years	i. 80 % by initial recruitment. ii. 20 % by promotion from amongst the holder of the posts of Office Assistants BPS-16, with 05 years' experience as such. Provided that in case of non-availability of eligible candidate for promotion, then by initial recruitment In case of appointment by initial recruitment, Market based salary package from Rs. 100,000 – Rs. 150,000 per month.

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4. ACADEMIC SECTION

S. No	Nomenclature of the post	Appointing authority	Qualification and experience for initial recruitment	Age limit	Method of recruitment
1.	Director, (Academics) (Equivalent BPS-19/20)	Board	a) Master Degree in natural sciences; or b) Information Technology; or c) Computer Sciences; or d) Bachelor degree in Engineering a) exposure to TVET preferably abroad b) experience of at least 15 years in TVET management or skill training development /delivery on key positions	Up to 55 Years, may be relaxed up to 65 years in case of candidates with peculiar experience in Technical Education.	By initial recruitment Or by Transfer of BPS 19/20 Officer from KP-TEVTA Institutes In case of Initial Recruitment, market based salary package from Rs. 300,000 – Rs. 500,000 per month.
2	Vocational Counseling & Job Placement Officer (BPS-17)	Board	a) Master Degree in HRM; or b) Marketing; or c) Public Relation; or d) BSC Engineering in any field e) 2 year post degree relevant experience	Up to 30 years	By initial recruitment.
3	Labour Market Information Officer (LMI) BPS-17 (COE)	Board	a) Master Degree or equivalent qualification from HEC recognized University in Statistics, Economics or Business Administration with b) 02 years post degree experience in the relevant field.	Up to 35 years	i. By Initial Recruitment ii. By transfer from amongst KP-TEVTA employees in the same BPS, working on the relevant administrative position.

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5. PLANNING & DEVELOPMENT / WORKS SECTION

S. No	Nomenclature of the post	Appointing authority	Qualification and experience for initial recruitment	Age limit	Method of recruitment
1.	Director, Planning, Development & Works (Equivalent B-19/20)	Board	BSc/BE Civil or Architecture Engineering with 15 years' post degree relevant experience	Up to 55 Years	By Initial Recruitment. (Salary Package from Rs. 300,000 – 500,000 / month)
2.	Deputy Director, Planning & Development (Equivalent B-18)	Board	a) BSc/BE Engineering; or b) 4 years Bachelor Degree in Technology; or c) Masters' Degree in Economics d) 5 years' post degree relevant experience	Up to 35 years	i. 50% by initial recruitment; and ii. 50% by promotion on the basis of selection on merit from amongst the holders of the post of Assistant Directors (BPS-17) Planning, Development & Works Section with at least 5 years' experience as such Provided that in case of non-availability of eligible candidates for promotion, then by initial recruitment on Market based salary package from Rs. 200,000 – Rs. 300,000 per month
3.	Sub Engineer Civil/ Electrical (BPS 14)	Managing Director	Diploma of Associate Engineer in the relevant field from the Board of Technical Education.	Up to 30 Years	By initial recruitment

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6. MONITORING AND EVALUATION SECTION

S. No	Nomenclature of the post	Appointing authority	Qualification and experience for initial recruitment	Age limit	Method of recruitment
1.	Director Monitoring & Audit (Equivalent BPS-19/20)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Economics; or b) Business Administration; or c) Public Administration; or d) Bachelor Degree in Engineering e) 15 years' post degree relevant experience.	Up to 55 Years	By initial recruitment (Salary Package from Rs. 300,000 – 500,000)
2.	Deputy Director, Monitoring & Evaluation (Equivalent B-18)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Economics; or b) Business Administration; or c) Public Administration; or d) Bachelor Degree in Engineering e) 5 years' post degree experience	Up to 35 years	i. 50% by initial recruitment; and ii. 50% by promotion on the basis of selection on merit from amongst the holders of the post of Assistant Directors (BPS-17) Monitoring and Evaluation Section with at least 5 years' experience as such Provided that in case of non-availability of eligible candidates for promotion, then by initial recruitment In case of appointment by initial recruitment, market based salary package from Rs. 200,000 – Rs. 300,000

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3.	Monitoring & Evaluation Officer BPS-17 (COE)	Board	<p>a) Master Degree or equivalent qualification from HEC recognized University in Economics; or Business Administration; with</p> <p>b) 2 years' post degree relevant experience.</p>	Up to 35 years	<p>i. By Initial Recruitment.</p> <p>ii. By transfer from amongst KP-TEVTA employees in the same BPS, working on the relevant administrative position.</p>
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7. INFORMATION AND COMMUNICATION TECHNOLOGY SUB-SECTION
UNDER M&E SECTION


S. No	Nomenclature of the post	Appointing authority	Qualification and experience for initial recruitment	Age limit	Method of recruitment
1.	Deputy Director, Information and Communication Technology (BPS-18)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Information Technology; or b) Computer Science; or c) Bachelor of Engineering	Up to 35 years	i. 50% by initial recruitment; and ii. 50% by promotion on the basis of selection on merit from amongst the holders of the post of MIS/Networking officers (BPS-17) with at least 5 years' experience as such Provided that in case of non-availability of eligible candidates for promotion, then by initial recruitment In case of appointment by initial recruitment, by initial recruitment. (Salary Package from Rs. 200,000 – 300,000)
2	MIS Officer (Equivalent BPS-17)	Board	Master Degree or equivalent qualification from HEC recognized University in: a) Information Technology; or b) Computer Science; or c) BSc (Computer System Engineering)	Up to 30 years	By Initial Recruitment (Salary Package from Rs. 100,000 – Rs 150,000)

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3	Net Working Officer (Equivalent B-17)	Board	Master Degree or equivalent qualification from HEC recognized University in: <ul style="list-style-type: none"> a) Information Technology; or b) Computer Science; or c) BSc (Computer System Engineering) d) Preference will be given to CCNA/CCNP qualified candidates 	Up to 30 years	By Initial Recruitment (Salary Package from Rs. 100,000 – 150,000)
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B. GENERAL STAFF

S. No	Nomenclature of the post	Appointing authority	Qualification and experience for initial recruitment	Age limit	Method of recruitment
1	Senior Staff Officer (B -17)	Board	Master Degree or equivalent qualification from HEC recognized University in; a. Arts/Science: or b. Management or c. Bachelor of engineering d. Computer Skill with typing of 40 WPM.	Up to 30 years	By Initial Recruitment
2.	Audit Officer (B-18) 	-----	-----	----	By Transfer on deputation basis from Government Department
3.	Office Assistant (Public Relations) (BPS-16)	Managing Director	Master Degree or equivalent qualification from HEC recognized University in; a. Journalism: or b. Mass Communication or c. Public Administration or d. Business Administration with computer literacy	Up to 30 years	By initial recruitment.
4.	Office Assistant (B-16)	Managing Director	a) Bachelor Degree or equivalent qualification from HEC recognized University in Arts / Science b) Computer skills with Typing speed of 40 WPM.	Up to 30 years	By initial recruitment.

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5.	Auditor (B-16)	-----	-----	---	By Transfer on deputation basis from Government
6.	Junior Office Assistant (B-14)	Managing Director	a) Intermediate with Diploma of Information Technology from Board of Technical Education. b) Typing Speed 35 WPM	Up to 30 Years	By initial recruitment.
7.	Dispenser (BPS-09)	Managing Director	Post Matric Diploma of Dispenser from a recognized Institute.	Up to 35 years	By initial recruitment.
8.	Store Keeper (BPS-09)	Managing Director	Intermediate with computer literacy	Up to 28 years	By initial recruitment.
9.	Driver (BPS-6) Skilled Position	Managing Director	Matric pass, having a valid HTV or LTV driving License with five years practical experience as such.	Up to 35 years	By initial recruitment.
10.	Naib Qasid (BPS-3)	Managing Director	Preferably literate	Up to 35 years	By initial recruitment.
11.	Security Guard (BPS-3)	Managing Director	Preferably retired Military personnel	Up to 40 years	By initial recruitment.
12.	Cleaner(BPS-3)	Managing Director	Preferably professional cleaner (Non-Muslim)	Up to 35 years	By initial recruitment.
13.	Gardener/Mali (BPS-3)	Managing Director	Preferably having knowledge of gardening.	Up to 35 years	By initial recruitment.
14.	Bearer (BPS-3)	Managing Director	-----	Up to 35 years	By initial recruitment.

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15.	Cook (BPS-3)	Managing Director	Six months certificate in cooking skills.	Up to 35 years	By initial recruitment.
16.	Khadim (BPS-3)	Managing Director	Preferably literate	Up to 35 years	By initial recruitment.
17.	Dispenser (BPS-09)	Managing Director	Post Matric Diploma of Dispenser from a recognized Institute.	Up to 35 years	By initial recruitment.
18.	Store Keeper (BPS-09)	Managing Director	Intermediate with computer literacy	Up to 28 years	By initial recruitment.

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C. TEACHING CADRE:

Government Colleges of Technology, Polytechnic Institutes, Staff College, Vocational/ Skill Development Centers (Male & Female)

S. No	Nomenclature of the post	Appointing authority	Qualification and experience for initial recruitment	Age limit	Method of recruitment
1	Principal GCT/GPI/ GTTTC BPS-20)	Board	----	----	By selection on merit from amongst the three senior most professors in the technical cadre.
2	Professor (Technical Cadre) (BPS-20)	Board	a) PhD in Engineering/ D.Tech: in the relevant Discipline/ Technology from a recognized university with seven years Teaching/ Professional experience OR b) Master's Degree in Engineering /M- Tech; in the relevant discipline/ technology from a recognized university with twelve years teaching/ Professional experience.	35-55 years	i. 20% by initial recruitment. ii. 80% by promotion, on the basis of selection on merit, from amongst the holders of the post of Principal (BPS-19) or Associate Professor (BPS-19), Technical Cadre, with at least 17 years' service in BPS-17 and above or Twelve years' service in BPS-18 and above or Five year service in BPS- 19, along with successful completion of mandatory required training of not less than three months,
3	Professor (Related Studies) (BPS-20)	Board	a) PhD in the relevant subject from a recognized university with seven years teaching experience at University / College / Institute level; or b) 2 nd Class M. Phil in the relevant	35-55 years	i. 20% by initial recruitment. ii. 80% by promotion, on the basis of selection on merit, from amongst the holders of the post of Associate Professors (Related Studies) BPS- 19, with at least seventeen years' service in BPS-17 and above or

			subject, from a recognized university with twelve years teaching experience at university / College /Institute level.		<p>twelve years' service in BPS-18 and above or</p> <p>Five year service in BPS-19.</p>
4	Associate Professor (Technical Cadre) (BPS-19)	Board	<p>a) PhD in Engineering/ D.Tech: in the relevant Discipline/ Technology from a recognized university with five years Teaching/Professional experience; or</p> <p>b) Master's Degree in Engineering /M-Tech; in the relevant discipline/ technology from a recognized university, with seven years teaching/Professional experience; or</p> <p>c) Bachelor's Degree in Engineering/ B-Tech (Hon) in the relevant discipline/ technology from a recognized university with twelve years teaching/ professional experience.</p>	30-50 years	<p>i. 20% by initial recruitment.</p> <p>ii. 80% by promotion, on the basis of selection on merit, from amongst the holders of the post of Assistant Professor (Technical Cadre), possessing Bachelor's Degree in Engineering /AMIE/ 4 years B-Tech degree, with 12 years' service in BPS-17 and above or seven years' service in BPS-18, along with six month teaching cum management training;</p>
5	Associate Professor (Related Subject) (BPS-19)	Board	a) PhD in the relevant subject from a recognized university with five years teaching experience at University / College / Institute level; or	30-50 years	<p>i. 20% by initial recruitment in the relevant subject,</p> <p>ii. 80% by promotion, on the basis of selection on merit, from amongst the holders of the post of Assistant Professors, (Related Studies) (BPS-</p>

			<p>b) M.Phil in the relevant subject, from a recognized university with seven years teaching experience at university / College /Institute level; or</p> <p>c) Master Degree in the relevant subject, from a recognized University with twelve years teaching experience at University / College/ Institute level.</p>		<p>18), having six months teacher's training with twelve years' service in BPS-17 and above or seven years' service in BPS-18.</p>
6. (a)	Assistant Professor (Technical Cadre) (BPS-18)	Board	<p>a) PhD in Engineering / D.Tech: in the relevant discipline/ technology from a recognized University, or</p> <p>b) Master's Degree in Engineering / M-tech; in the relevant discipline/technology from a recognized university, with three years teaching / Professional experience; or</p> <p>c) Bachelor's Degree in Engineering /AMIE / 4 Years B-Tech in the relevant discipline/ technology from a recognized university with five years teaching/ professional experience in the relevant field.</p>	25-45 years	<p>i. 40% by initial recruitment in the relevant technology/discipline,</p> <p>ii. 60% by promotion, on the basis of selection on merit, from amongst the holders of the post of Lecturer (Technical Cadre) (BPS-17), having qualification as mentioned in column-4, along with six months teaching / management training and five years' service as Lecturer (BPS-17).</p>

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6. (b)	Chief Master Trainer (Technical Cadre) BPS-18 (COE)	Board	<p>a) PhD in Engineering / D.Tech: in the relevant discipline/ technology from a recognized University, or</p> <p>b) Master's Degree in Engineering / M-tech; in the relevant discipline/technology from a recognized university, with three years teaching / Professional experience; or</p> <p>c) Bachelor's Degree in Engineering /AMIE / 4 Years B-Tech in the relevant discipline/ technology from a recognized university with five years teaching/ professional experience in the relevant field.</p>	25-45 years	<p>i. 40% by initial recruitment in the relevant technology/discipline,</p> <p>ii. 60% by promotion, on the basis of selection on merit, from amongst the holders of the post of Lecturer (Technical Cadre) (BPS-17), having qualification as mentioned in column-4, along with six months teaching / management training and five years' service as Lecturer (BPS-17).</p> <p>iii. By transfer from amongst KP-TEVTA employees of the relevant technology in the same BPS.</p>
7	Assistant Professor (Related Subjects) (BPS-18)	Board	<p>a) PhD in relevant subject from a recognized University or</p> <p>b) M.Phil in the relevant subject, from a recognized University with three years teaching experience at University /College / Institute level, or</p> <p>c) Master Degree in the relevant subject, from a recognized University with five years teaching /experience at University / College / Institute level.</p>	25-45 Years	<p>i. 40% by initial recruitment in the relevant subject</p> <p>ii. 60% by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Lecturer (Related Studies) (BPS-17), having six months' teachers training and five years' service as such.</p>
8	Principal / Vice Principal (GTVC/SDC) Male/Female (BPS-18)	Board	a) PhD in relevant subject from a recognized University or	25-45 Years	i. 40% by initial recruitment.

			<p>b) M. Phil in the relevant subject, from a recognized University with three years teaching experience at University /College / Institute level, or</p> <p>c) Master Degree in the relevant subject, from a recognized University with five years teaching /experience at University / College / Institute level.</p>		<p>ii. 60% by promotion, on the basis of selection on merit, from amongst the holders of the post of Instructor, Technical and Vocational Cadre (BPS-17), having six months teachers training and five years' service as such</p>
9.	Administrator GTVCs, Male (BPS-18)	Board	<p>a) Master Degree in Business Administration; or</p> <p>b) Public Administration; or</p> <p>c) Economics; or</p> <p>d) BSc Engineering; or BE or 04 years B.Tech from a recognized university</p> <p>e) At least 05 years' experience in any Public, Autonomous, Semi-autonomous or Corporate organization</p>	28-35 years	By initial recruitment
10.	Administrator GTVCs, Female (BPS-17)	Board	<p>a) Master Degree in Business Administration; or</p> <p>b) Public Administration or</p> <p>c) Economics or Fine Art; or</p> <p>d) BSc Engineering or 04 years B.Tech from a recognized university.</p>	25-35 years	By initial recruitment

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			e) 02 years' experience in any Public, Autonomous, Semi-autonomous or Corporate organization		
11. (a)	Lecturer/ Instructor (Technical Subject) (BPS-17)	Board	a) Bachelor's Degree in Engineering or 4 years B.Tech or equivalent qualification in the relevant discipline/ technology, from a recognized University.	22-35 years	<p>i. 60% by initial recruitment</p> <p>ii. 40 % by promotion, on the basis of selection on merit, from amongst the holders of the post of Junior Instructor/Demonstrator (BPS-15), with at least Diploma of Associate Engineer in the relevant technology from a recognize institute, and having five years' service as such, along with six months teaching / management training course from a recognize institute.</p>
11. (b)	Master Trainer, Master Trainer (soft skills), Master Assessor, Lead Assessor (Technical Cadre) BPS-17 (COE)	Board	b) Bachelor's Degree in Engineering or 4 years B.Tech or equivalent qualification in the relevant discipline/ technology, from a recognized University.	22-35 years	<p>i. 60% by initial recruitment</p> <p>ii. 40 % by promotion, on the basis of selection on merit, from amongst the holders of the post of Junior Instructor/Demonstrator (BPS-15), with at least Diploma of Associate Engineer in the relevant technology from a recognize institute, and having five years' service as such, along with six months teaching / management training course from a recognize institute</p> <p>iii. By transfer from amongst KP-TEVTA employees of the relevant technology in the same BPS.</p>

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12	Lecturer (Related Subject) (BPS-17)	Board	Master's Degree in the relevant subject from a recognized university.	22-35 years	By initial recruitment.
13	Junior Instructor/ Demonstrator/ Draftsman (GCTs and GPIs) (BPS-15)	Managing Director	a) Diploma of Associate Engineer in the relevant Technology from a recognized institute	18-30 years	i. 80% by initial recruitment in the relevant technology; and ii. 20% by promotion, on the basis of selection on merit, from amongst the holders of the post of Shop Assistant(BPS-7), having diploma of Associate Engineer in the relevant Technology from a recognize institute, and having five years' service as such;
14. (a)	Trade Instructor (GTVCS) (BPS-15)	Managing Director	a) Diploma of Associate Engineer in the relevant Technology from a recognized institute OR b) Matriculations with G-II level course in relevant trades from recognized board.	18-30 years	i. 80% by initial recruitment. ii. 20% by promotion, on the basis of selection on merit, from amongst the holders of the post of Shop Assistant BPS-07, and having qualification mentioned in column-4 of the post in the relevant field, with five years' service as such
14. (b)	Trade Instructor/ Instructress (Gemology, Faceting, Carving, Jewelry, CAD/CAM) BPS-15	Managing Director	Graduation/ Bachelor's Degree from a recognized University with at least Six (06) months Certificate or Diploma in the relevant field from a recognized Board / Institute. Preference shall be given to higher qualification.	18-30 years	By initial recruitment.
15	Trade Instructress (GTVCS Women) (BPS- 15)	Managing Director	Diploma of Associate Engineer in relevant trade/Bachelor Degree in general education	18-30 years	i. 80% by initial recruitment. ii. 20% by promotion, on the basis of selection on

			with one year course in the relevant trade from a recognized institute. Higher Education in the relevant field shall be given preference.		merit, from amongst the holders of the post of Shop Assistant BPS-07, and having qualification mentioned in column-4 of the post in the relevant field, with five years' service as such.
16	Technical School Teacher (TST) (BPS-15)	Managing Director	Bachelor's Degree with relevant elective subjects from a recognized University	18-30 years	By initial recruitment
17	Shop Assistant (BPS-7) Skilled Position	Managing Director	a) Secondary School Certificate from a recognized Board with G-II level course in the relevant trade from a recognized Institute; or b) Secondary School Certificate from a recognized Board with Trade Proficiency Certificate in the relevant trade from a recognized institute.	18-30 years	By initial recruitment
18	Shop Attendant (BPS-3)	Managing Director	Preferably literate	18-35 years	By initial recruitment.

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SCHEDULE-II

Criteria for Appointment of officers of the Executive and Teaching Cadres to BPS-17 and above for initial recruitment

1. Criteria of Selection for initial recruitment

- i. The total marks for evaluation in case of appointment of Officers of the Authority in BPS-17 and above shall be one hundred, to be awarded on the basis of the following formula: -

ii. For posts in BPS 17 and Above

S.No.	Description	BPS-17	BPS-18	BPS-19	BPS-20
1	Academic Record	40	36	36	36
2	Screening Test (Managerial Posts / Teaching - Non-Technical Posts)	49	50	-	-
3	Screening Test Practical Test (Lecture / Instructor Teaching - Technical Posts)	25 24	25 25	-	-
4	Relevant Presentation on given topic (for Managerial Positions)	-	-	50	50
5	Higher Relevant Qualification	03	06	06	06
6	Interview	08	08	08	08
Total		100	100	100	100

- iii. Evaluation/Marking Criteria for the contract staff to be appointed on fixed salaries under approval of the Board shall be as above. However, the Directors will be considered equivalent to BPS-19/20, Deputy Directors to BPS-18 and Assistant Director BPS-17 for all purpose other than Salary

Details of the above formula shall be as under;

2. **Academic Record**

Marks obtained in Academic Record = X

- i. In the case of appointment of Officers of the Authority in TEVTA head office and Institutions, the academic marks for non-professional degree holders (Matric to M.A/MSc) and Professional degree holders (Engineering or 4 years B-Tech) are to be calculated as under:-

a) **(For non-professional degree holders MA/MSc):**

Sum of the percentage obtained from Matric to M.A/M.Sc x X /
Total marks from Matric to M.A/M.sc in percent(%)

b) **(For Professional degree holders BSc Engr/4 years B-Tech):**

Sum of the percentage obtained in four professional examinations x X /
Total marks in four professional examinations in percent(%)

To illustrate, if a candidate obtains a total of 350% out of 400% in four examinations, his credit will come to:

$350\% \times 40/400\% = 35$ (out of 40), to be counted as 35 score.

Note: The prescribed formula of HEC shall be used for converting CGPA into percentage and vice versa.

3. **Screening / Written Test / Practical Test (For Technical Posts only)**

- i- A Screening / Written Test shall be conducted in case of appointment in BPS-17 & 18 only. The test will be conducted by an external authorized testing body.
- ii- The candidates obtaining 50% or above marks in Screening test / Written Test shall stand eligible for further recruitment process.
- iii- For Technical Positions, Top ten (10) eligible candidates against each post of the 1st Provisional merit list shall only be considered for practical test. The practical test will be conducted by an external authorized body.

4. **Higher Qualification**

For higher education above the prescribed qualification for a particular post, 03 marks shall be allocated as under: -

S#	Higher Qualification Stages	BPS - 17	BPS-18, 19 & 20
1	One stage above	01	02
2	Two stages above	02	04
3	Three stages above	03	06

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5. **Interview:**

- i- A total of 08 Marks shall be allocated for interview (For all posts).
- ii- Top five (05) eligible candidates against each post shall be called for interview (For all posts).

6. **Procedure For Marking In The Interview**

Members of the Selection Board shall record their marking out of (08) marks independently. After the interview, the final grade of candidate based on the assessment of the Members shall be determined on the basis of average by aggregating the marks awarded by each member.

7. **Experience:**

- i- The following principles shall be followed in determining the experience for those posts where experience is laid down as part of qualification: -
 - a. The fraction of experience less than one year shall be ignored.
 - b. Prescribed experience means the experience gained in line in a regular full paid job required after obtaining the prescribed qualification. Period spent on study whether inside or outside the country during service except the period in acquiring PhD or M. Phil in the relevant field will be excluded from the claimed length of experience.
 - c. Experience gained during appointment on ad hoc or contract basis or in officiating capacity shall be counted towards eligibility.
 - d. Period of practical training undergone by a candidate for becoming eligible for the award of actual degree shall be counted as experience, if such experience has been gained after and not during academic session.
 - e. Experience gained in the recognized institution shall be taken into consideration if it is supported by valid documentary proof.

8. **Age Relaxation:**

Relaxation in the upper age limit shall be determined on the basis of KP-TEVTA Age Relaxation Rules.

9. **Final Merit List Validity:**

Final merit list shall be followed for appointment of candidates out of waiting list within a period of one year, which shall be reckoned from the date of its approval by the Selection Board / Committee.

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SCHEDULE-III

CRITERIA OF SELECTION FOR INITIAL RECRUITMENT TO POSTS IN B-16 AND BELOW

1) Criteria of Selection for initial recruitment

(i) For posts in BPS 1 to 5

The criteria shall be adopted by the Selection Committee for selection of suitable candidates for appointment against the post in BPS-1 to BPS-5, keeping in view the qualification, age limit etc prescribed in the Regulation.

(ii) For posts in BPS 6 to 16

S.No.	Parameters	Teaching / Non-Teaching
A	Academic Record	30
B	Screening Test	59
C	Screening Test	30
	Practical Test (Technical Posts - Trade Instructor / Junior Instructor / Sub-Engineer)	29
D	Higher Relevant Qualification	03
E	Interview	08
Total Marks		100

Provided that in case of non-availability of candidates with the prescribed qualification as per schedule-I (Serial No. 15), despite wide circulation in print and electronic media, then the Selection Committee shall relax the qualification as deemed appropriate on case by case basis.

2.

Academic Record

Marks obtained in Academic Record = X

- i. In the case of appointment of Officials of the Authority in TEVTA head office and Institutions, the academic marks for non-professional degree holders (Matric to M.A/MSc) and Professional degree holders (Engineering or 4 years B-Tech) are to be calculated as under:-

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a) **(For non-professional degree holders MA/MSc):**

Sum of the percentages obtained from Matric to M.A/M.Sc x X /
Total marks from Matric to M.A/ M.sc in percent (%)

b) **(For Professional degree holders BSc Engr /4 years B-Tech):**

Sum of the percentage obtained in four professional examinations x X /
Total marks in four professional examinations in percent(%)

To illustrate, if a candidate obtains a total of 350% out of 400% in four examinations, his credit will come to:

$350\% \times 30/400\% = 26.25$ (out of 30), to be counted as 26.25 score.

Note: The prescribed formula of HEC shall be used for converting CGPA into percentage and vice versa.

3. **Screening / Written Test / Practical Test (For Technical Posts only)**

- i- A Screening / Written Test shall be conducted in case of appointment in BPS-16 & below. The test will be conducted by an external authorized testing body.
- ii- The candidates obtaining 50% or above marks in Screening test / Written Test shall stand eligible for further recruitment process.
- iii- For Technical Positions, Top ten (10) candidates against each post of the 1st Provisional merit list shall only be considered for practical test. The practical test will be conducted by an external authorized body.

4. **Higher Qualification**

For higher education above the prescribed qualification for a particular post, 03 marks shall be allocated as under:-

(i) One stage above	01
(ii) Two stages above	02
(iii) Three stages above	03

5. **Interview:**

- i- A total of 08 Marks shall be allocated for interview (For all posts).
- ii- Top five (05) candidates against each post shall be called for interview (For all posts).
- iii- Every member of the committee will award marks to the candidate on his personal assessment out of 08 marks. The total marks of the candidates will be determined after taking average of the individual marking of the members.

6. **Experience:**

- ii- The following principles shall be followed in determining the experience for those posts where experience is laid down as part of qualification: -
- f. The fraction of experience less than one year shall be ignored.
 - g. The overlapping period of experience in two different organizations shall be ignored in overall calculation of the experience tenure.
 - h. Prescribed experience means the experience gained in line in a regular full paid job required after obtaining the prescribed qualification. Period spent on study whether inside or outside the country during service except the period in acquiring PhD or M. Phil in the relevant field will be excluded from the claimed length of experience.
 - i. Experience gained during appointment on ad hoc or contract basis or in officiating capacity shall be counted towards eligibility.
 - j. Period of practical training undergone by a candidate for becoming eligible for the award of actual degree shall be counted as experience, if such experience has been gained after and not during academic session.
 - k. Experience gained in the recognized institution shall be taken into consideration if it is supported by valid documentary proof.

7. **Age Relaxation**

Relaxation in the upper age limit shall be determined on the basis of KP-TEVTA Age Relaxation Rules, 2019.

8. **Final Merit List Validity:**

Final merit list shall be followed for appointment of candidates out of waiting list within a period of one year, which shall be reckoned from the date of its approval by the Selection Board / Committee.

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REGULATION-III
PAKHTUNKHWATECHNICAL EDUCATION AND VOCATIONAL
TRAINING AUTHORITY EMPLOYEES (EFFICIENCY &
DISCIPLINE)

Chapter-1 **PRELIMINARY**

1. **SHORT TITLE, APPLICATION AND COMMENCEMENT**

- (1) This Regulation may be called “the Technical Education and Vocational Training Authority Employees (Efficiency and Discipline) Revised Regulation, 2021”.
- (2) Except as otherwise provided under the Act, it shall apply to all persons in the service of the Authority and all offices, Institutions, Centers and Colleges under its administrative control.
- (3) It shall come into force at once.

2. **DEFINITIONS**

In this Regulation, unless there is anything repugnant to the subject or context:

- (a) “**Accused**” means a person in the service of the Authority against whom disciplinary action is initiated under this Regulation;
- (b) “**Appellate Authority**” means the authority next above the appointing authority to which an appeal lies against the orders of the appointing authority
- (c) “**Appointing authority**” means an authority declared or notified as such under any Regulation of the Authority for the time being in force.
- (d) “**Authority**” means the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority;
- (e) “**Charges**” means such acts of omissions or commissions on the part of the accused which render him liable to disciplinary action under this Regulation.
- (f) “**Competent authority**” means the respective appointing authority or the Board, as the case may be;

Provided that where two or more employees of the Authority are to be proceeded against jointly, the competent authority in relation to the accused employee senior most in rank shall be the competent authority in respect of all the accused.

Provided further that in cases where the appointing authority is the Board, the Vice Chairman, being a signatory of the Board, shall sign the Charge Sheet, Statement of Allegations and Show Cause Notice on behalf of the Board;

- (g) **“Corruption”** means:-
- (i) accepting or obtaining or offering any gratification or valuable thing, directly or indirectly, other than legal remuneration, as a reward for doing or forbearing to do any official act; or
 - (ii) Dishonestly or fraudulently misappropriating, or indulging in embezzlement or misusing the property or resources of the Authority; or
 - (iii) voluntarily entering into plea bargaining under any law for the time being in force and return the assets or any part thereof, acquired through misappropriation or corrupt practices; or
 - (iv) possession of pecuniary sources or property by an employee of the Authority or any of his dependents or any other person, through him or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; or
 - (v) maintaining a standard of living beyond known sources of income; or
 - (vi) Having a reputation of being corrupt;
- (h) **“Inefficiency”** means failure to efficiently perform functions assigned to an employee of the Authority in discharge of his duties;
- (i) **“inquiry committee”** means a committee of two or more officers, headed by a convener, as may be appointed by the competent authority or Board, as the case may be, under this Regulation;
- (j) **“Inquiry officer”** means an officer appointed by the competent authority under this Regulation;
- (k) **“Misconduct”** includes-
- (i) Conduct prejudicial to good order or service discipline; or
 - (ii) Conduct contrary to the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority Employees (Conduct) Regulation; or
 - (iii) Conduct unbecoming of an officer and a gentleman; or
 - (iv) 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 persons as may compromise the performance of official duties or functions; or
 - (v) any act to bring or attempt to bring outside influence, directly or indirectly, to bear on the competent authority, forums or the Board for the appointment, promotion, transfer or other conditions of service; or
 - (vi) Making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law, Rules or Regulations; or
 - (vi) Conviction for offences of moral turpitude by a court of law. and

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(1) "Paragraph" means paragraph of this Regulation.

(2) Words and expressions used but not defined in this Regulation shall have the same meanings as are assigned to them in the Act or the Rules or Regulations made there under.

3. **GROUNDS FOR PROCEEDINGS**

An employee of the Authority shall be liable to be proceeded against under this Regulation, if he :

- (a) is inefficient or has ceased to be efficient for any reason; or
- (b) is guilty of misconduct; or
- (c) is guilty of corruption; or
- (d) is guilty of habitually absenting himself from duty without prior approval of leave; or
- (e) 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 prejudicial to national security; or
- (f) has entered into plea bargaining under any law for the time being in force and has voluntarily returned the assets or a part thereof acquired through corrupt practices.

4. **PENALTIES**

(1) The following are the minor and the major penalties, namely:

- (a) Minor penalties:
 - (i) censure;
 - (ii) 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 Rules/regulations or orders pertaining to the service or post,

Provided that the penalty of withholding of increments shall not be imposed on an employee of the Authority who has reached the maximum of his pay scale; and

- (ii) Recovery of the whole or any part of any pecuniary loss caused to the Authority by negligence or breach of order;
- (b) Major penalties:
 - (i) Reduction to a lower post, or pay scale, or to a lower stage in a time scale.
 - (ii) Compulsory retirement;
 - (iii) Removal from service; and
 - (iv) Dismissal from service.

(2) In case of compulsory retirement from service, an employee of the Authority shall be entitled for all service benefits, if otherwise admissible to him and he shall not be disqualified for re-employment.

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(3) Dismissal from service shall, whereas removal from service shall not, disqualify an employee from future employment under the government or the Authority and his previous service shall stand forfeited for the purpose of pension and gratuity;

Provided that the competent authority may allow such an employee a compassionate allowance equal to one third of the pension or service benefits otherwise admissible to him had he been invalided from service.

(4) Any penalty under this Regulation shall not absolve an employee of the Authority 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.

5. INITIATION OF PROCEEDINGS

(1) If on the basis of its own knowledge or information placed before it, the competent authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under this Regulation, it shall either:-

(a) Proceed itself against the accused by issuing a show cause notice to him and, for the reasons to be recorded in writing, dispense with the inquiry:

Provided that no opportunity of showing cause or personal hearing shall be given where:-

(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 under any law for the time being in force or has been convicted by any court of law for such charges which lead to a sentence of 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; or

(b) Get an inquiry conducted into the charge or charges against the accused, by appointing an inquiry officer or an inquiry committee, as the case may be, under paragraph 10:

Provided that the competent authority shall dispense with the inquiry where-

(i) 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

(ii) An employee is or has willfully absented himself from duty ;

Provided that the competent authority may dispense with the inquiry where it is in possession of sufficient documentary evidence against the accused or, for reasons to be recorded in writing, it is satisfied that there is no need to hold an inquiry.

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(2) The charge sheet or statement of allegations or the show cause notice, as the case may be, shall be signed by the competent authority.

6. SUSPENSION

(1) An employee of the Authority against whom action is proposed to be initiated under paragraph 5 may be placed by the competent authority under suspension for a period of ninety days, if in the opinion of the competent authority, suspension is necessary or expedient,

Provide that the period of suspension may be extended for a further period of thirty days.

(2) If the period of suspension is not extended for a further period of thirty days, within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated in service:

Provided that the competent authority may, in appropriate cases, for reasons to be recorded in writing, instead of placing such person 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.

7. PROCEDURE WHERE INQUIRY IS DISPENSED WITH

If the competent authority decides that it is not necessary to hold an inquiry against the accused under paragraph 10, it shall-

- (a) inform the accused by an order in writing, of the grounds for proceeding against him, clearly specifying the charges therein, along-with apportionment of responsibility and penalty or penalties proposed to be imposed upon him;
- (b) Give him a reasonable opportunity of showing cause against the proposed action, within seven days of receipt of the order or within such extended period, as the competent authority may determine;
- (c) On receipt of reply of the accused within the stipulated period or after the expiry thereof, if no reply is received, determine whether the charge or charges have been proved against the accused or not,

Provided that after receipt of reply to the show cause notice from the accused, the competent authority, shall decide the case within a period of 30 days, excluding the time during which the post held by the competent authority remained vacant;

Provided further that if the case is not decided by the competent authority within the prescribed period of 30 days, the accused may file an application before the Appellate Authority for early decision of his case, which may direct the competent authority to decide the case within a specified period;

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- (d) Afford an opportunity of personal hearing before passing any order of penalty under clause (f), if it is determined that the charge or charges have been proved against him;

- (e) Exonerate the accused, by an order in writing, if it is determined that the charge or charges have not been proved against him; and
- (f) Impose any one or more penalties mentioned in paragraph 4, by an order in writing, if the charge or charges are proved against the accused:

Provided that where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery of loss, if any, incurred to the Authority.

8. **ACTION IN CASE OF CONVICTION OR PLEA BARGAIN UNDER ANY LAW**

Where an employee of the Authority is convicted by a court of law on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or a part thereof acquired through corrupt practices, or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude under any law for the time being in force, the competent authority, after examining facts of the case, shall: -

- (a) Dismiss the employee where he has been convicted on charges of corruption or moral turpitude or has entered into plea bargain and has voluntarily returned the assets or a part thereof acquired through corrupt practices,

Provided that dismissal in these cases shall be with effect from the date of conviction by a court of law; and

- (b) Proceed under paragraph 10, where he has been convicted of charges other than corruption or moral turpitude.

9. **PROCEDURE IN CASE OF WILLFUL ABSENCE**

Notwithstanding anything to the contrary contained in this Regulation or any other law for the time being in force, in case of willful absence from duty by an employee of the Authority for seven or more days, a notice shall be issued by the competent authority through registered acknowledgement on his home address directing him to resume duty within fifteen days of issuance of such notice. If the same is received back as undelivered or no response is received from the absentee within stipulated time, a notice shall be published in at least two leading newspapers directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision, imposing the major penalty of removal from service, shall be taken against him.

10. **PROCEDURE TO BE FOLLOWED BY COMPETENT AUTHORITY WHERE INQUIRY IS NECESSARY**

(1) If the competent authority decides that it is necessary to hold an inquiry against the accused under paragraph-5, it shall pass an order to this effect in writing, which shall include: -

- (a) Appointment of an inquiry officer or an inquiry committee,

provided that the inquiry officer or the inquiry committee, as the case may be, shall be senior in rank to the accused and where two or more accused officers/officials are proceeded against jointly, the inquiry officer or the

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convener of the inquiry committee, as the case may be, shall be senior in rank to the senior most accused officer/official;

- (b) The grounds for proceedings, clearly specifying the charges along with apportionment of responsibility;
 - (c) Appointment of the departmental representative by designation; and
 - (d) Direction to the accused to submit written defense to the inquiry officer or the inquiry committee, as the case may be, within reasonable time which shall not be less than seven days and more than fifteen days of the date of receipt of such orders.
- (2) The record of the case and the list of witnesses, if any, shall be communicated to the inquiry officer or the inquiry committee, as the case may be, along with the orders of inquiry proceedings.
- (3) In a case where preliminary or fact finding inquiry was conducted, and the competent authority decides to hold a formal inquiry, the inquiry officer or the inquiry committee for the purpose of conducting formal inquiry shall be different from the inquiry officer or the inquiry committee who conducted the preliminary inquiry.

11. **PROCEDURE TO BE FOLLOWED BY INQUIRY OFFICER OR INQUIRY COMMITTEE.**

- (1) On receipt of reply of the accused, the inquiry officer or the inquiry committee, as the case may be, shall enquire into the charges and may examine oral or documentary evidence in support of the charges or in defense of the accused, as the case may be, and where any witness is produced against the accused, the accused shall be given an opportunity to cross-examine such witness /witnesses.
- (2) If the accused fails to furnish his reply within the stipulated period, the inquiry officer or the inquiry committee, as the case may be, shall exercise the powers delegated under paragraph 12 of this Regulation.
- (3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case on day to day basis and no adjournment shall ordinarily be given, except for the reasons to be recorded in writing, which shall not exceed seven days.
- (4) Statements of the witnesses against the accused, if possible, may be recorded in the presence of the accused, otherwise copies thereof shall be provided to the accused enabling him to cross examine the witnesses, if he so desires.
- (5) Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he or it shall warn the accused and if the accused is still acting in disregard to the warning so issued, he or it shall record a statement to that effect and proceed to complete the inquiry.
- (6) If the accused is not able to appear before the inquiry officer or inquiry committee, as the case may be, he shall produce proper evidence for the reasons of his disability to appear before the inquiry officer or committee.

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- (7) The inquiry officer or the inquiry committee, as the case may be, shall submit his or its report, to the competent authority within thirty days of the initiation of inquiry proceedings;

Provided that the time schedule shall be deemed automatically extended in case the accused officer/official could not appear before the inquiry officer or committee for cogent reasons referred to in sub-paragraph (6) above or the inquiry officer or the inquiry committee could not conduct day to day proceedings for some cogent reasons on his or its part;

Provided further that the inquiry shall not be vitiated merely on the grounds of non-observance of the time schedule for completion of the inquiry.

12. POWERS OF THE INQUIRY OFFICER OR INQUIRY COMMITTEE

- (1) For the purpose of an inquiry under this Regulation, the inquiry officer or the inquiry committee, as the case may be, shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act No. V of 1908), in respect of the following matters, namely:
- (a) Summoning and enforcing the attendance of any person and examining him on oath;
 - (b) Requiring the discovery and production of documents, and receiving evidence on affidavits; and
 - (c) Issuing commissions for the examination of witnesses or documents.
- (2) The proceedings under this Regulation shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code, 1860 (Act No. XLV of 1860).

13. DUTIES OF THE DEPARTMENTAL REPRESENTATIVE

The departmental representative shall

- (a) Be well conversant with the case;
- (b) Extend full assistance to the inquiry officer or the inquiry committee, as the case may be, during the inquiry proceedings;
- (c) Be personally present, duly equipped with all the relevant record relating to the case, on each date of hearing; and
- (d) cross-examine the witnesses produced by the accused, and may rebut the grounds of defense offered by the accused or defense witnesses before the inquiry officer or the inquiry committee, as the case may be, in which case the grounds of his rebuttal of the evidence produced by the accused shall be recorded in writing and be made part of the inquiry report;

Provided that the accused shall also be entitled to cross examine the departmental representative in case he appears as a witness of the Department.

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14. ORDER TO BE PASSED BY THE COMPETENT AUTHORITY ON RECEIPT OF THE INQUIRY REPORT

- (1) On receipt of report from the inquiry officer or the inquiry committee, as the case may be, the competent authority shall examine the report and the relevant material of the case and determine whether the inquiry has been conducted in accordance with the provisions of this Regulation.
- (2) If the competent authority is satisfied with the inquiry proceedings, it shall further determine whether the charge or charges leveled against the accused have been proved or not.
- (3) Where the charge or charges have not been proved, the competent authority shall exonerate the accused by an order in writing, or it shall follow the procedure as given in sub-paragraph (6) below.
- (4) Where the charge or charges have been proved against the accused, the competent authority shall;
 - (a) Inform the accused of the charges proved against him and the penalty or penalties proposed to be imposed upon him.
 - (b) Give him a reasonable opportunity of showing cause, by issuing show cause notice in the form, Annexure "C", within seven days as to why the proposed penalty or penalties may not be imposed upon him. The accused may submit additional grounds, if any, in his defense, in reply to the show cause notice.
 - (c) Require the accused to indicate as to whether he or they would like to be heard in person.
 - (d) Provide a copy of the inquiry report to the accused; and
 - (e) Direct the departmental representative to appear, with all the relevant record, on the date of hearing.
- (5) After affording personal hearing to the accused, the competent authority shall, keeping in view the findings and recommendations of the inquiry officer or inquiry committee, as the case may be, facts of the case and defense offered by the accused during personal hearing, by an order in writing:
 - (i) Exonerate the accused if charges have not been proved; or
 - (ii) Impose any one or more of the penalties specified in sub-paragraph 4 above, if charges against the accused have been proved.

- (6) Where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of this Regulation or the facts and merits of the case have been ignored or there are any other sufficient grounds, it may, after recording reasons in writing, either remand the inquiry to the inquiry officer or the inquiry committee, as the case may be, with such directions as it may deemed fit, or may order to conduct the inquiry afresh through a different inquiry officer or inquiry committee, as the case may be.

After receipt of reply to the show cause notice and affording opportunity of personal hearing, the competent authority shall decide the case within a period of fifteen days,

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excluding the time during which the post held by the competent authority remained vacant.

- (8) 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 early decision of his case, which may direct the competent authority to decide the case within a specified period not exceeding seven days.

15. PERSONAL HEARING

The competent authority may, by an order in writing, call the accused and the departmental representative, along-with relevant record of the case, to appear before him, for personal hearing on a specified date and time and pass orders, as deemed appropriate, accordingly;

16. DEPARTMENTAL APPEAL

- (1) The accused awarded any penalty under this Regulation may, within thirty days from the date of communication of the order, prefer a departmental appeal to the Appellate Authority against the said order:

Provided that where the order has been passed with the approval of the Board, the accused may, within the aforesaid period, submit a review petition to the Board.

- (2) The authority empowered under sub-paragraph (1) shall call for the record of the case and comments on the grounds raised in the appeal or review petition, as the case may be, inform the concerned authority or office, and on consideration of the appeal or review petition, as the case may be, by an order in writing: -

- (a) Uphold the order of penalty and dismiss the appeal; or
- (b) Set aside the impugned order and exonerate the accused; or
- (c) Modify the impugned order; or
- (d) Reduce the penalty.

- (3) An appeal or review petition preferred under this Regulation shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection to the impugned order in a proper and temperate language.

17. APPEARANCE OF COUNSEL

No party to any proceedings under this Regulation at any stage of the proceedings, except proceedings under paragraph 18, shall be represented by an advocate.

18. APPEAL BEFORE PESHAWAR HIGH COURT

- (1) Notwithstanding anything contained in any other law, rules or Regulations for the time being in force, any employee of the Authority aggrieved by any final order, whether original or appellate made by an authority under paragraph 16 may, within thirty days from the date of communication of the order, prefer an appeal in the High Court.

- (2) If a decision on a departmental appeal or review petition, as the case may be, filed under paragraph 16 is not communicated within a period of sixty days of preferring

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of appeal, the aggrieved employee may file a petition in the High Court within a period of thirty days of the expiry of the aforesaid period.

19. **EXCEPTION**

Notwithstanding anything to the contrary contained in this Regulation, in cases where employees of the Authority collectively strike work, willfully absent themselves from duty or abandon their official work, the competent authority in respect of the senior most accused may serve upon them, through newspapers or any other means, such notice as may be deemed appropriate to resume duty within a stipulated time failing which any of major penalties prescribed in this Regulation may be imposed upon them, without formal procedure.

20. **INDEMNITY**

No suit, prosecution or other legal proceedings shall lie against the competent authority or any other authority for anything done or intended to be done in good faith under this Regulation or the instructions or directions made or issued there-under.

21. **JURISDICTION BARRED**

Save as provided under this Regulation, no order made or proceedings taken under this Regulation shall be called in question in any court and no injunction shall be granted by any court in respect of any decision so made or proceedings taken in pursuance of any power conferred by this Regulation.

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Charge sheet and Statement of Allegations shall be in the forms, Annexure "A" and "B" respectively.

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ANNEXURE-“A”
(Paragraphs 5(2) and 22)

CHARGE SHEET

I, (Name and Designation), as competent authority, hereby charge you, Mr. (Name and Designation), as follows:-

That you, while posted as _____ committed the following irregularities:

- (a). _____
- (b). _____
- (c). _____

2. By reasons of the above, you appear to be guilty of _____ under paragraph 3 of the KP-TEVTA (Efficiency and Discipline) Regulation, 2021 (revised), and have rendered yourself liable to all or any of the penalties specified in paragraph 4 of the Regulation *ibid*.

3. You are, therefore, required to submit your reply, not later than 15 days of the receipt of this Charge Sheet, to the inquiry officer/inquiry committee, as the case may be, failing which it shall be presumed that you have no defense to put in and in that case *ex-parte* action shall be taken against you.

4. Also intimate whether you desire to be heard in person.

5. A statement of allegations is enclosed.

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(COMPETENT AUTHORITY)

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Annexure-“B”
(Paragraphs 5(2) and 22)

STATEMENT OF ALLEGATIONS

I, (Name and Designation), as competent authority, am of the opinion that (Name and Designation), has rendered himself liable to be proceeded against, as he committed the following acts/omissions, within the meaning of paragraph 3 of the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority Employees (Efficiency and Discipline) Regulation, 2021 (Revised):

- i. _____
- ii. _____
- iii. _____

2. For the purpose of inquiry proceedings against him with reference to the above allegations, the following inquiry officer/inquiry committee is hereby appointed under paragraph 10 of the Regulation ibid:-

- i. _____
- ii. _____

3. The inquiry officer/inquiry committee shall, in accordance with the provisions of the Regulation ibid, provide reasonable opportunity of hearing to the accused; record its findings and make, within thirty days of the receipt of the reply of the accused, recommendations as to punishment or otherwise in respect of the accused.

4. The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/inquiry committee, as the case may be.

(COMPETENT AUTHORITY)

ANNEXURE-"C"

[Paragraph 14(4)(b)]

SHOW CAUSE NOTICE.

1, (Name & Designation), as competent authority, under the Technical Education and Vocational Training Authority Employees (Efficiency and Discipline) Regulation 2021 (Revised), do hereby serve you, Mr. _____, as follows:

2. (i) That consequent upon the completion of inquiry conducted against you by the inquiry officer/ inquiry committee for which you were given opportunity of personal hearing vide communication No. _____ dated _____; and

(ii) On going through the findings and recommendations of the inquiry officer / inquiry committee, the material on record and other connected papers including your defense before the said inquiry officer/inquiry committee, I am satisfied that you have committed the following acts/omissions specified in paragraph 3 of the said Regulation.

(a) _____

(b) _____

(c) _____

3. As a result thereof, I, as competent authority, have tentatively decided to impose upon you the penalty of _____ under paragraph -4 of the said Regulation.

4. You are, therefore, required to show cause as to why the aforesaid penalty should not be imposed upon you and also intimate whether you desire to be heard in person.

5. If no reply to this notice is received within 7 days or not more than fifteen days of its delivery, it shall be presumed that you have no defense to put in and in that case an expert action shall be taken against you.

6. A copy of the inquiry Report is enclosed.

(COMPETENT AUTHORITY)

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REGULATION-IV
KHYBER PAKHTUNKHWA
TECHNICAL EDUCATION AND VOCATIONAL TRAINING
AUTHORITY EMPLOYEES (CONDUCT)

Chapter-1 PRELIMINARY

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- (1) This Regulation may be called “ the Technical Education and Vocational Training Authority Employees (Conduct) Revised Regulation, 2021”
- (2) Except as otherwise provided by the Act, it shall apply to all persons in the service of Authority and all offices, Institutions, Centers and Colleges under its administrative control.
- (3) It shall come into force at once.

2. DEFINITIONS

In this Regulation, unless there is anything repugnant to the subject or context:

- (i) “Act” means the Khyber Pakhtunkhwa Technical Education and vocational Training Authority Act, 2015 (Khyber Pakhtunkhwa Act No. XII of 2015);
- (ii) “Authority” means the Khyber Pakhtunkhwa Technical Education and vocational Training Authority, established under the Act;
- (iii) “paragraph” means paragraph of this Regulation;
- (iv) Words and expressions used but not defined in this Regulation shall have the same meaning as assigned to them in the Act and the Rules and Regulations made there under.

3. CONDUCT

- (1) The conduct of an employee of the Authority shall be regulated by this Regulation or the instructions, to be issued by the Board from time to time.
- (2) No employee shall:
 - (i) accept or agree to accept or attempt to obtain from any person for himself or for any member of his family, any undue gratification as a motive or reward such as is mentioned in section 161 of the Pakistan Penal Code; or
 - (ii) do or forbear to do any official act or show or forbear to show, in the exercise of his official functions, favor or disfavor to any person or render or attempt to render any service or dis-service to any person, in violation of any law for the time being in force; or
 - (iii) accept or agree to accept or attempt to obtain for himself or for any member of his family, any valuable thing with or without a consideration which he knows to be unjustified, from any person whom he knows to have been, or likely to be, concerned in any proceedings or business transacted or about to be transacted by him in his official capacity; or

- (iv) misappropriate any property entrusted to him or under his control for official transaction/use, dishonestly, fraudulently or otherwise convert for his own use or for the use of any member of his family or any other person, or allow any other person to do so; or
- (v) obtain by illegal means for himself or any member of his family or for any other person, any property, valuable thing, pecuniary advantage or undue favor; or
- (vi) Possess, directly or through his dependents or benamidars, any movable or immovable property or pecuniary resources, disproportionate to his known sources of income, which he cannot reasonably account for.
- (vii) Attend such functions or gatherings in which Islamic moral values are violated and wherein major sins are likely to be committed or may tempt to commit, such as drinking of wine and intermingling of men and women freely.

4. GIFT

- (1) Save as otherwise provided in this Regulation, no employee of the Authority shall, except with the previous sanction of the Board, or Chairperson in anticipation of the subsequent approval of the Board, accept or permit any member of his family to accept, from any person any gift, the receipt of which will place him under obligation to the donor. If the offer of a gift cannot be refused without causing offense, it may be accepted and delivered to the Authority for decision as to its custody or disposal.
- (2) If any question arises whether receipt of a gift places an employee under obligation to the donor, the decision of the Board shall be final.
- (3) If any gift is offered by the head or representative of a Foreign State, the employee concerned shall attempt to avoid acceptance of such a gift, if he can do so without offending the donor. If, however, he cannot do so, he shall accept the gift and shall report its receipt to the Authority for orders as to its disposal.
- (4) Employees, except those drawing pay in BPS-1 to BPS- 5, are prohibited from accepting cash awards offered by the visiting foreign dignitaries. In case, however, if it becomes impossible to refuse without causing offense to the visiting dignitary, the amount may be accepted and immediately deposited in the fund of the Authority.
- (5) An employee may accept gifts offered abroad or within Pakistan by official dignitaries of foreign governments of comparable or higher level;

Provided that the value of the gift in each case does not exceed fifty thousand rupees. If the employee concerned is desirous to retain the gift in question worth more than fifty thousand rupees, he can retain it on payment of the difference as evaluated under sub- paragraph (6). In any other case, the gift may be offered for sale by the Authority.

- (6) For the purpose of sub-paragraph (5), the value of the gift shall be assessed through a committee constituted by the Board for this purpose. If the value of the gift exceeds fifty thousand rupees, the recipient may be allowed to retain the gift, if he so desires, on payment of a sum worked out in the following manner:-

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- (a) where the value of the gift exceeds rupees fifty thousand but does not exceed rupees one lac, twenty-five percent of the value of the gift in excess of rupees twenty five thousand (e.g. $1,00,000 - 50,000 = 50,000 \times 25\%$ i.e Rs. 12,500/-); or
- (b) where the value of the gift exceeds rupees one lac, 25% of so much of the value as exceeds rupees fifty thousand but does not exceed rupees one lac plus fifteen percent of so much of the value as exceeds rupees one lac (e.g. in the gift valued Rs. 5,00,000, the payment to be made by the recipient be calculated in the manner that; Rs. 50,000 off, 25% of Rs. 50,000 = Rs. 12,500/- (+) 15% of the remaining Rs. 4,00,000 i.e Rs. $4,00,000 \times 15\% =$ Rs. 60,000 + Rs. 12,500/= Rs. 72,500/=) shall be deposited in the Fund.
- (7) The recipient shall be responsible for reporting the receipt of the gift to the management of the Authority.

5. **ACCEPTANCE OF FOREIGN AWARDS**

No employee of the Authority shall, save with the approval of the Board, accept a foreign award, title or medal.

*Explanation:-*For the purpose of this paragraph, the expression "approval of the Board" means prior approval in ordinary cases and ex-post facto approval in special cases where sufficient time is not available for obtaining prior approval.

6. **PUBLIC DEMONSTRATION IN HONOR OF THE EMPLOYEES OR RAISING OF FUNDS BY THEM**

- (1) No employee of the Authority shall encourage meetings to be held in his honor or presentation of addresses of which the main purpose is to praise him;
- (2) No employee shall take part in raising funds, except:-
- (a) for any public or charitable purposes, with the previous permission of the Board; or
- (b) for a charitable object connected with the name of an employee of the Authority or person who recently quitted service of the Authority with the previous permission of the Board or the Chairperson, in anticipation of permission of the Board.

7. **SUBSCRIPTIONS**

No employee of the Authority shall, except with the previous sanction of the Board or the Chairperson, in anticipation of sanction of the Board, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

8. **LENDING AND BORROWING**

No employee of the Authority shall lend money to, or borrow money from, or place himself under any pecuniary obligation to, any person or institution within the local limits of his authority or any person with whom he has any official dealings:

Provided that an employee may:-

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- (i) deal in the ordinary course of business with a joint stock company, bank or a firm of standing, the House Building Finance Corporation or registered cooperative societies under Cooperative Societies Act-1927; and
- (ii) accept a purely temporary loan of small amount, free of interest, from a personal friend or the operation of a credit account with a bonafide tradesman.

9. **DECLARATION OF ASSETS**

- (1) Every employee of the Authority shall, at the time of entering the service of the Authority, make a declaration to the management, of all movable and immovable properties including shares, certificates, securities, insurance policies, cash and jewelry having a total value of Rs. 5,000,000/- (five million rupees) or more belonging to or held by him or a member of his family and such declaration shall-
 - (a) state the district within which the immovable property is situated;
 - (b) show separately individual items of jewelry exceeding Rs.300, 000/- (rupees three lac) in value; and
 - (c) give such further information as the Authority may, by general or special order, require.
- (2) Every employee of the Authority shall submit an annual declaration of income, assets and expenses/liabilities for the calendar year, showing any increase or decrease of property as shown in the declaration under sub-paragraph (1) or the last annual return, as the case may be.

Note: The annual declaration of assets proforma in respect of the employees, so submitted, shall be opened immediately after receipt and the details thereof be entered into the relevant database of the employees but not later than 31st March of the succeeding year.

10. **DISCLOSURES OF ASSETS, IMMOVABLE AND LIQUID**

The employees of the Authority shall disclose all their immovable as well as liquid assets and expenses during any period in the specified form, as and when required to do so by the management of the Authority.

11. **SPECULATION AND INVESTMENT**

- (1) No employee of the Authority shall speculate in investments. For the purpose of this sub-paragraph the habitual purchase and sale of security of notoriously fluctuating value shall be deemed to be speculation in investments.
- (2) No employee of the Authority shall make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- (3) No employee of the Authority shall make any investment the value of which is likely to be affected by some event of which information is available to him as an employee and is not equally available to the general public.

- (4) If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-paragraphs, the decision of Board thereon shall be final.

12. PROMOTION AND MANAGEMENT OF COMPANIES, ETC

No employee of the Authority shall, except with the previous sanction of Board, take part in the promotion, registration or management of any bank or company:

Provided that an employee may, subject to the provisions of any general or special order of the management of the Authority, take part in the promotion, registration or management of a charitable and non-profitable cooperative society registered under any law for the time being in force.

13. PRIVATE TRADE, EMPLOYMENT OR WORK

- (1) No employee of the Authority shall, except with the previous sanction of the Board, engage in any trade or undertake any employment or work, other than his official duties:

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as an employee but he shall not undertake or shall discontinue such work if so directed by the administration of the Authority. An employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of the Board:

Provided further that an employee may, without such sanction, undertake a small enterprise, which absorbs family labor, in which case he shall submit details of the enterprise along with declaration of assets thereabout subject to the condition that such enterprise or business has no relevancy to his official position.

- (2) Notwithstanding anything contained in sub-paragraph (1), no employee of the Authority shall associate with any private trust, foundation or any other such organization which is not sponsored by the Authority.
- (3) This paragraph does not apply to sports activities and memberships of recreation clubs.

14. LIVING BEYOND MEANS, ETC

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

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15. **SUBLETTING OF RESIDENTIAL ACCOMMODATION ALLOTTED BY THE AUTHORITY**

No employee of the Authority shall sublet residential accommodation or any portion thereof allotted to him by the Govt. or the Authority for residential purposes.

16. **INSOLVENCY AND HABITUAL INDEBTEDNESS**

An employee of the Authority shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent or if the whole or portion of his salary is attached or being frequently attached for debt for a period of two years, or is attached for a sum which in ordinary circumstances, he cannot repay within a period of two years, he shall be presumed to have contravened this paragraph unless he proves that the insolvency or indebtedness is the result of circumstances beyond his control.

17. **REPORT BY EMPLOYEE OF THE AUTHORITY IN CASE OF HIS INVOLVEMENT IN A CRIMINAL CASE**

If an employee of the Authority is involved in a criminal case or is convicted of an offence, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Managing Director, immediately or, if he is arrested and released on bail, soon after such release.

18. **UNAUTHORIZED COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION**

No employee of the Authority shall, except in accordance with any special or general order of the Board, communicate directly or indirectly any official information or the contents of any official document to any person or organization not authorized to receive it, or to the print & electronic media.

19. **EXERCISE OF EXTRANEOUS INFLUENCE ON AUTHORITIES**

- (1) No employee of the Authority shall, directly or indirectly, approach any member of the Senate, National Assembly or a Provincial Assembly or any other official or non-official person to intervene on his behalf in any matter relating to the terms & conditions of his service.
- (2) No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the management of the Authority in support of any claim arising in connection with his employment as such.

20. **MANAGEMENT ETC. OF NEWSPAPERS OR PERIODICALS**

No employee of the Authority shall, except with the previous sanction of the Board, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publications.

21. **RADIO-BROADCAST AND COMMUNICATIONS TO THE PRESS**

No employee of the Authority shall, except with the previous sanction of Board or any other authority empowered by it in this behalf, or in bona fide discharge of his duties, participate in a radio broadcast or television program or contribute any article or write any letter, either anonymously or pseudonymously or in his own name to any newspaper, periodical or electronic media:

Provided that such sanction shall generally be granted if such broadcast or television program or such contribution or letter is not, or may not be considered likely

to jeopardize the integrity of the employee, the security of Pakistan or friendly relations with foreign States or to offend public order, decency or morality, or tantamount to contempt of court, defamation or incitement to an offence:

Provided further that no such sanction shall be required if such broadcast or television program or such contribution or letter is of a purely literary, artistic or scientific character.

22. **PUBLICATION OF INFORMATION AND PUBLIC SPEECHES CAPABLE OF EMBARRASSING THE FEDERAL OR ANY PROVINCIAL GOVERNMENT OR THE AUTHORITY.**

(1) No employee of the Authority shall, in any document, publication or any public utterance, radio broadcast or television program, or in any other manner, make any statement of facts or opinion which is capable of embarrassing the Authority or the Federal or any provincial government.

Provided that technical and professional staff may publish research papers on technical or professional topics, if such papers do not express views on political issues or on policy of the government or the Authority and do not include any information of a classified nature.

23. **NEPOTISM. FAVORITISM AND VICTIMIZATION ETC**

No employee of the Authority shall indulge in provincialism, parochialism, nepotism, favoritism, victimization or willful abuse of powers.

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REGULATION-V
KHYBER PAKHTUNKHWA - TECHNICAL EDUCATION
AND VOCATIONAL TRAINING AUTHORITY
(APPEALS)

Chapter-1 PRELIMINARY

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- (1) This Regulation may be called “ the Technical Education and Vocational Training Authority (Appeals) Revised Regulation, 2021”
- (2) Except as otherwise provided by the Act, it shall apply to all persons in the service of the Authority and all offices, Institutions, Centers and Colleges under its administrative control.
- (3) It shall come into force at once.

2. DEFINITIONS

In this Regulation, unless there is anything repugnant to the subject or context:

- (i) “Act” means the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority Act, 2015(Khyber Pakhtunkhwa Act NO. XII of 2015);
- (ii) “Appellate Authority” means authority next above the appointing authority;
- (iii) “Authority” means the Technical Education and Vocational Training Authority;
- (iv) “Paragraph” means paragraph of this Regulation.
- (v) Words and expressions used but not defined in this Regulation shall have the same meaning as assigned to them under the Act or the Rules or Regulations made there under.

3. DEPARTMENTAL APPEAL IN RESPECT OF TERMS & CONDITIONS OF SERVICE

- (1) Where no provision for appeal or review in respect of any order or class of orders exists for the employees of the Authority under any other law, the employee aggrieved by any such order may, within thirty days of the communication to him of such order, make an appeal against it to the Appellate Authority.

Provided that where the order is made by the Board, instead of appeal, review petition shall lie to the Board.

Provided further that the Appellate Authority or the Board, as the case may be, may condone the delay in preferring the appeal or review petition, as the case may be, if it is satisfied that the delay was for the reasons beyond the control of the appellant or the petitioner, as the case may be, or that the earlier appeal or review petition, as the case may be, was not addressed to the correct authority.

- (2) No appeal or review petition shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

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- (3) Where the order of the competent authority affects more than one employee, every affected employee shall prefer the appeal or review petition, as the case may be, separately.
- (4) Where the aggrieved employee has died, the appeal or review, as the case may be, may be filed, or if already filed by such employee before his death, may be pursued, by his legal heir or heirs;

Provided that the benefit likely to accrue on the acceptance of such appeal or review petition shall be admissible to such legal heir or heirs under any law for the time being applicable to the employee concerned.

4. FORM OF MEMORANDUM

- (1) Every memorandum of appeal shall:-
 - (a) Contain full name and address, official designation and place of posting of the appellant;
 - (b) State in brief the facts leading to the appeal;
 - (c) State the grounds of appeal; and
 - (d) Be accompanied by a certified copy of the order appealed against and copies of all other documents on which the appellant wishes to rely.

Explanation:-Where an aggrieved employee has died, his legal heir or heirs, while filing the appeal, shall also add documents in support of his or their relationship with the deceased employee.

- (2) The appeal or review petition shall be submitted through the head of the office in which the appellant or petitioner is posted at the time of filing the appeal or review, or in the case of a deceased employee, where he was last posted before his death. The head of the office shall forward the appeal or review petition to the competent authority, if he himself is not such authority, and the competent authority shall, after adding his own comments, if any, transmit the appeal or review petition to the Appellate Authority or the Board, as the case may be, for necessary orders.
- (3) No appeal or review petition shall be entertained if it contains abusive, disrespectful or improper language.

5. ACTION BY THE APPELLATE AUTHORITY

- (1) The Appellate Authority or the Board, as the case may be, shall, after making such further inquiry or calling for such information or record, as it may consider necessary, and giving the appellant or petitioner an opportunity of being heard, determine-
 - (a) Whether the facts on which the order appealed against was based have been established or otherwise;
 - (b) Whether the facts so established afford sufficient ground for taking action; or
 - (c) If the facts on which the impugned order was based are not established, what order is required to be passed.

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- (2) The competent authority against whose order an appeal or review petition is preferred under this Regulation shall give effect to any order made by the Appellate or Reviewing Authority and shall cause the order so passed to be communicated to the appellant or petitioner, as the case may be, without undue delay.

6. **WITHHOLDING OF APPEAL IN CERTAIN CASES**

An appeal may be withheld by the competent authority if:-

- (a) it is an appeal in the matters in which no appeal lies under this Regulation; or
- (b) it does not comply with the requirements of paragraph 4(3) or
- (c) it is not preferred within the time limit specified in paragraph 3 and no reason is given for the delay; or
- (d) it is addressed to an authority or officer to whom no appeal lies under this Regulation;

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and reasons for it.

Provided further that an appeal withheld for failure to comply with the requirements of paragraph 3 read with paragraph 4, may be resubmitted within thirty days of the date on which the appellant is informed of the withholding of the appeal and, if resubmitted properly in accordance with the requirements of this Regulation, shall be deemed to be an appeal under the above paragraphs and shall be dealt with in accordance with the provisions of this Regulation.

- (2) No appeal shall lie against the withholding of an appeal under this Regulation.

7. **DISPOSAL OF WITHHELD APPEALS**

- (1) A list of appeals withheld under paragraph-4, with reasons for withholding thereof, shall be forwarded quarterly by the withholding authority to the Appellate Authority.
- (2) The Appellate Authority may call for any appeal admissible under this Regulation which has been withheld by the competent authority and may pass such orders thereon as it considers fit.

8. **SAVINGS**

Nothing in this Regulation shall operate to deprive any person of any right of appeal which he would have if this Regulation had not been made, in respect of any order passed before coming into force of this Regulation.

9. **PENDING APPEALS**

All appeals pending immediately before the coming into force of this Regulation shall be deemed to be appeals under this Regulation.

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REGULATION-VI
KHYBER PAKHTUNKHWA - TECHNICAL EDUCATION AND
VOCATIONAL TRAINING AUTHORITY CONTRIBUTORY
PROVIDENT FUND AND GRATUITY

Chapter-1 PRELIMINARY

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- (1) This Regulation may be called “the Technical Education and Vocational Training Authority (Contributory Provident Fund and Gratuity) Revised Regulation, 2021”.
- (2) Except as otherwise provided by the Act, it shall apply to all persons in the service of the Authority and all offices, Institutions, Centers and Colleges under its administrative control.
- (3) It shall come into force at once.

2. DEFINITIONS

In this Regulation, unless there is anything repugnant to the subject or context:

- a) “Act” means the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority Act, 2015 (Khyber Pakhtunkhwa Act No. XII of 2015)
- b) “Authority” means the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority
- c) “Employee” means the regular employee of the Authority contributing to the Contributory Provident Fund
- d) , “Family” means the Member’s spouse, legitimate children, step children, parents, sisters and brothers who reside with and are wholly dependent on the member
- e) “Funds” means the Contributory Provident Funds of the Authority, pursuant to the Trust deed
- f) “Institute” means the institution of the Authority
- g) “Member” means employee of the Authority who by this Regulation is admitted to the membership of the Funds.
- h) “Regulation of Funds” means the special body of regulations governing the constitution and administration of the Funds
- i) “Fund’s Rules” means the Fund’s rules for the time being in force

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- j) **“Trust Deed”** means the Technical Education and Vocational Training Authority Employees Contributory Provident Fund Trust deed
- k) **“Trustees”** means the present trustees of the Funds or the subsequent trustees as appointed in accordance with the provision of this Regulation
- l) Words and expressions used but not defined in this Regulation shall have the same meaning as assigned to them in the Act or the Rules or Regulations made there under.

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CHAPTER-2

FUNDS

3. FINAL PAYMENT

- (1) Final payment of the accumulated Funds shall be made to the employee at the time of his retirement.
- (2) The final payment of the Funds in respect of a member in case of his death before retirement shall be paid to the nominee of the member, nominated as per Annexure "A".
- (3) Where no such nomination has been made by the member, the amount of the Funds shall be paid to his legal heirs according to the law of inheritance of his respective religion.

4. CONSTITUTION OF THE FUNDS

The Funds shall consist of:

- a. contribution from employees and the Authority which are to be credited to the Funds in accordance with this Regulation; and
- b. the income of the Funds as mark up or profit on deposits or investments.

5. MANAGEMENT OF FUNDS

The Funds and properties and investments belonging to the Funds and forming part thereof shall be vested in and be managed by the Trustees who shall administer the Funds in accordance with the terms of the Trust deed and the provisions of this Regulation.

6. NOMINATION

- (1) A member shall, at the time of joining the Funds, send to the Trustees a nomination conferring on one or more persons the right to receive, in the event of his death, the amount that may be to his credit in the Funds.

Provided that if at the time of undertaking the nomination, the subscriber has a family, the nomination shall not be in favor of any person other than the member or members of his family.

- (2) If a member nominates more than one person or persons under sub-paragraph (1), he shall specify in the nomination, the amount or share payable to each of such nominees in such a manner as to cover the whole of the amount that may be to his credit in the Funds at the time of his death.
- (3) A member may at any time cancel a nomination by sending a notice in writing to the Trustees. The member shall, along-with such notice, send a fresh nomination made in accordance with the provisions of this Regulation.

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- (4) Immediately on the death of a nominee, in respect of whom no special provision has been made in the nomination or on the occurrence of any event by reason of which the nomination becomes invalid, the member shall send to the Trustees a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provision of this Regulation.
- (5) Every nomination made and every notice of the cancellation given by a member shall, to the extent that is valid, take effect on the date on which it is received by the Trustees.

7. **MEMBERSHIP**

- (1) All employees shall be deemed to be the members of the Funds. However, an employee appointed hereafter shall become a member after completion of probation.
- (2) Every employee permitted to be the member of the Funds shall sign an agreement to this effect, called the Trust Deed.
- (3) A member shall not cancel his membership during his service in the Authority.
- (4) A member, ceasing for any reason to be in the service of the Authority, shall cease to be member and final payment of his dues shall be disbursed to him at the time of his departure.

8. **CONTRIBUTION**

- (1) 10% of the basic pay of the member shall be deducted every month as his own contribution to the Funds.
- (2) The Authority shall also contribute equal amount to the Funds as employer's contribution every month. The amount so contributed to the Funds by the members and the Authority every month shall be transferred to the C.P. Fund accounts.

9. **ACCOUNTS**

- (1) The Funds accounts shall be maintained by the Authority under the supervision of Director Finance.
- (2) Necessary books of accounts shall be maintained for the contributions received, investments made and other expenditures incurred on behalf of the Funds by the Authority through Director Finance under the supervisory control of the Board of Trustees.
- (3) As soon as may be after the close of each financial year, the C.P. Fund section shall prepare the final Financial statements of the Funds i.e. Balance Sheet and Income and Expenditure Accounts for intimation to the Trustees.
- (4) The amount subscribed by each member as well as contribution by the Authority shall be credited to the account of the respective member.

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10. INVESTMENT OF SURPLUS FUNDS

- (1) A portion of the Funds may be retained in the Funds accounts for the purpose of advances requested by the employees or payment of the retiring employee.
- (2) The remaining Funds may be invested in a profitable venture on the recommendations of the Board of trustees.

11. BOOKS OF ACCOUNTS AND INTERNAL AND EXTERNAL AUDIT

- i. The books of accounts shall be maintained separately. The Accountant and Internal Auditors shall be remunerated by the Authority.
- ii. The Authority shall appoint a firm of Chartered Accountants to get the Funds audited. Remuneration of the Auditors shall be paid by the Authority.

12. PROFIT

- (1) The Authority shall work out the amount available as accumulation on the last day of the financial year attributable amongst the members arising out of the net income received and accrued on the securities, on the withdrawals by the members and donations or grants if any, given to the Funds as well as profit of the invested Funds.
- (2) The income shall be credited to the member's account on June 30 of each year. A statement of accounts shall be provided to each member in the month of August every year indicating there in the updated position of his account.

13. PAYMENT OF ACCUMULATED BALANCE

- (1) If a member is terminated from service or he leaves the service with his own discretion, with less than one year continuous service, he shall be refunded his own contribution without profit.
- (2) In all other cases, a member, when he leaves service, shall be paid the accumulated balance to the credit in his account, in accordance with the following method:-

Status	Payment to be made
More than one but less than two years continuous service	Member's own contribution plus 25% of the Authority's contribution along with profit thereon.
More than two but less than three years continuous service	Member's own contribution plus 50% of the Authority's contribution along with profit thereon.
Three years or more continuous service	Member's and Authority's contribution along with profit thereon.
In case of death during service or superannuation	Member's and Authority's contribution along with profit thereon.

- (3) When a member leaves the service of the Authority, the amount due to him in the accumulated balance of his C.P. Fund account become payable to him.
- (4) Where a member has no family and has made no nomination, the payment shall be made on production of succession certificate from a Court of law by the legal heirs of the employee, if any.
- (5) The Authority shall not be entitled to withhold any sum from the Funds, due to a member. In case of any recovery of loss, if any, from him, the sum may be recovered from him as arrears of land revenue but not from the accumulated C.P. Fund in his account.

14. **PERMISSION OF LOAN**

- (1) Subject to this Regulation, withdrawals by the members from the accumulated balance may be allowed by the Trustees in the following circumstances, namely:
 - i. illness of a member or his family; or
 - ii. to pay the overseas passage by reason of health or education of the member or his family; or
 - iii. to pay expenses in connection with the performance of Hajj by the member; or
 - iv. to meet the expenditure on building or purchasing a house or a site for house; or
 - v. to pay expenses in connection with marriage, funerals or ceremonies, which, by the religion of the member, it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred; or
 - vi. to meet the expenditure on repairs, renovation or extension of residential house belonging to the member; or
 - vii. in a case of member who has attained the age of 50 years on the date on which the withdrawal is permitted:
 - a) to meet the expenditure on the purchase of a house or construction of a house on land owned by him or a member of his family anywhere in Pakistan; or
 - b) to repay a loan taken from a financial institution, provided that the member shall, within a period of two weeks from the date of withdrawal produce satisfactory evidence before the Trustees to show that the advance has been utilized for the purpose for which it was drawn, failing which the entire amount of withdrawal together with interest accrued thereon shall forth with become repayable to the Funds in lump sum.
- (2) No second withdrawal from the C.P. Fund shall be permitted unless the sum of first withdrawal has been fully repaid.
- iii. When a member opts not to receive any profit on his accumulated balance, no profit shall be charged on the amount withdrawn by him from the Funds
- iv. The Authority shall deduct such installments payable under sub-paragraph (2) from the member's salary and pay them to the Trustees commencing from the second monthly payment made after the withdrawal or, in the case of a member on leave without pay, from the second monthly payment after his return to duty.

15. FORFEITURE OF C.P. FUND ACCOUNT

- (1) If any amount in the Funds standing to the credit of a member is withheld or forfeited as is not paid to him under this Regulation shall be credited to the forfeiture account.
- (2) The Authority shall have the first charge on the forfeited amount which shall not exceed the amount standing to the credit in the Authority's contribution account. No recovery of loss shall be made from the portion of Funds in a members' account accumulated by him and mark up accrued thereon, For payment of any sums due to the Authority or for satisfaction of claims against the member in respect of all losses, damages, expenses etc which the Authority may have sustained due to his negligence or fraud, The Trustees shall pay upon demand so assessed by the Authority out of the forfeited amount.
- (3) The balance left over in the forfeited account, if any, after payment made to the Authority against losses suffered due to the negligence or fraud of the member, shall be utilized primarily to meet any loss from investment of the Funds or realization of the assets or for the benefit of the member or dependence of the deceased members or any other purpose connected with the Funds as decided by the Trustees.

16. INTERPRETATION

The Funds shall be governed by this Regulation or other rules or regulations, for the time being in force and not inconsistent with this Regulation. Such Rules and Regulations shall be interpreted by the Trustees whose interpretation shall be final and binding upon the parties thereto and all members.

17. ARBITRATION

Any dispute or difference which may arise between any member, or his representative, executor, administrator, nominees and the Trustees, shall be referred to the Managing Director or his nominee, and his decision in this respect shall be final.

18. WINDING UP THE FUNDS

The Trustees may, at any time with the consent of the Authority or on dissolution of the Authority, wind up the Funds. The Trustees shall pay out to each member the balance standing to his credit after realizing the assets of the Funds and paying off the expenditure incurred for winding up and finalizing the Fund's Accounts.

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CHAPTER-3

GRATUITY

19. PAYMENT OF GRATUITY

- (1) Gratuity will be paid to every employee of the Authority on leaving the Authority's service at the rate of one months' basic salary for each completed year of service rendered in the Authority. The aforementioned rate would be calculated on the last drawn basic salary of the employee. Provided that an employee's past service rendered continuously in the Authority will be taken into account in determining completed years of service.

Provided further that no gratuity shall accrue on services beyond the age of 60 years in case of re-employment.

- (2) No member shall be entitled to a gratuity if he has been dismissed from service of the Authority.
- (3) A gratuity shall be payable to a member at the above rates only in the following cases:
- i) on retirement or termination of his employment by or with the consent of the Authority, subject to completion of five (05) years continuous service in the Authority.
 - ii) on leaving the Authority's service at the employee's own volition, subject to rendering five (05) years continuous service in the Authority.
- (2) For the purpose of calculation of the gratuity the term "salary" shall mean the basic pay last drawn by the member.
- (3) In the event of death of an employee during the Authority's service, gratuity shall be paid as set out hereunder:-

Status	Payment to be made
a) Less than 5 years continuous service	½ of a month basic salary for each completed year of service subject to a minimum of one month's salary
b) After completion of 5 years continuous service	As per paragraph 19(1) above.

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ANNEXURE "A"

KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY

Nomination Form
For
Contributory Provident Fund

I, _____ (name), _____ (designation), hereby nominate the person(s) mentioned below who are member(s) of my family to receive the amount of Contributed Provident Fund available at my credit in the CPF account.

S.No.	Name(s) of the nominee	CNIC No.	Age	Relation	%age share
-------	------------------------	----------	-----	----------	------------

Date:- _____ / 20-----.

Signature:- _____

Designation:- _____

CNIC No:- _____

1. Witness:- _____
Name:- _____
CNIC No:- _____
Signature: _____

2. Witness:- _____
Signature:- _____
Name:- _____
CNIC No:- _____
Signature: _____

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REGULATION-VII
KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND
VOCATIONAL TRAINING AUTHORITY (LEAVE)

CHAPTER-1 **PRELIMINARY**

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- (1) This Regulation may be called "the Technical Education and Vocational Training Authority (Leave) Revised Regulation, 2021"
- (2) It shall apply to all persons in the service of Authority and all offices, Institutions, Centers and Colleges under its administrative control.
- (3) It shall come into force at once.

2. DEFINITIONS

In this Regulation, unless there is anything repugnant to the subject or context:

- a) "Act" means the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority Act, 2015(Khyber Pakhtunkhwa Act NO. XII of 2015);
- b) "Authority" means the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority, established under the Act;
- c) "paragraph" means paragraph of this Regulation
- d) Words and expressions used but not defined in this Regulation shall have the same meaning as assigned to them under the Act or the Rules or Regulations made there under.

3. ADMISSIBILITY OF LEAVE TO EMPLOYEE

Leave shall be admissible to the employees of the Authority at the rates, for the purposes, on the terms & conditions specified in each case, expressed in terms of days and may be sanctioned by the leave sanctioning authority at his discretion keeping in view the legitimacy of the request, exigency of services and the grounds on which such leave has been applied for: -

- i. An employee of the Authority shall be entitled for 04 days earned leave (on full pay) in a calendar month, provided that his attendance in that month is not less than 16 days.
- ii. The provisions of clause (i) above shall not, however, apply to a vacation department, the employee whereof shall be entitled for one day earned leave for a calendar month in which his attendance is not less than 16 days;

Provided that the provision in clause-ii above shall apply to the employees who actually avail of the summer or winter vacations as the case may be.

Provided further that the said clause shall not be applied to the employees of vacation department who are prevented from availing of such vacation in exigency of services of the Authority

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- iii. The leave so earned shall be recorded in the leave account of the employee concerned.
- iv. There shall be no maximum limit on the accumulation of earned leave.

4. **WHEN LEAVE EARNED**

- a. The service rendered by an employee entitles him to earn leave in accordance with this Regulation. However, such leave shall not be earned during the period of any kind of leave/vacation.
- b. An employee of the Authority on deputation to foreign service in Pakistan shall be entitled to earn leave creditable in his leave account in the parent department minus the leave availed of by him during the period of such deputation, on his repatriation to the parent cadre, provided that the borrowing department shall contribute the leave salary to the Fund of the Authority.

5. **GRANT OF LEAVE ON FULL PAY**

- (1) The maximum period of leave (on full pay) may be allowed to an employee at a stretch, by the leave sanctioning authority, to the following extent:
 - i. Without Medical Certificate 120 days
 - ii. With Medical Certificate 180 days
 - Plus**
 - iii. On medical grounds once in the entire service subject to availability of leave in the leave account of the employee concerned. 365 days
- (2) The maximum period of leave at clause- (i) and (ii) of sub-paragraph (1) shall be independent of each other and may be allowed in combination of each other.

6. **GRANT OF LEAVE ON HALF PAY**

- (1) Leave on full pay may be converted into leave on half pay, at the option of the employee concerned.
- (2) The leave on half pay shall be deducted from the leave account of the employee concerned in the manner that one day leave shall be deducted for each two days of leave on half pay

7. **LEAVE NOT DUE**

leave not due may be granted on full pay to an employee of the Authority against the leave to be earned in future, for a maximum period of three hundred and sixty five days during the entire service subject to the condition that in the first five years of service, the quantum of leave so granted shall not exceed ninety days in all;

Provided that:-

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- i. no leave is available in the leave account of the employee concerned.
- ii. such leave shall be allowed on legitimate grounds, in un-avoidable circumstances and in the matters beyond the control of the employee concerned.
- iii. such leave shall be granted only when there are reasonable chances of resuming duty on expiry of leave of the employee.
- iv. such leave may be converted into leave on half pay at the discretion of leave sanctioning authority.
- v. such leave shall be granted sparingly and to the satisfaction of the sanctioning authority and shall be admissible only to regular employees of the Authority.

8. LEAVE SALARY

- (1) Pay admissible during leave (on full pay) shall be equal to the total emoluments drawn by an employee before proceeding on leave excluding conveyance allowance, teaching allowance and any other allowance not permissible during the leave, as declared so by the Authority.
- (2) Increment or fixation of pay shall not be allowed to the employee during the leave period. However, on resumption of duty, pay of the employee shall be fixed at the revised rate, if any, and increment will also be allowed along with arrears thereof.

9. SPECIAL LEAVE TO FEMALE EMPLOYEES

A female employee 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 the 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 subsequently.

10. MATERNITY LEAVE

- (1) Maternity leave may be granted on full pay, not debitible to the leave account, to a female employee to the extent of ninety days in all from the date of its commencement or forty five days from the date of her confinement, whichever, is earlier. Provided that such leave may not be granted for more than three times in the entire service of a female employee.
- (2) For confinement beyond the third time, the female employee would have to take leave from her normal leave account.
- (3) The maternity leave availed of prior to the coming into force of this Regulation shall be deemed to have been taken under this Regulation.

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- (4) Maternity leave may be granted in continuation of or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female employee.
- (5) Leave application for maternity leave shall be supported with the medical certificate of the authorized medical practitioner.

11. DISABILITY LEAVE

- (1) Disability leave may be granted up to a maximum of seven hundred and thirty days on such medical advice as the competent medical board may consider necessary, to an employee, disabled due to injury, ailment or disease which is otherwise curable but requires a prolonged treatment.
- (2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.
- (3) The disability leave shall not be debatable to leave account.

12. LEAVE ON MEDICAL GROUNDS.

leave applied for on medical certificate shall not ordinarily be refused. The authority competent to sanction leave may, however, at its discretion, secure a second medical opinion of the competent medical board.

13. EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY)

- (1) Extraordinary leave may be granted on any ground up to a maximum period of five years at a time, provided that the employee to whom such leave is granted has been in continuous service for a period of not less than ten years. In case an employee has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the leave sanctioning authority. This leave may be granted irrespective of the fact whether an employee is permanent or temporary.
- (2) The maximum period of extraordinary leave without pay combined with leave on full pay and leave on half pay shall be subject to the limit of five years. The maximum period of extraordinary leave without pay that would be admissible to an employee who has rendered continuous service for a period of not less than 10 years shall be 5 years less than the period of leave on full pay and leave on half pay so combined.
- (3) Extraordinary leave may be granted retrospectively in lieu of absence without leave, provided that it is proved that the absence was beyond the control of the employee concerned.

14. LEAVE PREPARATORY TO RETIREMENT

The maximum period up to which an employee may be granted leave preparatory to retirement shall be 365 days. It may be taken subject to availability of leave on full pay

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or at the discretion of the employee on half pay, if sufficient leave is not available in the leave account, but it shall not extend beyond the age of superannuation.

15. LEAVE ENCASHMENT

Leave earned by a regular employee of the Authority may be allowed to encash his entire earned leave at his credit if he has not availed of it or not intended to avail the same at the time of encashment. The encashment of leave shall be made on the basic pay drawn by the employee.

16. LEAVE EX-PAKISTAN AS PER DELEGATION OF POWER

Leave or a portion thereof granted to an employee by the leave sanctioning authority may be notified as leave (ex-Pakistan), if the employee concerned is intending to avail of the said leave outside Pakistan. In such a case the N.O.C of the competent authority shall also be required for proceeding of the employee abroad.

17. COMMENCEMENT AND END OF LEAVE

Instead of indicating whether leave starts or 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 the day he resumes duty.

18. ABSENCE AFTER EXPIRY OF LEAVE

Unless his leave is extended by the leave sanctioning authority, an employee who remains absent, except for circumstances beyond his control, after the expiry of his leave shall not be entitled to any remuneration for the period of absence unless the double period of such absence shall be deducted from his leave account. Such deduction, if there is not sufficient leave in his account, be made from his account against the future accumulation of leave.

Provided that such double deduction of absence period from leave account shall not preclude any disciplinary action that may be considered necessary under any Rules or Regulations for the time being in force, after affording a reasonable opportunity to the employee concerned to justify his absence.

19. IN SERVICE DEATH ETC

(1) In case an employee of the Authority dies, or is declared permanently incapacitated for further service by a medical board, a lump sum amount equal to his pay for one hundred and eighty days or equal to the days of leave at his credit, whichever is more, shall be made to his family, as defined for the purpose of family pension, or as the case may be, to the employee concerned.

(2) For the purpose of lump sum payment under sub-paragraph (1), the senior post allowance, qualification pay, special pay or any other amount termed as pay shall be included in the leave pay so admissible.

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20. RECALL FROM LEAVE

The leave sanctioning authority may recall an employee of the Authority to duty from leave of any kind. In case the employee is spending the leave away from his headquarters, he may be granted single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty. In case he is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only plus daily allowance.

21. ANY TYPE OF LEAVE MAY BE APPLIED

An employee may apply for any type of leave at his discretion if the said leave is admissible to him. Sanction of such leave shall not be refused on the ground that another type of leave may be applied for by the employee concerned.

22. COMBINATION OF DIFFERENT TYPE OF LEAVE

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

provided that the leave preparatory to retirement shall not be combined with any other kind of leave.

23. EMPLOYEE ON LEAVE NOT TO JOIN DUTY BEFORE EXPIRY OF LEAVE.

Unless the un-expired portion of leave of an employee is cancelled by the leave sanctioning authority at the request of the employee concerned, he may not be allowed to resume duty before the expiry of leave granted to him.

24. LEAVE DUE MAY BE GRANTED ON ABOLITION OF POST ETC

If services of an employee of the Authority are terminated consequent upon abolition of his post, the leave due to him may be granted without regard to availability of the post but subject to attaining the age of superannuation of the employee concerned.

25. HANDING /TAKING OVER OF CHARGE WHEN PROCEEDING ON/RETURN FROM LEAVE ETC

An employee proceeding on leave shall hand over the charge of his post. In case of an employee in B- 16 and above, the employee shall sign the charge relinquishing report.

26. ACCOUNTS OFFICE TO MAINTAIN LEAVE ACCOUNT

Leave account in respect of the employees shall be maintained in the leave accounts format attached to the service books of the employees concerned.

27. LEAVE TO LAPSE WHEN EMPLOYEE QUILTS SERVICE.

All kinds of leave at the credit of an employee shall stand lapsed when he quits service as a result of resignation from service, compulsory retirement, removal or dismissal from service or in case of superannuation.

28. LEAVE APPLICABLE, ITS SANCTION, ETC

- (1) The application for leave or for extension thereof addressed to the leave sanctioning authority be routed through the office where the employee is posted. In case of an employee posted in the headquarters or head office with head of

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the department or faculty, the leave shall be applied for through proper channel. If the leave sanctioning authority of the employee concerned is not head of office or department himself, he shall recommend the case to the leave sanctioning authority with specific request to provide substitute, if necessary, before sanction of leave applied for to the employee concerned.

- (2) Leave availability certificate shall be mandatory from the concerned account office before sanction of the leave applied for.
- (3) In cases where more than appropriate number of employees apply for leave at a time, the leave sanctioning authority shall decide priority of the applications for sanction of leave at his discretion, keeping in view the exigency of services and emergent circumstances faced by the employees applied for leave, so as to avoid the untoward circumstances by the Authority as well as any miss-happening to the employees concerned.

29. STUDY LEAVE

- (1) Study leave shall be granted to an employee intending proceeding for a study course or training within country or abroad for enhancement of his academic qualification contributive to his profession. Such leave shall be granted on half pay for a maximum period of 02 years, subject to the condition that his service should not be less than five years and more than twenty years. Extraordinary leave without pay may also be combined with the study leave and in that case the condition of the maximum period shall not apply. However, the study leave with half pay shall not exceed two years and the maximum period of extraordinary leave without pay so combined shall not be more than the leave admissible under paragraph-12.
- (2) The aforesaid leave shall also be subject to the execution of a surety bond to the effect that the employee shall be liable to return to the Authority and serve for at least five years after his return failing which he shall be liable to pay the bonded amount which should not be less than 0.5 Million.

30. CASUAL LEAVE

- (a) The employee of the Authority is not entitled to casual leave as of right. Casual leave is granted by way of grace to enable the employee to attend their private affairs of casual nature. It is entirely within the discretion of the sanctioning authority either to sanction or refuse leave;
- (b) Casual leave may not ordinarily exceed ten days at a time. The sanctioning authority may, however, grant leave up-to 15 days at a time under special circumstances;
- (c) Casual leave may be granted in conjunction with Saturday and Sunday or public holidays but not with any other kind of leave or joining time. When it is combined with holidays the total period shall not exceed 15 days at a time.
- (d) Casual leave may be sanctioned under the authority of the Chairperson or head of office or department by the immediate superior officer of the employee.

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**REGULATION-VIII
KHYBER PAKHTUNKHWA TECHNICAL EDUCATION
AND VOCATIONAL TRAINING AUTHORITY
TRANSPORT/STAFF VEHICLES (USE AND
MAINTENANCE)**

CHAPTER-1 PRELIMINARY

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:-

- 1) This Regulation may be called "the Technical Education and Vocational Training Authority Transport/ Staff Vehicles (Use and Maintenance) Revised Regulation, 2021".
- 2) Except as otherwise provided by the Act, it shall apply to all persons in the service of Authority and all offices, Institutions, Centers and Colleges under its administrative control.
- 3) It shall come into force at once and shall supersede previous regulations in this regard.

2. DEFINITIONS

In this Regulation, unless there is anything repugnant to the subject or context:

- (a) "Authority" means the Khyber Pakhtunkhwa Technical Education and Vocational Training Authority, established under the Act.
 - (b) "Form" means a form appended to this Regulation.
 - (c) "Government Vehicle" means any type of motor Vehicle provided by the Government or donated by any non-governmental organization/donor agency to the Authority.
 - (d) "Officer In-charge" means an officer nominated by the Managing Director;
 - (e) "paragraph" means paragraph of this Regulation; and
 - (f) "Section" means Section of the Authority, headed by a Director.
- Words and expressions used but not defined in this Regulation shall have the same meaning as assigned to them in the Act or the Rules made there under.

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CHAPTER-II (USE AND MAINTENANCE OF GOVERNMENT VEHICLES)

3. The Managing Director shall nominate an officer of the Department as Officer In-charge of a Government Vehicle or Vehicles.
Provided that notwithstanding anything contained in paragraph 3, the general control of a Government Vehicle shall vest in the Managing Director.
4. Every Government Vehicle shall, immediately on its purchase, be registered in favour of the KP-TEVTA.
5. There shall be a total restriction on displaying plates on Government Vehicles indicating the status/ranks of the occupants. All the official Vehicles will have simple green plates only indicating the registration number.
6. No officer shall fly the Pakistan flag on Government Vehicle, in view of Notification No.8/4/97-Public, dated the 27th February 1997, issued by the Ministry of Interior, Government of Pakistan
7. (1) Government Vehicles shall ordinarily be used for official/ Government duty only.
(2) Use of Government Vehicles for the following purposes may also be considered as use for Government duty.
 - a. Journey from residence to office or any other place of duty, and back, outside the normal office hours, if undertaken in the interest of office work subject to approval of the *Chief Executive Officer;
 - b. Journey from office to residence performed after working in the office for not less than two hours beyond the normal office hours;
 - c. Journey between office and place of temporary residence by an officer on tour;
 - d. Journey to attend any diplomatic or official function whether from office or residence, and
 - e. Journey of the Managing Director from residence to office and vice versa.(3) Government Vehicles may, under special circumstances and with the prior approval of the Managing Director be used for private purposes on payment of charges at the rate of Rs.10/- per kilometer or portion thereof.
(4) The money realized on account of hire charges under clause (iii) shall be credited to the Fund.
(5) The Government Vehicles purchased for training purpose of trainees shall be used for the purpose for which the Vehicle is purchased.
8. The Managing Director shall specify the officers or categories of officers who shall normally be entitled for the use of Government Vehicle.
9. An officer of the Authority, who is holding charge of more than one Section and is in possession of more than one Vehicle, by virtue of his offices/posts, shall not be entitled to use the additional Vehicles.
10. (i) A Government Vehicle shall not be driven except by a driver specially appointed by Government or the Authority for the purpose, provided that in case of non-availability

of driver or in case of emergencies, the concerned officer or an official shall be allowed to drive the Vehicle subject to his being in possession of valid driving license.

11. (i). There shall be maintained, in respect of every Government Vehicle, a log book in Form "A" wherein shall be entered the journeys performed by a Government Vehicle.
(ii). The log book maintained under clause (i) shall remain in the custody of the driver in-charge of the vehicle and shall be examined and signed by the Officer In-charge every day at the time the driver is relieved from duty.
12. (i). The pool vehicles of the Authority shall remain parked, after office hours, within the premises of head office of the Authority in the parking places specified for the purpose of parking. The gate staff/security staff shall not allow to use pool Vehicles without prior permission/ written slip from the Managing Director or another officer designated for the purpose.
(ii) The vehicles of the subordinate/regional offices/Institutions shall remain parked after office hours, within the premises of their respective offices.
(iii). Before proceeding on tour, the touring officer shall inform, in writing along with registration number of the vehicle, the Managing Director about his tour program.
13. No person other than officers specified under paragraph 8 shall, save with permission in writing of the Managing Director be entitled to the use of Government Vehicle.
14. Members of the Board, members of delegations (local/Foreign) and other dignitaries when on official visits, may be allowed to use the Government Vehicles if available.
15. The cashier of the Authority may be allowed to use Government Vehicle from office to bank and vice versa for carrying currency exceeding Rs.300,000/-
16. No officer who is in receipt of a fixed conveyance allowance shall, subject to the provisions of clause (iii) of paragraph 7, be entitled to the use of Government Vehicle.
17. All requisitions for the use of Government Vehicle shall be addressed to the Officer In-charge.
18. A requisition under paragraph 17 shall specify the designation of the officer by whom, the purpose for which, the time at which, and the place where, the Vehicle is required.
19. (i) Every person using a Government Vehicle shall sign entries in the log book in respect of the journey performed by him in the Vehicle.
(ii) The entries in log book in respect of the journey performed in a Government Vehicle by Members of the Board, members of delegations (local/Foreign) and other dignitaries when on official visits may be signed by the officer In-charge.
20. A Government Vehicle shall not be lent to any other Department/authority.
21. The following books shall be maintained for each Government Vehicle:
 - i) **Log Book:** Log Book shall be maintained in Form "A" and shall remain in the custody of the driver of the vehicle. The name of Department the designation of the Officer In-charge, his telephone number and the registration number of the Government Vehicle shall be indicated on the title cover of the Log Book.

- ii) **History Sheet:** A bound register containing about 50 pages shall be maintained which shall remain in the custody of Office In-charge. It shall form a permanent record of the government Vehicle and all the incidents during the life of the vehicle shall be entered therein. It shall consist of the parts, in Form "B".
- iii) **Log Book Entry (in Software):** All the Log Book entries should be fed in computer software by the officer to whom the vehicle is allotted and the transport office to ensure. Monitoring Cell to verify.
- vi) **Fuel Account Register:** It shall be maintained separately in Form "C"
- A bill shall be prepared on the last working day of each month in respect of private trips and presented to the Officer concerned who shall make payment to the Accountant of the Authority. When the amount has been recovered, an entry shall be made in the Look Book.
22. Audit of account relating to Government Vehicles shall be conducted periodically by the staff deputed by the Director General Audit Khyber Pakhtunkhwa.
23. The Driver of each Government Vehicle shall be notified to observe strictly the following Instructions:
- He shall be responsible for the proper up-keep and cleanliness of the Vehicle, fuel consumption, careful driving, caution against accidents and timely service and repair.
 - He shall be responsible for any damage which may be caused to the Vehicle due to his negligence.
 - He shall get entries recorded in the log Book before an officer leaves the vehicle, except where the officer is not required to make entries personally.
 - The Driving and Traffic regulation and speed limits laid down in the different areas shall be strictly observed and in all built up areas the speed of vehicles shall not exceed 30/40 kilo meter per hour.
 - Vehicle shall not be left un-attended or kept in dangerous position.
 - Should any officers / refuse to cooperate in regard to the observation of these rules the driver shall not argue with him but carry out the orders of the officer and report the incidents to the officer In-charge.
 - Any contravention of the above rules shall be considered as misconduct and disciplinary action shall be taken against driver.
24. All the officers, who are entitled to use vehicle, shall restrict themselves to use of P.O.L as per ceiling shown in Annex:"D". In case of excess of authorization, the excess fuel shall be charged from the officer concerned with 10% additional services charges.
25. All the officers, who are entitled to use vehicle, shall restrict themselves to use the vehicles as per capacity of the Engine in Annexure-"E"
26. All the officers, who have been allotted vehicles will be themselves responsible for any misuse of the allotted vehicle and shall be liable for a disciplinary action accordingly.

27. KP-TEVTA shall manage all its vehicles through a comprehensive Vehicle Management Software (VMS).

Managing Director
Khyber Pakhtunkhwa Technical Education &
Vocational Training Authority

No.....

Dated.....

Copy to the:

1. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa/ Chairperson of the Board;
2. PS to Chief Secretary to the Government of Khyber Pakhtunkhwa.
3. All Administrative Secretaries, Government of Khyber Pakhtunkhwa.
4. Secretary to Governor, Khyber Pakhtunkhwa.
5. All Members of the Board.
6. Government Printing Press, Peshawar for publication in the official gazette.
7. All Officers of the Authority.

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Director Admin/HR

Director Admn: and HR.

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FORM "A"

LOG BOOK

KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY MOTOR VEHICLE ORDERING ACCOUNT.

Date	Time		Particular of Journey	Purpose of Journey	Official or Private	Officer with whom attached
	From	To				
1	2	3	4	5	6	7

Driver's Name _____

	After Trip	Total Mileage	Petrol Issued	Oil	Signature of the Officer	Remarks
8	9	10	11	12	13	

FORM "B"

KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY

TOOLS OF THE VEHICLE

SERIAL NO.	TOOLS	DATE OF PURCHASE	OF	REMARKS
1	2	3	4	

Car No. _____

FORM-C

KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY

Date	Opening Balance on the first day of the month	Number of Gallons of petrol obtained	Voucher No. & Date	Balance on the last day of the month	Total consumed during the month cols (2+3=5)	Total Mileage	Remarks
1	2	3	4	5	6	7	8

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FORM-"D"

KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY
POL CEILING FOR PETROL VEHICLES

Categories Of Officers/Users	Designation	Ceiling in liters (Local Use)	Remarks
i.	Chairperson KP-TEVTA Board	350	For official tours, the POL may be claimed as per actual usage.
i.	Managing Director	225	-do-
ii.	Directors	150	-do-
iii.	Dispatcher (Dak duty Bike)	30	-do-

FORM-"E"

KHYBER PAKHTUNKHWA TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY

ENTITLEMENT OF VEHICLES AS PER CAPACITY OF ENGINE

Categories Of Officers/Users	Designation	Entitlement of Vehicle
i.	Chairperson KP-TEVTA Board	1800 CC Petrol or 2800 CC Diesel
i.	Managing Director	1800 CC
ii.	Directors	1300 CC
iii	Other Officers	Pool Vehicles on need basis for official duties
iv.	Dispatcher (Dak duty Bike)	125 CC or Below

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TELEPHONE CEILING

i. OFFICE TELEPHONE

S.No	Designation	Ceiling
1.	Managing Director	No limit
2.	Directors	2500 calls
3.	Deputy Director	1600 calls
4.	Assistant Director	800 calls

ii. RESIDENTIAL TELEPHONE.

S No.	Category	Ceiling
1.	Managing Director	2000 calls
2.	Directors	1000 calls

NOTE: -

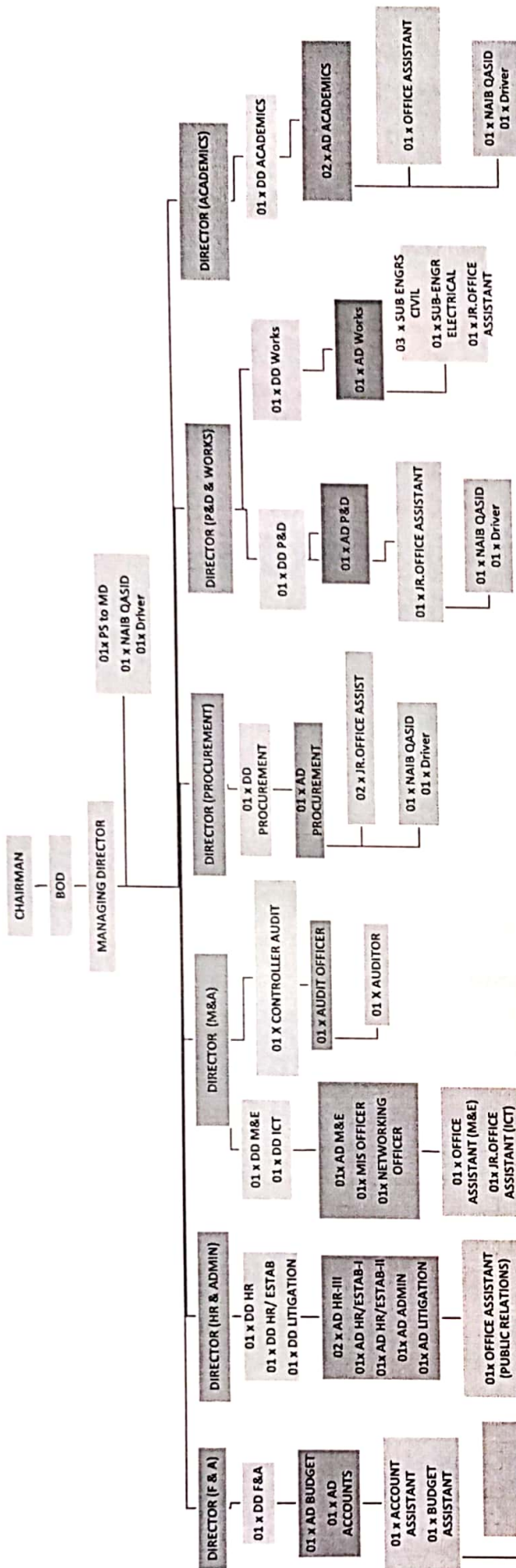
- a) Overseas calls have been banned and expenditure on this account will be recovered from the subscribers.
- b) The Authority would not be responsible on account of excess expenditure over and above the fixed ceiling under any circumstances. Telephones if disconnected on this account will not be restored on expenses of the Authority.

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ORGANOGRAM OF KP-TEVTA



Nomenclature of Posts	Number of Posts
Managing Director	01
Directors	06
Deputy Directors	10
Controller Audit	01
Assistant Directors	14
MIS Officer	01
Networking officer	01
Audit Officer	01
PS to MD	01
Auditor BPS-16	01
Finance Assistant	01
Budget Assistant	01
Office Assistant BPS-16	02
Office Assistant (PR) BPS-16	01
Jr Office Assistant BPS-14	10
Sub Engineer (Civil) Electrical BPS-14	04
Drivers BPS-06	09
Class-IV BPS-03	15
TOTAL	80

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NOTIFICATION:

No.KP-TEVTA/HR-III/ARR/

In pursuance of the decision of the Board of Directors, KP-TEVTA in its 14th meeting held on 13-12-2019, the Competent Authority is pleased to notify the following Age Relaxation Rules for initial appointment on KP-TEVTA positions: -

Maximum age limit as prescribed in KP-TEVTA Appointment Promotion and Transfer Regulation-II shall be relaxed in respect of the candidates mentioned in column 2 to the extent mentioned against each in column 3 of the table below.

S.No.	Category Of Candidates	Age Relaxation Admissible
1	2	3
i.	Government Servants who have completed 2 years continuous service.	Up to ten (10) years Automatic relaxation. (Government Servants shall include: employees working in all Govt. entities including Government departments, Autonomous bodies, Authorities & Government companies, employees working in KPTEVTA on contractual basis).
ii.	Candidates belonging to backward areas as specified in the Appendix given below.	Three (03) years Automatic relaxation.
iii.	General candidates.	Up to two (02) years by the Managing Director, KP-TEVTA and beyond two (02) Years up to five (05) years by the Human Resource Committee, KP-

TEVTA, subject to the observance of any of the following conditions:

i) If an overage candidate falls in top 3 positions of the final merit list, Or

ii) If an overage candidate falls in final merit list and has accomplished academic distinction by achieving position in Board or University level in his academic career, i.e. in Matric, FA/Fsc, BA/Bsc or Masters, provided that the distinction shall be verified by the concerned authority, Or

iii) If an overage candidate falls in final merit list and has at least 05 years or more post degree specific Industry level experience, provided that the Industry shall have the SECP (Security and Exchange Commission of Pakistan) registration tax payer certificate, Or

iv) In case no eligible candidates within the prescribed age limit are available in the final merit list, then the overage eligible candidates in the final merit list by relaxing the condition at Serial No (i) above, shall be considered for age relaxation in the upper age limit, even if the said candidates fail to fulfill any of the above stated three conditions.

iv.

Widow or son or daughter of a deceased civil Servant who died during service and son/brother in case of a Shaheed of Police Department

Discretion of the Managing Director, KP-TEVTA.

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v.	Disabled persons / divorced woman / widow	<p>10 years Automatic Relaxation.</p> <p>(in case of divorced woman or widow, the following certificates shall be produced by the applicant at the time of applying for age relaxation</p> <p>(a) in case of widow, death certificate of husband;</p> <p>(b) in case of divorced woman, divorce certificate from the District Coordination Officer of the District concerned</p> <p>(c) certificate from the District Coordination Officer of the District concerned to the fact that the applicant weather divorced or widow has not remarried at the time of submitting application.</p>
vi.	<p>(a) Employees or ex-employees of the development projects of the Government of Khyber Pakhtunkhwa.</p> <p>(b) Employees or ex-employees of the development projects of the Federal Government under the administrative control of the Government of Khyber Pakhtunkhwa.</p>	<p>Equal to the period served in the projects, subject to the maximum limit of the ten years.</p> <p>(Government Projects shall include: Projects under the administrative control of all Government entities including Government Departments, Autonomous bodies, Authorities & Government companies, etc)</p>

- A candidate shall only be allowed, relaxation in age in one of the categories specified in the above mentioned table; Provided that the candidates from backward areas, in addition to automatic relaxation of three years, shall be entitled to one of the relaxations available to Government servants, general or disabled candidates, whichever is relevant and applicable to them.

- Age relaxation in respect of overage candidates shall be sought prior to their appointment.
- For the purposes of these rules, age of a candidate shall be calculated from the closing date of submission of application for a particular post.

APPENDIX for Rule at Serial No.ii in the table above:

1	Khyber Agency.	12	Lower Dir District.
2	Kurram Agency.	13	Chitral District.
3	Mohmand Agency.	14	Buner District.
4	North Waziristan Agency.	15	Kala Dhaka Area.
5	South Waziristan Agency.	16	Kohistan District.
6	Malakand Agency including protected areas (Swat, Ranizai and Sam-Ranizai) and Bajaur	17	Shangla District.
7	Tribal Areas attached to Peshawar, Kohat and Hazara Division.	18	Gadoon Area in Swabi District.
8	Shirani Area.	19	Backward areas of Mansehra and District Batagram.
9	Merged Areas of Hazara and Mardan Division and Upper Tanawal.	20	Backward areas of Haripur District, i.e. Kalanjar Filed Kanungo
10	Swat District.	21	Circle of Tehsil Haripur and Amazai Field Kanungo circle of Tehsil Ghazi
11	Upper Dir District.		

MANAGING DIRECTOR

Endst:No.KP-TEVTA/HR-III/ARR/932

Dated: 24/02/2020

Copy forwarded to:

1. PS to Secretary, Industries, Commerce & Technical Education Department, Govt. of Khyber Pakhtunkhwa.
2. The Directors, KP-TEVTA Head Office.
3. The Deputy Director (ICT), KP-TEVTA with the request to upload the same on KP-TEVTA official website.
4. PA to Managing Director, KP-TEVTA.
5. Office copy.

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DEPUTY DIRECTOR (HR)

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