**UTILITY STORES CORPORATION OF**

**PAKISTAN (PRIVATE) LIMITED**

SERVICE RULES

**CONTENTS**

**PAGE**

- Foreword-I (i)

- Foreword-II (ii)

- Foreword-III (iii)

- Foreword-IV (iv)

**CHAPTER**

I General 1

II Pay Scales, Allowances and Perquisites

III Employment Policy & Procedures

IV Terms & Conditions of Service

V Efficiency & Discipline Rules

VI General Conduct

VII Leave Rules

VIII Employees Gratuity Rules

IX Overtime Rules

X Traveling Allowance/Daily Allowance Rules

XI Contributory Provident Fund Rules

XII Employees Welfare Benevolent Fund Rules

- Schedule-I

- Schedule-II

- Schedule-III

- Schedule-IV

**FOREWORD - I**

With the compilation of Utility Stores Corporation Service Rules, a long outstanding requirement has been met. These Service Rules have been approved by the Board of Directors in their 34th Meeting held on 16th September 1981 and shall come into force with immediate effect.

2. It is a matter of great satisfaction that a commendable effort has been put in by Mr Sadiq Ali Khan, Secretary, Utility Stores Corporation of Pakistan Limited and his staff in the compilation of these Rules. They will serve as a guide to all our employees present and future, in conducting our day-to-day affairs.

3. I would like all Officer and employees of the Corporation to study these Rules thoroughly and implement them in letter and spirit. It shall be the duty of all concerned to acquaint themselves with them so that every one is clear about his rights and obligations towards the Corporation. Not knowing the rules will not be accepted as an excuse.

Islamabad Signed/-

Dated: 16th Sept'1981 Brig (Retd) Khushi Muhammad SI(M)

Managing Director

**FOREWORD - II**

Utility Corporation of Pakistan (Private) Limited Service Rules were compiled in 1981 and the same were approved by the Board of Directors in their 34th meeting held on 16th September 1981 and came into force with effect from the same date.

During the past eight years, a number of amendments have been issued, based on Government policy decisions and with the approval of Directors. All such amendments have been incorporated in the Service Rules and an updated version is now forward for guidance and compliance.

A data showing the Paras/Sub-Paras of relevant Chapters of original copy, which have been amended with the authority of Board of Directors Meetings/Board of Trustees CPF Meetings, has been added at the end of this issue as Addendum-I.

I would like all executive and staff to study the up-date Service Rules thoroughly and implement the instructions intelligently.

Islamabad M. Abdullah Yusuf

Dated: 1st January, 1990 Managing Director

**FOREWORD - III**

This editions of Utility Stores Corporation of Pakistan (Private) Limited Service Rules is an updated version incorporating all relevant circulars and force as at present. I have also given instructions that up-dated editions may in future be issued as frequently as feasible for the convenience and guidance of all concerned in the discharge of their duties.

Islamabad M. Abdullah Yusuf

Dated 31st August 1992 Managing Director

**FOREWORD - IV**

**UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) LIMITED**

**HEAD OFFICE, ISLAMABAD**

**SERVICE RULES**

**CHAPTER - I**

**GENERAL**

**1. PREAMBLE:**

In pursuance of the provisions of the Memorandum and Articles of Association of Utility Stores Corporation of Pakistan (Private) Limited, the Board of Directors is pleased to approve the following Service Rules:-

**2. SHORT TITLE AND COMMENCEMENT**

a. These Rules shall be called the "Utility Stores Corporation of Pakistan (Private) Limited Service Rules 1981".

b. These Rules shall come into force with effect from 16th September 1981.

c. These Rules apply to all employees of the Corporation in full time employment except to:-

i. Those employed on contract basis with the Corporation but shall apply to them to the extent not otherwise specified in their contract;

ii. Employees whose terms and conditions are governed by any Government Act/Ordinance having currently the force of law but shall apply to them to the extent not specified in such laws;

iii. Employees on deputation from the Federal or Provincial Government or any other organization/Authority etc but shall apply to them to the extent not specified in terms and conditions of their deputation.

d. All corresponding rules which have been in force till the date of enforcement of these Rules are hereby rescinded. However, any order passed or appointment made or anything done or any action taken or any proceedings commenced under those rules will continue in force and be deemed to have been passed, made, done, taken or commenced, as the case may be, under the corresponding provisions of these rules as if these Rules were in force when such order was passed, or such appointment was made, or such thing was done, or such action was taken, or such proceedings commenced, unless an order, in writing, to the contrary is passed by the Managing Director of the Corporation.

P..1

**3. DEFINANTIONS:**

In these Rules unless there is any thing regarding repugnant in the subject or context the terms defined hereby are used in sense defined below:-

a. Corporation means Utility Stores Corporation of Pakistan (Private) Limited.

b. Board means the Board of Director of the Corporation.

c. Managing Director means the Managing Director of the Corporation as appointed by the Federal Government.

d. Director means a Director as appointed by the Federal Government

e. Competent Authority means the Chairman, Managing Director and any other Officer of the Corporation to whom specific powers are delegated under the Rule.

g. Headquarters means the place of posting of the employee.

h. Service means the period for which an employee receives pay from the Corporation and includes the period of leave without pay duly sanctioned by the Competent Authority or any other period terms as service by such authority and includes probationary period preceding confirmation in the same post.

j. Reporting Officer means an employee who will supervise the work of the Officers and staff attached to his department for the purpose of their duties.

k. Contract Service means the service on a specific contract for a limited period.

l. Employee means a person employed by the Corporation wither at its Head Office or at any of its Regional Offices, Projects/Units to whom these Rules apply.

m. Probationer means an employee employed on probation against a regular vacancy.

P..2

n. Permanent/ means an employee who has been engaged on work of a permanent

Confirmed employee nature and has satisfactorily completed his probationary period.

o. Pay means the monthly amount drawn by an employee as per the basic pay and does not include allowances and other special emoluments.

p. Pay Scale means the pay scale specified in these Rules.

q. Personal Pay means the pay granted to an employee to save him from loss of pay in respect of a regular post held by him due to revision of pay or to reduction of such pay otherwise than as a disciplinary measures.

r. Special Pay means an additional remuneration in the nature of pay granted in consideration of:-

i. The specially arduous nature of his duties; or

ii. A specific addition to the work or the responsibility; or

iii. The unhealthiness, remoteness or other special characteristics of the locality in which the work is performed.

s. Honorarium means a non-recurring payment granted to an employee as remunerating for special work of an occasional nature.

t. Daily means an allowance granted to an employee of the Corporation to cover his daily expenses at an outstation while on duty.

u. Traveling means the allowance payable to an employee of the Corporation to cover the expenses incurred in traveling in the interest of the Corporation.

P..3

v. Family means wife (only one), husband, legimate un-married children (son upto age not more than 21 years or daughter upto the date of marriage).

w. Conveyance means an allowance granted for attending duties at the normal place or work.

x. House Rent Allowance means an allowance granted to the employees of the Corporation as a House Rent support where the Corporation does not provide residential accommodation.

y. Overtime means time at work beyond the regular hours (as prescribed by the Corporation) for which payment shall be made at the prescribed rate subject to the current Labour Laws of the country.

z. Leave means leave taken with the prior approval of the Competent Authority.

aa. Washing Allowance means an allowance granted to an employee for the up-keep of the livery provided by the Corporation.

ab. Rules means the Utility Stores Corporation of Pakistan (Private) Limited Service Rules 1981, as amended.

**4. AUTHORITY TO AMEND, DELETE OR MAKE ADDITION TO THESE RULES:**

These rules may be amended, deleted or added to by the Board of Directors. However, all amendments/revisions in Federal Government Rules/instruction shall ipso facto be incorporated in these Rules appropriately in respect of all such Rules which have wither been derived from or framed/adopted in accordance with the corresponding Federal Government Rules/instructions.

**5. MATTERS NOT PROVIDED FOR IN THE RULES:**

All matters not provided for in these Rules shall be decided by the Board of Directors in the light of corresponding provisions of the Government rules.

P..4

**CHAPTER-II**

**PAY SCALES, ALLOWANCES AND**

**PERQUISITES**

Pay Scales, Allowances and Perquisites shall be as given in Schedule-I to these Rules.

P..5

**CHAPTER-III**

**EMPLOYMENT POLICY AND PROCEDURES**

**1. CREATION & ABOLITION OF POSTS:**

The Managing Director may at any time create or abolish any post or posts upto and including BPS-17 in the service of the Corporation. For BPS-18 and above the Board of Directors shall be the Competent Authority in this respect.

**2. APPOINTMENTS:**

Appointment against the post of BPS-18 and above shall be made by the Managing Director with the approval of the Chairman on the recommendations of the Selection Committee constituted for this purpose as per para 5-c-iii. Appointments against all other posts in BPS-1 to BPS-17 shall be made by the Competent Authority as laid down in Schedule-II to these Rules, on the recommendations of the Selection Committee constituted for this purpose as per para 5-c-i&ii.

**3. APPOINTMENTS TO EXISTING OR NEWLY CREATED POSTS:**

a. The appointments to existing or newly created posts shall be made in one of the following ways:-

i. By direct recruitment.

ii. By promotion.

iii. By taking serving Officers and staff on deputation from the Federal and Provincial Government.

b. Direct recruitment shall be made by advertising vacancies in the leading newspapers.

**4. PROVINCIAL QUOTA SYSTEM:**

All the recruitments shall be made keeping in view the provincial quota as laid down by the Federal Government from time to time.

**5. CONDITIONS OF APPOINTMENTS:**

The appointments to various posts in the Corporation shall be made by the appointing authority as given in Schedule-II and shall be subject to the following conditions:-

a. A person who is not a national of Pakistan shall not be eligible to hold any post in the Corporation.

b. The minimum qualifications and experience for appointment to various posts shall be given in Schedule-III to these Rules provided that the relaxation in qualifications and/or experience in special cases and for reasons to be recorded shall be made with the specific approval of the Competent Authority next higher in rank to the appointing authority for the post concerned. The Competent Authority to relax qualifications and/or experience under this rule shall be as under:-

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All Posts for which Competent Authority

Appointing Authority is

------------------------------------------------------------------------------------------------

i. Regional Manager General Manager

(Administration &

Personnel)

ii. General Manager Managing Director

(Administration & Personnel)

iii. Managing Director Chairman, USC

iv. Managing Director with the Board of Directors

approval of Chairman USC

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c. For filling up various posts, the constitution of the Selection Committee would be as under:-

i. For all vacancies of BPS-10 to 17

Managing Director - Chairman

General Manager - Member

(Administration & Personnel)

General Manager concerned - Member

ii. For vacancies below BPS-10

General Manager - Chairman

(Administration & Personnel)

Stores Operation Manager/ - Member

Regional Manager

Finance Manager/Regional - Member

Accounts Officer

iii. Appointment against vacancies of BPS-18 and above shall be made by the Committee consisting of the Chairman, USC, Managing Director and one representative of the Ministry of Industries to be nominated by the Chairman. General Manager (Administration and Personnel) shall acts the Secretary of the Selection Committee.

**6. AGE LIMIT:**

Any person of less than eighteen years or more than forty five years of age shall not be appointed to any post in the Corporation, unless the Competent Authority makes a relaxation in respect of upper age limit, in suitable cases.

**7. MEDICAL EXAMINATION:**

Every person before his appointment in the Corporation shall undergo a medical examination by the authorized Medical attendant of the Corporation or by any other such Doctor or medical authority as the Corporation may specify.

**8. MEDICAL FITNESS:**

Every employee of the Corporation of the level of BPS-14 and above shall be examined medically one a year by the medical Officer designated by the Corporation.

**9. VERIFICATION OF CHARACTER AND ANTECEDENTS:**

The character and antecedents of all the directly recruited employees of the Corporation shall be verified from the Police authorities and all appointments will be made subject to satisfactory Police Report.

**CHAPTER-IV**

**TERMS AND CONDITIONS OF SERVICE**

**1. APPOINTMENTS TO BE MADE ON MINIMUM OF PAY SCALE:**

Appointments in any pay scale shall normally be made at the initial stage of he prescribed time scale. However, in exceptional cases, the competent authority may allow a higher start in the prescribed time scale, subject to a maximum of six increments recommendations of the Managing Director on recommendation of selection committee.

**2. PAY ON INITIAL APPOINTMENT:**

Pay and allowances from the day of reporting for the duty at the place intimated to the employee shall be admissible only if he reports for duty before noon.

**3. PROBATION:**

All employee shall be placed on probation for a period of three months except that the probationary period in the case of employees of the rank of junior executive (BPS-14) and above shall be one year. The period of probation may be extended upto a further period of one year at the discretion of the appointing authority, except in case of employee below BPS-14 where the period of probation will not be extended.

**4. TERMINATION:**

The services of an employee may be terminated without notice and without giving reasons at any time during the period of probation by the appointing authority. The Corporation may terminate the service of a confirmed employee on giving one month's notice or one month's pay in lieu thereof. Notice of one month or pay in lieu thereof shall not be admissible in the case of the employee who is removed from service for misconduct.

**5. RESIGNATION:**

An employee desiring to leave or to discontinue his service in the Corporation during the period of probation shall be required to give fifteen days notice in writing or surrender pay in lieu of notice period. An employee whose appointment has been confirmed by the appointing authority on completion of probation shall be required to give one month's notice or deposit one month's pay in lieu of Notice period.

**6. RETIREMENTS:**

For regular employees of the corporation the age of superannuation shall be sixty years. Those employed on contract shall, however, be governed by the terms of their appointment.

**7. EARLY RETIREMENT:**

Notwithstanding anything contained in these rules or in the terms and conditions of the service of an employee, the Chairman, in the case of employee in BPS-18 and 19, and the Managing Director, in case of all other employees, may direct retirement of an employee at any time after he has completed twenty years of service. Similarly an employee may also seek retirement on completion of twenty years service.

**8. ANNUAL ASSESSMENT:**

The work and performance of each employee shall be assessed annually/on the following basis:-

a. Bi-Annual All sales/supervisory staff.

b. Annual All employees excluding sales staff.

c. Special Assessment At the time of confirmation/removal or any other special occasion.

The reporting Officers will furnish their reports as per the time schedule mentioned above ont he prescribed Form and as per laid down instructions. Any adverse remarks in the Confidential Reports will be conveyed to the employee in writing in order to give him an opportunity to explain his position or to correct himself.

**9. ANNUAL INCREMENTS IN SCALE OF PAY:**

a. In time scale of pay annual increments shall on 1st December each year subject to the clearance by the Reporting Officer in each case and subject to the condition that the employee has rendered at least six months service at a stage in the pay scale of post for entitlement to the increment on 1st of December each year. Leave without pay shall not be counted towards annual increment and increments in pay of an employee who is granted leave without pay shall be postponed by the period or periods of such leave. In case the annual increment of an employee is to be stopped or withheld the same shall be communicated to the individual concerned, before the due date.

b. Those who on 1st of December of a year are not confirmed will not be granted annual increment. However, if such employees are subsequently confirmed they will be granted annual increments with effect from 1st December of the year they would have been entitled for annual increment had they been confirmed on that date.

c. Annual increment on such accrual as aforesaid will be granted by:-

**COMPETENT AUTHORITY TO SANCTION ANNUAL INCREMENT**

i. To all employees of BPS-16 and above - Managing Director

P..10

ii. To all employees of BPS-10

to 15 and to employees of

below BPS-10 at Head Office - General Manager (A&P)

iii. To all employees of BPS-9

and below at Regional

Office - Regional Manager

**10. GRANT OF ADVANCE INCREMENT TO THE EMPLOYEES IN SERVICE:**

Cases in which an employee had displayed extraordinary merit and the Regional Manager/Departmental Head at Head Office considers that the individual should be awarded by granting more than one increment, he shall recommend the case to the Managing Director for orders. While forwarding such case the Officer concerned shall furnish complete details along with the Confidential Report of the individual.

**11. Omitted**

**12. DEPARTMENTAL PROMOTION:**

The promotion of confirmed employees of the Corporation to their next higher grade shall be governed by their seniority-cum-fitness and at least 50% of the vacancies shall be filled up through departmental promotions subject to the availability of suitable candidates. However the posts of BPS-19 shall be filled up through Departmental Promotions. Direct recruitment from outside shall be made only in case a suitable employee from within the organization is not available. The qualification and length of service required for promotion to the next higher grade are as given in Schedule-IV to reasons to be recorded relax the required qualification and length of service. The competent authority for this purpose shall be the same as defined in Para 5 (b) of Chapter-III of these rules. All the departmental promotions shall be considered and approved by the competent authority on the recommendations of the respective Departmental Promotion Committee as indicated at Item No. 5 (c) of Chapter-III.

**13. FIXATION OF PAY ON PROMOTION:**

The fixation of pay at the time of promotion to the next higher scale shall be governed by the following rules:

a. If the pay fixation on promotion from a lower post to a higher post upto BPS-19 gives as pay increase equal to or less than full increment, then the pay of the employee promoted shall be fixed after granting one premature increment in the scale of promotion.

b. An employee promoted between 2nd June and 30th November of a calendar year may exercise an option to get his pay fixed with effect from 1st December of the said calendar year after earning annual increment in the substantive scale on 1st December. However, his promotion shall take effect from the original date as approved but the financial benefits in higher scale shall take effect from 1st December of that calendar year.

**14. Omitted**

**15. TRANSFERS:**

a. All employees of the Corporation are liable to be transferred to any office or project of the Corporation located anywhere in Pakistan and the State of Azad Jammu and Kashmir, as per SCHEDULE-II of the Service Rules of the Corporation.

b. The employees of BPS-7 and below will only be transferred from or posted to Azad Jammu and Kashmir from the province of Punjab, the NWFP and the Federal Capital Territory by the respective Regional Offices controlling the stores located in the State of Azad Jammu and Kashmir.

c. If an employee fails to comply with the orders of his transfer, he shall be liable to be proceeded against on disciplinary grounds.

**16. JOINING TIME:**

Joining time will be admissible only upon transfer from one station to another, subject to the maximum limits indicated below:

a. Where the distance does not

exceed 75 kilometer 3 days

b. Where the distance exceeds

75 kilometers but does not

exceed 250 kilometers 5 days

c. Where the distance exceeds

250 kilometers 7 days

**17. ADDITIONAL PAY FOR HOLDING THE CHARGE OF AN EQUIVALENT OR HIGHER POST:**

a. If an employee of the Corporation of BPS-14 to BPS-16 is required to perform the duties of an equivalent or higher post in addition to his own duties, he may be allowed he additional pay which shall be determined as follow:

(1) If the vacancy is for a period of one month or less, no additional emoluments shall be admissible.

(2) If the vacancy is for a period exceeding one month, and the employee is required to perform the duties o an equivalent or higher post, in addition to his own duties, he may be allowed additional pay at the rate of 20% of his pay, subject to a maximum of Rs. 220/- per month.

(3) The dual charge arrangement shall not continue for more than six months.

(4) If a vacancy is for more than a month but the person who is asked to look after its duties holds a higher post no additional emoluments will be admissible.

b. If an officer of BPS-17 or above is appointed by the competent authority to perform the duties of another post which is in a scale higher than his own scale, and he performs these duties in addition to the duties of his own post, for a period of not less than one month, the Officer may be allowed additional pay at the rate of 20% of his pay, subject to a maximum of Rs. 1100/- per month.

c. While making the appointment on current charge basis, the following conditions shall be observed.

(1) The arrangement should be made for a period not less than one month and should not exceed three months. However, it may be extended by another three months with the approval of the next higher authority.

(2) As soon as current charge is given, proposal for regular appointment will be initiated.

(3) In making current charge arrangement, the senior most officers available in the Organization and present at the place where the vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be considered.

(4) The authority for making current charge appointment for the post of Grade-17 and above will be as under:

(a) For Grade-17 - Managing Director, USC

(b) For Grade-18 - Managing Director, USC

with the approval of Chairman USC (c) For Grade-19 - Managing Director, USC

with the approval of

Chairman, USC

**18. SENIORITY:**

An employee ordinarily takes seniority in his cadre from the date of appointment or promotion. The procedure for maintaining the seniority shall be under:

a. Persons promoted shall be senior to the persons recruited directly.

b. Probationary services rendered by an employee shall be counted for the purpose of seniority where it is followed by confirmation.

c. In case where two or more persons are promoted in the same cadre on the same date, their seniority inter-se in the higher scale shall be determined on the basis of their seniority inter-se in the lower scale immediately prior to their promotion.

d. In case of direct appointment the actual date of joining the appointment shall determine the seniority. In case where two or more persons are appointed in the same cadre and on the same date, their seniority shall be decided on the basis of merit indicated by the Selection Committee/Board.

e. Grade-wise seniority list in respect of all cadres in the Corporation shall be maintained separately. The seniority list shall be circulative, among the employees concerned and shall be revised annually and brought up-to-date.

f. The seniority of all officers/employees in BS-1 to BS-19 (other than sales staff in BS-1 to BS-9 shall be maintained on all Pakistan basis.

g. The seniority of sales staff in BS-1 to BS-9 shall be maintained on Regional basis.

**20. FIDELITY GUARANTEE:**

a. The following categories of staff shall be insured for fidelity guarantee:

**S.NO DESIGNATION LIMIT OF FIDELITY GUARANTEE**

(1) Incharge Warehouse Rs. 100,000.00

(2) Incharge Spices Project Rs. 100,000.00

(3) Incharge Store Rs. 100,000.00

(4) Delivery Clerk Rs. 100,000.00

(5) Cashier (Head Office/

Regional Offices) Rs. 100,000.00

b. 50% of premium shall be deducted from the salaries of concerned employees and 50% shall be borne by the Corporation.

**21. FORWARDING OF APPLICATION:**

Forwarding of applications received from the employees for a post outside the USC shall be subject to the discretion of the competent authority. However, the application forwarded will be subject to the condition that if selected for outside employment, the employees will have to follow the rules of the corporation application in case of resignation from the Service of the Corporation.

P..17

**CHAPTER-V**

**EFFICIENCY AND DISCIPLINE RULES**

**1. DEFINITIONS:**

The Officers and staff of Utility Stores Corporation of Pakistan (Private) Limited shal be governed by the following Efficiency and Discipline Rules. In these rules unless there is anything repugnant in the subject or context:

a. "Officer" means an employees of BPS-16 and

above.

b. "Member of Staff" means an employee of BPS-15 and below.

c. "Accused" means an employees of the Corporation against whom action is taken under these Rules.

d. "Authority" means authority as specified in Schedule-II.

e. "Enquiry Officer" means an Officer appointed by the competent authority to perform functions of an Enquiry Officer under these Rules.

f. "Penalty" means penalty which may be imposed under these Rules.

**2. GROUNDS OF PENALTY:**

Where in the opinion of the authority an employee:

a. is inefficient or has ceased to be efficient; or

b. is guilty of committing any breach of rules/regulations and instructions of the Corporation; or

c. is guilty of negligence, indolence, insubordination or any other act of misconduct, as defined in the relevant labour laws; or

d. is corrupt, or has a consistent reputation of being corrupt; or

e. is engaged in or reasonably suspected of being engaged in subversive activities; or

f. is guilty of disclosure of official secrets to any unauthorized person and his retention in service is therefore prejudicial to national security or interest of the Corporation. The authority may impose on him one or more penalties.

**3. PENALTIES:**

The following are the minor and major penalties:

**a. Minor Penalties:**

i. Censure.

ii. Withholding of increment of promotion for a period a not exceeding one year, otherwise than for unfitness for promotion or financial advancement.

iii. Stoppage, for a specific period, at any efficiency bar in the time scale, otherwise than for unfitness to cross such bar.

iv. Recovery from pay of the whole or any part of pecuniary loss caused to the Corporation by negligence or breach of order and rules.

**b. Major Penalties:**

i. Reduction to a lower post or time scale, or to a lower stage in a time scale.

ii. Compulsory retirement.

iii. Dismissal from service.

**4. PROCEDURE FOR DISCIPLINARY ACTION UNDER THESE RULES:**

The following procedure shall be observed when an employee is proceeded against these rules:

a. For Officers BPS-16 and above:

i. In case where an employee is accused of subversion, corruption or misconduct, the authority may require him to proceed on leave or may decide to suspend him. Normally such leave or suspension shall not exceed there months.

ii. The authority shall decide whether in the light of facts of the case or the interest of justice, an enquiry is required to be conducted. If it so decides, it shall appoint an Enquiry Officer superior in rank to the accused employee. The charges levelled against the accused employee shall be communicated to him in writing, and he shall be provided reasonable opportunity to defend his position before the Enquiry Officer.

iii. If the authority decides that it is not necessary to have an enquiry conducted it shall by order in writing inform the accused of the action proposed to be taken against him and the grounds of the action and the accused employee shall be provided reasonable opportunity of showing cause against the proposed action.

iv. In case an enquiry is conducted, on receipt of the report of the Enquiry Officer, and where no such enquiry is conducted, on the receipt of the explanation of the accused, if any, the authority shall determine whether the charge (s) has/have been proved or not. The authority shall then pass such orders as it may deem proper.

b. **For members of staff of BPS-15 and below and for those governed by the labour laws:**

i. In case where an employee is accused of subversion, corruption or misconduct, the authority may decide to suspend him, provided that such suspension shall not exceed four days at a time.

ii. The accused employee shall be informed in writing of the charge levelled against him and will be provided reasonable opportunity to explain his position.

iii. In case the authority is not satisfied with the explanation of the accused, it shall appoint an Enquiry Officer, who should be superior in rank to the accused employee to conduct an enquiry into the charges levelled against the accused. The accused employee shall be informed of the appointment in writing to enable him to defend his position before the enquiry officer. The authority shall at the same time nominate any one of the employees to present the case against the accused before the Enquiry Officer on behalf of the Corporation. The accused employee shall also be provided opportunity or witnesses if any produced by the management. The enquiry officer on completion of enquiry shall submit a report of his findings to the authority.

iv. The authority shall take into consideration the report of the enquiry officer to determine whether the charge has been established. At its discretion the authority may inform the accused employee of the findings of the enquiry officer and may provide him with a final opportunity to show cause why action under these rules should not be taken against him. If the accused so requests in writing, the authority may also decide to give a personal hearing to the accused before taking a final decision under these rules.

v. The authority shall, after receipt of reply to the Final Show Cause Notice and/or personal hearing of the accused, pass such orders as it may deem proper.

**5. RULE 4 NOT TO APPLY IN CERTAIN CASES:**

Nothing in Rule-4 shall apply to a case, where the accused is dismissed or removed from service or reduced in rank on the ground of conduct which has led to his conviction by a court and a sentence of fine or of imprisonment has been awarded.

**6. APPEAL:**

a. An aggrieved employee punished under these rules may submit an appeal to the appellate authority as specified in Schedule-II to the Service Rules, within thirty days from the date of issue of such order.

b. The appellate authority shall before passing any orders consider:

i. Whether facts on which the order of punishment was based have been established and if so,

ii. Whether these facts afford sufficient ground for punishing the person; and

iii. Whether the penalty imposed is adequate, excessive or inadequate; and then pass such orders as it deems proper.

**7. PAYMENT FOR THE PERIOD OF SUSPENSION:**

a. An employee who is under suspension shall be paid subsistence grant upto a maximum of one half of his pay (excluding allowances if any)

b. If an employee who was suspended is subsequently not found guilty of charges levelled against him he shall be reinstated and shall be paid the dues for the period of suspension which would have been admissible to him for that period had he not been suspended.

c. An employee who was suspended and who as a result of investigation is found guilty of the charges him, whether wholly or partly, shall not be entitled to pay and allowances for the period of his suspension unless otherwise decided by the authority competent to impose the punishment or in the case of an appeal, by the appellate authority.

**CHAPTER-VI**

**GENERAL CONDUCT**

1. Every employee shall serve the Corporation in such capacity and in such place and perform such functions as he may from time to time be directed.

2. Every regular/contractual employee of the Corporation shall be a fulltime employee of the Corporation and shall not accept, solicit or seek any outside employment or engage in trade or business, without prior approval of the Competent Authority.

**3. DECLARATION OF SECRECY:**

Every employee shall maintain strict secrecy with regard to the affairs of the Corporation and the affairs of its constituents. Every employee shall, before joining service, sign a Declaration of Secrecy in the prescribed Form at Annexure-C.

**4. ACCEPTANCE OF GIFTS:**

No employee of the Corporation shall accept, either directly or indirectly on his own behalf or on behalf of any other person, any gift, gratuity or reward from any person with whom he is acquainted or concerned in any way in his official dealings.

**5. TAKING PART IN POLITICS:**

No employee of the Corporation shall, either directly or indirectly, take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the political affairs of Pakistan. If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Corporation thereon shall be final. Every employee shall sign an under-taking to this effect in the prescribed Form at Annexure-D.

**6. LENDING OR BORROWING:**

No employee shall lend money to or borrow money from or place himself under any pecuniary obligation to any person with whom he has any official dealings.

**7. CONFORMING TO RULES AND REGULATIONS:**

Every employee shall conform to and abide by the rules and regulations of the Utility Stores Corporation of Pakistan (Private) Limited, and shall observe, comply and abide by all orders which may from time to time be given by any person under whose jurisdiction, superintendence or control he may for the time be placed.

**8. INVESTMENT:**

No employee shall make or permit his family to make any investment which is likely to embarrass him in the discharge of his official duty.

**9. INSOLVENCE AND HABITUAL INDEBTEDNESS:**

Every employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent, he shall forthwith report his insolvency to the Managing Director.

**10. UNAUTHORISED COMMUNICATION:**

No employee shall communicate directly or indirectly any official document or information to any other employee not authorized to receive it or to other person or institution.

**11. PROPAGATION OF SECTARIAN CREEDS:**

No employee shall propagate such sectarian creeds or take part in such sectarian partiality and favoritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feelings of discontent or dis content or disaffection amongst the other employees.

**12. NEPOTISM, FAVOURITISM OR VICTIMIZATION:**

No employee shall indulge in provincialism, parochialism, favoritism, victimization and wilful abuse of office.

**13. SUBMISSION OF PETITIONS/REPRESENTATIONS:**

No employee shall make direct petition/representation/submission to competent authority or any person/authority outside the Corporation. Representation of an employee shall be submitted only through proper channel. Joint representation will not be entertained. Copies of submission shall not be endorsed to any one outside the Corporation. Breach of the rule will be treated as misconduct under the rules.

**14. ABSENCE FROM DUTY:**

No employee shall absent himself from his duties, nor leave his station over-night, without having first obtained the permission of the Competent Authority.

**15. EXPRESSION OF VIEWS/COMMENTS ON PAKISTAN IDEOLOGY:**

An employee of the Corporation is not allowed to express his views/comments which may in any sense be detrimental to the ideology of Pakistan.

**16. COMMUNICATION OF ADDRESS:**

Every employee of the Corporation shall be liable to communicate the change of his present or permanent address immediately after its occurrence.

**CHAPTER-VII**

**LEAVE RULES**

The grant of leave to the Officers and members of the staff of the Utility Stores Corporation shall be governed by the following rules:-

**1. CASUAL LEAVE:**

a. An employee shall be entitled to twenty days Casual Leave with pay in each calendar year. Such leave shall not be carried forward to the following year and shall lapse if not availed of during the year. Such leave shall not normally be granted for more than ten days at a time except in the case of sickness.

b. Ordinarily, prior permission of the competent authority shall be necessary for such leave but in special circumstances when it is not possible to do so, competent authority shall, as soon as may be practicable, be informed in writing of the absence from duty and of the probable duration of such absence.

c. Casual leave is intended to meet unforeseen circumstances.

d. Casual and any other leave shall not be combined.

**2. EARNED LEAVE:**

a. A confirmed employee of the Corporation shall be entitled to 45 (forty-five) days earned leave on completion of one year service. There shall be no restriction on the accumulation of such leave.

b. The maximum period of leave on full pay that may be granted at any one time shall be as follows:

i. Without medical certificate 90 days.

ii. With medical certificate 180 days.

c. The sick leave on Half Average Pay at credit in the account of an employee who was in service of the Corporation on the 1st January 1981 shall be carried forward and expressed in terms of leave on full pay. The leave account in such cases shall wef. 1st January 1981 be recast as under subject to the condition that the leave as recast on full pay shall not exceed forty five days:

**Leave on half average pay:**

One month = 15 days

Two days = 1 day

**3. LEAVE PAY:**

An employee proceeding on Earned Leave shall be entitled to draw the monthly salary for the leave period equivalent to the monthly salary last drawn by him in case the period of leave extends beyond the pay day.

**4. MATERNITY LEAVE:**

Female employees with a minimum of one year's service shall be entitled to maternity leave with pay for four weeks before and four weeks after the confinement. Maternity leave may not be granted for more than three times in the entire service of a female employee. For confinement beyond the third one the female employee would have to take leave from her normal leave account.

**5. EXTRA ORDINARY LEAVE (WITHOUT PAY):**

In addition to the leave provisions made above, an employee may be granted under compelling circumstances, and subject to the discretion of competent authority, Extra-Ordinary leave without pay as under:

a. Upto a maximum of 30 days after completion of five years service.

b. Upto a maximum of 90 days after completion of ten years service.

c. Upto a maximum of 180 days after completion of fifteen years service or more.

Provided further that Extra-Ordinary leave without pay will be granted only when the leave on full pay is not admissible.

**6. ENCASHMENT OF UNAVAILED LEAVE:**

In case of resignation/termination of service except on misconduct, the Earned leave to the credit of an employee upto BPS-15 shall be encashed on the basis of the last pay drawn by an employee. In case of Officers of BPS-16 and above, such encashment shall be allowed by the competent authority in case the leave applied for had been refused provided that the total leave encashment shall not exceed 180 (one hundred eighty) days in either case.

**7. LEAVE NOT DUE:**

A permanent employee with at least five years service, may, at the discretion of the competent authority, be given leave on full pay not exceeding 30 (thirty) days to be offset against leave to be earned by him in future. It shall be granted only when there are reasonable chances of the employee resuming duty.

**8. DISABILITY LEAVE:**

An employee sustaining an injury caused by an accident arising out of and in the course of due performance of the normal or special duties assigned to him may on.

production of medical certificate from the Medical Officer of the Corporation or by such other Medical Practitioner/Medical Board as the Corporation may specify, be granted leave at the discretion of the competent authority, for a period not exceeding 180 (one hundred eighty) days. Such leave shall be counted as duty.

**9. PROCEDURE FOR APPLYING AND AVAILING OF LEAVE:**

a. Leave shall in the case of all employees of BPS-15 and above shall be sanctioned by the Managing Director after title of leave has been verified. Such leave in the case of other employees serving in the Head Office will be sanctioned by the General Manager (Administration & Personnel) on the recommendation of the Heads of Departments. In the case of those serving in the Regional Offices the leave other than casual leave to all employees of BPS-14 will be sanctioned by the General Manager (Administration & Personnel) and in case of all other employees by the Regional Manager after title to leave has been verified in each case.

b. An employee, who desires to obtain leave of absence, shall apply to the competent authority through channel before proceeding on leave. If any officer or member of staff remains away from duty without submitting leave application in time, his absence will be treated as being without pay unless there are genuine reasons to support that it was not possible to send a timely application.

c. If the leave other than Casual Leave is refused or postponed, the reasons thereof shall be recorded.

d. Application for leave for more than three days should be submitted at least ten days prior to the date from which the leave is required except in the case of sickness or emergency.

e. An employee availing of leave shall inform the competent authority in writing of his address while on leave.

f. Application for extension of leave shall be submitted by the employee to the competent authority before the expiry of the leave already granted and well in time for the orders to be communicated to him before the expiry of the leave already sanctioned.

g. The applications for leave on medical grounds shall be supported by a certificate from the authorized Medical Officer of the Corporation designated for his purpose or by any other such doctor or medical authority as the Corporation may specify. Provided that the competent authority may require such certificate to be countersigned by the Medical Officer of the Corporation. An employee granted leave on Medical Certificate shall be required to produce a Medical Fitness Certificate, before resuming duty.

h. An employee who remains absent for more than ten days in excess of the period of leave originally sanctioned or subsequently extended shall be liable to disciplinary action unless he is able to explain his overstay in a manner satisfactory to the competent authority. Breach of this rule shall be action. In addition, he shall not be entitled to any pay or leave salary for the period of absence.

**10. GENERAL CONDITIONS REGARDING ALL KINDS OF LEAVE:**

a. No leave shall be due to an employee on probation except in case of Officers of BPS-16 and above who shall only be entitled to Casual leave on prorata basis.

b. Casual leave due to an employee shall be credited to his leave account on the 1st day of the calendar year or the date he becomes entitled to such leave under these rules.

c. Earned leave shall not be allowed during the first year of appointment.

d. The leave earned by an employee during a calendar year shall be credited to his Earned Leave account on 31st December of each year. An employee shall be entitled to avail the Earned Leave only to the extent such leave is to the credit of his account, except in exceptional cases where leave not due may be sanctioned by the competent authority as provided in these rules.

e. Except with the prior permission of competent authority, Fridays or holidays shall not be prefixed or affixed to any type of leave. They shall not be counted as part of the leave when permitted. A Friday or holiday falling between the first and the last day of any leave period shall count as part of the leave.

f. An employee shall cease to earn any leave from the date of notice of termination of service being served on either side.

g. Proper record of all leave shall be maintained in the leave record register and personal file of employee concerned.

h. Leave shall not be granted to an employee who is under suspension except Casual Leave on extremely compassionate grounds.

**11. LEAVE NOT TO BE CLAIMED AS A MATTER OF RIGHT:**

Leave shall not be claimed as a matter of right. When the exigencies of service so require, the competent authority may refuse to grant leave or cancel leave already granted or change the nature of leave or recell an employee before the expiry of his leave.

P..27

**CHAPTER-VIII**

### EMPLOYEES GRATUITY RULES

1. a. These Rules may be called the Utility Stores Corporation of Pakistan (Private) Limited Employees Gratuity Rules.

b. They shall come into force with effect from the twentieth day of May 1987.

2. **Unless excluded by or repugnant to the context:**

a. Gratuity Rules:

Shall mean the Rules herein contained and any amendment thereto.

b. Amendment:

Shall mean and include alteration, deletion, revision, addition, extension, modification, change or any variation in any other manner, effected in accordance with Rule 10 herein.

c. Employee:

Shall mean a permanent regular employee of the Corporation who is governed by the Utility Stores Corporation of Pakistan (Private) Limited Employees Gratuity Rules.

d. Normal Retirement:

Shall mean the cessation of an Employee's service with the Corporation on reaching the normal retirement age of 60 years.

e. Normal Retirement Age:

Means the Employee's 60th birthday.

f. Pay:

Means the part of the remuneration from time to time paid to an employee by the Corporation which is paid to him as basic pay and does not include allowances of any kind whatsoever which the employee may be receiving from the Corporation.

g. Service:

Shall mean the number of years of uninterrupted service or part thereof put in by an employee with Corporation.

3. **ELIGIBLE EMPLOYEES:**

a. Benefits under this plan will apply to all categories of permanent regular employees of the Corporation in Pakistan and Azad Kashmir - who are employed in the Corporation's service upto October 16, 1984. However the service rendered from /after September 3, 1971 shall qualify for the purposes of these rules.

b. Employees who have previously resigned or who have been otherwise discharged from the Corporation's service before the effective date of this plan will not be be entitled to any of the benefits outlined hereunder.

4. **MINIMUM QUALIFYING PERIOD:**

A minimum of ten years continuous full time service with the Corporation.

5. **SCALE OF GRATUITY PAYMENTS:**

The amount of Gratuity admissible to an employee who completes 15 years continuous service or more shall be a sum equal to one month's pay drawn immediately preceding the date of his/her ceasing to be in service of the Corporation for each compelted year of service or part thereof in excess of 6 months/ THe amount of Gratuity admissible to an employee, whose continuous service with the Corporation falls short of 15 years, shall be calculated as under otherwise provided in the terms of servie of the employees:-

a. Upto 9 years of service - Nil

b. On completion of 10 years of - 75% of pay for each

service. completed year of service.

c. On completion of 11 years of - 80% of pay for each

service. completed year of service.

d. On completion of 12 years of - 85% of pay for each

service. completed yera of service.

e. On completion of 13 years of - 90% of pay for each

service. completed year of service.

f. On completion of 14 years of - 95% of pay for each

service. completed year of service.

6. **TERMINATION OF BENEFITS:**

If an employee is dismissed from the Corporation's service for a just cause, all the employee's rights and privileges to any benefits under this Retirement plan shall terminate with immediate effect. The following acts and omissions shall be treated as just cause for dismissal but are not necessary limited thereto:

a. Theft, fraud or dishonesty in connection with the Corporation's business or property, including divulging of Corporation’s confidential information.

b. Willful insubordination or disobedience.

c. Habitual absence without authorized leave, habitual late attendance at work, habitual negligence or neglect of assigned duties.

d. Willful damage to or loss of the Corporation's goods or properties.

e. Taking or giving bribes or any illegal gratification.

7. **BENEFICIARIES:**

In case of mental and physical in capabilities or death of an employee the benefits, as described in and in accordance with the provisions in terms 'a' and 'b' under the "Rate of Payment" section and subsequent provisions of payment, shall be payable to the legal heirs of the employee.

8. **GENERAL PROVISIONS:**

For the purpose of this plan, monthly pay is defined as basic pay and the computation of benefit payments shall not include any allowance, overtime pay, bonus or other such benefits those being derived by the employee.

9. **ADMINISTRATION:**

The plan will be administered by the Corporation. The Corporation reserves the right to change or modify any provision within the plan and make such administrative rules and regulations, as it may deem necessary and desirable.

10. **INTERPRETATION OF THE RULES:**

One any question arising or any point of interpretation of these rules, the decision of the Trustees shall be final and binding on all parties concerned.

11. **GENERAL:**

a. All benefits prescribed by these Rules shall be payable in Pakistan and Azad Kashmir and in the currency of Pakistan. Tax on any and all such benefits shall be deducted at source in accordance with the laws of the country.

b. In the event of the Corporation being obliged to pay/provide for/contribute towards any retirement or survival benefits to an employee or his legal heirs by virtue of any statutory enactment or otherwise, the Corporation may, if it deems fit and subject to the provisions of such enactment, if any, set-off the benefits payable under these Rules against the benefits payable statutory or otherwise in such manner and in such proportion as the Corporation considers appropriate.

c. Provided however, that after such set-off the gratuity when aggregated with the benefits payable statutorily or otherwise shall not be in value than the gratuity before reduction.

d. The Trustees may, from time to time, with the consent of the Corporation, alter, amend or modify all or any of these Rules provided that no such amendment shall:

(1) Prejudice the continuation of approval of the Fund by the Commissioner of Income Tax under the Income Tax Ordinance, 1979 or any amendment thereof;

(2) Result in any payment to the Corporation out of the Fund except as provided under clause 26 of the Trust Deed; or

(3) Be contrary to the terms of service, as in force from time to time, of the employees.

**CHAPTER-IX**

**OVERTIME RULES**

1. The following rules regulating the payment of overtime shall apply to all Utility Stores Corporation employee upto BPS-13. An employee of BPS-14 shall be entitled to payment of overtime if by virtue of his duties and responsibilities he is classified as workman.

**2. DEFINITIONS:**

In these Rules unless there is anything repugnant in the subject or context:

a. Day - means a period of 24 hours beginning at midnight.

b. Overtime - means work performed beyond the prescribed duty hours.

c. Prescribed - means duty timings observed by Utility Stores Corporation duty hours of Pakistan (Private) Limited as notified from time to time.

d. Week - means a period of seven days beginning midnight on Friday night.

**3. OBLIGATIONS TO WORK OVERTIME:**

An employee shall work overtime beyond the normal duty hours as and when required by the Officer Incharge. The Officer Incharge shall prepare and sign statement regarding overtime work done by a particular employee on the prescribed Form and get the same duly countersigned by the Managing Director/General Manager/Officer concerned and forward to Accounts Department for payment.

**4. PAYMENT FOR OVERTIME:**

The payment for overtime shall be made at the following rates:-

a. Where an employee is required to work overtime beyond the prescribed duty hours not exceeding nine (9) hours on any day or 48 hours in any week, he shall be paid wages for overtime done by him, at single rate of his basic pay.

b. Where an employee is required to work overtime for more than nine hours on any day or 48 hours in any week, including the normal prescribed duty hours, he shall be paid wages for the overtime done by him at double the rate of his basic pay.

c. Total overtime hours in a year shall not exceed 670 hours. This is computed on the basis of the right of the Corporation to require employees to work 10 hours in a week as overtime in addition to 150 hours in a year. Further the daily total working hours including normal hours shall not exceed 12 hours including lunch break.

d. The hourly overtime rate shall be calculated on the basis of the following formula:

**Monthly Basic Pay**

**30 x Average daily working hours)**

e. Every employee who has worked overtime shall be paid at prescribed rates by the 15th of the following month on the basis of prescribed statements forwarded by the General Manager/Officer Incharge concerned.

**5. COMPENSATORY LEAVE:**

Where an employee is required to work on Friday or any other public holiday the will be allowed, as early as possible, to avail of compensatory leave in lieu in lieu thereof but the employee concerned will not be entitled to payment of evertime.

6. Payment made to employees on account of overtime will not form part of employees earnings for the purpose of determining such benefits as provident fund contribution, earnings for the purpose of determining such benefits as provident fund contribution, bonus or gratuity or any other compensation either paid ex-gratia or otherwise.

7. An Officer who is required to perform duty on any closed holiday may be granted the actual conveyance hire charge from his residence to the place of his duty and vice verse subject to his entitlement for the mode of journey, and subject to the condition that Utility Stores Corporation vehicle is not available.

**CHAPTER-X**

**TRAVELLING ALLOWANCE/DAILY**

**ALLOWANCE RULES**

**1. AUTHORIZATION TRAVEL:**

All travel on Corporation's business must have prior approval in the following manner:

a. Managing Director, USC, may undertake all in country travels on Corporation's business at his own discretion under intimation to the Chairman, USC.

b. General Managers and other Officers of BPS-17 and above to be approved by the Managing Director.

c. Officers and members of staff upto BPS-16 at Head Office and Regional Offices to be approved by the Head of Department/Regional Managers concerned.

**2. CATEGORIES OF THE CORPORATION'S EMPLOYEES:**

For the purpose of the determination of the Traveling Allowance the categories of the Corporation's employee shall be as under:-

|  |  |  |
| --- | --- | --- |
| Category-I | - | Employees in BS-17 and above. |
| Category-II | - | Employees in BS-14 to BS-16. |
| Category-III | - | Employees in BS-11 to BS-13. |
| Category-IV | - | Employees in BS-1 to BS-10 |

**3. ENTITLEMENT FOR DAILY ALLOWANCE AND HOTEL ACCOMMODATION:**

a. The following shall be rate of Daily Allowance and entitlement of Hotel accommodation for each category of employees:-

(i) Daily Allowance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Existing | | Revised | |
|  | Ordinary | Special | Ordinary | Special |
| BPS 1-4 | 80/- | 110/- | 125/- | 200/- |
| BPS 5-11 | 100/- | 120/- | 155/- | 220/- |
| BPS 12-16 | 180/- | 200/- | 280/- | 365/- |
| BPS 17-18 | 320/- | 350/- | 500/- | 640/- |
| BPS 19-20 | 400/- | 450/- | 625/- | 825/- |
| BPS 21-22 | 450/- | 550/- | 700/- | 1000/- |
| Presently special rates are allowed at 15 specified stations/cities. The Special rates shall also be allowed at Muzaffarabad & Mirpur AJ&K. | | | | |

**Note:-**

1. Daily allowance will be admissible only for the actual night(s) at the out-station for which daily allowance is claimed. Where night stop is not involved and if absence from Headquarters exceeds four hours half daily allowance will be allowed.

2. USC Employees upto BS-1-19 may stay in Government Guest Houses, Public Sector Corporation Rest Houses and Hotels. They can claim actual room rent charges on production of receipts subject to a maximum of three D.A.in specified stations and one and a half D.A. at non-specified station.

3. USC employees in BS-20 and above may stay in hotels and claim room rent subject to a maximum of three D.A. for specified stations and 1-1/2 D.A at non specified stations. If however, the room rent charges are in excess of the maximum ceiling aforementioned, fifty percent of the additional amount will be paid by the USC.

**Clarification:-**

(i) Daily allowance on domestic tours where stay for a night or more is involved will be admissible only for the night (s) spent at out-stations.

(ii) Half daily allowance will be admissible only in those cases where the absence from headquarters does not involve stay for the night and no daily allowance is drawn for any night stay. It cannot be drawn in addition to any daily allowance drawn for night stay.

b. A Corporation employee who stays in a hotel, guest house, inspection bungalow/lodge or residential club shall, in addition to the above daily allowance, be allowed re-imbursement of actual single room rent, subject to production of receipts/vouchers, upto the following maxima per day:-

i. Locality where special daily allowance is admissible. Three times the amount of special daily allowance.

ii. Locality where ordinary daily allowance is admissible

Twice the amount of ordinary daily allowance.

c. The special rate of daily allowance shall be admissible at Faisalabad, Hyderabad Islamabad, Karachi Lahore, Multan, Peshawar, Quetta, Rawalpindi, Northern areas, Bahawalpur, Sargodha and Gujranwala. The special rates shall also be allowed at Muzaffarabad and Mirpur AJ&K.

d. The daily allowance for each calendar day will be admissible for the period of absence on duty from Headquarters exceeding a calendar day. A fraction of a calendar day will be reckoned as a calendar day for this purpose. A calendar day means a day beginning on one midnight and ending on the next midnight.

e. The daily allowance shall not be drawn for any day on which one does not reach a point outside a radius of 25 kilometers from his Headquarters or return to his Headquarters from a similar point.

f. In case of short visits from Headquarters and where an overnight stay is not involved, the daily allowance shall be admissible only in case where absence from Headquarters exceeds eight consecutive hours on any day. Such periods of absence shall be calculated from the time of departure from office or residence to the time of return to office or residence as the case may be. Room rent in a hotel shall not be admissible in such cases.

g. The term "Actual room rent" used in these rules shall be inclusive of excise duty, bed tax and service charges, relating to the rent of a single room.

**4. MILLEGE ALLOWANCE:**

a. Mileage Allowance shall be calculated on the distance traveled and given to meet the cost of a particular journey.

b. For the purpose of calculating Mileage Allowance a journey between two places shall be held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes or the route specified by the competent authority.

c. If an employee travels by a route which is not the shortest but is cheaper than the shortest, his Mileage Allowance shall be calculated on the route actually used.

d. An employee is required to travel by the class of accommodation admissible to him according to his entitlement.

e. The point in any station at which journey is held to commence or to end is the office of the Corporation or the residence as the case may be. A journey on transfer begins and ends at the residence of the employee.

f. The Mileage Allowance for the journey by road is admissible at the following rates according to different modes of travel:

(ii) Transportation/Mileage Allowances

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Existing | Revised |
| Transportation | |  |  |
| i | Motor Car | Rs. 1.20/- per k.m | Rs. 2/- per k.m |
| ii | Motor Cycle/Scooter | Rs. 0.40/- per k.m | Rs. 1/- per k.m |
| Mileage Allowance | |  |  |
| i. | Personal Car/Taxi | Rs. 3/- per k.m | Rs. 5/- per k.m |
| ii | Motor Cycle/Scooter | Rs. 1/- per k.m | Rs. 2/- per k.m |
| iii | Bicycle/Animal back/foot | Rs. 0.75/- per k.m | Rs. 1/- per k.m |
| iv | Public Transport | Rs. 0.30/- per k.m (BS-6 and below)  Rs. 0.50 per k.m (BS-7 and above) | Rs. 1/- per k.m  Rs. 1/- per k.m |
| Travel by Air | | Govt servants in BS-17 and those in receipt of pay of Rs. 5400 and above | Govt servants in BS-17 and above |

**5. MODE OF TRANSPORT:**

The Officers of category-I and above shall be entitled for use of Personal Car or engaging a full Taxi. The Mileage Allowance by Personal Car or engaging a full Taxi would be allowed @ Rs. 5/- per kilometer. However, an employee so entitled is ordinarily not expected to perform journeys by Personal Car or hiring a full taxi for places connected by rail, unless the controlling Officer certifies in each case that it was necessary in the Corporation's interest that the journey be performed in a Motor Car. For all other employees the fare actually charged on public transport plying for hire on single seat basis shall be paid.

**6. MODE OF JOURNEY ALLOWED ENTITLEMENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **AIR** | **RAIL** | **RAMARKS** |
| Category-I | Economy | Air-condition Class or accommodation of the highest class available on the route. | Employees in BS-17 & above. |
| Category-II | Nil | AC lower (Special). If traveling on line which does not provide AC lower (Special) the next lower class. | Employees in BS-14 to 16. |
| Category-III | Nil | AC lower (ordinary). If traveling on line which does not provide AC lower (ordinary) the next lower class. | Employees in BS-11 to 13. |
| Category-IV | Nil | Economy class or the lowest class by whatever name be it called | Employees in BS-1 to 10. |

**7. EXPLANATION:**

An employee who reserves his seat for official business but subsequently due to an unexpected change in programme, gets the reservation cancelled shall be allowed reimbursement of reservation fee and any deduction made from the cost of the ticket provided that it is certified by the Controlling Officer that the cancellation was unavoidable and in the Corporation's interest and the booking was cancelled at the earliest opportunity.

**8. TRAVELLING ALLOWANCE FOR JOURNEY ON TRANSFER:**

a. An employee of the Corporation on transfer shall be entitled for transfer grant as under:

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**Employees Possessing Family Employees not Possessing**

**Family**

---------------------------------------------------------------------------------------------------

One month's pay Half month's pay

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b. On transfer an employee shall be entitled to daily allowance at the special rate during the journey for every 480 k.m. distance by road.

c. An employee of the Corporation on transfer shall be entitled to normal traveling allowance for self and family from the station of last employment to the station of posting and shall also be entitled to daily allowance at the rate applicable to the station for self and each member of the family for the day of arrival at the new place of his posting.

d. An employee will also be entitled to reimbursement of the transportation cost of personal effects from residence at the old station to the residence at the new station @ Paisas 0.008 per kilometer per kilogram, subject to the following limits and subject to production of transportation receipt.

--------------------------------------------------------------------------------------------------

**Pay Grade Possessing Family Not possessing a family**

--------------------------------------------------------------------------------------------------

Category-I 5000 Kg 2500 Kg

Category-II 3000 Kg 1500 Kg

Category-III 1600 Kg 800 Kg

Category-IV 600 Kg 400 Kg

--------------------------------------------------------------------------------------------------

e. An employee will also be reimbursed actual cost of transportation of personal Car/Scooter/Motor Cycle by train or truck, whichever is less, on submission of the valid receipts. If the Personal Car/Scooter/Motor Cycle is transported by road, the transportation cost @ Rs. 2.00 per kilometer for Personal Car and Rs. 1.00 per kilometer for Scooter/Motor Cycle will be reimbursed.

**9. TRAVELLING ALLOWANCE ON RETIREMENT**

a. An employee of Corporation is allowed T.A to the extent specified below, in respect of the journey from the place of his last posting to his home town, performed during leave preparatory to retirement or on or after retirement:-

(i) Actual fare by rail or steamer of the class of to which he was entitled immediately, before his retirement for himself and for each member of his family. For journeys by road between places not connected by rail or steamer, mileage allowance will be allowed.

(ii) Cost of transportation of personal effects to the extent admissible to him immediately before retirement for journeys on transfer.

(iii) In addition to the cost of transportation of personal effects cost of transportation of personal car or motor cycle or scooter shall, however, be calculated by road and restricted to the distance by the practicable route. The rate of allowance admissible in such cases shall be Rs. 2.00 kilometer for a motor car and Rs. 1.00 per kilometer in respect of a motor cycle/scooter.

(iv) In addition to the T.A an employee proceeding on retirement shall also be allowed Transfer Grant to the extent admissible on transfer from one station to join duty at an other station.

b. Advance payment of expenditure as above shall be made and be treated as final payment:-

i. The home town shall be determined according to entries pertaining to the permanent address of the USC employee in his service record.

ii. The T.A in all these cases will be granted as on tour, but no daily allowance is admissible for halts on the journeys.

**10. USE OF PERSONAL CAR/SCOOTER/MOTOR CYCLE FOR OFFICIAL DUTY:**

The employee will be reimbursed the conveyance charges for use of Personal Car/Scooter/Motor Cycle at the following rates:

a. Personal Car - Rs. 5.00 per k.m.

b. Scooter or Motor Cycle - Paisas 2.00 per k.m.

The facility will however be admissible only if the official transport is not provided and on the verification of the same by the Controlling Officer.

**11. GENERAL CONDITIONS:**

a. The period of absence from Headquarters shall commence from the time of departure of the employee from his office or residence as the case may be, till the time of his return to his office or residence as the case may be.

b. Mileage shall be admissible from the residence of the employee to the Railway Station or the Airport as the case may be, at his Headquarters, and the place of his temporary residence at the outstation.

c. The Daily allowance at full rate shall be admissible for the entire period of continuous halt on temporary duty.

d. Daily allowance shall be admissible on Sunday and Public Holiday falling during the period of temporary duty at an outstation.

e. An employee who takes Casual Leave immediately prior to or after conclusion of temporary duty shall draw daily allowance for the day of arrival at, or as the case may be, departure from the station to which he would have been entitled had he not proceeded on Casual Leave.

f. An employee claiming the cost of transportation of personal effects as allowed under these rules shall be required to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed, indicating the weight of personal effects actually carried and the amount actually paid for their transportation.

g. The traveling cost/allowance for family will only be paid if the family members actually move to the new station of posting for which a certificate will be rendered by the concerned employee. This claim may be raised at any time within six months of the actual move of the employee.

h. Any amendment/revision in the Federal Government TA/DA Rules shall ipso-facto be incorporated in these rules.

i. The TA/DA paid to an employee consequent upon his transfer from one station to another shall stand recoverable in case the concerned employee resigns or leaves otherwise before rendering at least three months service at new place of posting, which condition shall however not apply in case of transfer of an employee by management at an earlier date, or termination of service for reasons other than misconduct.

j. A transfer at one’s own request is not treated as a transfer the public convenience and for drawl of TA/DA.

# CHAPTER-XI

## CONTRIBUTORY PROVIDENT FUND RULES

**1. PREAMBLE:**

a. These rules may be called the Utility Stores Corporation of Pakistan (Private) Limited Contributory provident Fund Rules.

b. They shall come into force with effect from the 1st July 1973.

**2. DEFINITIONS:**

In these rules, unless there is anything repugnant in the subject or context:

a. Corporation - means the Utility Stores Corporation of Pakistan (Private) Limited.

b. Fund - means the Utility Stores Corporation of Pakistan (Private) Limited Contributory Provident Fund;

c. Chairman - means the Chairman of the Board of Trustees of the Fund;

d. Managing Director - means the Managing Director of the Corporation;

e. Secretary - means Secretary of the Board of Trustees of the Fund;

f. Accounts Officer - means the Head of Finance/ Accounts Department of the Corporation;

g. Pay - means Basic Pay as on 30th June of the preceding year;

h. Subscriber - means a person who is registered or permitted to subscribe to the Fund under these rules;

i. Income - means the profit earned on the fund;

j. Charges - means the levies or collections made from the subscriber on the advances drawn by him or the amounts withheld from the fund against insurance policies assigned but not delivered by the subscriber;

k. Family - means dependants of a member, namely, Spouse, Parents, Child, Minor Brothers, un-married, divorced or widowed sisters of the employee wholly dependent upon him, Deceased son's widow and children and where no parent of the member is alive, a paternal grand parent.

i. Leave - means different kinds of leave sanctioned by the Competent Authority;

m. Year - Means the Financial year i.e, 1st July of calendar year to 30th June of the next calendar year.

**3. CONSTITUTION AND POWERS OF THE TRUSTEES:**

a. The Fund shall be vested in and managed by a Board of Trustees who shall comprise and include the following:

i. Managing Director - Chairman of the Board of Trustees

ii. General Manager - Member/Accounts Officer

(Finance)

iii. General Manager (A&P) - Member/Secretary

iv. Two members to be nominated by the C.B.A, Federation.

b. All Accounts relating to the Fund shall be maintained by the Accounts Officer in the form prescribed in Form 'A' appended to Rule No. 5 below and shall be countersigned by the Secretary along with the Accounts Officer at least once in each year;

c. The Fund shall be an irrevocable trust except with the consent of all the beneficiaries and vested in the trustees of the Fund who may from time to time be appointed by the Corporation and the C.B.A., Federation. The Trustees shall have entire control over the management of the Fund and shall be vested with all powers authorities and discretions necessary and expedient for that purpose. The Trustees may, from time to time, by writing at the request of the Corporation very, modify, cancel, abrogate or add to all or any of these Rules enforced for the time being. the Rules so varied, modified, cancelled abrogated or added to or such new Rules as may be framed shall be deemed to have the same effect and validity as if they had been originally contained in these Rules;

d. These Rules shall apply to all employees of the Corporation except those appointed on probation or temporarily for one year or less or admitted to the benefits of the General or Contributory or any other special Provident Fund maintained by the Government of Pakistan. Subscription to this Fund shall be compulsory for all regular and confirmed employees of the Corporation through an application in Form 'B' unless exemption is granted in writing by the Board of Trustees or such officer as may be authorized by the Board in this behalf. Such exemption will in any case be granted only for good and sufficient reasons and will be for a specified period.

**4. NOMINATIONS:**

a. The Secretary shall, as soon as the account is opened, invite every subscriber to make a nomination conferring the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made;

b. A subscriber making a nomination shall send it to the Secretary;

c. A subscriber may in his nomination distribute the amount that may stand to his credit in the fund amongst his nominees at his own discretion;

d. Nomination may be cancelled by a subscriber by sending a notice in writing to the Secretary and replaced by a nomination which is permitted to be made under these rules;

e. A nomination or its cancellation shall take effect to the extent that it is valid on the date on which it is received by the Secretary.

**5. SUBSCRIBER'S ACCOUNTS:**

A rupee account in Form "A" annexed to these rules shall be maintained for each member.

**6. CONDITIONS AND RATES OF SUBSCRIPTIONS:**

a. Every subscriber shall subscribe monthly to the fund when on duty on foreign service, deputation, temporary transfer from the Corporation's service to any other service, or leave other than leave without pay;

b. A subscriber may, at his option, not subscribe during leave;

c. Provided the subscriber shall intimate his option not to subscribe during leave in writing to the Regional Manger/General Manager (A&P) as the case may be, before the proceeds on leave;

d. Failure to make due and timely intimation shall be deemed to mean that he will continue to subscribe;

e. The subscription to the Fund shall be @ 8-1/3% of the pay of the employee. Fifty paisa and above shall be rounded upto next higher rupee and less than fifty paisa shall be ignored. Such subscription shall be deducted month by month from the salary of the subscriber.

f. At the end of each month a sum equal to the amount subscribed by the employee shall be contributed to the Fund by the Corporation.

g. The Corporation shall pay such income on all sums deposited in the Provident Fund at the same rate as it earns on the deposits invested from the Fund and the amount of such income shall be placed to the credit of each depositor.

**7. REGISTRATION OF SUBSCRIPTION:**

a. When pay is drawn from the Corporation the recovery of subscription on account of that pay, and of the amount of advance and charges thereon, shall be made from the pay itself;

b. When pay is drawn from any other source the subscriber shall forward his dues monthly to the Secretary;

c. For the purposes of this rule the date of deposit shall in the case of recoveries from the pay be deemed to be the first day of the month in which they are recovered; and in the case of amounts forwarded by the subscriber, the date of deposit shall be deemed to be the first day of the month of receipt, and where the amounts forwarded by the subscriber are received after the 7th day of that month, the date of deposit shall be to be the first day of the succeeding month.

**8. CONTRIBUTION OF THE CORPORATION:**

a. At the end of each month a sum equal to the contribution made by the employee, i.e. 8-1/ 3% of the pay of the employee as indicated in Rule-6(e), shall be contributed by the Corporation to the account of each subscriber.

b. The income of the Fund shall be credited to the members accounts on prorata basis on the balances standing as at 30th June each year.

c. The accounts of the Fund shall be made up yearly to the 30th day of June.

**9. ADVANCE AND WITHDRAWALS FROM THE FUNDS:**

A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund, at the discretion of the Managing Director, or any other trustee authorized by him in this behalf, subject to the following conditions:

a. No advance shall be granted unless the expense for which the advance is required is essential and inescapable such as expenses in connection with:

i. The illness of the subscriber or a member of his family;

ii. Marriages, funerals or ceremonies which by the religion of the subscriber are incumbent upon him to perform;

iii. Building or purchasing of a house or land for a house;

iv. To pay for Haj and Overseas passage and other expenses incurred for reason of health or the education of the subscriber or any dependent member of his family.

b. The advance shall in any case not exceed 80% of the amount of the subscription and income thereof standing to the credit of the subscriber in the Fund at the time when advance is granted.

c. An advance shall not be granted if another advance from the Fund is outstanding.

d. That authority shall record in writing its reasons for granting or rejecting the advance provided that if the reasons to be recorded are of a confidential nature, they may be communicated by the authority concerned to the Accounts Officer personally and/or confidentially.

e. No interest shall be charged on the advance granted to a subscribe on or after 1st July 1985.

**10. PAYMENTS TOWARDS INSURANCE POLICIES:**

a. Subject to the conditions contained in Rule-9 payments towards a policy of life insurance may, at the option of a subscriber, be substituted in whole or part for subscriptions to the Fund. However, the subscriber himself will be responsible for payments of all premia to Insurance Company after withdrawal from the fund.

b. The policy shall be not the life of the subscriber himself and shall be such as may be legally assigned to the Corporation, and that it is effected for the benefit of the subscriber, or his wife and children, or any of them.

c. Provided that a policy which has been assigned to the subscriber's wife shall not be accepted unless either the policy is first re-assigned to the subscriber, or the subscriber and his wife both join in an appropriate assignment.

d. The policy shall be delivered to the Secretary within three months after the first substitution of the Fund by the payment of a premium in respect of the policy. It shall, before delivery, be assigned to the Corporation, the assignment be made by endorsement on the policy.

e. The terms of a policy which has been accepted for the purpose of being financed from the Fund shall not be altered nor shall it be exchanged for another policy without the prior consent of the Secretary and the sanctioning authority to whom details of the alterations or the new policy shall be furnished.

f. If the policy is not delivered in accordance with the provisions of Rule 10(b) any amount withheld from the Fund in respect of the policy shall, with charges thereon, forthwith be paid by the subscriber to the Fund or in default be ordered by the authority competent to sanction an advance under Rule 9 to be recovered by deduction from the emoluments of the subscriber by installments or otherwise as that authority may direct.

g. Except as provided by Rule-10(j) when a subscriber:

i. quits the service, or

ii. has proceeds on leave preparatory to retirement and applied for re-assignment of the policy, or

iii. While on leave has been permitted to retire or is required to retire on grounds of ill health and applies for re-assignment of the policy, or

iv. pays to the Fund the whole of the amount withheld from the Fund for the purpose mentioned in Rule-10(f) and charges thereon, at the rate provided in Rule-8(b), the Secretary shall hand over the policy to the subscriber after having re-assigned it to him in the relevant form together with a signed notice of the re-assignment addressed to the sanctioning authority.

v. Provided that if a subscriber, to whom clauses (ii) and (iii) apply, returns to duty, any policy so-reassigned shall, if it has not matured or been assigned or charged or encumbered in any way, be again assigned to the Corporation and delivered to the Secretary in the manner provided in Rule-10 (b) and thereupon the provisions of this rule shall, in so far as may be, again apply in respect of the policy.

vi. Provided further that if the policy has matured or been assigned or charged or encumbered in any way, the provisions of rule 10 (f) shall apply.

h. Except as provided by Rule-10 (j) when the subscriber dies before quitting the service, the Secretary shall hand over the policy to such person as may be legally entitled to receive it having first re-assigned, in the appropriate form to the person legally entitled to received it or the person (s) named in column (1) of the Form 'C'.

i. If a policy assigned to the Corporation matures before the subscriber quits the service, the Secretary shall, except as provided by Rule-10 (j) proceed as follows:

i. If the amount assured, together with the amount of any accrued bonuses, is greater than whole of the amount withheld from the fund in respect of the policy with income thereon as provided in and hand it over to the subscriber, who shall, immediately on receipt withheld with charges thereon and in default the provisions of Rule-10 (f) shall apply.

ii. If the amount assured together with the amount of any accrued bonuses is less than the whole of the amount withheld with charges, the Secretary shall realize the amount assured together with any bonuses and shall place the amount so realized to the credit of the subscriber in the fund.

iii. If the policy lapses or is assigned, otherwise than to the Corporation, charged or encumbered, the provisions of the Rule 10 (f) shall apply.

j. If the Secretary receives notice of:

i. An assignment otherwise than an assignment to the Corporation; or

ii. a charge or an encumbrance on; or

iii. an order of a court restraining dealings with the policy or any amount realized thereon; the Secretary shall not reassign the policy as provided in Rule-10 (g), or realize the amount assured by the policy or reassign the policy as provided in Rule-10(i) but shall forthwith refer the matter to the Managing Director.

**11. RECOVERIES OF ADVANCES:**

a. An advance granted under Rule No. 9 shall be recovered from the subscriber in equal monthly installments, subject to minimum of twelve and maximum of forty-eight installments. However, a subscriber may at his/her option pay more than one installment in a month.

b. Recovery shall be made in the manner provided in these Rules for the realization of subscription and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments, other than leave salary or subscriber draws emoluments, other than leave salary or subsistence grant for a full month. Recovery shall not be made, except with the subscriber's written consent while he is on leave or in receipt of subsistence grant, and may be postponed by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

c. Recoveries made under this rule shall be credited, as they are made to the subscriber's account in the Fund.

d. The interest and charges on advance shall be recovered in equal monthly installments over the period of the loan. Charges shall be calculated and recovered in whole rupees (fifty paisa shall be taken as the next higher rupee).

e. The recovery of advances granted under Rule 9 a (iii) shall be at the rate of 7% of the subscriber's pay commencing from the fourth issue of pay after the advance is drawn provided the subscriber has satisfied the sanctioning authority within this period that the building or purchase of a house or site for a house is owned by him in his name otherwise the recovery shall be made according to sub-para (a) above. Further the subscriber, on attaining the age of fifty years may, at his option convert the unpaid balance of such advance into a nonrefundable one which would be treated as part of the final payment when due.

**12. RECOVERY OF CORPORATION'S DUES FROM THE FUND:**

a. The Corporation shall be entitled to recover from the Fund any amount of money which it may have lost or the amount of damage which it may have suffered by reason of misconduct or misappropriation, fraud, embezzlement, over payment or any other act of a member of the Fund in discharge of his duties:

i. Save as provided in this rule, no money belonging to the Fund in the hands of the Board of Trustees shall be recoverable by the Corporation.

ii. The receipt of the Corporation for any money paid to the Corporation under this rule shall be a due discharge to the Board of Trustees in respect of any such amount.

b. If the subscriber's conduct is under enquiry for any alleged irregularity or loss of Corporation's funds or stocks, no amount out of the balance standing to the credit of his account together with income thereon shall be paid before final orders are passed on the report of enquiry, unless the sanctioning authority directs otherwise.

**13. CIRCUMSTANCES IN WHICH ACCUMULATIONS ARE PAYABLE:**

a. When a subscriber quits service, retires or dies the amount standing to his credit in the Fund shall, subject to any deductions under Rule 12, become payable to him or his nominees, as the case may be, provided that the amount standing to the credit of the subscriber shall cease to yield any income if the final payment is not claimed within six months of the date the subscriber quits service, retires or dies;

b. Provided that if such a subscriber is subsequently reinstated, he shall, if required to do so by the Corporation, repay any amount paid to him from the Fund in pursuance of this rule. The amount so repaid shall be credited to his account in the Fund.

c. Subject to any deduction under rule 12, upon the death of the subscriber, before the amount standing to his credit has become payable, or having become payable has not been paid, the amount standing to the credit of the deceased subscriber shall be paid as under:-

i. When he leaves a family, if no nomination has been made by the subscriber in accordance with the provision of Rule 4 in favour of a member or members of his family, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be shall, not with standing any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares.

ii. When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Rule 4 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

iii. When the subscriber leaves no family and no nomination has been made by him in accordance with the provisions of Rule 4, or if such nomination relates only to part of the amount standing to his credit in the Fund, the whole or remainder of the amount standing to his credit in the Fund, as may be the case, may be disposed of by the Corporation at its discretion, if no claim from the next of kin of deceased is received within one year of the death of the subscriber.

**14. DEDUCTION OF ZAKAT:**

Zakat shall be deducted in case of final settlement at the rate of 2.5 per cent of the amount excluding the Corporation's share and income thereon standing at the credit of the subscriber at the date of final settlement.

**CHAPTER-XII**

# EMPLOYEES WELFARE BENEVOLENT FUND RULES

**1. PREAMBLE:**

a. These rules may be called the Utility Stores Corporation of Pakistan (Private) Limited Welfare Benevolent Fund Rules.

b. They shall come into force with effect from the 1st April 1987.

**2. DEFINITIONS:**

In these rules, unless there is anything repugnant in the subject or context:

a. Corporation - means the Utility Stores Corporation of Pakistan (Private) Limited.

b. Employees - means the employees of the Corporation including those employed on contract or on a specified duration or on a fixed salary for a limited duration.

c. Fund - means the Utility Stores Corporation of Pakistan (Private) Limited Welfare Benevolent Fund.

d. Trustee - means a member of the Board of Trustees appointed and approved by the Board of Directors of USC to manage the affairs relating to the Fund.

e. Chairman - means the Chairman of the Board of Trustees of the Fund;

f. Managing Director - means the Managing Director of the Corporation;

g. Secretary - means Secretary of the Board of Trustees of the Fund;

h. General Manager - means General Manager of the Corporation.

i. Regional Manager - means Regional Manager of the Corporation.

j. Accounts Officer - means Accounts Officer of the Corporation.

k. Pay - means basic pay.

l. Salary - means total emoluments drawn by an employee on pay drawn.

m. Subscriber - means an employee subscribing towards fund.

n. Employee - means the person nominated by Representative of the C.B.A. of the Employees or any body representing the employees as a Trustee.

o. Income - means the profit earned on the fund.

p. Family - means dependants of an employee namely, spouse, parent, child, minor brothers, un-married, widowed or divorced sisters or daughters of the employee, deceased son's widow and children, paternal grandparents, wholly dependent upon the employee.

**3. CONTRIBUTION TOWARDS FUND BY EMPLOYEES:**

The employees of the Utility Stores Corporation of Pakistan (Private) Limited shall contribute towards the Fund @ Rs. 2% of pay upto maximum of Rs. 100/-

**4. CONTRIBUTION TOWARDS FUND BY THE CORPORATION:**

The Corporation shall also contribute matching amount per month to the fund.

**5. MODE OF DEDUCTION/CONTRIBUTION:**

The Contribution towards Fund shall be deducted from the monthly salaries of the employees in each month by the concerned Accounts Officer and shall be forwarded to Head Office by 10th of each month.

**6. MANAGEMENT AND OPERATION OF THE FUND:**

The management of the fund shall be controlled by the Board of Trustees, consisting of the following:-

a. Managing Director, USC - Chairman of Board

b. Deputy Managing Director and

all General Managers - Members

c. Finance Manager, USC - Secretary

d. Personnel Manager, USC - Member

e. Three representatives of the

employees of USC Federation - Member

Fund shall be operated in a separate account opened in the bank.

**7. UTILIZATION OF THE FUND:**

The Fund will be utilized for the welfare of the employees. It will be sanctioned/granted for the under-noted purposes:-

a. **Grant of Funeral Expenses:**

In case of the demise of an employee, his family will be given a amount of Rs. 5,000.00 (Rupees Five thousand) to meet the funeral expenses.

b. **Grant of Special Assistance during Disability:**

In case of disability when an employee is rendered unfit for further service, he may be given special assistance subject to a maximum of Rs. 500.00 per month after approval by the Board of Trustees. This assistance shall be reviewed after every three years.

c. **Special Assistance on the Marriage of Daughter:**

Special assistance of Rs. 10,000/- may be provided to all employees on the marriage of his daughter after approval of the Board of Trustees.

d. **Transportation of Dead body of a Deceased Employee:**

In case of death of an employee in the service of USC, mileage allowance at the rate of Rs. 4.00 per kilometer shall be paid for transportation of his dead body to his home-town by road.

**8. REGULAR ASSISTANCE/GRANT TO PARENTS, WIDOWS, SONS/DAUGHTERS OF A DECEASED EMPLOYEES:**

In case of the death of an employee while in the service of USC, his dependants or family will be sanctioned regular assistance/grant at the under-noted rates:-

a. Parents (only in case of a bachelor,

if wholly dependent to him) Rs. 1000.00 per month.

b. Widow Rs. 1000.00 per month.

c. Children (maximum three) Rs.300.00 each per month.

**9. PROCEDURE FOR GRANT OF THE ASSISTANCE IN CASE OF DEATH OF AN EMPLOYEE:**

In case of the demise of an employee at Regional level the amount prescribed for the burial shall immediately be paid by the Regional Manager to the heirs of the deceased and thereafter he will initiate the case for ex-post-facto sanction of the Head Office. For grant of regular assistance/grant after the death of an employee, the Regional Manager will initiate the case for this grant along with the supporting documents which will be submitted to Head Office. Thereafter the case will be examined by the Board of Trustees at Head Office for sanction of this grant. The following documents are required to be submitted along with the request for grant:-

a. Name of parents/widow/child with their National Identity Card etc.

b. The Succession Certificate obtained from the Court to the effect that claimant is a legal heir of the deceased.

c. Name of the bank where the heir is operating account along with the Account Number, if any.

**10. QUARTERLY MEETING:**

A meeting of the Board of Trustees will be held on quarterly basis.

**ANNEXURE-'C'**

(See Para-5 of Chapter-VI)

**UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) LIMITED**

**DECLARATION OF FIDELITY AND SECRECY**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that I will faithfully, truly and to the best of my judgment, skill and ability execute and perform the duties and responsibilities entrusted to me as an employee of the **UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) LIMITED** and relating to any office or position held by me in the said Organization.

2. I further declare that I will not communicate or allow to be communicated or in any other way impart any information relating to the affairs of the said Organization to any person not legally entitled thereto nor will I will I allow any such person to inspect or have access to any records or documents belonging to or in the possession of the Organization and relating to its business.

Singature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office/Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**W I T N E S S E S**

1. Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office/Region : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office/Region : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE-'D'**

(See Para-5 of Chapter-VI)

**UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) LIMITED**

I undertake that I shall not directly or indirectly take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the political affairs of Pakistan.

I further undertake that if any question arises whether any movement or activity falls within the scope of above mentioned para, the decision of the Corporation thereon shall be final and binding on time.

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM-A**

(Of Chapter-X)

**UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) LIMITED**

**CONTRIBUTORY PROVIDENT FUND**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Closed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Accumulation: \_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid to Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of

Joining Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recovery of Corp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of

Nominee (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| F.Year | Salary | Subscriber’s Subscription | Employer’s  Subscription | Total | Interest | Grand Total | Remarks |
|  | Rs. Ps | Rs. Ps | Rs. Ps | Rs. Ps | Rs. Ps | Rs. Ps |  |

**FORM-B**

(Chapter-XI)

**UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) LIMITED**

**APPLICATION FOR ADMISSION TO THE CONTRIBUTORY**

**( TO BE SUBMITTED IN DUPLICATE )**

1. Name of applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Nationality : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Official designation and date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of appointment in the Corporation

4. Office to which attached : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Whether post is permanent or : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

temporary and whether applicant

is on probation to a permanent post

6. If in temporary or officiating : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

service whether he is likely to

become permanent

7. Rate of emoluments per mensem : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Rate of subscription per mensem : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Rule 6 CPF Rule)

9. Whether eligible to subscribe : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

under rules

10. If subscriber to any other Fund, : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

the name of such Fund

11. Whether the applicant has a family : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or not

**REMARKS**

------------------------------------------------------------------------------------------------------------

**SIGNATURE OF HEAD OF OFFICE**

**DESIGNATION**

Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (FORM CONTINUED ON NEXT PAGE)

**Form 'B' Continued**

(Chapter-XI)

**UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) LIMITED**

No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated the \_\_\_\_\_\_\_\_\_\_\_\_\_ 19

Returned with account number allotted. This number should be quoted in all correspondence connected therewith. A form of nomination alongwith a contingent Notice of Cancellation in prescribed form duly filled in may be sent as soon as possible.

SECRETARY ACCOUNTS OFFICER

P..58

**FORM-'C' (CHAPTER-XI)**

**UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) LIMITED**

**HEAD OFFICE ISLAMABAD**

**FORM OF NOMINATION**

I hereby direct that the amount at my credit in the Corporation's Contributory Provident Fund in the event of my death shall be paid in the manner shown against the following names:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Address of Relationship with Age of the Amount of share

Nominee or the subscriber Nominee accumulation

Nominees

------------------------------------------------------------------------------------------------------------

(1) (2) (3) (4)

------------------------------------------------------------------------------------------------------------

1.

2.

3.

4.

------------------------------------------------------------------------------------------------------------

I hereby declare that I have no family and direct that the amount at my credit in the Corporation's Contributory Provident Fund in the event of my death shall, in the case of my having no family, be distributed among the persons mentioned below in the manner shown againt their names:-

------------------------------------------------------------------------------------------------------------

Name & Address of Relationship with Age of the Amount of share

Nominee or the subscriber Nominee accumulation

Nominees

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(1) (2) (3) (4)

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Station: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signatue of Subscriber: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TWO WITNESSES TO SIGN**

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Column 4 shall be filled in so as to cover whole amount of credit.

P..59

**SCHEDULE-1**

**(REFERENCE CHAPTER-II)**

**SCHEDULE SHOWING PAY SCALES ALLOWANCES AND**

**PERQUISITES FOR THE EMPLOYEES**

**FOR UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) LIMTIED**

BPS NO. REVISED PAY SCALES STAGES

01-06-1994

1 1245-35-1770 15

2 1275-44-1935 15

3 1320-50-2070 15

4 1360-58-2230 15

5 1400-66-2390 15

6 1440-73-2535 15

7 1480-81-2695 15

8 1540-88-2860 15

9 1605-97-3060 15

10 1660-107-3265 15

11 1725-116-3465 15

12 1830-130-3780 15

13 1950-144-4110 15

14 2065-161-4480 15

15 2190-177-4845 15

16 2535-197-5490 15

17 3880-290-7360 12

18 5085-366-8745 10

19 7750-385-11600 10

20 9195-440-13595 10

21 10190-545-15640 10

22 10900-610-17000 10

P..60

**SCHEDULE-1**

**(REFERENCE CHAPTER-II)**

**ALLOWANCES AND PERQUISITES ADMISSIBLE**

**1. INDEXATION OF PAY**

Omitted

**2. HOUSE RENT ALLOWANCE**

a) All employees not provided with Corporation accommodation and posted at the following stations shall be entitled to house rent allowance at the following rates:-

1. Islamabad,Karachi, For all employees of 45% of the minimum

Lahore, peshawar, the Corporation. of the relevant basic

Rawalpindi, Multan scale of pay.

Quetta, Hyderabad

Bahawalpur, Sargodha

Sialkot and Sukkar

(including Kotri)

Faisalabad, Gujranwala

and Wah Cantt (for BPS-1 to

BPS-15) only

2. All Stations other 30% of the minimum

than those mentioned of basic scale of

at (1) above. pay.

b) The other existing conditions regulating the grant of this allowance shall continue to apply as before.

**3. RESIDENCE/OFFICE CONVEYANCE ALLOWANCE:**

1. All employees of the Corporation not residing within their work premises shall be allowed conveyance allowance or Motor Cycle/Car maintenance allowance irrespective of the distance between the office and the residence at the rate and subject to the conditions specified below:-

a. Employees formally promoted or appointed in BPS-16 and above:

(1)Those possessing and maintaining motor car not registered for commercial purposes Rs. 355/- p.m.

(2)Other (drawing pay of 3240/- p.m. or above) Rs. 193/- p.m.

b.Employees drawing pay of 1680/- p.m. and above but less than 3240/- p.m. and possessing and maintaining.

Motor-Cycle/Scooter .......................... Rs. 130/- p.m.

c. Other ......................................... Rs. 96/- p.m.

P..61

**4. INDEXATION OF CONVEYANCE ALLOWANCE:**

Omitted.

**5. HILL ALLOWANCE:**

a. All employees of the Corporation posted at Quetta shall be entitled to Hill Allowance at the rate of Rupees 100/- per month, and BPS 1-15 at stations at a light of 5500 feet or above.

b. All employees of the Corporations serving in Murree and at any station in Azad Jammu & Kashmir territory situate at a height of 5000 ft or more above the sea level shall be allowed hill allowance at the rate of 25% of basic pay subject to the maxima as specified below:-

**S.NO STATION WHERE SERVING MAXIMUM**

**LIMIT**

a. Murree Rs. 100/- p.m.

b. Stations in AJ&K territory Rs. 200/- p.m.

situate at a height of 5,000

ft or more above the Sea Level

**6. MEDICAL ALLOWANCE:**

15% of pay for all employees subject to a minimum of Rs. 550/- per month and maximum of Rs. 1300/- per month.

**7. SUMPTUARY ALLOWANCE:**

Sumptuary Allowance shall be admissible to Heads of Departments at USC Head Office and Regional Managers at the rates shown as under:-

i. BS-16 - Rs. 500/- per month

(if required to perform the

duties of RM)

ii. BS-17 - Rs. 600/- per month

iii. BS-18 & 19 - Rs. 800/- per month

**8. CASH HANDLING ALLOWANCE:**

a. Cash handling allownce to the Store Incharge on the basis of monthly sale proceeds shall be as under:-

(1) Store giving sale proceeds below

Rs. 75,000/- per month ......... Rs. 50/- per month.

(2) Stores giving sale proceeds between

Rs. 75,000/- and Rs. 1,00,000/- per month ............... Rs. 100/- per month.

P..62

(3)Stores giving sale proceeds between

Rs. 1,00,000/- and 2,00,000/- p.m ............. Rs. 125/- per month.

(4) Stores giving sale proceeds between

Rs. 2,00,000/- and Rs. 3,50,000/- p.m ......... Rs. 150/- per month.

(5) Stores giving sale proceeds between

Rs. 3,50,000/- and Rs. 5,00,000/- p.m ......... Rs. 175/- per month.

(6) Stores giving sale proceeds above

Rs. 5,00,000/- p.m ............................ Rs. 200/-

per month.

b.Cash handling Allowance to Accounts Personnel:-

Only one of the accounts department personnel of Head Office/Regional Office who is responsible for handling cash and disbursement of salaries shall be entitled to draw cash handling allowance at the rate of Rs. 100/- per month.

**9. WASHING ALLOWANCE:**

Washing allowance at the rate of Rs. 30/- per month will be paid to Drivers, Despatch Riders, Naib Qasids, Loaders, Chowkidars, Security Guards, Farash, Mali, Waiter, Cook, Canteen Boy and full time Sweepers/full time Sweepresses.

**10. SPECIAL ALLOWANCE TO ASSISTANT INCHARGE BPS-15:**

Assistant Incharge BPS-15 will be granted special allowance at the rate of Rs. 100/- per month.

**11. COMPUTER ALLOWANCE TO COMPUTER PERSONNEL:**

The Computer Personnel employed in USC in BPS-16, 17 and 18 (on whole-time basis) shall be entitled to computer allowance at the rate of Rs. 500/- per month provided they possess the minimum educational qualifications as given below:-

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**S.NO CATEGORY OF COMPUTER EDUCATIONAL QUALIFICATION**

**PERSONNEL**

-----------------------------------------------------------------------

(1) BPS-17 and 18 Master's Degree in Computer Science or in Mathematics/Physics/Statistics and Economics from a recognized University and Computer Trainng.

(2) BPS-16 Second Class Bachelor's Degree with Computer Science or Mathematics/ Statistics/Physics and Economics from a recognized University and Computer Training.

P..63

**12. HOUSING FACILITY:**

The confirmed Officers of BPS-16 and above shall be entitled to housing facility subject to availability of funds and on the same terms and conditions and at the same rental ceiling, scale and specifications of accommodation as may be prescribed by the Federal Government for its employees from time to time. A deduction of 5 percent of emoluments shall also be made from the salary of the Officer concerned. The employees provided with accommodation shall not be entitled to House Rent Allowance. The cases of hiring shall be regulated in accordance with the Rules prescribed by the Corporation based on the Rules prescribed by the Federal Government from time to time.

**13. GROUP INSURANCE SCHEME:**

All employees of the Corporation shall be entitled for facility of Group Insurance in terms of rules in its behalf.

**14. CONTRIBUTORY PROVIDENT FUND FACILITY:**

All confirmed employees of the Corporation shall be eligible to become member of Contributory Provident Fund as C.P. Fund Rules of the Corporation.

**15. SCHOLARSHIP TO THE CHILDREN OF DECEASED EMPLOYEES:**

a. Consequent on death of an employee, while on active service of USC, his/her children will be granted Scholarship on the following basis:

Up to 8th class student - Rs. 300/- per annum

9th and 10th class - Rs. 600/- per annum

Intermediate/Graduation

Student - Rs. 1200/- per annum

Post-Graduation Student - Rs. 1800/- per annum

b.The facility of Scholarship will be made available to the children who obtained 60 percent or above marks in their annual examinations.

c.Specimen application form for scholarship/stipend is attached as per of the application to a new class.

d.Scholarship will be granted to the deserving students on the basis of recommendations of the Board of Officers composed as under:-

(1) Managing Director USC - President

(2) Joint Secretary/Deputy

Secretary, Ministry of

Industries, Government of

Pakistan - Member

P..64

(3) Dy Managing Director USC - Member

(4) General Manager (A&P) USC - Member

(5) General Manager (Finance) USC - Member

(6) General Manager (SO&S) USC - Member

**16. QUALIFICATION PAY/ALLOWANCES:**

The following qualifications pay/allowance shall be admissible for eligible employees of the Corporation:-

a. QUALIFICATION POSSESSED/ QUALIFICATION PAY

ATTAINED

ICMA/ICWA Part-III - Rs. 300 p.m.

ICMA/ICWA Part-V - Rs. 800 p.m.

Chartered Accountants - Rs. 800 p.m.

Where FCA/ACA is not the minimum qualification prescribed for the post.

b.Qualifications pay for Senior Officer:-

Qualifications pay shall be allowed from 1-6-1991 to those officers who have qualified the following courses:-

(i) PASC National Management Course - Rs. 500 p.m.

(ii)National Defence College Course - Rs. 500 p.m.

(iii)Advanced Course in Management at

NIPA - Rs. 100 p.m.

(Note-One Qualification pay will be admissible at a time)

c. S.A.S. Accounts - Rs. 150 p.m.

d. Senior Post Allowance:-

(i) For Officers in BPS-20 - Rs. 600 p.m.

(ii) For Officers in BPS-21 - Rs. 800 p.m.

(iii)For Officers in BPS-22 - Rs. 1,000 p.m.

**17. ADHOC RELIEF:**

a.Adhoc Relief at uniform rate of Rs. 100/- per month shall be allowed to the employees drawing pay in BPS-1 to BPS-16 with effect from 1st July 1992 and untill further orders.

P..65

b. The above relief:-

i)Will be classified as a compensatory allowance and will not be subject to income tax;

ii)Will not be treated as part of emoluments for the purposes of calculation of the pension and recovery of House Rent;

iii)Will be admissible during leave and entire period of the leave preparatory to retirement except during extra-ordinary leave;

iv)Wil not be admissible to the employees posted abroad.

P..66

**Annexure 'A' (to Schedule-I)**

**UTILITY STORES CORPORATION OF PAKISTAN**

**(PRIVATE) LIMITED**

**EDUCATION STIPEND APPLICATION**

**I. PARTICULARS OF THE STUDENT**

Name of the Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of father / mother

(deceased employee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class of the student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full address of the Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. CERTIFICATE BY THE STUDENT**

1. I have passed my annual examination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and have been promoted to class

2. Total Marks obtained out of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Percentage of marks obtained \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Date of admission in the present \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

class

5. Amount of fee per month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Duration of present course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. I certify that I have not sent other application for the same class.

Dated. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Student. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P..67

**III. CERTIFICATE BY THE STUDENT**

8.Certified that Mr/Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a student of this School/College since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

9.Certified that he/she has passed Class \_\_\_\_\_\_\_\_\_\_\_\_\_ securing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Marks out of \_\_\_\_\_\_\_\_\_\_\_\_\_ Marks and promoted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class.

10.Certified that the detailed Marks sheet attached is true copy of original (for post Matric Classes only).

11.This institution is duly recognized / not recognised by the Director of Education.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Head of Institution

(With Stamp)

**IV. RECOMMENDATIONS OF REGIONAL MANAGER USC**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Regional Manager with

Stamp

Station: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P..68

**UTILITY STORES CORPORATION OF**

**PAKISTAN (PRIVATE) LIMITED**

SERVICE RULES

**CONTENTS**

**UTILITY STORES CORPORATION OF**

**PAKISTAN (PRIVATE) LIMITED**

STATEMENT SHOWING THE REQUIRED QUALIFICATIONS AND EXPERIENCE FOR EACH APPOINTMENT IN THE CORPORATION

SCHEDULE-III

(Reference Rule-5 Chapter-III)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***S.No*** | ***Name of Posts & BPS*** | ***Qualifications & Experience*** | ***Maximum Age Limit*** | ***Mode of recruitment*** |
|  | Post abolished | Chartered Accountant/ACMA/FCMA/ ACIS/MBA/ MPA/ M.Com/ M.A Economics I or II Class with ten years post qualification experience in an executive position in the field of management with a reputable Commercial/Industrial Organization dealing with Marketing of Consumer goods at National level. | 45 Years | By promotion. Direct recruitment to be made only if a suitable candidate within the organization is not available |
|  | General Manager (Administration & Personnel) BPS-19 | MBA/MPA/M.Com/M.A Economics I or II Class with seven years post qualification experience in personnel, General Administration and Secretarial work, in an organization of repute. Should be fully conversant with Labour Laws. Preference will be given to law Graduate. | -do- | -do- |
|  | General Manager (Stores Operation & sales) BPS-19 | MBA/MPA/M.Com/M.A Economics I or II Class with seven years post qualification experience in an Executive position in the relevant field in an Industrial/Commercial Organization of National repute, preferably dealing with Marketing and Sales of consumer goods | -do- | -do- |
|  | General Manager (Procurement & Distribution) BPS-19 | MBA/MPA/M.Com/M.A Economics I or II Class with seven years post qualification experience in an Executive position in the relevant field in an industrial/commercial Organization of National repute, preferably dealing with procurement, Marketing and Distribution of consumer goods at National level | -do- | -do- |
|  | General Manager (Finance)  BPS-19 | Chartered Accountant or ACMA/FCMA with five years post qualification experience in the field of financial management and control with a reputable Commercial/Industrial Organization dealing with marketing and consumer goods at National level. | -do- | -do- |

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| ***S.No*** | ***Name of Posts & BPS*** | ***Qualifications & Experience*** | ***Maximum Age Limit*** | ***Mode of recruitment*** |
|  | General Manager (Audit) BPS-19 | Chartered Accountant or ACMA/FCMA with five years post qualification experience in the filed of audit in the firms of Chartered Accountants and/or public sector Corporations and/or Government Department | -do- | -do- |
|  | General Manager (Planning & Public Relations) BPS-19 | MBA/MPA/M.COM/M.A. Economics I or II Class with seven years post qualification experience in an Executive position in the relevant field in an Industrial/Corporations Organization of national repute, preferably dealing with planning and Development and Public Relations. | 45 years | -do- |
|  | General Manager (Projects)  BPS-19 | MBA/MPA/M.COM/M.A. Economics I or II Class with seven years post qualification experience in an Executive position in the relevant field in an Industrial/Corporations Organization of national repute, preferably dealing with Projects. | 45 years | -do- |
|  | General Manager (Electronic Data {Processing) BPS-19 | Master’s degree (at least second class) in Computer Science or in Mathematics/Physics/Statistics/Economics from a recognized University and computer training with 12 years experience of programming System Analysis and Operations Research including 3 years experience of supervising the systems and programming staff in computer installations. Should also prossess experience of Training in system analysis/operations research. | -do- | -do- |
|  | Store Operation Manager  (BPS-18) | MBA/MPA/M.COM/M.A. Economic I or II class with minimum five years experience or a Graduate in Commerce or Economics I or II Class with seven years experience of operations of stores in an Organization of repute. | -do- | 50 % by Promotion 50 % Direct |
|  | Procurement Manager (BPS-18) | MBA/MPA/M.COM/M.A. Economics I or II Class with minimum five years experience or Graduate in Commerce or Economics I or II Class with seven years experience or procurement & Marketing of Consumer Goods in a reputable Commercial/Industrial Organization. | -do- | -do- |
|  | Finance Manager (BPS-18) | ACA/ACMA/with minimum three years post qualification experience or B.Com I or II class with minimum seven years experience in a responsible position in the field of Accounts in Government/ Semi-Government or Commercial/ Industrial Organization of repute. | -do- | -do- |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***S.No*** | ***Name of Posts & BPS*** | ***Qualifications & Experience*** | ***Maximum Age Limit*** | ***Mode of recruitment*** |
|  | Regional Manager (BPS-18) | MBA/MPA/M.COM/M.A. Economics I or II Class with minimum five years experience or Graduate in Commerce or Economics I or II Class with seven years experience in a reputable commercial/industrial Organization dealing with Marketing, Distribution and Sale of consumer goods and the Management of retail stores. | -do- | -do- |
|  | Personal Manager (BPS-18) | MBA/MPA/with five years experience or a Graduate I or II Class in Economics or Business administration with minimum seven years experience in a responsible position dealing with various personnel functions in a large Commercial/Industrial Organization. Should be fully conversant with modern techniques of personal Management and Labour Laws and practices. Preference will be given to law Graduate. | -do- | -do- |
|  | Account Officer (BPS-18) | ACA/ACMA with minimum three years post qualification experience or B.Com I or II Class with minimum seven years experience in a responsible position in the field of Accounts in Government/ Semi-Government or Commercial/Industrial Organization of repute. | -do- | -do- |
|  | Audit Manager (BPS-18) | ACA/ACMA with minimum three years post qualification experience or B.Com I or II Class with minimum seven years experience in a responsible position in the field of Audit in Government/Semi-Government or Commercial/Industrial Organization of repute. | -do- | -do- |
|  | Administrative Manager  (BPS-18) | M.B.A/M.P.A. with five years experience or Graduate I or II Class in Business Administration with minimum seven years experience of dealing with experience of dealing with General Administration in a responsible Industrial/Commercial Organization or a Government/ Semi-Government Organization. | -do- | -do- |
|  | Development Manager  (BPS-18) | MBA/MPA/MA/MSC. In the case of MA/MSC, should have two years experience in related/relevant field. | -do- | -do- |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***S.No*** | ***Name of Posts & BPS*** | ***Qualifications & Experience*** | ***Maximum Age Limit*** | ***Mode of recruitment*** |
|  | Legal & Industrial Relations Officer (BPS-17/18) | BPS-17  B.A LLB with minimum five years experience of labour Laws and other cases of Civil nature in an Organization of repute. Should be fully conversant with modern techniques of Labour Laws and practice as an Advocate at District and High Court Level.  BPS-18  M.A LLB with five years experience or B.A LLB with seven years experience of Labour Laws and other cases of Civil nature in an Organization of repute, should be fully conversant with modern techniques and practices of Labour Laws, or having standing professional practice as an Advocate for five years in Civil Advocate for five years in Civil and Labour cases at District Court and High Court level. | -do- | -do- |
|  | Accounts Officer/Audit Officer (BPS-17) | ACA/ACMA with minimum two years experience or B.Com I or II Class with five years experience in a responsible position in the field of Accounts /Audit in Government / Semi-Government or Commercial / Industrial Organization or repute. | -do- | -do- |
|  | Data Processing Officer  (BPS-17) | Second Class Master’s Degree in Computer Science or in Mathematics/Physics/Statistics/Economics from a recognized University and Computer Training, with three years experience in the field of Electronic Data Processing including experience of Computer Programming in COBOL, FORTRAN or other high level language. | -do- | -do- |
|  | Marketing Officer (BPS-17) | MBA/MPA/MA/MSc. In the case of MA/MSc, should have two years experience in related/relevant field. | -do- | -do- |
|  | Procurement Officer (BPS-17) | -do- | -do- | -do- |
|  | Planning & Development Officer (BPS-17) | MBA/MPA/MA/MSc. In the case of MA/MSc, should have two years experience in related/relevant field. | -do- | -do- |
|  | Project Officer (BPS-17) | -do- | -do- | -do- |
|  | Distribution Officer (BPS-17) | -do- | -do- | -do- |
|  | Public Relations Officer  (BPS-17) | -do- | -do- | -do- |
|  | Purchase Officer (BPS-17) | -do- | -do- | -do- |
|  | Training Officer (BPS-17) | -do- | -do- | -do- |
|  | Regional Manager (BPS-17) | -do- | -do- | -do- |
|  | Personal Officer (BPS-17) | -do- | -do- | -do- |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***S.No*** | ***Name of Posts & BPS*** | ***Qualifications & Experience*** | ***Maximum Age Limit*** | ***Mode of recruitment*** |
|  | Manager Central Distribution Centre (BPS-17) | -do- | -do- | -do- |
|  | Operation Officer (BPS-17) | -do- | -do- | -do- |
|  | Project Coordinator (lodised Salt) (BPS-17) | -do- | -do- | -do- |
|  | Personal Staff Officer to Chairman USC (BPS-17) | -do- | -do- | -do- |
|  | Asstt Data Processing Officer (BPS-16) | Second Class Bachelor’s Degree with Computer Science or Mathematics/Statistics/Physics/Economics from a recognized University and Computer Training with five years experience in the filed of Data Processing including one year’s practical experience as Computer training in a Computer installation. | -do- | -do- |
|  | Asstt Procurement Officer  (BPS-16) | Graduate I or II Class in Economics, Commerce or Business Administration with minimum 3 years experience in the relevant filed in a Commercial/Industrial Organization of repute. Candidate with Post Graduate qualification will be give preference. | -do- | -do- |
|  | Asstt Personnel Officer  (BPS-16) | Graduate I or II Class in Economics, Commerce or Business Administration with minimum three years experience of handling personnel functions in a reputable Commercial/Industrial Organization or Government/Semi Government department. Should be well conversant with labour laws and practices. Preference will be given to candidates possessing Post Graduate qualification | -do- | -do- |
|  | Asstt Operations Officer  (BPS-16) | Graduate I or II Class in Economics, Commerce or Business Administration with minimum three years experience in relevant field in a Commercial/Industrial Organization of repute. Candidate with Post Graduate qualification will be given preference. | -do- | -do- |
|  | Area Manager (BPS-16/15) | ICMA (Inter) or B.Com with minimum three years post qualification experience in Junior Executive/Supervisory capacity in the filed of Accounts in a Commercial/Industrial Organization of repute or in a Government/Semi-Government Organization. | -do- | -do- |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***S.No*** | ***Name of Posts & BPS*** | ***Qualifications & Experience*** | ***Maximum Age Limit*** | ***Mode of recruitment*** |
|  | Asstt Audit Officer (BPS-16) | ICMA (Inter) or B.Com with minimum three years post qualification experience in Junior Executive/Supervisory capacity in the filed of Accounts in a Commercial/Industrial Organization of repute or in a Government/Semi-Government Organization. | -do- | -do- |
|  | Asstt Accts Officer (BPS-16) | -do- | -do- | -do- |
|  | Warehouse Incharge (BPS-16) | Graduate I or II in Economics, Commerce or Business Administration with minimum 3 years experience of handling/maintenance of large size stores with Commercial/Industrial Organization of repute. Candidate with Post Graduate qualification will be given preference. | -do- | -do- |
|  | Private Secretary to Managing Director (BPS-16) | Graduate with minimum 3 years experience as Private Secretary in a Government Office or in an Organization of repute. Candidate with efficiency in Shorthand and typing will be given preference. | -do- | -do- |
|  | Transport Officer CDC (BPS-16) | Matric with Diploma as Vehicle Mechanic. Personnel of services with basic trade of vehicle Mechanic will be given preference. | -do- | -do- |
|  | Manager Commodities CDC (BPS-16) | Graduate I or II Class in Economics, Commerce or Business Administration with minimum 3 years experience of handling/maintenance of large size stores with Commercial/Industrial Organization of repute, Candidate with Post Graduate qualification will be given preference. | -do- | -do- |
|  | Manager Branded Goods CDC (BPS-16) | -do- | -do- | -do- |
|  | Stenographer (BPS-15) | Graduate with minimum 3 years experience as Stenographer in a Government Office or in an Organization of repute, having a speed of 120/-50 words per minute in Shorthand and Typist. | -do- | -do- |
|  | Asstt Incharge (BPS-15) | Graduate I or II Class with minimum 7 years experience of Office administration and Correspondence | -do- | -do- |
|  | Operations Supervisor  (BPS-14) | Graduate I or II Class in Economics, Commerce or Business Administration with minimum 3 years experience in the relevant field in any Commercial/Industrial Organization of repute. Candidate with Post Graduate qualification will be preference. | -do- | -do- |

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| ***S.No*** | ***Name of Posts & BPS*** | ***Qualifications & Experience*** | ***Maximum Age Limit*** | ***Mode of recruitment*** |
|  | Incharge Security/  Loss Prevention CDC (BPS-14) | Graduate I or II Class. Should have two years experience of Office Administration and Correspondence | -do- | -do- |
|  | Asstt to Manager CDC  (BPS-14) | Graduate I or II Class in Economics, Commerce or Business Administration with minimum 3 years experience of handling/maintenance of large size stores with Commercial/Industrial Organization of repute. Candidate with Post Graduate qualification will be preference. | -do- | -do- |
|  | Asstt Pharmacist (BPS-14) | Diploma as dispenser and certificate as Asstt Pharmacist from a recognized Government Institution. | -do- | -do- |
|  | Warehouse Incharge (BPS-14) | Graduate I or II Class in Economics, Commerce or Business Administration with minimum 3 years experience of handling/maintenance of large size stores with Commercial/Industrial Organization of repute. Candidate with Post Graduate qualification will be given preference. | -do- | -do- |
|  | Data Control Asstt (BPS-14) | Second Class Bachelor’s Degree with Computer Science or Mathematics/Statistics/Physics/Economics from a recognized University, Computer training and 3 years experience in the field of data processing. | -do- | -do- |
|  | Senior Store Manager (BPS-14) | Graduate I or II Class in Economics, Commerce or Business Administration with minimum 3 years experience of handling/maintenance of large size stores with Commercial/Industrial Organization of repute. Candidate with Post Graduate qualification will be given preference. | -do- | -do- |
|  | Senior Accts Asstt (BPS-14) | B.Com with minimum 3 years experience of Accounts in a Government/Semi-Government or Commercial/Industrial Organization of repute. | -do- | -do- |
|  | Senior Audit Asstt (BPS-14) | -do- | -do- | -do- |
|  | Store Manager (BPS-12) | Graduate I or II Class with minimum 2 years experience in a Commercial/industrial Organization of repute. | -do- | -do- |
|  | Steno typist (BPS-12) | Matriculate with speed of 100/40 words per minute in Shorthand and Typing respectively. | -do- | -do- |
|  | Inventory Asstt (BPS-11) | Graduate I or II Class in Commerce or Economics with minimum 2 years experience of handling/maintenance of stores record in a reputable Commercial/Industrial Organization or a Government/ Semi-Government Organization. | -do- | -do- |

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| ***S.No*** | ***Name of Posts & BPS*** | ***Qualifications & Experience*** | ***Maximum Age Limit*** | ***Mode of recruitment*** |
|  | Accts Asstt/Audit Asstt  (BPS-11) | B.Com with 2 years experience of Accts in a Government/Semi-Government or Commercial Organization of repute. | -do- | -do- |
|  | Office/Establishment Asstt  (BPS-11) | Graduate I or II Class with minimum 3 years experience of general office administration and correspondence. | -do- | -do- |
|  | Typist (BPS-11) | Graduate I or II Class having a typing speed of 50 words experience of work in a Commercial/Industrial Organization/ Semi-Government Organization. | -do- | -do- |
|  | Key Punch Operator (BPS-11) | Graduate I or II Class in Economics/. Commerce/Statistics/Mathematics with 2 years experience of Kay Punch Operator in any Industrial/Commercial organization of repute. | -do- | -do- |
|  | Market Surveyor/Data Maintainer (BPS-9) | Graduate I or II Class in Economics/ Commerce/ Statistics/Mathematics. Candidate with minimum 2 years experience in related/relevant field will be given preference. | -do- | -do- |
|  | Vehicle Mechanic CDC (BPS-9) | Matric with diploma as vehicle Mechanic. Personal of service with basic trade of vehicle Mechanic will be given preference. | -do- | -do- |
|  | Market Surveyor (BPS-9) | Graduate preferably with some experience in Marketing in an Organization of repute. | -do- | -do- |
|  | Supervisor (BPS-9) | Graduate preferably with some experience of sales/stores. | -do- | -do- |
|  | Accounts Clerk/Audit Clerk (BPS-8) | Intermediate in Commerce with a minimum of one year experience in a Government/Semi-Government or Commercial/Industrial Organization of repute. | -do- | -do- |
|  | Commodities Clerk (BPS-8) | Intermediate in Commerce with a minimum of one year experience in Government/ Semi-Government or a Commercial/ Industrial Organization of repute. | -do- | -do- |
|  | Telephone Operator (BPS-7) | Matriculate preferably with two years experience as Telephone Operator on PABX: | -do- | -do- |
|  | Salesman (BPS-7) | Intermediate, preferably with some experience of sales/store. | -do- | -do- |
|  | Receptionist (BPS-7) | Intermediate, preferably with some experience as a receptionist in an Organization of repute. | -do- | -do- |
|  | Electrician (BPS-7) | Matriculate with Diploma as an electrician from a Government Institute. | -do- | -do- |

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| ***S.No*** | ***Name of Posts & BPS*** | ***Qualifications & Experience*** | ***Maximum Age Limit*** | ***Mode of recruitment*** |
|  | Vehicle Electrician (BPS-7) | Matriculate with Diploma as an Auto Electrician from a Government Institute. Personnel of services with basic trade of vehicle electrician will be given preference. | -do- | -do- |
|  | Vehicle Mechanic (Regions) (BPS-7) | Matric with Diploma as vehicle Mechanic, personnel of services with basic trade of vehicle mechanic will be given preference. | -do- | -do- |
|  | Typist (BPS-7) | Intermediate with typing speed of 40 words per minute, and having minimum of one year’s experience in a Government/ Semi-Government or a Commercial/ Industrial Organization of repute. | -do- | -do- |
|  | ECR Mechanic (BPS-7) | Intermediate with Diploma in Electronics, preferably with some experience in related field. | -do- | -do- |
|  | UDC (BPS-7) | Intermediate with two years experience of Office work. Preference will be given to those having a typing speed of 30 words per minute. | -do- | -do- |
|  | Deliver Clerk (BPS-7) | Intermediate preferably having experience of sales/stores. | -do- | -do- |
|  | LDC (BPS-5) | Matriculate with minimum typing speed of 30 words per minute. | -do- | -do- |
|  | Asstt Salesman (BPS-5) | Matriculate Preferably Intermediate. | -do- | -do- |
|  | Telex Operator (BPS-5) | Matriculate with minimum typing speed of 30 words per minutes. | -do- | -do- |
|  | Fork Lift Operator (BPS-5) | Matriculate, with at least two years experience in Fork Lift Operator. | -do- | -do- |
|  | Exchange Operator (CDC) BPS4/5 | Matriculate, preferably with some experience as Exchange Operator. | -do- | -do- |
|  | Dispatch Rider (BPS-4) | At least Matriculate. Should hold Driving License of Motor Cycle. | -do- | -do- |
|  | Driver (BPS-3/4) | Driving License with sufficient experience of driving. | -do- | -do- |
|  | Duplicating/Photostat Machine Operator (BPS-4) | Matriculate, preferably with some experience as Duplicating/Photostat Machine Operator. | -do- | -do- |
|  | Helper (BPS-2) | Middle Pass, preferably Matriculate. | -do- | -do- |
|  | Picker (BPS-1) | At least Middle Pass and should be smart enough to perform duties of the post. | -do- | -do- |
|  | Naib Qasid (BPS-1) | At lease Middle Pass. | -do- | -do |
|  | Security Guard (BPS-1) | At least middle Pass, should hold Arms License. | -do- | -do- |
|  | Loader/Loader Cum Cleaner (BPS-1) | - | -do- | -do- |
|  | Chowkidar/ Farash/ Mali/ Sweeper (BPS-1) | - | -do- | -do- |
|  | Waiter/Cook/Canteen Boy  (BPS-1) | - | -do- | -do- |

**UTILITY STORES CORPORATION OF**

**PAKISTAN (PRIVATE) LIMITED**

STATEMENT SHOWING THE QUALIFICATIONS AND LENGEED OF SERVICE REQUIRED IN EACH BPS FOR DEPARTMENTAL PROMOTION

SCHEDULE-III

(Reference Rule-12 Chapter-IV)

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| ***S.No*** | ***Name of Post and Basic Pay Scale*** | ***Qualifications and length of Service required for promotion to next higher scale*** | ***Post to which entitled for promotion*** |
|  | Helper (BPS-2) | Matric with one year experience or Non-Matric but at least Middle Class pass with four years experience as Helper. | Asstt Salesman (BPS-5) |
|  | LDC (BPS-5) | Matric with three years experience as LDC pr Intermediate with two years experience as LDC. | Upper Division Clerk (BPS-7) |
|  | Asstt Salesman (BPS-7) | At least Matric with two years experience or Intermediate with one year experience as ASM. | Salesman (BPS-7) |
|  | UDC (BPS-7) | Intermediate with three years experience or Graduate with two years experience. | Office/Establishment Assistant (BPS-9) |
|  | Salesman (BPS-7) | At least Intermediate with two years experience or Graduate with one year experience as Salesman. | Supervisor (BPS-9) |
|  | Delivery Clerk (BPS-7) | At least Intermediate with two years experience or Graduate with one year experience as Delivery Clerk. | Supervisor (BPS-9) |
|  | Commodities Clerk (BPS-8) | At least Intermediate with two years experience or Graduate with one year experience as Commodities Clerk. | Supervisor  (BPS-9)/Inventory Asstt (BPS-11) |
|  | Account Clerk/Audit Clerk (BPS-9) | At least Intermediate in Commerce with two years experience as Accounts Clerk/Audit Clerk or B.Com with one year experience. | Inventory Asstt  (BPS-11)/Store Manager  (BPS-12) |
|  | Supervisor (BPS-9) | At least Intermediate with two years experience or Graduate with one year experience as Supervisor. | Inventory Asstt (BPS-11)/ Store Manager (BPS-12) |
|  | Inventory Asstt/Market Surveyor / Date Maintainer (BPS-11) | At least Graduate with two years experience or Post Graduate with one year experience as Inventory Asstt/Market Surveyor/Data Maintainer. | Store Manager  (BPS-12)/Incharge Warehouse (BPS-14) |
|  | Key Punch Operator (BPS-11) | At least Graduate with Computer Science or Mathematics/Statistics/ Physics/ Economics with five years experience or Post Graduate with two years experience as Kay Punch Operator. | Data Control Asstt (BPS-14) |
|  | Office/Establishment Astt/  Typist (BPS-11) | At least Graduate with three years experience as Office/Establishment Astt/Typist | Assistant (Selection Grade) (BPS-15) |
|  | Accounts Asstt/Audit Asstt (BPS-12) | At least B.Com with two years experience as Accounts Asstt/Audit Asstt. | Sr. Acctts Assistant/ Se. Audit Assistant (BPS-14) |
|  | Steno typist (BPS-12) | Matric with three years experience as Steno typist or Intermediate with two years experience with the speed of 120/50 words per minute in Shorthand and Typing respectively. | Stenographer  (BPS-15) |
|  | Store Manager (BPS-12) | At least Graduate with two years experience or Post Graduate with one year experience. | Warehouse Incharge (BPS-14) Senior Store Manager (BPS-14) |

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| ***S.No*** | ***Name of Post and Basic Pay Scale*** | ***Qualifications and length of Service required for promotion to next higher scale*** | ***Post to which entitled for promotion*** |
|  | Warehouse Incharge /  Sr. Store Manager/ Asstt to Manager CDC (BPS-14) | At least Graduate with two years experience or Post Graduate with one year experience as Warehouse Inch age/Asstt to Manager CDC. | Area Manager/ Manager Branded Goods CDC/ Manager Commodities CDC/Warehouse Incharge (BPS-16)/ Asstt  Procurement Officer (BPS-16) |
|  | Sr. Acctts Asstt/Sr. Audit Asstt (Bps-14) | B.Com with at least three years experience as Senior Accounts Asstt/Senior Audit Asstt or C.A(Inter)ICMA (Inter) with one year experience as Senior Accounts Asstt/Senior Audit Asstt. | Asstt Accounts Officer/Asstt Audit Officer (BPS-16) |
|  | Operations Supervisor (BPS-14) | At least Graduate with three years experience or post Graduate with two years experience as Operations Supervisor, | Asstt Operations Officer (BOS-16) |

The Minimum length of service for promotion to BPS-17, 18 and 1`9 will be as under:

a. For promotion to BPS-17 - At least Graduate with three years service in BPS-16

b. For promotion to BPS-18 - At least Graduate. Total seven years service in BPS-16 and 17, out of which at least three years service is required in BPS-17.

c. For promotion to BPS-19 - At least Graduate. Total twelve year service in BPS-17 and 18, aout of which at least five years service is required in BPS-18.

**UTILITY STORES CORPORATION OF**

**PAKISTAN (PRIVATE) LIMITED**

APPOINTMENT TO VARIOUS POSTS

SCHEDULE-II

(Reference Rule-5 Chapter-III)

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| ***S.***  ***No*** | ***Name of the posts & Basic pay Scale*** | ***Appointing and Punishing Authority*** | ***Promoting Authority to next Higher Rank*** | ***Posting/***  ***Transferring Authority*** | ***Appellate Authority*** | ***Office where the Service Record is to be maintained*** | ***Transferable*** |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
|  | Deputy Managing Director BPS-20 | Manager Director with the approval of the Chairman | Federal Government | Manager Director | Board of Directors | Managing Directors | Throughout Pakistan/  AJK |
|  | General Manager (Administration & Personnel) BPS-19 | -do- | Managing Director with the approval of the Chairman USC | -do- | -do- | -do- | -do- |
|  | General Manager(Store Operation and Sales) BPS-19 | -do- | -do- | -do- | -do- | General Manager(A&P) | -do- |
|  | General Manager (Procurement and Distribution) BPS-19 | -do- | -do- | -do- | -do- | -do- | -do- |
|  | General Manager (Finance) BPS-19 | -do- | -do- | -do- | -do- | -do- | -do- |
|  | General Manager (Audit) BPS-19 | -do- | -do- | -do- | -do- | -do- | -do- |
|  | General Manager (Planning & Public Relations) BPS-19 | -do- | -do- | -do- | -do- | -do- | -do- |
|  | General Manager (Electronic Data Processing) BPS-19 | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Store Operation Manager (BPS-18) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Procurement Manager (BPS-18) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Finance Manager  (BPS-18) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Regional Manager  (BPS-18) | -do- | -do- | -do- | -do- | -do- | -do- |

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| ***S.***  ***No*** | ***Name of the posts & Basic pay Scale*** | ***Appointing and Punishing Authority*** | ***Promoting Authority to next Higher Rank*** | ***Posting/***  ***Transferring Authority*** | ***Appellate Authority*** | ***Office where the Service Record is to be maintained*** | ***Transferable*** |
|  | Personal Manager  (BPS-18) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Accounts Officer  (BPS-18) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Audit Manager  (BPS-18) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Administrative Manager (BPS-18) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Development Manager (BPS-18) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Legal & Indus-Relation Officer(BPS-18)/(BPS-17) | For  BPS-18)  M.D For BPS-17) | -do- | -do- | For BPS-18)  Chairman USC  For BPS-17) | -do- | -do- |
|  | Account Officer  (BPS-17) | Manager Director | -do- | -do- | Chairman USC | -do- | -do- |
|  | Date Processing Officer (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Marketing Officer  (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Procurement Officer (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Planning & Development Officer (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Project Officer  (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Distribution Officer  (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Public Relation Officer (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Purchase Officer (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Training Officer (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Regional Manager  (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Personal Manager  (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Manager Central Distribution Centre  (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Operation Officer  (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Project Coordinator (lodised Salt)  (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |
|  | Personal Staff Officer to Chairman USC (BPS-17) | -do- | -do- | -do- | -do- | -do- | -do- |

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| ***S.***  ***No*** | ***Name of the posts & Basic pay Scale*** | | ***Appointing and Punishing Authority*** | | ***Promoting Authority to next Higher Rank*** | | ***Posting/***  ***Transferring Authority*** | ***Appellate Authority*** | ***Office where the Service Record is to be maintained*** | ***Transferable*** |
|  | Asstt Date Processing Officer (BPS-16) | | -do- | | Managing Director | | -do- | -do- | -do- | -do- |
|  | Asstt Procurement Officer (BPS-16) | | -do- | | -do- | | -do- | -do- | -do- | -do- |
|  | Asstt Personal Officer (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Asstt Operations Officer (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Area Manager  (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Asstt Audit Officer  (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Astt Accounts Officer (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Warehouse Incharge (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | PS to MD (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Transports Officer CDC (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Manager Commodities CDC (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Manager Branded Goods CDC (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Area Manager  (BPS-16) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Stenographer  (BPS-15) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Asstt Incharge  (BPS-15) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Operating Supervisor (BPS-14) | General Manager (A&P) | |  | | General Manager (A&P) | | Managing Director | General Manager (A&P) |  |
|  | Incharge Security/Loss Prevention CDC (BPS-14) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Asstt to Manager CDC (BPS-14) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Asstt Pharmacist (BPS-14) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Warehouse Incharge (BPS-14) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Date Control Assistant (BPS-14) | -do- | | -do- | | -do- | | -do- | -do- | -do- |
|  | Sr. Store Manager  (BPS-14) | -do- | | -do- | | -do- | | -do- | -do- | -do- |

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| ***S.***  ***No*** | ***Name of the posts & Basic pay Scale*** | ***Appointing and Punishing Authority*** | | ***Promoting Authority to next Higher Rank*** | | ***Posting/***  ***Transferring Authority*** | | ***Appellate Authority*** | | ***Office where the Service Record is to be maintained*** | | ***Transferable*** | |
|  | Sr. Accounts Assistant (BPS-14) | -do- | | -do- | | -do- | | -do- | | -do- | | -do- | |
|  | Sr. Audit Asstt  (BPS-14) | -do- | | -do- | | -do- | | -do- | | -do- | | -do- | |
|  | Store Manager  (BPS-12) | GM (A&P) / Regional Manager/  Manager CDC | |  | | GM (A&P)/Regional Manager/Manager CDC | | MD/GM (A&P) | | GM (A&P) Regional Manager / Manager CDC | |  | |
|  | Steno typist (BPS-12) |  | |  | |  | |  | | -do- | |  | |
|  | Inventory Asstt  (BPS-11) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Audit Asstt (BPS-11) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Accounts Asstt  (BPS-11) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Office/Establishment Asstt (BPS-11) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Typist (BPS-11) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Key Punch Operator (BPS-11) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Market Surveyor/ Data Maintainer (BPS-11) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Vehicle Mechanic  (BPS-9) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Market Surveyor (BPS-9) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Supervisor (BPS-9) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Accounts Clerk  (BPS-8) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Commodities Clerk  (BPS-8) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Telephone Operator  (BPS-7) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Salesman (BPS-7) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Receptionist (BPS-7) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Electrician (BPS-7) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Vehicle Electrician  (BPS-7) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Vehicle Mechanic (Regions) (BPS-7) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Typist (BPS-7) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | ECR Mechanic  (BPS-7) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |
|  | Upper Division Clerk (BPS-7) | | -do- | | -do- | | -do- | | -do- | | -do- | | -do- |

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| ***S.***  ***No*** | ***Name of the posts & Basic pay Scale*** | ***Appointing and Punishing Authority*** | ***Promoting Authority to next Higher Rank*** | ***Posting/***  ***Transferring Authority*** | | ***Appellate Authority*** | | ***Office where the Service Record is to be maintained*** | | ***Transferable*** |
|  | Delivery Clerk  (BPS-7) | -do- | -do- | -do- | | -do- | | -do- | | -do- |
|  | Lower Division Clerk (BPS-5) | -do- | -do- | -do- | | -do- | | -do- | | -do- |
|  | Asstt Salesman  (BPS-5) | -do- | -do- | -do- | | -do- | | -do- | | -do- |
|  | Telex Operator  (BPS-5) | -do- | -do- | -do- | | -do- | | -do- | | -do- |
|  | Fork Lift Operator  (BPS-5) | -do- | -do- | -do- | | -do- | | -do- | | -do- |
|  | Exchange Operator  (BPS-4/5) | -do- | -do- | -do- | | -do- | | -do- | | -do- |
|  | Dispatch Rider  (BPS-4) | -do- | -do- | -do- | | -do- | | -do- | | -do- |
|  | Driver (BPS-3/4) | -do- | -do- | -do- | | -do- | | -do- | | -do- |
|  | Duplicating/  Photostat Machine Operator  (BPS-4) | -do- | -do- | -do- | -do- | | -do- | | -do- | |
|  | Helper (BPS-2) | -do- | -do- | -do- | -do- | | -do- | | -do- | |
|  | Picker (BPS-1) | -do- | -do- | -do- | -do- | | -do- | | -do- | |
|  | Loader (BPS-1) | -do- | -do- | -do- | -do- | | -do- | | -do- | |
|  | Naib Qasid/ Chowkidar/ Security Guard/ Mali/ Sweeper/Frash  (BPS-1) | -do- | -do- | -do- | -do- | | -do- | | -do- | |
|  | Loader-cum-Cleaner (BPS-1) | -do- | -do- | -do- | -do- | | -do- | | -do- | |
|  | Walter/Cook/Canteen Boy (BPS-1) | -do- | -do- | -do- | -do- | | -do- | | -do- | |

Notes:

1. One of the General Managers will be appointed as a Secretary Board of Directors, as decided by the Managing Director.
2. Until the Establishment Sections at the Regional levels are appropriately strengthened, recruitment work may continue to be handled by the Personnel Section at Head Office and the appointment letters even in case of BS-12 and below may be issued under the signature of GM (A&P) without derogation of the powers of appointment and punishment vesting in or delegated to the Regional Managers/Managers CDC in regard to employees in BS-1to BS-2.