

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

GOVERNMENT OF N.W.F.P,
PHYSICAL PLANNING AND HOUSING DEPARTMENT.

NOTIFICATION

17TH February, 1979.

No. So(G)/PP&HD/6-12/fr78-718 In exercise of the powers conferred by section 71 of the North-West Frontier Province, Urban Planning Ordinance, 1978 (Ordinance No. IV of 1978) the Government of NWFP are pleased to make the following rules, namely:-

“PROVINCIAL URBAN DEVELOPMENT BOARD SERVICE RULES, 1978”

Short title, Commencement and application.__

1. These rules may be called the Provincial Urban Development Board Service Rules.
2. These rules shall come into force with immediate effect.
3. These rules shall apply to all persons employed or previously absorbed by P. U.D.B. or Local Area Authority (created by the P.U.D.B.) and shall also apply to contractees as well as deputationists except in so far as they may be inconsistent with any provision of their contract or terms of deputation but shall not apply to work charged employees.

(a) Definitions.__

4. In these rules, unless there is anything repugnant in the subject or context:
 - a) “Board” abbreviated as P.U.D.B means the Provincial Urban Development Board of North West Frontier Province constituted under the Urban Planning Ordinance No. IV of 1978.
 - b) “Chairman” means Chairman of the Board.
 - c) “Competent Authority” means the Authority indicated in “Schedule of administrative powers” appended to these Rules.
 - d) “Director General” means Chief Executive of a Local Area Authority where a Director General is posted as head of such an Authority.
 - e) “Director” means head of a wing in the Board /L.A.A, or head of a Local Area Authority where a Director is posted as head of such an Authority.
 - f) “Employee” means a person employed or previously absorbed whether at the Head Office or at project or in a Sub-Office of the Provincial Urban Development Board/Local Area Authority and such a person shall be deemed to be in service of the Board.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

- g) "Family" means and includes employee's one wife or husband as the case may be and legitimate children and step children wholly dependent upon him/her. Legitimate children will not include adopted children. In this Sub-section female dependents include all the unmarried daughters, step daughters wholly dependent upon the employee. In the male dependents all the sons and step sons are included who are less than 21 Years of age and wholly dependent upon the employee.
- h) "Government" mean the Government of the N.W.F.P.
- i) "L.A.A" means Local Area Authority created under the Ordinance for development of a specified area.
- j) "Lateral Entry" means entry into service of the Board from another Organization / autonomous Body under the Provincial Government of North West Frontier Province, on a parallel post or from one cadre of the Board service to another cadre or post in equivalent grade.
- k) "Month" means the month in accordance with the British Calendar.
- l) "Pay/Salary" means the amount to be drawn monthly by an employee as pay fixed in a scale or otherwise but does not included allowances or other emoluments.
- m) "Project" means a project under execution or implementation.
- n) "Secretary" means Secretary of the Board/L.A.A where such Secretary is appointed.
- o) "Temporary Employee" means an employee whose tenure of appointment is prefixed and does not exceed one year.

Grouping of employees._

- 5. For the purpose of these rules the employees shall be grouped follows:-
 - i *Group "A"* Chairman, Director-General, Director and the Secretary by designation and other employees including Contractees getting pay in or equal to that of the minimum of N.P.S 19 or above.
 - ii *Group "B"* All employees falling in N.P.S. grade 17 and 18
 - iii *Group "C"* All employees falling in grade 11 and 16
 - iv *Group "D"* All employees falling in grade 03 and 10
 - v *Group "E"* All employees falling in grade 01 and 02
- 6. Appointment to posts in the P.U.D.B/L.A.A may be made by any of the following methods:
 - i By initial recruitment
 - ii By promotion of the existing employees on the basic of seniority-cum-fitness.
 - iii By Lateral Entry
 - iv By Contract
- 7. Appointment will be made by the Appointing Authorities mentioned in the Schedule appended to these rules after taking into consideration the qualification and other conditions for the post of giving the candidates such tests as may either have been laid down in advance or particularly specified for the post by the Appointing Authority.
- 8. Unless otherwise allowed or relaxed by the Competent Authority a candidate for initial recruitment to a post must:
 - i Passes the qualifications/experience as may be prescribed for the post.
 - ii Be within the age limit, as laid down for the post;

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

- iii. be in good mental and bodily health, free from any physical defect and shall produce a medical certificate of fitness from a Registered Medical Practitioner.

NOTE: Medical fitness certificate will not be required from re-employed Government servants, Contractees and Temporary employees.

9. Existing employees who possess the prescribed qualification and meet the general conditions laid down for a post will not be precluded from appearing for selection, on the grounds of age of their existing lower position in the Organization.

10.

a) Appointments by promotion will be made within the Cadres on the basis or inter-se-seniority of the employees in the relevant sub-cadre. Seniority inter-se of the employees shall be determined according to Government Rules.

b) Cases involving out of turn promotion, accelerated promotions or involving the relaxation of minimum prescribed qualification will be approved by a Selection Board appointed for this purpose.

11. Appointments by lateral entry will be made only from amongst such persons who have held at least for one year an appointment on regular basis in the same grade in which the post is to be held.

12. Appointments by contract may only be made for special purposes or for obtaining service of specially qualified persons.

13. Appointment in any pay scale shall normally be made at its initial level. But, if the qualification and experience of a person so warrant, appointment may be made at such higher level in a pay scale as may be deemed fit.

Probation.

14. All employees, except those appointed on contract or on terms and conditions of deputation or on special terms or on temporary basis, shall on appointment be placed on probation for a period of six months. The Competent Authority may at his discretion, extend the period of any employee's probation provided that it shall not be extended or shall not stand extended by more than a further period of six months and provided that in case of employee's with previous experience and/ or special qualification the period of probation may be curtailed or probation may altogether be dispensed with by the Competent Authority.

15. If an employee on probation fails to show satisfactory progress during the initial or the extended period of probation the Competent Authority may dispense with the services, without notice.

Confirmation.

16. On satisfactory completion of the period of probation, whether initial, extended or curtailed or if probation is dispense with, the Competent Authority shall confirm the employee other than one appointed on contract or on terms and conditions of deputation or on temporary basis by an order in writing which shall placed on the personal file of the employee and shall also cause an office order in that behalf to be issued and given to the employee. On the passing of such order of confirmation, the employee shall stand confirmed. If such confirmation is not made within the stipulated period then the employee shall be treated as automatically confirmed.

Superannuation.

17. An employee shall normally be retired from service on his attaining the age of sixty years, suitable and experienced employees may, however, be granted extension or re-employment up to sixty four years.

The Competent Authority may also employ suitable and experienced persons who may have already attained the age of sixty years.

Medical examination.

18. All employees of the Board except deputationists and Contractees, before joining the post, shall have to produce a medical fitness certificate from an authorized Medical Officer. The employee shall be considered in service with effect from the date of production of such fitness certificate.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

Transfers.__

19. All employees shall be liable to be transferred from one office of the Board/L.A.A to another, and shall also be liable to be transferred from Head Office to any Branch/Sub-Office.

Secrecy in office.__

20. No information, acquired directly or indirectly from official papers or relating to Board/L.A.A affairs or plains, shall be communicated to any person official or non-officials outside unless:-

- a) The employee concerned has been specifically empowered to do so.
- b) The Government has officially asked to supply certain information.
- c) It is a matter in which the office is duty-bound to inform the relevant Government office, or communicate with it as required by Urban Planning Ordinance, 1978.

Devotion to duty.__

21. All employees shall devote and engage their whole time to the business and interests of the Board/L.A.A exclusively no employee including employee on leave shall directly or indirectly engage in any other occupation or business or in any other capacity with any other concern or by private dealings or business relations with any body else, unless otherwise specifically permitted to do so. All employees shall readily and willingly obey the legal commands of their superiors and perform their duties according to their best ability.

Misconduct.__

22. The following shall constitute misconduct on the part of an employee:

- a) Willful insubordination or disobedience of any reasonable and legal command of the superior.
- b) Theft, fraud, Misappropriation or dishonesty.
- c) Willful damage to or loss to Board/L.A.A Property
- d) Taking or giving bribes or any illegal gratification
- e) Carrying of another private business or employment without permission of the Competent Authority.
- f) Habitual late attendance and habitual absence without legitimate cause.
- g) Habitual breach of law.
- h) Habitual or gross negligence
- i) Repetition of unauthorized acts or omissions.
- j) Striking work or inciting others to strike work in contravention of provisions of any law or rule or adoption of go slow tactics.
- k) Absence without leave for more than one month.
- l) Brunkeness or causing disorderly and indecent within office premises.
- m) Giving wrong information about his name, age, qualification, pervious experience, number of family members, domicile, etc. at the time of employment.
- n) Conviction by a court of law for any criminal offence.
- o) Offence of Moral turpitude.
- p) Insolvency.
- q) Taking Part in politics.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.**Procedure for disciplinary action.**

23. (a) On any alleged act of misconduct the employee will be informed in writing and will be given an opportunity to explain in writing the circumstances of misconduct alleged against him within the time specified in the letter. The Competent Authority shall on receipt of the explanation appoint an enquiry officer to conduct the enquiry into the alleged misconduct.

(b) If considered necessary the employee may be suspended during the period of enquiry. The order of suspension shall be in writing and shall take effect immediately on delivery to the employee. During the period of suspension the employee concerned shall be paid a subsistence allowance of not more than 50 percent of his salary. If he is found not guilty he shall be deemed to be on duty suspension and shall be entitled to during the period of the same salary as he would have received had he not been suspended.

(c) The Enquiry Officer shall obtain necessary records and statements etc. relating to the complaint. The statement of witness if any may be obtained in presence of the accused who may be allowed to cross examine the witness. Such cross examination and answer shall also be recorded. The enquiry officer shall then record his own opinion giving a definite verdict and submit his report alongwith the record of enquiry to the Competent Authority for taking decision.

(d) While taking decision the Competent Authority shall take into account the previous record of the employee. He shall have discretion to award any of the under mentioned punishment, keeping in view the gravity of the misconduct:

1. Dismissal from service without any compensation
2. Premature retirement
3. Reduction to a lower grade/post.
4. With-holding increment or promotion for a specified period.
5. Reprimand/Censure.

Public Holidays.

24. (a) Friday shall be a closed holiday.
- (b) All gazetted holidays (except bank Holidays) as announced by the Government will be allowed to employees.
- (c) Employees required to work on holidays will be allowed compensatory holidays. With pay within three days following the holiday on which the employee was required to work.

Resignation.

25. (a) An employee who wishes to resign from the service must give notice in writing as required under the terms of his appointment letter. In case sufficient notice is not given by the employee, he will be liable to pay to the Authority the amount of salary in lieu of notice in accordance with his terms of appointment. In case the period for notice is not specified in the appointment letter then he has to give one month notice or to deposit one month pay in lieu of such notice.
- (b) No employee may tender his resignation or notice of resignation while he is on leave. In such case he will be treated to have left the Authority service without notice on the day he proceeded on leave.

Termination of service.

26. The service of an employee may be terminated on giving one months notice or paying him one month's pay in lieu of notice, (provided such termination is not due to misconduct). The wages in this case being worked out on the average of the last 3 months pay drawn. Reasons for termination of service shall be indicated in the termination order.

Appeal.

26-A. "Any person aggrieved by the orders of the Competent Authority may go in appeal to the Board through his appointing authority."

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.**Remuneration and Fringe Benefits.**

27. "Employees of Board/L.A.A shall be paid such remuneration and allowance as may from time to time be determined by the Government for its own employees except any items of fringe benefits which may be added or changed by the Board".

House Rent.

28. (a) House Rent Allowance shall be admissible to the employees of Board/L.A.A at the rate of 40 percent of pay or a subsidy up to 75 percent of his pay in case the employees lease a house in the name of the Authority. In the latter case a deduction @ 5 percent of pay shall be made from the emoluments of the employee.
- (b) The low paid employees from N.P.S 01 to 16 shall however have the option either to avail the facility as per sub-para (a) above or opt to receive the house rent allowance in cash at the following rate:

	Rs.
N.P scale No. 01-04	150/00
N.P scale No. 05-08	200/00
N.P scale No. 09-12	250/00
N.P scale No. 13-16	350/00

Conveyance Allowance

29. Employee posted at Peshawar shall be allowed to draw conveyance allowance at the following rates:

GROUP OF EMPLOYEES	RATE OF CONVEYANCE ALLOWANCE P.M
	Rs.
A	300.00
B	150.00
C	75.00
D.	50.00
E.	30.00

In addition to above Car maintenance allowance @ Rs. 50 P.M and Motor Cycle/Scooter maintenance allowance @ Rs. 25 P. M shall be allowed to employee in Group A and B and C. Provided such Vehicles are actually maintained.

An employee may at his option forego the conveyance allowance if he uses official transport from residence to place of duty and back.

Provided that: -

Official transport is available and where official transport is being used the distance between the residence of the employee and place of duty should not be more than six miles (One way). In case the distance is more then the extra mileage will be charged at the prescribed rates for use of Authorities, vehicle for private purpose.

Joining time on transfer.

30. Joining time shall be admissible on the lines of joining time available to Government servants. However, in case urgency the Competent Authority may allow relaxation on merits in specific cases.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.**Gratuity._**

31. Gratuity shall be admissible in lieu of termination of service at the rate of one month's pay per year of employment calculated at the average of the last 12 months pay drawn after completing a minimum service of 10 Years with Board/L.A.A provided that the termination is not owing to misconduct. Provided further that where the services of an employee are terminated for reasons other than misconduct before his completion of 10 years services the gratuity admissible shall be 20 days wages calculated on the basis of the wages admissible to him in the last month of service for every complete year of service or any part thereof in excess of 5 months.

Provident Fund._

32. Employees of the Board/L.A.A shall be entitled to the benefits of "Staff provident Fund Rules", "Benevolent Fund and Group insurance Rules" which are being adopted by the Board separately.

Rest and recreation._

33. Rest and Recreation Allowance shall be paid to the employees of Board/L.A.A in accordance with the Government Rules and scales.

Relaxation._

34. Relaxation to remove any hardships may be made by the Chairman of the Board.

Winding Up._

35. In case of winding up of the Board or the area Development Authority it shall be the responsibility of the liquidating authority to provide security to the service conditions of the employees.

SCHEDULE OF ADMINISTRATIVE POWERS

I. Board Head Office and Project directly controlled by the Boards:

Subject	Grade of employees	Competent Authority
A. Appointment	i. All Employees in N.P.S 17 and above ii. Employees in N.P.S 12-16 iii. Employees in N.P.S 01-11	Board Chairman Secretary
B. Grant of Annual Increment including crossing Efficiency Bar.	1. All employees except themselves. 2. Secretary	Secretary Chairman
C. Confirmation In Service	1. Employees in N.P.S 16 and above 2. All other employees	Chairman Secretary
D. Transfer from Head Office to Local Area Authority and vice versa or from one Local Area Authority to another Local Area Authority.	All Employees	Chairman
E. Suspension and initiating process for disciplinary action.	1. Employees IN N.P.S 16 and above. 2. All other employees.	Chairman Secretary
F. Awarding punishment and Acceptance or resignation	1. Employees in N.P.S 16 and above 2. All other employees	Chairman Secretary

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.
SCHEDULE OF ADMINISTRATIVE POWERS-Concl'd.

II. Local Area Authority Headed by a Director General:

Subject	Grade of employees	Competent Authority
A. Appointment	i. All Employees in N.P.S 17 and above ii. Employees in N.P.S 6-16 iii. Employees in N.P.S 1-5	Committee headed By chairman Director General Secretary
B. Grant of Annual Increment including crossing Efficiency Bar.	1. All employees in NPS 17 and above 2. All other employees	Director General Secretary
C. Confirmation In Service	1. Employees in N.P.S 16 and above 2. All other employees	Director General Secretary
D. Transfer Within Jurisdiction Of The Local Area Authority.	All Employees	Director General
E. Suspension and initiating process for disciplinary action.	1. Employees IN N.P.S 16 and above 2. All other employees	Director General Secretary
F. Awarding punishment and Acceptance or resignation	1. Employees in N.P.S 6 and above 2. All other employees	Director General Secretary

III. Local Area Authority Headed by Director

Subject	Grade of employees	Competent Authority
A. Appointments	i. All Employees in N.P.S 17 and above ii. Employees in N.P.S 12-16 iii. Employees in N.P.S 1-11	Committee headed By chairman Chairman Director
B. Grant of Annual Increment including crossing Efficiency Bar.	1. All employees except themselves 2. Director	Director Chairman
C. Confirmation In Service	1. Employees in N.P.S 16 and above 2. All other employees	Chairman Director
D. Transfer Within Jurisdiction Of The Local Area Authority.	All Employees	Director
E. Suspension and initiating process for disciplinary action.	1. Employees IN N.P.S 17 and above 2. All other employees	Chairman Director
F. Awarding punishment and Acceptance or resignation	1. Employees in N.P.S 6 and above 2. All other employees	Chairman Director

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

No. SO (G)/PP&HD/6-12/78-809—In exercise of the powers conferred by section 71 of the North West Frontier Province, Urban Planning Ordinance, 1978 (Ordinance No. IV of 1978) the Govt. of N.W.F.P, are pleased to make the following rules, namely:-

“PROVINCIAL URBAN DEVELOPMENT BOARD MEDICAL ATTENDANCE RULES”

Title Commencement and Application:-

1. These rules may be called the Provincial Urban Development Board Medical attendance Rules.
2. They shall come into force with immediate effect and shall apply to all persons employed by the Board or Local Area Authority created by the Board including Government servants on deputation, re-employed personnel and contractees.

Definitions:-

- 3 (a) “Board” as abbreviated P.U.D.B means Provincial Urban Development Board constituted under the Urban Planning Ordinance, 1978.
- (b) “Chairman” means Chairman of the Board.
- (c) “Director General” means Chief Executive of a Local Area Authority where a Director General is posted as head of such a Local Area Authority.
- (d) “Director” means head of a wing in the PUDB/LAA or Chief Executive of a Local Area Authority where a Director is posted as head of such an Authority.
- (e) “Family” means and includes employee’s one wife or husband as the case may be and legitimate children and step children wholly dependent upon him/her. Legitimate children will not include adopted children. In this Sub-section female dependents include all the unmarried daughters, step daughters wholly dependent upon the employee. In the male dependents all the sons and step sons are included who are less than 21 Years of age and wholly dependent upon the employee.
- (f) “L.A.A” means Local Area Authority created by the Board under provision of the Urban Planning Ordinance, 1978.
- (g) “Medical Officer” means a registered medical practitioner (both male or female) appointed (including part time) by the PUDB/LAA, for outdoor medical consultation and treatment of their employees.
- (h) “Secretary” means Secretary P.U.D.B/L.A.A, where such a Secretary is appointed.
4. The P.U.D.B/L.A.A, shall appoint one or more Medical Officers for Medical out-door treatment and consultation of the employees and their family members.
5. The P.U.D.B/L.A.A, shall also appoint one of more Chemist/Druggists/ for supply of Medicines to the employees and their family members on the prescriptions of the medical officer.
6. The P.U.D.B/L.A.A, shall intimate the names, designation with the names and age of their dependents to the Medical Officer. Such particulars of each employee on his appointment shall also be intimated to the Medical Officer. In the event of transfer, retirement or termination of service. The Medical Officer shall be apprised of the change.
7. On having a health complaint the employees or his family member shall consult the Medical officer direct.
8. The Medical Officer shall open the reference as per specimen attached as Annexure “A”, for record of the history of Medical aid extended to the employee per facility of subsequent reference.
9. The Medical Officer shall examine the patient and prescribe necessary medicine on a prescription chit bearing his signature and stamp. The medical officer shall supply no medicines from his clinic. The Medical Officer shall send bill on account of consultation fee to the P.U.D.B/L.A.A every month for payment.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

10. Where the Medical Officer refers the employee to a Specialist for examination/tests/X-Rays he shall give the patient a reference chit in duplicate. On receiving such a reference chit the employee/family member shall see the Specialist concerned, shall pay the fee due and shall obtain a receipt for the fee so paid on the reference chit if possible or get a separate receipt and attach it to the reference chit.

11. The medicines prescribed by the Specialist. may be purchased from any druggist on Cash Payments. The cost of such medicines, the fee paid and payments for tests, X-Rays etc. will be reimbursed to the employee on production of the Cash Memo and the reference chit of the medical officer.

12. The Chemist/Druggist shall supply the medicines on the Medical Officers prescription, obtain signatures of recipient on the bill and send the bill of cost alongwith the prescription to the P.U.D.B/L.A.A for payment. Such bills shall be submitted in monthly batches.

13. In event of illness while on tour or in transit when on transfer, the employee may consult a private registered practitioner and obtain re-imburement on production of Cash Memos.

14. The Chairman, Director General, Directors and Secretary P.U.D.B/L.A.A, and their family members may consult in cases of emergency Specialist and obtain re-imburement of fee charged provided they certify that such consultation was essential. The Chemist shall in respect of these officers accept the prescriptions and provide medicines without a reference chit of the Medical Officer. Claims for re-imburement shall be verified by the authorized Medical Officer.

15. The under mentioned costs will not be reimbursed to the employees:-

i. In the event of hospitalization the costs on account of extra bed in hospital for attendance and special nursing not normal to the regular hospital nursing.

ii. Air conditioning charges unless a certificate from the Medical Officer produced certifying that the Air condition room was essential for the recovery of patient's health.

iii. The P.U.D.B/L.A.A shall not reimburse bills for dentures, eye-glasses and artificial limbs.

iv. The costs of transport in connection with Medical treatment and attendance will not be reimbursed. Where, however, if a patient is to be removed to a hospital in an Ambulance, the cost of Ambulance will be reimbursed.

16. Ordinary employees/family member will get admitted for hospitalization in Government Civil Hospital however, in exceptional case the Medical Officer may arrange for hospitalization of an employee/family member in a Private/Military hospital provided that the re-imburement will be at Government Hospital rates and that also excluding additional nursing, etc.

17. Entitlements to hospitalization accommodation (where available) for employees and their family members will be as under:-

<u>Category of Employees</u>	<u>Entitlement</u>
(a) Chairman, Director General, Directors, Secretary and other N.P.S-18 and N.P.S-19 Officers or contractees of that status.	Room.
(b) Employee of N.P.S-16 and 17	Room where available or in the alternative the next category of accommodation.
(c) Other employees.	Ward.
(d) In case of emergency Officers of Grade-18 and above shall be entitled to call the medical officer to provide medical aid at their residence.	

Employees of the P.U.D.B sent abroad for training or on duty shall be entitled to re-imburement in accordance with the claims submitted on actual cost basis.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

18. All maternity cases will first be examined by the Medical Officer who will normally refer them to Government Hospital for confinement in which case the employee will be reimbursed charges at Government rates. However, in complicated cases the Medical Officer may advise the admission of the mother in a private hospital/clinic. In such case the employee will be reimbursed the charges at actual on the verification of the Medical Officer.

19. Any of the above rules may be relaxed by the Chairman P.U.D.B in cases of hardship or in special circumstances.

Annexure-A

P.U.D.B/L.A.A, MEDICAL ATTENDANCE RULES

Name of employee _____

Designation _____

Date of consultation	Name of Patient	Brief particulars ailment	Prescription
1	2*	3	4

In this column enter self for employee and name if a family member is examined.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

No. SO (G)/PP&HD/6-12/78-763— In exercise of the powers conferred by section 71 of the North West Frontier Province, Urban Planning Ordinance, 1978 (Ordinance No. IV of 1978) the Government of N.W.F.P are pleased to make the following rules, namely----

“PROVINCIAL URBAN DEVELOPMENT BOARD RULES OF BUSINESS”

Title:-

1. (i) These Rules may be called the (North West Frontier Province) Provincial Urban Development Board Rules of Business, 1978.

Commencement:-

- (ii) They shall come into force at once and shall supersede all the Rules and Orders issued in this behalf.

Definitions:-

2. In these Rules, unless the context otherwise require:-
 - a) “Authority” means the Peshawar Development Authority abbreviated as P.D.A.
 - b) “Board” means the Provincial Urban Development Board abbreviated as P.U.D.B.
 - c) “Business” means all work done by the Board/P.D.A.
 - d) “Cases” means a particular matter under consideration and includes all papers relating to it and required to be disposed of, viz: correspondence and notes and also any previous papers on the subject or subjects covered by it or connected with it.
 - e) “Chairman” means the Chairman of the Board who shall also be the Chief Executive of the Board.
 - f) “Director General” means the Chief Executive of Peshawar Development Authority.
 - g) “Department” means an establishment headed by a Director of the Board or Authority.
 - h) “Director” means a Director of the P.U.D.B/P.D.A, holding charge of a Department.
 - i) “Government” means the Government of the North West Frontier Province.
 - j) “Member” means a member of the P.U.D.B; and includes Chairman of the P.U.D.B.
 - k) “Ordinance” means the North West Frontier Province Urban Planning Ordinance, 1978.
 - l) “Project” means any venture requiring investment that has been or would be taken into its operational sphere by the Board/Authority.
 - m) “Section” means a Sub-Division of a Department.
 - n) “Secretary” means Secretary of the P.U.D.B.
 - o) “Secretariat” means Administrative Department of the Board.

Constitution of the Board:-

3. Constitutions of the Board shall be in accordance with the provision made in Chapter II of the Ordinance.

Office of the Board:-

4. The head office of the Board shall be at Peshawar unless Government directs otherwise through gazette notification. The Board may, or where Government so directs, shall open Regional offices at such places as may be necessary.

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

Organization:-

5. (a) The Board shall have the following Department to assist the Chairman, at the Head Office:-
- (i) Physical and Town Planning Department.
 - (ii) Engineering Department.
 - (iii) Finance Department.
 - (iv) Secretariat of the Board (Administrative Department).

(b) In addition to above the Board shall have one or more local area authorities for Development of Urban areas. One of such authorities namely Peshawar Development Authority, has already been created for development of Peshawar City.

(c) Each of the department shall be headed by a Director. The Administrative Department shall be under direct charge of the Chairman, while the Local Area Authorities shall either be headed by a Director General or a Director depending upon the volume of functions involved.

Chairman Executive Position:-

6. The decision of the Board will be implemented through the Chairman who shall exercise the powers of Chief Executive in respect of all schemes/projects undertaken directly by the Board and shall also act as a Controller/Co-coordinator in respect of the affairs of the Local Area Authorities.

Position of Peshawar Development Authority:-

7. Except in respect of cases to be submitted to the board the Peshawar Development Authority shall be considered as Autonomous Body for development of the metropolies. The Peshawar Development Authority shall be headed by a Director General who shall be associated as a member of the Board. Constitution of the Peshawar Development Authority and distribution of functions amongst its Departments is appended in Schedule I to these Rules.

Allocation of Business:-

8. (a) The business of the Board shall be distributed amongst the Departments by the Chairman, who may assign:-
- (i) A Department or
 - (ii) Part of a Department or,
 - (iii) Parts of different Departments or,
 - (iv) More than one Department or,
 - (v) One or more Departments together with part or parts of other Department to a Director.

(b) The Chairman may, whenever he may deem fit, transfer any particular subject or matter from one Department to any other Department.

9. The Directors shall keep the Chairman apprised of the working of the department/departments under his charge by means of periodical specified reports.

10. The Director being the head of a Department shall be responsible for the efficient internal administration and discipline and for proper conduct of the business allocated to the Department/Departments in his charge.

Note:- For the purpose of allocation of Business as envisaged in Rule 8 and 9 above, the position of the Director General, Peshawar Development Authority will be synonymous to that of the Chairman in respect of the Peshawar Development Authority.

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

Responsibilities and Powers:-

11. Powers to be exercised by the heads of departments and other functionaries in the Provincial Urban Development Board/Peshawar Development Authority are indicated in separate compilations. The responsibilities of the departments in the Peshawar Development Authority are shown in Schedule I to these Rules while those entrusted to the Departments at the Provincial Urban Development Board (Head Office) are given below:-

I- "PHYSICAL AND TOWN PLANNING DEPARTMENT"

1. Formulate and recommend policies to the Board for healthy urban development in the Province.
2. Prepare programme for Physical and Town Planning or Urban Area in the Province.
3. Prepare Physical development plan for the Province.
4. Control the preparation of outline plans, phased master programmes and master plans for Urban Areas in the Province.
5. Undertake surveys necessary for the purpose.
6. Prepare terms of reference, guidelines for Consultants.
7. Examine and recommend for Boards approval consultancy agreement.
8. Examine and put up to the Board for approval Physical and Town Planning plan for areas prepared by Local Area Authorities.
9. Examine and Advice the Board on Plans prepared by the Agencies other than those created by the Board.
10. Recommend to the Board cases for declaring areas a Provincial control and interim control areas.
11. Keep Record of planning position.
12. Coordinate with other Government Agencies i.e, Health, Industries, etc to ensure integrate planning.
13. Coordinate with Local Bodies and other Agencies for integrated planning.
14. Coordinate with Private Agency association etc for integrated planning.
15. To ensure compliance with Urban and Physical Development Plans and exercise Architectural and planning control on behalf of the Board.
16. Keep records, that in status for Urban Area Development.
17. Recommend cases to the Board for requiring other Agencies for preparing plans.
18. Represent the Board before the appeal Board in cases of Architectural and planning control.
19. Prepared standard plans and guidelines and conduct research and Urban Planning.
20. Develop guidelines for Private Sector Development.

II-Finance Department

The Finance Department shall be responsible for:-

- (i) Management of Funds.
- (ii) Preparation and Submission of Government Budget.
- (iii) Preparation and consolidation and control of Authority internal Budget.

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

- (iv) Appropriation and re-appropriation of Funds.
- (v) Maintaining accounts and submission of Annual Statements of Accounts to government as required under the Act.
- (vi) Scrutiny of Financial aspect of schemes/project/contracts/tenders.
- (vii) Framing of financial Rules financial procedures and methods of Accounting.
- (viii) Obtaining of financial approval of Government through ADP and communication of Financial sanctions to other departments and the projects.
- (ix) Long term and short term financial planning
- (x) Floating loans and controlling repayment of loans and interest on loans.
- (xi) Releases of funds to project.
- (xii) Internal Audit.
- (xiii) External Audit arrangements and Action on Final Accounts.
- (xiv) Employees provident Fund.
- (xv) Loans and Advance to Authority Employees.
- (xvi) Examine Economics and Financial Feasibility of Scheme.
- (xvii) Financial Control of completed units and preparation of consolidated Balance Sheets and profit and loss accounts and Cash Flow statements.
- (xviii) Income Tax cases.
- (xix) Dividends on equities.
- (xx) Render advice on costing and pricing.
- (xxi) Providing data for Annual Report to be submitted to Government.

III-ENGINEERING DEPARTMENT

1. Prepare design and estimate for work undertaken by the Board.
2. Prepare design and estimates for works on request of Local Area Authority or body.
3. Inspect and supervise construction work undertaken by the Board.
4. Undertake technical scrutiny of projects put up for financing by the Board.
5. Prepare standard plans model plans design for public buildings and facilities housing, markets, Roads etc. in consultation with the Physical and Town Planning Department.
6. Approve construction schedule of works approval/financed by the Board inspect quality of work and report on progress to the Board quarterly.
7. Watch progress volume and quality of urban areas construction work in the province and report to the Board (Quarterly).
8. Prepare standard contracts as guidelines for Local Area Authorities,
9. Prepare data on construction cost in the province.
10. In all cases render technical advise to the Board.

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

IV-SECRETARIAT/SECRETARY

There shall be a secretary of the Board who shall be a staff Officer to the Board and a line Officer attached to the chairman. As staff Officer he shall perform all secretariat functions for the Board.

Functions:-

- (i) Prepare Agenda for the Board meeting and Circulate the Notices of meeting to the members.
- (ii) Examine and ensure before submission to the board that all the papers notices/ documents/statements received alongwith a case are complete in all respect.
- (iii) Prepare summaries of the cases where the cases involve consultation of lengthy records of back references for putting up to the Board alongwith the case.
- (iv) Take complete notes of all the deliberations of the meeting and keep such notes as supporting record for the minutes of the meeting.
- (v) Write minutes of the meetings in a register and send copies of the decision taken, in the Board meeting to all members and Directors of the concerned department.
- (vi) Arrange for decisions of the Board on cases which are disposed of by circulation.
- (vii) Circulate the decision of general nature in the form of circulars.

As a line Officer the Secretary shall assist the Chairman provincial Urban Development Board, in administration of the Head Office and in respect of the small projects directly controlled by the Board. His functions will generally be:-

1. Effecting general co-ordination
2. Allocation of business
3. Issuance of rules of procedures
4. Rendering legal advise on all matters.
5. Issuance of all legal notification
6. Recruitment of personnel.
7. Terms and conditions of service
8. Land management and land acquisition
9. Purchase of supplies.
10. Public information and liaison.

Legal Advisor:

12. (a) The Board shall have a legal Advisor or a whole time law officer, in the secretariat who shall be consulted.

- (i) On all legal matters arising out of any case including dealings with Banks, Insurance companies, contractors, consultants, industrial courts and arbitration.
- (ii) On interpretation of law.
- (iii) Before instituting proceedings in a court of law.
- (iv) When proceedings are instituted against the Board or any of its Department in a court of law.
- (v) For engagement of counsel to represent the Board.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

- b) The Legal Advisor/law officer shall be responsible for conduction of the board/authority cases in the Supreme Court of Pakistan the High Court of North West Frontier Province, and in the lower district Courts Both (Judicial) and Magisterial at Peshawar.
- c) Consultation of the legal Advisor/law officer will be obtained through the secretary of the Board.

Consultation Among Departments.

13. (a). (i) When the subject of a case to be placed the Board or to be submitted to the Chairman concerns more than on department it shall be sponsored and pursued till final disposal by the department where the subject was originated.

(ii) The sponsoring Department shall be responsible for consulting the other department or departments concerned.

(iii) When a case is sent by one Department to another for consultation all relevant facts and the points necessitating the reference shall be clearly brought out.

(iv) When a case concerns more than one Department it shall not be submitted to the Chairman or to the Board until it has been considered by all the Departments concerned and agreements has been reached.

(v) In the event of difference of opinion, the case shall be submitted to the Chairman or to the Board only when a summary of the points of difference is made out and sent by the sponsoring Department to other Department concerned simultaneously with the submission of the case to the Chairman or the Board.

(vi) The sponsoring Department shall apprise the Department/Departments concerned, of the final decision taken on the case.

(b). No Department/project shall without prior consultation with the secretariat of the Board. Authorize any order other than an order in pursuance of any delegation which involves:

(i). Change in the organizational set up of a department or.

(ii). Transfer of functions from one Department to another

(iii). Alteration in service Rules.

(c) No Department/project shall without prior consultation with the Finance Department, Authorize any order (other than an orders in pursuance of any general or special delegation) which directly or indirectly affect the finance of the Board or which particularly involve-:

(i) The creation of posts their upgrading or change in terms and conditions of service involving financial implications.

(ii) Relinquishment, remission or assignment of revenue, or.

(iii) Expenditure for which no provision exists in the budget.

(iv) Re-appropriation from budget grants.

(v) Alteration in Finance procedure or the method of compilation of Accounts or of the Budget estimates.

(vi) Financial aspect of all projects directly undertaken by the Board.

(vii) Interpretation of any rules/orders affecting Finance of the Board.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

Submission of cases to the Board.

14. (i) The cases enumerated in Schedule II (appended to these Rules) shall be submitted to the Board for approval.

(ii) A case to be submitted to the Board shall include a self contained proposal. Working paper or summary of the relevant fact shall also be prepared if the case involve consideration of several or various facts or events.

(iii). In respect of all cases to be submitted to the Board, the Department concerned shall transmit to the Secretary self contained proposals alongwith all relevant papers at least seven days before the Board meeting.

(iv) On receipt of paper under sub-para iii above, the secretary shall include the subject in the agenda and circulate the copies to the members of the Board at least four days before the meeting.

Provided that for an emergent meeting, with the permission of the Chairman a notice of lessor period will suffice.

Disposal of cases by the Board.

15. Cases referred to the Board shall be disposed of either:
- (a) by discussion at a meeting of the Board or,
 - (b) by circulation amongst the Directors.
 - (c) Disposal by Meetings:
 - (i) The Board shall meet at least once in a month at its head office, or at such other place as may be ordered by the Chairman for disposal of the cases referred to the Board. In the event of urgency, nothing shall prevent the Board from meeting more often.
 - (ii) The quorum necessary for transacting business at a meeting of the Board shall be one third of the total membership of the Board.
 - (iii) The meeting of the Board shall be presided over by the Chairman, and in his absence, by a member authorized by him in this behalf and in default of such authorization by a person elected for the purpose by the members present from among themselves.
 - (iv) Cases placed before the Board meetings shall be disposed/by discussion. If the members do not agree unanimously then decision may be arrived at by casting of Votes.
 - (v) Each members including the chairman shall have one vote but in the event of an equality of votes the chairman shall have a second or casting vote.
 - (vi) Director or subordinate officer/official concerned with a case may be associated with the deliberations of the meeting of the Board he shall however take no part in the discussion unless invited to do so.
 - (vii) The minutes of the Board meeting shall clearly but concisely reveal the deliberation and the decision taken by the Board.
 - (viii) The minutes shall be noted in a register which shall be submitted to the Chairman within 48 hours for authentication. The secretary shall then send to the members of the Board as well as the Director of affected Departments copies of the decision taken by the Board.
 - (ix) If a member considers that there has been some mistake or omission in recording the minutes he shall point it out to the secretary within four days of the presentation of the minutes to him. The Secretary shall thereupon obtain orders of the Chairman and if necessary issue a corrigendum and in case of doubt shall submit the case to the Board for clarification in the next meeting.
 - (x) Record of meetings shall be open to inspection by any member.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

- (xi) In the next meeting of the Board, the Secretary shall read out the minutes of the previous meeting together with the decisions, and inform the Board of the actions taken upon the Board decisions.
 - (xii) No act or proceeding of the Board shall be invalid merely on the ground of the existence of any vacancy in, or any defect in, the constitution of the Board.
- (b) Disposal by Circulation:-
- (i) When decision of the Board is to be obtained by circulation of the case to the members the Secretary will unless the case is simple and clear make out the summary giving the background and relevant facts, the point for decision and opinion/recommendation of the member who is sponsoring the case.
 - (ii) The member to whom a case is circulated shall accord either his assent or opinion in return the case to the Secretary within four days of its receipt.
 - (iii) After obtaining opinion of all the members the Secretary shall submit the case to the Chairman who shall also record his casting remarks/opinion.
 - (iv) If the Chairman directs, the case shall be discussed in a meeting of the Board the Secretary shall circulate opinions recorded by the members in the form of supplementary summary.
 - (v) In the event of full of majority agreement to the recommendations in the summary, the Secretary shall treat it a decision of the Board and proceed further as in case of decision by meeting.
- (c) When a case has been decided by the Board the concerned department shall take prompt action to give effect to the decision. It shall be the responsibility of the Director of the Department concerned to watch the progress of the action until it is completed.
- (d) All action in pursuance of decision of the Board shall be expressed in the name of the Board/Authority and orders shall be issued under signatures of the Director of the Department concerned.

Cases to be submitted to the Chairman:-

16. Without prejudice to other provision of these rules or any orders made in this behalf the cases enumerated in the Schedule III shall be submitted to the Chairman.

17. All cases to be submitted to the Chairman shall be routed through the Director concerned except for the cases relating to his direct charge as Director.

MISCELLANEOUS PROVISION

Secrecy:-

- 18. (a) All proceedings of the Board and the record of the discussions shall be secret.
- (b) All papers submitted to the Board shall be kept secret till a decision has taken place, whereas the paper of part thereof may continue to be classified as secret if so directed by the Chairman.
- (c) No information, acquired directly or indirectly from the Board/Authority's papers or relating to Board/Authority affairs or plans, shall be communicated to any person, official or non official outside the Board/Authority:-
 - (i) The officer concerned has been permitted/empowered to do so by the Chairman or the Board.
 - (ii) The Government has officially asked the Board/Authority to supply certain information.
 - (iii) It is a matter in which the Board/Authority is duty bound to inform the relevant Government office, or communicate with it as required by the Ordinance.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

Delegation:-

19. The Board may delegate such of its powers for such duration as the Board may decide, to any official serving under the Board, or to a committee of two or more officials, or to a Local Area Authority.

Interpretation:-

20. Where any doubt arises as to the interpretation of these Rules, the orders of the Board in respect of such interpretation shall be final.

Amendments:-

21. The Board, may, issue amendments to these Rules and such amended rules shall take effect from the date of such amendments.

SCHEDULE-I

CONSTITUTION AND DISTRIBUTION OF FUNCTIONS OF PESHAWAR
DEVELOPMENT AUTHORITY.

Director General shall be the Chief Executive of the Authority. The work will be distributed in the following Departments:-

1. Works Department to be headed by a Director.
2. Finance Department to be headed by a Director.
3. Secretariat to be headed by a Secretary who shall be directly attached to the Director General for Administrative functions.
4. Town Planning Department to be headed by the Director. Responsibilities of the Departments are indicated below:-

(i) Works Department:-

1. Prepare design and estimate for work undertaken by the Peshawar Development Authority.
2. inspect and supervise construction work.
3. Undertake technical scrutiny of projects taken up by the Peshawar Development Authority.
4. Prepare standard plans model, plans design for public buildings and facilities housing, markets, roads etc, in consultation with the Physical and Town Planning Department.
5. Approve construction schedule of works approved/financed by Peshawar Development Authority and check quality of work.
6. Watch progress, volume and quality of metropolitan construction work in the Peshawar Development Authority region.
7. Prepare standard contracts.
8. Prepare data on construction cost.
9. In all cases render technical advise.
10. Assuring quality control and economy of cost in all phases of project implementation.
11. Cases of labour welfare, labour laws and labour union at the projects.
12. Planning and Development of New Projects.
13. Providing technical data for inclusion in PC-I.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

(II) Functions of Finance Department:

1. Maintenance of accounts of P.D.A
2. Pre-audit of payments at the head office and post audit of project accounts.
3. Prepare Budget statements and other Financial/Accounts Statements to be rendered to the P.U.D.B/Government.
4. Financial control of P.D.A Projects.
5. Render financial advice on contracts entered into by the Director General
6. Control of Bank Accounts and Management of Funds.
7. Appropriation and re-appropriation of funds.
8. Short term financial planning.
9. Employees provident Funds.
10. Income Tax Cases.
11. Examine economics and financial feasibility of schemes/projects.
12. Render advice on costing and pricing.
13. Financial appraisal Development Schemes.
14. Cost analysis of Projects and providing Financial and cost data for PC-I

(III) Secretariat._

1. Effecting general co-ordination.
2. Allocation of business.
3. Issuance of rules of procedures.
4. Rendering legal advice on all matters.
5. Issuance of all legal notification
6. Recruitment of personnel terms and conditions of service.
7. Land management and land acquisition
8. Persons displaced by development schemes.
9. Purchase of supplies.
10. Public information and liaison.
11. Leave, transfer, confidential reports, suspensions and disciplinary cases.
12. Maintenance of service records.
13. Office security, employees union cases at the Head Office.
14. Receipts and issue of Dak, duplication, Telephones, Vehicles, Library and maintenance of general Records.
15. Liveries and clothing scales rules.
16. Holidays and office hours and Social Welfare.
17. Matters regarding training of employees.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

18. Periodic review of Organization Chart and Man Power planning.
19. Appeals and complaints of Employees.
20. Pursuance of law cases.
21. Providing data for Annual Reports to be submitted to the P.U.D.B/Government

(IV) Functions of Physical and town Planning Department:

Physical and Town planning Department would be responsible for analysis, paining and co-ordination of all matters relating to:

1. Analysis of population by economies activity and income and other sociological factors.
 2. Demographic projections and density of population in different areas of the city.
 3. Assessment of housing needs existing facilities, backlog, future priorities and plans for optimum utilization of land and infrastructures.
 4. Re-Development and improvement programmes for the Peshawar Development Authority.
 5. Industrial and economical growth plans.
 6. Water supply, sewerage and drainage plans.
 7. Transportation and traffic plans.
 8. Power and fuel planning.
 9. Planning for Food Supplies
 10. Educational facilities.
 11. Health recreation and other facilities.
 12. Planning of new urban areas in the Metropolis.
-

SCHEDULE-II

CASES TO BE SUBMITTED TO THE BOARD

1. Matters of policy.
2. Cases of Financial sanctions beyond the powers of the Chairman as indicated in Schedule III (appended to these rules)
3. Annual Budget
4. Proposal for rules, and amendments to rules of the Provincial Urban Development Boards/ Peshawar Development Authority.
5. Delegation of Powers or amendment thereto.
6. Cases which appear likely to involve the Board into a controversy with the Government.
7. Projects of private sector and PC-I, PC-II etc, of public sector projects before dispatch to relevant quarters.
8. Proposals for appointment of employees/consultants in respect of whom powers have not been delegated.
9. Constitution of new department or vary the composition of the existing department
10. Rules of Business.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

11. Floatation of Capital loans.
12. Long term financial planning.
13. Annual Final Accounts and Audit Report thereon.
14. Dividends on Equities.
15. Grant of mineral rights or realities.
16. Proposal for expenditure for which no provision exist in Budget.
17. Five Year plan.
18. Annual Development plans.

SCHEDULE-III

CASES TO BE SUBMITTED TO THE CHAIRMAN

1. Cases of financial sanctions falling beyond the powers delegated to lower formation
2. Administrative cases of appointment, confirmation in service, transfers, suspensions, awarding punishments, long leave and resignations etc, falling beyond the powers delegated to lower formation.
3. Progress reports of Projects and Head Office has prescribed.
4. Quarterly Cash forecast.
5. All such papers, reports and statements as are, under the Act required to be sent to Government.
6. Complaints against the Directors.
7. Cases of appointment External Auditors.
8. Creation of New Posts.
9. Para of Audit Reports concerning the Directors.
10. Appeals against the orders of the Directors.
11. Opening a new sub-office or shifting of an office.
12. Allocation of business to a Department or transfer of a case from one Department to other.
13. All cases falling in the jurisdiction of the Administrative Department except those which are desired by the Chairman to be disposed of at lower level.
14. All cases connected with Press Statements or releases.
15. Reports/Cases regarding losses and damages to Board's property due to sabotage action.
16. Any case which the Chairman may require by general of special order to be sent to him.
17. Contracts and Consultancy deeds falling beyond the powers delegated to lower formation.

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.
GOVERNMENT OF NORTH WEST FRONTIER PROVINCE
PHYSICAL PLANNING AND HOUSING DEPARTMENT

NOTIFICATION.
17TH February, 1979.

No. SO(G)/PP&HD/6-12/78-855,---In exercise of the powers conferred by section 71 of the North-West Frontier Province, Urban Planning Ordinance, 1978 (Ordinance No.IV of 1978) the Government of N.W.F.P are pleased to make the following rules, namely:-

“PROVINCIAL URBAN DEVELOPMENT BOARD TRAVELING ALLOWANCE RULES”.

Title, Commencement and Application:-

1. These rules may be called the Provincial Urban Development Board Traveling Allowance Rules.
2. These rules shall come into force with immediate effect.
3. These rules shall apply to all persons employed or previously absorbed by Provincial Urban Development Board including deputationists from Government Departments as well as those employed on contract but shall not apply to work charged employees.

Definitions:-

4. In these rules, unless there is anything repugnant in the subject or context:-
 - (a) “Board” abbreviated as P.U.D.B, means the Provincial Development Board constituted under the Urban Planning Act No. IV of 1978.
 - (b) “Chairman” means Chairman of the Board.
 - (c) “Competent Authority” means the Controlling Officer either for himself or for his subordinate officer/official as indicated in the Schedule appended to these Rules.
 - (d) “Day” means a Calendar day beginning and ending at mid-night.
 - (e) “Director” means head of a wing in the Board/Local Area Authority or Head of a Local Area Authority where a Director is posted, as head of such in Authority.
 - (f) “Director General” means Chief Executive of a Local Area Authority where a Director General is posted, as Head of such an Authority.
 - (g) “Employee” means a person employed or previously absorbed whether at the Head Office or at project or in a Sub-Office of the Provincial Urban Development Board/Local Area Authority and such a person shall be deemed to be in service of the Board.
 - (h) “Family” means and includes employees one wife or husband as the case may be and legitimate children and step children wholly dependent upon him/her. Legitimate children will not include adopted children. In this Sub-section female dependents include all the unmarried daughters, step daughters wholly dependent upon the employee. In the male dependents all the sons and step sons are included who are less than 21 years of age and wholly dependent upon the employee.
 - (i) “L.A.A.” means Local Area Authority created under the Ordinance for development of a specified area.
 - (j) “Pay/Salary”, means the amount to be drawn monthly by an employee as pay fixed in a scale or otherwise but does not include allowances or other emoluments.
 - (k) “Public Conveyance” means an aero plane, railway train, bus or other conveyance plying for hire regularly for conveyance of public.
 - (l) “Secretary” means Secretary of the Board/L.A.A where such Secretary is appointed.
 - (m) “Transfer” means the movement of an employee from one station to another on transfer either to take up the duties as a result of shifting of an office or as transfer from one office or project to another office or project employees.

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

Grouping Of Employees:-

5. For the purpose of Traveling Allowance and Daily Allowance rules the employees are grouped as follows:-

- (i) Group "A" Chairman/Director General/ Director and the Secretary, by designation and other employees including contractees getting pay in or equal to that of the minimum of N.P.S 19 or above.
- (ii) Group "B" All employees falling in N.P.S grade 17 and 18.
- (iii) Group "C" All employees falling in N.P.S grade 11 to 16.
- (iv) Group "D" All employees falling in N.P.S grade 03 to 10.
- (v) Group "E" All employees falling in N.P.S grade 01 and 02.

6. A part time employees shall be ranked in the grade in which his pay falls and an employee in transit from one post to another shall rank in the grade to which the holding of the lower of the two posts would entitle him.

7. Travelling Allowance and Daily allowance, may be allowed to the employees for the purpose of the following:-

- (i) On tour ordered by or duly authorized by the Competent Authority, on official business.
- (ii) On transfer ordered by the Competent Authority.
- (iii) In the event of being recalled from leave.
- (iv) To give evidence or to attend a Court of Law or a meeting on behalf of the Board/L.A.A.
- (v) Any other purpose authorized by the Competent Authority.
- (vi) Where project supervision required consistent travel and a transport is not provided to the expenses of the Board/L.A.A, the Competent Authority may allow fixed Travelling Allowance, including Daily Allowance in lieu of such travelling. In such a case only the fixed amount will be paid and the other provisions of Traveling Allowance Daily Allowance these rules shall NOT apply for this purpose.
- (vii) During course of training which is duly approved by the Board/L.A.A., the employee shall be allowed at the place of training Daily Allowance at full rates for a continuous halt of 30 days and at 3/4 of the Daily Allowance for halts exceeding the period of 30 days. Upto maximum period of three months.

Travelling Allowance, Journeys by Air/Rail.

8. The following classes of public conveyance shall be allowed for each group of employees for journeys by Air/Rail:-

- (i) Group "A" Tourists class by Air A.C.C class by Rail.
- (ii) Group "B" and "C" Tourists class by Air 1st Class by Rail.
- (iii) Group "D" 2nd Class by Rail.
- (iv) Group "E" 3rd Class by Rail.

9. In the case of air travel, the counter fail of the air should be attached to the Travelling Allowance Bill. For train journeys a clear indication must also be given of the class in which the officer travelled. For train journeys where portorage is paid, the actual paid may be claimed for reimbursement, provided the Competent Authority is satisfied that portorage paid is consistent with the normal rate.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

Journey By Road:-

10. Where to stations are not connected by rail or air, double bus fare would be allowed for groups C,D and E.

11. An employee of Group "A or "B" may travel in his private car. But in such a case he will be entitled to Rs.1.25 per mile provided such car is registered in the name of the employee or his/her wife/husband, as the case may be provided further that where any employee travels jointly with another employee in his car the travelling allowance will be admissible only to the employee covered by the car registration before mentioned. Provided further that journeys within 05 miles of the place of posting shall not be paid for:-

(a) Where an employee of Group "A" or "B" who has neither been provided with conveyance nor possesses a private car, travels by road, he may draw the following in lieu of mileage Allowance:-

Group "A" Actual expenses for journey by any mode of conveyance. If a borrowed car is used he will be entitled for Rs. 0.50 per mile.

Group "B" Double seat fare in a public conveyance or Rs. 01 per mile whichever is lesser.

12. An employee of Group "A" or "B" not at the station of his posting and being on tour and using taxi will be paid the actual of the hire charges which shall be certified by him in his bills to be the correct hire charges.

13. Where an employee while travelling on duty is required to pay and pays toll, he shall be entitled to receive the amount of such toll in addition to the admissible mileage allowance.

14. In calculating mileage allowance for journeys by road in private care, fraction of mile should be omitted from total of the amount claimed for complete journey, but not from the various distances which make up the complete journey.

Explanation:-

Each complete journey on tour ends where an employee returns to headquarters or to a place in which his headquarters or place of posting is situated, whether he halts there or not.

Rates of Daily Allowance:-

15. (i) A daily allowance is a uniform allowance for each day of absence from his headquarters/ place of posting and is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence. It is expected to cover the elements of board lodging and incidental expenses.

(ii) A day is to be reckoned from midnight.

(iii) A part of the day, at commencement or end of the tour is to be reckoned as full day if it is 08 hours or more and half day if it is less than 08 hours but more than 06 hours.

(iv) Daily Allowance at half rates will be admissible for half day. Provided that not more than two half Daily Allowances will be admissible for any one day.

16. Daily Allowance may be drawn for the entire period of absence from headquarters i.e, for the time spent on a journey or a half on tour.

17. Daily Allowance may be not be drawn for a continuous half of more than ten days at any one place, provided that a competent authority may grant general or individual exemption from the operation of this rule on such conditions, including reduction in the amount of rate of daily allowance as it thinks fit, if he is satisfied:-

(a) That such a prolonged halt was necessary.

(b) That such halt necessitated the maintenance of camp equireage or continued to extra entail expenses upon the halting employee.

18. For the purpose of travelling and daily allowance the tour starts and ends at the employees place of posting.

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

19. The following rates of Daily Allowance for different categories of the employees shall be admissible for journeys within Pakistan:-

	Special Rs.	Ordinary Rs.	Remarks
Group "A"	100	70	Special Daily Allowance will be admissible for the following places.
Group "B"	60	50	
Group "C"	40	30	Rawalpindi/Islamabad, Hyderabad, Karachi, Lahore, Layallpur, Multan, Peshawar, Quetta, Saidu Sharif and Chitral.
Group "D"	17	14	
Group "E"	12	10	Ordinary Daily Allowance will be admissible for all other places in Pakistan.

20. Where an employee while on tour is obliged to stay in a Hotel/Rest House, his claim shall be based on actual subject to a maximum of three times the Daily Allowance mentioned in Rule 19 above provided that hotel bills and receipts are submitted for this expenditure in each case and provided further that the expenditure on Liquors, Cigarettes and floor shows etc., will not be admissible.

Journey on Transfer:-

21. Travelling Allowance for journeys on transfer is meant to cover:-

- The cost of transportation of an employee and his family;
- Expenditure incidental to the travelling of an employee and his family;
- Transportation cost of the personal effects of an employee and his family.

22. Travelling Allowance for journey on transfer includes:-

- Mileage Allowance as per the authorization on tour shall be applicable to the family members as well but half rate for children below 12 years of age.
- Daily Allowance at the rates mentioned in rules 19 above, shall be payable to the employee and his family provided that children under 12 years of age shall only be authorized for half Daily Allowance.
- Cost of transportation of personal effects of an employee and his family.

23. An employee is entitled to the transportation of his personal effects not exceeding the following maxima:-

Group of Employee	Maximum weight permissible	
	If married	If un-married
A.	120	60
B.	80	40
C.	60	30
D.	40	20
E.	15	10

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

The cost of transportation shall be paid at a flat rate of Five Paisas per maund per road mile. Transportation of Car or Motor Cycle/Scooter shall be paid on actual basis by Rail or Rupee 0.50/- per mile for one Car and paisas Forty for one Motor Cycle/Scooter, if driven by its own power. For crating and handling of personal effect, the actual expenses will be allowed subject to the following maxima

Group of an Employee	Amount authorized if married (to be half if un-married)
	Rs.
A.	250/00
B.	200/00
C.	100/00
D.	75/00
E.	20/00

24. Transfer Grants--- In addition to the Travelling Allowance and Daily Allowance, as mentioned in the above rules, an employee under transfer shall be allowed a transfer Grant at the Following rates:-

- | | |
|-------------------------------------|---|
| (i) Employees possessing family | One month pay subject to a maximum of Rs.2,000. |
| (ii) Employee not possessing family | One month pay subject to a maximum of Rs.750. |

The above grant may be allowed as Travelling Allowance advance and adjusted in the Travelling Allowance bill subsequently.

25. An employee who goes on leave after he has handed over charge of his old post and before he has taken charge of his new post, is entitled whether the order of transfer is received before or after the commencement of his leave to travelling allowance on transfer from his old station to his new post.

Journey on dismissal or termination of Service:-

26. The Travelling Allowance and Daily Allowance, or transfer grants will not be authorized in the event of dismissal or termination of service. However, an employee retiring from service may draw allowance as for transfer from his last place of posting to his home.

27. The family of an employee who has died while in service shall be authorized to be paid the allowances, as for the employee on transfer, back to their home.

Journey at or near Headquarters (within 05 miles):-

28. The pay of an employee is supposed to include the cost of maintaining a conveyance proper to his status and therefore he is not be paid and travelling allowance for journeys within 5 miles of his headquarters nor is he to be paid for his journey from the residence to his office.

Controlling Officers and their Duties:-

29. Controlling Officers in respect of employees have been indicated in the Schedule-I appended to these Rules.

It shall be the duty of a Controlling Officer before signing or countersigning a travelling bill:-

- (a) To scrutinize the necessity, frequency and duration of journeys, and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considered that a journey was un-necessary or unduly protracted or that a halt was of excessive duration

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

- (b) To scrutinize carefully the distance entered in travelling allowance bills.
- (c) To satisfy himself that mileage allowance to journey by railway or steamer, excluding additional fare or fares as allowed for individual expenses, has been claimed at the rate applicable to the class of accommodation actually used and that, where the actual cost of transporting employees personal effects etc. were claimed was reasonable and to disallow any claim, which in his opinion, does not fulfill those conditions.
- (d) To satisfy himself, before permitting claim, that the employees actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was authorized.

Note: Except when expressly permitted by the Board:-

- (i) A Controlling Officer may not delegate to a subordinate his duty of countersigning.
- (ii) In case of doubt as to the interpretation of these rules advice may be sought from the Chairman of the Board whose decision will be final.
- (iii) Travelling Allowance advance of reasonable amount may be allowed by competent authority, to enable the employee to meet his travelling, Expenses.
- (iv) The Chairman of the Board may relax one or more rules under special circumstances.

SCHEDULE OF CONTROLLING OFFICERS

Name of Post	Controlling Officer
(A) At the Board Head Office:-	
1. Chairman	Himself
2. Directors/Secretary and other employees in Group A	Chairman
3. All Other employees (Group B to E)	Secretary
(B) At the Project directly controlled by the Board Head Office:-	
1. Project Director / Deputy Director	Chairman
2. All Other employees	Project Director / Deputy Director
(C) Local Area Authority headed by a Director General:-	
1. Director General	Himself
2. Directors /Secretary and other employees in Group A	Director General
3. All Other employees (in Group B and E)	Secretary
(D) At Local Area Authority headed by a Director:-	
1. Director	Himself
2. Other employees	Director

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.
GOVERNMENT OF NORTH WEST FRONTIER PROVINCE
PHYSICAL PLANNING AND HOUSING DEPARTMENT

NOTIFICATION.
17TH February, 1979.

No. SO (G) PP&HD/6-12/78-901—In exercise of the powers conferred by section 71 of the North West Frontier Province, Urban Planning Ordinance, 1978 (Ordinance No IV of 1978) the Government of N.W.F.P are pleased to make the following rules, namely:-

“PROVINCIAL URBAN DEVELOPMENT BOARD LEAVE RULES”.

Title, Commencement and Application

1. These rules may be called the Provincial Urban Development Board Employees Leave Rules
2. These Rules shall come into force with immediate effect.
3. These Rules shall apply to all employees (including contractees) for the P.U.D.B, except deputationists from Government Department who shall be governed by the Government Leave Rules as enforced in their parent departments.

KINDS OF LEAVE:-

4. The following kinds of leave may be granted to employees of the Provincial Urban Development Board:-
 - (a) Earned Leave.
 - (b) Casual Leave.
 - (c) Sick Leave.
 - (d) Maternity Leave.

Earned Leave:-

5. Leave on fully pay on private affairs may be earned at the rate of 1/11th of period spent on duty and accumulation of such leave shall not be for more than 6 months. Any accumulation over and above 6 months will be considered to have lapse.
6. Leave on half pay shall be earned at the rate of 1/12th of the period spent on duty and accumulation of such leave shall be upto 12 months on half pay convertible into six months on full pay. Such leave may be allowed on Medical Certificate when no balance of Sick Leave is available or for the purpose of Pilgrimage outside Pakistan.
7. Earned Leave shall not be taken for less than 15 days at a time except when no other kind of leave is available.
8. For the purpose of calculation the Earned Leave, due to an employee, his probationary period shall be taken into account as period spent on duty.
9. Application for Earned Leave except on Medical Certificate should be given at least one month prior to the date from which leave is required.

NORTH WEST FRONTIER PROVINCE

Published by Authority

PESHAWAR, THURSDAY, 29TH MARCH, 1979.

GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

Casual Leave:-

10. An employee will entitled to Casual Leave with pay upto twenty five days in a year.
11. This leave will be granted only for urgent and causal needs.
12. Casual leave will be allowed only upto a maximum of six days at a time.
13. The year will be reckoned from January to December for the purpose of Casual Leave and this leave will not be allowed to be accumulated or carried over to the following years entitled meant. Any unavailed leave at 31st December will be considered with any other leave.
14. Casual Leave will not be allowed to be combined with any other leave.

Sick Leave:-

15. An employee will be allowed a total of 30 days sick leave during the year.
16. Application for sick leave required for more than 3 days shall be supported by Medical certificate from the Authorized Medical Officer.
17. In case the employee does not have any sick leave left to his credit during a particular year then sick leave may be given out of the accumulated balance of the Earned Leave. The balance of Sick Leave shall however not accumulate or carried over to next year.

Maternity Leave:-

18. Married female employees who have been in the service of the Provincial Urban Development Board for not less than 4 months prior to the date of child birth will be given. Maternity Leave with pay of six weeks before and six weeks after the birth of the child. The procedure of availing such leave will be as follow:-
 - (i) The employee should apply in writing that she expects to be confirmed within the next six weeks, Medical Certificate from the Authorized Medial Officer.
 - (ii) The employee concerned should not work with any other Organization or have any part time job or occupation during the period of leave in which case her leave will be forfeited.
 - (iii) The birth of the child must be notified within seven days with Certificate from the authorized Medical Officer or any other registered Medical Practitioners.
 - (iv) Maternity Leave will be allowed in addition to other leave to which an employee is entitled under these Rules but once in 3 years.

General Rules:-

19. An employee going on leave of whatever kind, should intimate in writing his address on which he may be contacted during the period of his leave.
20. An employee proceeding on Earned Leave may be paid his salary for the current month in which he proceeds on such leave, if he has been granted leave beyond the end of that particular month.
21. An employee who wants his leave to be extended beyond the period of which he is allowed should apply in writing and state the reasons for such an extension and if the request is on Medical Ground a Medical Certificate from the Authorized Medical Officer or Registered Medical Officer shall be submitted alongwith the application.
22. Leave without pay may be granted to employee having no other leave at his credit, upto the six months at the discretion of Competent Authority.
23. A contrctee who earns leave on full pay under rule 5 but does not avail it, Shall be paid salary in lieu of the balance of leave on expiry of his contact. Such additional salary may be paid during tenure of the Contract provided a balance of one month leave is left at the credit of the employee.
24. The powers for grant of each kind of leave are appended in schedule to these rules.

NORTH WEST FRONTIER PROVINCE

Published by Authority
PESHAWAR, THURSDAY, 29TH MARCH, 1979.
GOVERNMENT GAZETTE, EXTRAORDINARY, 29TH MARCH, 1979.

SCHEDULE OF POWERS FOR GRANT OF LEAVE

Kind of leave	Rank of employee	Authority competent to sanction leave.
<p>(A) At the Board head Office._</p> <p>(a) Causal Leave, Sick Leave and Maternity Leave.</p> <p>(b) Earned Leave</p>	<p>1. Directors/secretary and other employees</p> <p>2. All other Employees</p> <p>1. Employees in N.P.S 17 and above</p> <p>2. All other employees</p>	<p>Chairman Secretary</p> <p>Chairman Secretary</p>
<p>(B) At Projects under Direct control of the Board Head Office.</p> <p>(a)Causal Leave, Sick Leave and Maternity Leave.</p> <p>(b)Earned Leave</p>	<p>1. Project Director/Deputy Director</p> <p>2. All other employees</p> <p>1. All employees in N.P.S 18 and above</p> <p>2. All other employees</p>	<p>Chairman</p> <p>Project Director/Deputy Director</p> <p>Chairman</p> <p>Project Director/Deputy Director</p>
<p>(C)At Local Area Authority, headed by a Director General</p> <p>(a)Casual Leave, Sick Leave and Maternity Leave</p> <p>(b)Earned leave</p>	<p>1. Director General</p> <p>2. Directors/Secretary and other employees in N.P.S 18 and above</p> <p>3. All other employees</p> <p>1. Directors/Secretary and other employees in N.P.S 18 and above</p> <p>2. Employees in N.P.S 11 and above.</p> <p>3. All other Employees</p>	<p>Chairman Director General</p> <p>Secretary</p> <p>Chairman</p> <p>Director General</p> <p>Secretary</p>
<p>(D)At Local Area Authority, headed by a Director</p> <p>(a)Casual Leave, Sick Leave and Maternity Leave</p> <p>(b)Earned leave</p>	<p>1. Director</p> <p>2. Other Employees</p> <p>1. Director and other employees in N.P.S 18 and above.</p> <p>2. All other employees</p>	<p>Chairman Director</p> <p>Chairman</p> <p>Director</p>

Usman Shah Afridi
Secretary to Government of NWFP
Physical Planning and housing Department, Peshawar