

The Gazette  of Pakistan

EXTRAORDINARY

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KARACHI, SATURDAY, AUGUST 25, 1990

**PART II**

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

**CABINET SECRETARIAT**

(Establishment Division)

**NOTIFICATION**

*Islamabad, the 19<sup>th</sup> July, 1990*

**S.R.O. 145 (KE)/90 :**

In exercise of the powers conferred by Article IV. L (i) of the Memorandum of Association dated 19<sup>th</sup> February, 1979 of the National Police Academy, Islamabad, the Board of Governors of the Academy with the prior approval of the Federal Government is pleased to make the following rules namely:-

**1. Part-I. General :**

- (1) These Rules, may be called the National Police Academy Employees (Service) Rules, 1990.
- (2) They shall come into force with immediate effect and shall apply to the whole time employees of the Academy.

**2. Definitions :**

In these rules, unless there is any thing repugnant to the subject or context, the following expressions shall have the meaning hereby assigned to them as under:-

- (1) "Academy" means the National Police Academy, Islamabad.

- (2) "Board" means the Board of Governors of the Academy.
- (3) "Chairman" means the Chairman of the Board.
- (4) "Secretary" means the Secretary of the Board.
- (5) "Commandant" means the Commandant of the Academy.
- (6) "Member" means the member of the Board.
- (7) "Employee" means the person who holds a post in connection with affairs of the Academy, and is paid from the Academy fund. It does not include employees who are on deputation, or holding posts on contract, employed on work charged basis or paid from contingencies.
- (8) "Appointing Authority" means the authority empowered to make appointments against various posts in the Academy.
- (9) "Direct Recruitment" means appointment made otherwise than by promotion or transfer on deputation or on contract.
- (10) "Appointment by Promotion" means the appointment on the basis of seniority-cum-fitness.
- (11) "Ad-hoc Appointment" means the appointment of a person made otherwise than in accordance with the prescribed method of recruitment pending recruitment in accordance with such method.
- (12) "Government" means the Federal Government.
- (13) "Initial Appointment" means appointment made otherwise than by promotion or transfer.
- (14) "Pay" means the amount drawn monthly by an employee as pay and includes special pay, personal pay, technical pay and any other emoluments declared as such by the competent authority.
- (15) "Permanent Posts" means a post carrying a definite rate of pay sanctioned without limit of time.
- (16) "Promotion/Selection Committee" means the Promotion/Selection Committee of the Academy as constituted by the Board of Governors in line with the Establishment Division O.M. No. 1/66/81-R.3 (ABC) dated 20<sup>th</sup> July, 1983 as amended from time to time for the purpose of making appointment through direct recruitment or promotion or transfer/initial appointment to various posts in the Academy.
- (17) "Memorandum of Association" means the Memorandum and Articles of Association of the National Police Academy, Islamabad.

- (18) "Rules" means the Service Rules of the Academy framed by the Board of Governors, with prior approval of the Government.
- (19) "Schedule" means the schedule attached to these service rules.
- (20) "Temporary Post" means a post other than a permanent post carrying a definite rate of pay sanctioned for a limited time.

3. **Part-II Appointment :**

- (1) Appointment to various posts will be made by any of the following methods:-
- (a) By Direct Recruitment;
- (b) By deputation/transfer from the Federal and or Provincial Governments;
- (c) By promotion within the Academy;
- (d) On ad-hoc basis in extraordinary circumstances.
- (2) Direct recruitment to posts shall be made from amongst the persons who possess the educational qualifications and experience and are within the maximum age limit as mentioned against the post concerned in Schedule-I to these rules.
- (3) Appointment whether by direct recruitment, transfer, promotion or deputation to various posts in the Academy will be made on merit and on the recommendation of the Academy/Promotion/Selection Committee. For direct recruitment the vacancies would have to be advertised in newspapers.
- (4) Following shall be the DPCs and appointing Authorities for various pay scales in the Academy : -

<i>Post</i>	<i>D.P.C.</i>	<i>Appointing Authority</i>
(a) For BPS-20 & above.	----	Prime Minister
(b) BPS-17 to 19	(1) Commandant (2) JS (T) Estt. Div. (3) Dy. Comdt.	Chairman Member Member Board of Governors
(c) For BPS-11 to 16	(1) Dy. Comdt. (2) Dy. Secy. (IT) (3) DC Studies	Chairman Member Member Commandant
(d) For BPS 01 to 10	(1) Dy. Dir (Admn) (2) Chief Instr. (3) Section Officer Estt. Div. dealing with NPA (4) Asstt. Director (Admin)	Chairman Member Member Member Dy. Commandant

- (5) Appointment to posts in BPS-17 and above will be made on all Pakistan basis in accordance with merit and Provincial/Regional quota prescribed by the Government. Vacancies in BPS 1 – 16 will be filled on all Pakistan basis after advertising the posts in the press.

The Chairman, Board of Governors may relax any of the conditions for appointment, in individuals cases in the interest of the Academy work.

**4. Probation :**

- (1) All appointments, whether by direct recruitment or promotion shall be on probation as prescribed hereunder.
- (2) Employees appointed through direct recruitment shall be on probation for a period of one year or till the character and antecedents of such an employee are verified as satisfactory in the opinion of the Appointing Authority whichever is latter. And those appointed otherwise for a period of six months, the probationary period may be extended upto six months. The appointing authority may, however, relax the period of probation in exceptional cases.
- (3) On satisfactory completion of period of probation the appointing authority may confirm the probationer, in his appointment, against a regular post.
- (4) If in the opinion of the Appointing Authority the work and conduct of an employee, on probation, have not been found satisfactory, the following courses of action would be adopted :-
- (a) In case of direct recruitment, the services may be dispensed with.
- (b) In case he has been appointed by promotion/transfer may be reverted to his former post.
- (5) If no orders have been made by the date following the completion of the initial probation period, the period of probation shall be deemed to have been automatically extended for six months. If the orders are passed after the completion of the extended period, the period of probation shall be deemed to have been automatically completed.

**5. Confirmation :**

- (1) A person appointed on probation shall, on satisfactory completion of his probation, be eligible for confirmation in a post.
- (2) There shall be no confirmation against any post, the creation of which, has not been approved by the Board or which has not been in continuous existence for three years.
- (3) Confirmation in a post shall take effect from the date of occurrence of a regular vacancy in that post or from the date of continuous officiation in that post whichever is later.

6. **Seniority:**

- (1) The appointing authority shall cause a cadre-wise seniority list of the employees to be prepared, but nothing herein contained shall be constructed to confer any vested right to a particular seniority in such cadre.
- (2) Subject to the provision of sub-rule (1) the seniority of an employee shall be reckoned in relation to other employees belonging to the same cadre.
- (3) The inter-se-seniority of employees recruited directly through open advertisement would be determined in the order of merit assigned by the Selection Board.
- (4) Seniority in a post to which an employee is promoted shall take from the date of regular appointment to that post. Provided that employees, who are selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter-se-seniority as in the lower post.
- (5) Employees promoted to the higher post in a continuous arrangement and as a regular measures in a particular year shall as a class be senior to these appointed by direct recruitment in the same year.
- (6) In cases not covered by this regulation, the seniority of employees of the Academy will be determined in accordance with the general principles of seniority as laid down in Annexure-I to the Establishment Division O.M. No. 1/16069/D-II dated 31<sup>st</sup> December, 1970.

7. **Promotion:**

- (1) Promotion to selection posts will be made on the basis of (a) test and/or (b) interview conducted by a Promotion Selection Committee.
- (2) For promotion to non-selection posts the Academy's Promotion/Selection Committee will consider the antecedents and the record of past service of the candidates on the basis of seniority-cum-fitness. The Committee may also interview the candidates if considered necessary.

**Note: The selection posts will be posts carrying BPS-19 and above.**

- (3) The minimum length of service for promotion to various Pay Scales shall be the same as contained in the Establishment Division O.M. 1/9/80-R.2 dated 2<sup>nd</sup> June, 1983, as amended from time to time.

8. **Termination of Service:**

- (1) The service of an employee may be terminated without notice in the following cases:-
  - (a) During the initial or extended period of his probation, provided where such an employee is appointed by promotion, his service will not be terminated if he holds a lien against his former post.

- (b) On the expiry of the initial or extended period of his employment.
  - (c) On the termination of the period of ad-hoc appointment or on the filling of the post by a regular appointee.
- (2) On the abolition of the post or reduction in the number of posts in a cadre, services of the junior most in such cadres shall ordinarily be terminated.
  - (3) Notwithstanding the provisions in rule (1) but subject to the provisions of sub-rule (2) the services of an employee in temporary appointment or appointed on ad-hoc basis shall be liable to termination on 14 days notice or pay in lieu thereof.
  - (4) In case of resignation or notice of resignation, the employee will continue working till the acceptance of the resignation is conveyed to him on clearance of Academy dues and/or disposal of any proceedings against him.

9. **Reversion to Lower Post:**

An employee appointed to a higher post or B.P.S. on ad-hoc temporary or officiating basis shall be liable to reversion to his lower post without notice.

10. **Retirement from Service:**

All employees of the Academy, except those appointed on contract shall retire from the service of the Academy:-

- (a) On completion of the sixtieth year of age;
- (b) Voluntarily, on own request on completion of twenty five years of qualifying service for pension; or
- (c) Compulsorily as a disciplinary action.

11. **Employment after Retirement:**

- (1) The cases for re-employment after retirement will only be considered in accordance with policy in vogue.
- (2) The cases of officers of B 17 and above, re-employment will be proposed with the approval of the Board of Governors. In cases of employees in B-16 and below, Commandant will be empowered to propose the re-employment after retirement. The terms and conditions of re-employed staff of the Academy would be the same as are applicable to the Government Servants on re-employment.
- (3) The employee may seek private employment during leave preparatory to retirement with the prior permission of the Appointing Authority.

12. **Pay, Allowances and other Benefits:**

- (1) The employees shall be entitled to pay and allowances in accordance with such scales as may be prescribed from time to time by the Federal Government.

- (2) If no suitable person with requisite qualification is available for appointment on the minimum of the scale of a post, the Chairman of the Board on the recommendation of Departmental Selection Committee may grant upto six advance increments, on initial appointment, in deserving cases, in accordance with the order of the Federal Government.
- (3) The special pay attached to a post or allowed to incumbents of a post in the Federal Secretariat will be admissible in the case of similar posts/appointments in the Academy. The fixation of pay on promotion will be made in accordance with the order of the Federal Government.

13. **Honorarium/Appreciation Letters and Rewards/Commendation Certificates:**

The regular employees working in the Academy may be awarded Honorarium/Appreciation Letters or Reward/Commendation Certificates as the case may be in consideration of their having performed duties of arduous and exceptional nature and good extra-work in addition to their ordinary duties.

14. **Special Pay for Additional Charge:**

The Commandant may from time to time, grant special pay to an employee according to the Federal Government orders for such period for additional charge as he may in the circumstances of each case consider appropriate. It will not apply to cases where the additional charge remains with an employee for less than one month or for more than six months in which case the approval of the Finance Division will be obtained.

15. **Traveling Allowance:**

T.A. Rules of the Federal Government shall be followed.

16. **Medical Facilities:**

Medical facilities and re-imburement will be provided to the officers and staff of the Academy including probationers, as provided in Rule-24.

17. **Leave:**

The employees will be allowed leave in accordance with the leave rules applicable to the employees of the Federal Government as amended from time to time. The grant of leave will depend on the exigencies of service and will be at the discretion of the competent authority.

18. **Contributory Provident Fund:**

The Academy employees shall subscribe the Contributory Provident Fund. The Academy will operate the funds in accordance with the rules to be framed by the Academy with the approval of Federal Government.

**19. Pension and Gratuity:**

On retirement from service, the employees of the Academy may be allowed retirement benefits as may be sanctioned with the approval of the Federal Government. The employees will be entitled to receive such pension or gratuity as is admissible to Federal Government Servants of equivalent status under the respective rules framed by the Academy.

**20. Benevolent Fund and Group Insurance:**

The Academy employees shall subscribe to the Benevolent Fund and Group Insurance. The Federal Government Rules on the subject, with minor adjustments as approved by the Board from time to time, will be applicable.

**21. Right of Appeal and Representations:**

- (1) An employee shall have the right to prefer an appeal to the appellate authority in accordance with the provisions of the Government Servants (Appeal) Rules 1977 which shall *mutatis mutandis* be applicable to employees of the Academy.
- (2) Where no provision for appeal exists under the rules in respect of any order or class of orders as employee aggrieved by any such order may, within thirty days of the communications to him of such order, make representation against it to the authority next above the authority which made the order.

**22. Efficiency and Discipline:**

- (1) The Academy employee shall be governed by the Federal Government Servants (Efficiency and Discipline) Rules, 1973 *mutatis mutandis* unless otherwise provided in these rules.
- (2) The following officers shall be designated as Authority/Authorized officer under the aforesaid rules in respect of the Academy employees:-

Basic Scale of Academy Employees				Authority	Authorized Officer
B 17 – 19	..	..	..	Chairman BOG	Commandant
B 12 – 16	..	..	..	Commandant	Dy. Commandant
B 5 – 11	..	..	..	Dy. Commandant	Deputy Director
B 1 – 4	..	..	..	Dy. Director	Asstt. Director

**23. Part-III Miscellaneous:**

- (1) In all matters not provided in these rules, the employees shall be governed by the rules on the subject prescribed by the Federal Government from time to time.
- (2) Nothing in these rules shall affect or authorizes re-opening of any decision as to the conditions of service of an employee made before the commencement of these



rules on the ground that such a decision is not consistent with the provisions of these rules.

- (3) The Federal Government may from time to time make further rules or modify and amend these rules in the interest of Academy service.
- (4) Communication in any manner, whatsoever, written or verbal on service matters including posting and transfers etc. and forwarding advance copies of requests to the Agencies/Organization shall not be made by any employee except through the appropriate authority in the Academy itself. Any breach of orders in this regard will render the person liable to disciplinary action.

24. **Medial Rules:**

- (1) The employees of the Academy are entitled to outdoor and indoor treatment at specified Government/Non-Government Hospitals/Clinics and from General Practitioners as notified by the National Police Academy from time to time.
- (2) The services of Specialists shall be engaged on the reference of notified General Practitioner.
- (3) The bills regarding indoor treatment shall be submitted directly by the Hospitals/Clinics management to the National Police Academy.
- (4) The medicines not provided from the Hospitals/Clinics may be purchased from authorized drug stores and bills get reimbursed after countersignatures of the prescribing Medical Officer.
- (5) However, the liability of the Academy on reimbursement of medial charges on the outdoor treatment shall be as under:-
  - (a) Married employees – 10% of basic pay not exceeding Rs. 150.
  - (b) Un-married employees – 5% of basic pay not exceeding Rs. 75.

**Note:-** The above reimbursement will be subject of vouchers/cash memo. duly verified by the A.M.A. and a certificate from the employees concerned that he has actually incurred the amount from own pocket.

- (6) Bill exceeding Rs.2000/- for indoor treatment/purchase of medicines at one time will be brought to the notice of the board in the subsequent meeting.

[Case No.F.4/8(2)/87-T-VI].

**JALALUDDIN SUHAIL,**  
Deputy Secretary.

SCHEDULE – I

S. No.	Designation & Scale	Method of Appointment	Minimum Qualifications for Direct Appointment	Persons eligible and conditions of eligibility for Promotion	Age for Direct Appointment
1	2	3	4	5	6
1.	Commandant (B-22/21)	Deputation	-	-	-
2.	Deputy Commandant (B-20)	Deputation	-	-	-
3.	Director-General, Studies (B-20)	Direct Recruitment	Ph. D in Criminology/Post Graduate degree in Sociology with 13 years of research experience	17 years as Research Officer	50 Years
4.	Chief Instructor (B-19)	Deputation	-	-	-
5.	Directing Staff (B-19)	Direct Recruitment failing that by Deputation	(i) 1 <sup>st</sup> class Master Degree or Ph.D in relevant subject with 08 to 12 years experience	-	45 years
6.	Deputy Director (Admn) (B-19)	Deputation	-	-	-
7.	Deputy Director (Training) (B-18)	50% Direct Recruitment 50% by Deputation	At least 2 <sup>nd</sup> class M.A./M.Sc in the relevant field with 05 years experience	-	35 years
8.	Senior Research Officer (B-18)	By promotion failing that by direct recruitment	At least 2 <sup>nd</sup> class MA/MSc in the relevant field with 05 years experience	05 years as Research officer in BS-17	35 years
9.	Librarian (B-18)	Direct Recruitment	M.A./M.Sc in relevant field with 05 years experience	-	35 years

1	2		3	4	5	6
10.	Incharge Computer	(B-17)	Direct Recruitment	At least 2 <sup>nd</sup> class Master Degree in computer sciences with one year experience	-	30 years
11.	Assistant Statistical Officer	(B-17)	Direct Recruitment	At least 2 <sup>nd</sup> class Master Degree in Statistics with one year experience	-	30 years
12.	Research Officer	(B-17)	Direct Recruitment	At least 2 <sup>nd</sup> class Master Degree with one year experience in relevant field	-	30 years
13.	Press & Publication Incharge	(B-17)	Direct Recruitment	At least 2 <sup>nd</sup> class Master Degree with one year experience	-	30 years
14.	Assistant Director (Admn)	(B-17)	Promotion	-	05 years service as Supdt/Accountant in B-16	-
15.	Assistant Director Headquarters	(B-17)	Deputation	-	-	-
16.	Assistant Director, Mess Manager	(B-17)	Direct Recruitment	Diploma in Hotel Management or suitable experience in Mess Management	-	30 years
17.	Private Secretary	(B-17)	Promotion	-	05 years service as Senior Scale Stenographers	-
18.	Office Superintendent	(B-16)	Promotion	-	05 years service as Assistant	-
19.	Accountant	(B-16)	Direct Recruitment failing that by deputation	B.Com with 03 years experience in Accounts or B.A. with diploma in Accts. or S.A.S. qualified	-	28 years
20.	Stenographers	(B-15)	60% by Promotion 40% by Direct Recruitment	Intermediate, Shorthand speed 100 w.p.m. and typing speed 50 w.p.m.	3 years service as Stenotypist in B-12	25 years

1	2	3	4	5	6	
21.	Steno Typist	(B-12)	Direct Recruitment	Matric Shorthand speed 80 w.p.m. & Typing speed 40 w.p.m.	-	25 years
22.	Inspector/Caretaker	(B-14)	Deputation/Transfer	-	-	-
23.	Assistant Computer	(B-14)	Direct Recruitment	F.Sc. Diploma in computer science	-	25 years
24.	Library Assistant	(B-11)	Direct Recruitment	Graduate, Diploma or certificate in Library Sciences with 02 years experience	-	25 years
25.	Assistants	(B-11)	60% by Promotion 40% by Direct Recruitment	Graduate with experience in Admn/Accounts	03 years service as UDC	25 years
26.	Draftsman	(B-11)	Direct Recruitment	Matric, 3 years Diploma in Draftsmanship	-	25 years
27.	Designer/Artists	(B-11)	Direct Recruitment	Matric, 3 years Diploma in Designing/Art	-	25 years
28.	Sub-Engineer	(B-11)	Direct Recruitment	Matric, 03 years Diploma in Electrical/Mechanical	-	25 years
29.	Sub Inspector	(B-11)	Deputation/Transfer	-	-	-
30.	Imam Masjid	(B-11)	Direct Recruitment	Literate: Qualified from a recognized Madirssah of Religious Teachings	-	25 years
31.	Technician	(B-7)	Direct Recruitment	Literate: Qualified in technical knowhow with sufficient knowledge	-	25 years
32.	Assistant Caretaker	(B-7)	Direct Recruitment	Intermediate or Matric with 2 years experience in Watch & Ward Store-keeping	-	25 years

1	2	3	4	5	6	
33.	UDCs & Cashier	(B-7)	50% by Promotion 50% by Direct Recruitment	Intermediate with experience in dealing with Admn/Acctts. Matters	3 years service as LDC in B-5	25 years
34.	LDCs, Typists	(B-5)	Direct Recruitment	Matric with typing speed 30 w.p.m.	-	25 years
35.	Asstt. Sub Inspector	(B-5)	Deputation/Transfer	-	-	-
36.	Veterinary Assistant	(B-5)	Direct Recruitment	Matric with Diploma in Veterinary and experience of one year	-	25 years
37.	Electrician	(B-5)	Direct Recruitment	Middle Pass with practical experience of 5 years	-	25 years
38.	Tailors	(B-5)	Direct Recruitment	Middle Pass with practical experience of 5 years	-	25 years
39.	Drivers	(B-4)	Direct Recruitment	Middle Pass and should be trained licenced PSV driver with 3 years experience	-	25 years 45 in case of ex-Service Men
40.	Despatch Rider	(B-4)	Direct Recruitment	-do-	-	25 years
41.	Masons, Plumber & Painter	(B-1)	Direct Recruitment	Middle/Primary Pass with practical experience in related trades	-	25 years
42.	D.M.O.	(B-4)	Promotion failing that by Direct Recruitment	Middle Pass with ability to read simple English with knowledge of operating duplicating machine or Photostat machine	10 years service N/Qasid	25 years
43.	Head Constable	(B-3)	Deputation	-	-	-

1	2		3	4	5	6
44.	Constables	(B-2)	50% by Direct Recruitment 50% by Transfer	Matric with required physical fitness	-	25 years
45.	Bearer, Cook, Dhobi, Barber, Cobler	(B-2)	Direct Recruitment	Primary Pass with practical experience in related trades	-	25 years
46.	N/Qasids, Nalband, Sais, Masalchi, Tandoorchi, Bahshti, Mali, Frash, Khakroob etc.	(B-1)	Direct Recruitment	-do-	-	25 years

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**KARACHI, MONDAY, NOVEMBER 24, 1997**

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**PART II**

**Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan**

GOVERNMENT OF PAKISTAN

**MINISTRY OF INTERIOR AND NARCOTICS CONTROL**

**(Interior Division)**

**NOTIFICATION**

*Islamabad, the 1<sup>st</sup> September, 1997*

**S.R.O. 178 (KE)/97 :**

In pursuance of Rule 3, Sub Rule 4 of the National Police Academy (Service) Rules 1990, the following amendments shall be made in the said rules (notified) *vide* SRO. 115 (KR)/90, dated 19<sup>th</sup> July, 1990:-

- (i) “Words JS(T) Estt. Division” shall be substituted by the Words “JS Interior Division dealing with National Police Academy”.
- (ii) Words “Dy. Secretary (IT)” shall be substituted by the words “Dy. Secretary Interior Division dealing with National Police Academy”.
- (iii) Words “Section Officer, Establishment Division dealing with NPA” shall be substituted by the “Section Officer, Interior Division dealing with NPA”.

2. Similarly the following amendments/additions in rule 3 of the NPA Employee Service Rules 1990 are notified:-

<i>S. No.</i>	<i>Rule No.</i>	<i>Existing</i>	<i>Proposed</i>
1.	Rule 3, Sub Rule 4	DPC	DPC/DSC
2.	Rule 3 Sub Rule 4	DC Studies	DD (Admn.)
3.	Rule 3 Sub Rule 4	Chief Instructor	to be deleted

3. This issues with the concurrence of the Establishment Division *vide* their O.M. No. 6/3/89-AB22/R7/R-3 dated 24<sup>th</sup> July, 1997.

(No. 8-2/97-Security-I.

MALIK ATTIQUE-UR-REHMAN,  
*Section Officer.*