

Government of NWFP

Power Department

No. ROT/POWER/4-71/2000/
Dated Peshawar the, /2001

Notification

No. ROT/POWER/4-71/2000/ In exercise of the power conferred by Section-31 of The Sarhad Hydel Development Organization Act, 1993 on it. The Board of Directors of SHYDO has been pleased to make the following further amendments, namely;

AMENDMENTS

(A) (i) In Rule-I of Chapter-I, the following entry shall be inserted as Clause (d) after Clause (c);

“(d) The Provincial Government Rules will be adopted in matters Where The SHYDO’s rules are silent.”

(ii) In Rule-18 of Chapter-III, The original entry before the amendments notified vide No. ROT/POWER/4-71/99 dtd 18-11-2000 may be numbered as Clause-(a)

(iii) In Rule-18 of Chapter-III, the following entry shall be inserted as Clause (d) after Clause-(c);

“(d) SHYDO employees will be entitled to the facility of move-over to the next higher pay scale as per the scheme of Basic Pay Scales, 1983 and subsequent instructions issued by the Government of NWFP from time to time.”

(B) The Board has further been pleased to adopt the West Pakistan Medical Attendance Rules 1959, and NWFP Government Civil Servants Revised Leave Rules, 1981 with amendments and Government instructions thereabout issued from time to time.

Secretary to Govt of NWFP,
Power Department

Endst: No. ROT/POWER/4-71/2000 39-45 Dated Peshawar the, 3/3/2001
Secretary to Government NWFP.

1. Secretary Finance Department, Govt of NWFP.
2. Secretary Law Department, Govt of NWFP.
3. PS to Chief Secretary NWFP.
4. PS to Additional Chief Secretary NWFP.
5. PS to Minister, Power Department, Govt of NWFP.
6. Managing Director, SHYDO.

Section Officer (Establishment)
Irrigation & Power Department

Government of NWFP Power Department

Notification

No. 4/35/PE&D/POWER/Vol-II/ dated 13.12.1995. In exercise of the power conferred by section-31 of the Sarhad Hydel Development Organization Act, 1993 and in supersession of this department Notification No. 4/35/PE&D/POWER/44 dated 7th August 1995, the Board of Directors of SHYDO with the approval of the Government is pleased to make the Sarhad Hydel Development Organization Service Rules, 1995 and Sarhad Hydel Development Organization Appointment of Employees Rules, 1995 as specified in Section 1 – 43 and appendix I and Section 1 – 18 appendix 1 – V, as Annexure I – II to this Notification.

Sd
(Khalid Aziz)
ACS/Secretary to Govt. of NWFP
Power Department

Endst no. 4/35/PE&D/POWER/Vol-II/436 dated 14.12.95.

1. Secretary to Chief Minister NWFP.
2. PS to Chief Secretary NWFP.
3. PS to Additional Chief Secretary NWFP.
4. PS to Minister, Power Department, Govt of NWFP.
5. PS to Minister Finance Department, Govt of NWFP.
6. Secretary, Finance Department, Govt of NWFP.
7. Secretary, Law Department, Govt of NWFP.
8. Accountant General NWFP Peshawar.
9. PA to Secretary, PE&D Department.
10. PA to Additional Secretary-V/Power, PE&D Department.
11. Managing Director SHYDO.

SARHAD HYDEL DEVELOPMENT ORGANIZATION
SERVICE RULES 1995

In pursuance of the powers conferred by section (31) of the NWFP, Sarhad Hydel Development Organization Act, 1993, the Board of Directors of SHYDO with the approval of Government is pleased to make the following rules:-

CHAPTER – I

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

- a. These rules may be called the Sarhad Hydel Development Organization Service Rules 1995.
- b. These rules shall come into force with immediate effect and shall be deemed to have been enforced for such employees as may have been enrolled to the establishment of the Organization prior to this date and after the 27th, November 1993.
- c. These rules shall apply to all persons employed or previously absorbed by SHYDO or its project offices (created by SHYDO) and shall also apply to contractees as well as to deputationists except in so far as they may be inconsistent with any provisions of their contract or terms of deputation.

2. **DEFINITIONS:**

In these rules, unless there is anything repugnant in the subject or context the following expressions shall have the meaning hereby respectively assigned to them i.e.

- a. “Organization” means the Sarhad Hydel Development Organization NWFP established under Act No. I of 1993.
- b. “Authority” for conduct and discipline means the Authority designated to exercise the powers of the “Authority” under these rules.
- c. “Accused” means an employee of the Organization against whom action is taken under these rules.
- d. “Authorized Officer” means an officer authorized by the Organization to perform functions of an authorized officer under these rules if no officer is so authorized, the Authority.
- e. “Managing Director” means the Managing Director of the Organization.
- f. “Board” means the Board of Directors of the SHYDO constituted under Act-I of 1993.
- g. “Chairman” means Chairman of the Board of Directors of SHYDO.

- h. “Competent Authority” means the authority indicated in the scheduled of Administrative powers appended to these rules or to whom the relevant powers have been delegated by the Board of Directors.
- i. “Director” means a Director of the Organization
- j. “Employee” means any monthly rated employee on the roll of the organization or its Branches/Projects or subordinate establishments.
- k. “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. In this subsection female dependent includes all unmarried daughters step daughters wholly dependent upon the employee. In the case of male dependents all the sons and step sons are included who are less than 21 years of age and wholly dependent upon the employee.
- l. “Government” means Government of NWFP.
- m. “Head of Department” means the head of a wing/unit of the organization responsible for the conduct of business that is or may be assigned to it. It shall include Director/Secretary/Project Directors and officials designated as officers incharge of projects.
- n. “Initial appointment” means appointment made other wise than by promotion or transfer.
- o. “Month” means the calendar month.
- p. “Project” means any project undertaken and/or managed by the organization and, unless the context requires otherwise includes a company for which the organization has been appointed as managing agent.
- q. “Pay” means amount drawn monthly by an employee as pay fixed in a time scale of pay or otherwise and includes Technical Pay, Special Pay, Personal Pay and any other emoluments specifically classed as pay by the Government but excluding the allowances.
- r. “Prescribed” means prescribed by rules.
- s. “Province” means the North West Frontier Province.
- t. “Penalty” means a penalty which may be imposed under these rules.
- u. “Secretary” means the Secretary of the Board of directors of the Organization.
- v. SHYDO means the Sarhad Hydel Development Organization.

- w. “Deputationist” means an officer/official on deputation to the organization from department of the Federal/Provincial Government or an autonomous/Semi autonomous body.

CHAPTER – II

GENERAL CONDITIONS OF SERVICE

3. CLASSIFICATION OF EMPLOYEES:

For the purpose of these rules there shall be the following categories of employees.

- a. “Regular Employees” means employees who have completed one year (extendable to year) probationary period and are confirmed by the organization in writing.
- b. Project Employees means employees who have been engaged temporarily or a project employees who are engaged for a work of a temporary nature for a specific period. It is hereby expressly provided that the benefits of Provident Fund or any other benefits conferred upon regular employees under these or other organization rules shall not apply to project employees, unless otherwise stated specifically.
- c. “Contract employees” mans employees engaged on contract basis on specific terms for a specified period.

4. APPOINTMENT.

- a. Appointment to the post in the organization including its projects etc shall be made in accordance with the rules contained in the SHYDO Employees Appointment Rules.
- b. Appointment shall be made in the prescribed manner by the competent authority or by a person authorized by the Organization in that behalf. All the initial appointments, shall be on probation.
- c. Any appointment of any employee by promotion to the post may also be made on probation for a period of one year which may extend to another one year.
- d. A person appointed on probation shall, on satisfactory completion of his probation, be eligible for confirmation in the post.
- e. A person appointed by initial recruitment shall obtain a medical fitness certificate and be declared medically fit by the medical officer authorized by the Organization.
- f. He is not less than 18 years of age on the date of appointment.

5. **MEDICAL EXAMINATION**

All prospective employees of the organization shall have to present themselves for a Medical Examination to the organization's Medical Officer or to any other Registered Medical Practitioner, nominated by the organization for the purpose and obtain a certificate of fitness within one month of their appointment.

6. **PROBATION**

- a. All employees except those appointed on contract basis or on deputation or on temporary basis, shall on appointment be placed on probation, for a period of one year extendable by another year by the competent authority.
- b. If an employee on probation fails to show satisfactory progress during the initial or extended period of probation, the competent authority may dispense with his service without notice or assigning any reason thereof. In the case of employees appointed by promotion they shall be reverted to their original lower posts in the organization.

7. **CONFIRMATION**

On satisfactory completion of the period of probation whether initial or extended the competent authority shall confirm the employee by an order in writing which shall be placed on 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.

8. **RECORD OF AGE**

The competent authority shall require from an employee at the time of his employment to declare his age, which shall be duly attested by the employee. This declaration of age shall be supported by a documentary proof. If an employee is unable to produce any documentary proof, the authority may send him to the organization Medical Officer or any other Registered Medical Practitioner, selected by the organization for this purpose, and his opinion with regard to the age of the employee shall be conclusive. Age of the employee so determined at the time of his enrolment/employment shall be recorded and will not be questionable by the employee later on.

9. **SUPERANNUATION**

- a. An employee shall be retired from service on attaining the age of sixty years.
- b. The competent authority/Board may re-employ Highly competent and experienced persons who may have already attained the age of sixty years on contract basis.

10. **OVERTIME.**

- a. In case of necessity, employees of the organization or its projects may be required to work overtime, and where so required, the employees shall work overtime unless legitimate grounds for their refusal have been brought to the notice of the officer concerned who shall consider and where appropriate exempt such employee. Legitimate grounds for the purpose may be medical, court attendance, death of near relative, etc.
- b. Over time allowance at double the rate of daily wage/pay will be admissible where the time of work exceeds 48 hours in a week provided that where daily allowance is charged, no overtime allowance will be admissible. In case where pay of an employee is increased retrospectively no arrear of overtime shall be admissible.
- c. No overtime shall be admissible to officers and or the employee drawing pay in grade-17 and above.

EXPLANATION

- i. Overtime when necessary shall be restricted to emergencies or where to work is clearly outside the normal daily routine. Overtime must not be considered as an additional source of income for it remains at all times a discretionary power of the competent authority.
- ii. The authority for sanctioning overtime work by an employee shall be the competent authority. Prior written approval for any overtime must be issued by competent authority/respective Head of Department except in emergency when in its discretion, the competent authority may approve ex-post facto overtime worked the next day.

11. TRANSFER

- a. All employees of the organization shall be liable to serve any where in NWFP and shall be liable to transfer from one office/Head office, Estt, Deptt., or Project/company to another and vice-versa.
- b. The competent authority may send on transfer or other wise an employee of the organization to any other Organization, Government or Foreign Agency for a specified period on the terms to be settled but not less favourable than his existing terms and not without his consent.

12. DEVOTION TO DUTY

All employees shall devote and engage their whole time to the business and interest of the organization, 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 have private dealings or business relations with any body else, unless otherwise specifically permitted by the organization to do so. All employees shall readily and willingly obey the legal commands of their superiors and perform their duties diligently and to the best of their ability.

13. **RESIGNATION**

- a. An employee who wishes to resign from the service of the organization must give notice in writing as required under the terms and conditions of his appointment, otherwise he will be liable to surrender pay in lieu of notice. The competent authority may in exceptional cases waive off the requirement of notice period.
- b. No employee may tender his resignation or notice of resignation while he is on leave. In such case he shall be deemed to have left the organization's service without notice on the day he proceeded on leave. The provision of this rule can be relaxed by the Board in exceptional cases.
- c. An employee who has submitted his resignation may not leave his post unless his resignation is accepted by the competent authority and he has properly handed over the charge of his post/office and is duly relieved by the organization. Absence from duty after submission of resignation without valid reasons may render the employee liable to disciplinary action and to forfeiture of his dues, if any.

14. **TERMINATION OF SERVICE**

The service of a regular employee may be terminated on giving three month's notice on either side, (provided such termination is not due to mis-conduct for which separate rules have been framed) provided that three month's pay may be paid in lieu of notice or a sum equal to proportionate pay for un-expired period of notice. The pay in this case will be the pay last drawn provided further that such termination of service shall be in accordance with law and the termination order states reasons in very brief for the necessity of termination. The services of the employees who is the junior most in the line of service shall ordinarily be terminated in case of abolition/retrenchment of posts.

14. (a) **APPEAL**

Any person aggrieved by the orders of his termination from service may go in appeal to the Board through his controlling officer.

15. **GRATUITY**

- a. Gratuity shall be admissible on:-
 - i. Death;
 - ii. Termination of service; or
 - iii. Resignation
- b. The grant of gratuity will be subject to the condition that the employee has not been guilty of misconduct and his service has been declared as satisfactory by the appointing authority. The gratuity will be payable at rate of one month's pay on the basis of last pay drawn for each completed year of service, provided the employee has rendered at least 10 years service with the organization.

- c. If the service of an employee is less than 10 years at the time of termination/ resignation the gratuity admissible shall be 20 years pay calculated on the basis of the rate admissible to him immediately before termination/resignation for every complete year of service or any part there of excess of 5 months.
- d. In case of death of an employee, the gratuity will be payable at the following rates.
 - i. Service less than 5 years : 20 days for each complete year of service
 - ii. Service of 5 years or more : 30 days for each completed year of service.

Note-1 Service for the purpose of this rule includes duty as well as leave with salary.

Note-2 In respect of projects transferred to SHYDO the service with respect of gratuity shall be declared from the date of transfer of such project to the SHYDO.

Note-3 The admissibility of gratuity and provident Fund together will be subject to the provision of IRO wherever applicable.

16. **JOINING TIME ON TRANSFER**

Joining time and joining time pay shall be admissible to the organization’s employees as per Government rules. However, in case of urgency the organization may require an employee transferred to take up his new assignment in the shorter period than that prescribed.

CHAPTER – III

PAY AND OTHER FRINGE BENEFITS

17. **PAY**

- a. Regular, contract/project employees of the “organization” shall draw pay in the Basic Pay Scale amended from time to time, applicable to the employees of the Provincial Government.

18. **INCREMENT**

An increment shall ordinarily be drawn as a matter of course unless it is withheld under the Efficiency and Discipline Rules.

19. **EFFICIENCY BAR**

Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be given to the employee without the specific sanction of the authority competent to withhold increment.

20. **REVERSION TO LOWER POST**

- a. The authority which orders the transfer of an employee as penalty from a higher to a lower grade or post under E&D Rules, may allow him to draw any pay, not exceeding the maximum of the lower grade or post, which it may think proper.
- b. If an employee is on account of misconduct or inefficiency reduced to a lower grade or post or to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and whether on restoration it shall operate to postpone future increments and if so, to what extent.

21. **LOCAL COMPENSATORY ALLOWANCE**

Compensatory Allowance at the rate sanctioned by the Government of NWFP from time to time shall be admissible to the employees of the organization posted within the Municipal/Cantonment limit of Peshawar.

22. **HOUSE RENT ALLOWANCE/SUBSIDY**

House rent allowance/subsidy shall be admissible to all regular/projects employees of SHYDO Head Office as well as its projects at the rates prescribed by Government of NWFP from time to time.

23. **CONVEYANCE ALLOWANCE**

SHYDO's regular employees drawing salaries in BPS-1 to BPS-20 or equivalent there to shall be allowed to draw conveyance allowance at the rate fixed by the Government of NWFP from time to time.

24. **WASHING ALLOWANCE**

Washing allowance shall be admissible to those employees from grade-I to 4 who are entitled for liveries, at the rates sanctioned by the Government from time to time.

25. **OTHER ALLOWANCES**

a. **Dearness Allowance/Cost of Living Allowance etc.**

Dearness allowance, additional dearness allowance, cost of living allowance or any allowance of like nature as sanctioned by the Government from time to time for the Government Servants shall also apply mutatis-mutandis to the employees of the organization.

b. **Unattractive Area Compensatory Allowance**

Organization's regular/project employees posted at Dir, Swat, Chitral and Kohistan Districts shall be entitled to unattractive Area Compensatory Allowance at the rates and on the conditions as sanctioned/prescribed by the Government of NWFP from time to time.

26. **CASH ALLOWANCE**

Monthly cash allowance at the rates given below shall be admissible to the employees of the organization's Head Office, completed/under implementation projects and works Division who are entrusted with the duty of cash handling (Cashier).

- | | | |
|------|--|----------------|
| i. | Where the minimum amount of average monetary transactions in a month does not exceed Rs. 10,000/- | Rs. 100/p.m. |
| ii. | Where the maximum amount of average transactions in a month exceed Rs. 10,000/- but are below Rs. 50,000/- | Rs. 150/- p.m. |
| iii. | Where average monetary transactions in a month are more than Rs. 50,000/- | Rs. 200/- p.m. |

The term "monetary transaction" mean payment both by cheques and cash.

The admissibility of the allowance will depend on the fulfillment of the requirement of deposit of security. The amount of security to be deposited in cash will be 25% of the sanctioned limit for petty cash for the project/office concerned and an additional 25% in the shape of Bank Guarantee/indemnity Bond or Insurance Policy duly vetted by the organization's Legal Advisor. The limit of petty cash will be fixed by the Director/Project Incharge concerned of the Department/Project.

Note. For fixing the amount of cash allowance during a financial year, the average monthly transactions of preceding financial year may be taken into account. The process has to be done in July each year before withdrawal of cash allowance.

CHAPTER – IV

27. PUBLIC HOLIDAYS

- a. Friday and Saturday will be closed holidays.
- b. All gazetted holidays as announced by the Provincial Government will be allowed to employees with pay except Bank Holidays.

28. INTERPRETATION

The Board of Directors of SHYDO shall be the sole judge of the meaning or interpretation of all or any of these rules, and their decision shall be final and binding on all persons to whom these rules are applicable.

29. AMENDMENT/ALTERATION OF RULES

The full sitting of the Board of Directors shall have full powers to make any amendment, addition or alteration in these rules, from time to time as they feel necessary and such amendment, addition or alteration shall be deemed effective from the date when the (Amendment, addition or alteration are notified, even if not specifically brought to the attention of a specific employee.

30. WORKING HOURS

The working hours of the Head/Branch office of the organization will be in line with those of the Provincial Government.

31. RECORD OF SERVICE

Proper service record in the shape of a personal file/service record shall be maintained in respect of all employees.

31. (a) Annual Confidential Report

Annual Confidential Reports in respect of all employees in grade 5-20 shall be prepared annually on the prescribed forms of the Government.

32. GRANT OF ACCEPTANCE OF HONORARIA

Honoraria may be granted to the employees by the competent authority in accordance with Government Rules.

CHAPTER – V

33. SECURITY IN OFFICE MATTERS

No information, acquired directly or indirectly from organization papers or relating to organization affairs or plans shall be communicated to any person official or non-official outside the organization or to any person within the organization unless such person is directly concerned and is authorized to receive such information.

- a. The Officer concerned has been directly empowered to do so by the Managing Director of the Organization.
- b. The Government has officially asked the organization to supply certain information.

34. MIS-CONDUCT

Means conduct prejudicial to good order or service discipline or contrary to the employees conduct Rules or unbecoming of an officer and a gentleman and includes any act on the part of the employees to bring or attempt to bring political or other outside influence directly or indirectly to bear on the organization or any of its officer in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of any employee and shall inter alia include:-

- a. Violation of secrecy in any manner or an attempt thereto;
- b. Willful insubordination or disobedience of any reasonable and legal command of the superior.
- c. The theft, fraud, misappropriation or dishonesty in connection with the organization business or property.
- d. Willful damage to or loss to SHYDO property.
- e. Taking or giving bribe or any illegal gratification.
- f. Carrying of another private business or employment without permission of the organization.
- g. Habitual late attendance and habitual absence without legitimate cause or without approval of the competent authority.
- h. Habitual breach of law applicable to the organization.
- i. Habitual or gross negligence.
- j. Repetition of unauthorized acts or omissions.

- k. Striking work or inciting others to strike work in contravention of provisions of any law or rule or adoption of go slow tactics.
- l. Absence without leave of more than ten days shall render an employee liable to dismissal.
- m. Drunkenness or causing disorderly and indecent incident within office premises.
- n. Giving wrong information about his name, age, qualification, previous experience, number of family members, domicile etc at the time of employment.
- o. Conviction by a court of law for any criminal offence or an offense of moral turpitude.
- p. Indiscipline or breaking of any rules of the organization including the Service Rules, or contravention of any standing orders issued in regard to the maintenance of working of any department wing/project/office.
- q. Insolvency.
- r. Submission of applications for appointment in other departments/Organizations without routing it through proper channel or without obtaining prior permission of the competent authority.
- s. Taking part in politics or exerting political pressure for getting undue advantage in service.
- t. Accepts gifts from foreigners but does not report it to the Board within a month.

35. **GROUND FOR PENALTY**

Where an employee of the organization in the opinion of the authority.

- a. is inefficient or has ceased to be efficient; or
- b. is guilty of misconduct; or
- c. is corrupt, or may reasonably be considered corrupt because.
 - i. he is, or any of his dependents or any other person through him or on his behalf is in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
 - ii. he has assumed a style of living beyond his ostensible means; or
 - iii. he has a persistent reputation of being corrupt; or

- d. is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any un-authorized person, and his retention in services is therefore prejudicial to national security, the authority may impose on him one or more penalties.

36. **PENALTIES**

- 1. The following are the minor and major penalties, namely:-

- a. **Minor Penalties:-**

- i. Censure;
- ii. Without-holding, for a specific period, promotion or increment, otherwise than for unfitness for promotion, or financial advancement in accordance with the rules or orders pertaining to the service or post;
- iii. Stoppage, for a specific period, at an efficiency bar in the time scale otherwise than for unfitness to cross such bar;
- iv. Recovery from pay of the whole or any part of any pecuniary loss caused to the organization by negligence or breach of orders;

- b. **Major Penalties:-**

- i. reduction to a lower post or time scale, or to a lower stage in a time scale;
- ii. compulsory retirement;
- iii. removal from service.

- 2. Removal from service does not but dismissal from service does disqualify for future employment.

- 3. In this rule, removal or dismissal from service does not include the discharge of a person:-

- a. appointed on probation, during the period of probation in accordance with the probation rules applicable to him; or
- b. appointed, on a project post otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
- c. engaged under a contract, in accordance with the terms of contract.

37. **INQUIRY PROCEDURE**

The following procedure shall be observed if an employee of the organization is proceeded against under these rules.

1. In case where an employee is accused of sub-version, corruption or misconduct, the Authorized officer may require him to proceed on leave or, with the approval of the Authority, suspend him, provided any continuation of such leave or suspension shall require approval of authority after every three months.
2. The Authorized officer shall decide whether in the light of facts of the case or the interest of justice an inquiry should be conducted through Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in Rule 38 shall apply.
3. If the Authorized officer decides that it is not necessary to have inquiry conducted through an inquiry officer or inquiry committee, he shall:-
 - a. by order in writing, inform the accused of action proposed to be taken in regard to him and the grounds of the action; and
 - b. give him a reasonable opportunity of showing cause against such action. Provided that no such opportunity shall be given where the organization is satisfied that in the interest of the security of Pakistan or any part there of it is not expedient to give such opportunity.
4. On receipt of the report of the Inquiry officer or Inquiry Committee or, where no such officer or committee is appointed, on receipt of the explanation of the accused, if any, the Authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Authority alongwith the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the Inquiry officer or Inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. The Authority shall pass such orders as it may deem proper.

38. **PROCEDURE TO BE OBSERVED BY THE INQUIRY OFFICER AND INQUIRY COMMITTEE WHERE AN INQUIRY OFFICER OR INQUIRY COMMITTEE IS APPOINTED, THE AUTHORIZED OFFICER SHALL:-**

1. Frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.
2. Require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the date the charge has been communicated to him, to put in a written defence and to state at the same time whether he desires to be heard in person.

3. The Inquiry officer or the Committee, as the case may be shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him.
4. The Inquiry officer or the committee, as the case may be shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment with reasons therefore, shall be reported forthwith to the Authorized officer. Normally no adjournment shall be for more than a week.
5. Where the inquiry officer or the committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper, the progress of the enquiry he or it shall administer a warning and if the thereafter, he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks best suited to do substantial justice.
6. The inquiry officer or the committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the Authorized officer, submit his or its findings and the grounds thereof to the Authorized officer.

39. **REVISION**

The Authority or the Managing Director may call for the record of any case pending before or disposal of by the Authorized officer and pass such orders in relation there to as it may deem fit.

40. **POWER OF INQUIRY OFFICER AND INQUIRY COMMITTEE**

1. For the purpose of an inquiry under these rules, the inquiry officer and the inquiry committee shall have the powers of a civil court trying a suit under the code of civil procedure, 1908 (Act V of 1908), in respect of the following matters, namely:-
 - a. summoning and enforcing the attendance of any person and examining him on oath;
 - b. requiring the discovery and production of documents;
 - c. receiving evidence on affidavits;
 - d. issuing commissions for the examination of witnesses or documents.
2. The proceedings under these rules shall be deemed to be judicial proceeding within the meaning of section 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

41. **RULE 37 NOT TO APPLY IN CERTAIN CASES. NOTHING IN RULE 37 SHALL APPLY IN A CASE:-**

- a. Where the accused is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence of imprisonment; or
- b. Where the authority competent to dismiss, or remove a person from service or to reduce a person in rank, is satisfied that for reasons recorded in writing by that authority, it is not reasonably practicably practicable to give the accused an opportunity of showing cause.

42. **PROCEDURE OF INQUIRY AGAINST OFFICERS LENT TO FEDERAL OR PROVINCIAL GOVT. ETC.**

1. Where the service of any employee to whom these rules apply are lent to the Federal or Provincial Govt. or to a local or other agency in this rule referred to as the borrowing authority, the borrowing agency shall have the power of the Authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these rules;

Provided that the borrowing authority shall forthwith inform the authority which has lent his services, of the circumstance leading to the order of his suspension or the commencement of the proceedings, as the case may be;

Provided further that the borrowing authority shall obtain prior permission of the authority before taking any action under these rules.

2. If, in the light of the findings in the proceedings taken against an employee in terms of sub rule (1) the borrowing authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending authority the record of the proceedings and there upon the lending Authority shall take action as prescribed in these rules.

43. **APPEAL**

A person on whom a penalty is imposed shall have the right of appeal to the officer next above the Authorized Officer/Authority as the case may be.

43. (a) Where with regard to any matter or point these Rules are silent or unclear the government of NWFP Efficiency and Discipline Rules shall apply.

SCHEDULE OF ADMINISTRATIVE POWERS UNDER SHYDO SERVICE RULES.

<u>S. No.</u>	<u>Nature of Powers</u>	<u>Authorities empowered</u>	
		Head Office	Projects
1. i.	Authorized Officer		
a.	Managing Director	Admn: Secretary	
b.	Director, Secretary/ Project Directors	Managing Director	
c.	For Grade 17 & above officers other than at b.	Director Admn:/Secretary	Project Director/ Project Incharge
d.	For employees in Grad 1-16	Deputy Director Admn:	Dy: Director/Asstt: Director or a grade 17 Officer at the project.
	ii. Authority		
a.	Managing Director	Chief Secretary NWFP	
b.	Director, Secretary/ Project Directors	Admn: Secretary	
c.	For Grade 17 & above officers other than at b.	Managing Director	Managing Director
d.	For employees in Grad 1-16	Director Admn:/Secretary	Project Director/ Project Incharge
2.	Power to sanction Overtime allowance		
	All employees except officers entitled to Overtime allowance	Managing Director/ Director concerned/Secretary	Project Director/ Dy: Director concerned.
a.	Upto 24 hours in a month	-do-	-do-
Note:- Overtime payment shall be rarely resorted to and the brief description of the work for which overtime is paid shall be recorded by the competent authority.			
3.	a. (i) Power to transfer an employee from		

one post to another within a project or office.

- | | | | |
|----|---|--|---|
| a. | Director/Project
Director/Project
Incharge. | Admn: Secretary | Admn: Secretary |
| b. | Employees of Grade-17
and above | Managing Director | Managing Director |
| c. | Employees of Grade1-
16 | Secretary in consultation with
Director concerned | Project Director in
consultation with the
Dy: Director/Section
Incharge concerned. |

(ii) Transfer from one Project to another and From Head office to Project & vice versa.

- | | | | |
|-------|---|-------------------|-------------------|
| a. | Directors, Secry:
Project Director | Admn: Secretary | Admn: Secretary |
| b. | All employees except
at (a) | Managing Director | Managing Director |
| (iii) | Transfer on deputation
to other organization
(for Head office and
Projects) excluding
Posts of Directors,
Secretary;, project
Director Dy: Director
for which approval of
Admn: Secretary shall
Be required. | Managing Director | Managing Director |

4. **Power to suspend**

- | | | | |
|----|----------------------------------|-------------------------|---|
| a) | Managing Director | Admn: Secretary | |
| b) | For PBS-17 and above
officer. | Managing Director | Managing Director |
| c) | For employees in
BPS-1 – 16 | Secry/Director
Admn: | Project Director/
Project Incharge/
Deputy Director |

Note:- a). In the case of Director, Secretary, Project Directors prior permission shall be obtained from the Admn: Secry: before suspending the officers.

b). In the case of civil servants the matters shall be brought to the notice of the Chief Secry: NWFP and his permission obtained.

1. Residual Powers are to be exercised by the Chairman.
2. The Director concerned can also exercise concurrently all the Powers delegated to Officers below them.
3. In the case of Hed Office, powers will be exercised by the officers to whom these have been delegated but the orders will be issued by Administration Branch.

SARHAD HYDEL DEVELOPMENT ORGANIZATION
APPOINTMENT OF EMPLOYEES RULES 1995

Notification.

In pursuance of the Power conferred by Section (31) of the NWFP Sarhad Hydel Development Organization Act, 1993, the Board of Directors of SHYDO with the approval of the Government is pleased to make the following rules:-

General

- | | |
|------------------------------|---|
| Short: Title & Commencement. | <ol style="list-style-type: none"> 1. (1) These rules may be called “Sarhad Hydel Development Organization Appointment of Employees rules 1995. (2) These shall apply to employees of the Board of Sarhad Hydel Development Organization. (3) It shall come into force at once and shall also apply to employees earlier enrolled by the organization. |
| Definitions | <ol style="list-style-type: none"> 2. In these rules, unless there is anything repugnant in the subject or context the following words shall have the meanings assigned to them as under- <ol style="list-style-type: none"> a. “Organization” means the Sarhad Hydel Development Organization. b. “Board” means the Board of Directors of Sarhad Hydel Development Organization. c. “Chairman” means the Chairman of the Board of Directors of Sarhad Hydel Development Organization. d. “Managing Director” means Managing Director of the organization. e. “Director” means the Secretary of the Board of Directors of SHYDO. f. “Secretary” means the Secretary of the Board of Directors of SHYDO. g. “Project Director” means head/incharge of a Project. h. “Project” means any Project undertaken and managed by the organization and unless the context requires otherwise includes a company for which the organization has been appointed as Managing agents. i. “Government” means the Government of NWFP. |

- j. “Regular Employee” means a person who is in regular service of the organization, but does not include a person who is:-
 - (i) an employee on contract, or
 - (ii) Project employee.
- k. “Contract/Project Employees” means an employee other than a regular employee who is appointed for a particular scheme or a specified period.
- l. “Appointing Authority” means the officer competent to, make appointments as indicated in Appendix-I of these rules.
- m. “Care” means the strength of a service or part of a service sanctioned as a separate unit.
- n. “Deputationist” means officer/officials on deputation to the organization from a department of the Federal/Provincial government or an Autonomous/Semi Autonomous body.

Manner of Appointment 3.

Appointment to posts in the organization may be made in any of the following manners:-

- (1) by initial recruitment.
- (2) by promotion from amongst the regular employees.
- (3) On deputation/transfer
- (4) On contract.

Procedure for Appointment 4.

(1) procedure for appointment to various posts shall be as under;

- (a) The method of appointment, qualification and other conditions applicable to each post in the organization shall be as laid down in Appendix-II.
- (b) Appointment by promotion to a post shall be made on the recommendations of the Departmental Selection/Promotion Committee/Departmental Promotion Board.
- (c) Appointment by initial recruitment to a post shall be made on the recommendation of the Departmental Selection Committee/Departmental Selection Board.
- (d) Appointments on deputation shall be made by the written order of the competent appointing authority.
- (e) Posts in BPS-5 and above shall be duly advertised in the press. Posts in BPS-1 to 4 may, however, be filled in on local basis by due advertisement in the local area.

- (2) All administrative/Executive orders in the organization will be issued/published by the Secretary to the Board under the general supervision of the Managing Director SHYDO.
 - (3) The composition of the Departmental Promotion and Selection Committees for the posts in various grades shall be as in Appendix-III.
5. The Managing Director SHYDO, in case of urgency for reasons to be recorded, may appoint a suitable qualified person on contract basis against an existing post for a period not exceeding 3 months at a time; provided that approval of the Board for such appointments shall be obtained within the said period.
6. A candidate for initial recruitment to a post shall:-
 - i. Possess the prescribed qualification/experience.
 - ii. Be within the prescribed age limit, unless otherwise relaxed by the Board.
 - 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 specified by the Organization.
7. Existing employees of the organization who pass the prescribed qualifications and meet the general conditions laid down for a post will not be precluded from appearing for selection on the ground of their existing lower position in the organization.
8. Appointment by contract may only be made for special purposes or for obtaining services of specially qualified persons and shall be for a specified period only, not exceeding two years, and extendable on a yearly basis. Employment of persons beyond the age of 60 years can be made according to the procedure prescribed by the Government.
9. The letter of appointment shall be issued on the standard form Appendix-IV and must be signed by the Appointing Authority in his own hand or by the Managing Director.
10. (1) Out of posts to be filled in by initial recruitment, vacancies shall be reserved as under:-
 - (i) Eighty-Seven percent for general public
 - (ii) Ten percent for ex-servicemen of the armed forces.
 - (iii) One percent for disabled persons.
 - (iv) Two percent for women.
 - (2) Vacancies referred to in sub-rule (i) (ii), (iii) & (iv) above, may be re-adjusted in future recruitment if a suitable candidate is not available.

- Termination/ Retirement from Service. 11. (1). An employee shall retire from service on completion of of sixtieth year of his age.
- (2) Where owing to financial stringency as part of general scheme for economy or any other reason, the Board finds it necessary to abolish any post, it will give to the employees whose services are proposed to be terminated, three months notice or pay in lieu thereof, if he is confirmed in service. The services of the employee who is junior most shall ordinarily be terminated in case of abolition/retrenchment of posts.
- (3) Where any employee wants to resign from the Board's service for any reason and if he is a confirmed employee shall be required to give 3 months notice or deposit three months pay in lieu thereof.

An employee who tenders resignation from the service of the organization shall not leave his post till his resignation has been accepted by the Competent Authority and he is properly relieved.

- Domicile. 12. All employees of the organization shall be of NWFP domicile. However, the Board may relax this condition in cases of specialists whose services are required by the organization and no person of the required qualification is available in the NWFP. Provided that the candidate who spouses are foreign National are not eligible for appointment under these rules.

- Job Specification 13. The Board of Directors shall prescribed "Job Specification" for any post required by the organization and which is not specifically covered or provided for in these rules.

14. There will be two cadres of the employee of the organization.

- a. Head office cadre. Which will comprise the following:-

- i. All employees appointed on posts belonging to Head office of the organization.

- b. Project cadre. Will include all employees appointed on or in connection with the affairs of the Projects/Companies.

The sub-cadre for the two cadres are indicated in:-

1. Engineering Cadre:-

This cadre will include the following:-

- i. Electrical/Electronic Engineers:-

- ii. Mechanical Engineers:-

iii. Civil Engineers:-

2. Management Cadre.

This cadre will include all officers of administration in grade 17 and grade 18.

3. Finance Cadre

This cadre will include the employees of Finance, Budget Accounts, Audit and Commercial wing in grade-II to grade-18, promotion to grade-19 will however be on selection basis from amongst the senior most grade-18 Officers of the Finance Cadre.

4. Economists

This cadre will include economists in grade-17 and grade-18.

5. Geologists

This cadre will include Asstt./Junior Geologists and Geologist in grade-17 to grade-18.

6. Ministerial-I

a. The sub-cadre will include junior clerks, typists, Senior clerks, Assistant Care takers and Superintendents (i.e.) from grade-5 to grade-16 in all the wings of the organization at the Head office and projects except for Accounts/Finance where from grade-II onwards they will be considered as a separate cadre as referred to at serial No. 3 above.

Ministerial-II

b This cadre will include Stenotypists, Stenographers, P.As and Private Secretaries (From grade-6 to grade-16) Head office and Projects.

Note:- i. For the purpose of onward promotion to grade-17 to the ministerial side, both the above categories (a&b) will be considered on joint seniority basis.

ii. Separate list of seniority of Head office and Project shall be maintained and employees of Head office cadre shall not be eligible for promotion against project posts and vice versa.

Ministerial-III

c. This cadre will include Telephone/Teleprinter operators.

(All other employees not covered above will form part of their respective sub cadres)

15. Appointment by promotion will be made within the cadre on the basis of interse seniority of the employees in the relevant sub cadre.

Issuance of Executive Orders. 16. Issuance of orders for creation of New posts.

All orders regarding creation of posts will be issued from the Administration wing of the Organization.

Issuance of Appointment Letters. 17. Issuance of Appointment Letters.

i. Letters of appointments for all categories of employees in the head office and for grade-17 and above posts for projects shall be issued by the Administration department/wing of the organization.

iii. For appointments against grade 1 to 16 in the projects, there letters of Appointment will be issued by the Project Director/Project Incharge concerned and shall endorse a copy to administration department/wing in the Head office.

Deputation 18. Deputation Cases

In order to keep uniformity of policy, all cases of deputation whether at project or at Headquarters will be processed/dealt with by the Administration wing, Head office.

SCHEDULE OF APPOINTING AUTHORITIES FOR VARIOUS POSTS.

<u>S. No.</u>	<u>NAME OF POST</u>	<u>APPOINTING AUTHORITY</u>
1.	Managing Director Director Finance	Government of NWFP
2.	Officer in BPS-17 and above Including Directors/ Secretary/Project Director	Chairman
3.	Posts in BPS-11 to 16	Managing Director
4.	Posts in BPS-1 to 10 (Head Office)	Director Administration/ Secretary to the Board.
5.	Posts in BPS-1 to 10 (Project Schemes/O&M	Project Director concerned.

Note:- Subject to the condition that the post required to be filled are duly sanctioned in the budget of the organization or PC-I/PC-II.

SARHAD HYDEL DEVELOPMENT ORGANIZATION
APPOINTMENT OF EMPLOYEES RULES, 1995

1. Departmental Selection Board.

a). For the posts of Directors/project Director/Secretary.

- | | | |
|-----|--------------------------|------------|
| i) | Administrative Secretary | (Chairman) |
| ii) | Managing Director | (Member) |

A specialist in the Field could be co opted as a member by the Selection Board.

b) For posts in BPS-17 and above.

- | | | |
|------|------------------------|------------------------|
| i) | Managing Director | (Chairman) |
| ii) | Director concerned | (Member) |
| iii) | Secretary to the Board | (Member Cum Secretary) |

The Managing Director if he considers it necessary may co-opt a specialist in the Field as a member.

2. Departmental Promotion Board for BPS-17 and above.

- | | | |
|------|-----------------------------------|------------------------|
| i) | Administrative Secretary | (Chairman) |
| ii) | Managing Director | (Member) |
| iii) | Secretary/Director Administration | (Member cum Secretary) |

3. Departmental Selection/Promotion Committees.

a) For the posts in BPS-5-16 (Head Office).

- | | | |
|------|------------------------|------------------------|
| i) | Director concerned | (Chairman) |
| ii) | Secretary to the Board | (Member) |
| iii) | Administration officer | (Member cum Secretary) |

b) For the posts in BPS-1-4

- | | | |
|------|------------------------|------------------------|
| i) | Assistant Director | (Chairman) |
| ii) | Administration officer | (Member) |
| iii) | Superintendent | (Member cum Secretary) |

4. Departmental Selection/Promotion Committee (Projects)

a) For the posts in BPS-5-16 (Scheme/O&M)

- i) Project Director concerned (Chairman)
- ii) Deputy Director/XEN (Member)
- iii) Administrative Officer (Member cum Secretary)

b) For the posts in BPS-1 – 4 (Scheme/O&M).

- i) Deputy Director (Chairman)
- ii) Assistant Director/SDO (Member)
- iii) Superintendent concerned (Member cum Secretary)

SARHAD HYDEL DEVELOPMENT ORGANIZATION

No.

Dated

To

.....
.....
.....

Subject: Appointment

Ref: Your application interview/test/dated

You are hereby offered a post of

.....

In the of the organization on the following terms and conditions with effect from

1. Nature of Appointment. Regular After completion of probationary period of one year extendable by one year.

Project/contract employees (Special conditions if any be specified).

2. Grade/Scale of Pay.

(a). For pay & allowance and fringe benefits during probationary period:-

- i. Initial pay Rs. p.m.
- ii. Dearness allowance Rs. p.m.
- iii. L.C.A. Rs. p.m.
- iv. Fringe Benefits Rs. p.m.

(b). For pay and allowances and fringe benefits after completion of probationary period:-

- i. Initial pay Rs. p.m.
- ii. Dearness allowance Rs. p.m.
- iii. L.C.A. Rs. p.m.
- iv. Fringe Benefits Rs. p.m.

3. House Rent Allowance a) During probationary period. p.m.
b) After completion of probationary period. p.m.

4. Conveyance Allowance a) During probationary period.
..... p.m.
5. Medical facilities for self and family as per Organization/Govt Rules.
6. All others.
7. Place of duty You are employed for
Project/Office/Head Office etc and you will not have any right or claim to employment in any other project/office/Head office of the organization in case your service are no longer required in connection with the affairs of the project/office/head office. The organization may change your designation/duties as and when deemed necessary.
8. Security Deposit required
9. Notice of termination of appointment. During the probationary period services can be terminated without notice and assigning any reason thereof. After successful completion of the probationary period your services can be terminated on three months notice or pay in lieu thereof on either side provided such termination is not due to misconduct, for which it will be terminated without any notice.
10. Medical fitness. You shall have to produce a Medical Fitness Certificate from the organization Doctor or from a Medical Practitioner nominated by the organization regarding your health within one month of joining Service.
11. Rules governing the Service SHYDO Rules/Project Rules.
12. You will not divulge either directly or indirectly to any person or body any knowledge or information which you may acquire concerning affairs, property, enterprises, undertakings of the organization or company its business and trade matters and secrets.
13. Offer Open Upto If the above terms and conditions are acceptable to you, then you are requested to sign the duplicate copy of this letter as a token of your acceptance and send it by Registered Post and report for duty to this office with
Days of the receipt of this letter.

C.C to:-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

.....

Signature of
Appointing Authority

**GOVERNMENT OF NWFP
POWER DEPARTMENT**

No. ROT/POWER/4-71/99/
Dated Peshawar the / /2000

NOTIFICATION

No. ROT/POWER/4-71/99/ In exercise of the powers conferred by section-31 of Sarhad Hydel Development Organization Act, 1993 the Board of Directors of SHYDO in its meeting held on 10.06.2000 decided to amend the Sarhad Hydel Development Organization Service Rules, 1995 to the following extent.

AMENDMENT/ADDITION

The Board of Directors of SHYDO approved the addition of Deputy Director (Admn) post at S. No. 17 in the qualification/experience for appointment “against various posts” at page 39 of the said rules and make the present S.No 17 as S.No 17/a.

S.No	Nomenclature of Post	Minimum qualification Prescribed for appointment by initial Recruitment	BPS	Age limit (Yrs)	Method of Recruitment/ appointment
17	Deputy Director Administration	Master Degree in Management Science or Law Graduate 1 st Class with at least 7 years experience in administrative personnel and labour matters in the Govt, Semi Govt, Autonomous body or large industrial concern.	18	28-40	50% by initial recruitment. 50% by promotion on the basis of seniority cum fitness from amongst Assistant Director (Admn), have a minimum of five years experience as such, or by transfer.

-Sd/-

SECRETARY TO GOVT OF NWFP,
POWER DEPARTMENT

Endst: No. ROT/POWER/4-71/99/15197-203 Dated Peshawar the, ___/___/2000

1. Secretary to Governor NWFP
2. Secretary Finance Department, Govt of NWPF.
3. Secretary Law Department, Govt of NWPF.
4. PS to Chief Secretary NWFP.
5. PS to Additional Chief Secretary NWFP.
6. PS to Minister, Power Department, Govt of NWFP.
7. Managing Director, SHYDO.

Research Officer (Tech)
Power Department

**SCHEDULE OF ADMINISTRATIVE POWERS UNDER THE
SHYDO APPOINTMENT OF EMPLOYEES RULES, 1995.**

<u>Nature of Power</u>	<u>Authorities Empowered</u>	
	<u>Head Office</u>	<u>Project</u>
4. Power to extend period of Probation in service	Appointing Authority	Appointing Authority
Note:-	Brief reasons for the curtailment or dispensing with the period of probation shall be recorded by the appointing authority.	
5. Powers to accept resignation	Appointing Authority	Appointing Authority
6. Powers to waive off the requirement of notice period on resignation.	Appointing Authority	Appointing Authority
7. Powers to terminate service of an Employee.	Appointing Authority	Appointing Authority
8. Powers to grant 3 advance Increments at the time of Appointment	Appointing Authority	Appointing Authority
9. Power to grant more than 3 Increment or the maximum of scale at time of appointment.	Chairman	Chairman
10. Powers to employ specially Qualified persons on contract on special terms.	Board	Board

**GOVERNMENT OF NWFP
IRRIGATION AND POWER DEPARTMENT**

Dated Peshawar the 4th April, 2007

NOTIFICATION

No.SO(E)IRR:/3-18/Power In exercise of the powers conferred under section-31 of the Sarhad Hydel Development Organization Act, 1993 and in pursuance of decision taken in the meeting of the SHYDO Board of Directors held on 14.04.2005, the Chairman SHYDO Board of Directors is pleased to approve the following amendments/revision in Appendix-II of the Sarhad Hydel Development Organization NWFP Appointment of Employees Rule-s, 1995:-

Sl.No.	Nomenclature of posts	Qualification	Age	Method of Recruitment
(1)	(2)	(3)	(4)	(5)
1	<u>Directors (B-19)</u>	<p>i. Ist class Bachelor's Degree in Engineering in Civil/ Electrical from recognized university with 15 years relevant experience in Govt./ Autonomous/Semi-autonomous bodies;</p> <p style="text-align: center;">OR</p> <p>ii. M.Sc in Civil/Electrical Engineering from a recognized university with 10 years experience in the relevant field in Govt, Autonomous/Semi Autonomous bodies;</p>	35-45	<p>1. i. 75% by promotion on the basis of selection on merit with due regard to seniority from amongst the Deputy Directors (B-18) having minimum 12 years service in BPS-17 & above in the Engineering cadre. OR</p> <p>ii. If no suitable candidate is available, then by transfer on deputation basis from Govt. departments/ autonomous/Semi Autonomous bodies.</p> <p>2. 25% by initial recruitment.</p>
2	<u>Dy: Directors (B-18)</u>	<p>1. Ist class Bachelor's Degree in Engineering in Civil/ Electrical from a recognized university with 10 years relevant experience in Govt./ Autonomous/Semi-autonomous bodies; or</p> <p>2. M.Sc in Civil/Electrical Engineering from a recognized university with 7 years experience in the relevant field in Govt, Autonomous/Semi Autonomous bodies;</p>	30-40	<p>1. i. 75% by promotion on the basis of selection on merit with due regard to seniority from amongst the Assistant Directors (B-17) having 5 years minimum service in the engineering cader.</p> <p>ii. If no suitable candidate is available, then by transfer on deputation basis from Govt. departments/ autonomous/ Semi Autonomous bodies.</p> <p>2. 25% by initial recruitment.</p>

3	Asstt: Director (Engineering Cadre) (B-17)	Ist class Bachelor's Degree in Civil/Electrical Engineering from a recognized University.	21-30	<p>i. 75% by initial recruitment</p> <p>ii. 15% by promotion on the basis of merit with due regard to seniority amongst the Sub Engineers/Line Supdt: (G-I) with ten years service & having passed departmental examination.</p> <p>iii. 10% by promotion on the basis of merit with due regard to seniority amongst the degree holders sub-engineers/ Line Supdt: (G-I) and if no degree holders sub engineer is available then the quota shall be fulfill through initial recruitment.</p>
4	<p>i. Assistant Director Finance & Budget/</p> <p>ii. Assistant Director Audit & Accounts (B-17).</p>	Master's Degree in Economics/Commerce or MBA (Finance & Accounting) in relevant field from a recognized institution/University with 02 years relevant experience in Govt: Semi Govt. autonomous and semi autonomous bodies/reputable private institutions.	21-30	<p>i. 50% by initial recruitment.</p> <p>ii. 50% by promotion provided the basic qualification for the post of AD is fulfilled if not available then by transfer/deputation in consultation with the Auditor General/AG office.</p>
5	Assistant Director (Admn) Assistant Director (Transport) (BPS-17).	Graduate with at least practical experience of five years in Administration.	-	By promotion on the basis of seniority cum fitness amongst the Superintendents/Private Secretaries having the qualification at Sr. No. 5 column No. 3 and Five years service as such.
6	Accountants/Auditor (BPS-16)	<p>i. Master degree in Commerce/ Economic, Finance from recognized university or;</p> <p>ii. Bachelors degree in commerce/ BBA/accounts Finance, Budget from a recognized university having 2 years experience in relevant field.</p>	21-30	<p>i.50% by transfer/ Deputation.</p> <p>ii.50% initial recruitment.</p>
7	Private Secretary (BPS-16)	By promotion from amongst existing Senior Scale Stenographers (BPS-15) of SHYDO with Intermediate or equivalent qualification from recognized Board and a speed of 60 words per minute in English Shorthand and 40 words per minute in typing.		By promotion on the basis of seniority cum fitness from amongst the Senior Scale Stenographer with at least three years service as such.
8	Senior Foreman (BPS-16)	Diploma of Associate Engineering Elect/Mech Technology from a	20-28	i. 75% by promotion on the basis of Seniority cum

		recognized Institute/Board with 10 years experience in Government Deptt:/Autonomous/Semi Autonomous Organization.		fitness amongst the foremen possessing diploma of Associate Engineering in Elect/Mech from a recognized Institute/Board with 10 years service as such. ii. 25% by initial recruitment.
9	Office Assistant (B-11)	Bachelor's Degree in Arts/Science or an equivalent qualification from a recognized university.	21-30	i. 75% by promotion on the basis of Seniority cum fitness, from amongst the Accounts Clerk with at least 5 years service as such in the Department. ii. 25% by initial recruitment.
10	Computer Operator (B-10)	i. B.A. BSc or equivalent qualification from a recognized university, with Statistics/Economic/Mathematics/Physics as one of the subjects. ii. Certificate of at least six months duration course in computer-operation from a recognized institute with one year practical experience. iii. A minimum speed of 1000 key depressions per hour for punching/data entry/verification; and iv. expert in MS Word, Excel, Power Point and familiar with data processing, latest computer software packages, internet working, graphics and multi-media software and hardware.	18-25	By initial recruitment
11	Accounts Clerk (B-9)			By promotion on the seniority-cum-fitness from amongst the Senior Clerks with at least five years service as such in Department, who have prescribed examination in accounts.
12	Senior Clerk/Store Keeper (B-7)			i. By promotion on the seniority cum fitness amongst the Junior Clerk at least two years service as such in the Department.

**Secretary to Govt. of NWFP
Irrigation & Power Department**

Endst No. & date as above.

Copy forwarded to:-

1. The Secretary to Chief Minister, NWFP Peshawar.
2. The Secretary to Government of NWFP, Finance Department.

3. The Secretary to Government of NWFP, Law Department, Peshawar.
4. The Managing Director, SHYDO, Peshawar.
5. The PS to Chief Secretary, NWFP Peshawar.
6. PS to Additional Chief Secretary, NWFP Peshawar.
7. PS to Senior Minister/Finance Department, Govt. of NWFP.
8. PS to Minister Irrigation & Power, Govt. of NWFP.
9. PS to Secretary Irrigation and Power Department, Peshawar.

Section Officer (Establishment)
Irrigation & Power Department



**GOVERNMENT OF KHYBER PAKHTUNKHWA
ENERGY & POWER DEPARTMENT**

Dated Peshawar the 16/07/2011

NOTIFICATION

No.SO(E)/E&P/4-5/SHYDO/2010-11:- In exercise of the powers conferred under section-31 of the Sarhad Hydel Development Organization Act, 1993, and in pursuance of decision taken in the meeting of 25th SHYDO Board of Directors held on 20.04.2011, the Chairman SHYDO Board of Directors is pleased to approve the following amendments/revision in Appendix-II of the Sarhad Hydel Development Organization Khyber Pakhtunkhwa Appointment of Employees Rule-s, 1995:-

Sl.No.	Nomenclature of posts	Qualification	Age	Method of Recruitment
(1)	(2)	(3)	(4)	(5)
1	Managing Director (BPS-20)	First Class Bachelor's Degree in Electrical, Mechanical, Civil Engineering of M.Sc Geotechnical Engineering from a recognized University, having a minimum of 20 years experience in the relevant field in a Government or reputable public/private company or organization with at-least five years service in top Management position. Engineering Degree in the above referred disciplines with a degree in management Sciences or with higher qualifications in the relevant field, from a recognized University shall be given preference.	50 years	i. By promotion from amongst the Senior Directors (B-19) on seniority-cum-fitness basis with a minimum of 20 years service in SHYDO. OR ii. By transfer from Government departments/Autonomous/ Semi autonomous OR iii. By initial recruitment from the market as per criteria given in column No. 3
2	Dy: Directors/Senior Geologist (B-18)	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors/Junior Geologist with five years service as such.
3	Assistant Directors/ Junior Engineers (B-17) Civil	1 st Class Bachelor's Degree in Civil Engineering from a recognized University.	21-30	i. 75% by initial recruitment ii. 15% by promotion on the basis of seniority cum fitness from amongst the Sub Engineer (Civil) with ten years service & having passed departmental examination. iii. 10% by promotion on the basis of seniority-cum-fitness from amongst the degree holders sub-engineers (Civil) and if no degree holder sub engineer is available then the quota shall be fulfill, through initial

				recruitment.
4	Assistant Director/Jr. Engineers B-17 (Elect)	1 st Class Bachelor's Degree in Electrical Engineering from a recognized university	21-30	<p>i. 75% by initial recruitment</p> <p>ii. 15% by promotion on the basis of seniority cum fitness from amongst the Sub Engineer/Line Supdt: (G-I) (Elect) with ten years service & having passed departmental examination.</p> <p>iii. 10% by promotion on the basis of seniority-cum-fitness from amongst the degree holders sub-engineers/L.S. G-I (Elect) and if no degree holder sub engineer is available then the quota shall be fulfill, through initial recruitment.</p>
5	Assistant Director/Jr. Engineers (Mech) (BPS-17)	1 st Class Bachelor's Degree in Mech. Engineering from a recognized university	21-30	<p>i. 75% by initial recruitment</p> <p>ii. 15% by promotion on the basis of seniority cum fitness from amongst the Sub Engineer (Mech) with ten years service & having passed departmental examination.</p> <p>iii. 10% by promotion on the basis of seniority-cum-fitness from amongst the degree holders sub-engineers (Mech) and if no degree holder sub engineer is available then the quota shall be fulfill, through initial recruitment.</p>
6	Asstt: Director (Admn)/Assistant Director (Transport) BPS-17)	-	-	By promotion from amongst Superintendents/Private Secretaries on the basis of seniority-cum-fitness, who are graduate. However the condition of graduate shall not apply for a period of 4 years from the date of coming into force of these rules to the existing incumbents for promotion against B-17 posts.
7	Office Superintendents (BS-16)	-	-	By promotion on the basis of seniority cum fitness from amongst the office Assistants.
8	Office Assistant (BS-14)	Bachelor's Degree in Arts/Science or an equivalent qualification from a recognized university.	21-30	<p>i. 75% by promotion on the basis of seniority-cum-fitness from amongst the Accounts Clerks.</p> <p>ii. 25% by initial recruitment.</p>
9	Foreman (BS-16)	Deiploma of Associate Engineering Elect/Mech, Technology from a recognized Institute/Board with 5 years experience in Government Deptt./Autonomous/Semi Autonomous Organization	21-30	<p>i. 75% by promotion on the basis of seniority-cum-fitness from amongst the Machine Operators possessing diploma of Associate Engineering in Elect./Mech/from a recognized Institute/Board with 5 years service as such. .</p> <p>ii. 25% by initial recruitment.</p>

10	Computer Operator (BS-12)	2 nd class graduation with one year Diploma in IT from Board of Technical Education or equivalent qualification.	21-30	By initial recruitment.
11	Line Supdt: (G-I) (BS-12)	-	-	By promotion on the basis of seniority cum fitness, from amongst the Line Supdt: (Grade-II) having 3 year experience as LS G-II/LM G-I.
12	Line Superintendent (G-II) (BS-11)	-	-	By promotion on the basis of seniority cum fitness, from amongst the Lineman (Grade-I) having three year service as such.
13	Lineman (G-II) (BS-5)	i. Secondary School Certificate or equivalent qualification from a recognized board and ii. A two years certificate in electrical trade from a recognized Institute.	21-30	By initial recruitment.
14	Manager Finance (BS-17)	Master's Degree in Economics/Commerce or MBA (Finance & Accounting) at-least 2 nd Division from HEC recognized Institution/University.	21-32	By initial recruitment.
15	Store Officer (BS-16)	Bachelor's Degree having at-least one of the subject i.e statistics/Mathematics/Economics with computer certificate of one year.	21-32	By initial recruitment.
16	Senior Store Keeper (BS-11)	Bachelor's Degree or equivalent qualification from a recognized university.	21-32	By promotion on the basis of seniority cum fitness from amongst the Store Keeper (BPS-7) with 3 years service as such. If not available then by initial recruitment.
17	Pesh Imam (BS-9)	i. Sanad from Wafq-ul-Madaris ii. Preference will be given to Hafiz-e-Quran	21-40	By initial recruitment.
18	Khadim (Mosque) (BS-4)	Should be literate	18-32	By initial recruitment.

Sd
 (Muhammad Saleem Khan)
 Secretary, Energy & Power Department

Endst:- No & Date even as above.

Copy forwarded to:-

1. The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa, Peshawar.
2. The Secretary to Government of Khyber Pakhtunkhwa, Establishment Department.

3. The Secretary to Government of Khyber Pakhtunkhwa, Finance Department.
4. The Secretary to Government of Khyber Pakhtunkhwa, Law Department.
5. The Managing Director SHYDO, Peshawar.
6. The PS to Chief Secretary, Khyber Pakhtunkhwa, Peshawar.
7. PS to Additional Chief Secretary, Khyber Pakhtunkhwa, Peshawar.
8. PS to Senior Minister/Energy & Power, Khyber Pakhtunkhwa.
9. PS to Minister Finance, Khyber Pakhtunkhwa.
10. PS to Secretary Energy & Power Department, Khyber Pakhtunkhwa.

Section Officer (Estt:)
Energy & Power Department

GOVERNMENT OF N.W.F.P
IRRIGATION & POWER DEPARTMENT

Dated Peshawar the 1st July, 2006

NOTIFICATION

No. SO(e)/IRR:/3-17/POWER Consequent upon the approval of the Competent Authority, the Departmental SHYDO Selection Board as contained at Sr. No. 1 & 2 of Appendix-III of Rule 1 & 2 of SHYDO Service Rules, 1995 is reconstituted as follows:-

Departmental Promotion Board for BS-17 and above

- | | | |
|----|--|----------------------|
| 1. | Administrative Secretary | Chairman |
| 2. | Managing Director, SHYDO | Member |
| 3. | Director (Finance & Administration) SHYDO | Member-cum-Secretary |
| 4. | Representative of Finance Department | Member |
| 5. | Representative of Establishment Department | Member |

Secretary to Govt of NWFP
Irrigation & Power Department

Endst: No. & date as above

Copy of the above is forwarded to:-

1. The Secretary to Govt of NWFP, Finance Department, Peshawar.
2. The Secretary to Govt of NWFP, Establishment Department.
3. The Secretary to Chief Minister, NWFP Peshawar.
4. The Managing Director, SHYDO, Peshawar.
5. The Director (Finance & Admn), SHYDO, Peshawar.

Section Officer (Establishment)
Irrigation & Power Department

GOVERNMENT OF N.W.F.P
ENERGY & POWER DEPARTMENT

House No. 69, Street No. 3, Shami Road, Peshawar
Tel. 091-9212670 Fax 091 – 9212657

Dated Peshawar, the 1st April, 2009

CORRIGENDUM

The Departmental Promotion / Selection Board notified vide No. SO (E) / IRR / 3-17/POWER, dated 01.07.2006, the word “Selection” was erroneously omitted in the title of the Board. The title of the said Board may therefore be read / corrected to the extent as under:-

“Departmental Promotion / Selection Board for BS-17 and above”

2. All other contents of the notification referred to above shall remain intact.

Secretary to Govt of NWFP
Energy & Power Department

Endst: No. & date as above. / 166-70

Copy of the above is forwarded to:-

1. The Secretary to Govt of NWFP, Finance Department, Peshawar.
2. The Secretary to Govt of NWFP, Establishment Department.
3. The Secretary to Chief Minister, NWFP Peshawar.
4. The Managing Director, SHYDO, Peshawar.
5. The Director (Finance & Admn), SHYDO, Peshawar.

Section Officer (General)