

THE PUNJAB VOCATIONAL TRAINING COUNCIL EMPLOYEES SERVICE REGULATIONS 2008

Revised on [9th May,2009]

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THE PUNJAB VOCATIONAL TRAINING COUNCIL EMPLOYEES SERVICE REGULATIONS 2008

TEXT

CHAPTER- I GENERAL

1- SHORT TITLE AND COMMENCEMENT :-(a) in exercise of the powers conferred by section 10 & 14 of the Punjab Vocational Training Council Act. 1998 and PVTC rule-8, the Punjab Vocational Council is pleased to frame the following service regulations which may be called “**The Punjab Vocational Training Council Employees Service Regulations 2008**”.

b) These regulations shall come into force with effect from 1st July 2008.

c) These regulations shall apply to all employees of the Council. These regulations shall also apply to persons who are on deputation with the Council from the Government, only in so far as they are not in conflict with the terms and conditions of their deputation or with the other rules applicable to them as Government Servants.

d) The Council reserves the right of interpreting these regulations or any supplementary regulations made in conjunction with these regulations.

e) These regulations shall be read in conjunction with any existing and future government enactment applicable to the Council.

f) In all matters not provided for in these Regulations the decision of the Council or of the Chairman in respect matters delegated to him by the Council shall be final.

g) PVTC Secretariat Employees Service Regulations 2005 and VTIs Employees Service regulations 2007 are hereby repealed w.e.f. the date of enforcement of these regulations i.e. 01-07-2008.

2. DEFINITIONS:

i. **Act:** means the Punjab Vocational Training Council Act 1998.

ii. **Chairman:** means Chairman of the Council

iii. **Council:** means Punjab Vocational Training Council (PVTC)

iv. **COO:** means Chief Operating Officer of the Council

v. **VTI:** means an Institute for vocational training established by the Council.

vi. **Board:** means District Board of Management.

vii. **President:** means President of District Board of Management nominated by the Council.

viii. **Executive Member:** means Executive Member of Tehsil Management Committee (TMC) nominated by Council.

ix. **TMC:** means Tehsil Management Committee comprising of notified members of Board from concerned Tehsil.

x. **Competent Authority / Appointing Authority:** means the Council / Chairman / COO / DBOM / TMC / President DBOM / Executive Member and any officer of the Council to whom specific powers have been delegated. In case of service matters, competent authority means appointing authority.

xi. **Management:** means the Chairman / COO.

xii. **Principal:** means Principal of the VTI.

xiii. **Employees:** means a person employed in the services of PVTC / VTI.

xiv. **PVTC Secretariat:** means Secretariat of Council, Its Regional & Area Offices and STTI.

xv. **Basic Salary:** means the amount an employee is entitled to draw on monthly basis but excludes all allowances and fringe benefits.

Xvi: **Gross Salary:** means the amount an employee is entitled to draw on monthly basis, including all allowances and fringe benefits.

xvii. **Deputation Pay:** means a special pay granted to a government servant on deputation to Council in accordance with the terms and conditions agreed upon between the parent department and Council.

xviii: **Travelling Allowance:** means an allowance granted to an employee to cover the expenses for travelling for the business of Council (PVTC).

xix: **Daily Allowance:** means an allowance granted to an employee to cover the daily expenses at an outstation while on duty.

xx. **Leave:** means the leave sanctioned by the competent authority.

xxi. **Family:** includes self, spouse and unmarried dependent children, however male children up to the age of 25 if full time student of recognized institute otherwise up to the age of 21.

- xxii. **Management Cadre:** means COO / Head of the Department
- xxiii. **Executive cadre:** means Deputy Manager / Area Manager / Assistant Manager / Principal.
- xxiv. **Non – Executive Cadre:** means all staff below Assistant Manager & Principal.
- xxv. **Month:** means Gregorian calendar month.
- xxvi. **Authority Table:** Authority delegated by the Council.
- xxvii. **Appellate Authority:** means authority next above the competent Authority to which the appeal lies against the order(s) of competent authority.

Explanation

- a. Where Chairman is Competent Authority, Appellate Authority shall be a committee of two member nominated by the Council.
- b. Where President is Competent Authority, Appellate Authority shall be COO.
- xxviii. **Promotion Policy:** means a policy for promotion as approved by the Chairman.
- xxix. **Permanent Employee:** means an employee who has been employed against a regular vacancy and has satisfactorily completed his probationary period.
- xxx. **Probationer:** means an employee on probation employed against a regular vacancy.
- xxxi. **Contract / Temporary Employee:** means a person appointed on contract / temporary basis for a specified period on such terms and condition as may be contained in such contract.
- xxxii. **Promotion Board:** means the selection Board / Committee as given in Annexure I & II of these regulations for the post in which the employee is to be promoted.
- xxxiii. **Satellite VTI / Additional Campus:** means a subsidiary of a VTI located at a separate place and governed administratively. Financially and academically by the concerned VTI.

3. WORKING HOURS:

The PVTC Secretariat & all the VTIs will generally observe the following working hours or as prescribed by the Chairman.

Days	PVTC Working Hours	VTIs Working Hours
Monday	8:30 AM to 5:00 PM	7:45 AM to 03:45 PM
to	(With 1/2hr. Break from 1:30 to 2	(With 1/2hr. Break from 1:00 to
Thursday	PM)	1:30 PM)
Friday	8:30 AM to 5:00 PM	7:45 AM to 03:45 PM
	(With 1hr. Break from 1:00 PM to	(With 1hr. Break from 1 PM to 2

	2:00 PM)	PM)
Saturday	8:30 AM to 1:00 PM	7:45 AM to 1:45 PM
Total	44 hrs per week excluding break	40 hrs per week excluding break
Working	hours.	hours
hours	47 hrs per week including break	(for trainees).
	hours	43 hrs per week excluding break
		hours for staff of VTI

4. **WORKING HOURS DURING RAMAZAN-UL-MUBARIK**

Days	PVTC Working Hours	VTIs Working Hours
Monday	8:30 AM to 1:30 PM	
to		Atleast 34 hrs per week
Thursday		
&		
Saturday		
Friday	08:30 AM to 12:30 PM	

Note: As an exception Chairman may give the approval to change the working hours of VTIs or any course on the recommendation of DBOM.

VTI can adjust their working time according to seasonal / local needssubject to approval of Chairman. However, no. of working hours should remain the same. Timing of staff must be 15 minutes before & 15 minutes after the training timings.

For 2nd shift PVTC guidance may be sought by the VTI.

5. TRAVELLING & DAILY ALLOWANCE.- The Chairman is authorized to formulate travelling and daily allowance policy and procedures for the employees.

CHAPTER – II

RECRUITMENT AND PROMOTION POLICY

1. POLICY.-It is the Council policy

a) To lay down procedures for recruitment and promotion of employees

b) To lay down procedures to select right men for the right jobs on merit in order to attain optimum efficiency and productivity.

2. OBJECTIVE

The objective of the policy is: -

To establish a fair & rational system for recruitment and promotion of employees

3. CREATION AND ABOLITION OF POSTS

The Council may at any time create or abolish any post or posts in any class whether permanent or temporary.

3.1 STAFF STRENGTH OF VTI

Designation	No. of posts
Senior Principal / Principal Cat.I Principal Cat.II	1
Senior Instructor / Instructor / Junior Instructor for each trade / Course	1
Instructor for Life Skill Trade ***	1
Junior Instructor Clinical Assistant	1
Admin / Accounts Officer	1
Admission & Placement Officer ***	1
Computer Operator / Office Assistant / Junior Computer Operator***	1
Lab. / Workshop Assistant for each trade	1
Driver (for VTI general duty only, VTI having vehicle)	1
Peon	1
Security Guard (May be hired from Security Company)	2
Mali *	1
Lady Attendant **	1
Sweeper*	1

Note * Preferably appoint on part time basis.

** may appoint if there is a separate class of female students / strength of female students is above 40.

*** subject to prior approval of Chairman

3.2 STAFF STRENGTH OF SATELLITE VTI.- i. One Guard cum Office Boy, an Office

Assistant and a Female Maid (in case of female campus) will be the administrative staff of the Satellite VTI (Additional Campuses).

ii. One Senior Instructor / Instructor / Junior Instructor and lab Assistant for each course / trade.

iii. An Instructor or Jr. Instructor will be the operational incharge of the Satellite VTI (Additional Campuses) nominated by President DBOM in addition to his/her own duties.

4. RECRUITMENT.- (a)The procedures of recruitment and required qualifications for each cadre to be borne on the strength of Council will be determined by the management.

(b) No person shall be appointed against any post in the Council unless he/she possesses minimum prescribed qualifications for such post.

(c) All appointments in the Council shall be subject to verification of personnel data of employees prior to or after the appointment.

(d) The employees shall be required to furnish information with regard to their antecedents at the time of submission of their joining report to the Administration / HR Department of PVTTC / Principal of VTI.

(e) If at any stage it is found that the information provided by the employee was incorrect, the services of such employees shall be liable for termination without notice.

(f) No person shall be eligible for permanent appointment in the Council, unless he/she has attained the age of 18 years or is more than 55 years of age or medically unfit.

(g) All employees of the Council will be appointed through advertisement in the press as per approved budget. However, staff of grade S4 can be appointed without advertisement in the press.

(h) The Chairman may relax any recruitment clause subject to ratification by the Council.

(i) Initial appointments on all posts / grades (except the posts below S1 other than Junior Instructor) shall be made on the basis of examination / test to be conducted by third party or a transparent system, approved by Chairman.

3. TERMINATION OF SERVICE:

i. **During Probation.-** The services of an employee may be terminated during the probation period without assigning any reason by giving notice or salary in lieu of as per following: -

- i. Management & Executive Cadre = 30 days
- ii. Non Executive Cadre = 15 days

ii. **On Confirmation.-**The services of an employee may be terminated for any reason by giving due notice as per following detail or salary in lieu thereof on either side except in case of clause 4 mentioned below: -

- i. Management & Executive Cadre = 60 days
- ii. Non Executive Cadre = 30 days

iii. The above shall apply o all employees appointed on or after July 01, 2009.

iv. In case of a post being abolished or number of posts being reduced, efforts shall be made for adjustment, if not possible, his services may be terminated by giving due notice or salary in lieu thereof.

4. PAYMENT OF BENEFITS AFTER TERMINATION OF SERVICE ON ACCOUNT OF MISCONDUCT.-

An employee whose services are terminated on account of misconduct shall not be entitled to any notice pay and other benefits.

5. DISCIPLINE:

i. All employees shall maintain high standard of conduct and discipline.

ii. Disciplinary action against any employee shall not be taken without providing him/her an opportunity to explain his/her position in connection with the allegation made against him/her.

iii. The decision of the authority shall be final.

6. PUNCTUALITY.- Every employee must report to duty on time and be punctual. He will not leave the office without permission of his/her supervisor.

i. All employees shall mark their attendance in the attendance register within fifteen minutes of start of office timing daily.

ii. In case an employee is late for more than 15 minutes from start of office timing, his casual / earned leave will be curtailed as per following schedule: -

Late Attendance (Days in a month)	Deduction from the Earned Leave Balance
3 days	Issuance of a notice
4 days	One day
5 - 7 days	1 ½ day
8 days	2 days

5. SELECTION COMMITTEE.-The Competent Authority may constitute the selection committee for recruitment of employees. The recommendations of the selection committee shall be referred to the competent authority for final selection and approval, as laid down in the Recruitment Procedure for Council Employees attached as Annexure to these regulations.

6. APPOINTMENT .-(i) The persons selected for appointment in the Council shall have to signify acceptance of the terms and conditions of their appointment by returning the duplicate copy of the letter of appointment to the Admin & HR Department of PVTC / Principal of VTI alongwith an attested copy of identity card and other certificates/documents as may be required.

(ii) Every person offered employment with the Council shall have to submit a joining report at the time of resuming his duties.

(iii) Every employee on successful completion of the probationary period shall be issued a letter of confirmation.

(iv) No TA / DA shall be admissible on joining.

7. SPECIAL ASSIGNMENT.- Chairman may appoint any persona from the market for special assignments like development of curriculum / manual / software etc. However, if total emoluments are more than Rs. 50,000/- per assignment, the decisions of Chairman be presented to Council for ratification.

7.a. APPOINTMENT ON TEMPORARY / CONTRACT.-The Competent Authority may appoint any person on temporary / contract basis against regular vacancy (without following the appointment procedures) for a period not exceeding 180 days. However, under special circumstance, Chairman may employ contract employees for more than 180 days and beyond 60 years of age.

8. PROMOTIONS.- 1. Promotion is the discretion of the management and cannot be claimed as a matter of right.

2. Vacant posts of Council will be filled with existing employees as far as possible who fulfill the eligibility criteria (Both Qualification and Experience) of that post to which one is being promoted.

3. Employee may be considered for promotion in the next grade based on performance / circumstances provided they have completed a minimum of 3 years of service in the existing grade.

4. Chairman will be the competent authority to approve cases for accelerated promotion of employees based on exceptional performance / circumstances by relaxing condition of 03 years service.

5. Employees if promoted will get promotional increase of upto 10% **OR** minimum of new pay scale which ever is higher to the promoted employee.

6. Proposals for promotion of eligible employee will be considered once in a year. Total process be completed by 1st October of each year.

7. The proposal for promotion of employee will e forwarded by the immediate supervisor to the Competent Authority of the post in which one is being promoted on the basis of his / her

performance. The Competent Authority will constitute a Promotion Board to review the promotion proposals on the basis of employee's annual appraisal, performance, results of in-house examinations / test, achievement of goals, general conduct, communication skills, peers relationship, teamwork, academic & professional qualifications and make recommendations for his consideration / approval.

8. If an employee has reached the maximum limit of his / her present pay scale and has not been promoted to the next grade, he will continue to receive increment in salary according to increment policy for the year subject to the condition that total emoluments do not exceed the maximum limit of next higher grade w.e.f. 01.07.2007.

9. APPRAISAL PROCEDURE.- Every employee will be appraised on the basis of his / her performance, achievement of goals, general conduct, communication skills, peer relationship, teamwork, and academic and professional qualifications.

i. Appraisal shall primarily be done by the immediate supervisor on prescribed proformas.

ii. The appraisal shall be done on yearly basis for the period ending June 30 for each employee.

iii. The process of performance appraisal shall be initiated by the Administration / HR Department or Principal of VTI and shall be completed within 3 weeks of receipt of performance appraisal forms by the respective incharge.

iv. While rating an employee on two extreme positions in "outstanding" or "bad(unacceptable)" the appraiser will justify by recording., his comments giving particular instances for arriving at such conclusions.

v. Competent Authority will finally approve the recommendations.

10. TRANSFER AND POSTING:

Every employee shall be liable to serve anywhere within the province against any post.

11. HONORARIUM:

Honorarium up to one month salary may be granted by the Chairman in any financial year to an employee (in case of VTI employee, to be recommended by the President) for performing work beyond the call of his duty.

CHAPTER – III

TERMS AND CONDITIONS OF SERVICE

1. PROBATION AND CONFIRMATION.-(i).All employees shall be placed on probation period for a period of six months.

(ii). The probation period may be extended by competent authority. The extension of probationary period and reasons for such extension shall be notified to probationer-employee before completion of his initial probationary period. The competent authority may terminate the services of an employee before the expiry of probationary period if found unsuitable for the job.

(iii). On the successful completion of probation period, a confirmation letter will be issued to the employee and he/she shall be deemed to be in the permanent service of the Council from the date of his/her joining service.

2. INCREMENT IN THE SALARY.- (i). The Chairman will issue increment policy for each year (1st July – 30 June) and appointing authority for the various posts will sanction increment (annual & performance) to the employees as per increment policy issued by the Chairman for that year.

(ii). The increment (both annual & performance) shall accrue on 1st July each year subject to the condition that the employee will be entitled to the increment if he/she has rendered atleast six months continuous service on 30th June.

(iii). The annual increment of an employee may be withheld on account of unsatisfactory performance or on account of disciplinary action based on misconduct and the employee shall be informed accordingly.

(iv). The performance increment will be given to the selected employees based on the overall performance evaluation of the employee during the year as per increment policy for the year.

(v). The Chairman may grant special additional merit increment to any employee based on his/her exceptional services / performance beyond the call of the duty.

3. TERMINATION OF SERVICE.-

(i). **During probation.**- The services of an employee may be terminated during the probation period without assigning any reason by giving notice or salary in lieu of as per following: -

- | | | | |
|-----|------------------------------|---|---------|
| i. | Management & Executive Cadre | = | 30 days |
| ii. | Non Executive Cadre | = | 15 days |

(ii). **On Confirmation.-** The services of an employee may be terminated for any reason by giving due notice as per following detail or salary in lieu thereof on either side except in case of clause 4 mentioned below: -

- i. Management & Executive Cadre = 60 days
- ii. Non Executive Cadre = 30 days

(iii). The above shall apply o all employees appointed on or after July 01, 2009.

(iv). In case of a post being abolished or number of posts being reduced, efforts shall be made for adjustment, if not possible, his services may be terminated by giving due notice or salary in lieu thereof.

4. PAYMENT OF BENEFITS AFTER TERMINATION OF SERVICE ON ACCOUNT OF MISCONDUCT:

An employee whose services are terminated on account of misconduct shall not be entitled to any notice pay and other benefits.

5. DISCIPLINE.- (i). All employees shall maintain high standard of conduct and discipline.

(ii). Disciplinary action against any employee shall not be taken without providing him/her an opportunity to explain his/her position in connection with the allegation made against him/her.

(iii). The decision of the authority shall be final.

6. PUNCTUALITY.- Every employee must report to duty on time and be punctual. He will not leave the office without permission of his/her supervisor.

(i). All employees shall mark their attendance in the attendance register within fifteen minutes of start of office timing daily.

(ii). In case an employee is late for more than 15 minutes from start of office timing, his casual / earned leave will be curtailed as per following schedule: -

Late Attendance (Days in a month)	Deduction from the Earned Leave Balance
3 days	Issuance of a notice
4 days	One day
5 - 7 days	1 ½ day
8 days	2 days

(iii). If an employee comes after 45 minutes he will considered on half day leave.

(iv). If an employee comes after 45 minutes he will considered on half day leave.

(v). Any warning / explanation will be reflected in the Appraisal Form of the employee.

(vi). Deduction will be made from the employee salary, in case there is no casual / earned leave credit at his leave account.

7. ACTS OF OMISSION / COMMISSION WHICH TANTAMOUNT TO MISCONDUCT - The following acts of omission and commission will be treated as misconduct:

(i). Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.

(ii). Theft, fraud or dishonesty in connection with the Council business or property.

(iii). Willful damage to or loss of Council goods or property

(iv). Taking or giving bribes or any illegal gratification

(v). Habitual absence without leave or absence without leaves for more than a week.

(vi). Habitual late attendance.

(vii). Habitual breach of any law applicable to the establishment.

(viii). Riotous or disorderly behavior or any act subversive of discipline.

(ix). Habitual negligence or neglect of work.

(x). Sexual Harassment

(xi). Frequent repetition of any of the following acts and omissions.

a. Disregard or disobedience of rules or orders.

b. Improper behavior, such as drunkenness.

c. Making false or misleading statements.

d. Inefficient, dilatory, careless or wasteful working

e. Malingering

f. Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.

g. Go-slow

(xii). Making commitment in business beyond the scope of delegated authority or detrimental to the interests of the Council.

(xiii). Joining the Council under false pretence.

(xiv) Joining any other employment or taking other vocation or trade while in service of the Council without prior permission of the management.

If any employee refuses to accept or avoids to receive a letter of allegation sent through courier / registered AD / Special messenger or any other communication addressed to him by the Council, it shall be sufficient for the purposes of these regulations if such letter of allegation or communication is put on the notice board of the Council.

8. DISCIPLINARY ACTION.-The Competent Authority will be authorized to initiate disciplinary action against any employee on the basis of his own knowledge or on information placed before him, in accordance with PVTC Rules / Regulations and the provisions of any law for the time being in force, applicable over the Council (PVTC) employees.

9. PUNISHMENTS.-The following types of punishments or any other punishment as the competent authority may decide on recommendations of the inquiry committee (refer clause 7 above) depending upon the nature of each offence/charge may be imposed.

- | | |
|--|-----------------------|
| i. Censure | ii. Recovery of Loss. |
| iii. Withholding/deferment of increment. | iv. Demotion. |
| v. Removal from service. | vi. Early retirement. |

10. RIGHT OF APPEAL.- An employee who has been given any penalty may appeal in writing directly to the appellat authority within 30 days from the date of communication of the order. Appellant authority shall give the decision within 60 days which is extendable by the appellate authority.

11. RETIREMENT.-All employees of the Council (PVTC) shall retire from service on attaining the age of 60 years.

12. CERTIFICATE ON TERMINATION OF SERVICE.- Every employee will be entitled to a service certificate on resignation / retirement / removal from service.

13. PAY SCALE / FRINGE BENEFITS.-The pay scale and other fringe benefits admissible to the employees of Council (PVTC) will be prescribed by the Council and may be revised form time to time.

14. POSTS & SCALES:

Sr. No.	Designation	Scale
1	Chief Operating Officer	M1

2	Sr. Manager / Regional Manager	M2
3	Manager / Sr. Principal / Technical Manager	M3
4	Area Manager / Deputy Manager / Principal Cat – I	E1
5	Assistant Manager / Principal Car – II / Senior Instructor	E2
6	Exe. Secretary / Supervisor / Accountant / Instructor /Admin & Accounts Officer / Admission & Placement Officer	S1
7	Office Assistant / Diary Dispatcher / Computer Operator / Office Secretary / Telephone Operator / Jr. Instructor /	S2
8	Jr. Computer Operator / Dak Rider / Lab Assistant	S3
9	Driver / Office Boy / Security Guard / Mali / Sweeper / Lady Attendant	S4

M = Management Cadre

E = Executive Cadre

S = Non-Executive Cadre

Scales as approved by the Council from time to time.

CHAPTER IV LEAVE ENTITLEMENTS

1. CASUAL LEAVE.- (i).An employee will be entitled to 10 days casual leave with pay in each calendar year. Casual leave will not be carried forward to the following year and will lapse if not availed during that calendar year.

ii. Casual leave should be duly approved by sanctioning authority as defined in clause 9 of this chapter.

iii. Every effort should be made to intimate the office if casual leave is to be availed for unforeseen circumstances.

2. EARNED LEAVE.- (i). Earned Leave for 21 working days shall be admissible for permanent employee in every calendar year.

(ii). The entitlement of the earned leave to an employee shall be worked out from the date of joining.

(iii) Earned leave of 21 working days shall be admissible only after completing one year of service. The privilege of calculating the earned leave on priority basis will not be admissible to the employees with less than one year of service.

(iv) Every employee will earn 1.75 days earned leave for each month of service (in case of a fractional month atleast 16 days continuous service will be considered equivalent of one month for the purpose of calculating earned leave).

- (v) Earned leave may be accumulated as per Government Rules.
- (vi) Gross salary shall be admissible during earned leave.
- (vii) Earned leave shall not be availed for less than 5 days at one time
- (viii) Earned leave will be encashable only at time to retirement subject to a maximum of one hundred and eighty days.

3. SICK LEAVE.- (i). Sick Leave with pay shall normally be admissible to employees for a period of 10 days in the calendar year when recommended by a qualified doctor. The sick leave cannot be carried forward to the next year.

(ii). Sick Leave beyond 10 days can only be granted if no other kind of leave is available at the credit of an employee.

(iii). If an employee is hospitalized due to serious illness / injury and also if he/she is recommended by the attending doctor for medical leave to recuperate thereafter the employee after having availed all other kind of leaves available at his credit may be allowed to avail a maximum of two months leave with gross salary. If he/she does not recover he/she may be granted special sick leave for another two months with 75% of his/her gross salary. In very special cases, an employee may be granted additional two months leave with 50% of his/her gross salary. At the expiry of six months if employee does not become fit and his/her hospitalization / illness is certified by attending doctor, a sick leave for upto another six months without salary may be granted. If the employee does not become fit and fails to report on duty even after availing such leave without pay, his/her services would be liable to be terminated. All such leave beyond two months period shall be sanctioned only by the Chairman PVTC.

(iv). All medical leave beyond 10 days sick leave will require satisfaction of the competent authority to continue such leaves.

4. LEAVE WITHOUT PAY.- Having utilized the earned leave, an employee may be granted, under compelling circumstances, extra ordinary leave without pay upto a maximum period of two months subject to approval of Chairman.

5. STUDY LEAVE- The Chairman may grant study leave of relevant course / study to the permanent employees with or without pay upto a maximum period of two years.

6. LEAVE FARE ASSISTANCE- Permanent employees shall be eligible to leave fare assistance equal to one month gross salary in a calendar year for each completed year of service provided the employee is granted earned leave for not less than 10 days at the time of availing the

LFA. Leave fare assistance is to be availed in the same year it is granted. However, it may be accumulated for two years in case earned leave is refused due to exigency of service. The period of earned leave in any case will not be less than 10 days.

7. SPECIAL LEAVE FOR FEMALE EMPLOYEES:

a) Maternity Leave:

(i) A female employee in permanent service of the Council will be eligible for maternity leave on gross salary for a period not exceeding three months (pre and postnatal)

(ii) If the employee needs Maternity leave during the first 06 months of her joining, it would be considered leave without pay.

(iii) Maternity leave shall be restricted to a maximum of two times in the entire period of service.

b) Iddet Leave:

In case of the iddet of any female employee, she is entitled to leave for a maximum period of 120 days at gross salary.

8. PUBLIC HOLIDAYS- The Council (PVTC) employees will observe all public holidays.

9. SANCTIONING AUTHORITY TABLE FOR LEAVE

Sanctioning Authority	PVTC Sanctioning Authority for Management Cadre				Executive Cadre	Non-Management Cadre	VTI Sanctioning Authority for Principal	VTI Sanctioning Authority for VTI Staff
	MI	M2-M3	EI-E2	SI-S4			M3,EI-E2	SI-S4
Type of Leave								
Casual/Sick (upto 10 days)	Chairman	COO	Manager Admin	Manager Admin		Area Manager	Principal	
Earned leave (with / without LFA) / Sick Leave (beyond 10 days upto two months)	Chairman	COO	COO	Manager Admin		COO PVTC on recommendation of president DBOM & Area Manager	President DBOM on recommendation of Principal / Executive Member	
Sick leave beyond two months	Chairman	Chairman	Chairman	COO		COO	COO	
Leave without pay (in case there is no leave balance in their account) upto 10 days	Chairman	COO	COO	Manager Admin		COO	COO in the recommendation of President DBOM	
Leave without pay beyond 10 days upto two months (MAX)	Chairman	Chairman	COO	Manager Admin		COO	Regional Manager	
Maternity / Iddet	Chairman	COO	COO	Manager Admin		COO PVTC on recommendation of Area Manager	Regional Manager	
Study Leave	Chairman	Chairman	Chairman	Chairman		Chairman	Chairman	
Ex-Pakistan	Chairman	Chairman	Chairman	Chairman		Chairman	Chairman	

leave

Note:

1. Leave can not be claimed as a matter of right
2. In case of Casual / Sick Leave for Principal, the copy of leave application be send to PVTC for record.
3. The President DBOM / Executive Member, if not available, my delegate his powers of sanctioning leave to any member of DBOM for a specific period.

10. LOCAL HOLIDAYS:

Chairman / President District Board of management may declare up to two holidays in a calendar year according to local tradition / requirement.

CHAPTER V TRAINING (LOCAL & FOREIGN)

- (i). The Management may depute an employee to attend and participate in various seminars, symposia, specialized courses, studies and training programmes within Pakistan. The Chairman may depute an employee to attend and participate in various seminars, symposia, specialized courses, studies and training programmes outside Pakistan. It shall be incumbent on the employee concerned to take active interest and whole-time participation in the seminars, symposia, specified course, study and / or training programme. An employee deputed for such training is required to submit a comprehensive report on the completion of training is required to submit a comprehensive report on the completion of training highlighting his learning experiences.
- (ii). Employees deputed by the Council to attend and undergo specialized courses and training programmes shall have to furnish an undertaking to the Council to the effect that they shall attend the full period of course or the training programme and shall, on return, remain in the service of the Council, for such minimym period as may be specified. Failure on the part of the employee to fulfil this obligation shall render him liable to reimburse to the Council full cost of the specialized course or the training imparted, inclusive of all travel, boarding and lodging and any other related incidental expenses.
- (iii). No employee shall have any right or claim to a higher post or a higher salary upon his return from the aforesaid training.

- (iv). Entire period-including journey time spent on training shall be treated as duty with gross salary.
- (v). The management has the right to recall any employee deputed for training without assigning any reason.
- (vi). All foreign travel on official duty require the approval of Chairman.

CHAPTER VI PROVIDENT FUND

- (i). An employee after confirmation in service shall be entitled to become the member of the employee provident fund scheme of the Council. A deduction @10% of the basic pay shall be made from the salaries of employees with equal contribution for PVTC Secretariat Employee from PVTC account and VTI employees from VTI account.
- (ii). The administration of provident fund will be done by the trustees housed in Council Secretariat in accordance with laid down provident fund rules/ regulations approved by the Council and as permissible under income tax laws.

CHAPTER VII GROUP LIFE INSURANCE SCHEME

- (i). All permanent employees will be insured under a group life scheme for the amount prescribed from time to time by the management, payable in the even of his/her death during service in accordance with the terms & conditions of Group Life Insurance Scheme approved by the Council.
- (ii). Premium under this scheme shall be fully paid from PVTC & VTI accounts for PVTC Secretariat and VTI employee respectively.

CHAPTER VIII GROUP HEALTH INSURANCE SCHEME

- (i). Under the Group Health Insurance Scheme hospitalization and other charges for treatment at a hospital other than food hall be provided to all permanent employees and their families through a health insurance scheme in accordance with the terms and conditions of Group Health Insurance Policy.
- (ii). Premium under this scheme shall be fully paid from PVTC & VTI accounts for PVTC Secretariat and VTI employee respectively and Council (PVTC) is not liable for any medical expenses other than the health insurance coverage for its employees.
- (iii). The Chairman is authorized to frame the health insurance policy and approve the terms and conditions of health insurance with reputable insurance companies subject to Council ratification.

ANNEXURE

(Annexure-I)

RECRUITMENT PROCEDURES FOR EMPLOYEES WORKING IN PVTC SECRETARIAT

1. All employees of the Council (PVTC) will be appointed through advertisement in the Press except grade S4.
2. The quorum for selection board will be the 50% of the total members of selection board.
3. If President of selection board cannot chair due to any reason, he may request any member of selection board to chair the Board.

4. CHIEF OPERATION OFFICER (COO)

4.1 COO will be selected from amongst the short listed candidates who might have applied in response to the advertisement. Short listing will be done by one of the members of the Council appointed for purpose by the Chairman.

4.2 The Selection Board for the Chief Operating Officer (COO) will be as follows:-

- | | | |
|------|--|-----------|
| i. | Chairman PVTC | President |
| ii. | Member PVTC
<i>(To be nominated by the Chairman PVTC)</i> | Member |
| iii. | Member PVTC
<i>(To be nominated by the Chairman PVTC)</i> | Member |
| iv. | Secretary PVTC | Member |

- v. Any expert to be nominated by Chairman PVTC Member

4.3 Appointing authority off the COO will be Chairman PVTC.

4.4 Council will ratify the COO appointed by the Chairman.

5. SENIOR MANAGER, REGIONAL MANAGER & MANAGERS

5.1 Selection of Senior Manager, Regional Manager & Managers will be carried out by interviewing short listed candidates who might have applied in response to the advertisement.

5.2 Short listing will be carried out by a member(s) appointed by the COO from amongst the PVTC staff.

5.3 Selection Board for the employees mentioned in Para 5 above will be as follows:

- i. Chairman or Member of PVTC (In case of the absence of Chairman) President
- ii. COO PVTC Member
- iii. Any other professional or Manager PVTC (To be nominated by the Chairman PVTC) Member

The appointing authority for Senior Manager, Regional Manager & Manager will be Chairman. The selection board will normally put up two names against each post to appointing authority in order of merit for appointment for his consideration/approval.

6. AREA MANAGERS, DEPUTY MANAGER, ASSISTANT MANAGERS, (TECHNICAL, ACCOUNTS & ADMINISTRATION etc)

6.1 Selection of Deputy Managers, Area Manager and Assistant Managers will be carried out by interviewing short listed candidates who might have applied in response to the advertisement.

6.2 Short listing will be carried out by a member appointed by the COO from amongst the PVTC staff.

6.3 Selection Board for the employees mentioned in Para 6 above will be as follow:

- i. Chairman or Member of PVTC (In case of the absence of Chairman) President
- ii. COO PVTC Member
- iii. Any other professional or Manager PVTC (To be nominated by the Chairman PVTC) Member

The appointing authority for Executive cadre will be Chairman respectively. The selection board will normally put up two names against each post to appointing authority in order of merit for appointment for his consideration/approval.

7. SUPPORT STAFF.-Selection of the support staff such as Supervisor, Executive Secretary, Office Secretary, Accountant, Computer Operator, Telephone Operator etc. will be carried out by interviewing and conducting practical test where necessary, of the short listed candidates. Preference will be given to Mustahiqeen and Pass-outs of VTIs for posts mentioned at serial no. 7. Short listing will be carried out by an officer nominated by the COO PVTC.

Selection Board for the employees mentioned in Para 7 above will be as follows:

- | | | |
|------|------------------------------|-----------|
| i. | COO PVTC | President |
| ii. | Manager PVTC | Member |
| iii. | Manager /Deputy Manager PVTC | Member |

COO PVTC will be appointing authority for the posts mentioned at Para 7 above and normally tow names will be put up for final selection.

8. SERVICE STAFF.-Manager Administration will be responsible for the selection and the appointment of the service staff like Peon, Office Boy, Chowkidar, Mali etc. Preference will be given to Mustahqeen for those posts and can be filled without advertising in the press.

Selection Board for the service staff will be as follows:

- | | | |
|-----|---|-----------|
| i. | Manager Administration PVTC | President |
| ii. | Two Deputy Managers PVTC
(to be nominated by Manager Admin) | Member |

Manager Administration PVTC will be appointing authority for the service staff. Two names will be put up to him for final selection for his consideration / approval.

Note:

After short listing appointing authority may ask the candidates for any post to undergo written/practical test for further short listing.