

**PAKISTAN COUNCIL OF SCIENTIFIC
AND INDUSTRIAL RESEARCH EMPLOYEES
(SERVICE) REGULATIONS –1981**



PAKISTAN COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

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PAKISTAN COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH EMPLOYEES (SERVICE) REGULATIONS – 1981.

In exercise of the powers conferred by section 19 of the Pakistan Council of Scientific and Industrial Research Act 1973 (XXX of 1973), the Council, with the previous sanction of the Federal Government hereby makes the following Regulations, namely:—

CHAPTER - I

GENERAL

1. Short Title and Commencement:

- (i) These Regulations may be called the Pakistan Council of Scientific and Industrial Research Employees (Service) Regulations, 1981.
- (ii) They shall come into force at once.

2. Application:

These Regulations shall apply to all the employees in the whole-time employment of the Council, working in the Head Office, Research Laboratories, Divisions, Directorates and Projects, other than:—

- (i) The Chairman and the whole-time Members of the Council.
- (ii) The employees appointed on deputation or contract unless their terms of appointment or contract make these Regulations applicable; and
- (iii) employees paid from contingencies.

3. Interpretation:

- (1) The Federal Government shall be the final authority for the interpretation of these Regulations and any supplementary instructions issued in connection with these Regulations.
- (2) All Rules, Regulations and Bye-laws continued in force under section 20 of the Act XXX of 1973 are, so far as they relate to matters provided under these Regulations, stand repealed.

4. Definitions:

- (1) In these Regulations, unless there is anything repugnant in the subject or context:—
 - (a) "Act", means the PCSIR Act 1973 (XXX of 1973).

Pakistan Council of Scientific and Industrial Research

- (b) "Appointing Authority", in relation to posts means the Chairman of the Council or the person authorised under these Regulations.
- (c) "Competent authority" means the Chairman, the Governing Body, the Board of Management of an Institute, Laboratory Director or an officer of the Council to whom the power is delegated under section 13 of the Act.
- (d) "Council" means the Pakistan Council of Scientific and Industrial Research as constituted under the Act:
- (e) "Duty" includes:—
- (i) Service as a probationer;
 - (ii) period during which an employee is on joining time; and
 - (iii) period of training in or outside Pakistan after appointment to a post;
- (f) "employee" means an employee of the Council;
- (g) "Governing Body" means a Body constituted under Section 8 of the Act;
- (h) "Grade" means a National Scale of Pay in which a post or group of posts is placed;
- (i) "Selection/Promotion Board/Committee means a Board/Committee constituted by the Council for initial appointment/promotion to the posts under the Council."
- (2) All other words and expressions used but not defined shall have the same meanings as in the Rules applicable to the civil servants of the Federal Government.

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CHAPTER—II

**DESIGNATION
OF POSTS,
PAY AND
ALLOWANCES:**

5. Designation of posts:

The designations of posts in the Council shall be as sanctioned by the competent authority from time to time.

6. Pay:

An employee appointed to a post or grade shall be entitled, in accordance with the Rules of the Federal Government, to the pay sanctioned for such post or grade:

Provided that when the appointment is made on current-charge basis or by way of additional charge, his pay shall be fixed in the manner prescribed in the relevant Fundamental and Supplementary Rules:

Provided further that where an employee has, under an order which is later set aside, been dismissed or removed from service or reduced in rank, he shall, on the setting aside of such order, be entitled to such arrears of pay as the Authority setting aside such order may determine.

7. Scales of pay and allowances:

The Scales of pay and allowances of the employees of the Council shall be laid down by the Council, with prior approval of the Federal Government.

The fixation of pay shall be governed by the relevant provisions in the Fundamental and Supplementary Rules as well as the instructions issued by Government from time to time.

8. Travelling Allowance:

The employees shall be entitled to the same travelling allowance on transfer and tour as is approved by the Council from time to time, with the prior approval of the Federal Government.

9. Travelling Allowance for rest and recreation:

The employees shall be entitled to travelling allowance for rest and recreation at the same rates as are admissible, and subject to the same terms and conditions as are applicable to the civil servants of the Federal Government, from time to time.

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CHAPTER--III

**APPOINTMENT,
PROBATION,
CONFIRMATION,
SENIORITY
AND PROMOTION:**

10. Appointment:

Appointment shall be made both by direct recruitment and by promotion.

11. Recruitment:

- (1) All appointments/promotions to the posts in grade 17 to 19 shall be made by the Chairman on the recommendations of the Selection/Promotion Board/Committee concerned. The appointments/promotions in Grade 1-16 shall be made as under:—

Head Office:

Grade 12 to 16 By one of the Members of the Governing Body to be nominated by the Chairman, on the recommendations of the Departmental Promotion Committee.

Grade 1 to 11 By the Secretary of Pakistan Council of Scientific and Industrial Research (PCSIR) on the recommendations of the Departmental/Selection Committee/Departmental Promotion Committee.

Laboratories:

Grade 1 to 16 By the Director of the Laboratories on the recommendations of the Departmental Selection Committee/Departmental Promotion Committee.

- (2) Departmental Selection/Promotion Board/Committee of appropriate level will be set up by the Chairman to select suitable persons for appointment/promotion to the posts in the Council. Vacancies reserved for direct recruitment will be filled through Employment Exchange or advertisement in the Newspapers. In case where the recommendations of the Board/Committee are not accepted, the Appointing Authority shall record reasons in writing for not doing so.
- (3) Initial appointment shall be made at minimum pay of the Grade, but in case where a person to be recruited possesses additional experience or special qualifications the Appointing Authority may, on such recommendation by appropriate Selection Board/Committee allow, for reasons to be recorded in writing, a higher initial pay in the time scale of that Grade.
- (4) The percentage of posts reserved for direct recruitment of employees in the Council in each grade will be as under:

(i)	Grade 1	100%
(ii)	Grade 2 to 4 not more than	20%
(iii)	Grade 5 not more than	80%
(iv)	Grade 6 to 13 not more than	20%
(v)	Grade 14 not more than	40%
(vi)	Grade 15 & 16 not more than	20%
(vii)	Grade 17 not more than	80%
(viii)	Grade 18 not more than	50%
(ix)	Grade 19 not more than	20%
(x)	Grade 20	Nil

These percentages are to be observed separately in the Head Office and in each Laboratory/Unit.

(All posts in grade 20 shall be promotion posts)

- (5) The appointment to posts reserved for direct recruitment shall be made on the basis of merit and provincial/regional quota fixed by the Federal Government from time to time.

12. Conditions of appointment:

- (1) No person who is not a citizen of Pakistan shall be eligible to hold any post under the Council.
- (2) No person married to a national of a foreign country shall be appointed to a post in the Council except with the prior approval of the Federal Government.
- (3) The minimum educational qualifications, experience and age-limits for appointment and promotion to various posts in the Council shall be such as may be prescribed by the Council.
- (4) The appointment of a person in the service of the Council shall be subject to his being found medically fit through the authorised Medical Officer of the Council. The appointment shall also be subject to the verification of his character and antecedents to the satisfaction of the appointing Authority.

13. Probation:

- (1) All candidates appointed by direct recruitment shall be on probation for a period of one year.
- (2) In the event of an employee failing to show satisfactory progress during the probationary period, the Competent Authority may, at its discretion, extend his period of probation for a maximum period of one year or dispense with his service without assigning any reason.
- (3) Unless specific orders are issued to the effect that the persons concerned has completed the probationary period satisfactorily, he shall not be treated to have completed the probationary period satisfactorily and in such a case the period shall be deemed to have been extended until further orders.

14. Confirmation:

- (1) Subject to the availability of a permanent post, an employee shall, on satisfactory completion of his probation, be eligible for confirmation in his post.
- (2) There shall be no confirmation against any temporary post.
- (3) An employee who, during the period of his service, was eligible to be confirmed in any post retires from service before being confirmed shall not, merely by reason of such retirement, be refused confirmation in such post or any benefits accruing therefrom.
- (4) Confirmation of an employee in a post shall take effect from the date of occurrence of a permanent vacancy in that post or from the date of continuous officiation in such post, whichever is later.

15. Seniority:

For proper administration, the Chairman shall cause seniority-lists of the Employees of the Council to be prepared in the following manners:-

- (a) In respect of both technical and non-technical staff in Grade 1 to Grade 16, it will be maintained separately for the Head Office and each Laboratory/Unit.
- (b) In respect of non-technical officers of Grade-17 and above, it will be on over-all basis.
- (c) In respect of Technical Officers of Grade 17 and above, it will be Discipline-wise.

15-A. Direct recruits:

- (i) Persons recruited directly through an earlier open advertisement or selection would rank senior to those recruited through a subsequent open advertisement or selection.
- (ii) If two or more persons are appointed in open advertisement or selection, their inter-se-seniority would be determined in the order of merit assigned by Departmental Selection Board/Committee as the case may be.
- (iii) If only one candidate is appointed in open advertisement or selection, he would count his seniority from the date of recommendation by the Departmental Selection Board/Committee or the date of joining the post, whichever is later.
 - (a) If the person was already holding the same post on *ad hoc* basis, he would count his seniority from the date of recommendation by the Departmental Selection Board/Committee.
 - (b) If the person was not already holding the same post, he would count his seniority from the date of his joining the post after being recommended by the Departmental Selection Board/Committee.

15-B. Departmental promotions:

- (i) Persons who are approved by the Selection Board/DPC for promotion to the higher grade on an earlier date shall rank senior to those who are approved on a later date, provided that:—
 - (a) A person eligible for promotion who is inadvertently omitted from consideration in the original reference and is superseded, when he is subsequently considered and approved for promotion he will take his seniority with the original batch;
 - (b) When in a single reference, the Selection Board/DPC are asked to recommend more than one person and the recommendation of the Selection Board/DPC is held up in respect of one or more such persons for want of complete papers etc., or for reasons beyond the control of the person concerned, the recommendation of the Selection Board/DPC in respect of such person when made subsequently will be deemed to have been made on the date when the recommendation in respect of the original batch was made;
- (ii) Persons approved by the competent authority, on regular basis, for promotion to higher posts in the same batch shall retain the same seniority on promotion as they were enjoying in the lower grade. In case the date of continuous appointment of two

or more persons in the lower grade is the same, and there is no specific rule whereby their inter-se-seniority in the lower grade can be determined, the officer older in age shall be treated senior;

- (iii) The Seniority of departmental promotees to the higher grade shall count from the date of their regular promotion to the higher grade. The word regular implies;
- (a) that the promotions to higher grades were made in vacancies reserved for departmental promotion in accordance with the prescribed rules;
 - (b) that the promotions to higher grade were made in accordance with the prescribed Recruitment Rules i.e., on the recommendation of the Departmental Promotion Committee or the Selection Board and with the approval of the authority competent to make these appointments; and
 - (c) the promotions to higher grades were kept within the maximum quota prescribed in the Recruitment Rules for departmental promotions. In the event of the prescribed departmental promotion quota being exceeded in any particular case or cases, the seniority of the person or persons promoted in excess of that quota shall not count from the date from which the promotion or promotions were actually made, but from the date or dates from which they would have been made, if the quota had been properly followed.

15.C. Departmental promotees vis-a-vis direct recruits:

Persons promoted to the higher grade in a continuous arrangement and as a regular measure in a particular year shall as a class be senior to those appointed by direct recruitment in the same year.

16. Promotion:

- (1) In order to be eligible for promotion to grade 16 and above, an officer must fulfil conditions of minimum qualifications, length of service and performance standards stipulated by the Council.

Non-selection posts:

- (2) All posts in grade 16 to 18 shall be deemed to be Non-Selection Posts.
- (3) Promotion to non-Selection Posts shall be on the basis of seniority-cum-fitness.

Selection posts:

- (4) (a) All posts in grade 19 and above shall be deemed to be selection posts.
- (b) Promotion to Selection Posts shall be made strictly on the basis of merit.
- (c) For promotion to technical posts, merit will be judged by following criteria:—
 - (i) Proven excellence and contribution in scientific and technological field;
 - (ii) qualities of leadership and scientific planning;
 - (iii) general review of Annual Confidential Reports.
- (d) For promotion to Non-Technical Posts, merit shall be judged by:—
 - (a) general review of the Annual Confidential Reports;
 - (b) fitness for particular post.
- (5) The Selection Board shall call not less than 3 candidates on seniority-cum-fitness basis for interview against each vacant post.

17. Appointment of consultants and specialists on contract basis:

The Governing Body may, for specific assignments, appoint consultants or specialists on such terms and conditions for such duration as it may deem appropriate.

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CHAPTER-IV

RETIREMENT,
RESIGNATION
AND
TERMINATION
OF SERVICE:

18. Retirement from service:

An employee shall retire from service:—

- (i) On such date, after he has completed twenty-five years of service qualifying for pension or other retirement benefits as the Competent Authority may, in the public interest, direct or,
- (ii) Where no direction is given under clause (i), on the completion of sixty years of his age.

19. Resignations:

- (1) An employee may resign from his post by giving notice in writing in accordance with Rules of Federal Government.
- (2) An employee under bond to serve the Council for a specified period can resign only after paying the contractual amount of the bond or in proportion to the unserved period under bond.
- (3) Notwithstanding the provision of sub-Regulations (1) & (2), an employee shall continue to perform his duties till such time as his resignation is formally accepted by the Appointing Authority.
- (4) An employee who, after resigning, absents himself from duty before the acceptance of his resignation in writing, shall be liable to disciplinary action for misconduct.
- (5) The appointing authority at his discretion may, in the interest of the Council, refuse to accept the resignation of an employee.

20. Termination of service:

- (1) The service of an employee may be terminated without notice:-
 - (i) during the initial or extended period of his probation;

Provided that where such employee is appointed by promotion on probation, his service shall not be so terminated so long as he holds a lien against his former post, but he shall be reverted to his former post;

- (ii) On the expiry of the initial or extended period of his employment on contract basis.
- (iii) if the appointment is made on an *ad hoc* basis terminable on the appointment of a person on the recommen-

dation of the Selection Authority, on the appointment of such person.

- (2) Where, on the abolition of a post or reduction in the number of posts in a cadre or grade, the services of an employee are required to be terminated it shall ordinarily be the one who is the most junior in such cadre or grade.
- (3) Notwithstanding the provisions of Sub-Regulation (1) but subject to the provisions of Sub-Regulation (2), the service of an employee in temporary employment or appointed on ad-hoc basis shall be liable to termination of fourteen days notice or pay in lieu thereof.

21. Employment after retirement:

The employment of retired employees of the Council shall be regulated under the Act, Rules and Instructions as are applicable to the re-employment of retired Civil Servants

CHAPTER -V

**TRANSFER,
TRAINING,
DEPUTATION,
LEAVE AND
JOINING TIME:****22. Transfer:**

The chairman of the Pakistan Council of Scientific and Industrial Research may transfer an employee to the Head Office or to any of the Research Laboratories/Units or Projects under its administrative control. However, the posting/transfer of the Directors of Laboratories/Units shall be made in consultation with the administrative Ministry of the Federal Government.

23. Training:

The Council may require an employee to under-go training within or outside Pakistan at any time and for any duration on such terms and conditions as it may specify from time to time.

24. Leave:

An employee shall be entitled to such leave as is admissible to a civil servant of the Federal Government under the revised Leave Rules, 1978, as amended from time to time. In the case of Chairman the competent authority to grant leave (including casual leave) shall be the Secretary of the administrative Ministry.

25. Joining Time:

The employees shall be entitled to the joining time on transfer from one station to another on such terms and conditions as are admissible to the civil servants of the Federal Government.

CHAPTER - VI

**GENERAL
CONDUCT AND
DISCIPLINE:**

26. Conduct and discipline:

The employees shall, for the purposes of conduct/discipline, be governed by the relevant Rules framed by the Council.

27. Compliance with orders:

Every employee shall conform to and abide by these Regulations and shall comply with and obey all orders and directions which may from time to time be given by any person or persons under whose jurisdiction, superintendence or control he may, for the time being, have been placed.

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CHAPTER—VII**SERVICE
RECORD:****28. Record of service:**

- (1) Service record of each employee shall be maintained in such form as may be prescribed by the Council.
- (2) Confidential Annual Reports about the work and conduct of each employee, except employees in Grade 1 and 2, shall be recorded in such form as may be prescribed by the Council.
- (3) An employee shall not — have access to his Confidential Report. However, the adverse remarks, if any, shall immediately be communicated to the employees concerned for remedial measures and improvement, or representation against adverse remarks and requests for their expunction in accordance with the Rules framed by the Council.

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CHAPTER-VIII

MISCELLANEOUS: 29. Training, medical facilities and allocation of residential accommodation:

The Council employees will be governed by the rules on the subject as may be prescribed by the Council from time to time with the prior approval of the Federal Government.

30. Pension, provident, and contributory provident fund:

The Council employees shall be entitled to the same benefits of Pension and General Provident Fund as are admissible to the civil servants of the Federal Government.

31. In all matters not specifically provided for in these Regulations the rules and procedures applicable to Federal Government Servants shall, as far as possible, apply to the employees of the PCSIR provided that no financial benefits shall thereby become admissible unless specifically sanctioned by the Competent Authority.

CONDUCT AND DISCIPLINE RULES OF P. C. S. I. R.

In exercise of the powers conferred by Regulation 26 of Pakistan Council of Scientific and Industrial Research Employees (Service) Regulations, 1981 the Council is pleased to make the following Rules, namely:—

1. Short title, commencement and application:

- (1) These Rules may be called P.C.S.I.R., Employees (Conduct and Discipline) Rules.
- (2) They shall come into force at once.
- (3) They shall apply to:
 - (a) All employees of the Council, whether full time or part time except those paid from contingencies.
 - (b) Those employees who are in continuous service for a period exceeding five years on contract employment with Council.
 - (c) Deputationists, subject to limitations mentioned in these Rules.

2. Definitions:

In these Rules:

- (1) "Accused" means an employee of the Council against whom action is taken under these Rules.
- (2) "Competent Authority" means an Officer or a Body authorised under these Rules to initiate proceedings under these Rules either by himself or itself or upon written report of an Officer subordinate to him or it.
- (3) "Appellate Authority" means an Officer or a Body which has been vested under these Rules with the power to decide appeals preferred to him or it under these Rules.
- (4) "Review Authority" means a Body which has been vested with the powers, under these Rules to take decisions on Review Petitions filed before it.
- (5) "Misconduct" means any act of omission or commission prejudicial to good order or service discipline or unbecoming of an officer and a gentleman and includes:

- (a) Inefficiency due to negligence or carelessness in the performance of duty;
- (b) Impertinence, insubordination and intemperance;
- (c) Wilful omission or commission on an act against the interests of the Council;
- (d) Breach of rules and regulations, orders and instructions of the Council;
- (e) Irregular and late attendance, absence from duty and leaving the station without permission;
- (f) Conviction for a criminal offence involving moral turpitude;
- (g) Disclosure of secret and confidential information to unauthorised persons;
- (h) Acceptance of gifts, gratifications, gratuities, loans or other financial benefits from persons directly or indirectly associated or dealing with the Council;
- (i) Tempering with the records or destruction of documents or property of the Council;
- (j) Misappropriation of funds of Council;
- (k) Favouritism and nepotism;
- (l) Submission of representations and appeals to Higher Authorities otherwise than through proper channel;
- (m) Withholding of representations without due authority;
- (n) Taking part in illegal strikes;
- (o) Taking part in subversive activities or reasonably suspected of being associated with others engaged in subversive activities;
- (p) Giving false information about the particulars required by the Council or by the Federal Government;
- (q) Attempt to use political or any other outside influence for getting official benefits;
- (r) Taking part in sectarian, provincial and parochial activities;
- (s) Taking recourse to the Court of Law before seeking redress from the Concerned Authorities of the Council;

- (t) Possessing immovable property without declaration, or giving false declaration about such property owned by himself or any other member of his family dependent on him;
 - (u) Undertaking any consultancy work, or taking up part-time or full time employment or doing any business;
 - (v) Underquoting and accepting at low rate any assignment from outside party to obtain any pecuniary or otherwise benefit;
 - (w) Disclosure of any process product, know-how developed by the Council to any outside party with or without any pecuniary consideration.
 - (x) Over-stay outside the country, whether on any kind of leave, training, deputation or on any official duty without written permission of the Competent Authority or after refusal of such permission.
 - (y) Desertion of duties;
 - (z) Refusal to vacate the Council's residential accommodation when called up to do so by the Competent Authority;
 - (aa) Mis-use and abuse in any form and manner of medical facilities provided by the Council;
 - (ab) Any act or omission deemed as "misconduct" under any of the Rules formed by the Council;
- (6) "Penalty" means a penalty which may be imposed under these Rules.

3. Grounds for penalty:

Where an employee of the Council in the opinion of the Competent Authority:

- (a) is inefficient or has ceased to be efficient, or
- (b) is guilty of misconduct, or
- (c) is corrupt.

The Competent Authority may impose on him one or more penalties.

4. Discipline:

- (1) Any employee who is inefficient or ceased to be efficient or who is alleged to have committed an act of misconduct or is corrupt or is reasonably being considered corrupt shall be

liable to one or more of the following penalties:—

- (a) Reprimand;
 - (b) Withholding of annual increments;
 - (c) Withholding of promotion;
 - (d) Recovery from the pay or C.P. Fund whole or part of any pecuniary loss caused to the Council;
 - (e) Stoppage, for a specified period, at an efficiency bar in the time scale;
 - (f) Reduction to a lower post or time scale, or to a lower stage in a time scale;
 - (g) Compulsory retirement otherwise than for infirmity of mind or body;
 - (h) Removal from service;
 - (i) Dismissal from service.
- (2) If an employee gets 3 successive adverse reports by his superior officer then before proceeding against him an Assessment Committee constituted by the Competent Authority will review his work and furnish its report.

5. Inquiry procedure:

- (1) The employee charged of misconduct shall be called upon by Competent Authority to explain within a period of 7 days from the day of its receipt, the position with regard to the charge against him. The Competent Authority may extend the period to maximum of a fortnight.
- (2) If the explanation is not considered satisfactory by the Competent Authority and the nature of charges in his opinion is such that reprimand will be sufficient to meet the ends of justice, the accused may be let off with a reprimand.
- (3) In case the charges are considered serious, a proper Inquiry into the allegations shall be instituted for which an Inquiry Officer, not equal or below the rank of the accused, shall be appointed by the Competent Authority and a proper charge-sheet containing the details of the charges and times, day and date, if any, of the commission of the acts constituting the charges along with the evidence and the witnesses, if any, in support of the same, shall be served on the accused by the Competent Authority.

- (4) The accused shall be given at least fifteen days and not more than thirty days for submission of his explanation to the Inquiry Officer and, if the charges are denied, the evidence and the witness, on which the defence is based shall also be submitted with the explanation. Under exceptional and unavoidable circumstances, the Competent Authority on written request of the accused, may extend the time by another fifteen days.
- (5) If the accused denies the charges the Inquiry Officer shall proceed with the investigations and shall call upon the prosecution first and then the defence to lead their respective evidence.
- (6) Once the Inquiry is started there shall be no break, except under inevitable circumstances which should be recorded, till the inquiry is completed.
- (7) The witnesses, if any, produced by the parties shall be examined and cross-examined and copies of the relevant record or documents produced in support of their case will be provided to the other party or shown in the presence of the Inquiry Officer.
- (8) If examination and cross-examination of the accused and the witnesses from the both sides prolongs the proceedings or the accused taking advantage of this procedure tries to protract the proceedings or the witnesses cannot conveniently be produced then the Inquiry Officer may instead:
 - (a) Call upon both the defence and the prosecution sides to file duplicate Written Statements of self and of the witnesses together with any documentary evidence on which reliance is placed, and
 - (b) Furnish copies of those written statements and evidence to the each of other side, calling upon them to furnish Counter Statements in rebuttal thereof together with any evidence, and
 - (c) Give final opportunity to the accused to file his statement in defence after going through the statements and counter statements.
- (9) If the accused fails to submit his explanation/defence within the prescribed time limit or extended time limit as under Sub-Rules (4) the Inquiry Officer shall proceed with the Inquiry experts and complete the proceedings and record his findings.
- (10) On the completion of the Inquiry Proceedings the Inquiry Officer will submit to the Competent Authority within ten days, his report containing the facts of the case and his findings in the matter.

- (11) On receipt of the report of the Inquiry Officer the Competent Authority, after due consideration, shall record his decision.
- (12) If the Competent Authority arrives at the decision that the accused is guilty of the charges, he shall prescribe specific punishment proposed to be imposed.
- (13) A copy of the Inquiry report along with copies of the relevant statements and record of evidence if not already with the accused, shall be supplied to the accused calling upon him to show-cause within a specified period, which shall not be less than 7 days and more than 15 days, as to why the proposed penalty should not be imposed on him, and to state whether he wants to be heard in person.
- (14) On receipt of the reply to the show-cause notice from the accused and after giving him a personal hearing, if requested for, the Competent Authority shall take a final decision and impose penalty on him.
- (15) The orders of punishment shall briefly contains the grounds on which the Competent Authority has based his decision, and a copy of the decision shall be supplied to the accused for his information or to enable him to file, if he so desires, an appeal or review as the case may be.
- (16) If the circumstances of the case so warrant, the Competent Authority may in place of Inquiry Officer, appoint an Inquiry Committee and all the above provisions shall apply to it as they apply to Inquiry Officer.
- (17)
 - (a) If the accused is employee of Grade-20 or equivalent Grade in charge of a Laboratory or an Institute, or is of Grade-19 or equivalent grade-in-charge of a Unit, then the Inquiry Officer, in such cases shall be a person who is either Full Time Member of any other Council subordinate to the Ministry of Science and Technology or ex-officio Member of the P.C.S.I.R.,
 - (b) If the accused is employee of Grade 17 to 19 or of equivalent Grades who is not head of a Unit then the Inquiry Officer in his case, shall be an employee of the Council working in Head Office or any Laboratory or Unit other than that of the accused, and shall as far as possible, be one who has not at any time remained a subordinate to Director of the Laboratory or of the Incharge of the Unit of the accused.
 - (c) The above conditions will also apply to members of the Inquiry Committee.

6. Suspension:

- (1) Where an employee of the Council is in Police Custody in connection with a criminal offence he shall be suspended by the Competent Authority, till he remains in custody.
- (2) Where an employee of the Council, is accused of a subversion, corruption, misappropriation or serious misconduct, the Competent Authority may require him to proceed on leave, or with the approval of the Chairman or the Governing Body, as this case may be, suspend him.
- (3) Where the accused refuses to carry out the orders given to him or his presence in the office, in the opinion of the Competent Authority is likely to effect the Inquiry proceedings or where he is not co-operating in Inquiry proceedings or where he is not co-operating in Inquiry proceedings or is unnecessarily attempting to abstract or prolong the Inquiry Proceedings, then on the report so made by the Inquiry Officer or Inquiry Committee the Competent Authority may suspend him.
- (4) The period of forced leave or suspension shall not normally exceed three months and may be extended by one month if there has been inevitable delay in the completion of Inquiry after which the Inquiry shall be completed even ex parte if the accused does not cooperate.
- (5) During the period of forced leave or suspension the accused may not be prohibited from leaving the Station if he is cooperative in the conduct of the Inquiry and undertakes to keep the Inquiry Officer informed of his whereabouts and to present himself for hearings as and when called for.
- (6) The employee under suspension shall be entitled to subsistence grant equivalent to one half of his pay plus all other allowances admissible to him as on earned leave.

7. Re-instatement:

- (1) If the charge against the employee under suspension are eventually not established he will be re-instated in service with full benefits.
- (2) In case the charges are established but the penalty imposed is not compulsory retirement, removal or dismissal from service, the employee will be allowed to resume duty forthwith and the Competent Authority shall decide as to the extent of benefits in respect of pay, allowances etc. that may be allowed to him for the period of suspension.
- (3) If the accused proceeding on forced leave is not dismissed, removed from service, reduced in rank or compulsorily retired he shall be required to rejoin duty and the period of such leave

shall be treated as duty on full pay.

8. Exceptions:

- (1) The provisions of Rule 5 shall not apply to a case:
 - (a) Where, the accused is dismissed or removed from service on the ground of his having been convicted by Criminal Court of an offence involving moral turpitude;
 - (b) Where the Competent Authority is satisfied that for reasons to be recorded in writing, it is not reasonably practicable to give the accused an opportunity of showing case, then in such case, the punishment of dismissal or removal from service or compulsory retirement shall not be awarded without the prior approval in writing of the Chairman in respect of employees upto Grade-15 or equivalent Grades, and of the Governing Body in respect of employees in Grade 16 and above or equivalent Grades.

9. Deputationists:

- (1) The Chairman shall be competent to initiate proceedings against a deputationist, and to suspend him if necessary, or require him to proceed on leave.
- (2) The Chairman shall forthwith inform the Lending Authority of the circumstances leading to the commencement of proceedings, or of suspension or of requiring him to proceed on leave.

Provided that the Chairman shall obtain prior approval of the President of Pakistan before taking action under these Rules against a member of an All Pakistan Service or an Officer of Grade 17 and above.

- (3) If in the light of the findings in the proceedings taken against a deputationist, the Chairman is of the opinion that any penalty should be imposed upon him, he shall transmit to the Lending Authority or the Secretary Establishment Division, as the case may be, the record of the proceedings and thereupon the Lending Authority or the President will take action as prescribed in Rules – applicable to the Deputationist.

10. Appeals:

An employee of the Council on whom a penalty is imposed shall have right of appeal.

Provided that where the penalty is imposed by the Governing Body of the Council or by the Chairman there shall be no right of appeal but the employee concerned may apply for review of the orders.

11. Authorities:

The Competent Authority to initiate proceedings under this Rule in respect of different cadres/grades of employees of the Council, and the Review and/or Appellate Authority against any orders passed by any such Competent Authority shall be as under:

	Competent Authority	Review/Appellate Authority
1. Employee in Grade 20 or equivalent Grade	Governing Body	Council
2. Employee in Grade 19 or equivalent Grade Incharge of a Unit.	-do-	Council
3. Employees in Grades 17 to 19 or equivalent Grade	Chairman	Council
4. Employees in Grade 16 or equivalent Grade (Officers).	Chairman.	Committee constituted of Members of Governing Body (excluding Chairman) and one Ex-officio - member of the Council to be nominated by Council.
5. Employees in Grade 5 to 16 in the Labs. or Institutes, (Superintendents and below).	Director (of Grade 20 or equivalent Grade) of the Labs/Institute.	Chairman
6. Employees in Grade 1-4 in the Laboratories or Institute.	Sr. Administrative Officer.	Director of the Laboratory.
7. Employees in Grade 8-15 in the Head Office or in the Units (not headed by Grade 20 Officer).	Senior-most Member of the Governing Body.	Chairman
8. Employees in Grade 1-7 of the Head Office or of the Units (not headed by Grade 20 Officer).	Secretary for Head Office, Head of the Unit for Units.	Senior-most member of the Governing Body.

12. Appeal Procedure:

- (1) The appeal shall be filed within thirty days from the receipt of the aggrieved order.
- (2) Every employee preferring an appeal shall do so in his own name.
- (3) Every appeal shall contain all material statements and arguments relied upon by the appellant, shall contain no disrespectful or improper language and shall not attempt to cast aspersions or attribute motives upon or to the Competent Authority.
- (4) Every such appeal shall be submitted through the head of the office to which the appellant belongs or belonged, and through the Competent Authority from whose order the appeal is preferred.
- (5) An appeal may be with-held by the Competent Authority if:
 - (i) no appeal lies under these Rules;
 - (ii) it does not comply with the provisions of Sub Rule (3).
 - (iii) it is a repetition of a previous appeal and is made to the same Appellate Authority by which such appeal has already been decided.
 - (iv) it is not preferred within the stipulated time and no reasonable cause is shown for the delay;
 - (v) it is addressed to an Authority to which no appeal lies under these Rules;

provided that:

- (a) in every case in which appeal is with-held the appellant shall be informed of the fact and the reasons for it.
 - (b) if the appeal has been with-held on account only of failure to comply with the provisions of Sub-Rule (3) and is resubmitted within a fortnight of the date on which the appellant has been informed of the with-holding of the appeal, after complying with those provisions then it will not be with-held again and shall be considered to have been filed in time.
 - (vi) The Appellate Authority shall be informed of the with-holding of appeal.
- (6) No appeal shall lie against withholding of an appeal by the Competent Authority.

- (7) Every appeal which is not withheld shall be forwarded to the Appellate Authority by the Competent Authority with his comments which shall not contain anything personal against the appellant and shall not attempt to bring new facts on record in support of findings or punishment.
- (8) In case of every appeal against an order imposing any penalty, the Appellate Authority shall consider:
- (a) Whether the facts on which the order was based, have been established;
 - (b) Whether the facts established afford sufficient ground for taking action and
 - (c) Whether the penalty is excessive, adequate or inadequate;
- and after such consideration shall pass such order as it thinks proper.
- (9) There is no right to be heard in person. However, the Appellate Authority may require the Appellant to attend in person to explain any point arising out of appeal.
- (10) The order of the Appellate Authority shall be final. There is no appeal or review against any appellate order nor the matter can be agitated in any Tribunal or Court of Law.

13. Review procedure:

- (1) All the provisions relating to the Appeal and its procedure shall apply in the like manner to the filing of Review petition except as under:
- (a) The Review Petition shall be addressed to the Council through the Secretary;
 - (b) The Secretary shall place the Review Petition on the agenda of immediately next meeting of the Council.
 - (c) The Council in each individual case or by a General Order may decide that the Review Petition shall be heard by a Committee of the Members of the Council not less than three in number who are not members of the Governing Body.
 - (d) Thereupon the Review Committee so appointed shall forward the Review Petition to the Competent Authority for comments, and also inform the petitioner.
 - (e) The decision of the Review Committee need not strictly conform to the provisions of Sub-Rules (8) of Rule 12

but will assign reasons for its order.

- (f) The decision by the Review Committee shall be deemed to be the decision of the Council and shall be final. There shall not be against it petition of any sort to any Authority, Tribunal or Court.

14. Appearance of council:

No party to any proceedings under these Rules before the Inquiry Officer, Inquiry Committee, Competent Authority, Appellate/Review Authority shall be represented by an Advocate. Representation includes furnishing explanation, defence, arguments or carrying on any correspondence by any Advocate under his name or signature.

15. Validation:

- (1) All actions, punishments, awarded by any Officer, Chairman or Authority of the Council, under any of the Conduct and Discipline Rules of the Federal Government are hereby validated and the matter shall not be agitated in any Court of Law or Tribunal that Government Servants (Efficiency and Discipline) Rules of 1960 or of 1973, were not applicable, or were not specifically adopted or applied, provided that any appeal or review pending on the date of coming into force of these Conduct and Discipline Rules shall be heard under the Rules as then applicable.
- (2) The Conduct and Discipline Rules as applicable to the employees of the Council shall cease to be applicable from the date P.C.S.I.R. Employees (Conduct and Discipline) Rules, 1981 have come into force.

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CONSTITUTION OF SELECTION BOARD/ DEPARTMENTAL PROMOTION BOARD:

In pursuance of Regulation 11(1) of PCSIR Employees (Service) Regulations 1981, the constitution of the Selection Board/Departmental Promotion Board for Officers and Scientists in grade 17 to 19, will be as under:—

I. Selection Board for Grades 17 to 19 for direct recruitment.

- | | | | |
|------|---|---|----------|
| i) | Chairman, PCSIR, | : | Chairman |
| ii) | Member (Technology),
PCSIR. | : | Member |
| iii) | Member (Science),
PCSIR. | : | Member |
| iv) | Joint Secretary,
Ministry of Science &
Technology, Islamabad. | : | Member |
| v) | Director of the con-
cerned Unit. | : | Member |

II. Departmental Promotion Board (Scientists, Technologists & Other Officers).

(a) Departmental Promotion Board for grade - 19.

- | | | | |
|------|------------------------------------|---|----------|
| i) | Chairman, PCSIR, | : | Chairman |
| ii) | Member (Technology),
PCSIR. | : | Member |
| iii) | Member (Science),
PCSIR. | : | Member |
| iv) | Member (Finance),
PCSIR | : | Member |
| v) | Director of the
concerned Unit. | : | Member |

(b) Departmental Promotion Board for Grade 17 to 18 (Scientists and Technologists).

- | | | | |
|------|--|---|----------|
| i) | Senior-most Member
(other than Member
(Finance), PCSIR.) | : | Chairman |
| ii) | Director (Senior-most) | : | Member |
| iii) | Director of concerned
Unit. | : | Member |

(c) Departmental Promotion Board for Grade 17 to 18 (other than Scientists and Technologists).

- | | | | |
|------|------------------------------------|---|----------|
| i) | Member (Technology),
PCSIR. | : | Chairman |
| ii) | Member (Science),
PCSIR. | : | Member |
| iii) | Member (Finance),
PCSIR. | : | Member |
| iv) | Director of the
concerned Unit. | : | Member |
| v) | Secretary, PCSIR. | : | Member |

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**CRITERIA FOR THE APPOINTMENTS AND PROMOTIONS OF
SCIENTISTS AND TECHNICAL STAFF IN THE P.C.S.I.R.**

CATEGORY 'A' SCIENTISTS

NAME OF POSTS	GRADE	MINIMUM QUALIFICATIONS/EXPERIENCE FOR DIRECT APPOINTMENTS	MINIMUM QUALIFICATION AND EXPERIENCE FOR PROMOTIONS
1. Research Officer (R.O)	17	M.Sc. or Engineering Degree or Medical Degree with Second Class academic career throughout.	—
2. Senior Research Officer (S.R.O)	18	Doctorate degree, or M. Phil or Master's Degree in Engineering or Technology with two years experience. M.Sc. or Engineering Degree or Medical Degree with Second Class academic career with 4 years practical experience.	5 years service as Research Officer with at least 3 research papers/patents/processes or equivalent technical output or on obtaining a doctorate degree.
3. Principal Scientific Officer (P.S.O)	19	Doctorate Degree with 7 years Post-doctoral Research/Technological Experience or M. Phil or M.Sc, in Engineering/Technology with 10 years, or M.Sc. Engineering or Medical – Degree with 12 years of research/technological experience in a recognized organisation.	7 years service as S.R.O. with substantial research/technological output.
4. Chief Scientific Officer (C.S.O)	19/20	—	5 years service as Principal Scientific Officer and proven leadership capability.
5. Director	20/21	—	3 years <u>service</u> as Chief Scientific Officer.

Continued

CATEGORY 'B' EXPERIMENTALISTS (Contd.)

1	2	3	4
1. Research Assistant	14	Degree in Science or a Diploma in Engineering with a Second Class academic career throughout.	—
2. Junior Experimental Officer.	16	B.Sc. (Hons.), or B.Sc./Diploma with two years technical experience.	3 years service as Research Assistant.
3. Experimental Officer.	17	B.Sc. or Diploma in Engineering with 6 years technical experience.	4 years service as Jr. Experimental Officer.
4. Sr. Experimental Officer.	18	B.Sc. or Diploma in Engineering with 13 years of technical experience.	7 years service as Experimental Officer.
5. Principal Experimental Officer.	19	B.Sc. or Diploma in Engineering/ Technology with 25 years technical experience.	12 years service as Senior Experimental Officer.

Continued

CATEGORY 'C' (Technical)

1	2	3	4
1. Laboratory/Workshop Assistant.	5	Matriculate in Second Division with Science.	
2. Junior Technician.	7	Intermediate with Science, Second Class or Matriculate with 4 years of Laboratory experience.	3 years service as Laboratory/Workshop Assistant.
3. Technician	11		5 years service as Junior Technical .
4. Senior Technician.	14		5 years service as Technician.
5. Jr. Technical Officer (JTO).	16		5 years service as Sr. Technician.
6. Technical Officer.	17		6 years service as Jr. Technician. Officer
7. Sr. Technical Officer.	18		10 years service as Technical Officer.

LABORATORY-SIDE (NON-MATRICULATES)

1	2	3	4
1. Lab. Attendant.	1	Middle pass.	—
2. Sr. Lab. Attendant.	2	—	4 years service as Lab. Attendant.
3. Sr. Lab. Attendant (Selection Grade).	3	—	4 years service as Sr. Lab. Attendant.
4. Lab. Technician.	5	—	6 years service as Sr. Lab. Attendant (Selection Grade).
5. Sr. Lab. Technician	7	—	8 years service as Lab. Technician.
6. Sr. Lab. Technician (Selection Grade).	11	—	8 years service as Sr. Lab. Technician.

WORKSHOP (Non-matriculate)

1. Workshop attendant.	1	Aptitude	—
2. Sr. Workshop Attendant.	2	—	4 years service as Workshop — Attendant.

Continued

	1	2	3	4
3. Sr. Workshop Attendant (Selection Grade).		3	Semi-skilled workers.	4 years service as Sr. Workshop Attendant.
4. Apprentice Technician.		5	Skilled Workers	4 years service as Workshop Attendant (Selection Grade)
5. Jr. Workshop Technician.		7	Skilled workers with 5 years Experience.	5 years service as Apprentice Technician.
6. Workshop Technician.		11	Skilled workers with 10 years Experience.	5 years service as Jr. Workshop Technician.
7. Sr. Workshop technician.		14	Skilled workers with 15 years Experience.	5 years service as Workshop Technician.
8. Principal Technician.		16		6 years service as Sr. workshop Technician.
9. Principal Technician (Selection Grade).		17		10 years service as Principal Technician.