



KHYBER PAKHTUNKHWA

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KHYBER PAKHTUNKHWA BOARD OF INVESTMENT AND TRADE

NOTIFICATION

Dated: 18th September, 2020.

No. 1/ 11 -KP-BOIT / 2020 / 6023 In exercise of the powers under section 18 of the Khyber Pakhtunkhwa Board of Investment and Trade Act, 2015, the Board of Khyber Pakhtunkhwa Board of Investment and Trade (KP-BOIT) is pleased to frame the following Regulations; namely:

PART - 1

(Preliminary)

1. **Short title, application & commencement:**(1) These regulations shall be called "Khyber Pakhtunkhwa Board of Investment and Trade Regulations, 2020."
- (2) These shall apply to all functions, financial, accounts, audit and operational matters of the KP-BOIT.
- (3) These shall come into force at once.
2. **Definitions:**-In these regulations, unless there is anything repugnant in the subject or context, the following terms shall have the meanings assigned to them as under:-
 - a. "Act" means the Khyber Pakhtunkhwa Board of Invest and Trade Act, 2015;
 - b. "Bank": means the Bank of Khyber or any other scheduled bank;
 - c. "KP-BOIT" means the KP-BOIT constituted under section-3 of the Act;
 - d. "BOIT" means the Khyber Pakhtunkhwa Board of Investment and Trade constituted under section -3 of the Act;
 - e. "Budget" means the financial estimates of the KP- BOIT for the financial year duly approved by the Board of Directors of the KP-BOIT;
 - f. "Chairman" means the Chairman of the Board of Directors of the KP-BOIT;
 - g. "Chief Executive Officer" means the Chief Executive Officer of the KP-BOIT in terms of section-7 of the Act.

- h. "Committees" means the committees to be constituted by the Board of Directors under section-8 of the Act;
- i. "Competent Authority" means the authority designated as such by these Regulations;
- j. "Fund" means the funds of the KP-BOIT described in section-10 (1) of the Act.
- k. "Government" means the Government of Khyber Pakhtunkhwa Industries, Commerce and Technical Education Department;
- l. "KP-SEZA" means the Khyber Pakhtunkhwa Special Economic Zone Authority;
- m. "Pay" means the amount drawn monthly by an employee of the KP-BOIT and include special pay, technical pay, personal pay, overseas pay or an allowance of any other description termed as pay;
- n. "Regular appointment" means an appointment made in accordance with the prescribed procedure against a vacant post;
- o. "Temporary post" means a post other than a permanent post which has been created for a limited period of time;
- p. "Vice Chairman" means the Vice Chairman of the Board of Directors of the KP-BOIT in terms of section-4(6) of the Act;

Throughout these Regulations, whenever the context admits words implying masculine gender shall include the feminine gender and singular shall include plural.

All other terms and expressions shall have the same meanings as assigned to them under the Act, Rules and these Regulations.

PART-II**General/Terms and conditions of service****3. Structure of KP- Board of Investment and Trade:-**

- In terms of section 3 of the Act, KP-BOIT shall consist of different Directorates/Sections as per organogram (**Annex-A**). All these Directorates/Sections will be properly manned with their Pay Groups as per **Annex-B&C** for carrying out purpose of the Act.

4. TERMS AND CONDITIONS OF SERVICE:-

The terms and conditions of service of an employee of the KP-BOIT shall be as provided under these Regulations or any such orders or instructions to be issued by the Board of Directors from time to time.

5. METHOD OF APPOINTMENT:-

Appointment to a posts shall be made:-

- By initial recruitment in accordance with the provisions contained in the recruitment Regulations. Moreover, adjustment amongst existing staff if available will also be considered subject to relevant qualification & experience, with additional five (05) marks in overall ranking.
- The appointment to posts shall be on contract basis initially for a period of three (03) years extendable subject to performance.
- The Board shall have the authority to appoint Consultants, Advisors on Contractual basis for a definite time period not exceeding one (01) year as per Section 13 of the Act.

6. APPOINTING AUTHORITY:-

- The following shall be the authorities competent to make appointments by initial recruitment, promotion or appointment to the posts specified against each.

S. No.	Post/Pay Scale	Competent Authority.
1.	For posts in Pay Group - 1, 2& 3	Chief Executive Officer
2.	For posts in Pay Group - 4, 5& 6.	Board of Directors
3.	Chief Executive Officer	Government of the KP.
4.	Vice Chairman	Government of the KP.

- The CEO, in collaboration with HR wing, will initiate cases of initial recruitment and adjustment against various posts in the KP- BOIT.

7. DEPARTMENTAL SELECTION COMMITTEE:-

There shall be a Departmental Selection Committee of KP-BOIT to initiate cases of initial recruitment and adjustment against various posts in the KP- BOIT and make recommendations to the HR Committee of the Board of KP-BOIT. The Departmental Selection Committee of KP-BOIT shall consist of:-

- | | |
|--------------------------------|------------------|
| • CEO / Secretary, KP-BOIT | Chairman |
| • Rep of Industries Department | Member |
| • Director Policies/SEZA/EoDB | Member |
| • Concerned Director | Member |
| • Deputy Director HR & Finance | Member/Secretary |

8. APPOINTMENT TO POSTS:-

a) By Initial recruitment

- 1) Upon vacation or creation of a post in the KP-BOIT, the Director HR/Finance with approval of the Chief Executive Officer shall advertise it for information of all concerned if the same falls within the quota of initial recruitment;
- 2) The advertisement shall be made in at least two leading newspapers (one Urdu and one English) as well as hoisting on the web-site of the KP-BOIT. This process will also be in accordance with the rules / directions issued by GoKP from time to time.
- 3) At least two weeks' time shall be given to the candidates to apply for the Posts on the prescribed form (if applicable)
- 4) The applications submitted by the candidates should be supported with Bio-Data/C.V of the applicants and all relevant testimonials relating to the qualifications and experience of the applicants duly certified and verified by IEC.
- 5) The office of the Director HR/Finance shall prepare a list of the short listed candidates in order of merit and place it before the HR Committee of KP-BOIT for scrutiny. Final shortlisted candidates will be called for interview before the HR Committee of the Board.
- 6) The HR Committee of the Board will interview, scrutinize and assess the suitability of the candidates on the basis of merit by evaluating their comparative eligibility, efficiency, their capabilities and the relevancy of their qualifications and experience to the post(s) in question and length of service/experience required for the post under these Regulations.
- 7) The method of appointment, qualification and other conditions applicable to a post shall be such as laid down in the recruitment Regulations (**Annex-D**). Selection for direct recruitment shall be made on merit in accordance with the criteria (**Annex-E**) for post in Pay Group - 3, 4, 5 & 6 and for posts in Pay Group - 1 & 2 as per criteria at **Annex-F**.
- 8) Recommendations of the HR Committee to this effect shall be placed before the Board of Directors for approval;
- 9) Subject to continuous poor performance and misconduct, any employee can be discharged from service with prior one month notice upon recommendations of CEO / HoD.

9. MISCELLANEOUS PROVISIONS:-

- (1) An employee cannot be appointed except as a temporary measure, to two or more permanent posts at the same time.
- (2) An employee can officiate against such a post if the permanent incumbent has vacated the post temporarily on any of the following grounds:-
 - a. He/She has proceeded on long leave.
 - b. He/She has been posted against another tenure post.

- c. He/She is on deputation to any other department, institution of Govt. or any autonomous / corporate body.
- d. He/She has been appointed to another post regularly but has not so far confirmed against that post.

(3) KP-BOIT follows Government Policy regarding hiring of disable and minorities candidates.

10. PROBATION AND CONFIRMATION:-

- i. Probation in the case of initial appointment to a post in the service of the KP-BOIT shall be for a period of 06 months to 01 year.
- ii. If in the opinion of the Appointing Authority, the work or conduct of an employee of the KP-BOIT during the period of probation has not been satisfactory, his probation period may be extended for another period of 3 months.
- iii. After successful completion of probation period, the services of the employee of the KP-BOIT may be confirmed in writing by the competent authority, or if his work or conduct has, in the opinion of such authority, not been satisfactory:
 - a. in case of initial appointment dispense with his services; or
 - b. extend the period of probation by a period not exceeding six (06) months, and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period as in clause-iii (a)
- iv. A probationer who has successfully completed his period of probation shall be confirmed with effect from the date following successful completion of his probation period.

11. AGE LIMIT:-

- i. The maximum age limit of employees for retirement will be sixty (60) years as per Government prevailing Rules from time to time.

12. SUSPENSION:-

- i. An employee under suspension is entitled to his total monthly emoluments in accordance with the relevant Regulations for the employees of the Government of Khyber Pakhtunkhwa.
- ii. When the suspension of an employee is held to have been unjustifiable or not wholly justifiable; or when an employee who has been dismissed, removed, or suspended, is reinstated, the appellate or Competent Authority may grant him for the period of his suspension;
- iii. Leave may not be granted to the employee under suspension without unavoidable cogent reasons.

13. RESIGNATION:-

- a) An employee of the KP-BOIT, desirous of resigning his office, shall give to the competent authority, one Month notice; or in his special contract of service, and in the event of his failure to do so he shall deposit to the KP-BOIT, the basic salary due to him for the period of his notice i.e. one month.

b) In the case of a temporary or a permanent employee whose post is retrenched, the KP-BOIT shall give to the employee a notice of such period as is provided above for the employee.

c) The KP-BOIT may, in lieu of any notice herein provided for, give a sum equal to the amount of pay for the period of notice or in the case of notice shorter than the prescribed period, equal to the amount of pay for the period by which such notice falls short.

d) If an employee of the KP-BOIT is compelled to resign for reasons of ill health, or if the appointing authority is satisfied that his resignation is due to circumstances beyond his control and he could not have, under the circumstances given a timely notice, such forfeiture or a part of it may be waived off by the Competent Authority. The Competent Authority for this purpose is the Appointing Authority.

e) When an employee of the KP-BOIT gives a notice of resignation he shall not be granted any leave other than sick leave or casual leave.

f) Notice of resignation given by an employee on leave other than sick leave or casual leave shall expire at least one month after the last day of his leave.

14. LEAVE:-

- 1) The employees of the KP-BOIT shall be entitled to such kind of leave as prescribed in the leave policy.
- 2) A leave account for each kind of leave shall be maintained for each member of the staff of the KP-BOIT. If a member wishes to resume his duty before the expiry of his leave, he may do so with the prior approval of the Competent Authority.
- 3) Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved with the authority empowered to grant it.
- 4) Other matters relating to leave shall be dealt with under the leave rules of the KP-BOIT.

15. MEDICAL HOSPITALIZATION:-

- 1) KPBOIT is committed to wellbeing of their employees. Employees of the KP-BOIT shall be entitled to complete self Medical Assistance of hospitalization as prescribed below.
- 2) The employees falling in Group 4 - 7 will be entitled for hospitalization expenses as admissible to their pay groups per annum (Fiscal Year), and the employees in Group 1 - 3 will be entitled for such medical limits of PKR. 100,000/-. For employees joining during fiscal year, the calculation of the limit will be on pro-rata basis.
- 3) All medical claim reimbursement will be provided on actual bills of hospitalization duly verified by the authorized Medical Practitioner / Hospital.
- 4) The above entitlements shall include all reasonable and customary cost and expenses for in-patient medical, surgical, specialist fees, hospital charges etc. Expenses over and above the limits to be borne by the employees herself / himself. Employees are entitled for the reimbursement of the following expenses:

- a) All in-patient expenses to be necessarily incurred and arising from accidental bodily injury occurring or illness manifesting itself during the period incurred within twelve (12) months of the date of accident or illness unless such treatment is continuous as per limits specified.
 - b) Maternity cover for female employees is restricted to maximum of three (03) deliveries.
 - c) Treatment / Consultation costs by health practitioners both medical and dental in case of Hospitalization.
 - d) During hospitalization, Medical bills / receipts for medicines, Health practitioner's prescriptions shall be mandatory.
- 5) The Following is list of procedure / treatment not covered under the standard scheme.
- a) Any illness or injury sustained as a result of employee's misconduct or involvement in a felony or other criminal act.
 - b) Charges for intra-ocular implant lenses.
 - c) Cosmetics dental treatment
 - d) Cosmetic / plastic surgery
 - e) Medical supplies including prosthetic devices and durable medical equipments (for example wheelchair, cervical collar / neck brace etc)
 - f) The cost of eye testing and prescriptions eyeglasses / contact lenses ENT.
 - g) Any services for hair fall, hair transplant or beauty / skin treatment or any similar charges.
 - h) Procedure and treatment for obesity, weight management, food supplement / dietary food items.
 - i) All subsistence which are not considered as medicines and all equipments not primarily intended to improve a medical condition or injury.
 - j) Any treatment / surgery etc which is not related or required due to any medical condition (sickness / disease).

16. MOBILE ALLOWANCE:-

- 1) KP-BOIT employee shall be entitled to mobile allowance as per the policy and rates approved by Board of directors from time to time. The group wise entitlement to mobile allowance is given in table below:

S #	Post	Monthly Mobile Bill Ceiling
1.	CEO	4,000
2.	Director	1,500
3.	Coord Secy., DD, Manager Finance, PSs	1,000

17. FUEL ENTITLEMENT:-

- 1) Employees of KP-BOIT shall be entitled for official vehicles and fuel for personal use as under:

S #	Post	Power	Fuel	Driver
1.	CEO	1800CC	300 lit	Yes
2.	Director	1300/1000CC	150 lit	If available

- 2) For official visits, fuel will be reimbursed on actual basis for CEO, Directors authorized official vehicles while for other employees fuel will be reimbursed at Provincial Government rate notified from time to time.

18. ANNUAL INCREMENT:-

- 1) All employees who have completed twelve (12) months of service including probation at the end of fiscal year i.e 30th June each year, shall be eligible for annual increment based on the following categories:

Designation	Annual Increment
DDs and above	5%
ADs/ Managers/ PS Associates	7%
Computer Operators/ supporting staff	10%

- 2) Annual increment will be applicable subject to approval of the Board of KP-BOIT duly recommended by CEO.
- 3) Performance based Special incentives equivalent to one (1) salary will be given to the employee on the basis of excellent performance towards investment and review by the CEO.

19. PERFORMANCE MANAGEMENT SYSTEM:-

1. The Performance of the employees shall be carried out through Performance Management System at **Annex G**, in order to focus and ensure the role & overall performance of KP-BOIT and align its mission, goals and objectives with available resources (i.e. manpower and material).
2. Purpose of the PMS form is to manage the employee's performance and merits the competency and skill level of employees annually. The subject form will be used as a tool to assess the performance of the employees.

20. RESIDUARY PROVISIONS:-

- i. There shall be maintained a permanent register in which shall be entered all appointments, promotions, leave, suspensions, fines, reduction or enhancement of salaries and office arrangements regarding all employees of the KP-BOIT staff. The register may be called a nominal roll register.

21. GENERAL PROVISIONS:-

- i. In matters not provided for in these Regulations, the rules or instructions issued by the Government of Khyber Pakhtunkhwa from time to time in respect of Public Servants shall mutatis mutandis apply to the employees of the KP-BOIT.

- ii. TA / DA as per Government Rules / contract of employee.
- iii. In a case, where the operation of these Regulations involve undue hardship to an employee of the KP-BOIT, the Competent Authority may, for reason to be recorded in writing, relax any of these rules in his favour.

22. ABSORPTION OF THE EXISTING EMPLOYEES;

In terms of section-21 (3) of the Act all employees of the dissolved Board shall be deemed to have been validly appointed in the KP-BOIT having the same qualification and experience for the same posts. The existing staff will be adjusted / absorbed on contract as per the Organogram (Annex-A) based on their skills, experiences, qualifications and approval of the Board.

The Board of KP-BOIT may notify as per Act of KP-BOIT.

Part-IIIFUNCTIONAL REGULATIONS**23. AIMS AND OBJECTIVES OF THE BOARD OF INVESTMENT AND TRADE.**

In terms of section-6 of the Act, the KP BOIT is supposed to:-

- a) Facilitate the investors by proactively engaging and coordinating with all concerned Departments for the purposes of promoting, encouraging and facilitating both local and foreign investment in the Province.
- b) Facilitate Government on creating an enabling environment for investment;
- c) Assist Government in the implementation of Public Private Partnership Act, 2014 (Khyber Pakhtunkhwa Act No. XX of 2014).
- d) Undertake sub-sectors studies and develop concepts, briefs and fact sheets both internally or in consultation with Government departments and through outsourcing to consultants on different priority sectors of the Province economy that have the potential for growth and employment generation and share the same with private and institutional investors including multilateral and bilateral donors.
- e) Assist in identification of sector wise potential projects and prepare pre-feasibility reports of such projects wherever possible in consultation with concerned Departments.
- f) To do advocacy and to hold conferences, seminars, roundtables and presentations locally and internationally, to attract potential investors by creating awareness about Government policies, building confidence and exchanging practical and feasible investment ideas.
- g) To prescribe by regulations any fee for services rendered or facilitation extended by the Board.
- h) To assist the Government in formulating potential investment, trade and commerce strategies and policies as well as sector specific incentive packages.
- i) Facilitate the investors in addressing issue with provincial agencies to ensure importance of the projects.
- j) Exercise and perform such powers and functions as may be assigned by Government.

24. FUNCTIONS OF THE VICE CHAIRMAN:-

The Vice Chairman shall perform the following functions on behalf of Chairman:-

- i. Undertake supervision of the objectives and mission of KP-BOIT and the vision of Chairman
- ii. Utilize his capabilities and contacts to convince investors (local, foreign) for investment in the Province of Khyber Pakhtunkhwa and;
- iii. To approve agenda for placement in the Board meetings.

- iv. To preside the meetings of the Board of Directors in case of non-availability of the Chairman.
- v. To take such action in emergency, which in his opinion requires immediate action, as he may consider necessary and shall subsequently, report his action to the Board or other body, which in the ordinary course would have dealt with the matter.

25. CHIEF EXECUTIVE OFFICER/SECRETARY OF THE KP-BOIT:-

In addition to section-7 (2-4)(a)-(2) of the Act, the Chief Executive of the KP-BOIT shall be responsible for:-

- i. Overall management of the KP-BOIT;
- ii. Undertake duties of supervision of the KP-BOIT with highest standards of professional and ethical competence and integrity;
- iii. Work as Secretary of the Board of KP-BOIT and shall be responsible to ensure meetings of the Board on quarterly basis;
- iv. Prepare agenda for the Board's meeting, recording minutes of the meeting and its circulation to the concerned quarters for implementation of the decisions of the Board and follow up/ submission of progress report in the subsequent meetings;
- v. Ensure preparation / implementation of the Investment & Trade Policies / strategies of the Provincial Govt. in letter and spirit;
- vi. He shall ensure effective implementation of the aims and objectives of the KP-BOIT as prescribed in the Rules and the Regulations;
- vii. Ensure publicity of the potential sectors, projects and objectives of the KP-BOIT for the awareness of the public in general and potential investors in particular;
- viii. Ensure provision of investment opportunities to attract investor for investment in the Province of Khyber Pakhtunkhwa;
- ix. Evaluate progress of the KP-BOIT on the basis of the performance indicators provided to him from time to time by the Board;
- x. Ensure to organize internal audit and external audits both financial and performance related on annual basis;
- xi. Ensure identification of industries, trade & commerce, EoDB related studies and R&D.
- xii. Organize investment related activities including Road-shows, Seminars etc;
- xiii. Engage on a regular basis with the larger business community including but not limited to business association, forums, trade bodies and chambers of commerce and industry, both in the Province and nationally to stimulate ideas for investment in the Province.
- xiv. Act as the Government focal person for Ease of Doing Business (EoDB) and CEO KP-SEZA.
- xv. Provide to the Govt. any information, comments and advice on any specific point as may be asked for and shall perform such other functions and duties as may be assigned to him by the Board of Directors from time to time.
- xvi. Any additional task assigned by the Board / Government.

26. DIRECTORATES:-

In order to achieve the goals/targets of the KP-BOIT, the following Directorates/Sections shall be established at Head Quarter level which will be extended to Divisional and District level upon recommendations of the Board of Directors and approval of the Provincial Government.:

- i. Directorate of Investment Promotions;
- ii. Directorate of Projects, Business Facilitations / Admin;
- iii. Directorates of Policies/ Ease of Doing Business (EoDB) / SEZA
- iv. Directorate of HR& Finance.
- v. Coordination Secretary to the Board
- vi. Internal Auditor

Functions of these Directorates / Sections shall be as under:-

A. Directorate of Investment Promotions / Marketing:-

- i. Coordination with Provincial Government Departments for promotion of Investment as per CEO's directions.
- ii. Preparation of Marketing material including investment guides, booklets, brochures
- iii. To develop corporate strategy and ensure corporate communications and make to feel sense of ownership between the KP-BOIT, its various Branches, with the investors and vice-versa and to create a harmonious environment in the KP- BOIT and its clustering organizations.
- iv. To facilitate "Investment Clusters" policy implementation at suitable sites to concentrate various investors in a harmonious environment.
- v. To arrange / organize Conferences, Seminars, Road shows, roundtables and presentations locally and internationally, to attract potential investors by creating awareness about Government policies and investment opportunities / Projects, building conference and exchanging practical and feasible investment ideas;
- vi. This Directorate shall be responsible for preparation of Investment Briefs, Prefeasibility Studies and Complete Feasibility Studies.
- vii. To further analyze the data / locational advantage for the establishment of the feasible projects on the site.
- viii. To arrange entrepreneurship development training programmes for the prospective investors/entrepreneurs;
- ix. This Directorate in its feasibility studies, formulation of programmes and preparation of projects should contact and coordinate with all the Chambers of Commerce and Industries, SMEDA and SIDB etc.
- x. Preparation of Marketing material including investment guides, booklets, brochures, CD's / documentaries in consultation with concerned directorates / departments regarding Investment potential / projects and opportunities for promotion of Investment and Trade in Khyber Pakhtunkhwa.
- xi. Any other task assigned by the Chief Executive Officer

B. Directorate of Business Facilitation / ADMN:-

This Directorate shall be responsible to undertake the following functions:-

- i. To keep Chief Executive Officer of the KP-BOIT informed about the day to day business of the KP-BOIT.
- ii. Responsible to facilitate existing businesses, industries and projects as a part of improving facilitation to the business community and Chambers.
- iii. Liaison with Federal & Provincial organization / bodies and other stake holders to facilitate industry and business activities.
- iv. Responsible for All executive, administrative orders, notification of Regulations/ Regulations, policy instructions of the Board, endorsement of directives/ instructions received from the Board of Directors, Vice Chairman, Chief Executive Officer of the KP-BOIT or the Govt. to its various Directorates/Branches for information and compliance.
- v. To process any amendments and modifications etc. in the laws/Regulations or Regulations.
- vi. To ensure service discipline and good order in KP-BOIT.
- vii. Allotment of Govt. accommodation (If any) on the terms and conditions as prescribed for the Govt. servants of Khyber Pakhtunkhwa.
- viii. Ensure allocation and maintenance of official vehicles and its proper supervision etc. The terms and conditions and methodology for use of vehicles, its repair and maintenance shall be as per the vehicles/transport Regulations issued by the Govt. of Khyber Pakhtunkhwa mutatis mutandis and as per regulation.
- ix. To install office and residential telephones and dealing matter of utilization thereof as per Govt. of Khyber Pakhtunkhwa, Regulations, instructions and ceilings mutatis mutandis.
- x. To keep close liaison with all the Directorates of KP-BOIT and coordinate in all matters with concerned Directorates/sections.
- xi. To maintain furniture and office filings and to arrange/provide furniture/fixture and office equipments for all the offices of the KP-BOIT.
- xii. To facilitate resolving issues and any requirement of existing business & Industries.
- xiii. Coordination with federal / provincial entities, private sectors or other stake holders.
- xiv. Prepare required documents requested by the office to support project oversight and decision making process.
- xv. Experience on value change management.
- xvi. Knowledge of quality management.

- xvii. Initiatives for new Investment Projects in different sectors of the Province in collaboration with Concerned Department and as per Management / Board directions.
- xviii. Review projects / proposals / feasibility studies, formulation of programmes and preparation of projects.
- xix. To support the progress of projects with the coordination of concerned department to support that all action is taken to convert the project into an investment.
- xx. Any other task assigned by the CEO / Secretary.

C. Directorate of Projects, Policies & Special Initiatives (EODB/SEZA):-

- i. Coordination with Provincial Government Departments for policy formulation in the Province as per directions of CEO / Board.
- ii. Knowledge of different policies of KP-Govt. in relations to different sectors.
- iii. Knowledge of the Khyber Pakhtunkhwa Policy framework for improving the investment climate in the Province.
- iv. Assist in drafting of TOR's of the projects in consultation with the concerned Departments.
- v. Recommend themes / areas for promotion to marketing wing to hold Investment Road Shows, Conferences and Seminars etc to promote business environment in the Province in the light of vision / directions of the Board.
- vi. Suggestions / Feedback on policies related to investment in the Province.
- vii. Assist the CEO /Provincial Govt. in implementation of Public/Private Partnership policy in accordance with Public Private Partnership Act 2014 as per direction of the Board.
- viii. Engage with stake holders including Government and Private Sector on policy matters.
- ix. Ensure effective and efficient implementation of SEZA under SEZ Act 2012.
- x. Liaise with Federal SEZ Office, BOI, Ministry of Commerce & Industry and other stake holders.
- xi. Well versed with infrastructure or industrial park development rules and regulations.
- xii. Ensure that appropriate planning and monitoring mechanisms and tools are in place and completed in time.
- xiii. Provide input to CEO with knowledge and understanding of ease of doing business, policies, and regulations.
- xiv. Understanding and knowledge of mapping & Regulatory Regime for different types of businesses.

- xv. To assist the Govt. of KP to take measures and steps in contributing to improve EODB
- xvi. Any other task assigned by the Chief Executive Officer

D. Directorate of HR&Finance:-

The Directorate of HR/Finance shall be responsible for overall HR & Finance of the KP-BOIT with the following functions.

- i. To keep Chief Executive Officer of the KP-BOIT informed about the day to day business Regarding HR/Finance.
- ii. Appointment by initial recruitment, promotion subjected to the prescribed procedure and criteria in the Regulations and according to the method of recruitment as per Regulations.
- iii. Processing all the disciplinary cases against the employees of KP-BOIT.
- iv. To keep leave record of the employees of the KP-BOIT and processing of leave application/cases etc besides protecting legal rights of all employees of KP-BOIT.
- v. To ensure protection of legal rights of all the employees of KP-BOIT.
- vi. To ensure smooth, efficient and transparent functioning of all the offices and institutions of KP-BOIT as per regulations.
- vii. The framing of recruitment Rules/Regulations or amendments therein.
- viii. To prepare reply related to audit observations / objections.
- ix. Pay fixation of employees of the KP-BOIT on initial recruitment, promotion, up-gradation or increase in the emoluments.
- x. Preparation of detailed budget: estimates (Revenue & Capitals Items) of the KP-BOIT.
- xi. Monitoring & control of budgetary allocations in various Head of Accounts.
- xii. Preparation of payrolls of the employees, payment of salaries of the staff and distribution of pay slips;
- xiii. Processing of other claims, including works, supplies and services etc;
- xiv. Maintenance of employees Contributory Provident Fund, Accounts and processing of claims, to this effect.
- xv. Processing TADA as per rules & Regulations.
- xvi. Maintain secure handling of official safe.
- xvii. Intimation to all the employees of the Board, the Contributory Provident Fund Accounts position on yearly basis.
- xviii. Withdrawal of money from KP-BOIT fund for various purposes, after proper sanction by the competent authority and pre-audit of claims by the Audit Section.
- xix. Maintenance of accounts, cash books, ledgers and other records.
- xx. Preparation of monthly and annual accounts of receipts and payments / expenditure;

- xxi. Reconciliation of accounts with relevant banks in which the KP-BOIT Funds are kept.
- xxii. To carry out pre-audit of claims before payments.
- xxiii. To conduct post audit and audit and submit report thereof to the Chief Executive Officer.
- xxiv. To extend full cooperation to the external auditors during audit of the accounts of KP-BOIT.
- xxv. Deposit Tax deducted from the salary and other heads where tax Deduction is mandatory.
- xxvi. Any other task assigned by the Chief Executive Officer.

E. Coordination Secretary

- i. Assist CEO in Preparation of agenda for the Board's meeting, recording minutes of the meeting and its circulation to the concerned quarters for implementation of the decisions of the Board and follow up/ submission of progress report in the subsequent meetings any other BODs meeting which are required for specific purposes;
- ii. To Prepare & circulate notice and agenda of the meeting within the stipulated time as per direction of CEO.
- iii. To prepare and circulate working papers on the agenda items before the meeting to all the Directors.
- iv. Coordinate amongst Boards Members and agencies in relation to Board activities.
- v. Any other task assigned by the Board / CEO.

F. Internal Auditor

- i. Overall In-charge of Internal Audit matters.
- ii. Approve and supervise the responsibilities and duties of Internal Audit Staff.
- iii. Prepare and Update the Internal Audit manual on need basis.
- iv. Prepare the Internal Audit Plan at the start of financial year and present it to Audit and Risk Management Committee for approval.
- v. Implement the policies and practices laid down in Internal Audit reference manual for the conduct of pre-audit, post-audit and performance audit.
- vi. Review and approve the audit programs and checklists prepared for various areas of review.
- vii. Review and supervise the work done by the Internal Audit staff for various Internal Audit functions.
- viii. Ensure proper coordination with other departments of the KP-BOIT for Audit replies.
- ix. Ensure compliance with the requirements of applicable Laws, Rules and Regulations.

- x. Stamp and verify any document required to be verified by Internal Audit.
- xi. Ensuring constant review of policies and procedures and communicating suggestions/ recommendations to the BOD.
- xii. Prepare Audit Para Replies for concerned Agencies
- xiii. Finalize and issue the reports after completion of each assignment.
- xiv. Any other task assigned by the CEO.

OPERATIONAL REGULATIONSKHYBER PAKHTUNKHWA BOARD OF INVESTMENT AND TRADEEMPLOYEES (CONDUCT) REGULATIONS, 2020

1. **Conduct:-**
 - 1) The conduct of an employee of the KP-BOIT shall be regulated by these Regulations or instructions issued, by the Board of Directors from time to time.
 - 2) No employee shall:
 - i. Accept or agree to accept or attempt to obtain from any person for himself or for any member of his family, any undue gratification as a motive or reward such as is mentioned in section 161 of the Pakistan Penal Code; or
 - ii. Do or forbear to do any official act or show or forbear to show, in the exercise of his official functions, favor or disfavor to any person or render or attempt to render any service or disservice to any person, in violation of any law for the time being in force; or
 - iii. Accept or agree to accept or attempt to obtain for himself or for any member of his family, any valuable thing with or without a consideration which he knows to be unjustified, from any person whom he knows to have been, or likely to be, concerned in any proceedings or business transacted or about to be transacted by him in his official capacity; or
 - iv. Misappropriate any property entrusted to him or under his control for official transaction/use, dishonestly, fraudulently or otherwise convert for his own use or for the use of any member of his family or any other person, or allow any other person to do so; or
 - v. Obtain by illegal means for himself or any member of his family or for any other person, any property, valuable thing, pecuniary advantage or undue favor; or
 - vi. Poses, directly or through his dependents or benamidars, any movable or immovable property or pecuniary resources, disproportionate to his known sources of income, which he cannot reasonably account for.
2. **Gift:-**
 - (1) Save as otherwise provided in these Regulations, no employee of the KP-BOIT shall, except with the prior sanction of the Vice Chairman or Chief Executive Officer in anticipation of the subsequent approval of the Board, accept or permit any member of his family to accept, from any person any gift, the receipt of which will place him under obligation to the donor. If the offer of a gift cannot be refused without causing undue offence, it may be accepted and delivered to the KP-BOIT for decision as to its disposal.
 - 2) If any question arises whether receipt of a gift places an employee under obligation to the donor, the decision of the Board of Directors shall be final.

- 3) If any gift is offered by the head or representative of a Foreign State, the employee concerned should attempt to avoid acceptance of such a gift, if he can do so without offending the donor. If, however, he cannot do so, he shall accept the gift and shall report its receipt to the Board of Directors for orders as to its disposal.
- 4) An employee may accept gifts offered abroad or within Pakistan by official dignitaries of foreign government of comparable or higher level;

Provided that the value of the gift in each case does not exceed fifty thousand rupees. If the employee concerned is desirous to retain the gift in question worth more than fifty thousand rupees, can retain it on payment of the difference as evaluated under sub-regulation (5)(a). In any other case, the gift may be offered to KP-BOIT.

- 5) For the purpose of sub-regulation (4), the value of the gift shall be assessed through a committee constituted by the Vice Chairman for this purpose. If the value of the gift exceeds fifty thousand rupees, the recipient may be allowed to retain the gift, if he so desires, on payment of a sum worked out in the following manner:-

- a) where the value of the gift exceeds fifty thousand rupees but does not exceed one lac rupees, twenty-five percent of the value of the gift in excess of fifty thousand rupees (e.g. 1,00,000 – 50,000 = 50,000 x 25% i.e. Rs. 12,500/-).

3. **Acceptance of foreign awards:-** No employee of the KP-BOIT shall except without approval of the Board of KP-BOIT a foreign award, title or medal etc.

Explanation:- For the purpose of this regulation, the expression "approval of the KP-BOIT" means prior approval in ordinary cases and ex-post facto approval in special cases where sufficient time is not available for obtaining prior approval.

- 6) The recipient shall be responsible for reporting the receipt of the gift to the management of the KP-BOIT.

4. **Public demonstration in honor of the employees or raising of funds by them:-** (1) No employee of the KP-BOIT shall encourage meetings or reception to be held in his honor or presentation of addresses of which the main purpose is to praise him;

- 2) No employee shall take part in raising funds, except:-

- a) For any public or charitable purpose, with the prior permission of the KP-BOIT; or
- b) For a charitable object connected with the name of an employee of the KP-BOIT or person recently quitted the KP-BOIT service with the prior permission of the KP-BOIT or the Chief Executive Officer, as the case may be;

5. **Subscriptions:-** No employee of the KP-BOIT shall, except with the prior sanction of KP-BOIT or the Chief Executive Officer, as the case may be, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

6. **Lending and Borrowing:-** No employee of the KP-BOIT shall lend money to, or borrow money from, or place himself under any pecuniary obligation to, any person /KP-BOIT within the local limits of his authority or any person with whom he has any official dealings:

Provided that an employee may:-

- i. deal in the ordinary course of business with a joint stock company, bank or a firm of standing, the House Building Finance Corporation or registered cooperative societies under Cooperative Societies Act-1927; and
- ii. accept a purely temporary loan of small amount, free of interest, from a personal friend or the operation of a credit account with a bonafide tradesman.

7. **Promotion and management of companies, etc:-** No employee of the KP-BOIT shall, except without prior sanction of KP-BOIT take part in the promotion, registration or management of any bank or company.

Provided that an employee may, subject to the provisions of any general or special order of management of the KP-BOIT, take part in the promotion, registration or management of a charitable and non-profitable cooperative society registered under any law for the time being in force. This does not apply to sports activities and membership of recreational clubs.

8. **Speculation and Investment:-** (1) No employee of the KP-BOIT shall speculate in investments. For the purpose of this sub-regulation the habitual purchase and sale of security of notoriously fluctuating value shall be deemed to be speculated in investments.

- 2) No employee of the KP-BOIT shall make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- 3) No employee of the KP-BOIT shall make any investment the value of which is likely to be affected by some event of which information is available to him as an employee and is not equally available to the general public.
- 4) If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-Regulations, the decision of KP-BOIT thereon shall be final.

9. **Report by employee of the Khyber Pakhtunkhwa Board of Investment and Trade in case of his involvement in a criminal case:-** If an employee of the KP-BOIT is involved in a criminal case, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Chief Executive Officer of the KP-BOIT, immediately or, if he is arrested and released on bail, soon after such release.

10. **Unauthorized communication of official documents or information:-**No employee of the KP-BOIT shall, except in accordance with any special or general order of the KP-BOIT, communicate directly or indirectly any official information or the contents of any official document to any person or organization not authorized to receive it, or to the print & electronic media.

11. **Exercise of extraneous influence on authorities:-**(1)No employee of the KP-BOIT shall, directly or indirectly approach any member of the Senate, National Assembly or a Provincial Assembly or any other official or non-official person to intervene on his behalf in any matter relating to the terms & conditions of his service.

- 2) No employee of the KP-BOIT shall bring or attempt to bring political or other outside influence directly or indirectly, to bear on the management of the KP-BOIT in support of any claim arising in connection with his employment as such.

12. **Management etc. of Newspapers or Periodicals:-** No employee of the KP-BOIT shall except without prior sanction of the KP-BOIT or the Chief Executive Officer, as the case may be, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publications.

13. **Publication of information and public speeches capable of embarrassing the Federal or any Provincial Government/Khyber Pakhtunkhwa Board of Investment and Trade:-**

- 1) No employee of the KP-BOIT shall, in any document, publish or any public utterance, radio broadcast or television program, or in any other manner make any statement of facts or opinion which is capable of embarrassing or the KP-BOIT, as the case may be.

- 2) Provided that technical and professional staff may publish research papers on technical or professional topics, if such papers do not express views on political issues or on government / KP-BOIT policy and do not include any information of a classified nature.

14. **Membership of service Association:-** (1) No employee of the KP-BOIT shall be a member, representative or office bearer of any association representing or purporting to represent KP-BOIT employee, unless such association satisfies the following conditions, namely:-

- a) Membership of the Association and its office bearers shall consist of persons in one and the same "functional unit" and if there is no such functional unit, it may be formed by persons borne on a specific single cadre in or under a Centre;
- b) Office-bearers of the Association shall be elected from amongst members of the Association actually serving. Persons who have retired or have been dismissed or removed from service shall cease to be members of such Association;
- c) The Association shall neither affiliate nor associate with any other body or Association belonging to any other cadre or prohibited party;
- d) The Association shall not engage in any activity or pursue a course of action which its members are individually prohibited to engage in or pursue under these Regulations or the instructions issued by Government, from time to time, concerning conduct of the KP-BOIT employee and service discipline;
- e) The Association shall not, in respect of any election to legislative body, or to a local authority or body, whether in Pakistan or elsewhere-
 - i. Pay or contribute towards any expenses incurred in connection with the candidature for such election.
 - ii. Support in any manner the candidature of any person for such election; or
 - iii. Undertake or assist in the registration of a candidate for such election;

**KHYBER PAKHTUNKHWA BOARD OF INVESTMENT AND TRADE
EMPLOYEES (EFFICIENCY & DISCIPLINE) REGULATIONS, 2020.**

1. **Short title, applicability & commencement:**

- 1) These Regulations shall be called the Khyber Pakhtunkhwa Board of Investment and Trade employees (Efficiency & Discipline) Regulations, 2020.
- 2) These Regulations shall be applicable to all the employees of the KP-BOIT.
- 3) These Regulations shall come into force at once.

2. **Definitions.**---(1) In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-

- a) "accused" means a person in the service of the KP-BOIT against whom action is initiated under these Regulations;
- b) "appellate authority" means the authority next above the competent authority to which an appeal lies against the orders of the competent authority
- c) "appointing authority" means an authority declared or notified as such under Rules / Regulations of the KP-BOIT for the time being in force;
- d) "KP-BOIT" means the Khyber Pakhtunkhwa Board of Investment and Trade;
- e) "charges" means such acts of omissions or commissions on the part of the accused employee which render him liable to disciplinary action under these Regulations.
- f) "Competent Authority" means the respective appointing authority or KP-BOIT as the case may be;

Provided that where two or more employees of the KP-BOIT are to be proceeded against jointly, the competent authority in relation to the accused employee senior most in rank shall be the competent authority in respect of all the accused.

Provided further that in cases where the appointing authority is the Board of Directors, the Chief Executive Officer, being Secretary of the Board of Directors shall sign the Charge Sheet, Statement of Allegations and Show Cause Notice on behalf of the Board of Directors ;

- g) "Corruption" means:-
 - i. Accepting or obtaining or offering any gratification or valuable thing, directly or indirectly, other than legal remuneration, as a reward for doing or for bearing to do any official act; or
 - ii. Dishonestly or fraudulently misappropriating, or indulging in embezzlement or misusing KP-BOIT's property or resources; or
 - iii. Entering into plea bargaining under any law for the time being in force and return the assets or any part thereof, acquired through misappropriation or corrupt practices voluntarily; or

- iv. Possession of pecuniary sources or property by an employee of the KP-BOIT or any of his dependents or any other person, through him or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; or
- v. Maintaining a standard of living beyond known sources of income;
- h) "inefficiency" means failure to efficiently perform functions assigned to an employee of the KP-BOIT in discharging of his duties;
- i) "inquiry committee" means a committee of two or more officers, headed by a convener, as may be appointed by the Competent Authority/ CEO, KP-BOIT under these Regulations;
- j) "inquiry officer" means an officer appointed by the competent authority under these Regulations;
- k) "misconduct" includes-
 - i. conduct prejudicial to good order or service discipline; or
 - ii. conduct contrary to the KP-BOIT employees (conduct) Regulations, 2017.
 - iii. conduct of unbecoming of an officer and a gentleman;
 - iv. involvement or participation for gains, directly or indirectly, in industry, trade, or speculative transactions by abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to KP-BOIT or persons as may compromise the performance of official duties or functions; or
 - v. any act to bring or attempt to bring outside influence, directly or indirectly, to bear on the competent authority, forums & the KP-BOIT for the appointment, promotion, transfer or other conditions of his service; or
 - vi. making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law, Regulation or Regulations;
 - vii. conviction for a moral turpitude by a court of law.

2) Words and expressions used but not defined in these Regulations shall have the same meanings as are assigned to them in the Act, 2015.

3. **Grounds for proceedings:-** An employee of the KP-BOIT shall be liable to be proceeded against under these Regulations, if he is-

- a) Inefficient or has ceased to be efficient for any reason; or
- b) Guilty of misconduct; or
- c) Guilty of corruption; or
- d) Guilty of habitually absenting himself from duty without prior approval of leave; or
- e) Engaged or is reasonably believed to be engaged in subversive activities, or is reasonably believed to be associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is prejudicial to national security; or

- i) Entered into plea bargaining under any law for the time being in force and has returned the assets or a part thereof acquired through corrupt practices voluntarily.

4. **Penalties:-** (1) the following are the minor and the major penalties, namely:

a. Minor penalties:

- i. Censure;
- ii. Withholding, for a specific period, promotion or increment subject to a maximum of three years, otherwise than for unfitness for promotion or financial advancement, in accordance with the Rules/Regulations or orders pertaining to the service or post:

Provided that the penalty of withholding of increments shall not be imposed on an employee of the KP-BOIT who has reached the maximum of his pay group/scale:

- b. Recovery of the whole or any part of any pecuniary loss caused to the KP-BOIT by negligence or breach of order:

c. Major penalties:

- i. Reduction to a lower post, or pay scale, or to a lower stage in a time scale.
- ii. Compulsory retirement;
- iii. Removal from service; and
- iv. Dismissal from service.

5. **Initiation of proceedings:-** (1) If on the basis of its own knowledge or information placed before it, the Competent Authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under these Regulations, it shall either:-

- a) Proceed itself against the accused by issuing a show cause notice under Regulation 7 and, for the reasons to be recorded in writing, dispense with the inquiry:

Provided that no opportunity of showing cause or personal hearing shall be given where:-

- i. The Competent Authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or
 - ii. an employee has entered into plea bargain under any law for the time being in force or has been convicted by any court of law for such charges which lead to a sentence of fine or imprisonment; or
 - iii. an employee is involved in subversive activities; or
 - iv. it is not reasonably practicable to give such an opportunity to the accused; or
- b) get an inquiry conducted into the charge or charges against the accused, by appointing an inquiry officer or an inquiry committee, as the case may be, under Regulation 11:

Provided that the competent authority shall dispense with the inquiry where-

- i. an employee has been convicted of any offence other than corruption by a court of law under any law for the time being in force; or
- ii. an employee is or has been willfully absented himself from duty ;

Provided that the competent authority may dispense with the inquiry where it is in possession of sufficient documentary evidence against the accused or, for reasons to be recorded in writing, it is satisfied that there is no need to hold an inquiry.

- 2) The charge sheet or statement of allegations or the show cause notice, as the case may be, shall be signed by the competent authority.
- 3) In case wherein the KP-BOIT is the Competent Authority, the Chief Executive Officer, shall be signatory on behalf of the KP-BOIT .

6. **Suspension:-** An employee of the KP-BOIT against whom action is proposed to be initiated under regulation 4 may be placed under suspension for a period of ninety days, if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of thirty days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated:

Provided that the competent authority may, in appropriate cases, for reasons to be recorded in writing, instead of placing such person under suspension, require him to proceed on such leave as may be admissible to him, from such date as may be specified by the competent authority.

7. **Procedure where inquiry is dispensed with:-** If the competent authority decides that it is not necessary to hold an inquiry against the accused under these regulation, it shall-
 - a. inform the accused by an order in writing, of the grounds for proceeding against him, clearly specifying the charges therein, along-with apportionment of responsibility and penalty or penalties proposed to be imposed upon him;
 - b. give him a reasonable opportunity of showing cause against the proposed action, within seven days of receipt of the order or within such extended period, as the competent authority may determine;
 - c. on receipt of reply of the accused within the stipulated period or after the expiry thereof, if no reply is received, determine whether the charge or charges have been proved against the accused or not;

Provided that after receipt of reply to the show cause notice from the accused, the competent authority, shall decide the case within a period of 30 days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons:

Provided further that if the case is not decided by the competent authority within the prescribed period of 30 days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period;

- d) afford an opportunity of personal hearing before passing any order of penalty under clause (f), if it is determined that the charge or charges have been proved against him;
- e) exonerate the accused, by an order in writing, if it is determined that the charge or charges have not been proved against him; and
- f) impose any one or more penalties mentioned in Regulation- 4, by an order in writing, if the charge or charges are proved against the accused:

Provided that where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery of loss incurred to the KP-BOIT (if any).

8. **Action in case of conviction or plea bargain under any law:-** Where an employee of the KP-BOIT is convicted by a court of law on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or a part thereof acquired through corrupt practices, or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude under any law for the time being in force, the competent authority, after examining facts of the case, shall: -

- a. Dismiss the employee where he has been convicted on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or a part thereof acquired through corrupt practices voluntarily;

Provided that dismissal in these cases shall be with immediate effect from the date of conviction by a court of law; and

- b. Proceed against an employee of the KP-BOIT under regulation-4, where he has been convicted of charges other than corruption or moral turpitude.

9. **Procedure in case of willful absence:-** Notwithstanding anything to the contrary contained in these Regulations, in case of willful absence from duty by an employee of the KP-BOIT for ten days, a notice shall be issued by the Competent Authority through registered acknowledgement beside sending the notice through mails / couriers on his home address directing him to resume duty within fifteen days of issuance of such notice. If the same is received back as undelivered or no response is received from the absentee within stipulated time, a notice shall be published in at least two leading newspapers directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision shall be taken against the absentee. On expiry of the stipulated period given in the notice, a major penalty of removal from service shall be imposed upon such an employee.

10. **Procedure to be followed by Competent Authority where inquiry is necessary:-** (1) If the Competent Authority decides that it is necessary to hold an inquiry against the accused under these regulation, it shall pass an order to this effect in writing, which shall include: -

- a) appointment of an inquiry officer or an inquiry committee, provided that the inquiry officer or the inquiry committee, as the case may be, shall be senior in rank to the accused and where two or more accused officers/officials are proceeded against jointly, the inquiry officer or the convener of the inquiry committee shall be senior in rank to the senior most accused officer/official;
- b) The grounds for proceedings, clearly specifying the charges along with apportionment of responsibility;

- c) appointment of the departmental representative by designation; and
 - d) Direction to the accused to submit written defense to the inquiry officer or the inquiry committee, as the case may be, within reasonable time which shall not be less than seven days and more than fifteen days of the date of receipt of such orders.
- 2) The record of the case and the list of witnesses, if any, shall be communicated to the inquiry officer or the inquiry committee, as the case may be, along with the orders of inquiry proceedings.
 - 3) In a case where preliminary or fact finding inquiry was conducted, and the competent authority decides to hold a formal inquiry, the inquiry officer or the inquiry committee for the purpose of conducting formal inquiry shall be different from the inquiry officer or the inquiry committee who conducted the preliminary inquiry.
11. **Procedure to be followed by inquiry officer or inquiry committee:-** (1) On receipt of reply of the accused, the inquiry officer or the inquiry committee, as the case may be, shall enquire into the charges and may examine such oral or documentary evidence in support of the charges or in defense of the accused, as the case may be, and where any witness is produced against the accused officer/official, the accused shall be given an opportunity to cross-examine such witness /witnesses or any officer/official of the department who is concerned with framing of charges against the accused (if the accused so desires).
- 2) If the accused fails to furnish his reply within the stipulated period, the inquiry officer or the inquiry committee, as the case may be, shall exercise the powers delegated under Regulation-12 of the these Regulations.
 - 3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case on day to day and no adjournment shall ordinarily be given, except for the reasons to be recorded in writing, which shall not exceed seven days.
 - 4) Statements of the witnesses against the accused, if possible, may be recorded in the presence of the accused otherwise copies thereof shall be provided to the accused enabling him to cross examine the witnesses, if he so desires.
 - 5) Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he or it shall warn the accused and if the accused is still acting in disregard to the Regulations or the warning issued to him, he or it shall record a statement to that effect and proceed to complete the inquiry.
 - 6) If the accused is not able to appear before the inquiry officer or inquiry committee, as the case may be, he shall require to produce proper evidence for the reasons of his disability to appear before the inquiry officer /committee.
 - 7) The inquiry officer or the inquiry committee, as the case may be, shall submit his or its report, to the competent authority within thirty days of the initiation of inquiry proceedings:

Provided that the time schedule shall be deemed automatically extended in case the accused officer/official could not appear before the inquiry officer/committee for cogent reasons refer to in sub-regulation (6) above or the inquiry officer or the inquiry committee could not conduct day to day proceedings for some cogent reasons on his/its part:

Provided further that the inquiry shall not be vitiated merely on the grounds of non-observance of the time schedule for completion of the inquiry.

12. **Powers of the inquiry officer or inquiry committee:-** For the purpose of an inquiry under these Regulations, the inquiry officer or the inquiry committee, as the case may be, shall have the following powers

- 1.) Summoning and enforcing the attendance of any person and examining him on oath;
- 2.) Requiring the discovery and production of documents, and receiving evidence on affidavits; and
- 3.) Issuing commissions for the examination of witnesses or documents.

13. **Duties of the departmental representative:-** The departmental representative shall perform the following duties, namely:

- a) extend full assistance to the inquiry officer or the inquiry committee, as the case may be, during the inquiry proceedings, where he shall require to be personally present, well conversant with the case and duly equipped with all the relevant record relating to the case, on each date of hearing;
- b) to cross-examine the witnesses produced by the accused, and may rebut the grounds of defense offered by the accused or defense witnesses before the inquiry officer or the inquiry committee, as the case may be, but in that case the grounds of his rebuttal of the evidences produced by the accused or defense witnesses shall be recorded in writing and be made part of the inquiry report;

Provided that the accused officer /official shall also be entitled to cross examine the departmental representative.

14. **Order to be passed by the Competent Authority on receipt of the inquiry report:-**

(1) On receipt of report from the inquiry officer or the inquiry committee, as the case may be, the Competent Authority, shall examine the report and the relevant material of the case and determine whether the inquiry has been conducted in accordance with the provisions of these Regulations or otherwise.

- 2) If the Competent Authority is satisfied with the inquiry proceedings, it shall further determine whether the charge or charges leveled against the accused officers/officials have been proved or otherwise.
- 3) Where the charge or charges have not been proved, the Competent Authority shall exonerate the accused by an order in writing, or it shall follow the procedure as given in sub-regulation (6) below.
- 4) Where the charge or charges have been proved against the accused, the Competent Authority shall: -
 - a) Inform the accused(s) of the charges proved against him/them and the penalty or penalties proposed to be imposed upon him/them.
 - b) Give him/them a reasonable opportunity of showing cause within seven days as to why the proposed penalty/penalties may not be imposed upon him /them. The accused(s) may submit additional grounds in his defense (if any) in reply to the show cause notice.
 - c) Require the accused(s) to indicate as to whether he would like to be heard in person.

- d) provide a copy of the inquiry report to the accused(s); and
 - e) direct the departmental representative to appear, with all the relevant record, on the date of hearing.
- 5) After affording personal hearing to the accused(s) the Competent Authority shall, keeping in view the findings and recommendations of the inquiry officer or inquiry committee, as the case may be, facts of the case and defense offered by the accused(s) during personal hearing, by an order in writing-
- i. Exonerate the accused(s) if charges have not been proved; or
 - ii. Impose any one or more of the penalties specified in Regulation-4, if charges against the accused(s) have been proved.
- 6) Where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of these Regulations or the facts and merits of the case have been ignored or there are any other sufficient grounds, it may, after recording reasons in writing, either remand the inquiry to the inquiry officer or the inquiry committee, as the case may be, with such directions as it may deemed fit, or may order to conduct the inquiry afresh through a different inquiry officer or inquiry committee, as the case may be.
- 7) After receipt of reply to the show cause notice and affording opportunity of personal hearing, the competent authority shall decide the case within a period of fifteen days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons.
- 8) If the case is not decided by the competent authority within the prescribed period of fifteen days, the accused(s) may submit an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period not exceeding seven days.
15. **Personal hearing:-** The Competent Authority may, by an order in writing, call the accused and the departmental representative, along-with relevant record of the case, to appear before him, for personal hearing on a date and time and pass orders as deemed appropriate accordingly:
16. **Departmental appeal:-** (1) The accused(s) awarded any penalty under these Regulations may, within thirty days from the date of communication of the order of which he/they feel aggrieved, prefer a departmental appeal to the appellate authority against the said order:

Provided that where the order has been passed with the approval of the Board of Directors, the accused(s) may, within the aforesaid period, submit an appeal to the Government.

- 2) The authority empowered under sub-regulation (1) shall call for the record of the case and comments on the points raised in the appeal from the concerned authority or office, and on consideration of the appeal or review petition, as the case may be, by an order in writing: -
- a) Uphold the order of penalty and reject the appeal or review petition; or
 - b) Set aside the orders and exonerate the accused; or
 - c) Modify the orders or reduce the penalty.

- 3) An appeal or review petition preferred under these Regulations shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection in impugned order in a proper and temperate language.

17. **Appearance of counsel:-** No party to any proceedings under these Regulations at any stage of the proceedings, except proceedings under Regulations 18, shall be represented by an advocate.

18. **Appeal before Peshawar High Court:-** (1) Notwithstanding anything contained in any other law or regulation/regulations for the time being in force, any employee of the KP-BOIT aggrieved by any final order, whether original or appellate made by an authority under regulation-15 may, within thirty days from the date of communication of the order, prefer an appeal in the High Court.

- 2) If a decision on a departmental appeal or review petition, as the case may be, filed under regulation-15 is not communicated within a period of sixty days of preferring of appeal, the aggrieved employee may file a petition in the High Court within a period of thirty days of the expiry of the aforesaid period.

19. **Exception:-** Notwithstanding anything to the contrary contained in these Regulations, in cases where employees of the KP-BOIT collectively strike work, willfully absent themselves from duty or abandon their official work, the competent authority in respect of the senior most accused may serve upon them, through newspapers or any other means, such notice as may be deemed appropriate to resume duty within a stipulated time failing which any of major penalties prescribed in these Regulations may be imposed upon them, through newspaper or any other mean, such notice as may be deemed appropriate to resume duty and in the event of failure or refusal to comply with the directive contained in the notice, impose upon the defaulting employees any of the major penalties prescribed in these Regulations without formal procedure.

20. **Indemnity:-** No suit, prosecution or other legal proceedings shall lie against the competent authority or any other authority for anything done or intended to be done in good faith under these Regulations or the instructions or directions made or issued there-under.

21. **Jurisdiction Barred:-** - Save as provided under these Regulations, no order made or proceedings taken under these Regulations shall be called in question in any court and no injunction shall be granted by any court in respect of any decision so made or proceedings taken in pursuance of any power conferred or under these Regulations.

Note: - Specimen Performa of Charge Sheet, Statement of Allegation and Show-Cause Notice are annexed at I, II&III:-

CHARGE SHEET

I. (Name and Designation), as competent authority, hereby charge you, Mr. (Name and Designation), as follows:-

That you, while posted as _____ committed the following irregularities:

(a). _____

(b). _____

(c). _____

2. By reasons of the above, you appear to be guilty of _____ under Regulation-3 of the KP-BOIT employees (Efficiency and Discipline) Regulations, 2020, and have rendered yourself liable to all or any of the penalties specified in Regulations -4 of the Regulations ibid.

3. You are, therefore, required to submit your reply within seven days of the receipt of this Charge Sheet to the inquiry officer/inquiry committee, as the case may be.

4. Your written defense, if any, should reach to the inquiry officer/inquiry committee, as the case may be, within the specified period, failing which it shall be presumed that you have no defense to put in and in that case ex-parte action shall be taken against you.

5. Intimate whether you desire to be heard in person.

6. A statement of allegations is enclosed.

(COMPETENT AUTHORITY)

STATEMENT OF ALLEGATIONS

I, (Name and Designation), as competent authority, am of the opinion that (Name and Designation), has rendered himself liable to be proceeded against, as he committed the following acts/omissions, within the meaning of Regulation-3 of the KP-BOIT Employees (Efficiency and Discipline) Regulations, 2020:-

STATEMENT OF ALLEGATIONS

- a) _____
- b) _____
- c) _____

2. For the purpose of inquiry proceedings against him with reference to the above allegations, the following inquiry officer/inquiry committee is hereby appointed under Regulation -10 (a) of the Regulations *ibid*:-

- i. _____
- ii. _____

3. The inquiry officer/inquiry committee shall, in accordance with the provisions of the Regulations *ibid*, provide reasonable opportunity of hearing to the accused; record its findings and make, within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.

4. The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/inquiry committee as the case may be.

(COMPETENT AUTHORITY)

SHOW CAUSE NOTICE.

I, (Name & Designation), as competent authority, under the KP-BOIT Employees (Efficiency and Discipline) Regulations, 2020 do hereby serve you, Mr., as follows _____

1. (i) That consequent upon the completion of inquiry conducted against you by the inquiry officer/ inquiry committee for which you were given opportunity of personal hearing vide communication No. dated; _____ and _____

(ii) On going through the findings and recommendations of the inquiry officer / inquiry committee, the material on record and other connected papers including your defense before the said inquiry officer/inquiry committee:-

I am satisfied that you have committed the following acts/omissions specified in Regulations -3 of the said Regulations.

(a) _____

(b) _____

(c) _____

2. As a result thereof, I, as competent authority, have tentatively decided to impose upon you the penalty of _____ under Regulations -4 of the said Regulations.
3. You are, therefore, required to show cause as to why the aforesaid penalty should not be imposed upon you and also intimate whether you desire to be heard in person.
4. If no reply to this notice is received within 7 days or not more than fifteen days of its delivery, it shall be presumed that you have no defense to put in and in that case an exparte action shall be taken against you.
5. A copy of the inquiry Report is enclosed.

(COMPETENT AUTHORITY)

KHYBER PAKHTUNKHWA BOARD OF INVESTMENT AND TRADE**APPEAL REGULATIONS 2020.****1. Departmental Appeal/representation in respect of terms & conditions of services:-**

- 1) Where no provision for appeal or review exists for the employees of the KP-BOIT under any other law, in respect of any order or class of orders, the employee aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority of whose orders the employee has been aggrieved;

Provided that where the order is made by the Board of Directors, the appeal shall be made to the Government:

Provided further that the appellate or the reviewing authority, as the case may be, may condone the delay in preferring the appeal /representation or, as the case may be, the review petition, if it is satisfied that the delay was for the reasons beyond the control of the appellant or that the earlier appeal or review petition was not addressed to the correct authority.

Explanation:-For the purposes of the first proviso, the expression "appeal", where the context so requires, shall mean the "review petition/representation" as well.

- 2)
 - i. No representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.
 - ii. Where the order of the competent authority affects more than one employee, every affected employee shall prefer the appeal separately.
- 3) Where the aggrieved employee has died, the appeal may be filed, or if already filed by such employee before his death, may be pursued, by his legal heir or heirs;

Provided that the benefit likely to accrue on the acceptance of such appeal is admissible to such legal heir or heirs under any law / statutes etc for the time being applicable to the employee concerned.

2. Form of memorandum:- (1) Every memorandum of appeal shall:-

- a) contain full name and address, official designation and place of posting of the appellant;
- b) state in brief the facts leading to the appeal;
- c) be accompanied by a certified copy of the order appealed against and copies of all other documents on which the appellant wishes to rely.

Explanation:- Where an aggrieved employee has died, his legal heir or heirs, while filing the appeal or applying for review, as the case may be, shall also add documents in support of his or their relationship with the deceased employee.

- 2) The appeal shall be submitted through the head of the office in which the appellant is posted at the time of filing the appeal, or in the case of a deceased employee, where he was last posted before his death. The head of the office shall forward the appeal to the appellate authority, if he himself is not such authority and the competent authority shall after adding his own comments, if any, transmit the appeal to the appellate authority for necessary orders.

3) No appeal shall be entertained if it contains abusive, disrespectful or improper language.

3. **Action by the appellate authority:-** (1) The appellate authority, after making such further inquiry or calling for such information or record or giving the appellant an opportunity of being heard, as it may consider necessary, shall determine-

a) whether the facts on which the order appealed against was based have been established;

b) whether the facts established afford sufficient ground for taking action.

2) The competent authority against whose order an appeal /representation is preferred under these Regulations shall give effect to any order made by the appellate authority and shall cause the order so passed to be communicated to the appellant without undue delay.

4. **Withholding of appeal in certain cases:-** (1) An appeal be withheld by the competent authority if:-

- a) it is an appeal in the matters in which no appeal lies under these Regulations; or
- b) it does not comply with the requirements of regulation 2(3) or
- c) it is not preferred within the time limit specified in Regulations 1 and no reason is given for the delay; or
- d) it is addressed to an authority or officer to whom no appeal lies under these Regulations;

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and reasons for it.

Provided further that an appeal withheld for failure to comply with the requirements of regulation 3 read with regulation 4, may be resubmitted within thirty days of the date on which the appellant is informed of the withholding of the appeal and, if resubmitted properly in accordance with the requirements of these Regulations, shall be deemed to be an appeal under regulation above and shall be dealt with in accordance with the provisions of these Regulations.

2) No appeal shall lie against the withholding of an appeal under these Regulations.

5. **Disposal of appeal:-** (1) Every appeal which is not withheld under these Regulations shall be forwarded to the appellate authority along with the comments by the competent authority from whose order the appeal is preferred.

2) A list of appeals withheld under regulation-4, with reasons for withholding thereof, shall be forwarded quarterly by the withholding authority to the appellate authority.

3) The appellate authority may call for any appeal admissible under these Regulations which has been withheld by the competent authority and may pass such orders thereon as it considers fit.

6. **Savings:-** Nothing in these Regulations shall operate to deprive any person of any right of appeal which he would have if these Regulations had not been made, in respect of any orders passed before coming into force of these Regulations.

7. **Pending appeals:-** All appeals pending immediately before the coming into force of these Regulations shall be deemed to be appeals under these Regulations.

KHYBER PAKHTUNKHWA BOARD OF INVESTMENT AND TRADE**LEAVE REGULATIONS, 2020.**

1. **Admissibility of leave to employee:-** Leave shall be admissible to the employees of the KP-BOIT at the rates, for the purposes, on the terms & conditions specified in each case, expressed in terms of days and may be sanctioned by the leave sanctioning authority at his discretion keeping in view the legitimacy of the request, exigency of services and the grounds on which such leave has been applied for: -

- i. Every employee shall be eligible for 30 days earned leave upon confirmation in a year. However, the period of probation shall in case of confirmed employees be included in the period of service when computing entitlement of the earned leave. An unconfirmed employee during his period of probation shall not be entitled to earned leave.
- ii. An employee of KP-BOIT shall be entitled for 04 days earned leave (on full pay) in a calendar month, provided that his attendance in that month is not less than 16 days.
- iii. The provisions of clause (ii) above shall not, however, apply to a vacation department/KP-BOIT, the employee whereof shall be entitled for one day earned leave for a calendar month in which his attendance is not less than 16 days;

Provided that the provision in clause-iii above shall apply to the employees who actually avail of the summer or winter vacations as the case may be.

Provided further that the said clause shall not be applied to the employees of vacation department who are prevented from availing of such vacation in exigency of services of the KP-BOIT.

- iv. The leave so earned shall be recorded in the leave account /service book of the employee concerned.
- v. There shall be a maximum limit of 365 days on the accumulation of earned leave.

2. **When leave earned:-**

- a) The service rendered by an employee entitles him to earn leave in accordance with these Regulations. However such leave shall not be earned during the period of any kind of leave/vacation.
- b) An employee of the KP-BOIT on deputation to foreign service in Pakistan shall be entitled to earn leave creditable in his leave account in the parent department minus the leave availed of by him during the period of such deputation on his repatriation to the parent cadre, provided that the borrowing department shall contribute the leave salary to the KP-BOIT exchequer.

3. **Grant of leave on full pay:-** 1) The maximum period of leave (on full pay) may be allowed to an employee at a stretch, by the leave sanctioning authority, to the following extent:

I	Without Medical Certificate	120 days
II	With Medical Certificate	180 days

Plus

- iii. On medical grounds once in the entire service subject to availability of leave in the leave account of the employee concerned. 365 days
- 2) The maximum period of leave at clause- (i) and (ii) of sub-regulation (1) shall be independent of each other and may be allowed in combination of each other.
4. **Grant of leave on half pay:-** (1) Leave on full pay may be converted into leave on half pay, at the option of the employee concerned.
 - 2) The leave on half pay shall be deducted from the leave account of the employee concerned in the manner that one day leave shall be deducted for each two days of leave on half pay
5. **Leave not due:-** (1) leave not due may be granted on full pay to an employee of the KP-BOIT against the leave to be earned in future, for a maximum period of Three Months during the entire service subject to the condition that in the first five years of service, the quantum of leave so granted shall not exceed ninety days in all;

Provided that:-

 - i. No leave is available in the leave account of the employee concerned.
 - ii. Such leave shall be allowed on legitimate grounds, in un-avoidable circumstance and in the matters beyond the control of the employee concerned
 - iii. Such leave shall be granted only when there are reasonable chances of resuming duty on expiry of leave of the employee.
 - iv. Such leave may be converted into leave on half pay at the discretion of leave sanctioning authority.
 - v. Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority.
6. **Leave salary:-** (1) Pay admissible during leave (on full pay) shall be equal to the total emoluments drawn by an employee before proceeding on leave excluding conveyance allowance or any other allowance not permissible during the leave under the policy of the KP-BOIT.
 - 2) Increment or fixation of pay shall not be allowed to the employee during the leave period. However on resumption of duty, pay of the employee shall be fixed at the revised rate (if any) and increment will also be allowed along with arrears thereof.
7. **Special Leave to female employees:-** A female employee may, on the death of her husband, be granted special leave on full pay not exceeding 130 days. This leave shall not be debited to her leave account and will commence from the date of death of her husband. For this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or; if that is not possible, the said certificate may be furnished to the leave sanctioning authority subsequently.
8. **Maternity Leave:-** 1) Maternity leave may be granted on full pay, not debit-able to the leave account, to a female employee to the extent of ninety days in all from the date of its commencement or forty five days from the date of her confinement, whichever, is earlier, provided that such leave may not be granted for more than three times in the entire service of a female employee.
 - 2) For confinement beyond the third time, the female employee would have to take leave from her normal leave account.
 - 3) The maternity leave availed of prior to the coming into force of these Regulations shall be deemed to have been taken under these Regulations.

- 4) Maternity leave may be granted in continuation of or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female employee.
 - 5) Leave application for maternity leave shall be supported with the medical certificate of the authorized medical practitioner.
9. **Disability leave:-** (1) Disability leave may be granted up to a maximum of seven hundred and thirty days on such medical advice as the competent medical board may consider necessary, to an employee, disabled due to injury, ailment or disease which is otherwise curable but requires a prolonged treatment.
 - 2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.
 - 3) The disability leave shall not be debit-able to leave account.
 10. **Leave on medical grounds:-** leave applied for on medical certificate shall not ordinarily be refused. The authority competent to sanction leave may, however, at its discretion, secure a second medical opinion of the competent medical board.
 11. **Leave Encashment:- Upon retirement,** A regular employee of the KP-BOIT may be allowed to encash his entire earned leave at his credit if he has not availed of it. The encashment of leave shall be made on the last pay drawn by the employee concerned
 12. **Leave Ex-Pakistan as per delegation of power:-** Leave or a portion thereof granted to an employee by the leave sanctioning authority may be notified as leave (ex-Pakistan) if the employee concerned is intending to avail of the said leave outside Pakistan. In such a case the N.O.C of the CEO shall also be required for proceeding of the employee abroad.
 13. **Commencement and end of leave:-** Instead of indicating whether leave starts/ends in the forenoon or afternoon, leave shall commence from the day following that on which an employee hands over the charge of his post. It shall end on the day preceding the day he resumes duty.
 14. **Absence after expiry of leave:-** Unless his leave is extended by the leave sanctioning authority, an employee who remains absent (except for circumstances beyond his control), after the expiry of his leave shall not be entitled to any remuneration for the period of absence unless the double period of such absence shall be deducted from his leave account. Such deduction, if there is not sufficient leave in his account, be made from his account against the future accumulation of leave. Such double deduction of absence period from leave account shall not preclude any disciplinary action that maybe considered necessary under any Rules/Regulations for the time being in force, after affording a reasonable opportunity to the employee concerned to justify his absence.
 15. **In service Death etc:-** (1) In case an employee of the KP-BOIT dies, or is declared permanently incapacitated for further service by a medical board, a lump sum amount equal to his pay for one hundred and eighty days or equal to the days of leave at his credit (whichever is more) shall be made to his family as defined for the purposes of family pension or as the case may be, to the employee concerned.
 - 2) For the purpose of lump sum payment under sub regulation (1) above, the senior post allowance, qualification pay, special pay or any other amount termed as pay shall be included in the leave pay so admissible.
 16. **Recall from leave:-** If an employee of the KP-BOIT is recalled to duty by the leave sanctioning authority, from leave of any kind, which he / she is spending away from his/ her headquarters, he / she may be granted single return fare plus daily allowance as admissible on tour from the station where he / she is spending his leave to the place where he / she is required to report for duty. In case he/ she is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only plus daily allowance.

17. **Any type of leave may be applied:-** An employee may apply for any type of leave at his discretion if the said leave is admissible to him. Sanction of such leave shall not be refused on the ground that another type of leave may be applied for by the employee concerned.
18. **Combination of different type of leave:-** One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the employee; provided that the leave preparatory to retirement shall not be combined with any other kind of leave.
19. **Employee on leave not to join duty before expiry of leave:-** Unless the un-expired portion of leave of an employee is cancelled by the leave sanctioning authority at the request of the employee concerned, he may not be allowed to resume duty before the expiry of leave granted to him.
20. **Leave due may be granted on abolition of post etc:-** If services of an employee of the KP-BOIT of Investment and Trade are terminated consequent upon abolition of his post, the leave due to him may be granted without regard to availability of the post but subject to attaining the age of superannuation of the employee concerned.
21. **Handing /Taking over of charge when proceeding on/return from leave etc:-**
 - 1) An employee proceeding on leave shall hand over the charge of his post. In case of an employee in Group 2 and above, the employee shall sign the charge relinquishing report in the prescribed manner.
 - 2) An employee on return from leave shall also take over charge of the post against which he resumes duty under the direction of competent authority. He shall require signing the charge taking over report in the manner prescribed under the Regulations.
22. **Accounts office to maintain leave account:-** Leave account in respect of the employees shall be maintained in the prescribed leave accounts proforma attached to the personal files of the employees concerned.
23. **Leave applicable, its sanction, etc:-** (1) The Application for leave or for extension thereof addressed to the leave sanctioning authority be routed through the office wherein the employee is posted. In case of an employee posted in the headquarters /head office with head of the department or faculty, the leave shall be applied for through proper channel. If the leave sanctioning authority of the employee concerned is not head of office / section himself, he shall recommend the case to the leave sanctioning authority with specific request to provide substitute (if necessary) before sanction of leave applied for the employee concerned.
 - 2) Leave availability certificate shall be mandatory from the concerned account office before sanction of the leave applied for.
 - 3) In cases where more than appropriate number of employees apply for leave at a time, the leave sanctioning authority shall decide priority of the applications for sanction of leave at his discretion, keeping in view the exigency of services, emergent circumstances faced by the employees applied for leave so that to avoid the untoward circumstances by the KP-BOIT as well as any mis-happening to the employees concerned.
24. **Study leave:-** (1) Study leave shall be granted to an employee intending proceeding for a study course/training within country or abroad for enhancement of his academic qualification contributive to his / her profession. Such leave shall be granted on half pay for a maximum period of 02 years, subject to the condition that his / her service should not be less than three years and more ten twenty years. Extraordinary leave (without pay) may also be combined with the study leave and in that case the condition of the maximum period shall not apply. However the study leave with half pay shall not exceed two years and the maximum period of extraordinary leave (without pay), so combined shall not be more than the leave admissible under regulation-12 of these Regulations.

- 2) The aforesaid leave shall also be subject to the execution of a surety bond to the effect that the employee shall be liable to return to the KP-BOIT and serve for at least three years after his return failing which he shall be liable to pay the bonded amount which should not be less than 2.00 million.

25. Casual Leave:-

- a. KP-BOIT's employee is not entitled to casual leave as of right. Casual leave is granted by way of grace to enable KP-BOIT employee to attend their private affairs of casual nature. It is entirely within the discretion of the sanctioning authority either to sanction or refuse leave;
- b. Casual leave may not ordinarily exceed ten days at a time. The sanctioning authority may, however, grant leave up-to 15 days at a time under special circumstances;
- c. Casual leave may be granted in conjunction with Saturday and Sunday or public holidays but not with any other kind of leave or joining time. When it is combined with holidays the total period shall not exceed 15 days at a time.
- d. Casual leave may be sanctioned under the authority of the Chief Executive Officer or head of office / department by the immediate superior officer of the KP-BOIT employee.

KHYBER PAKHTUNKHWA BOARD OF INVESTMENT AND TRADE.
Contributory Provident Fund and Gratuity Regulations, 2020.

1. Short title and commencement:-

- i. These Regulations may be called the "Khyber Pakhtunkhwa Board of Investment and Trade Contributory Provident Fund and Gratuity Regulations, 2020".
- ii. These Regulations shall come into force at once but shall have retrospective effect as may be prescribed in these Regulations.
- iii. These Regulations shall apply to all the employees of the KP-BOIT.

2. Definitions:-

- a) Unless the context otherwise requires, the following words shall have the meanings assigned to them as under:-
- b) "KP-BOIT" means Khyber Pakhtunkhwa Board of Investment and Trade;
- c) "CPF" means Contributory Provident Fund;
- d) "Employees" means the regular employees of the KP-BOIT contributing in the Contributory Provident Fund, but does not include the personal or a domestic servant.
- e) "Family" means the Member's spouse, legitimate children, step children, parents, sisters and brothers who reside with and are wholly dependent on the member.
- f) "Funds" means the KP-BOIT Contributory Provident Fund pursuant to the Trust deed;
- g) "Member" means employee of the KP-BOIT who by these regulations is admitted to the membership of the fund.
- h) "Regulation of Funds" means the special body of regulations governing the constitution and administration of the fund.
- i) "Regulations" means the Fund's Regulations in force for the time being/ or Regulations modified from time to time.
- j) "Trust Deed" means the KP-BOIT Employees Contributory Provident Fund Trust deed.
- k) "Trustees" means the present trustees of the fund or the subsequent trustees as appointed in accordance with the provision of these Regulations.
- l) Through these Regulations whenever the context admits words implying the masculine gender shall also include the feminine gender and singular shall include the plural also.

PART-I
CONTRIBUTORY PROVIDENT FUND (C.P.Fund)

1. **Final Payment:-**

- a) Final payment of the accumulated fund shall be made to the employee at the time of his retirement.
- b) The Final payment of the Contributory Provident Fund in respect of a member in case of his death before retirement shall be paid to the nominee of the member on the prescribed proforma.
- c) In case when there is no such nomination undertaken by the member, the amount of the fund shall be paid in proportionate shares to all the legal heirs of the employee according to the law of inheritance of his respective religion

2. **Constitution of the Fund:-** The fund shall consist of:-

- I. Contribution from employees and KP-BOIT which are to be credited to the funds in accordance with these Regulations.
- II. The income of the fund as mark up/profit on deposits, investments and withdrawals of member from the fund.

3. **Management of fund:-**

The funds and properties and investments belonging to the fund and forming part thereof shall be vested in and be managed by a KP-BOIT of Trustees who shall administered the funds in accordance with the provisions and directions of the Trust deed and these Regulations.

4. **Nomination:-**

1. A member shall, at the time of joining the fund, send to the Trustees a nomination conferring on one or more persons the right to receive the amount that may be to his credit in the fund in the event of his death.

Provided that if at the time undertaking the nomination, the subscriber has a family, the nomination shall not be in favor of any person other than the member of his family.

- i. If a member nominates more than one person or persons under sub regulation-1, he shall specify in the nomination, the amount or share payable to each of the nominees in such a manner as to cover the whole of the amount that may stand at his credit in the funds at any time.
- ii. Every nomination shall be in writing signed by the member in the presence of two witnesses duly signed by them on a prescribed proforma.
- iii. A member may at any time cancel a nomination by sending a notice in writing to the Trustees. The member shall, along-with such notice, send a fresh nomination made in accordance with the provisions of these Regulations.
- iv. Immediately on the death of a nominee, in respect of whom no special provision has been made in the nomination or on the occurrence of any event by reason of which the nomination becomes invalid, the member shall send to the trustees a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provision of these Regulations.
- v. Every nomination made and every notice of the cancellation given by a member shall, to the extent that is valid, take effect on the date on which it is received by the Trustees.

5. **Membership:-**

- a) All employees of the KP-BOIT contributing to the fund shall deem to be the member of the fund. However, an employee appointed hereafter shall only become a member after completion of probationary period of service with the KP-BOIT.
- b) Every employee permitted to be the member of the fund shall sign an agreement in the fund on the prescribed form.
- c) A member once having joined the fund shall not be permitted to cancel his membership of the fund during his service in the KP-BOIT.

- d) A member, ceasing for any reason to be in the service of the KP-BOIT, shall cease to be member of the fund and final payment of his dues shall be disbursed to him at the time of his departure.
- e) A member shall be bound by these Regulations and shall be entitled a copy thereof free of charge.

6. **Contribution:-**

- a) At least 10% of the basic pay of the employee shall be deducted every month as his own contribution to the fund.
- b) The KP-BOIT shall also contribute equal amount to the fund as employer's contribution every month.
- c) The amount so contributed to the fund by the members and the KP-BOIT every month shall be transferred to the C.P. Fund accounts.

7. **Accounts:-**

- a) The funds accounts shall be maintained by the KP-BOIT under the supervision of Director Finance.
- b) Necessary books of accounts to be maintained for the contributions received, investments made and other expenditures incurred on behalf of the fund by the KP-BOIT through Director Finance under the supervisory control of the KP-BOIT of Trustees.
- c) As soon as may be after the close of each financial year the CPF section shall prepare the final Financial statements of the Funds i.e. Balance Sheet and Income and Expenditure Accounts for intimation to the KP-BOIT of Trustees.
- d) Individual accounts; the amount subscribed by each member as well as contribution by the KP-BOIT be credited in the account of the employee concerned.

8. **Investment of surplus funds:-**

- I. The CPF so contributed by the members and the KP-BOIT shall be credited to the Fund account. A portion of the funds may be retained in the funds accounts for the purpose of advances requested by the employees or payment of the retiring employee.
- II. The remaining funds may be invested in a profitable venture on the recommendations of the KP-BOIT of trustees.

9. **Books of Accounts and Internal/External Audit:-**

- a) The books of accounts of CPF shall be maintained separately. The Accountant/Internal Auditors shall be remunerated by the KP-BOIT.
- b) It shall be the duty of the KP-BOIT to appoint a firm of Chartered Accountants to get the Fund's audited. The Auditors remuneration will be paid by the KP-BOIT.

10. **Profit:-**

- a) The KP-BOIT shall work out the amount available as accumulation on the last day of the financial year attributable amongst the members arising out of the net income received and accrued on the securities, on the withdrawals by the members and donations/grants if any, given to the fund as well as profit of the invested funds.
- b) No income shall be credited to the member's account on June 30 of each year. A statement of accounts shall be provided to each member in the month of August every year indicating there in the updated position of his account.

11. **Payment of accumulated balance:-**

- a. If a member is terminated from service or leave the service with his own discretion, with less than one year continuous service, he will be refunded his own contribution without profit.
- b. In all other cases, member when he leaves service will be paid the accumulated balance to the credit in his account in accordance with the following method:-

More than one but less than two years continuous service	Member's own contribution plus 25% of the KP-BOIT contribution and profit Thereon
More than two but less than Three years Continuous Service	Member's own contribution plus 50% of the BOIT contribution and profit Thereon
Three years or more of continuous service	Member's and KP-BOIT contribution and profit thereon
In case of death during service or a person or a Person's employees after superannuation	Member's and KP-BOIT's contribution irrespective of criteria in columns 1,2 and 3 above.

- c. When a member leaves the service of the KP-BOIT, the amount due to him in the accumulated balance of his CPF account become payable to him.
- d. In case of an employee who leaves no family and have made no nomination, the payment shall be made on production of succession certificate from a court of law by the legal heirs of the employee (if any).
- e. The KP-BOIT shall not be entitled any sum whatsoever from the fund. In case of any recovery of loss (if any) from him, the sum may be recovered from his as an arrear of land revenue but not from the accumulated CPF in his account.

12. Permission of Loan:-

Subject to these Regulations, withdrawals by the members from the accumulated balance may be allowed by the Trustees in the following circumstances:-

- a) Illness of a member or his family.
- b) To pay the overseas passage by reason of health or education of the member or his family.
- c) To pay expenses in connection with the performance of Hajj by the member.
- d) To meet the expenditure on building or purchasing a house or a site for house.
- e) To pay expenses in connection with marriage, funerals or ceremonies, which, by the religion of the member, it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.
- f) To meet the expenditure on repairs, renovation or extension of residential house belonging to the member.
- g) In a case of member who has attained the age of 50 years on the date on which the withdrawal is permitted.;
- h) To meet the expenditure on the purchase of a house or construction of a house on land owned by him or a member of his family anywhere in Pakistan.
- i) Repay a loan taken from a financial Institution, provided that the member shall, within a period of two weeks from the date of withdrawal produce satisfactory evidence before the Trustees to show that the advance has been utilized for the purpose for which it was drawn failing which the entire amount of withdrawal together with interest accrued thereon shall forth with become repayable to the fund in lump sum; and
- j) No second withdrawal from the CPF shall be permitted unless the sum of first withdrawal has been fully repaid.
- k) When a member contributing to the fund opts not to receive any profit on his accumulated balance, no profit shall be charged on the amount withdrawn by him from the fund.
- l) The KP-BOIT shall deduct such installments payable under sub regulation-(2) from the member's salary and pay them to the Trustees commencing from the second monthly payment made after the withdrawal or, in the case of a member on leave without pay, from the second monthly installment after his return to duty.

13. Forfeiture of C.P. Fund Account:-

- a) If any amount in the fund standing to the credit of a member is withheld or forfeited and is not paid to him under these Regulations shall be credited to the forfeiture account.
- b) The KP-BOIT shall have the first charge on the forfeited amount which shall not exceed the amount standing to his credit in KP-BOIT's contribution account, no recovery of loss shall be made from the portion of funds in a members' account accumulated by him and mark up accrued thereon, for payment of any sums due to the KP-BOIT or for satisfaction of claims against the member in respect of all losses, damages, expenses etc which the KP-BOIT may have sustained due to his negligence or fraud. The Trustees will pay upon demand so assessed by the KP-BOIT out of the forfeited amount.
- c) The balance left over in the forfeited account if any, after payment made to the KP-BOIT against losses suffered due to the negligence or fraud of the members, shall be utilized primarily to meet any loss from investment of the fund or realization of the assets or for the benefit of the member or dependence of the deceased members or any other purpose connected with the fund as decided by the trustees.

14. Interpretation:-

The fund shall be governed by these Regulations or such other Regulations as shall be for the time being in force. These Regulations shall be interpreted by the Trustees whose interpretation shall be final and binding upon the parties thereto and all members.

15. Arbitration:-

Any dispute or difference which may arise between any member, or his representative, executor, administrator, nominees and the Trustees, shall be referred to the Chief Executive Officer of the KP-BOIT or his nominee, and his decision on the subject matter of the dispute shall be final and binding upon the parties thereto and members.

16. Winding of the Fund:-

The Trustees may at any time with the consent/direction of the KP-BOIT or on dissolution of the KP-BOIT, wind up the fund. The Trustees then pay out to each member the balance standing to his credit after realizing the assets of the fund and paying off the expenditure incurred for winding up and Fund's Accounts are finalized.

PART- II**1. GRATUITY:-**

- a. Gratuity will be paid to every employee of the KP-BOIT (herein after called member) on leaving the KP-BOIT's service @ one month basic pay for each completed year of service rendered in the KP-BOIT. The aforementioned rate would be calculated on the last drawn salary of the employee.

Provided that an employee's past service rendered continuously in the KP-BOIT will be taken into account in determining completed years of service.

Provided further, no gratuity would accrue on services beyond the age of 60 years in case of re-employment of an employee.

- b. No member shall be entitled to a gratuity if he has been dismissed from the KP-BOIT's employment.
- c. A gratuity shall be payable to a member at the above rates only in the following cases:-
- On recruitment or termination of his employment by or with the consent of the KP-BOIT provided he has completed 5 years continuous service in the KP-BOIT.
 - On his leaving the KP-BOIT's service at his own volition provided he has rendered 5 years of continuous service in the KP-BOIT.

In the event of death of an employee during the KP-BOIT service, gratuity will be paid as set out hereunder:-

Service Tenure	Gratuity Payable
Less than 5 year of service subject to a minimum of one month's salary	1/4 of a month salary for each completed continuous service
After completion of 5years continuous service	As per Regulation (1) (a) above.

- d. The benefits provided under the fund are strictly personal and cannot be assigned, changed or alienated in any way other than as prescribed in these Regulations.

2. AMENDEMNT TO THE FUNDS REGULATIONS:-

The KP-BOIT reserves the rights to amend the regulations of the Fund.

Provided that no such amendment shall, in any way affect the benefits already secured by the contributions already paid in respect of the members.

Provided further that any amendment to these Regulations shall be made only with the consent of the KP-BOIT.

KHYBER PAKHTUNKWHA KP-BOIT OF INVESTMENT AND TRADE

Nomination Form

For

Contributory Provident Fund.(CPF).

I. Mr./Miss. _____, _____ (designation),
hereby nominate the person(s) mentioned below who are member(s) of my family
to receive the amount of Contributed Provident Fund available at my credit in the
CPF account.

S. No.	Name(s) of the Nominee	CNIC No.	Age	Relation	%age share

Date:- / 20-----.

Signature:- _____

Designation:- _____

CNIC No:- _____

Witness:-

Signature:- _____

Name:- _____

CNIC No:- _____

Witness:- _____

Signature:- _____

Name:- _____

CNIC No:- _____

Nomination Form

For

GRATUITY

I, Mr./Miss. _____, _____ (designation), hereby nominate the person(s) mentioned below who are member(s) of my family to receive the amount of Contributed Provident Fund available at my credit in the CPF account.

S. No.	Name(s) of the Nominee	CNIC No.	Age	Relation	%age share

Date: - ____/____/20-----.

Signature:- _____

Name: - _____

Designation:- _____

CNIC No. _____

Witness:- _____

Witness:- _____

Signature:- _____

Signature:- _____

Name:- _____

Name:- _____

CNIC No:- _____

CNIC No:- _____

FINANCIAL, ACCOUNTS AND AUDIT REGULATIONS.**(General Principles)****1. STANDARDS OF FINANCIAL PROPRIETY:-**

Every officer of the KP-BOIT incurring or authorizing expenditure from the Board's funds shall be guided by high standards of financial propriety. Among the principles on which emphasis is generally made are the following:-

- i. Every officer shall be liable to exercise the same vigilance in respect of expenditure incurred from the Board money as a person of ordinary prudence would exercise in respect of expenditure of his own money;
- ii. The expenditure should not be prima facie more than the occasion demands;
- iii. No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage;
- iv. Public money should not be utilized for the benefit of a particular person or section of the community unless;-
 - a. The amount of expenditure involved is insignificant, or
 - b. A claim for the amount could be enforced in a court of law, or
 - c. The expenditure is in pursuance of a recognized policy or custom.
- v. The amount of allowances granted to meet its expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.

2. CONTROL OF EXPENDITURE:-

- 1) Each head of the Directorate of the Board is responsible for enforcing financial order and strict economy at every step. He will be responsible for observance of all relevant financial Regulations both by his own office and by subordinate disbursing officers/official.
- 2) The Chief Executive Officer must see not only that the total expenditure is kept within the limits of the authorized appropriation but also that the funds allotted to the spending units are expended in the public interest and upon objects for which the money was provided. In order to maintain a proper control, he shall arrange to be kept informed, not only of what has actually been spent from an appropriation but also what commitment and liability have been and will be incurred against it. He must be in a position to assume before the Govt. and the Public Accounts Committee, if necessary, complete responsibility for all the expenditure and to explain or justify any instance of excess or financial irregularity that may be brought to the notice as a result of audit scrutiny or otherwise.

3. INTERNAL CHECK AGAINST IRREGULARITIES, WASTE & FRAUD:-

- 1) In the discharge of his ultimate responsibilities for the administration of an appropriation or part of an appropriation placed at his disposal, the Chief Executive Officer must satisfy himself not only that adequate

provisions exist within the Board for systematic internal controls designed to prevent and detect errors and irregularities in the financial proceedings or his subordinate offices and to guard against waste and loss of public money and stores, but also that the prescribed controls are effectively applied. For this purpose the Audit and Risk Management Committee will get the accounts of the office and those of the subordinate disbursing officers/officials, if any, inspected at least once in every financial year by the Internal Auditor to see whether:-

- i. Regulations on handling and custody of cash are properly understood and applied.
 - ii. Effective system of internal controls/audit exist for securing regularity and propriety in the various transactions including receipt and issue of stores etc, if any, and
 - iii. Satisfactory arrangements exist for systematic and proper maintenance of accounts books and other ancillary record concerned with the initial accounts.
- 2) The results of the aforesaid audit should be incorporated in the form of an audit report, copy of which should be presented to the Audit and Risk Management Committee. The Audit and Risk Management Committee, after review of the report, shall present the audit report to the Board of Directors.

4. GENERAL PRINCIPLES FOR CONTRACTS:-

- 1) No contracts may be entered into by any officer of the Board who has not been empowered to do so by the Chief Executive Officer.
- 2) The following general principles should be kept in view for guidance of the officers/ entities which have to enter into contract or agreement involving expenditure from the Board funds:-
 - i. The terms of a contract must be precise and definite and there must be no room for ambiguity or misconstruction therein.
 - ii. As far as possible, legal and financial advice shall be taken in the drafting of contract and before final agreement.
 - iii. Standard form of contract shall be adopted wherever possible, the terms shall be finalized subject to adequate prior scrutiny.
 - iv. The terms of a contract once entered into should not be materially varied without the prior consent of the authority competent to enter into the contract. Compliance with KPPRA rules shall be ensured.
 - v. No contract involving an uncertain or indefinite liability or any condition of an unusual character shall be entered into without the prior consent of the Finance Wing.
 - vi. While awarding contracts, full compliance with the KPPRA rules shall be ensured.
 - vii. Provisions must be made in contract for safe guarding KP-BOIT property entrusted to the contractor.

5. **Funds of the KP-BOIT:-** The funds of the KP-BOIT shall consist of:-

- 1) grants by the Provincial Government;
- 2) grants by the Federal Government;
- 3) local and foreign aid or loan or donation obtained or raised by the KP-BOIT with approval of the Government;
- 4) fee and charges on account of services rendered by the KP-BOIT;
- 5) All finances generated by the KP-BOIT from its own resources.
- 6) Income on the investment of the KP-BOIT Funds/Resources.
- 7) Any other funds received by the KP-BOIT to its account.
- 8) Any other sum which may in any manner payable to or vested in the KP-BOIT;

6. **Management of Funds:-**

- 1) All funds of the KP-BOIT shall be kept in the Bank of Khyber or any one or more of the scheduled banks, approved DFIs, National Savings Centers in the name of the KP-BOIT on competitive mark up rates.
- 2) The one line budget released by the Finance Department shall be transferred to the KP-BOIT account maintained in the designated/scheduled banks for operation, development and improvement of KP-BOIT .
- 3) The bank accounts of KP-BOIT's shall be opened and operated by the Chief Executive Officer and Director Finance jointly. In case of non-availability of CEO or Director Finance, any Director of KP-BOIT nominated by the Board will be co-signatory.
- 4) Foreign Currency Account of the KP-BOIT (if any) shall be operated by the Chief Executive Officer and Director Finance of the KP-BOIT.
- 5) The Director Finance shall be responsible to collect statement of accounts from the concerned banks of the respective accounts for reconciliation with the accounts maintained in the KP-BOIT on monthly basis.
- 6) Such reconciliation statements shall be submitted to the Chief Executive Officer by the Director Finance on regular basis.
- 7) The payment voucher must be serial numbered. This serial number must be shown in the Cash Book against each respective entry to facilitate verification.
- 8) The surplus/immediately not required funds may be invested in feasible and profitable ventures by the KP-BOIT on the recommendations of the Board of Directors.

7. **Receipts:-**

- i. For each project/program (if any), a separate bank account will be maintained to which will be credited all receipts pertaining to the respective program. Any receipt which does not pertain to any specific project/ program will be credited to the bank account under the title "Miscellaneous receipts account".

On completion of a specific project/ program for which the account was opened shall be properly audited/ reconciled. The balance if any shall be transferred to the main receipt account of the KP- BOIT.

- ii. On any occasion, if the money is to be received directly by the KP-BOIT, it must be deposited in the relevant bank account on the same day. If on any day due to certain unavoidable circumstances, the cash remains un-deposited in the bank, the same must be recorded in books and the matter must be brought to the notice of the Chief Executive Officer for the safe custody of the cash.
- iii. All money received to the KP-BOIT's accounts shall be analyzed date-wise on the classification sheet and recorded in the Main Cash Book.
- iv. Postings to the Income Ledger will be made from the Main Cash Book. monthly total receipts, after having been analyzed, head-wise, shall be posted to the Income Ledger.
- v. Amount of profit credited by the bank will be properly checked and reconciled. Differences (if any) shall be pursued with the Bank till settlement/ reconciliation.
- vi. The profit so accruing on bank accounts and other investments will be transferred to 'Miscellaneous Receipts Accounts'.

8. **Payments / Expenditure:-**

- i. An account under the title "Khyber Pakhtunkhwa Board of Investment and Trade Current Account" will be maintained through which all payments(excluding petty payments) in respect of Board expenditure and obligations will be made. To this Current Account will be transferred, from time to time, so much of funds as needed for disbursements, from the relevant receipt accounts.
- ii. The cheques drawn on Current Account will be signed by the Chief Executive Officer and Director Finance/ HR jointly. In case of non-availability of CEO or Director Finance/HR, any Director of KP-BOIT nominated by the Board will be co-signatory.
- iii. All cheques shall be issued under a proper payment voucher duly numbered and dated and recorded in the Cash Book giving full particulars of the payment in serial order. The cheque number should also appear on the relevant voucher and in the Expenditure Ledger.
- iv. Postings from Cash Book to the Expenditure Ledger will be made in the light of sanctioned payment orders and vouchers.
- v. No overwriting and erasement shall be allowed in the Cash Book. In case of any correction, the incorrect entry shall be cancelled and new entry be made to that effect.
- vi. Under no circumstances blank cheques shall be signed by any of the signatories.
- vii. On receipts of a fresh cheque book from the bank, the number of cheques contained therein will be counted before its acknowledgements is signed and sent to the Bank.
- viii. All the cheque books and counterfoils of the used cheque books shall be preserved and kept in safe custody.

9. Reconciliation of Accounts:-

- 1) At the end of each month, the Bank balances shall be reconciled with the Cash Book and Ledger Accounts and a reconciliation statement shall be prepared by the Finance Wing, and submitted to the Chief Executive Officer through the Director Finance.
- 2) Un-cashed/undelivered cheques (if any) shall be recorded in the monthly reconciliation statement
- 3) On completion of each financial year, a consolidated yearly bank statement shall be obtained for further reconciliation of the KP-BOIT annual accounts.

10. Main Books of Accounts:-

The following books shall be maintained in the Finance Wing for record and proper accounting treatment of transactions.

- i. Petty cash book
- ii. Income and expenditure Ledger
- iii. Advances/loan Register
- iv. Stock Registers for capital and non perishable items separately.
- v. Any other register if required.

11. Receipt and issue of stocks:-

- a) Separate registers shall be maintained for the receipts and issue of all Consumable and Non-consumable items. A proper Goods Receiving Report (GRR) shall be prepared by the admin department with a certificate to the effect that the goods have been received in the requisite quantity, in good condition and quality in accordance with the specification in the invoice/bill and the supply order. The receipts shall be recorded from the invoices, bills and other relevant documents and stock on ground.
- b) In case of transfer of any assets/store items from Head Quarter to regional offices or vice-versa, a proper Assets Transfer Report (ATR) may be prepared and signed by the issuing and receiving officials/officers duly countersigned by the store officers concerned of the issuing and receiving offices.
- d) A physical verification of all stock/stores (stock taking) shall be made every year by the audit section and report thereof be submitted to the Audit and Risk Management Committee.
- e) All discrepancies, shortages, and damages to the stock as well as unserviceable stores shall be reported to the Chief Executive Officer for fixation of responsibilities, assessing the extent of loss and recovery from the defaulting officer/official.

12. Preparation and processing of Salary Bills

1. The HR section shall intimate to the Director Finance all appointments, promotions, resignations and terminations of the employees. For every employee, a proper service book/personal file shall be maintained containing all information of his service from recruitment till his retirement.

2. The Finance Section will prepare the monthly salary bills of all employees of the KP-BOIT.
3. The Finance Section will ensure that all changes made in salary bills have been duly supported by the order of the competent authority.
4. The salary sheet summary prepared by the Finance section shall be duly checked by the Director Finance followed by verification of Pre-Audit by Audit Wing and then presented to the Chief Executive Officer for approval. The Finance section shall prepare cheques/bank transfer vouchers for all the employees well before the 1st of each month to ensure payment of salaries on the first day of every month.

14. Procurement Committee:-

The KP-BOIT shall have the following procurement committee for processing, scrutinize, consider and clear for approval all cases of procurement of goods, works and services in accordance with KP PPRA Rules, 2014:-

- a. Chief Executive Officer
- b. Director Finance, HR & Admin
- c. Concerned Director
- d. Internal Auditor (As Observer)
- e. Manager Finance : Member / Secretary

15. Advances for specific purpose:-

When a request for an advance is made for a specific purpose, including cost of POL, entertainment, TA / DA etc; the Director Finance with the approval of the Chief Executive Officer may allow the advance to the officer/official concerned. The employee should render the statement of expenses incurring the expenditure duly supported by cash memos and evidence that all codal formalities have been duly observed for proper adjustment of the advance. An advance will be allowed only when it is absolutely justified, actually required and no previous advance is pending against the employee.

16. Audit Wing:-

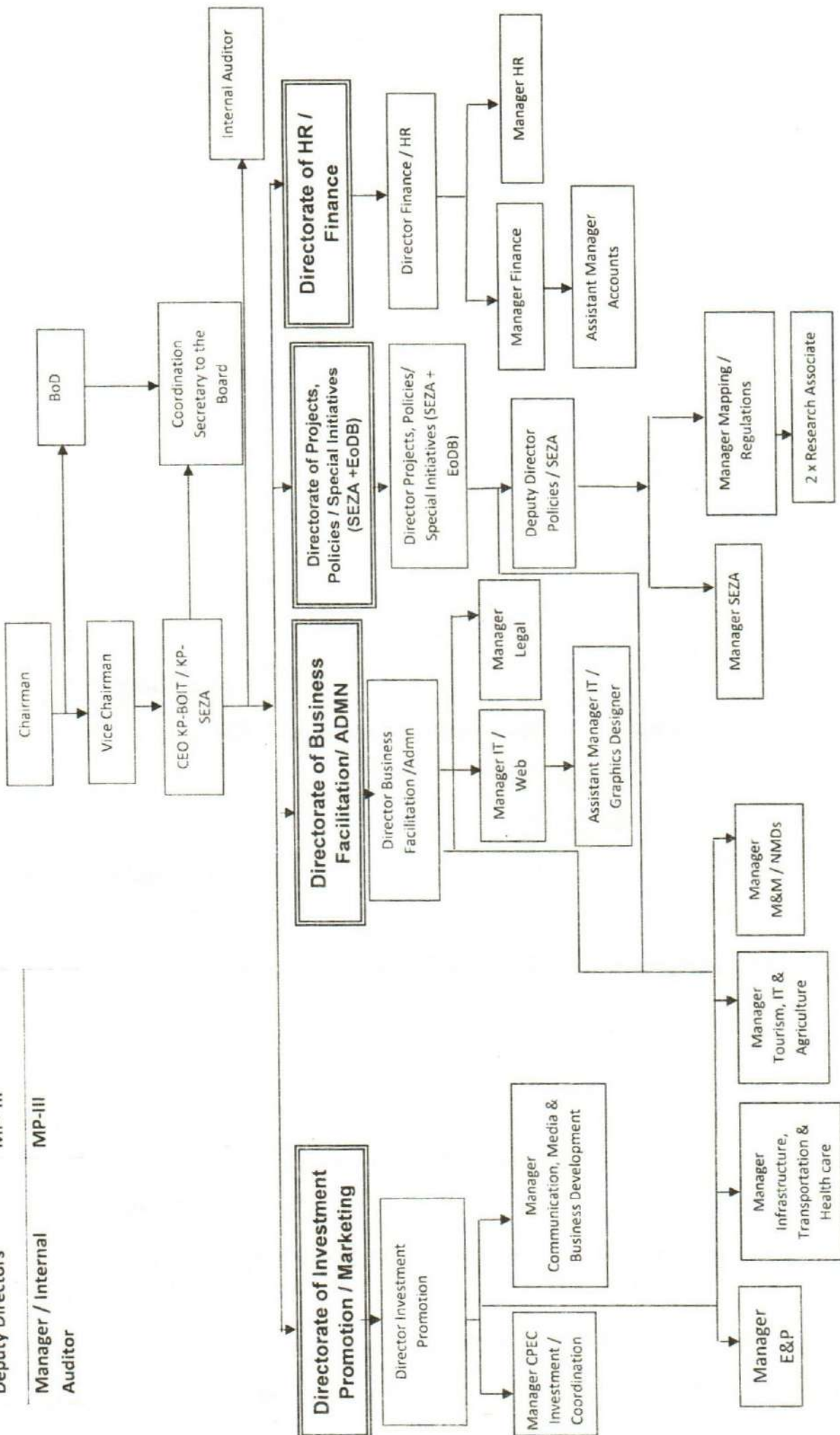
- i. The functions of the Audit Wing shall be:-
 - a) To pre-audit all the claims before approval for payment by the competent authority.
 - b) To follow up and obtain compliance of routine audit and external audit;

The Audit wing shall also be responsible to conduct internal audit of accounts of KP-BOIT of each financial year and shall be responsible to submit a complete audit report to the Board of Directors through the Audit and Risk Management Committee within three months of the succeeding financial year..

- ii. The officers of this wing of KP-BOIT shall also coordinate and extend full cooperation to the External Audit Parties including but not limited to Auditor General of Pakistan (AGP), Directorate General of Audit(DG Audit Provincial) and others.
- iii. To conduct special audit of any of the accounts/matters assigned to it by the Audit and Risk Management Committee/Board of Directors.

KP-BOIT Organogram

Designation	Pay Scale
Directors	MP- II
Deputy Directors	MP- III
Manager / Internal Auditor	MP-III



GOVERNMENT OF KHYBER PAKHTUNKHWA
BOARD OF INVESTMENT AND TRADE.

DETAIL OF STAFF.

	Pay Group	No
A. Vice Chairman		
1. P.S to Vice Chairman	3	<u>1</u>
	Total:-	1
B. <u>Chief Executive Officer Office.</u>		
1. Chief Executive Officer	7	1
2. P.S. to CEO	3	1
3. Computer Operator	2	1
4. Driver	1	<u>1</u>
	Sub Total:-	4
C. Directorate of Investment Promotions / Marketing.		
1. Director	6	1
2. Managers	4	<u>6</u>
	Sub Total:-	<u>07</u>
D. Directorate of Business Facilitation / Admn		
1. Director	6	1
2. Managers	4	2
3. Asst. Manager / Graphic Designer	3	1
	Sub Total:-	<u>04</u>
E. Directorate of Project, Policies/Special Initiative;		
1. Director	6	1
2. Deputy Director	5	1
3. Managers	4	2
4. Research Associate	-	<u>2</u>
	Sub Total:-	<u>06</u>
F. <u>Directorate of HR& Finance;</u>		
1. Director	6	1

2.	Manager	4	2
3.	Assistant Manager	3	1
4.	Computer Operator	2	2
5.	Receptionist	2	1
6.	Driver	1	4
7.	Office Boy	1	3
8.	Janitorial Staff	1	<u>3</u>
	Sub Total:-		<u>17</u>
G. <u>Board Secretariat</u>			
1.	Coordination Secretary to the Board	4	<u>1</u>
	Sub Total:-		<u>01</u>
II. <u>Audit Unit.</u>			
1.	Internal Auditor.	4	1
	Sub Total:-		<u>01</u>
	Grand Total:-		<u>41</u>

Annex CKHYBER PAKHTUNKHWA BOARD OF INVESTMENT AND TRADEEMPLOYEE PAY GROUPS

<u>Pay Group</u>	<u>Post</u>	<u>Package</u>
Group-1	Non Clerical Staff Naib Qasid Sanitary Worker Driver	20,000 - 40,000 25,000 - 40,000
Group-2	(Computer Operator)	45,000 - 100,000
Group-3	PS/ Graphic Designer / Assistant Managers	80,000 - 120,000
Group-4	Managers/ Coord: Secy / Internal Auditor	Equivalent to MP- III
Group-5	Deputy Director	Equivalent to MP- III
Group-6	Director	Equivalent to MP- II
Group-7	CEO	Market based package/ not below MP-1

Note:

- Annual increment will be applicable subject to approval of the Board of KP-BOIT.
- One month salary as honorarium will be given to employee based on performance subject to approval of the Board.

Annex-DRecruitment Regulations.

<u>S. No.</u>	<u>Nomenclature of the Post.</u>	<u>Pay Group</u>	<u>Qualification and Experience</u>	<u>Method of Recruitment</u>
1.	Vice Chairman	-----	As in section-4(6) of the Act read with Rules-3 of the Rules.	In terms of section-3(5) of Act shall be appointed by the Govt. on the recommendation of Board of Directors

2.	Chief Executive Officer / Secretary	6	The candidate for the position should be a professional with a Postgraduate degree from universities recognized by the HEC in Management, Public Administration, Marketing or being a member of recognized body of professional Accountants. The total years of experience may be 15 years with minimum 5 years in senior management / Leadership position related to successful track record in project management, business development, investment promotion, administrative and financial oversight. (for private sector by initial recruitment). Age limit 55.	In terms of section-7(1) of the Act to be appointed by the Govt. on recommendations of the Board : i. from the private sector by initial recruitment ii. In case of a suitable candidates from private sector is not available, an officer not below B-20 officer from the civil service of the Provincial Govt.
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DIRECTORATE OF INVESTMENT PROMOTION / MARKETING

Sr. No	Position	Qualification	Experience	Maximum Age	Method of Recruitment
1	Director Investment Promotion / Marketing	MS / Master(s) degree in Project Management, Mass Communication or Marketing or any other relevant field.	Minimum 10 years' experience of successful and verifiable experience in the relevant fields.	55	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
2	Manager Communications, Media & Business Development	MS / Master's Degree preferably specialized in Marketing, Mass Communications, Social Sciences or any other relevant field.	Minimum 8 years' experience of successful and verifiable experience in the relevant fields.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.

	Manager CPEC Investment / Coordination	Master(s) Degree or equivalent qualification in Project Management, Business Administration, Economics or other relevant subject. Additional qualification of Chinese language with fluency and HSK	Minimum 08 years of successful and verifiable experience in the relevant fields. Experience of development sector or under CPEC for similar post will be preferred.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
3	Manager E&P	MS / Bachelor(s) in Electrical or Mechanical Engineering, petroleum Engineering or any other relevant field.	Minimum 8 years of experience in the power sector preferably in construction of hydro/ coal fired power plants / Gas from project start to commissioning and handing over of project.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
4	Manager M&M / NMD's	B.Sc Mining Engineering/ M.Sc Geology, Master in any social or administrative Sciences or any other relevant field.	Minimum 8 years of successful and verifiable experience in the relevant fields preferably in FATA in any public or development sector.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
5	Manager Infrastructure, Transportation & Health Care	Master(s) degree in project management/ Urban Planning / Bachelor in civil engineering/ Transport engineering, Public Health Studies or related field	Minimum 8 years of experience in civil construction sector preferably in construction of highways / railways, Healthcare or relevant field.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
6	Manager Tourism, IT & Agriculture	Master(s) degree in project management, Agriculture/ Bachelor / Master in Computer engineering, IT or related field	8 years of experience in Tourism, Agriculture or IT sector preferably in or any other relevant field.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.

Directorate of Projects Policy Special Initiatives (SEZA+EoDB)

Sr. No	Position	Qualification	Experience	Maximum Age	Method of Recruitment
1	Director Projects, Policies, Special Initiative	MS/ Master(s) degree in Business Administration, Project Management, or Policy & Research or any other relevant field.	Minimum 10 years experience of successful and verifiable experience in the relevant fields.	55	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
2	Deputy Director Policies / SEZA/ EODB	MS / Master(s) in Business Administration, Project Management, ACCA, Social Sciences or any other relevant field.	Minimum 08 years of successful and verifiable experience in the relevant fields. Foreign experience of similar post will be preferred.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
3.	Manager SEZA	Master(s) Degree in Business Administration, Public Administration, Public Policy, Social Science / Law, or other relevant subject.	Minimum 08 years of successful and verifiable experience in the relevant fields. Experience of development studies for similar post will be preferred.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
4.	Manager Mapping Regulations	Master(s) Degree in Business Administration, Public Administration, Public Policy, Economics, Statistics or other relevant subject.	Minimum 08 years of successful and verifiable experience in the relevant fields. Foreign experience of similar post will be preferred	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
5.	Research Associates (01)	Master(s) / Graduate degree in PMP, Management Sciences, Social Sciences, statistics,	Minimum 03 years of successful and verifiable post qualification experience in the relevant fields.	40	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.

DIRECTORATE OF BUSINESS FACILITATION / ADMN

Sr. No	Position	Qualification	Experience	Maximum Age	Method of Recruitment
1	Director Business Facilitation/ Admn	MS/ Mater(s) degree in Project Management, Business Administration, public policy, statistics or Bachelor of Engineering or any other relevant field.	Minimum 10 years experience of successful and verifiable experience in the relevant fields.	55	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
2.	Manager IT	Master(s) degree in Computer Engineering, Computer Science, IT or any other relevant field.	Minimum 08 years of successful and verifiable experience in the relevant fields	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
3.	Manager Legal	Master's / Bachelor degree in Corporate Law/ International law, LLB or any other relevant field.	Minimum 08 years of successful and verifiable experience in the relevant fields	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
4.	Assistant Manager / Graphic Designer	Master's Degree in Computer Engineering, Computer Science / IT / Graphic Designing or any other relevant field.	Minimum 05 years of successful and verifiable experience in relevant field with proficiency in primavera /project management tools.	40	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.

DIRECTORATE OF IIR / FINANCE:

Sr. No	Position	Qualification	Experience	Maximum Age	Method of Recruitment
1	Director IIR / Finance	MS / Master(s) degree Business Administration of IIR / Finance, Economics, Chartered Accountant (CA), or any other relevant field.	Minimum 10 years experience of successful and verifiable experience in the relevant fields.	55	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
2	Manager Finance	MBA (Finance), M. Com, CA, ACCA, or any other relevant qualifications.	Minimum 08 years of successful and verifiable experience in the relevant fields.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
3	Manager IIR	MBA (IIR), Social Sciences or any other relevant qualifications.	Minimum 08 years of successful and verifiable experience in the relevant fields.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
4	Assistant Manager Accounts	Master Degree in Finance, accounting, Economics or any other relevant qualification.	Minimum 05 years of successful and verifiable experience in the relevant fields.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
8	PS to VC	Bachelor Degree in English, Business Administration or any other relevant qualification	Minimum 03 years of successful and verifiable experience in the relevant fields.	35	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
9	PS to CEO	Bachelor Degree in English, Business Administration or any other relevant qualification	Minimum 03 years of successful and verifiable experience in the relevant fields	40	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.

10	Computer Operator (02)	Bachelor(s) Degree in Computer Science or any other relevant field.	Minimum 03 years of successful and verifiable experience in relevant field.	40	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
11	Receptionist / Dispatch Rider / Photocopier	Graduation or any other equivalent degree from any recognized institution.	Minimum 2 years of experience in relevant field.	35	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
12	Driver (4)	Preferably Matric	02 years experience of driving LTV in Government / Semi Government or Private Organization	40	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
13	Naib Qasid / Office Boy (03)	Preferably Matric	2 years experience of office work in a reputable organization	40	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
14	Janitorial Staff (03)	Preferably Matric	2 years experience of office work in a reputable organization		By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.

SECRETARY TO THE BOARD

Sr. No	Position	Qualification	Experience	Maximum Age	Method of Recruitment
1	Coordination Secretary to the Board	LL.B, MBA, CA or Master degree in social sciences or any other relevant qualification	Minimum 08 years of successful and verifiable experience in the relevant fields.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.

2.	Internal Auditor	ACCA, CA, CIA, Master degree in Accounts and Audits or relevant degree.	Minimum 08 years of successful and verifiable experience in the relevant fields.	45	By initial recruitment. Moreover, adjustment amongst existing staff if available subject to relevant qualification and experience with additional marks in overall ranking.
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Annex-E**A. Criteria for Appointment of officers of KP-BOIT of Pay Group 3,4,5,6.**

The Scrutiny / Short-listing Committee will evaluate the received applications in case of appointment of KP-BOIT Officers in Pay Groups 3,4,5&6 on the basis of academic record and professional experience as per advertisement criteria and will prepare list of eligible candidates. The same list of shortlisted eligible candidates will then be recommended to the HR Committee for conducting interviews and selection of the candidates as per below criteria.

	Total Marks	RATING SCALE (Circle One)					POINT SCORE
Educational and Professional Qualification	10	2	4	6	8	10	
Prior Work experience	10	2	4	6	8	10	
Technical and Professional Knowledge	15	3	6	9	12	15	
Communication Skills	10	2	4	6	8	10	
Appearance and Personality	05	1	2	3	4	5	
Total Marks	50	Total Marks obtained					

RATING SCALE

45 & Above	36 - 44	30 - 35	25 - 29	Below 25
Excellent	Good	Above average	Average	Unsatisfactory

INTERVIEWER'S COMMENTS & MARKS:

Interviewer Signature

B. PROCEDURE FOR MARKING IN THE INTERVIEW:

Member of the IIR committee shall record their marking independently. After interview the final grade of candidate based on the assessment of the Members shall be determined on the basis of average by aggregating the marks awarded by each member.

The candidate who secure highest marks will be recommended to the Board for recruitment.

CRITERIA OF SELECTION FOR INITIAL RECRUITMENT**TO POSTS IN PAY GROUP-1&2****Criteria of Selection for initial recruitment:-**

For post in Pay Group 1&2- The criteria shall be adopted by the committee for selection of suitable candidates for appointment against the post in Pay Group-1&2, keeping in view the qualification, age limit etc prescribed in the recruitment regulations **annexure D**.

In cases where technical qualifications (like Diploma or Certificate) are also prescribed after the basic qualifications for the posts in Pay Group 2, in such cases 70 marks for comparative grading shall be distributed as below:-

Basic qualification like SSC, Intermediate or Graduation as may be provided in the Regulations:-	40
i. Additional Technical qualifications:-	30
ii. Interview Marks	30
Total marks-	100

Note:-If not specifically provided otherwise in the relevant Service Rules/experience will mean in the line and only that experience shall be considered which has been acquired after the acquisition of minimum qualifications prescribed for the post.

Annex G**PERFORMANCE MANAGEMENT SYSTEM (PMS) FORM**

1. Type of Review	a. Probationary <input type="checkbox"/>	b. Annual <input type="checkbox"/>	c. Re-appraisal <input type="checkbox"/>
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2. Employee (Appraisee) Information

a. Employee Name:		b. Designation:	
c. Department		d. Group:	
e. Joining Date:		f. Contact Type:	
g. Qualification:		h. Contract End Date	
i. Total Tenure:		j. Benefits/ Privileges	
k. Evaluation period:	From: _____ Month/ Year To: _____ Month / Year		

3. Responsibilities and attributes Evaluation during the Period (Please use separate sheets if required)

Evaluation	A+: Outstanding (5 Marks) A: Exceeds Expectations (4 Marks)
Grades	B+: Meets Expectations (3 Marks) B: Needs Improvements (2 Marks)
Categories	C: Unsatisfactory (1 Mark)

a. Professional Attributes (Please use whichever is applicable) 40% Weightage

Attributes	Grade	Attributes	Grade
1. Quality of Work		2. Job Knowledge and Skills	
3. Initiative & Motivational Skills		4. Collaboration skills & Team Work	
5. Interpersonal & Communication Skills		6. Ability to meet established goals & Deadlines	
7. Relation with Investors (in case of officer where concerned)		8. Decision Making (in case of Officer)	
7. General Conduct / Discipline		8. Ability to work under pressure	
9. Punctuality		10. Dependability	

b. Summary of Performance (Please use separate sheets if required) 60% Weightage

Sr.	Key Responsibilities	Achievements	Grade
1.			
2.			
3.			
4.			
5.			

c. Special Task undertaken or Commendations obtained by the Appraisee during the Period

d. Overall Performance Evaluation Grade Averaged

A+: _____ A: _____ B+: _____ B: _____ C: _____	Appraiser's Initial
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4. Areas for Improvement / Training / Capacity Building (Please use separate sheets if required)

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5.

S. No	Type of Extension	Remarks
1.	6 Months	
2.	1-3 Years	
3.	No Extension	

6. Appraiser / Supervisor Comments / Recommendations (Please use separate sheet if required)

<div style="display: flex; justify-content: space-between;"> <div>Date:</div> <div>Signature:</div> </div>

7. Next Level Reviewing Person - Head of Department or Organization (Please use separate sheet if required)

<div style="display: flex; justify-content: space-between;"> <div>Date:</div> <div>Signature:</div> <div>Head of Deptt / Organization</div> </div>

GOVERNMENT OF KHYBER PAKHTUNKHWA

Annex-H

BOARD OF INVESTMENT AND TRADE
DELEGATION OF FINANCIAL POWERS

Sr. No.	Nature of work / expenditure	Board.	CEO	Director Finance	Remarks
1.	Approval for creation of Posts	Full Powers	-----	-----	
2.	Abolition of posts	Full Powers	-----	-----	
3.	Re-appropriation from one head to another	Full Powers	0.500mn	-----	Proposal will be scrutinized by Finance Committee prior to its placement before the Board.
4.	Re-appropriation from one minor appropriation to Another	-----	Full Powers	-----	Proposal will be scrutinized by the Finance Committee prior to its approval by the Vice Chairman.
5.	Grant of Administrative Approval to Development work	-----	Full Powers	-----	Developmental Schemes will be approved by the Govt. at appropriate forum DDWP/PDWP/CDWP etc. as the case may be
6.	Admin. Approval for M&R work	-----	Full Powers	-----	According to the procedure for works expenditure
7.	Power to sell/declare surplus or un-serviceable store and stock by auction	Full powers	0.500	-----	
8.	Sanction of Telephone A-Office B- Residential	-----	Full Powers	-----	Govt. policy regarding sanction of telephones and ceiling shall be followed.
9.	Purchase or replacement of vehicles.	Full powers	-----	-----	Subject to availability of funds in the budget and completion of all required codal formalities
10.	Procurement of furniture /machinery and equipments.	Full Powers.	0.500	-----	Subject to availability of funds in the budget and completion of all required codal formalities

11.	Incurrence of expenditure on air ticketing/Railway fares within the country and abroad.	Full Powers.	0.500		Subject of availability of funds in the budget and subsequent approval by the Board of Directors.
12.	Repair of vehicle/Furniture/machinery and equipment.	---	Full Powers	---	Subject of availability of funds in the budget and completion of codal formalities.
13.	Purchase of petrol and lubricant	-----	Full powers	-----	Subject to limit notified by the Board.
14.	Purchase of periodical and news papers	-----	Full Powers	-----	Subject to the criteria determined by the Govt. from time to time
15.	Purchase of books, maps.	---	Full Powers	-----	Subject to the scale may be prescribed by the Board.
16.	Electricity, water charges and taxes, sui gas/telephone.	---	Full Powers	DF upto 10,000	Subject to availability of funds and utility bills
17.	Postal charges	---	Full Powers	DF upto 10,000	Subject to budgetary provision
18.	Printing Charges	-----	Full Powers	DF upto 10,000	Subject to budgetary provision
19.	Expenditure on binding work	---	Full powers	---	Subject to budgetary provision
20.	Law charges	Full Powers	0.500mn	-----	Subject to budgetary provision
21.	Entertainment charges including lunch/dinner/Hi-tea in the honour of foreign / national /internal delegates & meetings.	---	Full Powers	-----	Subject to availability of funds in the budget
22.	Advertisement Charges	---	Full Powers	-----	Subject to budgetary provision.
23.	Grant of performance based honorarium	Full powers	Upto 0.100mn	-----	Subject to justifiable reasons and availability of funds
24.	Relaxation of prescribed time limit for submission of T.A Bills i) If no TA advance is taken ii) where T.A advance is drawn	Beyond Three Years	Upto six (06) Months	-----	Subject to fulfillment of all codal formalities

25.	Grant of earned leave/ extra-ordinary leave w/out pay to Employees	-----	Full Powers	-----	Subject to availability of leave in the leave account of the employee concerned
26.	Grant of study Leave	Full Powers	----	----	Subject to fulfillment of all legal requirements and to the maximum limit of two years with half pay. The leave regulations shall be followed in letter and spirit
27.	Authorization of the payment of dues of a deceased officer / official to the member of his family dispensing with the production of succession or Guardian certificate.	----	Full Powers	-----	Subject to the production of indemnity bond or provided the amount of balance outstanding to the credit of employee is to the extent of Rs. 5000 and the amount is paid in accordance with the provision of rules on the subject.
28.	Condonation of interruption in Service	Full powers	One Year	-----	As per Govt. policy
29.	Sanction of conveyance charges	----	Full powers	DF upto 10,000	-----
30.	Sanction to re-imburse medical Charges	Full powers	0.100mn	-----	Subject to availability of funds and completion of codal formalities
31.	Hiring of services security, cleaning maintenance etc	-----	Full Powers	-----	Subject to completion of all codal formalities
32.	Holding symposium /Seminars/ Exhibitions.	Full Powers	0.100mn	----	Subject to availability of funds in the budget and subsequent approval by the Board of Directors as well as per Govt. Policy.
33.	Procurement of gifts, logos, shields etc. for foreign /national / international delegates	-----	0.200mn	----	Subject to availability of funds in the budget and subsequent approval by the Board of Directors.
34.	Publication of Investment guides/brochures/ Booklets	-----	0.500mn	-----	Subject to availability of funds in the budget and completion of codal formalities
35.	Insurance of vehicles/fixtures etc	-----	Full Powers	----	Subject to availability of funds in the budget and completion of codal formalities
36.	Consultancy Charges	Full Powers	1.00mn	-----	Subject to availability of funds in the budget and completion of codal formalities