

The Gazette



of Pakistan

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

ISLAMABAD, SATURDAY, DECEMBER 4, 2021

PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN
HOUSING AND WORKS DIVISION
(Federal Government Employees Housing Authority)

NOTIFICATION

Islamabad, the 1st December, 2021

S. R. O. 1575(I)/2021.—In exercise of the powers conferred by section 26 of the Federal Government Employees Housing Authority Act, 2020 (IV of 2020), the Executive Board of the Federal Government Employees Housing Authority is pleased to make the following regulations, namely:—

1. **Short title, application and commencement.**—These regulations shall be called the Federal Government Employees Housing Authority's Employees (Service) Regulations, 2020.

(2) These regulations shall, unless specified otherwise, apply to all employees in the whole time employment of the Federal Government Employees Housing Authority, except persons appointed on contract, *ad hoc*, contingent paid, daily wages or work-charged basis.

(2625)

Price: Rs. 40.00

(3) These regulations shall come into force at once.

2. **Definitions.**— (1) In these regulations, unless there is anything repugnant in the subject or context,—

- (a) “Act” means the Federal Government Employees Housing Authority Act, 2020 (IV of 2020);
- (b) “Appellate Authority” means a person or authority to whom appeal lies under these regulations;
- (c) “appointment by promotion” means appointment of an employee made by the appropriate appointing authority on recommendation of the appropriate promotion and selection committee to a post reserved for the time being for promotion in accordance with these regulations and the roster maintained for this purpose;
- (d) “appointment by transfer” means appointment of a person made by the appropriate appointing authority, on recommendation of the appropriate promotion and selection committee, from amongst persons holding appointment on a regular basis in posts in the same basic pay scale or equivalent to or identical with the post to be filled for the time being reserved for such appointment by transfer in accordance with these regulations and the roster maintained for this purpose;
- (e) “appointing authority” means the Executive Board or a person or an authority authorized by these regulations to make appointment to a post on recommendation of the appropriate promotion and selection committee;
- (f) “authority” means the appointing authority prescribed in these regulations competent to impose major penalty on an employee;
- (g) “authorized officer” means an officer appointed by the authority to perform functions of an authorized officer, including to impose minor penalty on an employee, in disciplinary cases under these regulations and where no such officer is appointed; (means the authority);
- (h) “contract employee” means an employee appointed on contract for a specific period under these regulations;
- (i) “deputationist” means a person who is appointed to a post for a specific period by the Authority on such terms and conditions

mutually agreed upon by the Authority and the lending department in accordance with the prescribed policy for such deputation of civil servants of the Federal Government;

- (j) "duty" includes time spent on—
- (i) work assigned by the Authority;
 - (ii) time spent on authorized tour and leave except extra-ordinary leave (EOL);
 - (iii) any extra work to be performed, under the orders of, or with the permission of the appropriate authority;
 - (iv) joining time on transfer;
 - (v) period of training undertaken with prior approval of the appropriate authority in or outside Pakistan as an employee of the Authority and its regional offices;
 - (vi) compulsory waiting for posting; and
 - (vii) attending obligatory departmental examination;
- (k) "employee" means a person who is in the whole time employment of the Authority, but does not include a person who is —
- (i) on deputation to the Authority;
 - (ii) employed on contract, *ad hoc*, work-charged or daily wages basis or who is paid from contingencies;
 - (iii) a "worker" or "workman" as defined in the Factories Act, 1934 (XXV of 1934) or the Workmen's Compensation Act, 1923 (XIII of 1923);
- (l) "headquarters" means the headquarters of the infrastructure, offices including employees of the Federal Government Employees Housing Authority located at Islamabad;
- (m) "initial appointment" means appointment made otherwise than by promotion or transfer;
- (n) "misconduct" means—

- (i) any conduct prejudicial to good order of service or discipline of the Authority;
 - (ii) acts of negligence or inordinate delay in performance of duties;
 - (iii) monetary or financial corruption or any un-lawful gain;
 - (iv) disorderly behavior or undue interference;
 - (v) by a competent court of law, conviction for a criminal offence involving moral turpitude;
 - (vi) willful performance or an act detrimental to the interest of the Authority;
 - (vii) breach or evasion of rules, regulations, legitimate orders or instructions of the Authority;
 - (viii) irregular or late attendance of office or duty;
 - (ix) willful tampering with, theft of or destruction of any record, documents or property of the Authority; and
 - (x) disclosure of any fact or record to un-authorized person, department or authority about working of the Authority prejudicial to the interest of the Authority;
- (o) "pay" shall have the same meaning as assigned thereto in the Civil Servants Act, 1973 (LXXI of 1973);
- (p) "pay scales" means the pay scales prescribed under these regulations;
- (q) "penalty" means a penalty specified under these regulations;
- (r) "post" means a post specified in column (2) of the Schedule-(II);
- (s) "promotion and selection committee" means a committee constituted under these regulations for initial appointment, promotion and transfer to various posts; and
- (t) "Schedule" means a schedule to these regulations.

(2) All other words, terms and expressions used but not defined herein shall have the same meanings as are assigned thereto under the Act and, failing that, as are assigned thereto in the Civil Servants Act, 1973 (LXXI of 1973) and the rules made thereunder.

3. **Appointment.**—Appointment to a post shall be made by one or more of the following methods, namely:-

- (a) by initial appointment; or
- (b) by promotion; or
- (c) by transfer.

4. **Appointing authority and promotion and selection committees.**—

(1) The authority or person specified in column (3) of the Table below shall be appointing authority competent to make appointment to a post specified in column (II) of that Table, namely:-

TABLE

S. No.	Posts in BPS	Appointing authority
(1)	(2)	(3)
1.	19 and above	Executive Board
2.	17 and 18	Director General of the Authority
3.	1 to 16	Director General of the Authority

(2) The following shall be various promotion and selection committees specified in columns (2) and (3) of the Table below to recommend persons to the appointing authority for appointment to the posts in the BPS specified in column (1) of that Table, namely:-

TABLE

Posts in BPS	Selection and promotion committees	Appointing authority
(1)	(2)	(3)
BPS-20 and above	(a) Secretary M/o H &W (b) Additional Secretary M/o H &W (c) Director General, FGEHA (d) Director General Pak PWD (e) Joint Engineering Advisor, M/o H &W (f) Representative of PEC (g) Representative of NESPAK	Chairman Member Member/ Secretary Co-opted Member Co-opted Member Co-opted Member Co-opted Member
BS-17 to BS-19 for Technical and Planning posts	(a) Additional Secretary / Joint Secretary (H & W) - (b) Managing Director PHA - (c) Director General, FGEHA - (d) Director Technical, FGEHA Co-opted Member (For Technical posts only)	Chairman Member Member (i). Director General of FGEHA for the posts of BS-18 & BS-17.

Posts in BPS	Selection and promotion committees	Appointing authority
	(e) Director E/M, FGEHA Co-opted (f) Director Planning, FGEHA Co-opted Member (For Planning posts only)	(ii). Executive Board of FGEHA for the posts of BS-19 and above.
BS-17 to BS-19 for General posts	(a) Additional Secretary / Joint Secretary (H &W) - (b) Managing Director PHA - (c) Director General, FGEHA -	(i). Director General of FGEHA for the posts of BS-18 & BS-17. (ii). Executive Board of FGEHA for the posts of BS-19 and above.
BS-11 to BS-16 for posts in General Cadre	(a) Director Law (b) Director of the concerned Wing, FGEHA (c) Director Admn, FGEHA	Chairperson Member Member-cum-Secretary/ Chairperson Member Member-cum-Secretary
BS-11 to BS-16 for posts for DC Lac Office	(a) Director Law, FGEHA (b) DC LAC, FGEHA (c) Director Land, FGEHA (d) Director Admn, FGEHA	Chairperson Member Member Co-opted Member
BS-11 to BS-16 for posts for Technical / Planning wings	(a) Director Law, FGEHA (b) Director Technical, FGEHA (c) Director Planning, FGEHA (d) Director Admn, FGEHA	Chairperson Member Member Co-opted Member
BS-10 and below posts in General Cadre	(a) Director Staff, FGEHA (b) Director Admn, FGEHA (c) Deputy Director HR, FGEHA	Chairman Member Member-cum-Secretary
For Posts of Drivers and Dispatch Riders	(a) Director Staff, FGEHA (b) Director Admn, FGEHA (c) Assistant Director CS, FGEHA	Chairman Member Member-cum-Secretary
Technical Project Posts from PPS-07 to PPS-09	(a) Chief Engineer - (b) Managing Director PHA - (c) Director Technical FGEHA, FGEHA - (d) Director Admn, FGEHA -	Chairperson Member Member Co-opted Member
Posts from PPS-06 to PPS-05 (Technical Posts) whereas for General Posts Director Admin will be the member instead of Director Technical	(a) Chief Engineer, FGEHA - (b) Director Technical, FGEHA - (c) Director Staff, FGEHA - (d) Deputy Director E/M, FGEHA -	Chairperson Member Member-cum-Secretary Co-opted Member for E/M posts only.

5. **Method of appointment.**— (1) The method of appointment, qualifications and other conditions for appointment to various posts shall be as specified in the Schedule (II).

(2) Appointment to a post shall be made by the appointing authority on recommendation of the appropriate promotion and selection committee.

6. **Initial appointment.**— (1) Initial appointment to a post shall be made from amongst the persons who fulfill the conditions for such appointment specified against the post in the Schedule.

(2) Subject to sub-regulation (1), no person shall be appointed to a post unless—

- (a) he is a citizen of Pakistan and is not less than eighteen years of age at the time of his appointment:

Provided that a foreign national may be appointed to a post with prior approval of Federal Government where employment of such person is absolutely essential for enhancement of academic or technological abilities of the Authority;

- (b) his spouse is not a foreign national:

Provided that the condition of foreign national spouse may be relaxed with prior approval of the Federal Government where employment of such person is absolutely essential for enhancement of academic or technological abilities of the Authority;

- (c) he has not been by a competent court of law convicted for an offense of moral turpitude;
- (d) he has not been, by a competent court of law, declared as undischarged insolvent or his application for this purpose is not pending adjudication;
- (e) he has not been, by a competent court of law, declared insane or of un-sound mind;
- (f) he has not been dismissed or compulsorily retired from service of the Federation, a provincial Government, a constitutional body, a statutory body or an autonomous body under control of such Governments;
- (g) he does not suffer from any disease which renders him unsuitable for service as certified by the appropriate medical authorities; and
- (h) he does not have such character and antecedents which render him unfit for service as verified by the local police and intelligence agencies, provided that such verification shall be made by the Authority after the candidate joins the post.

7. **Appointment by promotion.**— (1) No employee shall be appointed by promotion to a post for the time being reserved for such promotion

in accordance with the roster maintained for this purpose unless he fulfils the conditions for such promotion as specified against the post in the Schedule-(III).

(2) Subject to sub-regulation (1), the promotion of employees in BPS-18 and above shall be further subject to fulfillment of the conditions as provided for in the Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019.

(3) The criteria of mandatory training required for promotion of a civil servant in BPS-17 and above of the Federal Government shall apply to the employees for their promotion to higher posts.

(4) The posts in BPS-18 and below shall be non-selection posts, promotion to which shall be made on the basis of seniority-*cum*-fitness.

(5) The posts in BPS-19 and above shall be selection posts, promotion to which shall be made on the basis of selection on merit.

(6) The promotion and selection committee shall consider the case of eligible employees for promotion to higher posts in accordance with the criteria specified in the Schedule-(III).

(7) An employee who is superseded shall not be considered for promotion again unless he has earned one more confidential report for a full year.

(8) An employee whose case is deferred shall be considered for promotion when the reason for his deferment ceases to exist.

8. Appointment by transfer and deputation.— (1) Where no suitable person is available for initial appointment to a post after advertising the vacancy in the newspapers and the appointing authority considers it expedient in the interest of the Authority to fill the post urgently, appointment by transfer may be made by the appropriate appointing authority from amongst civil servants of the Federal Government, a Provincial Government or servants of a constitutional body, statutory body, or other autonomous body under control of such Governments holding posts in the basic pay scale or equivalent to the post required to be filled in and after such civil servants or other servants fulfill the conditions of initial appointment to such post specified in the schedule-(II) except the age limit.

(2) Appointment by transfer under sub-regulation (1) shall be on deputation for an initial period of three years extendable further for a period not exceeding two years and such appointment shall only be made with mutual consent of both the lending and borrowing departments and such deputationist shall be entitled to the benefits of the post to which he is appointed in addition to

the deputation allowance as is admissible for such persons on deputation to civil posts of the Federation.

(3) An employee may be deputed or his services may be lent to any ministry, division or department of the Federal Government or a Provincial Government or a constitutional body or such other statutory body or department on such terms and conditions as may be mutually agreed between the Authority and the borrowing organization.

(4) A person on deputation to the Authority shall be entitled to pension contribution to be paid by the Authority in respect of his post and for the period he remains on deputation to the Authority and consequently an employee on deputation to a foreign service shall be entitled to pension contribution to be paid by the borrowing organization in respect of his post and for the period he remains on deputation there.

(5) A person on deputation to the Authority shall be required to subscribe contribution to his general provident fund or, as the case may be, contributory provident fund which shall be credited to his account maintained by the lending organization and consequently an employee on deputation to a foreign service shall be required to subscribe contribution to his contributory provident fund which shall be credited to his account maintained by the Authority.

(6) The leave earned by a person on deputation to the Authority and the leave earned by an employee on deputation to foreign service, which has not been availed, shall be credited to their respective leave accounts maintained by the lending and borrowing organizations respectively.

9. **Vacancies to be advertised.**—The initial appointment to a post on regular or contract basis shall be made through open advertisement in the press.

10. **Merit and provincial quotas.**—(1) Vacancies in the posts of the under mentioned pay scales shall be filled on all Pakistan basis in accordance with the merit, provincial and regional (women, minorities and disabled, etc.) quotas prescribed by the Federal Government from time to time, namely:-

- (a) BPS-16 and above and equivalent; and
- (b) BPS-3 to 15 and equivalent in offices, which serve the whole of Pakistan:

Provided that if no suitable person holding the domicile of the province or region to which a vacancy has been earmarked and fulfilling the prescribed

qualifications is found even after the vacancy has been advertised twice, the appointing authority may fill up the vacancy on open merit on contract, initially for a period of one year and if no suitable candidate is found within this period, the contract appointment may be extended for another one year in the public interest or till availability of suitable candidate:

Provided further that where the post is reserved for promotion and no suitable person is available for promotion to such post, the appointing authority may fill up the vacancy on open merit on contract, initially for a period of one year and if no suitable person is found within this period, the contract appointment may be extended for another one year in the public interest or till availability of suitable person.

(2) Vacancies in the posts in BPS-3 to 15 and equivalent in offices which serve only a particular province or region shall be filled by appointment of persons domiciled in the Province or region concerned.

(3) Vacancies in BPS-1 and 2 and equivalent shall ordinarily be filled on local basis or according to the amendments made by Establishment Division on time to time basis.

11. **Certificate of good conduct.**—(1) No person who is not already in the service of the Federal Government or a Provincial Government shall be considered for appointment unless he produces a certificate of his good moral character issued by an officer in BPS-17 or above in the service of the Federal Government or a Provincial Government.

(2) Character and antecedents of a candidate for appointment to a post shall be verified and the appointment shall be made only if in the opinion of the appointing authority his character and antecedents are satisfactory:

Provided that verification of character and antecedents shall not be required in respect of a person who is already in service of the Authority or holding a post under the Federal Government or a Provincial Government and whose character and antecedents have already been verified and found satisfactory.

12. **Medical fitness.**—A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere in the discharge of his duties. A candidate who after such medical examination as has been prescribed for employees of the Authority is found not to satisfy the requirements shall not be appointed. This provision shall not be applicable in case of posts reserved for disabled persons whose disability does not interfere in the discharge of his duties on the post to which he is appointed.

13. **Date of birth.**— A candidate for initial appointment to a post must be within the age-limit as laid down for the post in the schedule-(II):

Provided that the date of birth once recorded at the time of joining service shall be final and thereafter no alteration in the date of birth of an employee shall be permissible.

14. **Probation.**— (1) Persons appointed to a post by initial appointment, promotion and transfer shall be on probation for a period of one year. The period of probation may be curtailed for good and sufficient reasons to be recorded or it may, prior to completion of the initial period of one year, be extended for a period not exceeding one year as may be specified at the time of appointment.

(2) On successful completion of probation period, the appointing authority shall by specific order terminate the probation.

(3) If no order is made under sub-regulation (2), the period of probation shall be deemed to have been terminated.

15. **Appointment on contract.**— Appointment to a post on contract shall be made on the terms and conditions decided by the Executive Board.

16. **Appointment on acting charge basis.**— (1) Where the appointing authority considers it to be in the public interest to fill a post reserved under these regulations for promotion and the most senior employee belonging to the cadre concerned who is otherwise eligible for promotion does not possess the specified length of service, the appointing authority may appoint him to that post on acting charge basis.

(2) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made.

(3) Appointment on acting charge basis shall be made on recommendation of the appropriate promotion and selection committee.

(4) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority.

(5) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.

17. **Additional charge.**—(1) Additional charge of a vacant post may be granted to an officer of the same or identical post in addition to his own duties with approval of the appointing authority.

(2) Additional charge appointment shall not ordinarily be made for a period of less than one month and more than three months extendable for a period of another three months.

18. **Current charge.**—Current charge appointment to a post shall be made with approval of the appointing authority on following conditions:-

- (a) the arrangement should not be made of a period less than one month and should not exceed three months, however, it may be extended by another three months; and
- (b) in making current charge arrangement, the senior most employee available in the Authority and present at the place where the vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be considered.

19. **Seniority on initial appointment.**—(1) Persons initially appointed on recommendations of the promotion and selection committee through an earlier open advertisement shall be senior to those appointed through a subsequent open advertisement.

(2) If two or more persons are recommended in the same open advertisement by the promotion and selection committee their *inter-se*-seniority shall be determined in order of merit assigned by the promotion and selection committee.

(3) If only one candidate is recommended in open advertisement by the promotion and selection committee, his seniority shall be reckoned from the date of—

- (a) recommendation by the promotion and selection committee, if he was already holding the same post in any capacity other than regular basis; and
- (b) his joining the post after being recommended by the promotion and selection committee if he was not already holding the same post.

20. **Seniority on promotion.**—Seniority in a cadre or post to which an employee is promoted shall take effect from the date of regular promotion to that cadre or post, provided that—

- (a) employees selected for promotion to higher posts on an earlier date shall be senior to those selected for such promotion on a later date;

- (b) employees selected for promotion to higher posts in one batch shall on their promotion to the higher post, retain their *inter-se*-seniority as in the lower post; and
- (c) employees eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond their control or whose cases were deferred while their juniors were promoted to the higher post, shall on promotion without supersession take their seniority with the original batch.

21. **Seniority on appointment by transfer.**—Seniority in a cadre or post to which an employee is appointed by transfer shall take effect from the date of regular appointment to the cadre or post in the Authority, provided that persons belonging to—

- (a) the same cadre or post selected for appointment by transfer to a cadre or post in one batch shall, on their appointment, take *inter-se*-seniority in the order of their date of regular appointment in their previous cadre or post and, where such date is the same, the person older in age shall rank senior; and
- (b) different cadres or posts selected for appointment by transfer in one batch shall take their *inter-se*-seniority in the order of the date of their regular appointment to the cadre or post which they were holding before such appointment and, where such date is the same, the person older in age shall rank senior.

22. **Time scale promotion.**—(1) Where an employee has never been promoted to a post in the Authority and the post held by him is not a feeding post for promotion to a higher post in accordance with the Schedule-(II) and provisions of these regulations, such employee, who does not have any adverse record of service, shall be entitled to a time scale promotion to next higher basic pay scale after a span of every ten years and on such grant of time scale promotion the employee shall be entitled to fixation of his pay in accordance with the fixation of pay as in cases of promotion OR any employee who has already availed the promotions in various cadres except time scale promotion but has no chance of further promotions till the age of superannuation due to non-availability of further line of promotion in his/her cadre, and he/she fulfills the criteria for next scale promotion on the basis of his accumulative length of service for the next scale and having the minimum 25 years of length of service in this organization may be granted next higher scale on the same post on one time basis only and his/her pay fixation is accordance with the pay fixation rules applicable in the promotion cases.

(2) The time-scale promotion under sub-regulation (1) shall not be made except with approval of the appropriate appointing authority and on recommendation of the appropriate promotion and selection committee.

23. **Posting and transfer.**—An employee shall be liable to serve in any office of the Authority in any equivalent or higher post.

24. **Casual leave.**—The employees shall be entitled to twenty casual leave during the calendar year which shall not be carried forward on expiry of a calendar year.

25. **Authorities to sanction casual leave.**—Casual leave to employees may be granted by the immediate officer of the employee concerned.

26. **Termination of service.**—(1) The service of an employee shall be terminated by the appointing authority on the following grounds, namely:—

- (a) during the initial or extended period of probation provided that where the employee is appointed by promotion on probation or is transferred from one post to another post his services shall not be terminated but he shall be reverted to the post held by him on regular basis from which he was promoted or was transferred; or
- (b) where on the abolition of a post or reduction in the number of posts the service of an employee is required to be terminated, the person whose service is terminated shall ordinarily be the one who is the most junior in such cadre.

(2) The service of a person, other than an employee, shall where he was appointed on—

- (a) contract basis, be terminated in accordance with the terms and conditions of his contract;
- (b) *ad-hoc* basis, be terminated on completion of period of his *ad-hoc* appointment or fourteen days' notice or payment or forfeiture of his pay for the period falling short of such notice period; and
- (c) contingent paid, daily wages basis or work-charged basis, be terminated without any notice.

27. **Reversion to lower post.**—An employee appointed to a higher post on temporary or officiating basis shall be liable to reversion to his lower post if the vacancy in which he has been so appointed has ceased to exist.

28. **Retirement.**— (1) An employee shall retire from service—

- (a) on such date after he has completed twenty years of service qualifying for pension or other retirement benefits as the appointing authority may in public interest direct;
- (b) where no direction is given under clause (a), on completion of the sixtieth year of his age; and

- (c) on exercising option for such retirement on completion of twenty-five years service qualifying for pension or other retirement benefits and such option is accepted by the appointing authority.

(2) No direction under clause (a) of sub-regulation (1) shall be made unless the employee has been informed in writing of the grounds on which it is proposed to make the direction and has been given a reasonable opportunity of showing cause against such direction.

(3) For the purpose of passing directions under clause (a) of sub-regulation (1), the procedure and rules applicable to a civil servant of the Federal Government having the same rank and status shall be applicable.

29. **Resignation.**— (1) An employee may at any time resign from service of the Authority by writing with prior fourteen days notice under his hand addressed to the appointing authority or payment or forfeiture of his pay for the period falling short of such notice period.

(2) Where an employee tenders, under sub-regulation (1), his resignation from service and withdraws it before it is accepted by the appointing authority or having been accepted but before it becomes effective *i.e.* before the employee concerned is relieved or relinquishes charge of his post, the resignation shall be deemed to have been withdrawn.

30. **Efficiency, discipline and conduct.**— (1) Where an employee, in opinion of the authority, is—

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

engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person and his retention in service is prejudicial to national security,

the authority or, as the case may be, authorized officer may impose on him one or more penalties.

(2) The following procedure shall be observed when an employee of the Authority is proceeded against under sub-regulation (1), namely:—

- (a) the authorized officer may require him to proceed on leave or with the approval of the authority suspend him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months;
- (b) the authorized officer shall decide whether in light of facts of the case or the interests of justice an inquiry should be conducted through an inquiry officer or inquiry committee. If he so decides, he shall by order in writing appoint the inquiry officer or, as the case may be, inquiry committee and the procedure of inquiry shall apply;
- (c) if the authorized officer decides that it is not necessary to have an inquiry conducted through an inquiry officer or inquiry committee, he shall—
 - (i) by show cause notice inform the accused of the action proposed to be taken against him and the grounds of the action; and
 - (ii) give him a reasonable opportunity of showing cause against that action;
- (d) on receipt of the report of the inquiry officer or inquiry committee or, where no such officer or committee is appointed, on receipt of explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along with the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the inquiry officer or inquiry committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

31. **Penalties.**—(1) The following are the minor and major penalties, namely:—

(a) Minor penalties shall be as follows, namely:—

(i) censure;

(ii) withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the regulations or orders pertaining to the service or post;

(iii) recovery from pay of the whole or any part of any pecuniary loss caused to the Authority or Government by negligence or breach of orders;

(b) Major penalties shall be as follows, namely:—

(i) reduction to a lower post or time-scale, or to a lower stage in a time-scale;

(ii) compulsory retirement;

(iii) removal from service; and

(iv) dismissal from service.

(2) The penalty of removal from service does not, but dismissal from service does, disqualify for future employment.

(3) The penalty of removal or dismissal from service does not include the discharge of a person,—

(a) appointed on probation; during the period of probation or in accordance with the probation or training regulations applicable to him; or

(b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or

(c) engaged under a contract, in accordance with the terms of the contract.

32. **Procedure for inquiry.**—(1) Where an inquiry officer or inquiry committee is appointed, the authorized officer shall—

- (a) frame charges and communicate to the accused, together with statement of the allegations explaining the charges and of any other relevant circumstances which are proposed to be taken into consideration;
- (b) require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charges have been communicated to him, to put before the inquiry officer or, as the case may be, inquiry committee in a written defence and to state at the same time whether he desires to be heard in person.
- (2) The inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charges or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witness produced against him.
- (3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case from day-to-day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons thereof shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.
- (4) 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 administer a warning and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.
- (5) The inquiry officer or the committee, as the case may be, shall conclude the inquiry as soon as possible but not exceeding thirty days or such longer period as may be allowed by the authorized officer and shall within seven days of conclusion of the inquiry submit his or its findings and the grounds thereof to the authorized officer.
- (6) The authority may call for the record of any case pending before, or disposed of by, the authorized officer and pass such order in relation thereto as it may deem fit.
- (7) No order under sub-regulation (6) adverse to the interest of the accused shall be passed unless the authorized officer has informed him in writing of the grounds on which it is proposed to make the order and has been given an opportunity of showing cause against it, including an opportunity of personal

hearing if requested by the accused or is otherwise necessary in the interest of justice.

(8) No opportunity under sub-regulation (7) shall be given where the authority, for reasons to be recorded in writing, is satisfied that in the interest of security of Pakistan or any part thereof it is not expedient to give such an opportunity.

33. Powers of inquiry officer and inquiry committee.—(1) For the purpose of an inquiry under these regulations, the inquiry officer and the inquiry committee shall have the powers of a civil court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following matters, namely:—

- (a) summoning and enforcing attendance of any person and examining him on oath;
- (b) requiring discovery and production of documents;
- (c) receiving evidence on affidavits; and
- (d) issuing commissions for examination of witnesses or documents.

(2) The proceedings under these regulations shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

34. Action in respect of employee required to proceed on leave.—If an employee proceeding on leave in pursuance of an order under clause (a) of sub-regulation (2) of regulation 30 is not dismissed, removed from service, reduced in rank or compulsorily retired, he shall be required to rejoin duty and the period of such leave shall be treated as duty on full pay.

35. Procedure of inquiry against employees on deputation.—(1) When an employee of the Authority is on deputation outside the Authority and the borrowing department wants to initiate disciplinary proceedings against such employee under these regulations, the borrowing department shall forward to the Authority a report with supporting documents, on the basis of which disciplinary proceedings are proposed, and if considered necessary, it may with approval of the Authority place him under suspension or send him on forced leave. On receipt of report from the borrowing department, the Authority shall take action as prescribed by these regulations.

(2) Where a person is on deputation to the Authority and it is proposed by the Authority to initiate disciplinary proceedings against such deputationist, the procedure under sub-regulation (1) shall *mutatis mutandis*.

36. **Appeal.**—(1) Every employee shall be entitled to appeal to the appellate authority from an order passed by an authority or, as the case may be, an authorized officer imposing upon him any penalty.

(2) Every employee shall be entitled to appeal to the appellate authority from an order which—

- (a) alters to his disadvantage his conditions of service, pay, allowances, pension or retirement benefits;
- (b) interprets to his disadvantage the provisions of any rules, regulations, instructions whereby his conditions of service, pay, allowances, pension or retirement benefits are regulated;
- (c) reduces or withholds the pension or retirement benefits admissible to him under these regulations; or
- (d) terminates his employment or gives notice of such termination otherwise than—
 - (i) on his attaining the age of superannuation; or
 - (ii) in accordance with the provisions of these regulations or such other rules, regulations and instructions applicable to him.

(3) No appeal or review shall lie on matters relating to determination of fitness of an employee or a person to hold a particular post or to be promoted to a higher post or pay scale.

(4) Every appeal shall lie to the officer next above the authority, authorized officer or, as the case may be, any other officer who passed the order appealable under these regulations.

(5) Every appeal shall lie within thirty days of the date of receipt of the order appealed against.

(6) Where an order is passed by the Director General, the appeal shall lie to the Board.

(7) Where an order is passed by the Board, the employee shall have no right to appeal but he may apply to the Board for review of the order.

(8) An appeal filed under these regulations shall be decided by the appellate authority within a period of thirty days from the date of receipt of the appeal. The order passed in appeal shall be final.

37. **Appearance of counsel.**—No party shall be represented by a lawyer in any disciplinary proceedings under these regulations.

38. **Application of other rules, etc.**—For matters not specified in these regulations, an employee shall be governed by the laws, rules, regulations, orders, instructions, etc. with necessary modifications which are applicable to a civil servant of the Federal Government of the same status and pay scale held by the employee.

39. **Pay scales and allowances.**—(1) Employees of the Authority shall be governed under basic pay scales scheme of the Federal Government.

(2) All employees shall be entitled to regular and other allowances as admissible to civil servants of the Federal Government of the same rank and status.

(3) Notwithstanding anything contained in these regulations, the employees shall be entitled to a regular allowance called HF duty allowance at a rate of 100% of their basic pay and to a regular allowance called utility allowance at a rate of 25% of their basic pay.

40. **Repeal.**—The Federal Government Employees Housing Foundation Service Rules, 2008 are hereby repealed.

Schedule-I

[See regulations 2(1)(r), 2(1)(t), 5(1), 7(1), 7(6) and 8(1)]

Quota for Appointment:

S. No.	Name and Grade of Post	By Promotion	By Initial Appointment
1.	Director General (BS-20/21) or equivalent	-	100 %
2.	Chief Engineer (BS-20) or equivalent	50%	50%
3.	Chief Planner (BS-20) or equivalent	50%	50%
4.	Director Admn. (BS-19) or equivalent	50%	50%
5.	Director Finance (BS-19) or equivalent	50%	50%
6.	Director Estate (BS-19) or equivalent	50%	50%
7.	Director Technical (BS-19) or equivalent	50%	50%
10.	Director Coordination (BS-19) or equivalent	50%	50%
11.	Director Law (BS-19) or equivalent	50%	50%
12.	Director Security (BS-19) or equivalent	50%	50%
13.	Project Director (BS-19) (Karachi) or equivalent	50%	50%

S. No.	Name and Grade of Post	By Promotion	By Initial Appointment
14.	Director Planning (BS-19) or equivalent	50 %	50%
15.	Director Internal Audit (BS-19) or equivalent	50%	50%
16.	Director Maintenance (BS-19) or equivalent	50%	50%
17.	Director Staff (BS-19) or equivalent	50%	50%
18.	Director Revenue (BS-19) or equivalent	50%	50%
19.	Director I.T. (BS-19) or equivalent	50%	50%
20.	Senior Private Secretary, (BS-19) or equivalent	100%	-
21.	Director Land, (BS-19) or equivalent	50%	50%
22.	Director JVP (BS-19) or equivalent	50%	50%
23.	Deputy Commissioner (Land Acquisition Collector) BS-17/18		100%
24.	Deputy Directors Revenue, Admn, Maintenance, JVP, Coord, Estate, General Cadre, Security, Media.	75%	25%
25.	Deputy Director Building Control BS-18	75%	25%
26.	Deputy Director I.T. BS-18	75%	25%
27.	Deputy Director Law BS-18	75%	25%
28.	Deputy Director Finance BS-18	25%	75%
29.	Deputy Director Urban Planning BS-18	25%	75%
30.	Deputy Director Tech (Civil & E/M) BS-18	25%	75%
31.	Deputy Director Architect BS-18	25 %	75 %
32.	Deputy Director Town Planner BS-18	25%	75%
33.	Deputy Director EIA BS-18	25%	75%
34.	Deputy Director Planning BS-18	25%	75%
35.	Deputy Director Structure (Planning Wing) BS-18	25%	75%
36.	Assistant Director Law, BS-17	50%	50%
37.	Assistant Directors (General, Revenue, Estate, Anti-Encroachment, Maintenance, Admn, Coord, Admn, Security), BS-17	50%	50%
39.	Assistant Director Finance BS-17 (previous posts Accounts Officer and Assistant Account Officer BS-17, nomenclature may be changed as Assistant Director Finance BS-17)	50%	50%
40.	Assistant Director Planning BS-17	-	100 %
42.	Assistant Director I.T. BS-17	50%	50%
43.	Assistant Director Tech (Civil & E/M) BS-17	25%	75%
44.	Assistant Director Mechanical BS-17	25%	75%
45.	Assistant Director Environment BS-17		100%
46.	Assistant Director Town Planning BS-17		100%
47.	Assistant Director Architect BS-17	-	100%
48.	Assistant Director Contract Specialist BS-17	10%	90%
49.	Geographic Information System Expert BS-17	-	100%
50.	Assistant Director Horticulture BS-17	-	100%
51.	Assistant Director Internal Audit BS-17	50%	50%
52.	Public Relation Officer BS-17	50%	50%
53.	Personal Secretary BS-17	50%	50%
54.	Deputy Assistant Director, (General, Admn, Law, Security) BS-16	100%	-
55.	Tehsildar, BS-16	90%	10%
56.	Computer Operator BS-16	50%	50%
57.	Accountant BS-16	50%	50%
		50%	50%

S. No.	Name and Grade of Post	By Promotion	By Initial Appointment
58.	Auditor BS-16	25%	75%
59.	Senior Audit Officer BS-16	25%	75%
60.	Assistant Private Secretary BS-16	75%	25%
61.	Senior Draftsman BS-16	50%	50%
62.	Assistant BS-15	75%	25%
63.	Naib Tehsildar BS-14	50%	50%
64.	Cashier BS-14	-	100%
65.	Inspector Revenue BS -16	-	100%
66.	Stenotypist BS-14	-	100%
67.	Data Entry Operator BS-14	50%	50%
68.	Sub-Engineer (Civil & E/M) BS-14	10%	90%
69.	Supervisor Maintenance BS-14	-	100%
70.	Building Inspector BS-16	-	100%
71.	Drone Camera Surveyor BS-16	-	100%
72.	Horticulture Supervisor BS-16	-	100%
73.	Computer /Electrical / Mechanical / Civil Technician BS-11	-	100%
74.	Upper Division Clerk BS-11	50%	50%
76.	Gardawar BS-11	50%	50%
77.	Senior Surveyor BS-11	50%	50%
78.	Junior Draftsman BS-11	-	100%
79.	Lower Division Clerk BS-09	20%	80%
80.	Surveyor BS-09	-	100%
81.	Patwari BS-09	-	100%
82.	Wireman/Electrician BS-08	-	100%
83.	Security Guard Supervisor BS-07	10%	90%
84.	Dispatch Rider BS-05	-	100%
85.	DMO BS-05	-	100%
86.	Driver BS-05	-	100%
87.	Tube Well Operator / Valveman BS-04	-	100%
88.	Naib Qasid BS-02	-	100%
89.	Chowkidar/ Guard BS-02	-	100%
91.	Plumber BS-02	-	100%
92.	Mason BS-02	-	100%
93.	Carpenter BS-02	-	100%
94.	Helper BS-02	-	100%
95.	Sweeper BS-01	-	100%
96.	Security Guard BS-01	-	100%
97.	Mali BS-01	-	100%

Schedule-II

Age Academic Qualification and Experience For Direct Recruitment in BS-01 and above in the Federal Government Employees Housing Authority

S. No.	Designation and BS of the Post	Qualification and Experience	Maximum Age limit
1.	Chief Planner BS-20	Minimum 2 nd Division BSc in City and Regional Planning from an HEC /PCTAP recognized institute and having minimum 20 years or MSc City and Regional Planning with minimum 15 years of experience.	55 years

S. No.	Designation and BS of the Post	Qualification and Experience	Maximum Age limit
2.	Chief Engineer BS-20	BSc Civil Engineering with 20 years relevant experience or MSc Civil Engineering or Construction Management (with bachelor in Civil Engineering) with 15 years relevant experience	55 years
3.	Director Land	Second Class BS degree or equivalent qualification preferably in Law/ Public / Business Administration or Administrative Services. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization.**	45 years
4.	Director Technical Civil	Second class BSc in Civil Engineering or Masters degree in Construction Management and Structure (with bachelor in Civil Engineering) with 12 years' experience in any public/ private sector in BS-17 and above post in relevant filed. Or second class BSc Civil Engineering with 15 years' experience in any public/private sector firm in BS-17 and above post in relevant field.	45 years
5.	Director Technical E/M	Second class BSc in Electrical / Mechanical Engineering or Masters degree in Construction Management and Structure (with bachelor in Electrical and Mechanical Engineering with 12 years' experience in any public/ private sector in BS-17 and above post in relevant filed. Or second class BSc Civil Engineering with 15 years' experience in any public/private sector firm in BS-17 and above post in relevant field.	45 years
6.	Director Maintenance	Second class Bachelors degree in Engineering (Electrical/Mechanical /Civil) or equivalent qualification. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization.	45 years
7.	Director Admn	Second class BS degree or equivalent qualification preferably in Public / Business Administration or Administrative Services. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization.**	45 years
8.	Director Estate	Second class BS degree or equivalent qualification preferably in Public / Business Administration or Administrative Services. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization.**	45 years
9.	Director I.T.	BS/MS in Computer Sciences or Software engineering or BE Computer Sciences. 12 years relevant experience	45 years

S. No.	Designation and BS of the Post	Qualification and Experience	Maximum Age limit
10.	Director Planning	Second Class Bachelor degree in City and Regional Planning from any recognized university. 12 years' experience in relevant field. Registered as Town Planner with PCATP	45years
11.	Director Security	Second Class BS Degree 12-15 Years Experience in the relevant field in Government / Semi Government organization or Ex-Army Officer to the rank of Lt. Col. (Retired from the Services not more than 05 years. Age limit 50—55 years**	45 years
12.	Director (Coordination)	Second class BS/Masters degree or equivalent qualification preferably in Public / Business Administration or Administrative Services. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization.**	45 years
13.	Director (Staff)	Second class BS/Masters degree or equivalent qualification preferably in Public / Business Administration or Administrative Services. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization.**	45 years
14.	Director Finance	(i) Second class Masters degree in Commerce with 12-15 years' experience in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization or or in public sector company or PIPFA with 10-12 years experience or Chartered Accountant with 5-10 years experience or Bachelor degree with 7 years' experience in Audit and Accounts or in accounts group in BS-18 and above. (ii) Knowledge of commercial and company accounting preferable.	45 years
15.	Director Internal Audit	(i) Second class Masters degree in Commerce with 12-15 years' experience in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization or or in public sector company or PIPFA with 10-12 years experience or Chartered Accountant with 5-10 years experience or Bachelor degree with 7 years' experience in Audit and Accounts or in accounts group in BS-18 and above. (ii) Knowledge of commercial and company accounting preferable.	45 years
16.	Director Revenue	Second class BS/Masters degree or equivalent qualification preferably in Public / Business Administration or Administrative Services. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale	45 years

S. No.	Designation and BS of the Post	Qualification and Experience	Maximum Age limit
		17 and above in Government / Semi Government organization.**	
17.	Director JVP	Second class BS/Masters degree or equivalent qualification preferably in Public / Business Administration or Administrative Services. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization.**	45 years
18.	Project Director (Karachi)	Second class BS/Masters degree or equivalent qualification preferably in Engineering / Public / Business Administration or Administrative Services. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization.**	45 years
19.	Director Law	Second class LLB degree or equivalent qualification preferably in Law or Administrative Services. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization.**	45 years
20.	Sr. Private Secretary	Second class BA/BSc degree or equivalent qualification preferably in Public / Business Administration or Administrative Services. 12-15 years' experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization.	45 years
21.	DC Land Acquisition Collector	Second class Bachelors degree or equivalent qualification preferably in (Public / Business Administration or Administrative Sciences. 07 years experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization	40 years
22.	Deputy Director Security	Second class Bachelors Degree or equivalent qualification preferably in Public / Business Administration or Administrative Sciences. 05 to 07 years experience in relevant field in Government / Semi Government Organization or Ex-army officer to the rank of Major (Retired from the Services not more than 05 years) . Age limit 40-45 years**	40 years
23.	Deputy Director Tech Civil	Second class BSc in Civil Engineering with 05 years' experience. or Second class BSc civil engineering with 7 year's experience. Registered with PEC**	40 years
24.	Deputy Director Tech E/M	Second class BS degree in Electrical and Mechanical Engineering with 5 years' experience. Or second class BSc Electrical and Mechanical	40 years

S. No.	Designation and BS of the Post	Qualification and Experience	Maximum Age limit
		Engineering with 7 years' experience. Registered with PEC.	
25.	Deputy Director (General, Revenue, Estate, Anti-Encroachment, Maintenance, Admn, (Coord., Security) BS-17	Second class Bachelors degree or equivalent qualification preferably in (Public / Business Administration or Administrative Sciences. 07years experience in relevant field in a responsible position equivalent to basic pay scale 17 and above in Government / Semi Government organization	40 years
26.	Deputy Director Architect	Degree in B-Arch (Architecture) from any recognized university. Registered with PCATP. 07 years experience in relevant field	40 years
27.	Deputy Director Town Planner	Degree in City and regional Planning from any recognized university. Registered with PCATP. 07 years experience	40 years
28.	Deputy Director EIA	BS/MS in Environmental Sciences. 7 years experience in relevant field.	40 years
29.	Deputy Director Planning	BSc in City or Regional Planning from any recognized university. At least 5 to 7 years of experience in relevant experience as Town Planner with PCATP.	40 years
30.	Deputy Director Structure	BSc in Civil Engineering with MS in Structure Engineering from HEC recognized university. 07 years of Experience in relevant field .Registered as Structure Engineer with PEC.	40 years
31.	Deputy Director I.T.	Second class Bachelors /Masters degree or equivalent in Computer Sciences. Computer programming Course in COBOL and FORTRAN or basic or RPG or DE/RPG. 07 to 10 years' experience.	40 years
32.	Deputy Director LAW	Second class LLB. 05 years of experience as Law officer /Assistant Director Law or relevant experience in any Govt/semi-Government or in Public sector	40 years
33.	Deputy Director (I.A) BS-18	02 nd Division BBA/MBA (Finance) / M. Com/MA Economics/CA (Part-II) from HEC recognized Universities with 5 years' experience in a position equivalent to BS-17 in Government / Semi Government / Public organization.	40 years
34.	Deputy Director (Finance) BS-18	02 nd Division BBA/MBA (Finance) / M. Com/MA Economics/CA (Part-II) from HEC recognized Universities with 5 years' experience in a position equivalent to BS-17 in Government / Semi Government / Public organization.	40 years
35.	Deputy Director (Urban Planning) BS-18	Degree in City & Regional Planning from any recognized university. Registered with PCATP. 05 years of Experience	40 years
36.	Deputy Director Building Control BS-18	BSc in Civil Engineering with 5 years' experience in Government / Semi Government / Public sector.	40 years
37.	Deputy Director Media (BS-18)	Masters in Mass Communication /Media Studies/Journalism/MBA and or related filed from	40 years

S. No.	Designation and BS of the Post	Qualification and Experience	Maximum Age limit
		HEC recognized University / Institution. 5 years' experience in Government / Semi Government / Public sector.	
38.	Assistant Director Contract Specialist BS-17	BS/MSc in Project / Contract Management or BSc Civil Engineering from recognized University. Registered with PEC	35 years
39.	Assistant Director I.T. BS-17	BS/BE (16 year) or equivalent in the field of Computer Science / Software Engineering from any recognized university	35 years
40.	Assistant Director Town Planner BS-17	Bachelor's degree in City & Regional planning. Registered with PCTAP.	35 years
41.	Assistant Director Architect BS-17	Bachelor's degree in Architecture. Registered with PCTAP.	35 years
42.	Assistant Director Anti-Encroachment BS-17	Second Class Bachelors degree or Ex-army officer to the rank of Capt. (Retired from the service not more than 05 years.	35 years
43.	Assistant Director Revenue BS-17	Second class Bachelor/Masters degree/LLB degree	35 years
44.	Assistant Director Horticulture BS-17	Second class bachelors/Master's degree in BS Horticulture /Botany/Forestry.	35 years
45.	Assistant Director (General, Revenue, Estate, Anti-Encroachment, Maintenance, Admn, Coord, Security, JVP, Law) BS-17	Second class Bachelors /Master's degree or equivalent qualification preferably in Public / Business Administration or Administrative Services. LLB for AD LAW/Law Officer	35 years
46.	GIS Expert BS-17	BS/MSc/MS in GIS and remote sensing from HEC recognized university. Candidates having degree in Civil Engineering or City or Regional Planning with MS in GIS and remote sensing will be preferred	35 years
47.	Assistant Director Environment BS-17	Second Division in BS Environment Sciences including discipline of Social Science from recognized university	35 years
48.	Assistant Director Mechanical BS-17	Second Division in BSc, Mechanical Engineering degree from HEC/PEC recognized university	35 years
49.	Assistant Director E&M BS-17	Second Division in BSc, E&M Engineering degree from HEC/PEC recognized university	35 years
50.	Assistant Director Civil BS-17	Second Division in BSc, Civil Engineering degree from HEC/PEC recognized university	35 years
51.	Assistant Director (Planning) BS-17	BSc degree in City and Regional Planning from any recognized university. Registered as Town Planner with PCATP.	35 years
52.	Private Secretary BS-17	Bachelors Second class with at least 08 years' experience as APS	35 years
53.	Account Officer / Assistant Account Officer BS-17	Second class bachelor degree in Commerce / Finance.	35 years
54.	Assistant Director (I.A)	Second class bachelor degree in Commerce / Finance.	35 years
55.	Public Relation Officer BS-17	Second class Bachelors/Master's Degree preferably in relevant filed.	35 years

S. No.	Designation and BS of the Post	Qualification and Experience	Maximum Age limit
56.	Computer Operator BS-16	Second class bachelor's degree or equivalent in Computer sciences. Diploma in Computer Applications from any recognized institution.	30 years
57.	Accountant BS-16	Second class Bachelors degree in Finance	30 years
58.	Auditor BS-16	Second class Bachelors degree in Finance	30 years
59.	Tehsildar BS-16	Second class Bachelors degree /LLB	30 years
60.	Inspector Revenue BS-16	Second class graduation degree from HEC recognized university.	30 years
61.	Assistant Private Secretary BS-16	Intermediate second class preferably graduation with 100/50 wpm speed in shorthand and typing respectively. Candidate with knowledge or computer shall be preferred.	30 years
62.	Deputy Assistant Director BS-16 (General)	Second class graduation degree from HEC recognized university.	30 years
63.	Senior Draftsman BS-16	2 nd class or Grade "C" Bachelors degree in Fine Arts or equivalent qualification from university recognized by HEC, 1 year diploma / certificate in Fine Arts/Commercial Arts / Draftsmanship / Drawing	30 years
64.	Building Inspector BS-16	DAE Civil	30 years
65.	Drone Camera Surveyor BS-16	Second class Bachelor, experience with flight planning software and UAV equipment will be preferred. In depth knowledge of surveying and photogrammetry concepts. Experience in image processing. Well conversant with civil aviation authority rules	30 years
66.	Horticulture Supervisor BS-16	Diploma / BSc in Agriculture of Horticulture	30 years
67.	Assistant BS-15/16	Second class bachelor's degree. Knowledge of computer in MS office.	30 years
68.	Naib Tehsildar BS-14	Second class Bachelor degree along with 05 years experience as Gardawar with essentially Patwari course.	25 years
69.	Stenotypist BS-14	Second class bachelor degree with 80/40 wpm in shorthand and typing respectively. Computer Literate preferably.	25 years
70.	Data Entry Operator BS-14	Second class bachelor degree . Minimum speed of 10,000 key depression per hour for data entry /verification.	25 years
71.	Cashier BS-14	Second class bachelor degree in Finance with computer knowledge	25 years
72.	Stenotypist BS-14	Intermediate second class with 80/40 wpm speed in shorthand and typing respectively. Computer Literate preferably	25 years
73.	Supervisor Maintenance BS-14	Second class bachelor degree preferably computer knowledge	25 years
74.	Sub-Engineer Civil BS-14	Diploma in Civil Engineering from any recognized institute.	25 years
75.	Sub-Engineer E/M BS-14	Diploma in Electrical/Mechanical Engineering from any recognized institute.	25 years

S. No.	Designation and BS of the Post	Qualification and Experience	Maximum Age limit
76.	Electronic Technician BS-11	FSC pre engineering or Diploma in Electronics from recognized institution. Preferably Expert in handling CCTV cameras and its associated equipment. Must be able to undertake minor repairs of monitors, cameras and DVR. Must be able to maintain back up record.	30-35 years and 40-45 years incase of EX-army.
77.	Senior Surveyor BS-11	Intermediate with Diploma	25 years
78.	Gardawar BS-11	Intermediate with Patwari course	25 years
79.	Upper Division Clerk BS-11	Intermediate	25 years
80.	Junior Draftsman BS-11	Metric with one year diploma in draftsman from recognized poly technical	25 years
81.	Lower Division Clerk BS-09	Matric second class with typing speed of 30 wpm.	25 years
82.	Surveyor BS-09	Matric with Diploma	25 years
83.	Patwari BS-09	Matriculation with Patwari course	25 years
84.	Driver BS-05	Middle pass. Should possess a valid driving license. Motorcycle / scooter and LTV License.	25 years
85.	Dispatch Rider BS-05	Middle pass. Should possess a valid driving license for scooter/motorcycle and LTV License.	25 years
86.	Duplicate Machine Operator BS-04	Matric pass. Three years' experience in the relevant field.	25 years
87.	Tube Well Operator / Valveman BS-04	Middle with relevant experience	25 years
88.	Daftri BS-02	Middle pass.	25 years
89.	Naib Qasid BS-02	Middle pass.	25 years
90.	Chowkidar BS-02	Literate preferably Middle pass. EX-army personnel will be preferred.	25 years
91.	Security Guard (Supervisor) BS-07	Matric second class	25 years
92.	Wireman/Electrician BS-08	Matric with diploma / Certificate of Electrician /Wireman	25 years
93.	Valveman-BS-04	Middle with relevant diploma	25 years
94.	Guard/Chowkidar-BS-02	Literate preferably Middle pass	25 years
95.	Plumber-BS-04	Middle with relevant diploma	25 years
96.	Mason-BS-04	Middle with relevant diploma	25 years
97.	Carpenter-BS-04	Middle pass	25 years
98.	Sweeper-BS-01	Preferably Literate	25 years
99.	Helper-BS-01	Preferably Literate	25 years
100.	Security Guard-BS-01	Preferably Literate	25 years
101.	Mali-BS-01	Preferably Literate	25 years

Schedule-III
Promotion Criteria

S. No.	Name and Basic Scale of the Post	Person Eligible	Conditions of Eligibility
(1)	(2)	(3)	(4)
1.	Chief Engineer (BS-20)	Director Technical	05 years service in BS-19 with required qualification
2.	Chief Planner (BS-20)	Director Planning	05 years service in BS-19 with required qualification

S. No.	Name and Basic Scale of the Post	Person Eligible	Conditions of Eligibility
3.	Director BS-19	Deputy Director	07 years' service in BS-18/12 years' service in BS-17 and BS-18
4.	Deputy Director BS-18	Assistant Director	05 years' service in BS-17
5.	Assistant Director BS-17 General Cadre or equivalent	Deputy Assistant Director General Cadre BS-16	5 years' service in BS-16 in General Cadre
6.	Assistant Director Civil BS-17	Sub-Engineer Civil	10 years' service in BS-14 alongwith qualification of BS (Civil Engineering)
7.	Assistant Director E/M	Sub Engineer E/M	10 years' Service in BS-14 alongwith qualification of BS in E/M
8.	Assistant Director Finance	Accountant	5 years of Service in BS-16 and having passed PIPFA examination
9.	Assistant Director I.T.	Computer Operator	5 years of service in BS-16
10.	Assistant Director Architect	Senior Draftsman	05 years experience Bachelor degree in Architect (B-arch)
11.	Assistant Director Law/ Law Officer	Deputy Assistant Director Law	5 years of service in BS-16
12.	Assistant Director Horticulture BS-17	Horticulture Supervisor	10 years' experience as Horticulture Supervisor
13.	Assistant Director Internal Audit BS-17	Senior Audit Officer	05 years of Service in BS-16
14.	Public Relation Officer BS-17	Deputy Assistant Director	05 years of Service in BS-16
15.	Personal Secretary BS-17	Assistant Private Secretary	05 Years' Service in BS-16
16.	Deputy Assistant Director General, Admn, Law, Security, Kar BS-16	Assistant	05 Years Service in BS-15
17.	Tehsildar, BS-16	NaibTehsildar	05Years Service in BS-14
18.	Computer Operator BS-16	Data Entry Operator	05 Years Service in BS-14
19.	Accountant BS-16	Assistant Accountant Finance	05 Years Service in BS-14 alongwith PIPFA
20.	Auditor BS-16	Assistant Accountant Internal Audit	05 years' service in BS-14 alongwith PIPFA
21.	Senior Audit Officer BS-16	Assistant Accountant	05 years' service in BS-14alongwith PIPFA
22.	Assistant Private Secretary BS-16	Stenotypist	05 years' service in BS-14
23.	Senior Draftsman BS-16	Junior Draftsman	05 years' service in BS-14
24.	Assistant BS-15	Upper Division Clerk	03 years' service in BS-11
25.	NaibTehsildar BS-14	Gardawar	05 years' service in BS-11
27.	Sub-Engineer (Civil) BS-14	Senior Surveyor BS-11	(i). DAE Civil (ii). 5 years service in BS-07 to BS-11.
		Surveyor BS-09	(i). DAE Civil (ii). 8 years service in BS-07 to BS-09

S. No.	Name and Basic Scale of the Post	Person Eligible	Conditions of Eligibility
28.	Sub-Engineer (E/M)	Senior Surveyor BS-11	(i). DAE (E/M) (ii). 5 years service in BS-7 to BS-11.
		Surveyor BS-09	(i). DAE (E/M) (ii). 8 years service in BS-7 to BS-09.
29.	Data Entry Operator BS-14	Computer Technician	05 years service as Computer Technician
30.	Upper Division Clerk BS-11	Lower Division Clerk	03 years' service in BS-09
31.	Gardawar BS-11	Patwari	05 years' service in BS-09
32.	Senior Surveyor BS-11	Surveyor	05 years' service in BS-09
33.	Lower Division Clerk BS-09	DMO Naib Qasid/Daftry Chowkidar	05 years service and Matric with typing speed of 30 words per minute. Computer knowledge is preferable

[F. No. 14(12)/2020-REG-HA(A).]

SHAHID IQBAL,
Director (Staff), FGEHA.