

# **NTU Draft Statutes**

- i) NTU Employees Contributory Provident Fund Statutes, 2014
- ii) NTU Employees Leave Statutes 2014
- iii) NTU Employees Travelling Allowance Statutes, 2014
- iv) NTU Employees Benevolent Fund Statutes, 2014
- v) NTU Employees Medical Attendance Statutes, 2014
- vi) NTU Employees (Efficiency & Discipline) Statutes, 2014
- vii) NTU Plagiarism Rules (Adaptation of HEC Plagiarism Policy)
- viii) NTU House Allotment Rules



# National Textile University

NTU/DR/14-  
January 08, 2014

## NOTIFICATION

Consequent upon the recommendations of Executive Committee in its 18<sup>th</sup> meeting held on 01-01-2014 to the BOG for approval, the Competent Authority is pleased to enforce the NTU Employees Contributory Provident Fund Statutes, 2014 w.e.f. 01-01-2014, in anticipation of approval of BOG.

Muhammad Musharaf Rabbani  
Deputy Registrar

Cc:

1. Rector Office;
2. All Deans/HOD's;
3. Dy. Director Finance;
4. University Auditor;
5. Librarian to keep these statutes with further 3 sets, on record; and
6. Office Copy;

**NATIONAL TEXTILE UNIVERSITY EMPLOYEES  
Contributory Provident Fund Statutes  
2014**

**1. Short Title and Commencement**

- (a) These statutes shall be called National Textile University Employee's Contributory Provident Fund Statutes, 2014.
- (b) They shall come into force w.e.f. 01-01-2014.

**2. Definition**

In these statutes unless there is anything contrary to the context:-

- (a) "Board" means the Board of Governors of the University constituted under section 11 of the NTU Ordinance 2002.
- (b) "Director Finance" means the Director Finance of the University.
- (c) "Employee" means a regular employee of the University.
- (d) "Family" means spouse, children, and step children of a University employee residing with him and wholly dependent upon him.
- (e) "Fund" means NTU Employees Contributory Provident Fund.
- (f) "Pay" means basic pay, personal pay or any other emolument which is treated as a part of pay excluding house rent, travelling allowance, conveyance allowance or other compensatory allowances.
- (g) "Subscriber or Member" means an employee of the University required or permitted under the Statutes to contribute to the Fund.
- (h) "Sanctioning Authority" means the Rector or his delegated nominee.
- (i) "Year" means the financial year beginning on the 1<sup>st</sup> July of a calendar year and ending on 30<sup>th</sup> June of the next calendar year.
- (j) All other expressions and terms used in these Statutes shall have the same meanings as assigned to them under section 2 of the NTU Ordinance 2002.

**3. Establishment of Fund**

- (a) The University shall constitute a Fund for the benefit of its employees to be called the "Employees Contributory Provident Fund".
- (b) Subject to the provision of these Statutes, the Fund shall consist of all contributions collected from members and contributions made by the University under the Statutes; the profit/markup in respect of such contributions and the investment/securities made therewith.

**4. Administration and Management**

- (a) The administration and management of the Fund shall vest in the Management Committee constituted by the Board of Governors consisting of the followings:
    - i. Rector
    - ii. One nominee from BOG members
    - iii. One nominee from Academic staff
    - iv. Registrar
    - v. Director Finance
- |                  |               |
|------------------|---------------|
| Chairman         |               |
| Member           | (for 3 years) |
| Member           | (for 3 years) |
| Member           |               |
| Member/Secretary |               |

*M. K. Khan*

*[Signature]*

- (b) The committee shall manage the investment of Fund and may make such regulations for the conduct of business of Fund or for any other matter relating to Fund as it may consider to be necessary.

**5. Membership**

- (a) These Statutes shall apply to all University employees in NTU pay scales except:
- i. University employees paid from contingencies, or serving on work-charged, or part time basis, or person employed for specific work for a definite period, or persons appointed under contract of service which does not stipulate contribution to the Provident Fund.
  - ii. Employees in Basic Pay Scales who are entitled to pension, or persons who are in receipt of a pension from Govt. of Pakistan or a Provincial Govt. or any other institution.
  - iii. Persons on deputation to the University from another organization.
  - iv. Persons appointed on less than one year contract.
- (b) (i) A University employee newly appointed on regular basis shall start subscribing to the Fund from the date of confirmation. All existing members/subscribers to the Contributory Provident Fund shall continue to be the members and be governed by these statutes on promulgation of the same.
- (ii) An employee of the University who is already contributing to the fund shall continue contributing to the fund on his selection in NTU on a higher post during probation period in the higher scale.

**6. Cessation of Membership**

- (a) Membership of the Fund shall continue only during the service of the member in the University upto the termination of the service contract, age of superannuation, retirement on medical ground, on death or the date of discharge, removal, dismissal or resignation from service.

**7. Subscription and Contribution**

- (a) A sum equal to 9.23% of the running Basic Pay shall be deducted from the salary of each subscriber every month and credited into the Fund and University shall contribute an equal amount in respect of each subscriber in each month provided that the contribution by the University shall not be payable in respect of any period during which the subscription has not been paid by the subscriber.
- (b) No subscription shall be made to the account of subscriber who is on leave without pay.
- (c) For the purpose of this Statute the fraction of a rupee shall be rounded to the nearest whole rupee, fifty paise counting as the nearest higher rupee.

#### 8. Maintenance of Account

- (a) An individual ledger account shall be maintained in the name of each subscriber in which shall be credited:-
  - i. The subscriber's subscription
  - ii. Contribution made by the University
  - iii. Profit/markup on the balance standing to his credit in the Fund
- (b) Each subscriber shall be supplied with a yearly statement showing the balance with interest as stood on 30<sup>th</sup> June.

#### 9. Bank Account/Investment

- (a) University Contributory Provident Fund account shall be opened in a scheduled bank approved by the BOG to which the total deductions from the salaries of the employees and contributions from the University shall be credited within 15 days of the month, following the month of contribution.
- (b) Any cash balance of the Fund in excess of current requirements shall be invested in such schemes as approved by the BOG/Management Committee. Both principal and profit amounts of such investments shall be payable to the Fund Accounts.

#### 10. Profit on Contributory Provident Fund

- (a) After the close of each financial year, the Director Finance shall as soon as possible, prepare a revenue account and balance sheet showing the amount available on the last day of the financial year for division among the subscribers, arising out of the profits/mark-up received and accrued on the investments. The net income available after deduction of expenses shall be distributed on the last date of financial year among the subscribers by way of profit in proportion to the balances standing to the credit of each subscriber.
- (b) On written request by a subscriber, the profit may not be given to him/her on the balance in his/her Contributory Provident Fund. Such profit shall be credited to the employees Benevolent Fund.
- (c) In case a person ceases to be a subscriber before the end of the financial year his share of profit/markup for that year shall be determined for the period from the beginning of that financial year to the date on which he ceases to be a subscriber. The profit/markup in such cases shall be calculated as per rate of profit/markup determined for the previous year.
- (d) If a subscriber does not claim the amount within six months of the date of cessation, the interest shall be payable only upto the end of six months after the month in which the amount becomes payable or the end of the financial year whichever is earlier.

#### 11. Payment to Subscribers

- (a) The member of the Provident Fund shall be entitled to the University contribution after three years service in the University against a substantive post. All other subscribers having less than 3 years service, at the termination of their services shall be entitled to receive full amount of their own subscription. However, in case of

death of an employee, or he being incapacitated for further service his family or he himself as the case may be shall be entitled to subscriber's share as well as University share without the condition of 3 years.

- (b) The member shall not be entitled to the University Contribution if removed or dismissed from service on disciplinary ground.
- (c) If any amount has become recoverable from the subscriber to the University, the amount shall be deducted from the amount standing to the credit of the subscriber in the Fund.

#### 12. Nomination

Every subscriber shall be required to nominate person/persons on the prescribed nomination form as annexed, to whom shall be paid the balance at his/her credit, in the event of his/her death. The Director Finance shall maintain a register of such nominations. A subscriber may submit revised nomination not more than two times during the whole service.

#### 13. Payment to Deceased Subscriber's Nominees or Legal Heir

On subscriber's death the amount at the credit of the subscriber shall be paid to the person(s) nominated by the subscriber, or when no such nomination exists, to his/her spouse or other legal heirs and successors.

#### 14. Advances from Fund

- (a) A refundable advances may be granted out of the amount of deposits standing at the credit of a subscriber for any of the following purposes, as per the procedure prescribed by the Committee from time to time:-
  - i. To defray expenses for medical treatment of the subscriber himself/herself or his/her dependents.
  - ii. To defray the expenses on education of children of the subscriber or any member of his family.
  - iii. To pay expenses on marriage, funeral or religious ceremonies or performance of pilgrimage.
  - iv. To meet expenses for construction or purchase of a house or a plot in the name of the subscriber or any family member of the subscriber.
  - v. To purchase conveyance for his personal use.
- (b) An advance under clause 14(a) i, ii, & iii. shall not exceed three months Basic Pay of the subscriber or 50% of his own subscription including profits thereon which ever is less, recoverable in 24 equal installments plus additional installments of profit/markup.
- (c) An advance under clause 14(a) iv. & v. shall not exceed 24 months Basic Pay of the subscriber or 80% of the amount of his/her own subscription including markup thereon which ever is less, recoverable in 36 equal installments plus additional installments of profit/markup.
- (d) Recovery shall commence from the salary of next month after the month in which advance is made.

(e). No advances shall be admissible unless previous advance is fully repaid along with profit/markup installments and before lapse of six months after the full settlement of the previous advance provided that:

- i. Lesser number of installments may be fixed and the amount of installment accordingly adjusted, either on subscriber's request or in view of the remaining length of service contract of the subscriber.
- ii. With prior approval of the Committee, the subscriber may repay the outstanding advance plus profit installments in lump sum.
- iii. The profit/markup on advance shall be charged at the rate of profit distributed to the members account in the year in which advance was drawn.
- iv. No profit/markup installment shall be deducted in respect of a subscriber who is not paid profit as per clause 10(b).

#### 15. Non Refundable Advances

- (a) Only three non refundable advances upto 80% of the balance standing at his credit of his own share, one each after attaining the age of 45, 50 and 55 years shall be admissible to a subscriber. No reasons are required to be given for these advances.
- (b) No recovery of advance shall be made from the subscriber and the amount advanced shall be treated as part of final payment of the amount standing to the credit of subscriber.

#### 16. Audit

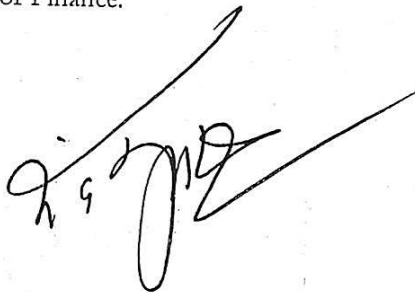
The books of the Fund shall be audited by the University Auditor once a year and the annual report issued to the Management Committee.

#### 17. Forfeit of Account

- (a) Contributions of the University or portion thereof credited to the Fund Account of the members which on closing the Account remains unpaid, or the amount of interest, if not claimed by any member, or any other amount which remains unclaimed before three years service, will be deposited in the benevolent fund of the University.

#### 18. Signing of a Written Declaration

- (a) Every employee of the University entitled to the benefits of the Provident Fund shall be required to sign a written declaration on the prescribed form that he had read the Statutes and agrees to abide by them and shall submit for registration in the Office of the Director Finance.



# National Textile University

## Nomination Form

(Required under clause 12 of the Employees Contributory Provident Fund Statutes, 2014)

I, \_\_\_\_\_, holding CNIC No. \_\_\_\_\_, son/daughter/wife of \_\_\_\_\_ working in the Department of \_\_\_\_\_, do hereby undertake to abide by the Statutes, and nominate the person/persons mentioned below, to receive the balance in my Contributory Provident Fund in the event of my death:

1	2	3	4
Name and Address Of the Nominee (s) alongwith CNIC number	Relationship with the Subscriber	Age of Nominee(s)	Amount or share of accumulations to be paid to each

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

\_\_\_\_\_  
Signature of Subscriber\*

Name of Witness with address:

\_\_\_\_\_  
\_\_\_\_\_

CNIC NO. \_\_\_\_\_

Signature: \_\_\_\_\_

Attested by (Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Seal

\*The signature of the subscriber should be attested by an officer of the University, who should affix his/her seal of office along his/her signatures.

*[Handwritten Signature]*

*m. Hassan*

**National Textile University**  
**Form of Agreement**

The Rector,  
National Textile University,  
Faisalabad.

Dear Sir,

I hereby declare that I have read and understood the National Textile University Contributory Provident Fund Statutes 2014, and I hereby undertake to abide by all the provisions of these statutes.

Name (in full) \_\_\_\_\_

Father's Name \_\_\_\_\_

Designation \_\_\_\_\_

Scale of pay \_\_\_\_\_

Salary per month \_\_\_\_\_

CNIC No. \_\_\_\_\_

Yours faithfully,

Signature \_\_\_\_\_

Witness:

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Countersigned:

\_\_\_\_\_

Registrar

*M. Karim*

*[Signature]*



# National Textile University

NTU/DR/14-  
January 08, 2014

## NOTIFICATION

Consequent upon the recommendations of Executive Committee in its 18<sup>th</sup> meeting held on 01-01-2014 to the BOG for approval, the Competent Authority is pleased to enforce the NTU Employees Leave Statutes, 2014 w.e.f. 01-01-2014, in anticipation of approval of BOG.

Muhammad Musharaf Rabbani  
Deputy Registrar

Cc:

1. Rector Office;
2. All Deans/HOD's;
3. Dy. Director Finance;
4. University Auditor;
5. Librarian to keep these statutes with further 3 sets, on record; and
6. Office Copy;

**NATIONAL TEXTILE UNIVERSITY EMPLOYEES  
Leave Statutes  
2014**

**1. Short title, application and commencement**

These statutes may be called the National Textile University Employees Leave Statutes, 2014.

**2. They shall come into force w.e.f. 01-01-2014; and apply as per categories noted below:**

- |    |            |                                                                            |
|----|------------|----------------------------------------------------------------------------|
| a) | Chapter I  | Regular employees in Basic Pay Scales as well as NTU Pay Scales            |
| b) | Chapter II | Contractual except worked charged and daily paid/contingent paid employees |

**3. In these Statutes unless the subject or context otherwise requires:**

- (a) "Board" means the Board of Governors of the NTU.
- (b) "Chancellor" means the Chancellor of the University.
- (c) "Dean" means the Dean of the faculty.
- (d) "Director" means a Director of the University.
- (e) "Employee" means a person employed in the University in the prescribed manner to a post;
  - a) In Basic Pay Scale;
  - b) NTU Pay Scale on regular basis;
  - c) On contract (except work charged and daily paid/contingent paid employees)
- (f) "Finance Department" means the Finance Department of the NTU.
- (g) "Month" means a calendar month.
- (h) "NTU/University" means the National Textile University established under the Ordinance CXXIV of 2002.
- (i) "Pro-Chancellor" means the Pro-Chancellor of the NTU.
- (j) "Rector" means the Rector of the National Textile University.
- (k) "Registrar" means the Registrar of the University.
- (l) All other expressions and terms used in these statutes shall have the same meanings as assigned to them under section 2 of the NTU Ordinance CXXIV of 2002.



**Chapter I (Employees in Basic Pay Scales & Regular Employees in  
NTU Pay Scales)**

**1. Earning and accumulation of leave**

- (1) An employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay", duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.
- (2) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
- (3) There shall be no maximum limit on the accumulation of such leave.
- (4) An employee shall be entitled to the leave pay at revised rate of pay if a general revision in pay of employees takes place or an annual increment occurs during the period of leave of an employee.
- (5) Leave can not be claimed as a matter of right and may only be availed after it has been duly sanctioned by the Competent Authority.

**2. Leave on full pay**

The maximum period of leave on full pay that may be granted at one time shall be as follows:


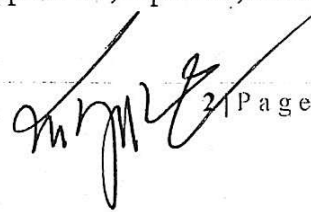
- |    |                                                                                                                                                                                                                                                                                                        |          |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| a) | Without medical certificate .....                                                                                                                                                                                                                                                                      | 120 days |
| b) | With medical certificate .....                                                                                                                                                                                                                                                                         | 180 days |
|    | Plus                                                                                                                                                                                                                                                                                                   |          |
| c) | On medical certificate from leave account in entire service .....                                                                                                                                                                                                                                      | 365 days |
| d) | Leave applied for on medical certificate shall not be refused;<br>Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting some Medical Authority or Medical Board, as the case may be, to have the applicant medically examined. |          |

**3. Leave on half pay**

- (1) Leave on full pay may, at the option of an employee be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.
- (2) The request for conversion of leave referred to in sub-section (1) shall be specified by an employee in his application for the grant of leave.
- (3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

**4. Leave to be applied, etc, in term of days**

Leave shall be applied for, expressed, and sanctioned, in terms of days.

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**5. Carry forward of existing leave**

All leave at credit in the account of an employee under the existing rules/instructions, shall be carried forward and expressed in terms of leave on full pay w.e.f the date of promulgation of these statutes.

**6. Extraordinary leave (leave without pay)**

Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time, provided that an employee to whom such leave is granted has been in continuous service for a period of not less than ten years, and, in case a employee has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of his office.

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

**7. Leave not due**

- (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.
- (2) Such leave may be converted into leave on half pay.
- (3) Such leave shall be granted only when there are reasonable chances of the employee resuming duty on the expiry of the leave.
- (4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority.

**8. Special leave**

- (1) A female employee on the death of her husband may be granted special leave on full pay, when applied, for a period not exceeding one hundred and thirty days.
- (2) Such leave shall not be debited to her leave account.
- (3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the Competent Authority either alongwith her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately within 30 days.

**9. Maternity leave**

- (1) Maternity leave may be granted on full pay, outside 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 be earlier.
- (2) Such leave may not be granted for more than three times in the entire service of a female employee.
- (3) For confinements beyond the third one, the female employee would have to take leave from her normal leave account.
- (4) The spells of maternity leave availed of prior to the coming in to force of these statutes shall be deemed to have been taken under these statutes.

*M. Laffan*

*Dr. S. M. N. Khan*

- (5) 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.
- (6) The leave salary to be paid during maternity leave will, therefore, remain un-affected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

#### 10. Leave Ex-Pakistan

Leave Ex-Pakistan may be granted on full pay to an employee by Competent Authority, subject to title of leave. The period of such leave shall be deducted from his leave account. No employee shall proceed on such leave without prior sanction of leave by Competent Authority.

#### 11. Leave preparatory to retirement

- (1) The maximum period upto which an employee may be granted leave preparatory to retirement shall be three hundred and sixty-five days.
- (2) Such leave may be taken, subject to availability, either on full pay, or partly on full pay and partly on half-pay, or entirely on half pay, at the discretion of the employee.

#### 12. Encashment of leave preparatory to retirement

- (1) An employee may fifteen months before the date of superannuation be allowed to encash his leave preparatory to retirement subject to a maximum of three hundred and sixty five (365) days leave at full pay. If he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible.

Provided that an employee who does not exercise the option within the specified period shall be deemed to have opted for encashment of LPR.

- (2) In case of an employee proceeding on voluntary retirement after completing 25 years qualifying service he shall continue to serve for 365 days after qualifying service of 25 years for the purpose of encashment of LPR.
- (3) If an employee has less than 365 days leave at his credit, the Competent Authority may grant him encashment of LPR but the period of LPR will proportionally be reduced.
- (4) If any time during such period leave is granted on account of ill health supported by medical certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave for the period of leave so granted.
- (5) An employee shall submit the option to the authority competent to sanction leave preparatory to retirement, who shall accept the option and issue formal sanction for the payment of cash compensation.
- (6)
  - (a) Leave pay for the purpose of encashment of LPR shall be computed on the basis of last basic pay as shown in last pay certificate of an employee.
  - (b) The leave pay may be drawn at any time for the period for which duty has already been rendered; and
  - (c) Only the 'Senior' Post-Allowance will be included in the leave pay as admissible.

  
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**13. In-Service death, etc**

- (1) In case an employee dies, or is declared permanently incapacitated for further service by a Medical Board, while in service, a lump-sum payment equal to leave pay up to one hundred and eighty days out of the leave at his credit shall be made to his family as defined for the purpose of family pension or, as the case may be, to the employee.
- (2) For the purpose of lump-sum payment under sub-section (1) only the "Senior Post Allowance" will be included in the "Leave Pay" so admissible.

**14. Leave when start and ends**

Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from that day following that on which an employee hands over the charge of his post and may end on the day preceding that on which he resumes duty.

**15. Recall from leave, etc**

- (1) If an employee is recalled to duty compulsorily with the personal approval of the 'Rector' from leave of any kind that he is spending away from the NTU, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.
- (2) In case an employee is recalled to duty at NTU and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

**16. Overstay after sanctioned leave, etc**

- (1) Unless the leave of an employee is extended by the Competent Authority, an employee who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.
- (2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

**17. Any type of leave may be applied**

An employee may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, an employee may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may, proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay, and without pay.

**18. Combination of different types of leave, etc**

One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the employee:

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

*m. Kabbani*

*[Signature]*  
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**19. An employee on leave not to join duty without permission before its expiry**

Unless he is permitted to do so by the authority which sanctioned his leave, an employee on leave may not return to duty before the expiry of the period of leave granted to him.

**20. Maintenance of leave account**

- (1) Leave account in respect of an employee shall be maintained as part of his service book.
- (2) The Registrar office shall, maintain the leave accounts of all employees on the leave account form annexed to these statutes.

**21. Leave to lapse when an employee quits service**

All leave at the credit of an employee shall lapse when he quits service.

**22. Pay during leave**

Leave pay admissible during leave shall be at the rate of pay last drawn before proceeding on leave.

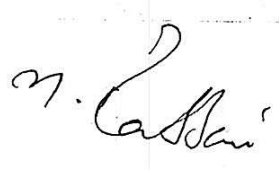
**23. Leave application, its sanction, etc.**

- (1) Except where otherwise stated, an application for leave or for extension of leave must be made to the Rector and the extent of leave due and admissible shall be stated in the application.
- (2) When an employee submits a medical certificate for the grant of leave, it shall be by an authorized medical attendant \*[or other registered medical practitioner] in the form attached to these statutes.
- (3) No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the form attached to these statutes.
- (4) Leave as admissible to an employee under these statutes may be sanctioned by the authorities as mentioned in statute 28.
- (5) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications, consider:
  - i. Whether, and how many applicants can, for the time being, best be spared;
  - ii. Whether any applicants were last recalled compulsorily from leave; and
  - iii. Whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

**24. Manner of handing over charge when proceeding on leaves, etc**

- (1) An employee proceeding on leave shall hand over the charge of his post, and if he is in Grade 16 and above, he shall, while handing over charge of the post sign the charge relinquishment report.
- (2) If leave Ex-Pakistan has been sanctioned on medical grounds, the employee shall take abroad with him a copy of the medical statement of his case.





## 25. Assumption of charge on return from leave, etc

An employee, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

## 26. Study leave

- (1) A member of teaching faculty desiring to pursue higher studies abroad or within the country and holding a permanent BPS or regular University Pay Group teaching post in NTU may, if he has been in service of the University for not less than three years, be granted leave as under:
  - (a) Study leave for PhD 4 years with full pay extendable for one year on leave without pay.
  - (b) Study leave for M.Sc. (Engg.)/M.S/M.Phil 2 years with full pay extendable for one year on leave without pay.
- (2) The study leave shall initially be granted for two years in case of PhD students and one year for M.Sc. (Engg.)/M.S/M.Phil students and shall be extended on the satisfactory report of the Research Supervisor about the performance, after every six months. In case of unsatisfactory progress, the study leave shall be cancelled.
- (3) The study leave shall be subject to the condition that not more than 25% of the teaching staff in the Department shall avail this facility at a time.
- (4) An employee to whom study leave is granted shall be required to execute a bond of Rs. 10 Lac in case of PhD students and Rs.5 Lac in case of M.Sc. (Engg.)/M.S/M.Phil students to the effect that on his return from study leave, he shall serve the University for the period of 5 years, as per conditions in the bond.
- (5) The leave salary to be paid during study leave will remain unaffected even if an increment accrues during such leave or revision of scales takes place or any privilege is sanctioned and effect of such an increment, revision of scale or other privilege will be given after the expiry of study leave on rejoining the duty.

## 27. CASUAL LEAVE

### Admissibility of casual/emergence, leave

- (1) Casual leave may be granted to a University employee for 20 days in a calendar year, but it should not ordinary exceed 10 days at a time. The Competent Authority may, however, grant casual leave for 15 days at a time in special circumstances.
- (2) Except in case of urgency, an application for casual leave must be submitted well in advance of the date on which such leave is to begin.
- (3) Casual leave may be granted in conjunction with Sunday but not with regular leave. It may also be combined with holidays provided the total period of absence does not exceed 15 days at a time.
- (4) Casual leave may be prefixed or suffixed to a closed or optional Holiday.
- (5) Casual leave may be sandwiched in between the closed or optional holidays. However, if closed or an optional holiday falls between two days of casual leave, it should also be counted as casual leave.

m. Kabir

- (6) No employee shall leave station during casual leave except with the permission of the sanctioning authority and he must leave with such authority the address at which letters and other communications will find him during leave.
- (7) Casual leave shall not have cumulative effect; it shall lapse on the expiry of a calendar year.

**28. Authorities competent to sanction leave**

	Nature of Leave	Categories of Employees	Competent Authority to sanction Leave
(a)	Casual Leave	i) Dean, Associate Dean ii) Chairman/Head of Department iii) Subordinate Staff in Departments including faculty members iv) Registrar, Controller of Examination, Dy. Director Finance and University Auditor v) Subordinate Staff of above Administrative Officers vi) Executive Secretary & other Staff of Rector's Office	Rector Rector on the recommendation of Dean Dean Rector Respective Head of Department Rector
	<b>Note:</b> The Application duly sanctioned shall be forwarded to the Registrar's office for maintenance of casual leave account.		
(b)	Earned Leave on full or half pay, Medical leave and leave without pay	All Employees on the recommendation of respective Head of Department	Rector
(c)	Study Leave	All Employees	Rector
(d)	Maternity Leave	All Employees	Rector
(e)	LPR or Encashment of Leave preparatory to retirement	All Employees	Rector
(f)	Leave not due	All Employees	Rector
(g)	Lumpsum payment in the event of death in service	All Employees	Rector
(h)	Special leave in the case of death of the husband of a female Employees	All Employees	Rector

## **Chapter II (Employees appointed on Contract Basis)**

### **1. Earning and accumulation of leave**

- (1) Employees appointed on contract basis shall earn leave which shall be calculated at the rate of one day for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay", duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose. The accumulation of such leave shall be upto maximum of 24 days.
- (2) If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
- (3) Leave can not be claimed as a matter of right and may only be availed after it has been duly sanctioned by the Competent Authority.

### **2. CASUAL LEAVE**

#### **Admissibility of casual/emergence, leave**

- (1) Casual leave may be granted to a University employee for 20 days in a calendar year, but it should not ordinary exceed 10 days at a time. The Competent Authority may, however, grant casual leave for 15 days at a time in special circumstances.
- (2) Except in case of urgency, an application for casual leave must be submitted well in advance of the date on which such leave is to begin.
- (3) Casual leave may be granted in conjunction with Sunday but not with regular leave. It may also be combined with holidays provided the total period of absence does not exceed 15 days at a time.
- (4) Casual leave may be prefixed or suffixed to a closed or optional Holiday.
- (5) Casual leave may be sandwiched in between the closed or optional holidays. However, if closed or an optional holiday falls between two days of casual leave, it should also be counted as casual leave.
- (6) No employee shall leave station during casual leave except with the permission of the sanctioning authority and he must leave with such authority the address at which letters and other communications will find him during leave.
- (7) Casual leave shall not have cumulative effect; it shall lapse on the expiry of a calendar year.



**b) Inclusion of Clause C in Study Leave Under Section 26 of the NTU Leave Statutes 2014**

"An employee who has not completed even minimum required time for study leave, an extra ordinary leave without pay may be granted at the discretion of Competent Authority for a period of 1-4 years for different degree programs after recording the full justification of the same". (at page 07)

*It is therefore, requested that an addition of clause C be allowed under section 26 of Study Leave. The matter is placed before the Board for approval, please.*

National Textile University  
Form of Medical Certificate

Signature of applicant

**MEDICAL CERTIFICATE FOR THE EMPLOYEES  
RECOMMENDED FOR LEAVE OR EXTENSION**

I,....., after careful .....  
personal examination of the case, hereby certify that .....  
whose signature is given above, is suffering from .....and I consider that a  
period of absence from duty of .....with effect from ..... is absolutely  
necessary for the restoration of his health.

Dated, the .....

Medical Officer of NTU  
\*or  
Other Registered Medical Practitioner

Form-II

**\*\*FORM OF MEDICAL CERTIFICATE OF FITNESS  
TO RETURN TO DUTY**

I,..... do hereby certify that I have carefully examined ..... of  
the .....department, and find that he has recovered from his illness and is now fit to  
resume duties in service.

Dated, the .....



Medical Officer of NTU  
\*or  
Other Registered Medical Practitioner

m. Rabbani

**National Textile University**  
**Application for Leave**

- 1) Name of applicant.
- 2) Leave Statutes applicable.
- 3) Post held.
- 4) Department or Office.
- 5) Pay.
- 6)
  - (a) Nature of leave applied for.
  - (b) Period of leave in days.
  - (c) Date of commencement.
- 7) Particular Statute/Statutes under which leave is admissible.
- 8)
  - (a) Date of return from Last Leave.
  - (b) Nature of leave.
  - (c) Period of leave in days.

Dated: .....

- 9) Remarks and recommendation of the controlling Officer/Head of Department.
- 10) The leave is recommended subject to availability of balance in his leave account and strictly in accordance with the leave statutes.

*Signature*  
*Designation*

- 11) Orders of the sanctioning authority.

Dated: .....

*Sanctioned/ Not Sanctioned*

*Rector*

*M. Rabbani*

*[Handwritten Signature]*

**National Textile University**  
**Form of Leave Account Under the Leave Statutes**  
**(BPS Employees & Regular Employees in NTU Pay Scales)**

Leave account of Mr./Miss/Mrs. \_\_\_\_\_

Date of commencement of service \_\_\_\_\_

Date of attaining the age of superannuation \_\_\_\_\_

Department served under	PERIOD OF DUTY				Leave earned on full pay @ 4 days for each calendar month	Leave at credit (Column 20+6)	PERIOD		LEAVE TAKEN								Total leave (Columns 10+11+12+14+16+17+18)	Days	Balance on return from leave (Cols. 7-19)	Remarks	ATTESTATION	
	From	To	YMD	Full calendar month			Days	From	To	Days	In terms of half pay	Days	In terms of full pay	Days	In terms of half pay	Days						In terms of full pay
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	

*[Signature]*

*[Signature]*

**National Textile University**  
**Form of Leave Account Under the Leave Statutes**  
*(Contractual Employees)*

Leave account of Mr./Miss/Mrs. \_\_\_\_\_

Date of commencement of service \_\_\_\_\_

Date of attaining the age of superannuation \_\_\_\_\_

Department served under	PERIOD OF DUTY				Leave earned on full pay @ 1 day for each calendar month	Leave at credit (Column 16+6)	PERIOD		LEAVE TAKEN						Total leave (Columns 10+11+12+14+16+17+18)	Balance on return from leave	Remarks	ATTTESTATION						
									LEAVE ON HALF PAY		ABSENCE		Days	In terms of half pay					Days	In terms of full pay	Days	Actual No. of days	Days	No. of days debitabale (double the actual number)
									From	To	YMD	Full calendar month												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18							

Department served under

PERIOD OF DUTY

PERIOD

Leave at credit (Column 16+6)

Leave earned on full pay @ 1 day for each calendar month

Leave at credit (Column 16+6)

PERIOD

LEAVE TAKEN

LEAVE ON HALF PAY

ABSENCE

Total leave (Columns 10+11+12+14+16+17+18)

Balance on return from leave

Remarks

ATTTESTATION

*Handwritten signature*

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# National Textile University

NTU/DR/14-  
January 08, 2014

## NOTIFICATION

Consequent upon the recommendations of Executive Committee in its 18<sup>th</sup> meeting held on 01-01-2014 to the BOG for approval, the Competent Authority is pleased to enforce the NTU Employees Travelling Allowance Statutes, 2014 w.e.f. 01-01-2014, in anticipation of approval of BOG.

Muhammad Musharaf Rabbani  
Deputy Registrar

Cc:

1. Rector Office;
2. All Deans/HOD's;
3. Dy. Director Finance;
4. University Auditor;
5. Librarian to keep these statutes with further 3 sets, on record; and
6. Office Copy;

**NATIONAL TEXTILE UNIVERSITY EMPLOYEES**  
**Travelling Allowance Statutes**  
**2014**

**1. General**

- (i) These rules may be called the National Textile University, Faisalabad Travelling Allowance Statutes 2014.
- (ii) Travelling allowance is kind of compensatory allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. The amount of allowance has to be so regulated that it is not on the whole a source of profit to the recipient.

**2. Extent of Application**

These rules shall come into force w.e.f. 01-01-2014 on the employees of the University in Basic Pay Scales as well as those in NTU Pay Scales.

**3. Definitions**

In these rules, unless there is anything repugnant in the subject or context:

- (a) 'Board' means Board of Governors as defined in National Textile University Ordinance 2002.
- (b) Competent Authority in relation to the exercise of any power means the Board of Governors with regard to the approval and amendments in these Rules.
- (c) 'Controlling Officer' means Rector of NTU.
- (d) 'Day' means the Calendar day beginning and ending at midnight but an absence from headquarters which does not exceed 24 hours is reckoned for all purposes as one day at whatever hours the absence begins or ends.
- (e) 'Employee' means an employee of the NTU in Basic Pay Scale as well as NTU Pay Scale.
- (f) 'Family' means employee's wife/husband, children and step children residing with and wholly dependent upon him.
- (g) 'NTU' means the National Textile University, Faisalabad.
- (h) 'Rector' means the Rector of the NTU.
- (i) 'Tour' means absence on duty from the headquarter of an employee of NTU either within or, with proper sanction, beyond his sphere of duty.

**4. Gradation of NTU Employees for the purpose of Travelling Allowance**

1. There shall be four categories of NTU employees for the purpose of Travelling Allowance.

Sr. No.	Category	BPS Scales	NTU Pay Scales
(i)	Category I	The employees in BPS 17 & above	M1-M2 & E3
(ii)	Category II	The employees in BPS 11 to 16	S1, M3-M4
(iii)	Category III	The employees in BPS 3 to 10	S3 & S2
(iv)	Category IV	The employees in BPS 1 to 2	S5 & S4

*M. Karim*

*[Signature]*

2. The employees when travelling on tour are entitled to rail accommodation according to the scales indicated below:

- (i) Category-I Accommodation of the highest class by whatever name it is called.
- (ii) Category-II First class (Sleeper) accommodation. If travelling on a line which does not provide 1<sup>st</sup> class (Sleeper) the next lower class.
- (iii) Category-III All employees excluding those in BPS-1 and BPS-2 First Class (Sitter) accommodation. If travelling on line which provides no 1<sup>st</sup> class (Sitter) accommodation, the next lower class.
- (iv) Category-IV Employees in BPS-1 and BPS-2 lowest class by whatever name it is called.

### 5. Daily Allowance

- (i) The rates of daily allowance shall be as under:

BPS	Rates (Rs.)	
	Ordinary	Special
1-4	310	500
5-11	390	550
12-16	700	900
17-18	1250	1600
19-20	1550	2050
21	1750	2500
22	1750	3000

- (ii) Special rates of daily allowance (specified stations) shall be admissible at: DG Khan, Faisalabad, Hyderabad, Islamabad, Karachi, Lahore, Quetta, Rawalpindi, Northern Areas, Bahawalpur, Sargodha, Sialkot, Sukkur, Gujranwala, Multan, Peshawar, Muzafarabad and Mirpur (Azad Jammu & Kashmir).
- (iii) Daily Allowance-The daily allowance is a uniform allowance for each day of absence from headquarters and is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence.
- (iv) Daily allowance will be admissible only for the actual nights at the out-station where night stop is not involved and if absence exceeds four hours, half daily allowance will be admissible.

**Note:** Half daily allowance will be admissible only in those cases where the absence from headquarters does not involve stay for the night and no daily allowance is drawn for any night stay. It cannot be drawn in addition to any daily allowance drawn for night stay.

- (v) A part of the day less than four hours is to be ignored for the purpose of daily allowance.
- (vi) Daily Allowance is admissible on Sundays and public holidays falling during the period of an employee's temporary duty at an out-station. If an employee takes casual leave while on tour he is not entitled to draw daily allowance during such leave. In case, however casual leave is taken immediately on the conclusion of temporary duty of the

- employee he will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.
- (vii) In the case of departure from headquarters, the rate of daily allowance during transit will be the same as admissible at the station of immediate destination. In the case of return to headquarters the rate will be the one admissible at the last station of temporary duty before return to headquarters.
  - (viii) DA shall not be admissible for journey within city of Faisalabad.
  - (ix) Normally the return journey shall be under taken on the same day after accomplishment of business.
  - (x) The period of absence from headquarters shall commence from the time of departure of the employee from his office or residence, as the case may be till the time of his return to his office or residence, as the case may be. The competent authority authorizing the tour will decide whether the government servant should proceed on temporary duty from his office or residence.
  - (xi) Daily Allowance may not be drawn for day on which a Government servant does not reach a point outside a radius of 10 miles/16 kilometers from his headquarters or return to his headquarters from a similar point.

## 6. Hotel Charges

The employees may stay in Govt. guest houses, Public Sector Corporations rest houses and hotels. They can claim actual Room Rent charges on production of receipts subject to maximum of three DA at specified stations and one and a half DA at non specified stations. Where no hotel receipts are produced, the rate of accommodation charges shall be @ 2 times of daily allowance at specified stations and one daily allowance at other stations.

## 7. Transportation /Mileage Allowance

- (i) The rates will be as under:

Transportation	Rate
i) Motor Car	Rs.5/- per k.m.
ii) Motor Cycle/Scooter	Rs.2/50 per k.m.
<b>Mileage allowance</b>	
i) Personal Car/Taxi	Rs.10/- per k.m.
ii) Motor Cycle/Scooter	Rs.4/- per k.m.
iii) Bicycle	Rs.2/- per k.m.
iv) Public Transport	Rs.2/50 per k.m.
<b>Travel by air</b>	Govt. servants in BPS-17 & above/ M1-M2 & E3
<b>Carriage of personal effects on transfer/retirement</b>	Rs.0.02 per km per kg.

- (ii) The employees shall be allowed to use the mode of transport as shown below:

Mode of Transport	Grade of the employee
Personal car, borrowed car, hiring of a full taxi	Category I
Personal Motor Cycle/Scooter	Category II and III
Bicycle etc. and public transport plying for hire on single seat basis	Category IV

M. I. Khan

*[Signature]*

- (iii) Mileage Allowance is admissible from the residence of the employee to the railway station or the airport or the sea/river port, as the case may be, at his headquarters and from the railway station or the airport or the sea/river port to the place of his temporary residence at the out-station.
- (iv) Mileage Allowance is also admissible where road journey is performed by public transport plying for hire on single seat basis from the residence of the Government servant to the bus/minibus/taxi stand at his headquarters and from such stand to the place of temporary residence at the out-station and vice versa.
- (v) The employees in category I who are entitled to travel by air, or by Railway accommodation of the highest class by whatever name be it called, by personal car or borrowed car or by engaging a full taxi shall also be allowed to travel by air-conditioned public transport and to charge actual fare as Travelling Allowance.
- (vi) The journeys between two places should be performed by the shortest of two or more practicable Routes or by the cheapest of such routes, if it is equally short. The shortest Route is that by which a traveller can arrive at his destination most speedily by the ordinary modes of travelling. If an employee has travelled by a route which is cheaper but not the shortest, he may be allowed mileage allowance for the route actually used.
- (vii) The term "Personal Car/Motor Cycle" means a Car/Motor Cycle registered in the name of the employee of the NTU or in the name of any member of his family.
- (viii) When official conveyance is provided, TA (Mileage Allowance) shall not be admissible.

#### 8. Journey by Air

The Travel by air means journeys performed in the machines of public air transport companies regularly plying for hire. It does not include journeys performed by private aero planes nor air taxis.

- (i) Travel by air is permissible on tour to an officer of first grade, at his discretion.
- (ii) All employees entitled to travel by air, irrespective of pay drawn or post held by them shall travel in economy class while undertaking journeys on duty by air within Pakistan.
- (iii) All employees entitled to travel by air may draw one air fare (for each side) or cost of the return air fare of the appropriate class, if such tickets are available.
- (iv) Employees are allowed to perform domestic travel by any airline and TA will be allowed on the production of air ticket actually charged.

#### 9. TA on Retirement or Termination of Employment (for BPS employees only)

- (a) An employee is allowed TA to the extent specified below, in respect of the journey from the place of his last posting to his town, performed during leave preparatory to retirement or on or after retirement:-
  - (i) Actual fare by rail or steamer of the class of to which he was entitled immediately, before his retirement for himself and for each member of his family. For journeys by road between places not connected by rail or steamer, mileage allowance will be allowed.
  - (ii) Cost of transportation of personal effects to the extent admissible to him immediately before retirement as noted below:

M. I. Khan

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### Transportation of Personal Effects

The maximum of limit upto which personal effects can be transported at NTU expense is, as follows:

Grade of Employee	Kilograms	
	If possessing a family	If not Possessing a family
Grade I	4500	2240
Grade II	3000	1500
Grade III	1500	760
Grade IV	560	380

- (iii) In addition to the cost of transportation of personal effects cost of transportation of personal car or motor cycle or scooter shall, however, be calculated by road and restricted to the distance by the practicable route.
- (iv) In addition to the TA, an employee proceeding on retirement shall also be allowed retirement Grant to the extent noted below:-

#### Grant

An Employee  
possessing a family

\* One month's pay

An employee not  
possessing a family

\* Half month's pay

- Note:** (i) The term "Retirement", for this purpose means retirement on attaining the age of superannuation, or on completion of prescribed service limit or voluntary retirement, on completion of 25 years qualifying service or invalid pension or compulsory retirement.
- (ii) Pay means basic pay without allowances.

- (b) Advance payment for expenditure as at (a) above shall be made and be treated as final payment.
- (c) The home town shall be determined according to entries pertaining to the permanent address of the Government servant in his service record.
- (d) No person will be entitled to any Travelling Allowance benefits for a Journey made after termination of employment.
- (e) No daily allowance will be granted for Journeys/Halts on retirement.
- (f) The family of an employee, who dies while in Service, will be allowed travel assistance as admissible on retirement.

### 10. Permanent Travelling Allowance

A permanent monthly travelling allowance may be granted by a competent authority to an employee whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the sphere of duty of an employee.

### 11. Advance Travelling Allowance

On request of an employee, the 'Rector' may authorize him to draw advance travelling allowance for bearing the travelling and hotel expenses during temporary duty on tour. The

employee shall submit TA/DA claim, after concluding the temporary duty, completed in all respect for adjustment of the advance drawn by him.

**12. Temporary Duty on tour—sanctioning authority /counter signing authority of TA claim**

- (i) The powers of allowing temporary duty on tour and sanctioning payment of the TA claims shall vest in the 'Rector'.
- (ii) The TA claims duly signed by the employee shall be submitted to the Chairman/Head of Department as the case may be for his signatures before forwarding the same to the Rector for approval/sanction.

**13. General**

- (i) All claims for TA/DA made under these rules shall be submitted on the prescribed claim form duly supported with receipt/vouchers and balance if any of the amount drawn as TA/DA advance.
- (ii) TA/DA claim not presented within 6 months of the day of conclusion of Temporary duty shall be treated as time barred and hence shall stand lapsed. The advance drawn for such time barred claim shall be recovered in full from the salary of the employee.

**14. Responsibility of Countersigning and Controlling Officer**

- (i) To scrutinize the necessity, frequency and duration of journey and halts for which Travelling/Daily allowance is claimed and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary or unduly protracted, or that was excess in duration.
- (ii) To scrutinize that the distances entered in travelling allowance bills are correct and satisfy himself by maintaining proper check registers of bills signed or countersigned by him that a double payment for one and the same journey is not passed.
- (iii) To judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket and to allow travelling allowance accordingly when he considers that the officer making the journey could have purchased a return ticket.
- (iv) To satisfy himself that the mileage allowance for journeys by rail or other public conveyance has been claimed at the rate applicable in the rules actually entitled to and mode of transportation used.



15. Equivalence of Non-BPS employees with BPS employees for the purpose of Drawal of Daily Allowance & Travelling Allowance only shall be as under:

1 Sr. No.	2 Designations	3 GROUP		4 Equivalence To BPS	5 Category
		Academic	Non Academic		
1.	Rector			22	I
2.	Professor	A1		21	
3.	Registrar, Director, Additional Registrar, Additional Director	A2-A3 Assistant Professor, Associate Professor	E1 & E2	19-20	I
4.	Assistant Registrar, Assistant Director, Sr. Librarian, Deputy Registrar, Deputy Director, University Auditor, Medical Officer	A4 Lecturer	M1-M2 & E3	17-18	I
5.	Superintendent, Administrative Officer, Office/Accounts Assistant, Sr. Supervisor, Lab Incharge/Foreman, Supervisor Works, Instructor Workshop Mechanical, Physical Training Instructor, Assistant Officers, Deputy Hostel Warden, Assistant Librarian, Khateeb, Executive Secretary to Rector, Cashier, Assistant Network Administrator	A5 Jr. Instructor /Instructor / Teaching Assistant	S1 & M3-M4	12-16	II
6.	Driver (BPS-5 & above), Jr. Clerk, Muazzan, Dresser, Technician, Jr. Lab Assistant, Sr. Clerk, Accounts Clerk, Sr. Technician, Lab Assistant, Dispenser		S2-S3	5-11	III
7.	Driver (BPS-4), Sweeper, Aya, Mess Boy, Baildar, Conductor, Helper		S4-S5	1-4	IV

Note: For posts not specified above, the equivalence will be determined by way of comparison to above posts/scales.

#### 16. Relaxation

The Competent Authority may relax in exceptional circumstances any of the provision of these rules.

*M. Rabbani*

*Waqar*  
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# National Textile University

NTU/DR/14-  
January 08, 2014

## NOTIFICATION

Consequent upon the recommendations of Executive Committee in its 18<sup>th</sup> meeting held on 01-01-2014 to the BOG for approval, the Competent Authority is pleased to enforce the NTU Employees Benevolent Fund Statutes, 2014 w.e.f. 01-01-2014, in anticipation of approval of BOG.

Muhammad Musharaf Rabbani  
Deputy Registrar

Cc:

1. Rector Office;
2. All Deans/HOD's;
3. Dy. Director Finance;
4. University Auditor;
5. Librarian to keep these statutes with further 3 sets, on record; and
6. Office Copy;

**NATIONAL TEXTILE UNIVERSITY EMPLOYEES  
Benevolent Fund Statutes  
2014**

In exercise of the powers conferred upon by Section 19 of the NTU Ordinance CXXIV of 2002, the following Statutes are framed.

**1. Short Title and Commencement**

- (a) These statutes shall be called National Textile University Employee's Benevolent Fund Statutes, 2014.
- (b) They shall come into force w.e.f. 01-01-2014.

**2. Application**

These Statutes shall apply to the University employees in NTU Pay Scales except:

- a) Employees serving the University on deputation from another organization.
- b) The staff paid from contingencies, or serving on work-charged or part-time basis.
- c) Employees whose services have been hired on contract and are governed by the terms & conditions as laid down in their appointment letters.

**3. Definition**

In these statutes unless there is anything contrary to the context:

- (a) "Board" means the Board of Governors of the University constituted under section 11 of the NTU Ordinance 2002;
- (b) "Director Finance" means the Director Finance of the University;
- (c) "Employee" means a regular employee of the University, to whom these Statutes are applicable;
- (d) "Family" means parents, spouse, children, and step children of a University employee residing with him and wholly dependent upon him;
- (e) "Fund" means Benevolent Fund of the employees of the University established under these Statutes;
- (f) "NTU Pay Scale" means pay scales approved by the BOG for Non BPS employees;
- (g) "Pay" means an amount drawn monthly by an employee that includes basic pay, special pay, technical pay, personal pay or any other emolument which is treated as a part of pay excluding house rent, travelling allowance, conveyance allowance or other compensatory allowances;
- (h) "Rector" means the Rector of the University;
- (i) "University" means National Textile University, Faisalabad;
- (j) "Year" means the financial year beginning on the 1<sup>st</sup> July of a calendar year and ending on 30<sup>th</sup> June of the next calendar year.
- (k) All other expressions and terms used in these Statutes shall have the same meanings as assigned to them under section 2 of the NTU Ordinance 2002.

**4. Benevolent Fund**

**(1) Establishment of the Fund**

There shall be established a Fund to be called the NTU Employees Benevolent Fund.

**(2) To the credit of the Fund shall be placed:**

*M. Qadri*

*[Signature]*

- (a) all sums paid by the employees as subscription to the Benevolent Fund.
- (b) all benevolent grants, donations, gifts, endowments, etc., made by the Federal Government, autonomous bodies, organizations and institutions or others for the purpose.
- (c) all income, profit or interest accruing from the assets belonging to the Fund or from investments made out of the Fund.
- (d) contributions of the University or portion, thereof, credited to the Contributory Provident Fund account of an employee which, on closing his/her account, is not payable to him/her as per Contributory Provident Fund Statutes of the University.
- (e) the unclaimed amount of interest on Contributory Provident Fund of an employee.
- (f) any amount which remains unclaimed for a period of three years after the Contributory Provident Fund account of an employee has been closed, subject to return of the amount if the amount is later found to be payable by the University to the concerned employee.

#### 5. Maintenance of Fund with Banks

The moneys credited to the Fund shall be kept in such recognized bank(s) as may be prescribed by the Management Committee.

#### 6. Subscriptions to the Fund by the Employees

- (a) The employees to whom these statutes are applicable shall subscribe to the fund:
- (b) A monthly amount equal to 2% of the basic pay subject to the maximum of Rs.300 per month, the amount whereof shall be deducted at source from the monthly salary and credited to the Fund within 15 days.
- (c) Where the amount of subscription cannot for any reason be deducted from the pay of the employee, the employee shall remit to the Director Finance the sum of subscription payable by him/her, and any amount of subscription remaining unpaid due to inadvertence or negligence of the employee or otherwise, shall be recoverable from him/her in such manner as may be prescribed.
- (d) Default in the payment of the subscription either for the reasons that the pay of the employee was not drawn or due to his/her inadvertence, negligence or fault, or any other reason what so ever, shall not affect his/her right or the right of his/her family to receive the Benevolent Grant provided for in clause 7. However, the amount of unpaid subscription shall be deducted from the Benevolent Grant.
- (e) In case an employee was on leave without pay and could not subscribe to the fund, the unpaid amount shall be deducted from his salary on his return. He may, however, apply to Rector for payment in installments. In all such cases the number of installments shall not exceed 3.

#### 7. Benevolent Fund Grants

##### (1) Monthly Grants

If any employee:

- a) is declared by the Medical Board of DHQ Hospital Faisalabad to have been permanently and completely incapacitated, physically or mentally, to discharge the duties of his/her employment and is for that reason retired or removed from

*M. Laddan*

*Wahid*

service, he/she shall be entitled to receive for life such Benevolent Grant from the Fund as given in *Schedule A*;

- b) dies during the continuance of his/her employment or dies during the period when he/she was drawing Benevolent Grant on medical grounds, his/her spouse shall be entitled to receive for life such Benevolent Grant of the same amount from the Fund;

(2) **Marriage Grant**

The in service as well as the retired employees shall be entitled to grant for marriage of one daughter to the extent of Rs.10,000/- provided:

that the marriage grant shall be claimed within 90 days of the marriage and the application is accompanied by the "Nikah Nama".

(3) **Funeral Grant**

The following grants shall be paid:

- (a) on the death of an in service employee, Rs. 5,000/- to this spouse;  
(b) on the death of a dependent member of the family of an in service employee;  
Rs. 3,000/- provided that the application, accompanied by death certificate is made within 90 days of the death;

**8. Payment Out Of the Fund**

- i) Benevolent Grant payable under **clause 7**, shall be sanctioned by the Rector on the recommendation of the "Management Committee".  
ii) No payment shall be made from the fund under these statutes unless the bill is pre-audited and passed by the University Auditor.

**9. Management of the Fund**

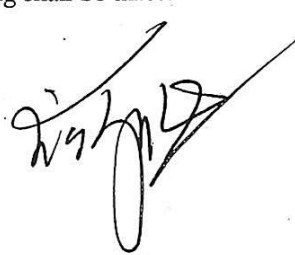
The Fund shall vest in the University and shall be managed by the Management Committee comprising of the following:

- (a) Rector, as its Chairman.  
(b) Two members one each from among the teaching staff and the administrative staff of the University, nominated by the Rector.  
(c) The Director Finance, who shall act as Member/Secretary of the Management Committee.

The nominated members shall hold office for a period of three years. The retiring members shall be eligible for re-nomination. Any position, falling vacant for any reason shall be filled for the remaining period, by the Rector.

- (d) Quorum for the meeting shall be three.

m. Zafar



**10. Duties and Powers of the Management Committee**

The Management Committee shall have powers:

- (a) to settle claims for payment out of the Fund and all matters connected with such claims,
- (b) to approve grants from the Fund to the employees or their families in accordance with the provision of these Statutes,
- (c) to do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties of the Fund,
- (d) to approve expenditure/honorarium connected with the administration and management of the Fund.
- (e) to invest moneys held in the Fund.
- (f) to do or cause to be done all things ancillary or incidental to any of the aforesaid powers or to the purposes of the Fund.

11. An appeal shall lie to the Board against the decisions of the Management Committee, within 90 days of its decision, and the decision of the Board shall be final and binding on the appellant.



m-12/11/2011



# National Textile University

NTU/DR/14-  
January 08, 2014

## NOTIFICATION

Consequent upon the recommendations of Executive Committee in its 18<sup>th</sup> meeting held on 01-01-2014 to the BOG for approval, the Competent Authority is pleased to enforce the NTU Employees Medical Attendance Statutes, 2014 w.e.f. 01-01-2014, in anticipation of approval of BOG.

Muhammad Musharaf Rabbani  
Deputy Registrar

Cc:

1. Rector Office;
2. All Deans/HOD's;
3. Dy. Director Finance;
4. University Auditor;
5. Librarian to keep these statutes with further 3 sets, on record; and
6. Office Copy;

# National Textile University, Faisalabad

## Schedule 'A'

Rates of Monthly Benevolent Grant  
effective from \_\_\_\_\_

Sr. No.	Monthly Pay (Rs.)		Grant In Case of Death (Rs.)	Grant In Case of Permanent Medically Incapacitated (Rs.)
1	2		4	5
1	2901	4000	863	432
2	4001	5000	1,125	563
3	5001	6000	1,375	688
4	6001	7000	1,625	813
5	7001	8000	1,875	938
6	8001	9000	2,125	1,063
7	9001	10000	2,375	1,188
8	10001	11000	2,625	1,313
9	11001	12000	2,875	1,438
10	12001	13000	3,125	1,563
11	13001	14000	3,375	1,688
12	14001	15000	3,625	1,813
13	15001	16000	3,875	1,938
14	16001	17000	4,125	2,063
15	17001	18000	4,375	2,188
16	18001	19000	4,625	2,313
17	19001	20000	4,875	2,438
18	20001	& Above	5,000	2,500

M. Rabbani



O/C

**NATIONAL TEXTILE UNIVERSITY EMPLOYEES  
Medical Attendance Statutes  
2014**

**1. Short title, commencement and application**

- 1) These Statutes may be called the National Textile University Employees Medical Attendance Statutes, 2014.
- 2) They shall come into force w.e.f. 01-01-2014.
  - a) They shall apply to all University employees in prescribed Basic Pay Scales (BPS); and
  - b) Regular employees in NTU Pay Scales (section 9 shall apply to such categories of employees).

Provided that the University employees are on duty or on leave or under suspension in Pakistan.

**2. Definitions**

In these statutes unless there is anything repugnant in the subject or context:

- a) "University Employees" means an employee of the University to whom these statutes are applicable.
- b) "Family" means wife or husband, legitimate sons and daughters, step-children and parents of a University employee wholly dependent upon him. Married sons and daughters will not be included in the family.
- c) "Hospital" means a dispensary or a hospital maintained by the University for the treatment of its employees or any other hospital/clinic with which arrangements have been made by the NTU for the treatment of University employees.
- d) "Medical Officer" means the Medical Officer of the NTU.
- e) "NTU/University" means National Textile University, Faisalabad.
- f) "Patient" means a University employee to whom these University statutes apply and who has fallen ill.
- g) "Treatment" means the use of all medical and surgical facilities available at the hospital in which the patient is treated and includes:-
  - i) The employment of such pathological, bacteriological, radiological, or other methods or services as are considered necessary by the Medical Officer;
  - ii) The supply of such medicines, vaccine, sera or other therapeutic substances as may be considered essential by the Medical Officer for the recovery of the patient or the prevention of serious deterioration in his condition;
  - iii) Such accommodation as is ordinarily provided in the hospital and is suited to the status of the patient;
  - iv) Such nursing as is ordinarily provided to in-patients by the hospital; and
  - v) Such consultation with a specialist or other Medical Officer of a hospital other than the University hospital as may be advised by the University Medical Officer:  

but will not include diet charges.
  - vi) "Dental Treatment" which includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, treatment for dental caries, gingivitis Pyorrhea and filling (temporary or permanent) of dental cavities including root canal treatment

M. Rabbani



- vii) scaling, but does not include dental implants, orthodontic appliances, bridging, crowning and provision of dentures;
- viii) The provision of artificial limbs joints and implants;
- ix) The facility of circumcision.

### 3. Free medical attendance

- i) A University employee shall be entitled to indoor medical attendance free of charge at the University hospital.
- ii) If the University employee is not in a fit condition to travel, the University Medical Officer shall attend upon him at his residence, free of charge.

**Note:** The question whether or not the patient requires attendance at his residence subsequently, shall be determined by the University Medical Officer on his first visit to the University employee's residence.

- iii) Where the University Medical Officer is of the opinion that the case of a patient is of such a serious or special nature as to require medical attendance by or consultation with a specialist or other Medical Officer, or the patient requires anti-rabic treatment, the University Medical Officer may refer the patient.
  - a) To a Specialist or other Medical Officer of a hospital other than the University hospital for diagnosis and treatment, or
  - b) To the anti-rabic treatment centre, if the patient requires such a treatment.

### 4. Re-imbursement of medical charges as indoor patient

- i) If the medicines prescribed by the University Medical Officer are not available in the University hospital, the University employee will himself purchase such medicines.
- ii) Where the University employee consults or is treated by a Specialist or a Medical Officer of a hospital other than the University hospital under paragraph (iii) of statute 3, the University employee will pay the fee of the Specialist or the other Medical Officer and purchase the medicines prescribed by him.
- iii) Subject to the provision of University, a University employee who purchases medicines or pays the fee mentioned in paragraphs (i) & (ii) above will be entitled to claim reimbursement of the expenses so incurred by him, from the University, if the University Medical Officer certifies that the expenses are reasonable.
- iv) For the purpose of reimbursement, the claims on various Radiology, Pathology Tests, Surgeries and other such items shall not be allowed to be exceeded to the rates as prescribed from time to time, by the University.
- v) Medical allowance as outdoor patient

The employees of NTU shall be entitled to medical allowance as noted below in lieu of outdoor treatment and reimbursement of medical expenses.

Sr. No.	BPS	Revised Rate
1.	1-15	Rs.1,000/-p.m.
2.	16-22	15% of basic pay freezed w.e.f. 01-07-2011 on Basic Pay Scale 2008. New entrants in BPS 16-22 shall be allowed medical allowance @ 15% of minimum of relevant scale of 2008 and shall stand frozen at the same level.

n. K. Ali



- a) The facilities for consultation and diagnostic investigations at OPD will continue as before. Reimbursement/Local Purchase on account of Cancer, Hepatitis B, C and Insulin dependent diabetes would be admissible for out door patients.
  - b) The NTU serving/retired employees in Basic Pay Scales (BPS) suffering from following chronic diseases will also be entitled for reimbursement of amount spent on account of purchase of medicines, consultation and diagnostic investigation for medical treatment as out door patients.
    - 1) Chronic pulmonary-cardiovascular and circulatory disorders.
    - 2) Tumours, malignancies, cancer and chronic blood disorders (Thallasaemias etc).
    - 3) Chronic hepato-renal disorders, organ failure, dialysis and transplants.
    - 4) Chronic neuro-psychiatric diseases, neuropathies, epilepsy, paralysis.
    - 5) Chronic inflammatory-infectious diseases (rheumatoid arthritis, hepatitis, TB, tetanus etc).
    - 6) Chronic endocrine disorder (diabetes/goiter pancreatitis etc).
    - 7) Chronic degenerative disorders.
    - 8) Poisoning, dog and snake bite.
    - 9) Drug Abuse, STD, HIV/AIDS, VHF.
    - 10) Chronic skin diseases, allergies - chronic connective tissue and auto immune disorders.
    - 11) Injuries including orthopaedics, burns, gunshot, blast and head injuries.
    - 12) Day surgery (obstetric-gynae disorders, deliveries, cataract and eye/ENT day procedures).
    - 13) Shock, cardiogenic shock, stroke and elctrolyte disorders.
    - 14) Treatment for eye, ENT and disabilities/handicapps.
    - 15) Dental treatment.
5. Treatment in a hospital other than that of the University and re-imbursement of the charges

If a University employee in case of any emergency is admitted and treated in a hospital other than the University hospital he shall pay the charges of his treatment. If any, and claim re-imbursement thereof from the University. Before claiming re-imbursement, the employee should obtain from the hospital authority, a copy of the printed tariff of the hospital, if possible, a bill in full detail, and also a duly signed receipt in token of his having made the payment. The payment from NTU, however, shall not be allowed to be exceeded to the rates prescribed by the NTU.

#### Explanation

- i) If a patient is treated in a hospital other than the University hospital where a composite charge is levied to cover the cost of medical, surgical and nursing services, diet and accommodation, the diet money included in the bill will be ascertained from the hospital and deducted from the bill for the purpose of re-imbursement of the medical charges.
- ii) A University employee drawing pay in BPS-16 and above will be entitled to treatment in a Private Ward of a hospital while the others in General Ward.

*N. Raza*

*M. Z. Khan*

- iii) A University employee shall not be entitled to claim re-imbursement of the cost of denture and spectacles.

**6. Treatment of family**

The family of a University employee shall be entitled to free medical attendance and treatment, as an indoor patient, on the scale and under the conditions allowed to the University employee himself, at a hospital at which the University employees is entitled to receive treatment. This shall include confinement of a University employee's wife in a hospital, but no pre-natal or post-natal treatment at a University employee's residence.

**7. Relief admissible to retired University employees (retired BPS employees)**

The University pensioners (retired BPS employees) shall be entitled to medical allowance at the following rates:

- (i) Pensioners who retired prior to 01-07-2010 in BPS 1-15 @ 25% of pension drawn inclusive of dearness increase in pension of 01-07-2010 payable at frozen level subsequently of the admissibility as on 30-06-2011.
- (ii) Pensioners who retired prior to 01-07-2010 in BPS 16-22 @ 20% of pension drawn inclusive of dearness increase of 01-07-2010 payable at frozen level subsequently of the admissibility as on 30-06-2011.
- (iii) The employees in BPS 1-15 and 16-22 who shall retire on or after 01-07-2011 onwards shall be allowed medical allowance @ 25% and 20% of the net pension respectively which shall stand frozen at the same level.

The medical allowance will be allowed after allowing increases in family pension, pension and minimum pension notified vide following O.Ms:

i	No.F.2(3)-Reg.6/2010	dated 05-07-2010
ii	No.F.4(1)-Reg.6/2010	dated 05-07-2010
iii	No.F.15(1)-Reg.6/2010	dated 05-07-2010

- i) He will be entitled to medical treatment in the hospital as defined in sub clause 'c' of clause 2 of the statutes.
- ii) He will also be entitled to the re-imbursement of expenditure on purchase of medicines. Subject to the necessary verification by the Medical Officer of the NTU as an indoor treatment.

**Procedure**

- i) Every BPS in service and retired BPS employee of the University and his family members residing with and wholly dependent upon him shall consult the NTU Medical Officer of the medical dispensary of the National Textile University who shall examine the patient and provide necessary prescription. The NTU Medical Officer may refer the patient to the nearest University approved hospital or Government hospital for purpose of such diagnosis including such methods of examination as are available in that hospital and such consultation with a specialist or other Medical Officer as he (NTU Medical Officer) may consider necessary. In case of any emergency in which it was not possible to consult NTU Medical Officer, such consultation shall be made on very next day.

*M. Kaddan*

*9/9/2012*

- ii) Only such diagnostic investigations shall be got done as prescribed by the NTU Medical Officer or the other doctor or specialist to whom the patient was referred by the NTU Medical Officer.
- iii) The payment of fee of doctor or specialist other than the NTU Medical Officer and the diagnostic investigations shall be restricted to the rates/amount as prescribed in these statues amended from time to time or lesser rates claimed as the case may be.
- iv) All claims of consultation fee and diagnostic investigation shall be subject to vetting and verification by the NTU Medical Officer of the University.
- v) All consultations with NTU Medical Officer of the University shall be made in the N.T.U dispensary only and not at his residence or in his private clinic.
- vi) Reimbursement on account of cancer, hepatitis B, C and Insulin dependent diabetes and chronic diseases mentioned in these statues would be admissible for OPD patients BPS 1-22. The existing facility of reimbursement of all kinds of expenditure on account of indoor Medical treatment will continue as before.

**8. Documents to be accompanied to medical claim**

- a) Proforma for submission of medical claim;
- b) Prescription by University Medical Officer;
- c) A copy of referral letter by University Medical Officer in case the patient is referred to some other hospital or doctor;
- d) Cash memos on printed form bearing number and date with license number of the chemist and signed by University Medical Officer;
- e) Receipts of laboratory test carried out on the advice of University Medical Officer duly countersigned by NTU Medical Officer;
- f) Discharge slip of the hospital, in case of indoor treatment, showing date of admission and date of discharge;
- g) Transportation charges of the patient are not to be reimbursed; and
- h) The cost of following items is not reimbursable:

- 1) Dettol/Dettol Cream/Dettol Soap,
- 2) Glaxose-D,
- 3) Complan Milk,
- 4) Soap,
- 5) Shampoo,
- 6) Sanitary Towels,
- 7) Cervical Collar,
- 8) Colt,
- 9) Cotton Wool,
- 10) Thermometer,
- 11) Telecum Powder, and
- 12) Diet Charges

M. Iqbal

W. S. J. P. Z

## 9. Employees in NTU Pay Scales

- 1) The NTU serving employees in NTU Pay Scales shall in addition to the medical allowance fixed for them in NTU Pay Scales shall be entitled to the following facilities
  - a) Facilities for consultation and diagnostic at OPD. Reimbursement/local purchase on account of cancer, hepatitis (B&C) and insulin dependent diabetes would be admissible for outdoor patients.
  - b) The employees in NTU Pay Scales suffering from chronic diseases as mentioned at Sr. No. 1-15 under section 4(b) will also be entitled for reimbursement of amount spent on account of purchase of medicines, consultation and diagnostic investigations for medical treatment as outdoor patients.
- 2) **Re-imburement of medical charges as indoor patients to the in service employees in NTU Pay Scales**
  - i) If the medicines prescribed by the University Medical Officer are not available in the University hospital, the University employee will himself purchase such medicines.
  - ii) Where the University employee consults or is treated by a Specialist or a Medical Officer of a hospital other than the University hospital under paragraph (iii) of statute 3, the University employee will pay the fee of the Specialist or the other Medical Officer and purchase the medicines prescribed by him.
  - iii) Subject to the provision of University, a University employee who purchases medicines or pays the fee mentioned in paragraphs (i) & (ii) above will be entitled to claim reimbursement of the expenses so incurred by him, from the University, if the University Medical Officer certifies that the expenses are reasonable.
  - iv) For the purpose of reimbursement, the claims on various Radiology, Pathology Tests, Surgeries and other such items shall not be allowed to be exceeded to the rates as prescribed from time to time, by the University.
- 3) **Treatment in a hospital other than that of University and the reimbursement of the charges**

If a University employee in case of any emergency is admitted and treated in a hospital other than the University hospital he shall pay the charges of his treatment. If any, and claim re-imburement thereof from the University. Before claiming re-imburement, the employee should obtain from the hospital authority, a copy of the printed tariff of the hospital, if possible, a bill in full detail, and also a duly signed receipt in token of his having made the payment. The payment from NTU, however, shall not be allowed to be exceeded to the rates prescribed by the NTU.

### Explanation

- i) If a patient is treated in a hospital other than the University hospital where a composite charge is levied to cover the cost of medical, surgical and nursing services, diet and accommodation, the diet money included in the bill will be

M. Kassar



ascertained from the hospital and deducted from the bill for the purpose of re-imbursement of the medical charges.

- ii) The University employees drawing pay in NTU Pay Scales in M-3 and above shall be entitled to treatment in a private ward of a hospital while the others in general ward.
- iii) A University employee shall not be entitled to claim re-imbursement of the cost of denture and spectacles.

4) **Treatment of family**

The family of a University employee shall be entitled to free medical attendance and treatment, as an indoor patient, on the scale and under the conditions allowed to the University employee himself, at a hospital at which the University employees is entitled to receive treatment. This shall include confinement of a University employee's wife in a hospital, but no pre-natal or post-natal treatment at a University employee's residence.

5) **Procedure**

- i) Every in service employee of the University and his family members residing with and wholly dependent upon him shall consult the NTU Medical Officer of the medical dispensary of the National Textile University who shall examine the patient and provide necessary prescription. The NTU Medical Officer may refer the patient to the nearest University approved hospital or Government hospital for purpose of such diagnosis including such methods of examination as are available in that hospital and such consultation with a specialist or other Medical Officer as he (NTU Medical Officer) may consider necessary. In case of any emergency in which it was not possible to consult NTU Medical Officer, such consultation shall be made on very next day.
- ii) Only such diagnostic investigations shall be got done as prescribed by the NTU Medical Officer or the other doctor or specialist to whom the patient was referred by the NTU Medical Officer.
- iii) The payment of fee of doctor or specialist other than the NTU Medical Officer and the diagnostic investigations shall be restricted to the rates/amount as prescribed in these statutes amended from time to time or lesser rates claimed as the case may be.
- iv) All claims of consultation fee and diagnostic investigation shall be subject to vetting and verification by the NTU Medical Officer of the University.
- v) All consultations with NTU Medical Officer of the University shall be made in the N.T.U dispensary only and not at his residence or in his private clinic.
- vi) Reimbursement on account of cancer, hepatitis B, C and Insulin dependent diabetes and chronic diseases mentioned in these statutes would be admissible for OPD patients.

6) **Documents to be accompanied to medical claim**

- a) Proforma for submission of medical claim;
- b) Prescription by University Medical Officer;
- c) A copy of referral letter by University Medical Officer in case the patient is referred to some other hospital or doctor;

- d) Cash memos on printed form bearing number and date with license number of the chemist and signed by University Medical Officer;
- e) Receipts of laboratory test carried out on the advice of University Medical Officer duly countersigned by NTU Medical Officer;
- f) Discharge slip of the hospital, in case of indoor treatment, showing date of admission and date of discharge;
- g) Transportation charges of the patient are not to be reimbursed; and
- h) The cost of following items is not reimbursable:
  - 1) Dettol/Dettol Cream/Dettol Soap,
  - 2) Glaxose-D,
  - 3) Complan Milk,
  - 4) Soap,
  - 5) Shampoo,
  - 6) Sanitary Towels,
  - 7) Cervical Collar,
  - 8) Colt,
  - 9) Cotton Wool,
  - 10) Thermometer,
  - 11) Telecum Powder, and
  - 12) Diet Charges

**10. Cases not covered by these University statutes to be governed by Government rules**

In matters not specifically provided for by these University Statutes the reimbursement of medical charges shall be governed by the rules issued by the Federal Government from time to time.

**11. Relaxation**

The BOG may relax the provisions of these University Statutes in cases of special hardship.





# National Textile University

NTU/RO/NOTICE/14-01  
January 01, 2014

## NOTIFICATION

Consequent upon the recommendations of Executive Committee in its 18<sup>th</sup> meeting held on January 01, 2014 to the BOG for approval, the Competent Authority is pleased to enforce the NTU Employees (Efficiency & Discipline) Statutes, 2014 w.e.f. January 01, 2014, in anticipation of approval of BOG.

2. All concerned may note for information, please.

Muhammad Musharraf Rabbani  
Deputy Registrar

Cc:

1. Rector Office
2. All Deans/HOD's
3. DD Finance
4. University Auditor
5. Librarian (to keep these Statutes with further 3 sets, on record)
6. Office Copy

**NATIONAL TEXTILE UNIVERSITY EMPLOYEES  
(Efficiency & Discipline) Statutes  
2014**

**1. Short Title and Commencement**

- (a) These statutes may be called the National Textile University Employees (Efficiency & Discipline) Statutes, 2014.
- (b) They shall come into force w.e.f. 01-01-2014; and shall apply to:
  - (i) Employees in NTU service and its constituent institutes/colleges.
  - (ii) Retired employees of NTU and its constituent colleges; provided that proceedings under these statutes are initiated against them during their service or within one year after their retirement.

**2. Definitions.-** In these statutes, unless there is anything repugnant in the subject or context:

- (a) 'accused' means a person who is or has been an employee and against whom action is initiated under these statutes;
- (b) 'appellate authority' means the BOG to which an appeal lies against the orders of the competent authority;
- (c) 'appointing authority' in relation to an employee or class of employees means an appointing authority declared or notified as such by an order of the NTU Statutes as may be applicable to such employee or class of employees;
- (d) 'charge' means allegations framed against the accused pertaining to acts of omission and commission cognizable under these statutes;
- (e) 'competent authority' means-
  - (i) the Rector of NTU; or
  - (ii) in relation to any employee or class of employees, any officer or authority authorized by the Rector NTU to exercise the powers of competent authority under these statutes; provided that such officer or authority shall not be inferior in rank to the appointing authority prescribed for the post held by the employee against whom action is to be taken; or
  - (iii) Provided that where two or more employees are to be proceeded against jointly, the competent authority in relation to senior most employee in rank shall be the competent authority in respect of all the accused:  
  
Provided further that where the competent authority, other than the Rector NTU, has any interest in the result of proceedings under these statutes, and does not desire to act as competent authority due to personal reasons, he shall not proceed with the case and shall report the matter to the next higher authority who shall authorize another officer of the corresponding rank and status to act as the competent authority in a specific case;
- (f) '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 NTU property or resources; or
  - (iii) possession of pecuniary sources or property by an employee 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
  - (iv) maintaining standard of living beyond known sources of income; or

- (v) having a reputation of being corrupt; or
- (vi) entering into plea bargain under any law for the time being in force and return the assets or gains acquired through corruption or corrupt practices, voluntarily;
- (g) 'employee' means a person in the employment of NTU or any other institution set up by or under any law for the time being in force or a body or organization in which the NTU has a controlling share or interest therein
- (h) 'hearing officer' means an officer, senior in rank to the accused, appointed by any authority competent to appoint hearing officer, to afford an opportunity of personal hearing to the accused on behalf of the authority concerned;
- (i) 'inefficiency' means failure to-
  - (i) efficiently perform functions assigned to an employee in the discharge of his duties; or
  - (ii) qualify departmental examination in three consecutive attempts;
- (j) 'inquiry committee' means a committee of two or more officers, headed by a convener, as may be appointed by the competent authority under these statutes;
- (k) 'inquiry officer' means an officer appointed by the competent authority under these statutes;
- (l) 'misconduct' includes-
  - (i) conduct prejudicial to good order or service discipline; or
  - (ii) conduct contrary to the conduct statutes, for the time being in force; or
  - (iii) conduct unbecoming of an officer and a gentleman; or
  - (iv) involvement or participation for gain 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 private institutions 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 Rector NTU, BOG, or any other authority in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service; or
  - (vi) making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law or statutes; or
  - (vii) absence from duty without prior approval of leave; or
  - (viii) acquittal by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body; or
  - (ix) conviction for an offence by a court of law;
- (m) 'prescribed' means prescribed by statutes made under these statutes; and
- (n) 'section' means section of these statutes.
- (o) All other expressions and terms used in these statutes shall have the same meanings as assigned to them under section 2 of the NTU Ordinance CXXIV of 2002.

**3. Grounds for proceedings and penalty.-** An employee shall be liable to be proceeded against under these statutes, if he is –

- (i) inefficient or has ceased to be efficient for any reason; or
- (ii) guilty of misconduct; or
- (iii) guilty of corruption or is reasonably considered to be corrupt; or

*m. Kader*

*hazim*

- ✓ (iv) engaged or is reasonably believed to be engaged in subversive activities, and his retention in service is prejudicial to national security, or is guilty of disclosure of official secrets to any unauthorized person.

**4. Penalties.-** (1) The competent authority may, notwithstanding anything contained in any law or the terms and conditions of service of the accused, by an order in writing, impose one or more of the following penalties, namely:-

(a) Minor penalties-

- (i) censure;
- (ii) withholding of increment or increments, for a specific period, subject to a maximum of five years;
- (iii) fine not exceeding basic pay of one month;
- (iv) reduction to a lower stage or stages in pay scale, subject to a maximum of five stages; and
- (v) withholding of promotion for a specific period, subject to a maximum of five years; provided that this period shall be counted from the date when a person junior to the accused is considered for promotion and is promoted on regular basis for the first time;

(b) Major penalties –

- (i) recovery from pay, pension or any other amount payable to the accused, the whole or a part of any pecuniary loss caused to the NTU or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pay, pension or any other amount payable to him, such amount shall be recovered under the law for the time being in force;
- (ii) reduction to a lower post and pay scale from the substantive or regular post for a specific period subject to a maximum of five years;
- ✓ (iii) forfeiture of past service for a specific period subject to a maximum of five years;
- ✓ (iv) compulsory retirement;
- (v) removal from service; and
- (vi) dismissal from service; and

(c) Penalties after retirement –

- (i) withholding of pension or any part thereof;
  - (ii) withdrawing of pension or any part thereof; and
  - (iii) recovery from pension or any other amount payable to the accused, of pecuniary loss caused to NTU or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pension or any other amount payable to him, such amount shall be recovered under the law for the time being in force.
- (2) Dismissal from service under these statutes shall disqualify the employee for future employment in NTU or its constituent organizations where provisions of these statutes apply.
- (3) Any penalty under these statutes shall not absolve an employee or accused from liability to any punishment to which he may be liable for an offence, under any law, committed by him while in 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 statutes, it shall either-

- (a) proceed itself against the accused by issuing a show cause notice under section 7 and, for reasons to be recorded in writing, dispense with the enquiry;

*M. K. Rafter*

*W. J. M. J.*

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 of the charges of corruption which have led 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 section 10:

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 absent from duty without prior approval of leave:

Provided further 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 he is satisfied that there is no need to hold an inquiry.

(2) The orders of inquiry or the show cause notice, as the case may be, shall be signed by the competent authority; or the same shall be signed by such officer as may be authorized by him on his behalf.

**6. Suspension.-** An employee against whom action is proposed to be initiated under section 5 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 ninety days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated:

Provided that the continuation of the period of suspension shall require the prior approval of the competent authority for each period of extension.

**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 section 5, it shall-

- (a) inform the accused by an order in writing, of the grounds for proceeding against him, clearly specifying the charges therein, alongwith apportionment of responsibility and the 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 ninety 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 ninety days, the accused may file an application before the BOG for early decision of his case, which may direct the competent authority to decide the case within a specified period.

m. Zahir

Signature

- (d) afford an opportunity of personal hearing either itself or through the hearing officer, 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 section 4, by an order in writing, if the charge or charges are proved against the accused:

Provided that-

- (i) 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, if any; and
- (ii) Where charge of absence from duty for a period of more than one year is proved against the accused, the penalty of compulsory retirement or removal or dismissal from service shall be imposed upon the accused.

**8. Action in case of conviction or plea bargain under any law.-** Where an employee is convicted by a court of law or has entered into plea bargain or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body 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 of charges of corruption or has entered into plea bargain and has returned the assets or gains acquired through corruption or corrupt practices voluntarily or;
- (b) proceed against the employee under section 7, where he has been convicted of charges other than corruption; or
- (c) proceed against the employee under section 9, where he has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body.

**9. 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 section 5, it shall pass an order of inquiry in writing, which shall include-

- (a) appointment of an inquiry officer or an inquiry committee; provided that the inquiry officer or the convener of inquiry committee, as the case may be, shall be of a rank senior to the accused and where two or more accused are proceeded against jointly, the inquiry officer or the convener of the inquiry committee shall be of a rank senior to the senior most accused;
- (b) the grounds for proceeding, 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 seven days of the date of receipt of orders or within such extended period as the competent authority may determine.

(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.

**10. Procedure to be followed by inquiry officer or inquiry committee.-** (1) On receipt of reply of the accused or on expiry of the stipulated period, if no reply is received from the accused, 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 charge or in defense of the accused as may be considered necessary and where any witness is produced by one party, the other party shall be entitled to cross examine such witness.

(2) If the accused fails to furnish his reply within the stipulated period, or extended period, if any, the inquiry officer or the inquiry committee, as the case may be, shall proceed with the inquiry ex parte.

(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, in which case it shall not be of more than seven days.

(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 the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as may be deemed expedient in the interest of justice.

(5) If the accused absents himself from the inquiry on medical grounds, he shall be deemed to have hampered or attempted to hamper the progress of the inquiry, unless medical leave, applied for by him, is sanctioned on the recommendation of a Medical Board; provided that the competent authority may, in its discretion, sanction medical leave upto seven days without recommendation of the Medical Board.

(6) The inquiry officer or the inquiry committee, as the case may be, shall submit his or its report, containing clear findings as to whether the charge or charges have been proved or not and specific recommendations regarding exoneration or, imposition of penalty or penalties, to the competent authority within sixty days of the initiation of inquiry:

Provided that where the inquiry cannot be completed within sixty days, the inquiry officer or the inquiry committee, as the case may be, shall seek extension for specific period from the competent authority, for reasons to be recorded in writing.

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

Provided further that the recommendations of the inquiry officer or the inquiry committee, as the case may be, shall not be binding on the competent authority.

**11. Powers of the Inquiry Officer or Inquiry Committee.-** (1) For the purpose of an inquiry under these statutes, 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:-

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

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

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

- (a) render full assistance to the inquiry officer or the inquiry committee or hearing officer or the authority concerned, as the case may be, during the proceedings where he shall be personally present and fully prepared with all the relevant record relating to the case, on each date of hearing;
- (b) cross-examine the witnesses produced by the accused and with permission of the inquiry officer or inquiry committee, as the case may be, the prosecution witnesses in case of their turning hostile; and
- (c) rebut the grounds of defense offered by the accused before the hearing officer or the authority concerned.

**13. Order to be passed by the competent authority on receipt of report from the inquiry officer or inquiry committee.-** (1) On receipt of the report from the inquiry officer or inquiry committee, as the case may be, the competent authority shall examine the report and the relevant case material and determine whether the inquiry has been conducted in accordance with the provisions of these statutes.

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(2) If the competent authority, is satisfied that the inquiry has been conducted in accordance with the provisions of these statutes, it shall further determine whether the charge or charges have been proved against the accused or not.

(3) Where the charge or charges have not been proved, the competent authority shall exonerate the accused by an order in writing.

(4) Where the charge or charges have been proved against the accused, the competent authority shall issue a show cause notice to the accused by which it shall-

- (a) inform him of the charges proved against him and the penalty or penalties proposed to be imposed upon him by the inquiry officer or inquiry committee;
- (b) give him reasonable opportunity of showing cause against the penalty or penalties proposed to be imposed upon him and to submit as to why one or more of the penalties as provided in section 4 may not be imposed upon him and to submit additional defense in writing, if any, within seven days of the receipt of the notice, before itself or the hearing officer, as the case may be;
- (c) indicate the date of personal hearing or appoint a hearing officer to afford an opportunity of personal hearing on his behalf; provided that the hearing officer shall only be appointed where the competent authority is of the rank of the Rector.
- (d) provide a copy of the inquiry report to the accused; and
- (e) direct the departmental representative to appear, with all the relevant record, on the date of hearing before himself or the hearing officer, as the case may be.

(5) After affording personal hearing to the accused or on receipt of the report of the hearing officer, 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 defence offered by the accused during personal hearing, by an order in writing-

- (i) exonerate the accused; or
- (ii) impose any one or more of the penalties specified in section 4:

Provided that -

- (i) 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, if any; and
- (ii) Where charge of absence from duty for a period of more than one year is proved against the accused, the penalty of compulsory retirement or removal or dismissal from service shall be imposed upon the accused.

(6) Where the Competent Authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of these statutes or the facts and merits of the case have been ignored or there are 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 the competent authority may like to give, or may order a de novo (again) inquiry.

(7) After receipt of inquiry report, the competent authority, shall decide the case within a period of ninety 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 ninety days, the accused may file an application before the BOG for early decision of his case, which may direct the competent authority to decide the case within a specified period.

**14. Personal hearing.-** (1) The authority affording personal hearing or the hearing officer on receiving an order of appointment shall, 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 the fixed date and time.

(2) After affording personal hearing to the accused, the authority or the hearing officer shall, in relation to the case and the connection of the accused during the hearing, record his remarks in writing and, in case hearing officer, submit a report to the authority so appointed him which shall include:-

- (i) summary of the inquiry report where inquiry was conducted under section 10, or summary of the defence offered by the accused to the show cause notice under section 7, or grounds of appeal or review filed under section 16, as the case may be;
- (ii) summary of defence offered by the accused during the hearing, if any; and
- (iii) views of the departmental representative, if any.

**15. Departmental appeal and review.**-(1) An accused who has been awarded any penalty under these statutes may, within thirty days from the date of communication of the order, prefer departmental appeal directly to the BOG.

(2) The authority empowered under sub-section (1) shall call for the record of the case and comments on the points raised in the appeal from the concerned department or office, and on consideration of the appeal or the 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 and reduce or enhance the penalty; or
- (d) set aside the order of penalty and remand the case to the competent authority, where it is satisfied that the proceedings by the competent authority or the inquiry officer or inquiry committee, as the case may be, have not been conducted in accordance with the provisions of these statutes, or the facts and merits of the case have been ignored, with the directions to either hold a de novo inquiry or to rectify the procedural lapses or irregularities in the proceedings:

Provided that where the appellate or review authority proposes to enhance the penalty, it shall by an order in writing-

- (i) inform the accused of the action proposed to be taken against him and the grounds of such action; and
- (ii) give him a reasonable opportunity to show cause against the action and afford him an opportunity of personal hearing either himself or through a hearing officer; Provided that the hearing officer shall only be appointed where the appellate or the review authority is of the rank of the Rector.

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

**16. Revision.**-(1) The Rector, NTU or BOG may call for the record of any proceedings within one year of the order of exoneration or imposition of a penalty, passed by the competent authority or the order of appellate authority, as the case may be, for the purpose of satisfying himself as to the correctness, legality or propriety of such proceedings or order.

(2) On examining the record of the case, such authority may-

- (i) uphold the orders of the competent authority or the appellate authority, as the case may be; or
- (ii) order the competent authority to hold de novo inquiry; or
- (iii) impose or enhance a penalty or penalties:

Provided that no order, prejudicial to the accused, shall be passed under this section unless the accused has been given a reasonable opportunity of showing cause against the proposed action and an opportunity of personal hearing.

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17. **Proceedings under these Statutes:-** Subject to these statutes, all proceedings initiated against the employees having retired or in service, shall be governed by the provisions of these statutes and the bylaws made thereunder:

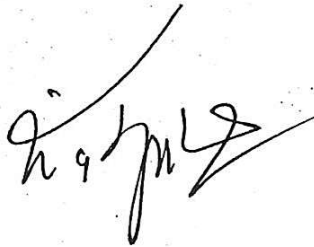
Provided that in case of retired employee, the proceedings so initiated against him shall be finalized not later than two years of his retirement.

(2) The competent authority may, by an order in writing, impose one or more penalties specified in clause (c) of section 4, if the charge or charges are proved against the retired employee.

18. **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 statutes or the bylaws, instructions or directions made or issued thereunder.

19. **Jurisdiction barred.-** Save as provided under these statutes, no order made or proceedings taken under these statutes, or the bylaws made thereunder, 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 by, or under these statutes, or the bylaws made thereunder.

20. **Removal of difficulties.-** If any difficulty arises in giving effect to any of the provisions of these statutes, the Rector NTU may make such order, not inconsistent with the provisions of these statutes, as may appear to him to be necessary for the purpose of removing that difficulty.



MODEL DRAFT ORDER OF APPOINTMENT OF INQUIRY OFFICER/COMMITTEE TO BE  
SIGNED/ISSUED BY THE COMPETENT AUTHORITY UNDER SECTION 9 READ WITH  
SECTION 5(1)(b) OF THE NTU EMPLOYEES (EFFICIENCY & DISCIPLINE) STATUTES, 2014

ORDER OF INQUIRY

WHEREAS, the undersigned as Competent Authority under the NTU Statutes is of the opinion that there are sufficient grounds to proceed against Mr./M/s. (name/names and designation of the accused) under Section 3 of the NTU Employees (Efficiency & Discipline) Statutes, 2014 on the charges (of inefficiency, misconduct, corruption and engagement in subversive activities). I, therefore, order initiation of disciplinary proceedings against the accused under the NTU Statutes.

2. AND WHEREAS, I consider that in the light of facts of the case and in the interest of justice, it is necessary to hold an inquiry. I, therefore, appoint Mr. \_\_\_\_\_ (name & designation) as inquiry officer/ inquiry committee consisting of the following:

- 1) Mr. \_\_\_\_\_ (Name & Designation/Convener)
- 2) Mr. \_\_\_\_\_ (Name & Designation/Member)
- 3) Mr. \_\_\_\_\_ (Name & Designation/Member)

to proceed against the accused in terms of Section 5 read with Section 9 of the NTU Employees (Efficiency & Discipline) Statutes, 2014 and to conduct inquiry into the following charge(s):

- i. \_\_\_\_\_ (give full description of the charge)
- ii. \_\_\_\_\_ -do-
- iii. \_\_\_\_\_ -do-

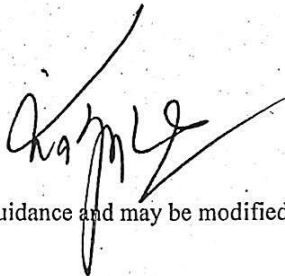
3. The accused official/officials is/are directed to submit his/their written defence to the Inquiry Officer/the Inquiry Committee, within seven days of the date of receipt of this order (or within such extended period as may be determined by the Competent Authority). If he/they fail to submit his/their written defence within the prescribed period, it shall be presumed that either he/they have no defence to offer or he/they have declined to offer the same and he/they have accepted the charge(s).

4. Mr. (name & designation) is appointed as Departmental Representative in terms of Section 9(1)(c) read with Section 12 of the NTU Employees (Efficiency & Discipline) Statutes, 2014.

5. In case the accused official/officials desires/desire to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charge(s), he/ they may do so with prior arrangement with the undersigned or the Departmental Representative within days of the receipt of this order.

6. The Inquiry Officer or Inquiry Committee shall submit his/its report and recommendations to the undersigned within sixty days of the initiation of inquiry in terms of Section 10 (6) of the NTU Employees (Efficiency & Discipline) Statutes, 2014.

SIGNATURE OF THE COMPETENT AUTHORITY  
NAME & DESIGNATION



Note: Model is only for guidance and may be modified keeping in view the requirements of the case.



**MODEL DRAFT SHOW CAUSE-CUM-PERSONAL HEARING NOTICE  
UNDER SECTION 13 (4)**

To

(name of the accused)

Subject:- SHOW CAUSE-CUM-PERSONAL HEARING NOTICE UNDER SECTION 13(4)  
OF THE NTU EMPLOYEES (EFFICIENCY & DISCIPLINE) STATUTES, 2014

WHEREAS, disciplinary proceedings were initiated against you by the undersigned /competent authority under the provisions of the NTU Employees (Efficiency & Discipline) Statutes, 2014, on the charge(s) of (inefficiency, misconduct, corruption and engagement in subversive activities) vide Order No. \_\_\_\_\_ dated \_\_\_\_\_.

2. AND WHEREAS, the Inquiry Officer/Committee submitted his/its inquiry report, according to which the following charge/charges have been proved against you:

Sr. No.	Charge No.	Extent to which charge proved
1.		(Fully proved or partially proved)
2.		(Fully proved or partially proved)

The inquiry Officer/Committee has recommended imposition of penalty (give details) upon you in terms of Section 4 of the NTU Employees (Efficiency & Discipline) Statutes, 2014. A copy of the inquiry report is enclosed.

3. AND WHEREAS, after perusal of the inquiry report and other relevant record, I have found no reason to differ/I have reasons to differ (give detailed reasons for differing) with the findings and recommendations of the Inquiry Officer/Committee. Hence the charge/charges leveled vide above referred order have been proved against you for which you are liable to be imposed the following penalty/penalties in terms of Section 4 of the NTU Employees (Efficiency & Discipline) Statutes, 2014:

- i. \_\_\_\_\_ (specific penalty/penalties)  
ii. \_\_\_\_\_ -do  
iii. \_\_\_\_\_ -do-

4. NOW, THEREFORE, in exercise of the powers conferred upon me as Competent Authority under Section 13(4) of the NTU Employees (Efficiency & Discipline) Statutes, 2014, you are hereby called upon to show cause within seven days, of the receipt of this notice, as to why the above-mentioned penalty/penalties may not be imposed upon you. You are also allowed to submit your additional defence in writing, if any.

5. You are also offered an opportunity of personal hearing and directed to appear before the undersigned {or before Mr. \_\_\_\_\_ Hearing Officer appointed by the competent authority (in case competent authority is Rector) on \_\_\_\_\_ for this purpose.

SIGNATURE OF THE COMPETENT AUTHORITY  
NAME & DESIGNATION

Note: Model Notice is only for guidance and may be modified keeping in view the requirements of the case.

MODEL SHOW CAUSE NOTICE UNDER SECTION 7 (b) READ WITH SECTION 5(1)(a) OF  
THE NTU EMPLOYEES (EFFICIENCY & DISCIPLINE) STATUTES, 2014

Subject: SHOW CAUSE NOTICE

WHEREAS, the undersigned as Competent Authority, under the NTU Employees (Efficiency & Discipline) Statutes, 2014, in due consideration of the facts of this case is of the view that you, Mr. \_\_\_\_\_ While posted as \_\_\_\_\_ during the period from \_\_\_\_\_ to \_\_\_\_\_ have committed the following irregularities and there are sufficient grounds to proceed against you:

- i. \_\_\_\_\_ (give full description of the allegations)
- ii. \_\_\_\_\_ -do-
- iii. \_\_\_\_\_ -do-

2. AND WHEREAS, the undersigned is of the opinion that it is not necessary to hold an inquiry into the matter in view of the provisions contained in Section 5 (1)(b) of the NTU Employees (Efficiency & Discipline) Statutes, 2014. It is, therefore, proposed to proceed against you under Section 7(b) read with Section 5(1)(a) of NTU Employees (Efficiency & Discipline) Statutes, 2014.

3. NOW, THEREFORE, you are hereby called upon to show cause in writing within seven days (or within such period as may be extended by the competent authority) of the receipt of this notice as to why one or more of the penalties as prescribed in Section 4 of the NTU Employees (Efficiency & Discipline) Statutes, 2014.

4. Your reply to this show cause notice should reach the undersigned within the said period, failing which it shall be presumed that you have no defence to offer.

5. In case you desire to consult any record, on which the aforesaid charges are based or is relevant to the aforesaid charge(s) you may do so with prior arrangement with the undersigned within \_\_\_\_\_ days of the receipt of this notice.

SIGNATURE OF THE COMPETENT AUTHORITY  
NAME & DESIGNATION

Note: Model Notice is only for guidance and may be modified keeping in view the requirements of the case.



MODEL DRAFT OF PERSONAL HEARING NOTICE UNDER SECTION 7(d) OF THE NTU  
EMPLOYEES (EFFICIENCY & DISCIPLINE) STATUTES, 2014

To

(name of the accused)

Subject: PERSONAL HEARING NOTICE UNDER SECTION 7(d).

WHEREAS, inquiry proceedings were initiated against you by the undersigned as competent authority under the NTU Employees (Efficiency & Discipline) Statutes, 2014 on the charge(s) of (inefficiency, misconduct, corruption and engagement in subversive activities) and it was decided to dispense with the inquiry in terms of Section 5(1)(b).

2. AND WHEREAS, a show cause notice was served upon you in terms of Section 7(b) read with Section 5(1)(a) of the NTU Employees (Efficiency & Discipline) Statutes, 2014, bearing No. \_\_\_\_\_ dated \_\_\_\_\_ to submit your written reply within \_\_\_\_\_ days.

3. AND WHEREAS, your reply to the said show cause notice has been considered and it has been determined that the following charge(s) as contained in the show cause notice has/have been proved against you:

Sr. No.	Charge No.	Extent to which charge proved
1.		(Fully proved or partially proved)
2.		(Fully proved or partially proved)

Hence, it is proposed to impose the following penalty/penalties upon you in terms of Section 4 of the NTU Employees (Efficiency & Discipline) Statutes, 2014:

- i. \_\_\_\_\_ (specific penalty/penalties)
- ii. \_\_\_\_\_ -do-
- iii. \_\_\_\_\_ -do-

4. NOW, THEREFORE, you are afforded an opportunity of personal hearing in terms of Section 7(d) of the NTU Employees (Efficiency & Discipline) Statutes, 2014 and directed to appear before the undersigned (or before Mr. \_\_\_\_\_ Hearing Officer appointed by the competent authority on \_\_\_\_\_ for this purpose.

SIGNATURE OF THE COMPETENT AUTHORITY  
NAME & DESIGNATION

Note: Model Notice is only for guidance and may be modified keeping in view the requirements of the case.



# National Textile University

NTU/DR/14-  
January 08, 2014

## NOTIFICATION

The HEC has issued 'HEC Plagiarism Policy'. This policy has been adopted by the Competent Authority w.e.f. 01-01-2014, for implementation in NTU and its constituent colleges and centres, in anticipation of the approval of the BOG.

Muhammad Musharaf Rabbani  
Deputy Registrar

Cc:

1. Rector Office;
2. All Deans/HOD's;
3. Director, PTC;
4. Director Project, PKGTI;
5. Acting CEO, SFDAC;
6. Dy. Director Finance;
7. University Auditor;
8. Librarian to keep these statutes with further 3 sets, on record; and
9. Office Copy;



ہائر ایجوکیشن کمیشن  
**HIGHER EDUCATION COMMISSION**  
Sector H-9, Islamabad (Pakistan) Exchange: (051) 9040000  
Tele: (051) 90401105 Fax: (051) 9258744, 90401102  
E-mail: htalpur@hec.gov.pk

**Hakim Ali Talpur**  
Assistant Director (Quality Assurance)

No. 1-P/AD-QA/HEC/Gen/2009/1463  
Date: 26<sup>th</sup> May, 2009

**Subject: - Policy Decision regarding Plagiarism Cases**

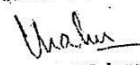
Dear Sir,

In continuation of HEC Plagiarism Policy letter no. 1-P/P-SOP/QA/HEC/2007/483, dated September 27, 2007.

I am directed to inform you that as per HEC Plagiarism Policy all plagiarism cases are to be dealt by the respective universities. However, if any case is delayed beyond three months than the HEC may take the case itself.

Moreover, the old cases before the announcement of Plagiarism policy that is September 27<sup>th</sup>, 2007 shall not be taken up if the concerned author(s) are not claiming the credit in any way for the paper alleged to be plagiarized.

With kind regards,

Sincerely yours,  
  
**Hakim Ali Talpur**

## HEC Plagiarism Policy

### 1. Preamble

In the wake of fundamental improvements being introduced in the system of Higher Education in Pakistan, the credit, respect, recognition of research and scholarly publications, career development and financial gains are now linked with such original works accomplished without replicating the efforts of other researchers. It has therefore become necessary that the menace of plagiarism is highlighted and curbed through exemplary punitive actions. On the other hand, we must also guard against bogus or false complaints in order to prevent victimization which may make researchers and scholars shy away from research simply because of the fear of prosecution. A Plagiarism Policy has therefore become necessary to create awareness, define various forms in which Plagiarism exhibits itself, present a methodology of investigation, cater for punitive action proportional to the extent of the offence and even address the issue of false or spurious complaints.

### 2. Definition

According to the Concise Oxford Dictionary, **Plagiarism** is defined as "**taking and using the thoughts, writings, and inventions of another person as one's own**". This, or various similar definitions found in recognized publications / documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. In order to establish the violation of ethical norms, or academic or intellectual dishonesty resulting from Plagiarism and to take punitive actions in this regard, it is necessary that the variety of forms in which Plagiarism manifests itself are known. These include but are not limited to the following:

- "Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.
- Copying elements of another author's paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source.
- Verbatim copying portions of another author's paper or from reports by citing but not clearly differentiating what text has been copied (e.g. not applying quotation marks correctly) and /or not citing the source correctly"<sup>[1]</sup>.
- "The unacknowledged use of computer programs, mathematical / computer models / algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs / models / displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artifacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music / composition of any sort, posters, presentations and tracing."<sup>[2]</sup>
- "Self-plagiarism, that is, the verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source."<sup>[1]</sup>

### 3. Explanation from Wikipedia, the free encyclopedia

Wikipedia, the free encyclopedia on the web describes and explains Plagiarism as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Unlike cases of forgery, in which the authenticity of the writing, document, or some other kind of object itself is in question, plagiarism is concerned with the issue of false attribution. Within academia, plagiarism by students, professors, or researchers is considered

4. **Aim:** The aim of this policy is to apprise students, teachers, researchers and staff about Plagiarism and how it can be avoided. It is also aimed at discouraging Plagiarism by regulating and authorising punitive actions against those found guilty of the act of Plagiarism.

5. **Applicability:** The policy is applicable to students, teachers, researchers and staff of all institutions and organizations in Pakistan who are involved in writing or publishing their work. In this context a "Student" is a person who, on the date of submission of his / her paper / work is a registered student of any University or Degree Awarding Institution recognized by Higher Education Commission (HEC). "Teachers and Researchers" include faculty members or equivalent of the University / Organization or/ of a constituent or affiliated college or researchers of an organization and such other persons as may be declared to be so by regulations. "Staff" is any employee of an organization involved in writing and publishing his / her work.

Any person listing his CV on the website or any current publication or applying for any benefit on the basis of published or presented work that is plagiarized will be liable to be punished as per prescribed rules.

6. **Responsibility of the Institutions & Organizations:** All institutions and organizations are responsible to apprise their students, teachers, researchers and staff of the definition, implications and resulting punishments in case, after due investigation, they are found guilty of plagiarism. The institutions / organizations must acquaint their students, teachers, researchers and staff with this policy and ensure that they are fully aware that all authors are deemed to be individually and collectively responsible for the contents of papers published by Journals / Publishers etc. Hence, it is the responsibility of each author, including the coauthors, to ensure that papers submitted for publication should attain the highest ethical standards with respect to plagiarism. To facilitate the institutions / organizations in creating awareness about Plagiarism, a modified version of "Little Book of Plagiarism", a publication of Leeds Metropolitan University is appended as "Annexure" to this policy. Any University or Degree Awarding Institution which does not adopt and implement this policy will have its degree derecognized by HEC.

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7. **Reporting:** To inform HEC or respective Universities / Organizations of alleged plagiarism, a complaint is to be made by email, post, fax or other means to HEC Quality Assurance Division or respective Universities / Organizations. In case of lodging a complaint in the form of a letter, copy may be sent to HEC. The following information is to be provided:

- a) "Citation of the original paper or document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.
- b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure proper investigation.
- c) Copies of both papers if possible.
- d) Any other information that would help HEC or respective Universities / Organizations to efficiently resolve the claim."<sup>(1)</sup>
- e) Name, designation, organization, address, e-mail address and telephone number of the complainant.

**Investigation:**

8. Upon receipt of an allegation of Plagiarism, the HEC Quality Assurance Division will request the respective Vice Chancellor / Rector / Head of the Organization to carry out investigation. The complaints received through HEC or directly by a University / Organization will be dealt with by the Universities / Organizations according to the procedures given below. The Vice Chancellor / Rector / Head of the Organization will have the discretion of not taking any action on

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anonymous complaints. For investigation of Plagiarism cases, the Vice Chancellor / Rector / Head of Organization will have an obligation to:

- a) Constitute a "**Plagiarism Standing Committee**" consisting of 3 senior faculty members, a subject specialist in that particular field is to be co-opted, a senior student (only if a student is being investigated upon) and a nominee of the HEC. The seniority of the members of "Plagiarism Standing Committee" should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.
- b) Provide a guideline, prepared by HEC for the functioning of the "Plagiarism Standing Committee", to all members of the Committee.
- c) Provide clear terms of reference to the "Plagiarism Standing Committee" for their investigation.
- d) The members of the "Plagiarism Standing Committee" are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
- e) Provide opportunity to the author / authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been Plagiarized and / or the complainant, to justify the complaint.
- f) Provide every opportunity to the "Plagiarism Standing Committee" to use all foreseeable means to investigate the plagiarism claim.

9. The **Plagiarism Standing Committee** shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:

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- a) Manual and / or automated tests for content similarity <sup>[1]</sup>.
- b) Determination of the extent and quantum of significant material plagiarized.
- c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
- d) Consultation with legal counsel. <sup>[1]</sup>
- e) Consult / contact witnesses and record statements there-of if so required.
- f) Consult / contact present and / or past employers of the authors.

10. The "Plagiarism Standing Committee" will submit its report with clear cut findings and recommendations to the Vice Chancellor / Rector / Head of the Organization within a specified period not exceeding sixty days. The Vice Chancellor / Rector / Head of the Organization will have the discretion to implement the recommendations after approval through the statutory process and take punitive action against the offender as per penalties prescribed under this policy or to forward the report to HEC or his / her parent organization for further action if outside their purview / jurisdiction.

#### **Penalties for Plagiarism**

11. Plagiarism is an intellectual crime. As such the penalties for plagiarism should not only take into account the severity and recurrence of the offence, but also the intellectual standing of the offender. This entails a gradual increase in punitive action with minimum punishment for a first time offence by a student who copies a home work assignment to a maximum punishment for a teacher/researcher/staff who attempts to present / publish, or actually presents / publishes plagiarized material; as his own, in a conference / journal. Therefore, the punishments for Plagiarism have been divided into two separate categories, i.e those for "Teachers, Researchers and

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Staff" and those for the "Students". The groups have already been defined in para 5 above.

(a) **Penalties for Teachers, Researchers and Staff:** When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Competent Authority of the Organization, to take any one or a combination of the following disciplinary action(s) against the teacher, researcher and / or staff found guilty of the offence:

(i) **Major Penalty:**

In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then (a) a major penalty of **dismissal** from service **needs to** be prescribed, along with (b) the offender may be "Black Listed" and may NOT be eligible for employment in any academic / research organization, and (c) the notification of "Black Listing" of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor / Rector / Head of the organization.

(ii) **Moderate Penalty:**

In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving any one or both of the following needs to be imposed (a) demotion to the next lower grade, (b) the notification of "Black Listing" of the author(s) which may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor / Rector / Head of the organization.

(iii) **Minor Penalty:**

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In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving any one or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the University / Organization may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

(b) **Students:** When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Vice Chancellor / Head of the Organization, to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:

- (i) In the case of thesis the responsibility of plagiarism will be of the student and not of the supervisor or members of the Supervisory Committee.
- (ii) The offender may be expelled/ rusticated from the University and from joining any institution of Higher Education in Pakistan for a period as deemed appropriate by the "Plagiarism Standing Committee". A notice may be circulated among all academic institutions and research organization to this effect.
- (iii) The offender may be relegated to a lower class.
- (iv) The offender may be given a failure grade in the subject.
- (v) The offender may be fined an amount as deemed appropriate.

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- (vi) The offender may be given a written warning if the offence is minor and is committed for the first time.
  - (vii) The degree of a student may be withdrawn if AT ANY TIME it is proven that he or she has presented Plagiarized work in his / her MS, MPhil or PhD dissertation if the extent of plagiarism comes under the category of major penalty as conveyed in Para 11(a-1).
  - (viii) The notification of the plagiarism by the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice Chancellor / Rector / Head of the Organization.
  - (ix) HEC or the University / Organization may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".
  - (x) Any other penalty deemed fit by the "Plagiarism Standing Committee".

**(c) Co-Authors/Declarations**

1. Provided that a co-author has listed a paper in his/her resume and applied for a benefit forthwith, any co-author is deemed to be equally responsible for any plagiarism committed in a published paper presented to or published in a journal or presented at a conference.
2. All Journals in Pakistan must require ALL authors to sign a declaration that the material presented in the creative work is not plagiarized (Sample Attached)

**12. Additional Actions Required:** In addition to the above punishments, the following additional common actions must be taken if the offence of Plagiarism is established:

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a) If the plagiarized paper is accessible on the web page its access will be removed. The paper itself will be kept in the database for future research or legal purposes.

b) The author(s) will be asked to write a formal letter of apology to the authors of the Original paper that was plagiarized, including an admission of plagiarism. Should the author(s) refuse to comply then additional punishments as deemed fit may be recommended by the "Plagiarism Standing Committee.

c) If the paper is submitted but not published yet, the paper will be rejected by the Editor-in-Chief or the Program Chair without further revisions and without any further plagiarism investigation conducted.<sup>(1)</sup>  
However, Warning may be issued to the author/ co-author.

13. **Appeal:** As the penalties are severe, the affected person(s) will have the right to appeal to the Chairman HEC / Vice Chancellor / Rector / Head of the Organization for a review of the findings or may submit a mercy petition within 30 days from the date of notification. Such appeals / petitions will be disposed off within 60 days of receipt, by following the laid down procedures regarding such appeals.

14. **Penalty for Wrong Reporting / False Allegation:** If the case of Plagiarism is not proved and it is confirmed that a false allegation was lodged, the Vice Chancellor / Rector / Head of the Organization will inform the complainant's Organization and will recommend disciplinary action against the complainant, to be taken by his / her parent organization.

#### **References**

- [1] "ACM (Association of Computing Machinery) Policy on Plagiarism"  
(<http://www.acm.org/pubs/plagiarism%20policy.html>)
- [2] "Academic Integrity Statement: Appendix1" (University of Southampton  
Calendar 2006/7)  
(<http://www.calendar.soton.ac.uk/sectionIV/part8a.html>)
- [3] "Plagiarism From Wikipedia, the free encyclopedia"  
(<http://en.wikipedia.org/wiki/plagiarism>).

(Sample)



## HIGHER EDUCATION COMMISSION OF PAKISTAN (Monograph & Textbook Writing Scheme)

### Monograph / Textbook Proposal Submission Undertaking\*

Corresponding Author(s) name: \_\_\_\_\_

Corresponding Author(s) Address: \_\_\_\_\_

Title of Work: \_\_\_\_\_

The Higher Education Commission (Publisher) and the Monograph/Textbook Proposal Author (Authors if a multi-authored Work) agree as the following:

1. The Monograph/Book will contain the original Work of author(s).
2. It will not violate copyright or intellectual property right of any person or entity.
3. It will not contain previously published material in whole or in part for which permission from the concerned parties has not been secured.
4. The author(s) recognize that if any material submitted for consideration to the HEC is found to be plagiarized, then the HEC may bar the author(s) from participating in all HEC Programs and public notice to the fact may be issued in print as well as electronic media. The HEC reserves the right to recover all amounts spent on evaluation/publication etc., and also may take any other action deemed necessary to serve as deterrence against plagiarism.
5. The author(s) shall indemnify and hold the Publisher harmless against loss or expenses arising from breach of any such warranties.
6. In consideration of the HEC's agreement to publish the Work, the author(s) hereby grants HEC a non-exclusive, royalty-free license to print, publish, reproduce or distribute the Work throughout the world by all means of expression, including electronic format. The author(s) further grants HEC the right to use the author's name in association with the Work in published form and in promotional materials.
7. The copyrights are duly reserved by Higher Education Commission of Pakistan.

*All authors are requested to sign this form. If not signed by all authors, the corresponding author acknowledges that s/he is signing on behalf of all the authors and with their authorization. Faxed signatures and multiple forms are acceptable provided the corresponding author collates all the material and submits in one batch.*

Author Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Author Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Author Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Publisher Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

\* Similar Schemes could be developed for authors or thesis etc

## Conclusions

### Plagiarism – identification

In this booklet we have tried to identify how students may plagiarise without being fully aware that they are doing so. In doing so we have also given you some indications of how lecturers might recognise that the work is not your own.

### Electronic Detection

There are now various and increasingly sophisticated electronic aids to assist lecturers who may be in doubt about the originality of work submitted. These include programmes which look at linguistic similarities and others which can identify when essays have been bought from websites.

Essentially however clever web-packages or essay purchase schemes may be, there will be software which is able to detect it – and in such a case it is hard to imagine any acceptable explanation.

### Penalties

Regrettably, however, plagiarism and cheating does occur. The University does have penalties for students who plagiarise and it will use them. The relevant regulations and procedures will be used to investigate the suspicion of plagiarism and if plagiarism is held to have taken place, various penalties can be imposed, up to requiring a student to withdraw from the University.

#### Normal CMS Penalties for Plagiarism

Type of offence	Penalty
First minor offence e.g. unreferenced material, joint submission	Coursework mark is set to zero
Authors who let others have copies of their work	Coursework mark is set to zero
Second offences will be referred to a panel	Referred to Assessment Offences Panel - student may be asked to leave the university.
If more than one offence occurs at the same time	All courses (not components) are set to zero
First major offence e.g. plagiarism bulk of a project	Referred to Assessment Offences Panel - student may be asked to leave the university.

## Time bound Standard Operating Procedures For Plagiarism Cases

1. Cases received at HEC will be forwarded to QA Division.
2. DD (QA) will check that complaint is not anonymous and will verify the identity of the complainant.
3. HEC will run an initial plagiarism test to verify if the complaint is genuine, in which case the following steps will be pursued.
4. In a case if overwhelming evidence of plagiarism is found, even anonymous complaints will be considered to deal as per plagiarism policy with approval of the competent authority.
5. The authors will be contacted through email/letter for their opinion/comments/views or justification of the complaint. Response will be reviewed at HEC and will also be shared with the PSC if the case to be pursued further.
6. The case will be forwarded by HEC to the concerned University/Institution within one week for further investigation through the Plagiarism Standing Committee constituted by the University/Institution. The University will provide interim response/acknowledgement within 4 weeks.
7. Every letter regarding plagiarism cases will be copied to PS to Vice Chancellor, so that issue of Plagiarism may be taken up at the highest level.
8. In case the plagiarism complaint is against VC/Head of Institution, then investigation will be initiated by the HEC under intimation to the Chancellor office. The report will be submitted to the Chancellor office within 90 days for appropriate action.
9. Plagiarism Standing Committee will submit investigation report to the Head of the Institution within 90 days after receiving the case from HEC.
10. Plagiarism Policy is applicable to all employees whether they are regular or contractual employee of the University/Degree Awarding Institution.
11. In case of no response/acknowledgment from the University within 4 weeks, first reminder for update on the case will be sent by DD-QA (the dealing officer of the QAD) during the fifth week after sending the case to respective institution.

12. Head of the Institution/Registrar will notify the final outcome/decision to the HEC as per plagiarism policy.
13. After notification of the decision the alleged person has right to appeal against the decision of the Institution within 30 days.
14. Head of the institution has to finalize decision on the appeal to complete all formalities under E&D rules within 60 days after receiving the appeal and decision is required to be notified.
15. The Universities which are not following HEC Plagiarism Policy will get reflection of noncompliance of QA criteria in future rankings and funds as well.

**In Case of Delay at the University End After Receiving the Case:**

16. In case of failure at University end to conclude the case in 90 days, Letter from ED to VC requesting finalizing of case in 4 weeks.
17. In case of expiry of two weeks after final reminder, Chancellor of the University will be informed.
18. In case of no response, even after 4 weeks, the case will be placed on agenda of HEC Plagiarism Committee.
19. HEC Plagiarism Standing Committee may co-opt expert/s from outside the HEC as member of the Committee as and when required.
20. HEC Plagiarism Standing Committee can award all those punishments mentioned in the Plagiarism Policy, keeping in view the level of Plagiarism committed.
21. The decisions made by the HEC PSC and Independent Expert committees are required to be followed with the respective University within one month; in case of non-compliance again two week time will be given through reminder for compliance.

### How to Interpret Originality Report (Guidelines)

1. Similarity index of the originality report is showing matches of submitted work with internet content. It is not verdict that document with high similarity index is plagiarized.
2. Similarity index is based on percentage of matched text out of total number of words in the document.
3. Instructor/Faculty member has to verify each and every similarity index for potential clue of plagiarism.
4. If similarities in the document are significant then scholar/student may be guided accordingly or case may be reported on the basis of that evidence.
5. The similarities in the document may contain matches with author's previous work; it may be ignored if it is the same work.
6. Bibliography and quoted material may be excluded after verifying. It is important to note that too much quoted material is not desired as per policy.
7. Common phrases and proper nouns also appear as similarities in the report, therefore every instructor/faculty member should ignore matches returned from them.
8. Originality report will show similarities from three major sources: internet, periodicals and student repository. Similarities returned from student repository may be ignored if it is author's own same work. Similarities from Student repository helps in detecting collusion in the documents.
9. The graphs, tables, formulae and other pictorial material is not matched through the service therefore, it will only offer similarities with only text.
10. The instructor/faculty member supervising students/scholars can give verdict of plagiarism after interpreting report. The report will be used as evidence of the report.

### Guidelines on 'Ethics of Using Turnitin' for Administrators

1. Universities/Institutions need to apprise students/faculty members about the HEC Plagiarism Policy and Turnitin service.
2. The Administrator needs to create accounts of all faculty members of his University/Institution.
3. The Administrator will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
4. If Instructor/Scholar is involved in screening of papers and of theses of other authors then the Administrator shall report to the University authorities with evidence.
5. In case of any conflict the decision of Plagiarism Standing Committee according to Plagiarism Policy of HEC will be final.

Service  
Turnitin

Turnitin  
Service

### Guidelines on 'Ethics of Using Turnitin' for Instructors

1. Instructors are required to create classes and enroll students in these classes.
2. Students/Scholars should be informed that their work will be checked through anti-plagiarism service, therefore, they must follow proper documenting style in writing report/paper/thesis.
3. References/bibliography and table of contents must be removed from document which is submitted. If these are included then similarity index of the document will be increased.
4. Instructor may allow students to view their reports.
5. Instructor will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
6. If Scholar/Student is involved in checking of papers and of theses of any other person, then Instructor shall report to University authorities about that with valid proof.
7. Originality/Similarity reports generated by the Turnitin provide clues in form of text matches. Proverbs, Universal Truths, phrases etc.
8. Scholars/Students must make sure that document they are submitting is in proper documenting style (i.e. IEEE, Chicago, MLA, APA etc.) and is free of plagiarism.
9. If the report has similarity index  $\leq 19\%$ , then benefit of doubt may be given to the author but, in case, any single source has similarity index  $\geq 5\%$  without citation then it needs to be revised.
10. If similarities of a report are from author's own (previous) work then these may be ignored only if the material has been cited by the author.
11. As documents which are checked through this service are not yet published and no benefit is acquired, therefore, no punishment or penalty is recommended. It is advised that similarities at greater level may be taken care of in the light of the HEC plagiarism policy.

## How does HEC deals with Plagiarism Cases-A process Note

There is a well thought out process to assess if Plagiarism has taken place or not. Such a decision cannot be made by any software such as Turnitin. Plagiarism detection Software are tools to assist experts so that they can determine if Plagiarism has taken place. At HEC when a complaint is received with supporting documents, HEC first undertakes a preliminary check using Turnitin. Subsequently the matter is internally assessed to determine if there is sufficient cause to refer the matter to the University. Only then is the matter referred to the concerned university, confidentially. HEC does NOT release plagiarism details to the media. This is primarily done by the accuser.

Once a matter is referred to the University, HEC expects that the matter will be dealt with professionally by an independent and neutral committee that includes subject experts. A requirement of the Plagiarism policy is that all processing be done in an expeditious manner. If the case is processed by the University as per Plagiarism policy then the decision is conveyed to the HEC. At this time the case is normally closed. If the decision of the university is blatantly wrong, e.g. in cases of verbatim copying, then the matter is referred to the HEC Plagiarism Committee whose decision is final.

HEC is aware that people may use the Plagiarism Policy as a tool to victimize other people and we therefore try our best to ensure that merit and transparency are the only consideration while applying the Plagiarism Policy. HEC is an organization that is open and professional and all complaints are dealt with in a purely professional manner.

# National Textile University, Faisalabad

## House Allotment Rules (BPS 1-15 or Equivalent)

### Short Title and Commencement:

1. (i) These University rules shall be called the National Textile University, Faisalabad House Allotment Rules.
- (ii) These rules shall come into force with immediate effect.
- (iii) These rules shall be applicable to and in respect of university houses meant for university employees in BPS 1-15 or equivalent.

### House Allotment Committee:

(iv) There shall be House Allotment Committee (HAC), consisting of the followings:

- a) Registrar
- b) One senior faculty member
- c) Office superintendent
- d) Estate Supervisor/Officer

2. The university staff houses are categorized and will be allotted immediately after a house fall vacant or an occupant loses his entitlement. A notice will be circulated among the employees for allotment of the house.

### Eligibility/Priority for Allotment:

3. University houses on the campus are classified scale wise under the following categories:-

- a) Category-D Three Room Houses  
(Employees in BPS 11- 15 or equivalent)
- b) Category-G Two Room Houses  
(Employees in BPS 6-10 or equivalent)
- c) Category-E One Room Houses  
(Employees in BPS 1-5 or equivalent)

4. The houses will be allotted by a committee (hereinafter called the committee) to be constituted separately by the Rector/VC in the month of January every year. The recommendations of the committee will be subject to the approval of the Rector/VC.

5. Except as otherwise provided all the existing occupants of houses, having valid allotment orders will remain as legal occupants of such houses.
6. Equivalence of administrative and other staff for purposes of Rules No. 3 above shall be determined on the basis of Basic Scales of Pay.
7. Existing allotments shall not be disturbed on account of reclassification of houses, categorization of staff members or any other rules.
8. Allotments shall be made on the basis of seniority which will be counted from the date of joining. Allotment criterion is given as:

- a) Length of service at NTU 65 Points Maximum  
(2 points for each year service, 01 point will be given for six months or more but less than 1 year service)
- b) Grade / Scale / Cadre 30 Points  
Scale 1-5 (10, 15, 20, 25, 30)  
Scale 6-10 (10, 15, 20, 25, 30)  
Scale 11-15 (10, 15, 20, 25, 30)
- c) Out station resident 05 Points

9. (i) University employees on official duty elsewhere shall not be considered for allotment. When they resume their duty in the university on return, their seniority, as defined in Rule 8 above will remain unaffected.

(ii) The university employees on deputation to other department/organization within country on E.O.L. for employment, shall not be considered for allotment till they resume duty in the university. The period of such service or the E.O.L. will not be considered for seniority as defined in Rule 8 above.

(iii) When a house falls vacant, the senior most employee of that category will be offered that house. If this senior most employee refuses to shift or occupy the house, as the case may be, then the vacant house will be offered to the next senior man of the same category.

(iv) An employee may avail of one choice of shifting to another house in his own category on the basis of seniority.

(v) An allottee shall occupy the house allotted to him within fifteen days of the receipt of allotment orders unless otherwise allowed by the Rector/VC. If he fails to do so, his allotment will be cancelled. An allottee refusing to occupy the house allotted to him will be given one more choice only and if even then he refuses to accept the allotment he will be placed at the bottom of the seniority list of his category.

10. (i) The family of the married university employee who proceeds on deputation duty shall be allowed to retain the house allotted to him till the expiry of leave granted to him provided the house is exclusively in occupation of the family and the university dues are paid regularly. In case of leaving university on other grounds, he will have to vacate the house immediately.
- (ii) A university employee taking his family along with him shall have to vacate the house and deliver its possession to the university before he leaves the university.
- (iii) In case a university employee resigns, is removed / terminated or dismissed from service, he shall deliver the possession of the house within a period of one months from the date on which such orders are passed.
- (iv) In the event of retirement or death of an employee, his family residing with him prior to his retirement or demise, may be allowed to retain the house for a maximum period of six months provided the university dues are paid regularly. (For BPS employees Federal Government rules issued vide memo no: 7/40/205-E2 dated 13-06-2006 will be implemented.)
- (v) On leave preparatory to retirement, the employee may retain the house allotted to him up to a period of 6 months beyond LPR, provided university dues are regularly paid.
- (vi) Any employee who does not vacate the house within the specified period as provided in the rules, water, electric and gas supply should be cut off. If necessary, his case will be referred to the local district administration for appropriate action.
12. (i) An allottee shall occupy the house allotted to him within fifteen days of the receipt of allotment orders unless otherwise allowed by the HAC. If he fails to do so by the 15<sup>th</sup> day, his allotment will be cancelled.
- (ii) Subletting of the allotted residence is not permitted in any case.
13. (i) An inventory of light, sanitary fitting, mirrors and other moveable property in a house, shall be prepared in triplicate by the university estate officer. The employee to whom the house is allotted shall sign all the copies as token of receipt of these articles in the presence of university estate officer. One copy shall be retained by the allottee and the others shall be kept in the office of the university estate officer.
- (ii) The occupants are strictly prohibited to deface the walls and other places on the university estate. The allottee shall be responsible for the proper care and preservation of the university property under his charge.

- (iii) At the time of termination of the allotment, the allottee shall have to hand over all the items shown in the inventory, failing which cost of missing items as calculated by the university shall be recovered from the allottee.
14. (i) An employee having pets, like dogs and cats, shall get them inoculated against rabies annually and shall submit certificate to that effect to the estate officer.
- (ii) No occupant of a university residence shall be allowed to keep cattle, goat, sheep etc.
15. The committee shall decide all questions arising in regard to the interpretation of any provision of these rules.
16. All decisions of the committee shall be placed before the competent authority for confirmation.
17. An appeal against the decisions regarding allotment and other matters shall be made to the competent authority.
18. The BOG shall have the power to amend or modify these rules as and when deemed necessary.
19. (i) An employee occupying university residence shall be required by the committee to vacate it within one month from the date of issuing of a written notice if:
- a) Allottee is found indulging in subversive or anti-social activities;
  - b) The house or a portion thereof is sublet or a family accommodated without the permission of the committee;
  - c) The house is used for purposes other than residential;
  - d) Any of the university house allotment rules or terms of agreement are violated;
  - e) Alteration / construction without permission.
- (ii) If the employee does not vacate the house within the prescribed limit, he will be placed under suspension and proceeded against for misconduct, besides any other proceedings which may be instituted against him for the vacation of the house.
20. No employee shall occupy a house unless he has the allotment orders and has signed the agreement on the prescribed form.
21. Each and every house in a given category shall be provided with similar amenities and will receive uniform maintenance and repairs.

Details of annual maintenance and repair would be available with the university maintenance supervisor. In case of any complaint the matter will be brought to the notice of estate officer immediately.

22. (i) An employee who occupies a house without proper allotment order shall be proceeded against as under:-

- a) He will be directed to vacate the house immediately;
- b) Electric, water and gas supply shall be cut off;
- c) The employee concerned would be liable to disciplinary action;
- d) Penalty rent would be charged as determined by the university.

(ii) If necessary, such a case will be referred to the local district administration for appropriate action or proceeded against under the West Pakistan Autonomous Bodies Immovable Property (Ejectment of unauthorized occupants) Ordinance, 1965.

23. Accommodation charges according to category shall be as follows:

Category-D	1500	+	Utilities as per actual
Category-G	1000	+	"
Category-E	500	+	"

*(Rates may be revised after every three years)*

<<<<<>>>>>

# National Textile University, Faisalabad

## House Allotment Rules

(BPS-16-21 or Equivalent)

### Short Title and Commencement:

1. These University rules shall be called the National Textile University, Faisalabad House Allotment Rules.
2. These rules shall come into force with Immediate Effect.

### House Allotment Committee:

3. There shall be House Allotment Committee (HAC), consisting of the followings:
  - a) Registrar
  - b) Two senior most faculty members
  - c) Office Superintendent/Assistant Registrar  
~~Estate Supervisor/Officer~~
4. The university houses are categorized and will be allotted by the HAC immediately after a house fall vacant or an occupant loses his entitlement. A notice will be circulated among the faculty/officers for allotment of the residence.

*[Signature]*  
22-12-10

### Eligibility/Priority for Allotment:

5. University houses on the campus are classified cadre wise under the following categories:-
  - a) Category-A Residence  
Professor / Associate Professor and other employees in the same scale or equivalent
  - b) Category-B Residence  
Associate Professor/Assistant Professor and other employees in the same scale or equivalent
  - c) Category-C Residence  
BPS-16, 17, 18 and other employees in the same scale or equivalent
6. Equivalence of academic and administrative staff for purposes of Rules No. 5 above shall be determined on the basis of Basic Scales of Pay.

*[Signatures and dates]*  
22/12/10  
12-10  
22-12-10

7. Existing allotments shall not be disturbed on account of reclassification of houses, categorization of staff members or any other rules.
8. Allotments shall be made on the basis of seniority which will be counted from the date of joining. Allotment criterion is given as:

- |    |                                                                                                                                          |                   |
|----|------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| a) | Length of service at NTU<br>(2 points for each year service, 01 point will be given for six months or more but less than 1 year service) | 60 Points Maximum |
| b) | *Grade / Scale / Cadre<br>(Please refer to clause no 24)                                                                                 | 30 Points         |
| c) | HOD                                                                                                                                      | 05 Points         |
| d) | Out station resident                                                                                                                     | 05 Points         |

9. (i) University employees on study leave or on official duty elsewhere shall not be considered for allotment. When they resume their duty in the university on return, their seniority, as defined in Rule 8 above will remain unaffected.

(ii) The university employees on foreign service or on deputation to other department/organization within or outside the country, on E.O.L. for employment shall not be considered for allotment till they resume duty in the university. The period of such foreign service or the E.O.L. will not be considered for seniority as defined in Rule 8 above.

10. (i) The family of the married university employee who proceeds abroad for further training/study (on study leave or leave without pay) or on duty shall be allowed to retain the house allotted to him till the expiry of leave granted to him; provided the house is exclusively in occupation of the family and the university dues are paid regularly. In case of leaving university on other grounds; he will have to vacate the house immediately.

(ii) A university employee taking his family along with him shall have to vacate the house and deliver its possession to the university before he leaves the university.

(iii) In case a university employee resigns, is removed / terminated or dismissed from service, he shall deliver the possession of the house within a period of one months from the date on which such orders are passed.

(vi) In the event of retirement or death of an employee, his family residing with him prior to his retirement or demise, may be allowed to retain the house for a maximum period of six months provided the university dues are paid regularly. (For BPS employees Federal Government rules issued vide memo no: 7/40/205-E2 dated 13-06-2006 will be implemented.)

- (v) On leave preparatory to retirement, the employee may retain the house allotted to him up to a period of 6 months beyond LPR, provided university dues are regularly paid.
- (iv) Any employee who does not vacate the house within the specified period as provided in the rules, water, electric and gas supply should be cut off. If necessary, his case will be referred to the local district administration for appropriate action.
11. An employee may avail of one choice of shifting to another house in his own category or may shift to other category on the basis of seniority.
12. (i) An allottee shall occupy the house allotted to him within fifteen days of the receipt of allotment orders unless otherwise allowed by the HAC. If he fails to do so by the 15<sup>th</sup> day, his allotment will be cancelled.
- (ii) Subletting of the allotted residence is not permitted in any case.
13. (i) An inventory of light, sanitary fitting, mirrors and other moveable property in a house, shall be prepared in triplicate by the university estate officer. The employee to whom the house is allotted shall sign all the copies as token of receipt of these articles in the presence of university estate officer. One copy shall be retained by the allottee and the others shall be kept in the office of the university estate officer.
- (ii) The occupants are strictly prohibited to deface the walls and other places on the university estate. The allottee shall be responsible for the proper care and preservation of the university property under his charge.
- (iii) At the time of termination of the allotment, the allottee shall have to hand over all the items shown in the inventory, failing which cost of missing items as calculated by the university shall be recovered from the allottee.
14. (i) An employee having pets, like dogs and cats, shall get them inoculated against rabies annually and shall submit certificate to that effect to the estate officer.
- (ii) ~~No occupant of a university residence shall be allowed to keep cattle, goat, sheep etc.~~
15. The HAC shall decide all questions arising in regard to the interpretation of any provision of these rules.
16. All decisions of the HAC will be placed before the competent authority for confirmation.

17. An appeal against the decisions regarding allotment and other matters shall be made to the competent authority.
18. The EC shall have the power to amend or modify these rules as and when deemed necessary.
19. An employee occupying university residence shall be required by the HAC to vacate it within one month from the date of issuing of a written notice if:
  - a) Allottee is found indulging in subversive or anti-social activities;
  - b) The house or a portion thereof is sublet or a family accommodated without the permission of the authorities;
  - c) The house is used for purposes other than residential;
  - d) Any of the university house allotment rules or terms of agreement are violated;
  - e) Alteration / construction without permission.
20. No employee shall occupy a house unless he has the allotment orders and has signed the agreement on the prescribed form.
21. Each and every house in a given category shall be provided with similar amenities and will receive uniform maintenance and repairs. Details of annual maintenance and repair would be available with the university maintenance supervisor. In case of any complaint the matter will be brought to the notice of estate officer immediately.
22. (i) An employee who occupies a house without proper allotment order shall be proceeded against as under:-
  - a) He will be directed to vacate the house immediately;
  - b) Electric, water and gas supply shall be cut off;
  - c) The employee concerned would be liable to disciplinary action;
  - d) Penalty rent would be charged as determined by the university.

(ii) If necessary, such a case will be referred to the local district administration for appropriate action.

23. Accommodation charges according to category shall be as follows:

Category-A	4000 + Utilities as per actual
Category-B	3000 + ..
Category-C	2000 + ..

*(Rate may be revised after every three years)*

24. Grade/Scale/Cadre Points

**\* Grade/Scale/Cadre**

Professor OR Equivalent (BPS-20-21)	30
Associate Professor OR Equivalent (BPS-20)	25
Assistant Professor OR Equivalent (BPS-19)	20
Lecturer OR Equivalent (BPS-18)	15

Director OR Equivalent (BPS-19)	20
Deputy Director/Deputy Registrar OR Equivalent (BPS-18)	15
Assistant Director/Assist Registrar OR Equivalent (BPS-17)	10
BPS-16 OR Equivalent	05

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2012-10

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