

# SRBC Employees Service Rules - 2015



Shalimar Recording  
& Broadcasting Company Ltd.,  
Islamabad

A jurisdictional company of  
Ministry of Information, Broadcasting &  
National Heritage

## FOREWORD

SRBC Employees Service Rules were last introduced in the Company in 1983. Over this long span of 32 years there has been dire need of revising/updating the Service Rules with the changing situations and status of the Company. Although, efforts in this direction were made from time to time yet the success remained unattainable. The draft service rules attempted from time to time could not be placed before the appropriate forum for approval. Therefore, as a stop gap arrangement, Administrative Staff Instructions (ASIs) were incorporated to meet the necessary situational requirements on occurrence.

2. A determined effort has now been made during 2015 to finalize it after a useful amalgamation of the following:-

- i. Existing **SRBC Employees Service Rules – 1983**.
- ii. Undated **PTV Employees Service Rules Booklet**.
- iii. **Civil Establishment Code – 2007 (Volume – I & II)**.
- iv. **SRBC Administrative Staff Instructions** (issued from time to time).

3. The foreword of **Civil Establishment Code – 2007 (Volume-I)** provides that GOPs said governance book would serve the wide range of users and stakeholders in the Federal Government Organisations. This justifies SRBC Management's recourse to the said compendium which enabled 196<sup>th</sup> SRBC BOD Meeting held on 10 September 2015 to substantiate and approve these rules, now titled as SRBC Employees Service Rules - 2015.

4. These rules are being notified for necessary use, and are also being forwarded to Regulation Wing of Establishment Division, for vetting and enrichment -- where needed. After necessary modifications, if required, the said rules will be re-notified.

5. SRBC Employees Service Rules – 2015 will now replace 32 years old SRBC Employees Service Rules – 1983.

**Muhammad Azam**  
Chairman

**Nasir Jamal**  
A/Managing Director

Islamabad, 30<sup>th</sup> September, 2015

**SHALIMAR RECORDING & BROADCASTING COMPANY LIMITED  
EMPLOYEES SERVICE RULES - 2015**

**A. Administrative Rules – 2015**

**B. Financial Rules – 2015**

**SHALIMAR RECORDING & BROADCASTING COMPANY LIMITED  
EMPLOYEES SERVICE RULES - 2015**

**TABLE OF CONTENTS**

---

| <b>Chapter</b> | <b>Title</b>   | <b>Page No</b> |
|----------------|--|----------------|
|                | Foreword   | iii            |
|                | Table of Contents  | iv             |
|                | <b>ADMINISTRATIVE RULES      PART-A</b>  |                |
| 1              | Administrative set-up of the Company   | 01             |
| 2              | Applicability and Interpretation   | 02             |
| 3              | Definitions  | 04             |
| 4              | Classification of Employees,   | 07             |
| 5              | Recruitment, Appointment, Probation, Confirmation,<br>Seniority and Retirement | 09             |
| 6              | Promotion & Employment Procedures  | 12             |
| 7              | Officiating Arrangements and Demotions   | 14             |
| 8              | Transfers  | 15             |
| 9              | Leave  | 16             |
| 10             | Termination, Resignation & Dismissal   | 23             |
| 11             | Suspension   | 28             |
| 12             | Uniforms   | 30             |
| 13             | Miscellaneous  | 31             |
|                | Reference List of Annexures  | 33             |
|                | Annex-1:      Selection Boards: Appointments                                   | 34             |
|                | Annex-2:      Departmental Promotion Committee (DPC)                           | 35             |
|                | Annex-3:      Performance Evaluation Report                                    | 36             |
|                | Annex-4:      Form of Suspension   | 38             |
|                | Annex-5:      Schedule of Powers of Punishment                                 | 39             |



**FINANCIAL RULES**

**PART-B**

---

| <b>Chapter</b> | <b>Title</b>  | <b>Page No</b> |
|----------------|---|----------------|
| 14             | Financial Rules   | 40             |
|                | Reference List of Appendices                            | 49             |
|                | Appendix-I: Applicable to all employees in Groups 1 – 9 | 50-60          |
|                | Appendix-II: Entitlements at residence                  | 61-62          |
|                | SRBC Pay Scales - 2015                                  | 63             |

## **A. SRBC Administrative Rules – 2015**

## CHAPTER 1

### ADMINISTRATIVE SET UP OF THE COMPANY

1.01 Shalimar Recording & Broadcasting Company Limited is a Public Limited Company, registered under Companies Act, 1913, now governed under Companies Ordinance, 1984.

1.02 The Company at present consists of:

- a. Head Office at Islamabad
- b. TV recording/broadcasting studios at Islamabad
- c. TV Transmitting/Rebroadcast stations at various cities.
- d. FM Radio Transmitting Stations at various cities.

1.03 The Managing Director/CEO of the Company, duly appointed by the Board of Directors or the Federal Government is the Administrative & Executive Head of the Company.

1.04 The Managing Director/CEO is the Competent Authority to implement rules for the Company and its employees.

1.05 The Officers, duly appointed to their posts by the Managing Director /CEO/ Board of Directors, will occupy the positions as shown in the Organization Chart issued by the Company from time to time.

1.06 The administrative powers to be exercised by the Administrative Head shall be in accordance with the provisions of the service rules of the Company and in accordance with the orders, instructions, and directives issued by the Board of Directors/Government of Pakistan from time to time.

## CHAPTER 2

### APPLICABILITY AND INTERPRETATION

- 2.01 The rules will be known as the Shalimar Recording & Broadcasting Company Limited Employees Administrative and Financial Service Rules 2015 and will come into force with immediate effect.
- 2.02 These rules will apply to all employees of the Shalimar Recording & Broadcasting Company Limited hereinafter referred to as the “Company”.
- 2.03 Conditions of service of Deputationists, Contract Employees, Temporary Employees, Badli (Substitute) Employees and Apprentices will be governed as follows:
- (a) Deputationists from Federal or Provincial Governments or any other organization:
- By the terms and conditions as approved by the Federal or Provincial Government of Pakistan or any other Organization as the case may be, in addition to the Company’s terms & conditions applicable to various posts.
- (b) Contract Employees / Temporary Employees / Apprentices
- By the terms and conditions contained in their respective contracts, or letters of appointment.
- 2.04 All corresponding rules which have been in force till the date of enforcement of these rules are hereby rescinded. However, any order passed or appointment made or anything done or any action taken or any proceedings commenced under the provisions of the rules as rescinded under this rule will continue in force and be deemed to have been passed, made, done, taken or commenced as the case may be, under the corresponding provisions of these rules as if these rules were in force when such order was passed, or such appointment was made, or such thing was done, or such action was taken, or such proceedings commenced, unless an order, in writing, to the contrary is passed by the Company.
- 2.05 The Company reserves to itself the right to make new rules, add to these rules or to make supplementary rules in connection with these rules, as and when it is considered necessary or desirable to do so.
- 2.06 The Company reserves to itself the right to modify, cancel or amend any or all of these rules or supplementary rules issued in connection with these rules, with or without any notice to the employees, as may be considered necessary and appropriate by the Company.
- 2.07 Such new rules, additional rules or supplementary rules will be approved by the Board of Directors.
- 2.08 The Company reserves the right to interpret the meaning, import and applicability of these rules, or any supplementary rules issued in connection with these rules. The decision(s) of the Company in such matters shall be final.
- 2.09 The Board of Directors will be the final authority for interpretation of these rules in terms of 2.06 & 2.08 above.

- 2.10 All orders, sanctions, approvals, interpretations, clarifications etc. of the Board or his nominee in connection with these rules and/or supplementary rules, will be conveyed to all concerned under the signatures of either the Managing Director/CEO or his nominee.
- 2.11 These rules are basically intended to ensure Administrative and Financial matters pertaining to the conditions of service and benefits allowed by the Company to its employees. Subject to these rules, Administrative Staff Instructions will be issued by the Managing Director/CEO or his nominee as and when required. These Administrative Staff Instructions shall have the same authority as provisions of these rules.
- 2.12 All these rules should be read in conjunction with any existing and future Government enactments applicable to the Company.

## CHAPTER 3

### DEFINITIONS

- 3.01 Unless there is anything repugnant in the subject or context, the terms defined in this chapter are used in these rules in the sense hereunder explained
- 3.02 Board: means Board of Directors of the Company.
- 3.03 Chairman means the Chairman of the Board of Directors of the Company, duly elected by the members of the Board or appointed by the Government of Pakistan.
- 3.04 Commission: means The Securities and Exchange Commission of Pakistan established under the Securities and Exchange Commission of Pakistan Act, 1997 (XLII of 1997).
- 3.05 Ordinance: means the Companies Ordinance, 1984 (XLVII of 1984)
- 3.06 Company: means Shalimar Recording & Broadcasting Company which is a public sector Company as defined in the Companies Ordinance, 1984 and also defined in Public Sector Companies (Corporate Governance) Rules, 2013. It is further reflected in Rules of Business-1973 (Schedule-II: Entry-16: sub-provision-13:ii;b), with Head Office at Islamabad and includes all its units in Pakistan or abroad.
- 3.07 Mission Statement: means a statement on vision, mission and strategy of the Company as defined by the SRBC Board of Directors.
- 3.08 Audit Committee: means a committee established by the SRBC Board of Directors and as disclosed in the annual statements of the Company.
- 3.09 Day: means a calendar day beginning and ending at midnight, but at whatever hour the absence begins or ends.
- 3.10 Duty: Besides normal work performed in any post, also includes:
- (a) Service as a probationer, or apprentice;
  - (b) joining time specially authorized by the Company in writing;
  - (c) The period on a duly authorized course of instruction or training or any departmental examination including the time required for the journey to and from the place of such examination or training by the mode of transportation specified by the Company;
  - (d) any duly authorized out station tour;
  - (e) any kind of work which the Company in its discretion may declare to be duty.
- 3.11 Establishment: means the approved staff strength, indicating designation, grade, pay scales and number of posts.
- 3.12 Employee: means any person employed by the Company as workman or supervisor or officer and executive, and performing any duties whether, manual, clerical, technical or non-technical, supervisory, administrative or managerial, to whom these rules apply.



- 3.13 Family: means wife, husband, legitimate unmarried children and parents residing with and wholly dependent on the employee.
- 3.14 Head of the Division/Department: means an officer declared as such by the Company.
- 3.15 Holiday: means a day declared as such by order of the Company and includes an optional or a sectional holiday.
- 3.16 Joining Time: means the time allowed to an employee under the conditions prescribed in these rules to enable him/her:
- (a) to join the post to which he/she has been appointed, or transferred; or
  - (b) to proceed on leave from a remote place of duty which is not easy of access.
- 3.17 Leave: means leave taken with the approval of the Leave Sanctioning Authority who has been authorized by the Company to grant such leave.
- 3.18 Lien: means the title of an employee to hold either immediately or on the termination of period(s) of absence on secondment to another organization, his/her post with the Company.
- 3.19 Managing Director: means the Managing Director/CEO (acting or functioning) of the Company elected by the Board of Directors in accordance with the provisions of the Companies Ordinance, 1984 and appointed by the Government of Pakistan.
- 3.20 Misconduct: means misconduct as defined in these rules and enactments applicable to the Company and Corporation under the administrative control of the Government of Pakistan.
- 3.21 Month: means a calendar month. Wherever the calculation is to be made for a period which includes a part of the second subsequent month, the period of 30 days irrespective of the number of days in the second calendar month shall be included and the odd number of days calculated subsequently.
- 3.22 National Posts: For the purposes of Appointments, all posts are National posts.
- 3.23 Officiate: An employee officiates in a post when he/she performs the duties of a post on which another person holds a lien, or when the Company appoints him/her to officiate in a vacant post, on which no other employee holds a lien.
- 3.24 Penalty: means a penalty which may be imposed under statutory laws and rules or which may be prescribed by the competent authority.
- 3.25 Probationer: means an employee employed on probation against an establishment vacancy.
- 3.26 Public Conveyance: means a train, steamer, aeroplane, road transport or other conveyance which plies for hire regularly for the carriage of passengers.
- 3.27 Selection Board: means Board or Boards as defined in these Rules and constituted or formed from time to time by the Managing Director/CEO ([Annexure-1](#)).
- 3.28 Service: means and includes the following:
- (i) Actual days of duty in a post.

- (ii) Periods of leave with pay.
- (iii) Compulsory 'off' days.
- (iv) Probationary period preceding confirmation in the same post.

3.29 Transfer: means the relocation of an employee from one unit to any other unit in pursuance of an administrative direction issued by a competent authority.

- (b). Inter-Departmental relocation for effective managerial functioning.

3.30 Unit: means and includes any of the following:

- (i) Head Office at Islamabad
- (ii) TV Transmitting/ Rebroadcast stations in different cities.
- (iii) TV Recording/Broadcasting studios at Islamabad
- (iv) FM Transmitting stations at different cities of Pakistan

3.31 Departmental Promotion Committee: means Departmental Promotion Committee as defined in these Rules and constituted or formed from time to time by the Board of Directors/Managing Director/CEO or his nominee ([Annexure-2](#)).

3.32 Performance Evaluation Report means Report initiated by the employee himself/herself and reported upon by his/her Departmental Head counter signed by his/her concerned Director or Managing Director, as the case may be. The Evaluation shall be carried out by the Company of its all employees at the end of each calendar year on the prescribed Proforma. [Annexure-3](#)

## CHAPTER 4

### CLASSIFICATION OF EMPLOYEES

4.01 Classification of employees: Employees are classified as follows:

- (a) Contract Employee
- (b) Permanent Employee
- (c) Probationer
- (d) Temporary Employee
- (e) Apprentices
- (f) Deputationist
- (g) Daily Wager

4.02 Contract Employee: Contract employee means an employee with clearly defined tenure at the end of which he/she shall cease to be on the pay roll automatically and with whom a specific contract of employment has been executed. Contract employee will be bound by these rules subject to the terms stated in the contract. On the expiry of his/her contract, he/she will cease to be an employee of the Company.

4.03 Permanent Employee: means an employee who has been engaged on a permanent basis against sanctioned post who has satisfactorily completed his/her probation period in the same post or in any other post in the Company including breaks due to illness, accident, leave etc.

4.04 Probationer: means an employee who is provisionally employed to fill a vacant post, and has not yet satisfactorily completed his probation period/the extended period of probation. If a permanent employee is employed as a probationer in a new post, he/she may, at any time during the probation period, be reverted to his/her old permanent post, if his/her work in the new post is found unsatisfactory.

4.05 Temporary Employee: means an employee who has been engaged for work which is essentially of a temporary nature likely to be finished within a given or limited period or within an unspecified period.

4.06 Apprentice: An apprentice is a person who is getting on-the-job training at a unit without any obligation on the part of the Company to provide him/her a job at the end of his/ her apprenticeship. A trainee or an apprentice will not be considered an employee unless appointed to an establishment vacancy by the Company.

4.07 Deputationist: means an employee whose services have been obtained on loan by the Company from the Federal or a Provincial Government or from any other organization. A deputationist will be governed by the terms and conditions of his deputation set by the Company in compliance with the instructions by the Government of Pakistan detailed in Civil Establishment Code-2007.

4.08 Trainee: A trainee means an employee who is undergoing training. A trainee will be paid an allowance or a fixed pay during the period of his/her training as determined by the Company. The Company will be under no obligation to provide employment to a trainee. Provision of employment to the trainee will be at the sole discretion of the Company.

4.09 Daily Wager: means an employee whose services have been hired on a daily wages basis.

## CHAPTER 5

### RECRUITMENT, APPOINTMENT, PROBATION CONFIRMATION, SENIORITY AND RETIREMENT

- 5.01 Establishment: Establishment strength with designations of all posts for each unit will be determined by the Company from time to time.
- 5.02 Additions to or deletions from the establishment strength shall be approved by the Board of Directors from time to time.
- 5.03 Recruitment and appointment: Recruitment to various cadres will be effected in accordance with [Annexure-1](#).
- 5.04 Where necessary, persons selected for appointment may be required to successfully undergo a course of training/instruction either at a training school or at any other place as a condition precedent to their appointment against an establishment vacancy.
- 5.05 Age at the time of entry into Company's Service: The age of a person at the time of his/her entry into Company's service shall not be less than 18 years and not more than 35 years and shall be checked with his/her Matric certificate issued by the Board of Intermediate & Secondary Education.
- 5.06 The Managing Director/CEO may, however, relax the upper age limit within 60 years of age, in respect of individual cases on the grounds of special qualifications of the incumbent, non-availability of suitable candidates within the above age group, or for other pertinent reasons.
- 5.07 A declaration of age will be acceptable to the Company on the basis of Matriculation certificate, or a school leaving certificate and/or the computerized National Identity Card that shall be considered final.
- 5.08 Medical Fitness: No person shall be appointed to a post without a medical fitness certificate from the Authorized Medical Officer of the Company from a Government hospital.
- 5.09 Probation period: All newly appointed persons will be placed on probation for the period given below:
- (a) Employees in Group 1-4: two year.
  - (b) Employees in Group 5 & above: two year
- 5.10 Persons who are trained in Government training institute or establishment, prior to their appointment against an establishment vacancy may, at the Managing Director/CEO's discretion, be exempted from such training period.
- 5.11 If during his/her probation period the services of an employee are found unsatisfactory, of which the management shall be the sole judge, his/her services can be terminated without any notice or compensation.
- 5.12 In very special cases where the Company is satisfied that a probationer is likely to improve by the extension of his/her probation, the Company may extend such employee's probation period by a further period of one year.

- 5.13 The probation period of appointees as given under clause 5.12 above can be extended only once. If even after the extended probation period an employee is not considered fit for confirmation, his/her services shall be terminated.
- 5.14 Serving employees of the Company who are promoted/appointed to higher posts will undergo six months probationary period. If the Company is satisfied that such probationer is likely to improve by the extension of his probation, the Company may extend probation by a further period of six months or less. If even after the extended probation period the employee is not considered fit for confirmation he/she shall be reverted to his/her parent post.
- 5.15 Appointing Authority: The appointing authority for various posts shall be BOD/CEO or his nominee.
- 5.16 Abolition of posts: In the event of abolition of a post, the incumbent of such post may be appointed to another post in the same group and pay scale provided such post is vacant and provided the incumbent is considered suitable for that post. In case no such vacancy exists, the Company will have the right either to offer him/her a lower vacant post but with the protection of his/ her pay or to eventually terminate his/her services, if no other alternative is available.
- 5.17 Re-employment: An employee who has been dismissed from the Company's service, or who is convicted of a criminal offence by a court of law shall not be re-employed. In this regard, the relevant provisions of GOP's Civil Establishment Code 2007 will be complied with.
- 5.18 The Managing Director/CEO or his/her nominee may, at his discretion, offer re-employment against an establishment vacancy to an ex-employee of the Company who had satisfactory record of service during the period of his previous service with the Company. In this regard, the relevant provisions of the Civil Establishment Code 2007 will be complied with wherein competent authority for approving re-employment after superannuation has been clearly defined.
- 5.19 Confirmation: An employee who is appointed directly or after training to a permanent post may be confirmed in his post if he/she is considered fit for confirmation at the end of his/her probation period, the details of which are given in rules 5.09, 5.10 and 5.12. The confirmation will be effective from the date following the last day of his probation period. Prior to confirmation the performance reports of the employee shall be submitted to the Personnel Department. Not furnishing/receiving the performance report by the Personnel Department would mean that the employee would not be confirmed. The apprenticeship period will not be considered in any way as probation period.
- 5.20 The Departmental Head of the employee under probation shall forward his/her performance (satisfactory/ unsatisfactory) report to the Personnel Department within a period of 15 days.
- 5.21 In case of unsatisfactory performance Report by the Head of department, solid grounds/cogent reason (s) for such assessment must be given in writing.
- 5.22 Managing Director/CEO is the competent authority to accept or reject the grounds/ reasons for assessing an employee's performance as unsatisfactory provided he/she records cogent reasons with in the ambit of law to substantiate his/her decision.



- 5.23 For proper management of the post, service or cadre the appointing authority shall cause a Seniority/ Gradation list of the employees for the time being of such post, service or cadre to be prepared which shall be construed to confer any vested right to a particular seniority in such post, service or cadre as the case may be.
- 5.24 The seniority of employees shall be reckoned in relation to other employees belonging to the same service or cadre.
- 5.25 Seniority in service or cadre to which an employee is appointed/ promoted shall take effect from the date of regular appointment/ promotion to that post or service or cadre provided the employee who are selected for promotion to a higher post in one batch shall on their promotion to the higher post retain their inter se seniority as in the lower post.
- 5.26 Competent authority for ordering confirmation of any employee shall be the Managing Director/CEO or his nominee.
- 5.27 Retirement Age: An employee shall retire from the service of the Company on attaining the age of 60 years and can be considered for re-employment-very sparingly-by observing Federal Government Instructions detailed in Civil Establishment Code-2007 (Vol-I: Chapter-2: Sl.No. 141: Page-216).
- 5.28 The Managing Director /CEO up to Group 6 and the Board of Directors for Group 7 and above may, however, grant contractual re-employment beyond the age of 60 years to exceptionally competent employees of the Company. The contract will be governed by guidelines given in Civil Establishment Code 2007 (Vol-I: Chapter-2: SL.No.141: Page-216).

CHAPTER 6PROMOTION & EMPLOYMENT PROCEDURE

- 6.01 For filling vacancies, serving employees who, are promotable to the vacant posts, will also be considered. All the vacancies will be filled on merit ensuring the disabled, minority and women quota in accordance with the relevant procedures notified by the Federal Government from time to time.
- 6.02 Whenever there is a vacancy, and no suitable candidate is available within the Department, a requisition from the Departmental Head would be sent to Administration department who would draw a list of eligible/suitable employees of that cadre to be considered for appointment/promotion against that vacancy. If no suitable candidate is available within the cadre then the Administration Department would put up a notice inviting applications from the members of the staff eligible for appointment/ promotion against that vacancy. A list of candidates would then be drawn up, for interview by the Selection Board constituted for this purpose.
- 6.03 The employees possessing such minimum qualification(s) as may be prescribed by the Managing Director/CEO, from time to time, shall be eligible for promotion to a higher post for the time being reserved under the rules for departmental promotion in the service or cadre to which he/she belongs.
- 6.04 A post referred to in Section 6.03 above, may either be a selection post or a non-selection post to which promotions shall be made as may be prescribed;
- a. in the case of a selection post (Group-8 & above), on the basis of seniority-cum-fitness by the Selection Board; and
  - b. in the case of a non-selection post (Group-7 & below), on the basis of seniority-cum-fitness by the DPC.
- 6.05 If no suitable serving candidate is available, the vacancy may be filled by appointing a candidate from outside. For this purpose the Managing Director/CEO shall either advertise the vacancy or may fill on the basis of deputation from other GOP organizations which is considered by him/her to be in the best interest of the Company.
- 6.06 Generally vacancies will be filled on the basis of proficiency tests and interviews conducted by the Selection Board.
- 6.07 Appointment and promotions to all posts will be made strictly and exclusively on the basis of skill and merit only.
- 6.08 Selection Board will interview internal/ external candidates for various posts.
- 6.09 Promotions to all posts will be made strictly on the basis of seniority-cum-fitness and on the recommendations of the Departmental Promotion Committee giving 60 % weightage to PERs of employees by their Reporting officers and counter signing officers.
- 6.10 Effective date of promotion/ appointments: Promotion and appointment of a serving employee to a higher post will be effective from the date specifically mentioned in the promotion/appointment letter, or if this is not done, then on the date on which the promotee/ appointee assumes charge of

his/her new post.

- 6.11 Promotion/ appointment letter will be signed by the Managing Director/CEO or his/ her nominee.
- 6.12 Selected outside candidate will report for duty at his/her place of posting as mentioned in his/her appointment letter on the given date. For this purpose he/she will not be entitled to any T.A/D.A.
- 6.13 In case, a vacancy is filled by giving re-employment to the retired employees of Government or its corporations, companies, the guidelines given in Civil Establishment Code-2007 (Vol-I: Chapter-6:SI No.26, 27 & 30) will be followed.

CHAPTER 7OFFICIATING ARRANGEMENTS AND DEMOTIONS

7.01 Officiating arrangements will be made only with prior written approval of the Managing Director/CEO.

7.02 Demotions: The Managing Director /CEO can order the demotion of an employee for indiscipline, inefficiency, irregularity, misconduct or unsatisfactory work established by an Enquiry.

CHAPTER 8TRANSFERS

- 8.01 Transferability: All employees are liable to be transferred at any time, without any reason being assigned, at the sole discretion of the competent authority.
- 8.02 Types of transfers:
- Transfers will be of the following types:
- (a) Permanent Transfers from one station to another station only.
  - (b) Temporary Transfers
- 8.03 The Managing Director/CEO can order Permanent and Temporary transfers/re-locations, Divisional Heads can order internal re-locations of employees of their respective Divisions which shall not be construed as transfer.
- 8.04 Permanent Transfers: Transfer of an employee from one unit to any other unit or from one station to another station to fill an establishment vacancy will be a permanent transfer.
- 8.05 Temporary Transfer: Transfer of an employee from one unit to any other unit for a specific task or for a specified period of time, will be a temporary transfer.
- 8.06 In case of permanent and temporary transfers reasonable joining time will be allowed by the Managing Director/CEO or his nominee taking into consideration the distance and the mode of transportation involved in each case.
- 8.07 An employee on joining time will be Regarded/treated as on duty and will be entitled to the pay and allowances which he/ she drew at the time of transfer or the pay and allowances which he/ she will draw on taking the charge of the new post, whichever is less.
- 8.08 An employee who is transferred at his/her own request will not be entitled to any of the facilities.

## CHAPTER 9

### LEAVE

- 9.01 General: A permanent employee shall be entitled to earned leave, in accordance with these Rules, for all uninterrupted service rendered by him/her, counting from the date of his/her permanent employment. No leave shall, however, be earned during the period when an employee is on any kind of leave other than Casual, Sick and Annual Leave.
- 9.02 Any period spent by an employee on deputation shall also qualify him/her to earned leave (Annual Leave) provided that contributions towards his/her leave pay for the period of deputation have been paid to the Company either by the organization at the disposal of which the service of the employee has been placed on deputation, or by the employee himself/ herself. Leave is an entitlement, but it cannot be claimed at any particular time as a matter of right. Leave Sanctioning Authority has the discretion to grant, refuse, cancel or revoke leave of any type.
- 9.03 Subject to the provisions of rule 10.03, regular employees are entitled to following types of leave.
- (a) Annual/ Earned Leave;
  - (b) Casual Leave;
  - (c) Sick Leave;
  - (d) Maternity Leave;
  - (e) Quarantine Leave;
  - (f) Compensatory Leave;
  - (g) Study Leave (Leave Ex-Pakistan);
  - (h) Disability Leave;
  - (i) Wedding Leave;
- 9.04 Leave Entitlement: Annual/Earned Leave with full pay: All employees shall earn 30 days leave on full pay per annum.
- 9.05 Calculation of Earned Leave: For calculation of Earned Leave, duty period of fifteen (15) days or less in a calendar month shall be ignored and duty period of more than fifteen (15) days in a calendar month shall be treated as a full calendar month.
- 9.06 Annual Leave will not be granted in advance.
- 9.07 Annual Leave must be availed by all employees. To ensure this, the Leave Sanctioning Authority can ask employees to proceed on annual leave due to them, at a time when they can be conventionally spared for such leave. Such employees will be given at least 15 days notice for proceeding on annual leaves. If they do not avail annual leaves even after they are asked to do so, their entitlements shall lapse.
- 9.08 Accumulation of Annual/Earned Leave: Annual Leave will accumulate upto a limit of 360 days for all employees.
- 9.09 Casual Leave: All permanent employees are entitled to Fifteen (15) days Casual Leave, with full pay, in a fiscal year. Such leave cannot be accumulated and shall lapse if not availed during the calendar year.



- 9.10 Casual Leave may normally be granted upto a maximum of five (5) days at a time, but this limit can be relaxed in special circumstances by the Head of Division.
- 9.11 Casual Leave can be prefixed or suffixed to a closed or optional holidays, and can also be sanctioned in between two (2) closed or optional holidays. However, if one more closed or optional holiday falls between two (2) of Casual Leave, these shall be counted as Casual Leave.
- 9.12 Casual Leave shall not be treated as absence from duty, and an employee on Casual Leave shall be entitled to Earned Leave for the duration of Casual Leave.
- 9.13 Absence from duty due to curfew/roits/public disturbances etc which are beyond the control of an employee shall be treated as Casual Leave, but shall not be debited to the Casual Leave account of the employee concerned.
- 9.14 Although Casual Leave cannot be claimed as a matter of right, it shall be granted invariably unless the presence of an employee is absolutely necessary e.g. in an emergency or in very extraordinary circumstances.
- 9.15 Sick Leave: All employees shall be entitled to 10 days medical leave with pay in a year. Beyond it, Medical Certificate from a Government recognized hospital would be an essential requirement.
- 9.16 Sick Leave availed for a continuous period of 10 days or more. In such a case the employee will be allowed to rejoin his duties only on production of a Fitness Certificate from any Medical Practitioner.
- 9.17 Maternity Leave: Maternity Leave with full pay may be granted to a female employee upto a maximum of ninety (90) days in all and may commence forty five (45) days before the expected date of confinement.
- 9.18 Maternity Leave shall not be granted to a female employee for more than three (3) times in her entire service.
- 9.19 Spells of Maternity Leave availed by a female employee prior to the coming in force of these Rules shall be deemed to have been taken under these Rules.
- 9.20 Maternity Leave shall not be debited to the Earned Leave account of the female employee concerned.
- 9.21 Quarantine Leave: An employee may, on production of a Quarantine Certificate from the registered Doctor, be granted Quarantine Leave. An employee on Quarantine Leave shall be entitled to receive full pay only for a maximum of thirty (30) days, on each occasion.
- 9.22 The period of Quarantine Leave granted to an employee shall not be debited to his/her Earned Leave account.
- 9.23 At the end of Quarantine Leave, the employee concerned shall be allowed to rejoin his/her duty except on production of a fitness certificate from the registered Doctor, declaring that the employee and/or his/her dependents are free from the contagious disease(s) on account of which the employee was granted Quarantine Leave.

- 9.24 Compensatory Leave: Employees who are not entitled to overtime, when required to work on weekly public/holidays or over and above normal working hours, will be entitled to compensatory leave @ one day's compensatory leave for eight (8) hours of extra work done. This leave shall remain valid for a period of one year and after that, if not availed, shall lapse automatically.
- 9.25 Compensatory Leave over and above 3 days shall automatically lapse.
- 9.26 Study Leave: An employee may be granted Study Leave for a period of two (2) years provided that the subject of the course of study is connected with the work of SRBC and that the employee, on completion of the study is likely to benefit SRBC. Study leave application will be treated on merit.
- 9.27 The period of the Study Leave of an employee who duly completes the course of study for which Study Leave was granted, within the stipulated time, shall not be counted towards the length of service.
- 9.28 Leave ex-Pakistan: Leave ex-Pakistan may be granted to an employee at the discretion of Leave Sanctioning Authority.
- 9.29 Study leave shall be without pay.
- 9.30 The fact that an employee has been granted leave ex-Pakistan does not involve any obligation on the part of the Company for payment of his/her pay in foreign exchange.
- 9.31 Unauthorized Absence: Any kind of leave availed by an employee without proper sanction, or over and above the sanctioned leave, will be treated as unauthorized absence from duty and leave without pay.
- 9.32 Pay during leave: When an employee proceeds on duly sanctioned leave, his/her pay for the leave period shall be equal to the last pay and conveyance allowance (s) drawn by him/her on duty.
- 9.33 Annual Leave Pay: An employee proceeding on annual leave, will be entitled to receive pay for the entire period of annual leave, if duly sanctioned in advance, at least one day before his leave begins.
- 9.34 Procedure for applying for, and availing of leave: An employee who desires to obtain leave of absence shall apply for the same through his/her Head of Department/ Head of Section, on the prescribed leave application form.
- 9.35 Disability Leave: Disability Leave may be granted to an employee disabled by injury, ailment or disease suffered or contracted in the course or in consequence of duty or official position, upto a maximum of seven hundred and twenty (720) days, on each occasion, on the advice of the Medical Advisor of the Company or on such advice as considered necessary by the Leave Sanctioning Authority.
- 9.36 Disability Leave granted to an employee shall not be debited to his/her Earned Leave account.
- 9.37 Disability Leave for the first One Hundred Eighty (180) days shall be on full pay, and for the remaining period it shall be on half pay.

- 9.38 Wedding Leave: All the Workman cadre employees of the company shall be entitled for grant of wedding leaves (only once) when marriage is celebrated.
- 9.39 Applications for wedding leave will be supported with the documentary evidence.
- 9.40 Applications for leave on half pay will normally be made at least seven (7) days before the date from which leave is required.
- 9.41 The Leave Application shall be forwarded to the Staff Control Department for their remarks regarding the un-availed leave, due as at that date to the applicant.
- 9.42 Leave Sanctioning Authority will either sanction the leave, or will record reasons or refusal or postponement of leave on the leave application form and return the same to the Personnel Section.
- 9.43 The Personnel Department shall inform the applicant whether the leave applied for has been sanctioned, refused or postponed.
- 9.44 An employee who has been granted leave shall keep the Personnel Department fully informed of any change in his/her postal address while on leave. Failure to do so will constitute a misconduct.
- 9.45 Special Leave shall commence from the date of the death of her husband, and for this purpose she will have to produce the Death Certificate from the Competent Authority either along with her leave application or, if that is not possible, the Death Certificate may be furnished to the Leave Sanctioning Authority separately, but not later than five (5) months from the date of commencement of Special Leave.
- 9.46 Leave on Full Pay: The maximum period of leave on full pay that may be granted to an employee, at one time, shall not exceed 365 days.
- 9.47 Leave on Half Pay: Leave on full pay may, at the option of an employee, be converted into leave on half pay. In such cases, the debit to the Earned Leave account of the employee concerned shall be debited at the rate of one (1) day of leave on full pay to every two (2) days of leave on half pay, fraction of one half day leave counting as one(1) day leave on full pay.
- 9.48 There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the Earned Leave account of the employee concerned.
- 9.49 Combination of different types of leave: One type of leave may be combined with any other type of leave, if admissible to an employee.
- 9.50 Recall from Leave: An employee on any kind of leave can be recalled from such leave, for reason of exigency of service, under written orders of the Divisional Head.
- 9.51 When an employee is recalled from leave which he/she is spending away from his/her place of duty, he/she may be granted air/rail/road fare, according to his/her entitlement, plus Daily Allowance as admissible on tour, from the place at which he/she is spending leave, to the place he/she is required to report for duty.
- 9.52 When an employee proceeds on duly sanctioned leave on half pay, his/her pay for such leave period shall be equal to the last pay and allowances minus operational allowances drawn by him/her on duty.

- 9.53 An employee proceeding on leave on full pay or on leave on half pay, shall be entitled to receive pay – full or half – for the entire period of the sanctioned leave, at least one day before his leave begins.
- 9.54 Application for Casual Leave will normally be made and approval will be obtained prior to availing the same.
- 9.55 If the applicant cannot be spared to avail leave his/her Head of Department/Head of Section will record reason on the leave application form and forward it to the Leave Sanctioning Authority.
- 9.56 If the applicant can be spared by the Head of Department/Head of Section, the applicant shall personally go to the Administration & Personnel Department for the completion of leave entitlement portion of the leave application form and then forward it to the leave sanctioning authority.
- 9.57 The leave shall be applied for, and sanctioned, in terms of days.
- 9.58 It shall not be necessary for an employee to specify the reasons for which leave has been applied so long as that leave is due and admissible to the employee concerned.
- 9.59 Leave applied for on the basis of an admissible Medical Certificate shall not be refused. However, the Divisional Head may, at its discretion, have the applicant medically examined by the Medical Advisor/Chief Medical Officer or a Government Hospital's Medical Board, to secure a second medical opinion.
- 9.60 An employee may apply for the type of leave which is due and admissible to him/her and shall not be refused on the ground that another type of leave should be taken in the particular circumstances.
- 9.61 Extension of sanctioned leave: An employee who desires to extend his/her sanctioned leave, shall make an application, in writing, to the Leave Sanctioning Authority at least seven (7) days before the expiry of the sanctioned leave.
- 9.62 If the application for extension of sanctioned leave is on medical grounds, a medical certificate from a registered Doctor, stating the period for which extension is required, shall be attached with the application for extension of leave.
- 9.63 On receipt of such application, the Leave Sanctioning Authority will either sanction or refuse the requested extension, and will forward the application to the Personnel Department for informing the applicant accordingly.
- 9.64 Applications for extension of sanctioned leave shall be submitted well in advance providing enough time for the receipt of a reply from the Leave Sanctioning Authority about the sanction or otherwise of the extension, before the expiry of the sanctioned leave.
- 9.65 If an employee does not receive a reply to his/her request for the extension, and if meanwhile, his/her sanctioned leave expires, he/she shall take it as a refusal of the request for extension of leave.
- 9.66 If an employee remains absent after the expiry of the sanctioned leave, or extended leave, he/she shall not be entitled to any remuneration for the period of such absence, and shall also be liable to

disciplinary action. In addition, the period of such absence shall be debited to his/her earned leave account. Such debit shall, if there is insufficient credit in the leave account, be adjusted future earned leave.

9.67 **General Conditions Regarding Leave:** Permission to leave station must always be obtained in writing and in advance if an employee intends to leave the station of his/her duty during leave.

9.68 An employee who has been sanctioned leave of any kind cannot join duty before the expiry of such sanctioned leave unless he/she is permitted to do so, in writing, by the Leave Sanctioning Authority.

9.69 An employee proceeding on leave of fifteen (15) days or more, shall hand over the charge of his post to another employee as decided by his/her immediate superior officer. Such handing over/taking over shall be done in writing.

9.70 An employee who returns after availing leave of fifteen (15) days or more, shall report for duty to the Leave Sanctioning Authority, and shall assume charge of the post to which he is directed by that Authority unless such direction has been given to him/her in advance.

9.71 In order to ensure that all employees avail earned/annual leave due to them, the Leave Sanctioning Authority can ask employees to proceed on Earned/Annual Leave, due to them, at a time when they can be conveniently spared for availing such leave. Such employees shall be given at least one month's notice for proceeding on Earned Leave. If they do not avail Earned Leave even after they are asked to do so, their entitlement shall lapse.

#### 9.72 LEAVE SANCTIONING AUTHORITY

Special Leave, Disability Leave, and Study Leave, shall be sanctioned by the Managing Director/CEO.

#### 9.73 AT SRBC HEAD OFFICE

(a) Leave to employees in Pay Group 1 to 8 shall be approved by the Managing Director or his nominee.

(b) Leave of Directors will be approved by the Managing Director/CEO.

#### 9.74 AT UNITS OTHER THAN SRBC HEAD OFFICE

(a) Leave to all employees of a unit, other than Head of Department/Section, shall be sanctioned by the Departmental Head of the unit concerned.

(b) Leave to Heads of Department/ Section at a Unit shall be sanctioned by the Divisional Head of the Unit concerned.

#### 9.75 MAINTENANCE OF LEAVE RECORD

(a) Leave record of all employees shall be maintained in the Personnel Department at SRBC Head Office.

(b) Leave record shall be maintained in the prescribed register.

(c) A female employee, on the death of her husband, may be granted Special Leave with full pay, for a period not exceeding One Hundred and Thirty (130) days. Such leave shall not be debited to her Earned Leave Account.

9.76 General Conditions regarding Leave: Fridays or holidays may not be prefixed or affixed to any of leave except with prior permission of the Leave Sanctioning Authority. When so allowed, these will not be counted as part of the leave.

9.77 Saturdays or Sundays or holiday falling between the first and the last days of any leave period will be counted as part of the leave.

9.78 Compensatory Leave will be allowed to be affixed or prefixed to privilege Leave.

9.79 An employee failing to comply with a recall notice shall be treated as being on unauthorized absence from the date the recall notice required him/her to resume duty.

## CHAPTER 10

### TERMINATION, RESIGNATION AND DISMISSAL

- 10.01 Termination: Services of probationers, temporary employees, casual employees, trainees and apprentices can be terminated at any time without any notice or compensation.
- 10.02 The services of contract employees can be terminated in accordance with the terms of their contract.
- 10.03 The Managing Director/CEO can order the termination of services of any employee of the Company by giving one month's notice or pay in lieu thereof subject to West Pakistan Industrial and Commercial Employment (Standing Orders) Ordinance, 1968.
- 10.04 Resignation: Probationers, temporary employees, and apprentices can resign from their posts by submitting a letter of resignation, without giving any notice or pay in lieu of notice.
- 10.05 Confirmed Employees can resign their posts by submitting a letter of resignation and by giving one month's notice or pay in lieu thereof.
- 10.06 On receipt of a resignation letter from a confirmed employee, competent authority as per rules can either reject it, or accept it. The Managing Director/CEO can accept a resignation with immediate effect or from any time before the expiry of the notice period and can order payment of pay for unexpired portion of the notice period.
- 10.07 Dismissal of any employee can be ordered by the Managing Director/ CEO only if an employee has been found guilty of any misconduct subject to the provisions of the prevailing laws of the land.
- 10.08 The following acts and omissions shall be treated as misconduct.
- a. Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;
  - b. Theft, fraud or dishonesty in connection with the Employer's business or property;
  - c. Willful damage to or loss of Employer's record(s) machinery, goods, property etc.;
  - d. Taking or giving of bribes or of any illegal gratification;
  - e. Habitual absence without leave, or absence without leave for more than ten days;
  - f. Habitual late attendance;
  - g. Habitual breach of any law applicable to SRBC or these rules;
  - h. Drunkenness, fighting, riotous or disorderly or indecent behaviour during working hours at establishment.

- i. Habitual negligence or neglect of work;
- j. Illegal striking of work or inciting others to strike in contravention of the provisions of any law, or rules having the force of law;
- k. Go-slow;
- l. Carrying on money lending, or any other private business without the written permission of the Managing Director/CEO;
- m. Holding meetings within the boundaries of the Company's premises without the prior approval of the concerned Administrative Head;
- n. Sleeping on duty;
- o. Gambling within the boundaries of the Company's premises.
- p. Unauthorized use of Company's property;
- q. Failure of an employee to inform the Administrative Head of his/her unit of the occurrence in his/ her house of notable disease, viz. Cholera, Smallpox, Leprosy, Diphtheria, Cerebro-Spical meningitis, Plague, Bacillary, Dysentery, Yellow Fever, Whooping Cough, Chickenpox, Tuberculosis, Typhoid, Mumps, Dropsy, Measles, etc.
- r. Conviction in any court of law for any criminal offence;
- s. Theft of employees property inside the establishment of the Company;
- t. Giving false, incorrect or inaccurate information regarding name, age, father's name, qualification needed to establish eligibility for employment or previous service and experience, or anything relating to previous employment, at the time of employment or during employment.
- u. Leaving work without permission, disappearance from seat or place of work without permission; and loitering during duty hours;
- v. Taking part or suspected of being engaged in subversive activities or reasonable suspected of being associated with others engaged in subversive activities.
- w. Sabotage, waste of Company's materials and stores while engaged on such work which calls for use of the Company's material, improper use of Company's equipment, tools and any other article entrusted to an employee;
- x. Giving out, without authority, any classified or unclassified information or document prejudice to the Company interest which come to an employee's knowledge or possession to any other employee, person or organization etc.
- y. Any other breach of law – civil or criminal – prejudicial to the interests of the Company.
- z. Inciting an employee of the Company to commit an act of indiscipline, misdemeanor or



misconduct.

- aa. Giving or making false statement – oral or in writing – against the Management or any employee of the Company or making incorrect statements to the Press or Public in connection with the functions of the Company and its activities;
- ab. Sending representations without routing them through proper channel;
- ac. Any act prejudicial to good order, discipline or the reputation of the Company;
- ad. Collecting or canvassing for the collection of any money or monies, within the premises of the Company, for purposes not approved by the Managing Director/CEO; and
- ae. Threatening or intimidating any employee(s) within the premises of the Company.

10.09 If misconduct is alleged against an employee, he/she will be issued a Charge Sheet.

10.10 The Charge Sheet will be handed over to the accused employee personally and his/her signatures obtained. If the accused employee is absent from the place of his/her duty or if he/she refuses to receive it, the Charge Sheet will be sent to him/her by Registered Post A/D at his/her last known residential address or displayed on the Notice Board of the Company.

#### 10.11 OFFICERS EMPOWERED TO ORDER ISSUANCE OF CHARGE SHEET

- (a) The Divisional Heads can order issuance of a Charge Sheet of all employees falling in Groups 1- 6.
- (b) The Managing Director/CEO can order issuance of a Charge Sheet to employees falling in Groups 7 & above including those mentioned in Rule 13.03
- (c) Charge Sheets shall be issued by the Administration & Personnel Department. These will be signed by:
  - (i) Deputy General Manager (A&P) – in respect of Groups 1 to 4
  - (ii) GM (A&P) – in respect of employees in Groups 5 and 6. He can also sign charge Sheets in respect of those mentioned in Rule 11.11(i).
  - (iii) Director (A&P) in respect of employees in Group 7 & 8. He can also sign Charge Sheet in respect of those employees mentioned in Rule 11.11(i) and (ii) above.
  - (iv) An employee to whom a Charge Sheet has been issued will be required to submit a written reply within a period as specified in the Charge Sheet.

#### 10.12 INQUIRY

If the written reply of the accused employee is not considered satisfactory, an inquiry will be ordered into the alleged misconduct.

### 10.13 OFFICERS EMPOWERED TO ORDER INQUIRY

The following officers can order inquiries:

- (a) Divisional Head: Against employees in Groups 1 to 4.
- (b) Managing Director/: Against employees in Group 7 & above. Also against employees mentioned CEO in Rule 11.13(a).

10.14 Either an Inquiry Officer, or a Committee of Enquiry consisting of more than one Officer, can be appointed to investigate and inquire into the alleged misconduct. However, person appointed as Inquiry Officer or the Inquiry Committee must be in Grades higher than that of the accused employee.

10.15 The Inquiry Officer or Inquiry Committee will complete the enquiry and submit their findings on the given date. The inquiry proceedings shall take precedence over normal duties and the Heads of Departments/Sections shall relieve the accused employee and witnesses to attend the proceedings as and when required by the Inquiry Officer or Inquiry Committee either verbally or in writing. Attendance of the accused and witnesses shall be obligatory and absence, after being instructed to attend, will tantamount to “Wilful insubordination” and render the offender liable to disciplinary action.

### 10.16 RIGHTS AND PRIVILEGES OF THE ACCUSED IN CONNECTION WITH INQUIRY

10.17 The accused shall:

- (a) be informed in writing of the date, time and venue when the inquiry is to be held;
- (b) have the charge sheet read out and explained to him in the language which the accused understands;
- (c) remain present throughout the proceedings;
- (d) have the right, if he/she so desires, to nominate any employee of his/her unit in the same town to assist him/her in the inquiry; and the person so nominated shall be allowed to be present in the inquiry to assist the accused;
- (e) have the right to cross examine prosecution witnesses;
- (f) have the right to make a statement;
- (g) have the right to name defence witnesses who shall be allowed to give evidence in his/her favour.

10.18 In case the accused employee fails to appear before the Inquiry Officer/ Inquiry Committee at the fixed time and date, ex-parte proceedings will take place. The Inquiry Officer if satisfied with the failure to appear before the Inquiry Officer/ Inquiry Committee was due to circumstances beyond the control of the employee including the non-receipt of the notice, he/she may give the employee an opportunity and allow him/her to participate in the inquiry.

10.19 Report and findings of the Inquiry Officer or Inquiry Committee, as soon as completed, will be submitted to the authority which had ordered the inquiry.

10.20 On receipt of report and findings of the Inquiry officer, the Officer ordering the inquiry may:

- (a) Order further evidence to be recorded, if considered necessary;
- (b) Order a fresh inquiry, if he/she considers it essential in the interest of justice;
- (c) Dispose of the case in the following manner or award punishment.
  - (i) If the case pertains to an employee in Groups 1 to 4, he/she may either drop the Charges, if not proved, or he/she may award him/her punishment as per [Annexure -5](#).
  - (ii) If the case against an employee in Groups 1 to 3, merits the punishment or dismissal, he/she will record his/her own findings and recommendations and forward the case to Director of Administration and Personnel for obtaining a decision from the Managing Director/CEO.
  - (iii) If the case pertains to an employee in Groups 5 and 6 he may either drop the Charges, if not proved, or award punishment as per [Annexure- 5](#).
  - (iv) If the case merits punishment severer than he/she can award, he/she will record his/her findings and recommendations and will forward the case to Director of Administration & Personnel for obtaining a decision from the Managing Director/ CEO.
  - (v) If the case pertains to an employee in Group 7 & 8, he/she will record his/her own findings and forward to the Managing Director/ CEO through Director (Admin & Personnel) for his/her decision.
  - (vi) If the case pertains to employee falling in Group 9, he/she will submit the case to the Board of Directors for decision.
  - (vii) The Managing Director/CEO is competent to place any case before the Board of Directors.

## CHAPTER 11

### SUSPENSION, PUNISHMENT AND APPEAL

11.01 An employee charged with misconduct may be suspended from service, if:

- (a) it is considered in the best interest of the Company to suspend him/her;
- (b) his/her presence at his/her place of duty is likely to temper with the evidence or is likely to create disorder.

11.02 Suspension can be ordered by the following:

- (a) Divisional Heads can order the suspension of all employees of his/her unit in Groups 1 to 6.
- (b) Managing Director/CEO can order the suspension of all employees mentioned in Rule 12.02 (a) and in Groups 7 to 9.

11.03 Suspension orders will be passed in the form as given in [Annexure -4](#).

11.04 An employee in Groups 1 to 3 can be suspended for a period not exceeding 4 days at a time. If it is considered essential to keep him/her suspended for a longer period, a fresh suspension order will be issued after every 4 days. Other employees can be suspended till the finalization of their cases.

11.05 During the period of suspension the employees shall not enter the place of his/her duty. He/she shall be clearly informed whether he/she is required to report at a particular place in his/her unit or whether he/she should remain at his/her residence so that he/she is available whenever and wherever required in connection with the inquiry. However, such employee on written request to Management will be permitted to consult fellow employees witness at the establishment.

11.06 On completion of the inquiry, if the alleged misconduct is proved, the employees shall be deemed to have been absent from duty for the period of suspension and shall not be entitled to any remuneration other than subsistence allowance which has already been paid to him/ her for such period. If, however, the accused is found not guilty of the misconduct, the order of suspension will be rescinded and the employee will be entitled to the same emoluments as he/she would have received if he/she had not been suspended.

#### 11.07 PUNISHMENT

- (A) Subject to the schedule of powers as contained in Annexure -5, any one or more of the following punishments can be awarded to employees found guilty of misconduct.
  - (a) Written warning
  - (b) Fine within the limit prescribed under Payment of Wages Act 1936 (as amended by the Labour Laws) (Amendment) Ordinance, 1972 Section B, Sub Section (4).
  - (c) With-holding of increment for a stated period not exceeding one year.

(d) Recovery from the whole or part of pay to defray pecuniary loss caused to the Company by negligence, default or breach of orders on the part of the accused himself/ herself.

(e) Reduction in the scale of pay.

(f) Demotion to a lower post/group.

(g) Termination of Services.

(h) Dismissal from Service.

(B) Punishment orders shall be in writing and shall be handed over to the employee concerned by obtaining his/her signatures, or by dispatching to him/her under Registered Post A/D or Courier Service at his/her last known residential address.

(C) Dismissal of an employee as a result of an inquiry shall be effective from the date of the order of dismissal.

#### 11.08 APPEAL

(a) When punishment is awarded by an officer other than Managing Director/ CEO, the employee concerned shall have the right to make an appeal to the Managing Director/ CEO. Managing Director/ CEO's decision on such appeals shall be final.

(b) When punishment is awarded by the Managing Director/ CEO, the employee concerned shall have right to make an appeal to the Board of Directors. Board's decision on such appeals shall be final.

(c) All appeals, except in cases of dismissal/ termination, shall be submitted through proper channel and shall be processed by the Director of Administration & Personnel.

(d) No appeal shall lie against the order or orders passed by a Competent Authority after expiry of one month in case of termination of services or dismissal, and 15 days in all other cases.

CHAPTER 12UNIFORMS

- 12.01 Entitlements: The Company shall provide uniforms of such designs and to such members of the staff as it may deem appropriate.
- 12.02 The entitlement of the uniforms to various employees will be laid down from time to time and will be communicated to all concerned through an Administrative Staff Instruction.
- 12.03 Regulations regarding uniforms: Every employee who is given uniform shall be responsible for its proper maintenance and shall wear it while on duty irrespective of his/her place of duty.
- 12.04 Failure to maintain uniform in good condition shall render the employee concerned liable to payment of charges incurred on their repair or replacement of the uniform.
- 12.05 Failure on the part of an employee to wear uniform on duty may render him/her liable to disciplinary action.
- 12.06 Uniform shall remain the property of the Company and shall be returned to Stores when leaving the service of the Company.
- 12.07 An employee leaving the service of the Company for whatever reason shall be charged for unreturned or un-surrendered and deficient articles of uniform, at the prescribed rates.

CHAPTER 13MISCELLANEOUS

- 13.01 Educational Qualifications: The minimum educational qualifications and experience for appointment / promotion to various posts will be determined by the Company from time to time. However, the submission of duly verified certificates, degree, diplomas (Technical as well academic) from the concerned Board/ University, as the case may be, shall be the sole responsibility of the concerned employee.
- 13.02 Genuineness of Educational Certificates/ Degrees etc: The Genuineness of Educational Certificates/ Degrees (academic as well as Technical) submitted by the employees will be got checked by the Company in the light of instructions/ guidelines as contained in Civil Establishment Code-2007 (Vol-I: Chapter-2: SI No.28: Page 95).
- 13.03 Verification of antecedents on first appointment will be governed by the rules given in Civil Establishment Code-2007 (Vol-I: Chapter-2: SI No. 17: Page-73).
- 13.04 Physical Fitness: The physical fitness of all the employees of the Company will be governed under the rules given in Civil Establishment Code-2007 (Vol-I: Chapter-2: SI No. 57: Page-122).
- 13.05 Service Record: Service Record of all employees will be maintained by the Admin & Personnel Department at the Head Office.
- 13.06 Clearance: On transfer from one unit to any other unit and on leaving the service of the Company an employee must obtain a Clearance Certificate from the Administration and Personnel Department, have it completed in all respects and deliver it to the Accounts Department before leaving his/ her place of duty.
- 13.07 Advance and/or final settlement shall not be made unless Clearance Certificate, duly completed, is delivered to the Administration Department.
- 13.08 Change of Address: It shall be the responsibility of each employee to notify the Company, in writing, of any change in his/her residence or in his/her permanent address as soon as the change takes place.
- 13.09 Change of family status: Any change in the family status of an employee must immediately be notified to the Administration & Personnel Department of the Company.
- 13.10 Exclusive Service: Every employee shall devote his/her whole time and energy to the business and interest of the Company and shall not engage in any other active profession or business or enter the service of or be employed by any other person or firm etc. Every employee shall hold himself/ herself in readiness to perform any official duties required of him/her by his/her superiors to the best of his/her ability.
- 13.11 Training: An employee who is given specialist training at the Company's expense shall be required to sign a bond undertaking to serve the Company for a period of 3 years from the date of completion of the training.

13.12 An employee who has been trained at the expense of the Company and who desires to leave the service of the Company before completion of the period of 3 years as stipulated in Rule 17.11 shall reimburse to the Company all expenses incurred on such training.

13.13 An employee who desires to leave the service of the Company after serving 2 years from the date of such training may do so upon payment of 1/3<sup>rd</sup> of the cost of such training, or half of the cost of such training if he wishes to leave in the 2<sup>nd</sup> year of the post-training period.

13.14 The Company shall determine the cost of training in each case.

13.15 Certificate of Service: Certificate of Service shall be issued to employees at any time by the authorized officer/Manager of the Company.

13.16 Secrecy: No employee shall disclose or cause to be disclosed at any time during service any information or documents, official or otherwise, relating to the Company except with the approval of the Managing Director/CEO.

13.17 No employee shall, otherwise than in the normal course of his/her work, engage in giving information or advice on matters relating to the activities of the Company.

13.18 Except in the ordinary course of duties, no employee shall disclose either during service or after leaving the service of the Company any secret information or any other information on matters concerning the operations of the Company.

13.19 Prohibition on acceptance of Gifts: Neither any employee nor any member of his/her family shall accept any gift from any other employee or from any other person or agency connected with the Company in any manner. without prior permission of the Managing Director.

13.20 Prohibition of lending or borrowing: Neither any employee nor any member of his/her family shall borrow from or lend money to any other employee, or any person or agency connected with the Company in any manner, except a duly authorized Bank.

13.21 Newspapers/Magazine: Employees falling in following groups are entitled for newspapers and magazines at their residences as under:

| <u>Group</u> | <u>Newspaper</u>                          | <u>Magazine</u> |
|--------------|---|-----------------|
| 7            | 1   |                 |
| 8            | 1   | -               |
| 9            | 2   | -               |
| M.D          | A set of national Urdu and English papers | 2 international |

13.22 Removal of difficulties: If any difficulty arises in giving effect to any of the provisions of these Rules, the M.D/CEO, may make such orders, not inconsistent with the Provisions of these Rules, as may appear to be necessary for the purpose of removing the deficiency/ difficulty as and when required.



**REFERENCE LIST OF ANNEXURES**

- Annex-1: Selection Boards: Appointments
- Annex-2: Departmental Promotion Committee (DPC)
- Annex-3: Performance Evaluation Report
- Annex-4: Form of Suspension
- Annex-5: Schedule of Powers of Punishment

**SELECTION BOARDS: APPOINTMENTS**

| S. No.          | Engineering                                      | Finance                  | General               |
|-----------------|--|--------------------------|-----------------------|
| 1.              | Director Engineering                             | Director Finance         | Director Engineering  |
| 2.              | Director (A&P)                                   | Director (A&P)           | Director (A&P)        |
| 3.              | Controller Finance                               | Controller (T&BM)        | Controller (T&BM)     |
| 4.              | Engineering Manager (O&M)                        | Controller (Prog. Coord) | Controller Finance    |
| 5.              | Station Manager/Chief<br>Cameraman/Manager (I.T) | Controller Finance       | General Manager (A&P) |
| Quorum: Minimum | 3  | 3                        | 3                     |

Note: Those members of the Selection Board who are not the employees of the Company but nominated by the competent authority as external member to the Selection Board shall receive an honorarium of Rs. 5,000/- per meeting or as determined by the competent authority.

**DEPARTMENTAL PROMOTION COMMITTEE (DPC)**

| S. No.          | Engineering               | Finance               | General               |
|-----------------|---------------------------|-----------------------|-----------------------|
| 1.              | Director Engineering      | Director Engineering  | Director Engineering  |
| 2.              | Director Finance          | Director Finance      | Director Finance      |
| 3.              | Director (A&P)            | Director (A&P)        | Director (A&P)        |
| 4.              | Controller (PC)           | Controller (PC)       | Controller (PC)       |
| 5.              | Controller (T&BM)         | Controller Finance    | Controller (T&BM)     |
| 6.              | Engineering Manager (O&M) | General Manager (A&P) | General Manager (A&P) |
| Quorum: Minimum | 4                         | 4                     | 4                     |

SHALIMAR RECORDING & BROADCASTING COMPANY LIMITED  
ISLAMABAD

**PERFORMANCE EVALUATION REPORT**

For the period from \_\_\_\_\_ to \_\_\_\_\_

**PART – I**

**PERSONAL INFORMATION**

(To be completed by the officer/official reported upon)

- (i) Name: \_\_\_\_\_
- (ii) Date of birth: \_\_\_\_\_ Ticket No: \_\_\_\_\_
- (iii) Designation: \_\_\_\_\_ Station: \_\_\_\_\_
- (iv) Date of Joining: \_\_\_\_\_ Present Basic Pay: Rs. \_\_\_\_\_
- (v) Regular/Contract: \_\_\_\_\_
- (vi) Educational Qualification (s): \_\_\_\_\_
- (a) Academic: \_\_\_\_\_
- (b) Technical: \_\_\_\_\_
- (vii) Job description: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (viii) Training received during the evaluation period, if any: \_\_\_\_\_
- (ix) Achievements, if any: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (x) Name & Designation of the Supervising/Reporting Officer: \_\_\_\_\_
- \_\_\_\_\_
- (xi) Period served under Supervising/Reporting Officer: From: \_\_\_\_\_ To \_\_\_\_\_

**PART-II**  
**PERFORMANCE EVALUATION**  
(To be completed by the Supervising/Reporting Officer)

|                                  | A+ (outstanding) | A (Good)          | B+ (Average) | C+ (Below Average)  |
|----------------------------------|------------------|-------------------|--------------|---------------------|
| <b>Personality</b>               |                  |                   |              |                     |
| <b>Job knowledge</b>             |                  |                   |              |                     |
| <b>Discipline</b>                |                  |                   |              |                     |
| (i). Attendance                  |                  |                   |              |                     |
| (ii) Punctual/Regular            |                  |                   |              |                     |
| <b>Integrity</b>                 |                  |                   |              |                     |
| (Morality, Honesty Uprightness)  |                  |                   |              |                     |
| <b>Cooperation with</b>          |                  |                   |              |                     |
| (i). Colleagues                  |                  |                   |              |                     |
| (ii). Seniors                    |                  |                   |              |                     |
| <b>Appearance &amp; Bearing</b>  |                  |                   |              |                     |
| <b>Potential to work</b>         |                  |                   |              |                     |
| (i). Under normal conditions     |                  |                   |              |                     |
| (ii) Under stress                |                  |                   |              |                     |
| (iii). Supervision/Guidance      |                  |                   |              |                     |
| <b>Initiative/Drive</b>          |                  |                   |              |                     |
| Ability to take decisions        |                  |                   |              |                     |
| <b>Dependability</b>             |                  |                   |              |                     |
| <b>Overall performance</b>       |                  |                   |              |                     |
| (Initial one column only)        |                  |                   |              |                     |
| <b>Suitability for promotion</b> | Fit              | Recently promoted | Not yet fit  | To progress further |
| (Initial one column only)        |                  |                   |              |                     |
| <b>Uses political influence</b>  |                  |                   |              |                     |

Training Recommended:

PEN PICTURE

(Indicate strong/weak points/special aptitude): \_\_\_\_\_

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

Designation: \_\_\_\_\_ Date: \_\_\_\_\_

**PART-III**

(To be countersigned by the Departmental/Divisional Head)

Do you agree with the details given by the officer/official at part-I (Col. Vii to ix) and evaluation at Part-II?

YES

NO

Reasons: \_\_\_\_\_

COUNTERSIGNING OFFICER:

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

Designation: \_\_\_\_\_ Date: \_\_\_\_\_

**SHALIAMR RECORDING & BROADCASTING COMPANY LIMITED**  
**FORM OF SUSPENSION**

(Name of Unit)

Reference No. \_\_\_\_\_ dated \_\_\_\_\_

Mr. \_\_\_\_\_ of  
 (Name) (Designation)

\_\_\_\_\_ is suspended  
 (name of Deptt./Section)

from service for a period of \_\_\_\_ days i.e. from \_\_\_\_\_ to \_\_\_\_\_ on account of misconduct  
 alleged against him/her the details of which are given in Charge Sheet No. \_\_\_\_\_ dated \_\_\_\_\_.

During suspension, Mr./Mrs./Miss \_\_\_\_\_ will be paid a subsistence  
 allowance equal to his/her pay.

Competent Authority

SCHEDULE OF POWERS OF PUNISHMENT

| S. No. | Officers who can Award punishment | Employees against whom punishment Can be awarded     | Punishment that can be awarded   |
|--------|-----------------------------------|--|--|
| 1.     | Managing Director/CEO             | All employees  | (i) Any one or more of the punishment listed in Rule 12.07                 |
| 2.     | Divisional Heads                  | All employees whether at Headquarters or at any unit | (i) Any one or more of the punishment listed in Rule 12.07 from (a) to (c) |
| 3.     | Heads of Department               | (i) Employees in Groups 1-5                          | (i) Punishments listed in Rule 12.07 (a) and (b) only.                     |

-----

## **B. SRBC Financial Rules – 2015**



## Chapter 14

### FINANCIAL RULES

- 14.01 Conveyance Allowance: means an allowance granted for attending duty at the normal place of work for carrying out other duties necessitating use of transport.
- 14.02 Technical Allowance: means allowance allowed to Riggers and other engineering staff as approved by the Board of Directors from time to time.
- 14.03 Winter Allowance: means winter allowance payable to SRBC employees posted at A-TV Station of Quetta for a period of six months (October to March) and as approved by the Board of Directors.
- 14.04 Daily Allowance: means an allowance granted to an employee to cover his/her daily expenses at an out station visit while on duty.
- 14.05 Honorarium: means a recurring or non-recurring payment granted to an employee as remuneration for special work of an occasional or intermittent nature.
- 14.06 House Rent Allowance: means an allowance granted to the employees of the Company as a house rent support where the Company does not provide residential accommodation at approved rate.
- 14.07 Leave Salary: means the amount paid by the Company to an employee on leave or in lieu of Annual Leave which will be encashed upto 360 leaves at the time of superannuation only.
- 14.08 Over-time: means time at work beyond regular hours as prescribed by the Company for various units for which payment shall be made in accordance with the law.
- 14.09 Pay: means the basic pay sanctioned to an employee for a post held by him/her, in a regular pay scale. It does not include any allowance or any other kind of pay. It is purely grade specific i.e., without increments.
- 14.10 Special Pay: means an addition in the nature of pay, to the emoluments of an employee, granted by the Company in consideration of:
- (a) the specially arduous nature of his/her duties,; or
  - (b) a specific addition to the work or responsibility; or
  - (c) the unhealthiness, remoteness or other special characteristics of the locality in which the work is performed.
  - (d) The above category/categories shall be approved by Board of Directors.
- 14.11 Time Scale Pay: means pay which rises by periodical increment from minimum to maximum of respective pay scale. Periodic increments will always be subject to financial health of the Company and approval by the Board of Directors.
- 14.12 Charge pay: means additional pay granted to an employee when he/she holds charge of post, equivalent to his/her own post, or he/she holds charges to a higher vacant post. Charge pay will be @ 10 percent of his/her basic pay.
- 14.13 (a) Compensatory Allowance: means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duties performed.

(b) Compensatory Leave: means leave granted to an employee of different categories in accordance with the rules.

14.14 Time Scale Pay: The Groups or time-scale pay applicable to various posts in the Company are given in [Appendix-I](#).

14.15 Other Allowances:

(a) House Rent Allowance: will be paid to all employees as per [Appendix-I](#).

(b) House Rent Ceiling: House rent ceiling will be payable to employees as per [Appendix-I](#) in accordance with the Company's rules, as amended and modified from time to time by the Board of Directors.

(c) Conveyance Allowance: will be payable to employees as per [Appendix-I](#).

(d) Conveyance (Taxi) Charges: Whenever an employee is sent on Company's business and/or asked to attend the office on weekly and public holidays and is not provided with the Company's transport, then he/she is entitled to draw a sum of Rs.15/- per kilometer as conveyance charges.

14.16 Perquisites:

(a) Utility Allowance: Utility allowance will be permissible on monthly basis as per [Appendix-I](#)

(b) Entertainment Allowance For official entertainment Expenses incurred by the Company's officials at residence as per [Appendix-I](#).

(c) The salary (subsidy) of one Chowkidar of the executive's choice to all those in Group 5 to 9 shall be borne by the Company as per [Appendix-I](#).

(d) The salary (subsidy) of one Gardener of the Executive's choice to all those in Groups 8 & 9 shall also be borne by the Company as per [Appendix-I](#).

(e) Telephone bills and line rent etc., shall be borne by the Company; as per [Appendix-I](#).

14.17 Entitlements at residence as per [Appendix-II](#)

14.18 Any other payment for conveyance which, in the opinion of the Divisional Head be made to an employee due to exceptional circumstances, where the normal conveyance would have become inoperative, either due to late hours, strikes, riots, or inclement weather etc. would be paid through 'discretionary conveyance vouchers'. These would be approved only by the Divisional Head.

14.19 Meals Entitlement: Any employee who would be asked to perform outdoor duty and would remain outside for at least one hour after his/her specified meals hours (ending time), shall be paid as follows:

|                 |   |
|-----------------|---|
| Group 1         | Rs.100/-  |
| Group 2         | Rs.100/-  |
| Group 3         | Rs.100/-  |
| Group 4         | Rs.100/-  |
| Group 5         | Rs.200/-  |
| Group 6         | Rs.200/-  |
| Group 7 & above | – Reimbursement of actual expenses incurred on production of bills/ Cash Memos. |

Employees falling in Group 4 & above shall be entitled for the following whenever they are asked to attend the office on weekly and public holidays:

1. When they work for more than 4 hours: Cost of lunch or dinner
2. When they work for more than 10 hours: Cost of lunch and dinner.

On normal working days if such employees are asked to stay and work for more than 10 hours, they shall be entitled for cost of lunch or dinner.

14.20 Increments: All employees of the Company will normally be entitled to one annual increment as per [Appendix I](#), either within or out of the time scale, except those whose increment may be withheld by the Managing Director /CEO. The reasons of such decision shall be communicated, in writing, to the concerned employee by the Administration & Personnel Department.

14.21 The Board of Directors, in its absolute discretion, may grant additional merit increment (s) along with the annual increment.

14.22 Subject to the financial health of the Company, increments to all employees of the Company will be due on 1<sup>st</sup> of July each year provided the employee has completed a minimum of one year of continuous service.

14.23 Allowances/re-imburement of expenses on transfers: On permanent transfer an employee will be entitled to the following:

- (a) One way fare of the authorized mode of transport for self and each members of his/her dependants from the place of duty to the place where transferred.
- (b) A sum equal to two one-way fares of the authorized mode of transport from the place of duty to the place where transferred for incidental expenses, such as carting, packing etc.
- (c) Actual cost of transporting a Car or a Motor Cycle/Scooter, if registered in the name of the employee concerned.
- (d) Actual cost of carrying personal effects upto the following maximum limits either by goods train or by truck.

| <u>Group</u> | <u>Married</u> | <u>Unmarried</u> |
|--------------|----------------|------------------|
| 8 & above    | 2500 Kgs       | 1500 Kgs         |
| 7            | 1500 Kgs       | 1000 Kgs         |
| 5 & 6        | 1200 Kgs       | 800 Kgs          |
| 3 & 4        | 1000 Kgs       | 750 Kgs          |
| 1 & 2        | 750 Kgs        | 500 Kgs          |

(e) A disturbance Allowance equivalent to a maximum limit of one month's basic pay will be given to all employees of the Company.

(f) On temporary transfer an employee will be entitled to the following:

(a) Two way fare of the authorized mode of transport for self only;

(b) A monthly disturbance allowance, to be determined by the Managing Directors/CEO, in each case together with due consideration to 14.23 (e).

14.24 Payment of salary on transfer: On Permanent or temporary transfer, an employee will draw his/her pay and allowances upto the last date of joining time from the unit where he/she is serving at the time of his/her transfer.

14.25 On permanent transfer an employee may be paid, if he/she so requests, one month's basic salary in advance. This is deductible from his next 4 months pay in equal installments.

14.26 (a) Encashment of Annual Leave:

An employee will be entitled to receive pay in lieu of annual leaves due to him on leaving Company's service on account of:

- (i) Death (payable to his/her nominee and/or legal heir;
- (ii) Retirement;
- (iii) Termination;
- (iv) Where an employee resigns by giving due notice to the Company and his resignation has been accepted by the Company.

(b) Unauthorized Absence: All unauthorized leaves would be construed as unauthorized absence and would be considered as two days leave for every single day's absence so far as encashment of the above is concerned.

14.27 All employees (both serving & retired) of the Company shall be provided medical allowance/ reimbursement of actual expenses incurred on their own medical treatment and treatment of their dependent family members as under:

(a) Groups-1 to 4 - As approved by the BOD from time to time.  
(Serving)

(b) Groups-5 - Equal to 3.5 progressive basic salaries upto a maximum of Rs. 80,000/-  
(Serving) per annum.

(c) Groups 6 to 9 – Actual medical expenses shall be reimbursed on presentation of medical bills.  
(Serving)

(d) Groups 7 to 9 – Actual reimbursement upto a maximum of Rs. 150,000/- per annum.  
(Retired GM & above)

(e) Managing Director – Actual reimbursement upto a maximum of Rs 200,000/- per annum.  
(Serving/retired)

14.28 Serving employees falling in Groups 6 & above shall be reimbursed medical expenses on presentation of Cash Memos from licensed chemists of good repute along with Doctor's prescription. However, employees who are on a certain medication on a permanent or semi-permanent basis shall submit a one-time prescription from their doctor so that they do not have to submit a fresh prescription every time they make a claim for reimbursement. No prescription is required for reimbursement of medicines costing Rs.500/- and below upto four times a month only.

14.29 Medical expenses in respect of transplantation of body organs such as Kidney, Eye, Liver etc., duly prescribed by the Classified Specialist for which Proper cash memos/receipts/Bills are available shall be reimbursed with the prior approval of the Board of Directors on the recommendations of Managing Director.

14.30 Surgical equipments/ instruments necessary for the health/ life of the entitled employees duly prescribed by the Classified Specialist/ Doctor shall also be reimbursed with the prior approval of the Managing Director / CEO.

14.31 To discourage unethical practice of submitting inflated medical claims, at Head Office, a register containing ledger account of each employee prescription by prescription, and another register containing the list of medicine with quantity will be maintained and the cases where excessive or un-reasonable amounts have been claimed, the register will be got scrutinized by the authorized Government medical expert whose opinion will be final.

14.32 Provident Fund: All permanent employees after confirmation shall become members of the SRBC Staff Provident Fund Trust.

14.33 Shalimar Recording & Broadcasting Company Limited Staff Provident Fund Rules, issued separately, shall be binding on all the members of the Provident Fund Trust.

14.34 Shalimar Recording & Broadcasting Company will contribute an amount equivalent to the employee's contribution to the Staff Provident Fund Trust on behalf of a permanent employee on monthly basis.

14.35 Gratuity is payable to all permanent Employees at the time of leaving the service of the Company or on retirement as under:

(a) Employees having completed continuous regular service of five years or more = 30 days basic salary plus any other allowance as approved by the Government of Pakistan for every completed year of service.

14.36 Outstation travel will be undertaken only with prior approval of the Controlling Officers.

14.37 For the purposes of Clause No.14.36 above, the following will be the Controlling Officers:

| <u>Controlling Officers</u> | <u>For</u>                                       |
|-----------------------------|--|
| (i) Managing Director       | Divisional Heads                                 |
| (ii) Divisional Heads       | Headquarter staff working under Divisional Heads |

14.38 Authorized mode of transport: Employees will be entitled to travel by the following authorized modes of transport:

| <u>Designation</u>               | <u>Authorized mode of transport</u>                                    |
|----------------------------------|--|
| (i) Managing Director            | Business class by air  |
| (ii) Directors                   | Economy class by air   |
| (iii) Employees in Groups 5 to 8 | (i) Economy class by air<br>(ii) First class (air-conditioned)/By rail |
| (iv) Employees in Group 4        | First class sleeper by rail  |
| (v) Workers Group 1 to 3         | Second class by rail and Air conditioned Bus                           |

14.39 Suitable relaxation in Clause 14.38 could, however, be made by the Managing Director/ CEO or Directors.

14.40 Entitlement of Hotel accommodation and Daily Allowance: Entitlement of hotel accommodation and daily allowance will be as follows:

| <u>Description</u>             | <u>Entitlement of Hotel</u>  | <u>Daily Allowance</u>                                      |
|--------------------------------|--|---|
| (i) Managing Director/Director | Five Star Hotels (*****) plus Rs. 5,000/- per day                    | If they do not stay in a hotel, Rs.10,000/- per day as D.A. |
| (ii) Employees in Group 7 to 9 | Four Star Hotels (****) plus Rs. 3,000/- per day                     | If they do not stay in a hotel, Rs. 6,000/- per day as D.A. |
| (iii) Employees in Group 5 & 6 | Three Star Hotels (***) plus Rs. 1,500/- per day                     | If they do not stay in a hotel, Rs. 3,000/- per day as D.A. |
| (iv) Employees in Group 4      | Hotel accommodation upto Rs. 1,000/- per day plus Rs. 300/- per day. | If they do not stay in a hotel, Rs. 800/- per day as D.A.   |
| (v) Employees in Groups 1 to 3 | Hotel accommodation upto Rs. 1,000/- per day plus Rs. 300/- per day. | If they do not stay in a hotel, Rs. 800/- per day as D.A.   |

14.41 For outstation assignment, the Company will also pay official telephone and conveyance charges. However, a car may be hired for Directors and Controllers on need basis.

14.42 A day will begin and end at midnight. Absence from the place of duty even though for less than 24 hours will be reckoned, for purposes of calculating DA as one day, at whatever hour the absence might begin or end.

14.43 When an employee travels to an outstation in an official transport and returns to his place of duty the same day, he/she will be entitled to half DA. He/She will also be entitled to reimbursement of expenses incurred on food, fuel, phone etc on production of receipts. However, the reimbursement of food expenses will be subject to the following limitations:

|                                |           |
|--------------------------------|-----------|
| Managing Directors & Directors | Actual    |
| Employees in Groups 7 & 8      | Actual    |
| Employees in Groups 5&6        | Rs. 300/- |
| Employees in Group 4           | Rs. 100/- |
| Employees in Groups 1 to 3     | Rs. 100/- |

14.44 DA may be drawn up to a maximum of 20 days, including Sundays and Holidays occurring during a tour. Payment of DA for periods, beyond 20 days shall need special sanction of the Managing Director/CEO.

14.45 Journey by Road: When two places between which the journey is to be undertaken in connection with an official tour/duty, are not connected by air, rail or water-craft, journey may be performed by road. In such cases mileage allowances will be admissible at the following rates.

| <u>Description</u>                | <u>Rate admissible</u>  |
|-----------------------------------|---|
| (i) Employees in Groups 7 & above | (i) By rent a car<br>(ii) When privately owned vehicle is used Conveyance charges @ Rs.5/- per kilometer as fuel charges will be allowed. In case of official car only cost of fuel will be reimbursed. |
| (ii) Employees in Groups 4 to 6   | Air-conditioned coach   |
| (iii) Employees in Groups 1 to 3  | Actual fare of public transport used.   |

14.46 When journey is undertaken by road, between places which are connected by air or rail, in a privately owned vehicle of the officer on tour, the payment will be restricted to the actual cost of passage or least expensive mode of transport as per his/her entitlement.

14.47 Traveling Allowances in case of death of an Employee: When an employee (including temporary and casual employee) dies as a result of an accident while on duty his/her family members will be paid actual fare to enable them to travel to the place of their permanent residence as noted in the personal records of the deceased employees.

14.48 Submission of Travelling Bills: An employee undertaking an official tour will submit Tour Report on the prescribed form, within two weeks from the date on which journey is completed,

and will adjust or refund advances taken, if any. The following documents will be required:

- (i) In case of air travel, air tickets/used jackets and boarding card
- (ii) Hotel bills, etc;
- (iii) Approval of the competent authority.

#### LIST OF HOTELS

##### (a) Managing Director & Directors

|                           |  |
|---------------------------|--|
| Karachi:                  | Sheraton, Marriott, Pearl-Continent, Avari |
| Lahore:                   | Pearl-Continental, Avari                   |
| Peshawar:                 | Pearl-Continental                          |
| Quetta:                   | Serena                                     |
| Multan:                   | Holiday Inn                                |
| Faisalabad:               | Serena                                     |
| Hyderabad:                | Indus                                      |
| Islamabad/<br>Rawalpindi: | Marriott, Pearl-Continental                |
| Other cities:             | Hotel upto Rs. 6,000/-                     |

##### (b) Controllers, General Managers & Station Managers

|                           |   |
|---------------------------|---|
| Karachi:                  | Holiday Inn, Beach Luxuty, Midway House |
| Lahore:                   | Ambassador, Flatties, Shalimar          |
| Peshawar:                 | Green Hotel, Grand                      |
| Quetta:                   | Serena, Lourdes                         |
| Multan:                   | Holiday Inn, Sindbad, Shezan            |
| Faisalabad:               | Serena, Garwaish                        |
| Hyderabad:                | City Gate, Farah                        |
| Islamabad/<br>Rawalpindi: | Holiday Inn, Shalimar, Flashman         |
| Other cities:             | Hotel upto Rs. 5,000/-                  |



(c) Managers, Senior TV Engineers and Deputy General Managers

Karachi: Faran, Hill Top, Jabees

Lahore: Amir, Lahore, Liberty

Peshawar: Amir, Hudayat

Quetta: Qasr-e-Gul, Qasr-e-Naz

Multan: Shalimar, Firdous

Faisalabad: East Inn

Islamabad/  
Rawalpindi: Java, Islamabad Hotel, Quality Inn

Other cities: Hotel upto Rs.2,000/-

(d) Workers, Supervisors and TV Engineers

All Cities: Hotels upto Rs. 1,000/-

14.49 Group Insurance: All permanent employees of the Company shall be covered by the Group Insurance Scheme of the Company

14.50 Bonus: All permanent employees shall receive annual bonuses as declared by the Board of Directors from time to time provided they have completed 180 days of service including probationary period.

14.51 Workers' Participation Fund: Payable in accordance with law.

REFERENCE LIST OF APPENDICES

- Appendix-I: Applicable to all employees in Group 1 - 9  
Appendix-II: Entitlements at residence

## WORKER (GROUP-1)

## APPENDIX-I

| <u>S.No</u> | <u>Particulars</u><br>Group / Grade | <u>Existing</u><br>Group-I (G-1)                                     | <u>Proposed</u><br>No Change   | <u>Remarks</u>   |
|-------------|-------------------------------------|--|--|--|
| 1.          | Pay Scale                           | 1600-120-3400(15)  | <b>7500-600-22500 (25)</b>   | In line with CBA's Charter of settlement applicable from <b>Group – I to 4</b> , signed on <b>3-12-2015</b> , and protected under <b>Sections – 35 - 50 of Industrial Relations Act – 2012</b> |
| 3.          | <b>House Rent/Ceiling</b>           | 45% of progressive basic pay or 67.50% in case of house rent ceiling | 45% of progressive basic pay or <b>70 %</b> in case of House Rental Ceiling. |  |
| 4.          | Conveyance Allowance                | Rs. 1150/- per month   | <b>Rs. 1725/-</b> per month.   |  |
| 5.          | <b>Medical Allowance</b>            | 4 progressive basic pay per annum                                    | <b>4.5</b> progressive basic pay per annum.                                  |  |
| 6.          | <b>Utility Allowance</b>            | 7.5% of progressive basic pay per month                              | <b>10%</b> of progressive basic pay per month.                               |  |
| 7.          | Attendance Allowance                | Rs. 400/- per month (entitled workers only)                          | No Change  |  |
| 8.          | Washing Allowance                   | Rs. 425/- per month (entitled workers only)                          | <b>Rs. 650/-</b> per month (entitled workers only)                           |  |

**Note :- No further additions in the salary scales and allowances shall now be admissible till next 10 years.**

## WORKER (GROUP-2)

## APPENDIX-I

| <u>S.No</u> | <u>Particulars</u>        | <u>Existing</u>  | <u>Proposed</u>  | <u>Remarks</u>   |
|-------------|---------------------------|--|--|--|
| 1.          | Group / Grade             | Group-2 (G-2)  | No Change  |  |
| 2.          | Pay Scale                 | 1700-135-3725(15)  | <b>9500-760-28500 (25)</b>   |  |
| 3.          | <b>House Rent/Ceiling</b> | 45% of progressive basic pay or 67.50% in case of house rent ceiling | 45% of progressive basic pay or <b>70 %</b> in case of House Rental Ceiling. | In line with CBA's Charter of settlement applicable from <b>Group – I to 4</b> , signed on <b>3-12-2015</b> , and protected under <b>Sections – 35 - 50 of Industrial Relations Act – 2012</b> |
| 4.          | Conveyance Allowance      | Rs. 1350/- per month   | <b>Rs. 2025/-</b> per month.   |  |
| 5.          | <b>Medical Allowance</b>  | 4 progressive basic pay per annum.                                   | <b>4.5</b> progressive basic pay per annum                                   |  |
| 6.          | <b>Utility Allowance</b>  | 7.5% of progressive basic pay per month                              | <b>10%</b> of progressive basic pay per month.                               |  |
| 7.          | Attendance Allowance      | Rs. 400/- per month (entitled workers only)                          | No Change  |  |
| 8.          | Washing Allowance         | Rs. 425/- per month (entitled workers only)                          | <b>Rs. 650/-</b> per month, (entitled workers only)                          |  |

**Note :- No further additions in the salary scales and allowances shall now be admissible till next 10 years.**

**SUPERVISOR / SENIOR SUPERVISOR (GROUP-3)**

| <b><u>S.No</u></b> | <b><u>Particulars</u></b> | <b><u>Existing</u></b>   | <b><u>Proposed</u></b>   | <b><u>Remarks</u></b>   |
|--------------------|---------------------------|--|--|---|
| 1.                 | Group / Grade             | Grade-B  | <b>Group-3 (G-3)</b>   | <p>In line with CBA's Charter of settlement applicable from <b>Group – I to 4</b>, signed on <b>3-12-2015</b>, and protected under <b>Sections – 35 - 50 of Industrial Relations Act – 2012</b></p> |
| 2.                 | Pay Scale                 | [1500-90-120-150-3300]<br>3-Slabs: 15-stages                         | <b>11500-940-34500 (25)</b>  |   |
| 3.                 | <b>House Rent/Ceiling</b> | 45% of progressive basic pay or 67.50% in case of house rent ceiling | 45% of progressive basic pay or <b>70%</b> incase of House Rental Ceiling. |   |
| 4.                 | Conveyance Allowance      | Rs. 1450/- per month   | <b>Rs. 2175/-</b> per month.   |   |
| 5.                 | <b>Medical Allowance</b>  | 4 progressive basic pay per annum                                    | <b>4.5</b> Progressive Basic Pay per annum.                                |   |
| 6.                 | <b>Utility Allowance</b>  | 10% of progressive basic pay per month                               | No Change  |   |
| 7.                 | Attendance Allowance      | Rs. 400/- per month (entitled workers only)                          | No Change  |   |
| 8.                 | Washing Allowance         | Rs. 425/- per month (entitled workers only)                          | <b>Rs. 650/-</b> per month (entitled workers only)                         |   |
| 9.                 | Entertainment Allowance   | Rs. 200/- per month  | <b>Rs. 600/-</b> per month   |   |

**Note :- No further additions in the salary scales and allowances shall now be admissible till next 10 years.**



## TV ENGINEER (WORKER CADRE) GROUP-4

### APPENDIX-I

| <u>S.No</u> | <u>Particulars</u>                | <u>Existing</u>   | <u>Proposed</u>   | <u>Remarks</u>   |
|-------------|-----------------------------------|---|---|--|
| 1.          | Group / Grade                     | TE-I  | <b>Group-4 (G-4)</b>  |  |
| 2.          | Pay Scale                         | 3390-245-7065 (15)  | <b>13500-1080-40500 (25)</b>  | In line with CBA's Charter of settlement applicable from <b>Group – I to 4</b> , signed on <b>3-12-2015</b> , and protected under <b>Sections – 35 - 50 of Industrial Relations Act – 2012</b> |
| 3.          | <b>House Rent/Ceiling</b>         | 45% of progressive basic pay or 70% in case of house rent ceiling | 45% of progressive basic pay or <b>70%</b> in case of house rental ceiling  |  |
| 4.          | Conveyance Allowance              | Rs. 1650/- per month  | <b>Rs. 2475/-</b> per month.  |  |
| 5.          | <b>Medical Allowance</b>          | 4 progressive basic pay per annum                                 | <b>4.5</b> progressive basic pay per annum  |  |
| 6.          | <b>Utility Allowance</b>          | 10% of progressive basic pay per month                            | No Change   |  |
| 7.          | Attendance Allowance              | Rs. 400/- per month (entitled workers only)                       | No Change   |  |
| 8.          | Entertainment Allowance           | Rs. 400/- per month   | <b>Rs. 800/-</b> per month.   |  |
| 9.          | Servant Subsidy                   | Rs. 1500/- per month  | No Change   |  |
| 10.         | Technical Qualification Allowance | Rs. 400/- per month   | <b>Rs. 1000/-</b> per month for 03 Years Diploma holder Engineers & <b>Rs. 1500/-</b> per month for Graduate Engineers. |  |

**Note :- No further additions in the salary scales and allowances shall now be admissible till next 10 years.**

## SENIOR TV ENGINEER (GROUP-5)

### APPENDIX-I

| <u>S.No</u> | <u>Particulars</u>                | <u>Existing</u>   | <u>Proposed</u>  |
|-------------|-----------------------------------|---|--|
| 1.          | Group / Grade                     | TE-II   | Group-5 (G-5)  |
| 2.          | Pay Scale                         | 3875-295-7415(12)   | 15500-1240-46500 (25)  |
| 3.          | House Rent/Ceiling                | 45% of progressive basic pay or 70% in case of house rental ceiling | No Change  |
| 4.          | Conveyance Allowance              | Rs. 1500/- per month  | Rs.2500/- per month  |
| 5.          | Medical Allowance                 | 3.5 progressive basic pay per annum                                 | 3.5 initial basic of pay scale per annum and Insurance cover for terminal diseases.                      |
| 6.          | Utility Allowance                 | 10% of progressive basic pay per month                              | No Change  |
| 7.          | Entertainment Allowance           | Rs. 600/- per month   | Rs. 900/- per month  |
| 8.          | Servant Subsidy                   | Rs. 1500/- per month  | Rs. 2000/- per month   |
| 9.          | Technical Qualification Allowance | Rs. 500/- per month   | Rs. 1000/- per month for 03 Years Diploma holder Engineers & Rs.1500/- per month for Graduate Engineers. |

**MANAGER (GROUP-5)**

| <b><u>S.No</u></b> | <b><u>Particulars</u></b> | <b><u>Existing</u></b>  | <b><u>Proposed</u></b>  |
|--------------------|---------------------------|---|---|
| 1.                 | Group / Grade             | Grade-C   | Group-5 (G-5)   |
| 2.                 | Pay Scale                 | [2025-125-165-210-4525]<br>3-Slabs: 15-stages                     | 15500-1240-46500 (25)   |
| 3.                 | House Rent/Ceiling        | 45% of progressive basic pay or 70% in case of house rent ceiling | No Change   |
| 4.                 | Conveyance Allowance      | Rs. 1300/- per month  | Rs.2500/- per month   |
| 5.                 | Medical Allowance         | 3.5 progressive pay per annum                                     | 3.5 initial basic of pay scale per annum and Insurance cover for terminal diseases. |
| 6.                 | Utility Allowance         | 10% of progressive basic pay per month                            | No Change   |
| 7.                 | Entertainment Allowance   | Rs. 400/- per month   | Rs. 900/- per month   |
| 8.                 | Servant Subsidy           | Rs. 1350/- per month  | Rs. 2000/- per month  |



# DEPUTY GENERAL MANAGER (GROUP-6)

## APPENDIX-I

| <u>S.No</u> | <u>Particulars</u>        | <u>Existing</u>  | <u>Proposed</u>  |
|-------------|---------------------------|--|--|
| 1.          | Group / Grade             | Grade C-1  | <b>Group-6 (G-6)</b>   |
| 2.          | Pay Scale                 | [2025-125-165-210-4525]<br>3-Slabs: 15-stages                                  | <b>17500-1400-52500 (25)</b>                                   |
| 3.          | House Rent/Ceiling        | 45% of progressive basic pay or 70% in case of house rent ceiling              | No change  |
| 4.          | Conveyance Allowance      | Cost of 25 liters of petrol and 75 kgs of CNG per month                        | Cost of <b>35 liters</b> of Petrol and 75 Kgs of CNG per month |
| 5.          | Medical Allowance         | Reimbursement of actual medical expenses for self and dependent family members | No change  |
| 6.          | Utility Allowance         | 10% of progressive basic pay per month   | No Change  |
| 7.          | Entertainment Allowance   | Rs. 600/- per month  | <b>Rs. 1000/-</b> per month                                    |
| 8.          | Servant Subsidy           | Rs. 1500/- per month   | <b>Rs. 2000/-</b> per month                                    |
| 9.          | Car Maintenance Allowance | Rs. 5000/- per month   | No Change  |
| 10.         | Phone at Residence        | 200 calls plus line rent per month   | No Change  |

# STATION / ENGINEERING MANAGER (GROUP-7)

## APPENDIX-I

| <u>S.No</u> | <u>Particulars</u>                        | <u>Existing</u>  | <u>Proposed</u>   |
|-------------|---|--|---|
| 1.          | Group / Grade                             | Grade-TE-III   | Group-7 (G-7)   |
| 2.          | Pay Scale                                 | 5440-370-9140 (10)   | 19500-1560-58500 (25)   |
| 3.          | House Rent/Ceiling                        | 45% of progressive basic pay or 70% in case of house rental ceiling                    | No change   |
| 4.          | Conveyance Allowance/<br><b>Transport</b> | Station vehicle Suzuki Bolan with certain budgeted provisions for fuel and maintenance | No Change   |
| 5.          | Medical Allowance                         | Reimbursement of actual medical expenses for self and dependent family members         | No change   |
| 6.          | Utility Allowance                         | 10% of progressive basic pay per month   | No Change   |
| 7.          | Entertainment Allowance                   | Rs. 600/- per month  | Rs. 1200/- per month  |
| 8.          | Servant Subsidy                           | Rs. 1500/- per month   | Rs. 2000/- per month  |
| 9.          | Technical Qualification Allowance         | Rs. 600/- per month  | Rs. 1500 per month  |
| 10.         | Phone at Residence                        | 500 calls plus line rent per month   | 500 calls plus line rent including internet/cable fee or Rs. 1100/- per month which ever is higher. |

# GENERAL MANAGER (GROUP-7)

## APPENDIX-I

| <u>S.No</u> | <u>Particulars</u>                        | <u>Existing</u>   | <u>Proposed</u>   |
|-------------|---|---|---|
| 1.          | Group / Grade                             | Grade-D   | <b>Group-7 (G-7)</b>  |
| 2.          | Pay Scale                                 | [2700-165-220-275-6000]<br>3-Slabs: 15-stages   | <b>19500-1560-58500 (25)</b>  |
| 3.          | House Rent/Ceiling                        | 45% of progressive basic pay or 70%<br>in case of house rent ceiling  | No change   |
| 4.          | Conveyance Allowance/<br><b>Transport</b> | Company's maintained 800 cc car with<br>38 liters of petrol and 112 kgs of CNG<br>per month. In case of non-availability<br>of CNG, 150 liters of petrol per month. | No Change   |
| 5.          | Medical Allowance                         | Reimbursement of actual medical<br>expenses for self and dependent<br>family members  | No change during service.<br>After Retirement: Reimbursement of actual<br>medical expenses for self and dependent family<br>members <b>subject to a limit Rs.150000/- per annum</b> |
| 6.          | Utility Allowance                         | 10% of progressive basic<br>pay per month   | No Change   |
| 7.          | Entertainment Allowance                   | Rs. 600/- per month   | <b>Rs. 1200/- per month</b>   |
| 8.          | Servant Subsidy                           | Rs. 1500/- per month  | <b>Rs. 2000/- per month</b>   |
| 9.          | Phone at Residence                        | 300 calls plus line rent per month  | <b>500 calls plus line rent including internet/cable fee<br/>or Rs. 1100/- per month which ever is higher.</b>  |

## CONTROLLER (GROUP-8)

## APPENDIX-I

| <u>S.No</u> | <u>Particulars</u>                     | <u>Existing</u>   | <u>Proposed</u>   |
|-------------|--|---|---|
| 1.          | Group / Grade                          | Grade-E   | <b>Group-8 (G-8)</b>  |
| 2.          | Pay Scale                              | 5765 plus 8% on progressive basic pay   | <b>21500-1720-64500 (25)</b>  |
| 3.          | House Rent/Ceiling                     | 45% of progressive basic pay or 70% in case of house rent ceiling   | No change   |
| 4.          | Conveyance Allowance/ <b>Transport</b> | Company's maintained Chauffer driven 1000 cc car with 75 liters of petrol and 225 kgs of CNG per month in case of non-availability of CNG 300 liters of petrol per month. | Company's maintained Chauffer driven 1000 cc car with 75 liters of petrol and 225 kgs of CNG per month in case of non-availability of CNG, <b>250</b> liters of Petrol per month. |
| 5.          | Medical Allowance                      | Reimbursement of actual medical expenses for self and dependent family members  | No change during service.<br>After Retirement: Reimbursement of actual medical expenses for self and dependent family members <b>subject to a limit Rs.150000/- per annum</b>     |
| 6.          | Utility Allowance                      | 10% of progressive basic pay per month  | No Change   |
| 7.          | Entertainment Allowance                | Rs. 600/- per month   | <b>Rs. 1500/- per month</b>   |
| 8.          | Servant Subsidy                        | Rs. 3000/- per month  | <b>Rs. 3500/- per month</b>   |
| 9.          | Phone at Residence                     | 500 calls plus line rent per month  | <b>500 calls plus line rent including internet/cable fee or Rs. 1500/- per month which ever is higher.</b>  |



DIRECTOR (GROUP-9)

| <u>S.No</u> | <u>Particulars</u>                        | <u>Existing</u>  | <u>Proposed</u>   |
|-------------|---|--|---|
| 1.          | Group / Grade                             | Grade-F  | <b>Group-9 (G-9)</b>  |
| 2.          | Pay Scale                                 | 6125 with 8% Annual Increase   | <b>23500-1880-70500 (25)</b>  |
| 3.          | House Rent/Ceiling                        | 45% of progressive basic pay or 70% in case of house rental ceiling  | No change   |
| 4.          | Conveyance Allowance/<br><b>Transport</b> | Company's maintained Chauffer driven 1300 cc car with 100 liters of petrol and 275 kgs of CNG per month in case of non-availability of CNG 300 liters of petrol per month. | Company's maintained Chauffer driven <b>1000 cc</b> car with 100 liters of petrol and 275 Kgs of CNG per month in case of non-availability of CNG 300 liters of petrol per month. |
| 5.          | Medical Allowance                         | Reimbursement of actual medical expenses for self and dependent family members   | No change during service.<br>After Retirement: Reimbursement of actual medical expenses for self and dependent family members <b>subject to a limit Rs.150000/- per annum</b>     |
| 6.          | Utility Allowance                         | 10% of progressive basic pay per month   | No Change   |
| 7.          | Entertainment Allowance                   | Rs. 600/- per month  | <b>Rs. 2000/- per month</b>   |
| 8.          | Servant Subsidy                           | Rs. 3000/- per month   | <b>Rs. 4000/- per month</b>   |
| 9.          | Phone at Residence                        | 700 calls plus line rent per month   | 700 calls plus line rent <b>including internet/cable fee or Rs. 2000/- per month which ever is higher.</b>  |

## STATION / ENGINEERING MANAGER (GROUP-7)

## APPENDIX-II

| <u>S.No</u>                             | <u>Particulars</u> | <u>Existing</u>   | <u>Proposed</u>                      |
|---|--------------------|---|--------------------------------------|
| 1.                                      | TV Set             | 14" color   | <b>LED 32" or Rs. 30000/-</b>        |
| <b><u>GENERAL MANAGER (GROUP-7)</u></b> |                    |   |                                      |
| 1.                                      | TV Set             | 21" color   | <b>LED 32" or Rs. 30000/-</b>        |
| 2.                                      | Mobile Phone       | Rs. 1000/- as monthly rent plus mobile set upto Rs. 10000/- | No Change                            |
| 3.                                      | Computer           | Laptop  | No Change                            |
| 4.                                      | House Furnishing   | Not Entitled  | <b>One time grant of Rs. 10000/-</b> |
| <b><u>CONTROLLER (GROUP-8)</u></b>      |                    |   |                                      |
| 1.                                      | Air Conditioner    | one 1.5 Ton or Rs. 35000/-                                  | No Change                            |
| 2.                                      | TV Set             | 21" or Rs. 20000/-  | <b>One LED 32" or Rs. 40000/-</b>    |
| 3.                                      | DVD/VCR            | One or Rs. 21000/-  | <b>With Drawn</b>                    |
| 4.                                      | Mobile Phone       | Rs. 1500/- as monthly rent plus mobile set upto Rs. 15000/- | No Change                            |
| 5.                                      | Computer           | Laptop  | No Change                            |
| 6.                                      | House Furnishing   | Rs. 10000/-   | <b>One time grant of Rs.15000/-</b>  |

**DIRECTOR (GROUP-9)**

| <b><u>S.No</u></b> | <b><u>Particulars</u></b> | <b><u>Existing</u></b>                                      | <b><u>Proposed</u></b>              |
|--------------------|---------------------------|---|-------------------------------------|
| 1.                 | Air Conditioner           | one Two Ton or Rs. 75000/-                                  | <b>One 1.5 ton or Rs.75000/-</b>    |
| 2.                 | TV Set                    | 25" or Rs. 25000/-  | <b>One LED 40" or Rs. 55000/-</b>   |
| 3.                 | DVD/VCR                   | One or Rs. 23000/-  | <b>With Drawn</b>                   |
| 4.                 | Mobile Phone              | Rs. 2000/- as monthly rent plus mobile set upto Rs. 22000/- | <b>No Change</b>                    |
| 5.                 | Computer                  | Laptop  | <b>No Change</b>                    |
| 6.                 | House Furnishing          | Rs. 20000/-   | <b>One time grant of Rs.25000/-</b> |

**MANAGING DIRECTOR/CEO**

|    |                    |   |                                   |
|----|--------------------|---|-----------------------------------|
| 1. | Air Conditioner    | Two AC (1.5 Ton each)                                       | <b>No Change</b>                  |
| 2. | TV Set             | One Set or Rs. 25000/-                                      | <b>One LED 55" 3D Smart</b>       |
| 3. | Mobile Phone       | Rs. 4000/- as monthly rent plus mobile set upto Rs. 35000/- | <b>No Change</b>                  |
| 4. | DVD/VCR            | One or Rs. 23000/-  | <b>Withdrawn</b>                  |
| 5. | Smart Box/Internet | Bill upto Rs. 1500/- per month                              | <b>No Change</b>                  |
| 6. | Computer           | One P4 Laptop   | <b>Latest Laptop</b>              |
| 7. | House Furnishing   | Rs. 40000/-   | <b>One time grant Rs. 80000/-</b> |

|    | Workers       | Workers       | Supervisor     | TVE-I           | C, TVE-II       | DGM             | GM, SM          | CONT            | DIR             |
|----|---------------|---------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|    | G-1           | G-2           | G-3            | G-4             | G-5             | G-6             | G-7             | G-8             | G-9             |
|    | 7500<br>(600) | 9500<br>(760) | 11500<br>(920) | 13500<br>(1080) | 15500<br>(1240) | 17500<br>(1400) | 19500<br>(1560) | 21500<br>(1720) | 23500<br>(1880) |
| 0  | 7500          | 9500          | 11500          | 13500           | 15500           | 17500           | 19500           | 21500           | 23500           |
| 1  | 8100          | 10260         | 12420          | 14580           | 16740           | 18900           | 21060           | 23220           | 25380           |
| 2  | 8700          | 11020         | 13340          | 15660           | 17980           | 20300           | 22620           | 24940           | 27260           |
| 3  | 9300          | 11780         | 14260          | 16740           | 19220           | 21700           | 24180           | 26660           | 29140           |
| 4  | 9900          | 12540         | 15180          | 17820           | 20460           | 23100           | 25740           | 28380           | 31020           |
| 5  | 10500         | 13300         | 16100          | 18900           | 21700           | 24500           | 27300           | 30100           | 32900           |
| 6  | 11100         | 14060         | 17020          | 19980           | 22940           | 25900           | 28860           | 31820           | 34780           |
| 7  | 11700         | 14820         | 17940          | 21060           | 24180           | 27300           | 30420           | 33540           | 36660           |
| 8  | 12300         | 15580         | 18860          | 22140           | 25420           | 28700           | 31980           | 35260           | 38540           |
| 9  | 12900         | 16340         | 19780          | 23220           | 26660           | 30100           | 33540           | 36980           | 40420           |
| 10 | 13500         | 17100         | 20700          | 24300           | 27900           | 31500           | 35100           | 38700           | 42300           |
| 11 | 14100         | 17860         | 21620          | 25380           | 29140           | 32900           | 36660           | 40420           | 44180           |
| 12 | 14700         | 18620         | 22540          | 26460           | 30380           | 34300           | 38220           | 42140           | 46060           |
| 13 | 15300         | 19380         | 23460          | 27540           | 31620           | 35700           | 39780           | 43860           | 47940           |
| 14 | 15900         | 20140         | 24380          | 28620           | 32860           | 37100           | 41340           | 45580           | 49820           |
| 15 | 16500         | 20900         | 25300          | 29700           | 34100           | 38500           | 42900           | 47300           | 51700           |
| 16 | 17100         | 21660         | 26220          | 30780           | 35340           | 39900           | 44460           | 49020           | 53580           |
| 17 | 17700         | 22420         | 27140          | 31860           | 36580           | 41300           | 46020           | 50740           | 55460           |
| 18 | 18300         | 23180         | 28060          | 32940           | 37820           | 42700           | 47580           | 52460           | 57340           |
| 19 | 18900         | 23940         | 28980          | 34020           | 39060           | 44100           | 49140           | 54180           | 59220           |
| 20 | 19500         | 24700         | 29900          | 35100           | 40300           | 45500           | 50700           | 55900           | 61100           |
| 21 | 20100         | 25460         | 30820          | 36180           | 41540           | 46900           | 52260           | 57620           | 62980           |
| 22 | 20700         | 26220         | 31740          | 37260           | 42780           | 48300           | 53820           | 59340           | 64860           |
| 23 | 21300         | 26980         | 32660          | 38340           | 44020           | 49700           | 55380           | 61060           | 66740           |
| 24 | 21900         | 27740         | 33580          | 39420           | 45260           | 51100           | 56940           | 62780           | 68620           |
| 25 | 22500         | 28500         | 34500          | 40500           | 46500           | 52500           | 58500           | 64500           | 70500           |

**SRBC  
PAY  
SCALES  
2015**





94.6  
FM  
Radio Network

Shalimar Recording & Broadcasting Company Limited Islamabad  
Plot 36, Sector H-9, Islamabad.