



The Sindh Government Gazette

Published by Authority

KARACHI MONDAY JUNE, 05, 2023

PART-I

SINDH EMPLOYEES SOCIAL SECURITY INSTITUTION

Karachi dated the 31st May, 2023.

Nu.SS-Admn(S.R)Regs/2023-1794:- In exercise of the powers conferred by section 84 read with clause (ix) of sub-section (2) thereof, the Governing Body of the Sindh Employees Social Security Institution is pleased to make the following regulations, namely:-

PART-I PRELIMINARY

1. **Short title, commencement and application.** (1) These Regulations may be called the Sindh Employees' Social Security Institution (Service) Regulations, 2023.

(3) They shall come into force at once.

(3) They shall apply to all employees of the Institution wherever they may be, but shall not apply to casual or work-charged staff and persons employed on contract or on deputation with the Institution, who will be governed by the terms and conditions of their contract or deputation as the case may be.

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

- (i) "Act" means the Sindh Employees' Social Security Act, 2016 (Sindh Act No.VI of 2016);
- (ii) "Appendix" means an Appendix to these regulations;
- (iii) "autonomous or semi-autonomous organization" means an Organization set up under a law or by Government as a unit separate from the formal departmental organization;
- (iv) "Board of Education" means a Board of Secondary or Higher Secondary Education established by law in Pakistan or any other educational authority or institution declared by Government or the Institution to be a Board for the purposes of these regulations;

- (v) "Board of Technical Education" means a Board of Technical Education, incorporated by law in Pakistan or any other educational authority or institution declared by Government or the Institution in consultation with Government, to be a Board of Technical Education for the purpose of these Regulations;
- (vi) "cadre" means the strength of service or a part of service sanctioned as a separate unit;
- (vii) "Chairman" means the Chairman of the Governing Body;
- (viii) "Circle" means a Medical Circle of the Institution other than the Head Office under the charge of a Chief Medical Officer and where there is no Chief Medical Officer under the charge of Senior most Medical Officer;
- (ix) "competent authority" means the appointing authority or the authority by virtue of delegation or authorization made by the appointing authority to exercise specified powers under these regulations;
- (x) "contract appointment" means an appointment of a duly qualified person made against permanent post for a limited period, in accordance with the prescribed method of recruitment;
- (xi) "deputation" means the temporary transfer on lien of the services of any person from or to the Institution;
- (xii) "Directorate" means a Directorate of the Institution other than the Head Office under the charge of a Director and where there is no Director, under the charge of senior most Deputy Director;
- (xiii) "employee" means the person employed by the Institution;
- (xiv) "Governing Body" means the Governing Body of the Institution;
- (xv) "Head Office" means the Head Office of the Institution;
- (xvi) "Hospital" means a Hospital of the Institution other than the Head Office under the charge of a Medical Superintendent and where there is no Medical Superintendent, under the charge of Senior most medical officer;
- (xvii) "Institution" means the Sindh Employees' Social Security Institution established under section 3 of the Act;
- (xviii) "initial appointment" means appointment made otherwise than by promotion or transfer;
- (xix) "lien" means title of an employee to hold substantively either immediately or on the termination of period of absence, a permanent post including a tenure post to which he has been appointed substantively;
- (xx) "pay" means the amount monthly drawn by an employee as pay and includes technical pay, special pay, personal pay and other emoluments declared by the Governing Body to be pay;
- (xxi) "permanent post" means a post sanctioned without limit of time;
- (xxii) "personal pay" means the additional pay granted to an employee—
- (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to revision of

pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or

- (b) in exceptional circumstances, on other personal considerations;
- (a) "post" means a post sanctioned on the strength of Institution;
- (b) "Promotion Committee" means a Committee constituted for the purpose of selection for promotion to a posts in basic pay scales 1 to 17;
- (c) "Region" means a region in relation to a Directorate, Circle or Hospital, as the case may be, indicated in Appendix 'A' or as created by the Governing Body;
- (d) "Province" means the Province of Sindh;
- (e) "Recognized University" means any university incorporated by law in Pakistan and recognized by the University Grants Commission or Higher Education Commission (Federal/Provincial) for the purpose of these regulations;
- (f) "Selection Committee" means a committee constituted for the purpose of making selection for initial appointment;
- (g) "service" means any person employed in connection with the affairs of the Institution excluding employment on deputation;
- (h) "Selection Board" means a Selection Board constituted by the Governing Body for the purpose of promotion to the posts in basic pay scales 18 and above;
- (i) "university" means any university incorporated by law in Pakistan and recognized by the Higher Education Commission of Pakistan for the purposes of these regulations;

(2) Words and expressions used but not defined in these regulations shall have the same meaning as assigned to them under the Act.

CHAPTER-II METHOD OF APPOINTMENT

3. **Appointment to be made under these regulations.** No appointment to a post shall be made except in accordance with these regulations.

4. **Method of Appointment.** (1) Appointment to a post or class of posts shall be made in any of the following manner:-

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

(2) The method of appointment and the qualifications and other conditions applicable to a post including the age limit shall be as laid down in Appendix-A:

Provided that where a percentage has been specified for departmental promotion and initial appointment, promotion against the post reserved for departmental promotion shall be made first:

Provided further that if no suitable person is available for promotion, the vacancy may be filled by initial appointment.

(3) Subject to other provisions of these regulations, no appointment to a post shall be made except on the recommendations of the Selection Committee.

5. **Selection and Promotion Committees and Selection Board.** (1) There shall be one or more promotion committees and selection committees as may be determined by the Governing Body.

(2) Each such committee shall consist of at least three members, one of whom shall be appointed as Chairman.

(3) There shall be a Selection Board as may be determined by the Governing Body which shall consist of at least five members, one of whom shall be Chairman, provided that no member of the Selection Board whose case for promotion is to be considered shall take part in the proceeding of the Selection Board.

6. **Appointing Authority.** (1) The appointing authority in respect of posts in the Institution shall be such as mentioned in Appendix-B.

(2) The appointing authority may authorize any officer to exercise its powers of appointing authority in respect of the posts specified by him.

7. **Appointment on the recommendations.** The appointing authority shall not be bound to accept the recommendations of the Selection Committee, but in all such cases the reasons for non-acceptance of the recommendations shall be recorded:

Provided that where the appointing authority is other than the Chairman, the case shall be referred to the Chairman whose orders shall be final but no such orders will be passed unless the Selection Committee has been given an opportunity to justify its recommendations.

PART-III APPOINTMENT BY PROMOTION AND TRANSFER

8. **Promotion.** (1) Promotions to all posts shall be made on the recommendations of a Promotion Committee or Selection Board, as the case may be.

(2) Appointment by promotion shall ordinarily be made on the basis of seniority-cum-fitness, that the senior most employee in a cadre will be promoted subject to his being fit.

(3) An employee holding the post in a cadre shall not be eligible for promotion to a post borne on any other cadre of the Service.

(4) Persons possess such qualifications and fulfil the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the Promotion Committee or Selection Board, as the case may be:

Provided that no promotion on regular basis shall be made to posts in Basic Pay Scales 18 and above unless the officer concerned has completed such minimum length of service as specified by Government from time to time.

(5) An employee declining to avail the benefit of order of his promotion shall not be considered for such promotion for the next five years from the date of such order and he shall stand superseded permanently on his foregoing such promotion for second time.

9. **Promotion on acting charge basis.** (1) Where the appointing authority considers it to be in the public interest to fill a post by promotion and the most senior employee who is otherwise eligible for promotion does not possess the specified length of service, the competent authority may appoint him to the post on acting charge basis.

(2) So long as an employee holds the acting charge appointment, the employee junior to him shall not be considered for regular promotion but may be appointed on acting charge basis to a higher post.

(3) Where the appointing authority is satisfied that no suitable person is available for a post in BS-16 or above to be filled by initial appointment and it is expedient to fill the post immediately, it may appoint to the post on acting charge basis the most senior employee otherwise eligible for promotion in the cadre.

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

(5) Appointment on acting charge basis shall be made on the recommendations of the Promotion Committee or Selection Board.

(6) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority, nor shall it confer any vested right for regular promotion to the post held on acting charge basis.

(7) The employee appointed on acting charge basis shall be entitled to draw fixed pay equal to the minimum pay at which his pay would have been fixed had he been appointed to that post on regular post.

Explanation. - Service rendered on acting charge basis in the basic scale pay applicable to the post shall not count for purpose of drawal of increments in that scale but such service shall count towards increments in the basic pay scale held immediately before appointment on acting charge basis.

(8) The employee appointed on acting charge basis assumes duties and responsible for the post.

10. **Appointment by transfer.** (1) Appointments by transfer shall be made on deputation from amongst the persons holding appointment on a regular basis in the same basic pay scale in which the posts to be filled exist for a specified period which may, if it is expedient in the public interest, be extended or curtailed by the competent authority.

(2) The appointing authority may repatriate the officer appointed by transfer to his parent department or original post even before the expiry of his tenure of such appointment.

11. (1) An employee may be transferred to another equivalent post:

Provided that -

- (a) except on account of inefficiency or misbehaviour or on his written request, an employee shall not be transferred substantively to, or, appointed, to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien or would hold a lien had his lien not been suspended under sub-regulation (2) of regulation 19;
- (b) nothing contained in clause (a) or any other provision of these regulations shall operate to prevent the re-transfer of an employee to the position on which he would hold a lien, had it not been suspended in accordance with the provisions of sub-regulation (2) or (3) of regulation 19.

PART-IV
INITIAL APPOINTMENT

12. **Initial appointment.** (1) Initial appointment to a post shall be made on the recommendations of and on the basis of interview or test to be held by the Selection Committee after the vacancies have been advertised in the newspapers.

(2) While making recommendations under sub-regulation (1), the Selection Committee may also assign position of merit to the candidates so recommended and the vacancies shall be filled in accordance with the position or merit.

(3) The under mentioned posts shall be filled on provincial, divisional and district basis in accordance with these regulations on merit or as may be determined by Governing Body or Government from time to time. The vacancies in -

- (a) basic pay scales 11 and above shall be filled on provincial basis;
- (b) basic pay scale 5 to 10 shall be filled on divisional or regional basis;
- (c) basic pay scales 1 to 4 shall be filled by appointment of persons domiciled in the district or division concerned where the Directorate, Circle or Hospital are located.

(4) All posts in the Institution shall be filled in accordance with the ratio fixed by Government as (Urban 40%) and Rural (60%).

13. **Qualification, age limit etc.** (1) A candidate for initial appointment to a post must possess the required educational qualifications and experience and be within the age limit as laid down for the post in **Appendix-A:**

Provided that for persons already in service of Government or statutory body including the Institution, maximum age limit shall be relaxable upto the age of forty-five years.

(2) For the purpose of sub-regulation (1), the age shall be reckoned as on the last date fixed for submission of application for appointment.

(3) Every person appointed by initial appointment shall declare the date of his birth with the documentary evidence, such as matriculation certificate, school leaving certificate or birth certificate issued by the Municipal authority or National Database Registration Authority, and in the absence of any such documentary evidence it shall be determined by the appointing authority on the basis of medical certificate issued by the Medical Board.

14. **Nationality and domicile.** (1) No person shall be appointed by initial appointment to a post unless he is a citizen of Pakistan and domiciled in any district in the Province of Sindh.

(2) The domicile declared by an employee and accepted by the appointing authority at the time of entry into the service shall not be allowed to be changed.

15. **Relaxation of age.** The authorities competent to relax the age limit and the extent of such relaxation are mentioned in **Appendix-C.**

16. **Appointment of differently abled, minority persons and women.** The appointment of differently abled and minority persons and women shall be made against the quota as reserved by Government from time to time; provided that if such suitable candidate is not available, the appointment shall be made from other candidates on merit.

17. Appointment against deceased, invalidated or incapacitated quota.

If an employee who dies while in service or is declared invalidated or incapacitated for further service, one of his or her children shall be provided a job against posts upto BPS-11 in the office in which the deceased employee was working, without observance of formalities prescribed under these regulations or procedure, subject to the condition that such child is otherwise eligible for the post.

18. Character Certificate. No person, not already in the service of Government or statutory body, shall be appointed to a post unless -

- (i) he produces certificates of character from two responsible persons (not being his relatives) who are well acquainted with such person;
- (ii) he is found medically fit by the Civil Surgeon concerned;

Provided that blindness or any other physical defect shall not be a bar to the appointment, if the Civil Surgeon or Medical Board conducting the medical examination, certifies that such defect shall not interfere with his duties.

19. Lien. (1) Unless his lien is suspended, an employee holding substantively a permanent post retains a lien on that post -

- (a) while performing the duties of that post;
- (b) while on deputation, or holding a temporary post, or officiating in another post;
- (c) during joining time on transfer to another post; unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
- (d) while on leave; and
- (e) while under suspension.

(2) The competent authority shall suspend the lien of an employee on a permanent post which he holds substantively if he is appointed in a substantive capacity -

- (i) to a tenure post; or
- (ii) to a permanent post outside the cadre on which he is borne; or
- (iii) provisionally, to a post on which another employee would hold lien had his lien not been suspended.

(3) The competent authority may, at its option, suspend the lien of an employee on a permanent post which he holds substantively and where he is deputed out of the Institution, or transferred, whether in a substantive or officiating capacity, to a post in another cadre, and if there is reason to believe that he will remain absent from the post on which he holds a lien, for a period of not less than three years.

(4) Notwithstanding anything contained in sub-regulations (2) and (3), an employee's lien on a tenure post may, in no circumstances, be suspended, but if he is appointed substantively to another permanent post, his lien on the tenure post shall be terminated.

(5) If any employee's lien on a post is suspended under sub-regulation (2) or sub-regulation (3), the post may be filled substantively and the

employee appointed to hold it substantively shall acquire a lien on it; provided that the arrangements shall be revised as soon as the suspended lien of the previous employee revives.

(6) An employee's lien which has been suspended under sub-regulation (2) shall revive as soon as he ceases to hold a lien on a post of the nature specified in that sub-rule.

(7) An employee's lien which has been suspended under this regulation shall revive as soon as he ceases to be on deputation or to hold a post in another cadre; provided that a suspended lien shall not revive if the employee takes leave and if there is reason to believe that he will on return from leave, continue to be on deputation or to hold a post in another cadre and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in sub-regulation (2).

(8) Subject to the provisions of regulation 11, the competent authority may transfer the lien of an employee who is not performing the duties of the post to which the lien relates to another post in the same cadre even if that lien has been suspended.

(9) An employee's lien on a post may in no circumstances be terminated even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

(10) In the case of an employee whose lien on a permanent post has been suspended on his appointment in a substantive capacity to a post outside the cadre on which he is borne, the suspended lien may not, except on the written request of the employee concerned, be terminated while the employee remains in the service of the Institution.

(11) Two or more employees shall not be appointed substantively to the same permanent post at the same time.

(12) An employee shall not be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.

PART-V CONTRACT APPOINTMENTS

20. **Contract Appointment.** (1) When the appointing authority considers it to be in the public interest to fill in a post falling within the purview of the Selection Committee on urgent basis, it may proceed to fill in such post on contract basis for a period not exceeding one year.

(2) The posts shall be advertised and the procedure laid down for initial appointment shall be followed for appointment on contract basis.

21. **Saving.** Notwithstanding anything contained in these regulations, any person holding any post in the Institution immediately before the coming into force of these regulations shall continue in service and be deemed to have been appointed in accordance with these regulations.

PART-VI PROBATION, CONFIRMATION AND SENIORITY

22. **Probation.** (1) A person appointed to a post by initial appointment shall be on probation for two years and a person appointed otherwise may, if the appointing authority so directs, be on probation for one year.

Explanation. Service on deputation to an equivalent or higher post shall count towards the period of probation.

(2) The appointing authority may, for reasons to be recorded in writing -

- (a) curtail the period of probation;
- (b) extend the period of probation by a period not exceeding one year at a time, and during or on the expiry of the extended period, pass such orders as are passed during or on the expiry of the initial probationary period; provided that if no orders are passed by the following the completion of -
 - (i) the initial probationary period, the period of probation shall be deemed to have been extended by one year;
 - (ii) the extended period of probation, the appointment shall be deemed to be continued until further orders.

23. **Confirmation.** (1) Confirmation of an employee shall be made in the order of seniority in a permanent post of which no other employee holds any lien.

(2) On confirmation of an employee in a post, his lien, if any, on any other post shall stand terminated.

(3) No employee who holds a lien on any post in any department shall be confirmed in any post in any other department unless his consent and the consent of the department, where he holds such lien, has been obtained in writing.

(4) An employee eligible for confirmation in more than one posts, shall be confirmed first in the lower post and then in the higher post from the date he is due for confirmation in such posts.

(5) If any employee becomes due for confirmation, his confirmation shall not be deferred unless a disciplinary action is pending against him or the appointing authority for reasons to be recorded in writing defers his confirmation:

Provided that if during the deferment of the confirmation of an employee his junior becomes due for confirmation, the post in which such senior employee is due for confirmation shall be kept vacant and the junior employee shall be confirmed in the next available post.

(6) There shall be no confirmation against any temporary post.

(7) An employee who, during the period of his service, was eligible to be confirmed against any post retires from service before being confirmed shall not, merely by reason of such retirement, be refused confirmation in such post or any benefits accruing therefrom.

(8) Confirmation of an employee in a post shall take effect from the date of occurrence of permanent vacancy in that post or from the date of continuous officiation, in such post, whichever is later.

24. **Seniority.** (1) In each basic pay scale, there shall be a separate seniority list of a group of employees doing similar duties and performing similar functions and for whose appointment same qualifications and experience have been laid down.

(2) The appointing authority shall, in the month of January every year, cause to be prepared, or, as the case may be, revise the seniority list under sub-regulation (1).

(3) Subject to sub-regulation (5), the seniority of an employee shall be reckoned from the date of his regular appointment.

(5) No appointment made on contract basis shall be regularized retrospectively.

(6) Inter-se seniority of an employee appointed in a batch or on the same date shall be determined -

- (a) in the case of persons appointed by initial appointment, in the order of merit assigned by the selection committee, and if such authority is either not competent to assign such order of merit or has omitted to do so and is unable to overcome the omission for reasons beyond its control, the seniority shall be determined by the appointing authority:

Provided that a person selected in an earlier selection shall rank senior to a person selected in a later selection.

- (b) in the case of persons appointed by promotion on the basis of their inter-se seniority in the lower post;
- (c) in the case of persons appointed by initial appointment vis-à-vis persons appointed by promotion, on the basis that the person appointed by promotion shall rank senior to the persons appointed by initial appointment;
- (d) in the case of persons not covered by clauses (a) to (c), on the basis that persons older in age shall rank senior to persons younger in age.

(2) An employee, who is not promoted on turn on the ground that -

- (i) his seniority is under dispute or is not determined; or
- (ii) he is on deputation, training or leave, or
- (iii) disciplinary proceedings are pending against him; or
- (iv) he is not considered for promotion for any reason other than his unfitness for promotion,

shall, on subsequent promotion, subject to any order made by the competent authority in this behalf for the purpose of inter-se seniority in the higher grade, be deemed to have been promoted in the same batch as his juniors.

(7) An employee declining to avail benefit of order of his promotion shall on his subsequent promotion, rank junior, in the higher grade, to those who may have been promoted earlier as a result of having declined to avail the benefit of such promotion.

PART-VII RETIREMENT

25. (1) An employee shall retire from service -

- (i) on such date after he has completed twenty five years of service qualifying for pension or other retirement benefits as the competent authority may, in the public interest, direct; provided that no employee shall be retired unless he has been given an opportunity of showing cause against such action; or
- (ii) where no direction is given under clause (i) on the completion of the sixty years of age.

(2) An employee on leave preparatory to retirement shall be deemed to be in the service of the Institution and be liable to retire on completion of sixty years of his age irrespective of the fact whether such leave has or has not expired.

Explanation:- In this regulation, "competent authority" means the appointing authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank than the employee concerned.

26. Whole time employee at the disposal of the Institution and observance of rules/regulations. (1) Unless in any case it be otherwise distinctly provided, the whole time employee shall be at the disposal of the Institution and he may be employed in any manner required by the Institution without claim for additional remuneration.

(2) No employee shall absent himself from his duty nor leave his station without first having obtained the permission of the competent authority.

(3) Every employee shall conform to and abide by these regulations and other rules and regulations of the Institution and shall observe, comply with and abide by all orders and directions which may, from time to time, be given by any person under whose jurisdiction, superintendence or control he may be.

27. Employee to serve anywhere. Every employee shall be liable to serve anywhere in connection with the affairs of the Institution:

Provided that where an employee is recruited to serve in a post outside his service or cadre, his terms and conditions of service as to his pay shall not be less favourable to those to which he would have been entitled if he had not been so required to serve.

28. Termination of service. (1) The services of an employee may be terminated without notice -

- (i) during the initial or extended period of his probation; provided that where the employee is appointed by promotion or, as the case may be, is transferred from one cadre or post to another post or cadre, his service shall not be so terminated so long as he holds lien against his former post in such cadre, but he shall be reverted to his former cadre or post, as the case may be;
- (ii) on the expiry of the initial or extended period of his probation or employment; or
- (iii) if the appointment is made on contract, terminable on the appointment of a person on the recommendation of the selection authority on the appointment of such person.

(2) Where, on the abolition of a post or reduction in the number of posts in the cadre, the services of an employee are required to be terminated, the person whose service are terminated shall ordinarily be the one who is the most junior in such cadre or post.

(2) Notwithstanding the provisions of sub-regulation (1) but subject to the provisions of sub-regulation (2), the services of an employee in temporary employment or appointed on contract shall be liable to termination on one month's notice or pay in lieu thereof.

29. **Reversion to a lower grade.** An employee appointed to a higher post on contract or on temporary or officiating basis shall be liable to reversion to his lower post or basic pay scale without notice.

30. **Conviction and suspension.** (1) An employee against whom an investigation for a cognizable offence is pending or who is challaned in a court of law on a criminal charge or is in police custody may be placed under suspension if the appointing authority considers it necessary.

(2) Where an employee is placed under suspension, the appointing authority shall, on the expiry of three months from the date of suspension, place the matter before the next higher authority regarding the advisability of continuing the person under suspension, and the authority may, if it so deems fit, fix such further period of suspension as it may think necessary and review the case on the expiry of the period so fixed.

(3) In the case of conviction of an employee, he shall be placed under suspension till the question of his further retention in service is finally decided in accordance with these regulations.

(4) If an employee under suspension is acquitted honourably, he shall be reinstated and the period of suspension shall be treated as on duty, and he may in the discretion of the appointing authority be given promotion retrospectively in a higher post from the date he would otherwise have been promoted to such post but for his suspension he shall not be entitled to the pay of the higher post retrospectively in which he has not actually worked.

Explanation:- When a charge against the accused is dismissed without any suggestion by the Court that the conduct of the accused has been suspicious or any indication that is merely giving the accused benefit of doubt, the acquittal will be treated as honourable acquittal.

(5) If an employee is exonerated in a departmental enquiry or acquitted or discharged in a trial in a Court of law either on purely technical ground or on being given benefit of doubt, or otherwise than honourably acquitted on any other ground, his absence on account of suspension, will not be treated as period spent on duty unless the appointing authority, for reasons to be recorded in writing otherwise directs.

31. **Resignation.** (1) A permanent employee shall not resign from his post without giving the appointing authority one month's prior notice in writing failing which he shall be liable to pay to the Institution a sum equal to his substantive pay for three months.

(2) The right to recover pay in lieu of notice may be reviewed by the appointing authority.

32. **Absence from duty.** Unless the competent authority, in view of any special circumstances of the case, otherwise determines, an employee shall cease to be in the employment after three years absence from duty, elsewhere than on deputation.

33. **Employee being unfit for service.** (1) The competent authority may require an employee to appear before the Medical Officer for medical examination if, in its opinion the employee is suffering from a disease which renders him unfit for the proper and efficient discharge of his duties or from a disease which is communicable and is likely to endanger the health of other employees.

(2) If the Medical Officer certifies, after examining the employee, that the employee requires a period of absence from duty for the purpose of rest and treatment and that there is reasonable prospect of his recovery, the competent authority may grant him leave, including extra-ordinary leave, for such period as the Medical Officer recommends under the relevant rules as if the employee had himself applied for the leave.

(3) If the Medical Officer after examining the employee certifies that the employee is permanently incapacitated for service, the finding of the Medical Officer shall be communicated to the employee immediately.

(4) The employee may, within seven days of the receipt by him of the official intimation of the findings of the Medical Officer, apply to the competent authority for a review of his case by a Medical Board and the application shall be accompanied by a fee determined by the Institution.

(5) The competent authority shall then arrange for the convening of a reviewing Medical Board, the personnel of which shall not include the Medical Officer who issued the certificate in the first instance and if the reviewing Medical Board certifies that the employee is permanently incapacitated for further service or the employee fails to apply for review the competent authority may require him to retire from service and may grant him such an amount as may be admissible to him under the rules.

(6) In case the reviewing Medical Board holds that the employee is fit for service he shall be reinstated forthwith and the period of his absence will be treated as duty and the fees deposited by him for getting his case reviewed by Medical Board will be refunded to him.

(7) If, the reviewing Medical Board certifies that the employee is not fit but there is a reasonable prospect of his recovery, the case shall be regulated under the provisions of sub-regulation (2) and the fees deposited by him for getting his case reviewed shall be refunded.

34. **Cessation of service.** Service of an employee may cease in the following circumstances:-

- (i) by discharging at any stage of a probationary period due to unsatisfactory performance;
- (ii) by termination of service on account of his failure in the prescribed departmental examination for the post, unless exempted therefrom;
- (iii) by resignation subject to the following:-
 - (a) the resignation shall, in the case of permanent employee, be effective on its acceptance by the competent authority, and in the case of a temporary employee on the expiry of one month's notice or forfeiture of one month's pay in lieu thereof from either side;
 - (b) if a permanent employee leaves service before acceptance of his resignation and without handing over proper charge of his office, he shall be liable to dismissal from service;
 - (c) resignation once accepted shall not be withdrawn unless permitted by the competent authority in exceptional circumstances for reasons to be recorded;
- (iv) by retirement on reaching the age of superannuation;
- (v) by compulsory retirement due to permanent disability which in the opinion of the Medical Officer renders him unfit for service;
- (vi) by termination of service or abolition of post;

- (vii) by retrenchment, the junior most employee in a cadre being retrenched first; and
- (viii) by removal, dismissal or compulsory retirement from service as a penalty.

35. **Appeal.** (1) Where a right to prefer an appeal or review in respect of any order relating to the terms and conditions of his service is provided to an employee under any rules or regulations applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order.

(2) Where no provision for appeal or review exists under the rules or regulations in respect of any order or class of orders, any employee aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order.

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

(3) The authorities to hear appeals shall be such as mentioned in Appendix-D.

PART-VIII EMPLOYEES PAY, ALLOWANCES AND HONORARIA

36. **Fixation of pay and allowances.** (1) The basic pay scale of various posts shall be as determined with the approval of the Governing Body or Government.

(2) All employees shall be entitled to such allowances as may, from time to time, be allowed by the Governing Body.

(3) An employee shall, on first appointment to a post in a time scale of pay, draw the minimum of that scale plus admissible allowances unless the competent authority for reasons to be recorded fix his initial pay at a higher stage in that scale.

(4) Subject to any exception specially provided in these regulations and to the provisions of sub-regulation (5), an employee shall begin to draw the pay and allowances attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

(5) Persons recruited overseas shall commence to draw pay on first appointment, from such date as may be determined by the competent authority.

37. **Fixation of initial pay.** The initial pay of an employee, who is transferred by promotion or otherwise to another post on a time scale of pay, shall be regulated as follows:-

Where the appointment to the new post -

- (i) involves the assumption of duties or responsibilities of greater importance than those attached to his previous post, he will draw as initial pay the stage of the time-scale next above his pay in respect of the old post;

- (ii) does not involve the assumption of such duties or responsibilities, he will draw as initial pay, the stage of the time scale which is equal to his pay in respect of the old post, or, if there is no stage new below that pay plus personal pay equal to the difference and in either case will continue to draw the pay until such time as he would have received an increment in the time scale of new post whichever is less but, if the minimum pay of the time scale of the new post is higher than his pay, in respect of the old post, he will draw that minimum as initial pay.

38. **Change of pay of a post.** The holder of a post the pay of which is changed, shall be treated as if he was transferred to a new post on the new pay but he may at his option, retain his old pay until the date on which he earns his next or any subsequent increment in the old scale.

39. **Fixation of pay of employee receiving special pay.** If an employee in receipt of special pay in a post is transferred to another post, his pay in the new post will be fixed under regulation 38, subject to the condition that his pay plus special pay, if any, in the new post is not less than his pay plus special pay in respect of the old post.

40. **Reduction to lower post or penalty.** The competent authority may, when ordering the reduction of an employee to a lower post, or time-scale, as a penalty, allow him to draw any pay not exceeding the maximum of the lower post or time scale, which it may think proper.

41. **Period and effect of reduction.** If an employee is, on account of misconduct or inefficiency, reduced to a lower scale or post or to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and on restoration, it shall not operate to postpone future increments.

42. **Pay during training.** When an employee is treated as on duty during a duty authorized course of training or study in Pakistan or abroad, the Governing Body may allow him to draw the pay of his post:

Provided that where such employee was at the time when he was placed on duty, in receipt of higher pay on account of an officiating appointment, he may during the period of training or study, be allowed to draw pay equivalent to what he would have drawn had he been holding the officiating appointment.

43. **Increment.** (1) An increment shall ordinarily be drawn annually on the first day of December each year as a matter of course if the employee has completed at least six months service and unless it is with-held.

(2) An increment may be with-held from an employee by the competent authority if his conduct has not been good or his work has not been satisfactory.

(3) In ordering the withholding of an increment, the period for which it is withheld shall be clearly stated; provided that the postponement shall not have the effect of postponing future increment.

44. **Service for increment.** The condition for counting service for increments in a time-scale shall be as under:-

- (a) All duty in a post on a time scale and periods of leave other than extraordinary leave shall count for increments in that time scale;

Provided that the Governing Body shall have power, in any case, in which it is satisfied that the leave was taken on account for any other cause beyond the employee's control to direct that extraordinary leave shall be counted for increments.

- (b) Service in another post, whether in a substantive or officiating capacity and service on deputation shall count for increments in the timescale applicable to the post on which the employee holds a lien or would hold a lien had his lien not been suspended.
- (c) If an employee, while officiating in a post on a time-scale of pay, is appointed to officiate in another post which does not carry less pay than the pay of his original post, his officiating service in that post shall, if he is re-appointed to his original post, count for increment in the time-scale applicable to the original post, the period of such service so counted being restricted to the period during which the employee would have officiated in the original post but for his appointment to other post. This regulation shall also apply to an employee, who was not actually officiating in the original post at the time of his appointment to the other post, but who would have so officiated had he not been appointed to the other post.

45. **Subsistence grant.** An employee who is placed under suspension shall be entitled to such subsistence grant as may from time to time be determined by the Governing Body or Government.

46. **Dual Charge.** If an employee is required on a written order of the competent authority to hold charge of another post in addition to his own duties, he may be allowed special pay at such rates as may be determined by the Governing Body or Government by general or special order subject to the following conditions:-

- (i) The appointment orders are issued prior to the actual date of assuming charge.
- (ii) No special pay will be admissible if the charge of the additional post is held for less than a period of one month.
- (iii) A special pay for such additional charge will not be admissible beyond the period of twelve months unless prior approval of the competent authority to relax this period is obtained.

47. **Honorarium.** The competent authority may grant or permit an employee to receive an honorarium as remuneration for work performed which is occasional in character and is either so laborious or of such special merit as to justify a special reward.

48. **Bar on grant or acceptance of honorarium.** Except when special reasons, which should be recorded in writing, exist for a departure from this provision sanction to the grant or acceptance of honorarium should not be given unless the work has been done with the prior consent of the competent authority and its amount has been settled in advance.

49. **Record of service and confidential report.** (1) A record of service and an annual confidential report about the work of each employee shall be maintained or, as the case may be, recorded in the form and manner specified by the Governing Body.

(2) An employee shall not have access to his confidential reports; provided that such employee shall be informed of adverse remarks, if any, relating to remedial effect in order to give him an opportunity to explain his position or to correct himself.

(3) A service book/record containing events relating to the service shall be maintained in respect of all employees in such form as may be prescribed by the Governing Body.

(4) The identification marks of the employee shall be given in the service book/record and a passport size photograph and finger prints of both hands of the employees shall be affixed to the service book/record.

(5) All entries in the service book/record shall be initialed by the Head of the office concerned.

CHAPTER-XI MISCELLANEOUS PROVISIONS

50. **Time Scale.** Time Scale is applicable for isolated posts where there is no avenue for further promotion as per guidelines of Finance Department, Government of Sindh.

51. **Group insurance cover.** The employees of the Institutions shall be entitled to the Group Insurance cover in accordance with the as applicable to civil servants of Government as may be revised from time to time.

52. **Relaxation of regulations.** Where the Commissioner is satisfied that the interpretation of any provision of these regulations causes undue hardship in any particular case, he may, with the prior approval of the Governing Body, by order, dispense with or relax the requirements of that provision to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

53. **Application of Government Rules.** (1) The Sindh Civil Servants (E&D) Rules, 1974, the Sindh Civil Servants (Appeal) Rules, 1980, the Sindh Civil Servants (Leave) Rules, 1986, the Civil Servants (Conduct) Rules, 2008, Pension and Gratuity or General Provident Fund Rules of Government, shall subject to mutatis mutandis apply to the employees of the Institution.

(2) In all matters not provided in these regulations or any other rules, the rules applicable to civil servants as amended from time to time, shall mutatis mutandis apply to the employees of the Institution.

Provided that no financial benefits under such rules shall be admissible to an employee unless specifically sanctioned by the Governing Body.

54. **Delegation.** The Governing Body may delegate its powers under these regulations to the Commissioner of the Institution, and the Commissioner may delegate his powers under these Regulations to an Officer of the Institution, not below the rank of Officer of BPS-19; provided that the powers so delegated by any authority, shall not be further delegated to any other officer or authority.

55. **Supersession / repeal of Regulations.** The Sindh Employees' Social Security Institution (Service) Regulations, 2006, shall, on the commencement of these regulations, stand superseded / repealed.

COMMISSIONER, SESSI

APPENDIX-A
(See regulation 4(2))
METHOD OF APPOINTMENT TO VARIOUS POSTS AT
ADMINISTRATIVE/OPERATION DIVISION

S.O	NAME OF POST WITH BPS	METHOD OF APPOINTMENT	MINIMUM ACADEMIC QUALIFICATION AND EXPERIENCE FOR INITIAL APPOINTMENT	AGE LIMIT MIN- MAX
1.	2.	3.	4.	5.
GENERAL ADMINISTRATION				
1.	Senior Director (BPS-19/20).	By promotion from amongst the Directors (BPS-19), having atleast five years' service in BPS-19 or having atleast seventeen years' service in BPS-17 and above, possessing Masters Degree in Public Administration/ Business Administration / Social Sciences or equivalent from HEC recognized University, on seniority-cum-fitness basis.	--	--
2.	Director (Administration Head Office) (BPS-19).	By promotion from amongst the Deputy Directors (BPS-18), having atleast seven years' service in BPS-18 or having at least twelve years' service in BPS-17 and above, possessing Masters Degree in Public Administration/ Business Administration / Social Sciences or equivalent from HEC recognized University, on seniority-cum-fitness basis.	--	--
3.	Director (Medical Administration) (BPS-19).	By promotion from amongst the Deputy Directors (Medical Administration) (BS-18), having atleast seven years' service in BPS-18 as such, or twelve years' service in BPS-17 or above, possessing Masters Degree in Public Administration/ Business Administration / Social Sciences or equivalent from HEC recognized University on seniority-cum-fitness basis. OR By transfer / posting from amongst the Directors (BS-19) from Administration side or from Medical side holding the post of Medical Officers of BPS-19.	--	--
4.	Director (Contribution & Benefits Head Office) (BPS-19).	By promotion from amongst the Deputy Directors (BPS-18) having at least seven years' service in BPS-18 or having at least 12 years' service in BPS-17 and above, possessing Masters Degree in Public Administration/ Business Administration / Social Sciences or equivalent from HEC recognized University, on seniority-cum-fitness basis.	--	--
5.	Director (Vigilance & Survey Cell Head Office) (BPS-19).	By promotion from amongst the Deputy Directors (BPS-18) having at least seven years' service in BPS-18 or having at least twelve years' service in BPS-17 and above, possessing Masters Degree in Public Administration/ Business Administration / Social Sciences or equivalent from HEC recognized University, on seniority-cum-fitness basis.	--	--

6.	Director (Field Directorate) (BPS-19).	By promotion from amongst the Deputy Directors (BS-18) having seven years' service in BPS-18, or having at least twelve years' service in BPS-17 and above, possessing Masters Degree in Public Administration/ Business Administration / Social Sciences from HEC recognized University, on seniority-cum-fitness basis.	--	--
7.	Director (Procurement) (BPS-19).	By promotion from amongst the Deputy Director (BPS-18) having seven years' service in BPS-18, or having at least twelve years' service in BS-17 and above, possessing Masters Degree in Public Administration/ Business Administration / Social Sciences or equivalent from HEC recognized University with certificate issued from SPPRA, on seniority-cum-fitness basis. OR By transfer from Medical side of the Institution who holds the post of Medical Officers of BS-19, having experience in the relevant field or any officer of Government of equivalent grade having experience in the relevant field with SPPRA certificate.	--	--
8.	Director / Administrator (BPS-19).	By promotion from amongst the Deputy Directors (BPS-18), having seven years' service in BPS-18 or having at least twelve years' service in BS-17 and above, possessing Masters Degree in Public Administration/ Business Administration / Social Sciences or equivalent from HEC recognized University, on seniority-cum-fitness basis.	--	--
9.	Deputy Director/ Administrative-cum-Security Officer / Administrative Officer (BPS-18).	By promotion from amongst the Social Security Officers (BPS-17) having atleast five years' service as such, on seniority-cum-fitness basis.	--	--
10.	Deputy Director (Procurement) (BPS-18).	By transfer / posting from amongst the Deputy Directors (BPS-18) from Administration side or Medical Officers (BPS-18), from Medical side having experience in the relevant field or any officer of Government of equivalent grade, having experience in the relevant field.	--	--
11.	Deputy Director (Legal) (BPS-18).	By promotion from amongst the Law Officers (BPS-17) having at least five years' service as such, on seniority-cum-fitness basis. OR By transfer / posting from amongst any officers of Government of equivalent grade having experience in the relevant field.	--	--
12.	Private Secretary (BPS-17).	(i) Fifty percent by promotion from amongst the Assistant Private Secretaries (BPS-15), possessing Graduate Degree with one year certificate in computer/I.T. from institute recognized by SBTE/ STEVTA, having atleast three years' service, on seniority-cum-fitness basis. (ii) Fifty percent by appointment.	Graduate at least in 2 nd Class having knowledge of shorthand at a speed of 100 w.p.m. and transcription at a speed of 30w.p.m. with one year certificate in computer/I.T. an institute recognized by SBTE/STEVTA preferably with two years' experience as Stenographer from renowned organization or public sector.	22 - 30

13.	Law Officer (BPS-17).	By initial appointment.	Law Graduate atleast in 2nd Class, having at least three years' experience in the relevant field.	-
14.	Social Security Officer (BPS-17).	(i) Fifty percent by promotion from amongst the Assistants (BPS-16)/Data Entry Operators (BS-16)/ Private Secretaries (BS-17) who opted the promotion as Social Security Officer with Graduation, having atleast three years' service as such, on seniority-cum-fitness basis; and (ii) Fifty percent by initial appointment.	Masters Degree at least in 2nd Class in Social Sciences or MPA/MAS/MBA or equivalent from HEC recognized university/ Institution having three years' experience from reputable organization.	22 - 30
15.	Transport Officer (BPS-17).	By initial appointment.	B.Tech. (Hons) in Auto or equivalent from HEC recognized University/Institute with five years' experience in the relevant field from renowned public or private organization.	22 - 30
16.	Assistant (BPS-16).	(i) Fifty percent by promotion from amongst the Senior Clerks (BPS-14) possessing one year certificate in Computer/I.T. from recognized Institute of SBTE or STEVTA, having atleast three years' service as such, on seniority-cum-fitness basis; and (ii) Fifty percent by initial appointment.	Graduate at least in 2nd Class with one year certificate in Computer/ I.T. from an Institute recognized by SBTE or STEVTA with three years' experience in any reputable organization/Institution.	18 - 28
17.	Photographer (BPS-16).	By initial appointment.	Graduate with Media Sciences with two years' experience in photography.	18 - 28
18.	Librarian (BPS-16).	By initial appointment.	Graduate in Library Science preferably with three years' experience in the relevant field.	18 - 28
19.	Assistant Private Secretary (BPS-15).	By initial appointment.	Graduate at least in 2nd Class, having certificate of short hand at a speed of 100 w.p.m. and transcription at a speed of 30 w.p.m. with one year certificate in Computer/ I.T. from an Institute recognized by SBTE or STEVTA. Experience in any public or private organization in relevant field will be preferred.	18 - 28
20.	Pesh Imam (BPS-15).	By initial appointment.	M.A. Arabic /Dars-e-Nizami, with three years' experience as Pesh Imam.	18 - 28
21.	Senior Clerk (BPS-14).	By promotion from amongst the Junior Clerks (BPS-11), with atleast three years' service as such, on seniority-cum-fitness basis.	-	-
22.	Field Work Assistant (Transport) (BPS-14).	By initial appointment.	Graduate atleast in 2nd Class or equivalent from HEC recognized University/Institute with one year certificate in computer/ I.T. from an Institute recognized by SBTE or STEVTA with five years' experience in any reputable organization/Institution.	21 - 30
23.	Junior Clerk (BPS-11).	(i) Thirty percent by promotion from amongst the employees working in BPS-1 to 4, having atleast three years' service in the Institution, on seniority-cum-fitness basis, with qualification of Matriculation alongwith Typing speed of 30wpm; and (ii) Seventy percent by initial appointment.	Intermediate from a recognized Board of Education with one year certificate in computer/I.T. from an Institute recognized by SBTE or STEVTA.	18 - 28

24.	Security Supervisor (BPS-08).	(i) Forty percent by promotion from amongst the employees of service working as Chowkidars, having atleast three years' service as such, on seniority-cum-fitness basis; and (ii) Sixty percent by initial appointment.	Matric from a recognized Board of Education with five years' experience as Chowkidar / Security Supervisor in any public or private organization.	18 - 28
25.	Auto Mechanic (BPS-06).	By initial appointment.	Certificate in Auto Technology from recognized Polytechnic Institute with three years practical experience in any reputable organization/Institution.	18 - 28
26.	Driver/Dispatch Rider (BPS-05).	By initial appointment.	Middle with Valid Driving License (LTV) + minimum three years' experience in driving of all light four wheel vehicles.	18 - 28
27.	Telephone Operator (BPS-05).	By initial appointment.	Intermediate from a recognized Board of Education with one year Diploma in Computer/ IT with two years' experience in the relevant field.	20 - 30
28.	Photo Copier (BPS-05).	By initial appointment.	Matriculate from a recognized Board of Education with two years' experience in the relevant field.	18 - 28
29.	Dafti (BPS-05).	By promotion from amongst the employees of the Institution working as Naib Qasids / Chowkidars / Malis, possessing Matriculation from recognized Board of Education with practical knowledge of file handling and record keeping.	-	-
30.	Chowkidar / Supervisor (BPS-05).	By initial appointment.	Middle Pass with experience in the relevant field.	18 - 28
31.	Sanitary Worker (BPS-04).	By initial recruitment.	Literate.	18 - 28
32.	Painter (BPS-03).	By initial appointment.	Literate with five years' experience in painting work.	18 - 28
33.	Workshop/Auto Helper (BPS-02).	By initial appointment.	Matriculate from recognized Board of Education with practical experience in relevant field.	18 - 28
34.	Naib Qasid (BPS-02).	By initial appointment.	Middle Pass.	18 - 28
35.	Mali (BPS-02).	By initial appointment.	Literate with practical experience in the relevant field.	18 - 28
36.	Chowkidar (BPS-02).	By initial appointment.	Literate.	18 - 28
FINANCE/ACCOUNTS				
37.	Director (Audit/Finance/Accounts/Pension/GPF) (BPS-19).	By promotion from amongst the Deputy Directors (BPS-18), having at least seven years' service in BPS-18 or having atleast twelve years and above service, possessing Master's degree in the relevant discipline on seniority-cum-fitness basis. OR By transfer from officers of Government of equivalent Grade, having experience of five years in the relevant field.	-	-
38.	Deputy Director (Audit/Accounts cadre) (BPS-18).	By promotion from amongst the Accounts/Audit Officers (BPS-17), having atleast five years' service as such, on seniority-cum-fitness basis.	-	-

39.	Accounts/Audit Officer (BPS-17)	(i) Fifty percent by initial appointment; and (ii) Fifty percent by promotion from amongst the Cashiers (BPS-16), with atleast three years' service as such, on seniority-cum-fitness.	Bachelor of Commerce/B.B.A. (Finance & Accounts) or equivalent from HEC recognized University/Institute. Experience of accounts and audit work in any reputable organization/Institution, will be preferred.	20 - 30
40.	Cashier (BPS-16)	By promotion from amongst the Accounts/Audit Assistant (BPS-16), with atleast three years' service as such, on seniority-cum-fitness basis.	--	--
41.	Account Assistant (BPS-16)	(i) Fifty percent by promotion from amongst the Junior Accounts/Audit Assistant (BPS-14), possessing relevant qualification, having three years' service as such, on seniority-cum-fitness basis; and (ii) Fifty percent by initial appointment.	BBA/Bachelor of Commerce in 2nd Class or equivalent from HEC recognized University/Institute with one year certificate in Computer/ I.T. from an Institute recognized by SBTE/ STEVTA, with three years' experience in any reputable organization/Institution.	20 - 30
42.	Junior Accounts/Audit Assistant (BPS-14)	(i) Fifty percent by initial appointment; and (ii) Fifty percent by promotion from Junior Clerks (BPS-11), possessing B.Com./BBA or equivalent with one year certificate in computer/ I.T. from SBTE, having atleast three years' service as such, on seniority-cum-fitness basis.	B.Com./BBA in 2nd Class from or equivalent from HEC recognized University/Institute with one year certificate in Computer/ I.T. from an Institute recognized by SBTE/ STEVTA, with three years' experience in any reputable organization/Institution.	20 - 30

INFORMATION TECHNOLOGY

43.	Deputy Director Information Technology (BPS-18)	By promotion from amongst the Computer Programmers (BPS-17), with atleast five years' service as such, on seniority-cum-fitness basis. OR By transfer from amongst the officers of equivalent Grade of Government, having experience of three years in the relevant field.	--	--
44.	Computer Programmer (BPS-17)	By promotion from amongst the Data Processing Officers (BPS-17), with atleast three years as such, on seniority-cum-fitness basis. OR By transfer from amongst the officers of equivalent Grade of Government, having experience of three years in the relevant field.	--	--
45.	Data Processing Officer (BPS-17)	By promotion from amongst the employees of the Institution, possessing Graduation in Computer Science or Graduate with Diploma in I.T., having three years' service in the Institution of which one year on computer related assignment, on seniority-cum-fitness basis if possesses requisite qualification.	--	--
46.	Hardware Engineer (BPS-16)	By promotion from amongst the Data Entry Operator/Hardware Assistant possessing required qualification on seniority-cum-fitness basis.	Bachelor's degree in Computer Hardware Engineering or equivalent from HEC recognized university/Institution with at least 2 years of experience in the relevant field.	--

47.	Network Administrator (BPS-16).	By promotion from amongst the members of service holding the post of Data Entry Operator (BPS-16)/Networking Assistant (BPS-14), possessing required qualification, having atleast three years' service as such, on seniority-cum-fitness basis. OR By transfer from amongst the officers of equivalent Grade of Government, having experience of three years in the relevant field.	Bachelor in Computer Science or equivalent from HEC recognized university/Institution with at least two years' experience in the relevant field i.e. Windows/ISA Server, Proxy, LAN & WAN, CCTV, Switches/Routers, Firewall, Cloud etc.	20 - 30
48.	Web Developer (BPS-16).	By promotion from amongst the Computer Operators/Data Entry Operators (BPS-16), having three years' service as such, on seniority-cum-fitness. OR By transfer from amongst the officers of equivalent Grade of Government, having experience of three years in the relevant field.	Bachelor Degree in Computer Science/ Software Engineering or equivalent from HEC recognized university/Institution with at least 2 years of experience as Web Developer using PHP/MYSQL, Python, HTML/XHTML, CSS, Java Script, ASP.Net or other latest relevant software/ packages.	20 - 30
49.	Computer Operator / Data Entry Operator (BPS-16).	(i) Seventy percent by initial appointment, and (ii) Thirty by promotion from amongst the Junior Clerks (BPS-11) with one year	Bachelor's Degree in Computer Science or Bachelor's Degree in Statistics from HEC recognized university/Institution.	18 - 28
		certificate in Computer/ I.T. from an Institute recognized by SBTE / STEVIA, with three years' service as such, on seniority-cum-fitness basis.		
50.	Networking Assistant (BPS-14).	By initial appointment.	Intermediate from recognized Board of Education with Diploma in Computer Technologies/ Networking or equivalent from recognized Technical Board/ Institution with at least two years' experience in the relevant field.	18 - 28
51.	Hardware Technician (BPS-14).	By initial appointment.	Intermediate from recognized Board of Education with Diploma in Computer Technologies/ Hardware or equivalent from recognized Technical Board/ Institution with at least two years' experience in the relevant field.	
ENGINEERING				
52.	Superintendent Engineer (BPS-19)	By promotion from amongst the Executive Engineers (BPS-18) holding degree of B.E. (Civil), having atleast seven years' service in BPS-18 or having atleast twelve years and above service, on seniority-cum-fitness. OR By transfer from officers of Government of equivalent Grade, having experience of five years in the relevant field.		
53.	Executive Engineer (BPS-18).	By promotion from amongst the Assistants Engineers/Site Engineers (BPS-17) holding degree of B.E./ B.Tech. (Hons), having five years' service in BPS-17, on seniority-cum-fitness. OR By transfer from officers of Government of equivalent Grade, having experience of five years in the relevant field.		

54.	Assistant Engineer (BPS-17).	By promotion from amongst the Site-Engineers (Civil/Electrical), possessing relevant qualification, having atleast three years' service as such, on seniority-cum-fitness basis. OR By transfer from officers of Government of equivalent Grade, having experience of five years in the relevant field.		
55.	Site Engineer (BPS-16).	By promotion from amongst the Sub-Engineers (Civil/Electrical) possessing relevant qualification and has served atleast three years as such, on seniority-cum-fitness basis. OR By transfer from officers of Government of equivalent Grade, having experience of five years in the relevant field.		
56.	Sub-Engineer (BPS-14).	(i) Fifty percent by initial appointment; and	Diploma of Associate Engineer (Civil/Electrical) an Institute	20 - 30
		(ii) Fifty percent by promotion from amongst the employees of Institution holding DAE from SBTE / STEVTA, recognized institution, having atleast three years' service as such, on seniority-cum-fitness basis. OR (iii) By transfer from Government servants of equivalent Grade, having experience of three years in the relevant field.	recognized by SBTE / STEVTA with three years' experience in the relevant field from reputable public or private sector organization.	
57.	Supervisor (BPS-09).	(i) Fifty percent by initial appointment; and (ii) Fifty percent by promotion from amongst the employees of service holding DAE in relevant discipline from an institute recognized by SBTE / STEVTA, having atleast three years' service as such, on seniority-cum-fitness basis. OR (iii) By transfer from the Government servants of equivalent Grade, having experience of three years in the relevant field.	Matriculate from recognized Board of Education and certificate of DAE (Civil) from an Institute recognized by SBTE/STEVTA, with three years' experience in the relevant field.	20 - 30
58.	Draughtsman (BPS-09).	(i) Fifty percent by initial appointment; and (ii) Fifty percent by promotion from amongst the employees of service holding DAE in relevant discipline from SBTE / STEVTA recognized Institution, having atleast three years' service as such, on seniority-cum-fitness basis.	Matriculate from recognized Board of Education and certificate of Draughtmanship from an Institute recognized by the SBTE/STEVTA with three years' experience in the relevant field.	20 - 30
59.	Estimator (BPS-09).	By initial appointment.	Intermediate from recognized Board of Education with certificate from an Institute recognized by SBTE / STEVTA as Estimator with three years' experience in the relevant field in any reputable public or private organization/institution.	20 - 30
60.	Generator Operator (BPS-7).	By initial appointment.	Matriculation from recognized Board of Education with Wireman License and three years' experience in the relevant field in any reputable organization/Institution.	20 - 30

61.	Work Mistry (BS-05).	By initial appointment.	Matriculation from recognized Board of Education with two years' experience in the relevant field.	18 - 28
62.	Lift Operator (BPS-05).	By initial appointment.	Matriculation from recognized Board of Education with three years' experience as Lift Operator in any public or private organization.	18 - 28
63.	Electrician (BPS-05).	By initial appointment.	Matriculation from recognized Board of Education possessing	18 - 28

			Wireman License with three years' experience as Electrician.	
64.	Plumber (BPS-05).	By initial appointment.	License of plumbing with three years' experience in the relevant field.	18 - 28
65.	Mason (BPS-04).	By initial appointment.	Literate with five years' experience in Masonry work.	20 - 30
66.	Assistant Electrician (BPS-02).	By initial appointment.	Literate with some practical experience in the relevant field.	18 - 28
67.	Helper (BPS-02).	By initial appointment.	Literate. He should be able to ride bicycle.	18 - 28
68.	Pump Operator (BPS-02).	By initial appointment.	Literate with some practical experience in the relevant field.	18 - 28

MEDICAL

69.	Medical Superintendent (BPS-19/20).	By promotion amongst the Medical Officers (BPS-19), having atleast fifteen years' service in BPS-17 and above, possessing Masters degree in Healthcare Administration and having experience of hospital administration, on seniority-cum-fitness basis. OR By transfer from officers of Government of equivalent Grade, having experience of five years in the relevant field.		
70.	Chief Medical Officer (BPS-19 / 20).	By promotion amongst the Medical Officers (BPS-19), having atleast fifteen years' service in BPS-17 and above, possessing Masters degree in Healthcare Administration and having experience of hospital administration, on seniority-cum-fitness basis. OR By transfer from officers of Government of equivalent Grade, having experience of five years in the relevant field.		
71.	Director Medical Administration (BPS-19).	By transfer / posting from amongst Director BPS-19 from Administration side or from Medical side having the post of Chief Medical Officer (BPS-19), possessing Masters Degree in Healthcare Management / HRM / MAS / Administration.		
72.	Deputy Medical Superintendent (BPS-18).	By transfer / posting from amongst the Medical Officer / Lady Medical Officers (BPS-18), possessing Medical degree preferably the Masters Degree / Diploma in Healthcare Management / HRM / MAS / Administration.		
73.	Dermatologist (Skin Specialist) (BPS-18).	By initial appointment.	M.B.B.S F.C.P.S. / F.R.C.P. / M.D. in the relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 45

74.	Chest Physician / Pulmonologist (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.P. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
75.	Psychiatrist (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.P. / M.D. in the relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
76.	Podiatrician (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.P. / M.D. in the relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
77.	Surgeon (General) (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.S. / M.S. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
78.	Surgeon (Orthopedic) (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.S. / M.S. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
79.	ENT Specialist (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.S. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
80.	Physician (General Medicine) (BPS-18)	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.P. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
81.	Neuro Physician (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.P. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
82.	Pathologist (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / M.Phil. in relevant field recognized by PMC/PMDC. Preferably eligibility being supervisor of CPSP.	30 - 40
83.	Cardiologist (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.P. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
84.	Anaesthetist (BPS-18)	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.S. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
85.	Gynecologist (BPS-18)	By initial appointment.	M.B.B.S. F.C.P.S./M.R.C.O.G / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40

86.	Ophthalmologist/ Eye Specialist (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.S. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
87.	Radiologist (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.S. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
88.	ICU Consultant (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.P. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
89.	Diabetologist/ Endocrinologist (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.S. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
90.	Gastroenterologist (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.S. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
91.	Nephrologist (BPS-18)	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.P. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
92.	Neuro Surgeon (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.S. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
93.	Oncologist (BPS-18)	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.P. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
94.	Urologist (BPS-18).	By initial appointment.	M.B.B.S. F.C.P.S. / F.R.C.P. / M.D. in relevant field recognized by PMDC / PMC. Preferably eligibility being supervisor of CPSP.	30 - 40
95.	Medical Officer / Lady Medical Officer (BPS-18)	By Promotion amongst the R.M.O.s/L.R.M.O.s working with the Institution in BPS-17, having atleast five years' service, on seniority-can-fitness basis.	--	--
96.	Dental Surgeon (BPS-17)	By initial appointment.	(i) Bachelors of Dental Surgery. (ii) Registration with PMDC/PMC. (iii) One year experience.	25 - 40
97.	Resident Medical Officer/ Lady	By initial appointment	(i) M.B.B.S. (ii) Registration with	25 - 40
	Resident Medical Officer (BPS-17)		(iii) PMDC/PMC. (iii) One year experience.	

98	Matron (BPS-10)	By promotion from amongst the Nursing Saver (BPS-17), possessing degree of BSN, having atleast five years' service as such, on seniority-cum-fitness basis.	-	-
99	Deputy Chief Medical Officer (BPS-18)	By transfer from amongst the M.O./L.M.O.s. (BPS-18) working in the Institution, considering the senior most Doctor in such cadre.	-	-
100	Physiotherapist (BPS-17)	By initial appointment.	Doctor of Physical Therapy (DPT) B.Sc. (Physiotherapy) in 2nd Class from HEC recognized University/Institution with three years' experience in the relevant field.	22-40
101	Pharmacist (BPS-17)	By initial appointment.	(i) Pharm D in 2nd Class or M. Pharm in 2nd Class from recognized University/Institution. (ii) Registered with Sindh Pharmacy Council with three years' experience in the relevant field.	22-40
102	Tutor Nurse (BPS-17)	By promotion from amongst the Nursing Supervisor (BPS-17), having atleast three years' service, on seniority-cum-fitness basis, preferably three years teaching experience in any of the hospitals of the Institution.	-	-
103	Occupational Therapist (BPS-17)	By initial appointment.	B.Sc. in 2nd Class in Occupational Therapy with three years' experience or B.Sc. in 2nd Class from recognized University/Institution with Diploma in Occupational Therapy and having three years' experience, relaxable upto two years in case suitable candidate is not available.	22-40
104	Medical Technologist (BPS-17)	By initial appointment.	M. Sc. in 2nd Class (Micro-Biology or Bio-Chemistry) or B.Sc. in 2nd Class in Medical Technology with three years' experience in the relevant field.	22-40
105	Dietician (BPS-17)	By initial appointment.	M.Sc./BS 2 nd Class in Food Sciences from recognized University/Institution with three years' experience in any reputable hospital/Organization.	22-40
106	X-Ray Technologist (BPS-17)	By initial appointment.	B.Sc. in 2nd Class from recognized University/Institution with Diploma in the relevant field, having atleast three years professional experience.	22-40
107	C.T. Scan Technologist (BPS-16)	By initial appointment.	B.Sc. in 2nd Class from recognized University/Institution with Diploma in the relevant field, having atleast three years professional experience.	22-40
108	Radiographer (BPS-16)	By initial appointment.	B.Sc. in 2nd Class from recognized University/Institution with Diploma in the relevant field with at least three years professional experience.	22-40
109	Bio-Medical Technologist (BPS-16)	By initial appointment.	B.Sc. in 2nd Class in Bio-Medical Technology from recognized University/Institution or DAE in relevant field with three years practical experience.	22-40

110.	Psychologist (BPS-17).	By initial appointment.	M.A. / M.Sc. (Psychology) in 2nd Class preferably clinical psychology with three years' experience from any reputable hospital/institution.	22 - 40
111.	Nursing Supervisor (BPS-17).	(i) Fifty percent by initial appointment; and (ii) Fifty percent by promotion from amongst the Staff Nurses (Female/Male), having three years' service as such, on seniority-cum-fitness basis.	Registered 'A' Grade Nurse, Diploma in Ward Administration and Diploma in teaching from recognized Institute with three years' experience after registration excluding training period.	22 - 40
112.	Staff Nurse (Female) (BPS-16).	By initial appointment.	B.Sc. Nursing (Generic) at least 2nd class having registration with PNC or Diploma in Nursing with Midwifery and one year specialization in lieu of Midwifery in any nursing discipline having registration with PNC. Condition of Midwifery relaxable in case qualified from SESSI Nursing School.	22 - 40
113.	Staff Nurse (Male) (BPS-16).	By initial appointment.	B.Sc. Nursing (Generic) in 2nd Class from recognized University/Institution, having registration with PNC or Diploma in Nursing and one year specialization in any nursing discipline having registration with PNC.	22 - 40
114.	Assistant Diet Supervisor (BPS-11).	By initial appointment.	B.Sc. in 2nd Class from recognized University/Institution and Diploma in Cookery from recognized Institute with three years' experience of Kitchen work. Experience relaxable in case suitable candidate is not available.	22 - 40
115.	House Keeper (BPS-10).	By initial appointment.	Intermediate in 2nd Class from recognized Board of Education with three years' experience of house-keeping in a reputable hospital.	18 - 28
116.	Store Keeper (BPS-10).	By promotion from amongst the Assistant Store Keeper (BPS-08), having at least three years' service, on seniority-cum-fitness basis and if no suitable candidate is available, then from amongst the employees of service holding posts of Dispensers (BPS-09), having three years' service as such, on seniority-cum-fitness basis.		
117.	Operation Theatre Technician (BPS-09).	(i) Fifty percent by initial appointment; and (ii) Fifty percent by promotion from amongst the Assistant Operation Theatre Technicians (BPS-07), having three years' service as such, with possessing relevant qualification, on seniority-cum-fitness basis.	Matric Science in 2nd class from recognized Board of Education with certificate from Sindh State Medical Faculty with three years' experience in the relevant field.	18 - 28

118.	Laboratory Technician (BPS-09).	(i) Fifty percent by initial appointment; and (ii) Fifty percent by promotion from amongst the Laboratory Assistants (BPS-07), possessing relevant qualification, having three years' service as such, on seniority-cum-fitness basis.	Matric in Science in 2 nd Class from recognized Board of Education with certificate from Sindh State Medical Faculty with three years' experience in the relevant field from a reputable hospital.	18 - 28
119.	Dental Technician (BPS-09).	By initial appointment.	Matric Science in 2nd class from recognized Board of Education with Diploma in Dentistry from a recognized Institute with one year experience in the relevant field from a reputable hospital.	18 - 28
120.	Physiotherapy Technician (BPS-09).	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with certificate from Sindh State Medical Faculty with one year experience in the relevant field from a reputable hospital.	18 - 28
121.	Phacovag Technician (BPS-09).	By initial appointment.	Matric Science 2nd class from recognized Board of Education with Certificate from Sindh State Medical Faculty with one year experience in the relevant field from a reputable hospital.	18 - 28
122.	Echo Technician (BPS-09).	By initial appointment.	Matric Science in 2nd class from recognized Board of Education with certificate from Sindh State Medical Faculty with one year experience in the relevant field from a reputable hospital.	18 - 28
123.	Dialysis Technician (BPS-09).	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with certificate from Sindh State Medical Faculty or from SIUT with one year experience in the relevant field from a reputable hospital.	18 - 28
124.	E.C.G. Technician (BPS-09).	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with Certificate from Sindh State Medical Faculty with one year experience in the relevant field from a reputable hospital.	18 - 28
125.	Audio-Metrician (BPS-09).	By initial recruitment.	Matric Science 2nd class and Certificate from Sindh State Medical Faculty or atleast five years' experience of working with any E.N.T. Specialist.	18 - 28
126.	X-Ray Technician (BPS-09).	(i) Fifty percent by initial appointment; and (ii) Fifty percent by promotion from amongst the Dark Room Assistants (BPS-05), possessing relevant qualification, having three years' service as such, on seniority-cum-fitness basis.	Matric Science in 2 nd Class from recognized Board of Education with Certificate from Sindh State Medical Faculty with one year experience in the relevant field from a reputable hospital.	18 - 28

127.	ETT Technician (BPS-09)	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with Certificate from Sindh State Medical Faculty/any other Recognized Body with one year experience in the relevant field from a reputable hospital.	18-28
128.	NICU Technician (BPS-09)	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with certificate from Sindh State Medical Faculty / any other Recognized Body with one year experience in the relevant field from a reputable hospital.	18-28
129.	ICU Technician (BPS-09)	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with Certificate from Sindh State Medical Faculty / any other Recognized Body with one year experience in the relevant field from a reputable hospital.	18-28
130.	Blood Bank Technician (BPS-09)	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with certificate from Sindh State Medical Faculty / any other Recognized Body with one year experience in the relevant field from a reputable hospital.	18-28
131.	Assistant Store Keeper (BPS-08)	By promotion from amongst the Ward Masters (BPS-07), having three years' service as such, on seniority-cum-fitness basis.	-	-
132.	Steward (BPS-8)	By promotion from amongst the Ward Masters (BPS-07), having three years' service as such, on seniority-cum-fitness basis.	-	-
133.	Ward Master (BPS-07)	By initial appointment.	Matric in 2 nd Class from recognized Board of Education with three years' experience in the relevant field from a reputable hospital.	18-28
134.	Laboratory Assistant (BPS-07)	By initial appointment.	Matric Science in 2nd class from recognized Board of Education with certificate from Sindh State Medical Faculty with one year experience in the relevant field from a reputable hospital.	18-28
135.	Assistant Operation Theatre Technician (BPS-07)	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with certificate from Sindh State Medical Faculty with one year experience in the relevant field from a reputable hospital.	18-28
136.	Refractionist (BPS-07)	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with Certificate from Eye Specialist with three years' experience in the relevant field from a reputable hospital.	18-28
137.	Dispenser (BPS-09)	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with Certificate from Sindh State Medical Faculty with one year experience in the relevant field from a reputable hospital.	18-28

138.	Midwife (BPS-06).	By initial appointment.	Matric in 2nd Class from recognized Board of Education with Diploma in Midwifery from Pakistan Nursing Council or its equivalent with one year experience in the relevant field from a reputable hospital.	18-28
139.	Dark Room Assistant (BPS-05).	By initial appointment.	Matric Science in 2nd Class from recognized Board of Education with three years' experience in the relevant field from a reputable hospital.	18-28
140.	Nurse Aid (BS-05).	By initial appointment (Fifty percent Male & Fifty percent Female).	Matric Science in 2nd Class from recognized Board of Education with Certificate of Nurse Aid Training from recognized Institution with one year experience in the relevant field from a reputable hospital.	18-28
141.	Ward Boy (BPS-05).	By initial appointment	Matric Science in 2nd Class from recognized Board of Education with one year experience in the relevant field from a reputable hospital.	18-28
142.	Head Cook (BPS-06).	By promotion from amongst the Cooks (BPS-03), having three years' service as such, on seniority-cum-fitness basis.	--	--
143.	Cook (BPS-03).	By promotion from amongst the Assistant Cooks (BPS-02), having three years' service as such, on seniority-cum-fitness	--	--
		basis.		
144.	Assistant Cook (BPS-02).	By initial appointment.	Literate with at least one year experience in the relevant field.	18-28
145.	Ward Bearer (BPS-03)	By initial appointment.	Literate with some experience in the relevant field from a reputable hospital.	--
146.	Lady Attendant (BPS-02)	By initial appointment.	Literate with sufficient experience in the relevant field.	18-28

APPENDIX-B
(See regulation 6(1))

S.No.	Post	Appointing Authority
1.	Posts in BS-17 and above OR Experts/Specialists/Consultants	Governing Body
2.	Posts in BPS-16	Chairman, Governing Body
3.	Posts in BPS-1 to 15	Commissioner SESSI

APPENDIX-C
(See regulation 15)

AUTHORITIES EMPOWERED TO RELAX PRESCRIBED AGE LIMIT

Serial No.	Basic Pay Scale	Upto 5 years	More than 5 years
1	2	3	4
1	1 to 15	Officers authorized by the Commissioner	Commissioner SESSI
2	16 and above	Commissioner, SESSI	Chairman

APPENDIX-D
(See regulation 35(3))

(1) The Authorities and Authorized Officers for the purpose of efficiency and discipline rules in respect of the employees shall be:-

Serial No.	Basic Pay Scale	Authority	Authorised Officer
1.	2.	3.	4.
1.	1 to 2	Director Administration and Finance of Head Office	Officer in BS-17
2.	6 to 16	Commissioner	Director Administration and Finance of Head Office
3.	17 and above	Chairman	Commissioner

(2) The authorities competent to hear appeals under the relevant efficiency and discipline rules and service matters in respect of the employees shall be as under:-

Serial No.	Authority making the order	Authority competent to hear appeals and entertain representation
1	2	3
1.	Director Administration and Finance of Head Office	Commissioner, SESSI
2.	Commissioner, SESSI	Chairman
3.	Chairman	Review by the Chairman

**AKHTAR ALI QURESHI
COMMISSIONER
SINDH EMPLOYEES SOCIAL
SECURITY INSTITUTION**

**Karachi: Printed at the Sindh Government Press
05-06-2023**