

SCHEDULE
SERVICE STATUTES

CHAPTER-I
PRELIMINARY

1. Short title and commencement. - (1) These Statutes may be cited as the Maryam Nawaz University of Lodhran Employees (Appointment, Terms and Conditions of Service) Statutes 2022.

(2) These shall come into force at once.

2. Definitions- (1) In the Statutes:

- (a) “Act” means the Maryam Nawaz University of Lodhran Act 2022;
- (b) “appointing authority” means an authority as reflected in column 3 of the Schedule-I;
- (c) “Class-A post” means a post in BS-17 and above;
- (d) “class-B post” means a post in BS-16 and below;
- (e) “competent authority” means the appointing authority of a post;
- (f) “duty” means the duty prescribed by the Syndicate under the Act;
- (g) “employee” means a person who is a member of service or holds a post in connection with the affairs of the University excluding those:
 - (i) on deputation in the University;
 - (ii) engaged on a work-charged basis;
 - (iii) engaged on part part-time basis;
 - (iv) engaged on an assignment basis; or
 - (v) paid out of any fund or contingences;
- (h) “leave” means the leave as given in Chapter-IV of the Statutes;
- (i) “pay and allowances” means the pay and allowances as given in Chapter-III of the Statutes;
- (j) “permanent post” means a post sanctioned without any limit of time;
- (k) “post” means a post as reflected in column 2 of the Schedule-I;
- (l) “scale of pay” means the scale as reflected in column 2 of the Schedule-I;
- (m) “Schedule-I & II” means the Schedules appended to the Statutes;
- (n) “scrutiny committee” means a scrutiny committee constituted under the Act;

- (o) "Selection Board" means the Selection Board constituted under section 39 of the Act;
- (p) "selection committee" means a committee constituted under the Act;
- (q) "service" means the service of the University;
- (r) "Statutes" means the University of Lodhran Employees (Appointment, Terms and Conditions of Service) Statutes 2022;
- (s) "temporary post" means a post other than a permanent post; and
- (t) "tenure post" means a post for a specific period.

(2) A word or expression used but not defined in the Statutes shall have the same meaning as assigned to it in the Act.

CHAPTER-II

APPOINTMENTS AND TERMS AND CONDITIONS OF SERVICE

3. Nomenclature, terms and conditions of a post.- The nomenclature of a post, appointing authority, its scale of pay, minimum qualification and experience, method of recruitment, minimum and maximum age limit and mode of appointment shall be such as given in the Schedule-I.

4. Appointment against a post.- (1) An appointment against class-A post other than the Registrar, Treasurer, Controller of Examinations and Resident Auditor shall be made on the recommendations of the Selection Board.

(2) An appointment, against class-B post, shall be made on the recommendations of the Selection Committee.

(3) For appointment of Registrar, Treasurer or Controller of Examinations, the Syndicate may, through a committee constituted under the Act, conduct the process for its recommendations to the Government.

5. Procedure of appointment against a post.- (1) For an appointment, other than by promotion, the Registrar shall, after approval of the competent authority, advertise the post in at least two national dailies, one in English and one in Urdu, having wide circulation and on the website of the University.

(2) The advertisement shall contain number of vacancies, nomenclature of a post, its scale of pay, minimum and maximum age, minimum qualification and experience, mode of appointment and closing date for receipt of applications, which shall not be less than fifteen days from the date of its publication.

(3) The Registrar shall prepare a list containing names and father or husband names of applicants for each post and upload on the official website of the University within five working days from the closing date.

(4) The Registrar shall, after receipt of applications, prepare a list of the applicants on the basis of qualification and experience, as early as possible, but not later than thirty working days from the closing date.

(5) The list, prepared under sub-statute (4) along with the applications and its enclosures, shall be forwarded to the scrutiny committee, as early as possible, for preparing eligibility list of the applicants as per the Recruitment Policy appended as Schedule-II.

(6) The scrutiny committee shall, through Registrar, send the list of the eligible applicants, along with the applications and its enclosures, to the Selection Board or the selection committee, as the case may be.

6. Procedure of appointment by promotion against class-A post.- (1) For appointment by promotion against a class-A post, the Registrar shall prepare, maintain and circulate annually the seniority list of regular employees along with their character roles containing annual performance evaluation reports and synopsis, stating the number of punishments awarded and pending inquiry or inquiries against them, if any, and place the matter before the Selection Board for consideration and recommendations.

(2) A confirmed employee having qualification and service prescribed for promotion shall be eligible for competing for promotion to next higher post.

(3) An employee shall not claim promotion including proforma promotion as a matter of right.

7. Procedure of appointment by promotion against class-B post.- (1) For appointment by promotion against a class-B post, the Registrar shall prepare, maintain and circulate annually a list of regular employees and place it before the selection committee for its consideration and recommendation of a suitable employee to the competent authority for appointment to the higher post.

(2) A confirmed employee having qualification and service prescribed for promotion shall be eligible for competing for promotion to next higher post.

(3) An employee shall not claim promotion including proforma promotion as a matter of right.

8. Medical fitness certificate.- (1) An appointment, by initial recruitment, shall be made subject to production of a medical fitness certificate of the appointee from the Government hospital except those whose medical fitness was certified on their first appointment.

(2) The Competent Authority may, subject to recording reasons in writing, direct an employee for producing fresh medical fitness certificate.

9. Verification of educational certificates and degrees.- (1) An appointment by initial recruitment shall be subject to the verification of educational certificates and degrees of the candidate.

(2) If, at any stage after appointment, it is discovered that an appointee obtained appointment on the basis of false or forged document or through deceit by any means, the appointment shall be considered void *ab-initio* and the appointee shall be liable to refund all amounts received in consequence of appointment in addition to such other actions as may be taken against under the law.

10. Record of date of birth.- (1) The date of birth as mentioned in the Secondary School Certificate or, in absence of such certificate, as mentioned in valid Computerized National Identity Card, shall be duly recorded in the service book at the time of joining for calculating the age of the employee.

(2) The date of birth, once recorded at the time of joining, shall be final and thereafter no alteration in the date of birth of the employee shall be permissible.

11. Deputation.- (1) The appointing authority may, subject to the provisions of the Act, borrow an employee of corresponding scale of pay in the University from Federal or Provincial Governments or their autonomous bodies, for a period not exceeding three years, in accordance with the Deputation Policy of the Government.

(2) The appointing authority may, subject to the provisions of the Act, lend an employee of the University to Federal or Provincial Governments or their autonomous bodies for a period not exceeding three years, in accordance with the Deputation Policy of the Government.

12. Appointment on a tenure track system.- The Syndicate shall make appointments on tenure track system on the recommendation of the Selection Board in consonance with the Model Tenure Track Process Statutes issued by the Higher Education Commission.

13. Appointment of a widow, widower, child or spouse.- In case, during service, an employee dies or is declared invalidated or incapacitated for further service; the widow, widower, child or spouse of such deceased or invalidated or incapacitated employee, as the case may be, who is otherwise eligible for the post, shall be appointed to a post in (BS-01) to (BS-11) without observance of formalities prescribed for the post.

14. Probation and confirmation.- (1) A person, appointed to a permanent post by initial recruitment, shall remain on probation initially for a period of two years and for a period of one year, if appointed otherwise.

(2) The competent authority may extend the period of probation for a further period not exceeding two years in all.

(3) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

(4) If no order of termination is passed before the expiry of the maximum period of probation, the employee shall stand confirmed.

(5) A probationer who is confirmed on completion of initial or extended period of probation, the confirmation shall be with effect from the date of joining of the post.

15. Performance evaluation report.- (1) The minimum period for assessment of a work and conduct of an employee, for the purpose of performance evaluation report, shall be ninety days in a calendar year. If an employee served for a period of more than ninety days, under more than one reporting officers, the performance evaluation report shall be drawn up by all the reporting officers.

(2) The performance evaluation report of an employee shall be initiated by the officer in-charge or the head of the department or the faculty concerned, as the case may be, and shall be countersigned by the next higher administrative authority till thirty-first January of the succeeding year.

(3) The next higher administrative authority shall countersign the performance evaluation report within fifteen days from its receipt.

(4) The adverse remarks recorded in the performance evaluation report by the initiating officer and agreed or solely recorded by the counter signing authority shall be underlined in red ink and communicated to the employee till fifteenth February of the succeeding year.

(5) A representation, if any, against the adverse remarks, shall be made to the Vice Chancellor within fifteen days of the communication of such remarks.

(6) If the adverse remarks, in the performance evaluation report, are countersigned and agreed by the Vice Chancellor, the representation shall lie to the Syndicate and decision of the Syndicate shall be final.

16. Post-dating of a promotion to a higher post.- An employee, on promotion, may post-date his promotion up to a date when it shall be to his benefit but the employee shall exercise this option within six months from the date of the order of promotion and the option once exercised shall be final.

17. Seniority.- (1) The *inter-se* seniority of the employees shall be determined as under:

- (a) an employee who has been assigned a higher merit by the competent authority at the time of initial recruitment shall rank senior to the employee placed in a lower merit in the same batch of selectees for the same group of posts;
- (b) if the merit of two or more employees in the list of selectees is the same, the elder employee shall be senior to the younger; and
- (c) seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post but the employees promoted to higher post in the batch shall, on their promotion to higher posts, retain their *inter-se* seniority as in the lower posts.

(2) In case of extraordinary leave without pay beyond five years, the name of the employee to whom such leave is granted shall be removed from the seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period and the name of such employee shall be brought back on the seniority list only after duty is resumed on return and seniority of such employee shall be determined after deducting the period of extraordinary leave beyond five years.

(3) The Registrar shall prepare, maintain and circulate annually, cadre and scale wise seniority lists of the regular employees and shall furnish a copy to the Administrative Department.

18. Resignation from service.- An employee may resign from the post, subject to serving a notice to the competent authority, for the period as laid down in the appointment letter or deposit a basic pay for that period in lieu thereof. If no such period has been mentioned in the appointment letter, the employee shall give one month's notice or deposit one month's pay in lieu thereof.

19. Termination of an employee, appointed temporarily, other than penalty.- If the services of an employee, appointed temporarily, are no longer required, for the reasons other than penalty under the Act or statutes made thereunder on the subject, the competent authority may dispense with his services by giving him one month's notice or one month's pay in lieu thereof.

20. Retirement.- (1) An employee holding a permanent post shall retire on attaining sixty years' age.

(2) An employee, other than those who are bound under a surety bond or agreement with the University, may retire from service on any such date after completion of twenty five years of regular service counted from the date of joining the service by exercising the option and obtaining the approval of the competent authority.

(3) An employee, on retirement, shall be entitled to such pension, gratuity and other benefits as per rules and policies of the Government.

21. Retention of lien.- A confirmed employee shall acquire lien against the post held by him when he is relieved as a consequence of his selection against some other post, cadre or service in the Federal Government or Provincial Governments or autonomous body or authority. He shall retain his lien in the University until he is confirmed in such other post, cadre or service or for a maximum period of three years whichever is earlier, and the said period of lien shall not be extended in any case.

22. Age relaxation.- Age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Government.

23. Domicile.- An appointment, other than under the tenure track system or faculty, shall be made from amongst the candidates domiciled in the Punjab.

24. Officer of the University.- An employee in BS-17 and above shall also be the officer of the University.

25. Authorities of the University.- The Selection Committee shall also be the Authority of the University.

CHAPTER-III PAY AND ALLOWANCES

26. Salary.- (1) A class-A post employee shall be entitled to such salary as may be recommended by the Selection Board, under clause (a) of section 40 of the Act, and approved by the competent authority.

(2) A class-B post employee shall be entitled to such salary as admissible to the scale of pay against which he is appointed.

27. Medical allowance.- An employee shall be entitled to such medical allowance as admissible to the corresponding categories of the civil servants.

28. Medical reimbursement.- An employee shall be paid actual expenditure incurred during hospitalization in case of indoor treatment in the Government hospital or any other hospital approved by the Syndicate.

29. Compensatory allowance.- The Syndicate may grant such compensatory allowance to the employees or category of employees, as it may deem fit.

30. House rent allowance.- The employee who is not provided accommodation by the University shall be paid house rent allowance as admissible to the corresponding categories of the civil servants.

31. Traveling and daily allowances.- (1) An employee on official duty shall be entitled to such traveling and daily allowances as admissible to the corresponding categories of the civil servants.

(2) Employees of other institutions or universities attending the meetings of the University or appointed as examiners or deputed to conduct the examinations or other assignments of the University shall be paid such traveling allowance and daily allowance as admissible to the corresponding categories of the civil servants.

32. Honoraria.- The Syndicate may, on the recommendations of the Vice Chancellor, grant honoraria in a year up to one month's basic pay to an employee or a class of employees for rendering exceptional duty to the University.

33. Increments.- An annual increment in the pay shall ordinarily be drawn as a matter of course on first December of each year, if an employee has completed six months of service in that scale of pay on thirtieth November of that year.

34. Other allowances.- (1) Deputation allowance, conveyance allowance, qualification allowance, additional charge allowance and computer allowance shall be paid to such employees as are entitled to them in accordance with the corresponding categories of the civil servants.

(2) Syndicate may grant senior post allowance, entertainment allowance, special allowance, integrated allowance, dearness allowance, special relief allowance and *ad hoc* relief allowance or any other allowances as it may deem fit.

(3) Registrar, Treasurer, Controller of Examinations and Resident Auditor shall be entitled to such perks and privileges as entitled to government servants in the corresponding scale of pay.

35. Pension on last drawn pay.- An employee, on retirement, shall be entitled to such pension, as per policy of the Government, on the basis of last pay drawn.

CHAPTER-IV LEAVE AND LEAVE ENCASHMENT

36. Leave.- (1) An employee shall not claim leave as a matter of right.

(2) The authority competent to grant leave shall be competent to refuse, revoke or modify the leave already granted.

(3) Leave shall be earned on the basis of service rendered by an employee except for the period during which he remains on leave.

(4) Leave shall be applied in terms of days.

37. Casual leave.- The reporting officer may grant casual leave on special grounds and to a maximum of ten days at a time and to a maximum of twenty five days in a year.

38. Leave on half pay.- (1) The competent authority may grant leave on half pay for more than one hundred and twenty days as long as it is available by conversion into the leave account.

(2) The Vice Chancellor may grant up to one hundred and twenty days leave on half pay as long as it is available by conversion into the leave account.

39. Extraordinary leave.- (1) The competent authority may grant extraordinary leave without pay up to a maximum period of five years at a time to an employee who is in continuous service for a period of not less than ten years:

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

(2) The competent authority may grant extraordinary leave without pay for a maximum period of two years to an employee who has not completed ten years of continuous service.

(3) The Vice Chancellor may grant up to one hundred and twenty days extraordinary leave to any employee.

40. Study leave.- (1) A regular employee, with not less than three years services in the University desiring to pursue for higher education abroad or within the country may be granted leave on full pay not exceeding four years by the competent authority.

(2) The study leave shall initially be granted for one year and may be extended on the satisfactory report of the research supervisor or Registrar of the degree awarding institute concerned, about the performance, after every year.

(3) In case unsatisfactory report is received from research supervisor or Registrar of the degree awarding institute concerned, the study leave shall be cancelled by the competent authority.

(4) The study leave shall not be granted to more than twenty-five percent employees in the department at a time.

(5) The study leave shall not be granted unless the employee submits surety or bank guarantee to the satisfaction of the competent authority.

41. Earned leave in case of non-vocational employee.- (1) A non-vocational employee shall earn leave on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as leave on full pay.

(2) If an employee remained on duty for more than fifteen days in a calendar month, he shall be entitled to earn leave for full calendar month but if

remained on duty for fifteen days or less, he shall not earn any earned leave for that month.

(3) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

(4) There shall be no maximum limit on the accumulation of such leave.

42. Earned leave in case of vocational employee.- A vocational employee may earn leave on full pay if:

- (a) he avails full vocation in a calendar year at the rate of one day for every calendar month of duty rendered;
- (b) during any year, he is prevented from availing the full vocation then he shall be treated at par with non-teaching employees of the University for that year; and
- (c) he avails himself of only a part of the vocation as in sub-clause (a), then combination of earned leaves according to the proportion of vocations and on duty period for the entire year.

43. Leave on full pay.- (1) The maximum period of leave on full pay that may be granted at one time shall be as follows:

- (a) without medical certificate; 120 days
- (b) with medical certificate; 180 days
- (c) on medical certificate from leave 365 days
account, once in entire service.

(2) The competent authority may grant leave on full pay for more than one hundred and twenty days.

(3) The Vice Chancellor may grant up to one hundred and twenty days leave on full pay.

44. Iddat leave.- (1) The Vice Chancellor shall grant *Iddat* leave on full pay for a period not exceeding one hundred and thirty days to a female employee on the death of her husband and such leave shall not be debited to her leave account.

(2) The *Iddat* leave shall commence from the date of the death of husband, and the female employee shall furnish death certificate issued by the department concerned to the Vice Chancellor, subsequently.

45. Maternity leave.- (1) The Vice Chancellor shall, on the application of a female employee, grant her maternity leave on full pay, outside the leave account, to the extent of ninety days in all.

(2) The maternity leave shall not be granted more than three times in the entire service of a female employee.

(3) Maternity leave may be granted in continuation of or in combination with any other kind of leave including extraordinary leave as may be due and admissible to a female employee.

46. Paternity leave.- (1) The Vice Chancellor shall, on the application of a male employee, grant him paternity leave on full pay, outside the leave account, for a maximum period of seven days on or immediately before the birth of his child.

(2) The paternity leave shall not be granted more than two times in the entire service of a male employee.

47. Leave ex-Pakistan.- The competent authority may grant leave ex-Pakistan on full pay, half pay or without pay, to an employee in accordance with statutes 37 to 43 of the statutes.

48. Leave preparatory to retirement.- (1) The Vice Chancellor may grant leave preparatory to retirement, for a maximum period of three hundred and sixty five days, subject to availability of leave balance in employee account.

(2) An employee may, at his discretion, take leave preparatory to retirement, subject to availability, either on full pay or partly on full pay and partly on half pay or entirely on half pay.

(3) An employee may opt for encashment of leave in lieu of leave preparatory to retirement as admissible to the corresponding categories of civil servant.

(4) An employee on leave preparatory to retirement shall not resume duty without permission of the competent authority.

49. Encashment of leave in case of in-service death.- In case an employee dies or is invalidated or incapacitated while in-service, lump sum payment equal to full pay up to three hundred and sixty five days, out of the leave at his credit, shall be made besides the pension given to his family.

50. Over stay after sanctioned leave.- (1) Unless the leave of an employee is extended by the authority competent to grant such leave, an employee who remains absent after the expiry of his leave, shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

(2) The leave debited under sub-statute (1), shall be adjusted against future earning of leave, if there is insufficient credit in the leave account.

51. Combination of different types of leave.- One type of leave may be combined with any other type of leave otherwise admissible to an employee.

52. Leave to lapse when an employee leaves service.- All leaves at the credit of an employee shall lapse when he leaves the service due to any cause.

53. Quarantine leave.- An employee may be granted quarantine leave outside his leave account to the extent recommended by the authorized medical officer and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

CHAPTER-V GENERAL CONDUCT

54. Conduct of employees.- The employees shall not engage themselves directly or indirectly in tuition or any business or trade or occupation.

55. Disciplinary proceedings.- (1) The competent authority may, on its own or on a complaint in writing, initiate disciplinary proceedings, against an employee, under the Act.

(2) The procedure for holding disciplinary proceedings shall, subject to the provisions of the Act, be as provided in the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (XII of 2006).

(3) The Syndicate, under clause (t) of subsection (2) of section 29 of the Act, may suspend, punish and remove from service an employee whom it is empowered to appoint.

(4) The Vice Chancellor may suspend, punish and remove from service an employee whom he is empowered to appoint.

56. Residuary matters.- If no provision or sufficient provision exists in the Statutes with respect to any terms and conditions of the service of an employee, the rules or instructions or policy governing the service of a civil servant under the Punjab Civil Servants Act, 1974 (VIII of 1974) shall, as nearly as possible, apply to service of the employee.