



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/833

9th April, 1985

Administrative Staff Instruction No. 48 ***Subject: Performance Appraisal Programme***

1. In 1980-81, Annual Confidential Report forms were replaced by Performance Appraisal Forms. This was done to introduce a systematic and more objective evaluation of the performance and the potential of PTV employees. The objectives for which the new system was designed to achieve are listed below:

- i) Development of standards of satisfactory performance, clarifying what quality and quantity of work of a given type is acceptable and adequate.*
- ii) Correcting, improving and, in general, raising the level of the performance of employee on their day-to-day assignments, by identifying and measuring their strong and weak points, and by encouraging employees in their work, and giving them constructive counsel concerning their shortcomings.*
- iii) Serving as a check on qualification requirements, training needs and identifying instances of maladjustment.*
- iv) Selection of employees for promotions and for salary advancements.*

2. Validity, reliability and verifiability are the prime requirements of an adequate Performance Appraisal System. It has to be realized that an appraisal method that is specific enough to be valid, but broad enough to provide reliable basis for future promotion selection, for diagnosing training needs, etc., is rather difficult to devise. Nevertheless, whether for one or more purposes at a time, the appraisal of performance must be made and it must be valid, reliable and verifiable. A central problem, in this regard, is how the evaluations by many different reporting Officers can be properly and objectively recorded for practical and equitable administrative use. A valid and reliable Performance Appraisal system can be a great help in connection with promotions and particularly in demotions, or even separations, where necessary, on account of sub-standard performance, as the feeling of affected individuals may, in part, be mitigated if the organization is in a position to justify its actions in terms of employee



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performance. It will be instructive to note some of the difficulties and pitfalls inherent in appraising the Performance of an employee. These are:

- i) The appraisal is to be done by an employee's immediate superior officer, giving rise to the element of personal bias entering into the appraisal.*
- ii) Much attention is generally paid to evaluate past Performance, and not enough to gauge future potential.*
- iii) There is generally a tendency to evaluate for the sake of evaluation with inadequate attention to maintaining or improving Performance.*
- iv) There is the problem of 'halo effect' the tendency to evaluate an individual either consistently high or low or average, on the various traits or characteristics, depending upon the appraiser's overall impression of the employee.*
- v) Another rather common difficulty is the so-called 'constant error'. Some appraisers, when appraising the Performance of a group of employees, tend to bunch the appraisals together, either towards the high or low end of the appraisal scale, or around the central area of the scale.*
- vi) Difference in the appraisals among different departments can also result in appraisals in the same category meaning different things in different departments.*
- vii) In addition to possible errors in appraisal tendencies among appraisers, there are basic differences in the ability of appraisers to make the kind of judgments required in Performance Appraisal. Even with competent appraisers, it is possible to come up with wrong answers to the relative performance of employees because of something inherent in the appraisal system itself.*

3. *The above dangers and pitfalls, however, suggests the use of extreme care in assessing the performance of employees so that it is consistent, objective and fair. 24 Performance Appraisal Forms are now in use for various types of jobs in*



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PTV. Emphasis in all the forms is on recording actual facts of performance rather than on general statements. The details of these forms are as under:-

- i) Form No PA-1, for Managerial jobs including Directors, Controllers, General Managers, Deputy Controllers, Engineering Managers, Programme Managers, Senior News Editors, Accounts Managers, Administrative and Personnel Managers, Assistant Controllers, Chief Cameraman, Chief Designers, Chief Librarian, Chief Security Officer, Engineers Incharge, Engineers Incharge Air-conditioning, Instructors at PTV Academy, Manager Educational Television, Manager Training and Delegation, News Editors, Presentation Controllers, Sales Managers, Sales Traffic Manager, Sales Promotion Manager, Public Relationing Manager and Laboratories Incharge.*
- ii) Form No, PA-2, for Programme production jobs including Producers, Producers Current Affairs, Assistant Producers, Assistant Producers Current Affairs.*
- iii) Form No. PA-3, for News jobs including Chief News Reporter and News Producers/Reporters.*
- iv) Form No. PA-4, for Scripts jobs including Scripts Editors and Scripts Producers.*
- v) Form No. PA-5, for Camera jobs including Senior Cameramen, Still Photographers.*
- vi) Form No. PA-6, for Designing jobs including Senior Designers, Calligraphic Designer, Designers, Assistant Designers and Calligraphists*
- vii) Form No. PA-7, for Film Editing jobs including Senior Film Editors, Film Editors, and Assistant Film Editors*
- viii) Form No. PA-8, for Make up jobs including Chief Make Up Artists, Senior Make Up Artists, Lady Make Up Artists and Make-Up Artists.*



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- ix)** *Form No PA-9, for Presentation jobs including Presentation Supervisors and Transmission Assistants.*
- x)** *Form No. PA-10, for Engineering jobs including Senior TVEs, Senior Air-conditioning Engineers, Air-conditioning Engineers, Electrical Engineers, Film Equipment Engineers, Television Engineers, Associate Engineers, Associate Engineers (Air-Conditioning) Associate Engineers (Electrical), Diesel Technicians and Boiler Engineers.*
- xi)** *Form No P A-II, for Civil and other Engineering jobs including Executive Engineers, Assistant Architects, resident Engineers, Care Taker, Draftsmen, Overseers, Quantity Surveyors, Transport Supervisors, Assistant Draftsmen.*
- xii)** *Form No. PA-12, for Film procurement, traffic and censor jobs including Film Purchase Officer, Secretary Censor Board and Film Traffic Officer*
- xiii)** *Form No. PA-13, for Reference and Library jobs including Reference Officers, Assistant Reference Officers, Film Librarians, Assistant Film Librarians*
- xiv)** *Form No. PA-14, for Monitoring and Translation jobs including Senior News Monitors, News Monitors and Translators*
- xv)** *Form No. PA-15, for Accounts jobs including Accounts Officer Accountants and Assistant Accountants.*
- xvi)** *Form No. PA-16, for Administrative, Personnel and Security jobs, including Administrative Officers, Assistant Company Secretary, Personnel Officers, Assistant Administrative Officers, Planning Officers, Assistant Personnel Officer, Security Officer, Administrative Assistance, Security Assistants and Field Supervisions.*
- xvii)** *Form No. PA-17, for Sales jobs including Sales Executives, Sales Promotion Executives, Sales Traffic Executives, Sales Officers, Sales*



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promotion Officers, Scripts and Programmes Officers, Sales Assistants and Sales Traffic Assistants

- xxviii) Form No. PA-18, for Clearance jobs including Clearance Officers, Traffic Officers, Clearance Assistants and VTR/Film Traffic Assistant*
- xxix) Form No. PA-19, for Laboratory jobs including Sound Recordist, Senior Lab. Technician and Film Lab. Technician.*
- xxx) Form No. PA-20, for Secretarial and typing jobs including PS to Chairman, PS to MD, Planning Secretary, Secretaries, Telex Operators, Steno typists and Typists.*
- xxxi) Form No. PA-21, for Stores and Purchase jobs including Stores Officer, Properties Assistants, Purchase Assistants, Storekeepers and Wardrobe Assistants*
- xxxii) Form No. PA-22, for Technicians including Boiler attendants, Electricians, Mast Mechanics, Projector Operators, Studio Supervisors, Air-conditioning Mechanics, Assistant Electricians, Assistant Projector Operators, Boom Operators, Carpenters, Diesel Mechanics, Duplicating Machine Operators, Telephone Operators, Ferro Printers, Light men, Mechanics, Painters, Plumbers, TP Operators, Tracers, Dispatch Riders, Drivers.*
- xxxiii) Form No. PA-23, for Clerical jobs including Copyists, Duty Officers, Purchase Clerks, Record keepers, Senior Clerks, Store Clerks, and Junior Clerks.*
- xxxiv) Form No. PA-24, for unskilled jobs including Helpers, Cable Boys, Cleaners, Jamadars, Malis, Naib Qasids, Security Guards, Store Hands and Studio Hands.*

4. *The reporting period for assessing the performance of PTV employees continues to be from first April of one Calendar year to 31st March of the next Calendar year. In addition to the annual appraisals, appraisals are also to be made on the following occasions:*



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- i) *At the end of the probation period of new appointees and promotees.*
- ii) *When an employee is transferred from one TV Centre/Office/RBS to another place of duty. This appraisal should be made at the TV Centre/Office/RBSs from where the employee is transferred, covering the period 01 April till the date on which he is relieved to proceed on transfer. Thus for a transferred employee two appraisals will be made - one at his old and the other at his new place of duty unless, of course, the employee is transferred on a date from March to early May.*
- iii) *When an employee is placed on special report, a special appraisal on him will be made at the end of the special report period.*

5. *The list of appraisers and reviewers has been reviewed and for the appraisals of 1984-85, and in subsequent years, the following chart will be followed:*

Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Director	Managing Director	-	-	Chairman
POSTS IN GROUP-9				
Controllers (G-9)	Directors	Managing Directors	-	Chairman
General Managers (G-9)	Director Programme Administration & ETV	Managing Directors		Chairman
General Manager (Sales) (G-9)	Finance Director	Managing Directors		Chairman
Post in Group-8				
Chief News Reporter(G-8)	Controller Reporting	Director News		Managing Director
Chief Security Officer (G-8)	Controller Administration & Personnel	Director Administration & Personnel		Managing Director
Deputy Controller Administration & Personnel(G-8)	Controller Administration & Personnel	Director Administration & Personnel		Managing Director
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer



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Deputy Controller Current Affairs G-8	Controller Current Affairs	Director Current Affairs		Managing Director
Deputy Controller Engineering (G-8)	Controller Engineering	Director Engineering		Managing Director
Deputy Controller Film Camera & facilities (G-8)	Controller Programmes	Director Programmes Administration & ETV		Managing Director
Deputy Controller Finance (G-8)	Controller Finance	Director Finance		Managing Director
Deputy Controller International Relations (G-8)	Controller International Relations	Director International Relations		Managing Director
Deputy Controller News (G-8)	Controller News	Director News		Managing Director
Deputy Controller Programmes (G-8)	Controller Programmes	Director Programmes Administration & ETV		Managing Director
Deputy Controller Public Relations (G-8)	Director Administration & Personnel			Managing Director
Deputy Controller Sales (G-8)	Controller Sales	Director Finance		Managing Director
Deputy Controller Sports (G-8)	Controller Sports	Director Sports		Managing Director
Engineering Manager (G-8)	General Manager	Director Engineering		Managing Director
General Manager (G-8)	Director Programme Administration & ETV	Managing Director		Chairman
Producer (G-8)	General Manager	Director Programmes Administration & ETV		Managing Director
Producer Current Affairs (G-8)	General Manager	Director Current Affairs		Managing Director
Programmes Manager (G-8)	General Manager	Director Programmes Admin. & ETV		Managing Director
Senior News Editor (G-8)	At NNB Controller News	Director News		Managing Director
	At TV Centre General Manager	Director News	-	Managing Director
POSTS IN GROUP- 7				



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Accounts Manager (G-7)	General Manager	-	-	Director Finance
Administrative and Personnel Manager (G-7)	General Manager Controller Admn. and Personnel	-	-	Director Administrative and Personnel
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Assistant Controller Administration & Personnel (G-7)	Controller Administration and Personnel	-	-	Director Administrative and Personnel
Assistant Controller Clearance G-7	Controller Engineering P & P			Director Engineering
Assistant Controller Current Affairs G-7	Deputy Controller Current Affairs	Controller Current Affairs	-	Director Current Affairs
Assistant Controller Engineering (G-7)	Deputy Controller Engineering	Controller Engineering	-	Director Engineering
Assistant Controller Film Laboratories (G-7)	Controller Film Equipment & camera facilities	-	-	Director Engineering
Assistant Controller Finance (G-7)	Deputy Controller Finance	Controller Finance	-	Director Finance
Assistant Controller IR (G-7)	Deputy Controller International Relations	Controller International Relations	-	Director International Relations
Assistant Controller News (G-7)	Controller News	-	-	Director - News
Assistant Controller Programmes (G-7)	Deputy Controller Programmes	Controller Programmes		Director Programme Administration & ETV
Assistant Controller Research (G-7)	Controller Educational Television			Director Programme Administration & ETV
Assistant Controller Revenue (G-7)	Controller Revenue			Director Finance
Assistant Controller Stores (G-7)	Controller Engineering P & P			Director Engineering
Chief Cameraman (G- 7)	At NNB Chief News Reporters	Controller Reporting		Director News
	At Centre			Director Programme Administration &



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	General Manager			ETV
Chief Designer (G-7)	General Manager			Director Programme Administration & ETV
Chief Librarian (G-7)	Controller Admin. and Personnel			Director Administrative and Personnel
Engineering Incharge (G-7)	At TV Centres Engineering Manager	General Manager		Director Engineering
	At TV RBSs Dy. Controller Engg. (O & M)	Controller Engineering (O & M)		Director Engineering
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Engineering Incharge AC	Engineering Manager	General Manager		Director Engineering
Engineering Manager G-7	General Manager			Director Engineering
Executive Engineer (G-7)	Deputy Controller Engineering Projects	Controller Engineering Projects		Director Engineering
Instructors Current Affairs (G-7)	Controller Programmes PTV Academy			Director PTV Academy
Instructors Engineering (G-7)	Controller Engineering PTV Academy			Director PTV Academy
Instructors News (G-7)	Controller Programmes PTV Academy			Director PTV Academy
Instructors Programmes (G-7)	Controller Programmes PTV Academy			Director PTV Academy
Manager ETV (G-7)	General Manager			Director Programme Administration
Manager Training & Delegation (G-7)	Controller Administration & Personnel			Director Administration & Personnel
News Editors (G-7)	At NNB Controller News			Director News
	At TV Centres General Manager			Director News



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News producer/ Reporter (G-7)	At NNB Sr. News Editor (for News Producer)	Controller News		Director News
	Chief News Reporters (for News Reporters)	Controller Reporter		
	At TV Centres and News Units Senior News Editors	General Manager		Director News
Presentation Controller (G-7)	Programmes Manager	General Manager		Director Programme Administration & ETV
Producer (G-7)	Programmes Manager	General Manager		Director Programme Administration & ETV
Producer Current Affairs (G-7)	Producer Current Affairs (G-8) or General Manager	General Manager		Director Current Affairs
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Programmes Manager (G-7)	General Manager	-	-	Director Programme Administration & ETV
Public relations Manager (G-7)	General Manager	-	-	Director Administration & Personnel
Sales Manager (G-7)	Deputy Controller Sales	Controller Sales	-	Director Finance
Sales Promotion Manager (G-7)	Deputy Controller Sales	Controller Sales	-	Director Finance
Script Editor (G-7)	Programmes Manager	General Manager	-	Director Programme Administration & ETV
Traffic Manager (G-7)	Deputy Controller Sales	Controller Sales	-	Director Finance
POSTS IN GROUPS - 6				
Accounts Officer (G-6)	At PTV HQ Assistant Controller	i) Deputy Controller Finance ii) Deputy Controller	Controller Finance	Director Finance



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		Revenue		
	At HQ for RBSs Controller Programmes	-	-	Director Programme Administration & ETV
	At PTV-L/RI/K Accounts Manager	General Manager	-	Director Finance
	At PTV-Q/P General Manager	Controller Finance	-	Director Finance
	At CSO-K Accounts Manager	Controller Sales	-	Director Finance
Administrative Officer (G-6)	At PTV HQ APM (Unit) DCAP (HQ Office)	Controller Administration and Personnel	-	Director Administration and Personnel
	At PTV-L/RI/K Administration & Personnel Manager	General Manager	-	Director Administration and Personnel
	At PTV-Q/P General Manager	Controller Administration and Personnel	-	Director Administration and Personnel
	At CSO-K Controller Sales	-	-	Director Administration and Personnel
Assistant Architect (G-6)	XEN	Controller Engineering Projects	-	Director Engineering
Assistant Company Secretary (G-6)	Director Administration and Personnel	-	-	Managing Director
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Chief Designer (G-6)	Programmes Manager	General Manager	-	Director Programme Admin. & ETV
Chief Make-up Artist (G-6)	Programmes Manager	General Manager	-	Director Programme Admin. & ETV
Documentation Officer (G-6)	Chief Librarian	Controller Administration and Personnel	-	Director Administration and Personnel
Film Purchase Officer (G-6)	Controller Programmes	-	-	Director Programme Admin. & ETV
Laboratory Incharge (G-6)	Programmes Manager	General Manager	-	Director Programme Admin. & ETV
News Producer/	At NNB	Controller News	-	Director News



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Reporters (G-6)	Senior News Editor (For News Producers)			
	Chief News Reporters (For Reporters)	Controller Reporting	-	Director News
	At PTV-L/K Senior News Editor	General Manager	-	Director News
	At PTV-Q/P News Editor	General Manager	-	Director News
	At News Units Senior News Editor/News News	General Manager	-	Director News
	At PTV Academy Instructors News	Controller Programmes PTV Academy	-	Director PTV Academy
Personnel Officer (G-6)	At PTV HQ ACAP (HQ) APM (Unit)	Controller Administration & Personnel	-	Director Administration & Personnel
	At TV Centres Administration and Personnel Manager	General Manager	-	Director Administration & Personnel
Presentation Controller (G-6)	Programmes Manager	General Manager	-	Director Programme Administration & ETV
Producer (G-6)	At PTV HQ Assistant Controller International Relations	Deputy Controller International Relations	Controller International Relations	Director International Relations
	Instructor Programmes PTV Academy	Controller Programmes PTV Academy	-	Director Programmes PTV Academy
	At PTV Centres Programmes Manager	General Manager		Director Programme Administration & ETV
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Producer Current Affairs (G-6)	At PTV-RI Producer Current Affairs (G-8)	General Manager	-	Director Current Affairs
	At other Centres General Manager	-	-	Director Current Affairs



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	At PTV Academy Instructors Current Affairs	Controller Programmes PTV Academy	-	Director PTV Academy
Quantity Surveyor (G-6)	XEN	Controller Engineering Projects	-	Director Engineering
Reference Officer (G-6)	Controller Reporting	-	-	Director News
Revenue Officer (G-6)	Assistant Controller Revenue	Controller Revenue	-	Director Finance
Sales Executive (G-6)	At CSO-K Dy. Controller Sales	Controller Sales	-	Director Finance
	At Centres General Manager Sales / G. Manager	-	-	Director Finance
Scripts Editor (G-6)	Programmes Manager	General Manager	-	Director Programme Admin. & ETV
Secretary Film Censor Board (G-6)	Controller Programmes	-	-	Director Programme Admin. & ETV
Senior Air- conditioning Engineer (G-6)	Engineering Manager/ Engineering Incharge (A/C)	General Manager/Engineering Manager	General Manager	Director Engineering
Senior Cameraman (G-6)	At NNB Chief Cameraman	Controller Reporting	-	Director News
	At Centres Chief Cameraman	General Manager	-	Director Programme Admin. & ETV
Senior Designer (G-6)	Chief Designer	General Manager	-	Director Programme Admin. & ETV
Senior Film Editor (G-6)	Programme Manager	General Manager	-	Director Programme Admin. & ETV
Senior Stores Officer (G-6)	Assistant Controller Engineering Stores	Deputy Controller Engineering P & P	Controller Engineering	Director Engineering
Senior Television Engineer (G-6)	At PTV-HQ Assistant Controller Engineering	Deputy Controller Engineering	Controller Engineering	Director Engineering
	At TV Centres Engineering Manager	General Manager		Director Engineering
	At RBSs Assistant Controller Engineering (O&M)	Deputy Controller Engineering (O & M)	Controller Engineering (O & M)	Director Engineering



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Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Traffic Executive Sales (G-6)	Deputy Controller Sales	Controller Sales	-	Director Finance
Accountant (G-5)	At PTV HQ Assistant Controller	Deputy Controller	Controller Finance/Revenue	Director Finance
	At PTV-L/RI/K/CSO Accounts Manager	General Manager/ Controller Sales	-	Director Finance
	At PTV-Q/P Accounts Officer	General Manager	-	Director Finance
POSTS IN GROUP-5				
Air-conditioning Engineer (G-5)	Engineering Manager/Engineering Incharge Air conditioning	General Manager/ Engineer Manager	General Manager	Director Engineering
Announcer (G-5)	Presentation Controller	General Manager	-	Director Programme Administration & ETV
Assistant Admin Officer (G-5)	At PTV HQ Administrative & Personnel Manager/Deputy Controller Administration & Personnel	Controller Administration & Personnel	-	Director Administration & Personnel
	At PTV -L/RI/K Administrative & Personnel	General Manager	-	Director Administration & Personnel
	At CSO & PTV-Q/P Admin. Officer/ Accounts Officer	Controller Sales/General Manager	-	Director Administration & Personnel
Assistant Personnel Officer (G-5)	At PTV HQ APM/ ACAP/ MTD	Controller Administration & Personnel	-	Director Administration & Personnel
	At PTV-L/RI/K Administrative and Personnel Manager	General Manager	-	Director Administration & Personnel
	At CSO & PTV-Q/P Administrative Officer	General Manager / Controller Sales	-	Director Administration & Personnel
Assistant	At PTV HO	Deputy Controller	Controller	Director Current



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Reference Officer (G-5)	Assistant Controller Current Affairs	Current Affairs	Current Affairs	Affairs
	At NNB Deputy Controller News	Controller Reporting	-	Director News
Assistant. Revenue Officer (G-5)	Assistant Controller Revenue	Controller Revenue	-	Director Finance
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Calligraphic Designer (G-5)	Chief Designer	Programme Manager	General Manager	Director Programme Admin. & ETV
Cameraman (G-5)	Chief Cameraman	At NNB Controller Reporting	-	Director News
		At Centres General Manager	-	Director Programme Admin. & ETV
Chief Inspector (G-5)	Assistant Controller Revenue	Controller Revenue	-	Finance Director
Clearance Officer (G-5)	Assistant Controller Clearance	Controller Engineering P&P	-	Director Engineering
Designer (G-5)	Chief Designer	Programme Manager	General Manager	Director Programme Admin. & ETV
Electrical Engineer (G-5)	Engineering Manager/Asst. Controller Engineering Projects	General Manager/ Controller Engineering Projects		Director Engineering
Film Editor (G-5)	AT TV Centres Senior Film Editor	Programme Manager	General Manager	Director Programme Admin. & ETV
	At PTV HQ Secretary Film Censor Board	Controller Programmes		Director Programme Administration & ETV
Film Librarian / Librarian (G-5)	At PTV HQ Secretary Film Censor Board	Controller Programmes		Director Programme Administration & ETV
	Chief Librarian	Controller Administration & Personnel		Director Administration & Personnel
	At NNB - Deputy Controller News	Controller Reporting		Director News
	At TV Centres - Programme Manager	General Manager		Director Programme Admin. & ETV



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Film Traffic Officer (G-5)	Controller Programmes			Director Programme Admin. & ETV
News -Producer/ Reporters (G-5)	At NNB Sr. News Editor (For News Producers)	Controller News		Director News
	Chief News Reporters (For News Reporters)	Controller Reporting		Director News
	At PTV-L/K Senior News Editor	General Manager		Director News
	At PTV-Q/P News Editor	General Manager		Director News
	At News Units Senior News Editor/ News Editor	General Manager		Director News
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Planning Officer (G-5)	Programme Manager	General Manager		Director Programme Administration & ETV
PS to MD / Chairman (G-5)	Managing Director /Chairman	-	-	-
Producer (G-5)	At PTV HQ Asstt. Controller International Relations	Deputy Controller International Relations	Controller International Relations	Director International Relations
	At TV Centres Programme Manager	General Manager	-	Director Programme Administration & ETV
Producer Current Affairs (G-5)	At PTV-RI Producer Current Affairs (G-8)	General Manager	-	Director Current Affairs
	At PTV-L/K/Q/P General Manager	-	-	Director Current Affairs
Research - Officer (G-5)	Chief Librarian	Controller Administration & Personnel	-	Director Administration & Personnel
Resident Engineering (G-5)	Executive Engineer	Controller Engineer Projects	-	Director Engineering
Sales Officer (G-5)	At CSO-K Deputy Controller Sales	Controller Sales	-	Director Finance



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	At PTV-L Sales Executive	General Manager Sales	-	Director Finance
	At PTV-RI Sales Executive	General Manager	-	Director Finance
	At PTV-Q/P General Manager	-	-	Director Finance
Sales Promotion Officer (G-5)	Deputy Controller Sales	Controller Sales		Director Finance
Scripts Producer (G-5)	Scripts Editor	Programmes Manager	General Manager	Director Programme Administration & ETV
Security Officer (G-5)	Administrative & Personnel Manager	Chief Security Officer	General Manager	Director Administration & Personnel
Senior Film Lab. Technician (G-5)	Lab. Incharge	Programmes Manager	General Manager	Director Programme Administration & ETV
Senior Make-Up Artist (G-5)	Chief Make-Up Artist	Programmes Manager	General Manager	Director Programme Administration & ETV
Senior News Monitor (G-5)	Chief News Reporter	Controller Reporting	-	Director News
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Sound Recordist (G-5)	Engineering Manager	General Manager	-	Director Engineering
Still Photographer (G-5)	Chief Cameraman	Programmes Manager	General Manager	Director Programme Admin. & ETV
Stores Officer (G-5)	At PTV-HQ Assistant Controller Engineering Stores	Deputy Controller Engineering Planning & procurement	Controller Engineering P&P	Director Engineering
	At TV -Centres Engineering Manager	General Manager		Director Engineering
Television Engineer (G-5)	At PTV-HQ Assistant Controller Engineering	Deputy Controller Engineering	Controller Engineering	Director Engineering
	At TV-Centres Engineering Manager	General Manager	-	Director Engineering
	At RBSs Engineering	Deputy Controller Engineering (O & M)	Controller Engineering	Director Engineering



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	Incharge/ Senior TV Engineer		(O & M)	
Traffic Officer (G-5)	Traffic Manager Sales	Deputy Controller Sales	Controller Sales	Director Finance
Telex Supervisor (G-5)	Assistant Controller Engineering (O & M)	Deputy Controller Engineering (O & M)	Controller Engineering (O & M)	Director Engineering
Translator (G-5)	At NNB Senior News Editors	Controller News	-	Director News
	At PTV-K Senior News Editors	General Manager	-	Director News
POSTS IN GROUP-4				
Admin. Asstt. (G-4)	At PTV-HQ Administrative & Personnel Manager	-	-	Controller Administration & Personnel
	At TV-Centre Administrative & Personnel Manager	-	-	General Manager
	At CSO-K Administrative Officer	-	-	Controller Sales
Assistant Accountant (G-4)	At PTV-HQ Assistant Controller (Finance)	Deputy Controller Finance	-	Controller Finance
	Assistant Controller (Revenue)	-	-	Controller Revenue
	At TV-Centres & CSO Accounts Manager	-	-	General Manager/ Controller Sales
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Assistant Designer (G-4)	Chief Designer	Programmes Manager	-	General Manager
Asstt. Film Editor (G-4)	At PTV-HQ Secy. Film Censor Board	Controller Programmes	-	Director Programme Administration & ETV
	At TV-Centre Programmes Manager	-	-	General Manager
Assistant Librarian (G-4)	Programmes Manager	-	-	General Manager



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Assistant Producer (G-4)	At PTV-HQ Asstt Controller (IR)	Deputy Controller (IR)	-	Controller (IR)
	At TV-Centres Programmes Manager	-	-	General Manager
Assistant Producer C. Affairs (G-4)	Senior Most Producer C. Affairs	-	-	General Manager
Associate Engineer (G-4)	At PTV HQ Assistant Controller Engineering	Deputy Controller Engineering	-	Controller Engineering
	At TV Centres Engineer Incharge	Engineering Manager	-	General Manager
	At RBSs Engineer Incharge/ Senior TV Engineer	Deputy Controller Engineering (O&M)	-	Controller Engineering (O&M)
Associate Engineer (Air-conditioning) (G-4)	At TV Centres Senior A/C Engineer/ Engineer Incharge (A/C)	Engineering Manager	-	General Manager
	At RBSs Engineer Incharge/ Senior TV Engineer	Deputy Controller Engineering (O & M)	-	Controller Engineering (O & M)
Associate Engineer (Electrical) (G-4)	At PTV-HQ Assistant Controller Engineering	Deputy Controller Engineering	-	Controller Engineering
	At TV Centres Electrical Engineer	Engineering Manager	-	General Manager
Boiler Engineer (G-4)	Engineering Manager	-	-	General Manager
Calligraphist (G-4)	Chief Designer	Programmes Manager	-	General Manager
Care Taker (G-4)	At PTV-HQ Assistant Controller Engineering (O&M)	Deputy Controller Engineering (O & M)	-	Controller Engineering (O&M)
	At TV Centres Engineering Manager	-	-	General Manager
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Cataloguer (G-4)	Chief Librarian	Controller Administration & Personnel	-	Director Administration & Personnel



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Clearance Assistant (G-4)	Assistant Controller Clearance	-	-	Controller Engineering Planning & procurement
Diesel Technician (G-4)	At TV-Centres Engineering Manager	-	-	General Manager
	At RBSs Engineer Incharge / Senior TV Engineer	Deputy Controller Engineering (O & M)	-	Controller Engineering (O & M)
Draftsman (G-4)	Assistant Controller Engineering Project	Deputy Controller Engineering Project	-	Controller Engineering Project
Field Supervisor (G-4)	Assistant Controller Research	-	-	Controller Educational Television
Film Lab Technician (G-4)	Lab Incharge	Programmes Manager	-	General Manager
Lady Make-up Artist (G-4)	Chief Make-Up Artist	Programmes Manager	-	General Manager
Make-Up Artist (G-4)	Chief Make-Up Artist	Programmes Manager	-	General Manager
News Monitor (G-4)	Chief News Reporter	-	-	Controller Reporting
Overseas (G-4)	Executive Engineer	Deputy Controller Engineering Projects	-	Controller Engineering Projects
Personnel Assistant (G-4)	At PTV-HQ ACAP/APM/MTD	-	-	Controller Administration & Personnel
	At TV Centres Administrative & Personnel Manager	-	-	General Manager
	At CSO-K Administrative Officer	-	-	Controller Sales
Planning Secretary (G-4)	At PTV-L/RI/K Planning Officer	Programmes Manager	-	General Manager
	At PTV-O/P Programmes Manager	-	-	General Manager
Properties Assistant (G-4)	Chief Designer	Programmes Manager	-	General Manager
Purchase Assistant (G-4)	Administrative & Personnel Manager	-	-	General Manager



Administrative Staff Instructions of PTVC

Revenue Assistant (G-4)	Assistant Controller Revenue	-	-	Controller Revenue
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Sales Assistant (G-4)	At CSO-K Deputy Controller Sales	-	-	Controller Sales
	AT PTV-L Sales Executive	-	-	General Manager Sales
	At Other Centres Sales Executive/ Officer	-	-	General Manager
Secretary (G-4)	Officer with whom attached	-	Supervisor of the appraiser (Not necessary where Chairman, Managing Director and are appraisers)	
Scripts Assistant (G-4)	Scripts Editor	-	-	General Manager
Security Assistant (G-4)	At PTV HQ and TV Centres Security Officer	Admin. And Personnel Manager	Chief Security Officer	General Manager/ CAP
	At RBSs Engineer Incharge/ Senior TV Engineer	Chief Security Officer	-	Controller Administration and Personnel
Senior Inspector (G-4)	At PTV-HQ HQ/L/CSO-K Chief Inspector	Assistant Controller Revenue	-	Controller Revenue
	At Other Places Accounts Officer (Defaulters)	Assistant Controller Revenue	-	Controller Revenue
Statistical Assistant (G-4)	Assistant Controller Revenue	-	-	Controller Revenue
Stores Keeper (G-4)	Engineering Manager /Administrative & Personnel Manager /Assistant Controller Engineering Stores		General Manager / Controller Administration and Personnel/ Controller Engineering Planning Procurement.	
Telex Operator (G-4)	At PTV-HQ- Assistant Controller Engineering (O&M)	Deputy Controller Engineering (O & M)	-	Controller Engineering (O&M)
	AT PTV-K Engineering Manager	-	-	General Manager
Traffic Assistant (Sales) (G-4)	At CSO-K Traffic Manager	Deputy Controller Sales	-	Controller Sales



Administrative Staff Instructions of PTVC

	Sales			
	At PTV-L Sales Executive	-	-	General Manager Sales
Translator (G-4)	AT NNB Senior News Editor	-	-	Controller News
	At PTV-L/K Senior News Editor	-	-	General Manager
	At PTV-Q/P - News Editor			General Manager
Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
Transmission Supervisor (G-4)	Presentation Controller	Programmes Manager	-	General Manager
Transport Supervisor (G-4)	At PTV-HQ Administrative & Personnel Manager		-	Controller Administrative & Personnel
	At TV Centres Administrative & Personnel Manager/ Administrative Officer		-	General Manager
VTR/Film Traffic Assistant (G-4)	Programmes Manager	-	-	General Manager
Wardrobe Assistant (G-4)	Chief Designer	Programmes Manager		General Manager
POSTS IN GROUP -3				
	Officer under whom working	-		Supervisor of the appraiser (Not necessary where Directors/Controllers & GMs. are appraisers)
POSTS IN GROUP -2				
	Officer under whom working	-		Supervisor of the appraiser (Not necessary where Directors/Controllers and General Managers are appraisers)
POSTS IN GROUP-1 A				
	Officer under whom working	-		Supervisor of the appraiser (Not necessary where Directors/Controllers and General Managers are appraisers)
POSTS IN GROUP-1				
	Officer under whom working	-		Supervisor of the appraiser (Not necessary where Directors/Controllers and General Managers are appraisers)



Administrative Staff Instructions of PTVC

Appraise	Appraiser	Reviewer	Next Reviewer	Final Reviewer
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Note: The above list is subject to change from time to time. The changes, whenever necessary, will be conveyed, with prior approval of MD, PTV, by Personnel Department at PTV HQs Office.

6. *Each of the 24 Performance Appraisal Forms has been divided into a number of sections, with clear instructions as to which officer is to fill which particular section.*

7. *While great care has been taken to so design Performance Appraisal forms as to reduce personal bias to the barest minimum, it cannot, unfortunately, be completely eliminated through designing the forms. Thus a grave responsibility for objective, unbiased and 'correct' appraisals rests with the appraisers, which they must fully realize while filling the forms. They must realize that PTV's future as an organization would depend entirely on the calibre and quality of its manpower, and that the availability of the kind of manpower which PTV would need to maintain its present standards and to build on them in the future, would to a very large extent depend on the quality of appraisals made by them.*

8. *It is, therefore, necessary that the process of appraisals, at the level of the appraiser, should consist of the following steps:*

- i)** *The appraiser should make a rough appraisal of the performance of the employee to be evaluated by him.*
- ii)** *He should, then, discuss this rough appraisal with the officer who is to review the appraisal.*
- iii)** *He should, then, discuss the appraisal with the subject employee pointing out how the employee has done during the period under review, what are his strengths, what are his weaknesses, and suggesting actions to overcome his weaknesses and to improve his performance. During this*



Administrative Staff Instructions of PTVC

discussion the employee should be encouraged to freely express his views. Such a discussion can be of immense value to the appraiser in learning the actual state of work environment and factors which inhibit employees in putting in their very best. The appraiser must, of course, handle such discussions tactfully so that the subject employee goes out with the belief that a sincere effort is being made to help him in becoming a better performer. One of the reasons why most employees had lost faith in the old system of ACR, where the only feedback they received on their performance was either when they were conveyed 'adverse remarks', or when they were passed over for promotion, is the mantle of mystery in which the system had been wrapped. With this experience in view the old hush-hush method of evaluation has been done away with. Every PTV employee should have the right to know how well or badly he has performed during the reporting period, and the suggested discussion between the appraiser and the subject employee will provide him this opportunity.

iv) At this stage, the appraiser should fill in his section of the Performance Appraisals Form.

9. *The Performance Appraisal Programme of PTV adopted four years ago has had good success. Therefore, it is being regulated by the issuance of this Administrative Staff instruction.*

(Nasir Siddiqui)
Director
Administration & Personnel

Amendment:

<i>HSA/901/24</i>	<i>01-01-1986</i>	<i>Amendment No. 1 to ASI No. 48</i>
<i>HSA/901/601</i>	<i>20-02-1986</i>	<i>Amendment No. 2 to ASI No. 48</i>



Administrative Staff Instructions of PTVC

<i>HSA/901/18080</i>	<i>22-11-1987</i>	<i>Amendment No. 3 to ASI No. 48</i>
<i>HSA/901/9534</i>	<i>02-07-1988</i>	<i>Amendment No. 4 to ASI No. 48</i>
<i>HSA/901/1828</i>	<i>02-02-1992</i>	<i>Amendment No. 5 to ASI No. 48</i>
<i>HSA/901/1298</i>	<i>29-03-1993</i>	<i>Addendum to ASI No. 48</i>
<i>HPP/1073/1005</i>	<i>03-02-1994</i>	<i>Addendum No. 6 to ASI No. 48</i>
<i>HPP/1073/9161</i>	<i>24.12.2001</i>	<i>Amendment to ASI No. 48</i>
<i>HSA/901/3076</i>	<i>16.04.2007</i>	<i>Amendment No. 7 to ASI No. 48</i>
<i>HSA/901/9296</i>	<i>18.07.2007</i>	<i>Addendum to Amendment No.7 to ASI-48</i>

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/24

1st January, 1986

Amendment No 1 to Administrative Staff Instruction No. 48
Subject: Performance Appraisal Programme



Administrative Staff Instructions of PTVC

The designations of appraisers and reviewers of the posts of Sales Executive (Group-6) and Sales Officer (Group-5) as given at Para 5 of ASI No.48, circulated vide No. HSA/901/833 dated 09-04-1985, may be replaced by the following:

<i>appraise</i>	<i>Appraiser</i>	<i>First Review</i>	<i>2nd Review</i>	<i>Final Review</i>
<i>Sales Executive (Group-6)</i>	<i>AT CSO-K Deputy Controller Sales</i>	<i>Controller Sales</i>	-	<i>Director Finance</i>
	<i>At PTV-L General Manager Sales</i>			<i>Director Finance</i>
	<i>At PTV-RI General Manager</i>	<i>General Manager Sales</i>	-	<i>Director Finance</i>
<i>Sales Officer (Group-5)</i>	<i>AT CSO-K Deputy Controller Sales</i>	<i>Controller Sales</i>	-	<i>Director Finance</i>
	<i>At PTV-L Sales Executive</i>	<i>General Manager Sales</i>	-	<i>Director Finance</i>
	<i>At PTV - Q General Manager</i>	<i>Controller Sales</i>		<i>Director Finance</i>
	<i>At PTV -RI/P General Manager</i>	<i>General Manager Sales</i>		<i>Director Finance</i>

*(A. Nasir Siddiqui)
Director
Administration & Personnel*

Pakistan Television Corporation Limited



Administrative Staff Instructions of PTVC

Federal TV Complex, F-5/1, Islamabad

HSA/901/601

20th February, 1986

Amendment No. 2 ASI No. 48

Subject: Performance Appraisal Programme

- 1. The Performance Appraisals of the General Managers of Television Centres will henceforth be written by the Managing Director and reviewed by the Chairman.***
- 2. The Directors will provide necessary material to the Managing Director in the form of a narrative report on the Performance, in their respective fields of activity, of each General Manager. These reports are to be submitted to the Managing Director during the first week of April covering the period of previous 12 months ending on 31st March.***
- 3. In order to do this on a permanent basis, the designations of the appraiser and reviewer of the posts of General Managers of Television Centres, as given at Para 5 of ASI No.48, circulated vide No.HSA/901/833 of 09-04-1985, may be replaced by the following:***

<i>Appraise</i>	<i>Appraiser</i>	<i>First Review</i>	<i>2nd Review</i>	<i>Final Review</i>
<i>General Managing</i>	<i>Manager Director</i>	-	-	<i>Chairman</i>

***Controller Admin
And Personnel***



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/18080

22nd November, 1987

Amendment No. 3 to ASI No. 48
Subject: Performance Appraisal Programme

1. The Performance Appraisals of the Inspectors, Senior Inspectors and Chief Inspectors will, henceforth, be written and review by the following Officers. The designation of appraisers and reviewers, as given at Para 5 page 17 and page 23 of ASI No.48, circulated vide No. HSA/901/833 dated 09-04-1985, may be substituted accordingly:

<i>Appraise</i>	<i>Appraiser</i>	<i>First Review</i>	<i>2nd Review</i>	<i>Final Review</i>
<i>Chief Inspector (Group-5)</i>	<i>Assistant Controller Revenue</i>	<i>Deputy Controller Revenue</i>	<i>Controller Revenue</i>	<i>Finance Director</i>
<i>Senior Inspector (Group-4)</i>	<i>Accounts Officer (Defaulters)</i>	<i>Assistant Controller Revenue</i>	<i>Deputy Controller Revenue</i>	<i>Controller Revenue</i>
<i>Inspector (Group-3)</i>	<i>Accounts Officer Revenue</i>	<i>Assistant Controller Revenue</i>	<i>Deputy Controller Revenue</i>	<i>Controller Revenue</i>

(Burhanuddin Hasan)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/9534

2nd July, 1988

Amendment No. 4 to ASI No. 48
Subject: Performance Appraisal Programme

1. Clause 4 (1) of ASI No.48 issued vide No. HSA/901/833 dated 09-04-1985, has been deleted. All confirmation cases should, henceforth, be sent to Headquarters Office, Islamabad, on the enclosed Proforma. Confirmation cases of local posts will also be processed on the said Proforma.

(Burhanuddin Hasan)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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Confidential

PAKISTAN TELEVISION CORPORATION LIMITED
CENTRE/OFFICE/RBS

RECOMMENDATIONS FOR CONFIRMATION

Name of Employee : _____

Date of Appointment : _____
in the Corporation

Date of Promotion/
Appointment in the
Present post : _____

Period of Probation : _____ Month/Year _____
From _____ to _____

Brief professional assessment by the head of department about the performance of the employee during probationary period alongwith recommendations for confirmation or otherwise

Recommendations of the Administrative Head giving his own assessment.

Head of the Unit



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/1828

2nd February, 1992

Amendment No. 5 to ASI No. 48
Subject: Performance Appraisal Programme

1. The following shall be appraise and reviewer of the performance Appraisal of Administrative Assistant (G-4) working at PTV Rebroadcast Stations which may please be incorporated at page-20 under tile heading Administrative Assistant (G-4) of ASI No.48 issued vide No. HSA/901/833 dated 09-04-1985:-

Appraise at RBS

Final Reviewer

<i>Engineer-in-Charge</i>	<i>Controller Engineering O & M (RBSs)</i>
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Maj. (Retd)
(Jamil Ahmed)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/1298

29th March, 1993

Addendum to ASI No. 48
Subject: Performance Appraisal Programme

1. ASI-48 circulated vide No. HSA/901/833 dated 09-04-1985, provides the list of appraisers and reviewers of different posts/categories held at Centres / Offices but some posts / categories of Finance / Administration Departments, now working at PTV Academy, were not included in the ASI under reference because these posts were created later after issuance of the said ASI. Hence the addendum is issued as under:-

<i>Appraise</i>	<i>Appraiser</i>	<i>First Review</i>	<i>2nd Review</i>	<i>Final Review</i>
<i>Accounts Officer (G-6)</i>	<i>Director PTV</i>	-	-	<i>Director PTV-Academy</i>
<i>Accountant (Group-5)</i>	<i>Accounts Officer</i>	-	-	<i>Director PTV-Academy</i>
<i>Assistant Accounts (G-4)</i>	<i>Accounts Officer</i>	-	-	<i>Director PTV-Academy</i>
<i>Steno typist (Group-3)</i>	<i>Accounts Officer</i>	-	-	<i>Director PTV-Academy</i>
<i>Record Keeper (Group-3)</i>	<i>Accounts Officer</i>	-	-	<i>Director PTV-Academy</i>
<i>Naib Qasid (Group-I)</i>	<i>Accounts Officer</i>	-	-	<i>Director PTV-Academy</i>
<i>Admin. Officer (Group-6)</i>	<i>Director PTV-Academy</i>	-	-	<i>Director PTV-Academy</i>
<i>Asstt. Personnel Officer (Group-5)</i>	<i>Admin. Officer</i>	-	-	<i>Director PTV-Academy</i>
<i>Admin. Assistant (G-4)</i>	<i>Admin. Officer</i>	-	-	<i>Director PTV-Academy</i>
<i>Steno typist (Group-3)</i>	<i>Admin. Officer</i>	-	-	<i>Director PTV-Academy</i>
<i>Record Keeper (Group-3)</i>	<i>Admin. Officer</i>	-	-	<i>Director PTV-Academy</i>
<i>Typist (Group-2)</i>	<i>Admin. Officer</i>	-	-	<i>Director PTV-Academy</i>
<i>Naib Qasid (Group-I)</i>	<i>Admin. Officer</i>	-	-	<i>Director PTV-Academy</i>



Administrative Staff Instructions of PTVC

Maj. (Retd)
(Jamil Ahmed)
Director
Administration & Personnel

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HPP/1073/1005

3rd February, 1994

Amendment No. 6 to ASI No. 48
Subject: Performance Appraisal Programme

1. The Performance Appraisals of the staff of Programmes Division deployed at ETV-Centre, Islamabad (PTV-2) will, henceforth, be finally reviewed by the Director ETV (PTV-2).

(A. Islam Khan)
Controller
Admin & Personnel



Administrative Staff Instructions of PTV

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HPP/1073/9161

24th December, 2001

Office Order

Subject: Performance Appraisal Forms (Ratings)

1. The Board of Directors in its 131st meeting held on 01.12.2001 has approved incorporation of the change in the Performance Appraisal Forms (Ratings) of PTV-Employees circulated through ASI-48 in the following manner:-

<i>EXISTING RATING</i>	<i>REVISED RATING</i>
<i>Outstanding</i>	<i>Very Good</i>
<i>Above Average</i>	<i>Above Average</i>
<i>Average</i>	<i>Average</i>
<i>Below Average</i>	<i>Below Average</i>
<i>Un-acceptable</i>	<i>-</i>



Administrative Staff Instructions of PTVC

(Muhammad Aslam)
Controller
Administration & Personnel

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/3076

16th April, 2007

Amendment No.7 to ASI No. 48
Subject: Performance Appraisal Programme

1. Administrative Staff Instructions (ASI-48) circulated vide No. HSA/901/833 dated 09 April 1985 provides a list of appraisers and reviewers of the performance appraisals for different categories of employees deployed at TV Centres/Offices. It was issued when the post of Deputy Managing Director (DMD)



Administrative Staff Instructions of PTVC

had not been created. Since now the post exists and a full time Deputy Managing Director is working at PTV-Hqr's Office, Islamabad, the subject Amendment is hereby issued, empowering him to appraise and review appraisals of the following categories of employees:-

S. No	Category of Employees	Appraiser	First Reviewer	Final Reviewer
i)	All Directors	Dy. Managing Director	-	Managing Director
ii)	All Controllers, posts in pay (G-9) at PTV Hqr's Office & GM at TV Centres	Concerned Director OR DMD (if the Director is not available)	-	Managing Director
iii)	Executive Managers / Producers at TV Centres	General Manager	Concerned Director	Dy. Managing Director

2. *In addition Performance Appraisals of employees in pay Group-5 to Group-7 are normally appraised by Head of Department, Controller or General Manager and submitted to the Head Quarters Office for final review by the Directors, but in a number of cases difficulties arise while getting back appraisals of the employees duly completed when the concerned Director is transferred out, retired or resign from service. In such situation the Deputy Managing Director will finally review the appraisals of employees of all cadres in pay Group-5 to Group-7 so as to avoid any delay in its completion.*

(Asad Ullah Khan)

Controller

Administration & Legal Affairs

Pakistan Television Corporation Limited

Federal TV Complex, F-5/1, Islamabad

HSA/901/9296

18th July, 2007

Addendum to Amendment No.7 to ASI No. 48



Administrative Staff Instructions of PTV

Subject: Performance Appraisal Programme

- 1. In Amendment No.7 to Administrative Staff Instructions (ASI-48) circulated vide No.HSA/901/3076 dated 16 April, 2007, at item (ii) Para-1, the authority of the Deputy Managing Director be incorporated as "First Reviewer" in the cases of all Controllers, posts in pay (Group-9) at PTV-Hqr's Office & General Managers at TV Centres.***
- 2. This issued with the approval of the competent authority.***

(Asad Ullah Khan)
Controller
Administration & Personnel



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/861

11th April, 1985

Administrative Staff Instruction No. 49

Sub: Incentive to PTV Employees Engaged in the Performance of Creative Work

1. Need for providing incentives to PTV employees engaged in creative work has been under the consideration of the Management for a long time. In 1983, “Excellence Awards”, as an incentive, were introduced vide Administrative Staff Instruction No. 42 dated 13 November 1983.

2. There is no denying the fact that all members of PTV Staff, including those providing support services, make meaningful and essential contributions to overall PTV efforts, and have to work at a high level of efficiency, but it has to be squarely faced and accepted that PTV would stand or fall solely on the basis of the quality of its programme fare. By and large, PTV Programmes, on the whole, are well received by the viewers, but for some time past “creativity” and “originality” has not been much in evidence. Therefore, for the time being at least, PTV has to concentrate on providing a climate conducive to generating greater and better creativity and originality without which better quality programming would not be possible. This can be done by offering incentives to PTV employees engaged in the performance of creative work. Without going into academic discussion on what creativity is, the incentive scheme is at present targeted on Producers, Producers Current Affairs, News Producers, Cameramen, Designers, Make Up Artists, and Engineers. The Excellence Awards scheme is, therefore, being replaced by the Incentive Scheme enumerated hereafter.

Incentive Scheme

3. To begin with, the above categories of PTV employees will be motivated by providing them Incentive Awards based on the quality of programmes which they produce or help to produce. Employees engaged in creative work are to be categorized as ‘A’, ‘B’, or ‘C’. Category ‘A’ would denote “Outstanding” contribution, category ‘B’ would denote “Above Average” contribution and



Administrative Staff Instructions of PTV

category 'C' would denote "Average" contribution. This categorization is to be finalized by 31st January of each year, on the basis of the number and quality of programmes produced and telecast during the previous calendar year. Those who are categorized as 'A' will be given an Incentive Award of Rs.1000.00 per month, those who are categorized as 'B' will be given an Incentive Award of Rs.500.00 per month, and those who are categorized as 'C' will not be given any award. Such employees will retain their categories, and will get the Incentive Awards attached with each category, only for one year. They will be categorized each year and whether they keep their categories or get a higher or a lower category will depend on their performance.

Basis of Categorization of Creative Employees

4. General Managers of PTV Centres are to keep a complete record of all productions done at their Centres, and have to send a detailed report every month which must reach PTV Headquarters not later than 15th of the month following the month in which the assessed programmes were telecast. The same should be done by Controller International Relations in respect of re-production done at PTV-HQ Office. This record should contain names of all creative employees associated with each production, the quality of production facilities including the calibres of members of Production teams provided for productions, and full appreciation of the productions giving reasons for the assessment. This record coupled with the number of productions with which creative employees were associated, their job knowledge and particularly their job related behaviour, the load of work assigned, and general behaviour of the employees taking into account disciplinary actions against them on account of misconduct, negligence, favouritism, etc., should form the basis of the recommendations of the General Managers/Controller International Relations for awarding categories to members of their staff engaged in creative work. Originality displayed by an employee in the performance of his duties must be given high consideration while making such recommendations.

Recommendations

5. Recommendations from the General Manager/Controller International Relations for awarding categories to members of their staff engaged in the performance of creative work must reach PTV Hqr's by the third week of January each year. At PTV HQ these recommendations will be scrutinized by a committee headed by Managing Director and comprising all Directors. This Committee will



Administrative Staff Instructions of PTVC

make final recommendations to be approved by the Chairman before 31st January, so that those who are categorized 'A' or 'B' start getting their Incentive Award cheques as soon as possible.

Precautions

6. *General Managers and Controller International Relations must realize that they have to be scrupulously fair and strictly objective in making recommendations for the award of categories, as even a suggestion of unfairness in this regard would create lots of heart burning among deserving employees who are left out, leading to generation of frustration and despondency. Following points also need to be constantly kept in mind:*

- i)** *There must be an equitable distribution of production allocations among employees engaged in the performance of creative work, so that prestigious productions and those productions which are obviously likely to make a mark, do not become the monopoly of a selected few employees.*
- ii)** *Selections for award of 'A' and 'B' categories must not be confined only to plays, Music, Show and Documentaries. Other programmes, such as programmes on developmental aspects and religious programmes, where much more efforts and ingenuity is required to attract and hold the attention of viewers, should be given special consideration.*
- iii)** *In News, the emphasis must not be only on reporting but desk jobs should also be equally considered because the final production of a bulletin lies in balanced handling of news items received and editing done at the News Desk.*

Weeding Out of the Dead Wood

7. *Alongwith providing incentives to talented professionals, the management will also take steps to weed out the dead wood. This will be done by placing the cases of those professionals who are assessed as "Below Average" or "Unacceptable" in their Performance Appraisals, before the Committee mentioned in Para 5. Since Performance Appraisals are generally written by May each year, the review of such cases will be held in June each year, and employees*



Administrative Staff Instructions of PTV

whose retention in service is considered undesirable by the Committee will be removed from service with the approval of the Chairman and by following the laid down procedure.

8. *The above Incentives Scheme is to be put into operation with immediate effect. Incentive Awards for the year 1984 covering the period 01.01.1984 to 31.03.1985 are being finalized on the basis of recommendations received from the General Managers in response to ASI No.42 and on the basis of records available at PTV HQ. Recommendations for 1985 covering the period from 01.04.85 to 31.12.1985, should be sent in accordance with this ASI.*

9. *Please acknowledge receipt of this ASI, and ensure that the contents of this ASI are brought to the notice of all concerned and of each and every employee covered by this scheme.*

(A. Nasir Siddiqui)

Director,

Administration & Personnel

Pakistan Television Corporation Limited

Federal TV Complex, F-5/1, Islamabad

HSA/901/1856

18th July, 1985

Administrative Staff Instruction No. 50

Sub: Seniority/Promotion of PTV Employees on Deputation

1. *PTV Service Rules are silent on the matter of seniority and promotion of PTV employees who go on deputation and retain lien on their jobs.*

2. *PTV employees are permitted, with the approval of Managing Director and Chairmen, PTV, to go on deputation to another organization within the country or abroad for a period of three years, extendable to five years, on the request of the employees or their prospective employers. On the expiry of the approved period of deputation, such employees are required to resume duty in PTV.*

3. *So far, PTV employees, while on deputation, have been allowed to retain their seniority, and have also been considered for promotion in absentia.*



Administrative Staff Instructions of PTVC

Experience has, however, shown that despite promotion in absentia, PTV employees on deputation seldom return on time, and by the time they do return, many of them have lost their utility and experience relevant to PTV's needs. Promoting such employees in absentia or immediately on their return to PTV is not, therefore, in the interest of the organization, and is unfair to their colleagues in PTV.

4. *It has, therefore, been decided that:-*

- i)** *Promotion of a PTV employee on deputation will no longer be considered in absentia.*
- ii)** *Such employees will be considered for promotion only when they have completed at least one year after assumption of duty on returning from deputation.*

5. *These orders will come into force immediately but will be applicable to those PTV employees who go on deputation after the issuance of this ASI.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/1243</i>	<i>23-04-1986</i>	<i>Seniority/Promotion of PTV employees on deputation Vide ASI No. 52</i>
<i>HSA/901/496</i>	<i>11-02-1987</i>	<i>Promotion on Seniority-cum-Suitability Basis Vide ASI-No. 56</i>
<i>HSA/901 /6552</i>	<i>22-12-1987</i>	<i>Amendment No. 1 to ASI No. 56</i>
<i>HSA/901/14062</i>	<i>01-10-1988</i>	<i>Appointment against local post by Heads of Units Vide ASI No. 63</i>
<i>HSA/901/13954</i>	<i>27-11-1988</i>	<i>Channel of promotion up to Group-6 vide ASI No. 64</i>



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/2079

22nd August, 1985



Administrative Staff Instructions of PTVC

Administrative Staff Instruction No. 51

Subject: Allowances / Reimbursements of Expenses on Normal Transfers

1. Allowances/reimbursements of expenses on normal transfer of PTV employees are listed in PTV Service Rule No. 9.10. This revised ASI is being issued to supplement the above rule and will be effective from 01-12-1984.

2. On normal transfer an employee will be entitled to the following:

a) Reimbursement or one-way fare of the authorized mode of transport for self and each adult member of his family who accompanies him and for whom full fare has actually been paid, and 1/2 (half) fare for each child for whom such half fare has actually been paid, from the place of duty to the place where transferred.

b) When an employee is authorized to transport his car/motor cycle/scooter at Corporation's expenses, he may do so by rail or by road, at his option. In case he/she opts to transport his/her car by rail, he/she can do so only by goods train, and may draw the actual freight charged by the railway. In case the employee desires to transport his/her motor cycle/scooter by passenger train the actual freight charged by the railway may be reimbursed. When motor cycle / scooter is transported by goods train, the employee may be reimbursed, in addition to the freight charged by the railway, the cost of packing and transporting the packed motor cycle / scooter to and from the goods sheds at the railway stations of the places of departure and arrival, provided that the total amount so reimbursed (the freight charges plus the packing charges plus the transportation charges of the packed motor cycle/scooter to and from the railway goods sheds) shall not exceed the freight chargeable for transporting the motor cycle/scooter by passenger train. The rate of allowances admissible to an employee who transports his/her car/motor cycle/scooter by road between places connected by rail will be as under:-

i) In respect of car, 24 paise per kilometre.

ii) In respect of motor cycle / scooter, 8 paise per kilometre

c) **Carriage of Personal Effects**



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Cost of carriage of personal effects will be allowed, as per weight entitlements given below, at 1.66 paise per kilometre per unit of 20 kilograms from the residence of the employee at the old place of duty to his new residence at new place of duty. The maximum weight limits up to which personal effects can be transported at PTV's expense shall be as under:-

<i>Group</i>	<i>Married</i>	<i>Unmarried</i>
<i>7, 8 & 9</i>	<i>4500 Kg (120) maunds</i>	<i>2240 Kg (60) maunds</i>
<i>5 & 6</i>	<i>3000 Kg (80) maunds</i>	<i>1500 Kg (40) maunds</i>
<i>2, 3 & 4</i>	<i>1500 Kg (40) maunds</i>	<i>760 Kg (20) maunds</i>
<i>1</i>	<i>560 Kg (15) maunds</i>	<i>380 Kg (10) maunds</i>

When an employee is transferred to a new place of duty where no rail link exists from the old place of duty, actual cost of carriage of his/her personal effects, subject to above weight limits, by truck will be reimbursed on the production of original receipt(s) along with a certificate signed by the Administrative Head of the employee that the truck hire charges are reasonable and conform to prevailing market rates.

d) Transfer Grants

On transfer an employee will be granted the following:

- i) A married employee will be paid his/her one month's basic pay subject to a maximum of Rs.2,000/-.*
- ii) An unmarried employee will be paid his/her half a month's basic pay subject to a maximum of Rs.750/-.*

e) Daily Allowance during Journey Period

One Daily Allowance at the authorized rate will be payable to the employee for every 300 miles of distance between his/her old and new places of duty.

f) Daily Allowance on Arrival at the New Place of Posting

One Daily Allowance shall be payable in respect of the employee



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and in respect of each member of his family above the age of 12 years, and one half of the daily allowance for each member of his family between the ages of one and twelve years, for the day of arrival at the new place of his posting.

g) Travelling Allowance Journey on Retirement

An employee shall be allowed T A, to the extent specified below, in respect of journey from place of his last posting, to his home town, performed either, during leave preparatory to retirement, on or after retirement:-

- i) Actual fare by rail of the class, to which he was entitled immediately before his retirement, for himself and for each member of his family. For journeys by road, between places not connected by rail, mileage allowance @ Rs.1 /-per mile shall be allowed.*
- ii) Advance payment of expenditure, as listed in Para (g)(i) above, shall be made and be treated as final payment.*
- iii) The home town, for purposes of Para (g) above, shall be determined according to entries pertaining to the permanent address of the employee in his service record, or according to the declaration made by him for the purpose of leave grant.*
- iv) The term 'retirement' shall mean retirement on attaining the age of superannuation, as per PTV's rules or on completing prescribed service limits, or voluntary retirement on completion of 25 years qualifying service limits, or on compulsory retirement.*

h) Grant of Travel Assistance to Families of Employees Who Die While in Service

The family of an employee who dies while in PTV's service will be allowed travel assistance according to provisions at Para (g)(i), (ii) & (iii) above, to enable the family to perform journey from the place of last posting of the deceased employee to his home town or to such



Administrative Staff Instructions of PTVC

other place to which the family wishes to go, provided that the amount to be paid by PTV will not exceed the amount admissible from the place of last posting of the deceased to his home town. The amount of advances in such cases will be drawn by the Administrative & Personnel Manager/Administrative Officer of the PTV unit concerned, and will be paid by him to the eldest member of the deceased employee's family, on an application to be submitted to the Administrative Head of the PTV unit concerned. The application should contain the following information:

- i) Name of the deceased employee, his designation and the name of the PTV unit where he was serving at the time of his death.*
- ii) Name and address of the applicant, showing his/her relationship with the deceased.*
- iii) Home town of the deceased employee, or the place where the family wishes to go.*
- iv) Names of the family members of the deceased employee, showing their ages and relationships with the deceased employee.*
- v) Approximate weight of personal effects to be transported.*

3. *The application should be countersigned either by a grade-17 Civilian Officer or a Commissioned Armed Forces Officer or Administrative and Personnel Manager (Administrative Officer where the post of APM is not sanctioned), who will record a certificate thereon, in the following words:*

"Certified that I personally know the above particulars to be correct"

4. *This supersedes ASI No.46, issued vide No. HSA/901/2830 dated 2nd December 1984.*

5. *Please acknowledge receipt.*



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(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/2082</i>	<i>17-06-1986</i>	<i>Allowance/Reimbursement of expenses on normal transfer Vide ASI No. 53</i>
<i>HSA/901/815</i>	<i>19-03-1987</i>	<i>Amendment No. 1 to ASI No. 53</i>
<i>HSA/901/2737</i>	<i>14-09-1987</i>	<i>Entitlement of Travelling allowance journey by road ASI-61</i>
<i>HSA/901/2233</i>	<i>14-05-1993</i>	<i>Amendment No. 1 to ASI No. 61</i>
<i>HSA/901/2738</i>	<i>15-09-1987</i>	<i>Allowance/Reimbursement of expenses on normal transfer Vide ASI No. 62</i>
<i>HSA/901/1552</i>	<i>12-06-1990</i>	<i>Allowance/Reimbursement of expenses on normal transfer and in case of death or retirement of an employee Vide ASI No. 66.</i>
<i>HSA/901/2234</i>	<i>14-05-1993</i>	<i>Amendment No. 1 to ASI No. 66</i>

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/1243

23rd April, 1986

Administrative Staff Instruction No. 52

Sub: Seniority/Promotion of PTV Employees on Deputation

- 1. PTV Service Rules are silent on the matter of seniority and promotion of PTV employees who go on deputation and retain lien on their jobs.***
- 2. PTV employees are permitted, with the approval of Managing Director and Chairmen, PTV to proceed on deputation to another organization within the country or abroad for a period of three years, extendable to five years, on the request of the employees or their prospective employers. On the expiry of the***



Administrative Staff Instructions of PTV

approved period of deputation, such employees are required to resume duty in PTV.

3. So far, PTV employees, while on deputation, have been allowed to retain their seniority, and have also been considered for promotion in absentia. It has, however, been experienced that despite promotion in absentia, PTV employees on deputation seldom return on time, and by the time they do return, many of them have lost their utility and experience relevant to PTV's needs. Promoting such employees in absentia or immediately on their return to PTV, is, therefore, not in the interest of the organization, and tantamount to depriving other employees of the cadre of their rights.

4. It has, therefore, been decided that:

- i) Promotion of a PTV employee on deputation abroad will no longer be considered in absentia.*
- ii) Such employees will be considered for promotion only when they have completed at least one year after assumption of duty on returning from foreign deputation.*
- iii) If PTV itself nominates any employee for deputation to any other organization within the country, such employees would, however, be considered for promotion in absentia.*

5. This supersedes ASI 50, issued vide No. HSA/901/1856 dated 18th July, 1985.

*Controller Admin
And Personnel*

Amendments:

<i>HSA/901/496</i>	<i>11-02-1987</i>	<i>Promotion on seniority-cum-suitability basis ASI-56</i>
<i>HSA/901/6552</i>	<i>22-12-1987</i>	<i>Amendment No. 1 to ASI No. 56</i>



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<i>HSA/901/14062</i>	<i>01-10-1988</i>	<i>Appointment against local post by Heads of Units ASI-63</i>
<i>HSA/901/13954</i>	<i>27-11-1988</i>	<i>Channel of promotion up to Group-6 Vide ASI No. 64</i>

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/2082

17th June, 1986



Administrative Staff Instructions of PTVC

Administrative Staff Instruction No. 53

Subject: Allowances/Reimbursements of Expenses on Normal Transfer

1. Allowances/reimbursements of expenses on normal transfer of PTV employees are listed in PTV Service Rule No. 9.10. This revised ASI is being issued to supplement the above rule and will be effective from 1st June, 1986.
2. On normal transfer an employee will be entitled to the following:
 - a) Reimbursement of one-way fare of the authorized mod of transport for self and each adult member of his family who accompanies him and for whom full fare has actually been paid, and 1/2 (half) fare for each child for whom such half fare has actually been paid, from the place of duty to the place where transferred.
 - b) When an employee is authorized to transport his car/motor cycle/scooter at Corporation's expenses, he may do so by rail or by road, at his option. In case he/she opts to transport his/her car by rail, he/she can do so only by goods train, and may draw the actual freight charged by the railway. In case the employee desires to transport his/her motor cycle/scooter by passenger train, the actual freight charged by the railway may be reimbursed. When motor cycle/ scooter is transported by goods train, he may be reimbursed, in addition to the freight charged by the railway, the cost of packing and of transporting the packed motor cycle/scooter to and from the goods sheds at the railway stations of the places of departure and arrival, provided that the total amount so reimbursed (the freight charges plus the packing charges plus the transportation charges of the packed motor cycle/scooter to and from the railway goods sheds) shall not exceed the freight chargeable for transporting the motor cycle/scooter by passenger train. The rate of allowances admissible to an employee who transports his/her car/motor cycle/scooter by road between places connected by rail will be as under:-
 - i. In respect of car, 24 paise per kilometre.
 - ii. In respect of motor cycle/scooter, 8 paise per kilometre.

However, in case the employee has been transferred to a place which is not connected by rail, he/she is authorized to transport his



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car/motor cycle/scooter by truck. The reimbursement of expenditure will be made on production of the receipt on actual basis.

c) *Carriage of Personal Effects*

Cost of carriage of personal effects will be allowed, as per weight entitlements given below, at 1.66 paise per kilometre per unit of 20 kilograms, from the residence of the employee at the old place of duty to his/her new residence at new place of duty. The maximum weight limits up to which personal effects can be transported at PTV's expense shall be as under:-

<i>Group</i>	<i>Married</i>	<i>Unmarried</i>
<i>7, 8 & 9</i>	<i>4500 Kg (120) maunds</i>	<i>2240 Kg (60) maunds</i>
<i>5 & 6</i>	<i>3000 kg (80) maunds</i>	<i>1500 Kg (40) maunds</i>
<i>2, 3 & 4</i>	<i>1500 Kg (40) maunds</i>	<i>760 Kg (20) maunds</i>
<i>1</i>	<i>560 Kg (15) maunds</i>	<i>380 Kg (10) maunds</i>

When an employee is transferred to a new place of duty where no rail link exists from the old place of duty, actual cost of carriage of his/her personal effects, subject to above weight limits, by truck will be reimbursed on the production of original receipt's along with a certificate signed by the Administrative Head of the employee that the truck hire charges are reasonable and conform to prevailing market rates.

d) *Transfer Grants*

On transfer an employee will be granted the following:

- i) A married employee will be paid his/her one month's basic pay subject to a maximum of Rs. 3,000/-.*
- ii) An unmarried employee will be paid his/her half a month's basic pay subject to a maximum of Rs. 1250/-.*

e) *Daily Allowance during Journey Period*



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One Daily Allowance at the authorized rate will be payable to the employee for every 300 miles of distance between his/her old and new place of duty.

f) Daily Allowance on Arrival at the New Place of Posting

One Daily Allowance shall be payable in respect of the employee and in respect of each member of his family above the age of 12 years, and one half of the daily allowance for each member of his family between the ages of one and twelve years, for the day of arrival at the new place of his posting.

g) Travelling Allowance Journey on Retirement

An employee shall be allowed TA, to the extent specified below, in respect of journey from place of his last posting, to his home town, performed either during leave preparatory to retirement, on or after retirement.

- i)*** *Actual fare by rail of the class, to which he was entitled immediately before his retirement, for himself and for each member of his family. For journeys by road, between places not connected by rail, mileage allowance @ Rs.1.00 per mile shall be allowed.*
- ii)*** *Advance payment of expenditure, as listed in Para (g) (i) above, shall be made and be treated as final payment.*
- iii)*** *The home town, for purposes of Para (g) above, shall be determined according to entries pertaining to the permanent address of the employee in his service record, or according to the declaration made by him for the purpose of leave grant.*
- iv)*** *The term “retirement” shall mean retirement on attaining the age of superannuation, as per PTV's rules or on completing prescribed service limits, or voluntary retirement on completion of 25 years qualifying service, or on compulsory retirement.*



Administrative Staff Instructions of PTV

h) Grant of travel assistance to families of employees who die while in service

The family of an employee who dies while in PTV's service will be allowed travel assistance according to provisions at Para (g) (i), (ii) & (iii) above, to enable the family to perform journey from the place of last posting of the deceased employee to his/her home town or to such other place to which the family wishes to go, provided that the amount to be paid by PTV will not exceed the amount admissible from the place of last posting of the deceased to his/her home town. In cases where travel by rail or road requires time exceeding 24 hours, dead body can be transported by Air and all the family members may be allowed one single economy class fare to accompany the dead body of the deceased employee. In case the deceased employee is a bachelor, two attendants may be allowed to accompany the dead body if the journey is allowed by Air. The Air fare claim on this account shall be in lieu of the family's normal entitlement for TA admissible on retirement. The amount of advances in such cases will be drawn by the Administrative & Personnel Manager / Administrative Officer of the PTV Unit concerned, and will be paid by him to the eldest member of the deceased employee's family, on an application to be submitted to the Administrative Head of the PTV Unit concerned.

The application should contain the following information:

- i) Name of the deceased employee, his designation and the name of the PTV unit where he/she was serving at the time of his/her death.*
- ii) Name and address of the applicant, showing his/her relationship with the deceased.*
- iii) Home town of the deceased employee, or the place where the family wishes to go.*
- iv) Names of the family members of the deceased employee, showing their ages and relationships with the deceased employee.*
- v) Approximate weight of personal effects to be transported*



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3. The application should be countersigned either by a Grade-I7 Civilian Officer or a Commissioned Armed Forces Officer or Administrative and Personnel Manager (Administrative Officer where the post of APM is not sanctioned), who will record certificate thereon, in the following words:

"Certified that I personally know the above particulars to be correct"

4. This supersedes Revised ASI No.51, issued vide No. HSA/901/2079 dated 22nd August, 1985.

5. Please acknowledge receipt.

*Controller Admin
And Personnel*

Amendments:

<i>HSA/901/815</i>	<i>19-03-1987</i>	<i>Amendment No. 1 to ASI No. 53</i>
<i>HSA/901/2737</i>	<i>14-09-1987</i>	<i>Entitlement of Travelling allowance journey by road ASI-61</i>
<i>HSA/901/2233</i>	<i>14-05-1993</i>	<i>Amendment No. 1 to ASI No. 61</i>
<i>HSA/901/2738</i>	<i>15-09-1987</i>	<i>Allowance/Reimbursement of expenses on normal transfer Vide ASI No. 62</i>
<i>HSA/901/1552</i>	<i>12-06-1990</i>	<i>Allowance/Reimbursement of expenses on normal transfer and in case of death or retirement of an employee Vide ASI No. 66.</i>
<i>HSA/901/2234</i>	<i>14-05-1993</i>	<i>Amendment No. 1 to ASI No. 66</i>

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/815

19th March, 1987

Amendment No. 1 to ASI No. 53

Subject: Allowances/Reimbursements of Expenses on Normal Transfer

1. The following amendment may please be incorporated in the Administrative Staff Instructions No.53, issued under No. HAS/901/2082 dated 17th June, 1986:-

Part a-2 Clause (d) (ii), be replaced by the following:-

"An unmarried employee will be paid his/her one month's basic pay subject to a maximum of Rs. 1250/-"



Administrative Staff Instructions of PTVC

2. *The above amendment will be effective from 17th June, 1986.*

*Controller Admin
And Personnel*

***Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad***

HSA/901/3853

30th September, 1986

***Administrative Staff Instruction No. 54
Subject: Entitlement of Travelling Allowance - Journey by Road***



Administrative Staff Instructions of PTV

1. *Administrative Staff Instructions No. 24 was issued under No. HSA/901/630 dated 21st October, 1981 to supplement the mileage allowance admissible under PTV employees Services Rules Clause-19.17. This ASI is being issued in super session of ASI-24 consequent upon the revision of rates of travelling allowance for journeys by road in respect of employees in Group-5 to Group-9 notified in Para-1(b) of Officer Order No. FD/REV/PAY/123/388 dated 15 May, 1986.*
2. *The entitlement of mileage allowance for journeys by road or in a privately owned vehicle would be as follows:*
 - i) *Employees in Group-5 to 9 - Rs.2.40 per km*
 - ii) *Employees in Group-1 to 4 by Public Transport plying for hire, on single seat basis - Rs.0.20 per km*
3. *This shall take effect from 1st June, 1986.*
4. *Please acknowledge receipt of this ASI.*

*Controller Admin
And Personnel*

Amendments:

<i>HSA/901/9969</i>	<i>20-02-1992</i>	<i>Foreign Air Travels by PTV Officials vide ASI No. 68</i>
<i>HSA/901/1484</i>	<i>17-04-1995</i>	<i>Entitlement of hotel accommodation Vide ASI No.72</i>
<i>HSA/901/3452</i>	<i>17.09.1995</i>	<i>Office order for Hotel Entitlement</i>

Pakistan Television Corporation Limited



Administrative Staff Instructions of PTV

Federal TV Complex, F-5/1, Islamabad

HSA/901/4785

22nd December, 1986

Administrative Staff Instruction No. 55

Sub: Grant of Annual Increments to PTV Employees

1. PTV's Service Rules No. 7.01 to 7.07 govern the grant of annual increments to PTV employees. Service Rule No.7.02 states that annual increments will be awarded only on 1st July of each year, and that an employees joining the service of the Corporation in one Calendar Year will be entitled to receive his first annual increment on 1st July of the next Calendar Year. The Rule No.7.03 states that only those employees who are confirmed in their posts on or before 1st July of that year, will be entitled to an annual increment, and Rule No.7.04 states that if an employee is not granted an annual increment on 1st July of a year due to his still being on probation, he will be subsequently awarded an annual increment with effect from the 1st July of the year on which he would have earned an increment in the normal course, if he is confirmed on due date. However, those employees whose probation periods are extended are entitled to receive their annual increments on the 1st July following the date of their confirmation.

2. The above referred rules do not cover annual increment to those employees who are promoted between 1st January and 30th June of a calendar year. It has now been decided that if an employee is promoted during this period of a year, his pay on 1st July of that year will be fixed after allowing him a normal increment in the pay scale of his previous post, had he been not at the ceiling of the pay scale of the lower post from which he was promoted and in which he had served for six or more than six months. For example, the pay of Mr. 'A', as on 31st December, was Rs.1600/- per month in Pay Group-5 in pay scale of Rs.1400-100-2900 and he is promoted to a Pay Group-6 in the pay scale of Rs.1600-120-3040, between 1st January and 30th June, his pay on the date of such promotion will be fixed at Rs.1720/- per month after allowing him one increment and by fixing his pay at the next higher step in the pay scale of Pay Group-6 as per Service Rule No. 6.15. On the 1st July of that year he will be granted his normal annual increment in the pay scale of his previous post, i.e. Pay Group-5. This would mean that had he not been promoted he would have got an increment on 1st July and his pay would have been raised from 1600/- to Rs.1700/-.On the basis of this calculation, his pay in



Administrative Staff Instructions of PTVC

Group-6 would be fixed at Rs.1840/- in the pay scale of Pay Group-6, on 1st July of that year, by giving him the benefit of more than one increment in his previous pay scale as per Service Rule quoted above. As such, the fixations of pay of Mr. "A" will be as under:-

- | | | |
|-------------|--|-----------------------------|
| <i>i)</i> | <i>Before promotion i.e. up to 31 December</i> | <i>Rs.1600/- in Group-5</i> |
| <i>ii)</i> | <i>On promotion after 31st December and before 1st July.</i> | <i>Rs.1720/- in Group-6</i> |
| <i>iii)</i> | <i>On 1st July following such promotion.</i> | <i>Rs.1840/- in Group-6</i> |

3. Another example of fixation of pay in a case in which an employee was at the ceiling of his pay scale when he was promoted during the six months preceding 1st July of a year, is as follows: Mr. 'B' who was drawing Rs.2900/- per month as his basic pay in Pay Group-5 in the pay scale of Rs.1400-100-2900 and he is promoted to a Pay Group-6 post between 1st January and 30th June, his pay on the date of such promotion will be fixed at Rs.3040/-per month after allowing him the benefit contained in Service Rule No. 6.15. On 1st July of that year, he will not be granted his normal annual increment in the pay scale of his previous post because, before promotion, he was at the ceiling of the pay scale of his earlier, i.e. lower, post and had he not been promoted, he would have not earned any more increment in that pay scale. However, had he not been promoted before 1st July, he would have been considered for a move over on that 1st July subject to fulfilment of laid down conditions.

4. The employees who are promoted on 1st July will first be granted their normal annual increment on 1st July, in the pay scale of their post in which they served for more than six, months, and then their pay, on promotion with effect from that 1st July, will be fixed in normal manner as provided for in the Service Rule No. 6.15.

5. This decision will take effect from 25-01-1978, the date from which the Service Rules, having been approved by NIRC and gazetted, became effective. The employee who will get the benefit of this decision will not be entitled to any arrears up to 30-06-1986.



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6. This replaces ASI No. 33, issued vide No. HSA/901/3826 dated 18th October 1982, with effect from 25-01-1978.

(Burhanuddin Hasan)
Director
Administration & Personnel

Amendments:

<i>HSA/901/9944</i>	<i>04-08-1987</i>	<i>Grant of annual increment Vide ASI No. 60</i>
<i>HSA/901/1439</i>	<i>17-04-1989</i>	<i>Amendment No. 1 to ASI No. 60</i>

Pakistan Television Corporation Limited ***Federal TV Complex, F-5/1, Islamabad***

HSA/901/496

11th February 1987

Administrative Staff Instruction No. 56 ***Subject: Promotions on Seniority-Cum-Suitability Basis***

1. The promotion policy, as contained in the Service Rules, clearly defines that for promotions from Pay Group-1/1A posts through Pay Group-5 posts to posts in Pay Group-2 through Pay Group-6, the criterion is seniority-cum-fitness. It also specifies that fitness is to be determined from the last three annual performance appraisals. The performance appraisal forms, circulated vide ASI No. 48 clearly lay that 'Above Average' is a rating under which an appraisee demonstrates capability for promotion. As such, the employees who earn at least two "Above Average" ratings during the past three appraisal years, are considered for promotion in order of seniority. This is a clear cut arrangement. However, there is need to check the record of service of such employees to see that there are no adverse remarks or serious misconducts on which disciplinary actions were taken during the period under review.

2. However, in the case of promotions to posts in Pay Group-7 and above, the criterion is different. The Service Rule 6.08 defines that the promotions are to be held on the basis of seniority-cum-suitability. This needs to be regularized. There



Administrative Staff Instructions of PTVC

are certain jobs which the senior most person, although possessing two "Above Average" ratings, during the past three appraisal years, may not be able to perform or for which he is not considered as the most suitable person. Whatever the case may be, promotions to fill posts in Group-7 and above have been made until now like the promotions on 'fitness' basis irrespective of the fact whether such promotees to higher posts have the suitability for that particular job. There has, therefore, been a shift from the principle of right man for the right job, for which this criterion was laid down, and about which the Service Rule is specific that promotions to posts in Group-7 and above are to be made on seniority-cum-suitability basis. There is, therefore, need to determine a policy on 'suitability' and to develop manpower at the senior level in an appropriate manner in order to implement the Service Rule 6.08 in letter and spirit.

3. *It has, therefore, been decided that the basis for promotions to posts in Pay Group-7 and above, will be the last seven performance appraisals and the employee who has obtained at least four 'Above Average' ratings inclusive of the last appraisal, during the past seven appraisal years together with a good record of service during the past seven years may be considered as 'suitable' for promotion to a group-7 and above posts. The good record of service will be that in which there are no adverse remarks or proven misconducts of serious nature.*

4. *The seven appraisals of those who are/were on deputation abroad, for promotions as in Para 3 also, will be at least one year's appraisal obtained after return from deputation abroad and the remaining for period before proceeding on deputation abroad. The promotion of employees on deputation within Pakistan will be done as at present. Those who remain on long leave without pay will be considered for promotion to posts in Group-7 and above on the basis of seven annual appraisals of their physical presence on active service.*

(Burhanuddin Hasan)
Director
Administration & Personnel

<i>HSA/901 /6552</i>	<i>22-12-1987</i>	<i>Amendment No. 1 to ASI No. 56</i>
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<i>HSA/901/14062</i>	<i>01-10-1988</i>	<i>Appointment against local post by Heads of Units ASI-63</i>
<i>HSA/901/13954</i>	<i>27-11-1988</i>	<i>Channel of promotion up to Group-6 Vide ASI-64</i>

Pakistan Television Corporation Limited ***Federal TV Complex, F-5/1, Islamabad***

HSA/901/6552

22nd December, 1987

Amendment No 1 to ASI No. 56 ***Subject: Promotions on Seniority-Cum-Suitability Basis***

1. The following amendment may be incorporated by replacing para-3 in ASI No.56 issued under No. HSA/901/496 dated 11/02/1987:-



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"It has, therefore, been decided that the basis for promotions to posts in Pay Group-7 and above, will be the last seven Performance appraisals and the employee who has obtained at least four 'Above Average' ratings during the past seven appraisal years together with a good record of service may be considered as 'suitable' for promotion to Group-7 and above posts. The 7 years will first be counted for the appraisal years of 1983-84, 1984-85, 1985-86, 1986-87, 1987-88, 1988-89, 1989-90 and will continue to be followed thereafter. However, one has to get at least two above average ratings in the last three appraisals and overall at least four above average ratings in the last seven appraisals. This decision will be effective from April, 1990. For the time being, i.e. before the formula of four out of seven is applicable in 1990, the formula of 3 years appraisals containing at least two above average ratings will qualify the incumbents for promotion to posts in Group-7 and above".

- 2. This amendment will be effective from 11th February, 1987, the date of issuance of ASI-56.*

*(Burhanuddin Hasan)
Director
Administration & Personnel*

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/1666

21st May, 1987



Administrative Staff Instructions of PTVC

Administrative Staff Instruction No. 57 Sub: Delegation of Powers to CAP/DAP

1. The matter regarding delegation of powers has been considered from time to time. In order to distribute the load of work and to delegate some more powers to various officers, the matter has been given fresh consideration. The following powers have already been delegated to Director Administration and Personnel:

- | | | |
|------|--|--|
| i) | Encashment of leave up to Group-7 | Reference office order No. HP/10/17308 dt. 31st July 1978. |
| ii) | Sanctioning of Study Leave and leave without pay up to Group-7 | |
| iii) | Sanctioning of Ex-Pakistan Leave up to Group-7 | As per ASI No. 30 |

2. The Managing Director has ordered the delegation of following powers also to various officers with immediate effect:

S. No.	Nature of Decisions	Delegation of Authority to	
i	Approval of confirmation of service	DAP - for Group-6 and below	
ii	Approval. of accumulation of leave	DAP - Group-9 and below CAP - Group-6 and below	
Note: In case of refusal of accumulation of leave, it should be referred to Managing Director			
iii	Approval of Casual Leave/ privilege Leave Earned Leave	For all employees at Units other than Head of Unit	Head of Unit in case of Heads of Departments and Heads of Departments in case of their respective staff.
		For all employees at HQs except Group-9 officers	Controllers in case of Head of Department/Section, Heads of Department/Section in case of other staff.
		Casual leave up to 2 days for Controllers at Headquarters	Director concerned



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Note: Leave beyond 15 days may be granted in consultation with Directors in case of Departmental Heads, and with Heads of Unit/Division in case of other staff.			
(iv)	Approval of Move Over	DAP -	For Group-3 and below
Note: In case of refusal of move over, the case is to be referred to Managing Director for a decisions			
(v)	Approval of Mutual Transfers	DAP -	For Group-6 and below with the consultation of Director concerned.
(vi)	Approval of officiating arrangements	DAP -	For Group-3 and below for officiating in Group-2 to 4
(vii)	Approval of increments on enhancement of educational qualification	DAP - CAP -	For Group-8 and below For Group-6 and below
Note: In case of refusal of increment, it should be referred to Managing Director for a decisions			
(viii)	Signing of Charge Sheets and Suspension orders	At PTV-HQs.	
		DAP/CAP-	
		DCAP-II / APM, Hqr's Unit	For Group-7 and below at PTV-HQs.
		At Centres/Units/Offices	
		Heads of –Unit APM of unit	For Group-7 and below For Group-5 and below

(Burhanuddin Hasan)
Director



Administrative Staff Instructions of PTVC

Administration & Personnel

Amendments:

<i>HSA/901/6781</i>	<i>22-08-1991</i>	<i>Rebroadcast Transmitter Station Head of Unit ASI-67</i>
<i>HSA/901/15232</i>	<i>13-10-1992</i>	<i>Delegation of Powers Vide ASI N. 69</i>

Pakistan Television Corporation Limited

Federal TV Complex, F-5/1, Islamabad

HSA/901/1921

28th June, 1987

Administrative Staff Instruction No. 58

Subject: Medical Attendance Rules

1. PTV medical Attendance Rules for its employees are laid down in rules 18.01 to 18.19 under Chapter xviii of PTV Employees Service Rules. To supplement these rules and to regulate the medical facilities to PTV employees and their dependents, an ASI No. 6 was issued under No. HSA/901/2862 dated 26-02-1979. This ASI was subsequently amended from time to time; hence, another ASI No. 43 under HSA/901/1390 was issued on 05-06-1984.

2. Since the issuance of ASI No. 43, a number of clarifications on various aspects of medical rules were being sought by TV Centres/Offices/RBSs, it has, therefore, been necessitated to issue a comprehensive ASI on the subject incorporating all amendments made in the previous ASI. The following instructions are to be strictly implemented effective from 1st July, 1987:-

a. Entitlement to Medical Facilities:

- i) PTV employees and members of their families as defined in PTV Service Rules No. 3.14, shall be entitled to free medical facilities. Employees shall provide details of their dependent family members on the Proforma which is at Annexure-I.*
- ii) Children of the female employees, whose spouses are gainfully employed elsewhere, shall be entitled to medical facilities from PTV only on production of a certificate from*



Administrative Staff Instructions of PTVC

the employers of their husbands to the effect that their children are not provided medical facility by them.

- iii)** *Dependent parents of the employees will be provided medical facilities by PTV only on production of a certificate by the employee concerned on the Proforma, which is at Annexure-II, to the effect that; (a) his/her parent is/are wholly dependent on him/her and residing with him/her, (b) they do not have sustainable income of their own, (c) the father of the employee concerned is above 60 years of age. However, if the father of an employee is below 60 years of age and is declared "invalid" by a competent medical authority, he will be entitled to free medical facility by PTV. Further, widow mother of an employee, irrespective of her age will be entitled to free medical facility by PTV.*
- iv)** *PTV shall also provide medical facilities to the aged dependent parents of the employees if they are residing with the employees concerned or at a place where PTV has appointed Medical Officers. However, employees desiring to get Medical treatment for their dependents parents at a place which is not their place of duty but where a PTV Medical Officer exists can do so only with prior written approval of the concerned Administrative Head.*
- v)** *Employees who wish to avail medical facility for their dependent family members, other than parents, at a place which is not their normal place of duty and where PTV has appointed Medical Officers can do so after obtaining prior written approval of the concerned Administrative Head.*
- vi)** *Employees who join the Corporation on or after 1st March, 1984, shall be entitled to maternity expenses only for the first two deliveries.*
- vii)** *Medical facilities to employees on contract shall be provided in accordance with the terms and conditions of their contracts.*



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b. System of Medical Treatment:

- i) Normally, the employees and dependent members of their families shall be provided medical facilities under Allopathic system of medicine. However, employees who have opted for Allopathic system of medicine can avail Unani or Homoeopathic system of medicine for the treatment of specific diseases with prior written approval of Administrative Head of Unit.*
- ii) Employees can, however, opt for medical treatment of self and/or dependents member of their families under Unani system of medicine or Homoeopathic system of medicine, with prior written permission of the Administrative Head of Unit. Detailed instructions for consulting Homeopathic Practitioners and Hakims and for reimbursement of claims in such cases are given at Para-r, sub-Para (iii) below.*
- iii) Employees who opt for treatment under Unani or Homoeopathic system of medicines shall not be permitted to change their options. They and dependent members of their families will, however, are entitled to the following Allopathic facilities, on reference from the Medical Officers/Chief Medical Officers/Medical Adviser:

*-Hospitalization
-Dental/Eye Treatment
-Delivery
-Circumcision of the male children.**

c. Medical Officers:

- i) For providing medical consultations to the employees and dependent members of their families, a number of registered MBBS Doctors shall be appointed as Medical Officers in the following cities at fixed monthly retainer fee, with written approval of Director Administration & Personnel:*



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<i>City</i>	<i>No. of Doctors to be appointed</i>	<i>Centres/Offices for which to be appointed</i>	<i>Appointing Authority</i>
<i>Lahore</i>	<i>9</i>	<i>TV Centre Lahore</i>	<i>General Manager</i>
<i>Islamabad / Rawalpindi</i>	<i>8</i>	<i>PTV-Hqr's office, Islamabad, TV Centre IBD.</i>	<i>CAP</i>
<i>Karachi</i>	<i>8</i>	<i>TV Centre Karachi / CSO-Karachi</i>	<i>General Manager</i>
<i>Quetta</i>	<i>3</i>	<i>TV Centre Quetta</i>	<i>General Manager</i>
<i>Peshawar</i>	<i>5</i>	<i>TV Centre, Peshawar</i>	<i>General Manager</i>
<i>Murree</i>	<i>1</i>	<i>RBS-Murree</i>	<i>EIC</i>
<i>Thana Bola Khan</i>	<i>1</i>	<i>RBS, Thana Bola Khan</i>	<i>EIC</i>
<i>Sakesar</i>	<i>1</i>	<i>RBS-Sakesar</i>	<i>EIC</i>
<i>Cherat</i>	<i>1</i>	<i>RBS-Cherat</i>	<i>EIC</i>
<i>Shikarpur</i>	<i>1</i>	<i>RBS-Shikarpur</i>	<i>EIC</i>
<i>Shujaabad</i>	<i>1</i>	<i>RBS-Shujaabad</i>	<i>EIC</i>
<i>Abbotabad</i>	<i>1</i>	<i>RBS- Thandiani/News Unit Abbotabad</i>	<i>EIC</i>
<i>Quetta</i>	<i>1</i>	<i>RBS, Lakpass/Ghazaband</i>	<i>EIC</i>
<i>Sahiwal</i>	<i>1</i>	<i>RBS-Sahiwal</i>	<i>EIC</i>
<i>Moro</i>	<i>1</i>	<i>RBS, Nurpur</i>	<i>EIC</i>
<i>Jamal Din Wali</i>	<i>1</i>	<i>RBS Jamal Din Wali</i>	<i>EIC</i>
<i>Faisalabad</i>	<i>1</i>	<i>RBS-Faisalabad/News Unit Faisalabad</i>	<i>EIC</i>
<i>Razmak</i>	<i>1</i>	<i>RBS-Razmak</i>	<i>EIC</i>
<i>Sibbi</i>	<i>1</i>	<i>RBS-Sibbi</i>	<i>EIC</i>
<i>Pasrur</i>	<i>1</i>	<i>RBS, Pasrur</i>	<i>EIC</i>
<i>Mangla</i>	<i>1</i>	<i>RBS, Mangla</i>	<i>EIC</i>
<i>Mingora</i>	<i>1</i>	<i>RBS, Mingora</i>	<i>EIC</i>
<i>Batkhela</i>	<i>1</i>	<i>RBS, Batkhela/Morasar</i>	<i>EIC</i>



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<i>Chitral</i>	<i>1</i>	<i>RBS, Chitral</i>	<i>EIC</i>
<i>Tando Allah Yar</i>	<i>1</i>	<i>RBS, Tando Allah Yar</i>	<i>EIC</i>
<i>Hyderabad</i>	<i>1</i>	<i>News Unit Hyderabad</i>	<i>News Producer Incharge</i>
<i>Multan</i>	<i>1</i>	<i>News Unit, Multan</i>	<i>News Producer Incharge</i>
<i>Muzaffarabad</i>	<i>1</i>	<i>News Unit, Muzaffarabad</i>	<i>News Producer Incharge</i>
<i>Sukkur</i>	<i>1</i>	<i>News Unit, Sukkur</i>	<i>News Producer Incharge</i>
<i>Gujranwala</i>	<i>1</i>	<i>Sales Office Gujranwala</i>	<i>GM, PTV-L</i>

The appointment of the Medical Officers will be made on the recommendations of the committees comprising the following:-

For PTV Hqr's Office/TV Centre, Islamabad:

- i) Medical Advisor*
- ii) Admin. & Personnel Manager, PTV HQ (Unit)*
- iii) Admin. & Personnel Manager, TV Centre IBD*
- iv) Finance Manager, TV Centre, Islamabad*

For other TV Centres /Offices:

- i) Chief Medical Officer*
 - ii) Admin. & Personnel Manager*
 - iii) Finance Manager*
- ii)** *One of the Medical Officers at Lahore, Karachi, Quetta, and Peshawar will be designated as Chief Medical Officer. One of the Medical Officers at Islamabad will be designated as "Medical Adviser".*
- iii)** *Each PTV employee serving at any of the places listed above will be assigned to a particular Medical Officer for providing medical consultation to him/her and his dependents. Employees will not be allowed to consult any other Medical Officer with whom they are not attached, without written permission of the concerned Administrative Head. The assignment of employees to Medical Officers will be so made*



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as to ensure allocation of near equal patient load to the Medical Officers.

d. Medical Cards

- i) Each employee and each dependent member of his/her family, entitled to medical facilities, will be issued a separate medical card as per specimens at Annexure-III & IV, placed in a jacket as per specimen at Annexure-V, from the Administration and Personnel Department or from the Incharge of respective RBS, News Unit or Sales Office where he/she is posted.*
- ii) Photocopies of National Identity Cards of each employee and his/her dependent family members of the age of 18 years and above shall be affixed on their Medical Cards.*
- iii) Photographs of the dependent family members of the employees between the ages 5 to 18 shall be affixed on the Medical Cards. However, female members may not be asked to affix their photographs on the Medical Cards, against their wishes. They may put their signatures or thumb impressions on the Cards.*
- iv) Whenever the employees or their dependents visit the Medical Officers for consultation/treatment, they must carry with them their Medical Cards. The Medical Officers can refuse to attend the patients not in possession of the Medical Cards.*

e. Medical Consultation

- i) Employee and their dependents will normally consult the Medical Officers in their clinics during normal visiting hours.*
- ii) The Medical Officers will write prescription slips and will hand over the same to the patients. Details of prescriptions will also be entered by the Medical Officers on the patient's medical cards.*



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- iii) While writing prescription slips in respect of dependents of PTV employees, the Medical Officers shall note the names of the patients and their relationship with the employees concerned.*
- iv) Medical Officers shall not issue prescriptions to the employees and their family members without physically examining them.*
- v) An employee can request his/her Medical Officer for a house visit only in case of serious illness of the patient. Abuse of this facility, if reported by a Medical Officer, will result in disciplinary action against the offending employee.*
- vi) At outstation whether on duty or on properly sanctioned leave where PTV has appointed Medical Officers, (if accompanying them) can consult PTV's Chief Medical Officer on production of PTV's Identity Card.*

f. Supply of Medicines:

- i) One registered dispensing chemist per Medical Officer will be appointed by the respective Centre/Office/RBS as listed at Para(c), sub-Para (i). The Dispensing Chemists will provide medicines to the employees and their dependents exactly according to the prescriptions issued by the Medical Officers, after obtaining signatures/thumb impressions of the employees/their dependents on the credit memos, which should be filled in before obtaining signatures/thumb impression of the employees/their dependents. The Dispensing Chemists will retain the prescription slips for attaching the same with their monthly bills.*
- ii) In the first week of each month, the Dispensing Chemists will send their bills for the previous month, accompanied by their credit memos and original prescription slips, to the respective Administration & Personnel Departments for settlement.*



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iii) *The employees and their dependents can also purchase medicines from the Chemists not on PTV's panel, in case particular medicine(s) is not available with PTV's dispensing Chemist concerned and he endorses non-availability informing on the prescription. The employees will be allowed reimbursement of cost of medicines on a claim supported by the Medical Officer's prescription and the Chemist's Cash Memos, duly verified by the Medical Officer concerned.*

g. Consultation with Specialists:

i) *A Medical Officer, if he considers it necessary, can refer an employee or a dependent member of his/her family to a Specialist for consultation or opinion. Cases will, however, be referred only to those Specialists who are on the approved panel of PTV. The panel of Specialists will be drawn up on the recommendations of the committee listed at Para-c, sub-Para (i). If a case is referred by the Medical Officer/Chief Medical Officer to any Specialists and is required to be referred to some other Specialists, the patient is not allowed to consult that Specialist unless he gets fresh reference slip from Medical Officer/Chief Medical Officer.*

ii) *No employee or member of his/her family is allowed to consult a Specialist at his/her own, without a proper reference from the Medical Officer concerned.*

iii) *Fees/bills of the Specialists will be reimbursed / paid by the Corporation on verification by the referring Medical Officers.*

h. Consultation with Doctors other than PTV's Medical Officers

i) *In emergencies and in extremely serious illnesses, where medical attendance is immediately needed and if at that time PTV's Medical Officer is not available, an employee or a dependent member of his/her family is permitted to consult any registered MBBS doctor and to purchase medicines from any chemist.*



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- ii)** *The fees paid to the doctors consulted in emergencies and costs of medicines purchased on prescriptions of such doctors will be reimbursable, provided the doctor's receipts are on their letter-heads showing their registration numbers and provided the cash memos for the medicines purchased are on printed form, both, duly verified by the Area Medical Officer to the effect that the treatment was obtained in emergency. The medical reimbursement claimed on account of emergency treatment shall, therefore, be referred to the Medical Adviser/Chief Medical Officer for scrutiny.*
- iii)** *Employees and their dependents can also consult any Medical Officer of the Corporation in emergencies.*
- iv)** *At outstation whether on duty or on properly sanctioned leave-where Medical Officers have not been appointed by the Corporation, employees and dependent members of their families (if accompanying the employees) can consult any registered MBBS doctor and can purchase medicines from any chemist.*
- v)** *Employees can claim reimbursement of expenses incurred on medical treatment of themselves and their dependent family members provided the doctor's receipts are on their letter-heads showing their registration numbers and provided the cash memos for medicines purchased are on printed forms. The employees will send their reimbursement claims, as per prescribed Proforma, (Annexure-vi) to the respective Administration & Personnel Department of the Centre/Office intimating reasons for obtaining medical treatment at outstation. The Administration & Personnel Department will admit such claims for reimbursement after having these verified/countersigned by the concerned Chief Medical Officer/Medical Adviser and, in case of RBSs, by the concerned Medical Officers.*

i. Dental and Eye Treatment



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- i) Officers listed at Para (c) sub-Para (i) will appoint Dental Surgeons and Eye Specialists on the recommendations of the committee. Employees and dependent members of their families would be allowed to get dental treatment only from the Dental Surgeons and eye treatment from eye specialists who are on PTV's panel, on a reference from the concerned Medical Officer/Chief Medical Officer/Medical Adviser.*
- ii) Payment to the Dental Surgeons/Eye Specialist will be made according to their rates which will be approved in consultation with the Chief Medical Officer/Medical Adviser.*
- iii) In the first week of the each month, the Dental Surgeons/Eye Specialist will send their bills for the previous month, accompanied by reference slips and dental/eye treatment cards of the respective employees/their dependent family members to Administration and Personnel Departments of the respective centres/offices. The cards must bear signature/thumb impressions of the employees concerned or their dependents to whom dental/eye treatment has been provided.*
- iv) Employees are not to sign / affix their thumb impressions on the blank dental / eye treatment cards, under any circumstances.*
- v) Dental Surgeons / eye specialists are not allowed to issue medical certificates to the employees for the purpose of medical leave. They can, however, recommend to the concerned Medical Officer to grant leave, where necessary, to an employee.*
- j. Skin Grafting:***
 - i) The cases of skin grafting will be referred to Headquarters Office for seeking advice from the Medical Adviser. Each case of skin grafting will be considered on its own merit.*
- k. Recording of Blood Group on Medical Cards:***



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i) *The blood group of each employee/dependents family member shall be recorded on his/her medical card in order to meet any emergency.*

L. Name of Ten to Employees Involved in Exorbitant Expenditure:

i) *The Name of ten top employees involved in exorbitant expenditure shall be referred to the Medical Adviser/Chief Medical Officers for their examination & report for justification of the treatment.*

m. Hospitals/Nursing Homes.

i) *Officers listed at Para-c, sub-Para (i) will draw up a list of Hospitals/Nursing Homes on the recommendations of the committee for providing hospitalization facilities to the employees and dependent members of their families.*

ii) *Rates of various services of the Hospitals/Nursing Homes, placed on PTV's Panel, will be approved in consultation with Chief Medical Officers/Medical Adviser.*

iii) *The Hospitals/Nursing Homes will send their bills to the Administration & Personnel Department of the respective Centres/Offices for settlement, duly accompanied by the reference slips of the Medical Officers concerned, in the first week of each month. The bills must invariably be signed/affixed with thumb impression of the employees or their dependents to whom medical treatment has been provided.*

iv) *In addition to the Hospitals/Nursing Homes placed on the Panel of PTV, all hospitals under the control of the Federal Government/Provincial Government /Local Government and Military Hospitals will be considered to be on the panel of PTV, for the purpose of hospitalization of the employees and their dependent family members.*

n. Hospitalization:



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- i)** *Employees and dependent members of their families will normally be admitted in Hospitals on PTV's panel, on a reference from Medical Officer/Chief Medical Officer/Medical Adviser. In emergencies, at a time when the Medical Officer cannot be contacted or is not available employees and dependent members of their families can obtain admission in an approved Hospital on the authority of a letter from the Administration & Personnel Department or at their own, but in such cases, a reference slip from the Medical Officer must be obtained at the earliest possible opportunity after the admission in the Hospital.*
- ii)** *The Medical Adviser/Chief Medical Officers will visit Nursing Homes/Hospitals on PTV panel at least once in 6 months so as to examine the facilities available in the Nursing Homes/Hospitals and to ensure that the staff and their dependents are being treated properly, and the bills of the hospitals/Nursing Homes are not inflated. After every visit, Medical Adviser/Chief Medical Officers will send their reports with their recommendations to the concerned Centres/Offices which would be scrutinized by the Heads of the Units who will further forward such reports to the Deputy Controller Administration & Personnel-I for Headquarters' perusal.*
- iii)** *A responsible officer at Centres/offices, dealing with medical facilities, will also visit the Nursing Homes/Hospitals on the panel once in a week. In his report, Head of the Units may further request the Medical Adviser/Chief Medical Officers for an extra-ordinary visit to Nursing Homes/Hospitals and call for his views.*
- iv)** *For hospitalization and maternity confinement, the entitlement of employees and dependent member of their families is as follows:*



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- *Employees in Group 1 to 4 - General Ward*
- *Employees in Group 5 to 6 - Semi Private Room*
- *Employees in Group 7 & above Private Room*

- v) *In the event of non-availability of Private Rooms and Semi Private Rooms, employees and 'dependent members of their families entitled to these accommodations will be given Semi Private Rooms and General Wards respectively.*
- vi) *An employee or members of his/her family originally entitled to admission to a General Ward can be given a Semi private Room, if so advised by the attending Doctor of the hospital who must give detailed reasons for the same. In such a case, concurrence of the Chief Medical Officer/ Medical Advisor and approval of the respective Administrative Head, immediately afterwards, will be necessary.*
- vii) *If an employee or the dependent member of his/her family occupies accommodation higher than his/her entitlement in a hospital, without concurrence of the Chief Medical Officer/Medical Officer and without approval of the concerned Administrative Head, excess room rent and consequential excess expenses will be borne by the employee himself/herself. In emergencies, the concurrence of the Chief Medical Officer/Medical Adviser and the approval of the concerned Administrative Head can be obtained afterwards, i.e. immediately after the admission of the patient to a semi-private room. Such concurrence/approval will be denied if the request for the same is not sought within 3 days.*
- viii) *The cost of any special facility, such as special nursing services or special air-conditioning etc., availed by an employee or the dependent member of his/her family during hospitalization, without proper written approval of the concerned Administrative Head, will be borne by the employee himself/herself.*



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- ix) Diet charges during hospitalization, unless those are included in room rent, shall be borne by the employee himself/herself.*
- x) Reimbursement of expenses incurred by an employee or his/her dependents on hospitalization in a hospital/clinic which is not a Government Hospital or on the panel of PTV, will not be allowed.*
- o. Delivery cases at Home:***
 - i) Delivery cases of female employees and wives of employees will normally be done in the Hospitals/Nursing Homes on PTV's panel.*
 - ii) Delivery cases can also be done at the residence of the employees but with prior written approval of the respective Administrative Head.*
 - iii) For delivery at home, reimbursement of the delivery fee shall be restricted to a maximum of Rs. 500/-, if the delivery is done by a registered MBBS Lady Doctor, and up to a maximum of Rs. 200/- if the delivery is done by a midwife, provided the claim is supported with a receipt from the Lady Doctor/Midwife concerned and a proper birth certificate.*
 - iv) Cost of medicines purchased for delivery at home by a registered MBBS Lady Doctor will also be reimbursable to the employees, provided the claim is accompanied by printed cash memos supported with the prescriptions of the Lady Doctor concerned. Such claims will be reimbursed after verification by the Medical Officer/Chief Medical Officer/Medical Adviser.*
- p. Circumcision at Home:***
 - i) All cases of circumcision of male children of employees will normally be done at the Hospitals/ Nursing Homes on PTV's panel.*



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- ii) In case where circumcision is done at a place other than the Hospitals/Nursing Homes on PTV's panel, reimbursement of circumcision fee of Rs.100/- (Rupees one hundred only) be allowed to the employee concerned, provided the claim is supported with a proper receipt.*
- iii) Reimbursement of expenses on account of circumcision will be allowed for only first two male children in case of those employees who joined service on or after 01 July 1984.*

q. Laboratory/Clinical Tests:

- i) Officers listed in Para (c) sub-Para (i), will draw up a list of Laboratories/Clinics, on the recommendations of the committee, for obtaining services of X-Rays/Clinical Tests etc for the employees and dependent members of their families. Laboratories/Clinical of the Government will also be considered on the panel of PTV.*
- ii) Medical Officers will refer the employees and dependent members of their families for X-Rays, Laboratories/Clinical Tests etc. only to the Laboratory/Clinic on PTV's panel.*
- iii) Reimbursement claims from the employees will be admitted only if these are accompanied by reference slips of the Medical Officers and a receipt from the Laboratories/Clinical on printed form.*
- iv) Medical Officers are not allowed to get X-rays/ Laboratory/ Clinical Tests of the employees and their dependents done at their own clinics. However, in extreme emergencies, the Laboratory Tests are allowed to be carried out by the Medical Officers in their Laboratories with the conditions that Medical Officers are required to give a certificate to the effect that the test was very necessary to be carried out. Such certificates are to be referred to the Medical Adviser/Chief Medical Officers for their examination and report.*

r. Homoeopathic and Unani Treatment:



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- i) Employees who opt for Homoeopathic System of medicines can consult any qualified Homeopathic Practitioner (Registered) and purchase medicines from him.*
- ii) Employees who opt for Unani System of medicines can consult any specified Dawakhana of Hamdard Foundation or Hakim Ajmal Khan, and purchase medicines from them.*
- iii) Employees who opt for Homoeopathic System of medicines or Unani system of medicines will themselves pay consultation fees of the Homeopathic Practitioners/ Hakims, if any, and the cost of medicines. Reimbursement claims will be allowed only if these are supported with proper receipt(s) showing full details of the medicines prescribed by Homoeopathic Doctor/Hakim.*
- iv) Employees who have opted for Allopathic system of medicine can avail Unani or Homoeopathic system of medicine for the treatment of specific diseases with prior written approval of Administrative Head of Unit.*

3. Medical certificates for purposes of Medical Leave to the employees and Fitness Certificates after availing Medical Leave will be accepted only from the following:-

- a) **The Medical Officer/Chief Medical Officer/Medical Adviser-** if the employee is ill at the place of his normal duty.*
- b) **The Superintendent/Administrator/Administrative Head of the Government Hospital-** if the employee is ill at a place where PTV has not appointed a Medical Officer, but where a Government Hospital exists.*
- c) **Any registered MBBS Doctor-** if the employee is ill at a place where there is neither a PTV's Medical Officer nor a Government Hospital.*



Administrative Staff Instructions of PTVC

- d) *The Chief Medical Officer/Medical Adviser-*** if the employee is under transfer orders, and if the employee has opted for Homoeopathic system of medicines or Unani system of medicines.
- 4.** *Where an employee submits medical certificate(s) genuineness of which is considered doubtful, the concerned Administrative Head can order medical examination of such an employee by a Special Medical Board, comprising Chief Medical Officer/Medical Adviser and one Medical Officer. If the employee does not appear before the Special Medical Board at the given time, date and place, or if the examination by the Special Medical Board reveals that the employee is not ill as to be unable to attend to his duties, the medical certificate in respect of such an employee shall not be accepted. Such an employee will also be liable to disciplinary action according to PTV Rules.*
- 5.** *Newly appointed employees, who are entitled to medical facilities, shall be medically examined by the Chief Medical Officer/Medical Adviser. For this purpose, a Medical examination Form, the specimen of which is enclosed as Annexure-VII, shall be used. Only those employees will be allowed to join PTV who are declared medically fit following the medical examination.*
- 6.** *All serving employees in Group-5 and above will be medically examined by their respective Medical Officers once every year during the first quarter of the succeeding year, according to a schedule to be approved by the Administrative Heads. The record of the Annual Medical examination will be made on the Medical examination Form, mentioned in Para 5 above. If the annual medical examination of an employee reveals that he/she is suffering from incurable diseases or if it reveals that he/she is physically unfit to perform his/her duties, his/her case will immediately be reported by the Administrative Head to the Director, Administration & Personnel for consideration whether or not the employee should be retained in PTV's services. A report about the annual medical examination of the employee in Group-5 and above will be sent by all the Centres/Offices to the Controller Administration and Personnel by 1st April every year.*
- 7.** *Preventive treatment like BCG, DPT and Polio Injections to the children of the employees are to be given at appropriate time, in accordance with the recommendations of the Chief Medical Officers/Medical Adviser. ATT & TAB Injections (against Cholera and Typhoid) to the employees and their dependents*



Administrative Staff Instructions of PTVC

are to be given by the respective Medical Officers in the month of August and September each year.

8. Administration & Personnel Department of each TV Centre /office will maintain a Medical Expenses Register as per specimen at Annexure-VIII, showing proper record of medical expenses, such as cost of medicines, hospitalization charges, specialist's fees, clinical tests etc. incurred on each employee and dependent members, of his /her family.

9. Heads of Administration & Personnel Departments will prepare a monthly statement of expenses as per Annexure-IX indicating total expenditure on medical facilities incurred during the month. The statements will also high-light cases where abnormal medical expenses are incurred by individual employees and their dependent family members through a statement, a specimen of which is at Annexure-X. Copies of this statement will be sent to Administrative Head and to the Controller Administration and Personnel at PTV-Headquarters Office on the first day of the succeeding second month, i.e., the statement for the month of July is to be sent on the 1st of September, and so on. Cases of excessive medical expenses in respect of the employees and their dependents will be scrutinized at PTV-Headquarters Office and, if considered necessary, will be referred to Medical Adviser for their opinion and further necessary action.

10. Please acknowledge receipt and ensure strict compliance with the instructions contained in this ASI.

(Burhanuddin Hasan)
Director
Administration & Personnel

Amendments:

HSA/901/1787	02.07.1987	Amendment to ASI No. 58
HSA/901/	04.10.1987	Clarification (Govt. Hospital's Specialists)
HSA/901/3855	02-08-1989	Amendment No. 1 to ASI No. 58
HSA/901/6539	20.07.1991	Clarification letter
HSA/901/801	30-12-1991	Amendment No. 2 to ASI No. 58
HSA/901/12845	27-06-1992	Amendment No. 3 to ASI No. 58



Administrative Staff Instructions of PTV

<i>HSA/901/1273</i>	<i>17-04-1996</i>	<i>Amendment No. 4 to ASI No. 58</i>
<i>HSA/901/15190</i>	<i>02-12-1998</i>	<i>Amendment No. 5 to ASI No. 58</i>
<i>HSA/901/2255</i>	<i>17-06-1999</i>	<i>Amendment No. 6 to ASI No. 58</i>
<i>HP/901/257</i>	<i>14-12-2000</i>	<i>Amendment No. 7 to ASI No. 58</i>
<i>HP/847/4731</i>	<i>12.11.2002</i>	<i>Circular to enhance delivery charges</i>
<i>HSA/901/1528</i>	<i>07-05-2003</i>	<i>Amendment No. 8 to ASI No. 58</i>



Administrative Staff Instructions of PTVC

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ANNEXURE-I

PAKISTAN TELEVISION CORPORATION LIMITED

LIST OF DEPENDANT FAMILY MEMBERS OF

Name of Empllyee

Designation

Pay Group

Person : No.

Department/Section

Office/TV Centre/RBS

I give below the list of my family members who are wholly dependant on me and enclose herewith photocopies of their National Identity Cards/Photographs, in duplicate for the purpose of issuance of medical cards:

S.No.	Name	Date of birth/age	Registration No./NIC No.	Relationship with the employee
-------	------	-------------------	--------------------------	--------------------------------

I certify that:-

- i) My spouse is not employed anywhere.
- ii) None of my children is employed.
- iii) My parent are wholly dependant upon me as declared in the attached certificates

Signature of employee

Date _____

Present Address _____

Note: Signatures / Thumb impressions in respect of female dependants can be provided instead of photographs.



Administrative Staff Instructions of PTVC

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Annexure-II

PAKISTAN TELEVISION CORPORATION LIMITED **CERTIFICATE**

I certify that my parents, whose particulars are given below, are wholly dependent upon me:

1. Particulars of Father

Name Date of Birth/age National Identity Card No.

2. Particulars of Mother

Name Date of Birth/age National Identity Card No.

3. My father/mother is retired Pensioner and drawing pension of Rs. _____ P.M.

4. He/She does not own any immovable property and is not receiving income from it by way of rent etc.

5. He/She is residing with me.

6. He/She is not residing with me due to the following reason:

7. He/She is residing permanently at the following address other than the place of my posting;

8. I further certify that:

(i) My parents are not availing medical facilities from any other source.

(ii) My Parents do not have any sustainable income of their own.

9. I declare that if any of the above particulars are not found to be incorrect, I would be liable to disciplinary action under PTV Service Rules which may lead to termination of my services. I also undertake that in such an eventuality all expenses borne by PTV on the Medical treatment of my parents shall be deducted from my salary.

Signature _____

Name of employee _____

Designation _____

Pay Group _____



Administrative Staff Instructions of PTVC

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Annexure-III

PAKISTAN TELEVISION CORPORATION LIMITED
TV CENTRE/OFFICE/RBS

MEDICAL CARD NO. _____ DATE OF ISSUE _____

NAME OF EMPLOYEE: _____ SEX _____

DESIGNATION: _____ PAY GROUP: _____

DEPARTMENT/SECTION: _____ PTV IDENTITY CARD NO. _____

SIGNATURE OF EMPLOYEE: _____

SIGNATURE OF ADMN. & PERSONNEL MANAGER: _____

MEDICAL HISTORY

DATE OF VISIT	DIAGNOSIS	PRESCRIPTION



Administrative Staff Instructions of PTVC

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Annexure-IV

PAKISTAN TELEVISION CORPORATION LIMITED
TV CENTRE/OFFICE/RBS

MEDICAL CARD NO. _____ DATE OF ISSUE __
NAME OF DEPARTMENT: _____ SEX _____
DATE OF BIRTH/AGE: _____ PTV IDENTITY CARD NO. _____
NAME OF EMPLOYEE: _____
RELATIONSHIP WITH EMPLOYEE: _____
SIGNATURE OF DEPENDENT: _____
SIGNATURE OF ADMN. & PERSONNEL MANAGER: _____

MEDICAL HISTORY

DATE OF VISIT	DIAGNOSIS	PRESCRIPTION



Administrative Staff Instructions of PTVC

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Annexure-V

PAKISTAN TELEVISION CORPORATION LIMITED
TV CENTRE/OFFICE/RBS

Name of employees: _____ Number of family members: _____

Designation: _____ Name of dependent Family members. _____

Pay Group: _____

Department/Section _____ Name _____ Relationship _____ Age _____

Date of Birth _____ Name _____ Relationship _____ Age _____

Residential Address: _____ Name _____ Relationship _____ Age _____

_____ Name _____ Relationship _____ Age _____

Name of Medical Officer _____ Name _____ Relationship _____ Age _____

Address: _____ Name _____ Relationship _____ Age _____

Telephone No. _____

Signature of Admin. & Personnel Manager

Date: _____

Seal of Office. _____



Administrative Staff Instructions of PTVC

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Annexure-VI

PAKISTAN TELEVISION CORPORATION LIMITED

Subject: Medical Treatment = Outstation Leave.

I proceeded on outstation leave from _____ to

_____.

2. While an outstation leave, I/the following member of my family fell ill and suffered from the ailment as mentioned, needing medical treatment:-

- i.
- ii.

3. As there was no PTV's Medical Officer in the city, I had obtained medical treatment from Dr. _____, MBBS Registered No. _____ whose clinic was nearest to the place where I was staying. The medicines, as mentioned below prescribed by the said doctor were purchased by me from M/s. _____.

4. In this connection I have spent a sum of Rs. _____ as per attached prescription of Doctor and Cash Memos/Bills of Chemists.

5. I confirm that the medical treatment as mentioned above was unavoidable. The expenditure of Rs. _____, may therefore, please be reimbursed to me.

N.B:- Empty bottles, carton, ampoule etc.

Are produced herewith for verification.

Name _____

Designation _____

Department _____



Administrative Staff Instructions of PTV

Annexure-VII

PAKISTAN TELEVISION CORPORATION LIMITED

PTV

MEDICAL EXAMINATION REPORT

FIRST EMPLOYMENT/ANNUAL/SPECIAL

1. Name of employee _____ 2. Desination _____ 3. Group _____
 4. Date of employment _____ 5. Residential _____ 6. Department/ _____
 Address _____ Section _____
 7. Date of Birth _____ 8. Sex _____ 9. Marital Status _____ 10. Name/Age of dependents _____

11. Past medical history.

Did he ever suffer from or has any of the following:

	Yes		Yes	No
Asthma		Heroin or Rupture		
Anemia		Hemorrhoids		
Cancer		Kidney trouble		
Chronic Cough & Cold		Varicose Veins		
Convulsions		Liver trouble		
Chest pains or shortness of breath		Malaria		
Diabetes		Nervous breakdown		
Epilepsy		Palpitation		
Tuberculosis or Pleasurisy		Prostrate trouble		
Fainting		Rheumatism		
Gall Blader Trouble		Scarlat fever		
Thyroid problem		Swelling Aches		
Hyfever		Swollen Joints		
Heart trouble		Veneral Disease		
High Blond Pressure				

Signature of employee _____

Date _____

Medical Examination

12. Temp. _____ 13. Pulse _____ 14. Hearing Rt. _____ 15. Height _____

16. Weight _____ 17. B.P. Syst. Diast _____

18. Vision: Uncorrected		Corrected	
Far:	R L	R	L
Near:	R L	R	L



Administrative Staff Instructions of PTVC

Code: O - Within normal limits.
I - Significantly abnormal
X - Not examined.

	Area	Code	Remarks Findings	(Discuss abnormal) in detail
19.	<u>General appearance</u>			
20.	<u>Head and neck</u>			
21.	<u>Eyes</u>			
22.	<u>Ears</u>			
23.	<u>Nose</u>			
24.	<u>Mouth</u>			
25.	<u>Teeth</u>			
26.	<u>Chest and Lungs</u>			
27.	<u>Heart</u>			
28.	<u>Abdomen</u>			
29.	<u>Spine</u>			
30.	<u>Skin</u>			
31.	<u>Nurologic</u>			
32.	<u>Emotional status</u>			
33.	_____			
34.	_____			
35.	_____			
36.	_____			
37.	_____			
38.	_____			
39.	Medical Officer's comments.			

Classification:

A: Medically fully fit.

B: Medically fit subject to: _____

C: Deferred for _____

D: Medically not fit _____

Medical Officer's Signature

Medical Officer's name

Registration No.

Address



Administrative Staff Instructions of PTVC

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ANNEXURE-VIII

PAKISTAN TELEVISION CORPORATION LIMITED

MEDICAL EXPENSES REGISTER
CENTRE/OFFICE

List of Family Members

1.....2.....
3.....4.....
5.....6.....
7.....8.....

Personnel No.

Name

Designation

Department

Medical Card No.

Page No.

S. No.	Bill No.	Date	Name of Doctor/ Chemist Lab/Hospital etc.	Cost of medicines	Hospital ization charges	Specialist Consultation	Maternity	Clinical tests	Other expenses	Total	rem
--------	----------	------	---	-------------------	--------------------------	-------------------------	-----------	----------------	----------------	-------	-----



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/1787

2nd July, 1987

Amendment to ASI No. 58
(Replacement of pages and annexure)
Subject: Medical Attendance Rules

1. The following may please be replaced with the Pages/Annexure in the ASI No. 58 issued vide No. HSA/901/1921 dated 28.06.1987.

- i) Page No. 4 & 6***
- ii) Annexure-III, IV, V & VIII***

2. Please acknowledge receipt.

(Raja Nasir)
Deputy Controller
Administration & Personnel-I



Administrative Staff Instructions of PTVC

<i>City</i>	<i>No. of Doctors To be appointed</i>	<i>Centres/Offices for which to be appointed</i>	<i>Appointing Authority</i>
<i>Lahore</i>	<i>Nine (9)</i>	<i>TV Centre, Lahore</i>	<i>General Manager</i>
<i>Islamabad/ Rawalpindi</i>	<i>Nine (9)</i>	<i>PTV HQs Office/TV Centre, Islamabad</i>	<i>CAP</i>
<i>Karachi</i>	<i>Eight (8)</i>	<i>TV Centre, Karachi</i>	<i>General Manager</i>
<i>Quetta</i>	<i>Three (3)</i>	<i>TV Centre, Quetta</i>	<i>General Manager</i>
<i>Peshawar</i>	<i>Five (5)</i>	<i>TV Centre, Peshawar</i>	<i>General Manager</i>
<i>Murree</i>	<i>One (1)</i>	<i>RBS, Murree</i>	<i>EIC</i>
<i>TBK</i>	<i>One (1)</i>	<i>RBS, Thana Bola Khan</i>	<i>EIC</i>
<i>Sakesar</i>	<i>One (1)</i>	<i>RBS, Sakesar</i>	<i>EIC</i>
<i>Cherat</i>	<i>One (1)</i>	<i>RBS, Cherat</i>	<i>EIC</i>
<i>Shikarpur</i>	<i>One (1)</i>	<i>RBS, Shikarpur</i>	<i>EIC</i>
<i>Shujaabad</i>	<i>One (1)</i>	<i>RBSs Shujaabad</i>	<i>EIC</i>
<i>Abbotabad</i>	<i>One (1)</i>	<i>RBSs, Thandiani/News Unit, Abbotabad</i>	<i>EIC</i>
<i>Quetta</i>	<i>One (1)</i>	<i>RBS, Lakpass/Ghazaband</i>	<i>EIC</i>
<i>Sahiwal</i>	<i>One (1)</i>	<i>RBS, Sahiwal</i>	<i>EIC</i>
<i>Moro</i>	<i>One (1)</i>	<i>RBS, Nurpur</i>	<i>EIC</i>
<i>JDW</i>	<i>One (1)</i>	<i>RBS, Jamal Din Wali</i>	<i>EIC</i>
<i>Faisalabad</i>	<i>One (1)</i>	<i>RBS, News Unit and Sales Office, Faisalabad</i>	<i>EIC</i>
<i>Razmak</i>	<i>One (1)</i>	<i>RBS, Razmak</i>	<i>EIC</i>
<i>Sibbi</i>	<i>One (1)</i>	<i>RBS, Sibbi</i>	<i>EIC</i>
<i>Pasrur</i>	<i>One (1)</i>	<i>RBS, Pasrur</i>	<i>EIC</i>
<i>Mangla</i>	<i>One (1)</i>	<i>RBS, Mangla</i>	<i>EIC</i>
<i>Mingora</i>	<i>One (1)</i>	<i>RBS, Mingora</i>	<i>EIC</i>
<i>Batkhela</i>	<i>One (1)</i>	<i>RBS, Batkhela/Morasar</i>	<i>EIC</i>
<i>Chitral</i>	<i>One (1)</i>	<i>RBS, Chitral</i>	<i>EIC</i>
<i>TAY</i>	<i>One (1)</i>	<i>RBS, Tando Allah Yar</i>	<i>EIC</i>



Administrative Staff Instructions of PTV

<i>Hyderabad</i>	<i>One (1)</i>	<i>News Unit, Hyderabad</i>	<i>News Producer Incharge</i>
<i>Multan</i>	<i>One (1)</i>	<i>News Unit, Multan</i>	<i>News Producer Incharge</i>
<i>Muzaffarabad</i>	<i>One (1)</i>	<i>News Unit, Muzaffarabad</i>	<i>News Producer Incharge</i>
<i>Sukkur</i>	<i>One (1)</i>	<i>News Unit, Sukkur</i>	<i>News Producer Incharge</i>
<i>Gujranwala</i>	<i>One (1)</i>	<i>Sales Office, Gujranwala</i>	<i>GM, PTV-L</i>

The appointment of the Medical Officers will be made on the recommendations of the committees comprising the following:-

For PTV HQs Office/TV Centre, Islamabad:

- 1) Medical Adviser*
 - 2) Admn. & Personnel Manager, PTV HQ (Unit)*
 - 3) Admn. & Personnel Manager, TV Centre, Islamabad*
 - 4) Finance Manager, TV Centre, Islamabad.*
- iv) Whenever the employees or their dependents visit the Medical Officers for consultation/treatment, they must carry with them their Medical Cards. The Medical Officers can refuse to attend the patients not in possession of the Medical Cards.*

e) Medical Consultation

- i) Employees and their dependents will normally consult the Medical Officers in their clinics during normal visiting hours.*
- ii) The Medical Officers will write prescription slips and will hand over the same to the patients. Details of prescriptions will also be entered by the Medical Officers on the patient's medical cards.*
- iii) While writing prescription slips in respect of dependents of PTV employees, the Medical Officers shall note the names of the patients and their relationship with the employees concerned.*
- iv) Medical Officers shall not issue prescriptions to the employees and their family members without physically examining them.*



Administrative Staff Instructions of PTVC

- v) *An employee can request his/her Medical Officer for a house visit only in case of serious illness of the patient. Abuse of this facility, if reported by a Medical Officer, will result in disciplinary action against the offending employee.*
 - vi) *At outstation whether on duty or on properly sanctioned leave where PTV has appointed Medical Officers employees and their dependent members, (if accompanying them) can consult PTV's Chief medical Officer on production of PTV's identity card.*
- f) ***Supply of Medicines***
- i) *One registered dispensing chemist per Medical Officer will be appointed by the respective*



Administrative Staff Instructions of PTV

ANNEXURE-III

PAKISTAN TELEVISION CORPORATION LIMITED

TV CENTRE/OFFICE/RES:-----

MEDICAL CARD NO:.....DATE OF ISSUE:.....

NAME OF EMPLOYEE: _____ SEX: _____

DESIGNATION: _____ PAY GROUP: _____

DEPARTMENT/SECTION: _____ PTV IDENTITY CARD NO. _____

SIGNATURE OF EMPLOYEE: _____

SIGNATURE OF ADMN. & PERSONNEL MANAGER _____

MEDICAL HISTORY

DATE OF VISIT	DIAGNOSIS	PRESCRIPTION



Administrative Staff Instructions of PTVC

ANNEXURE IV

PAKISTAN TELEVISION CORPORATION LIMITED
TV CENTRE/OFFICE/RBS-----

MEDICAL CARD NO: _____ DATE OF ISSUE: _____

NAME OF DEPARTMENT: _____ SEX: _____

DATE OF BIRTH/AGE: _____ PTV IDENTITY CARD NO: _____

NAME OF EMPLOYEE: _____

RELATIONSHIP WITH EMPLOYEE: _____

SIGNATURE OF DEPENDENT: _____

SIGNATURE OF ADMN. & PERSONNEL MANAGER _____

MEDICAL HISTORY

DATE OF VISIT	DIAGNOSIS	PRESCRIPTION



Administrative Staff Instructions of PTVC

ANNEXURE-V

PAKISTAN TELEVISION CORPORATION LTD

TELEVISION CENTRE/OFFICE/RBS

NAME OF EMPLOYEE: _____ NUMBER OF FAMILY MEMBERS: _____

DESIGNATION: _____ NAME OF DEPENDENT FAMILY MEMBERS _____

PAY GROUP _____

DEPARTMENT/SECTION _____ Name _____ Relationship _____ Age _____

DATE OF BIRTH _____ Name _____ Relationship _____ Age _____

RESIDENTIAL ADDRESS _____ Name _____ Relationship _____ Age _____

_____ Name _____ Relationship _____ Age _____

NAME OF MEDICAL OFFICER _____ Name _____ Relationship _____ Age _____

_____ Name _____ Relationship _____ Age _____

ADDRESS _____ Name _____ Relationship _____ Age _____

TELEPHONE NO. _____

SIGNATURE OF ADMN. & PERSONNEL M'NGER

DATE _____

SEAL OF OFFICE



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/

4th October, 1987

Clarification
(Govt. Hospital's Specialists)
Subject: Medical Attendance Rules

Admn & Personnel Manager
Headquarters Unit,
Islamabad.

Dear Sir,

- 1. Please refer to your letter No. HQ (U) – Per / 1035 / ASI / 17152 dated 16.09.1987.*
- 2. It is to clarify that since all the Government/Military Hospitals are on the panel of PTV as laid down in ASI-58, therefore, the Specialists attached with these hospitals would also be treated on the panel of PTV.*

Yours faithfully,

(Raja Nasir)
Deputy Controller
Admn & personnel-I



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/3855

2nd August, 1989

Amendment No. 1 to ASI No. 58
Subject: Medical Attendance Rules

1. The following may be added as sub-Para (vii) of Para-2 (e) under the heading "Medical consultation" in the Administrative Staff Instructions No. 58, issued vide No. HSA/901/1921 dated 28-06-1987:-

" The License Inspectors and their Departments are allowed to avail Medical facilities at the places of their posting from any MBBS Doctor, duly registered and obtain medicines from any Chemist on Doctor's prescription provided no Medical Officer and Chemist are appointed there by the Corporation. Similarly, they are allowed to avail Hospitalization/ Lab. Tests on the recommendations of the Doctor from any recognized Hospital/Laboratory if no Government Hospital/Lab. exists there. The expenditure to be incurred in this regard will be re-imbrued to them on verification of the respective Chief Medical Officer and after approval of the Executive Head of the Unit concerned".

(Burhanuddin Hasan)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/6539

20th July, 1991

*General Manager, Television Centre,
Lahore/Islamabad/Karachi/Quetta/Peshawar
Controller Sales, Central Sales Office, Karachi.
Engineer-in-Charges, Television Rebroadcast Stations*

Dear Sir,

1. ASI-43 was issued vide No.HSA/901/1390 dated 05.06.1984 regarding PTV Medical Attendance Rules. After its issuance a number of queries were received from the TV Centres/Offices and the points raised by them were clarified from time to time. It was, therefore, felt necessary to issue a comprehensive ASI on the subject incorporating all clarifications made from time to time, hence ASI-58 was issued vide No.HSA/901/1921 dated 23.06.1987.

2. According to para-7(d) of ASI-43, the Chief Medical Officer/Medical Advisor was authorized to issue medical certificate in respect of PTV employees who were under transfer but due to an error the word "Medical Officer" has been typed in place of "Medical Adviser" in para-3(d) of ASI-58. It is, therefore, clarified that only Chief Medical Officer/Medical Adviser is to issue Medical Certificate in respect of PTV employees who are under transfer and the word



Administrative Staff Instructions of PTVC

“Medical Officer” in para-3(d) of ASI-58 may be read as “Medical Adviser” accordingly.

Yours faithfully,

*Maj. (Retd.)
(Jamil Ahmed)
Controller
Administration & Personnel*

***Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad***

HSA/901/801

30th December, 1991

***Amendment No. 2 to ASI No. 58
Subject: Medical Attendance Rules***

1. Following sentence be added after the first sentence of Para-2 (f)(i), of ASI-58 issued vide No. HSA/901/1921 dated 28-06-1987:-

"More than one Chemist can, however be appointed provided the Chemist offers 5% discount and the Chemist is of the required standard".



Administrative Staff Instructions of PTVC

(Abdul Khalique Awan)
Director
Administration & Personnel

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/12845

27th June, 1992

Amendment No. 3 to ASI No. 58
Subject: Medical Attendance Rules



Administrative Staff Instructions of PTVC

I. *The existing Clause g(i) of ASI-58, issued vide No. HSA/901/1921 dated 28-06-1987, under the heading "Consultation with Specialists" may be substituted with the following new clause:*

"A Medical Officer/Chief Medical Officer, if he considers it necessary, can refer an employee or a dependent member of his/her family to a specialist for consultation or opinion. Cases will, however, be referred only to those specialists who are on the approved panel of PTV. The panel of specialists will be drawn up on the recommendations of the Committee listed at Para-c, sub-Para (i). A reference slip issued by a Medical Officer will be valid only for one visit. If a subsequent visit is needed, as per advice of the specialist, a fresh reference slip should be obtained from the Medical Officer/Chief Medical Officer, who will indicate so on the reference slip to enable the Specialist to charge fee on the approved rates for subsequent visit. If a case is referred by the Medical Officer/Chief Medical Officer to any Specialist and is required to be referred to some other Specialist, the patient is not allowed to consult that Specialist unless he gets fresh reference slip from Medical Officer/Chief Medical Officer."

(Abdul Khalique Awan)
Director
Administration & Personnel



Administrative Staff Instructions of PTV

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/1273

17th April, 1996

Amendment No. 4 to ASI No. 58
Subject: Medical Attendance Rules

1. Clause 2(n)(x) of ASI-58, circulated vide No. HSA/901/1921 dated 28-06-1987, does not permit PTV employees to avail medical treatment from non-panelled hospitals. It was observed that PTV employees from TV Centres/Offices are sending claims to Hqr's Office requesting reimbursement of expenses incurred by them on treatment/Lab. Test/hospitalization in non-panelled hospitals, clinics, labs, etc. This was, of course a violation to the rules. Therefore, a need has been felt to amend the rules and to make a provision therein to ensure that discrimination is not done to any employee. The relevant clause of ASI-58 is amended with the following addition:

“Reimbursement claims of non-panel hospitals, clinics/labs on account of medical services shall be entertained subject to the condition that prior approval of the Administrative Head is sought. Payment of such claim will, however, be made as per the approved rates of PTV panelled hospitals, clinics/Labs. Amount incurred by the employees beyond the approved rates shall be borne by the employees”.

(Saleem Gul Shaikh)
Deputy Managing Director



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/15190

2nd December, 1998

Amendment No. 5 to ASI No. 58
Subject: Medical Attendance Rules

1. PTV is providing free medical facility to its employees/dependents family members and aged dependent parents as per procedure laid down in medical attendance rules. However, to extend the medical facility more effectively for all employees, the following addition/amendment has been made in the ASI-58 issued vide No. HSA/901/1921 dated 28-06-1987:-

a) Addition of Clause (vii) Para-2 (a)

Medical facility will also be allowed to the family members and dependents of the employees at the places where no Medical Officer has been appointed. The family members/dependents members residing in such areas will get the medical facility from the Govt. Hospitals of the concerned city. Expenditure incurred on purchase of medicines/Lab. Tests and X-Rays, etc. will be countersigned by the Medical Superintendent of the said Govt. Hospital which will be reimbursed as per approved rates of PTV Panel Labs and X-Ray Centre.

b) Withdrawal of Clause (vi) Para-2 (a)

Clause (vi) of Para 2(a) imposing condition of delivery charges more than two children for employees who joined Corporation after 1984 is hereby withdrawn.

c) Revision of Clause (0)(iii) of Para-2



Administrative Staff Instructions of PTVC

For delivery at home, reimbursement of the delivery fee shall be restricted to a maximum of Rs.1500/-, if the delivery is done by a registered MBBS Lady Doctor, and up to a maximum of Rs.500/- if the delivery is done by a midwife, provided the claim is supported with a receipt from the Lady Doctor/Midwife concerned and a proper birth certificate.

2. *This amendment will be effective from 15-10-1998.*

*Maj. (Retd)
(Jamil Ahmad)
Director
Administration & Personnel*

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/2255

17th June, 1999

Amendment No. 6 to ASI No. 58
Subject: Medical Attendance Rules

1. *The clause (p)(iii) of Para 2 of ASI-58 circulated vide No. HSA/901/1921 dated 28-06-1987 regarding reimbursement of circumcision charges of first two male children in case of those employees who joined service of the Corporation on or after 1st July, 1984 is hereby withdrawn.*

***Maj. (Retd)
(Jamil Ahmad)
Director
Administration & Personnel***



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/257

14th December, 2000

Amendment No. 7 to ASI No. 58
Subject: Medical Attendance Rules

1. The following amendments have been made in ASI-58 issued vide No. HSA/901/1921 dated 28.06.1987:-

a) Addition of Clause (a) (viii) Para-2

Medical facility will also be allowed to the family members and dependents of the employees at the places where no Medical Officer has been appointed. The family members/dependent members residing in such areas will get the medical facility from the Govt. Hospitals of the concerned city. Expenditure incurred on purchase of medicines/Lab. Tests and X-Rays, etc. will be



Administrative Staff Instructions of PTVC

countersigned by the Medical Superintendent of the said Govt. Hospital which will be reimbursed as per approved rates of PTV Panel Labs and X-Ray Centre. However, where Government Hospitals are not available bills may be countersigned by the Incharge of the Government Rural Health Centre instead of Medical Superintendent. Further, in case of hospitalization reimbursement on account of purchase of medicines and clinical tests will be made on verification of the concern Specialist/ Registrar/Medical Superintendent instead of counter-signature of the area Medical Officer.

b) Revision of Clause (n)(iv) Para-2

Employees who have opted for Allopathic system of medicine can avail Unani or Homoeopathic, system of medicine for the treatment of specific diseases with prior written approval of Administrative Head of Unit. However, Homoeopathic/ Unani treatment of specific disease will be allowed on verification of the disease by the Area Medical Officer for a specific period.

c) Revision of Clause (0)(iii) of Para-2

For delivery at home, reimbursement of the delivery fee shall be restricted to a maximum of Rs. 2000/-, if the delivery is done by a registered MBBS Lady Doctor, and up to a maximum of Rs. 750/- if the delivery is done by a midwife, provided the claim is supported with a receipt from the Lady Doctor/Midwife concerned and a proper birth certificate.

2. This amendment will be effective from 15.10.2000.

***Maj. (Retd)
(Jamil Ahmad)
Director
Administration & Personnel***



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HP/847/4731

12th November, 2002

Circular



Administrative Staff Instructions of PTVC

(To Enhance Delivery Charges)

Subject: Medical Attendance Rules

- 1. The Board of Directors in its 142nd meeting held on 29.10.2002 has approved enhancement in the delivery charges from Rs. 2000.00 to Rs. 2500.00 if delivery is done at home by a registered MBBS Lady Doctor and Rs. 750.00 to Rs.1000.00 if the delivery at home is done by a mid-wife provided the claim is supported with a receipt from the Lady Doctor/Midwife concerned and a proper birth certificate. The Board has also approved enhancement in the circumcision charges done at home from Rs. 200.00 to Rs. 400.00 provided the claim is supported by a proper receipt.*
- 2. This will be effective from 01.07.2002.*

*(Muhammad Aslam)
Controller
Administration & Personnel*



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/1528

7th May, 2003

Amendment No. 8 to ASI No. 58 ***Subject: Medical Attendance Rules***

1. The following amendments have been made in ASI-58 issued vide No. HSA/901/1921 dated 28.06.1987:-

a) Revision of Clause (a)(i) of ASI-58

PTV employees and members of their families as defined in PTV Service Rules No. 3.14 are entitled to medical facilities on Corporation's expenses. Employees shall provide detail of their dependent family members on the Proforma which is at Annexure-I. However, in the medical attendance rules (ASI-58), the age limit of the children of employees has not been specified for provision of medical facilities on Corporation's expense. The age limit of the children of employees has been fixed as 25 years in case of son and for daughter till she is married. If the son of an employee is employed or married earlier to the prescribed age limit, the medical facility shall be discontinued. However, if the children cross the fixed age limit and they still are dependent on the employee, the employee shall be required to submit a certificate to this effect for obtaining medical facilities from the Corporation, as a special case.

b) Withdrawal of Amendment No. 4 to ASI-58

PTV employees and their dependent family members were allowed to avail medical treatment from the non-panelled medical agencies in accordance with approved rates of panelled hospitals with prior written approval of their Head



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of Units vide Amendment No. 4 to ASI-58 issued under No. HSA/901/1273 dated 07-04-1996. The provision of medical treatment from non panelled medical agencies allowed vide Amendment No. 4 to ASI-58 has been discontinued. However, in extreme emergency (accident, heart attack, etc.) the employees may obtain medical facility from the non-panelled hospitals. The reimbursement on this account will be made as per approved rates of panelled hospital.

Maj. (Retd)
(Jamil Ahmad)
Director
Administration & Personnel



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ANNEXURE-I

PAKISTAN TELEVISION CORPORATION LIMITED

LIST OF DEPENDENT FAMILY MEMBERS

Name of Employee _____
 Designation _____
 Group _____
 Personnel No. _____
 Department/Section _____
 Head Office/TV Centre/RBS _____

I give below the list of my family members who are wholly dependant on me and enclose herewith photocopies of their National Identity Cards/Photographs, in duplicate for the purpose of issuance of medical cards.

Sr. No.	Name	Date of Birth/Age	Registration No./NIC No.	Relationship with the employee

certify that:-

- (i) My spouse is not employed anywhere.
- (ii) None of my children is employed
- (iii) My parent are wholly dependent upon me as declared in the attached certificate.

Signature of Employee

Date

Present Address

None of my family members in respect of female dependants can be provided medical facilities.



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/2255

29th July, 1987

Administrative Staff Instruction No. 59 ***Subject: PTV Rest House Murree “Rules”***

- 1. The Administrative Staff Instructions No.39 was issued, Vide No. HSA/901/17703 of 19th July, 1983 to regulate booking of the Rest House at Murree.***
- 2. Due to security reasons and for proper upkeep and maintenance of the PTV facility, these new rules pertaining to the reservation of Rest House at Murree are issued.***
- 3. The booking of the rest house will be open to all PTV employees posted at any TV Centre/Office/RBS, for a maximum period of 7(seven) nights during off season (September-April) and for a maximum of 3 nights during season (May-August). The booking will be approved by Director Administration & Personnel, PTV-Headquarters Office.***
- 4. The check-in time at the rest house will be any time after 1200 hours whereas the check-out time will be any time before 1200 hours. No occupant will be allowed to stay in the rest house after 1200 hours on the expiry of total number of nights allowed to him for stay at the rest house.***
- 5. PTV employees having family of more than four persons will have to carry their own bedding for family members in excess of four.***
- 6. Requests for the booking of the rest house will be made on prescribed Proforma attached as Annexure-A to this ASI. These requests will be sent to Director Administration & Personnel through proper channel, and will be considered on first-come-first served basis. On allotment of rest house to an applicant, an authorization letter will be sent to EIC Murree with a copy to the allottee. The allottee has to show his copy of allotment to EIC at the time of occupying the rest house. It is to be clearly understood that allotment of the rest house to an employee will not entitle him to any sort of leave (which will be granted to him by respective leave sanctioning authority in the usual manner) nor***



Administrative Staff Instructions of PTV

will it form a basis for getting leave. However, the family members/guests of the staff members who are allotted the Rest House will not be allowed entry in the Rest House if they are not in the company of the allottee concerned. The allottees must carry with them their office and national identity cards for security reasons.

7. *Letters of allotment of the rest house will be issued as early as possible giving enough time to the allottee to make arrangements for journey to Murree. In case an allottee is unable to occupy the rest house, he must inform PTV-Headquarters Office immediately on receipt of the allotment letter. Allottees who fail to do so will not be allowed any future bookings.*

8. *Over stay in the rest house will not be allowed in any circumstances and the occupant will have to leave the rest house on the expiry of his entitlement mentioned in his allotment letter.*

9. *In emergencies, allottees can be requested to vacate the Rest House before the expiry of their allotment period.*

10. *Kitchen facilities are available at the rest house. Staff members going to the rest house have, however, to arrange Purchases of eatables themselves. PTV will not incur any expenditure in this respect.*

11. *Authorized occupants and their entitled family members will be allowed medical assistance at Murree from the PTV's Medical Officer only. No reimbursement of expenses will be made if medical assistance is taken elsewhere.*

12. *Management expects that the occupants will leave the Rest House as neat and clean as they find it on occupation. In case carpets, curtains, beddings, kitchen utensils, crockery etc., are damaged by any occupant; the cost of the same will be booked to his personal account and recovered from his salary. The Security Assistant at RBS-Murree/EIC, RBS-Murree will hand over the suite to the allottee and will take charge from him on his return, after counting the items in the suite.*

13. *No out-going telephone call will be allowed to any occupant of rest house, except in emergencies. Their incoming messages will, however, be taken and delivered to them in writing.*



Administrative Staff Instructions of PTVC

14. *The allottees and their companions will be expected to stay in the Rest House area only, and not to roam about in the premises of RBS, Murree.*

15. *There have been requests from outside also for the use of this facility. It has been decided that outsiders may be allowed to stay at the Rest House. However, allotment to outsiders has to be very discriminative and only in exceptional circumstances. Normally the outsiders will be discouraged. As it entails a lot of expenditure in the upkeep of the Rest House, the outsiders who are allotted Rest House shall be charged Rs. 100/- per night per suit. Upon acceptance of their request for the allotment of Rest House, they will have to deposit this amount, in cash, well in advance with the Accounts Department at PTV-Hqr's. Office Islamabad, and obtain a proper receipt. This receipt is to be shown to Engineers Incharge, RBS Murree before occupying the Rest House. Overstay will not be allowed under any circumstances. In case of failure to avail the facility or shorter stay than the allotment period, payment for occupancy made in advance shall not be refunded. The outsiders allowed to stay at the Rest House must carry with them their identity cards for proper identification.*

16. *All occupants' will have to sign the guest register maintained at the rest house.*

17. *This supersedes ASI No 39 and takes immediate effect.*

(Burhanuddin Hasan)
Director
Administration & Personnel

Amendments:

HSA/901/5675	18-06-1989	Amendment No.1 to ASI No. 59
HP/2177/7752	10.08.1989	Circular (Amendment to ASI No. 59)
HP/2177/7911	21.08.1989	Circular (Amendment to ASI No. 59)



Administrative Staff Instructions of PTVC

ANNEXURE "A" TO ASI NO.59.

PAKISTAN TELEVISION CORPORATION LIMITED

(_____ Station/Office/RBS)

REQUEST FOR BOOKING OF REST HOUSE MURREE.

Name: _____

Designation and Pay Group: _____

Department: _____

Centre/Office/RBS: _____

Date of request : _____

Booking requested.

Preferred: from _____ to _____

Alternate dates.

1. from _____ to _____

2. from _____ to _____

I undertake the responsibility for keeping the rest house clean during my occupation, and to pay the cost of any item damaged/ broken by me or any member of my family during my/their stay at the rest house, Murree.

(SIGNATURE)



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/5675

18th June, 1989

Amendment No.1 to ASI No. 59
Subject: PTV Rest House Murree “Rules”

- 1. Attention of all employees is drawn to ASI-59 for the use of facilities of PTV Rest House at Murree.***
- 2. It has been observed that some of the employees using the facility of Murree Rest House bring with them family members much in excess of the available accommodation and facilities, thereby affecting the overall efficiency of the Rest House and creating Administrative problem in its management.***
- 3. It has, therefore, been decided that employees should not carry with them more than six (major) family members to PTV Rest House Murree.***

(Burhanuddin Hasan)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HP/2177/7752

10th August, 1989

Circular
(Amendment to ASI No. 59)
Subject: PTV Rest House Murree "Rules"

1. Further to instructions regarding allotment of PTV Rest House Murree issued vide ASI No.59, dated 29 July 1987, it is circulated that no accommodation would be allotted to any employee for more than once in the Summer Season.

(Burhanuddin Hasan)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HP/2177/7911

21st August, 1989

Office Order
(Amendment to ASI No. 59)
Subject: PTV Rest House Murree "Rules"

1. Further to instructions regarding allotment of PTV Rest House Murree issued vide ASI No. 59, dated 29 July 1987, Suite No. 1 is reserved for allotment to Chairman, Managing Director, Directors, Controllers and General Managers only in future.

(Burhanuddin Hasan)
Director



Administrative Staff Instructions of PTVC

Administration & Personnel

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/9944

4th August, 1987

Administrative Staff Instruction No. 60 ***Sub: Grant of Annual Increment***

1. PTV's Service Rules No. 7.01 to 7.07 govern the grant of annual increments to PTV employees. Service Rule No. 7.02 states that annual increments will be awarded only on 1st July of each year, and that an employees joining the service of the Corporation in one Calendar Year will be entitled to receive his first annual increment on 1st July of the next Calendar Year. The Rule No.7.03 states that only those employees who are confirmed in their posts on or before 1st July of that year, will be entitled to an annual increment, and Rule No.7.04



Administrative Staff Instructions of PTVC

states that if an employee is not granted an annual increment on 1st July of a year due to his still being on probation, he will be subsequently awarded an annual increment with effect from the 1st July of the year on which he would have earned an increment in the normal course, if he is confirmed on due date. However, those employees whose probation periods are extended are entitled to receive their annual increments on the 1st July following the date of their confirmation.

2. *The above referred rules do not cover annual increment to those employees who are promoted between "1st January and 30th June" of a calendar year. It has now been decided that if an employee is promoted during this period of a year, his pay on 1st July of that year will be fixed after allowing him a normal increment in the pay scale of his previous post, had he been not at the ceiling of the pay scale of the lower post from which he was promoted & in which he had served for six or more than six months. For example, the pay of Mr. 'A', as on 31 December, was Rs.1600/- per month in Pay Group-5 in pay scale of Rs.1400-100-2900 and he is promoted to a Pay Group-6 post, in the pay scale of Rs.1600-120-3040, between 1st January and 30th June, his pay on the date of such promotion will be fixed at Rs.1720/- per month after allowing him one increment and by fixing his pay at the next higher step in the pay scale of Pay Group-6 as per Service Rule No. 6.15. On 1st July of that year he will be granted his normal annual increment in the pay scale of his previous post, i.e. Pay Group-5. This would mean that had he not been promoted, he would have got an increment on 1st July and his pay would have been raised from 1600/- to Rs.1700/-. On the basis of this calculation, his pay in Group-6 would be fixed at Rs. 1840/- in the pay scale of Pay Group-6, on 1st July of that year, by giving him the benefit of more than one increment in his previous pay scale as per Service Rule quoted above. As such, the fixations of pay of Mr. 'A' will be as under:-*

- | | | |
|-------------|---|------------------------------|
| i) | <i>Before promotion i.e. up to 31st December</i> | <i>Rs. 1600/- in Group-5</i> |
| ii) | <i>On promotion after 31st December and before 1st July</i> | <i>Rs. 1720/- in Group-6</i> |
| iii) | <i>On 1st July following such promotion.</i> | <i>Rs. 1840/- in Group-6</i> |

3. *Another example of fixation of pay in a case in which employee was at the ceiling of his pay scale when he was promoted during the six months preceding 1st July of a year, is as follows: Mr. 'B' who was drawing Rs.2900/- per month as his basic pay in Pay Group-5 in the pay scale of Rs.1400-100-2900 and he is*



Administrative Staff Instructions of PTVC

promoted to a pay Group-6 post between 1st January and 30th June, his pay on the date of such promotion will be fixed at Rs.3040/- per month after allowing him the benefit contained in Service Rules No. 6.15. On 1st July of that year, he will not be granted his normal annual increment in the pay scale of his previous post because, before promotion, he was at the ceiling of the pay scale of his earlier, i.e. lower, post and had he not been promoted, he would have not earned any more increment in that pay scale. However, had he not been promoted before 1st July, he would have been considered for a move over on that 1st July subject to fulfilment of laid down conditions.

4. *The employees who are promoted on 1st July will first be granted their normal annual increment on 1st July, in the pay scale of their post in which they served for more than six months, and then their pay, on promotion with effect from that 1st July, will be fixed in normal manner as provided for in the Service Rule No. 6.15.*

5. *The formula for the grant of increment on 1st July to the employees referred to in the preceding paragraphs can be further explained like this:*

i) *The employees whose basic pay, on promotion between January and June of a year, is fixed by giving them the benefit of more than one increment and up to two increments at the rate of increment in the pay scale of the post held by them prior to their promotion, are entitled to one increment on 1st July of that year, in their previous pay scale, provided they were not at the ceiling of the pay scale of their previous posts, and their pay is re-fixed on 1st July as if they were promoted after earning the normal increment, as per example contained in Para 2 (The example in Para 3 relates to those who were at the ceiling of the pay scale of their posts before promotion).*

ii) *Those employees whose basic pay, on promotion between January and June of a year, is fixed by giving them the benefit of more than two increments at the rate of increment in the Pay Scale of the post held by them prior to their promotion, are not entitled to one increment on 1st July of that year. The example given below explains this basis:*



Administrative Staff Instructions of PTVC

- a)** *Basic pay in Pay Group-4 (Pay Scale Rs.1050-75-2175) on 31st December. Rs.1200.00*
- b)** *Basic Pay fixed on promotion between January and June following the above 31st December, as per Service Rule No. 6.15 (a), in Pay Group-5 (Pay Scale Rs.1400-100-2900). The formula is $Rs.1200 + \text{Rate of increment in previous pay scale (Rs.75)} = Rs.1275/- + \text{nearest available higher step in the pay scale in which an incumbent is promoted, Rs. 1400.00}$*
- c)** *If not promoted between January and June as at (b) above, the incumbent would have earned annual increment on 1st July and the basic pay would have been fixed at: Rs.1275.00.*
- d)** *If the incumbent is promoted on or after 1st July, and by 31st December, the pay would be fixed according to the formula explained in (b) above, i.e. $Rs.1275/- + \text{Rate of increment in the previous Pay Scale (Rs.75)} = Rs.1350/- + \text{nearest available higher step in the pay scale in which an incumbent is promoted Rs.1400.00}$.*

Note: *Since, in such cases, the benefit of increment or 1st July is already covered on fixation of pay on promotion between January and June, i.e., a benefit of more than two increments (more than $Rs.75+75=Rs.150/-$) has already been given, the incumbent is not entitled to any further financial benefit.*

6. *The above examples make the point clear. It may, however, be added that the benefit of increment in question is not given to those who are 'appointed' to a post of higher pay scale; it is given only on 'promotion' subject to laid down conditions. In any case, the increment in question is granted in the old pay scale (before promotion) and not in the higher pay scale (on promotion).*



Administrative Staff Instructions of PTVC

7. *The employees who will get the benefit of this decision will not be entitled to any arrears up to 30-06-1986.*

8. *This supersedes ASI No. 33, issued vide No. HSA/901/3826 dated 18th October 1982, ASI No. 55 issued vide No. HSA/901/4785, dated 22nd December 1986 and circular No. HSA/901/5786, dated 25th April 1987.*

(Burhanuddin Hasan)
Director
Administration & Personnel

Amendments:

<i>HSA/901/1439</i>	<i>17-04-1989</i>	<i>Amendment No. 1 to ASI No. 60</i>
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Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/1439

17th April, 1989

Amendment No. 1 to ASI No. 60
Sub: Grant of Annual Increment

1. The provision of ASI No. 60, issued vide No. HSA/901/9944, dated 4th August, 1987 has been extended to move over cases also. The words "promoted" or "promotion" appearing in the ASI may therefore, be substituted with the words "promoted or moved over / placed in next group" and promotion, move over, placement respectively.

(Burhanuddin Hasan)
Director
Administration & Personnel