



Administrative Staff Instructions of PTV

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

HSA/901/17400

15th August, 1978

Administrative Staff Instruction No. 1 ***Subject: General***

1. *It has been noticed that members of PTV staff and, in certain cases, even senior officers of the Corporation are not fully aware of various rules, procedures, orders etc., concerning conditions of employment and other Administrative & professional requirements of service. To rectify this situation, it has been decided to issue Administrative Staff Instructions, in accordance with PTV Service Rule No. 2.10, on various subjects. Administrative Staff Instructions will be issued with the approval of the Managing Director and under the signatures of the Director Administration and Personnel. In each Division of PTV Headquarters, and in each Department/Section of TV Centres / Central Sales Office / Asian Television Service / Rebroadcasts Stations, a file titled "Administrative Staff Instructions" will be maintained in which these instructions will be filed in such a way that Administrative Staff Instruction No. 1 will be on top, Administrative Staff Instruction No. 2 will be next, and so on. Eventually Administrative Staff Instructions file will become a kind of reference book in which full guidance on all aspects of Administrative and Personnel functions of PTV will be available.*

2. *Heads of Divisions at PTV Headquarters, General Managers at TV Centres and Asian Television Service, Controller Sales at Central Sales Office Karachi, and Engineers Incharge at Rebroadcast Stations, are to please note the following instructions regarding Administrative Staff Instructions:*

- i) They will themselves read the Administrative Staff Instructions, and will ensure that every member of their staff reads and understands their contents.*
- ii) Having done so, they will send an acknowledgement of the receipt of Administrative Staff Instruction to the Director*



Administrative Staff Instructions of PTVC

Administration and Personnel, confirming that the contents have been read by/explained to all members of their staff.

- iii) They will make sure that every member of their staff whether on first employment or on transfer from other PTV Centre / Office / Rebroadcast Station reads and familiarizes himself with the contents of Administrative Staff Instructions before he is assigned duty.*
- iv) They will ensure that instructions/procedures contained in the Administrative Staff Instructions are strictly observed / followed by all members of their staff.*
- v) For facility of reference, an index will be maintained on the inner left side of the Administrative Staff Instructions file, with the following columns:*

<i>Serial number of the Administrative Staff Instruction</i>	<i>Reference No. and date</i>	<i>Subject</i>
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(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/22230

4th September, 1978

Administrative Instruction No. 2 ***Subject: Overtime***

1. Overtime expenditure in PTV has registered an alarming increase and, in spite of numerous instructions from PTV Headquarters, has not been brought down to a reasonable level. In many cases, overtime earnings of employees exceed their normal salaries. In certain cases, the average of normal overtime duty hours of the employee come to 20 hours a day on each day of the month. The conclusion, therefore, is inevitable that this state of affairs is the result of:

- i) Unplanned or badly planned work schedules.***
- ii) Lack of proper attention to determining actual need for overtime work.***
- iii) Normal working hours not related to work requirements.***
- iv) Lack of proper check on veracity of overtime claims.***
- v) Certain employees doing overtime work on their own.***
- vi) Lack of realization on the part of Heads of Departments / Sections that unearned incomes in the shape of unnecessary / fraudulent overtime payments tend to corrupt employees, and breed inefficiency and indiscipline.***

2. Heads of Divisions at PTV Headquarters, General Managers at TV Centres and Asian Television Service, Controller of Sales at Central Sales Office, Karachi, and Engineers Incharge at Rebroadcast Stations, are requested to pay concerted attention to this problem and to make their best efforts to eliminate the causes of undue and excessive overtime. At the time of writing their ACRs due note is to be taken of the fact whether an officer has been able to check and control expenditure



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on overtime. To help them in their efforts to regulate overtime, the following procedure is laid down for strict implementation with effect from 1st October 1978. It may be noted that any deviation from the laid down procedure will be viewed seriously:

- i)** *Only Directors, Head of Divisions/Controllers, General Managers, Heads of Departments/ Sections Engineers Incharge at Rebroadcast Stations, and in their absence, the next senior most officers are competent to order employees working under them to do overtime work.*
- ii)** *Overtime work is to be ordered in writing. Only in exceptional circumstances verbal orders may be issued, but these must be reduced to writing on the next working day.*
- iii)** *On the next working day after the overtime work is actually done, the officer under whose supervision the overtime work was done or the Head of Department/Section concerned is to prepare a "Daily Overtime Authorization Slip" (Annexure-A). While filling up the Daily Overtime Authorization Slip, the following information must be stated:*
 - a)** *Reason for overtime work showing why it could not be done during the normal working hours, and why it could not be postponed till the next working day.*
 - b)** *Detail of work done during overtime and the work done during normal duty hours.*
- iv)** *Daily overtime slips are then to be signed by the officer supervising the overtime work and by the Head of Department/Section.*
- v)** *On the next working day the Daily Overtime Time Authorization Slips are to be sent to the Accounts Department who are required to maintain an Overtime Register in loose-Leaf form (Annexure-B). One page in the Overtime Register, to be arranged Department/ Section wise, is to be allocated to each employees doing overtime work.*



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- vi)** *Daily Overtime Authorization Slips, when received in the Accounts Department, are to be posted to Overtime Register, noting relevant folio numbers on the Daily Overtime Time Authorization Slips, which are then to be filed Department/Section-wise.*
- vii)** *Late Daily Overtime Time Authorization Slips are not to be accepted by the Accounts Departments except under written orders of the Directors/Controllers/General Managers.*
- viii)** *Overtime earnings are not to be paid in cash, but are to be disbursed through monthly pay-roll.*
- ix)** *As directed by the Government, no employee is to be allowed to earn overtime exceeding 50% of his basic pay in any month, under any circumstances.*
- x)** *Daily Overtime Time Authorization Slips are to be cyclostyled, but the Overtime Registers are to be printed and maintained in loose-leaf binders.*
- xi)** *Accounts Managers/Accounts Officers are to prepare a monthly statement of overtime showing Department/Section-wise and total overtime paid during the month for their respective TV Centre/Office. This statement is to be scrutinized by General Manager/Head of Offices/ Units who are to forward them to Director Administration and Personnel with reasons for excessive overtime in Departments/Sections with full or near full staff strength.*
- xii)** *Daily Overtime Time Authorization Slips are to be considered confidential documents and are not to be allowed to be seen by any unauthorized person.*

3. *This Administrative Staff Instruction supersedes all previous orders / instructions on the subject of overtime.*



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(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/3818</i>	<i>19-03-1979</i>	<i>Amendment No. 1 to ASI No. 2</i>
<i>HSA/901/9446</i>	<i>15-11-1997</i>	<i>Amendment No. 2 to ASI No. 2</i>
<i>HSA/901/9829</i>	<i>24-12-1997</i>	<i>Amendment No. 3 to ASI No. 2</i>
<i>HSA/901/10482</i>	<i>25-02-1998</i>	<i>Amendment No. 4 to ASI No. 2</i>
<i>HSA/901/25570</i>	<i>14-11-1978</i>	<i>Overtime (Amendment vide ASI No. 3)</i>
<i>HSA/901/27098</i>	<i>06-11-1980</i>	<i>Overtime (Amendment vide ASI No. 20)</i>
<i>HSA/901/3082</i>	<i>29-06-1986</i>	<i>Overtime (Amendment No. 1 to ASI No 20)</i>



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Appendix - 'A' to A.S.I. No.2

DAILY OVERTIME TIME AUTHORIZATION SLIPS No. _____ UNIT: _____			
Name : _____		Personal No.: _____	
Designation: _____		Department/Section : _____	
Overtime Rate per hour: _____			
Date	<u>Overtime done</u> From _____ to _____ hrs Total _____ hrs	Details of overtime work done.	Details of work done in normal working hours.
	<u>Normal working hours</u> From _____ to _____ hrs		
Officer who ordered Overtime work Date _____	Officer who supervised Overtime work Date: _____	Head of Department/ Section. Date: _____	
FOR USE BY ACCOUNTS DEPARTMENT			
Posted to Overtime Register _____		Folio No. _____	
		Salaries Section	
Person who did the posting		Date: _____	



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Appendix – 'B' to A.S.I. No.2

PAKISTAN TELEVISION CORPORATION LIMITED Unit: _____						
<u>OVERTIME REGISTER</u>						
Name : _____		Basic Pay _____				
Personal No.: _____		Monthly pay for overtime purpose _____				
Designation: _____			Department/Section : _____			
Overtime Rate per hour: _____						
Date	Daily Overtime Time Authorization Slips No.	Overtime done			Prog: Total	Remarks
		From	To	Total Hrs		



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

HSA/901/3818

19th March, 1979

Amendment No. 1 to ASI No. 2
Subject: Overtime

1. In partial modification of Administrative Staff Instructions No. 2 on the subject of overtime issued vide No. HSA/901/22230 dated 04-09-1978. Overtime in excess of 50% of basic pay can be granted, in very exceptional circumstances, with written approval of the Managing Director.

(S. H. Zubairi)
Deputy Controller
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/9446

15th November, 1997

Amendment No. 2 to ASI No. 2 ***Subject: Overtime***

- 1. The procedure for allowing normal overtime was laid down in ASI-2, circulated vide No. HSA/901/22230 dated September 04, 1978. This ASI was subsequently amended to allow overtime in excess of 50% of the basic pay in very exceptional circumstances with written approval of the Managing Director.***
- 2. In view of the instructions as contained in the above mentioned rules, employees entitled to earn overtime are paid normal overtime at the Centres/ Offices and remaining, excess overtime, is referred to Headquarters Office for seeking approval of the Managing Director. This condition was imposed to enforce economy measures on overtime.***
- 3. The Board of Management in its meeting held on October 07, 1997 has decided that in future overtime done by the employees will be paid at Centres/ Offices on actuals. The Authorization Slip already circulated with ASI-2 has been also modified as per the attached specimen. In the Authorization Slip columns have been changed and Authorization Slip to be got approved in advance as per the revised specimen of Authorization Slip. The overtime shall be allowed by the Directors at Headquarters Office, Controller at the Marketing Office, Karachi, General Managers at the Centres/PTV-Academy and Engineers Incharge at RBSs.***
- 4. To monitor and cross check deployment of staff on overtime a Register (Department-wise) shall be maintained at each Centre/ Office/Unit and the entries made by the employees deployed on staff which shall be countersigned by the officer designated as Duty Officer on the same day. It may further be noted that the allocated budget for overtime should not be allowed to exceed under any circumstances, as no re-appropriation will be allowed under this head.***



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5. *This amendment supersedes amendment earlier issued vide HSA/901/ 3818 dated March 19, 1979.*
6. *Kindly acknowledge.*

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

**PAKISTAN TELEVISION CORPORATION LIMITED
TV CENTRE/OFFICE _____**

OVERTIME AUTHORISATION SLIP

Department: _____
Section: _____

Name: _____ Designation: _____ Group: _____

Is Allowed Overtime On: _____ From _____ To _____ (____ Hr)

Work Done During Duty Hours: From _____ To _____

Justification Of Overtime _____

DEPARTMENTAL HEAD
(Not below GP-8 Officer)

HEAD OF DIVISION/
Head of Unit



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

HSA/901/9829

24th December, 1997

Amendment No. 3 to ASI No. 2 ***Subject: Overtime***

1. Para-3 of amendment No.2 to ASI-2 on the subject of overtime circulated vide No. HSA/901/9446 dated 15th November, 1997 is hereby replaced with the following:-

"To facilitate and to curtail paper work the sectional/ Departmental heads shall seek prior approval of Head of Unit in a consolidated shape, in advance on daily basis. The overtime authorization slip shall, however, be signed by the departmental head as in the past."

2. This amendment supersedes amendment earlier issued vide HSA/901/9446 dated November 15, 1997.

3. Kindly acknowledge.

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



Administrative Staff Instructions of PTVC

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

HSA/901/10482

25th February, 1998

Amendment No. 4 to ASI No. 2 ***Subject: Overtime***

- 1. The procedure for allowing overtime, as laid down in ASI-2, circulated, vide No. HSA/901/22230 dated 04-09-1978 be implemented as was being done in the past. As regards the payment of overtime done by the employee, it is to mention that the same will be paid at Centres/Offices as per actual hours of duty. However, instructions issued by Director Finance vide Office Order No. DCF/6100/CG/ASF/11825 dated 20-11-1997 may be strictly observed while incurring meeting expenditure on overtime.***
- 2. The authorization slip as per the attached specimen may be introduced for smooth functioning of the work. Head of the Sections/Departments shall seek approval of the expenditure on this account from the Head of the Unit in a consolidated form at the end of the month before submitting the overtime authorization slips and statements to the Accounts Department for payment purposes.***
- 3. This supersedes amendments issued earlier.***

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



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**PAKISTAN TELEVISION CORPORATION LIMITED
OVERTIME AUTHORIZATION SLIP**

Name: _____ Designation: _____ Group: _____

Is allowed Overtime On: _____ From _____ To _____ ()

Work Done During Duty Hours: From _____ To _____

Justification Of Overtime With Reasons As To Why It Could Not Be Postponed Till The Next

Working Day _____

Sectional Head

Head Of Departments



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

HSA/901/25570

14th November, 1978

Administrative Staff Instruction No. 3
Subject: Overtime(Amendment)

1. Administrative Staff Instruction No.2, circulated vide letter No. HSA/901/22230 dated 4th September, 1978, is to be amended as follows:

Add the following as sub-Para (xiii) under Para 2:

“Signatures of the employees doing overtime works are to be invariably obtained on Daily Overtime Authorisation Slips, under the Column ‘Overtime done’”

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/25676

18th November, 1978

Administrative Staff Instruction No. 4 ***Subject: Compensatory Leave***

1. Like overtime, the provision of allowing compensatory leave to employees in Group-5 and 6 has been applied without proper checks and restraints, resulting in huge accumulations of compensatory leave and its conversion into Privilege Leave. There is, therefore, urgent need to ensure proper control on compensatory leave.

2. Heads of Divisions/Departments at PTV Headquarters, General Manager at TV Centres and Asian Television Service, Controller Sales at Central Sales Office Karachi, and Engineers Incharge at Rebroadcast Stations, must make concerted efforts to eliminate undue and excessive compensatory leave. To help them do so, the following procedure is laid down for strict implementation with immediate effect. Deviation from the laid down procedure will be viewed seriously:

- i)*** Employees in Group 5 and 6, who are not entitled to overtime, when required to work on Fridays, Holidays or over and above the normal working hours, are entitled to compensatory leave at the rate of one day's Compensatory leave for every seven hours of extra work done by them. Extra hours of work done by employees in Group 5 & 6 will be counted on weekly basis i.e. work done in a week by employees in this category in excess of 42 hours will be considered extra work for which Compensatory leave will be admissible.
- ii)*** Only Directors, Controllers, General Managers, Heads of Departments / Sections, Engineers-in-charge at Rebroadcast Stations, and in their absence, the next senior-most officers are



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competent to order employees in Group 5 and 6 working under them, to do work beyond normal working hours. Officers, under whose supervision extra work is done by employees in Groups 5 and 6 beyond normal working hours, will keep a manuscript record of such extra work. On the basis of this record, the Head of Department/Section concerned will prepare a Weekly Compensatory Leave Authorization Slip (Annexure 'A'). While filling up the weekly Compensatory Leave Authorization Slip, the following information must be stated:

- a) Reason for extra work done showing why it could not be done during the normal working hours, and why it could not be postponed till the next working day.*
 - b) Details of extra work done after normal duty hours, and the details of work done during normal duty hours.*
- iii) Weekly Compensatory Authorization Slips are then to be signed by the employee doing extra work, the officer who ordered extra work, the officer who supervised extra work, and by the Head of Department/Section. These weekly Compensatory Leave Authorization Slips are then to be sent to Administration Department where a Compensatory Leave Register (Annexure 'B') will be maintained. One page in the Compensatory Leave Register, to be arranged Department/Section-wise, will be allocated to each employee in Group 5 and 6 doing extra work. Entitlement of Compensatory Leave is then to be work, out on the basis of total hours of extra worked done by the employees in Group 5 and 6 in excess of 42 hours in a week.*
- iv) Employees earning Compensatory Leave will be allowed to avail the same as soon as possible.*
- v) If due to exigency of service, an employee in Groups 5 and 6 cannot be granted Compensatory Leave due to him, such leave can be accumulated upto a maximum of 30 days.*



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- vi)** *When an employee in Groups 5 and 6 has accumulated Compensatory Leave of 30 days, he must be spared to avail the same.*
 - vii)** *Prior approval of the Managing Director will be required for conversion of Compensatory Leave into Privilege Leave.*
- 3.** *This supersedes all previous instructions on the subject of Compensatory Leave.*

(A. Nasir Siddiqui)
Director
Administration & Personnel



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Annexure - 'A' to A.S.I. No.4

WEEKLY COMPENSATORY LEAVE AUTHORISATION SLIP No. _____ UNIT: _____

Name : _____ Personal No.: _____

Designation: _____ Department : _____

For the week ended: _____ Normal Working hours: From _____ to _____

Dates on which extra work was done	Extra work done			Total Hrs	Detail of extra work done	Details of work done in normal working hours.
	From	To	Hrs.			

.....
Employees Doing overtime

.....
Officer who ordered
extra work
Date: _____

.....
Officer who supervised
extra work
Date: _____

.....
Head of Department/
Section.
Date: _____



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Appendix – 'B' to A.S.I. No.4

PAKISTAN TELEVISION CORPORATION LIMITED

UNIT: _____

Weekly Compensatory Leave Register,

Name : _____

Personal No.: _____

Department/Section : _____

Date	Weekly Compensatory Leave Authorisation Slip No.		Extra work done			Remarks
			From	To	Total Hrs.	



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

HSA/901/26163

28th November, 1978

Administrative Staff Instruction No. 5 ***Subject: Welfare Committee***

1. *In the absence of the unions, there does not now exist an institutionalized mechanism through which PTV employees can bring their collective problems or grievances to the notice of the PTV management. In order to remedy this situation and to provide an open channel of communication between employees and the Management for taking care of all issues agitating the minds of PTV employees, it has been decided to constitute Welfare Committees at all PTV Centres/Offices, comprising the following:-*

i) PTV- HQ Office Islamabad

At PTV-HQ Office Islamabad, the Welfare Committee will comprise of 7 employees with Director, Administration & Personnel, as the Chairman of the Committee. Out of 7 members, 2 will represent Programmes, News & Current Affairs, Educational Television and Overseas Relations Division employees, 2 will represent Engineering Division employees, 2 will represent Finance Division (Including Revenue) employees, and 1 will represent Administration & Personnel Division employees.

ii) TV Centres

At each TV Centres, the Welfare Committee will comprise of 7 employees with General Manager as the Chairman of the Committee. Out of 7 members, 2 will represent Programmes Department employees, 2 will represent Engineering Department employees, 2 will represent Administration Department employees, and 1 will represent Accounts Department and Sales Section



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employees.

iii) CSO Karachi

At CSO Karachi, the Welfare Committee will comprise of 3 employees with Controller of Sales as the Chairman of the Committee. Out of 3 members, 1 will represent Sales Department employees, 1 will represent Traffic Department employees, and 1 will represent Administration and Accounts Departments employees.

iv) ATS Karachi

At ATS Karachi, the Welfare Committee will comprise of 2 employees with General Manager as the Chairman of the Committee. Out of 2 members, 1 will represent News and Programmes Staff, and 1 will represent Administration and Accounts Staff.

2. *Members of the Welfare Committee will be chosen by the employees of the Divisions/Departments/Sections whom they would represent on the Committees. No specific method is being prescribed for the manner in which employees would chose their representatives, except that the representatives should not be in Pay Groups higher than 4 and would be acceptable to the branch of the office which he represents. Once a representative has been chosen, he will remain a member of the particular Welfare Committee for one year.*

3. *Welfare Committee will meet once a month, and will sort out the problems brought before them, if within the competency of the Chairman of the committee. Problems beyond the competency of the Chairman will be communicated to PTV-HQ for further action. Proper minutes will be kept of the meetings of the Welfare Committees, copies of which will be given to members, and to Deputy Controller Administration & Personnel, PTV-HQ, Islamabad.*

4. *Welfare Committees at PTV-HQ, TV Centres, CSO Karachi and ATS Karachi should be constituted by the end of the first week of January 1979, and the names of the members communicated to Deputy Controller, Administration & Personnel, PTV-HQ, Islamabad. Welfare Committees need not be constituted at Rebroadcast Stations where EICs should keep in close contact with members of their staff, and should forward to Deputy Controller, Administration & Personnel, PTV-HQ, Islamabad, the grievances/problems of their staff for further action.*



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5. *The receipt of this ASI should be acknowledged.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/4731</i>	<i>16-12-1986</i>	<i>Amendment No. 1 to ASI No. 5</i>
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Pakistan Television Corporation Limited ***Federal TV Complex, F-5/1, Islamabad***

HSA/901/4731

16th December, 1986

Amendment No. 1 to ASI No. 5 ***Subject: Welfare Committee***

1. *The following amendment may be incorporated in the ASI No. 5 issued under No. HSA/901/26163 dated 28th November, 1978:*

Para-3 on Page-2 of ASI No.5 is replaced by the following:-

"Welfare Committee will meet once in three months. However, there would be no bar for holding the meeting even prior to that, if required. The Committees will sort out their problems brought before them, if within the Competency of the Chairman of the Committee. Problem beyond the competency of the Chairman will be communicated to PTV Headquarters Office for further action. Proper minutes will be kept of the meetings of the Welfare Committees, copies of



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which will be given to members and to the Deputy Controller Administration & Personnel, PTV HQs Office, IBD."

*(Burhanuddin Hasan)
Director
Administration & Personnel*

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

HSA/901/2862

26th February, 1979

Administrative Staff Instruction No. 6 Subject: Medical Attendance Rules

- 1. Medical Attendance Rules for PTV employees are given in Clause 18.01 to 18.19 under Chapter XVIII of PTV Service Rules.*
- 2. It will be seen that free medical attendance including Specialist consultations, free medicines and medical treatment including hospitalizations, and free clinical/laboratory tests have been extended to PTV employees and members of their family. Panels of doctors have been employed at all places where*



Administrative Staff Instructions of PTVC

TV Centres/Offices are located, and sincere efforts have been made to ensure that employees are able to obtain proper medical treatment for themselves and members of their family in as convenient a manner as possible. It has been left to the honesty of the employees to utilize this generous facility in a legitimate manner and not to misuse it.

3. *It has, however, been noted with great regret that some unscrupulous PTV employees have been and are still grossly misusing this facility. Some of the misuses that have come to light are listed below:*

- a) PTV allows its employees to be treated under allopathic or homoeopathic or Unani system of medicine, but some employees obtain all three kinds of medicine.*
- b) Some employees obtain medicines on prescriptions from two or even three Medical Officers.*
- c) Some employees take their relatives and friends to Medical Officers for medical consultations and obtain medicines for them misrepresenting such persons as their family members.*
- d) Some employees have arrangements with some dishonest chemists for either getting cash in exchange for prescriptions or for obtaining cosmetics or other items in lieu of prescribed medicines.*
- e) Some employees, taking advantage of the provision to consult doctors other than Medical Officers in emergencies, obtain reimbursement of large amounts of money for medical consultation fees and cost of medicines.*
- f) Some employees, when they or members of their family are hospitalized, occupy hospital rooms above their entitlement and 'manage' certificates from attending doctors justifying such occupancies.*
- g) Some employees, who are otherwise perfectly healthy, suddenly become seriously ill whenever they are transferred and whenever they are refused leave, and 'manage' to obtain Medical Certificates on such occasions.*



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- h) Some employees consult Specialists at their own and then pester the Medical Officers to give them back-dated reference letters.*
- i) Some employees, on returning from leave, bring with them fake or 'managed' medical consultation bills and cash memos for medicines, and insist on the Medical Officers to countersign such bills/cash memos for purposes of reimbursements.*

4. *The above malpractices have resulted in very heavy increase in the medical expenditure of the Corporation. Since efforts made from time to time to check the above malpractices have not succeeded, it has become essential to lay down detailed rules and procedures for obtaining medical consultations, specialist consultations, medicines, hospitalizations, clinical tests etc., and to enforce them strictly, with a view to eliminating the prevalent malpractices.*

5. *With effect from 1st April 1979, the following instructions are to be strictly implemented.*

Entitlement to Medical Facilities

- i) PTV employees and members of their families, as defined in PTV Service Rule No. 3.4, are entitled to free medical attendance, free medicines and free medical treatment. However, the entitlement of aged, dependent parents is subject to production of an affidavit by the employee concerned to the effect that his parents are above the age of 60, have no independent means of income, do not own any property, and are entirely dependent on him.*
- ii) PTV will provide medical facilities to aged, dependent parents of employees only if they are residing with the employees or at a place where PTV has appointed Medical Officers.*

System of Medicine

- iii) Normally medical facilities under Allopathic system of medicine will be provided to PTV employees and members of their family. However, employees who wish to be treated by a Homoeopathic Doctor or by a Hakim can do so with prior written permission of the*



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Administrative Head of TV Centre/Office where they are posted. Detailed instructions about the procedure to be followed in such cases will be given at an appropriate place in this ASI. Here it is clarified that an employee will be allowed medical treatment under either Allopathic or Homoeopathic or Unani system of medicine.

Medical Officer

- iv) *For providing medical consultations to PTV employees and members of their family, a number of registered MBBS doctors will be appointed as Medical Officers on fixed monthly retainer fees in various localities at the places listed in the chart below:*

<i>Place</i>	<i>No. of Doctors to be appointed</i>	<i>For providing medical consultations to the employees posted at</i>	<i>Appointing Authority</i>
<i>Lahore</i>	<i>Four</i>	<i>TV Centre Lahore</i>	<i>GM PTV-L</i>
<i>Karachi</i>	<i>Six</i>	<i>TV Centre Karachi</i>	<i>GM PTV-K</i>
		<i>CMO Karachi, ATS Karachi</i>	
<i>Quetta</i>	<i>Three</i>	<i>TV Centre Quetta, RBS-Lakpass</i>	<i>GM PTV-Q</i>
<i>Peshawar</i>	<i>Tree</i>	<i>TV Centre Peshawar</i>	<i>GM PTV-P</i>
<i>Rawalpindi/ Islamabad</i>	<i>Six</i>	<i>PTV HQ Islamabad, TV Centre Rawalpindi</i>	<i>CAP</i>
<i>Murree</i>	<i>One</i>	<i>RBS-Murree</i>	<i>EIC</i>
<i>Hyderabad</i>	<i>One</i>	<i>RBS-TBK</i>	<i>EIC</i>
<i>Sakesar</i>	<i>One</i>	<i>RBS-Sakesar</i>	<i>EIC</i>
<i>Cherat</i>	<i>One</i>	<i>RBS-Cherat</i>	<i>EIC</i>
<i>Shujaabad</i>	<i>One</i>	<i>RBS-Shujaabad</i>	<i>EIC</i>
<i>Shikarpur</i>	<i>One</i>	<i>RBS-Shikarpur</i>	<i>EIC</i>
<i>Sahiwal</i>	<i>One</i>	<i>RBS-Sahiwal</i>	<i>EIC</i>
<i>Burewala</i>	<i>One</i>	<i>RBS-Burewala</i>	<i>EIC</i>
<i>Abbotabad</i>	<i>One</i>	<i>RBS-Thandiani</i>	<i>EIC</i>



Administrative Staff Instructions of PTV

- v) *One of the Medical Officers at Lahore, Karachi, Quetta, Peshawar and Rawalpindi/ Islamabad will be designated as Chief Medical Officer. Chief Medical Officer at Rawalpindi/Islamabad will be called Medical Advisor.*
- vi) *Each PTV employee, serving at the places listed in Para (iv) will be assigned to a particular Medical Officer for providing medical consultation to him and members of his family entitled to medical facilities under PTV's rules. Each employee will be individually informed in writing of the name, address and other particulars of the Medical Officer whom he and his/her family members can consult in case of illness. The assignment of employees to Medical Officers will be so made as to ensure allocation of near-equal patient-load to the Medical Officers. Once an employee is assigned to a particular Medical Officer, he/she will not be allowed to consult any other Medical Officer without the written permission of the relevant Administrative Head.*

Medical Cards

- vii) *Each employees and each number of his/her family, entitled to medical facilities under PTV's rules, will be issued a separate Medical Card from the Administration Department. The specimen of the Medical Card is enclosed as Annexure-I and Annexure-II to this A.S.I. All Medical Cards in respect of an employee and members of his/ her family will be placed in a jacket, the specimen of which is enclosed as Annexure-III to this A.S.I. The Medical Cards of employees assigned to a Medical Officer will remain in the custody of that Medical Officer for use at the time of consultations.*

Medical Consultations

- viii) *Employees, when ill, will normally consult the Medical Officers in their clinics during normal visiting hours. Only those employees and their family members will be given medical consultation whose Medical Cards are available with the Medical Officers. Each Medical Officer will introduce a system whereby the Medical Card of the patient called in will be before him. After consultation, the*



Administrative Staff Instructions of PTVC

Medical Officer will write a prescription, in duplicate, the details of which will be entered on the Medical Card, along with the date of the visit and the diagnosis. Thereafter both copies of the prescription will be given to the patient.

- ix)** *An employee can request the Medical Officer for a house visit only when the patient is so seriously ill that he is physically unable to go to the clinic. Any abuse of this facility, if reported by a Medical Officer, will result in disciplinary action against the offending employee.*

Supply of Medicines

- x)** *One registered Dispensing Chemist per Medical Officer will be appointed by the respective officers listed in Para (iv), in consultation with the Chief Medical Officers/Medical Adviser. The Dispensing Chemists will provide medicines to the employees, against prescriptions issued by the respective Medical Officers, after obtaining the signatures of the employee on the credit memos. The Dispensing Chemists will retain the original copy of the prescription and will hand-over the duplicate copy of the prescription to the employee along with the medicines.*
- xi)** *In the first week of each month, the Dispensing Chemists will submit their bills pertaining to the medicines supplied by them during the previous month, accompanied by Credit Memos and original copies of prescriptions, to the respective Administration Departments for settlement.*

Consultations with Specialist

- xii)** *A Medical Officer, if he so considers, can refer an employee or a 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. The panel of Specialists will be drawn up by the officers listed in Para (iv) in consultation with Chief Medical Officers/Medical Adviser. Fees of Specialists will be paid by the Corporation, on verification of their bills by the referring Medical Officers. No employee or any member of his family is allowed to*



Administrative Staff Instructions of PTVC

consult a Specialist at his own, without a proper reference from the Medical Officer concerned.

Consultations with Doctors other than Medical Officers

- xiii)** *In emergencies and in extremely serious illnesses where medical attendance is immediately needed and if at that time the Medical Officer is not available, an employee or a member of his/her family is permitted to consult any registered MBBS doctor and to purchase medicines from any Chemist. The fee paid to the doctors and cost of the medicines purchased on prescription of such doctors will be reimbursable, provided the doctors bills are on their letterheads showing their registered number, and provided the Cash Memos for the medicines are in printed form and are accompanied by doctors prescriptions, both duly verified by the Medical Officer concerned to the effect that the illness was so serious that a doctor had to be consulted at the time when the Medical Officer was not available.*
- xiv)** *At outstations - whether on duty or on properly sanctioned leave where Medical Officers have not been appointed by PTV, employees and members of their family (if accompanying the employees) can consult any registered MBBS doctor and can purchase medicines from any chemist. Reimbursement of consultation fees and cost of medicines will be made provided the doctors bills are on their letters heads showing their registered number and provided the cash memos of the medicines are in printed form and are accompanied by doctors prescriptions, both duly verified by the Medical Officer concerned.*

Dental Treatment

- xv)** *Officers listed in Para (iv) will appoint a number of Dental Surgeons, in consultation with Chief Medical Officer/Medical Adviser. Employees and members of their family would be allowed to get dental treatment only from Dental Surgeons who are on the approved list.*
- xvi)** *PTV will not pay for dentures.*



Administrative Staff Instructions of PTVC

Hospitalization

- xvii)*** *Officers listed in Para (iv) will draw up a panel of hospitals in consultation with Chief Medical Officers / Medical Adviser for providing hospitalization facilities to employees and members of their families.*
- xviii)*** *Employees and members of their families will normally be admitted in a hospital on a reference from Medical Officers. In emergencies needing immediate hospitalization at a time when the Medical Officer cannot be contacted or is not available, employees and members of their families can obtain admission in an approved hospital on a letter from Administration Department or at their own, but in such cases, a reference from the Medical Officer must be obtained at the earliest possible opportunity after hospitalization. Hospital bills will be paid by the Corporation only if these are accompanied by a reference from a Medical Officer.*
- xix)*** *For hospitalization and maternity confinement, the entitlement of employees and, members of their family is as follows:*
- | | |
|--|--------------------------|
| <i>-Employees in Group 1 - 4</i> | <i>General Ward</i> |
| <i>-Employees in Group 5 & 6</i> | <i>Semi Private Room</i> |
| <i>-Employees in Group 7 & above</i> | <i>Private Room</i> |
- xx)*** *In the event of non-availability of Private Rooms and Semi-Private Rooms, employees entitled to these accommodations will be given Semi-Private Rooms and General Wards, respectively.*
- xxi)*** *An employee originally entitled to admission in a General Ward can be given a semi-Private Room if so advised by the doctor attending him in the hospital and if concurred by the Chief Medical Officer/Medical Adviser, but only with prior written approval by the respective Administrative Head.*
- xxii)*** *If an employee or his/her family member occupies accommodation higher than his/her entitlement in a hospital, without prior written approval of the Administrative Head, excess room rent and consequential excess expenses will be borne by the employee*



Administrative Staff Instructions of PTVC

himself/herself.

- xxiii)** *The cost of any special facility during hospitalization, such as special nursing service or special air-conditioning etc. availed by an employee or any member of his/her family without prior written permission of the Administrative Head, will be borne by the employee himself/herself.*
- xxiv)** *Diet charges, during hospitalization, unless these are included in the room rent, will not be paid by PTV, and will be borne by the employee himself/herself.*

Delivery Cases at Home

- xxv)** *All delivery cases of female employees or employee's spouses will be done in the hospitals on PTV's panels. In exceptional circumstances, delivery cases can be done at the residence of the employees concerned, with prior written approval of the respective Administrative Head. In such cases, reimbursement of the delivery fee will be restricted to Rs.500/- if the delivery is done by a registered Lady Doctor, and Rs.200/= if the delivery is done by a Midwife. Costs of medicines purchased for the delivery will also be reimbursable provided the claim is accompanied by printed cash memos supported by prescriptions from a registered MBBS doctor. All such reimbursements will be subject to the verifications of the Medical Officer and the production of proper birth certificate.*

Circumcision at House

- xxvi)** *All cases of circumcision of male children of employees will be done in the hospitals on PTV's panel. In cases where it is carried out at places other than hospitals, reimbursement of the circumcision fee will be restricted to Rs.50/=.*

Laboratory/Clinical Tests

- xxvii)** *Officers listed in Para (iv) will draw up a list of the hospitals and laboratories, in consultation with Chief Medical Officers/Medical*



Administrative Staff Instructions of PTVC

Adviser, for obtaining X-rays, laboratory/clinical tests etc., if prescribed by the Medical Officers. Expenses incurred by an employee on X-rays & tests etc. at a hospital/laboratory not included in the above mentioned panels, will not be reimbursable.

Homoeopathic and Unani Medicines

- xxviii) Employees who wish to consult particular homoeopathic doctors, in preference to Medical Officers, can do so with prior written permission of the Administrative Head. However, in such cases these employees will not be allowed to change their preference at a later date.*
- xxix) Employees who wish to consult Hakims, in preference to Medical Officers, can do so in a specified Hamdard or Hakim Ajmal Khan Dawa Khana with prior written permission of the Administrative Head. However, in such cases these employees will not be allowed to change their preference at a later date.*
- xxx) Employees who opt for Homoeopathic or Unani medicine will, however, be provided hospitalization facilities, on reference from Chief Medical Officers/ Medical Adviser as allowed to employees who opt for allopathic system of medicine.*
- xxxi) Employees opting for Homoeopathic or Unani system of medicine will themselves pay for consultation fees, if any, and for the cost of medicines, and will then claim reimbursements which will be allowed if the claim is supported by proper receipts/cash memos, and are within reasonable limits.*

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

- i) The Medical Officer to whom the employee is assigned, if the employee is ill at the place of his normal duty.*



Administrative Staff Instructions of PTV

- ii) ***The Chief Medical Officer /Medical Adviser***, if the employee is ill at a place other than his normal place of duty where PTV has appointed Medical Officers, and if the employee has opted for Homoeopathic or Unani system of medicine.
- iii) ***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.
- iv) ***Any registered MBBS doctor***, if the employee is ill at the place where there is neither a PTV's Medical Officer, nor a Government Hospital.
- v) ***Chief Medical Officers/Medical Adviser***, if the employee is under transfer orders.

7. Where an employee submits Medical Certificate (s) the genuineness of which is considered doubtful, the Administrative Head can order such an employee to appear before a Special Medical Board, comprising Chief Medical Officer/Medical Adviser and one Medical Officer, for a medical examination. 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 enough to attend to his duties, a Medical Certificate in respect of such an employee will not be accepted from the date fixed for the examination by Special Medical Board. Disciplinary action for wrong information and irregularities may also be taken where it may be called for.

8. In future newly appointed employees who are entitled to medical facilities, will 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-IV to this ASI, will be used. Only those employees will be allowed to join PTV who are declared medically fit as a result of the Medical Examination.

9. In future all serving employees in Group-5 and above will be medically examined by their respective Medical Officers once every year, according to a



Administrative Staff Instructions of PTVC

schedule to be approved by the Administrative Heads. The record of the annual examination will be made on the Medical Examination Form, mentioned in Para 8 above. If the annual medical examination of an employee reveals that he is suffering from an incurable disease or if it reveals that he is physically unfit to perform his duties, his case will immediately be reported by the Administrative Head to Director Administration and Personnel for consideration whether or not the employee should be retained in PTV's Service.

10. *In future all bills from Dispensing Chemists and hospitals and all claims for reimbursement of medical expenses will be scrutinized in the Administration Department, before these are forwarded to Accounts Departments for payment.*

11. *As the Administration Departments of each TV Centres /Office, registers will be maintained for noting medical expenses, such as cost of medicines, hospitalization charges, specialists consultation fees, clinical tests etc., incurred on each employee and members of his/her family. Heads of Administration Departments will prepare a monthly statement showing Department/Section-wise and total expenditure on medical facilities during the month. The statement will also high-light cases where abnormal medical expenses are incurred by individual employees and their family members. Copies of this statement will be sent to Administrative Head and to the Controller Administration and Personnel at PTV Headquarters Office.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HP/847/9336</i>	<i>02.06.1979</i>	<i>Amendment No. 1 to ASI No. 6</i>
<i>HSA/901/12170</i>	<i>25.07.1979</i>	<i>Amendment No. 2 to ASI No. 6</i>
<i>HSA/901/17263</i>	<i>29.09.1979</i>	<i>Amendment No. 3 to ASI No. 6</i>
<i>HSA/901/22540</i>	<i>06.06.1981</i>	<i>Circular (Medical Attendance Rules) ASI No. 6</i>
<i>HSA/901/692</i>	<i>26.10.1981</i>	<i>Addendum to Amendment No. 1 to ASI No. 6</i>



Administrative Staff Instructions of PTVC

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ANNEXURE - II

PAKISTAN TELEVISION CORPORATION LIMITED

PTV _____.

Medical Card No _____ Date Of Issue: _____

Name Of Dependent: _____ Sex _____

Date Of Birth/Age _____ PTV Identity Card No. _____

Name Of Employees _____

Relationship: _____

Signature Of Dependent _____

Signature Of Admin. Manager _____

ANNEXURE-III
MEDICAL
CARD
NO. _____

PAKISTAN TELEVISION CORPORATION LIMITED

PTV _____

Name Of Employee.	_____	Number Of Family Members	_____
Signature.	_____	Names Of Family Members	_____
Department/Section	_____	Name	Relationship
Date of birth	_____	Name	Relationship
Residential Address	_____	Name	Relationship
	_____		Age
	_____		Age
	_____		Age

Name of the Medical Officer	_____	Name	Relationship	Age
Address.	_____	Name	Relationship	Age
Telephone No.	_____			

Signature of Admin. Manager _____
Date _____

Seal of Office. _____



Administrative Staff Instructions of PTV



Administrative Staff Instructions of PTV

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ANNEXURE - IV

PAKISTAN TELEVISION CORPORATION LIMITED PTV

<u>Medical Examination Report</u>	<u>First Employment/Annual/Special</u>	
1. Name of employee	2. Designation	3. Group.
4. Date of employment	5. Residential Address.	6. Departments/ Section.
7. Date of Birth	8. Sex	9. Marital Status
10. Names/Ages of dependents.		
11. Past medical history.		

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

	Yes	No.		Yes	No.
Asthma			Hernia or Rupture		
Anemia			Hemorrhoids		
Cancer			Kidney trouble		
Chronic Cough and Colds			Varicose Veins		
Convulsions			Liver trouble		
Chest pains or shortness of breath			Malaria		
Diabetes			Nervous breakdown		
Epilepsy			Palpitation		
Tuberculosis or Pleurisy			Prostrate trouble		
Fainting			Rheumatism		
Gall Bladder trouble			Scarlet fever		
Thyroid Problem			Swelling of aches		
Hayfever			Swollen joints		
Heart trouble			Veneral Disease		
High Blood Pressure					

Signature of employee _____ Date _____

Medical Examination.

12. Temp.	13. Pulse	14. Hearing R L	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(Discuss abnormal findings in detail)
------	------	--

- 19. General appearance _____
- 20. Head and neck _____
- 21. Eyes _____
- 22. Ears _____
- 23. Nose _____
- 24. Mouth _____
- 25. Teeth _____
- 26. Chest and lungs _____
- 27. Heart _____
- 28. Abdoman _____
- 29. Spine _____
- 30. Skin _____
- 31. Nurologic _____
- 32. Emotional Status _____
- 33. _____
- 34. _____
- 35. _____
- 36. _____
- 37. _____

38. Medical Officer's comments.

39. 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. _____



Administrative Staff Instructions of PTVC

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

HP/847/9336

2nd June, 1979

Amendment No. 1 to Administrative Staff Instruction No. 6
Subject: Medical Attendance Rules

Para 5 sub-Para (i) of Administrative Staff Instruction No. 6 issued under No. HSA/901/2862, dated 26 February 1979 is to be replaced by the following:

Para 5 (i)

PTV employees and members of their families as defined in PTV Service Rule No. 3.4 are entitled to free medical attendance, free medicines and free medical treatment. However, the entitlement of aged dependent parents is subject to production of a certificate (Annexure-V) by the employee concerned to the effect that his/her parents are wholly dependent on him/her and do not have any sustainable income of their own.

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/12170

25th July, 1979

Amendment No. 2 (Partial Modification) of ASI No. 6 ***Subject: Medical Attendance Rules***

1. In partial modification of Administrative Staff Instruction No. 6, “Medical Attendance Rules”, the following amendments are issued:

Para 5 Sub-Para (iii) System of medicines

The following may be added after the end of last sentence:

“However in special circumstances employees, who have chosen Allopathic system of medicines, can also consult Homeopathic doctors or Hakims, with prior written approval of the Administrative Head of TV Centre/Office, where they are posted. Employees will be required to give reasons for consulting Homeopathic doctors or Hakims, while applying for such permission. If this facility is misused the same will be withdrawn”.

Para 5 Sub-Para (xiii)

The following may be added after the last sentence:

“Employees and their dependents can also consult any medical officer of the Corporation on production of their identity cards”

Controller Admin



Administrative Staff Instructions of PTVC

And Personnel

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

HSA/901/17263

29th September, 1979

Amendment No. 3 to Administrative Staff Instruction No. 6
Subject: Medical Attendance Rules

1. Para 5 sub-Para (xiii) of Administrative Staff Instruction No. 6, is to be replaced by the following. This should remove any misunderstanding created by amendment issued on 25 July 1979 vide letter No. HSA/901/12170:

“Consultation with Doctors other than Medical Officers”

(xiii) in emergencies and in a extremely serious illness where medical attendance is immediately needed and if at that time the Medical Officer to whom the employee is normally assigned, is not available, the employee or a member of his/her family is permitted to consult any Medical Officer of the Corporation, on production of his/her Identity Card and obtain medicines from any authorized Chemist. In such emergencies, if no Medical Officer of PTV is available for consultation, the employee can also consult any registered MBBS



Administrative Staff Instructions of PTVC

Doctor, and can purchase medicines from any Chemist. The fee paid to the doctor and cost of the medicines purchased on prescription of such doctor will be reimbursable, provided the doctor's bill is on his letter head showing his registered number, and provided the Cash Memo in respect of the medicines purchased, is in printed form and is accompanied by doctor's prescription, both duly verified by the Medical Officer concerned to the effect that the illness was so serious that a doctor had to be consulted at the time when the Medical Officer was not available.

(A. Nasir Siddiqui)
Director
Administration & Personnel

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

HSA/901/22540

6th June, 1981

Circular

Subject: Medical Attendance Rules

1. *The Medical Attendance Rules were regulated under ASI No.6, as amended from time to time. One of the major requirements of the instructions contained in the above mentioned ASI was the maintenance of the Medical Cards in respect of each employee and his dependent. Experience has shown that this requirement is not being met fully. The Medical Cards were kept with the Medical Officers who were required to enter relevant details such as date of visit, diagnosis medicines prescribed, etc on the Medical Cards. It has, therefore, been decided to withdraw the Medical Cards from the Medical Officers and issue these to the concerned*



Administrative Staff Instructions of PTVC

employees. The employees or their dependents would be required to take their Medical Cards to the respective Medical Officers whenever they visit them for obtaining any treatment. These Cards will carry the name and address of the Medical Officer to whom the employee is assigned. The Medical Officers will be advised not to entertain, except in extreme emergencies, any patient who is not in possession of the Medical Card. It would also be the responsibility of the employee or his dependent to ensure that Medical Officer enters the above mentioned details in their Medical Cards. When a card becomes satiated a continuation sheet should be attached to it.

- 2. A photo copy of the National Identity Card of each employee and his/her dependent, except the children below 18 years of age, is to be affixed on the respective Medical Card. Photographs of children below the age of 18 years are to be affixed to the Medical Cards since National Identity Cards are not issued to them.*
- 3. The revised procedure for maintenance of the Medical Cards is to be introduced with effect from 15.08.1981.*
- 4. The change in the procedure for the maintenance of Medical Cards should also be brought to the knowledge of Medical Advisor/Chief Medical Officer of the Centres/Offices.*
- 5. Please acknowledge receipt and circulate the contents of the revised procedure to all employees of your Centre/Office.*

*Controller Admin
And Personnel*

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

HSA/901/692

28th October, 1981

***Addendum to Amendment No. 1 to ASI No. 6
Subject: Medical Attendance Rules***



Administrative Staff Instructions of PTVC

1. Sub Para (i) Para 5 of ASI No. 6 was amended vide amendment No. 1 issued under No. HP/847/9336 dated 02.06.1979. In line 2 of the above mentioned amendment, PTV Service Rule No. 3.4 may be amended to read as PTV Service Rule No. 3.14.

(A. Nasir Siddiqui)
Director
Administration & Personnel

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



Administrative Staff Instructions of PTVC

HSA/901/45

4th January, 1983

Revised Administrative Staff Instruction No. 6 ***Subject: Medical Attendance Rules***

1. The ASI No. 6 issued on 26th February, 1979 under No.HSA/901/2862 has been amended from time to time, to supplement the Medical Attendance Rules for PTV employees governed by Clause 18.01 to 18.19 under Chapter xviii of PTV Service Rules. It has been revised as under, superseding the instructions and orders issued earlier on the subject.

2. The following instructions are to be strictly implemented with immediate effect:-

A) Entitlement of Medical Facilities:

- 1)*** PTV employees and members of their families, as defined in PTV Service Rules No. 3.14, are entitled to free medical attendance, free medicines and free medical treatment. However, the entitlement of aged, dependent parents is subject to production of an affidavit (Annexure-V) by the employee concerned to the effect that his / her parent (s) is/are wholly dependent on him/her and does/do not have any sustainable income of his/her/their own.
- II)*** Employees who will join the Corporation after the issuance of this ASI would be entitled to maternity expenses only for 2 deliveries.
- III)*** PTV will provide medical facilities to aged dependent parents of employees only if they are residing with the employees or at a place where PTV has appointed Medical Officer.
- IV)*** Contractual staff will be provided free medical facilities for self and family members only, and not to dependent parents.

B) System of Medicine:



Administrative Staff Instructions of PTVC

I) *Normally medical facilities under Allopathic system of medicine will be provided to PTV employees and dependent members of their family. However, employees who wish to be treated by a Homoeopathic Doctor or a Hakim can do so with prior written permission of the Administrative Head of TV Centre/Office where they are posted. Detailed instructions about the procedure to be followed in such cases will also be given at an appropriate place in this ASI. Here it is clarified that an employee will be allowed medical treatment under either Allopathic or Homeopathic or Unani system of medicine.*

C) *Medical Officers:*

I) *For providing medical consultations to PTV employees and members of their families, a number of registered MBBS doctors have been appointed as Medical Officers on fixed monthly retainer fees in various localities at the places listed in the chart below:-*

<i>Place</i>	<i>No. of Doctors to be appointed</i>	<i>For providing medical consultation to the employees posted at.</i>	<i>Appointing Authority</i>
<i>Lahore</i>	<i>4</i>	<i>TV Centre Lahore</i>	<i>GM, PTV -L</i>
<i>Karachi</i>	<i>6</i>	<i>TV Centre Karachi / CSO-Karachi</i>	<i>GM, PTV -K</i>
<i>Quetta</i>	<i>3</i>	<i>TV Centre Quetta/RBS Lakpass</i>	<i>GM, PTV -Q</i>
<i>Peshawar</i>	<i>3</i>	<i>TV Centre, Peshawar</i>	<i>GM, PTV -P</i>
<i>Rawalpindi/ Islamabad</i>	<i>8</i>	<i>PTV-HQ, Islamabad , TV Centre Rawalpindi</i>	<i>CAP</i>
<i>Murree</i>	<i>1</i>	<i>RBS-Murree</i>	<i>EIC</i>
<i>Hyderabad</i>	<i>1</i>	<i>RBS- TBK</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>



Administrative Staff Instructions of PTVC

<i>Shujaabad</i>	<i>1</i>	<i>RBS-Shujaabad</i>	<i>EIC</i>
<i>Sahiwal</i>	<i>1</i>	<i>RBS-Sahiwal</i>	<i>EIC</i>
<i>Abbotabad</i>	<i>1</i>	<i>RBS- Thandiani</i>	<i>EIC</i>
<i>Nawabshah</i>	<i>1</i>	<i>RBS-Nurpur</i>	<i>EIC</i>
<i>Sadiqabad</i>	<i>1</i>	<i>RBS-Jamal Din Wali</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>Faisalabad</i>	<i>1</i>	<i>RBS-Faisalabad</i>	<i>EIC</i>
<i>Shikarpur</i>	<i>1</i>	<i>RBS-Shikarpur</i>	<i>EIC</i>

Remarks:- With prior written permission of DAP.

II) One of the Medical Officers at Lahore, Karachi, Quetta, Peshawar and Rawalpindi-Islamabad will be designated as Chief Medical Officer. Chief Medical Officer at Rawalpindi/ Islamabad will be called Medical Advisor.

III) Each PTV employee, serving at any of the places listed in Para (i) will be assigned to a particular Medical Officer for providing medical consultation to him and members of his family entitled to medical facilities under PTV's rules. Each employee will be individually informed in writing of the name, address and other particulars of the Medical Officer whom he and his/her family members can consult in case of illness. The assignment of employees to Medical Officers will be so made as to ensure allocation of near equal patient-Load to the Medical Officers. Once an employee is assigned to a particular Medical Officer, he/she will not be allowed to consult any other Medical Officer without the written permission of the relevant Administrative Head.

D) Medical Cards:

I) Each employee and each member of his/her family, entitled to medical facilities under PTV's rules, will be issued a separate Medical Card from the Administration Department. The



Administrative Staff Instructions of PTVC

specimens of the Medical Cards are enclosed as Annexure-I and Annexure-II to this ASI. All Medical Cards in respect of an employee and members of his/her family will be placed in a jacket, the specimen of which is enclosed as Annexure-III to this ASI. These cards will carry the name and address of Medical Officer to whom the employee is assigned. A photo copy of the National Identity Card of each employee and his/her dependent, except the children below 18 years of age, is to be affixed on the respective Medical Card. Dependents under 18 years of age are required to affix their photographs on the Medical Card as the Registration Department do not issue National Identity Cards to persons below 18 years of age. However, female members of the employees may not be asked to provide photographs for affixing on Medical Cards. They may be allowed to put their signatures or thumb impression on the cards.

- II) The employees or their dependents are required to take their Medical Cards With them whenever they visit the assigned Medical Officer for obtaining treatment. The Medical Officers have been advised not to entertain any patient who is not in possession of Medical Card.*

E) Medical Consultation:

- I) Employees, when ill, will normally consult the Medical Officers in their clinics during normal visiting hours. Only those employees and their family members will be given medical consultation whose Medical Cards have been assigned to the Medical Officers. After consultation, the Medical Officer will write a prescription, in duplicate, the details of which will be entered on the Medical Card, along with the date of the visit and the diagnosis. Thereafter both copies of the prescription will be given to the patient.*
- II) The Medical Officers have been advised not to prescribe medicines to any PTV employee or to his/her dependents unless they are physically examined by him.*



Administrative Staff Instructions of PTVC

III) *An employee can request the Medical Officer for a house visit only when the patient is so seriously ill that he is physically unable to go to the clinic. Any abuse of this facility, if reported by a Medical Officer, will result in disciplinary action against the offending employee.*

F) *Supply of Medicines:*

I) *One registered Dispensing Chemist per Medical Officer will be appointed by the respective Centre / Office as listed at (C) (i), in consultation with the Chief Medical Officer / Medical Advisor. The dispensing Chemists will provide medicines to the employees exactly according to the prescriptions issued by the Medical Officers, after obtaining the signatures of the employees on the Credit memos which should be filled in before obtaining signatures of the employees / dependents. The Dispensing Chemists will retain the original copy of the prescription and will hand-over the duplicate copy of the prescription to the employee along with the medicines.*

II) *In the first week of each month, the Dispensing Chemists will submit their bills pertaining to the medicines supplied by them during the previous month, accompanied by Credit Memos and Original copies of prescriptions, to the respective Administration Departments for settlement.*

G) *Consultations with Specialists:*

I) *A Medical Officer, if he so considers, can refer an employee or a 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 by the officers listed in Para (C) in consultations with the Chief Medical Officers/Medical Advisor. Fees of Specialists will be paid by the Corporation on verification of their bills by the referring Medical Officers.*



Administrative Staff Instructions of PTV

The specialists of all Government/ Military hospitals will also be treated as on the panel of PTV, in addition to the other specialists, a list of which is circulated from time to time. No employee or any member of his family is allowed to consult a Specialist at his own, without a proper reference from the Medical Officer concerned.

H) Consultations with doctors other than Medical Officers:

- I) ***In emergencies*** and in extremely serious illnesses where medical attendance is immediately needed and if at that time the Medical Officer is not available, an employee or a member of his/her family is permitted to consult any registered MBBS doctor and to purchase medicines from any chemist. The fees paid to the doctors and costs of medicines purchased on prescription of such doctors will be reimbursable, provided the doctor's bills are on their letter-head showing their registered numbers, and provided the Cash Memos of the medicines are in printed form and are accompanied by doctor's prescriptions, both duly verified by the Medical Officer concerned to the effect that the illness was so serious that a doctor had to be consulted at the time when the Medical Officer was not available. Employees and their dependents can in such emergencies also consult any Medical Officer of the Corporation on production of their identity cards.
- II) ***At outstations*** whether on duty or on properly sanctioned leave where Medical Officers have not been appointed by PTV, employees and members of their family (if accompanying the employees) can consult any registered MBBS doctor and can purchase medicines from any chemist. Reimbursement of consultation fees and costs medicines will be made provided the doctor's bills are on their letter heads showing their registered number and provided the cash memos of the medicines are in printed form and are accompanied by doctors prescriptions, duly verified by the



Administrative Staff Instructions of PTVC

Chief Medical Officers/ Medical Adviser, or by the Medical Officers concerned in case of RBSs. In such cases employees are required to submit their re-imbursment claims to Administration Department of the respective Centre/Office which will forward these bills for verification/ counter-signatures to concerned Chief Medical Officer/ Medical Adviser and in case of RBSs to the concerned Medical Officers.

I) Dental Treatment:

- I) Officers listed in Para (C), will appoint a number of Dental Surgeons, in consultation with Chief Medical Officer/Medical Adviser. Employees and members of their family would be allowed to get dental treatment only from Dental Surgeons who are on the approved list.*
- II) PTV will not pay for dentures.*
- III) Dentists on panel are not allowed to issue medical certificates to the employees as such their certificates will not be acceptable for the purpose of medical leave.*

J) Hospitalization

- I) Officers listed in Para (C) will draw up a panel of hospitals in consultation with Chief Medical Officers / Medical Adviser for providing hospitalization facilities to employees and members of their families.*
- II) Employees and members of their families will normally be admitted in a hospital on a reference from Medical Officers. In emergencies needing immediate hospitalization at a time when the Medical Officer cannot be contacted or is not available, employees and members of their families can obtain admission in an approved hospital on a letter from Administration Department or on their own, but in such cases, a reference from the Medical Officer must be obtained at the earliest possible opportunity after hospitalization.*



Administrative Staff Instructions of PTVC

Hospital bills will be paid by the Corporation only if these are accompanied by a reference from a Medical Officer.

III) *For hospitalization and maternity confinement, the entitlement of employees and, members of their family is as follows:*

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

IV) *In the event of non-availability of Private Rooms and Semi-Private Rooms, employees entitled to these accommodations will be given Semi Private rooms and General Wards, respectively.*

V) *An employee originally entitled to admission in a General Ward can be given a Semi Private room if so advised by the doctor attending him in the hospital and if concurred by the Chief Medical Officer/Medical Adviser, but only with prior written approval by the respective Administrative Head.*

VI) *If an employee or his/her family member occupies accommodation higher than his/her entitlement in a hospital, without prior written approval of the Administrative Heads, excess room rent and consequential excess expenses will be borne by the employee himself/herself.*

VII) *The cost of any special facility during hospitalization, such as special nursing service or special air-conditioning etc., availed by an employee or any member of his/her family without prior written permission of the Administrative Head, will be borne by the employee himself/herself.*

VIII) *Diet charges, during hospitalization, unless these are included in the room rent, will not be paid by PTV, and will be borne by the employee himself/ herself*

K) *Delivery cases at Home:*



Administrative Staff Instructions of PTV

I) *All delivery cases of female employees or wives of employees will normally be done in the hospitals on PTV's panels, In exceptional circumstances, delivery cases can be done at the residence of the employees concerned, with prior written approval of the respective Administrative Head. In such cases, reimbursement of the delivery fee will be restricted to Rs.500/= if the delivery is done by a registered Lady Doctor and Rs.200/= if the delivery is done by a Midwife. Costs of medicines purchased for the delivery will also be reimbursable provided the claim is accompanied by printed cash memos supported by prescriptions from a registered MBBS doctor. All such reimbursements will be subject to the verifications by Chief Medical Officer/Medical Adviser and the production of proper birth certificate.*

L) *Circumcision at house:*

I) *All cases of circumcision of male children of employees will normally be done in the hospitals on PTV's panel. In cases where it is carried out at places other than hospitals, reimbursement of the circumcision fee will be restricted to Rs.50/-*

M) *Laboratory/Clinical Tests:*

I) *Officers listed in Para (c) will draw up a list of the hospitals and laboratories, in consultation with Chief Medical Officers/ Medical Adviser, for obtaining X-rays, laboratory/clinical tests etc., if prescribed by the Medical Officers. Expenses incurred by an employee on X-ray & tests etc., at a hospital/laboratory not included in the above mentioned panels, will not be reimbursable. The Medical Officers are allowed to get laboratory/clinical tests done in respect of the employees and their families at their own clinics but they should give reasons for doing so. This facility will be withdrawn, if misused.*

N) *Homoeopathic and Unani Medicines:*



Administrative Staff Instructions of PTV

- I) *Employees who wish to consult particular homoeopathic doctors, in preference to Medical Officers, can do so with prior written permission of the Administrative Head. However, in such cases these employees will not be allowed to change their preference at a later date.*
 - II) *Employees who wish to consult Hakims, in preference to Medical Officers, can do so in a specified Hamdard or Hakim Ajmal Khan Dawa Khana with prior written permission of the Administrative Head. However, in such cases these employees will not be allowed to change their preference at a later date.*
 - III) *Employees who opt for Homoeopathic or Unani medicine will, however, be provided hospitalization facilities, on reference from Chief Medical Officers/Medical Adviser as allowed to employees who opt for allopathic system of medicine.*
 - IV) *Employees opting for Homoeopathic or Unani system of medicine will themselves pay for consultation fees, if any, and for the cost of medicines, and will then claim reimbursements which will be allowed if the claim is supported by proper receipts/cash memos, and are within reasonable limits.*
3. *Medical Certificates for purposes of Medical Leave and Fitness Certificates after availing Medical Leave will be accepted only from the following:-*
- A) ***The Medical Officer to whom the employees is assigned, if the employee is ill at the place of his normal duty.***
 - B) ***The Chief Medical Officer /Medical Adviser, if the employee is ill at the place other than his normal place of duty where PTV has appointed Medical Officers, and if the employee has opted for Homoeopathic or Unani system of medicine.***
 - C) ***The Superintendent/Administrator/ Administrative Head of the Government Hospital, if the employee is ill at the place where PTV has not appointed Medical Officers, but where a Government Hospital exists.***



Administrative Staff Instructions of PTV

- D) ***Any registered MBBS doctor, if the employee is ill at the place where there is neither a PTV's Medical Officer, nor a Government Hospital.***
- E) ***Chief Medical Officers/Medical Adviser, if the employee is under transfer orders.***

4. *Where an employee submits Medical Certificate (s) the genuineness of which is considered doubtful, the Administrative Head can order such employees to appear before a Special Medical Board, comprising Chief Medical Officer/Medical Adviser and one Medical Officer, for a medical examination. 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 enough to attend to his duties, a Medical Certificate in respect of such an employee will not be accepted from the date fixed for the examination by Special Medical Board. Disciplinary action for wrong information and irregularities may also be taken where it may be called for.*

5. *In future newly appointed employee who are entitled to medical facilities, will 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-IV to this ASI will be used. Only those employees will be allowed to join PTV who are declared medically fit as a result of the Medical Examination.*

6. *In future all serving employees in Group 5 and above will be medically examined by their respective Medical Officers once every year, according to a schedule to be approved by the Administrative Heads. The record of the annual 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 is suffering from an incurable disease or if it reveals that he is physically unfit to perform his duties, his case will immediately be reported by the Administrative Head to Director Administration and Personnel for consideration whether or not the employee should be retained in PTV's Service.*

7. *In future preventive treatment like B.C.G., D.P.T., and Polio Injections to the children are to be given at an appropriate time, in accordance with the recommendation of Chief Medical Officer/Medical Adviser. ATT and TAB injections (against cholera and typhoid) to the employees and their dependents in*



Administrative Staff Instructions of PTVC

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

8. *In future all bills from Dispensing Chemists and hospitals and all claims for reimbursement of medical expenses will be scrutinized in the Administration Department, before these are forwarded to Accounts Departments for payment.*

9. *As the Administration Departments of each TV Centres/Office, registers will be maintained for noting medical expenses such as cost of medicines, hospitalization charges, specialists consultation fees, clinical tests etc., incurred on each employee and members of his/her family. Heads of Administration Departments will prepare a monthly statement showing Department/Section-wise and total expenditure on medical facilities during the month. The statement will also highlight cases where abnormal medical expenses are incurred by individual employees and their family members. Copies of this statement will be sent to Administrative Head and to the Controller Administration and Personnel at PTV Headquarters Office.*

(A. Nasir Siddiqui)

Director

Administration & Personnel

Amendments:

<i>HSA/901/1390</i>	<i>05-06-1984</i>	<i>Medical Attendance Rules vide ASI No. 43</i>
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Administrative Staff Instructions of PTVC

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ANNEXURE - I

PAKISTAN TELEVISION CORPORATION LIMITED

PTV _____.

Medical Card No _____ Date Of Issue: _____

Name Of Employee: _____ Sex _____

Designation: _____ Group _____

Department / Section: _____ PTV Identity Card No. _____

Signature Of Employees _____

Signature Of Admin. & Personnel Manager/
Administrative Officer _____

MEDICAL HISTORY

DATE OF VISIT	DIAGNOSIS	PRESCRIPTION



Administrative Staff Instructions of PTVC

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ANNEXURE – II

PAKISTAN TELEVISION CORPORATION LIMITED

PTV _____

MEDICAL CARD NO _____ DATE OF ISSUE: _____

NAME OF DEPENDENT: _____ SEX _____

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

NAME OF EMPLOYEE _____

RELATIONSHIP _____

SIGNATURE OF DEPENDENT _____

SIGNATURE OF ADMIN. & PERSONNEL MANAGER/
ADMINISTRATIVE OFFICER _____



Administrative Staff Instructions of PTV

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ANNEXURE – III

Medical Card No. _____

PAKISTAN TELEVISION CORPORATION LIMITED

PTV _____.

Name of Employee: _____

Designation: _____

Department / Section: _____

Date of Birth: _____

Residential Address: _____

Name of The Medical Officer: _____

Address: _____

Telephone No. _____

Nufral of Family Members: _____

Name of Family Members:

Name : _____ Relationship _____ Age _____

Name : _____ Relationship _____ Age _____

Name : _____ Relationship _____ Age _____

Name : _____ Relationship _____ Age _____

Name : _____ Relationship _____ Age _____

Name : _____ Relationship _____ Age _____

SIGNATURE OF ADMIN. & PERSONNEL MANAGER /

ADMINISTRATIVE OFFICER: _____ DATE: _____



Administrative Staff Instructions of PTVC



Administrative Staff Instructions of PTVC

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ANNEXURE IV

PAKISTAN TELEVISION CORPORATION LIMITED

PTV

<u>Medical Examination Report</u>		<u>First Employment/Annual/Special</u>	
1. Name of employee	2. Designation	3. Group.	
4. Date of employment	5. Residential Address.	6. Departments/ Section.	
7. Date of Birth	8. Sex	9. Marital Status	
10. Names/Ages of dependents.			
11. Past medical history.			

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

	Yes	No.		Yes	No.
Asthma			Hernia or Rupture		
Anemia			Hemorrhoids		
Cancer			Kidney trouble		
Chronic Cough and Colds			Varicose Veins		
Convulsions			Liver trouble		
Chest pains or shortness of breath			Malaria		
Diabetes			Nervous breakdown		
Epilepsy			Palpitation		
Tuberculosis or Pleasursy			Prostrate trouble		
Farning			Rheumatism		
Gall Bladder trouble			Scarlet fever		
Thyroid Problem			Swelling of aches		
Hayfever			Swollen joints		
Heart trouble			Venereal Disease		
High Blood Pressure					

Signature of employee _____ Date _____

Medical Examination.

12. Temp.	13. Pulse	14. Hearing R L	15. Height
16. Weight	17. B.P.	Syst Diast	
18. Vision:	Uncorrected	Corrected.	
	Far: R L	R L	
	Near: R L	R L	
	Colour:	Depth	



Administrative Staff Instructions of PTVC

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

Area	Code	Remarks	(Discuss abnormal findings in detail)
------	------	---------	---------------------------------------

- 19. General appearance _____
- 20. Head and neck _____
- 21. Eyes _____
- 22. Ears _____
- 23. Nose _____
- 24. Mouth _____
- 25. Teeth _____
- 26. Chest and lungs _____
- 27. Heart _____
- 28. Abdomen _____
- 29. Spine _____
- 30. Skin _____
- 31. Neurologic _____
- 32. Emotional Status _____
- 33. _____
- 34. _____
- 35. _____
- 36. _____
- 37. _____

38. Medical Officer's comments. _____

39. 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. _____



Administrative Staff Instructions of PTVC

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ANNEXURE - V

AFFIDAVIT

I certify that my father/mother, whose name(s) is/are given below, is/are wholly dependent on me and do not have any sustainable income of their own.

Signature. _____

Name of employee. _____

Designation. _____

Date. _____

Name of Father. _____

Name of Mother. _____



Administrative Staff Instructions of PTV

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

HSA/901/3995

25th March, 1979

Administrative Staff Instruction No. 7 ***Subject: Declaration of Assets***

- 1. Under instructions from the Government, all PTV employees in Group 4 and higher groups are required to declare their assets every year. This is to be done on the Proforma "Declaration of Assets and Properties", a specimen of which is enclosed as Annexure-I to this Administrative Staff Instruction.***
- 2. Each employee, who is required to declare his assets, is to fill one copy of the Proforma giving details of his property, land and other assets as on 31st December of each year and is to dispatch the same to Deputy Controller Administration & Personnel, PTV Headquarters, TV Complex, Islamabad, in a sealed cover, marked "Declaration of Assets", on which the name, designation & place of duty of the declarant should also be mentioned. The declarations pertaining to a calendar year must reach PTV Headquarters on or before 31st January of the next year. Declaration of assets for the year ended 31st December 1978, are required to be submitted on or before 31st May 1979.***
- 3. All concerned are to note that any omissions or misstatements discovered in a declaration made by an employee will be treated as a serious misconduct and may lead to disciplinary action against him.***



Administrative Staff Instructions of PTVC

4. *Heads of Divisions at PTV Headquarters, General Managers at TV Centres/Offices, Controller of Sales at Central Sales office and Engineers Incharge at Rebroadcast Stations are to ensure that contents of this Administrative Staff Instructions are brought to the notice of all employees in group-4 and above serving at their Divisions/TV Centres/Offices/ Rebroadcast Stations.*

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

Amendments:

<i>HSA/90I/244</i>	<i>20.01.1983</i>	<i>Revised ASI No. 7 (Declaration of Assets)</i>
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Administrative Staff Instructions of PTVC

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ANNEXURE-I

To. A.S.I.NO.7.

PAKISTAN TELEVISION CORPORATION LIMITED

Subject: DECLARATION OF ASSETS & PROPERTIES

I _____, _____, _____, presently serving at _____
(name) (designation) (group) (TV Centre / Office)
hereby declare that details of assets and properties owned by me, my wife and my dependent children, as on 31.12.19____, are given below:

(Signature)

(Date of declaration)

PART – 1: URBAN PROPERTY

Description of area location, etc.	Owned By	Relation with declarant	Your of acquisition, & Value at the time of acquisition	Your and cost of addition and improvements if any	Mode of acquisition I.c. inheritance gift, purchase etc.	Source of purchase, construction money



Administrative Staff Instructions of PTVC



Administrative Staff Instructions of PTVC

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PART - B: AGRICULTURAL LAND

Description of land area location etc.	Owned By	Relation with declarant	Year of acquisition, & Value at the time of acquisition	Year and cost of addition and improvements if any	Mode of acquisition I.e. inheritance gift, purchase etc	Source of purchase, construction money

PART - C: OTHER ASSETS

Description of assets such as securities, shares, prize bonds, defence saving certificates, bank balance, jewellery item of value of Rs. 3,000/- or more etc.	Owned By	Relation with declarant	Year of acquisition, & Value at the time of acquisition	Year and cost of addition and improvements if any	Mode of acquisition I.e. inheritance gift, purchase etc	Source of purchase, construction money



Administrative Staff Instructions of PTVC

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

HSA/901/244

20th January, 1983

Revised Administrative Staff Instruction No. 7 ***Subject: Declaration of Assets***

1. In super session of ASI No.7, circulated vide HSA/901/3995 dated 25th March 1979, the revised instructions with regard to the filing of declaration of assets by PTV employees, are given below. The revised instructions are based on the latest orders of the Government on the above subject.

2. All PTV employees are required to declare their assets every year on a declaration form, the specimen of which is enclosed as Annexure-1 of this ASI. While filing the declaration form the following instructions should be strictly followed:-

- i) The declarations are to be filled-in on completion of a Calendar Year i.e. immediately after 31st December, and are to reach PTV Headquarters Office (For the attention of Controller, Administration & Personnel) by 31st January each year.***
- ii) The asset declaration forms, after these are filled-in, are to be sealed in the envelopes by employees themselves. The envelopes containing the above forms are to be marked "Asset Declaration for the year _____" and the name of employees, his designation, pay group, personal number, department and the place of posting, is to be clearly stated at the back of the envelope, before sending the same to PTV-Headquarters Office, as stated above.***
- iii) The declarations are to be maintained at PTV-Headquarters Office as confidential reports. These are to be kept with the Appraisal Files of the employees as companion files.***
- iv) Failure on the part of PTV employees to submit the declaration of his/her assets will be treated as misconduct under PTV Service Rules.***



Administrative Staff Instructions of PTVC

- v) *The declarations are to be made in respect of property and assets held in the name of PTV employee for himself/herself and his/her family members.*
 - vi) *PTV employees are required to fill-in their declarations on their appointment and, therefore, annually as stated above.*
 - vii) *PTV employees in pay Group 6 and above are to affix their photographs on the top right side of the declaration form, where a space for this purpose has been provided. This is required to be done only on the first declaration form.*
 - viii) *Any omission or misstatements discovered in a declaration made by a PTV employee will be treated as a serious misconduct.*
3. *The Directors at PTV Headquarters Office, General Manager at TV Centres, Controller of Sales at Central Sales Office, and Engineer Incharges at Rebroadcast stations, are to ensure that the contents of this Administrative Staff Instructions are brought to the notice of all employees, serving at their Divisions/TV Centres/Central Sales Office/Rebroadcast stations.*
4. *The Declaration of Assets for the year 1982 may be sent to Headquarters by 28th February, 1983 positively.*

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC



Administrative Staff Instructions of PTVC

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ANNEXURE-I

PHOTOGRAPH

PAKISTAN TELEVISION CORPORATION LIMITED

Subject: DECLARATION OF ASSETS

I _____, _____, _____, presently serving at _____
(name) (designation) (group) (TV Centre / Office)
hercby declare that the assets, immovable and movable described in the performare held by me
and my family members as on 31.12.19 _____.

(Signature)

(Date of declaration)

Name	In whose name held	Province and District in which the property is situated	Nature of property and extent of interest held.	Approximate value of property.	How acquired whether by purchase gift or by inheritance.	Remarks



Administrative Staff Instructions of PTVC

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

HSA/901/14368

5th September, 1979

Administrative Staff Instruction No. 8 ***Sub: House Requisition Facility***

1. PTV employees in Pay Group 7, 8 and 9 are entitled either to House Rent Allowance @ 40% of their basic pay, or to residential accommodation on deduction of 7.5% of their basic pay, the rent ceilings of which are given below:

<u>Group</u>	<u>At All Places</u>
7	Up to a maximum of Rs.1000.00 per month
8	Up to a maximum of Rs.1400.00 per month
9	Up to a maximum of Rs.1800.00 per month

2. Employees who are entitled to residential accommodation can select a house for their residence themselves or through an Estate Agent, who will be paid 15 days rent as his commission.

3. Requests from entitled employees for hiring residential accommodation will invariably be accompanied by:-

- a) Approved Plan of the house***
- b) Year of construction of the house***
- c) Covered area***
- d) Amenities available***
- e) Total area of the plot***
- f) Any other information which will help in making a fair assessment of the rent of the house.***



Administrative Staff Instructions of PTV

4. A Committee comprising the following will then assess the rent of the selected house and will make a recommendation whether or not the house should be hired:

At Rawalpindi

- i)** Deputy Controller Administration & Personnel
- ii)** Deputy Controller Finance
- iii)** Administrative and Personnel Manager, PTV-RI
- iv)** Quantity Surveyor

At Karachi

- i)** Engineering Manager, TV Centre Karachi.
- ii)** Administrative and Personnel Manager, PTV-K.
- iii)** Accounts Manager, CSO-K.

At Lahore, Peshawar & Quetta

- i)** Engineering Manager
- ii)** Administrative & Personnel Manager/ Admin. Officer
- iii)** Accounts Manager/Accounts Officer.

5. Engineer-in-Charge of Rebroadcast Transmitter Stations are to forward their requests for hiring residential accommodation, along with the details mentioned in Para 5 above, to Controller Administration & Personnel at PTV-Headquarters for approval.

6. The lease deeds of the approved house will be between PTV and the owners of the houses. Advance rent for 6 months, 12 months and 24 months can be paid provided the period of the lease is one year, two years or three years, respectively.

7. Before leasing the house, the employees for whose residence the house is hired, will give a written undertaking that he will himself be responsible for any breakages or damages to or loss of fixture and fittings etc. of the house, stating that in case of any dispute in this respect, PTV will pay the cost of such damages/losses and recover the amount so paid from the salary of the employee concerned in lump sum. The employees will also give an undertaking that they will clear their electricity, water and gas bills at the time of vacating the house, and if



Administrative Staff Instructions of PTVC

they do not do so, PTV will pay the same and recover the amount so paid from the salary of the employees concerned, in lump sum.

8. *These instructions supersede all previous instructions on the subject.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/18413</i>	<i>17.10.1979</i>	<i>Amendment to ASI No. 8</i>
<i>HSA/901/25335</i>	<i>06.05.1982</i>	<i>Revised ASI No. 8 (House Requisition Facility)</i>

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

HSA/901/18413

17th October, 1979

Amendment to Administrative Staff Instruction No 8 ***Sub: House Requisition Facility***

1. *Further to Administrative Staff Instruction No. 8, issued vide No. HSA/ 901/ 14368 dated 05.09.1979, the housing committee at Rawalpindi will now comprise of:*

- i)*** *Deputy Controller Administration & Personnel*
- ii)*** *Deputy Controller Accounts Development*
- iii)*** *Administrative & Personnel Manager, TV Centre, Rawalpindi*
- iv)*** *Quantity Surveyor*

(Raja Nasir)



Administrative Staff Instructions of PTVC

*Deputy Controller
Administration & Personnel*

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

HSA/901/25335

6th May, 1982

***Revised Administrative Staff Instruction No. 8
Sub: House Requisition Facility***

1. The house rent ceilings of the officers in Pay Group 7 and above are governed by PTV Service Rules, Clause 4.10 (ii). To supplement this clause, Administrative Staff Instruction No. 8 was issued vide HSA/901/14368 dated 05-09-1979. Later on further orders were issued on the subject vide following:

- i) HSA/609/14367 dated 05-09-1979***



Administrative Staff Instructions of PTV

- ii) *HSA/901/18413 dated 17-10-1979*
- iii) *HP/103/389 dated 20-09-1981*

2. *In view of the changes made from time to time, revised ASI No. 8, superseding all previous instructions/orders on the subject, is being issued. This ASI will be effective from 01-03-1982.*

3. *PTV employees in group-7 and above are entitled either to House Rent @ 45% of basic pay or to residential accommodation on deduction of 5% of their basic pay. The rent ceilings of employees are given below:*

<i>Group</i>	<i>At all Places.</i>
<i>7</i>	<i>Up to a maximum of Rs.1250.00 per month</i>
<i>8</i>	<i>Up to a maximum of Rs.1750.00 per month</i>
<i>9</i>	<i>Up to a maximum of Rs.2250.00 per month</i>
<i>Directors other than M-Grades</i>	<i>Up to a maximum of Rs.2500.00 per month</i>

4. *Employees who are entitled to residential accommodation can select a house of their residence themselves or through an Estate Agent who will be paid 15 days rent as his commission.*

5. *Requests from entitled employees for hiring residential accommodation will invariably be accompanied by:-*

- a)*** *Approved Plan of the house*
- b)*** *Year of construction of the house*
- c)*** *Covered area*
- d)*** *Amenities available*
- e)*** *Total area of the plot*
- f)*** *Any other information which will help in making a fair assessment of the rent of the house.*

6. *A Committee comprising the following will then assess the rent of the selected house, and will make a recommendation whether or not the house should be hired:*

- At RWP/IBD :***
- i)*** *Deputy Controller Administration & Personnel*
 - ii)*** *Deputy Controller Accounts Development*
 - iii)*** *Administrative and Personnel Manager, PTV-RI*



Administrative Staff Instructions of PTV

iv) *Quantity Surveyor*

At Karachi:

i) *Engineering Manager, TV Centre Karachi.*

ii) *Administrative and Personnel Manager, PTV -K.*

iii) *Accounts Manager, CSO-K.*

At Lahore,

Peshawar & Quetta

i) *Engineering Manager*

ii) *Administrative & Personnel Manager/ Admin. Officer*

iii) *Accounts Manager/ Accounts Officer.*

7. *Engineer-in-Charge of Rebroadcast Transmitter Stations are to forward their requests for hiring residential accommodation, along with the details mentioned in Para 5 above, to Controller Administration & Personnel at PTV-Headquarters for approval.*

8. *The lease deeds of the approved house will be between PTV and the owners of the houses. Advance rent for 6 months, 12 months and 24 months can be paid provided the period of the lease is one year, two years or three years, respectively.*

9. *Before leasing the house, the employees for whose residence the house is hired, will give a written undertaking that he will himself be responsible for any breakages or damages to or loss of fixture and fittings etc. of the house, stating that in case of any dispute in this respect, PTV will pay the cost of such damages/losses and recover the amount so paid from the salary of the employee concerned in lump sum. The employees will also give an undertaking that they clear their electricity, water and gas bills at the time of vacating the house and if they do not do so, PTV will pay the same and recover the amount so paid from the salary of the employee concerned, in lump sum.*

10. *If two PTV employees, who are husband and wife, are stationed at the same city, and if one of them is provided with residential accommodation by the Corporation, his/her spouse will not be entitled to either residential accommodation or to House Rent Allowance.*

11. *Please acknowledge the receipt of this revised ASI.*

(A. Nasir Siddiqui)

Director



Administrative Staff Instructions of PTVC

Administration & Personnel

Pakistan Television Corporation Limited

Federal TV Complex, F-5/1, Islamabad

HSA/901/1747

5th February, 1980

Administrative Staff Instruction No. 9

Sub: Allowances/Reimbursement 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 ASI is being issued to supplement the above rule and will be effective from 1.2.1980.***
- 2. On normal transfer an employee will be entitled to the following:***
 - a) Reimbursement of 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 ½ 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 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 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:***



Administrative Staff Instructions of PTV

- i) In respect of car, 24 paisa per kilometre.*
- ii) In respect of motor cycle/scooter, 8 paisa per kilometre.*

c) Carriage of Personal Effects

Cost of carriage of personal effects will be allowed, as per weight entitlements given below, at one paisa 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, upto 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>

d) Transfer Grants

On transfer an employees 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, 000.00*
- ii) An unmarried employee will be paid his/her half a month's basic pay subject to a maximum of Rs. 750.00*

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 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



Administrative Staff Instructions of PTVC

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.*

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 other place to which the family wishes to go, provided that the amount to be paid by PTV will not exceed the amount admissible



Administrative Staff Instructions of PTVC

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 Class I Civilian Officer or a Commissioned Armed Forces Officer, who will record a certificate thereon, in the following words:*

“Certified that I personally know the above particulars to be correct”

4. *This ASI supersedes Office Order No. HSA/609/2254 dated 13 Dec, 1979.*

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



Administrative Staff Instructions of PTVC

Amendments:

<i>HSA/901 /3672</i>	<i>08-03-1980</i>	<i>Amendment No.1 to ASI No. 9</i>
<i>HSA/901/4393</i>	<i>27-12-1982</i>	<i>Revised ASI No. 9 (Allowance/ Reimbursement of expenses on normal transfer)</i>

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

HSA/901 /3672

8th March, 1980

Amendment No. 1 to Administrative Staff Instruction No. 9
Sub: Allowances / Reimbursements of Expenses on Normal Transfer



Administrative Staff Instructions of PTVC

1. *The date of Office Order No. HSA/609/2254 as mentioned in Para-4 of ASI No. 9 issued under our letter No. HSA/901/1747, dated 05/02/1980, may be amended to read as 13-02-1979.*

*(Raja Nasir)
Deputy Controller
Administration & Personnel*

Pakistan Television Corporation Limited



Administrative Staff Instructions of PTVC

Federal TV Complex, F-5/1, Islamabad

HSA /901/4393

27th December, 1982

Revised Administrative Staff Instruction No. 9

Subject: Allowances/Reimbursement of Expenses on Normal Transfer

1. ASI No. 9, which was circulated vide HSA/901/1747 dated 05/02/1980, is revised as follows:
2. Allowances/reimbursements of expenses on normal transfer of PTV employees are listed in PTV Service Rule No. 9.10. This ASI is being issued to supplement the above rule and will be effective from 01-02-1980.
3. On normal transfer an employee will be entitled to the following:
 - a) Reimbursement of 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 ½ 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 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



Administrative Staff Instructions of PTVC

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 paisa per kilometre.*
- ii) In respect of motor cycle/scooter, 8 paisa per kilometre.*

c) *Carriage of Personal Effects.*

Cost of carriage of personal effects will be allowed, as per weight entitlements given below, at one paisa 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:-

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

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/-.*



Administrative Staff Instructions of PTVC

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 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.1.00 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 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 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.*

4. *The application should be countersigned either by a Class 1 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"



Administrative Staff Instructions of PTV

5. *This ASI supersedes Office Order No. HSA/609/2254 dated 13.02.1979.*
6. *Please acknowledge receipt.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

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

HSA/609/2948

26th February, 1980

Administrative Staff Instruction No. 10

Subject: Time Frame for Response to Various Kinds of Communications

1. *It has been noticed with great concern that a pronounced lax attitude prevails at almost all levels in PTV with regard to replying to various kinds of*



Administrative Staff Instructions of PTVC

communications. In many cases even urgent / immediate communications are not replied promptly, and inordinate delays seem to have become the norm. In an Organization like PTV, where time factor is of the utmost importance in the performance of normal functions of this Corporation, the prevailing state of laxity cannot be allowed to continue any more. Whereas unnecessary correspondence should be scrupulously avoided, undue delay in dealing with correspondence is unpardonable.

2. *Pending detailed instructions on the subject of communications, which will be issued in due course, the following time limits are to be strictly observed in sending replies to various kinds of communications:*

a) *At PTV-HQ Office*

- i)** *Replies to President's Directives, Minister's Directives, Chairman's Directives and communications from the Managing Director are to be sent within the next working day after the day of the receipt of the Directives. If action required to be taken on these Directives entail collection of information or formulations of Policies/Programmes which are likely to take some time, an interim reply must be sent within the given time limit, indicating the probable date on which a complete reply/implementation report will be sent.*
- ii)** *Replies to all urgent/immediate communications, from wherever these are received, are to be sent within the next two working days after the day of the receipt of the communications. If more than one officials / officers are involved in dealing with such communications, the relevant papers/files should be taken to the concerned officials/officers by hand instead of following the normal dispatch procedures.*
- iii)** *Replies to routine communications, from wherever these are received, are to be sent within one week of the receipt of such communications.*

b) *AT TV-Centres /Offices/RBSs*



Administrative Staff Instructions of PTVC

- i)** *Replies to communications from the Managing Director and other Directors are to be sent within the next working day after the day of the receipt of such communications. If the action required to be taken on these communications entails collection of information or taking of certain actions which are likely to take some time, an interim reply MUST be sent within the laid down time limits indicating the date by which a complete reply/implementation report will be sent.*
 - ii)** *Directives from the Provincial Governors/MLAs, or from their Principal Officers writing on behalf of the Governors/MLAs, are to be treated in the manner given in b (i) above.*
 - iii)** *Replies to all urgent/immediate communications, from wherever these are received, are to be sent within the next two working days after the day of the receipt of the communications. If more than one official/officer are involved in dealing with such communications, the relevant papers/files should be taken to the concerned officials/officers by hand instead of following the normal dispatch procedures.*
 - iv)** *Replies to routine communications, from wherever these are received, are to be sent within five working days after the day of the receipt of same.*
- 3.** *If for unavoidable reasons, the above time limits cannot be observed in replying to a communication/communications, the reply, when sent, must contain reasons for the delayed response.*
- 4.** *If the originator of a communication at PTV-HQ does not get a reply to his communication from an Officer of a TV Centre, other than the General Manager; he should bring the delay to the notice of the General Manager, and if a reference to the General Manager of a TV Centres does not evoke a response within a reasonable time, he should bring the matter to the notice of the Managing Director. Likewise, if the originator of a communication from PTV -HQ does not get a reply to his communication from an Officer of Central Sales Office within the stipulated time, he should bring the delay to the notice of Controller of Sales, and*



Administrative Staff Instructions of PTVC

if a reference to Controller of Sales, CSO, does not evoke a response within a reasonable time, he should bring the matter to the notice of the Managing Director Conversely, if an originator of a communication from a TV Centre/Office/RBS does not get a reply to his communication from an Officer of PTV-HQ, the delay should be brought to the notice of the next higher officer and if he fails to receive a reply from him also it should be brought to the notice of the Director concerned, and if this also fails, the delay should be brought to the notice of the Managing Director .

5. *The success of this effort to ensure quick replies to communications will, to a large extent, depend on efficiently run mail sections. The Officers responsible for supervision of the functioning of the mail sections at PTV-HQ and at all TV Centres/Offices, will therefore have to make sure that communications do not get delayed in handling at the stages of incoming and out-going mail. All communications received in the mail sections for dispatch must be dispatched the same day and the communications must bear the date on which these are actually dispatched. Likewise, all incoming communications received in the mail section on any day must bear the date of the receipt and must be delivered to the addressees the same day.*

6. *The receipt of this ASI is to be acknowledged and all those who handle and deal with communications must be made to read this ASI and be made to sign the same as having read and understood it. It is also to be made clear to all concerned that in future undue delay in unnecessarily holding the communications, and in late replying the same will be considered as misconduct and those responsible for undue delays may be proceeded against.*

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTV

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

HSA/901/3685

8th March, 1980

Administrative Staff Instruction No. 11 ***Sub: Display Boards at Main Gates of PTV Premises***

- 1. Pakistan Television Corporation Limited is a Public Limited Company, registered under Companies Act 1913.***
- 2. According to Section 73 of the Companies Act 1913, all Television Centres/ Offices/Re-broadcasting Stations are required to display a board containing the word 'Pakistan Television Corporation Limited' at the Main Gate, and the name "Pakistan Television Corporation Limited" is also required to be mentioned in legible English characters in all letter heads, bills, notices, advertisements, bills of exchange, promissory notes, cheques, letters of credits and other correspondence etc.***
- 3. All concerned are therefore to note the above requirements and to comply with the above legal requirements. They are also to note that under Section 74 of the Companies Act 1913, if the board containing the name "Pakistan Television Corporation Limited" is not displayed at the gate of any TV Centre/Office/RBS, the Corporation will be liable to a fine of Rs.50/-, and if any officer of PTV or any person on its behalf uses and signs any letter head or any other document which***



Administrative Staff Instructions of PTVC

does not mentioned the full name of the Corporation i.e. Pakistan Television Corporation Limited, he will be liable to a fine of Rs.500/-.

- 4. Please acknowledge receipt of this ASI.*

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

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

HSA/901/7334

29th April, 1980

Administrative Staff Instruction No. 12

Subject: Procurement, Storage & Distribution of Raw Film Stock

- 1. The functions relating to procurement of Raw Film Stock have now been assigned to Administrations and Personnel Division at HQ office.*
- 2. Accordingly, a Cell has been created in the Administration and Personnel Division at PTV-HQ Office, to deal with all aspects of Raw Film Stock, which is to function under the supervision of Mr. Hafiz Sultan Ahmad, Personnel Officer. The Raw Film Stock Cell will ascertain the requirements of all kinds of Raw Film Stock, based on consumption data to be supplied by the Consumer Units, and in consultation with Director Programme Administration and Director of News and Current Affairs, and will place orders on the suppliers for the required quantities.*



Administrative Staff Instructions of PTVC

Under instructions from the Raw Film Stock Cell, the suppliers will deliver to the consumer units the quantities of the raw stock, on a 3 monthly basis, according to a predetermined schedule.

3. *In this connection, the following procedure is to be followed:*

i) *General Managers of TV Centres and Heads of Divisions of PTV-HQ Office will send to the Raw Film Stock Cell, their requirements of various kinds of Raw Film Stock on quarterly basis, within one week of commencement of every new quarter, that is:-*

-By 7 July, for the Quarter July-September.

-By 7 October, for the Quarter October-December.

-By 7 January, for the Quarter January-March.

-By 7 April for the Quarter April-June.

The demands for Raw Film Stock must invariably be accompanied by consumption data for the stocks in question covering the period of the proceeding last quarter, as per Annexure 'A'.

ii) *On the basis of the requirements received in accordance with (i) above, the study of the past consumption, and the projections of future needs ascertained from DPA and DN, the quantities of various kinds of Raw Film Stock needed by the consumer units, will be determined. But before finalizing those figures of stock, DCFE will also be consulted, particularly with reference to the specifications of the Raw Film Stock to be purchased.*

iii) *Orders for the purchase of Raw Film Stock will be placed by DAP. The suppliers will be given a delivery schedule according to which, the deliveries of the raw stocks will be made to the consumer units. Copies of supply orders will be marked to consumer Units as well as to DPA, DN, FD and DCFE.*

iv) *On receipt of the raw stock, according to supply schedule, at the Consumer Units, the same will be checked as to quantity and specification, batch numbers etc, by Chief Cameraman and the Stores Officer. If the raw stock is found correct as to quantity, quality etc, a GRN will be raised, as laid down in the Purchase*



Administrative Staff Instructions of PTV

Manual, a copy of which will, however, be dispatched to Mr. Hafiz Sultan Ahmad at PTV-HQ. The receipt of each item of Raw Film Stock will be posted on a separate Stock Record Card. In case of discrepancies, a report will immediately be sent to the supplier, under the signatures of the Stores Officer concerned, with a copy to Mr. Hafiz Sultan Ahmad so that this matter may be taken up by PTV-HQ with the supplier.

- v) *The Stores Officer, in consultation with Chief Cameraman and the General Manager, will ensure that the Raw Film Stock is stored in a place which is safe, air-conditioned, dust proof and free from humidity. In case of difficulty in finding such a place at a TV Centre, the matter will be brought to the notice of DAP and the GM concerned.*
- vi) *The Stores Officer will ensure that issues of items of Raw Film Stock will be made only on the basis of duly approved Issue Requisitions and that the issues will be posted on Stock Record Cards on the day these are made. The Stores Officer will also be required to send T.P. Message either on the day of issue or on the next working day informing Mr. Hafiz Sultan Ahmad about the issues made to enable him to keep a duplicate record of the correct stock position of all items of Raw Film Stock at all Consumer Units.*
- vii) *In first week of each month, the Stores Officer will send a consumption statement to PTV-HQ for the attention of Mr. Hafiz Sultan Ahmad , showing the quantities that were in stock on the first day of the previous month, the quantities that were received during the month, the quantities that were issued during the month, and the balance as on the last date of the previous month. Non dispatch of this statement or its late dispatch will be considered a serious lapse on the part of the Stores Officer concerned.*
- viii) *In addition, Incharge Film Laboratory of each TV Centres will also send an output report to PTV-HQ, for the attention of Mr. Hafiz Sultan Ahmad, in the first week of every month, covering the processing done during the previous month.*



Administrative Staff Instructions of PTVC

- ix) *In case of extreme emergencies or in view of sudden and unforeseen requirements of Raw Film Stock, the consumer units may send their mid-quarter requirements through T.P. Message, to be followed by a written demand, stating the circumstances necessitating mid-quarter demands.*
- x) *Suppliers bills for the supply of the material against purchase orders will be received by Administration and Personnel Division at PTV-HQ Office. The bills as soon as received, will be scrutinized and verified by the Raw Film Stock Cell and, if correct, will be forwarded to the Finance Division for payment to the suppliers under intimation to Administration and Personnel Division.*
4. *As stated earlier, the storage of Raw Film Stock will remain the responsibility of the consumer Units, where the Stores Officer s will ensure that the stock does not become faulty or unserviceable, qualitatively or quantitatively, due to bad storage conditions or during movement of the material from one place to another, Raw Film Material, being highly sensitive must not be exposed to heat, dust, and humidity. Utmost care and caution should, therefore, be taken in handling and storing the material. Also, the issues must be made on the principle of "first in first out". It needs no emphasis that quantities of items of Raw Film Stock in storage must, at all times agree with quantities shown as balance in the Stock Record Cards.*
5. *General Managers of TV Centres must alert all concerned that Raw Film Stock being a very costly material, it should be used economically and all wastage must be eliminated. It must be made very clear to the users of Raw Film Stock the consumption in excess of professionally accepted ratios will be considered either deliberate misuse or evidence of inefficiency.*
6. *Budgetary requirements for Raw Film Stock will be prepared by Administration & Personnel Division on yearly basis and submitted to Finance Division. The budget allocated for this purpose will be apportioned among the consumer units on the basis of actual consumption of the material by each Centre during the period of one year.*
7. *Contents of this ASI have to be brought to the notice of all concerned and their signatures obtained on record as evidence of their having read these instructions.*
8. *Please acknowledge receipt of this ASI.*



Administrative Staff Instructions of PTVC

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

Raw Film Stock Demand For The Quarter.

Sl. No.	Description of Raw Film	Balance at the Beginning of the Last Quarter	Stock Received During the Quarter	Total of 3 & 4	Stock Consumed during the last Quarter	Stock in Hand on the Last day of the Quarter	To be Re-ordered.	Suppliers Name	To be ordered		
									Qty	Rate in (Rs.)	Amount in (Rs.)
1	2	3	4	5	6	7	8	9	10		

1. 16 MM Black & White silent picture negative in 100-Ft. Rolls.
2. 16 MM Black & White silent picture negative in 400-Ft. Rolls.
3. 16 MM Black & White M.S. picture negative in 400-Ft. Rolls.
4. 16 MM Colour silent picture negative in 100-Ft. Rolls.
5. 16 MM Colour silent picture negative in 400-Ft. Rolls.
6. 16 MM B & W silent picture positive in 1200-Ft. Rolls.
7. 16 MM B & W M.S picture positive in 1100-Ft. Rolls.
8. 16 MM B & W duplicating picture negative in 1200-Ft. Rolls.
9. 16 MM sound recording negative in 1200-Ft. Rolls.
10. 16 MM B&W duplicating picture positive in 1200-Ft. Rolls.



Administrative Staff Instructions of PTVC

Pakistan Television Corporation Limited

Federal TV Complex, F-5/1, Islamabad

HSA/901/9743

22nd May, 1980

Administrative Staff Instruction No. 13

Use of Key Board/Key Register

1. *During an investigation at one of the Television Centres it came to light that the keys of the VTR Room were taken away by the engineers working there, with the result when those engineers failed to turn up for duty, the lock of the VTR room had to be broken. It has also come to light that at certain TV Centres Film Cameras have been given in the personal charge of certain cameramen, and that proper record of issues and receipts about film cameras and accessories taken out of TV Centres by cameramen for outside coverage is not being maintained. Another irregularity that has come to light is that a proper gate pass is not issued when any PTV equipment is taken out of a TV Centre and if the security people at the gate object, their objection is not heeded. Likewise whenever any PTV equipment is brought back into the premises of a TV Centre, it is not registered at the Security Office.*

2. *The above are serious irregularities which must be stopped forthwith.*

3. *General Managers of TV Centres and Head of Departments at TV Headquarters are requested to please ensure the following:-*

i) *No one should be allowed to take home the keys of any office, room or a cabinet. All keys may be kept either in the Key Boards maintained at the Security Office or within each office.*

ii) *No equipment of PTV should be given in the personal charge of any particular PTV employee. All equipment should be on the charge of the department/section concerned and whenever equipment is issued to an employee for use outside of a TV Centres /Office, a proper loan card should be raised and the*



Administrative Staff Instructions of PTV

entries of issues and receipts of such equipment should be made in a proper register, so that the actual location of all equipment can be verified at all times.

- iii)** *Whenever any piece of PTV equipment is taken out of a TV Centres/Office, a proper gate pass should be issued duly signed by an authorized officer. The gate pass should be properly registered at the Security Office and when the item is brought back into the premises of a Centre/Office, the same should be properly checked at the gate, and proper entries made in the appropriate register.*

4. *The above instructions should be strictly implemented, and the receipt of this Administrative staff instruction acknowledged.*

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



Administrative Staff Instructions of PTVC

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

HSA/901/10796

9th June, 1980

Administrative Staff Instruction No. 14
***Subject: Written Confirmation of Verbal Opinions/Expressions/
Agreements of Senior Officers***

1. On many occasions when the Managing Director or other senior officers visit Television Centres/Offices/RBSs, various matters are brought to their notice by Administrative Heads of the Units and by other Officers, on which Managing Director or the other high Officers express opinions/agreements etc. These verbal opinions/agreements are required to be got confirmed in writing before implementation because it is possible that in verbal discussions certain points might have been over looked or omitted. As the Administration would like to avoid snap decisions it is decided that except in emergencies, all discussions with such high officers and their verbal opinions/expressions/agreements should be written down and submitted to the Headquarters Office for formal approval, and only then should action be taken on such decisions.



Administrative Staff Instructions of PTVC

2. *Please acknowledge receipt of this ASI.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

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

HSA/901/13051

3rd July, 1980

Administrative Staff Instruction No. 15
Subject: President's Visits to TV Centres/Offices/RBSs

1. When the president visited TV Centre Rawalpindi last time, many PTV employees, who were on duty at the Centre at that time, and even some of those employees who were not on duty but were present at the Centre, clustered around the President and started putting their problems to him. This was a highly undesirable thing to do and reflected badly on the discipline among PTV employees.



Administrative Staff Instructions of PTVC

2. *All General Manager, Administrative Heads of Offices and Engineer-in-Charge of RBSs are hereby advised to ensure that whenever the President visits their Centre/Office/RBSs, no employee, who is not on duty, should be allowed in the Centre/Office/RBS, and those employees who are on duty at that time, should remain at their respective places of duty and should not approach the President under any circumstances what so ever. Of course, if the President goes to a section/department and himself asks any employee a question, the concerned employee should, in a polite manner, give a reply and state his views. But, under no circumstances, should any PTV employee force himself on the President.*
3. *The above instructions should be strictly implemented and the receipt of this Administrative Staff Instruction acknowledged.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

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

HSA/901/12543

2nd August, 1980

Administrative Staff Instruction No. 16
Subject: Transfers



Administrative Staff Instructions of PTV

1. *Posts in PTV fall in two categories local posts and national posts. All posts in Pay Group 1, 2 and 3 are local posts whereas all posts in Pay Group 4 and in higher Pay Group are national posts. Local posts are normally non-transferable. Incumbents of these posts can be transferred only in the following three circumstances:*

- i) On request of the individual concerned, subject to there being a vacancy at the TV Centre/Office/RBS where the applicant wants to be transferred.*
- ii) On promotion from a post in Pay Group 3 to a post in Pay Group 4 when the vacancy to be filled by the promotee happens to exist at another TV Centre/Office/RBS, and*
- iii) When the exigencies of the service make it essential to transfer an incumbent of a local post to another TV Centre/ Office /RBSs.*

National posts are transferable, and transfers of incumbents of such posts from one TV Centre/Office/RBS to another are common and frequent. Most transfers are ordered to fill vacancies which occur for various reasons. Since TV Centre Quetta was declared a tenure Centre (an employee holding a national post at PTV-Q can ask for a transfer away from that Centre, after completing 2 years stay, to one of the 2 TV Centres/ Offices/ RBSs of his choice) five years ago, transfers from and to TV Centre Quetta have become frequent and a regular feature.

2. *If one was to choose the biggest single source of constant problem for the management in PTV, "transfers" would be the automatic choice. Literally, no one willingly proceeds on transfer even when it is on promotion, unless, of course, the transfer is ordered on his own request. It has been observed that as soon as transfer orders are issued in respect of an employee, he suddenly falls grievously ill necessitating rest for long periods of time which illness as suddenly gets cured if somehow his transfer orders are cancelled, or he turns out to be the only male member of a very large family with aged and seriously ill parents. Director Administration and Personnel, Managing Director and Chairman are bombarded with recommendations for the cancellation of the transfers from every conceivable quarter. Although PTV management, in most cases, does not accept such recommendations and only occasional transfer order is cancelled, only in*



Administrative Staff Instructions of PTV

extremely genuine cases, but is a rare employee who proceeds on transfer without making a few tries on medical and other grounds for cancellation. This is in spite of the fact that, as a matter of policy, transfers are ordered only where these are absolutely inescapable, and after consulting the Directors concerned and two General Managers involved. The situation has become so nightmarish that it demands a radical change in the philosophy of transfers in PTV.

3. *The situation described in Para 2 is rather unflattering to PTV employees and the picture is painted in rather darker colours. It is, however, true. At the same time, the attitude of the employee under orders of transfer and the means - fair or foul- used by him to have his transfer cancelled, are understandable. In the present day economic circumstances when a salaried person or a wage earner lives, at best, at the subsistence level, and has to strive really very hard to make two ends meet, a transfer from one city to another is truly ruinous. The biggest problem is finding residential accommodation at the new place of duty. To find a house suitable to his accommodation needs and with a rent that is within his ability to pay is a frightening thought. Even if one is prepared to live in a shack and pay through the nose for it, it may take months to locate even this kind of accommodation. Meanwhile, the employee must maintain two establishments, adding to his debt burden. An equally thorny problem is children's admission, if the transferred employee happens to have school going children. In all cities, where PTV has its TV Centres getting children admitted in a good school is even more difficult than finding a house. Thus, it has to be admitted that a transfer to an employee in Pay Group 4, 5 or 6 (employees in Pay Groups 7 and higher Pay Groups are entitled to residential accommodation, hence slightly better equipped to face a transfer) means, in addition to dislocation, a heavy financial burden and a traumatic emotional experience.*

4. *The remedy seems to lie in a concept of near-permanent tenure of PTV employees at TV Centres/Offices/RBSs of their own choice. This is in contrast to the Government transfer philosophy which considers regular transfers of Government employees, at 3 yearly intervals, as essential and beneficiary step from the public interest point of view. But demands of PTV's Service are different than those of Government Service, and a different approach to transfer in PTV is, perhaps, justified. To give a concrete shape to the new concept of trying to provide a near permanent tenure to PTV employees at TV Centres/Offices/RBSs of their*



Administrative Staff Instructions of PTVC

own choice, the following procedure of transfers has been approved by the Board of Directors of Pakistan Television Corporation Limited:

- i) Without disturbing the present division of posts into local and national posts, for purposes of transfer, posts in PTV are now categorized into "Managerial Posts" and "Non Managerial Posts". All posts in Pay Group 7 and in higher Pay Groups are considered Managerial Posts, and all posts in Pay Groups 6, 5, 4, 3, 2, and 1 are considered Non-Managerial Posts. The terms "Managerial" and "Non-Managerial" are used here arbitrarily and purely for the sake of convenience. In spite of the fact that most of the posts in Pay Groups 5 and 6 are supervisory and managerial in nature, in the suggested arrangements, these are grouped under the term "Non Managerial".*
- ii) Since incumbents of "Managerial Posts", have to be fitted into each post at every TV Centre/Office/RBS according to the specific professional and administrative needs under an overall managerial design, and since by virtue of being entitled to residential accommodation and other facilities, they are better equipped to absorb the shocks of transfers, such employees will continue to be transferred, as at present, solely on the basis of service needs.*
- iii) Posts which are covered by the term "Non Managerial" posts, whenever these fall vacant at any TV Centre/Office/RBS, for whatever reason, should immediately be circulated among all employees of PTV. In the first instance, incumbents of the same posts at other TV Centres/Offices/RBSs will be given the choice to apply for a transfer to the TV Centre/Office/RBS where the vacancy exists. On receipt of such applications, the request of the most deserving applicant will be accepted, and he will be transferred to the place of his choice. It must be clearly understood that the decisions of the management as to who is the most deserving applicant will be final and not open to discussion or question. If the vacancy can not be filled by a lateral mobility, as described above, applications will be invited from incumbents of those posts, throughout PTV, who have a channel of promotion to the vacant post. While inviting applications, it will be clearly stated at which particular TV Centre/Office/RBS the vacancy exists and that the*



Administrative Staff Instructions of PTVC

employee who is ultimately selected to fill the vacancy will have to go to the TV Centre/Office/RBS where the vacancy exists and may then have to remain there, almost for his entire service or at least as long as he remains in that group. As far as transfers to RBSs are concerned, those who chose to serve at RBS will be posted there on semi permanent basis. But others, posted there on the basis of service necessity, will be transferred back to the TV Centre from where they are transferred to the RBS concerned, after a reasonable period of time. The idea behind this procedure is that it is possible that those who are promote-able to the vacant post will weigh the advantages and disadvantages of accepting promotion with a transfer to another TV Centre / Office / RBS, and if their personal circumstances are such that it is profitable or convenient for them to stay at their present place of duty compared to holding a higher post at another place, they would not apply for the vacant post. It is clarified that if an employee chooses not to apply for a higher vacant post, it would not debar him from applying for a higher vacant post in the future. Thus the vacant posts, in this matter, will be filled only by those who have themselves chosen to be where they would eventually be serving. It must be realized that this procedure is a departure from the norm that whenever a vacancy occurs at any TV Centre/Office/RBS, it should be offered to the senior most suitable employee in the post which is promotable to the vacant post, irrespective of the place of duty of such suitable senior most employee. But this departure is essential to eliminate the situations where employees serving at a TV Centre/ Office/RBS accept a promotion to fill a higher post at another TV Centre/ Office/RBS and then try not to go on transfer, or if they do proceed on transfer, they constantly keep on trying to have themselves transferred back to their previous place of duty, or on reaching the new place of duty they try to avail as much leave, of every description, as it is possible for them to do. Besides being a constant headache to the management, such situations affecting the efficiency of the TV Centre/ Office / RBS where such unwilling employees are forced to stay.

- iv) Incumbents of posts in Group 5 and 6 serving at TV Centre Quetta will continue to be transferred on tenure basis till such time that through the*



Administrative Staff Instructions of PTVC

process described in Para (iii) a situation is reached when all those serving at TV Centre Quetta will be there by choice.

- 5. The above revised procedure of transfers is subject to the proviso that the Management retains the right to transfer any PTV employee to any TV Centre / Office / RBS at any time without giving any reasons for ordering such transfers.*
- 6. With the changed system of transfers, as described in Para 4 it is hoped all TV Centres/Offices/RBSs in PTV will, within a period of 3-4 years, be manned by persons who will be serving at their places of duty at their own choice. It will be good for the employees, and a happy, contented work force will, it is hoped, give a better performance, resulting in better quality Programmes.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/27273</i>	<i>06-11-1980</i>	<i>Transfers vide ASI No. 19</i>
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Pakistan Television Corporation Limited ***Federal TV Complex, F-5/1, Islamabad***

HSA/901/24229

29th September, 1980

Administrative Staff Instruction No. 17 ***Sub: Authorised Mode of Transport***

- 1. PTV Service Rule No. 19.04 lays down the travelling entitlement of PTV employees. This rule was redefined vide Office Order No. HSA/901/1747 dated 05.02.1980.*
- 2. Since Pakistan Railway have further divided Air-conditioned and 1st Class into 2 categories i.e. sitter and sleeper, it is clarified that employees entitled to*



Administrative Staff Instructions of PTVC

travel in the above mentioned two classes can travel in sleeper or sitter at their discretion.

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

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

HSA/901/26131

27th October, 1980

***Administrative Staff Instruction No. 18
Subject: Use of Official Car by General Managers of TV Centres***



Administrative Staff Instructions of PTVC

- 1.** *It has been decided by PTV Management that General Manager of each TV Centre has been provided on official car with a driver (i) for commuting between his residence and TV Centre, (ii) for official use, and (iii) for attending official and semi official functions. General Managers are not entitled to use the official cars for purely personal purposes.*
- 2.** *It has also been decided that in the event of a General Manager of a TV Centre proceeding on long leave or on a long visit abroad, necessitating dispatch of an officer from another TV Centre/Office to officiate in place of the General Manager on long leave/long visit abroad, the official car of the TV Centre concerned will be placed at the disposal of the officiating General Manager. The General Manager on long leave/long visit abroad will, for the duration of his absence, be allowed to claim either re-imbusement of car maintenance expenses, if he owns a car in his own name, or Conveyance Allowance, according to laid down scale.*
- 3.** *It has also been decided that General Managers of TV Centres and other such officers who are not allowed personal use of the official car cannot take the official car to another city/town without prior approval of the Managing Director.*
- 4.** *Receipt of the Administrative Staff Instruction is to be acknowledged, and then orders are to be implemented with immediate effect.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/779</i>	<i>07.01.1981</i>	<i>Amendment No. 1 to ASI No. 18</i>
<i>HSA/901/1171</i>	<i>13.01.1981</i>	<i>Cancellation of Amendment No. 1 to ASI No. 18</i>
<i>HSA/901/2423</i>	<i>28.01.1981</i>	<i>Restoration of Amendment No. 1 to ASI No. 18</i>

Pakistan Television Corporation Limited



Administrative Staff Instructions of PTVC

Federal TV Complex, F-5/1, Islamabad

HSA/901/779

7th January, 1981

Amendment No. 1 to Administrative Staff Instruction No. 18 ***Subject: Use of Official Car by General Manager of TV Centres***

1. The following sentence may be added at the end of Para 2 of Administrative Staff Instruction No. 18

“The officiating General Manager will continue to claim either reimbursement of car maintenance expenses, if he owns a car, or conveyance allowance, according to laid down Service Rules”

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/1171

13th January, 1981

Cancellation of Amendment No. 1 to ASI No. 18
Subject: Use of Official Car by General Manager of TV Centres

- 1. Amendment No. 1 to Administrative Staff Instruction No. 18 circulated vide No. HSA/901/779 dated 07.01.1981 is hereby cancelled and withdrawn.***
- 2. Please confirm receipt.***

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/2423

28th January, 1981

Restoration of Amendment No. 1 to ASI No. 18
Subject: Use of Official Car by General Manager of TV Centres

- 1. Amendment No. 1 to ASI No. 18 issued vide No. HSA/901/779 dated 07.01.1981 holds good, while cancellation order No. HSA/901/1171 dated 13.01.1981 should be treated as cancelled and withdrawn.***
- 2. Please acknowledge receipt.***

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/27273

6th November, 1980

Administrative Staff Instruction No. 19 ***Subject: Transfers***

1. PTV Service rule No. 9.03 lays down that the normal and temporary transfers can be approved only by the Managing Director. It has, however, been observed that temporary transfers are being ordered in certain cases without obtaining prior approval from the Managing Director. Although such transfers are ordered in emergencies, there seems to be no justification in not following the rules, as Managing Director can always be consulted before ordering the movement of personnel and his written approval obtained immediately thereafter.



Administrative Staff Instructions of PTVC

2. *I have been asked to inform all concerned that no movement of Personnel from one TV Centre/Office to another should take place before obtaining Managing Director's approval in writing. In emergencies Managing Director's verbal permission may be obtained, to be followed by his formal approval in writing.*

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

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

HSA/901/27098

6th November, 1980

***Administrative Staff Instruction No. 20
Subject: Overtime***



Administrative Staff Instructions of PTVC

- 1. Annexure 'A' of ASI No. 2 issued under No. HSA /901/2230 dated 04-09-78 is to be replaced by the attached Annexure 'A'. The use of 'daily overtime authorization slip' is to be discontinued and the overtime card, attached as Annexure 'A' is to be used instead.*
- 2. The overtime card is to be raised from 1st of the month to 31st of the month, and forwarded to Accounts Department in the first week of the following month positively. The overtime card is to be prepared for individual employees in duplicate, the original to be sent to the Account Department while the duplicate is to be retained by the respective Departments/Sections. The departmental/sectional Heads are to ensure that submission of overtime cards is not delayed to ensure the inclusion of overtime in the salary of the respective employees.*

(A. Nasir Siddiqui)

Director

Administration & Personnel

Amendments:

<i>HSA/901/3082</i>	<i>29-06-1986</i>	<i>Overtime (Amendment No. 1 to ASI No 20)</i>
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Administrative Staff Instructions of PTVC

Annexure 'A'
AS-8

(PAKISTAN TELEVISION CORPORATION LIMITED)

TELEVISION CENTRE/OFFICE

OVERTIME CARD

Name.....P.No.....
Designation.....
Department.....Basic Pay.....

Month 1980.

Duty Hours		Overtime Done		Overtime Detail of work done in Overtime hours		Supervising Officer	Head Department
From	To	From	To	hours			
2	3	4	5	6	7	8	9

[Faint, illegible handwritten notes and signatures, possibly including a date like 1980/07/07]



Administrative Staff Instructions of PTVC



Administrative Staff Instructions of PTVC

ASI-

Duty Hours	Overtime Done	Overtime Hours	Detail of work done in Overtime	Supervising Officer	Head of Department
From 2 To 5	From 4 To 5	6	7	8	9
B/F					

Total Hours..... Signature of Employees.....

FOR USE IN FINANCE DEPARTMENT

Rate per hour	Total Hours Total amount	50% basic Pay Net Payable
.....

Checked by
Assistant Accountant

Accounts Officer

Calculated
Assistant Accountant



Administrative Staff Instructions of PTVC

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

HSA/901/3082

29th June, 1986

Amendment No 1 to ASI No. 20
Subject: Overtime

- 1. The overtime Card circulated under ASI No. 20 as Annexure 'A' has now been revised incorporating a column "Progressive Overtime Hours" a specimen of the said overtime Card is enclosed herewith for use by all TV Centres / Offices / RBSs with effect from 1st July, 1986.***
- 2. Please acknowledge the receipt.***

Controller Admin
And Personnel



Administrative Staff Instructions of PTVC

