



Administrative Staff Instructions of PTVC

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

HSA/901/9433

25th April, 1981

Administrative Staff Instruction No. 21

Subject: Categorization of Group-4 Posts as Regional Posts

1. At present posts in PTV have been categorized as National and Local Posts. All posts in Pay Group-4 and above are National posts and all posts in Pay Group 1 to 3 are local posts. With a view to eliminating delays in promotion and recruitment process, it has now been decided, with the approval of Board of Directors of PTV, to treat posts in Pay Group-4 as Regional posts for purposes of promotion and recruitment. As a result of this decision, 3 regions have been formed as follows:-

<i>No. of Region</i>	<i>TV Centre/Office/Rebroadcast Station Falling in this region.</i>
<i>Region - 1</i>	<i>All TV Centres/Offices/Rebroadcast Stations situated in the Province of Punjab, except Rawalpindi - Islamabad.</i>
<i>Region - 2</i>	<i>All TV Centres/Offices/Rebroadcast Stations situated in the Province of Sind and Bluchistan.</i>
<i>Region - 3</i>	<i>All TV Centres/Offices/Rebroadcast Stations situated in the Province of N.W.F.P plus at RWP-Islamabad.</i>

2. The promotions and appointments to regional posts will, however, continue to be approved by the Managing Director as at present, the only difference being that such promotions and recruitments will henceforth be on regional basis.

(A. Nasir Siddiqui)
Director



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Administration & Personnel

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

HSA/901/148

25th August, 1981

Administrative Staff Instruction No. 22

Transfer Orders/ Confirmation Orders/ Leave with Leave Grant Orders

1. *In accordance with PTV Service Rules and current procedures, the following orders are issued, as and when necessary, from PTV Headquarters Office, with the approval of the Competent Authority:-*

- a)*** *Transfer orders.*
- b)*** *Confirmation orders*
- c)*** *Leave with leave grant orders.*

2. *It has been observed that the orders issued from PTV Headquarters Office are retained, by the Administration and Personnel Department of TV Centres /Offices, and fresh orders are issued locally. This is duplication of work and should cease forthwith. The original copies of the orders should be handed over to the incumbents, and copies retained in the Administration & Personnel Departments. In case of transfers, only relieving order should be issued with the approval of Administrative Heads concerned, endorsing copies of the same to PTV Headquarters Office, for the attention of Assistant Controller Administration & Personnel.*

3. *In future 3 copies of the office orders listed in Para 1 will be sent to TV Centres / Offices, one for the individual employee concerned, one for Administration and Personnel Department and one for the Accounts Department.*

4. *Please acknowledge receipt of this Administrative staff Instruction.*



Administrative Staff Instructions of PTVC

(A. Nasir Siddiqui)
Director
Administration & Personnel

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

HSA/901/149

25th August, 1981

Administrative Staff Instruction No. 23 ***Subject: Leave Record***

- 1. At present leave record of all employees in Pay Groups 1 to 6 is maintained at Television Centres/Offices as per Service Rules No.10.64. Since discrepancies have been lately noted in the maintenance of this record, it has been decided that a duplicate record will also be maintained at PTV Headquarters Office. At the TV Centre/Office level, the leave record will be part of personal files of concerned employees. A leave register is also to be maintained at each TV Centre/Office.***
- 2. With immediate effect, therefore, leave including casual leave, should be authorized through an office order, as per specimen attached, and copies of these office orders should be marked to Assistant Controller Administration & Personnel, PTV Headquarters Office. The Engineering Incharge at Rebroadcast Stations shall mark copies to both Admin. & Personnel Manager, PTV Headquarters Unit, and Assistant Controller Administration & Personnel, PTV Headquarters Office.***
- 3. On the first of January every year, beginning from 01-01-1982, a complete record of leave entitlement of all employees, individually, at all TV Centres***



Administrative Staff Instructions of PTV

/Offices is to be sent to Assistant Controller Administration & Personnel. Marking of copies of office orders as per Para 2 above will continue.

4. *The leave record of officers in pay Group 7 and above will continue to be maintained by Assistant Company Secretary at PTV Headquarters Office, as at present, in accordance with PTV Service Rules NO.10.63.*

5. *All employees should be informed of their privilege leave status each year, beginning from 1982, on the date of their joining the Corporation on the attached Proforma. The duplicate copy of the Proforma is to be signed by the individual and returned to Administration & Personnel Department for record.*

(A. Nasir Siddiqui)

Director

Administration & Personnel

Amendments:

<i>HSA/901/1450</i>	<i>17-01-1982</i>	<i>Amendment No.1 to ASI No. 23</i>
<i>HSA/901/1861</i>	<i>15-2-1988</i>	<i>Amendment No.2 to ASI No. 23</i>



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PAKISTAN TELEVISION CORPORATION LIMITED

Television Centre

Ref. No.

Dated

OFFICE ORDER

Mr./Miss/Mrs. _____

_____ of _____

_____ has been granted leave as follows:-

- (i) Privilege Leave with pay from, _____ to _____ (___ days)
- (ii) Medical Leave with pay from, _____ to _____ (___ days)
- (iii) Medical Leave with half pay from, _____ to _____ (___ days)
- (iv) Casual Leave with pay from, _____ to _____ (___ days)
- (v) Leave without pay from, _____ to _____ (___ days)

Sd/-

Admn. & Personnel Manager/
Admn. Officer/Engineer Incharge



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

“Proforma”

This is to inform you that according to leave records maintained in this office, you had earned _____ days privilege leave since you joined the Corporation on _____. You have availed _____ days privilege leave so far leaving the balance of _____ days in your privilege leave account.

Admin & Personnel Manager

The above leave status is correct.

Name _____
Designation _____
Department _____



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

HSA/901/1450

17th January, 1982

Amendment No.1 to ASI No. 23
Subject: "Leave Record"

1. The words "including casual leave" are hereby deleted from Para 2 of ASI No. 23 circulated vide No. HSA/901/149 of 25th August, 1981.

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTV

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

HSA/901/1861

15th February, 1988

Amendment No. 2 to ASI No. 23
Sub: Leave Record

1. In partial modification of Para 2 of ASI-23 issued vide No. HSA/901/149 dated 30.08.1981, copies of office orders granting casual leave to employees should, henceforth not be marked to Headquarters Office, Islamabad.

(Burhanuddin Hasan)
Director



Administrative Staff Instructions of PTVC

Administration & Personnel

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

HSA/901/630

21st October, 1981

Administrative Staff Instruction No. 24
Subject: Entitlement of Travelling Allowance - Journey by Road

1. PTV Service Rule No.19 .17 lays down the Mileage Allowances admissible to PTV Employees, when they undertake journeys by road. This ASI is being issued to supplement the above rule in the light of Government travelling allowance rules promulgated vide Government of Pakistan, Finance Division



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(Regulation 9 Section), Islamabad's O.M. No.F.2 (1)-R9/80 dated 28-07-1980. This ASI will be effective from 01-11-1981.

2. *When PTV Employees, including PTV Directors, are authorized to perform official journeys by road, they may claim Mileage Allowances at the following rates:-*

- i) When journey is performed by personal car or by engaging full taxi, Rs. 1.20 per kilometre*
- ii) When journey is performed by borrowed car, Paisa 60 per Kilometre*
- iii) When journey is performed by a Motor Cycle Scooter Paisa 40 per Kilometre*
- iv) When journey is performed by Bicycle, on an animal back or on foot, Paisa 30 Per Kilometre*
- v) When journey is performed by employees in Pay Groups 1 to 4, by public transport plying for hire on single seat basis, Paisa 20 per Kilometre*

3. *Please acknowledge receipt*

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

Amendments:

<i>HSA/901/3853</i>	<i>30-09-1986</i>	<i>Entitlement of Travelling allowance journey by road vide ASI No-54</i>
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Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/1030

10th December, 1981

Administrative Staff Instruction No. 25



Administrative Staff Instructions of PTVC

Sub: Use of Official Transport for Private Purpose

- 1. Official transport is provided to employees, at their request, for private use @ Rs.1/-per mile. Consequent upon issuance of ASI No.24 in respect of entitlement of mileage allowance, it has been decided that with immediate effect Rs.1.20 per K.M. will be charged from the employees who use the official vehicle for private purposes.*
- 2. It may, however, also be clarified that the use of official vehicle for private purposes is only admissible when such a vehicle can be easily spared from official duties.*
- 3. Please acknowledge receipt.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/1155</i>	<i>10-04-1996</i>	<i>Amendment No. 1 to ASI No. 25</i>
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Administrative Staff Instructions of PTVC

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

HSA/901/1155

10th April, 1996

Amendment No.1 to ASI-25

Subject: Private Use of Official Transport by PTV Employees

1. The following amendment be carried out in ASI-25 issued under No. HSA/901/1030 dated 10-12-1981 on the subject captioned above:

In para-1 line 5 the words "Rs.1/20 per K.M"
be substituted with the words "Rs.2/50 per K.M"

2. Please acknowledge receipt.

(A. Nasir Siddiqui)
Director
Administration & Personnel



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

HSA/901/1238

22nd December, 1981

Administrative Staff Instruction No. 26 ***Sub: Guide-Lines for Conducting Enquiries***

I. It has been noticed that finalization and submission of enquiry reports in matters pertaining to disciplinary actions are generally delayed, and in most cases numerous reminders have to be sent. This is in spite of the fact that PTV Service Rule No.13.09 clearly states that the enquiry proceedings shall take precedence over normal duties". The following guidelines, therefore, are issued for compliance by all concerned:-

- i)*** Whenever an enquiry is ordered, a deadline or time limit must be prescribed for the completion of the enquiry and submission of its report by the Enquiry Officer/Committee. The time limit can be extended for a limited period by the officer ordering an enquiry, only under extremely exceptional circumstances.
- ii)*** The officers appointed as Enquiry Officers or as members of an Enquiry Committee should be carefully selected on the basis of their fairness, competence and knowledge of PTV Service Rules & Enquiry Procedures.
- iii)*** Until the enquiry is completed, the Enquiry Officer, the accused, as well as the witnesses concerned, should not be permitted to proceed either on leave or on training, or on transfer.



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- iv) A check-sheet, recording the day-to-day progress, should be maintained by the Inquiry Officer and attached to the enquiry report.*
 - v) The enquiry proceedings, once started, should, as far as possible, be held without interruption, on a day-to-day basis.*
 - vi) On receipt of the enquiry report, the case should be processed expeditiously by the concerned officials. No undue delay should occur at this stage also.*
 - vii) The quality of work produced by the Enquiry Officer/Committee will reflect on their efficiency which will be recorded in their Annual Performance Appraisals.*
 - viii) The Officer concerned should record the assessment of an Enquiry Officer's performance and send it to Controller Administration and Personnel at PTV Headquarters Office, for record.*
- 2.** *Please acknowledge receipt of this ASI.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/3701</i>	<i>02-10-1982</i>	<i>Enquiry vide ASI No. 31</i>
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Administrative Staff Instructions of PTV

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

HSA/901/2077

24th March, 1982

Administrative Staff Instruction No. 27
Subject: Intimation of Death of Employees or Artists

- 1. In the event of the death of a PTV employee or a PTV artiste, the same must be immediately intimated to the Chairman, PTV & PTV Headquarter office.***
- 2. Please acknowledge receipt***



Administrative Staff Instructions of PTVC

(A. Nasir Siddiqui)
Director
Administration & Personnel

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

HSA/901/2526

11th May, 1982

Administrative Staff Instruction No. 28

Sub: Delegation of Administrative Powers to the Administrative Heads

1. Administrative Heads of all the Television Centres/Offices had, some time ago, proposed delegation of certain administrative powers to them. Their



Administrative Staff Instructions of PTV

proposals were examined by the respective Directors and were then discussed in the Directors meeting at PTV Headquarters Office. The decisions taken regarding Administrative Powers to be delegated to the Administrative Heads of TV Centres /Offices are given below:-

i) *Employment*

Administrative Heads have been authorized to employ suitable persons to fill vacancies in Pay Group-1 to 3, after following laid down procedure. However, till such time that there are surpluses in certain categories, Administrative Heads, for the time being, may continue to refer cases to PTV Headquarters Office for permission to fill the local vacancies. The regional vacancies will continue to be filled by PTV Headquarters Office.

ii) *Approval of Overtime Beyond 50% of the Basic Pay of an Employee.*

It has been decided to continue the present practice of seeking MD's approval for payment of overtime beyond 50% of basic pay of PTV employees.

iii) *Daily Allowance Authorization beyond 30 Days.*

It has been decided to continue the present procedure that MD alone can authorize daily allowance to PTV employees who proceeds on outstation tour for period beyond 30 days.

iv) *Grant of Allowances on Re-Designation Etc. to Employees in Group-1-3*

It has been decided that Administrative Heads may approve re-designation of employees in Group-1 to 3, serving at their Centres/Offices, to fill clear vacancies, after following the laid down procedure. If the re-designation entails granting of an admissible allowance or discontinuance of an allowance, they may also authorize the same.

v) *Conversion of Group-4 posts into local posts*

The proposal to convert Group-4 posts into local posts has not been accepted.

vi) *Sanction of recreation Leave and Ex-Pakistan Leave*



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It has been decided that recreation leave and ex-Pakistan Leave should continue to be authorized by PTV Headquarters Office.

vii) *Conversion of Compensatory Leave into Privilege Leave.*

It has been decided to continue the present practice of approval of conversion of Compensatory Leave in to Privilege Leave by PTV Headquarters Office.

viii) *Reimbursement of Expense on Account of Cost of Books / Examination Fees*

It has been decided to allow Administrative Heads to approve reimbursement of cost of books and examination fees to those employees of their Centres/Offices who pass higher educational examination after obtaining official permission to do so. However, Administrative Heads are required not to allow any employee to get admission in any College or Institute as a regular student.

ix) *Confirmation Cases*

It has been decided to authorize Administrative Heads to approve confirmation of Group-1 to 3 employees of their Centres/Offices in accordance with the rules.

x) *Promotion Cases*

It has been decided to authorize Administrative Heads to promote employees of their Centres/Offices, from Group-1 to 2 and Group-2 to 3, provided there are clear vacancies, channels of promotion, and provided that proper Selection Boards are constituted which recommend such promotions.

xi) *Permission to Appear in Examination*

It has been decided to authorize Administrative Heads to grant permission to employees of their Centres/Offices to appear in higher educational examination, as private candidates.

xii) *Encashment of Leave*



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It has been decided not to authorize .Administrative Heads' to allow encashment of Leave.

xiii) Travelling

It has been decided to continue the present practice that MD alone can authorize air travel by non-entitled employees.

xiv) Booking of PTV Employees.

It has been decided that the instructions laid down in Fee Structure and Booking Policy should continue as it is.

xv) Authorization of Outstation Tour.

It has been decided to authorize Administrative Heads to approve outstation tours of employees working at their Centres/Offices, in accordance with PTV Service Rules.

xvi) Payments in Anticipations of Approved PBEs

It has been decided not to make any changes in the current procedure.

xvii) Transfer of Employees.

It has been decided to continue to follow the procedure laid down in ASI No.16. Administrative Heads may, however, be consulted before transferring employees serving at their Centres/Offices.

xviii) Transfer within Regions.

It has been decided to continue to follow the current transfer procedures.

xix) Over-entitlement of Hospital Accommodation.

It has been decided to continue that current procedure of obtaining MD's prior approval for allowing employees to occupy accommodation in hospitals over and above their entitlement.

xx) Ad-hoc Payment for Pilot Programmes.

It has been decided to continue to follow the current procedure about payments for pilot Programmes.



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xxi) Applications for Employment in the Departments/ Organizations

It has been decided to authorize Administrative Heads to forward applications of employees serving at their Centres/Offices, when they apply for jobs in other organizations but not more than once a year in each individual case. However, while forwarding such applications, Administrative Heads should inform the employees that in case they succeed in getting employment, they will neither be sent on deputation, nor will they be given a lien on their posts in PTV.

xxii) Grant of LCA

It has been decided to authorize General Manager, Television Centre, Rawalpindi to grant LCA to employees of PTV Centre, Rawalpindi, who are residing at Islamabad or at Rawalpindi, as the case may be. No change in this respect is needed at other TV Centres/Offices.

xxiii) Minor Repair Allowance to Drivers

Since Minor Repair Allowance has been discontinued for the Drivers appointed on or after 12-08-1981, no action needs to be taken in this regard.

xxiv) 10% Charge Pay.

It has been decided to continue the present practice of allowing officiating arrangements only with prior written approval of the Managing Director.

xxv) Acceptance of Resignation

It has been decided to authorize Administrative Heads to accept resignation of employees in Group-1 to 3 serving at their Centres/Offices.

xxvi) PA Allowance Authorization

It has been decided to authorize Administrative Heads to grant PA Allowance to Secretaries serving at their Centres/Offices in accordance with the laid down Rules.



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2. *The matters relating to the financial implications are being sent to you in shape of Office Orders by the Finance Division separately.*
3. *Please acknowledge receipt of this ASI.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/1666</i>	<i>21-05-1987</i>	<i>Delegation of Powers to CAP/DAP Vide ASI No. 57</i>
<i>HSA/901/6781</i>	<i>22-08-1991</i>	<i>Rebroadcast Transmitter Station Head of Unit --ASI-67</i>
<i>HSA/901/15232</i>	<i>13-10-1992</i>	<i>Delegation of Powers Vide ASI No. 69</i>

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

HSA/901/2598

22nd May, 1982

Administrative Staff Instruction No. 29 ***Subject: Acceptance of Resignation***

1. *According to PTV's Service Rules, Clause No.12.08, confirmed employees can resign from the service of PTV by submitting a letter of resignation, giving one month's notice or pay in lieu thereof. PTV, being an essential service, no employee can leave it unless his resignation is accepted, in writing, by the Competent Authority. It has been observed that certain PTV employees, who tender their resignations with the so called "24 hours notice", are relieved of their duties by their respective Administrative Heads without waiting for the acceptance of the resignations. This is highly irregular, against the provision of the above mentioned PTV Service Rule, and detrimental to the discipline of the Corporation. Also, Administrative Heads, doing so, are acting beyond their authority.*



Administrative Staff Instructions of PTV

2. All Administrative Heads of TV Centres/Offices/Units/Rebroadcast Stations, are to note that an employee, who has rendered his resignation with 24 hours notice, is not to be relieved of his duties unless and until the resignation is formally approved by the Competent Authority and notified in writing. Employees who absent themselves after submitting their resignations and without waiting for acceptance thereof, are to be treated as absent without leave, and are to be charge sheeted, in the normal manner, after 10 days of absence.

(A. Nasir Siddiqui)
Director
Administration & Personnel

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

HSA/901/3229

31st July, 1982

Administrative Staff Instruction No. 30
Sub: Ex-Pakistan Leave

1. Ex-Pakistan Leave to PTV employees in all Pay Groups is sanctioned at PTV Headquarters Office. The authority to grant Ex-Pakistan Leave at PTV Headquarters Office rests with:



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- i) *Managing Director -for employees in Pay Group-8 and above*
- ii) *Director Administration & Personnel-for employees in Group-1to Group-7*

2. *It has been observed that after Ex-Pakistan Leave was sanctioned by the Competent Authorities, and Office Order were issued by PTV Headquarters Office, in quite a few cases requests came from Administrative Heads of Units for cancellation or postponement of such leave, on the plea that the employees concerned did not actually proceed on Ex-Pakistan leave as sanctioned, or came back from abroad earlier than the expiry of such leave. In almost all such cases, the Administrative Heads had, on their own authority, allowed such employees either to continue to work or to rejoin without first obtaining permission from the PTV Headquarters Office to do so, as per PTV Service Rule No.10.10.*

3. *It has, therefore, been decided that if a PTV employee is sanctioned Ex-Pakistan Leave by PTV Headquarters Office, he is not to be allowed to cancel his leave or to rejoin his duties earlier than the expiry date of his Ex-Pakistan leave, unless specific permission to do so is first obtained from the Competent Authority.*

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/901/3701

2nd October, 1982

Administrative Staff Instruction No. 31



Administrative Staff Instructions of PTVC

Sub: Enquiry

1. *It has been noticed that most of the enquiries, in connection with disciplinary action against employees, are not conducted properly, and suffer from many procedural defects. The following guidelines are, therefore, issued to help Enquiry Officers:-*

- i) Whenever an officer is detailed as Enquiry Officer to conduct an enquiry against an employee, he should, in consultation with the officer ordering the enquiry and the Administration & Personnel Department, prepare a list of prosecution witnesses' and of the documents, if any, which are to be presented before him by the prosecution witnesses.*
- ii) He should, then, send a note to the accused employee, in writing, informing him of the time, date and the place where the enquiry is to be held, and asking him to present himself before the Enquiry Officer at the given time, date and place. If the accused employee is not present at the TV Centre/Office/Rebroadcast Station, the note should be sent to him through registered post A.D.*
- iii) When the accused employee presents himself before the Enquiry Officer, the Enquiry Officer should read out the charge(s) of misconduct, as contained in the Charge Sheet, and ask the accused whether he has fully understood the charge(s) of misconduct levelled against him. The question by the Enquiry Officer and the answer of the accused employee should be properly recorded in the proceedings of the enquiry.*
- iv) After ascertaining that the accused employee has understood the charge(s) of misconduct alleged against him, the Enquiry Officer should ask the accused employee whether he pleads "guilty" or "not guilty". The question by the Enquiry Officer and the answer of the accused employee should be properly recorded in the proceedings of the enquiry.*
- v) If the accused employee pleads "guilty", the enquiry should be closed, the Enquiry Officer should declare the accused guilty of the misconducts(s) alleged against him, and send the enquiry*



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proceedings to the officer named in the enquiry office order, under cover of a written note.

- vi)** *If the accused employee pleads “not guilty” of misconduct(s) alleged against him, the Enquiry Officer should ask the accused employee whether he wants to be assisted in the enquiry by another employee. The question by the Enquiry Officer and the answer of the accused employee should be properly recorded in the proceedings of the enquiry.*
- vii)** *If the accused employee wants to be assisted, and names the employee who should assist him, the enquiry may be adjourned for sometime, and the enquiry officer should call the employee named by the accused employee, and ask him to sit with the accused employee during the enquiry.*
- viii)** *The enquiry should then commence. The Enquiry Officer should brief the employee, who has been called in to assist the accused employee, to the effect that he can advise the accused employee, but cannot, himself, make any statement or ask any questions from the witnesses.*
- ix)** *Then the prosecution witnesses should be called in, one by one, and their statements recorded in the presence of the accused employee. If any prosecution witness produces any documents, the same should be made part of the enquiry proceedings after these have been seen and examined by the accused employee.*
- x)** *If need be, the Enquiry Officer may ask questions from the prosecution witnesses. These questions and answers of the witnesses should be properly recorded in the proceedings of the enquiry.*
- xi)** *Then the accused employee should be allowed to cross examine the prosecution witnesses, and the questions by the accused employee and the answers given by the prosecution witnesses should be properly recorded in the proceedings of the enquiry.*
- xii)** *After the statements of all prosecution witnesses are recorded, and the cross examination of the prosecution witnesses by the accused*



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employee has been recorded, and after all necessary documents have been made part of the enquiry proceedings, the accused employee should be asked whether he wants to make a statement in his own behalf. The question by the Enquiry Officer and the answer of the accused employee should be properly recorded in the proceedings of the enquiry.

- xiii)** *If the accused employee wants to make a statement, it should be recorded, and, if need be, the Enquiry Officer may ask questions from the accused employee. The questions, if any, by the Enquiry Officer and the answers given by the accused employee should be properly recorded in the proceedings of the enquiry.*
- xiv)** *The accused employee should then be asked whether he wants to produce any defence witnesses or documents in his defence. The question by the Enquiry Officer and the answer given by the accused employee should be properly recorded in the proceedings of the enquiry.*
- xv)** *The statements of the defence witnesses, if any, may then be recorded, and, if need be, the Enquiry Officer may ask questions from them. The questions by the Enquiry Officer and the answers of the defence witnesses should be properly recorded in the proceedings of the enquiry.*
- xvi)** *Likewise, the documents, if any, produced by the accused employee, should be made part of the enquiry, and, if need be, the Enquiry Officer may ask questions about them. The questions by the Enquiry Officer and the answers given by the accused employee should be properly recorded in the proceedings of the Enquiry.*
- xvii)** *At this stage, the proceedings of the enquiry should be declared closed, and the accused employee and the employee who assisted the accused employee, should be allowed to leave.*
- xviii)** *The Enquiry Officer should then thoroughly study all statements, documents etc., on record and should record his findings declaring the accused guilty or not guilty on each misconduct alleged against him.*



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xix) *The Enquiry Officer should then send the enquiry proceedings to the officer named in the enquiry office order, under cover of a written note.*

2. *If the accused employee does not present himself before the Enquiry Officer at the given time, date and place, without any intimation to the Enquiry Officer, the Enquiry Officer should conduct an Ex-parte enquiry, making a specific note in the enquiry proceedings to the effect that since the accused employee has failed to present himself before the Enquiry Officer an Ex-Parte enquiry is being held against him. In such an enquiry all prosecution witnesses should be called in, their statements recorded, questions, if any, asked, and questions/answers recorded in the proceedings of the enquiry in the manner described earlier. Likewise, documents, if any, should be made part of the enquiry, proceedings in the manner described earlier. The Enquiry Officer should then thoroughly study the statements, documents etc. on record and should record his findings declaring the accused guilty or not guilty on each misconduct alleged against him. The Enquiry Officer should then send the enquiry proceedings to the officer named in the enquiry office order, under cover of a written note.*

3. *In addition to following the above procedure, the Enquiry Officer should ensure that;*

- i)** *Each page of the enquiry proceedings, and each document forming part of the enquiry proceedings, is signed by the accused employee.*
- ii)** *Any cuttings or corrections in the enquiry proceedings are initialled by the Enquiry Officer as well as by the accused employee.*
- iii)** *Each witness, giving a statement or producing a document, should sign at the end of his/her statement, and if the statement is spread over more than one page, he should sign each page.*
- iv)** *Each page of the enquiry proceedings should be serially numbered.*
- v)** *The documents if any, produced during the enquiry should be called exhibits and should be serially numbered.*
- vi)** *The Enquiry Officer should initial each page of the proceedings of the enquiry, and should sign the last page as well as all exhibits.*



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- vii) *The Enquiry Officer, in his findings, should confine himself to declaring the accused employee guilty or not guilty on each charge of misconduct, and to giving reasons for his conclusion. He should, under no circumstances, suggest any punishment or any other course of action.*
4. *In future whenever an officer is appointed as Enquiry Officer to conduct enquiry against an employee charged with a misconduct, a copy of this ASI is to be given to him alongwith the office order appointing him as Enquiry Officer.*
5. *Please acknowledge receipt.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

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

HSA/901/3777

11th October, 1982

Administrative Staff Instruction No. 32 ***Sub: Entitlement of Hotel Accommodation***

1. *The entitlement of hotel accommodation for the employees in Pay Group-1 to 9 is laid down in PTV Service Rule 19.07, read with letter No. HP/467-1/208 dated 1st September, 1981. Instances have, however, come to notice where PTV employee, while on outstation tours, have stayed in hotels above their entitlement, and have then requested for ex-post facto approvals from the Managing Director.*
2. *It is to be brought to the notice of all PTV employees that they must not stay in hotels above their entitlement/ceiling, without prior written approval of the Managing Director. If anyone does so, the difference of amount between his entitlement and actual rent of the hotel room, will have to be borne by the*



Administrative Staff Instructions of PTV

concerned employee himself, as the Managing Director has issued orders that no requests for ex-post-facto sanctions in such cases are to be sent to him in future.

3. *Please acknowledge receipt of this ASI.*

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

Amendments:

<i>HSA/901/1484</i>	<i>17-04-1995</i>	<i>Entitlement of hotel accommodation Vide ASI No. 72</i>
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Pakistan Television Corporation Limited Federal TV Complex, F-5/1, Islamabad

HSA/901/3826

18th October, 1982

Administrative Staff Instruction No. 33 Sub: Grant of Annual Increment

1. *PTV Service Rules No. 7.01 to 7.07 governs the grant of annual increments to PTV employees. PTV Rule No.7.02 states that annual increments will be awarded only on 1st July of each year, and that a employee joining the service of the Corporation in one Calendar Year will be entitled to receive his first annual*



Administrative Staff Instructions of PTV

increment on 1st July of the next Calendar Year. PTV Rule No.7.03 stated that only those employees who are confirmed in their posts on or before 1st July of that year, will be entitled to an annual increment, PTV Rule No.7.04 states that if an employee is not granted an annual increment on 1st July of a year due to his still being on probation, he will be subsequently awarded an annual increment with effect from the 1st July of the year on which he would have earned an increment in the normal course, if he is confirmed on due date. However, those employees whose probation periods are extended are entitled to receive their annual increments on the 1st July following the date of their confirmation.

2. *Some misunderstanding seems to exist with regard to grant of annual increments to those serving PTV employees who are promoted or appointed to higher posts between 1st January and 30th June of a Calendar year. It is, therefore, clarified that the rule applicable to those who are appointed to a post in PTV for the first time is equally applicable to serving PTV employees who are promoted or appointed to higher posts, namely that if a serving PTV employee is promoted or appointed to a higher post in one Calendar Year, he will be entitled to his first annual increment in his new post on 1st July of the next Calendar Year, provided that he is confirmed in his new post on due date.*

3. *This may be brought to the notice of all employees of your centre/office/Rebroadcast Station.*

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/4785</i>	<i>22-12-1986</i>	<i>Grant of annual increments to PTV employees ASI-55</i>
<i>HSA/901/9944</i>	<i>04-08-1987</i>	<i>Grant of annual increment vide ASI No. 60</i>
<i>HSA/901/1439</i>	<i>17-04-1989</i>	<i>Amendment No. 1 to ASI No. 60</i>

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

HSA/901/6200

27th November, 1982

Administrative Staff Instruction No. 34



Administrative Staff Instructions of PTV

Subject: Availing of Privilege Leave by PTV Employees

1. It has been noticed that a properly worked out leave schedule does not exist at any PTV Centre/Office/RBS for systematic availing of privilege leave by all PTV employees evenly distributed over all months of the year. As a result, too many applications for privilege leave are received in the last quarter of the year all of which cannot, obviously, be sanctioned. This necessitates granting of permission to a large number of employees to accumulate their leave, to be availed during the next year, and the same process is repeated again and again.
2. This chaotic state of affairs has to be remedied. All authorities on Personnel are emphatic that an employee must avail at least 4 weeks leave in a year, if he hopes to maintain his efficiency at an optimum level, and remain mentally and physically healthy. That is why PTV allows 30 days privilege leave to its employees after every 11 months service.
3. Heads of Divisions at PTV-HQ Office, General Managers at TV Centres, Controller Sales at CSO and EICs at RBSs are, therefore, to ensue that heads of departments/sections working under them must prepare leave charts for 1983 in respect of all their staff showing the dates on which each individual employee is to avail leave due to him. As stated earlier, leave to individual employees are to be so scheduled that all employees whose leave has been refused and allowed to be availed in the year 1983 are enabled to avail their privilege leave by the end of December 1983, and that equal number of employees avail leave during each of the 12 months of the year. There may be some difficulties in making leave schedules as it would not be possible to accommodate the wishes of all employees regarding their choice of the period of leave, but it should not be impossible as an organization has the right to determine the period during which it can spare its employees to avail leave due to them. If this was not so, the organizations will never be able to send all their employees on leave.
4. The leave charts for 1983, in the manner explained above, must be prepared and approved by Administrative Heads of TV Centres/Offices/RBSs by the 3rd week of December 1982, and should then be followed as planned. Only in very exceptional cases should any changes be subsequently made in the leave charts. One copy of each leave chart is to be sent to PTV-HQ, marked for the attention of CAP, for information.



Administrative Staff Instructions of PTVC

5. *The same procedure is to be repeated every year.*
6. *Please acknowledge the receipt of this ASI and confirm that instructions contained in it are being strictly implemented.*

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/362

17th February, 1983

Administrative Staff Instruction No. 35 Subject: Accidents to PTV Vehicles

1. It has been noticed that accidents to PTV Vehicles are on the increase. It has also been noticed that whenever a PTV vehicle meets with an accident, its causes are not investigated properly till instructions to do so are issued from PTV Headquarters Office. Also, personal files of the PTV drivers involved in accidents do not contain any record of the accidents done by them. This is a highly unsatisfactory state of affairs which needs to be remedied.

2. In this regard the following instructions are to be observed scrupulously:

- i)*** Whenever a PTV vehicle is involved in an accident, the Administrative Head of the Unit concerned must inform DAP about it through TP indicating particulars of the accident, of the vehicle and the name of the PTV driver.
- ii)*** The Administrative Head of the Unit concerned should also order an enquiry to determine the exact circumstances and the causes of the accident, and to apportion blames, if any. A responsible officer, not belonging to Administration Department, should be detailed as the Enquiry Officer with instructions to complete the Enquiry in the shortest possible time.



Administrative Staff Instructions of PTVC

- iii)** *A copy of the fact finding enquiry, irrespective of the fact whether the driver concerned was or was not responsible for the accident, must be placed on the personal file of the driver.*
 - iv)** *A copy of the fact finding enquiry with the remarks and recommendations of the Administrative Head of the Unit must be sent to the PTV Headquarters Office for record and further action, if necessary.*
 - v)** *In case the fact finding enquiry reveals that the driver of the vehicle was responsible for the accident, or had, in some measure, contributed to it immediate disciplinary action should be initiated against him under intimation to PTV Headquarters Office.*
 - vi)** *A register should be kept in the Administration Department at all PTV Units, showing details of all accidents to PTV vehicles belonging to the Units.*
- 3.** *In case of damage to PTV vehicles, the matter must immediately be taken up with the Insurance Corporation, in the normal manner.*

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



Administrative Staff Instructions of PTV

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

HSA/901/492

6th March, 1983

Administrative Staff Instruction No. 36 ***Sub: Residential Accommodation***

- 1. In super session of ASI No. 8 issued vide HSA/901/14368 dated 05-09-1979, revised ASI No. 8, circulated vide No. HSA/901/25335 dated 06-05-1982 as well as other office orders issued on the subject, as mentioned therein, this new ASI is being issued to supplement the rules relating to the entitlement of residential accommodation or the House Rent Allowance to employees in pay group 7 and above.***
- 2. PTV employees in Group- 7 and above are entitled either to House Rent Allowance @ 45% of their basic pay, or to residential accommodation, on***



Administrative Staff Instructions of PTVC

deduction of 5% of their basic pay. The entitlement of rent ceilings is given below:-

<i>Employee in Pay Groups</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</i>	<i>Up to a maximum of Rs.2500.00 per month</i>

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

4. *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 and making a fair assessment of the rent of the house.*

5. *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 - Islamabad

- a)*** *Deputy Controller Admin. & Personnel*
- b)*** *Deputy Controller Accounts Development*
- c)*** *Administrative & Personnel Manager, PTV-RI*
- d)*** *Quantity Surveyor.*

At Karachi



Administrative Staff Instructions of PTV

- a) *Engineering Manager, PTV -K*
- b) *Administrative & Personnel Manager, PTV-K*
- c) *Accounts Manager, CSO-Karachi*

At Lahore, Peshawar & Quetta

- a) *Engineering Manager*
- b) *Admin. & Personnel Manager/Admin. Officer*
- c) *Accounts Manager/Accounts Officer*

6. *Engineering Incharges of Rebroadcast Stations are to forward their requests for hiring residential accommodation, along with the details mentioned in para-4 above, to Controller Administration and Personnel at PTV Headquarters Office for approval.*

7. *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.*

8. *Before leasing the house, an employee for whose residence the house is hired, will give a written undertaking, as per specimen at Annex-I, 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 costs of such damages/losses and recover the amount so paid from the salary of the employee concerned in lump sum. The employee will also give an undertaking in writing to the effect that he will clear electricity, water and gas bills at the time of vacating the house, and if he does not do so, PTV will pay the same and recover the amount so paid from the salary of the employee concerned, in lump sum.*

9. *All PTV employees who are not provided with a house by PTV will be entitled to receive full House Rent Allowance as admissible to them even if their spouses are provided with residential accommodation by PTV. This provision will be effected from 05-02-1983 the date on which this was approved by the Board of Directors of PTV.*

10. *Please acknowledge the receipt of this ASI.*



Administrative Staff Instructions of PTVC

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/609/882</i>	<i>06.03.1989</i>	<i>Residential Accommodation-Order for Junior Survey Committee Office Order on ASI No. 36</i>
<i>HSA/901/10726</i>	<i>20-04-1992</i>	<i>Amendment No. 1 to ASI No. 36</i>
<i>HSA/901/4210</i>	<i>27-09-1993</i>	<i>Amendment No. 2 to ASI No. 36</i>
<i>HSA/901/1256</i>	<i>31-03-1994</i>	<i>Amendment No. 3 to ASI No. 36</i>
<i>HSA/901/2454</i>	<i>17-09-1996</i>	<i>Accommodation Hiring Rules vide ASI-74</i>



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Annexure-I

PAKISTAN TELEVISION CORPORATION LIMITED **CERTIFICATE.**

I certify that:

- (i) House No. _____ being hired by PTV for my residence with effect from _____.
- (ii) I have inspected the house, and have also noted the readings of Electricity, Gas and Water meters.
- (iii) No bills on account of the above 3 utilities are outstanding.

OR

- There are some bills still due for the above utilities, and the owner has promised to clear the outstanding bills. I accept the promise of the owner and hereby indemnify PTV from any such outstanding payments.
- (iv) An inventory of fixture and fittings has been drawn up, which has been duly signed by me and the owner/owner's representative. Any damages, shortages occurring during my occupancy of the house will be made good by me at the time of vacation. If I fail to do so, I hereby authorise PTV to deduct the amount involved from my salary.
 - (v) I will personally check the meter readings of electricity / Gas/Water at the time of vacation of the house in the presence of the landlord/landlady or his representative. Any bill received after the vacation of the house, pertaining to the period of my occupancy, will be payable by me. In case I fail to do so on receipt of such bills, I hereby authorise PTV to make payments of such bills and to deduct the amount involved from my salary.
 - (vi) I will personally ensure proper handing over of the premises to the landlord/landlady or his representative before actually vacating the premises, settling all disputes, and will render a certificate that PTV will not be involved in any dispute whatsoever at a later stage.



Administrative Staff Instructions of PTVC

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

HSA/609/882

6th March, 1989

Office Order

Sub: Residential Accommodation-Order for Junior Survey Committee

1. In accordance with the Office Order No.HP/103/808 dated 30th January, 1989, the rental ceiling of PTV Employees has been revised w.e.f. 01.01.1989. In order to assess the rental value of the selected houses to be hired for the employees in Pay Group-1 to 6, the following Junior Survey Committees have been constituted:-

PTV-Headquarters Office:

- i) Senior Admn. & Personnel Officer/Administrative Officer
- ii) Accounts Officer (Bill)
- iii) Quantity Surveyor

TV Centres/CSO Karachi:

- i) Senior Admn. & Personnel Officer/Administrative Officer
 - ii) Senior Accounts Officer/Accounts Officer
 - iii) Engineer Incharge
 - iv) Care Taker
- (Jr. Survey Committee of PTV-K will also function for CSO, Karachi)

Rebroadcast Stations:

- i) EIC / Sr. TVE / TVE
- ii) Admn. Asstt. / Security Asstt, where the post of Admn. Asstt. does not exist.

2. The requests received from the concerned employees for hiring residential accommodation will invariably be accompanied by the following:

- a) Approved plan of the house.
- b) Year of construction of the house.
- c) Covered area.



Administrative Staff Instructions of PTV

- d) Amenities available.*
 - e) Total area of the plot.*
 - f) Documents pertaining to the ownership of the selected house.*
 - g) Any other information which will help in making a fair assessment of the rent of the house.*
- 3. Engineer Incharge of Rebroadcast Stations will forward their requests for hiring residential accommodation along with the Survey Report / Documents mentioned in preceding Para to the Controller, Administration & Personnel, PTV Headquarters Office, Islamabad for approval.*
- 4. The lease deeds of the approved houses will be between PTV and the owner 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 and 3 years, respectively.*
- 5. Before leasing the house, an employee for whose residence the house is hired, will give a written under-taking, as per specimen at Annex-I, that he/she himself/herself be responsible for any breakage or damage 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 damage/loss and recover the amount so paid from the salary of the employee concerned in lump sum. The employee will also give an undertaking in writing to the effect that he will clear electricity, water and gas bills at the time of vacating the house, and if he does not do so, PTV will pay the same and recover the amount so paid from the salary of the employee concerned in lump sum.*

(Burhanuddin Hasan)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/10726

20th April, 1992

Amendment No. 1 to ASI-36
Sub: Residential Accommodation

1. The following amendment be carried out in the second line at para-5 read with the heading "At Rawalpindi-Islamabad" of ASI-36 circulated vide No. HSA/901/492 dated 06.03.1983:-

"Word DCAD be replaced with word Dy. Controller (Audit)"

(Abdul Khalique Awan)
Deputy Managing Director



Administrative Staff Instructions of PTVC

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

HSA/901/4210

27th September, 1993

Amendment No. 2 to ASI-36
Sub: Residential Accommodation

1. A committee comprising of 3-4 officers at various Centres/Offices has been made to assess the rent of the selected house vide Para-5 of ASI-36 circulated vide No. HSA/901/492 dated 06-03-1983 is revised as under:-

For PTV-HQs Office Including Academy

- i)*** Deputy Controller Admin. & Personnel-I
- ii)*** Deputy Controller Audit.
- iii)*** Quantity Surveyor.



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For Television Centre Islamabad

- i) Administrative & Personnel Manager***
- ii) Engineering Manager.***
- iii) Finance Manager.***

For ETV Centre Islamabad

- i) Administrative & Personnel Manager***
- ii) Finance Manager.***
- iii) Engineering Manager***

2. *There will, however, be no change in the members of the committees at TV Centres Lahore, Karachi, Peshawar and Quetta.*

*Director
Admin and Personnel*

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

HSA/901/1256

31st March, 1994

***Amendment No. 3 to ASI-36
Sub: Residential Accommodation***

1. *The following may be added in Para-7 of ASI-36 circulated vide No. HSA/901/492 dated 06-03-1982:-*



Administrative Staff Instructions of PTVC

" On the expiry of two years for which the advance rent already stands paid/adjusted the rent in lump-sum shall also be payable for the 3rd year provided the agreement of tenancy is still in force and has not rescinded, cancelled or amended towards revision of rent rate".

- 2. This addendum will be effective on all categories of employees with immediate effect.*

*(Fazal Kamaal)
Director
Administration & Personnel*

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

HSA/901/10442

2nd May, 1983



Administrative Staff Instructions of PTVC

Administrative Staff Instruction No. 37

Subject: Air/Rail/Hotel Bookings

- 1. Certain PTV officials have to undertake outstation tours in connection with their official duties. Chapter XIX of PTV Service Rules gives details of officers who can authorize outstation tours, authorized mode of transport, entitlement of hotel accommodation, entitlement of D.A. etc.*
- 2. It has been noticed that in many cases, PTV officials proceeding on outstation tours communicate to their respective Administration Departments, only verbally, for arranging air/rail tickets and hotel bookings for them. In quite a few cases, very short notice is given for making the above arrangements, and frequent changes are made in the travelling schedules. It is appreciated that in cases of officials in News and Current Affairs Cadres, short notices and frequent changes are unavoidable, but in most cases this can be avoided with a little advance planning, and would result in more efficient services and savings on cancellation charges.*
- 3. In order to ensure better handling of air/rail/hotel bookings, PTV officials undertaking outstation tours should send written intimations to Administration & Personnel Managers/Administrative Officers of their respective offices/Centres for arranging air/rail/tickets and hotel/rest house accommodation, on the prescribed form, a specimen of which is attached as Annexure-I to this Administrative Staff instruction. Except in emergencies, the intimation should be sent at least four days before the tour is to commence. When circumstances are such that written intimation cannot be given, arrangements will be made by APM/ AO on verbal requests. However, in such cases, written intimation should be sent immediately after completion of the outstation tour.*
- 4. Frequent changes in the air/rail bookings should be avoided as far as possible.*
- 5. In case a PTV official does not undertake the travel according to the bookings arranged for him, he should immediately return the un-utilized air/rail tickets to the Administration Department intimating reasons, in writing, for cancellation of the travel schedule.*



Administrative Staff Instructions of PTVC

6. *The above instructions should be brought to the notice of all concerned.*
7. *Please acknowledge receipt.*

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

Amendments:

<i>HSA/901/3100</i>	<i>20-10-1983</i>	<i>Amendment No. 1 to ASI No. 37</i>
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Administrative Staff Instructions of PTVC

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ANNEXURE – I OF ASI No. 37

AIR/RAIL/HOTEL, BOOKING REQUISITION.

Name _____

Designation _____ Group _____

Tour authorised by _____

Air/Rail Booking Required.

(i) Date / Time of departure _____

(ii) Flight / Train No. _____

(iii) Sector (s) for which
Ticket required (with dates) _____

Hotel Booking Required.

(j) Name of hotel(s)/rest house (s)
and the places where booking
Is required . _____

(iii) Date (s) of stay at hotel (s)/
rest house (s) _____

Hotel Booking Required.

(j) For departure
Date/Time _____

(ii) At other places
Date(s) / Time (s) _____

(iv) For Arrival
Date/Time _____

Date _____

Signature, Name
and Designation



Administrative Staff Instructions of PTV

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

HSA/901/3100

20th October, 1983

Amendment No. 1 to Administrative Staff Instruction No. 37
Subject: Air/Rail/Hotel Bookings

1. Administrative Staff instruction No. 37 issued under No. HSA/901/10442 dated 02-05-1983, is to be emended as follows:-

i) After Para 5 add the following as Para 6:

"A PTV Officer/Official undertaking outstation tour should return the utilized air ticket's to Administration & Personnel Departments with a covering Note so that the same is/are dispatched to Accounts Departments along with the invoice(s) of the travel agents. A copy of the covering Note may be marked to the Accounts Manager, for information".

ii) Renumber subsequent Para No.6 & 7 as 7 & 8 respectively.

2. Please acknowledge receipt.

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTV

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

HSA/901/15408

28th June, 1983

Administrative Staff Instruction No. 38 ***Subject: Foreign Air Travels***

1. In order to streamline the system of accounting for utilized air tickets/MCOs and unutilized portions of air tickets/MCOs, and in order to obviate delays and possibilities of any misuse of unutilized air tickets and MCOs, the following instructions are issued for strict compliance by all concerned:-

- i) Manager Training and Delegation will arrange all necessary travelling documents, including air tickets and MCOs, for PTV employees going abroad on official duty, assignment, delegation, training etc. He will then hand over such documents to individual employees, duly authorized by MD to undertake travel abroad, through a note in which full and complete details of the documents will be clearly mentioned.***
- ii) While receiving the documents, PTV employees will check each one of them, and will sign a copy of MTD's note as a token of the receipt of the documents.***
- iii) A photo copy of each signed note will be sent by MTD to DCAD for his information.***
- iv) Within 15 days of return from tour abroad, PTV employees/ concerned officials will submit their accounts along with utilized /***



Administrative Staff Instructions of PTVC

unutilized air tickets/MCOs directly to DCAD, under intimation to MT&D.

- v) In case the accounts and utilized/unutilized air ticket/MCOs are not submitted by the concerned PTV employees to DCAD with the prescribed time limit, the un-adjusted amount will be debited to the personal account of concerned PTV employees for recovery.*
- vi) If for any reason, PTV employees, on returning from abroad, are not in a position to render account, as per Para (iv) above, they should communicate reasons for not doing so to DCAD, stating the date on which they would be able to submit the accounts. If they fail to submit account even after the extended date, action as stated in Para (v) above will be taken.*
- vii) Since MTD will be responsible for arranging air tickets and MCOs, according to the approved schedules, and will not be responsible for settlement of accounts by PTV employees going abroad on official duty, he will send the bills for air tickets and MCOs supplied by the travel agents, to Finance Division for settlement along with a photocopy of the letter through which he had requested the travel agents for supplying air tickets and MCOs. Such bills will be settled expeditiously without waiting for rendering of accounts by the PTV employees concerned, if these are otherwise in order. This is essential because travel agents will not continue to supply air tickets and MCOs on credit, if their bills are not paid within a reasonable period of time.*
- viii) Claims for refund from travelling agents on account of unutilized air tickets/MCOs will be made by DCAD, under intimation to MTD.*

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



Administrative Staff Instructions of PTVC

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

HSA/901/17703

19th July, 1983

Administrative Staff Instruction No. 39
Subject: PTV Rest House Murree "Rules"

- 1. PTV's rest house at RBS Murree has two independent suites ("First Suite" and "Second Suite") and can accommodate two families, independently. In addition, the rest house has one common drawing room. All the bed rooms have two beds each and are fully equipped with necessities.***
- 2. The booking of the rest house will be open to all PTV employees posted at any TV Centre/Office/RBS, for a maximum period of 7(seven) nights. The booking will be approved by DAP, PTV-HQ's Office. In the absence of DAP, CAP will approve the bookings.***



Administrative Staff Instructions of PTVC

- 3.** *The check in time at the rest house will be any time after 1200 hours whereas the check out time will be any time before 1200 hours. No occupant will be allowed to stay in the rest house after 1200 hours on the expiry of total number of nights allowed to him for stay at the rest house.*
- 4.** *PTV employees having family of more than four persons will have to carry their own bedding for family members in excess of 4.*
- 5.** *Requests for the booking of the rest house will be made on prescribed Proforma attached as Annexure-A to this ASI. These requests will be sent to Director Administration & Personnel through proper channel, and will be considered on first come first served basis. On allotment of rest house to an applicant, an authorization letter will be sent to EIC Murree with a copy of the allottee. The allottee has to show his copy of allotment to EIC at the time of occupying the rest house. It is to be clearly understood that allotment of the rest house to an employee will not entitle him to any sort of leave (which will be granted to him by respective leave sanctioning authority in the usual manner) nor will it form a basis for getting leave.*
- 6.** *Letters of allotment of the rest house will be issued as early as possible giving enough time to the allottee to make arrangements for journey to Murree. In case an allottee is unable to occupy the rest house, he must inform PTV-Headquarters Office immediately on receipt of the allotment letter. Allottees who fail to do so will not be allowed any future bookings.*
- 7.** *Over stay in the rest house will not be allowed in any circumstances and the occupant will have to leave the rest house on the expiry of his entitlement mentioned in his allotment letter.*
- 8.** *Kitchen facilities are available at the rest house. Staff members going to the rest house have, however, to arrange purchases of eatables themselves. PTV will not incur any expenditure in this respect.*
- 9.** *Authorized occupants and their entitled family members will be allowed medical assistance at Murree from the PTV's Medical Officer only. No reimbursement of expenses will be made if medical assistance is taken elsewhere.*
- 10.** *Management expects that the occupants will leave the rest house as neat and clean as they find it on occupation. In case carpets, curtains, beddings, kitchen utensils, crockery etc. are damaged by any occupant; the cost of the same*



Administrative Staff Instructions of PTVC

will be booked to his personal account and recovered from his salary. The Security Assistant at RBS-Murree/EIC, RBS-Murree will hand over the suite to the allottee and will take charge from him on his return, after counting the items in the suite.

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

12. *PTV employees living in the rest house will be expected to stay in the rest house area only and not to roam about in the premises of RSB-Murree.*

13. *All occupants will have to sign the guest register maintained at the rest house at the time of their departure from the rest house.*

(A. Nasir Siddiqui)

Director

Administration & Personnel

Amendments:

<i>HSA/901/2255</i>	<i>29-07-1987</i>	<i>PTV Rest House Murree "Rules" vide ASI No. 59</i>
<i>HSA/901/5675</i>	<i>18-06-1989</i>	<i>Amendment No.1 to ASI No. 59</i>
<i>HP/2177/7752</i>	<i>10.08.1989</i>	<i>Circular (Amendment to ASI No. 59)</i>
<i>HP/2177/7911</i>	<i>21.08.1989</i>	<i>Circular (Amendment to ASI No. 59)</i>



Administrative Staff Instructions of PTVC

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ANNEXURE "A" TO ASI NO.39.

PAKISTAN TELEVISION CORPORATION LIMITED

(_____ Station/Office/RBS).

REQUEST FOR BOOKING OF REST HOUSE MURREE.

Name: _____

Designation and Pay Group: _____

Department: _____

Centre/Office/RBS: _____

Date of request : _____

Booking requested.

Preferred: from _____ to _____

Alternate dates.

1. from _____ to _____

2. from _____ to _____

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

(SIGNATURE)



Administrative Staff Instructions of PTVC

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

HSA/901/1889

5th October, 1983

Administrative Staff Instruction No. 40 ***Sub: Awards to Employees***

1. Service Rule Clause 7.08 lays down that Managing Director may give rewards to an employee or to a team of employees for any of the following acts performed by them beyond the normal call of the duties and accepted by the Corporation as such:

- a) New Programme Idea.***
- b) Better Programme Production Techniques.***
- c) More efficient maintenance methods of machinery and equipment resulting in saving of cost and or in less wear and tear.***
- d) Improvement in financial and Administrative efficiency resulting in direct saving of time, staff or money.***
- e) Extraordinary service to the Corporation's sales efforts to increase revenue.***
- f) Any other item which the Managing Director may approve.***

2. In addition, it has further been decided that an incentive scheme be evolved to encourage ideas from within the organization so that the employees with fresh, imaginative and practical ideas may be properly rewarded. PTV is a medium where there is always room for improvement in various fields of its activities.

3. It is quite likely that certain employees might have brilliant ideas which, for one reason or the other, do not come to the notice of the Management. It has, therefore, been decided that a suggestion Box, measuring 1' x 1' x 1', should be fixed at each Television Centres/Office at a prominent place, in which employees may drop sealed envelops containing their suggestions for consideration by the Management. The following procedure in this respect is to be adopted:-



Administrative Staff Instructions of PTVC

- i) Suggestion Boxes according to the above mentioned dimensions should be fixed in the office rooms of PA's to Executive Heads of Television Centres/Office/RBSs.*
- ii) All employees may be advised to place their suggestions, in a sealed envelope, addressed to Director Administration & Personnel, Pakistan Television Corporation Headquarters Office, Islamabad.*
- iii) The suggestion Boxes should be opened by the Executive Heads of Television Centre/Office/RBSs once a week, and all envelopes containing suggestions should be dispatched intact to Director, Administration & Personnel.*

4. All the suggestions so received would be examined in detail at PTV Headquarters Office by a Committee appointed by the Managing Director. The employees whose, suggestions are accepted for adoption would be given suitable monetary awards.

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

Amendments:

<i>HSA/901/26872</i>	<i>13-11-1983</i>	<i>Incentive to employees engaged in creative work ASI-42</i>
<i>HSA/901/861</i>	<i>11-04-1985</i>	<i>Incentive to PTV employees engaged in creative work ASI-49</i>



Administrative Staff Instructions of PTV

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

HSA/901/4083

10th November, 1983

Administrative Staff Instruction No. 41 ***Subject: Obtaining of Passports by PTV Employees***

- 1. It has come to notice of the Management that some PTV Employee have obtained passports showing their profession as "privates service" instead of "PTV service", in the application forms.***
- 2. All PTV employees are to note that making false statement in connection with obtaining a passport is an offence under Passports Act, 1974, and it will also be treated as a misconduct under PTV Service Rules. Whenever it comes to the knowledge of the Management that an employee has obtained a passport and has shown his profession other than PTV Service, severe disciplinary action will be taken against him/her, which may lead to his/her dismissal from service.***
- 3. Likewise, if a PTV employee has obtained, or obtain in the future, more than one passports through concealment or misrepresentation about his service, in PTV, he/she will lay himself/herself open to disciplinary action.***



Administrative Staff Instructions of PTV

4. Case of all those who have made a false statement or got a double passport which may come to the notice of officers of PTV should be reported to this office immediately.

(A. Nasir Siddiqui)
Director
Administration & Personnel

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

HSA/901/26872

13th November, 1983

Administrative Staff Instruction No. 42

Subject: Incentives to PTV Employee Engaged in Creative Work

1. Introduction of an incentives scheme for PTV employees engaged in creative work has been under the consideration of the Management for sometime. It has now been decided to introduce Excellence Awards as an incentive. The features of this scheme are given below:

- i) The scheme of Excellence Awards will be applicable to Producers, Producers Current Affairs, News producers, News Reporters,



Administrative Staff Instructions of PTV

Cameramen, Designers, Make Up Artists, Film Editors, Recording Engineers and Studio Engineers.

- ii) Based on the quality and quantum of Programmes which the above category of PTV employees produce or help to produce, those who have made outstanding contribution during a year may be recommended by General Managers/Controllers News for an Excellence Award.*
 - iii) Recommendations from General Managers/Controllers News are to be finalized by the first week of January each year, on the basis of the number & quality of Programmes produced and telecasts from their Centres/NNB during the previous calendar year, and submitted to MD, PTV, so as to reach him by the second week of January each year.*
 - iv) The number of employees recommended for Excellence Award must not be more than 10% of the number of staff in the categories mentioned in Para (i) above.*
 - v) At PTV-HQ, these recommendations are to be scrutinized by a Committee headed by MD and comprising DPA, DAP, DE, DS, DCA and DN. This Committee is to make final recommendations to be approved by the Chairman PTV, by the third week of January each year.*
 - vi) Those whose names are finally approved by the Chairman, PTV, are to be given excellence award of Rs.5000/- cheques of this amount are to, be dispatched to the selected employees by the first week of February each year.*
- 2. The above incentive scheme is to be put into operation with immediate effect. First recommendations are to cover the period 1st January 1983 to 31st December, 1983.*
- 3. It should, however, be noted that complaint of misconduct received against a person covered by this incentive scheme, if found genuine, will render him/her ineligible for the award for that year.*



Administrative Staff Instructions of PTV

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

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/861</i>	<i>11-04-1985</i>	<i>Incentive to PTV employees engaged in creative work ASI-49</i>
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Pakistan Television Corporation Limited



Administrative Staff Instructions of PTVC

Federal TV Complex, F-5/1, Islamabad

HSA/901/1390

5th June, 1984

Administrative Staff Instruction No. 43

Subject: Medical Attendance Rules

- 1. Medical Attendance Rules for PTV employees are given in the clause 18.01 to 18.19 under chapter xviii of PTV Service Rules. Thereafter, ASI No. 6 was issued under reference No. HSA/901/2862 date 26.02.1979, to regulate medical facilities to PTV employees and their dependents. This ASI was subsequently amended from time to time.*
- 2. PTV provides facilities for free medical attendance, specialist consultations, free medicines, free hospitalizations and free clinical/laboratory tests to its employees and those members of their families who are wholly dependent on them. For this purpose, PTV has appointed panels of Medical Officers at places where TV Centre/Offices/RBSs are located, and sincere efforts are made to ensure that employees and their dependents are able to obtain proper medical treatment in as convenient a manner as possible. It has been left to the honesty of the employees to utilize these generous facilities in a legitimate manner, and not to misuse it.*
- 3. It has, however, been noted with great regret that these medical facilities have been and are still being grossly misused. Some of the misuses that have come to light are listed below:*

 - a) PTV allows its employees to be treated under allopathic or homeopathic 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 dependent family members.*



Administrative Staff Instructions of PTVC

- 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 member 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.*
- h) Some employees consult specialists on 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 reimbursements.*
- j) Some employees obtain free medical treatment for their fathers and mothers inspite of the fact that their fathers either own property or run a business or are retired Government Servants and are not, therefore, dependent upon the employees concerned.*

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, hospitalization, clinical tests etc., and to enforce them strictly with a view to eliminating the prevalent malpractices.*



Administrative Staff Instructions of PTV

5. *In addition, clarifications on various aspects of medical rules sought by TV Centres/Offices/RBSs have necessitated issuance of this ASI, which supersedes all previous instructions on this subject.*

6. *Effective 1st July 1984, the following instructions are to be strictly implemented:-*

a) Entitlement to Medical Facilities:

- i) PTV employees and members of their families, as defined in PTV Service Rule No. 3.14, shall be entitled to free medical facilities. Employees shall provide details of their dependent family members on the Proforma which is at Annexure-1.*
- ii) Gainfully employed/ earning spouses of the employees are not to be provided medical facilities by PTV, under any circumstances.*
- iii) Children of the female employees, whose spouses are gainfully employed elsewhere, shall be entitled to medical facilities from PTV only on production of a certificate from the employers of their husbands to the effect that their children are not provided medical facility by them.*
- iv) Dependent parents of employees will be provided medical facilities by PTV only on production of a certificate by the employees concerned on the Proforma which is at Annexure-II, to the effect that his/her parent(s) is/are wholly dependent on him/her and residing with him/her. They have not any sustainable income of their own.*
- v) PTV shall also provide medical facilities to the aged dependent parents of the employees if they are residing with the employees concerned or at a place where PTV has appointed Medical Officers. However, employees desiring to get medical treatment for their dependent parents at a place which is not their place of duty but where a PTV Medical Officer exists can do so only with prior written approval of the concerned Administrative Head.*



Administrative Staff Instructions of PTVC

- vi)** *Employees who wish to avail medical facility for their dependent family members, other than parents, at a place which is not their normal place of duty and where PTV has appointed Medical Officers can do so after obtaining prior written approval of the concerned Administrative Head.*
- vii)** *Employees, who join the Corporation on or after 1st March 1984, shall be entitled to maternity expense only for the first two deliveries.*
- viii)** *Medical facilities to employees on contract shall be provided in accordance with the terms and conditions of their contracts.*

b) *System of Medical Treatment:*

- i)** *Normally, the employees and dependent members of their families shall be provided medical facilities under Allopathic system of medicine.*
- ii)** *Employees can, however, opt for medical treatment of self and / or dependent members of their families under Unani system of medicine or Homeopathic system of medicine, with prior written permission of the Administrative Head of the Unit. Detailed instructions for consulting Homeopathic Practitioners and Hakims and for reimbursements of claims in such cases are given at Para (p), sub-Para (iii) below.*
- iii)** *Employees who opt for treatment under Unani or Homeopathic system of medicine shall not be permitted to change their options. They and dependent members of their families will, however, be entitled to the following Allopathic facilities, on reference from the Medical Officers / Chief Medical Officers / Medical Adviser:*
 - *Hospitalization*
 - *Dental Treatment*
 - *Eye treatment*
 - *Delivery*



Administrative Staff Instructions of PTVC

- Circumcision of the male children

c) Medical Officers:

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

City	No. of Doctors to be appointed	Offices / Centres for which to be appointed	Appointing Authority
Lahore	6	TV Centre Lahore	G M PTV-L
Karachi	8	TV Centre Karachi	G M PTV-K
Quetta	3	TV Centre Quetta/ RBS Lakpass	G M PTV-Q
Peshawar	4	TV Centre, Peshawar	G M PTV-P
Rawalpindi/ Islamabad	9	PTV-HQ's Office, IBD, TV Centre Rawalpindi	CAP
Murree	1	RBS-Murree	EIC
Thana Bola Khan	1	RBS, Thana Bola Khan	EIC
Sakesar	1	RBS-Sakesar	EIC
Cherat	1	RBS-Cherat	EIC
Shujaabad	1	RBS-Shujaabad	EIC
Shikarpur	1	RBS-Shikarpur	EIC
Abbotabad	1	RBS- Thandiani	EIC
Sahiwal	1	RBS-Sahiwal	EIC
Moro	1	RBS, Nurpur	EIC
Jamal Din Wali	1	RBS Jamal Din Wali	EIC
Faisalabad	1	RBS-Faisalabad/News unit and Sales Office Faisalabad	EIC
Razmak	1	RBS-Razmak	EIC



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<i>Sibbi</i>	<i>1</i>	<i>RBS-Sibbi</i>	<i>EIC</i>
<i>Pasrur</i>	<i>1</i>	<i>RBS, Pasrur</i>	<i>EIC</i>
<i>Dina/Mangla</i>	<i>1</i>	<i>RBS, Mangla</i>	<i>EIC</i>
<i>Muzaffarabad</i>	<i>1</i>	<i>News Unit, Muzaffarabad</i>	<i>News Producer Incharge</i>
<i>Hyderabad</i>	<i>1</i>	<i>News unit, Sales Office Hyderabad</i>	<i>News Producer Incharge</i>
<i>Multan</i>	<i>1</i>	<i>News Unit, Sales Office Multan</i>	<i>News Producer Incharge</i>
<i>Gujranwala</i>	<i>1</i>	<i>Sales Office Gujranwala</i>	<i>GM, PTV-L</i>
<i>Sukkur</i>	<i>1</i>	<i>News Unit, Sukkur</i>	<i>News Producer Incharge</i>

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 have the designation “Medical Adviser”.*

iii) *Each PTV employee serving at any of the places listed above will be assigned to a particular Medical Officer for providing medical consultation to him/her family. Employees will not be allowed to consult and other Medical Officer with whom they are not attached, without written permission of the concerned Administrative Head. The assignment of employees to Medical Officers will be so made as to ensure allocation of near equal patient-load to the Medical Officers.*

d) *Medical Cards*

i) *Each employee and each dependent member of his/her family, entitled to medical facilities, will be issued a separate Medical Card as per specimens at Annexure III & IV, placed in a jacket as per specimen at Annexure V, from the Administration and Personnel Department or from the Incharge of respective RBS, News Unit or Sales Office where he/she is posted.*



Administrative Staff Instructions of PTV

- ii) Photocopies of National Identity Cards of each employee and his/her dependent family members of the age of 18 years and above shall be affixed on their Medical Cards.*
 - iii) Photographs of the dependent family members of the employees between the ages 5 to 18 shall be affixed on the Medical Cards. However, female members may not be asked to affix their photographs on the Medical Cards, against their wishes. They may put their signatures or thumb impressions on the Cards.*
 - iv) Whenever the employees or their dependents visit the Medical Officers for consultation / treatment, they must carry with them their Medical Cards. The Medical Officers can refuse to attend the patients not in possession of the Medical Cards.*
- e) Medical Consultation.***
- i) Employees and their dependents will normally consult the Medical Officers in their clinics during the normal visiting hours.*
 - ii) The Medical Officers will write prescription slips and will hand over the same to the patients. Details of prescriptions will also be entered by the Medical Officers on the patient's medical cards.*
 - iii) While writing prescription slips in respect of dependents of PTV employees, the Medical Officers shall note the names of the patients and their relationship with the employees concerned.*
 - iv) Medical Officers shall not issue prescriptions to the employees and their family members without physical examining them.*
 - v) An employee can request his/her Medical Officer for a house visit only in case of serious illness of the patient. Abuse of this facility, if reported by a Medical Officer, will result in disciplinary action against the offending employee.*



Administrative Staff Instructions of PTVC

- vi) *At outstation whether on duty or on properly sanctioned leave where PTV has appointed Medical Officers, employees and their dependent members (if accompanying them) can consult PTV's Chief Medical Officer on production of PTV's Identity Card.*
- f) ***Supply of Medicines:***
- i) *One registered dispensing chemist per Medical Officer will be appointed by the respective Centre/Office/RBS as listed at Para C Sub-Para (i). The Dispensing Chemists will provide medicines to the employees and their dependents exactly according to the prescriptions issued by the Medical Officers, after obtaining signatures/thumb impressions of the employees/their dependents on the credit memos, which should be filled in before obtaining signatures / thumb impression of the employees/their dependents. The Dispensing Chemists will retain the prescription slips for attaching the same with their monthly bills.*
- ii) *In the first week of each month, the Dispensing Chemists will send their bills for the previous month, accompanied by their credit memos and original prescription slips, to the respective Administration & Personnel Departments for settlement.*
- iii) *The employees and their dependents can also purchase medicines from the Chemists not on PTV's panel, in case a particular medicine(s) is/are not available with PTV's Dispensing Chemist concerned and he endorses non-availability information on the prescription. The employee will be allowed reimbursement of cost of medicines on a claim supported by the Medical Officer's prescription and the Chemist's Cash Memos, duly verified by the Medical Officer concerned.*
- g) ***Consultation with Specialists:***
- i) *A Medical Officer, if he considers it necessary, can refer an employee or a dependent member of his/her family to a Specialist for consultation or opinion. Cases will, however, be*



Administrative Staff Instructions of PTVC

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 Sub-Para (i) in consultation with the Chief Medical Officers/Medical Adviser and circulated from time to time. The Specialists of all Government/Military Hospitals will also be treated as on the panel of PTV.

- ii) No employee or member of his/her family is allowed to consult a Specialist on his/her own, without a proper reference from the Medical Officer concerned.*
- iii) Fees/bills of the Specialists will be reimbursed / paid by the Corporation on verification by the referring Medical Officers.*
- h) Consultation with Doctors other than PTV's Medical Officers.***
 - i) In emergencies and in extremely serious illnesses, where medical attendance is immediately needed and if at that time PTV's Medical Officer is not available, an employee or a dependent member of his/her family is permitted to consult any registered MBBS doctor and to purchase medicines from any chemist.*
 - ii) Employees and their dependents can also consult any Medical Officer of the Corporation in emergencies.*
 - iii) The fees paid to the doctors consulted in emergencies and costs of medicines purchased on prescriptions of such doctors will be reimbursable, provided the doctor's receipts are on their letter-heads showing their registration numbers and provided the cash memos for the medicines purchased are in printed form, both duly verified by the Medical Officer concerned to the effect that the treatment was obtained in emergency.*
 - iv) At outstation whether on duty or on properly sanctioned leave-where Medical Officers have not been appointed by the Corporation, employees and dependent members of their families (if accompanying the employees) can consult any*



Administrative Staff Instructions of PTV

registered MBBS doctor and can purchase medicines from any chemist.

- v) *Employees can claim reimbursement of expenses incurred on medical treatment of themselves and their dependent family members provided the doctor's receipts are on their letter-heads showing their Registration Number and provided the cash memos for medicines purchased on printed Forms. The employee will send their reimbursement claims to the respective Administration & Personnel Department of the Centre/Office intimating reasons for obtaining medical treatment at outstation. The Administration & Personnel Department will admit such claims for reimbursement after having these verified/countersigned by the concerned Chief Medical Officers/Medical Adviser and, in case of RBSs, by the concerned Medical Officers.*

i) Dental Treatment:

- i) *Officers listed at Para C Sub-Para (i) will appoint Dental Surgeons in consultation with Chief Medical Officers/Medical Adviser. Employees and dependent members of their families would be allowed to get dental treatment only from the Dental Surgeons who are on PTV's panel, on a reference from the concerned Medical Officer / Chief Medical Officer / Medical Adviser.*
- ii) *Payment to the Dental Surgeon will be made according to their rates which will be approved in consultation with the Chief Medical Officers/Medical Adviser.*
- iii) *In the first week of each month, the Dental Surgeons will send to the Administration and Personnel Departments of the respective Centres/Offices their bills for the previous month, accompanied by reference slips and dental treatment cards of the respective employees/their dependent family members. The cards must bear signature/thumb impressions of the employees concerned or their dependents to whom dental treatment is provided.*



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- iv) *Employees are not to sign/affix their thumb impressions on blank dental treatment cards, under any circumstances.*
- v) *Dental Surgeons are not allowed to issue medical certificates to the employees for the purpose of medical leave. They can, however, recommend to the concerned Medical Officer to grant leave to an employee if he/she is in pain due to a dental illness.*
- j) ***Eye Treatment:***
 - i) *Officers listed at Para (C) sub-Para (i) will appoint Eye Specialists in consultation with the Chief Medical Officers/Medical Adviser. Employees and dependent members of their families would be allowed to get eye treatment only from the Eye Specialists who are on PTV's panel, on a reference from the concerned Medical Officer/Chief Medical Officer/Medical Adviser.*
 - ii) *Payment to the Eye Specialists will be made according to their rates which will be approved in consultation with the Chief Medical Officers/Medical Adviser.*
 - iii) *In the first week of each month, the Eye Specialists will send to the Administration & Personnel Departments of the respective Centres/Offices their bills for the previous month, accompanied by reference slips and eye treatment / consultation cards. The cards must bear signatures/thumb impressions of the employees concerned or their dependents to whom eye treatment is provided.*
 - iv) *Eye Specialists are not allowed to issue medical certificates to the employees for the purpose of leave. They can, however, recommend to the concerned Medical Officer to grant leave to an employee suffering from an eye ailment.*
- k) ***Hospitals/Nursing Homes:***



Administrative Staff Instructions of PTVC

- i) Officers Listed at Para C Sub-Para (i) will draw up a list of Hospitals/Nursing Homes, in consultation with Chief Medical Officers/Medical Adviser for providing hospitalization facilities to the employees and dependent members of their families.*
 - ii) Rates of various services of the Hospitals/Nursing Homes, placed on PTV's panel, will be approved in consultation with Chief Medical Officers/Medical Adviser.*
 - iii) The Hospital/Nursing Homes will send their bills to the Administration and Personnel Departments of the respective Centres/Offices for settlement, duly accompanied by the reference slips of the Medical Officers concerned, in the first week of each month. The bills must invariably be signed/affixed with thumb impression of the employees or their dependents to whom medical treatment is provided.*
 - iv) In addition to the Hospitals/Nursing Homes placed on the panel of PTV, all hospitals under the control of the Federal Government/Provincial Government/Local Government and Military Hospitals will be considered to be on the panel of PTV, for the purpose of hospitalization of the employees and their dependent family members.*
- l) Hospitalization:***
- i) Employees and dependent members of their families will normally be admitted in Hospitals on PTV's panel, on a reference from Medical Officers/Chief Medical Officers/Medical Adviser. In emergencies, at a time when the Medical Officer cannot be contacted or is not available employees and dependent members of their families can obtain admission in an approved Hospital on the authority of a letter from the Administration & Personnel Department or on their own, but in such cases, a reference slip from the Medical Officer must be obtained at the earliest possible opportunity after the admission in the Hospital.*



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- ii) *For hospitalization and maternity confinement, the entitlement of employees and dependent members of their families is as follows:*
- *Employees in Group 1 to 4 – General Ward*
 - *Employees in Group 5 to 6 – Semi Private*
 - *Employees in Group 7 and -- Private Room above*
- iii) *In the event of non-availability of Private Rooms and Semi Private Rooms, employees and dependent members of their families entitled to these accommodations will be given Semi Private Rooms and General Wards respectively.*
- iv) *An employee or members of his/her family originally entitled to admission to a General Ward can be given a Semi Private Room, if so advised by the attending doctor of the hospital who must give detailed reasons for the same. In such a case, concurrence of the Chief Medical Officer/Medical Adviser and approval of the respective Administrative Head, immediately afterwards, will be necessary.*
- v) *If an employee or the dependent member of his/her family occupies accommodation higher than his/her entitlement in a hospital, without concurrence of the Chief Medical Officer/Medical Officer and without approval of the concerned Administrative Head, excess room rent and consequential excess expenses will be borne by the employee himself/herself. In emergencies, the concurrence of the Chief Medical Officer/Medical Adviser and the approval of the concerned Administrative Head can be obtained afterwards, i.e. immediately after the admission of the patient to a Semi-Private Room. Such concurrence/ approval will be denied if the request for the same is not sought within 3 days.*
- vi) *The cost of any special facility, such as special nursing service or special Airconditioning etc., availed by an employee or the dependent member of his/her family during hospitalization, without proper written approval of the concerned Administrative Head, will be borne by the employee himself/herself.*



Administrative Staff Instructions of PTV

- vii)** *Diet charges during hospitalization, unless these are included in room rent, shall be borne by the employee himself/herself.*
- viii)** *Reimbursement of expenses incurred by an employee or his/her dependents on hospitalization in a hospital/clinic which is not a Government Hospital or on the panel of PTV, will not be allowed.*

m) Delivery cases at Home:

- i)** *Delivery cases of female employees and wives of employees will normally be done in the Hospitals / Nursing Homes on PTV's panel.*
- ii)** *Delivery cases can also be done at the residences of the employees but with prior written approval of the respective Administrative Head.*
- iii)** *For delivery at home, reimbursement of the delivery fee shall be restricted to a maximum of Rs.500/-, if the delivery is done by a registered MBBS Lady Doctor, and upto a maximum of Rs.200/- if the delivery is done by a midwife, provided the claim is supported by a receipt from the Lady Doctor/Midwife concerned and a proper birth certificate.*
- iv)** *Cost of medicines purchased for delivery at home by a registered MBBS Lady Doctor will also be reimbursable to the employees, provided the claim is accompanied by printed cash memos supported by the prescriptions of the Lady Doctor concerned. Such claims will be reimbursed after verification by Medical Officer/Chief Medical Officer/Medical Adviser.*

n) Circumcision at Home:

- i)** *All cases of circumcision of male children of employees will normally be done at the Hospitals / Nursing Homes on PTV's panel.*



Administrative Staff Instructions of PTVC

- ii)** *In case where circumcision is done at a place other than the Hospitals/Nursing Homes on PTV's panel, reimbursement of circumcision fee of Rs.50.00 only will be allowed to the employee concerned, provided the claim is supported by a proper receipt.*
- iii)** *Reimbursement of expenses on account of circumcision will be allowed for only first two male children in case of those employees who joined service on or after 01 July 1984.*
- o) *Laboratory/Clinical Tests:***

 - i)** *Officers listed in Para C Sub-Para (i) will draw up a list of Laboratories/Clinics, in consultation with Chief Medical Officers/Medical Adviser, for obtaining services of X-Rays/Clinical Tests etc. for the employees and dependent members of their families. Laboratories/Clinics of the Government will also be considered as on the panel of PTV.*
 - ii)** *Medical Officers will refer the employees and dependent members of their families for X-rays, Laboratories/Clinical tests etc. only to the Laboratories/Clinics on PTV's panel.*
 - iii)** *Reimbursement claims from the employees will be admitted only if these are accompanied by reference slips of the Medical Officers and a receipt from the Laboratory/Clinic on the printed form.*
 - iv)** *Medical Officers are not allowed to get X-Rays/Laboratory/Clinical Tests of the employees and their dependents done at their own clinics.*
- p) *Homeopathic and Unani Treatment:***

 - i)** *Employees who opt for homoeopathic system of medicines can consult any qualified Homoeopathic Practitioner (Registered) and purchase medicines from him.*



Administrative Staff Instructions of PTV

- ii) *Employees who opt for Unani system of medicines can consult any specified Dawakhana of Hamdard Foundation or of Hakim Ajmal Khan, and purchase medicines from them.*
- iii) *Employees who opt for Homoeopathic system of medicines or Unani system of medicines will themselves pay consultation fees of the Homoeopathic Practitioners/Hakims, if any, and the cost of medicines. Reimbursement claims will be allowed only if these are supported by proper receipts showing full details of the medicines prescribed by Homoeopath / Hakim.*

7. *Medical certificates for purposes of Medical leave to the employees and Fitness Certificates after availing Medical leave will be accepted only from the following:*

- a) ***The Medical Officer/Chief Officer/Medical Adviser**, if the employee is ill at the place of his normal duty.*
- b) ***The Superintendent / Administrator / Administrative Head of the Government Hospital**, if the employee is ill at a place where PTV has not appointed a Medical Officer, but where a Government Hospital exists.*
- c) ***Any registered MBBS Doctor**, if the employee is ill at a place where there is neither a PTV's Medical Officer nor a Government Hospital.*
- d) ***The Chief Medical Officer/Medical Adviser**, if the employee is under transfer orders, and if the employee has opted for Homoeopathic system of medicines or Unani system of medicines.*

8. *Where an employee submits medical certificate(s) genuineness of which is considered doubtful, the concerned Administrative Head can order medical examination of such an employee by a Special Medical Board, comprising Chief Medical Officer/Medical Adviser and one Medical Officer. If the employee does not appear before the Special Board at the given time, date and place, or if the examination by the Special Medical Board reveals that the employee is not so ill as to be unable to attend to his duties, the medical certificate in respect of such an employee shall not be accepted. Such an employee will also be liable to disciplinary action according to PTV Rules.*



Administrative Staff Instructions of PTV

9. *Newly appointed employees, who are entitled to medical facilities, shall be medically examined by the Chief Medical Officer/Medical Adviser. For this purpose, a Medical Examination Form, the specimen of which is enclosed as Annexure-VI, shall be used. Only those employees will be allowed to join PTV who are declared medically fit following the medical examination.*

10. *All serving employees in Group-5 and above will be medically examined by their respective Medical Officers once every year during the first quarter of the succeeding year, according to a schedule to be approved by the Administrative Heads. The record of the Annual Medical Examination will be made on the Medical Examination Form, mentioned in Para 9 above. If the annual medical examination of an employee reveals that he/she is suffering from an incurable disease or if it reveals that he/she is physically unfit to perform his/her duties, his/her case will immediately be reported by the Administrative Head to the Director Administration and Personnel for consideration whether or not the employee should be retained in PTV's service. A report about the annual medical examination of the employee in Group-5 and above will be sent by all the Centres/Offices to the Controller Administration and Personnel by 1st April every year.*

11. *Preventive treatment like BCG, DPT and Polio injections to the children of the employees are to be given at appropriate times, in accordance with the recommendations of the Chief Medical Officers/Medical Adviser. ATT & TAB Injections (against Cholera and Typhoid) to the employees and their dependents are to be given by the respective Medical Officers in the month of August and September each year.*

12. *Administration & Personnel Department of each TV Centre/Office will maintain a Medical Expenses Register as per specimen at Annexure-VII, showing proper record of medical expenses, such as cost of medicines, hospitalization charges specialists consultation fees, clinical tests etc., incurred on each employee and dependent members of his/her family.*

13. *Heads of Administration & Personnel Departments will prepare a monthly statement of expenses as per Annexure-VII indicating total expenditure on medical facilities incurred during the month. The statements will also high-light cases where abnormal medical expenses are incurred by individual employees and their dependent family members through a statement a specimen of which is at*



Administrative Staff Instructions of PTVC

Annexure-IX. Copies of this statement will be sent to Administrative Head and to the Controller Administration and Personnel at PTV-Headquarters Office on the first day of the succeeding second month, i.e. , the statement for the month of July is to be sent on the 1st of September, and so on. Cases of excessive medical expenses in respect of the employees and their department will be scrutinized at PTV-Headquarters Office and, if considered necessary, will be referred to Medical Adviser/Chief Medical Officers for their opinion and further necessary action.

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

(A. Nasir Siddiqui)

Director

Administration & Personnel

Amendments:

<i>HSA/901/1886</i>	<i>08-08-1984</i>	<i>Amendment No. 1 to ASI No. 43</i>
<i>HSA/901/1528</i>	<i>11-07-1985</i>	<i>Amendment No. 2 to ASI No. 43</i>
<i>HSA/901/4284</i>	<i>29-10-1986</i>	<i>Amendment No. 3 to ASI No. 43</i>
<i>HSA/901/1921</i>	<i>28-06-1987</i>	<i>Medical Attendance Rules vide ASI-58</i>



Administrative Staff Instructions of PTVC

Announcement

PAKISTAN TELEVISION CORPORATION LIMITED

LIST OF DEPENDENT FAMILY MEMBERS

Name of Employees : _____
 Designation : _____
 Family Group : _____
 Personal No. : _____
 Department/Section : _____
 / Centres/Office/RBS : _____

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

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

certify that:-

- My spouse is not employed anywhere
- None of my children is employed
- My parents are wholly dependent upon me as declared in the attached certificates.

Signature of employees _____
 Date _____

Note: Signatures/Thumb impression in respect of female dependents can be provided instead of photographs.

Present Address _____



Administrative Staff Instructions of PTVC

Annexure-II

Pakistan Television Corporation Limited

Certificate

1. *I certify that my parents, whose particulars are given below, are wholly dependent upon me;*

Particulars of Father

Name *Date of birth/age* *National Identity Card No*

Particulars of Mother

Name *Date of birth/age* *National Identity Card No*

2. *I further certify that:*

- i)** *My parents do not own any property.*
- ii)** *My parents have no sustainable income from any source.*

3. *I declare that if any of the above particulars are found to be incorrect, I would be liable to disciplinary action under PTV Service Rules which may lead to termination of my services. I also undertake that in such an eventuality all expenses borne by PTV on the Medical treatment of my parents shall be deducted from my salary.*

*Signature*_____

*Name of employee*_____

*Designation*_____

*Pay Group*_____



Administrative Staff Instructions of PTVC

Annexure-III

PAKISTAN TELEVISION CORPORATION LIMITED
TV CENTRE/OFFICE/RBS

MEDICAL CARD NO. _____ DATE OF ISSUE _____

NAME OF EMPLOYEE: _____ SEX _____

DESIGNATION: _____ PAY GROUP: _____

DEPARTMENT/SECTION: _____ PTV IDENTITY CARD NO. _____

SIGNATURE OF EMPLOYEE: _____

SIGNATURE OF ADMN. & PERSONNEL MANAGER/
ADMINISTRATIVE OFFICER: _____

MEDICAL HISTORY

DATE OF VISIT	DIAGNOSIS	PRESCRIPTION



Administrative Staff Instructions of PTVC

Annexure-IV

PAKISTAN TELEVISION CORPORATION LIMITED
TV CENTRE/OFFICE/RBS

MEDICAL CARD NO. _____ DATE OF ISSUE _____

NAME OF DEPENDENT: _____ SEX _____

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

NAME OF EMPLOYEE _____

RELATIONSHIP WITH EMPLOYEE: _____

SIGNATURE OF DEPENDENT

SIGNATURE OF ADMN. & PERSONNEL MANAGER/

ADMINISTRATIVE OFFICER: _____

MEDICAL HISTORY

DATE OF VISIT	DIAGNOSIS	PRESCRIPTION



Administrative Staff Instructions of PTVC

ANNEXURE-V

PAKISTAN TELEVISION CORPORATION LIMITED TELEVISION CENTRE/OFFICE/RBS

Name Of Employee. _____ Number Of Family Members _____
Designation. _____ Names Of dependent Family Members _____
Pay Group _____ Name _____ Relationship _____ Age _____
Department/Section _____ Name _____ Relationship _____ Age _____
Date of birth _____ Name _____ Relationship _____ Age _____
Residential Address _____ Name _____ Relationship _____ Age _____
_____ Name _____ Relationship _____ Age _____
Name of the Medical Officer _____ Name _____ Relationship _____ Age _____
Address. _____ Name _____ Relationship _____ Age _____
Telephone No. _____

Signature of Admin. & Personnel Manager/ _____
Administrative Officer. _____ Date _____
Seal of Office. _____



Administrative Staff Instructions of PTV

Annexure-VI

PAKISTAN TELEVISION CORPORATION LIMITED

PTV

MEDICAL EXAMINATION REPORT

FIRST EMPLOYMENT/ANNUAL/SPECIAL

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

11. Past medical history.

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

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

Signature of employee _____ Date _____

Medical Examination

12. Temp. _____ 13. Pulse _____ 14. Hearing RL _____ 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.		<u>General appearance</u>
20.		<u>Head and neck</u>
21.		<u>Eyes</u>
22.		<u>Ears</u>
23.		<u>Nose</u>
24.		<u>Mouth</u>
25.		<u>Teeth</u>
26.		<u>Chest and Lungs</u>
27.		<u>Heart</u>
28.		<u>Abdomen</u>
29.		<u>Spine</u>
30.		<u>Skin</u>
31.		<u>Neurologic</u>
32.		<u>Emotional status</u>
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.

Address



Administrative Staff Instructions of PTVC

Annexure-VIII

PAKISTAN TELEVISION CORPORATION LIMITED
STATEMENT SHOWING MEDICAL EXPENSES OF PTV CENTRE/OFFICE
FOR THE MONTH OF _____

Cost of medicines	Hospitalization	Specialist Consultation	Maternity	Clinical Laboratory tests	Other Expenses	Total
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Administrative Staff Instructions of PTVC

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

HSA/901/1886

8th August, 1984

Amendment No. 1 to ASI-43
Sub: Medical Attendance Rules

1. The following amendments may please be incorporated in the ASI No. 43 issued under No. HSA/901/1390 dated 05-06-1984:-

- i) Clause No. ii of Para 6 (a) may be deleted in Toto.***
- ii) Clause No. iv of Para 6 (a) may be replaced by the following:***
"Dependent parents of the employees will be provided medical facilities by PTV only on production of a certificate by the employee concerned on the Proforma, which is at annexure-II, to the effect that, (a) his/her parent is/are wholly dependent on him/her and residing with him/her, (b) they do not have sustainable income of their own, (c) the father of employee concerned is above 60 years of age. However, if the father of an employee is below 60 years of age and is declared "invalid" by a competent medical authority, he will be entitled to free medical facility by PTV. Further, widow mother of an employee, irrespective of her age, will be entitled to free medical facility by PTV".

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTV

Annexure-II

Pakistan Television Corporation Limited

Certificate

1. *I certify that my parents, whose particulars are given below, are wholly dependent upon me;*

Particulars of Father

Name *Date of birth/age* *National Identity Card No*

Particulars of Mother

Name *Date of birth/age* *National Identity Card No*

2. *I further certify that:*

- i)** *My parents do not own any property.*
- ii)** *My parents have no sustainable income from any source.*

3. *I declare that if any of the above particulars are found to be incorrect, I would be liable to disciplinary action under PTV Service Rules which may lead to termination of my services. I also undertake that in such an eventuality all expenses borne by PTV on the Medical treatment of my parents shall be deducted from my salary.*

Signature _____
Name of employee _____
Designation _____
Pay Group _____



Administrative Staff Instructions of PTVC

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

HSA/901/1528

11th July, 1985

Amendment No. 2 to ASI-43
Subject: Medical Attendance Rules

1. The following sentence may be added as Sub Para (IV) of Para-6 (b) in the ASI-43 issued under No. HSA/901/1390 dated 05-06-1984:-

"Employees who have opted for Allopathic System of medicine can avail Unani or Homoeopathic System of medicine for the treatment of specific diseases with prior written approval of Administrative Head of Unit".

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/4284

29th October, 1986

Amendment No. 3 to ASI-43
Subject: Medical Attendance Rules

1. The following amendment may be incorporated in the ASI-43, issued under No. HSA/901/1390 dated 05-06-1984:-

Para-6 Sub Para (n) Clause - (ii)

“Reimbursement of circumcision fee of Rs.50/- has been enhanced to Rs.100/-“.

2. This shall take effect from 9th July, 1986.



Administrative Staff Instructions of PTV

(Burhanuddin Hasan)
Director
Administration & Personnel

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

HSA/901/1790

26th July, 1984

Administrative Staff Instruction No. 44
Subject: Determination of Date of Birth of PTV Employees

1. According to PTV Service Rule No. 5.09 " A declaration of age supported by matriculation certificate or a school leaving certificate or an affidavit made by an applicant at the time of, or for the purpose of, his entry into the Corporation's



Administrative Staff Instructions of PTVC

service, shall be deemed to be binding on the person who makes it, and no revision of such declaration shall be allowed to be made by him at a late date for any purpose whatsoever."

2. *This rule does not cover determination of the date, month and year of birth in cases of employees who did not possess a school leaving certificate or who did not have any other evidence of their date of birth, at the time of joining the Corporation. The following procedures shall, therefore, govern the matters relating to the date of birth of such PTV employees:-*

- i)** *Every person newly appointed to a post in PTV should, at the time of the appointment, declare the date of his birth by the Christian era with confirmatory documentary evidence such as matriculation certificate, school leaving certificate or a municipal birth certificate. If the exact date of birth of a new employee is not known, an approximate date may be given. The actual or the assumed date of birth as determined under Para-2 (ii) below should be recorded in the bio data form or any other record that may be maintained in respect of the PTV employees, and, once recorded, it cannot be altered, except in the case of a clerical error, without the previous orders of the Managing Director.*
- ii)**
 - a)** *If a PTV employee is unable to state his exact date of birth but can state the year and month of birth, the 16th day of the month in that year may be treated as his/her date of birth. Illustration: If an employee states that he/she was born in May 1947, his/her date of birth will be determined as 16-05-1947.*
 - b)** *If an PTV employee is unable to state his exact date of birth but can state only the year, the 1st July of that year may be treated as the date of his/her birth. Illustration: If an employee states that he/she was born in 1947, his/her date of birth will be determined as 01-07-1947.*
 - c)** *If a PTV employee is able to state only his/her approximate age, his/her date of birth may be assumed to be the corresponding date after deducting the number of years*



Administrative Staff Instructions of PTVC

*representing his/her age from his/her date of appointment.
Illustration: If an employee states in 1984 that he/she was 29 years old, his/her date of birth will be determined as 01-07-1955.*

- d)** *When as ex-serviceman is employed in PTV, the date of birth for the purpose of employment in PTV shall be the date mentioned in his discharge certificate.*
- 3.** *In case the date of birth given in the National Identity Card of an employee does not correspond with his/her matriculation or school leaving certificate, or the municipal birth certificate or the discharge certificate (in respect of ex-Serviceman), the date given in the National Identity Card shall be ignored.*
- 4.** *It has to be borne in mind that giving false, incorrect or inaccurate information regarding age is one of the misconduct as per PTV Rules.*
- 5.** *The date of birth in cases of employees already in service, who fall under the category stated in Para-2 above, may be corrected, where necessary, after obtaining approval from PTV Headquarters Office.*

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



Administrative Staff Instructions of PTVC

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

HSA/901/1870

7th August, 1984

Administrative Staff Instruction No. 45 ***Sub: Privilege Leave***

- 1. Permanent employees are entitled to 30 days privilege leave with pay for every 11 months completed service. They can accumulate their privilege leave up to 90 days. Further accumulation of privilege leave is permissible only if an employee applies for privilege leave for the period over and above 90 days, One month before the completion of the 11 month cycle beginning from the date on which he had earned 90 days privilege leave, and only if the privilege leave applied for is refused by the Competent Authority. For still further accumulation of privilege leave, the above requirement of applying for privilege leave over and above 90 days and refusal by the Competent Authority, one month before the completion of each successive 11 month cycle, will have to be met. If this is not done, accumulated privilege leave beyond 90 days will laps.*
- 2. There seems to be a misunderstanding in the minds of employees that once their application for privilege leave over and above 90 days is refused by the Competent Authority, privilege leave earned by them after that date will continue to be automatically accumulated. This impression is not correct. All employees at PTV Offices/Centres/RBSs should be informed of the correct position as laid down in this ASI.*
- 3. Please acknowledge the receipt of this ASI and confirm that its contents have been brought to the notice of all the employees.*

(A. Nasir Siddiqui)
Director
Administration & Personnel



Administrative Staff Instructions of PTVC

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

HSA/901/2830

2nd December, 1984

Administrative Staff Instruction No. 46

Subject: Allowances/Reimbursements of Expenses on Normal Transfer

- 1. Allowances/reimbursements of expenses on normal transfer of PTV employees are listed in PTV Service Rule No. 9.10. This Revised ASI is being issued to supplement the above rule and will be effective from 01.12.1984.***
- 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 1/2 (half) fare for each child for whom such half fare has actually been paid, from the place of duty to the place where transferred.***
 - b) When an employee is authorized to transport his car/motor cycle/scooter at Corporation's expenses, he may do so by rail or by road, at his option. In case he/she opts to transport his/her car by rail, he/she can do so only by goods train, and may draw the actual freight charged by the railway. In case the employee desires to transport his/her motor cycle/ scooter by passenger train the actual freight charged by the railway may be reimbursed. When motor cycle/scooter is transported by goods train, the employee may be reimbursed, in addition to the freight charged by the railway, the cost of packing and transporting the packed motor cycle/scooter to and from the goods sheds at the railway stations of the places of departure and arrival, provided that the total amount so reimbursed (the freight charges, plus the packing charges plus the***



Administrative Staff Instructions of PTV

transportation charges of the packed motor cycle/scooter to and from the railway goods sheds) shall not exceed the freight chargeable for transporting the motor cycle/scooter by passenger train. The rate of allowances admissible to an employee who transports his/her car/motor cycle / scooter by road between places connected by rail will be as under:

- i) In respect of car, 24 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 1.66 paisa per kilometre per unit of 20 kilograms from the residence of the employees at the old place of duty to his new residence at new place of duty. The maximum weight limit up to which personal effects can be transported at PTV expense shall be as under;

<u>Group</u>	<u>Married</u>	<u>Unmarried</u>
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

d) Transfer Grants

On transfer an employee will be granted the following;

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

e) Daily Allowance during Journey Period

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

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



Administrative Staff Instructions of PTV

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/- 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



Administrative Staff Instructions of PTVC

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 and 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(s);

- 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) Name of the family members of the deceased employee, showing their ages and relationships with the deceased employee.*
- v) Approximate weight of personal effects to be transported.*

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

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

4. *This supersedes Revised ASI No. 9 issued vide No. HSA/901/4393 dated 27th December, 1982.*

5. *Please acknowledge receipt.*



Administrative Staff Instructions of PTVC

(A. Nasir Siddiqui)
Director
Administration & Personnel

Amendments:

<i>HSA/901/2079</i>	<i>22-08-1985</i>	<i>Allowance/Reimbursement of expenses on transfer ASI-51</i>
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Pakistan Television Corporation Limited
Federal TV Complex, F-5/1, Islamabad

HSA/901/3032

30th December, 1984

Administrative Staff Instruction No. 47



Administrative Staff Instructions of PTVC

Subject: Receiving PTV Employees/Guests at Airports

1. *A number of reports have been received to the effect that the drivers detailed to receive PTV employees/ guests at airports fail to make contacts with them, causing extreme inconvenience to the employees/guests. This may be due either to heavy rush at the airports or various other reasons. In order to avoid such situations, the following instructions are issued for strict compliance:-*

- i)** *Whenever a driver is detailed to receive PTV employees/ guests at an airport, he must carry with him a placard bearing in capital letters, the name of the arriving employee/guest. The placard should be held high by the driver at the point where the arriving passengers leave the "Arrival" lounge.*
- ii)** *The driver should be in proper uniform with the PTV Badge displayed on left side of his chest.*

2. *Please acknowledge receipt of this ASI.*

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