



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/2737***

***14<sup>th</sup> September, 1987***

### ***Administrative Staff Instruction No. 61***

#### ***Subject: Entitlement of Travelling Allowance Journey by Road***

1. Administrative Staff Instructions No. 54 was issued under No. HSA/901/3853 dated 30-09-1986 to supplement the mileage allowance admissible under PTV employees Service Rules, Clause-19.17. This ASI is being issued in super session of ASI-54 consequent upon the revision of rates of travelling allowance for journeys by road vide Ministry of Finance O&M No. I/50/IMP/II/87 dated 21-07-1987.

2. The entitlement of mileage allowance for journeys by road or in a privately owned vehicles, etc, would be as under:-

	<b><i>Rates per kilometre</i></b>
<b><i>i)</i></b> Personal car or by engaging a taxi.	<b><i>Rs. 2.40</i></b>
<b><i>ii)</i></b> Borrowed Car	<b><i>Rs. 1.20</i></b>
<b><i>iii)</i></b> Motor Cycle/Scooter	<b><i>Rs. 0.65</i></b>
<b><i>iv)</i></b> Bicycle, animal back or foot	<b><i>Rs. 0.50</i></b>
<b><i>v)</i></b> Public Transport	<b><i>Rs.0.32 for G-3 and above</i></b> <b><i>Rs. 0.20 for Group-1 &amp; 2</i></b>

3. This shall take effect from 15<sup>th</sup> July, 1987.

4. Please acknowledge receipt of this ASI.

***(Burhanuddin Hasan)***  
***Director***  
***Administration & Personnel***



## **Administrative Staff Instructions of PTVC**

### **Amendments:**

HSA/901/2233	14-05-1993	Amendment No. 1 to ASI No. 61
HSA/901/2738	15-09-1987	Allowance/Reimbursement of expenses on normal transfer Vide ASI-62
HSA/901/1552	12-06-1990	Allowance/Reimbursement of expenses on normal transfer and in case of death or retirement of an employee Vide ASI-66
HSA/901/2234	14-05-1993	Amendment No. 1 to ASI No. 66

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

**HSA/901/2233**

**14<sup>th</sup> May, 1993**

### **Amendment No 1 to ASI No. 61**

### **Subject: Entitlement of Travelling Allowance Journey by Road.**

1. The rates of mileage allowance appearing in para-2 of ASI No. 61 issued vide No. HSA/901/2737 dated 14-09-1987 are substituted with the following new rates:-

<b>SR. No.</b>	<b>Particulars</b>	<b>Existing Rates</b>	<b>Revised Rates Per kilometre</b>
<b>i.</b>	Personal car or by engaging a taxi.	Rs. 2.40	Rs. 3.00
<b>ii.</b>	Borrowed Car	Rs. 1.20	Rs. 0.00
<b>iii.</b>	Motor Cycle/Scooter	Rs. 0.65	Rs. 1.00
<b>iv.</b>	Bicycle, animal back or foot	Rs. 0.50	Rs. 0.75
<b>v.</b>	Public Transport	Rs. 0.32 for Group-3 and above	Rs. 0.50 for Group-3 and above
		Rs. 0.20 for Group-2 & below	Rs. 0.30 for Group-2 & below

2. This shall take effect from 8th April, 1993.



## ***Administrative Staff Instructions of PTVC***

3. *Please acknowledge receipt of this ASI.*

**(M. E. H. Khilji)**  
**Deputy Managing Director**

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

***HSA/901/2738***

***15<sup>th</sup> September, 1987***

### ***Administrative Staff Instruction No. 62***

***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 1<sup>st</sup> July, 1987.*
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 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*



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*road, at his option. In case he/she opts to transport his/her car by rail, he/she can do so only by goods train, and may draw the actual freight charged by the railway. In case the employee desires to transport his/her motor cycle/scooter by passenger train the actual freight charged by the railway may be reimbursed. When motor cycle/scooter is transported by goods train, he may be reimbursed, in addition to the freight charged by the Railway, the cost of packing and of transporting the packed motor cycle/scooter to and from the goods sheds at the railway stations of the places of departure & arrival, provided that the total amount so reimbursed (the freight charges plus the packing charges plus the transportation charges of the packed motor cycle/scooter to & 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, 60 paisa per kilometre.*
- ii) In respect of motor cycle/scooter, 20 paisa per kilometre.*

*However, in case the employee has been transferred to a place which is not connected by rail, he/she is authorized to transport his car/motor cycle/scooter by truck. The reimbursement of expenditure will be made on production of the receipt on actual basis.*

### ***c) Carriage of Personal Effects:***

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

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

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

**d) *Transfer Grants:***

*On transfer an employee will be granted the following:*

- i) A married employee will be paid his/her one month's basic pay subject to a maximum of Rs. 4,000/-.*
- ii) An unmarried employee will be paid his/her one month's basic pay subject to a maximum of Rs.2000/-.*

**e) *Daily Allowance during Journey Period:***

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

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

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

**g) *Travelling Allowance Journey on Retirement:***



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

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

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

*The family of an employee who dies while in PTV's service will be allowed travel assistance according to provisions at Para (g)(i), (ii) & (iii) above, to enable the family to perform journey from the place of last posting of the deceased employee to his/her home town or to such other place to which the family wishes to go, provided that the amount to be paid by PTV will not exceed the amount admissible from the place of last posting of the deceased to his/her home town. In cases where travel by rail or road requires time exceeding 24 hours, dead body can be transported by Air and all the family members may be allowed one single economy class fare*



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*to accompany the dead body of the deceased employee. In case the deceased employee is a bachelor, two attendants may be allowed to accompany the dead body if the journey is allowed by Air. The air fare claim on this account shall be in lieu of the family's normal entitlement for TA admissible on retirement. The amount of advances in such cases will be drawn by the Administrative & Personnel Manager/Administrative Officer of the PTV unit concerned, and will be paid by him to the eldest member of the deceased employees family, on an application to be submitted to the Administrative Head of the PTV unit concerned.*

*The application should contain the following information:*

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

**3.** *The application should be countersigned either by a Grade-17 Civilian Officer or a Commissioned Armed Forces Officer or Administrative & Personnel Manager who will record a certificate thereon, in the following words:*

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

**4.** *This supersedes ASI No. 53, issued vide No. HSA/901/2082 dated 17th June, 1986 and Amendment No. 1 to ASI No. 53, issued vide No. HSA/901/815 dated 19th March, 1987.*





## ***Administrative Staff Instructions of PTVC***

5. *Please acknowledge receipt.*

**(Burhanuddin Hasan)**

**Director**

**Administration & Personnel**

***Amendments:***

<b>HSA/901/1552</b>	<b>12-06-1990</b>	<b>Allowance/Reimbursement of expenses on normal transfer and in case of death or retirement of an employee Vide ASI-66</b>
<b>HSA/901/2234</b>	<b>14-05-1993</b>	<b>Amendment No. 1 to ASI No. 66</b>

***Pakistan Television Corporation Limited***

***Federal TV Complex, F-5/1, Islamabad***

***HSA/901/14062***

***1<sup>st</sup> October, 1988***

***Administrative Staff Instruction No. 63***

***Sub: Appointment against Local Post by Heads of Units***

***1. Executive Heads of the Units are empowered to make appointment against local posts at their respective Units. Nevertheless, PTV Hqr's has a responsibility of keeping a check on such appointments. As such, it has been decided that no appointment against any local post at Centres/Office/RBSs is to be made without obtaining prior concurrence of PTV Headquarters Office, Islamabad.***

**(Burhanuddin Hasan)**

**Director**

**Administration & Personnel**





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

***HSA/901/13954***

***27<sup>th</sup> November, 1988***

***Administrative Staff Instruction No. 64***  
***Sub: Channel of promotion up to Group-6***

***1. Channels of promotion up to Group-6 in the Administrative and Personnel Cadre are available separately in Service Rule 6.05. These two categories of Administrative & Personnel Division function separately up to the level of Administrative Officer (Group-6) and Personnel Officer (Group-6). However, these are merged into one Department at the level of Group-7, as Administration and Personnel Department. Naturally, therefore, Administrative Officer (Group-6) and Personnel Officer (Group-6) have an equal right of promotion to the posts in Group-7. Consequently promotions to the posts in Group-7 in the Administration and Personnel Division are made from within the combined seniority of Administrative Officer and Personnel Officer (Group-6).***



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2. *Since the above decision is already in practice, this ASI is being issued for regularization purposes.*

***(Burhanuddin Hasan)***  
***Director***  
***Administration & Personnel***

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

***HSA/901/1817***

***26<sup>th</sup> June, 1989***

***Administrative Staff Instruction No. 65***  
***Sub: Medical Attendance rules for retired employees***

1. *PTV provides free medical facilities such as medical attendance/consultation, medicines, hospitalization, dental treatment, X-ray & clinical/laboratory tests, etc., to its employees and those members of their families who are*



## ***Administrative Staff Instructions of PTVC***

*wholly dependent on them. The Medical Attendance Rules for PTV employees are laid down in clauses, 18.01 to 18.19 under Chapter (xviii) of PTV Service Rules. In order to exercise proper control and regulation of the medical facilities to PTV employees and their dependents, supplementary rules have been also issued.*

*2. There was no provision in the rules for medical facility at PTV's expense for retired PTV employees. Now that PTV has a number of retired employees and the number is increasing with the passage of time, amendments in the existing rules 18.01, 18.03, 18.05, 18.06, 18.08, 18.12, 18.13, 18.14, 18.18 and 18.19 have been made in order to extend medical attendance facilities to the retired PTV employees and their spouses as approved by NIRC vide S.R.O No.162 (I)/89 dated 21st February, 1989. The rules so amended shall take effect from the date of its publication in the official Gazette, i.e., 21st February, 1989. Retired employees will not be entitled to any claim on account of their medical treatment already availed prior to 21st February, 1989.*

*3. In this regards, the following instructions are to be followed:-*

***a) Entitlement to Medical Facilities:***

*PTV's retired employees and their spouses shall be entitled to free medical facilities. Retired employees shall provide particulars of themselves and their spouses on the Proforma which is at Annex-I. Other dependents of retire employees will, however, not be entitled to any medical facilities from PTV. Only one spouse of a retired employee will be allowed to avail medical facilities.*

***b) System of Medical Treatment:***

*i) Normally, the retired employees and their spouses shall be provided medical facilities under Allopathic system of medicine. However, retired employees who have opted for Allopathic system of medicine can avail Unani or Homoeopathic system of medicines with prior written approval of the Administrative Head of the Unit of their last place of posting.*

*ii) Those who opt for Homoeopathic system of medicines can consult any qualified Homoeopathic practitioner*



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*(Registered) and purchase medicines from him. Retired employees who opt for Unani system of medicines can consult any specified Dawakhana of Hamdard Foundation of Hakim Ajmal Khan and purchase medicines from them. Reimbursement claims will be allowed only if these are supported with proper receipts showing full details of the medicines prescribed by Homeopathic Doctor/Hakim.*

**iii)** *Retired employees who opt for treatment under Unani or Homoeopathic system of medicine shall not be permitted to change their options. They and their spouses will, however, be entitled to the following Allopathic facilities also on reference from the Medical Officers/Chief Medical Officers/Medical Advisor:*

- 1.** *Hospitalization*
- 2.** *Dental/Eye Treatment*

**c) *Medical Officers:***

*PTV's retired employees will be assigned to one of the PTV's Medical Officers for providing medical consultation to them & their spouses. The retired employees and their spouses will not be allowed to avail this facility from any other Medical Officer or Agency in any circumstances.*

**d) *Medical Cards:***

*Each retired employee and his/her spouse, entitled to medical facilities, will be issued a separate medical card as per specimens at Annexure II and III, placed in a jacket as per specimen at Annexure IV, by an authorized Officer of Administration and Personnel Division posted at the place of his/her retirement. Photo copies of National Identity Cards shall be affixed on the medical cards. The medical cards must be carried by the retired employees and their spouses whenever they visit the Medical Officer for consultation/treatment. The Medical Officer can refuse to attend a patient not in possession of the Medical Card.*



## ***Administrative Staff Instructions of PTV***

### ***e) Medical Consultation.***

- i) Retired employee & their spouses will consult the respective Medical Officers in their clinics during the normal visiting hours.*
- ii) The Medical Officers will write prescription slips (in duplicate) and will hand over the same to the patients. Details of prescriptions will also be entered by the Medical Officer on the patient's medical card.*
- iii) While writing prescription slips in respect of spouses of retired employees, the Medical Officers should indicate the name of the patients and his/her relationship with the retired employee concerned.*
- iv) Medical Officers shall not issue prescriptions to the retired employees and their spouses without physically examining them.*
- v) A retired employees can request his/her Medical Officer for a house visit only in case of serious illness. Abuse of this facility, if reported by a Medical Officer will result in discontinuation of this facility to such retired employees and their spouses.*

### ***f) Supply of Medicines:***

- i) Retired employees and their spouses can take medicines from PTV's Chemists attached with their respective Medical Officer on production of prescription issued by the Doctor. Purchase of medicines from any other source for claiming reimbursement of expenses is not permissible.*

### ***g) Consultation with Specialists:***

- i) A Medical Officer, if he considers it necessary, can refer a retired employee or his/her spouses to a Specialist for consultation or opinion. Cases will, however, be referred*



## ***Administrative Staff Instructions of PTV***

*only to those Specialists who are on the approved panel of PTV. If a case is referred to any Specialist and is required to be referred to some other Specialist, the patient is not allowed to consult that other Specialist unless he gets a fresh reference slip from the Medical Officer concerned or the Chief Medical Officer / Medical Adviser.*

- ii) No retired employee or his/her spouses is allowed to consult a Specialist at his/her own, without a proper reference from the Medical Officer concerned.*
- iii) Fees/bills of the Specialists will be reimbursed/paid by the Corporation on verification by the referring Medical Officers.*
- iv) Medical facilities to those retired employees/their spouse who will be residing at the places where PTV has not appointed a Medical Officer is not allowed. They will be provided this facility at the places where PTV's Medical Officers exist even if such a Medical Officer is away from their village or town. In such cases travelling expenses, for obtaining Medical facility on PTV's account are not allowed.*

### ***h) Hospitalization:***

- i) Retired employees and their spouses will be admitted in Hospitals on PTV's panel, on a reference from Medical Officer / Chief Medical Officer/ Medical Adviser. In emergencies, at a time when the Medical Officer cannot be contacted or is not available, retired employee and their spouses can obtain admission in approved Hospital on the authority of a letter from the Administration & Personnel Department or at their own, but in such cases, a reference slip from the Medical Officer must be obtained at the earliest possible opportunity after admission in an approved Hospital.*
- ii) For hospitalization the entitlement of retired employees and their spouses is as follows:-*



## ***Administrative Staff Instructions of PTVC***

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

- iii) In the event of non-availability of Private Room & Semi Private Rooms, retired employees and their spouses entitled to these accommodations will be given semi-private room and General Ward respectively.*
- iv) A retired employee or his/her spouse 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 a retired employee or his/her spouse occupies accommodation higher than his/her entitlement in a hospital, without concurrence of the Chief Medical Officer/Medical Adviser and without approval of the concerned Administrative Head, excess room rent and consequential excess expenses will be borne by the retired employee himself/herself failing which medical facility shall be discontinued. 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 three days.*
- vi) The cost of any facility, such as special nursing service or special air conditioning etc., availed by a retired employee or his/her spouse during hospitalization, without proper written approval of the concerned Administrative*





## ***Administrative Staff Instructions of PTV***

*Head, will be borne by the retired employee himself/herself, failing which medical facility shall be discontinued.*

**vii)** *Diet charges during hospitalization, shall be borne by the retired employee himself/herself, failing which medical facility shall be discontinued.*

**viii)** *Reimbursement of expenses incurred by retired employee or his/her spouse on hospitalization in a hospital/clinic which is not on the panel of PTV is not allowed.*

**i) *Laboratory/Clinical Tests:***

**i)** *Medical Officers will refer the retired employees & their spouses for X-Ray, Laboratories/Clinical tests etc., only to the laboratories/ Clinics on PTV's panel.*

**ii)** *Reimbursement claims from the retired employees will be admitted only if these are accompanied by reference slips of the Medical Officers and a receipt from the Laboratory/Clinic on Printed form, duly countersigned by the Medical Officer concerned.*

**4.** *Administration & Personnel Department of each TV Centres/Office will maintain a Medical Expenses Register as per specimen at Annexure-V, showing proper record of medical expenses, such as cost of medicines, hospitalization charges, specialists fees, clinical tests etc., incurred on each retired employee and his/her spouse.*

**5.** *Heads of Administration & Personnel Departments will prepare a monthly statement of expenses as per Annexure-VI indicating total expenditure on medial facilities incurred during the month on the retired employees and their spouses. The statements will also high light cases where abnormal medical expenses are incurred by the retired employees and their spouses through a statement, a specimen of which is at Annexure-VII. 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 1<sup>st</sup> of September, and so*



## ***Administrative Staff Instructions of PTVC***

*on. Cases of excessive medical expenses in respect of the retired employees and their spouses will be scrutinized at PTV-Headquarters Office and, if considered necessary, will be referred to the Medical Adviser for his opinion and further necessary action.*

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

**(Burhanuddin Hasan)**  
**Director**  
**Administration & Personnel**

### ***Amendments:***

<b><i>HSA/901/15849</i></b>	<b><i>22-11-1992</i></b>	<b><i>Amendment No. 1 to ASI No. 65</i></b>
<b><i>HSA/901/267</i></b>	<b><i>19-01-1995</i></b>	<b><i>Amendment No. 2 to ASI No. 65</i></b>
<b><i>HSA/901/8488</i></b>	<b><i>05-09-1997</i></b>	<b><i>Amendment No. 3 to ASI No. 65</i></b>
<b><i>HSA/901/2117</i></b>	<b><i>14-04-2001</i></b>	<b><i>Amendment No. 4 to ASI No. 65</i></b>



## *Administrative Staff Instructions of PTVC*

Annexure-I

### PAKISTAN TELEVISION CORPORATION LIMITED

Name of the Retired Employees. \_\_\_\_\_  
Designation. \_\_\_\_\_  
Pay Group at the time of retirement. \_\_\_\_\_  
National Identity Card No. \_\_\_\_\_  
Departments/Section . \_\_\_\_\_  
Office /TV Centre / RBS \_\_\_\_\_

I give below the details of my spouse and enclose herewith photocopy of his/her National Identity Card (in duplicate) for the purpose of issuance of medical card.

Sr. No.	Name	Date of birth/age	NIC NO.

I certify that my spouse is not employed anywhere.

Signature of the retired employees

Dated \_\_\_\_\_

Present Address \_\_\_\_\_



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Annexure-II

**PAKISTAN TELEVISION CORPORATION LIMITED**

**TV CENTRE/OFFICE/RBS**

MEDICAL CARD NO. \_\_\_\_\_ DATE OF ISSUE \_\_\_\_\_

NAME OF Retired Employee: \_\_\_\_\_ SEX \_\_\_\_\_

DESIGNATION: \_\_\_\_\_ PAY GROUP: \_\_\_\_\_

DEPARTMENT/SECTION: \_\_\_\_\_ N.I.C NO. \_\_\_\_\_

Signature of Retired Employee: \_\_\_\_\_

SIGNATURE OF ADMIN.& PERSONNEL MANAGER/ \_\_\_\_\_

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**MEDICAL HISTORY**

Date Of Visit	Diagnosis	Prescription
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Annexure-III

### **PAKISTAN TELEVISION CORPORATION LIMITED**

**TV CENTRE/OFFICE/RBS** \_\_\_\_\_

MEDICAL CARD NO. \_\_\_\_\_ DATE OF ISSUE \_\_\_\_\_

NAME OF DEPARTMENT: \_\_\_\_\_ SEX \_\_\_\_\_

DATE OF BIRTH/AGE: \_\_\_\_\_ N.I.C NO. \_\_\_\_\_

Name of Retired Employees. \_\_\_\_\_

Name of Spouse. \_\_\_\_\_

Signature of Spouse. \_\_\_\_\_

Signature Of Admn. & Personnel Manager/ \_\_\_\_\_

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### MEDICAL HISTORY

Date Of Visit	Diagnosis	Prescription



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Annexure-IV

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

Name of retired employees: \_\_\_\_\_  
Designation: \_\_\_\_\_ Pay Group: \_\_\_\_\_  
Department/ Section: \_\_\_\_\_  
Residential Address. \_\_\_\_\_  
Name of Medical Officer \_\_\_\_\_  
Address. \_\_\_\_\_ Tele. No. \_\_\_\_\_

Signature of Admin. & Personnel Manager

Date: \_\_\_\_\_

Seal of Office. \_\_\_\_\_



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Annexure-V

**PAKISTAN TELEVISION CORPORATION LIMITED**

**MEDICAL EXPENSES REGISTER**

**CENTRE/OFFICE** \_\_\_\_\_

Name of retired employees \_\_\_\_\_ Designation \_\_\_\_\_

Department \_\_\_\_\_ Medical Card No. \_\_\_\_\_

Name of Spouse \_\_\_\_\_ Page No. \_\_\_\_\_

Sr. No	Date	Name of Doctor/ Chemist/ Lab/ Hospital etc.	Cost of medicines		Hospitalization Charges		Specialists Consultation		Clinical Tests	Other expenses		Total	Remarks
			Self	Spouse	Self	Family members	Self	Spouse		Self	Spouse		





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Annexure-VI

**PAKISTAN TELEVISION CORPORATION LIMITED**

Statement showing Medical Expenses of PTV Centre/Office for the Month of  
\_\_\_\_\_ in respect of retired employees.

Cost of medicines	Hospitalization	Specialist consultation	Clinical Lab. Tests	Other Expenses	Total
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***Administrative Staff Instructions of PTVC***

**Annexure-VII**

**PAKISTAN TELEVISION CORPORATION LIMITED**

**STATEMENT SHOWING CASES WHERE ABNORMAL MEDICAL EXPENSES INCURRED**  
**DURING THE MONTH                      IN RESPECT OF RETIRED EMPLOYEES.**

S.No.	Name and Designation	Department	Cost of medicines	Hospitalization Charges	Specialist consultation fee	Clinical Laboratory tests	Total	Remarks
		(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)		
(Rs.)								



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/15849***

***22<sup>nd</sup> November, 1992***

### ***Amendment No. 1 to ASI-65***

#### ***Sub: Medical Attendance rules for retired employees***

***1. The following amendment has been made in the ASI-65 issued vide No. HSA/901/1817, dated 26th June, 1989, in accordance with the resolution passed by the Board of Directors in its meeting held on 10th November 1992:-***

*"It has been decided that if an employee dies having 10 years service, his spouse is allowed to get free medical treatment from PTV like retired employees. This facility will be extended till such time the widow re-marries. However, if a female employee dies during service after completing 10 years or more, her husband will not be allowed medical facilities unless he has no sustainable income of his own and declared 'invalid' by the competent authority. Rest of the procedure for extending medical facilities to the spouses shall remain the same as mentioned in ASI-65 for retired employees".*

***2. This will be effective from 10th November, 1992.***

***Maj. (Retd)***



## ***Administrative Staff Instructions of PTVC***

***(Jamil Ahmad)***  
***Director***  
***Administration & Personnel***

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

***HSA/901/267***

***19<sup>th</sup> January, 1995***

### ***Amendment No. 2 to ASI-65***

#### ***Sub: Medical Attendance rules for retired employees***

***1. The Board of Directors in its 91st meeting held on 10-11-1992 has decided to allow free medical treatment to the spouses of PTV employees who died having 10 years services. The effective date of amendment No. 1 to ASI-65 was 10-11-1992. There were still certain cases which could not be covered under the said amendment No. 1 and were deprived of this facility. Keeping the same in view Board of Directors in its 100th meeting held on 29-12-1994 has passed another resolution which is reproduced below:-***

***"The Board approved the change of effective date from 10-11-1992 to 27-11-1974 to accommodate the requests of the widows of PTV's regular employees who had died having 10 years service without any fiscal claim incurred in the past on a account of medical facility what so ever".***



## ***Administrative Staff Instructions of PTVC***

***(Mumtaz Hamid Rao)***  
***Director***  
***Administration & Personnel***

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

***HSA/901/8488***

***5<sup>th</sup> September, 1997***

***Amendment No. 3 to ASI-65***  
***Sub: Medical Attendance rules for retired employees***

***1. Para-3 (f)(i) Sub-Para (i) of ASI-65 be substituted with the following sub-Para:-***

***"Retired employees and their spouses can take medicines from PTV's Chemists attached with their respective Medical Officer on production of prescription issued by the Doctor. Purchase of medicines from any other source due to non-availability of***



## ***Administrative Staff Instructions of PTVC***

*medicines with the approved/attached Chemist, in emergency and including during hospitalization, will also be permissible."*

2. *This issues with the approval of the Managing Director.*
3. *Please acknowledge receipt and ensure its incorporation in the said ASI.*

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

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

***HSA/901/2117***

***14<sup>th</sup> April, 2001***

***Amendment No. 4 to ASI-65***  
***Sub: Medical Attendance rules for retired employees***



## ***Administrative Staff Instructions of PTVC***

**1.** *The Board of Directors in its 127th Meeting held on 01-03-2001 has approved the following clause in PTV Medical Attendance Rules:-*

*“The families of PTV employees who die during service, having 10 years service consisting of widow spouse(s) (Provided they do not contract second marriage) Son(s) up to age of 21 years and daughter(s) till marriage are allowed free medical facilities from PTV.”*

**2.** *This will be effective from 01-03-2001.*

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





## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/1552***

***12<sup>th</sup> June, 1990***

### ***Administrative Staff Instruction No. 66***

***Subject: Allowances / Reimbursements of Expenses on Normal Transfer and in Case of Deaths/Retirement of an Employee***

***1.*** Allowances/reimbursements of expenses on normal transfer of PTV employees are listed in PTV Service Rule No. 9.10. In case an employee dies while in service, the entitlement of expenses to the family of the deceased employee is available in rule 9.21. The Board of Directors, in its 83rd meeting held on 6th May, 1990 approved the extension of the provisions of rule 19.21 to the retired employees as well as to the families of the deceased employees to the extent of payment of travelling allowances and transportation of personal baggage from the place of last posting of the employees concerned to the permanent place of residence as available in the service record. This revised ASI is being issued to supplement rule 9.10 and 19.21 and will supersede ASI-62 with immediate effect.

***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, he may be reimbursed,



## ***Administrative Staff Instructions of PTVC***

*in addition to the freight charged by the Railway, the cost of packing and of transporting the packed motor cycle/scooter to and from the goods sheds at the railway stations of the places of departure and arrival, provided that the total amount so reimbursed (the freight charges plus the packing charges plus the transportation charges of the packed motor cycle/scooter to and from the railway goods sheds) shall not exceed the freight chargeable for transporting the motor cycle/scooter by passenger train. The rate of allowances admissible to an employee who transports his/her car/motor cycle/scooter by road between places connected by rail will be as under:-*

- i. In respect of car, 60 paisa per kilometre.*
- ii) In respect of motor cycle/scooter, 20 paisa per kilometre.*

*However, in case the employee has been transferred to a place which is not connected by rail he/she is authorized to transport his/her car/motorcycle/scooter by truck. The reimbursement of expenditure will be made on production of the receipt on actual basis.*

### **c) Carriage of Personal Effects.**

*Cost of carriage of personal effects will be allowed, as per weight entitlement 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/her new residence at new place of duty. The maximum weight limits, up to which personal effects can be transported at PTV's expense, shall be as under:-*

<b>Group</b>	<b>Married</b>	<b>Unmarried</b>
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 & 1A	560 Kg (15) maunds	380 Kg (10) maunds

*When an employee is transferred to a new place of duty where no rail link exists from the old place of duty, actual cost of carriage of his/her personal effects, subject to above weight limits, by truck*



## ***Administrative Staff Instructions of PTVC***

*will be reimbursed on the production of original receipt(s) along with a certificate signed by the Administrative Head of the employee that the truck hire charges are reasonable and conform to prevailing market rates.*

**d) *Transfer Grants.***

*On transfer an employee will be granted the following:*

- i) A married employee will be paid his/her one month's basic pay subject to a maximum of Rs. 4,000/-.*
- ii) An unmarried employee will be paid his/her half a month's basic pay subject to a maximum of Rs. 2,000/-.*

**e) *Daily Allowance during Journey Period.***

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

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

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

**g) *Travelling Allowance and Cost of Transportation of Personal Baggage on Retirement.***

*An employee shall be allowed travelling allowance as well as the cost of transportation of Personal baggage 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*



## ***Administrative Staff Instructions of PTVC***

*places not connected by rail, mileage allowance @ Rs. 1.00 per mile shall be allowed.*

- ii) Advance payment of expenditure, as listed in Para (g)(i) above, shall be made and be treated as final payment.*
- iii) The home town, for purposes of Para (g) above, shall be determined according to entries pertaining to the permanent address of the employee in his service record.*
- iv) Cost of transportation of personal baggage will be allowed as per weight entitlements given in Para 2(c).*
- v) The term 'retirement' shall mean retirement on attaining the age of superannuation, as per PTV rules, or on completing prescribed service limits, or voluntary retirement on completion of 25 years qualifying service, or on compulsory retirement.*
  
- h) Grant of travel assistance to families of employees who die while in service. The family of an employee who dies while in PTV's service will be allowed travel assistance according to provisions at Para (g)(i), (ii) & (iii) above, to enable the family to perform journey from the place of last posting of the deceased employee to his/her home town or to such other place to which the family wishes to go, provided that the amount to be paid by PTV will not exceed the amount admissible from the place of last posting of the deceased to his/her home town. In cases where travel by rail or road requires time exceeding 24 hours, dead body can be transported by Air and all the family members may be allowed one single economy class fare to accompany the dead body of the deceased employee. In case the deceased employee is a bachelor, two attendants may be allowed to accompany the dead body if the journey is allowed by Air. The air fare claim on this account shall be in lieu of the family's normal entitlement for Travelling Allowance admissible on retirement. The amount of advances in such cases will be drawn by the Administrative & Personnel Manager/Administrative Officer of the PTV unit concerned, and will be paid by him to the eldest member of*



## ***Administrative Staff Instructions of PTVC***

*the deceased employee's family, on an application to be submitted to the Administrative Head of the PTV unit concerned. The application should contain the following information:*

- i) Name of the deceased employee, his designation and the name of the PTV unit where he/she was serving at the time of his/her death.*
- ii) Name and address of the applicant, showing his/her relationship with the deceased.*
- iii) Home town of the deceased employee, or the place where the family wishes to go.*
- iv) Names of the family members of the deceased employee, showing their ages and relationships with the deceased employee.*
- v) Cost of transportation of personal baggage, will be allowed as per weight entitlements given in Para 2 (c).*

**3.** *The application should be countersigned either by a Grade-17 Civilian officer or commissioned Armed Forces Officer or Administrative and Personnel Manager, who will record a certificate there on, in the following words:*

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

**4.** *This supersedes ASI No. 53, issued vide No. HSA/901/2082 dated 17<sup>th</sup> June, 1986 and Amendment No. 1 to ASI No. 53, issued vide No. HSA/901/815, dated 19th March, 1987.*

**5.** *Please acknowledge receipt.*

**(Zaman Ali Khan)**  
**Director**  
**Administration & Personnel**

### ***Amendments:***

<b>HSA/901/2234</b>	<b>14-05-1993</b>	<b>Amendment No. 1 to ASI No. 66</b>
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***Pakistan Television Corporation Limited***  
***Federal TV Complex, F-5/1, Islamabad***

***HSA/901/2234***

***14<sup>th</sup> May, 1993***



## ***Administrative Staff Instructions of PTVC***

### ***Amendment No. 1 to ASI-66***

#### ***Subject: Allowances / Reimbursements of Expenses on Normal Transfer and in Case of Deaths/Retirement of an Employee***

**1.** *Para-2(b), (c) and (d) of ASI-66, circulated vide No. HSA/901/1552, dated 12-06-1990 is amended as follows:-*

***Para-2(b) = The new rates for transportation of Car, Motorcycle, and Scooter will be:-***

- i) In respect of a Car Rs.1.20 per kilometre.***
- ii) In respect of a Motorcycle/Scooter Rs.0.40 per kilometre.***

***Para-2(c) = The figure 1.66 paisa as appearing in the second line is substituted with figure 2.96 paisa.***

***Para-2(d) = Is substituted with the following new Para.***

*On transfer an employees will be granted the followings:-*

- i) A married employee will be paid his/her one month's basic pay.***
- ii) An unmarried employee will be paid his/her half month's basic pay.***

**2.** *This amendment shall take effect from 08-04-1993.*

**3.** *Please acknowledge receipt of this ASI.*

***(M. E. H. Khilji)***  
***Deputy Managing Director***





## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/6781***

***22<sup>nd</sup> August, 1991***

***Administrative Staff Instruction No. 67***  
***Subject: Rebroadcast Transmitter Stations - Head of Unit***

- 1. Rebroadcast Transmitter Station is defined in the PTV Service Rules as a "Unit". EIC of a RBS is the Administrative Head of his unit. He exercises his Administrative functions in accordance with the provisions of the Pakistan Television Corporation Limited, Employees Service Rules and derives his functional authority as described in the said Service Rules.***
- 2. The financial matters of a Rebroadcast Transmitter Station are dealt with by the concerned Engineers Incharge in consultation with the RBSs Accounts Department at Headquarters Office, Islamabad.***
- 3. In the interest of efficient management of these Rebroadcast Transmitter Stations it is considered necessary that the Controller Engineering RBSs at PTV-Headquarters Office, Islamabad should be vested with adequate Administrative authority over the staff working at these stations. Accordingly, it has been decided that the Administrative powers presently available to the EIC of RBSs are hereby delegated to the Controller RBSs PTV-Headquarters Office with immediate effect. He will exercise these powers concurrently with the EIC's concerned.***
- 4. All concerned may note these instructions for compliance.***
- 5. This has approval of the Managing Director.***
- 6. Please acknowledge receipt.***





## ***Administrative Staff Instructions of PTVC***

***(Abdul Khalique Awan)***  
***Director***  
***Administration & Personnel***

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

***HSA/901/9969***

***20<sup>th</sup> February, 1992***

***Administrative Staff Instruction No. 68***  
***Subject: Foreign Air Travels by PTV Officials***

- 1. PTV officials are deputed and sent abroad in connection with official duty, assignment, delegation, training etc, duly approved by the Managing Director and authorized by the Government of Pakistan. Necessary arrangements in this regard are made by the Training and Delegation Department, PTV Headquarters Office Islamabad. The department obtains air tickets, MCOs, foreign exchange etc from the concerned agencies/offices and provides to the officials proceeding abroad. It becomes the liability of the concerned officials to render accounts of these items, immediately after their tour abroad is over.***
- 2. Accordingly, the following instructions are issued for the guidance/compliance by all concerned:-***
  - i) The Training and Delegation Department will provide the necessary documents, air tickets foreign exchange etc to the official proceeding abroad, duly entered on an Office Note, prepared in triplicate, as per specimen at Annexure-A. The original note will be meant for the official concerned. Training and Delegation Department will retain one receipted copy of the note on its record and will forward the other receipted copy to DCAD.***



## ***Administrative Staff Instructions of PTVC***

- ii) Bills/Invoices of the concerned travel agencies/airlines will be expeditiously forwarded by the Training and Delegation Department to DCAD to facilitate payments to the parties concerned.*
- iii) DCAD will arrange payment of bills/invoices of the travel agencies on account of cost of air tickets/MCOs within a reasonable period of time so that they do not get a chance of complaint against delay in payment of their due amounts.*
- iv) Within 15 days of return from tour abroad, the concerned official will submit account to DCAD, on the Tour Report as per the specimen at Annexure-B, with which he will attach utilized/unutilized air tickets/MCOs and foreign exchange left with him from the contingent amount and the amount of DA beyond his entitlement. He will endorse a copy of the tour report to MTD.*
- v) If, for any reason, the concerned official is not in a position to render account, as per Para (iv) above, he would communicate reasons for not doing so to DCAD, stating the precise date by which he would be able to submit the account.*
- vi) The rules and regulations regarding foreign exchange do not allow any official to retain with him any amount of foreign exchange, which is not his entitlement. It is, therefore, essential that the concerned official should deposit with the Accounts Department the foreign exchange left with him beyond his entitlement, immediately after he returns from abroad.*

**3.** *Non-compliance by an official of the instructions contained hereabout will be seriously viewed. The concerned individual will render himself liable to severe disciplinary action as per the rules of discipline of the Corporation. Besides, PTV shall take the following action:-*

- i) Cost of the air tickets/MCOs provided to him will be debited to his salary account.*



### ***Administrative Staff Instructions of PTV***

- ii) Cost of the foreign exchange left with him beyond his entitlement will be debited to his salary account by converting into local currency at the rate to be determined by PTV.*
  - iii) The above-mentioned amounts will be considered to have been advanced as loan in the name of the concerned official and will be adjusted against his salary till such time the whole amount, together with profit calculated thereon at the prevalent bank rate, is fully recovered.*
  - iv) If considered necessary, the concerned official will be debarred from assignment abroad, in the future.*
- 4.** *This supersedes ASI No.38 dated 28-06-1983.*

***(Abdul Khalique Awan)***  
***Director***  
***Administration & Personnel***



## ***Administrative Staff Instructions of PTVC***

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**Annexure-A**

**ASI No.68**

### **PAKISTAN TELEVISION CORPORATION LIMITED**

Federal TV Complex,  
Constitution Avenue,  
F-5/1, Islamabad.

Ref.No.HP/ \_\_\_\_\_

Dated: \_\_\_\_\_

Subject: \_\_\_\_\_  
\_\_\_\_\_

The following documents and cash are provided to you in connection with the captioned assignment:-

- i) Ministry of Information & Broadcasting sanction letter No. \_\_\_\_\_
- ii) Currency:
  - a) Daily allowance: US\$ \_\_\_\_\_
  - b) Incidental expenses: US\$ \_\_\_\_\_
  - c) Contingent amount: US\$ \_\_\_\_\_Total: US\$ \_\_\_\_\_

Note: 1. In case you are treated as state guest of the country visited, your entitlement to DA will reduce to 30%.

2. In case the duration of your stay aboard is reduced, your entitlement to DA and incidentals will decrease to the actual period of stay.

- iii) Passport No. \_\_\_\_\_
- iv) National Identity Card No. \_\_\_\_\_
- v) Telephone Authority \_\_\_\_\_
- vi) Telex Authority \_\_\_\_\_
- vii) Letter for Immigration \_\_\_\_\_
- viii) Return Airticket No. \_\_\_\_\_
- ix) Excess Baggage Ticket No. \_\_\_\_\_
- x) ASI No. \_\_\_\_\_
- xi) 03 copies of blank Tour Report (Annexure-B)



## ***Administrative Staff Instructions of PTVC***

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Please sign the two copies of this note in token of having received the documents and cash and also sign the following undertaking:-

Manager  
Training & Delegation

Mr. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have received the above-listed documents and cash. I undertake that:-

- I will not take out of Pakistan and bring into Pakistan anything/items carrying or bringing of which is prohibited by law.
- I will not get the foreign exchange provided to me converted into any other currency abroad or within Pakistan from any unauthorised source.
- I shall abide by the instructions contained in ASI No.68 and will return the foreign exchange left with me beyond my entitlement.

( \_\_\_\_\_ )  
Signature



***Administrative Staff Instructions of PTVC***



## *Administrative Staff Instructions of PTVC*

ANNEXURE-  
ASI No. 68

### TOUR REPORT

SUBJECT:- \_\_\_\_\_

My report on the subject visit abroad is as follows:-

**A) Countries visited**

**DEPARTURE:**

City	Date	Time hours (local)

**ARRIVAL:**

City	Date	Time hours (local)	Total Stay nights)	Status: Private/ State Guest

**B) Documents/Cash submitted**

a) Unspent Foreign Exchange

i) Over and above the entitlement of DA and Incidentals: US\$: \_\_\_\_\_

ii) Unspent against the contingent amount: US\$: \_\_\_\_\_

b) Airtickets

i) No. \_\_\_\_\_ Utilised/Unutilised

ii) No. \_\_\_\_\_

iii) No. \_\_\_\_\_

c) MCOs:

i) No. \_\_\_\_\_ for Rs. \_\_\_\_\_ Utilised/Unutilised

ii) No. \_\_\_\_\_ for Rs. \_\_\_\_\_

iii) No. \_\_\_\_\_ for Rs. \_\_\_\_\_



## *Administrative Staff Instructions of PTVC*

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d) Jackets against utilised MCOs:

i) No. \_\_\_\_\_ for Rs. \_\_\_\_\_  
Sector. \_\_\_\_\_

ii) No. \_\_\_\_\_ for Rs. \_\_\_\_\_  
Sector \_\_\_\_\_

Total: Rs. \_\_\_\_\_

2. It is certified that:-

- i) I did not obtain any money from the Protocol staff of Foreign Office and Pak Mission abroad.
- ii) I obtained the amount of US\$ \_\_\_\_\_ from Protocol/ Pak Mission abroad.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_





## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/15232***

***13<sup>th</sup> October, 1992***

### ***Administrative Staff Instruction No. 69*** ***Sub: Delegation of Powers***

1. *The matter regarding delegation of powers has been considered from time to time. In order to distribute the load of work & to delegate some more powers to various officers, the matter has been given fresh consideration.*
2. *The Managing Director has ordered the delegation of following powers to various officers with immediate effect:*

<b><i>SR. No.</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b><i>(i)</i></b>	<i>Sanctioning of Study Leave &amp; leave without pay</i>	<i>DAP/DMD CAP</i>	<i>Group-8 and below Group-6 and below</i>
<b><i>(ii)</i></b>	<i>Sanctioning of Leave (Ex-Pakistan)</i>	<i>DAP/DMD CAP</i>	<i>Group-8 and below Group-6 and below</i>
<b><i>(iii)</i></b>	<i>Sanctioning of Leave not due</i>	<i>DAP/DMD CAP</i>	<i>Group-8 and below Group-6 and below</i>
<b><i>(iv)</i></b>	<i>Approval of accumulation of Privilege leave</i>	<i>a) Head of the respective Unit.</i>	<i>For all employees in Group-8 and below at Units other than Hqr's Office</i>
		<i>b) DAP/DMD</i>	<i>For officers in Group-9 at Units other than Hqr's Office</i>



## ***Administrative Staff Instructions of PTVC***

		<b>c) At Hqr's Office</b> DAP/DMD CAP	Group 9 and below Group 8 and below
v)	Approval of encashment of leave	DAP/DMD CAP	Group-8 and below Group-6 and below
vi)	Approval of Casual Leave/ Privilege Leave/ Earned Leave	a) Head of Unit in case of Heads of Department and Heads of Department in case of their respective staff	For all employees at units other than Heads of Unit
		b) Controllers in case of Head of Department / Section, and Heads of Department/ Section in case of other staff	For all employees at Hqr's except Group-9 officers
		c) Director concerned	Casual leave up to 02 days for Controllers at Hqr's
<b>SR.No.</b>	<b>Nature of Decision</b>	<b>Delegation of Authority to</b>	
vii)	Approval of confirmation of service	DAP/DMD CAP	Group-8 and below Group-6 and below
viii)	Approval of move over	DAP/DMD CAP	Group-8 and below Group-6 and below
ix)	Approval of officiating arrangements	DAP/DMD CAP	Group-8 and below Group-6 and below
x)	Approval of Transfers	DAP/DMD CAP	Group-8 and below Group-3 and below
xi)	Approval of Daily allowance beyond 30 days	Deputy Managing Director	
xii)	Approval of increment on enhancement of educational qualification	DAP/DMD	Group-8 and below
		CAP	Group-6 and below



## **Administrative Staff Instructions of PTVC**

<b>xiii)</b>	<i>Signing of Charge Sheets and Suspension orders</i>	<p><b><u>AT PTV-Hqr's.</u></b></p> <p>a) <i>DAP/DMD/CAP</i></p> <p>b) <i>DCAP-II/APM, Hqr's Unit.</i></p> <p><b><u>At centres/units/offices</u></b></p> <p>a) <i>Head of Unit</i></p> <p>b) <i>APM of Unit</i></p>	<p><i>For Group-8 and below at Hqr's and at Centres/ Units/ Offices and RBSs.</i></p> <p><i>For Group-7 and below at PTV-Hqr's.</i></p> <p><i>For Group-7 and below</i></p> <p><i>For Group-5 and below</i></p>
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3. This supersedes office order No. HP/101/17308 dated 31st July 1978, ASI No. 30 issued vide No. HSA/901/3229 dated 31st July 1982 and ASI NO. 57 issued vide No. HSA/901/1666 dated 21st May 1987.

(M. E. H. Khilji)  
Deputy Managing Director

***Amendments:***

<b>HPP/101/4408</b>	<b>06-06-1993</b>	<b>Office Order (cases be routed through DMD)</b>
<b>HSA/901/4416</b>	<b>07-06-1993</b>	<b>Revised ASI No. 69</b>
<b>HSA/901/100</b>	<b>27-11-1993</b>	<b>Office Order (Delegation of Powers)</b>

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

***HPP/101/4408***

***6<sup>th</sup> June, 1993***

***Office Order***

***Sub: Delegation of Powers (cases be routed through DMD)***

- a) All cases meant for the consideration of the Managing Director would be routed through DMD. All Directors would report through DMD.



### ***Administrative Staff Instructions of PTVC***

- b)** *In suppression of orders issued vide office order No. HPP/101/3712 dated 21.05.1993 the Sales Department of PTV would function under the Deputy Managing Director with immediate effect and until further orders.*
- c)** *In suppression of the orders issued vide Ref. No. HSA/901/15232 dated 13 October 1992 (ASI-69) the Admn. & Personnel Division would function under the Managing Director with immediate effect and until further orders.*

*Kindly acknowledge receipt.*

*(Shahid Rafi)*  
*Managing Director/Chairman*

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



## **Administrative Staff Instructions of PTVC**

**HSA/901/4416**

**7<sup>th</sup> June, 1993**

### **Revised Administrative Staff Instruction No. 69**

#### **Sub: Delegation of Powers**

1. The following powers to the officers mentioned against each are delegated with immediate effect and until further orders:-

<b>S. No.</b>	<b>Nature of Decision</b>	<b>Delegation of Authority to</b>	
<b>(i)</b>	Sanctioning of Study Leave and leave without pay	CAP	Group-8 and below
<b>(ii)</b>	Sanction of Leave (Ex-Pakistan)	CAP	Group-8 and below
<b>(iii)</b>	Sanctioning of Leave not due	CAP	Group-8 and below
<b>(iv)</b>	Sanctioning of Disability leave	CAP	Group-8 and below
<b>(v)</b>	Approval of accumulation of Privilege leaves.	Head of the respective Unit	Group-8 and below
<b>vi)</b>	Approval of encashment of leave	CAP	Group-8 and below
<b>vii)</b>	Approval of Casual Leave/ Privilege Leave/ Earned Leave	a) Head of Unit in case of Heads of Department and Heads of Dept. in case of their respective staff.	For all employees at Units other than Heads of Unit
		b) Controllers in case of Head of Department/ section and Head of Department/Section in case of other staff	For all employees at Hqr's except Group-9 officers
		c) Director concerned	Casual leave up to 2 days for Controllers at Hqr's



## ***Administrative Staff Instructions of PTVC***

<b>viii)</b>	<i>Approval of confirmation of service</i>	<i>CAP</i>	<i>Group-8 and below</i>
<b>ix)</b>	<i>Approval of moreover</i>	<i>CAP</i>	<i>Group-7 and below</i>
<b>x)</b>	<i>Approval of officiating arrangements</i>	<i>CAP</i>	<i>Group-6 and below</i>
<b><i>S. No.</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b>xi)</b>	<i>Approval of Transfers</i>	<i>CAP</i>	<i>Group-6 and below</i>
<b>xii)</b>	<i>Approval of Daily/ allowance beyond 30 days</i>	<i>CAP</i>	<i>Group-6 and below</i>
<b>xiii)</b>	<i>Approval of increment on enhancement of educational qualifications</i>	<i>CAP</i>	<i>Group-8 and below</i>
<b>xiv)</b>	<i>Signing of Charge Sheets and Suspension orders</i>	<p><b><u>AT PTV-Hqr's.</u></b> <i>CAP</i></p> <p><i>DCAP-II/APM, Hqr's Unit.</i></p> <p><b><u>At Centres/Units/Offices</u></b> <i>Head of Unit.</i> <i>APM of Unit.</i></p>	<p><i>For Group-8 and below at Hqr's and at Centres /Units/Offices and RBSs.</i></p> <p><i>For Group-7 and below AT PTV-Hqr's.</i></p> <p><i>For Group-7 and below.</i> <i>For Group-5 and below</i></p>

2. This supersedes ASI No. 69 issued vide Reference No. HSA/901/15232 dated 13-10-1992.

**(Shahid Rafi)**  
**Managing Director**

### ***Amendments:***

<b>HSA/901/100</b>	<b>27-11-1993</b>	<b>Office Order (Delegation of Powers)</b>
<b>HSA/901/2644</b>	<b>14-04-1994</b>	<b>Revised ASI No. 69</b>



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/100***

***27<sup>th</sup> November, 1993***

***Office Order***  
***Sub: Delegation of Powers***

***1. The following powers to the officers mentioned against each are delegated with immediate effect:-***

<b><i>SR.No.</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b><i>i.</i></b>	<b><i>Sanctioning of Study Leave and Leave without Pay.</i></b>	<b><i>DAP</i></b>	<b><i>Group-8 and below</i></b>
		<b><i>C Per</i></b>	<b><i>Group-6 and below</i></b>
<b><i>ii.</i></b>	<b><i>Sanctioning of Leave (ex-Pakistan)</i></b>	<b><i>DAP</i></b>	<b><i>Group-8 and below</i></b>
		<b><i>C Per</i></b>	<b><i>Group-6 and below</i></b>
<b><i>iii.</i></b>	<b><i>Sanctioning of "Leave not due"</i></b>	<b><i>DAP</i></b>	<b><i>Group-8 and below</i></b>
		<b><i>C Per</i></b>	<b><i>Group-6 and below</i></b>



## ***Administrative Staff Instructions of PTVC***

<b>iv.</b>	<i>Approval of accumulation of Privilege leave</i>	<p>a) Head of respective Unit</p> <p>b) DAP</p> <p>c) <b>At Hqr's office</b> DAP C Per</p>	<p><i>For all the employees in Group-8 and below at Units other than Hqr's Office.</i></p> <p><i>For Officers in Group-9 at Units other than Hqr's., Office.</i></p> <p><i>Group-9 and below</i> <i>Group-8 and below</i></p>
<b>v.</b>	<i>Approval of encashment of leave</i>	DAP C Per	<i>Group-8 and below</i> <i>Group-6 and below</i>
<b>vi.</b>	<i>Approval of Casual Leave/Privilege Leave/Earned Leave.</i>	a) Head of Unit in case of Heads of Department and Heads of Depart. in case of their respective staff.	<i>For all employees at Units other than Heads of Unit.</i>
		b) Controllers in case of Head of Department / Section, Heads of Depart. Section in case of other staff	<i>For all employees at Hqr's except Group-9 officers.</i>
		c) Director concerned	<i>Casual leave up to 02 days for Controllers at HQs</i>
<b>SR.No.</b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b>vii.</b>	<i>Approval of confirmation of service</i>	DAP C Per	<i>Group-6 and below</i> <i>Group-3 and below</i>
<b>viii.</b>	<i>Approval of move over</i>	DAP C Per	<i>Group-6 and below</i> <i>Group-3 and below</i>
<b>ix.</b>	<i>Approval of officiating arrangements</i>	DAP C Per	<i>Group-8 and below</i> <i>Group-6 and below</i>
<b>x.</b>	<i>Approval of transfers</i>	DAP C Per	<i>Group-8 and below</i> <i>Group-3 and below</i>
<b>xi.</b>	<i>Approval of Daily</i>	DAP	<i>For all employees</i>





## ***Administrative Staff Instructions of PTVC***

	<i>Allowance beyond 29 days.</i>		
<b><i>xii.</i></b>	<i>Approval of increment on enhancement of educational qualification.</i>	<i>DAP C Per</i>	<i>Group-8 and below Group-6 and below</i>

**2.** *This supersedes ASI-No.69 dated 13.10.1992 and Revised ASI-No. 69 dated 07.06.1993.*

*(Farhad Zaidi)  
Managing Director*

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



## **Administrative Staff Instructions of PTVC**

**HSA/901/2644**

**14<sup>th</sup> April, 1994**

### **Revised Administrative Staff Instruction No. 69**

#### **Sub: Delegation of Powers**

1. The following powers to the officers mentioned against each are delegated with immediate effect:-

<b>S. No.</b>	<b>Nature of Decision</b>	<b>Delegation of Authority to</b>	
<b>i)</b>	Sanctioning of Study Leave and Leave without Pay	Director Administration & Personnel Controller Personnel	Group-8 and below Group-6 and below
<b>ii)</b>	Sanctioning of leave (ex-Pakistan)	DAP Controller Personnel	Group-8 and below Group-6 and below
<b>iii)</b>	Sanctioning of "Leave not due"	DAP Controller Personnel	Group-8 and below Group-6 and below
<b>iv)</b>	Sanctioning of Disability leave	Controller Personnel	Group-8 and below
<b>v)</b>	Approval of Accumulation of Privilege leave	a) Head of the respective Unit  b) Director Administration & Personnel  c) At Hqr's Office:- DAP Controller Personnel	For all employees in Group-8 and below at Units other than Hqr's office  For officers in Group-9 at Units other than Hqr's Office.  Group-9 and below Group-8 and below
<b>vi)</b>	Approval of encashment of leave	DAP Controller Personnel	Group-8 and below Group-6 and below
<b>vii)</b>	Approval of Casual Leave/Privilege leave/Earned Leave	a) Head of Unit in case of Heads of Dept. and Head of Dept. in case of their respective staff.	For all employees at Units other than Heads of Unit



## **Administrative Staff Instructions of PTVC**

		<p>b) Controllers in case of Head of Dept. / Section, Head of Dept. / Section in case of other staff.</p> <p>c) Directors concerned.</p>	<p>For all employees at Hqr's except Group-9 officers.</p> <p>Casual Leave up to 02 days for Controllers at HQs</p>
<b>S. No.</b>	<b>Nature of Decision</b>	<b>Delegation of Authority to</b>	
<b>viii).</b>	Approval of confirmation of service	<p>Director Administration &amp; Personnel</p> <p>Controller Personnel</p>	<p>Group-6 and below</p> <p>Group-3 and below</p>
<b>ix)</b>	Approval of move-over	<p>DAP</p> <p>Controller Personnel</p>	<p>Group-6 and below</p> <p>Group-3 and below</p>
<b>x)</b>	Approval of officiating arrangements	<p>Director Administration &amp; Personnel</p> <p>Controller Personnel</p>	<p>Group-8 and below</p> <p>Group-6 and below</p>
<b>xi)</b>	Approval of transfers	<p>DAP</p> <p>Controller Personnel</p>	<p>Group-8 and below</p> <p>Group-6 and below</p>
<b>xii)</b>	Approval of Daily Allowance beyond 29 days	<p>Director Administration &amp; Personnel</p>	
<b>xiii)</b>	Approval of increment on enhancement of educational qualification.	<p>Director Administration &amp; Personnel</p> <p>Controller Personnel</p>	<p>Group-8 and below</p> <p>Group-6 and below</p>
<b>xiv).</b>	Signing of Charge Sheets and suspension orders	<p><b><u>At PTV Hqr's:</u></b></p> <p>Controller Personnel</p> <p>DCAP-II/APM, Hqr's Unit</p> <p><b><u>At Centres/Units/Offices</u></b></p>	<p>For Group-8 and below at Hqr's and at Centres/ Units/ Offices and RBSs.</p> <p>For Group-7 and below at PTV Hqr's.</p>



## **Administrative Staff Instructions of PTVC**

		<i>Heads of Unit APM of Unit</i>	<i>Group-7 and below Group-5 and below</i>
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2. This supersedes office order No. HSA/901/100 dated November 27, 1993.

(Farhad Zaidi)  
Managing Director

### **Amendments:**

<b>HSA/901/4079</b>	<b>29-06-1994</b>	<b>Revised ASI No. 69</b>
<b>HSA/901/4543</b>	<b>21-07-1994</b>	<b>Amendment No. 1 to ASI No. 69</b>
<b>HPP/101/7766</b>	<b>19-10-1994</b>	<b>Office Order (powers delegated to DE)</b>
<b>HSA/901/2889</b>	<b>01.06.1995</b>	<b>Partial Modification of Revised ASI No. 69</b>
<b>MD-41/95/134</b>	<b>01.08.1995</b>	<b>Cancellation of amendment No. 1 to ASI-69</b>

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

**HSA/901/4079**

**29<sup>th</sup> June, 1994**

### **Revised Administrative Staff Instruction No. 69** **Sub: Delegation of Powers**

1. The following powers to the officers mentioned against each are delegated with immediate effect:-

<b>S. No</b>	<b>Nature of Decision</b>	<b>Delegation of Authority to</b>	
<b>(i)</b>	Sanctioning of Study Leave and leave without pay	DMD DAP C. Personnel	Group-9 and below Group-8 and below Group-6 and below
<b>(ii)</b>	Sanction of Leave (Ex-Pakistan)	DMD DAP C. Personnel	Group-9 and below Group-8 and below Group-6 and below



### ***Administrative Staff Instructions of PTVC***

<b><i>(iii)</i></b>	<i>Sanctioning of "Leave not due"</i>	<i>DMD DAP C. Personnel</i>	<i>Group-9 and below Group-8 and below Group-6 and below</i>
<b><i>(iv)</i></b>	<i>Sanctioning of Disability leave</i>	<i>DMD C. Personnel</i>	<i>Group-9 and below Group-8 and below</i>
<b><i>(v)</i></b>	<i>Approval of accumulation of Privilege leave</i>	<i>a) Head of the respective unit.  b) Deputy Managing Director  <b><u>c) At Hqr's office</u></b> DMD DAP C. Personnel</i>	<i>For all employees in Group-8 and below at Units other than Hqr's office.  For officers in Group-9 at Units other than Hqr's Office.  Group-9 and below Group-8 and below Group-6 and below</i>
<b><i>vi)</i></b>	<i>Approval of encashment of leave</i>	<i>DMD DAP C. Personnel</i>	<i>Group-9 and below Group-8 and below Group-6 and below</i>
<b><i>S. No</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	



## ***Administrative Staff Instructions of PTVC***

<b>vii)</b>	<i>Approval of Casual Leave/ Privilege Leave/ Earned Leave</i>	<p><i>a) Head of Unit in case of Heads of Department and Heads of Dept. In case of their respective staff.</i></p> <p><i>b) Controllers in case of Heads of Department /Section, Heads of Department/ Section in case of other staff.</i></p> <p><i>c) Deputy Managing Director</i></p> <p><i>d) Director concerned</i></p>	<p><i>For all employees at Unit other than Heads of Unit.</i></p> <p><i>For all employees at Hqr's except Group-9 officers.</i></p> <p><i>Casual leave beyond 03 days for Controllers at Hqr's.</i></p> <p><i>Casual leave up to 02 days for Controllers at Hqr's</i></p>
<b>viii)</b>	<i>Approval of confirmation of service</i>	<i>DMD DAP C. Personnel</i>	<i>Group-8 and below Group-6 and below Group-3 and below</i>
<b>ix)</b>	<i>Approval of moreover</i>	<i>DMD DAP C. Personnel</i>	<i>Group-9 and below Group-6 and below Group-3 and below</i>
<b>x)</b>	<i>Approval of officiating arrangements</i>	<i>DMD DAP C. Personnel</i>	<i>Group-9 and below Group-8 and below Group-6 and below</i>
<b>xi)</b>	<i>Approval of Transfers</i>	<i>DMD</i>	<i>All Groups</i>
<b>xii)</b>	<i>Approval of Tour authorization</i>	<i>DMD Concerned Director</i>	<i>Controller &amp; GMS Group-8 &amp; below at Hqr's</i>



## ***Administrative Staff Instructions of PTVC***

<b>xiii)</b>	<i>Approval of Daily allowance beyond 29 days</i>	<i>DMD DAP</i>	<i>Group-9 and below Group-8 and below</i>
<b>xiv)</b>	<i>Approval of increment on enhancement of education qualification</i>	<i>DMD DAP C. Personnel</i>	<i>Group-9 and below Group-8 and below Group-6 and below</i>
<b><i>S. No</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b>xv)</b>	<i>Signing of Charge Sheets and Suspension orders</i>	<i>AT PTV-Hqr's. C. Personnel  DCAP-II/APM, Hqr's Unit.  At Centres/ Units/ Offices  Head of Unit. APM of Unit.</i>	<i>Group-8 and below at HQs and at Centres / Units/ Offices and RBSs.  Group- 7 and below at PTV-Hqr's.  Group-7 and below. Group-5 and below.</i>
<b>xvi)</b>	<i>Leave Preparatory to retirement</i>	<i>DMD DAP C. Personnel</i>	<i>Group-9 and below Group-8 and below Group-6 and below</i>

**2.** *The Deputy Managing Director in concurrence with the Managing Director is also delegated the authority to exercise Administrative powers contained in PTV employees Service Rules Clauses 12.05, 13.03 (b)(ii), 13.14 and 14.02 (c), and for award of any or more of the punishments except dismissal listed in Rule No. 14.07 to all employees.*

**3.** *This supersedes Revised Administrative Staff Instructions No. 69 issued vide Ref. No. HSA/901/2644 dated April 14, 1994.*



## ***Administrative Staff Instructions of PTV***

***(Farhad Zaidi)***  
***Managing Director***

### ***Amendments:***

<b><i>HSA/901/4543</i></b>	<b><i>21-07-1994</i></b>	<b><i>Amendment No. 1 to ASI No. 69</i></b>
<b><i>HPP/101/7766</i></b>	<b><i>19-10-1994</i></b>	<b><i>Office Order (powers delegated to DE)</i></b>
<b><i>HSA/901/2889</i></b>	<b><i>01.06.1995</i></b>	<b><i>Partial Modification of Revised ASI No. 69</i></b>
<b><i>MD-41/95/134</i></b>	<b><i>01.08.1995</i></b>	<b><i>Cancellation of amendment No. 1 to ASI-69</i></b>
<b><i>HSA/901/6302</i></b>	<b><i>14.11.1995</i></b>	<b><i>Revised ASI No. 69</i></b>

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

***HSA/901/4543***

***21<sup>st</sup> July, 1994***

### ***Amendment No. 1 to Revised ASI No. 69*** ***Sub: Delegation of Powers***

***1. The Managing Director has been pleased to delegate his powers of appointing authority as contained in Clause 5.16 of PTV Employees Service Rules to the Deputy Managing Director. He will exercise these powers concurrently with Administrative Heads in case of posts in Group-1 to 3 and in consultation with the Managing Director in case of appointment for posts in Group-4 and above.***

***(Mumtaz Hamid Rao)***  
***Director***  
***Administration & Personnel***





***Administrative Staff Instructions of PTVC***

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

***HPP/101/7766***

***19<sup>th</sup> October, 1994***

***Office Order***  
***Sub: Delegation of Powers to DE***

***1. The following powers have been delegated to Director Engineering with immediate effect:***



### ***Administrative Staff Instructions of PTVC***

- i) Inter-station transfers of all employees within RBS Zone-I (Bluchistan) and all other such Zones that may be established in future. This authority shall only be exercisable after prior discussion of all transfer cases with the Managing Director.*
  - ii) Tour authorization of all the Engineers Incharge of PTV Rebroadcast Stations and RBS Zones.*
- 2.** *This has the approval of the Managing Director.*

*(Mumtaz Hamid Rao)*  
*Director*  
*Admin & Personnel*

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



## ***Administrative Staff Instructions of PTV***

***HSA/901/2889***

***1<sup>st</sup> June, 1995***

### ***Partial Modification of Revised Administrative Staff Instruction No. 69 Sub: Delegation of Powers***

***1. In partial modification of Revised ASI No. 69, the designation of Controller Personnel for approval of confirmation of services of employees in Group-3 and below at serial No. viii may be treated as deleted. The authority regarding confirmation of employees at Television Centres will continue to rest with the General Manager of the respective centres.***

***(Mumtaz Hamid Rao)***  
***Director***  
***Administration and Personnel***



***Administrative Staff Instructions of PTVC***

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

***MD-41/95/134***

***1<sup>st</sup> August 1995***

***Office Order***  
***Sub: Delegation of Powers***

***1. With immediate effect letter No.HSA/901/4543 dated 21.07.1994 issued by DAP is hereby, withdrawn and cancelled.***

***(Raana Shaikh)***  
***Managing Director***



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/6302***

***14<sup>th</sup> November, 1995***

### ***Revised Administrative Staff Instruction No. 69*** ***Sub: Delegation of Powers***

***1. The Following Administrative powers to the officers mentioned against each are hereby delegated with immediate effect:-***

<b><i>S. No</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b><i>(i)</i></b>	<b><i>Sanctioning of Study Leave and leave without pay</i></b>	<b><i>DAP C. Personnel</i></b>	<b><i>Group-7 Posts and below Group-5 Posts and below</i></b>
<b><i>(ii)</i></b>	<b><i>a) Sanction of Leave (Ex- Pakistan) Except Producers</i></b>	<b><i>DAP C. Personnel</i></b>	<b><i>Group-8 Posts and below Group-6 Posts and below</i></b>
	<b><i>b) Producers</i></b>	<b><i>Managing Director</i></b>	<b><i>All Groups</i></b>



## ***Administrative Staff Instructions of PTVC***

<b>iii)</b>	<i>Sanctioning of "Leave Not Due"</i>	DAP C. Personnel	Group-8 Posts and below Group-6 Posts and below
<b>iv)</b>	<i>Sanctioning of Disability Leave</i>	DAP C. Personnel	Group-8 posts and below Group-6 posts and below
<b>v)</b>	<i>Approval of accumulation of Privilege Leave</i>	Head of the respective Unit  <b><u>b) At HQs Office:</u></b> DAP C. Per	a) For all employees in Group-8 posts and below at Units other than HQs Office.  Group-9 posts and below Group-6 posts and below
<b>vi)</b>	<i>Approval of encashment of leave</i>	DAP C. Per	Group-9 posts and below Group-6 posts and below
<b>S. No</b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b>vii)</b>	<i>Approval of Casual Leave / Privilege Leave/ Earned Leave</i>	a) Head of Unit in case of Heads of Dept. and Head of Department in case of their respective Staff  b) Controllers in case of Heads of Department /Section, and Head of Department in case of other staff  c) Director concerned	For all employees at Units other than Heads of units  For all employees at HQs except Group-9 Officers  Casual Leave up to 3 days for Controllers at HQ's



## ***Administrative Staff Instructions of PTVC***

<b>viii)</b>	<i>approval of confirmation of service</i>	<i>DAP C. Personnel</i>	<i>Group-8 posts and below Group-4 to 6 posts</i>
<b>ix)</b>	<i>Approval of move over/ Selection Grade</i>	<i>DAP C. Personnel</i>	<i>Group-9 posts and below Group-6 posts and below</i>
<b>x)</b>	<i>Approval of officiating arrangements</i>	<i>DAP C. Personnel</i>	<i>Group-8 posts and below Group-6 posts and below</i>
<b>xi)</b>	<i>Approval of Tour Authorization</i>	<i>Concerned Director</i>	<i>Group-8 posts and below at HQ's</i>
<b>xii)</b>	<i>Approval of Daily Allowance beyond 29 days</i>	<i>DAP</i>	<i>Group-8 posts and below</i>
<b>xiii)</b>	<i>Approval of increment on enhancement of educational qualification</i>	<i>DAP C. Per.</i>	<i>Group-9 posts and below Group-6 posts and below</i>
<b>xiv)</b>	<i>Signing of Charge Sheets and suspension orders</i>	<i>AT PTV-Hqr's. C. Personnel  DCAP-II/APM, Hqr's Unit.  At Centres/ Units/ Offices Head of Unit.  APM of Unit.</i>	<i>For Group-8 and below at HQ's and at Centres/ Units/ Offices and RBSs.  For Group- 7 and below AT PTV-HQ's  For Group- 7 and below. For Group-5 and below</i>
<b>S. No</b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b>xv)</b>	<i>Leave Preparatory to Retirement</i>	<i>DAP C. Per.</i>	<i>Group-8 posts and below Group-6 posts and below</i>



## ***Administrative Staff Instructions of PTVC***

2. This supersedes Revised Administrative Staff Instructions No. 69 issued vide Reference No. HSA/901/4079, dated 29 June, 1994.

(Raana Shaikh)  
Managing Director

### ***Amendments:***

<b><i>HSA/209/1695</i></b>	<b><i>08-04-1996</i></b>	<b><i>Revised ASI No. 69</i></b>
<b><i>HSA/209/2069</i></b>	<b><i>24-04-1996</i></b>	<b><i>Office Order (Producer's Long Leave)</i></b>
<b><i>HPP/209/2135</i></b>	<b><i>05-05-1996</i></b>	<b><i>Office Order (Amendment to ASI-69)</i></b>
<b><i>HSA/901/7036</i></b>	<b><i>28.12.1996</i></b>	<b><i>Revised ASI No. 69</i></b>





## **Administrative Staff Instructions of PTVC**

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

**HSA/209/1695**

**8<sup>th</sup> April, 1996**

### **Revised Administrative Staff Instruction No. 69** **Sub: Delegation of Powers**

**1.** The following powers to the officers mentioned against each are delegated with immediate effect:-

<b>Sr. No.</b>	<b>Nature of Decision</b>	<b>Delegation of Authority to</b>		
<b>i.</b>	<i>Sanctioning of Study Leave and Leave without Pay</i>	a).	<i>All employees of posts in Group-6 and 7</i>	<i>DMD</i>
		b).	<i>All employees of posts in Group-1 to 5.</i>	<i>CAP</i>
<b>ii.</b>	<i>Sanctioning of Leave (ex-Pakistan)</i>	a)i	<i>All employees of posts in Group-7 and &amp; except Producers.</i>	<i>DMD</i>
		ii.	<i>Producers of all the three disciplines and of all groups in consultation with Managing Director</i>	<i>DMD</i>
		b)	<i>All employees of posts in Group-1 to 6 except Producers</i>	<i>CAP</i>
<b>iii.</b>	<i>Sanctioning of "Leave not Due"</i>	a)	<i>All employees of posts in Group-7 to 9.</i>	<i>DMD</i>
		b)	<i>All employees of posts in Group-1 to 6.</i>	<i>CAP</i>
<b>iv)</b>	<i>Sanctioning of Disability Leave</i>	a)	<i>All employees of posts in Group-7 to 8</i>	<i>DMD</i>
		b)	<i>All employees of posts in Group-1 to 6</i>	<i>CAP</i>



## **Administrative Staff Instructions of PTVC**

<b>v)</b>	<i>Approval of accumulation of Privilege Leave</i>	a)	<i>All employees of posts in Group-8 and below at Units other than Hqr's Office.</i>	<i>Head Of Units</i>
		b)	<i>Employees of posts in Group-9 and Departmental Heads at Units other than Hqr's Office</i>	<i>DMD</i>
		c)	<b><u>At Hqr's Office</u></b> <i>i) All employees of posts in Group-7 to 9.</i> <i>ii) All employees of posts in Group-1 to 6.</i>	<i>DMD</i>  <i>CAP</i>
<b>Sr. No.</b>	<b>Nature of Decision</b>	<b>Delegation of Authority to</b>		
<b>vi)</b>	<i>Approval of encashment of leave.</i>	a)	<i>All employees of posts in Group-7 to 8.</i>	<i>DMD</i>
		b)	<i>All employees of posts in Group-1 to 6.</i>	<i>CAP</i>
<b>vii)</b>	<i>Approval of Privilege Leave Earned Leave/Casual Leave</i>	<b>Employees of a Unit other than Hqr's Office:-</b>		
		<i>a) Head of Department in case of their respective staff.</i> <i>b) Head of Units in case of Departmental/ Sectional Heads.</i>  <b>Employees at Hqr's., Office:-</b> <i>a) Controller in case of Heads of Department /Section</i> <i>b) Head of Department in case of their respective staff.</i>		
<b>viii)</b>	<i>Approval of Casual Leave</i>	<b>Controllers at Hqr's, Office and employees of Group-9 Posts at Units.</b> <i>a) Respective Director and Heads of Units for Casual leave of 02 days.</i> <i>b) MD for Casual leave of more than 02 days.</i>		
<b>ix)</b>	<i>Approval of</i>	a)	<i>All employees of posts in</i>	<i>DMD</i>



## ***Administrative Staff Instructions of PTVC***

	<i>confirmation of service</i>	b)	<i>Group-7 and 8. All employees of posts in Group-4 to Group-6</i>	<i>CAP</i>
<i>x)</i>	<i>Approval of move over</i>	a)	<i>All employees of posts in Group-7 to 8.</i>	<i>DMD</i>
		b)	<i>All employees of posts in Group-1 to 6.</i>	<i>CAP</i>
<i>xi)</i>	<i>Approval of officiating arrangements</i>	a)	<i>All employees of posts in Group-7 and 8.</i>	<i>DMD</i>
		b)	<i>All employees of posts in Group-1 to 6.</i>	<i>CAP</i>
<i>xii)</i>	<i>Approval of Tour authorization</i>	a)	<i>All employees of posts in Group-8</i>	<i>DMD</i>
		b)	<i>All employees of posts in Group-1 to 7.</i>	<i>Directors at Hqr's. Office and Heads of Units at Centres.</i>
<i>xiii)</i>	<i>Approval of transfers</i>		<i>Employees of posts in Group-1 to 7 except Producers</i>	<i>DMD</i>
<b><i>Sr. No.</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>		
<i>xiv)</i>	<i>Approval of disturbance Allowance beyond 29 days.</i>		<i>All employees</i>	<i>DMD</i>
<i>xv)</i>	<i>Approval of increment on enhancement of educational qualification</i>	a)	<i>All employees of posts in Group-7 to 9.</i>	<i>DMD</i>
		b)	<i>All employees of posts in Group-1 to 6.</i>	<i>CAP</i>
<i>xvi)</i>	<i>Approval of attending regular evening classes</i>	a)	<i>All employees of posts in Group-7 to 9.</i>	<i>DMD</i>
		b)	<i>All employees of posts in Group-1 to 6.</i>	<i>DMD</i>



## ***Administrative Staff Instructions of PTVC***

<b><i>xvii)</i></b>	<i>Signing of Charge Sheets and suspension orders.</i>		<u><i>At PTV-Hqr's.</i></u> <i>For posts in Group-8 and below at Hqr's and at Centres / Units Offices and RBSs.</i>	<i>Controller Admin. &amp; Personnel</i>
			<i>For posts in Group-7 and below at PTV-Hqr's.</i>	<i>DCAP-II / APM, Hqr's Unit</i>
			<u><i>At Centres/ Units/Office</i></u> <i>For posts in Group-6 to 8.</i>	<i>Head of Unit</i>
			<i>For Posts in Group-1 to 6.</i>	<i>APM</i>
<b><i>xviii)</i></b>	<i>Approval of Leave Preparatory to retirement</i>	<i>a)</i>	<i>All employees of posts in Group-8 and below</i>	<i>DMD</i>

2. *Privilege/Earned Leave, leave Ex-Pakistan, leave without pay to officers of Group-9 posts will be sanctioned by the Managing Director.*

3. *This supersedes Revised Administrative Staff instructions No. 69 issued vide Ref. No. HSA/901/6302 dated 14.11.1995.*

*(Raana Shaikh)*  
*Managing Director*

***Amendments:***

<b><i>HSA/209/2069</i></b>	<b><i>24-04-1996</i></b>	<b><i>Office Order (Producer's Long Leave)</i></b>
<b><i>HPP/209/2135</i></b>	<b><i>05-05-1996</i></b>	<b><i>Office Order (Amendment to ASI-69)</i></b>
<b><i>HSA/901/7036</i></b>	<b><i>28.12.1996</i></b>	<b><i>Revised ASI No. 69</i></b>

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

***HSA/209/2069***

***24<sup>th</sup> April, 1996***

***Office Order***



## ***Administrative Staff Instructions of PTVC***

### ***(Producer's Long Leave)*** ***Sub: Delegation of Powers***

***1.*** Further to ASI No. 69 issued vide No. HSA/209/1699 dated April 8, 1996, any type of long leave (more than 15 days) of Producers, and all other employees of Group-7 and above would, henceforth, be sanctioned in consultation with the Managing Director. The leave sanctioning authorities may obtain Managing Director's approval before granting such leave.

*(Sajid Mansoor Qaisrani)*  
*Controller*  
*Admin & Personnel*



***Administrative Staff Instructions of PTVC***

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

***HPP/209/2135***

***5<sup>th</sup> May, 1996***

***Office Order***  
***Amendment to ASI-69***  
***Sub: Delegation of Powers***

***1. In partial modification of Revised ASI-69 issued vide No. HSA/ 209/1695 dated 08.04.1996 the approving authority against SR. No. XVI (b) may be changed to read as Controller Admin & Personnel instead of Deputy Managing Director.***

***(Sajid Mansoor Qaisrani)***  
***Controller***  
***Admin & Personnel***



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/7036***

***28<sup>th</sup> December, 1996***

### ***Revised Administrative Staff Instruction No. 69*** ***Sub: Delegation of Powers***

***1. The following powers to the officers mentioned against each are delegated with immediate effect:-***

<b><i>S. No</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b><i>(i)</i></b>	<b><i>Sanctioning of Study Leave and leave without pay</i></b>	<b><i>Employees of posts in Group-8 and below</i></b>	<b><i>DAP</i></b>
		<b><i>Employees of posts in Group-6 and below</i></b>	<b><i>Controller Personnel</i></b>
<b><i>(ii)</i></b>	<b><i>Sanctioning of Leave (Ex-Pakistan) Subject to policy Laid down by the Higher authorities</i></b>	<b><i>a) Employees of posts in Group-8 and below</i></b>	<b><i>DAP</i></b>
		<b><i>b) Employees of posts in Group-6 and below</i></b>	<b><i>Controller Personnel</i></b>
<b><i>iii)</i></b>	<b><i>Sanctioning of "Leave Not Due"</i></b>	<b><i>a) Employees of posts in Group-8 and below</i></b>	<b><i>DAP</i></b>
		<b><i>b) Employees of posts in Group-6 and below</i></b>	<b><i>Controller Personnel</i></b>



## ***Administrative Staff Instructions of PTVC***

<i>iv)</i>	<i>Sanctioning of Disability Leave</i>	<i>a) Employees of posts in Group-8 and below</i> <i>b) Employees of posts in Group-6 and below</i>	<i>DAP</i>  <i>Controller Personnel</i>
<i>v)</i>	<i>Approval of accumulation of Privilege Leave</i>	<i>a) Employees of posts in Group-8 and below at Units other than Hqr's Office</i> <i>b) Employees of posts in Group-9</i> <i>c) <u>At Hqr's office</u></i> <i>i) Employees of posts in Group-9 and below</i> <i>ii) Employees of posts in Group-6 and below</i>	<i>Head of Units</i>  <i>DAP</i>  <i>DAP</i>  <i>Controller Personnel</i>
<b><i>S. No</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<i>vi)</i>	<i>Approval of encashment of Leave</i>	<i>a) Employees of posts in Group-9 and below</i> <i>b) Employees of posts in Group-6 and below</i>	<i>DAP</i>  <i>Controller Personnel</i>
<i>vii</i>	<i>Approval of Privilege Leave/ Earned Leave/ Casual Leave</i>	<i>Employees of a Unit Other than Hqr's Office:</i>   <i>Employees at Hqr's Office</i>	<i>a) Head of Department In case of their Respective staff.</i> <i>b) Head of Units in Case of Departmental / Sectional Heads.</i>  <i>a) Controller in case Of Heads of Department / Section.</i>  <i>b) Head of</i>





## ***Administrative Staff Instructions of PTVC***

			<i>Department in case of their Respective staff.</i>
<b>viii</b>	<i>Approval of Casual Leave</i>	<i>Controllers at Hqr's Office and employees of Group-9 posts at Unit.</i>	<i>Respective Director and Heads of Units for Casual Leave upto 03-days.</i>
<b>ix)</b>	<i>Approval of Confirmation of service</i>	<i>a) Employees of posts in Group-8 and below b) Employees of posts in Group-4 to 6</i>	<i>DAP Controller Personnel</i>
<b>x)</b>	<i>Approval of Moreover/ selection grade</i>	<i>a) Employees of posts in Group-9 and below b) Employees of posts in Group-6 and below</i>	<i>DAP Controller Personnel</i>
<b>xi)</b>	<i>Approval of officiating arrangements</i>	<i>a) Employees of posts in Group-8 and below b) Employees of posts in Group-6 and below</i>	<i>DAP Controller Personnel</i>
<b>xii)</b>	<i>Approval of tour authorization</i>	<i>a) Employees of posts in Group-8 and below at Hqr's. b) At centres/RBSs/Offices</i>	<i>Director concerned Head of units</i>
<b>S. No</b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b>xiii)</b>	<i>Approval of transfers</i>	<i>a) Employees of posts in Group-9 b) Employees of posts in Group-7 and 8 c) Employees of posts in Group-6 and below</i>	<i>Managing Director Deputy Managing Director DAP</i>
<b>xiv)</b>	<i>Approval of disturbance/</i>	<i>Employees of posts in</i>	<i>Director</i>



## ***Administrative Staff Instructions of PTVC***

	<i>Daily allowance Beyond 29 days</i>	<i>Group-8 and below</i>	<i>Administration and Personnel</i>
<i>xv)</i>	<i>Approval of Increment on Enhancement of Educational Qualification</i>	<i>a) Employees of posts in Group-9 and below b) Employees of posts in Group-6 and below</i>	<i>DAP Controller Personnel</i>
<i>xvi)</i>	<i>Approval of attending regular evening classes</i>	<i>a) Employees of posts in Group-9 and below b) Employees of posts in Group-6 and below</i>	<i>DAP Controller Personnel</i>
<i>xvii)</i>	<i>Signing of Charge sheets and suspension orders</i>	<b><i>AT PTV Hqr's:</i></b> <i>a) For posts in Group-8 and below at Hqr's and at Centres/Units/Offices and RBSs b) For posts in Group-7 and below</i>  <b><i>At Centres/Units/Offices</i></b> <i>a) For posts in Group-7 and below b) For posts in Group-5 and below</i>	<i>Controller Personnel Deputy Controller Administration and Personnel-II, APM Hqr's (Unit) Head of Unit Admn. &amp; Personnel Manager</i>
<i>xviii)</i>	<i>Approval of Leave Preparatory to Retirement</i>	<i>a) Employees of posts in Group-8 and below b) Employees of posts in Group-6 and below</i>	<i>DAP Controller Personnel</i>

**2.** *Privilege/Earned leave, Casual Leave for more than 03 days, Leave Ex-Pakistan; Leave without Pay; Study Leave; Leave Not Due; Disability Leave;*



## ***Administrative Staff Instructions of PTVC***

*Confirmation; officiating arrangements; tour authorization; disturbance/daily allowance; signing of charge sheets; leave preparatory to retirement to officers of Group-9 posts will be approved by the Managing Director.*

**3.** *This supersedes Revised Administrative Staff Instructions No. 69 issued vide Ref. No. HSA/209/1695 dated 08.04.1996.*

*(Ejaz Rahim)*  
*Managing Director*

### ***Amendments:***

<b><i>HSA/901/2804</i></b>	<b><i>16-06-1997</i></b>	<b><i>Revised ASI No. 69</i></b>
<b><i>HSA/901/1811</i></b>	<b><i>11-04-2000</i></b>	<b><i>Amendment No. 1 to Revised ASI No. 69</i></b>
<b><i>HSA/901/3218</i></b>	<b><i>07-06-2000</i></b>	<b><i>Amendment No. 2 to Revised ASI No. 69</i></b>
<b><i>HSA/901/5008</i></b>	<b><i>18.08.2000</i></b>	<b><i>Amendment No. 3 to Revised ASI No. 69</i></b>
<b><i>HPP/209/5409</i></b>	<b><i>27-04.-2001</i></b>	<b><i>Office Order (Delegation of Powers)</i></b>
<b><i>HPP/209/6783</i></b>	<b><i>19-07-2001</i></b>	<b><i>Office Order (Delegation of Powers)</i></b>
<b><i>HSA/901/577</i></b>	<b><i>April, 2002</i></b>	<b><i>Amendment No. 4 to Revised ASI No. 69</i></b>
<b><i>HSA/901/1140</i></b>	<b><i>20.05.2002</i></b>	<b><i>Amendment No. 5 to Revised ASI No. 69</i></b>
<b><i>HPP/145/23</i></b>	<b><i>27-07-2002</i></b>	<b><i>Office Order (Powers to Grant Ex-Pakistan Leave to Controller G-9)</i></b>
<b><i>HPP/169/8305</i></b>	<b><i>05-05-2003</i></b>	<b><i>Office Order (Grant of Ex-Pakistan Leave to Group - 4 to Group - 9)</i></b>
<b><i>HP/237/10303</i></b>	<b><i>28-06-2003</i></b>	<b><i>Office Order (Delegation of Powers to CAP/CS)</i></b>
<b><i>HSA/901/3991</i></b>	<b><i>22.10.2004</i></b>	<b><i>Office order for delegation of powers to DAP</i></b>
<b><i>HPP/209/9821</i></b>	<b><i>28-07-2007</i></b>	<b><i>Office order for delegation of powers to DMD</i></b>
<b><i>MD-Admn/ 2009/12-515</i></b>	<b><i>31.01.2009</i></b>	<b><i>Office Order (Delegation of Powers)</i></b>
<b><i>HSA/901/1631</i></b>	<b><i>16-04-1994</i></b>	<b><i>Rebroadcast Transmitter Station Head of Units</i></b>



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/2804***

***16<sup>th</sup> June, 1997***

***Revised Administrative Staff Instructions No. 69***  
***Sub: Delegation of Powers***

***I. The following powers to the officers mentioned against each are delegated with immediate effect:-***

<b><i>S. No</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b><i>(i)</i></b>	<b><i>Sanctioning of Study Leave and leave without pay</i></b>	<b><i>Employees of posts in Group-8 and below</i></b>	<b><i>DAP</i></b>
		<b><i>Employees of posts in Group-6 and below</i></b>	<b><i>CAP</i></b>
<b><i>(ii)</i></b>	<b><i>Sanctioning of Leave (Ex-Pakistan) subject to policy laid down by the higher authorities</i></b>	<b><i>a) Employees of posts in Group-8 and below</i></b>	<b><i>DAP</i></b>
		<b><i>b) Employees of posts in Group-6 and below</i></b>	<b><i>CAP</i></b>
<b><i>iii)</i></b>	<b><i>Sanctioning of "Leave Not Due"</i></b>	<b><i>a) Employees of posts in Group-8 and below</i></b>	<b><i>DAP</i></b>
		<b><i>b) Employees of posts in Group-6 and below</i></b>	<b><i>CAP</i></b>
<b><i>iv)</i></b>	<b><i>Sanctioning of Disability Leave</i></b>	<b><i>a) Employees of posts in Group-8 and below</i></b>	<b><i>DAP</i></b>
		<b><i>b) Employees of posts in</i></b>	<b><i>CAP</i></b>



## **Administrative Staff Instructions of PTVC**

		<i>Group-6 and below</i>	
v)	<i>Approval of accumulation of Privilege Leave</i>	<i>a) Employees of posts in Group-8 and below at Units other than Hqr's Office</i>  <i>b) Employees of posts in Group-9</i>  <b><u>c) At Hqr's office</u></b> <i>a) Employees of posts in Group-9 and below</i>  <i>b) Employees of posts in Group-8 and below</i>	<i>Head of Units</i>  <i>DAP</i>  <i>DAP</i>  <i>CAP</i>
<b><i>S. No</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
vi)	<i>Approval of encashment of Leave</i>	<i>a) Employees of posts in Group-9 and below</i>  <i>b) Employees of posts in Group-8 and below</i>	<i>DAP</i>  <i>CAP</i>
vii	<i>Approval of Privilege Leave/ Earned Leave/ Casual Leave</i>	<i>Employees of a Unit Other than Hqr's Office:</i>   <i>Employees at Hqr's Office</i>	<i>a) Head of Department In case of their Respective staff.</i>  <i>b) Head of Units in Case of Departmental / Sectional Heads.</i>  <i>a) Controller in case of Heads of Department/Section.</i> <i>b) Head of Department In case</i>



## ***Administrative Staff Instructions of PTVC***

			<i>of their Respective staff.</i>
<i>viii</i>	<i>Approval of Casual Leave</i>	<i>Controllers at Hqr's Office and employees of Group-9 posts at Unit.</i>	<i>Respective Director and Heads of Units for Casual Leave upto 03-days.</i>
<i>ix)</i>	<i>Approval of Confirmation of service</i>	<i>a) Employees of posts in Group-8 and below b) Employees of posts in Group-4 to 6</i>	<i>DAP CAP</i>
<i>x)</i>	<i>Approval of Move over/ selection</i>	<i>a) Employees of posts in Group-9 and below b) Employees of posts in Group-6 and below</i>	<i>DAP CAP</i>
<i>xi)</i>	<i>Approval of officiating arrangements</i>	<i>a) Employees of posts in Group-8 and below b) Employees of posts in Group-6 and below</i>	<i>DAP CAP</i>
<i>xii)</i>	<i>Approval of tour authorization</i>	<i>a) Employees of posts in Group-8 and below at Hqr's. b) At centres/RBSs/Offices</i>	<i>Director Concerned Head of units</i>
<b><i>S. No</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<i>xiii)</i>	<i>Approval of transfers</i>	<i>a) Employees of posts in Group-9 and below b) Employees of posts in Group-7 and Group-8 b) Employees of posts in Group-6 and below</i>	<i>Managing Director Deputy Managing Director DAP</i>
<i>xiv)</i>	<i>Approval of disturbance/ Daily allowance Beyond 29 days</i>	<i>Employees of posts in Group-8 and below</i>	<i>DAP</i>



## ***Administrative Staff Instructions of PTVC***

<b>xv)</b>	<i>Approval of Increment on Enhancement of Educational Qualification</i>	<i>a) Employees of posts in Group-9 and below</i> <i>b) Employees of posts in Group-6 and below</i>	<i>DAP</i>  <i>CAP</i>
<b>xvi)</b>	<i>Approval of attending regular evening classes</i>	<i>a) Employees of posts in Group-9 and below</i> <i>b) Employees of posts in Group-6 and below</i>	<i>DAP</i>  <i>CAP</i>
<b>xvii)</b>	<i>Signing of Charge sheets and suspension orders</i>	<p><b><u>AT PTV Hqr's:</u></b></p> <i>a) For posts in Group-8 and below at Hqr's and at Centres/Units/Offices and RBSs</i>  <i>b) For posts in Group-7 and below</i>  <p><b><u>At Centres/Units/Offices</u></b></p> <i>a) For posts in Group-7 and below</i>  <i>b) For posts in Group-5 and below</i>	<i>Controller Administration and Personnel</i>  <i>DCAP-II/APM Hqr's (Unit)</i>  <i>Head of Unit</i>  <i>Admn. &amp; Personnel Manager</i>
<b>xviii)</b>	<i>Approval of Leave Preparatory to Retirement</i>	<i>a) Employees of posts in Group-8 and below</i> <i>b) Employees of posts in Group-6 and below</i>	<i>DAP</i>  <i>CAP</i>

2. *Privilege Leave/Earned Leave, Casual Leave for more than 03 days, Leave (ex-Pakistan), Leave without Pay, Study Leave, Leave Not Due, Disability Leave, Confirmation, Officiating arrangements, tour authorization, disturbance/daily allowance, signing of charge sheets, leave preparatory to retirement to Officers of Group-9 posts will be approved by the Managing Director.*





## ***Administrative Staff Instructions of PTVC***

3. This supersedes Revised Administrative Staff Instructions, No. 69 issued vide Ref. No. HSA/901/7036 dated 30.12.1996.

(Muhammad Zubair)  
Managing Director

### ***Amendments:***

<b><i>HSA/901/1811</i></b>	<b><i>11-04-2000</i></b>	<b><i>Amendment No. 1 to Revised ASI No. 69</i></b>
<b><i>HSA/901/3218</i></b>	<b><i>07-06-2000</i></b>	<b><i>Amendment No. 2 to Revised ASI No. 69</i></b>
<b><i>HSA/901/5008</i></b>	<b><i>18.08.2000</i></b>	<b><i>Amendment No. 3 to Revised ASI No. 69</i></b>
<b><i>HPP/209/5409</i></b>	<b><i>27-04.-2001</i></b>	<b><i>Office Order (Delegation of Powers)</i></b>
<b><i>HPP/209/6783</i></b>	<b><i>19-07-2001</i></b>	<b><i>Office Order (Delegation of Powers)</i></b>
<b><i>HSA/901/577</i></b>	<b><i>April, 2002</i></b>	<b><i>Amendment No. 4 to Revised ASI No. 69</i></b>
<b><i>HSA/901/1140</i></b>	<b><i>20.05.2002</i></b>	<b><i>Amendment No. 5 to Revised ASI No. 69</i></b>
<b><i>HPP/145/23</i></b>	<b><i>27-07-2002</i></b>	<b><i>Office Order (Powers to Grant Ex-Pakistan Leave to Controller G-9)</i></b>
<b><i>HPP/169/8305</i></b>	<b><i>05-05-2003</i></b>	<b><i>Office Order (Grant of Ex-Pakistan Leave to Group - 4 to Group - 9)</i></b>
<b><i>HP/237/10303</i></b>	<b><i>28-06-2003</i></b>	<b><i>Office Order (Delegation of Powers to CAP/CS</i></b>
<b><i>HSA/901/3991</i></b>	<b><i>22.10.2004</i></b>	<b><i>Office order for delegation of powers to DAP</i></b>
<b><i>HPP/209/9821</i></b>	<b><i>28-07-2007</i></b>	<b><i>Office order for delegation of powers to DMD</i></b>
<b><i>MD-Admn/ 2009/12-515</i></b>	<b><i>31.01.2009</i></b>	<b><i>Office Order (Delegation of Powers)</i></b>
<b><i>HSA/901/1631</i></b>	<b><i>16-04-1994</i></b>	<b><i>Rebroadcast Transmitter Station Head of Units</i></b>





## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/1811***

***11<sup>th</sup> April, 2000***

***Amendment No. 1 to Revised ASI-69***  
***Subject: Delegations of Powers***

***1. The competent authority has further delegated the power which may be incorporated in the Revised ASI-69 issued vide No. HSA/901/2804, dated 16-06-1997:-***

<b><i>S. No</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b><i>i</i></b>	<b><i>Sanction of Leave (Ex-Pakistan with full pay/ half pay) subject to policy laid down by the higher authorities.</i></b>	<b><i>Employees up to Pay Group-3</i></b>	<b><i>Head of the Unit</i></b>
		<b><i>Employees from Pay Group-4 to Group 9 (up to a period of 90 days)</i></b>	<b><i>Head of the Unit</i></b>
<b><i>ii</i></b>	<b><i>Special Leave for Hajj (35 days)</i></b>	<b><i>All employees at the Centre</i></b>	<b><i>Head of the Unit</i></b>
<b><i>iii</i></b>	<b><i>Approval of Move over under Clause 4.14</i></b>	<b><i>Employees of all posts</i></b>	<b><i>Head of the Unit</i></b>
<b><i>iv</i></b>	<b><i>Approval of increments to the Drivers on account of accident free service as per the laid down policy.</i></b>	<b><i>-</i></b>	<b><i>Head of the Unit</i></b>
<b><i>v</i></b>	<b><i>Approval of Minor Repair Allowance to the Drivers</i></b>	<b><i>-</i></b>	<b><i>Head of the Unit</i></b>



## ***Administrative Staff Instructions of PTVC***

<b>vi</b>	<i>Approval of attending regular morning/evening classes</i>	<i>All employees</i>	<i>Head of the Unit</i>
<b>vii</b>	<i>Approval of LPR</i>	<i>All employees</i>	<i>Head of the Unit</i>

**2.** *All the Head of Units while exercising the above powers will be responsible of budgeting, payments and settlements of any grievances in this respect.*

**(Muhammad Aslam)**

**Controller**

**Administration & Personnel**

***Pakistan Television Corporation Limited***

***Federal TV Complex, F-5/1, Islamabad***

**HSA/901/3218**

**7<sup>th</sup> June, 2000**

***Amendment No. 2 to Revised ASI-69***

***Subject: Delegations of Powers***

**1.** *The competent authority has further delegated the power which may be incorporated in the Revised ASI-69 issued vide No. HSA/901/2804, dated 16.06.1997:-*

<b><i>S. No</i></b>	<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority to</i></b>	
<b><i>i</i></b>	<i>Sanction of Privilege Leave/ Earned leave casual leave, tour Authorization</i>	<i>Officer Pay Group-9</i>	<i>Concerned Director</i>
<b><i>ii</i></b>	<i>Leave (Ex-Pakistan), Leave without pay, Study leave, Leave Not Due, Disability Leave, Grant of LPR</i>	<i>-do-</i>	<i>Director Admin. &amp; Personnel</i>



## ***Administrative Staff Instructions of PTVC***

*(Muhammad Aslam)*  
*Controller*  
*Administration & Personnel*

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

***HSA/901/5008***

***18<sup>th</sup> August, 2000***

***Office Order***  
***Amendment No. 3 to Revised ASI-69***  
***Sub: Delegation of Powers***

***1. The competent authority has further delegated the power which may be incorporated in the Revised ASI-69 issued vide No.HSA/901/2804 dated 16.06.1997:-***

<b><i>Nature of Decision</i></b>	<b><i>Delegation of Authority</i></b>	
<b><i>Approval of Move over in terms of</i></b>	<b><i>All employees at the</i></b>	<b><i>Head of the Unit.</i></b>



## ***Administrative Staff Instructions of PTVC***

<i>office order No. HPP/101/4327 dated 13.07.1994 &amp; HPP/101/5684 dated 16.10.1996 (in case of selection grade and Group promotion</i>	<i>Centre/ Headquarters</i>	
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**2.** *All the Head of Unit, while exercising the above powers will be responsible for budgetary payment and settlement of any grievance in this respect.*

*(Muhammad Aslam)  
Controller  
Administration & Personnel*

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

***HPP/209/6783***

***19<sup>th</sup> July, 2001***

*Engineer Incharge,  
Rebroadcast Station,*



## ***Administrative Staff Instructions of PTVC***

*Tando Allah Yar*

*Dear Sir,*

- 1. Please refer to your letter No.TDR/A-6/1385 dated 30.01.2001.*
- 2. This is to convey that all the administrative power delegated to Head of the Unit in terms of ASI-69 are to be exercised by DE who is assisted by ACAP(RBSs) in such matters.*
- 3. This supersedes letter No. HPP/209/5409 dated 27.04.2001.*

*Yours faithfully,*

*(Asad Ullah Khan)  
Deputy Controller  
Admin & Personnel-II*



***Administrative Staff Instructions of PTVC***

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

***HSA/901/577***

***April, 2002***

***Office Order***

***Amendment No. 4 to Revised ASI-69***  
***Sub: Delegation of Powers***

***1. The competent authority has further delegated the power which may be incorporated in the Revised ASI-69 issued vide No.HSA/901/2804 dated 16.06.1997:-***

***Nature of Decision***

***Approving authority***

***Encashment of LPR upto Pay group-6***

***CAP***

***Encashment of LPR upto Pay group-9***

***DAP***

***(Muhammad Aslam)***  
***Controller***  
***Administration & Personnel***



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/1140***

***20<sup>th</sup> May, 2002***

### ***Amendment No. 5 Revised ASI-69*** ***Sub: Delegation of Powers***

- 1. To further streamline the smooth working of the Corporation, the Managing Director is pleased to delegate the following administrative and financial powers to Deputy Managing Director.***
  - i). Approval of the resignation acceptance from Group-4 to 8 employees.***
  - ii). Approval of confirmation of Group-9 officers.***
  - iii). Approval of officiating arrangements of Group-9 officers.***
  - iv). Sanctioning of Pension and Gratuity cases of all employees.***
  - v). Sanctioning of Earned Leave/Privilege Leave with pay and without pay of Group-9 officers.***
  - vi). Sanctioning of encashment of LPR/Privilege Leave on retirement of Group-9 Officers.***
  - vii). Sanctioning of disability leave of Group-9 Officers.***
  - viii). Sanctioning of Study Leave and Leave without Pay of Group-9 officers.***
  - ix). Approval of the tour authorization to Group-9 and below officials where air travel and hotel accommodation is involved.***
  - x). Approval of the condonation of excessive office telephone call bills of all entitled employees.***
  - xi). Approval of the overtime over and above 30 hours.***



## ***Administrative Staff Instructions of PTVC***

- xii) Approval of the nomination of PTV official except General Managers/Heads of Division and Directors for tour abroad/within Pakistan to attend any workshop/seminar/course where PTV fund is not involved.*
- 2. Further all disciplinary cases which require approval of the Managing Director and the cases where financial implication is involved should be routed through Deputy Managing Director.*

*(Muhammad Aslam)  
Controller  
Administration & Personnel*

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

***HPP/145/23***

***27<sup>th</sup> July, 2002***

***Office Order  
(Grant of Ex-Pakistan Leave to Controllers G-9)  
Sub: Delegation of Powers***

- 1. It has been decided that henceforth all kinds of leave in respect of General Managers and ex-Pakistan leave in respect of Controllers (Group-9) of PTV shall be sanctioned by the Managing Director.*
- 2. This supersedes all the previous orders on the subject.*





***Administrative Staff Instructions of PTVC***

*Maj. (Retd)*  
*(Jamil Ahmed)*  
*Director*  
*Admin & Personnel*

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

***HPP/169/8305***

***5<sup>th</sup> May, 2003***

***Office Order***  
***(Grant of Ex-Pakistan Leave to Group-4 to Group-9)***  
***Sub: Delegation of Powers***



## ***Administrative Staff Instructions of PTVC***

- 1. The Board of Directors in its 142<sup>nd</sup> meeting held on 29.10.2002 has approved delegation of powers to the Heads of Units to sanction leave ex-Pakistan with full pay/half pay in respect of employees in pay Group-4 to Group-9 upto a period of 180-days.*
  
- 2. In pursuance of above orders of the BOD, Para-1(i) of amendment No.1 to the revised ASI-69 (Delegation of Powers) issued, vide reference No. HSA/901/1811 dated 11.04.2000 is hereby amended accordingly.*

*(Muhammad Aslam)  
Controller  
Admin & Personnel*

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



## ***Administrative Staff Instructions of PTVC***

***HP/237/10303***

***28<sup>th</sup> June, 2003***

### ***Office Order***

#### ***Sub: Delegation of Powers to CAP/CS***

- 1. The Managing Director has been pleased to delegate powers to Controller Admin & Personnel and Controller Sports to appoint/engage any player on Contract/stipend basis on yearly/six month's basis or replacement of any contract player/stipend player within and after contract/engaged period as and when required against the Vacancy from the existing staff strength. However, any new appointment apart from existing strength of contract/stipend player will require the approval of the Managing Director. This arrangement will involve no extra financial implications.***
- 2. This issued with the approval of the Managing Director.***

***(Qamar Iqbal)***  
***Deputy Controller***  
***Admn & Personnel-II***



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/3991***

***22<sup>nd</sup> October, 2004***

### ***Officer Order*** ***Sub: Delegation of Powers to DAP***

***I. The Managing Director is pleased to delegate the following powers to the Director Administration & Personnel:***

- i) Approval of the resignation acceptance from Group-1 to 8 employees.***
- ii) Sanctioning of Pension and Gratuity cases of all employees.***
- iii) Approval for financial assistance amounting to Rs.25, 000.00 to the family of deceased employee who dies during service.***
- iv) Approval for lease instalments/sale of cars as per prescribed rates to the entitled officers as per approval of the Board of Directors.***

***(Muhammad Aslam)***  
***Controller***  
***Administration & Personnel***



## ***Administrative Staff Instructions of PTVC***

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

***HPP/209/9821***

***28<sup>th</sup> July, 2007***

### ***Office Order***

#### ***Sub: Delegation of Powers to DMD***

***1. The Managing Director is pleased to delegate the following powers to the Deputy Managing Director:-***

<b><i>SR.No.</i></b>	<b><i>Nature of Decision</i></b>	<b><i>For</i></b>
<b><i>i.</i></b>	<b><i>Sanctioning of Study Leave and leave without Pay</i></b>	<b><i>Employees of posts in Group-9 and Directors</i></b>
<b><i>ii.</i></b>	<b><i>Sanctioning of (Leave not Due)</i></b>	<b><i>Employees of posts in Group-9 and Directors</i></b>
<b><i>iii.</i></b>	<b><i>Sanctioning of Disability Leave</i></b>	<b><i>Employees of posts in Group-9 and Directors</i></b>
<b><i>iv.</i></b>	<b><i>Approval of accumulation of Privilege Leave</i></b>	<b><i>Employees of posts in Group-9, Controllers, General Managers and Directors</i></b>
<b><i>v.</i></b>	<b><i>Approval of officiating arrangements</i></b>	<b><i>Employees of posts in Group-9</i></b>
<b><i>vi.</i></b>	<b><i>Approval of Tour authorization</i></b>	<b><i>Employees of posts in Group-9 and Directors.</i></b>
<b><i>vii.</i></b>	<b><i>Approval of overtime over and above 30 hours</i></b>	<b><i>All entitled employees</i></b>



## ***Administrative Staff Instructions of PTVC***

<b>viii.</b>	<i>Approval for new telephone/ mobile phone connections and condonation of excessive office telephones/mobile phones bills.</i>	<i>All entitled employees</i>
<b>iv.</b>	<i>Approval of nominations for tour to attend seminars trainings and courses within Pakistan and abroad.</i>	<i>In case of all employees other than Directors</i>
<b>x.</b>	<i>Approval of disturbance/daily allowance beyond 29 days.</i>	<i>Employees of posts in Group-9</i>
<b>xi.</b>	<i>Approval of lease instalment and sales of Cars on retirement</i>	<i>All entitled employees.</i>
<b>xii.</b>	<i>Approval of attending regular evening classes</i>	<i>Employees of posts in Group-9</i>
<b>xiii.</b>	<i>Approval of Leave Preparatory to Retirement</i>	<i>Employees of posts in Group-9 and Directors</i>
<b>xiv.</b>	<i>Sanctioning of Pension and Gratuity</i>	<i>Employees of posts in Group-9 and Directors</i>

*(Asad Ullah Khan)  
Controller  
Admin & Personnel*

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

***MD-Admn/2009/12-515***

***31<sup>st</sup> January, 2009***

***Office Order***  
***Sub: Delegation of Powers***

***1.*** *Numbers of complaints are being received of favouritism/victimization etc. in transfers, postings and re-designation of staff. In order to address this issue, following decisions have been taken with immediate effect;*

- i)*** *All transfers, postings, up gradation and re-designation from Group-1 to 6 are to be cleared by DMD (in consultation with the MD).*



***Administrative Staff Instructions of PTVC***

- ii) *All such cases of Group-7 and above are to be cleared by MD.*

*(Arshad Khan)  
Managing Director*

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

***HSA/901/1631***

***16<sup>th</sup> April, 1994***

***Administrative Staff Instruction No. 70  
Sub: Rebroadcast Transmitter Stations-Head of Unit***



## ***Administrative Staff Instructions of PTV***

- 1. Rebroadcast Transmitter Station is defined in the PTV Service Rules as a "Unit". EIC of RBS is the Administrative Head of his unit. He exercises his Administrative functions in accordance with the provisions of the Pakistan Television Corporation Limited, Employees Service Rules and derives his functional authority as described in the said Service Rules.*
- 2. The financial matters of a Rebroadcast Transmitter Station are dealt with by the concerned Engineer Incharge in consultation with the RBSs Accounts Department at Head Office, Islamabad.*
- 3. In the interest of efficient management of these rebroadcast Transmitter Stations, it is considered necessary that the Director Engineering at PTV Headquarters Office, Islamabad, should be vested with adequate administrative authority over the staff working at these stations. Accordingly, it has been decided that the administration powers presently available to the EIC of RBSs are hereby delegated to the Director Engineering PTV Headquarters Office with immediate effect. He will exercise these powers concurrently with the EICs concerned.*
- 4. All concerned may note these instructions for compliance.*
- 5. This has approval of the Managing Director.*
- 6. This supersedes ASI-67 issued vide No. HSA/901/6781, dated 22 August, 1991.*
- 7. Please acknowledge receipt.*

*(Mumtaz Hamid Rao)*  
*Director*  
*Administration and Personnel*





## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/4435***

***16<sup>th</sup> August, 1994***

### ***Administrative Staff Instruction No. 71*** ***Subject: Training Abroad***

- 1. By virtue of official nomination, PTV employees/officers participate in training Programmes, held abroad, under the sponsorship of foreign organizations. There does not, however, exist a formally prescribed procedure to regulate nomination/participation in the event. Therefore, the following guidelines/instructions are laid down in order to streamline the system.***
- 2. Training courses are defined as:-***
  - Short-term course: Comprising duration up to 3 months.***
  - Long-term course: Comprising duration of more than 3 months.***
- 3. When an offer for a foreign training Programme is received in PTV, the Training & Delegation Department will obtain nomination from the Director of the concerned Division, through Director Administration & Personnel. Conforming to the conditions (such as age, qualification, relevance to the field of training, experience etc.) as prescribed by the sponsors, the concerned Division will propose nomination of one principal and one alternate candidates, taking into account the basis of seniority of the nominees and the following criteria:-***
  - i) The nominee should be a regular PTV employee.***
  - ii) He/She should have at his/her credit at least three years service in PTV.***
  - iii) He/She should have good/satisfactory record of service for the last three years.***
  - iv) He/She should have two above Average reports out of the last three performance appraisals/ACRs in the case of long-term course.***
  - v) He/She should be medically fit.***
  - vi) He/She should not be above 50 years of age in the case of long-term course.***



## ***Administrative Staff Instructions of PTVC***

*An official, who has already attended a training course abroad previously during the last three years in the case of short-term course and five years in the case of long term course, will not be nominated for a second training facility.*

*4. The Training and Delegation Department will put up the nomination received from the concerned Director to the committee composed of the following three Directors, which will examine the nomination and give its recommendations:-*

- i) Director Training Academy*
- ii) Director International Relations*
- iii) Director Administration & Personnel*

*5. The Committee will take decision on the basis of majority opinion. In case the committee disagrees to a nomination proposed by a Division, it will record reasons there for. In such an event, the concerned Division shall be requested to review its proposal for nomination. In case of difference of opinion between the concerned Division and the committee, decision of Deputy Managing Director/Managing Director shall be final.*

*6. On completion of the above-mentioned procedure, the Training and Delegation Department will put up nomination to Deputy Managing Director/Managing Director for approval.*

*7. After approval of nomination, the Training and Delegation Department will inform the nominee and forward to him/her blank training documents etc. for completion and return within a specified period, through his/her respective head of unit. Simultaneously, the Training and Delegation Department will communicate nomination to the ministry of information and Broadcasting for its appropriate action and onward transmission to the relevant agencies.*

*8. In case a nomination is not approved by the Ministry of Information and Broadcasting or the other concerned agency or the sponsors, the Training and Delegation Department shall inform the concerned Division as well as the nominee, through his/her head of Unit.*



## ***Administrative Staff Instructions of PTVC***

**9.** *In case of final acceptance of nomination by the sponsors, the Training & Delegation Department shall take action to inform the concerned Division as well as the nominee, through his/her head of Unit, and shall make consequential necessary arrangements.*

**10.** *For the duration of training abroad as well as for transit time, the participant will be treated as on duty and, for such period, he/she will be entitled to full pay and allowances, in Pakistan.*

**11.** *If a nominee proceeding abroad wishes to avail leave (Ex-Pakistan), before or on conclusion of training, he/she must obtain proper leave, prior to his/her departure.*

**12.** *Within 15 days of return to Pakistan, after participating in a foreign training course, the participant will submit a report to the Head of his/her unit, outlining objectives of the course, its overall usefulness for PTV and other relevant details. The head of Unit will carry out an examination of the report and send it to the concerned Director at Headquarters Office. After his approval, the Director will send the report to Director Administration & Personnel. On receipt from him, the Training and Delegation Department will put up the report to Deputy Managing Director/Managing Director for perusal and, after perusal, will transmit the report to the ministry of Information and Broadcasting for their record.*

**13.** *A nominee for a foreign training course will be liable to disciplinary action, as per PTV Service Rules, which may include imposition of ban on him/her for foreign training in future, if he/she:-*

- i) Fails to furnish the requisite training documents, duly completed, within the specified period.*
- ii) Fails to submit report the stipulated period.*

**14.** *It will, however, be the responsibility of the concerned head of Unit to ensure that the nominee abides by the relevant instructions. The head Of Unit will recommend disciplinary action against the nominee who wilfully disobeys bonafide instructions.*

**15.** *These instructions may be circulated for the information of all concerned.*



## ***Administrative Staff Instructions of PTVC***

***(Mumtaz Hamid Rao)***  
***Director***  
***Administration & Personnel***

### ***Amendments:***

<b><i>HSA/901/394</i></b>	<b><i>14.02.2007</i></b>	<b><i>Amendment No. 1 to ASI No. 71</i></b>
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***Pakistan Television Corporation Limited***  
***Federal TV Complex, F-5/1, Islamabad***

***HSA/901/394***

***14<sup>th</sup> February, 2007***

***Amendment No. 1 to ASI-71***  
***Subject: Training Abroad***

***1. The following new clause (vi) has been added in para-3 of ASI-71 circulated vide No.HSA/901/4435 dated 16.08.1994.***

***Clause (Vi)***



## ***Administrative Staff Instructions of PTVC***

*“The persons who have been engaged as Resource Persons either on contract basis or against PBEs including trainees will be eligible for training abroad where expenses are not borne by PTV.”*

*(Zahoor Ahmad Barlas)  
Director  
Administration & Personnel*

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

***HSA/901/1484***

***17<sup>th</sup> April, 1995***



## ***Administrative Staff Instructions of PTVC***

### ***Administrative Staff Instruction No. 72*** ***Subject: Entitlement of Hotel Accommodation***

1. The entitlement of hotel accommodation for the employees mentioned at Serial No. 3 and 4 of Rule No. 19.07 of PTV employees Service Rules has been revised. Following amendment in the said rule may, therefore, be incorporated:-

<b><i>SR. No.</i></b>	<b><i>Description</i></b>	<b><i>Existing</i></b>	<b><i>Revised</i></b>
<b><i>3.</i></b>	<b><i>Employees in Group-5 &amp; 6</i></b>	<b><i>Any hotel at a room rent of Rs.120/- per day</i></b>	<b><i>Any hotel at a room rent of Rs.300/- per day</i></b>
<b><i>4.</i></b>	<b><i>Employees in Group-4 and below</i></b>	<b><i>Any hotel at a room rent of Rs.60/- per day</i></b>	<b><i>i) For employees in Group-3 &amp; 4 Any hotel at a room rent of Rs.240/- per day</i></b>
			<b><i>ii) For employees in Group-1 &amp; 2 Any hotel at a room rent of Rs.180/- per day</i></b>

2. Please acknowledge receipt.

***(Mumtaz Hamid Rao)***  
***Director***  
***Administration & Personnel***

#### ***Amendments:***

<b><i>HSA/901/3452</i></b>	<b><i>17.09.1995</i></b>	<b><i>Office order for Hotel Entitlement</i></b>
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## ***Administrative Staff Instructions of PTVC***

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

***HSA/626/H/3452***

***17<sup>th</sup> September, 1995***

### ***Office Order***

#### ***Sub: Entitlement of Hotel Accommodation***

***1. Certain hotels have been brought on the panel of PTV for accommodating PTV Employees in Group-7 to 9 in big cities only i.e. Karachi, Lahore, Islamabad, Peshawar and Quetta, as specified in PTV Employees Service Rules under Clause 19.07. Since PTV has established its installations in remote areas of the country like Turbat, Pasni, Lasbella, Zhob etc., etc., difficulties are being experienced to settle claims of the employees in Group-7 to 9 for their stay on official visits to such areas.***

***2. The Managing Director has, therefore, approved ceiling for stay of the employees in Group-7 to 9 in hotels at the various places in remote areas as per following rates:-***

<i>Group-7</i>	<i>-</i>	<i>Rs.360.00 per day</i>
<i>Group-8</i>	<i>-</i>	<i>Rs.435.00 per day</i>
<i>Group-9</i>	<i>-</i>	<i>Rs.525.00 per day</i>

***(Muhammad Yasin)***  
***Deputy Controller,***  
***Administration & Personnel-I***



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/664***

***7<sup>th</sup> March, 1996***

### ***Administrative Staff Instruction No. 73***

#### ***Subject: PTV Assets Issued to Officers for Their Officials Use***

- 1. It has been observed that items meant for official use are not returned by officials on their transfer or retirement from service. This practice is creating problems for the Administration.***
- 2. It has, therefore, now been decided that in case items (including officials vehicles) provided to an officer for official use, are not returned on the date of transfer, LPR or retirement, the said officer will be liable to make payment of hire charges.***
- 3. APM of respective Centre/Office will inform the officer about the hire charges as per prevailing market rates on monthly basis. The hire charges will be recovered from the dues if payment is not made by the officer.***

***(Salim Gul Shaikh)***  
***Deputy Managing Director***





## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/2454***

***17<sup>th</sup> September, 1996***

### ***Administrative Staff Instruction No. 74*** ***Sub: Accommodation Hiring Rules***

***1.*** These rules will be known as *Pakistan Television Corporation Limited Accommodation Hiring Rules* and will come into force with immediate effect. The management is please to make the following rules for hiring of residential accommodation to PTV's employees.

#### ***Part-I General***

- i)*** These rules will apply to all regular employees of PTVC.
- ii)*** ***Definitions:*** In these rules, unless there is anything repugnant in the subject or context:



## ***Administrative Staff Instructions of PTVC***

- a) ***‘Accommodation’*** means residential accommodation, hired or requisitioned.
- b) ***‘Emoluments’*** for the purpose of recovery of rent include pay, special pay, technical pay’ deputation allowance, pension, non-practising allowance, adhoc relief, qualification allowance, teaching allowance, performance evaluation allowance, special research allowance, computer allowance and such other pay and allowance as the Corporation may decide from time to time for the purpose of calculating the normal rent.
- c) ***‘Entitlement’*** means the entitlement of accommodation as specified in Annexure’ A’.
- d) ***‘Family’*** means spouse, legitimate children and step children of PTV’s employees.
- e) ***‘PTV’s Employee’*** means regular employee of PTVC eligible for accommodation.
- f) ***‘PTVC’*** means Pakistan Television Corporation Limited.
- g) ***‘Normal Rent’*** means the rent calculated @ 5% of monthly emoluments of PTV Employees.
- h) ***‘Other Stations’*** mean:-
  - 1. Any city or place other than Islamabad and include Rawalpindi, Lahore, Karachi, Peshawar and Quetta.
  - 2. Any city or place where PTV’s establishment like RBS, News Bureau, Marketing Office exists.
  - 3. For Inspectors, Chief Inspectors, the place where they are posted.
- i) ***‘Rental Ceiling’*** means the ceiling fixed by PTV for hiring of accommodation and notified from time to time.
- j) ***‘Services’*** mean electricity, water and gas supplies.



## ***Administrative Staff Instructions of PTVC***

### ***Part-II Eligibility***

*All PTV's regular employees working at Hqr's Office, TV Centres, RBS, News Bureaus and Marketing Offices will be eligible for hiring accommodation at places in big cities like Islamabad, Rawalpindi, Lahore, Karachi, Quetta, Peshawar and the places where PTV's establishments exist. The hiring of accommodation in these cities will be subject to the following:-*

- i)*** *Availability of approved plan of the house.*
- ii)*** *Production of consent of the Landlord/Landlady/ owner/ attorney.*
- iii)*** *Availability and supply of services/Services as defined in Part-I (j).*
- iv)*** *Assessment of rental value of the accommodation by the survey committee. The survey committee will comprise the following:-*
  - a)*** *For employees in Group-7 and above at Hqr's Office, Islamabad:-*
    - 1.*** *DCAP-I*
    - 2.*** *DCAD*
    - 3.*** *DCEP (in his absence Sr. XEN).*
  - b)*** *For employees in Group-1 to Group-6 at Hqr's Office, Islamabad:-*
    - 1.*** *SAPO/AO*
    - 2.*** *AO(Bill)*
    - 3.*** *AE(Civil)*
  - c)*** *For employees in Group-7 and above at all TV Centres:-*
    - 1.*** *APM*
    - 2.*** *FM*
    - 3.*** *EM*
  - d)*** *For employees in Group-1 to Group-6 at all TV Centres:-*



## ***Administrative Staff Instructions of PTVC***

1. SAPO/AO
  2. SAO/AO
  3. EIC
  4. AE (Civil)
- e) *For employees in Group-1 to Group-9 of Central Marketing Office, Karachi:-*
1. APM
  2. SAO
  3. Marketing Officer
- f) *For employees working at RBSs*
1. EIC/STVE/TVE
  2. Admin Asstt. Or Security Assistant where the post of Admin Asstt., does not exist.
- g) *Engineer Incharge of Rebroadcast Stations will forward their requests for hiring residential accommodation alongwith the Survey Report/ Documents mentioned above to PO, RBSs, HQs Office, Islamabad.*
- h) *Marketing Offices/News Bureaus-through their respective Centres/Offices.*
- v) *Employees who are entitled to residential accommodation can select a house for their residence themselves or through Estate Agent where it is felt difficult to search a suitable house. In case of hiring accommodation through agent, he can be paid a maximum of 15 days rent as his commission. Hiring through Estate Agent would need prior approval of the Administrative Head of the Unit/Office. Agent's commission will not be payable if prior written permission is not obtained from the Administrative Head.*
- vi) *Employees who are entitled to residential accommodation and who avail this facility are provided hired accommodation in lieu of house rent allowance. They are also required to pay 5% of their total basic*



## ***Administrative Staff Instructions of PTVC***

*pay. On the other hand PTV does not provide minor repair/maintenance of the hired residential accommodation. For the same purpose, such employees will claim reimbursement of an amount equivalent to their deduction of 5% from their basic pay on account of minor repair/maintenance of the hired accommodation provided to them by the Corporation.*

- vii)** *Employees will be allowed to hire a house situated in the urban limit of Islamabad and the limits of the Islamabad Capital Territory as defined in CDA's Master Plan. For suburbs of Federal Capital Territory, following are the requirements:-*
- a)** *That the house in question is located in the approved Model Village/Sub Urban Centre and the applicant shall substantiate this by providing copy of CDA's approved house plan and completion certificate issued from CDA.*
  - b)** *In case the house is not located in a Model Village/Sub Urban Centre, then it should satisfy following conditions:-*
    - 1.** *That the house is located within the main body of the village for which the applicant will produce a certificate from the Chairman Union Council or from Tehsildar, ICT.*
    - 2.** *That the CDA has approved the building plan of the house.*
    - 3.** *That the house has been constructed according to the approved plan of the CDA and CDA has issued completion certificate of the said house.*
- viii)** *Employees will also be allowed to hire a house situated in Municipal/Town/Cantonment areas including suburb areas of other cities. It is, however, notified that definition of suburbs will be got clarified/ ascertained from the concerned local authorities of the cities as and when such a situation arises.*



## ***Administrative Staff Instructions of PTV***

- ix) *The lease deeds of the approved houses will be between PTV and the owner of the houses. Advance rent for six months, 12 months and 24 months can be paid provided the period of the lease is one year, 2 years and 3 years respectively. 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 3<sup>rd</sup> year provided the agreement of tenancy is still in force and has not rescinded, cancelled or amended towards revision of rent rate.*
- x) *Before leasing the house, an employee for whose residence the house is hired, will give a written undertaking 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/she will clear electricity, water and gas bills at the time of vacating the house, and if he/she 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. The approved specimens of lease agreement of houses to be hired are annexed as 'B' and 'C' for agreement on self hiring basis as 'C'.*

### ***Part-III Classification and Entitlement***

*The entitlement of PTV's employees of various categories will be as per Annexure 'A'. Specification of accommodation in each category has been laid down in Annexure 'A'.*

### ***Part –IV Date of Entitlement***

*Date of entitlement of employee (new entrants) for hiring accommodation will be the next day of his/her confirmation in the post.*

### ***Part-V Self Hiring***

*A regular employee who is otherwise eligible for house rent allowance under PTV's Service Rules, owns a house at places as mentioned at Part-*



## ***Administrative Staff Instructions of PTVC***

*I(h) may be allowed hiring of accommodation for his/her official residence, under self hiring procedure.*

### ***Part-VI Occupation, Vacation of Accommodation***

*The occupation of the accommodation will be made and the date considered for such purpose when the survey committee actually surveys the accommodation and signs the survey report incorporating date under the signatures.*

#### ***Vacation:***

*On vacation of the accommodation the employee will hand over its possession to the owner/landlord/any authorized person and obtain a receipt thereof, in duplicate, which will include an inventory of the fixtures and fittings available in such accommodation and up to date position of the service charges paid by him. In case, if a house is vacated such earlier before the adjustment of the advance amount, the Landlord/Land lady / attorney will have to refund the balance amount to the Corporation.*

### ***Part-VII Exchange, Subletting and Retention of Accommodation***

*Change from one accommodation to the other for the same category of accommodation may be permitted by the Administrative Head subject to production of certificate that the lease agreement of earlier one stands terminated a day before the change of the other accommodation.*

#### ***Subletting of accommodation***

*The accommodation will neither be sublet nor will it be used for the purpose other than that for which it has been hired. If proved that the occupant employee has sublet the accommodation, the Administrative Head of the Unit/Office will cancel the lease agreement and initiate disciplinary action against him/her on misconduct.*

#### ***Retention of accommodation***

- i) In the event of dismissal, resignation or retirement, other than voluntarily, the employee will be entitled to retain the*





## ***Administrative Staff Instructions of PTV***

*accommodation including accommodation occupied on self hiring basis for a period not exceeding 6 months, on payment of normal rent.*

- ii) In the event of death of a male employee, the widow will retain the house requisitioned by PTV for IDDAT period or till such period the rent made in advance is adjusted, whichever is later. In case of female employee, after her death, her family will retain the house for a period of 3 months or till such period the advance stands adjusted, whichever is later.*
- iii) An employee who having been dismissed, or compulsorily retired from service, files an appeal, under the relevant rules, to the competent authority against orders of dismissal or retirement may retain accommodation on payment of normal rent as long as his/her appeal is not disposed of or for a period of 6 months whichever is less.*
- iv) An employee who proceeds on leave/half average pay) or a training course within or outside Pakistan may after informing PTV retain the accommodation for the entire period of his/her leave or training course or for the maximum of 2 years whichever is less on payment of normal rent.*
- v) If an employee proceeds on training exceeding 2 years, his/her case of retention of accommodation will be placed before the Board of Directors and if approved he/she may retain the accommodation on payment of normal rent on 6 monthly basis.*
- vi) If any employee before proceeding on leave/training or deputation surrenders his/her accommodation he/she may on return from such leave, training or deputation be provided with the accommodation of his/her entitlement.*
- vii) If an employee proceeds on leave without pay for three months or more, he/she will not be entitled to retain accommodation kept by him/her. In case, he/she wants to retain it then he/she will have to deposit an amount equivalent to the period of leave granted to*





## ***Administrative Staff Instructions of PTVC***

*him./her as per his/her entitlement or the amount incorporated in the lease agreement.*

- viii)** *If an employee is transferred to any other station/place of duty may be allowed to retain accommodation already hired at earlier place of duty if he/she so desires in writing with an undertaking that he/she would not demand the accommodation at his/her new place of duty.*
- ix)** *If an employee, due to his/her domestic problems desires hiring of accommodation at a place other than his/her place of posting, he/she may be allowed to do so at places where PTV's establishments exist by observing the prescribed procedural formalities.*

### ***Part-VIII Cancellation/Termination of Accommodation***

- i)** *If an employee does not reside in the accommodation hired for him/her and allows some other person to live unauthorizeably, the lease agreement shall be liable to cancellation/termination.*
- ii)** *If an employee at one time keeps in his/her possession more than one accommodation, he/she will surrender one out of two hired accommodations.*
- iii)** *Notice period for the termination of lease agreement will be one month by either side i.e. Landlord/ Landlady/ Owner/ Attorney or PTVC, however, no notice period or notice will need to be given in case of house hired on self-hiring basis.*

### ***Part-IX Issuance of No Demand Certificate***

- i)** *Administrative head of the Unit/Office will issue a No Demand Certificate to the concerned employee where, on transfer or retirement, the employee vacates the hired accommodation. No Demand Certificate will be issued to him immediately as soon as he has cleared the utility bills.*
- ii)** *The employee who has joined on transfer from an other station/office will produce the No Demand Certificate in respect of the accommodation, if any accommodation was kept by him at the*



## ***Administrative Staff Instructions of PTVC***

*previous station/office before he is permitted to hire accommodation at a place of new posting.*

### ***Part-X Enhancement/Revision in Rental Ceiling***

- i) The rent of hired residential accommodation shall be increased as and when decided by the Government and also notified by PTVC.*
  - ii) The rent shall also be increased in cases when the owner of the house demands increase in rent during the currency of lease agreement and the rental value of the house exceeds the maximum rental ceiling of the occupant, provided the lease agreement of the hired house remained in occupation for a period of two years.*
- 2. This ASI supersedes all previous ASIs, amendments and orders/instructions issued on the subject.*
  - 3. Kindly acknowledge.*

*(Salim Gul Shaikh)*  
*Deputy Managing Director*

### ***Amendments:***

<i>HSA/901/3471</i>	<i>29-10-1996</i>	<i>Amendment No. 1 to ASI No. 74</i>
<i>HSA/901/14253</i>	<i>18-09-1998</i>	<i>Amendment No. 2 to ASI No. 74</i>
<i>HSA/901/1594</i>	<i>19-05-1999</i>	<i>Amendment No. 3 to ASI No. 74</i>
<i>HSA/901/2281</i>	<i>24-06-1999</i>	<i>Amendment No. 3(a) to ASI No. 74</i>
<i>HSA/901/4377</i>	<i>15-11-1999</i>	<i>Amendment No. 4 to ASI No. 74</i>
<i>HSA/901/6015</i>	<i>24-03-2000</i>	<i>Revised Amendment No. 4 to ASI No. 74</i>
<i>HSA/901/1577</i>	<i>14-03-2001</i>	<i>Amendment No. 5 to ASI No. 74</i>
<i>HP/2613/1554</i>	<i>08.05.2003</i>	<i>Office order for rental ceiling</i>
<i>HSA/901/695</i>	<i>07.03.2007</i>	<i>Amendment No. 6 to ASI No. 74</i>
<i>HSA/901/385</i>	<i>28.01.2008</i>	<i>Amendment No. 7 to ASI No. 74</i>
<i>HSA/901/1184</i>	<i>19.04.2008</i>	<i>Amendment No. 8 to ASI No. 74</i>



## *Administrative Staff Instructions of PTVC*

### *Annexure-A*

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

### ***Specifications of Accommodation***

<i>PTV Employee Group</i>	<i>Built up Area in Sq. Ft.</i>	<i>Details of Accommodation</i>
<b>9</b>	<b>1830</b>	<i>3 bed with attached bath rooms 1+1 drawing/dining one kitchen and store</i>
<b>8</b>	<b>1450</b>	<i>2 bed with attached bath rooms, 1 + 1 drawing/dining kitchen and store</i>
<b>7</b>	<b>1250</b>	<i>2 bed with attached bath rooms, 1 drawing-cum-dining and store</i>
<b>6</b>	<b>1160</b>	<i>2 bed with attached bath rooms, 1 drawing-cum-dining and store</i>
<b>5</b>	<b>750</b>	<i>2 bed with attached bath rooms, 1 drawing-cum-dining and store -do-</i>
<b>4</b>	<b>600</b>	<i>2 bed, 1 bath room, 1 living room, 1 kitchen back veranda</i>



### ***Administrative Staff Instructions of PTVC***

<b>3</b>	<b>500</b>	<i>1 bed, 1 living room back veranda, bath &amp; toilet</i>
<b>1 &amp; 2</b>	<b>500</b>	<i>2 bed, kitchen, back veranda &amp; toilet</i>

### ***Annexure “B”***

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

#### ***Agreement of Lease***

*This Agreement of lease is made on-----day of -----between Mr. ----- resident of House No.----- (herein after called “The Lessor”) of the one part and Pakistan Television Corporation Limited, (herein after called “The Lessee”) of the other part.*

*(The expressions “The Lessor” and “The Lessee” shall include their respective heirs, successors administrators, executors, or assignees).*

*Whereas the Lessor is the rightful owner and the proprietor of House/Flat No.-----building known as mentioned above together with the building, superstructures, standing or being thereon or which will re-constructed thereon together with all out-houses, servant quarters, garages situated thereupon (herein after called the “ demised premises”).*

*And*



## ***Administrative Staff Instructions of PTVC***

*Whereas the Lessee accepts, and the Lessor agrees to grant the lease of the demised premises with the right to use entrance and passage giving access executed with the terms and conditions set out hereunder:-*

- 1) The said lease shall be for a period of three years commencing from-----and the date of taking actual possession of the said premises with the option to the Lessee to renew the lease by giving one month's written notice to the Lessor before the expiry of the lease with the further option to both parties to terminate this agreement at any time without giving any reason whatsoever by serving one month's notice in writing to the other party. On termination of the Lease Agreement by either party, the Lessor shall have to refund the unadjusted advance rent to the Lessee.*
- 2) The Lessee shall, upon the expiration of this lease or any further extension thereof and subject to other provisions hereinafter mentioned, hand over the demised premises including fixtures and fittings in such a condition as received, fair wear and tear, damage by fire, Acts of God, riots or other civil commotions, and enemy action or other causes not within the control of the Lessee, excepted.*
- 3) The lease shall, in the case of total destruction of the demised premises or any deterioration in the demised premises rendering it unfit for further tenancy immediately terminate, and in the case of partial destruction shall terminate at the option of the Lessee provided a written notice is given to the Lessor within 20 days after partial destruction referred to above. In case of total destruction no rent shall **accrue** and the Lessor shall make proportionate refund of the advance rent paid by the Lessee. In case of partial destruction if the Lessee elects to remain in the possession of the demised premises the Lessor shall allow proportionate rebate in the rent to the Lessee until such time that the damaged portion of the demised premises is made habitable by the Lessor again.*
- 4) The rent of the demised premises shall be Rs.-----per month and shall be payable in advance regularly on or before 10<sup>th</sup> of every succeeding English Calendar month provided the liability to*



## ***Administrative Staff Instructions of PTVC***

*pay rent under this clause shall arise only after 24 months advance rent amounting to Rs.-----has been fully adjusted. Out of the advance rent a sum of Rs.-----shall be paid by M/s Pakistan Television Corporation Limited, and the balance amount of Rs.-----will be paid by Mr.-----After adjustment of the advance, the rent will be paid as under:-*

- i) By M/s Pakistan Television Corporation Limited*
- ii) @ Rs. ----- per month*
- iii) By Mr. -----*
- iv) @ Rs. ----- per month*

- 5)** *The Lessee shall not have the right to effect any alteration or addition in the demised premises without the written consent of the Lessor, **which consent shall not be unduly with-held.***
- 6)** *The Lessee shall not have the right to sub-let the whole or part of the demised premises without the written consent of the Lessor, **which consent will not be unduly with-held.***
- 7)** *The Lessor shall pay all rates, taxes, assessments levy able in respect of the demised premises. The Lessee shall only pay charges for electricity, water, gas consume in the demised premises.*
- 8)** *The Lessee shall use the demised premises for residential purpose only.*
- 8(A)** *In case if a house is vacated much earlier before the adjustment of the advance amount, the landlord/landlady/attorney will have to refund the balance amount to the Corporation.*
- 9)** *The Lessee shall permit the Lesser or his duly authorized representative to enter and inspect the demised premises at any reasonable time of the day provided the Lesser shall give to the lessee 24 hours notice for such inspections.*



### ***Administrative Staff Instructions of PTVC***

- 10) *The Lessee shall hand over vacant and peaceful possession of the demised premises to the Lessor upon the expiry/termination of this lease.*
- 11) *If the Lessor sells, transfers, assigns, bequeaths, mortgages or in any manner transfers ownership or control of the demised premises, then the full terms, options and conditions of this lease shall remain in effect for the full period of the lease and renewal thereto.*
- 12) *The Lessee paying the rent and performing **convenants** and stipulations contained herein shall enjoy and remain in peaceful possession of the demised premises during the lease period without let or hindrance for the Lessor or any person claiming any interest through the Lessor.*
- 13) *The Lessor shall arrange for paint or colour/white washing of the demised premises and painting/polishing of woodwork and for necessary repairs after every two years.*
- 14) *The Lessor shall be responsible for and ensure adequate and regular supply of electricity, water and gas in the demised premises.*
- 15) *The Lesser shall at the time during the period of the lease of the demised premises by the Lessee, keep at his own expenses the demised premises including sanitary fittings such as WC, Basin, Urinals, etc., in good tenantable state of repairs and condition, to the satisfaction of the Lessee and execute works which shall be necessary to keep the demised premises in good sanitary repairs and conditions and in the event of Lesser failing to execute such repairs within 15 days after written notice by the Lessee, the Lessee shall have the right to execute the necessary repairs and/or works at the cost of the Lesser and to deduct the full cost (including supervisory and/or departmental expenses) from any sum due to the Lessor under this lease, without prejudice to any other rights and remedies of the Lessee or to terminate the lease for such failure on the part of the Lesser, provided further that wherein the opinion of the Lessee or its duly credited representative, any immediate execution of*





## ***Administrative Staff Instructions of PTVC***

*repairs is required in order to safeguard the said property or the safety or the health of the occupants thereof,*

*The Lessee shall be at liberty to execute such repairs without notifying to the Lessor thereof and to recover the cost thereof from any sum due to the Lesser under this lease or otherwise, but the Lessor will not bear the cost of replacement of glass panels in the case of theft or breakage, thereof.*

- 16)** *The Lessee shall keep the demised premises in hygienic conditions and shall not keep any bombs, fire works, incendiaries and explosives inside the demised premises.*
- 17)** *The inventory of various fixtures such as electric and gas equipment, ceiling fans, sanitary fittings, etc., in the demised premises are attached as Appendix 'A' to this lease. On vacation of the premises, the complete handing and taking over will be done in accordance with the inventory. Any loss or damage to the demised premises, fixtures or fittings or breakage/loss of gloss panels shall be made good by the lessee before the termination of the lease. On every renewal of the lease deed, a fresh inventory will be prepared and signed by the lesser and the Lessee.*
- 18)** *The Lessee shall have the right to get connection for the supply of gas to the demised premises as soon as it is possible and to deduct the cost of getting the connection from the rent due to lesser.*
- 19)** *In the event of any dispute arising between the parties **hither to relating to our arising out of these presents** such dispute shall be referred to the arbitration of two arbitrators, one to be appointed by each party and in the event of disagreement between such arbitrators the matter shall be referred to an umpire whose name shall be agreed upon by the arbitrators before entering upon the arbitration and the award of the arbitrators or the umpire shall be final and binding upon the parties. In case of failure of the arbitration, parties have the right to seek remedy through court of law.*





***Administrative Staff Instructions of PTVC***

*In witness whereof, the parties afore-mentioned have signed this agreement of lease in token of acceptance of the terms and conditions thereof:-*

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**(LESSEE)**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**(LESSOR)**

***Appendix 'A'***



***Administrative Staff Instructions of PTVC***

**PAKISTAN TELEVISION CORPORATION LIMITED**

Inventory list in respect of House No. \_\_\_\_\_

---

1. Bath Room Towel Rods
2. Wash Basin
3. We Seats Indian Type (Pak Made)
4. Wash Basin Fitting with Water Mixture
5. Looking Glass in Baths
6. Bath Room Shelves Plastic
7. Ceiling Fans
8. Exhaust Fans
9. Geazer
10. Electric Motor with Pump
11. Putty Fitting Tubes 4
12. Putty Fitting Tubes 2
13. Fancy Lights/Globes
14. Gas Cooking Range
15. Kitchen Mate / Sink
16. Power Plug
17. Switch Boards with Complete
18. Sui Gas Room Heater

**HANDED OVER**

**TAKEN OVER**

**LESSOR**

**LESSEE**



## ***Administrative Staff Instructions of PTVC***

***Annexure 'C'***

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

### ***Agreement of Lease on Self Hiring Basis***

*This Agreement of lease is made on \_\_\_\_\_ day of \_\_\_\_\_ between Mr. \_\_\_\_\_, resident of House No. \_\_\_\_\_, (herein after called "The Lessor") of the one part and Pakistan Television Corporation Limited, Hqr's Office, Islamabad (herein after called "The-Lessee") of the other part.*

*(The expressions "The Lessor" and "The Lessee" shall include their respective heirs, successors administrators, executors, or assignees).*

*Whereas the Lessor is the rightful owner and the proprietor of House No. \_\_\_\_\_ building known as mentioned above together with the building, superstructures, standing or being thereon together with all out-houses, servant quarters, garages situated thereupon (herein after called the "demised premises")*

*and*

*Whereas the Lessee accepts, and the Lessor agrees to grant the lease of the demised premises with the right to use entrance and passage giving access executed with the terms and conditions set out hereunder:-*

- 1. The said lease agreement shall be for a period of \_\_\_\_\_ years commencing from \_\_\_\_\_ with the option to the lessee to renew the lease on expiry of the lease. No notice or notice period is required to be given in the self-hiring cases. If a PTV employee, who is otherwise entitled for House Rent Allowance under PTV employees Service Rules requests house requisitioning facility and signs the agreement himself which fall under the category of "SELF-HIRING". The Lessor shall have to refund the unadjusted advance rent to the lessee, if the agreement is terminated before the adjustment of entire amount of advance rent.*



### ***Administrative Staff Instructions of PTVC***

2. *In case of total destruction Of the demised premises no rent shall secure and the Lessor shall make proportionate refund of the advance rent paid by the Lessee.*
3. *The rent of the demised premises shall be Rs. \_\_\_\_\_ per month and shall be payable in advance regularly on or before 10th of every succeeding English Calendar month provided the liability to pay rent under this clause shall arise only after \_\_\_\_\_ months advance rent amounting to Rs. \_\_\_\_\_ has been fully adjusted.*
4. *The Lessor shall pay all rates, taxes and assessment levy able in respect of the demised premises.*
5. *The Lessee shall use the demised premises for residential purpose only.*
6. *If the Lessor sells, transfers, assigns, bequeaths, mortgages or in any manner transfers ownership or control of the demised premises, then the full terms, options and conditions of this lease shall remain in effect for the full period of the lease and renewal there to.*
7. *The inventory of various fixtures such as electric and gas equipment, ceiling fans, sanitary fittings etc. in the demised premises are attached as Appendix-'A' to this lease.*
8. *The lessee shall not have the right to sub-let the whole or part of the demised premises without written consent of the Lessor **which consent will not be unduly withheld.***
9. *The occupant of the demised premises will pay charges for electricity, water and gas consumed in the demised premises.*

*In witness whereof, the parties afore-mentioned have signed this agreement of lease in token acceptance of the terms and conditions thereof:*

-----  
**WITNESS**

-----  
**(LESSEE)**



## ***Administrative Staff Instructions of PTVC***

-----  
**WITNESS**

-----  
**(LESSOR)**

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

***HSA/901/3471***

***29<sup>th</sup> October, 1996***

#### ***Amendment No. 1 to ASI No.74*** ***Sub: Accommodation Hiring Rules***

***1. The following amendments be carried out in the Administrative Staff Instruction No.74 issued vide No. HSA/901/2454 dated 17-09-1996:-***

#### ***PART -II (vii) (b)***

*Where approved plan/completion certificate are not available for house situated outside the CDA/Municipal/Cantonment limit, the documents shall be got attested/verified by the concerned Union Council/District Council. The Survey Committee constituted for inspection of houses to be requisitioned will ensure availability of the services/standard facilities.*

#### ***PART -III Classification of Entitlement***

*Annexure 'A' regarding entitlement of various categories has been deleted. It has been left to the discretion of Survey Committee constituted for the purpose to inspect the houses to be requisitioned and assess the rental*



## ***Administrative Staff Instructions of PTVC***

*value, on the basis of the locality in which the house is situated, accommodation in the house and availability of other facilities/services.*

### ***Part-V Self Hiring***

*Employees have also been allowed to requisition houses under self-hiring in cases where house is owned by spouse of any employee or one or more members of his family at places mentioned at Para-1 (h).*

2. *Kindly acknowledge receipt.*

***(Salim Gul Shaikh)***  
***Deputy Managing Director***

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

***HSA/901/14253***

***18<sup>th</sup> September, 1998***

### ***Amendment No. 2 to ASI No.74*** ***Sub: Accommodation Hiring Rules***

1. *The following clause has been added in the Administrative Staff Instruction No. 74 issued vide No. HSA/901/2454 dated 17-09-1996 to facilitate the employees posted at remote RBSs:-*

*"The employees posted at RBSs situated in remote areas shall be entitled to hire the houses within the Tehsil areas where the RBS is located provided their duties do not suffer. In such*



## ***Administrative Staff Instructions of PTVC***

*cases the map approved by the Chairman/Secretary Union Council shall be accepted to hire the houses."*

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

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

***HSA/901/1594***

***19<sup>th</sup> May, 1999***

***Amendment No. 3 to ASI No.74***



## ***Administrative Staff Instructions of PTVC***

### ***Sub: Accommodation Hiring Rules***

**1.** *The sub-Para (i) of Part-VII of ASI- 74 circulated vide No. HSA/901/2454 dated 17-09-1996 has been replaced as follows:-*

*"In the event of dismissal, removal, resignation, transfer or retirement, the allottee shall be entitled to retain the accommodation including accommodation occupied on self-hiring basis under rule 10, for a period not exceeding six months, on payment of normal rent."*

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





## ***Administrative Staff Instructions of PTV***

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

***HSA/901/2281***

***24<sup>th</sup> June, 1999***

***Amendment No. 3(a) to ASI No. 74***  
***Sub: Accommodation Hiring Rules***

***1. The following clause (part-XI) has been added to ASI-74 circulated vide No. HSA/901/2454 dated 17-09-1996:-***

### ***PART-XI***

***"The Board of Directors in its 114th meeting held on 17-06-1999 has decided to extend the facility of payment of house rent ceiling on month to month basis as per their entitlement to those PTV employees who will opt for it on production of an affidavit and option certificate as per specimens attached at Annexure D & E respectively."***

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



***Administrative Staff Instructions of PTVC***



## *Administrative Staff Instructions of PTVC*

'Annexure 'D'

### AFFIDAVIT

On stamp paper of Rs.5/-

Before the Pakistan Television Corporation Limited, Islamabad

I, \_\_\_\_\_ S/o \_\_\_\_\_  
Employed as \_\_\_\_\_ at \_\_\_\_\_, hereby  
solemnly affirm and declare as under:-

- (1) That no official accommodation has been provided to me by the Pakistan Television Corporation Limited and I am residing in House No. \_\_\_\_\_  
\_\_\_\_\_ owned by \_\_\_\_\_, as a  
tenant / or \_\_\_\_\_ by way of self-hiring basis. (delete which is not  
applicable)
- (2) That I am entitled to the payment of rental ceiling amounting to Rs. \_\_\_\_\_ as per  
settlement reached between the Pakistan Television Corporation Employees Union  
(C.B.A) and PTV.
- (3) That in case subsequently I am not found entitled to the payment of rental ceiling, I  
shall refund the amount in question to PTV, who shall also be at liberty to take action  
under the Service Laws.

Deponent

#### Verification

Verified at this \_\_\_\_\_ at \_\_\_\_\_ that the above affidavit is true  
and correct to the best of my knowledge and belief.

Deponent



***Administrative Staff Instructions of PTVC***



## ***Administrative Staff Instructions of PTV***

'Annexure 'E'

### **OPTION CERTIFICATE**

#### **Option for Payment of Cash monthly House Rent Ceiling**

I hereby exercise by my option to receive monthly house rent ceiling in cash instead of house rent allowance, for a period of one year, from \_\_\_\_\_ to \_\_\_\_\_ as admissible in terms of the settlement reached between the PTV and Pakistan Television Corporation Employees' Union (C.B.A)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation. \_\_\_\_\_

Department \_\_\_\_\_

Place of posting. \_\_\_\_\_

\_\_\_\_\_

#### **Certificate from the Personnel Branch/House Branch**

- (1) Certified that the above named employee has not been provided with residential accommodation by PTV as per record available with this Department.
- (2) Certified that the above named employee is entitled to monthly house rent ceiling amounting to Rs. \_\_\_\_\_ being in Pay Group.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation. \_\_\_\_\_



***Administrative Staff Instructions of PTVC***

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

***HSA/901/4377***

***15<sup>th</sup> November, 1999***

***Amendment No. 4 to ASI No.74***  
***Sub: Accommodation Hiring Rules***

***1. The clause (iv) of Part-VII of ASI-74 issued vide No. HSA/901/2454 dated 17.9.1996 may be substituted as under:-***

***“An allottee who proceeds on leave or a training course within or outside Pakistan may after informing the Admin & Personnel Department of the concerned Unit retain the accommodation for the entire period of his leave or training course or for a maximum period of two years, whichever is less, on payment of normal rent”***

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



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/6015***

***24<sup>th</sup> March, 2000***

***Revised Amendment No. 4 to ASI No. 74***  
***Sub: Accommodation Hiring Rules***

***1. The Clause (iv) of Part-VII of ASI-74 issued vide No. HSA/901/2454 dated 17-09-1996 may be substituted as under:-***

*“An allottee/employee for whom hired residential accommodation has been arranged, who proceeds on leave on half average pay or leave without pay or a training course within or outside Pakistan may after informing the Admin. & Personnel Department of the concerned Unit retain the accommodation for the entire period of his leave or training course or for a maximum period of two years, whichever is less, on payment of normal rent”*

***2. The Clause (vii) of Part-VII of ASI- 74 is hereby deleted.***

***Maj. (Retd.)***  
***(Jamil Ahmad)***  
***Director***



## ***Administrative Staff Instructions of PTVC***

***Administration & Personnel***

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

***HSA/901/1577***

***14<sup>th</sup> March, 2001***

***Amendment No. 5 to ASI No. 74***  
***Sub: Accommodation Hiring Rules***

***1. The Clause (ii) of Part-VII of ASI-74 issued vide No. HSA/901/2454 dated 17-09-1996 may be substituted as under:-***

***"In the event of death of an employee male or female, the family of deceased employee will retain the house requisitioned by PTV for a period of one year"***

***2. This will take effect from 25-02-2001***

***Maj. (Retd.)***





***Administrative Staff Instructions of PTVC***

***(Jamil Ahmad)***  
***Director***  
***Administration & Personnel***

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

***HSA/2613/1554***

***8<sup>th</sup> May, 2003***

***Office Order***  
***Sub: Accommodation Hiring Rules (Rental Ceiling)***

***1. The Board of Directors in its 142<sup>nd</sup> meeting held on 29.10.2002 has approved the following:-***



### ***Administrative Staff Instructions of PTVC***

- i)** *Extension of the period of option of rental ceiling on monthly basis from one year to three years as per criteria of hiring of house for residence of the employees.*
- ii)** *Payment of rental ceiling for a period of two years in case of ex-Pakistan Leave in respect of individuals who have opted for house rent ceiling with salary.*
- iii)** *Payment of rental ceiling for a period of one year to the family of deceased employees who had opted house rent ceiling on month to month basis.*

*(Muhammad Aslam)*  
*Controller*  
*Administration & Personnel*

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



## ***Administrative Staff Instructions of PTV***

***HSA/901/695***

***7<sup>th</sup> March, 2007***

### ***Amendment No. 6 to ASI No. 74 Sub: Accommodation Hiring Rules***

***1. The following new clause may be incorporated at (XI) of part-II 'Eligibility' in the Administrative Staff Instruction No. 74 issued vide No. HSA/901/2454 dated 17.09.1996.***

*“PTV employees, who have not been provided with hired houses by PTV or not receiving payment of rental ceiling on month to month basis, will be entitled to receive full house rent allowance as admissible to them even if their spouses are provided with residential accommodation by PTV or payment of rental ceiling on month to month basis.”*

***2. This will take retrospective effect from 17.09.1996.***

*(Zahoor Ahmad Barlas)  
Director  
Administration & Personnel*



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/385***

***28<sup>th</sup> January, 2008***

***Amendment No. 7 to ASI No. 74***  
***Sub: Accommodation Hiring Rules***

***1. The clause (a) sub Para (iv) Part-II of the Administrative Staff Instruction No. 74 issued vide No. HSA/901/2454, dated 17.09.1996 may be substituted as under:-***

***“The survey committee for assessment of rental value of the accommodation for employees in Group-7 and above at Hqr’s Office, Islamabad will comprise the following:-***

- 1. DCAP-1***
  - 2. DCRA***
  - 3. DCEP (in his absence Sr. XEN)***
- 2. This will take effect from 25.01.2008.***

***Director***  
***Admin And Personnel***



## ***Administrative Staff Instructions of PTVC***

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

***HSA/901/1184***

***19<sup>th</sup> April, 2008***

***Sub: Amendment No. 8 to ASI No. 74***  
***Sub: Accommodation Hiring Rules***

***1.*** The clause (vi) of Part-II of ASI-74 issued vide No. HSA/901/2454, dated 17<sup>th</sup> September, 1996 regarding deduction and reimbursement of 5% of basic pay from the salaries of employees, who avail hired accommodation from PTV, is hereby deleted with effect from 01.01.2008.

***(Mazhar A. Shah)***  
***Director***  
***Administration & Personnel***