



PTV Employees Service Rules

1. Administrative setup of the Corporation

1.01 *Pakistan Television Corporation Limited is a Public Limited Company, registered under Companies Act, 1913. Now Companies Ordinance 1984.*

1.02 *The Corporation at present Consists of:-*

- (a)*** *A Headquarters Office at Islamabad.*
- (b)*** *A Central Marketing Office at Karachi.*
- (c)*** *Television Centres at Lahore, PTV News Islamabad, Karachi, Quetta, Peshawar, Multan, PTV Academy, and PTV Home Islamabad*
- (d)*** *Television Rebroadcast Stations (RBS) at Murree, Thana Bola Khan, Sakesar, Charat, Shujaabad, Shikarpur, Sahiwal, Lakpass, Thandiani, Nurpur, Jamal din Wali, Faisalabad, Razmak , Sibbi, Pasrur, Mangla, Mingora, Tando Allah Yar, Kala Shah Kaku, Gilgit, Landi Kotal, Skardu, Gawadar, Kohlu, Deh Shah Murrad, Chitral, Muzaffarabad, Parachanar, Layyah, Batkhela, Chishtian, Pasni, Lasbela, Dukki, Zhob, Turbat, Dir, Khairpur, Mailsi, Khuzdar, Sheikh Manda, Droosh, Booni, Panjgor, Dera Bugti, Loralai, Ghazaband, Khojakpass and Kalat.*

1.03 *The Managing Director of the Corporation, duly appointed by the Government of Pakistan and approved by the Board of Directors of the Corporation, is the Administrative and Executive Head of the Corporation.*

1.04 *The Managing Director is the Competent Authority to implement the rules for the Corporation and its employees.*

1.05 *The following Officers, duly appointed to their posts by the Managing Director, will be the Administrative Heads of their respective units as mentioned against their names:-*

- (i)*** *Controller of Marketing Marketing Office*
- (ii)*** *Controller of Administration Headquarters Office and Personnel*
- (iii)*** *General Managers Respective TV Centre*
- (iv)*** *Engineers in Charge Respective Rebroadcast Stations*



PTV Employees Service Rules

1.06 *The Administrative Heads, as listed in rule 1.05, will exercise all administrative powers over their respective units and their personnel in accordance with the provisions of the Service Rules of the Corporation, and in accordance with and subject to orders, instructions, directives etc. of the Managing Director, issued from time to time by the working Directors, in their respective fields.*

2. Applicability and Interpretation

2.01 *These rules, will be known as the “Pakistan Television Corporation Limited Employees Service Rules”, and will come into force with effect from the date of gazette notification.*

2.02 *These rules will apply to all employees of the Pakistan Television Corporation Limited, hereinafter referred to as the Corporation.*

2.03 *Conditions of service of Deputationists, Contract Employees, Temporary Employees, Casual Employees, Trainees and Apprentices will be governed as follows:-*

(a) ***Deputationists from Central or Provincial Governments.** By the terms and conditions as approved by the Foreign Deputation Terms Committee of the Government of Pakistan, or by other relevant rules or orders of the Government of Pakistan , or by other relevant rules or orders of the Government of Pakistan/Provincial Governments.*

(b) ***Contract Employees, Casual Employees, Trainees and Apprentices.** By the terms and conditions contained in their respective contracts, or letters of appointment.*

2.04 *All corresponding rules which have been in force till the date of enforcement of these rules are hereby rescinded. However, any order passed or appointment made or anything done or any action taken over any proceedings commenced under the provisions of the rules as rescinded under this rule will continue in force and be deemed to have been passed, made, done, taken or commenced, as the case may be, under the corresponding provisions of these rules as if these rules were in force when such order was passed, or such appointment was made, or such thing was done, or such action was taken, or such proceedings commenced, unless an*



PTV Employees Service Rules

order, in writing, to the contrary is passed by the Managing Director of the Corporation.

- 2.05** *The Corporation reserves to itself the right to make new rules, add to these rules or to make supplementary rules in connection with these rules, as and when it is considered necessary or desirable to do so.*
- 2.06** *Such new rules, additional rules or supplementary rules will be approved by the Board.*
- 2.07** *The Corporation reserves to itself the right to modify or cancel or amend any or all of the rules or supplementary rules, issued in connection with these rules, with or without such notice to the employees as may be considered necessary and appropriate by the Corporation.*
- 2.08** *The Corporation reserves to itself the right to interpret the meaning impart and applicability of these rules, or any supplementary Rules issued in connection with these rules.*
- 2.09** *All orders, sanctions, approvals, interpretations, clarifications, etc., of the Managing Director in connection with these rules and/or supplementary rules, will be conveyed to all concerned under the signatures either of the Managing Director or the Director Administration and Personnel.*
- 2.10** *These rules are basically intended to cover conditions of service and benefits allowed by the Corporation to its employees. To supplement these rules, Administrative Staff Instructions will be issued from Headquarters Office from time to time and as required. These Administrative Staff Instructions shall have the same authority as provisions of these Service Rules.*
- 2.11** *Nothing in these rules shall deprive the employee/employees of any right or privilege guaranteed by or under any law, settlement, agreement or award.*



PTV Employees Service Rules

3. Definitions

- 3.01** Unless there is anything repugnant in the subject or context, the terms defined in this chapter are used in these rules in the sense hereunder explained.*
- 3.02** ‘Board’ means Board of Directors of the Corporation.*
- 3.03** ‘Chairman’ means the Chairman of the Board of Directors of the Corporation.*
- 3.04** ‘Charge Pay’ means an additional pay granted to an employee when he holds charge of a post equivalent to his own post in addition to his normal duties, or if he holds charge of a higher vacant post.*
- 3.05** a) “Compensatory Allowance” means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed.*



PTV Employees Service Rules

(b) ***“Compensatory Leave”*** means leave granted to employees in Group-5 and 6 in accordance with rule 10.25.

3.06 ***‘Controlling Officer’*** means the Officer declared by the Corporation to be the Controlling Officer for the purposes of authorizing outstation tours of a particular employee or class of employees.

3.07 ***‘Conveyance Allowance’*** means an allowance granted for attending duty at the normal place of work, or for carrying out other duties necessitating maintenance of a transport, in lieu of free transportation by the Corporation in either case.

3.08 ***‘Corporation’*** means the Pakistan Television Corporation Limited, incorporated under the Companies Act 1913, (now Companies Ordinance 1984) with Headquarters Office at Islamabad, and includes all its units in Pakistan or abroad.

3.09 ***‘Daily Allowance’*** means an allowance to an employee to cover his daily expenses at an outstation while on duty and includes boarding, tips, laundry and all other personal expenses, but does not include expenses on entertainment to Corporation’s guests, or on transport for official work.

3.10 ***‘Day’*** means a calendar day beginning and ending at midnight, but an absence from office on tour which does not exceed twenty four hours will also be reckoned for all purposes as one day, at whatever hour the absence begins or ends.

3.11 ***‘Duty’*** --- Besides normal work performed in any post, also includes:-

a) Service as a probationer, apprentice or trainee provided that such service is followed by appointment to a permanent post.

b) Joining time specially authorized by the Corporation in writing.

c) The period spent on a duly authorized course of instruction or training including the time required for the journey to and from the place of such training;

d) Attendance at an obligatory departmental examination including a reasonable time, required for the journey to and



PTV Employees Service Rules

from the place of examination and the day or days of the examination and

e) *Any kind of work which the Corporation in its discretion may declare to be duty.*

3.12 ***‘Establishment’** means the approved staff strength indicating the designation, group, pay scale, and number of posts sanctioned for each separate unit, from time to time, by the Managing Director.*

3.13 ***‘Employee’** means any person employed by the Corporation as workman or supervisor or officer and executive, and performing any duties whether manual, clerical, technical or non technical, supervisory, administrative or managerial, to whom these rules apply.*

3.14 ***‘Family’** means wife (only one); husband, legitimate unmarried children, and step children, residing with the wholly dependent on the employee. For the purposes of medical facilities “Family” will also include aged dependent parents.*

3.15 ***‘Head of the Department’** means an officer declared as such by the Corporation.*

3.16 ***‘Holiday’** means a day declared as such by order of the Corporation and includes an optional or a sanctioned holiday.*

3.17 ***‘Honorarium’** means a recurring or non-recurring payment granted to an employee as remuneration for special work of an occasional or intermittent nature.*

3.18 ***‘House Rent Allowance’** means an allowance granted to the employees of the Corporation as a house rent support where the Corporation does not provide residential accommodation.*

3.19 ***‘Joining Time’** means the time allowed to a person under the conditions prescribed in these rules to enable him:-*

a) *To join the post to which he has been appointed, or transferred; or*

b) *To proceed on leave from a remote place of duty which is not easy to access*



PTV Employees Service Rules

- 3.20** *Leave*’ means leave taken with the prior approval of the Leave Sanctioning Authority who has been authorized by the Corporation to grant such leave.
- 3.21** *Leave salary*’ means the amounts paid by the Corporation to an employee on leave or in lieu of privilege leave according to these rules.
- 3.22** *Lien*’ means the title of an employee to hold either immediately or on the termination of period(s) of absence on secondment to another Organization, his post with the Corporation.
- 3.23** *Managing Director*’ means the Managing Director of the Corporation
- 3.24** *Month*’ means a calendar month. In calculating a period in terms of months and days, complete calendar months irrespective of the number of days in each, will first be calculated and the odd number of days calculated subsequently.
- 3.25** *National/Local Posts*. For the purposes of appointments only, all posts in Group 4 and above are National posts, and all posts in Group 3 and below are Local Posts. Managing Director may, at his discretion and in the best interests of the Corporation, order transfers of all employees as and when deemed necessary, and in case of employees in Groups 1 to 3,, if the Managing Director considers it necessary for operational reasons.
- 3.26** *Officiate*.—An employee officiates in a post when he performs the duties of a post on which another person holds a lien, or when the Corporation appoints him to officiate in a vacant post, on which no other employee holds a lien.
- 3.27** *Over-time*’ ;means time at work beyond regular hours (as prescribed by the Corporation) for various units for which payment will be made at double the rate of basic pay applicable to the incumbents. Employees in Group 5 and above are not entitled to over-time.
- 3.28** *Pay*’ means the basic pay sanctioned to an employee for a post held by him in a regular pay scale. It does not include any allowance or any other kind of pay.
- 3.29** *Penalty*’ means a penalty which may be imposed under these rules.
- 3.30** *Personal Pay*’ means an additional pay granted to an employee:-



PTV Employees Service Rules

- a) *To save him from loss of pay in respect of a regular post held by him due to a revision of pay or to reduction of such pay otherwise than as disciplinary measures.*
- b) *In exceptional circumstances, on other personal considerations.*
- 3.31** ***Probationer*** means an employee employed on probation against an establishment Vacancy.
- 3.32** ***Public Conveyance*** means a train, steamer, aeroplane, road transport or other conveyance which plies for hire regularly for the carriage of passengers.
- 3.33** ***Selection Board*** means Board or Boards as defined and constituted or formed from time to time by the Managing Director.
- 3.34** ***Service*** means and includes the following:-
- (i) *Actual days of duty in a post.*
 - (ii) *Periods of leave with pay.*
 - (iii) *Compulsory “off” days.*
 - (iv) *Probationary period preceding confirmation in the same post.*
- 3.35** ***Special Pay*** means an addition in the nature of pay, to the emoluments of an employee, granted in consideration of :-
- (a) *the specially arduous nature of his duties; or*
 - (b) *a specific addition to the work or responsibility; or*
 - (c) *The unhealthiness, remoteness or other special characteristic of the locality in which the work is performed.*
- 3.36** ***Time-Scale***, means pay which rises by periodical increment from minimum to a maximum.
- 3.37** ***Transfer*** means the movement of an employee from one unit to any other unit in pursuance of a transfer order issued by a competent authority.
- 3.38** ***Unit*** means and includes any of the following:-
- (i) *Headquarters Office.*
 - (ii) *Central Marketing Office.*



PTV Employees Service Rules

- (iii) A Television Centre.*
- (iv) A Transmitter Station.*
- (v) A News Unit.*
- (vi) A Marketing Office.*
- (vii) A Revenue Office.*



PTV Employees Service Rules

4. Classification of Employees, Groups and Pay Scales

Classification of Employees

4.01 *Employees are classified as follows:-*

- (a) Contract Employees.*
- (b) Permanent Employees.*
- (c) Probationers.*
- (d) Temporary Employees.*
- (e) Casual Employees.*
- (f) Trainees.*
- (g) Apprentices.*
- (h) Deputationists.*

Contract Employee

4.02 *Contract Employee means an employee with whom a specific contract of employment has been executed. Contract employee will be bound by these rules subject to the terms stated in the contract.*

Permanent Employee

4.03 *Permanent Employee means an employee means an employee who has been engaged on a permanent basis against a sanctioned post, and who has satisfactorily completed his probation period in the same post or in any other post in the Corporation including breaks due to illness, accident, leave, etc.*

Probationer

4.04 *Probationer means an employee who is provisionally employed to fill an establishment vacant post, and has not yet satisfactorily completed his probation period, or the extended period of probation. If a permanent employee is employed as a probationer in a new post, he may, at any time during the probation period, be reverted to his old permanent post, if his work in his new post is found unsatisfactory.*



PTV Employees Service Rules

Temporary Employee

4.05 *Temporary Employee means an employee who has been employed for work which is essentially of a temporary nature likely to be finished within a given or limited period or within an unspecified period.*

Casual Employee

4.06 *Casual Employee means an employee whose employment is of casual nature, or who has been employed in place of a permanent employee who is temporarily absent for whatever reason.*

Trainee

4.07 *A Trainee means an employee who is undergoing training. A trainee will be paid an allowance or a fixed pay during the period of his training. The Corporation will be under no obligation to provide employment to a trainee. Provision of employment to the trainee will be at the sole discretion of the Corporation.*

Apprentice

4.08 *An Apprentice means a person who is getting on-the-job training at a unit without any obligation on the part of the Corporation to provide him a job at the end of his apprenticeship. A trainee or an apprentice will not be considered an employee unless appointed to an establishment vacancy by the Corporation.*

Deputationists

4.09 *A Deputationists mean an employee whose services have been obtained on loan by the Corporation from the Central or a Provincial Government or from any other Organization. A Deputationist will also be governed by these rules subject to the terms and conditions of his deputation.*

Groups and Pay Scales

4.10 *Groups and Pay Scales applicable to posts in the Corporation are given below:-*

<i>Group</i>	<i>Pay Scale</i>	<i>H.R.A</i>	<i>C.A</i>	<i>W.A</i>
---------------------	-------------------------	---------------------	-------------------	-------------------



PTV Employees Service Rules

	(Rs.)	(Rs.)	(Rs.)	(Rs.)
<i>1</i>	<i>6610 – 300 -- 11110</i>	<i>50% of progressive Basic pay</i>	<i>20% of starting Basic pay</i>	<i>200(liveried staff)</i>
<i>1-A</i>	<i>6770 – 330 – 11720</i>	<i>-do-</i>	<i>-do-</i>	<i>-</i>
<i>2</i>	<i>7390 – 425 -- 13765</i>	<i>-do-</i>	<i>-do-</i>	<i>-</i>
<i>3</i>	<i>8780 – 615 -- 18005</i>	<i>-do-</i>	<i>-do-</i>	<i>-</i>
<i>4</i>	<i>11900 – 935 – 25925</i>	<i>-do-</i>	<i>-do-</i>	<i>-</i>
<i>5</i>	<i>15900 – 1170 -- 33450</i>	<i>-do-</i>	<i>-do-</i>	<i>-</i>
<i>6</i>	<i>18230 – 1360 – 38630</i>	<i>-do-</i>	<i>-do-</i>	<i>-</i>
<i>7</i>	<i>24775 – 1650 -- 57775</i>	<i>-do-</i>	<i>-do-</i>	<i>-</i>
<i>8</i>	<i>29725 – 1780 – 65325</i>	<i>-do-</i>	<i>-do-</i>	<i>-</i>
<i>9</i>	<i>33670 – 2415 -- 81970</i>	<i>-do-</i>	<i>-do-</i>	<i>-</i>

Notes:

- i) Washing Allowance is payable to liveried employees.*
- ii) Employees in Groups-1 to 9 are entitled to unfurnished residential accommodation according to scale to be circulated from time to time through Administrative Staff Instructions or office orders issued from the headquarters Office. If these employees are not provided with residential accommodation by the Corporation or decide not to avail of this facility, they will be entitled to HRA @ 50% of their progressive basic pay.*
- iii) Employees in Groups 5, 6, 7 and 9 are entitled to claim reimbursement of Petrol literage expenses a rate existing petrol price to be circulated from time to time through office orders issued from the Headquarters office. If these employees do not fulfil the conditions for claiming petrol literage expenses, they will be entitled to conveyance allowance @ 20% of starting basic pay of the pay scale of their respective group.*
- iv) Employees Group-1 to 4 are entitled to re-imburement of Petrol Literage expenses for maintaining Motorcycle/scooter, the rate of which is to be circulated from time to time in the light of Conveyance Allowance.*



PTV Employees Service Rules

4.11 *The above pay scales are subject to change form time to time.*

Posts in Various Groups

4.12 *Posts in various groups*

Posts in Group-1

1:-Cleaner / Sr. Cleaner, 2:-Kitchen Mate (Contract Post), 3:-Mali / Sr. Mali, 4:_Naib Qasid/Naib Qasid-Cum-Security Guard/Qasid, 5:-Sanitary Worker / Sr. Sanitary Worker, 6:-Security Guard / Sr. Security Guard

Posts in Group – 1A

1:-Cook (Contract Post), 2:-O.B. / Eng Helper, 3:-Studio Hand / Sr. Studio Hand, 4:-Stores Hand / Sr. Stores Hand

Posts in Group-2

1:- Despatch Rider / Sr. Despatch Rider, 2:- Driver / Sr. Driver, 3: -Duplicating Machine Operator / Sr. Duplicating Machine Operator, 4:- Fax / T. P. Operator, 5:- Plumber / Sr. Plumber, 6:- Typist-Cum-Jr. Assistant, 7:- Airconditioning Mechanic, 8:- Assistant Electrician, 9:Boom Operator, 10:-Diesel Mechanic, 11:- Ferro Printer / Sr. Ferro Printer, 12:_Lift Mechanic, 13:- Lift Operator / Senior Lift Operator, 14:-Mechanic, 15:Tv Mechanic, 16:-Tracer / Senior Tracer, 17:- A/C Helper, 18:- Urdu Typist, 19:Resoruce Person (Group-1), 20:-Assistant Projector Operator, 21:-Carpenter / Sr. Carpenter, 22:-Cableman, 23:-Dark Room Assistant / Sr. Dark Room Assistant, 24:-Painter / Sr. Painter

Posts in Group – 3

1:-Khatib/Sr. Khatib, 2:-Lady Searcher / Sr. Lady Searcher, 3:-Junior Purchase Assistant, 4:-Junior Admn. Assistant, 5:-Record Keeper, 6:- Sr. Fax/T.P. Operator, 7:-Jr.Secretary (English), 8:-Liaison Officer (Transport), 9:- Telephone Operator, 10:-Protocol Assistant, 11:-Telephone Operator, 12:- Assistant Draftsman, 13:-Assistant A/C Technician, 14:-Assistant Diesel Technician, 15:-Assistant Lift Technician, 16:-Assistant TV Technician, 17:-Boiler



PTV Employees Service Rules

Attendant / Sr. Boiler Attendant, 18:-Electrician, 19:-Mast Mechanic/Rigger /Senior Mast Mechanic, 20:-Store Clerk, 21:-Sr.Mechanic, 22:-Senior Boom Operator, 23:-Studio Supervisor, 24:-Assistant Computer Operator, 25:-Inspector, 26:-Computer Assistant, 27:-Graphics Executor 28:_Teleprompter Operator 29:- Jr. Secretary Pushto, 30:- :- Jr. Secretary Urdu, 31:-Copyist/Sr. Copyist, 32:-Duty Officer, 33:-Lightsman, 34:_Programmes Assistant, 35:-Projector Operator, 36:- Set Assembler, 37:_Transmission Assistant, 38:-Vtr Film Traffic Clerk

Posts in Group-4

1:-Administrative Assistant, 2:-Statistical Assistant, 3:-Fax / Telex Operator, 4:-Protocol Assistant, 5:-Purchase Assistant, 6:-Secretary, 7:- Sr. Telephone Operator, 8:-Senior Record Keeper, 9:-Security Assistant, 10:-Sr.Proof Reader, 11:-Transport Supervisor, 12:-Associate Engineer, 13:-Associate Engineer (A/C), 14:-Associate Engineer (Civil), 15:-Associate Engineer (Electrical), 16:- Airconditioning Technician, 17:- Clearance Assistant, 18:- Diesel Technician, 19:-Draftsman / Sr. Draftsman, 20:- Electrical Technician, 21:- Overseer / Sr. Overseer, 22:- Lift Technician, 23:-Stores Keeper, 24:- Sound Recordist, 25:- Sr. Studio Supervisor, 26:-Tv Technician, 27:-Foreman, 28:-Assistant Accountant, 29:-Computer Operator, 30:-Revenue Assistant, 31:- Senior Inspector, 32:-Associate Programmer, 33:-Associate Computer Graphics Designer, 34:-Asstt. Network Administrator, 35:-Graphic Designer, 36:-Graphics Computer Operator, 37:- Marketing Assistant (Traffic), 38:Secretary (Urdu), 39:-Sub Editor (Translator News), 40:-News Monitor, 41:-Secretary Pushto, 42:- Associate Cameraman, 43:- Associate Designer, 44:-Assistant Film Editor, 45:-Calligraphist Brahvi & Baluchi, 46:_Calligraphist English, 47:-Calligraphist Sindhi, 48:-Calligraphist Urdu / Brahvi & Balu / English / Sindhi, 49:-Film Lab. Technician, 50:-Lady Make-Up-Artist, 51:-Make-Up-Artist, 52:-Planning Secretary, 53:-Properties Assistant, 54:_Senior Programme Assistant, 55:- Transmission Supervisor, 56:- VTR / Film Traffic Assistant, 57:-Still Photographer, 58:-Wardrobe Assistant

Posts in Group - 5

1:-Assistant Administrative Officer, 2:-Assistant Personnel Officer, 3: Assistant Transport Officer, 4:-Fax / Telex Supervisor, 5:-Film Librarian/ Librarian, 6:- Purchase Officer, 7:-Protocol Officer, 8:-Liason Officer (Legal), 9:-Liason Officer (Communication), 10:-Statistical Officer, 11:-Supervisor Telephone, 12:-



PTV Employees Service Rules

Security Officer, 13:-Senior Secretary, 14:-Producer Current Affairs, 15:-Desk Editor, 16:-News Monitor, 17:-Airconditioning Engineer, 18:-_Assistant Architect, 19:-Clearance Officer, 20:-Electrical Engineer, 21: Resident Engineer, 22:-Auto Mobile & Diesel Engineer, 23:-Stores Officer, 24: Television Engineer, 25:-Studio Coordinator, 26:-Sound Recordist, 27: Assistant Accounts Officer, 28:-Assistant Revenue Officer, 29:-Chief Inspector, 30:-Senior Computer Operator, 31:-Assistant Programmer, 32:-Asstt. Network Administrator, 33:-Coordination Officer (Web), 34:-Computer Graphics Designer, 35:-3d Animator, 36:-Lan Administrator, 37:-Archivist, 38:-_Marketing Officer, 39:-Marketing Officer (Traffic), 40:-News Producer/ Reporter, 41:-Reference Officer, 42:-Secretary (Urdu), 43:-News Monitor, 44:-_Editor, 45:-Desk Editor, 46:-Calligraphic Designer / Sr. Calligraphic Designer, 47:-Calligraphist, 48:-Cameraman, 49:-_Designer, 50:-Film Editor, 51:-Film Coordination Officer, 52:-Graphic Designer, 53:-Properties / Wardrobe Officer, 54:-Planing Officer, 55:-_Presentation Officer, 56:-Producer/Producer Training Programmes, 57: Scripts Producer, 58:-Scripts Assistant, 59:-Senior Film Lab. Technician, 60: Senior Make-Up-Artist, 61:-Still Photographer / Sr. Still Photographer, 62: VTR / Film Traffic Officer

Posts in Group-6

1:-Administrative Officer, 2:-Personnel Officer, 3:-Private Secretary, 4:-Public Relations Officer, 5:-Liaison Officer (Public Relations), 6:-Liaison Officer (Ex-Cadre)-DAP, 7:-Sports Co-ordinator, 8:-Training Officer, 9:-Senior Librarian 10. Sports Officer, 11:-Sr.Purchase Officer, 12:-Transport Officer, 13:-Senior Security Officer, 14:-Producer Current Affairs, 15:-Boiler Engineer, 16:-Sr. Resident Engineer, 17:-Sr. Auto Mobile & Diesel Engineer, 18:-Senior A/C Engineer, 19:-Senior Clearance Officer, 20:-Senior Electrical Engineer, 21: Senior Stores Officer, 22:-Senior TV Engineer, 23:-Accounts Officer, 24: Computer Programmer/Database Administrator, 25:-Revenue Officer, 26: Network Administrator Info. Tech., 27:-Programmer, 28:-Senior Graphics Designer/Graphics Designer, 29:-Training & Coordination Officer, 30:-_Visualizer, 31:-Marketing Executive, 32:-Executive Marketing Research, 33: Marketing Executive Traffic, 34:-News Producer / Reporter, 35:-Research Officer, 36:-Secretary (Urdu), 37:-Senior Editor, 38:-Senior News Monitor, 39: Cameraman, 40:-Designer, 41:-Film Coordination Officer, 42:-Laboratory Incharge, 43:-Producer, 44:-Scripts Producer / Editor, 45:-Senior Film Editor,



PTV Employees Service Rules

46: Sr. Presentation Officer, 47:-Senior Planning Officer, 48:-Senior Make-Up Artist, 49:-Senior VTR / Film Traffic Officer

Posts in Group - 7

1:-Assistant Controller Personnel / Senior Personnel Officer, 2:-Assistant Controller Admn. / Senior Admn. Officer, 3:-Assistant Controller Legal Affairs, 4:-Assistant Chief Security Officer, 5:-Statistical Officer, 6:-Senior Liaison Officer, 7:-Training Officer, 8:-Council Officer, 9:-Public Relations Officer, 10:-Executive Liaison Officer (Medical), 11:-Principal Staff Officer, 12:-Asstt. Controller Current Affairs Producer Current Affairs / Sports, 13: Sports Officer, 14:-Assistant Controller Engineering/ Instructor Engineering/ Engineer-In-Charge, 15:-Asstt.Cont. Engineering (Electrical)/ EIC (Electrical), 16:-Engineer-In-Charge (A/C), 17:-Asstt Controller Engineering Stores, 18:-Sr.Boiler Engineer, 19:-Executive Engineer, 20:-Assistant Controller Finance/Senior Accounts Officer/ Assistant Controller Revenue, 21:-Senior Revenue Officer, 22:-System Analyst/Database Manager, 23:-Asstt. Controller Information Technology, 24:-Assistant Controller Graphics, 25:-Asstt.Cont. Training & Coordination, 26:-Marketing Manager, 27:-Manager Marketing Research, 28:-Marketing Manager (Traffic), 29:-Instructor News & Current Affairs, 30:-News Editor / News Reporter, 31:-Sr. Publication-Cum-Research Officer, 32:-Senior Monitoring Officer, 33:-Asstt.Controller Film Procurement/ Deputy Controller Film Procurement, 34:-Assistant Controller Programmes/Controller International Relations/Assistant Controller Research ETV/Producer, 35:-Asstt. Controller TV Censor Board, 36:-Chief Make-Up Artist, 37:-Presentation Coordinator, 38:-Senior Cameraman / Instructor Camera Training / Chief Cameraman, 39:-Scripts Editor, 40:-Senior Designer

Posts in Group-8

1:-Admin. & Personnel Manager/ DCAP-I / DCAP-II / MTD 2:-Assistant Company Secretary, 3:-Chief Security Officer, 4:-Manager Media Relations (Ex-Cadre) , 5:-Deputy Controller Coordination (Ex-Cadre), 6:-Deputy Controller Current Affairs/ Deputy Controller Sports/ Producer Current Affairs, 7:-Deputy Controller Engineering / Engineering Manager /Deputy Controller (O&M) 'Deputy Controller Engineering Training, 8:-Deputy Controller Engineering A/C, 9:-Dy. Controller Engineering Electrical, 10:-Deputy Controller Stores, 11:-Sr. Quantity Surveyor , 12:-Chief Boiler Engineer, 13:-Deputy Controller



PTV Employees Service Rules

(Coordination), 14: _Dy. Controller Finance/Finance Manager/ Deputy Controller Revenue / Deputy Controller Accounts Development & Project/ Deputy Controller Audit, 15:-Deputy Controller Computer Applications, 16:-Deputy Controller Information Technology, 17:-Deputy Controller Training & Coordination, 18: _Deputy Controller Marketing, 19:-Deputy Controller Marketing (Traffic), 20: _Deputy Controller Reporting/ Deputy Cont News/ Sr. News Editor, 21:-Chief Cameraman, 22:-Designs Manager, 23:-Deputy Controller Programmes/ 'Deputy Controller International Relations/Producer/ Programmes Manager/ Deputy Controller Production Training/ Deputy Controller 1st Transmission/Manager ETV /Executive/Producer, 24:-Presentation Chief, 25: Scripts Editor

Posts in Group-9

1:-Controller Admin & Personnel / Executive Manager (Admin. & Personnel) / Cont. Admin & Legal Affairs, 2:-Controller Archives, 3:-Executive Manager Grievance Cell, 4:-Controller Security, 5:-Controller Current Affairs / Producer Current Affairs/Cont. Sports (1), 6:-Controller Engineering / Engineering Manager/ Executive Engineering Manager/Executive Engineering Managers (Transmitter), 7:-Cont.Engg.(A/C & Mech. Services), 8:-Sr. Executive Engineer, 9:-Controller Stores, 10:-Controller Finance/Cont. Audit/ Executive Manager Finance/ Controller Revenue/Controller Finance & Development & Planning, 11:-Controller Computer Application, 12: Controller Information Technology, 13:-Controller Marketing/ General Manager Marketing, 14:-Controller Marketing (Traffic), 15:-Controller News / Reporting/Senior News Editor, 16:-Coordinator, 17:-Controller Camera Facilities, 18:-Controller Designs, 19:-Controller Scripts/Script Editor, 20: Controller Educational TV/ Controller Programmes / Controller International Relations General Manager / G.M. (Academy) / Controller Production Training/Producer/G.M. PTV National / Executive Programmes Manager, 21:-Controller Presentation

Working Directors

1:-Managing Director, 2:-Deputy Managing Director, 3:-Director Admin. & Personnel, 4:-Director Special Assignments, 5:-Director Current Affairs 6: _Director Engineering (O&M) / DTH, 7:-Director Engineering (P&P), 8:-Director Finance, 9:-Director International Relations, 10:-Director News, 11:-Director Marketing/Marketing Strategy & Planning, 12:-Director Programmes,



PTV Employees Service Rules

13: *_Director PTV National, 14:-Director Sports, 15:-Director Global, 16: _Director Training Academy*

4.13 *The above posts and their respective groups are subject to changes from time to time. Posts can be added or deleted to and from any or each of the above groups.*

4.14 *Employees originally placed in Groups 1,2,3,4,5,6,7, and 8, when they reach the ceiling of their respective pay scales, will be given the next higher pay groups i.e. pay groups 2,3,4,5,6,7,8 and 9 respectively on the 1st July which follows immediately thereafter provided they have earned satisfactory reports during the last 03 years. This process will, however, not be repeated. For example, an employee who is originally placed in Pay Group-1 will on reaching the ceiling of the pay scale of pay Group-1, be placed in Group-2, but he will not automatically go to pay Group-3, if and when he reaches the ceiling of pay Group-2 pay scale. The same will apply to employees in pay groups 2 to 8. Corporation employees who do not have a channel of promotion and have remained in the same pay group in which they had joined Corporation, for 10 years, would be placed in the next higher pay group, provided they have been assessed at least “satisfactory” in their Performance Appraisals/Annual Confidential Reports throughout the last 10 years. This process will, however, not be repeated.*

Corporation employees who are in channel of promotion and have completed 10 years in same substantive pay group would also be placed in the next higher pay group provided they have been assessed at least satisfactory in their performance appraisal/annual confidential reports throughout the past 10 years. This process will, however, not be repeated. The employees of pay Group-1A who remained in same pay group for 04 years would be placed in Pay Group-2 on completion 04 years service provided they have been assessed at least satisfactory in their performance appraisals/annual confidential reports throughout the past 04 years. This process will however, not be repeated.

4.15 *Employees of exceptional merit and extraordinarily efficiency can be given the next higher group as a reward, while still retaining their designations as given in rule 4.12.*



PTV Employees Service Rules

5. Recruitment, Appointment, Probation, Confirmation & Retirement

Sanctioned Staff Strength

- 5.01. Sanctioned Staff Strength for each unit will be determined by the Managing Director from time to time.***
- 5.02. Sanctioned Staff Strength of a unit will consist of the maximum numbers and designations of the posts sanctioned for that unit.***
- 5.03. Additions to or deletions form the Sanctioned Staff Strength of units will be approved by the Managing Director from time to time.***
- 5.04. Actual Staff Strength of any unit of the Corporation will, at no time, except with prior permission of the Managing Director, exceed its Sanctioned Staff Strength.***

Recruitment and Appointment

- 5.05. Recruitment in various cadres will be effected in accordance with the laid down procedure on the basis of suitability and qualifications for various posts to be prescribed form time to time.***
- 5.06. Where necessary, persons selected for appointment may be required to successfully undergo a course of training/instruction either at a training school or at any other place as a condition precedent to their appointment against an establishment vacancy.***

Age at the time of entry into Corporation's service



PTV Employees Service Rules

- 5.07.** *The age of a person at the time of his entry into Corporation's service shall not be less than 18 years and not more than 35 years.*
- 5.08.** *The Managing Director may, however, relax the upper age limit in respect of ex-servicemen, and in other, individual cases on the grounds of special qualifications of the incumbent, non-availability of suitable candidates within the above age group, or for other pertinent reasons.*
- 5.09.** *A declaration of age supported by matriculation certificate or a school leaving certificate or an affidavit made by an applicant at the time of or for the purpose of his entry into the Corporation's service, shall be deemed to be binding on the person who makes it, and no revision of such declaration shall be allowed to be made by him at a later date for any purpose whatsoever.*

Medical Fitness

- 5.10.** *No person shall be appointed to a post without a medical fitness certificate form the Medical Officer of the Corporation.*

Probation Period

- 5.11** *All newly appointed persons will be placed on probation for the period given below:*
- (a) *Employees in Group 4 or below..... 3 months.*
 - (b) *Employees in Group 5 or above.....12 months.*
- 5.12** *Person who are trained in a training institute or establishment, authorized, recognized or operated by the Corporation, prior to their appointment against an establishment vacancy in Group 5 or above may, at the Managing Director's discretion, be placed on probation for a period of 6 months beginning form the date of their appointment.*
- 5.13** *If during his probation period the services of an employee are found unsatisfactory, of which the management shall be the sole judge, his services can be terminated without any notice or compensation.*
- 5.14** *In very special cases where the Managing Director is satisfied that a probationer in Group 5 or above is likely to improve by the extension of his probation, may in his discretion, extend such employee's probation period by 3 or 6 months.*



PTV Employees Service Rules

5.15 *Serving employees of the Corporation who are promoted/appointed to higher posts will undergo the following probation period:*

- (a) If their new posts are in Group 4 or below..... 3 months*
- (b) If their new posts are in Group 5 or above..... 6 months*

Appointing Authorities

5.16 *The following will be the appointing authorities, under the power delegated by the Managing Director :*

- (a) For Posts in Groups 1, 2 and 3- Administrative Head of the Unit*
- (b) For Posts in Groups 4, 5, 6, 7, 8 and 9- Managing Director.*

Abolition of Posts

- 5.17** (a) *In the event of abolition of a post, the incumbent of such post may be appointed to another post in the same group and pay scale provided such post is vacant and provided the incumbent is considered suitable for that post. In case no such vacancy exists the Corporation will have the right either to offer him a lower vacant post or to terminate his services.*
- (b) *In case of abolition of post of employee who is junior most shall be retrenched first.*

Re-employment

5.18 *An employee who has been dismissed from the Corporation's service or who is convicted of a criminal offence by a court of law shall not be re-employed.*

5.19 *The Managing Director may, at his discretion, offer re-employment against an establishment vacancy to an ex-employee of the Corporation who had satisfactory record of service during the period of his previous service with the Corporation. Such re-employment will, however, not give any claim to the re-employed person to seniority over others already in service in similar posts at the time of his re-employment, or to any other benefits.*

Confirmation



PTV Employees Service Rules

- 5.20** *An employee who is appointed directly or after training to a permanent post may be confirmed in his post if he is considered fit for confirmation at the end of his probation period, the details of which are given in rules 5.11 and 5.12. The confirmation will be effective from the date following the last days of his probation period. The training or apprenticeship period will not be considered in any way as probation period.*
- 5.21** *An employee, who is promoted / appointed from a lower to a higher post/group, may be confirmed in such higher post/group, if he is considered fit for confirmation at the end of his probation period, the details of which are given in rule 5.15. The confirmation will be effective from the date following the last day of his probation period.*
- 5.22** *Competent authorities for ordering confirmation of the employees of the Corporation, under powers delegated by the Managing Director, are:-*
- (a) In respect of incumbents of National Posts ----- Managing Director*
 - (b) In respect of Local Posts-Administrative Head of the unit concerned.*
- 5.23** *If, at the end of his probation period, an employee is not considered fit for confirmation in his present post:-*
- (a) If a promote,*
 - i) he may be demoted to the post which he held prior to his probation; or*
 - (ii) his probation period may be extended by 3 or 6 months if he is in Group-5 or above.*
 - (b) If an appointee, either directly or after training:*
 - (i) his services may be terminated; or*
 - (ii) his probation period may be extended by 6 months if he is in Group-5 or above.*
- 5.24** *The probation period of a direct appointee to a post in Group-4 or below is not extendable. He must either be confirmed or his services terminated on or before the last day of his probation period.*
- 5.25** *The probation period of direct appointee in Group-5 or above can be extended only once. If even after the extended probation period an employee is not considered fit for confirmation, he shall be demoted as per*



PTV Employees Service Rules

rule 5.23 (a) if he is a promotee and his services shall be terminated if he is a direct appointee.

- 5.26** *The decision of the competent authorities, as listed in rule 5.22 in respect of confirmation or otherwise of an employee, shall be final, subject only to the final approval or otherwise of the Managing Director.*
- 5.27** *The detailed procedure to be followed in respect of confirmation of employee will be circulated from time to time through Administrative Staff Instructions.*

Retirement Age

5.28 *An employee shall retire from the service of the Corporation on attaining the age of 60 years.*

5.28 (A) (1) *An employee shall retire from service:-*

(i) *On such date after he has completed twenty years of qualifying services for pension/gratuity or other retirement benefits as the competent authority may, in the public interest, direct, or*

(ii) *Where no direction is given under clause (i) on the completion of the sixtieth year of his age.*

(2) *No direction under clause (i) of sub section (1) shall be made until an employee has been informed in writing of the grounds on which it is proposed to make the direction, and has been given a reasonable opportunity of showing cause against the said direction.*

5.29 *The Managing Director may, however, in consultation with the Chairman, grant extension in service beyond the age of 60 years to exceptionally competent employees of the Corporation.*

Review of Employees for Retention in Service



PTV Employees Service Rules

- 5.30** (a) *The case of employees who have completed 25 years of service, qualifying for pension and other retirement benefits, shall be reviewed regarding their further usefulness for retention in service in the month of January each year by a committee.*
- (b) *The review committee shall comprise of the Managing Director, as its Chairman, Director Administration & Personnel and the concerned Director, under whose Jurisdiction the employee under review falls, as members.*
- (c) *The review committee shall review the cases of those employees in Pay Group 1 to 9, who are not doing the job satisfactory and are not making the kind contribution to the overall PTV efforts as is required of them. After the review, the committee shall make recommendations, as to whether or not such employees should be retained in PTV's service. The recommendations of the review committee shall be submitted to the Managing Director for administrative approval. If the Managing Director accepts the recommendations of the review committee that an employee is no longer useful to PTV and shall not be retained in service, the employee shall be retired.*



PTV Employees Service Rules

6. Promotions and Employment Procedure

Vacancies in Group 2 to 6

- 6.01** *For filling vacancies in Groups 2 to 6 serving employees who, according to channels of promotion as given in Rule 6.05, are promotable to the vacant posts, will first be considered. Selection will be made on the basis of seniority-cum-fitness. Seniority will be ascertained from the seniority lists maintained by the Corporation and fitness will be determined on the basis of Annual Confidential Reports of each eligible employee covering the preceding three years service in the previous post.*
- 6.02** *If no suitable candidate is available within the channel of promotion relevant to a particular vacancy, the vacancy will be advertised among all serving employees of the Corporation as given below:*
- (a) *Posts in Groups 2 and 3:*
- (i) *Vacancies at Lahore will be advertised among employees of TV Centre, Lahore, Multan and Rebroadcast Stations, Sakesar, Shujaabad, Sahiwal, Jamal Din Wali, Faisalabad, Kala Shah Kaku, Chishtian, Mailsi Liah, pasroor and Kewra.*
 - (ii) *Vacancies at Islamabad will be advertised among employees of TV Centre, Islamabad, Headquarters Office, Islamabad, ETV Centre, Islamabad and Rebroadcast Stations, Murree, Mangla and Muzaffarabad Thub and Pando.*
 - (iii) *Vacancies at Karachi will be advertised among employees of TV Centre, Karachi, CMO Karachi and Rebroadcast Stations, Thana Bola Khan, Shikarpur, Noorpur, Tando Allah Yar, Deh Shah Mureed and Thatta.*
 - (iv) *Vacancies at Quetta will be advertised among employees of TV Centre, Quetta and Rebroadcast Stations, Lakpass, Sibbi,*



PTV Employees Service Rules

Gawadar, Kohlu, Pasni, Lasbela, Dukki, Zhob, Turbat, Khuzdar, Panjgore, Dera Bugti, Loralai, Ghazaband Noshki and Gawadar..

- (v) *Vacancies at Peshawar will be advertised among employees of TV Centre, Peshawar and Rebroadcast Stations, Cherat, Thandiani, Razmak, Mingora, Bat Khela, Batagram, Bajor, Landi Kotal, Booni, Timargarah, Loran Top, Orakzai Agency, Chitral, Gilgit, Skardu, Parachanar, Dir, Drosh, Booni, Dasu, Wana, Guli Bagh, Mohmmad Agency and Morasar*

- (b) *Posts in Groups 4 to 6 will be advertised among all employees of the Corporation.*

6.03 *Applications received from serving employees, according to the procedure in rule 6.02, will be scrutinized and candidates who possess required qualification and experience will be interviewed by a Selection Board which will submit its recommendations to the Managing Director for approval. Candidates whose selection is approved by the Managing Director will be appointed to the vacant posts.*

6.04 (i) *If no suitable serving candidate is available either within the channel of promotion or otherwise, the vacancy may be filled by appointing a candidate from outside. For this purpose the appointing authority may either advertise the vacancy or may adopt any other procedure which is considered by him to be in the best interest of the Corporation.*

(ii) *The family members of a serving employee will be given preference subject to qualifying on merit as per the following quota:-*

- *Recruitment in Pay Group-1 to 3 up to 30%.*
- *Recruitment in Pay Group-4 and above up to 25%.*

iii) *In the cases of death of an employee during service, one dependent of the deceased employee will be recruited subject to qualifying on merits.*

6.05 *For the purpose of filling vacancies in Groups 2 to 6 channels of promotion will be as follows:*

- (i) *Cleaner to Sr. Cleaner*



PTV Employees Service Rules

- (ii) *Sanitary Worker to Sr. Sanitary Worker*
- (iii) *Mali to Sr. Mali*
- (iv) *Naib Qasid/Naib Qasid cum Security Guard to Qasid*
- (v) *Security Guard to Sr. Security Guard*
- (vi) *Cable man to Light man to Associate Cameraman to Cameraman*
- (vii) *OB/E.N.G. Helper to Mechanic to Sr. Mechanic to Foreman*
- (viii) *TV Mechanic to Asstt. TV Technician to TV Technician*
- (ix) *Asstt. Electrician to Electrician to Electrical Technician*
- (x) *Studio Hand to Sr. Studio Hand*
- (xi) *Stores Hand to Sr. Stores Hand*
- (xii) *Boom Operator to Sr. Boom Operator to Sound Recordist*
- (xiii) *Carpenter to Sr. Carpenter*
- (xiv) *Dark Room Assistant to Sr. Dark Room*
- (xv) *Diesel Mechanic to Asstt. Diesel Technician to Diesel Technician*
- (xvi) *Painter to Sr. Painter*
- (xvii) *Dispatch Rider to Sr. Dispatch Rider*
- (xviii) *Driver to Sr. Driver*
- (xix) *Duplicating Mechanic Operator to Sr. Duplicating Machine Operator*
- (xx) *Plumber to Sr. Plumber*
- (xxi) *Urdu Typist to Sr. Urdu Typist*
- (xxii) *A/C Mechanic to Assistant A/C Technician to A/C Technician*
- (xxiii) *Lift Operator to Sr. Lift Operator*
- (xxiv) *Asstt. Lift Technician to Lift Technician to Sr. Lift Technician*
- (xxv) *Tracer to Sr. Tracer*
- (xxvi) *Circulation Assistant to Sr. Circulation Assistant*
- (xxvii) *Khatib to Sr. Khatib*
- (xxviii) *Lady Searcher to Sr. Lady Searcher*
- (xxix) *Jr. Purchase Assistant to Purchase Assistant to Purchase Officer*
- (xxx) *Pushto Steno typist to Pushto Secretary*
- (xxxi) *Telephone Operator to Sr. Telephone Operator*
- (xxxii) *Mast Mechanic to Sr. Mast Mechanic*
- (xxxiii) *Studio Supervisor to Sr. Studio Supervisor to Studio Coordinator*
- (xxxiv) *Assistant Computer Operator to Computer Operator to Sr. Computer Operator to Database Administrator*
- (xxxv) *Inspector to Sr. Inspector to Chief Inspector*
- (xxxvi) *Proof Reader to Sr. Proof Reader*



PTV Employees Service Rules

- (xxxvii) *Fax/T.P. Operator to Sr. Fax/T.P. Operator to Telex Operator to Telex Supervisor*
- (xxxviii) *Copyist to Sr. Copyist*
- (xxxix) *VTR Film Traffic Clerk to VTR Film Traffic Officer to Sr. VTR Film Traffic Officer*
 - (xl) *Assistant Projector Operator to Projector Operator*
 - (xli) *Typist cum Jr. Asstt. to Junior Admn. Asstt. to Administrative Asstt. To Assistant Administrative Officer to Administrative Officer*
 - (xlii) *Record Keeper to Properties Assistant/Wardrobe Asstt. to Properties/Wardrobe Officer.*
 - (xliii) *Assistant Draftsman to Draftsman*
 - (xliv) *Assistant Editor to Editor to Sr. Editor*
 - (xlv) *Still Photographer to Sr. Still Photographer*
 - (xlvi) *News Monitor to Sr. News Monitor*
 - (xlvii) *Boiler Attendant to Sr. Boiler Attendant*
 - (xlviii) *Duty Officer/Transmission Assistant to Transmission Supervisor to Presentation Officer to Sr. Presentation Officer*
 - (xlix) *Store Clerk to Store Keeper to Stores Officer to Sr. Stores Officer*
 - (l) *Associate Engineer Electrical to Electrical Engineer to Sr. Electrical Engineer*
 - (li) *A.E. Auto & Diesel to Auto & Diesel Engineer to Sr. Auto & Diesel Engineer*
 - (lii) *Draftsman to Sr. Draftsman*
 - (liii) *Overseer to Sr. Overseer*
 - (liv) *Jr Urdu Secretary to Urdu Secretary to Private Secretary Urdu*
 - (lv) *Associate Designer to Designer*
 - (lvi) *Assistant Film Editor to Film Editor to Sr. Film Editor*
 - (lvii) *Assistant Librarian to Librarian to Sr. Librarian*
 - (lviii) *Makeup Artist/Lady Makeup Artist to SR. Makeup Artist*
 - (lix) *Program Assistant to Sr. Program Assistant to Producer*
 - (lx) *Associate Engineer to Television Engineer to Sr. Associate Engineer*
 - (lxi) *Associate Engineer (Air-conditioning) to Air-conditioning Engineer to Sr. Air-conditioning Engineer*
 - (lxii) *Associate Engineer Electrical to Electrical Engineer to Sr. Electrical Engineer*
 - (lxiii) *Associate Engineer Civil to Resident Engineer to Sr. Resident Engineer*
 - (lxiv) *Clearance Assistant to Clearance Officer to Sr. Clearance Officer*



PTV Employees Service Rules

- (lxv) Assistant Personnel Officer to Personnel Officer*
- (lxvi) Planning Secretary to Planning Officer to Sr. Planning Officer*
- (lxvii) Marketing Officer to Marketing Executive*
- (lxviii) Jr Secretary to Secretary to Sr. Secretary to Private Secretary*
- (lxix) Security Assistant to Security Officer to Sr. Security Officer*
- (lxx) Marketing Assistant (Traffic) to Marketing Officer (Traffic) to Marketing Executive (Traffic)*
- (lxxi) Computer Asstt. To Associate Programmer to Asstt. Computer Programmer to Computer Programmer*
- (lxxii) Associate Computer Graphic Designer to Computer Graphics Designer to Sr. Graphics Designer*
- (lxxiii) Asstt. Network Administrator to Network Administrator*

6.06 *In the following posts, vacancies will be filled on the basis of proficiency test.*

TCJA to Jr. Secretary

Vacancies in Group 7 and above

6.07 *Appointment to all posts in Group-7 and above will be made strictly and exclusively on the basis of merit.*

6.08 *For filling vacancies in Group-7 and above, serving employees who have completed 3 years service in the previous post and are potentially promotable will first be considered for next vacant post. However, they should have four "Above Average" reports out of the last seven performance appraisals, including two "Above Average" reports out of last three. Selection will be made on the basis of seniority-cum-suitability. Seniority will be ascertained from the seniority list maintained by the Corporation and fitness will be determined on the basis of Annual Confidential Reports of each eligible employee.*

6.09 *Selected candidates will be promoted to the vacant posts.*

6.10 *If no suitable candidate is available within the channel of promotion relevant to vacancy, the vacancy will be circulated among all serving employees of the Corporation.*

6.11 *Applications received from the serving employees will be scrutinized and candidates who possess required qualifications and experience will be*



PTV Employees Service Rules

interviewed by a Selection Board which will submit its recommendations to the Managing Director for approval. Candidates whose selection is approved by the Managing Director will be appointed to the vacant posts.

- 6.12** *If no suitable candidate is available either within the channel of promotion, or otherwise, the vacancy may be filled by appointing a candidate from outside. For this purpose, the appointing authority may either advertise the vacancy or adopt any other procedure which is considered by the members of a serving employee will be given preference subject to qualifying on merits.*

Selection Board

- 6.13** *The Managing Director will constitute Selection Board for interviewing internal/external candidates for various posts from time to time. The functions of the Selection Board will be:*

- (i) to ascertain the fitness of the candidates for various posts which it may do either by a verbal interview or by a test (written or oral), or by both; and*
- (ii) to make recommendations about the employment of the candidates interviewed by them.*

Effective Date of Promotion/Appointment

- 6.14** *Promotion and Appointment of a serving employee to a higher post will be effective from the date specifically mentioned in the promotion/appointment letter, or if this is not done, on the date of which the promotee/appointee assumes charge of his new post.*

- 6.15** *On promotion/appointment of a serving employee to a higher post or group, his pay in the higher group will be fixed in the following manner:*

- (a) If an employee in his existing pay scale is drawing basic pay less than the minimum of the new pay scale to which he is promoted/appointed, and if the difference between the minimum of the new pay scale and his present basic pay is more than one increment in his existing pay scale, his basic pay in the new pay scale will be fixed at the minimum of the new pay scale.*



PTV Employees Service Rules

- (b) *If an employee in his existing pay scale is drawing basic pay less than the minimum of the pay scale of the new post to which he is promoted/appointed, and if he gets the benefit amounting to one increment or less in his existing pay scale, his basic pay in the higher pay scale will be fixed at the minimum of the new pay scale and one additional increment in the new pay scale will be allowed.*
- (c) *If an employee in the existing pay scale is drawing basic pay equal to or higher than the minimum of the pay scale of the post/group to which he is promoted/appointed, his basic pay in the new pay scale will be fixed at the equivalent or the nearest higher stage in his new pay scale. If by doing so, he gets the benefit amounting to one increment or less in the pay scale of his previous post, he will be allowed one additional increment (2 additional increments, if even after giving one additional increment he gets the benefit amounting to one increment or less in his previous pay scale) in the new pay scale.*
- (d) *If an employee is promoted to a higher post but remains in his existing Group, his basic starting pay on such promotion will be fixed by allowing him one increment to his existing basic pay.*

6.16 *Promotion/appointment letters will be signed as follows:*

- a) *National Posts:*
 - (i) *Directors* *Managing Director*
 - (ii) *Posts in Group 8 & 9* *Director Administration & Personnel*
 - (iii) *Posts in Groups 4, 5, 6 & 7* *Controller Administration & Personnel*
- b) *Local Posts* *Administrative Heads of the unit concerned*

6.17 *Outside candidates, when appointed to a post in the Corporation will normally be given basic pay at the minimum of the relevant pay scale. However, in exceptional cases, higher starting pay may be granted with the prior approval of the Managing Director.*

6.18 *Selected outside candidates will report for duty at their place of posting as mentioned in their appointment letters on the given dates. For this purpose they will not be entitled to any Air/Rail/Bus fare, or to DA.*



PTV Employees Service Rules

6.19 *The selection of employees in Groups 1 to 6 for promotion to higher post/groups once approved by the Managing Director on the basis of seniority-cum-suitability will be final.*

Induction/Re-employment of Officers of Armed Forces

6.20 *For the purpose of recruiting candidates from outside 10% of Annual Vacancies in Group 5 and above may be filled by inducting/re-employing of suitable officers of the Armed forces.*

7. Increments, Rewards, Supersession & Demotions

Increments

7.01 *All employees of the Corporation in time scales of pay will be entitled to receive an annual increment till such time as they reach the ceiling of their respective pay scales, unless forfeiture of annual increment is ordered by way of punishment.*

7.02 *Annual increments will be awarded only on 1st July of each year. Therefore, an employee joining the service of the Corporation in one calendar year will be entitled to receive his first annual increment on 1st July of the following calendar year.*

7.03 *Subject to the provision of rule 7.01, annual increments will be granted to those employees only who are confirmed in their posts on or before 1st July of that year.*

7.04 *Those who, on 1st July of a year, are not confirmed will not be granted an annual increment. However, if such employees are subsequently confirmed with effect from due date, they would be granted annual increments with effect from 1st July of the year on which they would have been entitled to annual increments had they been confirmed on that date.*

7.05 *Employees whose probation periods are extended will be granted annual increments with effect from the 1st July of the year following the date of their confirmation.*

7.06 *Managing Director may, in his absolute discretion, grant a merit increment along with an annual increment, to those employees of the Corporation who have performed their duties with extraordinary efficiency or*



PTV Employees Service Rules

dedication to duty throughout the preceding year or who achieved some remarkable success.

7.07 *Office Orders granting increments to all employees of the Corporation will be issued from the Administration and Personnel Division of Headquarters Office.*

Rewards

7.08 *The Managing Director may, in his absolute discretion, give reward(s) to an employee or to a team of employees for any of the following acts performed by them beyond the normal call of their duties and accepted by the Corporation as such:*

(a) New programme idea;

(b) Better programme production techniques

(c) More efficient maintenance methods of machinery and equipment resulting in saving of cost and/or in less wear and tear;

(d) Improvement in financial and administrative efficiency resulting in direct saving of time, staff or money;

(e) Extraordinary service to the Corporation's Marketing efforts to increase revenue;

(f) Any other item which the Managing Director may approve.

7.09 *The quantum and the nature of the reward will be determined by the Managing Director in his absolute discretion. It may be in the shape of a cash award or in the form of merit increment, or in any other form*

7.10 *The Managing Director may grant awards to suitable employees either on his own initiative or on the recommendations of Directors, or Heads of Divisions at Headquarters Office or Administrative Heads of the units.*

Charge Pay

7.11 *An employee may be selected to officiate:*

(a) in a higher vacant post; or

(b) in a vacant post in the same group, in addition to his own duties



PTV Employees Service Rules

- 7.12** *Officiating arrangements will be made only with prior written approval of the Managing Director.*
- 7.13** *If the officiating arrangement lasts for 30 days or more, the employee appointed to officiate in terms of rule 7.12 will be paid 10% of his basic pay per month as charge pay for the period such officiating arrangement lasts.*

Demotion

- 7.14** *The Managing Director can order the demotion of an employee on the following grounds:*
- (a) *A promotee can be demoted to his previous post if he is considered unfit for confirmation during or at the end of his probation period or extended probation period.*
 - (b) *A confirmed employee can be demoted for reasons of indiscipline, inefficiency, irregularity, or unsatisfactory work.*
- 7.15** *The basic pay of a demoted employee will be fixed at that stage in the pay scale of the post to which he is demoted where he would have been had he not been promoted.*
- 7.16** *A demoted employee shall not be considered for promotion for at least one year from the date of his demotion.*

Supersession

- 7.17** *Those employees of the Corporation in Group 1 to 3 who are normally eligible for promotion to the next higher post, when they are considered unfit for promotion and a junior employee supersedes them, shall not be considered for promotion for at least one year from the date they were declared unfit for promotion.*
- 7.18** *Those employees of the Corporation who appear before a Selection Board for promotion/appointment to a higher post, and declared unfit by the Selection Board, shall not be allowed to appear before the Selection Board*



PTV Employees Service Rules

for at least one year from the date of the interview in which they were declared unfit.

8. Seniority

Introduction

8.01 *Seniority is relevant as a basis of promotion only for posts in Groups 2 to 4, in the manner prescribed in rule 6.01. However, inter-se seniority of all employees will be determined by the principles given below:*

Principles Determining Seniority



PTV Employees Service Rules

8.02 *When an employee is confirmed in his present post on due date, his seniority in his present post will count from the date on which he was appointed or promoted to that post.*

8.03 *If the probation period of an employee is extended, and he is subsequently confirmed in his post, the extended probation period will be deducted from his seniority in that post.*

Example: *Suppose 'A' was appointed as Cameraman on 1st January, 1970 on 12 months probation. Suppose further that his probation period was extended by 6 months and he was confirmed on 1st July 1971 instead of 1st January 1971. Then 6 months' extended probation will be deducted from 'A's seniority as Cameraman will count from 1st July, 1970 instead of 1st January, 1970.*

8.04 *Inter-se seniority of employees in a post, whose dates of joining their present posts and the dates of confirmation are the same, will be determined on the following principles.*

(a) *A promotee will be senior to a direct appointee.*

(b) *Among promotees, the one with longer service in the previous post will be senior to others. Length of service in the previous post being equal, the promotee with longer total service will be senior.*

(c) *Among direct appointees, the one with higher educational qualifications will be senior. If educational qualifications are equal, then the person with higher divisions will be senior. If these are also equal, then the person with longer relevant experience will be senior. If this is also equal, then the person older in age will be senior.*

8.05 *Seniority of employees who have attended courses at a training establishment operated by the Corporation will be determined on the following principles:*

(a) *The seniority of employees who joined the course as trainees and were offered posts at the end of the course, will count from the date on which they were appointed to such posts, subject to the principle enunciated in rule 8.03.*



PTV Employees Service Rules

- (b) *Inter-se seniority of employees mentioned in rule 8.05(a) will be determined by their respective examination passing out grades. An employee with a higher grade will be senior to the rest. In case of passing out grades being equal, better educational qualifications or higher divisions or longer relevant experience will determine seniority. If all these were equal, the person older in age will be counted senior.*
- (c) *The seniority of employees who joined the course in a post and whose retention in that post was subject to their successfully completing the course will be counted from the date their course started on the date of joining the course, whichever is later, provided they were confirmed on due date. In case of extension in probation period the seniority will be determined by the principle enunciated in rule 8.03.*
- (d) *Inter-se-seniority of employees mentioned in rule 8.05(c) will be determined by the principles mentioned in rule 8.05(b).*



PTV Employees Service Rules

9. Transfers

Transferability

9.01 *All employees are liable to be transferred at any time, without any reason being assigned, at the sole discretion of the competent authority.*

Types of Transfers

9.02 *Transfers will be of the following types:*

- (a) Normal Transfers*
- (b) Temporary Transfers*
- (c) Internal Transfers*

9.03 *The Managing Director can order normal and temporary transfers, Administrative and Executive Heads of units can order internal transfers of employees of their respective units.*

Normal Transfers

9.04 *Transfer of an employee from one unit to any other unit either to fill an establishment vacancy or as a supernumerary, i.e., over and above employees of establishment vacancies, will be a normal transfer.*

Temporary Transfers

9.05 *Transfer of an employee from one unit to any other unit for specific task or for a specified period of time, will be a temporary transfer.*

Internal Transfers

9.06 *Transfer of an employee from one department/section to any other department/section within the same unit will be an internal transfer.*

Joining Time

9.07 *In cases of normal and temporary transfers the following joining times will normally be allowed:*

- If the new place of duty is at a distance of up to 200 miles 4 days.*
- If the new place of duty is at a distance of more than 200 miles 6 days.*



PTV Employees Service Rules

9.08 *In cases of immediate transfers, however, no joining time will be allowed.*

9.09 *An employee on joining time will be regarded as on duty and will be entitled to the pay and allowances which he drew at the time of transfer or the pay and allowance which he will draw on taking the charge of the new post, whichever is less.*

Allowances/Re-imbusement of Expenses on Transfers

9.10 *On normal transfer an employee will be entitled to the following:*

- (a) *One-way fare of the authorized mode of transport for self and each member of his family from the place of duty to the place where transferred.*
- (b) *A sum equal to two one-way fares of the authorized mode of transport from the place of duty to the place where transferred for incidental expenses, such as carting, packing, etc.*
- (c) *Actual cost of transporting a Car or a Motor Cycle/Scooter, if registered in the name of the employee concerned at least 6 months preceding his transfer.*
- (d) *Actual cost of carrying personal effects up to the following maximum limits either by goods train or by truck:*

<u>Group</u>	<u>Married</u>	<u>Unmarried</u>
7, 8 and 9	4500 kg	2240 kg
5 and 6	3000 kg	1500 kg
4, 3 and 2	1500 kg	760 kg
1 and 1A	560 kg	380 kg

- (e) *A disturbance Allowance equal to one basic pay will be given to employees in Groups 1 to 9 if the transfer is from one city to another.*

9.11 *On temporary transfer an employee will be entitled to the following:*

- (a) *One-way fare of the authorized mode of transport for self only.*
- (b) *A monthly Disturbance Allowance, to be determined by the Managing Director, but one month's basic pay would be the minimum for this purpose.*



PTV Employees Service Rules

Payment of Salary, on Transfer

- 9.12** *On normal or temporary transfer an employee will draw his pay and allowances up to the last date of joining time from the unit where he is serving at the time of his transfer.*
- 9.13** *On normal transfer an employee may be paid, if he so requests, one month's basic pay in advance. This is deductible from his next three month's pay in 3 equal instalments.*
- 9.14** *An employee who is transferred at his own request will not be entitled to any of the facilities listed in rule 9.10.*

10. Leave

General

- 10.01** *Leave is an entitlement, but it cannot be claimed at any particular time as a matter of right. Leave Sanctioning Authority has the discretion to grant, refuse, cancel or revoke leave of any description.*
- 10.02** *Subject to the provisions of rule 10.01 permanent employees are entitled to following types of leave:*
- (a) Privilege Leave*
 - (b) Casual Leave*
 - (c) Medical Leave*
 - (d) Maternity Leave*
 - (e) Quarantine Leave*
 - (f) Compensatory Leave*
 - (g) Study leave, and*
 - (h) Leave Without Pay*

Privilege Leave

- 10.03** *A permanent employee is entitled to 30 days Privilege Leave with pay for every 11 month completed service.*
- 10.04** *Privilege Leave will be admissible only after a permanent employee has put in 11 months continuous service and not before.*



PTV Employees Service Rules

- 10.05** *For periods of continuous service beyond 11 months, Privilege Leave will be admissible on pro rata basis @ 2.5 days for every completed month of service to the extent it has been earned.*
- 10.06** *Privilege Leave will not be granted in advance.*
- 10.07** *In order to ensure that all employees avail Privilege Leave due to them, the Leave Sanctioning Authority can ask employees to proceed on Privilege Leave, due to them, at a time when they can be conveniently spared for such leave. Such employees will be given at least one month's notice for proceeding on Privilege Leave even after they are asked to do so, their entitlement shall lapse. However, an employee served with any such notice shall be given a chance to send representation for the withdrawal of such notice for the reason for that he wishes to avail the leave at some other time when he needs it.*
- 10.08** *Subject to the provisions of rule 10.07, Privilege Leave can be accumulated up to 180 days. It can also be accumulated beyond 180 days, provided an employee's request for privilege leave is refused by the Leave Sanctioning Authority.*
- 10.09** *If an employee is refused Privilege Leave, he can apply for encashment of Privilege Leave beyond 180 days, if due. Such encashment can only be approved by the Managing Director. Pay in lieu of Privilege Leave, if approved, will be equal to the last pay drawn by the employee at the time of encashment.*
- 10.10** *Once an employee is granted Privilege Leave, he cannot resume duty before the expiry of such leave, except, with prior written permission of the Leave Sanctioning Authority.*

Casual Leave

- 10.11** *Permanent employees are entitled to 20 days Casual Leave with pay in each Calendar Year. Such leave cannot be accumulated and shall lapse if not availed during the Calendar Year.*
- 10.12** *Casual Leave can be granted up to a maximum of 14 days at a time.*
- 10.13** *Casual Leave shall not be combined with Privilege Leave.*



PTV Employees Service Rules

Medical Leave

- 10.14** *In case of prolonged illness or disability because of injury, duly certified by the Medical Officer of the Corporation; a permanent employee will be entitled to 4 month's Medical Leave with full pay and 8 months' Medical Leave on half pay during the whole period of his service with the Corporation.*
- 10.15** *In addition to the entitlement given in rule 10.14, a permanent employee will also be entitled to 10 days Medical Leave with full pay for each completed year of his service. This Medical Leave can be accumulated without limit.*
- 10.16** *Medical Leave is not encashable under any circumstances.*
- 10.17** *Medical Leave on account of hospitalization will be admissible only if the leave application is accompanied by a Medical Certificate from the Medical Officer of the corporation or by a medical certificate from Medical Superintendent or Administrator or Administrative Head of either a Government Hospital or a Hospital with which the Corporation has made arrangements for the hospitalization of its employees.*
- 10.18** *Leave application on account of illness shall always be accompanied by a Medical Certificate from the Medical Officer of the Corporation. If an employee is ill at a place where there is no medical officer of the Corporation, application for Medical Leave shall be accompanied by a Medical Certificate from a Medical Officer of a Government Hospital. If there is no Government Hospital at that place, leave application shall be accompanied by Medical Certificate from a qualified (M.B.B.S.) doctor.*
- 10.19** *Leave obtained by a permanent employee on production of a medical certificate as per rules 10.17 and 10.18, for whatever period, will be considered Medical Leave and will be deducted from the entitlement given in rules 10.14 and 10.15.*
- 10.20** *If an employee is on Medical Leave for a continuous period of 10 days or more, he will be allowed to rejoin his duties only on production of Fitness Certificate from the Medical Officer of the Corporation.*

Maternity Leave



PTV Employees Service Rules

10.21 *Female employees will be entitled to maternity leave with pay for 4 weeks before confinement and 8 weeks after delivery.*

Quarantine Leave

10.22 *It is obligatory on the part of an employee to inform the Corporation of the occurrence in his/her house of notifiable and contagious diseases, such as, Smallpox, Cholera, Diphtheria, Chickenpox, Mumps, Dropsy, Measles, Meningitis, Plague, Tuberculosis, Typhoid, etc.*

10.23 *An employee may, on a Quarantine Certificate issued by the Medical Officer of the Corporation, be granted Quarantine Leave with pay for period not exceeding 30 days.*

10.24 *At the end of Quarantine Leave the employee concerned will be allowed to rejoin his duties only on production of a certificate from the Medical Officer of the Corporation declaring the employee and/or his dependents from the disease.*

Compensatory Leave

10.25 *Employees in Groups 5 and 6, who are not entitled to overtime, when required to work on Fridays, Holidays or over and above normal working hours, will be entitled to Compensatory Leave @ one day's Compensatory Leave for every seven hours of extra work done.*

10.26 *Compensatory Leave will be availed as soon after it has been earned as possible.*

10.27 *If due to exigencies of service, an employee cannot be granted Compensatory Leave which is due to him; such leave can be accumulated up to a maximum of 30 days.*

Study Leave

10.28 *Subject to the discretion of the Managing Director, a permanent employee may be granted Study Leave for a period of up to 2 years provided that the subject or the course of study is connected with the work of the Corporation, and that the employee, on completion of his study, is likely to benefit the Corporation. The Study Leave may be extended in genuine cases up to a maximum period of another two years.*



PTV Employees Service Rules

10.29 *Each application for Study Leave will be treated on its own merits.*

10.30 *Study Leave will be without pay, but the period of Study Leave will be counted for the purposes of promotion, provided the employee availing the Study Leave successfully passes the examination for which Study leave was granted to him. However, an employee who is granted Study Leave will not earn any leave for the period of his Study Leave.*

Leave Without Pay

10.31 *Subject to the discretion of the Managing Director, an employee may be granted Leave without Pay for 30 days in a year, but not exceeding six months during the whole period of his/her service.*

10.32 *Any kind of leave availed by an employee without proper sanction, or over and above the sanctioned leave, will be treated as Leave without Pay, if so decided by the Leave Sanctioning Authority.*

Leave With Pay

10.33 *When an employee proceeds on a proper sanctioned leave with pay, his pay for the leave period will be equal to the last pay and allowances drawn by him on duty.*

10.34 *An employee's proceedings on Privilege Leave will be entitled to receive pay for the entire period of Privilege Leave, if duly sanctioned in advance at least one day before his leave begins.*

Procedure for Applying and Availing of Leave

10.35 *An employee who desires to obtain leave of absence will apply to the appropriate Leave Sanctioning Authority through his Head of the Department/Section on the prescribed leave application form.*

10.36 *Application for Casual Leave will normally be made and approval obtained prior to going on leave.*

10.37 *Application for Privilege Leave will normally be made at least 7 days before the date from which leave is required.*

10.38 *If the applicant cannot be spared, his Head of the Department/Section giving reasons on the leave application forward it to the Leave Sanctioning Authority.*



PTV Employees Service Rules

- 10.39** *If the applicant can be spared, his Head of the Department/Section will forward the Leave Application with his recommendations to the Administration Department for completion of leave entitlement portion of the application, and for forwarding it to the Leave Sanctioning Authority.*
- 10.40** *The Leave Sanctioning Authority will either sanction the leave or will record reasons for refusal or postponement of the leave on the application form which will then be returned to the Administration Department.*
- 10.41** *Administration Department will inform the applicant, in writing, whether the leave applied for has been sanctioned or refused or postponed.*
- 10.42** *An employee who is granted leave will keep the Administration Department fully informed of any change in his postal address while on leave. Failure to do so shall constitute misconduct.*

Extension of Leave

- 10.43** *An employee who desires to extend his leave will make an application in writing to the Leave Sanctioning Authority well before the expiry of the leave already sanctioned. If the application for extension of leave is on medical grounds, a medical certificate from the Medical Officer of the Corporation, or, where the Corporation's Medical Officer is not available from Medical Officer of a Government Hospital, or from a qualified (M.B.B.S.) doctor, as per rule 10.18, stating the probable period for which extension is required, will be attached with the application, for extension of leave.*
- 10.44** *On receipt of such application, the Leave Sanctioning Authority will either sanction or refuse the requested extension, and will forward the application to the Administration Department for informing the applicant accordingly.*
- 10.45** *Applications for extension of leave will be submitted well in advance providing enough time for the receipt of a reply from the Leave Sanctioning Authority about the sanction or otherwise of the extension, before the expiry of the leave.*
- 10.46** *If an employee does not receive a reply to his request for the extension, and if meanwhile his originally sanctioned leave expires, he shall take it as a refusal of his request for extension of leave.*



PTV Employees Service Rules

10.47 *An employee, who remains absent in excess of the period of leave originally sanctioned or subsequently extended, will be liable to disciplinary action, unless he is able to explain his overstay in a manner satisfactory to the Leave Sanctioning Authority. Breach of this rule shall be treated as “Misconduct” and the employee will be liable to punishment in accordance with the provision of these rules. In addition, he will not be entitled to any pay or allowances for the period of absence.*

10.48 *After availing Privilege Leave the employee concerned will submit a joining report.*

Encashment of Leave

10.49 *An employee will be entitled to received pay in lieu of Privilege Leave due to him on leaving Corporation’s service on account of:-*

- (a) Death (Payable to his/her nominee and/or legal heir);*
- (b) Retirement;*
- (c) Termination;*
- (d) Where an employee resigns by giving due notice to the Corporation and his resignation has been accepted by the Corporation; and*
- (e) Dismissal.*

General Conditions Regarding Leave

10.50 *Friday or Holidays may not be prefixed or affixed to any type of, leave except with prior permission of the Leave Sanctioning Authority. When so allowed, they will not be counted as part of the leave.*

10.51 *A Friday or Holiday falling between the first and the last days of any leave period will count as part of the leave.*

10.52 *Compensatory Leave and Study Leave will be allowed to be suffixed to Privilege Leave, wherever necessary.*

10.53 *Permission to leave station must always be obtained in writing and in advance if any employee intends to leave the station during leave.*

10.54 *Temporary and Casual employees who have remained in the Corporation’s service for a consecutive period of six months and more will be entitled to*



PTV Employees Service Rules

leave with pay @ 15 days leave with pay for every 12 months service rendered by them and 7 days Medical Leave in a calendar year.

10.55 *When a notice of termination of service by the Corporation or a notice of resignation by an employee is served, the employee concerned will cease to earn any leave from the date of such notice.*

10.56 *When a letter of resignation is submitted by an employee, he will be entitled to Privilege Leave standing to his credit on the date of submission of such letter, provided that no disciplinary action is pending against the employee.*

Leave Sanctioning Authorities General

10.57 *Study Leave and Leave without Pay to all employees will be sanctioned by the Managing Director.*

At Units other than Headquarters Office

10.58 *Leave to all employees of a unit, except to Heads of Departments/Sections will be sanctioned by the Administrative Head of the unit concerned.*

10.59 *Leaves to Heads of Departments at a unit will be sanctioned by the Administrative Head of the unit concerned, but in consultation with concerned Head of Division of the Headquarters Office.*

10.60 *Leave to Administrative Heads of the units will be sanctioned by the Managing Director.*

At Headquarters Office

10.61 *Leave to employees of Headquarters Office will be sanctioned by their respective Heads of Divisions.*

10.62 *Leave to the Heads of Divisions at Headquarters Office and to the Directors will be sanctioned by the Managing Director.*

Maintenance of Leave Record

10.63 *Leave record of all employees in Group 7 and above will be maintained at the Administration and Personnel Division of Headquarters Office.*

10.64 *Leave record of employees in Groups 1 to 6 will be maintained at the Administration Department of the unit where the employees are stationed.*



PTV Employees Service Rules

10.65 Leave record will be maintained in the prescribed form.

Leave Application Form

10.66 Prescribed leave application form for use at units other than Headquarters Office is at Annexure X-A, and the prescribed leave application form for use at Headquarters Office is at Annexure X-B.

Recall during Leave

10.67 An employee on Privilege, Casual, Compensatory or Study Leave may, at any time, be recalled under orders of the Leave Sanctioning Authority, due to exigencies of service.

Annexure X-A

PAKISTAN TELEVISION CORPORATION LIMITED ***LEAVE APPLICATION FORM***

Headquarters Office Islamabad Date-----

Name of Applicant -----

Designation -----

Division -----

<i>Nature of leave requested</i>	<i>Period</i>	<i>From</i>	<i>To</i>
----------------------------------	---------------	-------------	-----------

Purpose of leave -----

Address while on leave -----

Signature of Applicant

To be filled in by Head of Department/Section

The applicant can be spared -----

The applicant cannot be spared as -----

*Signature of Head of
Department / Section*

Date -----

To be filled in by Admn. Department

Date joined -----

Total Service -----

LEAVE RECORD

<i>Nature of leave</i>	<i>Entitlement</i>	<i>Already availed</i>	<i>Due</i>
------------------------	--------------------	------------------------	------------



PTV Employees Service Rules

*Privilege Leave
Casual Leave
Medical Leave
Maternity Leave
Quarantine leave
Leave Without Pay*

The above information is correct.

Date -----

Signature of Leave Clerk

For use of Leave Sanctioning Authority

Leave sanctioned

Leave refused

Leave may be postponed to -----

*Signature of Leave
Sanctioning Authority*

Date -----

To be filled in by Admn. Department

Entered in leave Register Folio No -----

Entered by -----

Checked by -----

Signature of Admn Officer

10 A. Revised Leave Rules

General

10.01A *A permanent employee shall be entitled to earn leave, in accordance with these Rules, for all uninterrupted service rendered by him/her, counting from the date of his/her permanent employment. No leave shall, however, be earned during the period when an employee is on any kind of leave other than Casual Leave and Recreation Leave.*

10.02A *Any period spent by an employee on deputation shall also qualify him/her to earn leave provided that contributions towards his/her leave pay for the period of deputation have been paid to the Corporation either by the organization at the disposal of which the service of the employee has been placed on deputation, or by the employee himself/herself.*



PTV Employees Service Rules

10.03A. *Although leave is an entitlement, it cannot be claimed at any particular time as a matter of right. Leave Sanctioning Authority has the discretion to grant, refuse or casual leave of any type.*

Types of Leave

10.04A. *All kinds of leave fall in one of the three categories of leave – leave on full pay, leave on half pay and leave without pay. The types of leave admissible to employees are listed below in alphabetical order:-*

- (a) Casual Leave*
- (b) Disability Leave*
- (c) Earned Leave*
- (d) Leave Ex-Pakistan*
- (e) Leave not due*
- (f) Leave Preparatory to Retirement*
- (g) Maternity Leave*
- (h) Medical Leave*
- (i) Quarantine Leave*
- (j) Recreation Leave*
- (k) Special Leave*
- (l) Study Leave*

Leave Entitlement

10.05A ***Earned Leave with full pay.** — A permanent employee shall earn leave on full pay at the rate of four (4) days for every calendar month of the period of duty rendered.*

10.06A ***Calculation of Earned Leave** — for calculation of Earned Leave, duty period of fifteen (15) days or less in a calendar month shall be ignored, and duty period of more than fifteen (15) days in a calendar month shall be treated as a full calendar year.*

10.07A ***Accumulation of Earned Leave.**—There shall be no maximum limit on accumulation of Earned Leave.*

10.08A *a female employee, on the death of her husband may be granted Special Leave with full pay, for a period not exceeding One Hundred and Thirty (130) days. Such leave shall not be debited to her Earned Leave Account.*



PTV Employees Service Rules

- 10.09. A** *Special Leave shall commence from the date of the death of her husband, and for this purpose she will have to produce Death Certificate from the Competent Authority either along with her leave application or, if that is not possible, the Death Certificate may be furnished to the Leave Sanctioning Authority separately, but not later than one month from the date of commencement of Special Leave.*
- 10.10. A** *Maternity Leave. — Maternity Leave, with full pay may be granted to a female employee up to a maximum of ninety (90) days in all and may commence forth five (45) days before the expected date of confinement.*
- 10.11. A** *Maternity Leave shall not be granted to a female employee for more than three (3) times in her entire service.*
- 10.12. A** *Spells of Maternity Leave availed by a female employee prior to the coming in force of these rules shall be deemed to have been taken under these rules.*
- 10.13. A** *Maternity Leave shall not be debited to the Earned Leave account of the female employee concerned.*
- 10.14A** *Disability Leave.—Disability Leave may be granted to an employee disabled by injury, ailment or disease suffered/contacted in the course or in consequence of duty or official position, up to a maximum of seven hundred and twenty (720) days, on each occasion, on the advice of the Medical Advisor to the Corporation, or on such advice as considered necessary by the Leave Sanctioning Authority.*
- 10.15A.** *Disability Leave granted to an employee shall not be debited to his/her Earned leave account.*
- 10.16A.** *Disability Leave for the first one Hundred Eighty (180) days shall be on full pay, and for the remaining period it shall be on half pay.*
- 10.17A.** *Quarantine Leave, An employee may, on production of a Quarantine Certificate from the Medical Advisor/Chief Medical Officer, be granted Quarantine Leave, An employee on Quarantine leave shall be entitled to receive full pay only for a maximum of Thirty (30) days, on each occasion.*
- 10.18 A** *the period of Quarantine Leave granted to an employee shall not be debited to his/her Earned Leave Account.*



PTV Employees Service Rules

- 10.19 A.** *At the end of Quarantine Leave, the employee concerned shall not be allowed to rejoin his/her duty except on production of a certificate from the Medical Advisor/Chief Medical Officer, declaring the employee and/or his/her dependents free from the contagious disease(s) on account of which the employee was granted Quarantine Leave.*
- 10.20 A.** ***Leave Preparatory to Retirement,** The maximum period up to which an employee may be granted Leave Preparatory to Retirement shall be three hundred and sixty-five (365) days.*
- 10.21 A.** ***Leave Preparatory to Retirement** may be taken, subject to availability, either on full pay, or partly on full pay, and partly on half pay or entirely on half pay, at the discretion of the employee concerned.*
- 10.22 A.** ***Encashment of Refused Leave Preparatory to Retirement-** If an employee has Three Hundred Sixty-five (365) days or a lesser period of Leave Preparatory to Retirement, on full pay to his credit, he can have his/her Leave Preparatory to Retirement encashed for the actual period of Leave Preparatory to Retirement subject to a maximum period of Three Hundred Sixty Five (365) days, at his option to be exercised 15 months before the date of superannuation. If he/she does not exercise the option within the specified period he/she shall be deemed to have opted for encashment of LPR. However, in that case, he/she cannot avail any portion of his/her Leave Preparatory to Retirement.*
- 10.23. A** *The payment of leave pay in lieu of Leave Preparatory to Retirement may be made to the employee either in lump-sum at the time of retirement or may, at his/her option, be paid month-wise for the period of Leave Preparatory to Retirement so encashed.*
- 10.24. A** ***Casual Leave**—In addition to Earned Leave, a permanent employee may be granted up to maximum of twenty (20) days Casual Leave, with full pay, in calendar year.*
- 10.25. A** ***Casual Leave** may normally be granted up to a maximum of fifteen (15) days at a time, but this limit can be relaxed in special circumstances.*
- 10.26. A** ***Casual Leave** can be granted within the prescribed limit at one time in such a manner so to spread it over two (2) years, i.e., some portion of it*



PTV Employees Service Rules

in one calendar year the rest in the following year, in one stretch, provided the leave is due. For instance, if an employee is granted fifteen (15) days Casual Leave on 22nd December, and has ten (10) days Casual Leave to his/her credit in credit in that year, ten (10) days Casual Leave shall be debited against that credit, and the remaining five (5) days shall debited to the employee's Casual Leave account of the following year, in other words, the employee shall be deemed to have been granted ten (10) days Casual Leave at the end of that year and five (5) days Casual Leave in the beginning of the next year.

- 10.27. A** *Casual Leave can be prefixed or suffixed to a closed or optional holidays, and can also be sanctioned in between two (2) closed or optional holidays. However, if one more closed or optional holidays fall between two (2) of Casual Leave, these shall be counted as Casual Leave.*
- 10.28. A** *Casual Leave ex-Pakistan can also be granted in special circumstances.*
- 10.29. A** *Casual Leave cannot be accumulated, and shall lapse if not availed during calendar year.*
- 10.30. A** *Casual Leave shall not be treated as absence from duty and an employee on Casual Leave shall be entitled to Earned Leave for the duration of Casual Leave.*
- 10.31. A** *Casual Leave cannot be granted on half pay or without pay.*
- 10.32. A** *Absence from duty due to curfew shall be treated as Casual Leave, but shall not be debited to the Casual Leave account of the employee concerned.*
- 10.33. A** *Although Casual Leave cannot be claimed as a matter of right, it shall be granted invariably unless the presence of an employee is absolutely necessary e.g. in an emergency or in very extraordinary circumstances.*
- 10.34. A** *An employee may be granted Recreation Leave of 15 days at any time during a calendar year. The Casual Leave in the calendar year in which Recreation Leave is taken shall be reduced from 20 days to 10 days. The recreation leave shall be treated as duty like Casual Leave and shall not be debited to the leave account of the employee concerned.*



PTV Employees Service Rules

- 10.35. A** *Leave on Full Pay.*—the maximum period of leave on full pay that may be granted to an employee, at one time, shall not exceed one hundred twenty (120) days.
- 10.36. A** *Medical Leave on Full Pay.*—In case of Prolonged illness, duly certified by the Medical Officer of the Corporation, an employee can be granted up to a maximum of one hundred eighty (180) days Medical Leave with full pay, at one time, subject to a maximum of three hundred sixty-five (365) days Medical Leave in his/her entire service.
- 10.37. A.** *Medical Leave* granted to an employee shall be debited to his/her Earned Leave account.
- 10.38. A.** *In case of hospitalization, or where a PTV's Medical Officer has not been appointed, Medical Certificate from a Medical Superintendent or Administrative Head of either a Government Hospital or a Hospital with which the Corporation has made arrangements for the hospitalization of its employees shall be accepted, for purposes of granting Medical Leave.*
- 10.39. A.** *If an employee is on Medical Leave, he/she will be allowed to rejoin duty only on production of fitness certificate from the Medical Officer of the Corporation.*
- 10.40. A.** *Leave on Half Pay.*—Leave on full pay may, at the option of an employee, be converted into leave on half pay. In such cases, the debit to the Earned Leave account of the employee concerned shall be debited at the rate of one (1) day of leave on full pay to every two (2) days of leave on half pay, fraction of one half-day leave counting as one (1) day leave on full pay.
- 10.41. A.** *There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the Earned Leave account of the employee concerned.*
- 10.42. A.** *Leave Without Pay.*—Leave without pay may be granted on any ground up to a maximum period of five (5) years at time, provided that the employee to whom such leave is granted has been in continuous service of the Corporation for a period of not less than ten (10) years.



PTV Employees Service Rules

- 10.43 A.** *If an employee is granted five (5) years leave without pay in combination with leave on full pay or leave on half pay, the period of five (5) years shall be reduced by the period of leave on full pay and/or on half pay.*
- 10.44 A.** *If an employee has not completed ten (10) years of continuous service leave without pay for a maximum period of two (2) years may be granted to him/her at the discretion of the Leave Sanctioning Authority.*
- 10.45 A.** ***Study Leave.***—*An employee may be granted Study Leave for a period of two (2) years provided that the subject of the course of study is connected with the work of PTV and that the employee, on completion of the study is likely to benefit PTV.*
- 10.46 A.** *In genuine cases, study leave may be extended for a further period of two (2) years.*
- 10.47 A.** *Study Leave shall be without pay, and shall be accounted towards the entitlement of Leave without Pay of the employee concerned as given in Rule No.10.42A.*
- 10.48 A.** *The period of the Study Leave of an employee who duly completes the course of study for which Study Leave was granted, within the stipulated time, shall be counted towards his/her seniority.*
- 10.49 A.** ***A Recreation Leave***— *Employee may be granted Recreation Leave for fifteen (15) days in a calendar year. Such leave shall not be debited to the Earned Leave account of the employee concerned, except that his/her Casual Leave for that calendar year shall be reduced from twenty (20) days to ten (10) days.*
- 10.50 A.** ***Leave not due.***—*Leave not due to an employee may be granted on full pay, to be off-set against leave to be earned in the future, for a maximum period of three hundred and sixty-five (365) days in the entire period of service of the employee concerned, subject to the condition that during the first five (5) years service of the employee, it shall not exceed ninety (90) day in all.*
- 10.51 A.** *Leave not due, if it has been granted on full pay, may be converted into leave on half pay.*



PTV Employees Service Rules

- 10.52 A.** *Leave not due shall be granted only when there are reasonable chances of the employee's resuming duty on the expiry of such leave.*
- 10.53 A.** *Leave not due shall be granted sparingly, and to the satisfaction of the leave Sanctioning Authority*
- 10.54 A.** ***Leave ex-Pakistan***—*Leave ex-Pakistan may be granted to an employee at the discretion of Leave Sanctioning Authority.*
- 10.55 A.** *The fact that ;an employee has been granted ;leave ex-Pakistan does not involve any obligation on the part of the Corporation for payment of his/her pay in foreign exchange.*
- 10.56 A.** ***Combination of different types of leave.***—*one type of leave may be combined with any other type of leave, if admissible to an employee, subject to Rule 10.57A.*
- 10.57 A.** *Leave preparatory to Retirement shall, however, not be combined with any other kind of leave.*
- 10.58 A.** ***Recall form Leave.*** *An employee on any kind of leave can be recalled from such leave, for reasons of exigencies of service, under orders of the leave Sanctioning Authority.*
- 10.59 A.** *When an employee is recalled form leave which he/she is spending away form his/her place of duty, he/she may be granted air/rail/ road fare, according to his/her entitlement, plus Daily Allowance as admissible on tour, from the place at which he/she is spending leave, to the place he/she is required to report for duty.*
- 10.60 A.** ***Encashment of leave due to an employee who dies in service.***—*In case an employee dies while in service, leave due to him/her, up to a maximum of Three Hundred Sixty Five (365) days shall be encashed and the encashment value of such leave shall be paid to his/her next of kin.*
- 10.61 A.** ***Leave to lapse*** when an employee leaves the service of the Corporation.—*All leave to the credit of an employee shall lapse when he/she resigns form the service of the Corporation or when his/her services are terminated or when he/she is dismissed from service.*



PTV Employees Service Rules

- 10.62 A.** *pay during leave,-When an employee proceeds on duly sanctioned leave on full pay, his/her pay for the leave period shall be equal to the last pay and allowances drawn by him/her on duty.*
- 10.63 A.** *when an employee proceeds on duly sanctioned leave on half pay, his/her pay for such leave period shall be equal to 50 per cent of the last pay, and allowances drawn by him/her on duty.*
- 10.64 A.** *An employee proceeding on leave on full pay or on leave on half pay, shall be entitled to receive pay for the entire period of the sanctioned leave, at least one day before his leave begins.*
- 10.65 A.** *Procedure for applying and availing of leave: - An employee who desires to obtain leave of absence shall apply for the same through his/her Head of Department/Head of Section, on the prescribed leave application form.*
- 10.66 A.** *Application for leave on half pay will normally be made at least seven (7) days before the date from which leave is required.*
- 10.67 A.** *Application for Casual Leave will normally be made and approval obtained prior to availing the same.*
- 10.68 A.** *If the applicant cannot be spared to avail leave his/her Head of Department/Head of Section will record reason on the leave application form and forward it to the Leave Sanctioning Authority.*
- 10.69 A.** *If the applicant can be spared, his/her Head of Departments/Sections will forward the leave application form with his/her recommendations to the personnel section for completion of leave entitlement portion of the leave application form, and then for forwarding it to the leave sanctioning authority.*
- 10.70 A.** *Leave Sanctioning Authority will either sanction the leave, or will record reasons or refusal or postponement of leave on the leave application form and return the same to Personnel Section.*
- 10.71 A.** *The Personnel Section shall inform the applicant, in writing, whether the leave applied for has been sanctioned, refused or postponed.*



PTV Employees Service Rules

- 10.72 A.** *An employee who has been granted leave shall keep the Personnel Section full informed of any change in his/her postal address while on leave. Failure to do so will constitute misconduct.*
- 10.73 A** *The leave shall be applied for, and sanctioned, in terms of days.*
- 10.74 A.** *It shall not be necessary for an employee to specify the reasons for which leave has been applied so long as that leave is due and admissible to the employee concerned.*
- 10.75A.** *Leave applied for on the basis of an admissible Medical Certificate shall not be refused. However, the Leave Sanctioning Authority may, at its discretion, have the applicant medically examined by the Medical Advisor/Chief Medical Officer or a Medical Board, to secure a second medical opinion.*
- 10.76 A.** *An employee may apply for the type of leave which is due and admissible to him/her, and shall not be refused on the ground that another type of leave should be taken in the particular circumstances. For example, an employee may apply for leave without pay or leave on half pay even if leave on full pay is otherwise due and admissible to him/her.*
- 10.77 A** *Extension of sanctioned leave. - An employee who desires to extend his/her sanctioned leave shall make an application in writing to the Leave Sanctioning Authority before the expiry of the sanctioned leave.*
- 10.78 A.** *If the application for extension of sanctioned leave is on medical grounds, a medical certificate from the Medical Officer of the Corporation or, where the Corporation's Medical Officer has not been appointed, from the Medical Superintendent/Administrator of Government Hospital or where no Government hospital exists, from a registered MBBS Doctor, stating the period for which extension is required, shall be attached with application for extension of leave.*
- 10.79A** *on receipt of such application, the Leave Sanctioning Authority will either sanction or refuse the requested extension, and will forward the application to the Personnel Section for informing the applicant accordingly.*



PTV Employees Service Rules

- 10.80 A** *Applications for extension of sanctioned leave shall be submitted well in advance providing enough time for the receipts of a reply from the Leave Sanctioning Authority about the sanction or otherwise of the extension, before the expiry of the sanctioned leave.*
- 10.81 A.** *If an employee does not receive a reply to his/her request for the extension, and if meanwhile his/her sanctioned leave expire, he/she take it as a refusal of the request for extension of leave.*
- 10.82 A.** *If an employee remains absent after the expiry of the sanctioned leave, or extended leave, he/she shall not be entitled to any remuneration for the period of such absence, and shall also be liable to disciplinary action. In addition, double the period of such absence shall be debited to his/her earned leave account. Such debit shall, if there is insufficient credit in the leave account, be adjusted future earned leave.*
- 10.83 A.** *General Conditions Regarding Leave: – Permission to leave station must always be obtained in writing and in advance if an employee intends to leave the station of his/her duty during leave.*
- 10.84 A.** *Temporary employee, who has remained in service of PTV for a continuous period of six (6) months or more, shall be entitled to twenty one (21) days leave with pay for every twelve (12) months service.*
- 10.85 A.** *An employee who has been sanctioned leave of any kind cannot join duty before the expiry of such sanctioned leave unless he /she is permitted to do so, in writing, by the Leave Sanctioning Authority*
- 10.86 A.** *An employee proceeding on leave of fifteen (15) days or more, shall hand over the charge of his post to another employee as decided by his/her immediate superior officer. Such handing over/taking over shall be done in writing.*
- 10.87 A.** *An employee who returns after availing leave of fifteen (15) days or more, shall report for duty to the Leave Sanctioning Authority, and shall assume charge of the post to which he is directed by that Authority unless such direction has been given to him/her in advance.*
- 1088. A** *In order to ensure that all employees avail earned leave due to them, the Leave Sanctioning Authority can ask employees to proceed on Earned Leave, due to them, at a time when they can be conveniently spared for*



PTV Employees Service Rules

availing such leave. Such employees shall be given at least one month's notice for proceeding on Earned Leave. If they do not avail Earned Leave even after they are asked to do so, their entitlement shall lapse.

Leave Sanctioning Authority

General

10.89. A *Special Leave, Disability Leave, Leave Preparatory to Retirement, Study Leave, and Leave without Pay and Leave not due shall be sanctioned by the Managing Director.*

At PTV Hqr's Office

10.90. A *Leave to employees in Pay Group 1 to 8 shall be approved by the respective Directors.*

10.91. A *Leave to employees in Pay Group 9 and to Directors is approved by the Managing Director.*

At Units other than PTV Hqr's Office

10.92. A *Leave to all employees of a unit, other than Head of Department/Section, shall be sanctioned by the Administrative Head of the unit concerned.*

10.93. A *Leave to Heads of Departments/Sections at a Unit shall be sanctioned by the Administrative Head of the unit concerned, but in consultation with the concerned.*

10.94. A *Leave to Administrative Heads of the Units shall be sanctioned by the Managing Director.*

Maintenance of Leave Record

10.95. A *Leave record of all employees in Pay Group 7 and above shall be maintained in the Personnel Department at PTV Hqr's Office.*

10.96. A *Leave record of employees in Pay Group 1 to 6 shall be maintained in the Personnel Section of the Unit where the employees are posted.*

10.97. A *Leave record shall be maintained in the prescribed form.*

Leave Application Form



PTV Employees Service Rules

10.98. A *Prescribed Leave Application Form for use at Units other than PTV HQs Office is at Annexure X-AA and the prescribed form for use at PTV HQs Office is at Annexure BB.*

Changes in Leave Rules

10.99 A *Any changes in Leave Rules applicable to Government employees would automatically become part of these rules and would become applicable to PTV employees*

PAKISTAN TELEVISION CORPORATION LIMITED

LEAVE APPLICATION FORM

To be filled in by the Applicant

TV Centre/Office _____ Date _____
Name of Applicant _____
Designation _____
Department _____
Nature of Leave requested _____ Period _____ From _____ To _____
Purpose of Leave _____
Address while on leave _____

Signature of Applicant

To be filled in by the Head of the Department/Section

The applicant can be spared _____

The applicant can not be spared _____

Signature of Head of Department/Section

Date _____

To be filled in by Admin. & Personnel

Date joined _____

Total Service _____

LEAVE RECORD

<i>Nature of Leave</i>	<i>Entitlement to date</i>	<i>Already availed</i>	<i>Due</i>
------------------------	----------------------------	------------------------	------------

Casual Leave

Disability Leave

Earned Leave

Leave Ex-Pakistan

Leave not due

Leave Preparatory to Retirement

Maternity Leave

Medical Leave

Quarantine Leave

Recreation Leave

Special Leave



PTV Employees Service Rules

Study Leave

The above information is correct.

Date _____

Signature of Leave Clerk

For use of Leave Sanctioning Authority

Leave sanctioned

Leave refused

Leave may be postponed to _____

Date _____

Signature of Leave
Sanctioning Authority

To be filled in by Admn. & Personnel Department

Entered in leave Register Folio No. _____

Entered by _____

Signature of
Admin Officer/Personnel Officer

Dated _____

Annexure X-BB

PAKISTAN TELEVISION CORPORATION LIMITED **LEAVE APPLICATION FORM**

Headquarters Office, Islamabad.

Date _____

Name of Applicant _____

Designation _____

Division _____

Nature of Leave requested _____ Period _____ From _____ To _____

Purpose of Leave _____

Address while on leave _____

Signature of Applicant

To be filled in by the Head of the Department/Section

The applicant can be spared _____

The applicant can not be spared as _____

Signature of Head of Department/Section

Date _____

To be filled in by Admin. & Personnel

Date joined _____

Total Service _____

LEAVE RECORD

Nature of Leave

Entitlement

Already

Due

To date

availed

Casual Leave

Disability Leave



PTV Employees Service Rules

Earned Leave
Leave Ex-Pakistan
Leave not due
Leave Preparatory to Retirement
Maternity Leave
Medical Leave
Quarantine Leave
Recreation Leave
Special Leave
Study Leave

The above information is correct.
Date _____

Signature of Leave Clerk

For use of Leave Sanctioning Authority

Leave sanctioned
Leave refused
Leave may be postponed to _____

*Signature of Leave
Sanctioning Authority*

Date _____

To be filled in by Admn. & Personnel Department

Entered in leave Register Folio No. _____
Entered by _____

*Signature of
Admin Officer/Personnel Officer*

Dated _____

11. Misconduct

11.01 *The following acts and omissions shall be treated as misconduct:*

- (i)*** *Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;*
- (ii)*** *Theft, fraud or dishonesty in connection with the Corporation's funds, business or property;*
- (iii)*** *Wilful damage to or loss of Corporation's record(s) machinery, goods, property etc*
- (iv)*** *Taking or giving of bribes or of any illegal gratification;*
- (v)*** *Habitual absence without leave, or absence without leave for more than ten days;*



PTV Employees Service Rules

- (vi) *Habitual late attendance;*
- (vii) *Habitual breach of any law applicable to the PTVC or these rules;*
- (viii) *Drunkenness, fighting, riotous or disorderly or indecent behaviour during working hours within the premises of a unit;*
- (ix) *Habitual negligence;*
- (x) *Neglect of work*
- (xi) *Illegal striking work or inciting others to strike in contravention of the provisions of any law, or rule having the force of law;*
- (xii) *Go-slow;*
- (xiii) *Carrying on money lending, or any other private business without the written permission of the Managing Director;*
- (xiv) *Smoking within the Corporation's premises in places where it is prohibited;*
- (xv) *Holding meetings within the boundaries of the Corporation's premises without the previous sanction of the concerned Administrative Head as per rule 1.05;*
- (xvi) *Sleeping on duty;*
- (xvii) *Gambling with in the boundaries of the Corporation's premises;*
- (xviii) *Unauthorized use of Corporation's property;*
- (xix) *Failure by an employee to inform the Corporation's Medical Officer or the Administrative Head of his unit or the occurrence in his house of a notifiable disease, viz; Cholera, smallpox, Leprosy, Diphtheria, Cerebro-Spinal Meningitis, Plague, Bacillary, Dysentery , Yellow Fever, Whooping Cough, Chicken-pox, Tuberculosis, Typhoid or Hartyploid, Mumps, Dropsy, Measles, etc.*
- (xx) *Conviction in any court of law for any criminal offence;*
- (xxi) *Theft of employees property inside the premises of the Corporation;*



PTV Employees Service Rules

- (xxii)** *Giving false, incorrect or inaccurate information regarding name, age, father's name, qualifications or previous service and experience, or anything relating to previous employment, at the time of employment;*
- (xxiii)** *Leaving work without permission; disappearance from seat or place of work without permission; and loitering during duty hours;*
- (xxiv)** *Taking part or suspected of being engaged in subversive activities or reasonable suspected of being associated with others engaged in subversive activities;*
- (xxv)** *Sabotage, waste of Corporation's materials and stores while engaged on such work, which calls for use of the Corporation's material, improper use of Corporation's equipment, tools and any other article entrusted to an employee;*
- (xxvi)** *Giving out, without authority, any classified or unclassified information or document which comes to an employee's knowledge or possession to any other employee, person or organization etc;*
- (xxvii)** *Any other breach of law – Civil or Criminal – prejudicial to the interests of the Corporation;*
- (xxviii)** *Inciting an employee or employees of the Corporation to commit an act of indiscipline, misdemeanour or misconduct;*
- (xxix)** *Giving or making false statements – oral or in writing- against the Management or any employee of the Corporation, or making incorrect statements to the Press or Public in connection with the functions of the Corporation and its activities;*
- (xxx)** *Sending representation without routing them through proper channel;*
- (xxxi)** *Any act prejudicial to good order discipline or the reputation of the Corporation*



PTV Employees Service Rules

- (xxxii) Collection or canvassing for the collection of any money within the premises of the Corporation, for purposes not approved by the Managing Director.***
- (xxxiii) Threatening or intimidating any employee(s) within the premises of the Corporation.***



PTV Employees Service Rules

12. Termination, Resignation & Dismissal

Termination

- 12.01*** Services of probationers, temporary employees, casual employees, trainees, and apprentices can be terminated at any time without any notice of compensation.
- 12.02*** Services of confirmed employees can be terminated at any time by giving one month's notice or pay in lieu thereof.
- 12.03*** The services of contract employees can be terminated in accordance with the terms of their contract.
- 12.04*** Administrative Head of a unit can order the termination of service of employees in Group 1 to 3 of his respective unit.
- 12.05*** Managing Director can order the termination of service of all employees of the Corporation including those mentioned in rule 12.04.
- 12.06*** All termination orders shall state the reasons for termination

Resignation

- 12.07*** Probationers., contract employees, casual employees, trainees and apprentices can resign their posts by submitting a letter of resignation, without giving any notice or pay in lieu of notice.
- 12.08*** Confirmed employees can resign their posts by submitting a letter of resignation and by giving one month's notice or pay in lieu of notice period.
- 12.09*** Administrative Heads of units can accept the resignations of employees in Group 1 to 3 of their respective units.
- 12.10*** Managing Director can accept the resignations of all employees of the Corporation including those mentioned in rule 12.09.
- 12.11*** On receipt of a resignation letter from a confirmed employee, Competent Authority as per rules 12.09 and 12.10 can either reject it, or accept it.



PTV Employees Service Rules

Managing Director can accept a resignation with immediate effect or from any time before the expiry of the notice period and can order payment of pay for unexpired portion of the notice period.

Dismissal

12.12 Dismissal can only be ordered by the Managing Director.

12.13 Dismissal of an employee can be ordered only if he has been found guilty of any misconduct mentioned in Chapters X and XI in accordance with the procedure laid down in Chapter XIII.

13. Charge Sheet, Enquiry & Investigation

Charge Sheet

13.01 If misconduct is alleged against an employee, he will be issued a Charge Sheet in the form as shown in Annexure XIII-A or XIII-B.

13.02 The Charge Sheet will be handed over to the accused employee personally and his signatures obtained. If the accused employee is absent from the place of his duty or if he refuses to receive it, the Charge Sheet will be sent to him by Registered Post A/D at his last known residential address.

Officers Empowered to Order Issuance of Charge Sheet

13.03 The following officers can order issuance of a Charge Sheet:

- (a) At a unit other than Headquarters Office:
 - (i) Heads of Departments/Sections to all employees, serving in their Departments/Sections, in Group-6 or below.*
 - (ii) Administrative Head – to Heads of Departments/Sections in Group 7 or below, and to other employees in Group 7 and below, including those mentioned in rule 13.03(a)(i).**
- (b) At Headquarters Office:
 - (i) Head of Division – to all employees serving in their Division/Departments, in Group 8 and below.**



PTV Employees Service Rules

- (ii) *Managing Director – to. all Administrative Heads of units, Heads of Divisions at Headquarters Office, and the other employees in Group 9 and above, including those mentioned in rules 13.03(a)(i), 13.03(a)(ii) and 13.03(b)(i).*

13.04. *Charge Sheet shall be issued from Administration Department at units and at Headquarters Office. These will be signed by:*

- (a) *At a unit other than Headquarters Office;*

- (i) *Administration and Personnel Manager: – in respect of employees in Group 5 or below.*
- (ii) *Administrative Head – in respect of employees in Group 6 and 7. He can also sign charge sheets in respect of those mentioned in rule 13.04(a) (i).*

- (b) *At Headquarters Office:*

- (i) *Administration and Personnel Manager in respect of employees in Group 6 or below.*
- (ii) *Director Administration and Personnel/Controller of Administration and Personnel – in respect of employees in Group 7 and 8. He can also sign the charge sheets issued to employees mentioned in rule 13.04(b)(i).*
- (iii) *Managing Director – in respect of employees in Group 9 and above. He can also sign charge sheets in respect of those mentioned in rule 13.04(a)(i), 13.04(b)(i) and 13.04(b)(ii).*

13.05. *An employee to whom a Charge Sheet has been issued will be required to submit a written reply within 3 days of the receipt of the Charge Sheet.*

Enquiry

13.06 *If the written reply of the accused employee is not considered satisfactory, an enquiry will be ordered into the alleged misconduct.*



PTV Employees Service Rules

Officers Empowered to order Enquiry

13.07 *The following officers can order enquiries:*

- | | |
|--|---|
| <i>(a) Administrative Heads of Units</i> | <i>Against employees in Group 7 and below respective Units serving at their</i> |
| <i>(b) Managing Director</i> | <i>against Administrative Heads of units, Heads of Divisions, at Headquarters Office and against employees in Group-8 and above. Also against employees mentioned in rule</i> |

13.08 *Either an Enquirer Officer, or a Committee of Enquirer consisting of more than one Officer, can be appointed to investigate and enquire into the alleged misconduct. However, persons appointed as Enquirer Officer or on the Enquirer Committee must be in Groups higher than that of the accused employee.*

13.09 *The Enquiry Officer or Enquiry Committee will complete the enquiry and submit their findings on the given date. The enquiry proceedings shall take precedence over normal duties and the Heads of Departments/sections shall relieve the accused employee and witnesses to attend the proceedings as and when required by the enquiry Officer or enquiry Committee either verbally or in writing. Attendance of the accused and witnesses shall be obligatory and absence, after being instructed to attend, will be tantamount to “wilful insubordination” and will render the offender liable to disciplinary action.*

Rights and Privileges of the Accused in Connection with Enquiry

13.10 *The accused shall:*

- (a) be informed in writing of the date, time and place where the enquiry is to be held;*
- (b) have the charge sheet read out and explained to him in the language which the accused understands;*
- (c) remain present throughout the proceedings;*



PTV Employees Service Rules

- (d) *have the right, if he so desires, to nominate any employee of his unit in the same town to assist him in the enquiry; and the person so nominated shall be allowed to be present in the enquiry to assist the accused, RBSs employees can nominate any employee form the nearest Television Centre/Office;*
- (e) *have the right to cross examine prosecution witnesses;*
- (f) *have the right to make a statement;*
- (g) *Have the right to name defence witnesses who shall be allowed to give evidence in his favour.*

13.11 *In case the accused employee fails to appear before the Enquiry Officer Committee at the fixed time and date, ex-prate proceedings will take place. The Enquiry Officer if satisfied with the failure to appear before the Enquiry Officer/Committee was due to circumstances beyond the control of the employee including the non-receipt of the notice, he may give the employee and opportunity and allow him to participate in the enquiry.*

13.12 *Report and findings of the enquiry Officer or Enquiry Committee, as soon as completed, will be submitted to the authority which had ordered the enquiry.*

13.13 *On receipt of report and findings of the Enquiry Officer, the Officer ordering the enquiry may:*

- (a) *Order further evidence to be-recorded, if considered necessary;*
- (b) *Order a fresh enquiry, if he considers it essential in the interests of justice;*
- (c) *Dispose of the case in the following manner:*
 - I) *If the case pertains to an employee in Group 3 or below, he may either drop the charges, if not proved, or he may award him punishment as per Annexure XIV-B.*
 - II) *If the case against an employee in Group 3 or below, merits the punishment or dismissal, he will record his own findings and recommendations and forward the case to Director Administration and Personnel/Controller of Administration and*



PTV Employees Service Rules

Personnel for obtaining a decision from the Managing Director.

- III) If the case pertains to an employee in Groups 4 to 6, he may either drop the charges if not proved, or award or punishment as per Annexure XIV-B.*
- IV) If the case merits punishment server than he can award, he will record his findings and recommendations and will forward the case to Director Administration and Personnel/Controller of Administration and Personnel for obtaining a decision form the Managing Director.*
- V) If the case pertains to an employee in Group 7 or above, he will be record his own findings and recommendation and forward the same to Director Administration and Personnel/Controller Administration and Personnel for obtaining a decision form the Managing Director.*

13.14 *Reports and findings of Enquiry Officer or enquiry Committee in respect of employee in Group 8 and above, and those which are forwarded to him under rule 13.12, will be dispose of by the Managing Director.*

13.15 *All cases of enquiry against employee in Group 4 and above in which the administrative and Executive Head of unit decides to drop the case or award punishment, shall be forwarded to Director Administration and Personnel/Controller of Administration and Personnel for perusal and return.*

13.16 *Employees liable to be dismissed for misconduct will be served a show cause notice accompanied by a copy of the report of the Enquiry Officer/Committee, and will be given a personal hearing by the dismissing authority or any Officer duty authorized by him.*

Annexure-XIII'A

(For use at a unit other than Headquarters Office)



PTV Employees Service Rules

PAKISTAN TELEVISION CORPORATION LIMITED

(Name of the unit)

Reference No..... Date.....

CHARGE SHEET

Mr..... of
(Name) (Designation)

..... is charged with the following
(Name of Dept/Section)
misconduct (s):-

.....
(Give here full details of the misconduct).
.....
.....

1. Mr..... is hereby called upon to submit his written reply to the charge(s) of misconduct alleged against him, the details of which are given above, within 3 days of the receipt hereof, to the undersigned, as to why strict disciplinary action should not be taken against him.

Signature of Administrative & Personnel

Manager / Administrative & Executive Head



PTV Employees Service Rules

Annexure XIII-B

(For use at Headquarters Office)

PAKISTAN TELEVISION CORPORATION LIMITED

HEADQUARTERS OFFICE ISLAMABAD

Reference No.....

Date.....

CHARGE SHEET

1. Mr..... of
(Name) (Designation)

.....is charged with the following

(Name of Dept.)

Misconduct(s):-

.....

(Give here full details of the misconduct)

2. Mr..... is hereby called upon to submit his written reply to the charge(s) of misconduct alleged against him, the detail of which are given above, within 3 days of the receipt hereof, to the undersigned, as to why strict disciplinary action should not be taken against him.



PTV Employees Service Rules

Signature of Administration and Personnel

Manager / Controller of Administration and

Personnel / Director, Administration and Personnel

/ Managing Director

14 Suspension, Punishment and Appeal

Suspension

14.01 *An employee charged with misconduct may be suspended from service, if:*

- (a) it is considered in the best interest of the Corporation to suspend him;*
- (b) His presence at his place or duty is likely to tamper with the evidence or is likely to create disorder.*

14.02 *Suspension can be ordered by the following:-*

- (a) Administrative Head of a unit, other than Headquarters Office, can order the suspension of all employees of his unit in Group 7 or below.*
- (b) Director Administration and Personnel/Controller of Administration and Personnel can order the suspension of all employees of Headquarters Office in Group 8 or below.*
- (c) Managing Director can order the suspension of Administrative Heads of units, Heads of Divisions/Departments at Headquarters Office, employees in Group 9 and above, and also employees mentioned in rule 14.02(a) and 14.02(b).*

14.03 *Suspension orders will be passed in the form as given in Annexure XIV-A.*

14.04 *An employee in Groups 1 to 4 can be suspended for a period not exceeding 4 days at a time. If it is considered essential to keep him suspended for a*



PTV Employees Service Rules

longer period, a fresh suspension order will be issued after every 4 days. Other employees can be suspended till the finalization of their cases.

14.05 *During the period of suspension the employees shall not enter the place of his duty. He shall be clearly informed whether he is required to report at a particular place in his unit or whether he should remain at his residence so that he is available whenever and wherever required in connection with the enquiry. However, such employee on written request to Management will be permitted to consult fellow witness at the establishment.*

14.06 *On completion of the enquiry if the alleged misconduct is proved, the concerned employee will remain suspended till the award of punishment. If, however, the accused is found not guilty of the misconduct, the order of suspension will be rescinded and the employee shall be deemed to have been on duty during the suspension period.”*

Punishment

14.07 (A) *Subject to the schedule- of powers as contained in Annexure XIV-B, any one or more of the following punishments can be awarded to employees found guilty of misconduct:*

- (a) Verbal warning.*
- (b) Written Warning*
- (c) Fine within the limit prescribed under Payment of Wages Act 1936(as amended by the Labour Laws) (Amendment) Ordinance, 1972 section B, sub-section (4).*
- (d) Withholding of increment for a stated period not exceeding one year.*
- (e) Recovery from the whole or part of pay to defray pecuniary loss caused to the Corporation by negligence, defaulter or breach of orders on the part of the accused himself.*
- (f) Reduction in the scale of pay in which serving.*
- (g) Demotion to a lower post/group.*
- (h) Termination of Services.*
- (i) Dismissal from service*

B) *In awarding punishments mentioned in rule 14.07(A) (g) to (i) the punishing authority will give consideration to his past record.*



PTV Employees Service Rules

- 14.08** *Punishments provided in rule 14.07(d) to (i) shall not be awarded to an employee without following procedure contained in Chapter XIII. Punishment orders shall be in writing and shall be handed over to the employee concerned by obtaining his signatures, or by dispatching to him under Registered Post A/D at his last known address.*
- 14.09** *Dismissal of an employee as a result of an enquiry shall be effective from the date of the order of dismissal.*

Appeal

- 14.10** *When punishment is awarded by an officer other than Managing Director, the employee concerned, shall have the right to make an appeal to the Managing Director. Managing Director's decision on such appeals shall be final.*
- 14.11** *When punishment is awarded by the Managing Director, the employee concerned shall have the right to make an appeal to the Chairman. Chairman's decision on such appeals shall be final.*
- 14.12** *All appeals, except in cases of dismissal/termination, shall be submitted through proper channel and shall be processed by the Director Administration and Personnel/Controller of Administration and Personnel.*
- 14.13** *No appeal shall lie against the order or orders passed by a Competent Authority after the expiry of three months in case of termination of services or dismissal, and two months in all other cases.*

Annexure XIV-A

PAKISTAN TELEVISION CORPORATION LIMITED

(NAME OF TV UNIT)

Reference No. Dated.....

Mr.....

(Name)

(Designation)

*..... Is suspended from service for a
(Name of Department/Section)*

Period of 4 days i.e. from to.....

On account of misconduct alleged against him the details of which are given in Charge Sheet No..... Dated..... during suspension Mr. will be entitled to his full pay and allowances which he was drawing immediately prior to his suspension.



PTV Employees Service Rules

*Signature of Administrative Head/
Controller of Admin and Personnel/
Director Admin. And Personnel/
Managing Director*

Annexure XIV-B

SCHEDULE OF POWERS OF PUNISHMENT

No.	Officers who can award punishment	Employees against whom punishment Can be awarded	Punishments that can be awarded
1	<i>Managing Director</i>	<i>All employees.</i>	(i) <i>Any one or more of the punishments listed in rule 14.07</i>
2.	<i>Directors</i>	<i>All employees of their respective fields, whether At HQ's Office or at Units</i>	(i) <i>any one or more punishments listed in rule 14.07, except the dismissal</i>
3.	<i>Administrative and Executive Heads of units, other than Head Quarters Office</i>	(i) <i>Employees in Group 1 to 3 of their respective units.</i> (ii) <i>Employees in Groups 4 to 6 of their respective Units</i>	(i) <i>Any one or more of the punishment listed in the rule 14.07, except dismissal</i> (i) <i>Verbal warning</i> (ii) <i>written warning</i>
4.	<i>Heads of Divisions at Headquarters Office.</i>	(i) <i>Employees in Groups 1 To 3 of their respective departments.</i> (ii) <i>Employees in Groups 4 to 6 of their respective departments</i>	(i) <i>any one or more of the punishments listed in Rule 14.07, except dismissal</i> (i) <i>Verbal warning.</i> (ii) <i>written warning</i>

15.01 *If an employee feels aggrieved, he will have the right to submit an application for redress of his grievance.*

15.02 *The procedure for obtaining redress of grievances as follows:-*

- (a) *Concerned employee, if he is serving at a unit other than Headquarters Office; will submit an application to the*



PTV Employees Service Rules

Administrative head of his unit; if he is serving at Headquarters Office, he will submit his application to his Head of Division. The application will clearly state a full and correct statement of the circumstances of the case and should contain a specific request.

- (b) The application for the redress of grievances will invariably be submitted through the immediate superior officers of the applicant.*
- (c) The immediate superior officer of the applicant will write his remarks and recommendations on the application and will forward the same to the Administrative Head/Head of Division as expeditiously as possible.*
- (d) The Administrative Head/Head of Division will consider the application and dispose of the case if the matter is within his competency.*
- (e) If Administrative Head/Head of Division feels that he cannot himself settle the matter, he will write his remarks and recommendations on the application and will forward the same to Director Administration and Personnel/Controller Administration and Personnel at Headquarters Office, as expeditiously as possible.*
- (f) On receipt of the application, the Director Administration and Personnel/Controller Administration and Personnel will either dispose of the case, if within his competency, or will obtain a decision form the Managing Director.*
- (g) The Director Administration and Personnel/Controller Administration and Personnel will then convey the final decision in the case to the Administrative Head/Head of Division for communication to the applicant.*
- (h) The applicant can register his/her grievance within 120 days of decision / action which aggrieved him/her. The grievance (s) received/registered after the prescribed time bar of 120 days, shall not be entertained. This rule shall also apply to all previous cases.*

15.03 *Whenever possible and desirable, the applicant will be given a personal hearing by the Administrative Head/Head of Division concerned so the he fully understands the logic of the decision on his application.*



PTV Employees Service Rules

- 15.04*** *If an applicant does not receive a reply to his application within 15 days of its submission, he will have the right to send a reminder.*
- 15.05*** *If the reminder also remains un-replied for 7 days, he will have the right to send a copy of his original application along with a copy of the reminder to Director Administration and Personnel/Controller Administration and Personnel, and if this also fails to elicit a reply within 7 days directly to the Managing Director.*
- 15.06*** *If an applicant is not satisfied with the decision on his application, he will have the right to appeal to the Managing Director; such appeals will be addressed to the Managing Director and will be submitted through proper channel. All officers through whom the appeal is routed will write their remarks and recommendations on the appeal.*
- 15.07*** *Managing Director's decision on an appeal will be conveyed by Director Administration and Personnel/Controller of Administration and Personnel to the Administrative Head/Head of Division concerned for communicating the same to the applicant.*
- 15.08*** *No. action shall be taken on any application which is not routed through proper channel.*
- 15.09*** *Joint applications shall not be entertained.*



PTV Employees Service Rules

16. Miscellaneous

GROUP INSURANCE

16.01 All permanent employees of the Corporation, including probationers, shall be covered by the Group Insurance Scheme of the Corporation.

Provident Fund

16.02 Every confirmed employee shall have the right to become member of the Provident Fund.

16.03 Pakistan Television Corporation Limited Employees Provident Fund Rules are issued separately.

Gratuity/Pension

16.04 Employees shall be entitled to Gratuity according to the provisions of Pakistan Television Corporation Limited Gratuity Fund Rules, 1971 or Pension according to the Provisions of Pakistan Television Corporation Limited Pension Rules, 1982.

Educational Qualifications

16.05 The minimum educational qualifications and experience for appointment to various posts will be determined by the Corporation from time to time.

Service Record

16.06 Service Record of all employees will be maintained by the Administration and Personnel Department of the unit where the employees are stationed.

16.07 Instructions about the maintenance of Service Record will be issued from time to time through Administrative Staff Instructions.

Clearance

16.08 On transfer from one unit to any other unit and on leaving the service of the Corporation an employee must obtain a Clearance Certificate from the



PTV Employees Service Rules

Administration Department have it completed in all respect and deliver it to the Accounts Department before leaving his place of duty.

16.09 *Advance and /or final settlement shall not be made unless Clearance Certificate, duly completed, is delivered to the Accounts Department.*

Change of Address

16.10 *It shall be the responsibility of employee to notify the Administrative Officer of his unit, in writing of any change in his residence or in his permanent address as soon as the change takes place*

Change of family status

16.11 *Any change in the family status of an employee must immediately be notified to the Administration and Personnel Manager of the unit.*

Exclusive Service

16.12 *Every employee shall devote his whole time and energy to the business and interests of the Corporation and shall not engage in any other active profession or business or enter the service of or be employed by any other person or firm etc. Every employee shall hold himself in readiness to perform any official duties during exigencies as may be required of him by his superiors to the best of his ability.*

Employment Elsewhere

16.13 *An employee seeking employment elsewhere shall forward his application through the proper channel. Breach of this rule shall be treated as an act subversive of discipline of the Corporation, and shall render the employee concerned liable to disciplinary action.*

16.14 *The Corporation shall have the right not to forward the application of an employee whose service cannot be spared.*

Training

16.15 *An employee who is given specialist training at the Corporation's expense shall be required to sign a bond undertaking to serve the Corporation for a period of 5 years from the date of completion of the training.*

16.16 *An employee who has been trained at the expense of the Corporation and who desires to leave the service of the Corporation before completion of the*



PTV Employees Service Rules

period of 5 years as stipulated in rule 16.15, shall reimburse to the Corporation all expenses incurred on such training.

16.17 *An employee who desires to leave the service of the Corporation after serving 3 years from the date of such training may do so upon payment of 1/5th of the cost of such training of 1/5th of the cost of such training if he wishes to leave in the 4th or 5th of the post-training period.*

16.18 *The Corporation shall determine the cost of training in each case.*

Certificate of Service

16.19 *Certificate of Service shall be issued to employees or their nominees only by the following:-*

- (a) Administrative and Executive Heads of respective units.*
- (b) Controller of Administration and Personnel.*
- (c) Directors.*
- (d) Managing Director.*

Secrecy

16.20 *No employee shall disclose or cause to be disclosed at any time during service any information or documents-officials or otherwise-relating to the Corporation except with the approval of the Managing Director.*

16.21 *No employees shall, otherwise than in the normal course of his work, engage in giving information or advice on matters relating to the activities of the Corporation.*

16.22 *Except in the ordinary course of duties, no employee shall disclose either during service or after leaving the service of the Corporation any secrets, secret information or any other information or matters concerning the operations of the Corporation.*

16.23 *All Secretaries, Jr. Secretaries, Admn. Assistants, Telephone Operators, Tele printer/Fax Operators, Telex/Fax Operators, and staff of Administration & Personnel and Accounts Departments who handle or are likely to handle secret/confidential matters, will sign the prescribed declaration form undertaking thereby to maintain secrecy of secret/confidential information /matters of all kinds and not to divulge any such information or to misuse it.*



PTV Employees Service Rules

Prohibition on Acceptance of Gift

16.24 Neither any employee nor any member of his family shall accept any gift from any of his subordinates or from any other person or agency connected with the Corporation in any manner without prior permission of the Managing Director.

Prohibition on Giving Comments on Ideology of Pakistan

16.25 No employee shall express views detrimental to the ideology or integrity of Pakistan.

Retirement on Medical Grounds

16.26 If an employee due to bodily or mental infirmity is permanently incapacitated for further service before reaching the age of superannuation, he may apply to the Corporation for retirement or Corporation, at its own may retire him on the recommendation of a medical Board to the constituted by the Corporation. After examining the employee, Medial Board may issue a certificate of invalidity. The employee concerned will then be retired from the service of Corporation.

17. Uniforms

Entitlement

17.01 *The following employees will be entitled to uniforms:-*

- (a) All employees in posts falling under Basic Group 1 and 1A.*
- (b) The following employees in posts falling under Basic Group 2 and 3:*
 - i) Assistant electricians*
 - ii) Drivers and Sr. Drivers*
 - (iii) Dispatch Riders and Sr. Dispatch Riders*
 - (iv) Duplicating Machine Opts and Sr. Duplicating Machine Operators*
 - (v) Carpenters and Sr. Carpenters*
 - (vi) Lights men*
 - (vii) TV Mechanics*



PTV Employees Service Rules

- (viii) Painters and Sr. painters*
- (ix) Air-conditioning Mechanics*
- (x) Air-conditioning Helpers,*
- (xi) Boom Operators and Sr. Boom Operators*
- (xii) Cable men*
- (xiii) Plumbers and Sr. Plumbers*
- (xiv) Diesel Mechanics*
- (xv) Asstt Lift Technicians*
- (xvi) Lift Operators and Sr. Lift Operators*
- (xvii) Asstt. A/C Technicians*
- (xviii) Asstt. Diesel Technicians*
- (xix) Asstt. TV Technicians*
- (xx) Sr. mechanics*

(c) Store Keepers and Properties Assistants shall be entitled to Dust-coats.

17.02 *The entitlement of uniform to various employees will be laid down from time to time and will be communicated to all concerned through an Administrative Staff Instruction.*

17.03 *Those who are entitled to Uniform will be disbursed with the cost of Summer Uniform/liveried items on or before 1st April of each year.*

17.04 *The cost of Winter-Uniform/liveried items will be disbursed on or before 1st October of the year in which the uniform is due to be issued.*

Regulations Regarding Uniforms

17.05 *Every employee who is given uniform shall be responsible for its proper maintenance and shall wear it while on duty irrespective of his place of duty.*

17.06 *Failure to maintain uniform in good condition shall render the employee concerned liable to payment of charges incurred on either repair or replacement of the uniform.*



PTV Employees Service Rules

- 17.07*** Failure on the part of an employee to wear uniform on duty may render him liable to disciplinary action.
- 17.08*** Uniform shall remain the property of the Corporation and shall be returned to Store when leaving the service of the Corporation.
- 17.09*** An employee leaving the service of the Corporation for whatever reason shall be charged for un-surrendered and deficient articles of uniforms, at the prescribed rates.
- 17.10*** Uniform issued by the Corporation shall not be used by the employees when off duty.

18. Medical Attendance Rules



PTV Employees Service Rules

- 18.01** *Free medical attendance and free medicines and medical treatment will be admissible to all employees and to their family members including aged parents, if dependent on them.*
- 18.02** *Gainfully employed spouses of married employees shall be entitled to free medical facilities, subject to production of certificate from his/her Employer to the effect that he/she will not avail medical facilities from his/her employer.*
- 18.03** *Qualified M.B.B.S. Medical Officers will be appointed on monthly retainer fees at all units for providing medical consultations to the employees of the units concerned.*
- 18.04** *Chemists will also be appointed in various localities-at all units for the supply of medicines to the employees of the unit concerned.*
- 18.05** *Employees will normally consult the Medical Officers in their clinics during visiting hours, and will obtain medicines, on the strength the Medical Officer's prescriptions, from the chemists of their own areas.*
- 18.06** *All employees can request the Medical Officers for house visits in emergencies and in cases where the movement of the patient is likely to cause deterioration in his conditions.*
- 18.07** *In case where medical attention is immediately needed, and if at that time the Medical Officer is not available qualified Doctor can be consulted and fees paid on such occasions will be reimbursed provided the receipts are on the printed letter heads of the doctors showing their Registered Nos. and are countersigned by the Medical Officer, Like-wise amounts spent on the medicines purchased on such occasions from non-authorized chemists will also be reimbursed provided proper and printed cash memos are countersigned by the Medical Officer.*
- 18.08** *Employees shall be in possession of their identity Cards whenever they visit the clinic of. The Medical Officer and shall produce the same if so desired by the Medical Officer.*
- 18.09** *All cases requiring specialist consultation will be referred by the Medical Officer either to a recognized hospital or to a specialist in private practice. Specialists bills for such consultations will be paid by the Corporation*



PTV Employees Service Rules

provided these are on printed letter heads of the specialist or the hospital, and are countersigned by the Medical Officer.

18.10 *Fees for various kinds of examinations, tests and X-rays etc. advised or authorized by the Medical Officer will be payable by the Corporation.*

18.11 *Trainees and officers proceeding abroad on scholarships or study tour will be deemed to be covered by the Health Insurance Plan of the sponsors, and will not be entitled to re-imburement for medial treatment obtained outside the country.*

18.12 *Arrangements will be made with certain hospital(s) at reach unit for hospitalization of the employees.*

18.13 *For hospitalization and maternity confinements, the entitlement of the employees will be as follow:*

<i>Groups 1 to 4</i>	<i>—</i>	<i>General Ward</i>
<i>Groups 5 & 6</i>	<i>—</i>	<i>Semi Private Room</i>
<i>Groups 7 & above</i>	<i>—</i>	<i>Private Room</i>

In the event of non-availability of private rooms and semi-private rooms, employees entitled to theses accommodations will given semi-private rooms and general wards respectively. However, an employee originally entitled to admission in General Ward can also be given semi-private room if so advised by the Doctor attending him at the hospital.

18.14 *If an employee himself chooses to occupy hospital accommodation higher than his entitlement, all excess charges shall be borne by the employee himself.*

18.15 *All delivery cases shall be done in recognized hospitals. In exceptional circumstances deliveries can also be allowed at the residence of the employee concerned but only with prior approval of the Administrative Head of the unit concerned. In case permission is granted for delivery at the residence, only an amount equivalent to the amount which would have been incurred had delivery taken place in a hospital, shall be reimbursed. Cost of medicines shall also be reimbursed, but only if the claim is accompanied by proper and printed cash memos and if the cash memos are*



PTV Employees Service Rules

countersigned by the Medical Officer. Such re-imburements shall be subject to the production of a proper birth certificate.

- 18.16** *Government servants on deputation to the Corporation will be governed by the terms and conditions of their deputation.*
- 18.17** *At outstations, whether on duty or on properly sanctioned leave, where medical officers of the Corporation have not been appointed, employees can consult any registered qualified (M.B.B.S) Doctor, fees paid on such occasions will be reimbursed provided the fee receipts are on printed letter heads of the Doctors showing their registered Nos. and are countersigned by the Medical officer, Likewise amounts spent on the medicines purchased on such occasions will also be reimbursed provided proper and printed cash memos are countersigned by the Medical Officer.*
- 18.18** *Employees proceeding abroad on leave will not be entitled to reimbursement of medical expenses incurred by them outside Pakistan.*
- 18.19** *The Corporation may, if deemed fit, open its own dispensaries at various units of the Corporation for providing medical facilities to its employees. Procedures for obtaining consultations and medicines from the dispensaries will be circulated through Administrative Staff instructions.*



PTV Employees Service Rules

19. Travelling Allowance

Controlling Officers

19.01 Outstation travel will be undertaken only with prior approval of the Controlling Officers on the form a specimen of which is at Annexure XIX.A.

19.02 For the purposes of rule 19.01, the following will be the Controlling Officers:

<i>Controlling Officers</i>	<i>F o r</i>
<i>Managing Director</i>	<i>(i) Administrative Heads of Units.</i> <i>(ii) Heads of Division at Headquarters Office.</i> <i>(iii) All other employees in Group 9 and above.</i>
<i>Director Programme</i>	<i>(i) all employees in Group 8 or below working In Programme Division at Headquarters Office</i>



PTV Employees Service Rules

- Director News* (i) *All employees in Group 8 or below working in News Division at Headquarters Office.*
- Director Current Affairs.* (i) *All employees in Group 8 and below working in current Affairs Division*
- Director International Relations* (i) *All employees in Group 8 or below working International Relations Division at Headquarters Office*
- Director Engineering* (i) *all employees in Group 8 or below working in Engineering Division at Headquarters Office*
- Director Finance* (i) *All employees in Group 8 or below working In Finance Division at Headquarters Office*
- Director Administration and Personnel* (i) *All employees in Group 8 or below working in Administration & Personnel Division at Headquarters Office*
- Administrative Heads of Units* (i) *all employees in Group 8 or below working At their respective units*

19.03 Deleted.

Authorized Mode of Transport

19.4 *Employees will be entitled to travel by the following authorized mode of transport.*

S.No.	Designation	Authorized Mode of Transport
1.	<i>Employees in Group-7,8 & 9</i>	i) <i>Tourist Class by Air, or</i> ii) <i>First class (air-conditioned) By Rail or Water-craft, if available</i>
2.	<i>Employees in Groups 5 & 6</i>	i) <i>Tourist Class by Air, or</i> ii) <i>First class (air-conditioned) by Rail or Water-craft, if Available</i>
3.	<i>Employees in Groups 2,3 &4</i>	i) <i>First Class by Rail or Water-craft</i>



PTV Employees Service Rules

<i>Peshawar</i>	<i>(i)</i>	<i>Grand</i>
	<i>(ii)</i>	<i>Shelton House</i>
	<i>(iii)</i>	<i>VIP House</i>
	<i>(iv)</i>	<i>The Executive</i>
	<i>(v)</i>	<i>Royal Lodge</i>
	<i>(vi)</i>	<i>Decent Lodge</i>
<i>Quetta</i>	<i>(i)</i>	<i>Qasr-e-Naz</i>
<i>Multan</i>	<i>(i)</i>	<i>New Relex</i>

3. *Employees in group 5 & 6* any hotel at a room rent of Rs. 600.00 per day.

4. *Employees in group 4 and below* i) for group 3 and 4:- of Rs. 480.00 per day.
ii) for group 1, 1A & 2:- of Rs. 360.00 per day.

19.08 *Entitlement of whole-time Directors will be determined by the Board of Directors from time to time.*

19.09 *When an employee stays in a hotel during the course of his official duty, the Corporation will pay only the rent of a single room and telephone charges for official calls. All other hotel expenses shall be borne by the employee concerned out of his D.A.*

Entitlement of D.A

19.10 *When on official outstation tour various categories of employees will be entitled to D.A as given below.*

		<i>(Rs. Per day)</i>	
<i>Sr. No.</i>	<i>Description</i>	<i>If they stay in In a hotel</i>	<i>If they do not stay In a hotel (enhanced D.A)</i>
<i>1.</i>	<i>Employees in Group 9</i>	<i>1840</i>	<i>3050</i>
<i>2.</i>	<i>Employees in Group 8</i>	<i>1520</i>	<i>2520</i>
<i>3.</i>	<i>Employees in Group 7</i>	<i>1260</i>	<i>2100</i>
<i>4.</i>	<i>Employees in Group 5 & 6</i>	<i>1080</i>	<i>1800</i>
<i>5.</i>	<i>Employees in Group 3 & 4</i>	<i>840</i>	<i>1400</i>
<i>6.</i>	<i>Employees in Group 1, 1A & 2</i>	<i>600</i>	<i>1000</i>



PTV Employees Service Rules

19.11 *For the purposes of calculating D.A, period of absence will begin when an employee actually leaves his place of duty and will end when he returns to his place of duty.*

19.12 *A day will begin and end at midnight. Absence from the place of duty even though for less than 24 hours will be reckoned, for purposes of calculating D.A as one day, at whatever hour the absence might begin or end.*

19.13 *When an employee undertakes an official outstation tour to a place at a distance of 35 miles from his place of duty (25 miles in case of Quetta), he will be entitled to normal D.A. even if a night stop is not involved.*

19.14 *“When an employee travels to outstation at a distance of 35 Miles (25 Miles in case of Quetta) or more, in an official transport and returns to place of duty, the same day he will be entitled to normal D.A as allowed under Clause 19.13. However, for a distance of less than 35 Miles (25 Miles in case of Quetta), No. D.A is allowed even if official transport is used or not used”*

19.15 *D.A may be drawn up to a maximum of 30 days, including Fridays and Holidays occurring during a tour, Payment of D.A for periods, beyond 30 days shall need special sanction of the Managing Director.*

19.16 *For tours of duty beyond 30 days, Managing Director may either authorize payment of D.A at the normal rates, or may sanction a special disturbance allowance.*

Journeys by Road

19.17 *When two places between which the journey is to be undertaken in connection with an official tour/duty, are not connected by air, rail or water-craft, journey may be performed by road. In such cases mileage allowances will be admissible at the following rates.*

<i>Employees</i>	<i>Rates Admissible</i>
<i>In Groups 9, 8, 7, 6 & 5</i>	<i>(i) When privately owned vehicle is Used, Rs 5.00 per KM.</i>
<i>In Groups 4, 3, 2 & 1</i>	<i>(ii) Actual fare of public transport Used</i>



PTV Employees Service Rules

19.18 *In calculating mileage allowance for journey by road, fraction of a mile will be omitted from the claim/bill.*

19.19 *When journey is undertaken by road, between places which are connected by air or rail, in a privately owned vehicle of the officers on tour, the payment will be restricted to the actual cost of passage of his usual or least expensive mode of transport.*

Travelling Allowance While Going on Leave

19.20 *An employee will not be entitled to Travelling Allowance or D.A. for a journey while proceeding on or returning from or during leave. However, if an employee is recalled from leave he will be entitled to claim the cost of fare for the journey from his place of leave to his place of duty, according to his entitlement.*

Travelling Allowances in Case of Death of an Employee

19.21 *When an employee (including temporary and casual employee) dies as a result of an accident while on duty his family members will be paid actual fare, according to the entitlement of the deceased employee, to enable them to travel to the place of their permanent residence as noted in the personal records of the deceased employee.*

Submission of Travelling Bills

19.22 *An employee undertaking an official tour will submit an operation Travelling Bill on the prescribed form, the specimen of which is at Annexure XIX-B, within two weeks from the date on which journey is completed, and will adjust or refund advances taken, if any.*

ANNEXURE XIX-A

OUTSTATION TOUR AUTHORISATION

	Place _____
	Date _____
1. Name	_____
2. Designation	_____
3. Department	_____
4. Tour Itinerary	_____
5. Mod of travel	_____
6. Purpose of Tour	_____



PTV Employees Service Rules

Signature of the employees
Undertaking the tour

Approved:

Remarks:

Signature of Controlling Officer

<i>For use by Accounts Department</i>			
<i>Date TA bill received</i>	<i>Amount of TA bill</i>	<i>Amount sanctioned</i>	<i>Paid/Adjusted vide voucher No.</i>

ANNEXURE XIX-B

OUTSTATION TRAVELLING BILL

Place _____

Date _____

1. Name _____
2. Designation _____
3. Department _____
4. Particulars of tour: _____

5. Mode of travel _____
6. In case of air/rail/journey,
Details about purchase of tickets _____

7. Tour authorized by: _____
8. Detail of expenses:
 - (a) Cost of Passage if paid by claimant: _____
 - (b) Amount claimed, if journey performed by road: _____
 - (c) Hotel expenses, if paid by claimant: _____
 - (d) DA @ Rs. ----- per day for ----- days.
 - (e) Any other expenses (details given below);



PTV Employees Service Rules

Signature of Claimant

<i>For use by Accounts Department</i>				
<i>Tour Register Reference</i>	<i>Net Amount</i>	<i>Date</i>	<i>Voucher</i>	<i>Cheque No.</i>
	<i>Approved</i>	<i>paid</i>	<i>No.</i>	<i>And Date.</i>

<i>Details of Travelling Expenses</i>			
<i>Cost of Authorized Passage.</i>	<i>Particulars of Supporting Voucher.</i>	<i>Rs.</i>	<i>Rs.</i>

Hotel Expenses

Other Expenses

20. List of Administrative Staff Instructions

<i>ASI No.</i>	<i>ASI Ref No.</i>	<i>Date of Issue</i>	<i>Subject</i>	<i>Remarks</i>
1	HSA/901/17400	15-08-1978	General instructions regarding ASI	
2.	HSA/901/22230	04-09-1978	Overtime	
3.	HAS/901/28890	14-11-1978	Overtime (Amendment No.1)	
-	HSA/901/3818	18-03-1979	Amendment No. 1 to ASI-2	
-	HSA/901/9446	15-11-1997	Amendment No. 2 to ASI-2	
-	HSA/901/9829	24-12-1997	Amendment No. 3 to ASI-2	
-	HSA/901/10482	25-02-1998	Amendment No. 4 to ASI-2	
4.	HSA/901/25676	18-11-1978	Compensatory leave	
5.	HSA/901/26163	28-11-1978	Welfare Committee	
-	HSA/901/7431	16-12-1986	Amendment No. 1 to ASI-5	
6.	HSA/901/2862	26-02-1979	Medical Attendance Rules	
6.	HSA/901/45	04-01-1983	Revised ASI-6	
7.	HSA/901/3995	25-03-1979	Declaration of assets.	
7.	HSA/901/244	24-01-1983	Revised ASI-7	
8.	HSA/901/14368	05-09-1979	House Requisition facility	Superseded by Revised
8.	HSA/901/25335	06-05-1982	Revised ASI-8	Superseded by ASI-36
9.	HSA/901/1747	05-02-1980	Allowance/Reimbursement of Expenses on normal transfer	Superseded by revised ASI-9



PTV Employees Service Rules

-	HSA/901/3672	08-03-1980	Amendment No. ASI-9
9.	HSA/901/43930	27-12-1982	Revised ASI-9 <i>Superseded by ASI-46</i>
10.	HSA/901/2948	26-02-1980	<i>Time frame for response to various kinds of communication</i>
11.	HSA/901/3685	08-03-1980	<i>To use the word limited whenever PTV's Name is mentioned.</i>
12.	HSA/901/7334	29-04-1980	<i>Procurement, storage and distribution of Raw Film Stock</i>
13	HSA/901/9743	22-05-1980	<i>Key drawing/depositing</i>
14.	HSA/901/10796	09-06-1980	<i>Verbal opinions/agreements to be confirmed in writing</i>
15.	HSA/901/13051	03-07-1980	<i>President's visit to Centre/Office/RBSs</i>
16.	HSA/901/18543	02-08-1980	<i>Transfers</i>
17.	HAS/901/24229	29-09-1980	<i>Authorized mode of transport</i>
18.	HSA/901/26131	27-10-1980	<i>Use of official cars by GMS of TV Centre</i>
19.	HSA/901/27273	06-11-1980	<i>Transfers</i>
20.	HSA/901/27098	06-11-1980	<i>Overtime.</i>
21.	HSA/901/9433	25-02-1981	<i>Categorization of G-4 posts as regional post</i>
22.	HSA/901/148	25-08-1981	<i>Transfer orders/Conformation order/ Leave with leave Grant orders.</i>
23.	HSA/901/149	25-08-1981	<i>Distribution of office orders</i>
	HSA/901/1450	17-01-1982	<i>Amendment NO. 1 to ASI-23</i>
	HSA/901/1861	15-2-1988	<i>Amendment No. 2 to ASI-23</i>
24.	HSA/901/630	21-10-1981	<i>Entitlement of Travelling allowance journey by road</i>
25.	HSA/901/1030	10-12-1981	<i>Use of official transport for private purpose</i>
-	HSA/901/1155	10-04-1996	<i>Amendment No. 1 to ASI-25</i>
26.	HSA/901/1238	22-12-1981	<i>Guide-Lines for conducting enquires.</i>
27.	HSA/901/2077	24-03-1982	<i>Intimation of death of employee or artists.</i>
28.	HSA/901/2526	11-05-1982	<i>Delegation of Administrative powers to the Administrative Head</i>
29.	HSA/901/2598	22-05-1982	<i>Acceptance of resignations</i>
30.	HSA/901/3229	31-07-1982	<i>Ex-Pakistan Leave</i>
31.	HSA/901/3701	02-10-1982	<i>Enquiry</i>
32.	HSA/901/3777	11-10-1982	<i>Entitlement of Hotel</i>
33.	HSA/901/3826	18-10-1982	<i>Grant of annual increment</i>
34.	HSA/901/6200	27-11-1982	<i>availing of Privilege Leave by PTV employees</i>
35.	HSA/901/362	17-02-1983	<i>Accidents of PTV Vehicles.</i>
36.	HSA/901/492	06-03-1983	<i>Entitlement of residential accommodation. <i>Superseded by ASI-74</i></i>
-	HSA/901/10726	01-4-1992	<i>Amendment No.1 to ASI-36</i>
-	HSA/901/4210	27-09-1993	<i>Amendment No 2 to ASI-36</i>
-	HSA/901/1256	31-03-1994	<i>Amendment No.3 to ASI-36</i>
37.	HSA/901/10442	02-05-1983	<i>Air/Rail Hotel Bookings.</i>
-	HSA/901/3100	20-10-1983	<i>Amendment No.1 to ASI-37</i>



PTV Employees Service Rules

38.	<i>HSA/901/15408</i>	28-06-1983	<i>Foreign Air Travels</i>
39.	<i>HSA/901/17703</i>	19-07-1983	<i>PTV Rest House Murree Rules Superseded by ASI-59</i>
40.	<i>HSA/901/1889</i>	05-10-1983	<i>Awards to employees</i>
41.	<i>HSA/901/4083</i>	10-11-1983	<i>obtaining of Passports by PTV employees</i>
42.	<i>HSA/901/26872</i>	13-11-1983	<i>Incentive to PTV employees engaged in Creative work</i>
43.	<i>HSA/901/1390</i>	05-06-1984	<i>Medical Attendance Rules Superseded by ASI-58.</i>
-	<i>HSA/901/1886</i>	08-08-1984	<i>Amendment No. I to ASI-43</i>
-	<i>HSA/901/1528</i>	11-07-1985	<i>Amendment No. II to ASI-43</i>
-	<i>HSA/901/4284</i>	29-10-1986	<i>Amendment No. III to ASI-43</i>
44.	<i>HSA/901/1790</i>	26-07-1984	<i>Determination of date of birth of PTV employees</i>
45.	<i>HSA/901/1870</i>	07-08-1984	<i>Privilege Leave</i>
46.	<i>HSA/901/2830</i>	02-12-1984	<i>Allowance/Reimbursement of expenses on Normal transfer Superseded by ASI-51</i>
47.	<i>HSA/901/3032</i>	30-12-1984	<i>Receiving PTV employees/Guests at Airports.</i>
48.	<i>HSA/901/833</i>	09-04-1985	<i>Performance appraisal Proforma</i>
-	<i>HSA/901/24</i>	01-01-1986	<i>Amendment No.1 to ASI-48</i>
-	<i>HSA/901/601</i>	20-02-1986	<i>Amendment No.2 to ASI-48</i>
-	<i>HSA/901/18080</i>	22-11-1987	<i>Amendment No.3 to ASI-48</i>
-	<i>HSA/901/9534</i>	02-07-1988	<i>Amendment No.4 to ASI-48</i>
-	<i>HSA/901/1828</i>	22-02-1992	<i>Amendment No.5 to ASI-48</i>
-	<i>HSA/901/1298</i>	29-03-1993	<i>Addendum to ASI-48</i>
-	<i>HSA/901/1005</i>	03-02-1994	<i>Addendum No.6 to ASI-48</i>
49.	<i>HSA/901/861</i>	11-04-1995	<i>Incentive to PTV employees engaged in Creative work</i>
50.	<i>HSA/901/1856</i>	18-07-1985	<i>Seniority & Promotion of PTV employees who are on deputation.</i>
51.	<i>HSA/901/2079</i>	22-08-1985	<i>Allowance/Reimbursement of expenses on Normal transfer Superseded by ASI-53</i>
52.	<i>HSA/901/1243</i>	23-04-1986	<i>Seniority and Promotion of PTV employees who go on deputation</i>
53.	<i>HSA/901/2082</i>	17-06-1986	<i>Allowance/Reimbursement of expenses on Normal transfer Superseded by ASI-6</i>
	<i>HSA/901/815</i>	19-03-1987	<i>Amendment No.1 to ASI-53 Superseded by ASI-62</i>
54.	<i>HSA/901/3853</i>	30-09-1986	<i>Entitlement of Travelling allowance Journey by road Superseded by ASI-61</i>
55.	<i>HSA/901/4785</i>	22-12-1986	<i>Grant of annual increments to PTV employees on promotion between January to June (Rule superseded of ASI 33)</i>
56.	<i>HSA/901/496</i>	11-02-1987	<i>Promotion on seniority-cum-suitability basis.</i>
-	<i>HSA/901/6552</i>	22-12-1987	<i>Amendment No.1 to ASI-56</i>
57.	<i>HSA/901/1666</i>	21-05-1987	<i>Delegation of Powers</i>
57.	<i>HSA/901/1921</i>	28-06-1987	<i>Medical Attendance Rules</i>
-	<i>HSA/901/3855</i>	02-08-1989	<i>Amendment No.1 to ASI-58</i>
-	<i>HSA/901/801</i>	30-12-1991	<i>Amendment No.2 to ASI-58</i>
-	<i>HSA/901/12845</i>	27-06-1992	<i>Amendment No.3 to ASI-58</i>
-	<i>HSA/901/1273</i>	17-04-1996	<i>Amendment No.4 to ASI-58</i>
-	<i>HSA/901/15190</i>	02-12-1998	<i>Amendment No.5 to ASI-58</i>
-	<i>HSA/901/2255</i>	17-06-1999	<i>Amendment No.6 to ASI-58</i>



PTV Employees Service Rules

-	HSA/901/257	14-12-2000	Amendment No.7 to ASI-58
59.	HSA/901/2255	29-07-1987	PTV Rest House Murree (Booking Rules)
-	HSA/901/5675	18-16-1989	Amendment No.1 to ASI-59
60.	HSA/901/9944	04-08-1987	Grant of annual increments on promotion between January to June (ASI 33 and ASI 57)
-	HSA/901/1439	17-04-1989	Amendment No.1 to ASI-60
61.	HSA/901/2737	14-09-1987	Entitlement of Travelling allowance Journey by road
-	HSA/901/2233	14-05-1993	Amendment No.1 to ASI-61
62.	HSA/901/2738	15-09-1987	Allowance/Reimbursement of expenses on normal transfer Superseded by ASI-66
63.	HSA/901/14062	01-10-1988	Appointment against local post by the MD (HQ)
64.	HSA/901/13954	27-11-1998	combined seniority of Admn. Officers and Personnel Officers for promotion to G-7
65.	HSA/901/1817	26-06-1989	Medical Attendance rules for Retired employees
-	HSA/901/15849	22-11-1992	Amendment No. 1 to ASI-65
-	HSA/901/267	19-01-1995	Amendment No. 2 to ASI-65
-	HSA/901/8488	05-09-1997	Amendment No. 3 to ASI-65
-	HSA/901/2117	14-04-2001	Amendment No. 4 to ASI-65
66.	HSA/901/1552	12-06-1990	Allowance/Reimbursement of expenses on normal transfer And/in case of death or retirement of an employee.
67.	HSA/901/6781	22-08-1991	CERBS to function as Head of Units of RBSs Concurrently with EIC
68.	HSA/901/9969	20-02-1992	Foreign Air Travels by PTV Officials.
69.	HSA/901/15232	13-10-1992	Delegation of Powers. Superseded by Revised ASI-69
69.	HSA/901/4416	07-06-1993	Revised ASI-69 -do-
-	HSA/901/2644	14-04-1994	Revised ASI-69 -do-
-	HSA/901/4079	29-06-1994	Revised ASI-69 -do-
-	HSA/901/2804	16-06-1994	Revised ASI-69 -do-
-	HSA/901/1811	11-04-2000	Amendment No. 1 to Revised ASI-69
-	HSA/901/3218	07-06-2000	Amendment No.2 to Revised ASI-69.
-	HSA/901/3218	07-06-2000	Amendment No.3 to Revised ASI-69
-	HSA/901/3218	07-06-2000	Amendment No.4 to Revised ASI-69
-	HSA/901/3218	07-06-2000	Amendment No.4 to Revised ASI-69
70	HSA/901/1631	16-04-1994	DE to function as Head of Units of RBSs Concurrently with EIC (superseding ASI-67).
71.	HSA/901/4435	16-08-1995	Training abroad
72.	HSA/901/1484	17-04-1995	Entitlement of Hotel accommodation. -
73.	HSA/901/664	07-03-1996	PTV Assets issued to officers for their official use.
74.	HSA/901/2454	17-09-1996	House requisition facility.
-	HSA/901/3471	29-10-1996	Amendment No.1 to ASI-74
-	HSA/901/14253	18-09-1998	Amendment No.2 to ASI-74
-	HSA/901/1594	19-05-1999	Amendment No.3 to ASI-74
-	HSA/901/2281	24-06-1999	Amendment No.4 to ASI-74
-	HSA/901/4377	15-11-1999	Amendment No.5 to ASI-74



PTV Employees Service Rules

- *HSA/901/6015* 24-03-2000 *Revised Amendment No.4 to ASI-74*
- *HSA/901/1577* 14-03-2001 *Amendment No.5 to ASI-74*