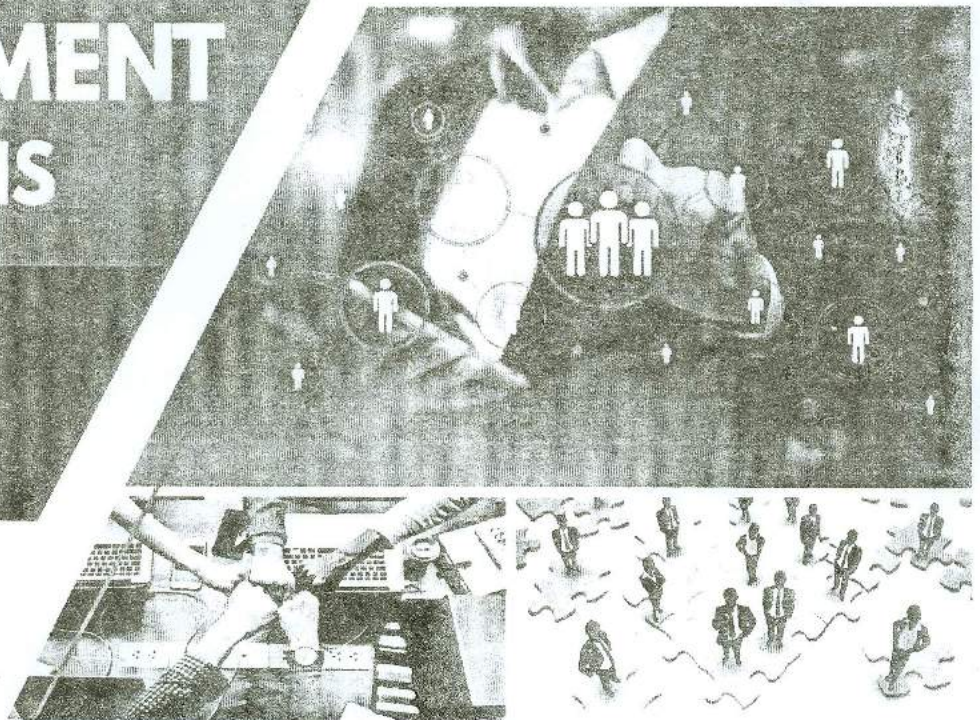




# Khyber Pakhtunkhwa Health Care Commission

## HUMAN RESOURCE MANAGEMENT REGULATIONS

2022



SCAN ME  
FOR DOWNLOAD



The Khyber Pakhtunkhwa Health Care Commission has the legal mandate under the Khyber Pakhtunkhwa Health Care Commission Act, 2015 to regulate the health care services in both public and private sectors in the province.



EXTRAORDINARY

GOVERNMENT



REGISTERED NO. P.III

GAZETTE

# KHYBER PAKHTUNKHWA

Published by Authority

PESHAWAR, TUESDAY, 10<sup>th</sup> JANUARY, 2023.

## KHYBER PAKHTUNKHWA HEALTH CARE COMMISSION

### NOTIFICATION

Peshawar Dated, the 6<sup>th</sup> JANUARY, 2023.

**NO. HCC/HO/CEO/0207:---** In exercise of the powers conferred under Section 31, of the Khyber Pakhtunkhwa Health Care Commission Act, 2015, Khyber Pakhtunkhwa Health Care Commission (Human Resource Management) Regulations, 2022 duly approved by the Khyber Pakhtunkhwa Health Care Commission are hereby notified.

Sd/-xxx

Dr. Nadeem Akhtar  
Chief Executive Officer

1445

Printed and published by the Manager,  
Staty. & Ptg. Deptt., Khyber Pakhtunkhwa, Peshawar

G A Z E T T E

KHYBER PAKHTUNKHWA GOVERNMENT  
**Khyber Pakhtunkhwa Health Care Commission  
(Human Resource Management) Regulations, 2022**

**CHAPTER I  
PRELIMINARY**

**1. Short Title, Application and Commencement:**

- (1) These Regulations shall be called the Khyber Pakhtunkhwa Health Care Commission (Human Resource Management) Regulations, 2022.
- (2) These Regulations shall apply to all the employees of Khyber Pakhtunkhwa Health Care Commission.
- (3) These regulations shall come into force at once.

**2. Definitions:**

- (1) In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, as given below:
  - (a) "Act" means the Khyber Pakhtunkhwa Health Care Commission Act 2015;
  - (b) "accused" means an employee against whom action is initiated under these regulations;
  - (c) "Appointment" means the acceptance of an offer of employment, made by the appointing authority, by an applicant, culminating into a service contract;
  - (d) "Appointing Authority" means the competent authority responsible for appointment of an employee into service;
  - (e) "Board" means the Board of Commissioners constituted under the Khyber Pakhtunkhwa Health Care Commission Act, 2015;
  - (f) "Chairperson" of the Board means the person elected as Chairperson of the Khyber Pakhtunkhwa Health Care Commission Board under Section 6 of the Act;
  - (g) "Chief Executive Officer" means the Chief Executive Officer of the Commission;
  - (h) "Charges" means allegations framed against the accused pertaining to acts of omission or commission cognizable under these regulations;
  - (i) "Corruption" means:
    - i. accepting or obtaining or offering any gratification or any property, valuable thing, pecuniary advantage or undue favor, directly or indirectly, other than legal remuneration, as a reward for doing or for bearing to do any official act; or



- ii. dishonestly or fraudulently misappropriating, or indulging in embezzlement or misusing Commission's property or resources entrusted to him or under his control as an employee or willfully allow any other person to do so; or
  - iii. entering into plea bargain under any law for the time being in force and returning the assets or gains acquired through corruption or corrupt practices voluntarily; or
  - iv. possession of pecuniary sources or property by an employee or any of his dependents or any other person, through his or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; or
  - v. maintaining a standard of living beyond known sources of income; or
  - vi. having a reputation of being corrupt; or
  - vii. favoritism and nepotism; or
  - viii. working against interests of Khyber Pakhtunkhwa Health Care Commission; or
  - ix. involved in corrupt practices;
- (j) "Commission" means the Khyber Pakhtunkhwa Health Care Commission established under Section 3 of the Act;
- (k) "Competent Authority" means the authority competent to appoint, determine terms and conditions and initiate and conclude disciplinary proceedings against the employees of the Commission, under the Act and Regulations;
- (l) "Consultant" means a person with whom the Commission enters into an agreement for services or deliverable products;
- (m) "Day" means a calendar day, beginning and ending at midnight;
- (n) "Deputation" means the deputation of an employee of any other department/organization for a limited period, on specific terms and conditions, by the concerned administrative department/organization, and approved by the Commission, for posting against a particular post;
- (o) "Employee" means an employee of the Commission but does not include interneers and daily wagers;
- (p) "Family" means parents, spouse and children of the employee, residing with and wholly dependent upon him;
- (q) "Financial Year" means the period from 1<sup>st</sup> July to 30<sup>th</sup> June, both days inclusive;
- (r) "Government" means Government of Khyber Pakhtunkhwa;



- (s) "Harassment" shall have the same meanings as assigned to it in the Protection against Harassment of Women at the Workplace Act, 2010 (ACT NO. IV OF 2010);
- (t) "Inefficiency" means failure to efficiently perform functions assigned to an employee in the discharge of his/her duties;
- (u) "Inquiry committee" means a committee of two or more officers/persons, headed by a chairperson, as may be appointed by the competent authority under these regulations;
- (v) "Inquiry officer" means an officer appointed by the competent authority under these regulations;
- (w) "Intern" means an individual who is temporarily engaged by the Commission, primarily to gain training and self-improvement;
- (x) "Laws" means federal and provincial laws as applicable to the Khyber Pakhtunkhwa Health Care Commission;
- (y) "Misconduct" means:
  - i. conduct prejudicial to good order or service discipline; or
  - ii. conduct unbecoming of public servant and a gentleman; or
  - iii. conduct contrary to the code of conduct of the Commission; or
  - iv. assumption of such financial or other obligations in relation to private institutions or persons as may compromise the performance of official duties or functions; or
  - v. arrangement or participation in any public demonstration to influence or against the Commission or Government; or
  - vi. engagement, except with the previous sanction of the Commission, in any gainful trade or employment or work, other than his official duties; or
  - vii. communication, except in accordance with any special or general order of Commission, directly or indirectly of any official information or the contents of any official document to any person not authorized to receive it, or to the press; or
  - viii. making appointment or having been appointed or promoted on extraneous grounds in violation of any law or rules or regulations; or
  - ix. taking part in, subscribing in aid of, or assisting in any way, any political movement relating to affairs of the province of Khyber Pakhtunkhwa or Pakistan; or
  - x. propagation of such sectarian creeds or taking part in such sectarian controversies or indulging in such sectarian partiality and favouritism as are likely to affect his/her integrity in the discharge of his/her duties or to embarrass the administration or create feelings of discontent or



- displeasure amongst other employees in particular and amongst the people in general; or
- xi. expressing views detrimental to the ideology or integrity of Pakistan; or
  - xii. attending such functions and meetings in which Islamic moral values are not regarded or which are in violation of such values; or
  - xiii. any act to bring or attempt to bring outside influence, directly or indirectly, to bear on the Chairperson, Chief Executive Officer or any other employee of the Commission in respect of any matter relating to the appointment, transfer or other terms and conditions of service; or
  - xiv. conviction for a moral offence by a court of law;
  - xv. non-disclosure of conflict of interest;
- (z) "Month" means calendar month;
  - (aa) "Performance period" means a calendar year for which an employee is given specific roles/ tasks. In case of appointments during the calendar year the performance period will be determined from the date of joining, in the first year, if not otherwise notified by the competent authority. However, minimum duration for performance evaluation shall not be less than three months;
  - (bb) "Post" means a post sanctioned by the Board in connection with the affairs of the Commission;
  - (cc) "Prescribed" means prescribed by the Khyber Pakhtunkhwa Health Care Commission Act 2015 and rules or regulations made thereunder;
  - (dd) "Probation" means such initial period as determined by these regulations, for which an employee will be engaged and tested on the basis of his/her performance, as regards suitability for a position;
  - (ee) "Recruitment" means any recruitment made on the recommendation of the duly constituted Selection Committee against any vacant post in the Commission;
  - (ff) "Re-employment" means appointment to a post for which a former employee is re-employed;
  - (gg) "Regulations" mean all regulations made and approved by the Board, as amended or modified from time to time and duly notified in the official gazette;
  - (hh) "Sanctioned post" means a post of the Commission and duly sanctioned by the Board;
  - (ii) "Selection criteria" means a set of indicators i.e. knowledge, abilities, skills and personnel attributes that are required for performance of a particular job, as approved by the Board and notified;
  - (jj) "Service period" means the period during which an employee remains in service of the Commission and includes the period of duly sanctioned leave with pay;
  - (kk) "Year" means a financial year;



- (ll) "Selection Committee" means a committee comprising of Members of the Board and/or members of the Executive, responsible for selection of employees/human resource.
- (2) All other words and expressions used in these Regulations but not specifically defined herein shall have the same meanings as are assigned to them in the Act, Rules, Regulations, as prepared and issued by the Commission, from time to time, for achieving the purposes of the Act.

## CHAPTER II APPOINTMENTS

### 3. **Organogram:**

- (1) The Commission shall have an organogram duly approved by the Board, as provided in **first schedule**, and as amended by the Board from time to time.
- (2) The organogram shall ensure an unambiguous chain of command, every staff member reporting only to the designated supervisor and that all functions of the Commission stand assigned with no duplication and gaps.
- (3) The Commission shall have such number of posts as commensurate with the work load and as expedient for achievement of the purposes of the Act.
- (4) All the posts, designations, job descriptions and specifications shall be approved by the Board.

### 4. **Appointment:**

Appointment shall be made only against sanctioned posts and in the following manner:

- (1) By initial recruitment on contract; and
- (2) Through deputation from the Provincial Government, Federal Government or other autonomous body on the recommendations of Khyber Pakhtunkhwa Health Care Commission.

### 5. **Appointing Authority:**

- (1) The Appointing Authority for the Chief Executive Officer (CEO), Directors, Chief Financial Officer, Deputy Directors, Internal Auditor and employees of CPS 1 to 4 as well as engaging advisors, consultants, and external auditors, shall be the Board.

Provided that, under special circumstances, the Board is empowered to hire services of temporary CEO for a limited period of up to 03 months, which shall be justified in writing and shall not be extendable.

- (2) The Appointing Authority for the rest of the sanctioned posts, interns, trainers, assessors, attorney(s) and legal counsel shall be the Chief Executive Officer of the Commission exercising the powers delegated by the Board.



**6. Number of Posts:**

The number of total posts of the Commission shall be as provided in **second schedule**, which may be amended by the Board, from time to time. Provided that the Commission shall not hire Computer Operator, Junior Clerk, and Senior Clerk.

**7. Eligibility:**

- (1) All Pakistani nationals shall be eligible for appointment on merit, provided that they qualify the basic eligibility criteria, including but not limited to the educational qualification, experience and age, as provided in **third schedule**. However, preference will be given to candidates from Khyber Pakhtunkhwa provided they qualify on merit.

Provided further that candidates will be selected from other provinces only on senior level technical posts of CPS 3 and above if qualified candidate is not available from Khyber Pakhtunkhwa.

- (2) No candidate convicted for any offence of moral turpitude from any court of law shall be appointed to any post in the Commission.
- (3) No candidate shall be appointed to a post unless he is found, after examination by a medical Board, to be in good mental and physical health and free from mental and physical defect, likely to interfere in the efficient discharge of his duties, except on posts allocated for disables according to Government instructions, issued from time to time.

**8. Age:**

- (1) Age limit for each post as provided in the selection criteria shall be strictly followed as approved by the Board for any post in the Commission.
- (2) Age of a candidate shall be reckoned on the last date, fixed by the competent authority, for submission of applications for a particular post.

**9. Constitution of Scrutiny and Selection Committee:**

- (1) For the purpose of recruitments under these regulations, the Commission shall constitute Scrutiny and Selection Committees.
- (2) Scrutiny Committee(s) shall be constituted by the Chief Executive Officer (CEO), comprising of at least three members, not below the rank of officers of the Commission, and one member shall be nominated as the chairperson.
- (3) All the posts for which Board is the Appointing Authority, the Board shall constitute Selection Committee(s) for interviewing candidates and making recommendations to the Appointing Authority.
- (4) The Selection Committee for posts as provided in 5(1) shall consist of at least three members of the Board and one member shall be nominated as chairperson.



Provided that, the chairperson may, if he/she is not available for meeting of the selection committee, through an order in writing designate any other member of the Selection Committee as chairperson.

- (5) The Selection Committee may adopt any number of co-opted members as technical experts.
- (6) Posts for which the Chief Executive Officer is the Appointing Authority, the CEO shall constitute Selection Committee for interviewing candidates and making recommendations to the Appointing Authority.
- (7) The Selection Committee for posts as provided in 5(2) shall consist of at least three officers of the Commission, not below the rank of Deputy Director and one member shall be nominated as chairperson.

Provided that, the chairperson may, if he/she is not available for meeting of the selection committee, through an order in writing designate any other member of the Selection Committee as chairperson.

**10. Recruitment Process:**

- (1) All vacant and duly sanctioned posts shall be filled on priority by the Commission.
- (2) All posts to be filled by initial recruitment, shall be advertised in at least two leading newspapers of wide circulation, one English and one Urdu and the advertisement shall also be placed on the Commission's website. The advertisement for the post of Chief Executive Officer, Directors, and Chief Financial Officer shall be published in at least three newspapers.

Provided that in case of appointment to the posts of CPS 5 to 7, 50% quota shall be reserved for the existing employees of the Commission which shall be advertised internally and selection shall be made on merit and competition among the existing qualified employees.

Provided further that if the existing employees do not succeed in appointment to the higher rank, the posts shall be advertised externally as per clause (2) *ibid*.

Provided further that vacant posts of CPS 8 and 9 shall be filled by the Selection Committee through the Employment Exchange or advertisement in two newspapers.

- (3) Scrutiny of credentials of the candidates shall start immediately after the last date of receipt of applications, developing long and short list of candidates, after last date of receipt of applications for that specific post.
- (4) Scrutiny of the candidates shall be carried out by the Scrutiny Committee of the Commission strictly according to the approved criteria, as provided in **fourth schedule**.



- (5) At least five eligible candidates per post, on merit, shall be shortlisted and called for interview. This number may be relaxed by the Appointing Authority, in case shortlisted candidates are less than five per post. If last candidates on the merit list have equal marks, then all such candidates shall be called for the interview.
- (6) The Appointing Authority may decide to give a written test to all the eligible candidates or shortlisted candidates.
- (7) The interview shall be conducted by the Selection Committee according to criteria approved by the Board.
- (8) The Selection Committee shall submit its recommendations to the Appointing Authority for appointment of the successful candidate(s), with the provision that the post may be offered to the next candidate on merit, if the selected candidate does not join due to any reason or is found unfit by the medical board. Such waiting list shall be maintained for a period of three months and the post shall be offered to the next candidate if it falls vacant in three months.
- (9) The Selection Committee shall ensure that all selections are made strictly on merit and in accordance with the selection criteria and other provisions of these regulations.
- (10) Appointment letter to the successful candidate(s) shall be issued after approval of the Appointing Authority.

**11. Period and Nature of Service:**

- (1) The Chief Executive Officer, Directors and Chief Financial Officer shall be appointed on contract, for an initial period of three years, extendable for further such period based on satisfactory performance and need of the Commission, as the Board may decide.
- (2) In order to enhance job satisfaction and retention of employees, all posts, other than the Chief Executive Officer, Directors and Chief Financial Officer, in the Commission shall be performance-based and open-ended contract, subject to fitness and performance.
- (3) Employees of the Commission shall not be civil servants and their service matters shall not be governed by the Khyber Pakhtunkhwa Civil Servants Act, 1973 and rules framed there under. Their service shall be strictly governed by these regulations and the terms and conditions of their respective contracts.
- (4) Consultants, advisors, attorney(s), legal counsel, and interns engaged for short-term assignments for a specific and limited period shall be governed solely by the terms and conditions of their contracts.
- (5) The Commission may offer paid internship for training, for one term only and for a maximum period of one year.



**12. Appointment of Government Servants:**

- (1) Government employees may be appointed to posts in the Commission, except the Chief Executive Officer, as provided in section 10 of the Act.
- (2) Government employees can apply for the advertised posts through proper channel or subject to No Objection Certificate from their parent departments and shall undergo the same recruitment process as required for initial recruitment. In case of selection against a position in the Commission, such Government official shall resign from Government Service, or get deputation from parent department.
- (3) The Commission may also appoint regular government employees on deputation on the prior recommendation of the Board, without undergoing the recruitment process for initial appointment.
- (4) A government employee appointed on deputation shall draw pay and allowances as per approved Commission Pay Scale for that particular post.

**13. Appointment against a higher post:**

- (1) Subject to regulation 10(2) of these regulations, all employees of Khyber Pakhtunkhwa Health Care Commission shall have the right to apply for higher post, when such posts are advertised.
- (2) Existing or former employees of the Commission, who apply for higher post shall go through the same selection process as the external candidates, however, they shall be awarded additional marks for the relevant experience, according to the approved selection criteria.

**14. Probation:**

- (1) A person appointed to any post in the Commission by initial recruitment or deputation, shall be on probation for a period of ninety days on duty.
- (2) The Appointing Authority, if considers necessary, may extend the probation period for a further maximum period of ninety days, as may be specified at the time of appointment.
- (3) In case of extension of the probation period, same is to be extended by the Appointing Authority by a specific order.

Provided that if no specific order is issued on the expiry of the initial or extended period of probation, the period of probation shall be deemed to have been successfully completed.

- (4) If the services and performance of any employee is not satisfactory during probation, the appointing authority may:



- (a) in case of initial recruitment, terminate the contract or extend the probation for a further maximum period of ninety days along with necessary counseling to be recorded in the employee's personal file;
- (b) In case of government employees on deputation, repatriate him/her to his/her parent department.

**15. Termination of Service Contract:**

- (1) The contract of employment signed under these regulations shall be liable to termination at any time by the Appointing Authority, subject to a prior notice of one month, or paying salary of one month in lieu of the notice period and assigning sufficient reasons for termination of the contract.

Provided that such termination of service contract is not in consequence of disciplinary proceedings under the Efficiency and Discipline clauses of these regulations.

- (2) During probation either party can terminate the employment contract without prior notice of one month.
- (3) Subject to regulation (4) below, an employee may resign from his/her post by giving one month prior notice in writing or one month salary in lieu thereof.
- (4) During the notice period, the employee shall continue to perform his/her duties and shall not absent himself/herself without sanctioned leave. Any violation of this provision shall amount to misconduct;
- (5) Final financial settlement of an employee shall be subject to recovery of all dues from the employee, if any, as well as return of the Commission's assets in his/her custody;
- (6) In case where disciplinary proceedings are pending against an employee, his final settlement shall be subject to the finalization/outcome of such proceedings.

**16. Re-employment:**

- (1) Any former employee, who resigned in good standing, may be considered for re-employment, provided he/she is otherwise eligible for the post and has been selected through due recruitment process.
- (2) Such re-employment shall be considered as new appointment.

**17. Quotas for initial Recruitment:**

The Commission shall observe the following quota, in cases of initial recruitment:

- (1) Female: Ten percent.
- (2) Minorities: Three percent.
- (3) Disabled persons: Two percent.
- (4) Deceased Employees quota.
- (5) Employees of the Khyber Pakhtunkhwa Health Care Commission in case of appointments against the posts of CPS 5 to 7.



**18. Verification of Academic Credentials:**

- (1) Immediately after acceptance of employment offer by a successful candidate, the Human Resource Section shall make written correspondence for verification of academic credentials of the candidate from the primary source.
- (2) The Commission shall allow the successful candidate to join the post before the completion of the verification, at his/her own risk and cost, as the primary source might take longer time for verification.

Provided, that at any stage, if it is discovered that the person appointed on contract had obtained the appointment on the basis of forged or fake academic and experience credentials, or through deceit by any means, the appointment shall be considered as *void ab-initio* and the employee shall be liable to refund all amounts received from the Commission as a consequence of appointment, in addition to such other action as may be taken against him/her under the law.

**19. Appointment on Additional Charge Basis:**

- (1) Where the Appointing Authority considers it to be in the public interest to fill a vacant post on additional charge, the most senior employee belonging to the cadre or service concerned may be considered for such appointment on additional charge, in addition to duties and functions already assigned to the employee.
- (2) Appointment on additional charge basis shall be made by the appointing authority.
- (3) Additional charge appointment shall entitle the employee to additional post allowance @ 5% of the gross salary but will not confer any vested right for full-time contractual appointment to the post held on additional charge basis.

**CHAPTER III  
PAY, BENEFITS AND ALLOWANCES**

**20. Pay and Benefits:**

- (1) There shall be two types of salary scales, namely Commission Pay Scale (CPS) and Basic Pay Scale (BPS), until either all the employees currently on BPS get transferred to CPS or the last such employee gets retired on superannuation at the age of sixty years.



- (2) All CPS employees of Khyber Pakhtunkhwa Health Care Commission shall be entitled to competitive market-based salary and benefits, as may be determined by the Board from time to time. Salary structure is provided as **fifth schedule**.

Provided that based on education, experience and past salary history and other relevant eligibilities, the pay package shall be negotiable within the defined ceiling provided for all positions in the CPS.

Provided further that the maximum initial offer shall be the midpoint of the salary range for that respective post.

- (3) The pay and allowances of the BPS employees shall be payable as per Government Basic Pay Scales, and as revised by the Government from time to time, subject to approval by the Board.
- (4) The CPS employees shall be entitled to gratuity equivalent to one month gross salary for each completed year, on pro rata basis, payable on the completion of service contract or resignation, as the case may be.
- (5) The Board may approve special allowances and bonuses for employees, if and as deemed appropriate.
- (6) The Commission shall provide coverage to its employees through group life insurance, payable to the legal heir(s) as may be prescribed.
- (7) The Commission shall provide coverage of medical treatment to its employees of CPS 1 to 4, through negotiation with State life Insurance for enhancement of the basic package of Sehat Sahulat Programme.

Provided that Sehat Sahulat Programme is available as Government of Khyber Pakhtunkhwa approved scheme. Otherwise, coverage will be provided through group medical insurance after negotiation with an insurance company to determine the premium and services covered under the package.

- (8) The Commission shall continue the Contributory Provident Fund, already established for BPS employees, at the same monthly contribution rate i.e., 10 percent of the basic salary.
- (9) The Commission shall establish Contributory Provident Fund for CPS employees at a monthly contribution rate of fourpercent of the gross salary in respect of CPS 4 and above, and at a monthly contribution rate of five percent of the initial salary in respect of CPS 5 and below.
- (10) Employees in CPS 1 and 2 will be entitled to official staff car with driver, maintenance charges and POL up to a maximum of 150 liters per month or car monetization, as the board may decide from time to time.



**21. Annual Increment:**

- (1) All employees of the commission appointed against the CPS posts shall be entitled to annual increment @ 10% of the initial salary, effective from 1<sup>st</sup> December each year.

Provided that on reaching the maximum limit of the salary of a specific post would not bar entitlement to the annual increment and same shall continue as long as such employee is serving the commission.

Provided that entitlement to the annual increment shall be subject to the following conditions:

- (a) The employee has completed at least six months service on 1<sup>st</sup> December of the year;
  - (b) is not on probation; and
  - (c) has not had his/her annual increment withheld by order of the competent authority as a penalty.
- (2) Annual increment of the BPS employees shall be admissible as per Basic Pay Rules of the Government, subject to approval by the Board.

**22. Travel, Daily and Lodging Allowances:**

The employees of the Commission shall be entitled to Travel Allowance (TA), Daily Allowance (DA) and Lodging Allowance (LA) for their outstation visits, both inland and abroad, on official duties. Details are available as **sixth schedule**.

Provided that the TA/DA of existing BPS employees shall be governed by the policy of the Provincial Government in this regard.

**23. Leave:**

Employees of the Commission shall be entitled to the following different categories of leave, during their employment at the Commission:

- (1) Casual Leave: Every employee of the commission shall be entitled to two days casual leaves for each thirty-day block of duty performed by him/her subject to a maximum of 24 days in one calendar year. Casual leave shall not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year. More than three casual leave shall not be ordinarily allowed at one time.
- (2) Medical Leave: Medical leave of up to 15 days may be granted in one calendar year for sickness of the employee and not his/her dependents. Medical certificate from a doctor would be required, in case of more than three days leave, if availed at a time.



- (3) Earned Leave: Earned leave is admissible to an employee at the rate of four days per month. Earned leave may be prefixed and suffixed with other holidays. Earned leave shall be carried forward to the next year and shall be encashed at the end of service contract or resignation of the employee, if not availed. The number of days to be encashed shall not exceed 365 days, at the time of retirement or completion of service contract or resignation.

Provided that leave encashment shall not be available to an employee, who is awarded major penalty of dismissal from service under these regulations.

- (4) Special Leave: The female employees of the commission shall be entitled to 130 days iddat leave, with full pay.
- (5) Leave without Pay: An employee, having successfully completed his/her probation and rendered at least three years satisfactory service at the Commission, may seek leave without pay for up to a maximum of three months, once during the entire duration of his/her service.
- (6) Maternity Leave: Female employees, having successfully completed their probation will be entitled to a maximum of 90 days maternity leave with full pay, outside their leave account from the date of commencing or 45 days from the date of confinement. This shall be allowed once in a tenure of three years and to a maximum of three times in the entire service.
- (7) Sanctioning Authority of Leave: Chief Executive Officer shall be the sanctioning authority for all kinds of leave in case of Directors, and for leave more than 30 days and ex-Pakistan leave in case of other employees. The Director shall be the sanctioning authority for all kinds of leave, except ex-Pakistan leave, in case of all the employees of that respective directorate, to the maximum of 30 days.
- (8) It must be noted that any type of leave cannot be claimed as a right and "leave applied" does not mean "leave sanctioned." If an employee leaves his/her duty without sanction of the leave applied, it shall be taken as misconduct.

#### CHAPTER IV PERFORMANCE MANAGEMENT

##### 24. Performance Management:

- (1) The Commission shall have a robust performance management system with the intent to create an organizational culture of accountability and continuous improvement.
- (2) Employees shall be given annual targets, which shall be part of their annual work plan and their performance shall be evaluated against these targets at the end of each year.



- (3) Each director shall develop an annual work plan for his/her respective directorate, in consultation with his/her staff.
- (4) The director shall ensure availability of the required resources to the employees to enable them to achieve the assigned targets.
- (5) The director shall engage the employees periodically in consultative discussions for course correction and accomplishing the activities of the annual work plan.

**25. Training and Development:**

- (1) Induction orientation shall be provided to all the newly appointed employees regarding information about the Commission, job description, roles and responsibilities, and regulations.
- (2) The Commission may provide in-service domestic as well foreign training opportunities to its employees.

**26. Performance Award:**

- (1) The performance management system shall have award mechanism to encourage employees to perform better, and develop a culture of healthy competition. High performing employees may get performance award as given below:
  - (a) Employee of the Quarter: Certificate of Appreciation accompanied by cash award;
  - (b) Employee of the Year: Certificate of Appreciation accompanied by cash award; and
  - (c) Group Award: Certificate of Appreciation accompanied by cash award for more than one employee for outstanding team work.
- (2) Employees for performance reward shall be selected by a standing committee, to be constituted by the Chief Executive Officer. Nominations of employees shall be submitted to the committee by the directors upon recommendations of the respective supervisors. Nomination of the Directors shall be done by the Chief Executive Officer. Their performance award management system shall be separate and they shall not compete with their staff.
- (3) Cash award, to be given to employees, shall be determined by the Board from time to time.

**27. Performance Evaluation Report:**

- (1) Formal performance evaluation of all the employees shall be made on annual basis, by the respective supervisor, hereafter called the reporting officer.
- (2) The reporting officers shall evaluate the performance of the employee, on the prescribed reporting form, provided as **seventh schedule**.



- (3) The reporting officer shall have a performance evaluation meeting with the employee at the end of each year, and shall openly discuss his/her performance, including his/her achievements and areas of development, if any.
- (4) The Performance Evaluation Report (PER) shall be submitted to the Human Resource (HR) Section of the Commission by every reporting officer before 31<sup>st</sup> January of each year.
- (5) Every reporting officer shall furnish a certificate by 31<sup>st</sup> March that he/she has submitted all the PERs to the Human Resource Section. In case the Human Resource Section does not receive the certificate from any supervisor, it shall issue a reminder and shall record it in the personal file of the supervisor.
- (6) The HR Section shall ensure that the PER record of every employee is complete and up to date.
- (7) The reporting officer may conduct performance evaluation before completion of the year for course correction; however, for purposes of decisions, only annual PER shall be considered.
- (8) The reporting officer shall conduct performance evaluation of newly appointed employees for decision about ending or extending the probation by the Appointing Authority.
- (9) The PER recorded by reporting officer must be sent to the countersigning officer by the HR Section and the countersigning officer shall ensure completion of the PER by 28<sup>th</sup> February, each year.
- (10) In case the employee does not agree with the performance evaluation of the countersigning officer, he/she shall have the right to appeal before the appellate authority.

#### 28. Reporting Officer/Authority

The table below provides detail of reporting chain:

No.	Employee	Reporting Officer	Countersigning Officer	Appellate Authority
1.	CEO	Chairman		Board
2.	Directors & CFO	CEO	Chairman	Board
3.	Deputy Directors, Officers & Inspectors	Director	CEO	Board
5.	Support staff CPS 5 and below	Deputy Directors	Director/CFO	CEO
6.	Staff of CEO Office	CEO	Chairman	Board
7.	Internal Auditor	Chairman	Board	Board



**29. Performance Improvement:**

Where the reporting officer believes that the performance of an employee is below the mark, he/she will suggest corrective measures and a course of action best suited in circumstances of the case. Necessary tools for performance improvement are as follows:

- (1) **Verbal counselling:** As a first step in correcting undesirable performance or behaviour, the supervisor shall review pertinent job requirements with the employee to ensure his/her understanding of them. The supervisor shall consider the severity of the problem, the employee's previous performance appraisals and all the circumstances surrounding the particular case, stating that a written warning, probation or possible disciplinary proceedings may result, if the problem is not resolved. Supervisor shall document the verbal counselling in the employee's personnel file, however, the supervisor may direct that the written warning be removed after a specified period of time under appropriate circumstances.
- (2) **Written counselling:** If the undesirable performance or behaviour continues, the next step shall be a written warning. Certain circumstances such as violation of known office procedures, regulations, undesirable performance or behaviour may justify a written warning without first using verbal counselling. The written warning shall define the problem and how it may be corrected. The seriousness of the problem shall be emphasized and the written warning shall indicate that probation or disciplinary proceedings may result, if improvement is not observed. Written counselling becomes part of the employee's personnel file. However, the supervisor may direct, in writing with full justification, that the written warning be removed after a specific period of time under appropriate circumstances.
- (3) **Disciplinary Probation:** If the problem has not been resolved through written counselling or the circumstances warrant, the supervisor shall recommend to the appointing authority, placing the employee on probation or initiating disciplinary proceedings. The appointing authority, after review of the employee's corrective counselling documentation, will determine the length of probation. The probation period shall be at least two weeks but no longer than 90 days depending on the circumstances. A written probationary notice to the employee shall be issued by the appointing authority. The supervisor shall assess the employee on probation and shall recommend ending probation, ending service contract or disciplinary proceedings, keeping in view the improvement or non-improvement in performance or behavior of the employee.
- (4) The appointing authority, as deem appropriate, shall take a decision based on the report and recommendations of the supervisor, about the employee.



**CHAPTER V**  
**EFFICIENCY AND DISCIPLINE**

**30. Grounds for proceedings:**

An employee of the Commission shall be liable to be proceeded against under these regulations, if he/she is:

- (1) inefficient or has ceased to be efficient for any reason; or
- (2) guilty of misconduct; or
- (3) guilty of corruption; or
- (4) guilty of habitually absenting him/herself from duty without prior approval of leave; or
- (5) engaged or is reasonably believed to be engaged in subversive activities, or is reasonably believed to be associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his/her retention in service is prejudicial to national security; or
- (6) entered into a plea bargain under any law for the time being in force and has returned the assets or gains acquired through corruption or corrupt practices voluntarily.

**31. Penalties:**

- (1) Following are the minor and the major penalties, namely:
  - (a) Minor penalties:
    - (i) censure;
    - (ii) withholding increment, for a specific period, subject to a maximum of three years:

Provided that the penalty of withholding increments shall not be imposed on an employee who has reached the maximum of his pay scale;
    - (iii) recovery of the whole or any part of any pecuniary loss caused to the Commission by negligence or breach of order;
  - (b) Major penalties:
    - (i) reduction to a lower post or pay scale or to a lower stage in a time scale for a maximum period of five years;
    - (ii) Compulsory retirement. This shall apply to employees appointed under the defunct HRA who do not opt for performance-based contract;
    - (iii) Removal from service; and
    - (iv) Dismissal from service.
- (2) Compulsory retirement, removal from service and dismissal from service under these regulations shall disqualify an employee for future employment under the Commission.
- (3) Any penalty under these regulations shall not absolve an employee from liability to any other punishment to which he/she may be liable for an offence, under any other law, committed by him while in service.



**32. Initiation of proceedings:**

(1) If on the basis of its own knowledge or information placed before it, the competent authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under these regulation it shall either:

(a) proceed itself against the accused employee by issuing a show cause notice under regulation 34 and, for reasons to be recorded in writing, dispense with inquiry:

Provided that no opportunity of showing cause or personal hearing shall be given where:

- i. the competent authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or
- ii. an employee has entered into plea bargain under any law for the time being in force or has been convicted on the charges of corruption which have led to a sentence of fine or imprisonment; or
- iii. an employee is involved in subversive activities; or
- iv. it is not reasonably practicable to give such an opportunity to the accused;

(b) get an inquiry conducted into the charge or charges against the accused employee, by appointing an inquiry officer or an inquiry committee, as the case may be, under regulations 37:

Provided that the competent authority shall dispense with the inquiry where:

- i. an employee has been convicted of any offence other than corruption by a court of law, under any law for the time being in force; or
- ii. an employee is or has been absent from duty without prior approval of leave:

Provided that the competent authority may dispense with the inquiry where it is in possession of sufficient documentary evidence against the accused or, for reasons to be recorded in writing, it is satisfied that there is no need to hold an inquiry.

(2) The charge sheet or statement of allegations or the show cause notice, as the case may be, shall be signed by the competent authority or an officer authorized by it, in writing.

**33. Suspension:**

An employee against whom action is proposed to be initiated under regulation 32 may be placed under suspension for a period of ninety days, if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of ninety days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated:



Provided that the competent authority may, in appropriate case, for reasons to be recorded in writing, instead of placing such person under suspension, require him to proceed on such leave as may be admissible to him, from such date as may be specified by the competent authority.

**34. Procedure where inquiry is dispensed with:**

If the competent authority decides that it is not necessary to hold an inquiry against the accused under regulation 32, it shall:

- (1) Issue a show cause notice and inform the accused employee by an order in writing, of the grounds for proceeding against him, clearly specifying the charges therein, along with apportionment of responsibility and penalty or penalties proposed to be imposed upon him;
- (2) give him a reasonable opportunity of showing cause against the proposed action, within seven days of receipt of the order or within such extended period, as the competent authority may determine;
- (3) on receipt of reply of the accused within the stipulated period or after the expiry thereof, if no reply is received, determine whether the charge or charges have been proved against the accused or not:

Provided that after receipt of reply to the show cause notice from the accused, the competent authority, shall decide the case within a period of sixty days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons:

Provided further that if the case is not decided by the competent authority within the prescribed period of sixty days, the accused may file an application before the appellate authority for early decision of his/her case, which may direct the competent authority to decide the case within a specified period;

Provided further that in case the Board itself is the competent authority, the accused shall file an application before the Board for early decision of his/her case, and the Board shall decide the case within thirty days of receipt of such application;

- (4) afford an opportunity of personal hearing before passing any order of penalty under clause (6), if it is determined that the charge or charges have been proved against him;
- (5) exonerate the accused by an order in writing, if it is determined that the charge or charges have not been proved against him; and
- (6) impose any one or more penalties mentioned in regulation 31, by an order in writing, if the charge or charges are proved against the accused:



Provided that where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to recovery, if any.

**35. Action in case of conviction or plea bargain under any law:**

Where an employee is convicted by a court of law on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or gains acquired through corruption or corrupt practices, or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude under any law for the time being in force, the competent authority, after examining facts of the case, shall:

- (1) dismiss the employee where he has been convicted on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or gains acquired through corruption nor corrupt practices voluntarily:

Provided that dismissal in these cases shall be with effect from the date of conviction by a court of law; and

- (2) proceed against the employee under regulation 5, where he has been convicted of charges other than corruption or moral turpitude.

**36. Procedure in case of willful absence:**

Notwithstanding anything to the contrary contained in these regulations, in case of wilful absence from duty by an employee for seven or more days, a notice shall be issued by the competent authority through registered acknowledgement on his home address directing him to resume duty within fifteen days of service of the notice. If the same is received back as undelivered or no response is received from the absentee within stipulated time, a notice shall be published in at least two leading newspapers directing him/her to resume duty within fifteen days of the publication of that notice, failing which *anex-parte* decision shall be taken against the absentee. On expiry of the stipulated period given in the notice, major penalty of removal from service may be imposed upon such employee.

Provided that in case of ordinary service, dispatch of notice through registered post/courier service shall be considered as sufficient proof of service.

**37. Procedure to be followed by competent authority where inquiry is necessary:**

- (1) If the competent authority decides that it is necessary to hold an inquiry against the accused under regulation 32, it shall pass an order of inquiry in writing, which shall include-

- (a) appointment of an inquiry officer or an inquiry committee, provided that the inquiry officer or the inquiry committee, as the case may be, shall be of a rank senior to the accused and where two or more accused are proceeded against jointly, the inquiry officer or the convener of the inquiry committee shall be of a rank senior to the senior most accused;



- (b) the grounds for proceeding, clearly specifying the charges along with apportionment of responsibility;
  - (c) appointment of the Commission representative by designation; and
  - (d) direction to the accused to submit written defense to the inquiry officer or the inquiry committee, as the case may be, within reasonable time which shall not be less than seven days and more than fifteen days of the date of receipt of orders.
- (2) The record of the case and the list of witnesses, if any, shall be communicated to the inquiry officer or the inquiry committee, as the case may be, along with the orders of inquiry.
  - (3) In a case where preliminary or fact finding inquiry was conducted, and the competent authority decides to hold formal inquiry, the inquiry officer or the inquiry committee for the purpose of conducting formal inquiry shall be different from the inquiry officer or the inquiry committee which conducted the preliminary.
- 38. Procedure to be followed by inquiry officer or inquiry committee:**
- (1) On receipt of reply of the accused or on expiry of the stipulated period, if no reply is received from the accused, the inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charges or in defense of the accused as may be considered necessary and where any witness is produced by one party, the other party shall be entitled to cross-examine such witness.
  - (2) If the accused fails to furnish his reply within the stipulated period, the inquiry officer or the inquiry committee, as the case may be, shall proceed with the inquiry ex-parte.
  - (3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case on day to day and no adjournment shall be given except for reasons to be recorded in writing, in which case it shall not be of more than seven days.
  - (4) Statements of witnesses and departmental representative(s), if possible, will be recorded in the presence of accused and vice versa.
  - (5) Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he/she or it shall administer a warning and if, thereafter, he/she or it is satisfied that the accused is acting in disregard to the warning, he/she or it shall record a finding to that effect and proceed to complete the inquiry in such manner as may be deemed expedient in the interest of justice.
  - (6) If the accused absents himself from the inquiry on medical grounds, he shall be deemed to have hampered or attempted to hamper the progress of the inquiry, unless medical leave, applied for by him, is sanctioned on the recommendations of a Medical Board; provided that the competent authority may, in its discretion, sanction medical leave up to seven days without such recommendations.



- (7) The inquiry officer or the inquiry committee, as the case may be, shall submit his/her or its report, to the competent authority within thirty days of the initiation of inquiry:

Provided that the inquiry shall not be vitiated merely on the grounds of non-observance of the time schedule for completion of the inquiry.

**39. Powers of the inquiry officer or inquiry committee:**

- (1) For the purpose of an inquiry under these regulations, the inquiry officer or the inquiry committee, as the case may be, shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act No.V of 1908), in respect of the following matters, namely:
- (a) summoning and enforcing the attendance of any person and examining him/her on oath;
  - (b) requiring the discovery and production of documents, and receiving evidence on affidavits; and
  - (c) issuing commissions for the examination of witnesses or documents.
- (2) The proceedings under these rules shall be deemed to be the judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code, 1860 (Act No. XLV of 1860).

**40. Duties of the Commission's representative:**

The Commission's representative shall perform the following duties, namely:

- (1) render full assistance to the inquiry officer or the inquiry committee, as the case may be, during the proceedings where he/she shall be personally present and fully prepared with all the relevant record relating to the case, on each date of hearing;
- (2) cross-examine the witnesses produced by the accused, and with the permission of the inquiry officer or inquiry committee, as the case may be, may also cross-examine the prosecution witnesses; and
- (3) rebut the grounds of defense offered by the accused before the inquiry officer or the inquiry committee, as the case may be.

**41. Order to be passed on receipt of report from the inquiry officer or inquiry committee:**

- (1) On receipt of report from the inquiry officer or inquiry committee, as the case may be, the competent authority, shall examine the report and the relevant case material and determine whether the inquiry has been conducted in accordance with the provisions of these regulations.
- (2) If the competent authority is satisfied that the inquiry has been conducted in accordance with the provisions of these regulations, it shall further determine whether the charge or charges have been proved against the accused or not.



- (3) Where the charge or charges have not been proved, the competent authority shall exonerate the accused by an order in writing, or it shall follow the procedure as given in sub-regulation (6).
- (4) Where the charge or charges have been proved against the accused, the competent authority shall issue a show cause notice to the accused by which it shall-
  - (a) inform him of the charges proved against him/her and the penalty or penalties proposed to be imposed upon him/her;
  - (b) give him reasonable opportunity of showing cause against the penalty or penalties proposed to be imposed upon him/her and to submit as to why one or more of the penalties as provided in regulation 31 may not be imposed upon him/her and to submit additional defense in writing, if any, within a period which shall not be less than seven days and more than fifteen days from the day the charge or charges have been communicated to him/her:  
Provided that the accused shall, in his/her reply to show cause notice, indicate as to whether he wants to be heard in person or not;
  - (c) provide a copy of the inquiry report to the accused; and
  - (d) direct the Commission's representative to appear, with all the relevant record, on the date of hearing.
- (5) After affording personal hearing to the accused the competent authority shall, keeping in view the findings and recommendations of the inquiry officer or inquiry committee, as the case may be, facts of the case and defense offered by the accused during personal hearing, by an order in writing:
  - (a) Exonerate the accused if charges had not been proved; or
  - (b) Impose anyone or more of the penalties specified in regulation 31, if charges have been proved.
- (6) Where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of these regulations or the facts and merits of the case have been ignored or there are other sufficient grounds, it may, after recording reasons in writing, either remand the inquiry to the inquiry officer or the inquiry committee, as the case maybe, with such directions as the competent authority may like to give, or may order a de novo inquiry through different inquiry officer or inquiry committee.
- (7) After receipt of reply to the show cause notice and affording opportunity of personal hearing, the competent authority shall decide the case within a period of fifteen days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons.
- (8) If the case is not decided by the competent authority within the prescribed period of fifteen days, the accused may submit an application before the appellate authority for early decision of his/her case, which may direct the competent authority to decide the case within a specified period.



Provided that in case the Board itself is the competent authority, the accused shall file an application before the Board for early decision of his/her case, and the Board shall decide the case within thirty days of receipt of such application.

**42. Personal hearing:**

The competent authority may, by an order in writing, call the accused and the Commission's representative, along with relevant record of the case, to appear before him, for personal hearing on the fixed date and time.

**43. Procedure of inquiry against Government servant borrowed from other Government Departments:**

In case of Government servants borrowed by the Commission from other Government Departments, rule 16 of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011 shall be followed.

**44. Review and appeal to Commission:**

- (1) An accused who has been awarded any penalty under these regulations may, within thirty days from the date of communication of the order, prefer an appeal to the appellate authority:

Provided that where the order has been passed by the Board, the accused may, within the aforesaid period, submit a review petition directly to the Board.

- (2) The authority empowered under sub-regulation (1) shall call for the record of the case and comments on the points raised in the appeal from the concerned department or office, and on consideration of the appeal or the review petition, as the case may be, by an order in writing-
- (a) Uphold the order of penalty and reject the appeal or review petition; or
  - (b) Set aside the orders and exonerate the accused; or
  - (c) Modify the orders or reduce the penalty.
- (3) An appeal or review petition preferred under these regulations shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection in impugned order in a proper and temperate language.

**45. Appearance of counsel:**

No party to any proceedings under these regulations at any stage of the proceedings, shall be represented by an advocate.



**46. Exception:**

Notwithstanding anything to the contrary contained in these regulations, in cases where employees of the Commission collectively strike work, willfully absent themselves from duty or abandon their official work, the competent authority in respect of senior most accused may serve upon them through newspapers or any other mean, such notice as may be deemed appropriate to resume duty and in the event of failure or refusal to comply with the directive contained in the notice, impose upon the defaulting employees any of the major penalties prescribed in these regulations.

**47. Indemnity:**

No suit, prosecution or other legal proceedings shall lie against the competent authority or any other authority for anything done or intended to be done in good faith under these regulations or the instructions or directions made or issued there-under.

**CHAPTER VI  
MISCELLANEOUS**

**48. Transfer:**

- (1) All posts of the Commission, other than the Chief Executive Officer, Directors, Chief Financial Officer and Internal Auditor, and for which alternate post is not available, shall be transferable.
- (2) Transfers shall be made, on all transferable posts every three years, or earlier if required, with the approval of the Chief Executive Officer.

**49. Protection against Harassment:**

- (1) The Commission shall encourage its employees to report cases of harassment to their respective director or the Chief Executive Officer.
- (2) Chief Executive Officer shall constitute a committee of at least three officers of the Commission, for the purpose of inquiry into the cases of harassment, if any.
- (3) The Protection against Harassment of Women at the Workplace Act, 2010 shall mutatis mutandis apply to the Commission.

**50. Conflict of Interest:**

- (1) Employees of the Commission, who act on its behalf, shall have an obligation to avoid activities or situations, which may result in a conflict of interest or the appearance of a conflict of interest.
- (2) The employees shall not use their positions to influence outside organizations or individual for their direct financial, personnel or professional gains, or for members of their families or others with whom there is a personnel relationship.
- (3) In case of any conflict of interest, the employee shall disclose it to the Commission.



**51. Consulting and other Outside Activities:**

In order to recognize and safeguard the knowledge, talent and professional expertise of the employees, they shall, subject to a No Objection Certificate by the competent authority, be allowed to engage in consultancies/part time work in any national/international organizations, or conduct any personal business, provided the scope of organization/business is not in conflict with the objectives and functions of the Commission and the same is not affecting the duties of such employees under his/her employment contract with the Commission.

**52. Confidentiality:**

All Employees of Commission shall maintain confidentiality of the information related to the affairs of the Commission, and official records of the Commission in all situations, except for the cases where the official is lawfully bound to disclose the information before a court of law, administrative tribunal or investigative agencies.

**53. Code of Conduct:**

The Board shall formulate and adopt a code of conduct for the employees of Khyber Pakhtunkhwa Health Care Commission.

**54. Record of Service:**

- (1) The Human Resource Section of the Commission shall maintain complete record of employment of every employee, in hard as well as electronic form;
- (2) The record and personal files so maintained shall be preserved for the entire period of service and for a period of at least three years thereafter;
- (3) Record of recruitment and inquiries of the employees shall be part the personal files of the employees and preserved as per clause (2) *ibid*.

Provided that in case of any litigation after termination/retirement, the record shall be preserved for a period of three years, after conclusion of the litigation.

**55. Removal of Difficulties:**

- (1) The Board may issue such instructions, directions or amend these regulations, in public interest keeping in view the purpose of the Act or for the purposes of removing any difficulties that may arise in implementing these Regulations.
- (2) The Chief Executive Officer shall approach the Board for its guidance and/or for further necessary action, if so deemed necessary for implementation of these regulations.
- (3) The Board may amend or repeal these Regulations.



**56. Office Procedures:**

The Executive of the Commission may make office procedures, not inconsistent with the provisions of the Act, Rules and these Regulations.

**57. Overriding Effect:**

Notwithstanding anything to the contrary contained in any other regulations, the provisions of these Regulations shall have an overriding effect and the provisions of any such regulations to the extent of inconsistency to these Regulations shall cease to have effect.

**58. Repeal:**

The Khyber Pakhtunkhwa Health Care Commission Human Resource Management Regulations, 2016 are hereby repealed.







**SECOND SCHEDULE**  
**Employees of the Commission including CPS and BPS**

[See Regulation 6]

No.	Designation	Number of Posts
1.	Chief Executive Officer	01
2.	Director Operations	01
3.	Director Legal Affairs	01
4.	Director Licensing	01
5.	Director Quality	01
6.	Chief Financial Officer	01
7.	Internal Auditor	01
8.	Deputy Director Human Resource Management	01
9.	Deputy Director Facilities Management	01
10.	Deputy Director IT	01
11.	Deputy Director Complaints	02
12.	Deputy Director Anti-quackery	01
13.	Deputy Director Licensing	01
14.	Deputy Director Quality	01
15.	Deputy Director Trainings	01



16.	Office Assistant	01
17.	Communication Officer	01
18.	Private Secretary	01
19.	Quality Officer	02
20.	Training Officer	01
21.	Inspector	44
22.	Registration Officer	01
23.	Licensing Officer	01
24.	Anti-quackery Officer	01
25.	Law Officer	01
26.	Complaints Officers	03
27.	Transport/Admn Officer	01
28.	Procurement Officer (Material Management)	01
29.	Human Resource Officers	02
30.	Information Technology Officer	01
31.	Accounts & Finance Officer	01
32.	Assistant	06
33.	Senior Clerk	05

34.	Junior Clerk	14
35.	Computer Operator	01
36.	Driver	18
37.	Dispatch Rider	01
38.	Qasid	01
39.	Naib Qasid	18
40.	Chowkidar	13
41.	Mali	01
42.	Sweeper	02
	<b>Total</b>	<b>159</b>



## THIRD SCHEDULE

[See Regulation (7)1]

No.	Designation	Education, Experience, Skills, Age and Salary
1.	Chief Executive Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• MBBS/BDS with post graduate degree in Health Management or HEC recognized masters' degree in management, business administration, law, economics/finance and health sciences.</li> <li>• A minimum of 15 years of experience in health management, finance, law and regulations or other fields related to service regulation.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Devise long term and short-term strategies for the organization's progressive growth and effectiveness;</li> <li>• Acquire and effectively manage human resource for the organization per the Board's approved organogram;</li> <li>• work under pressure, create a productive work environment; harmonious team within the organization;</li> <li>• Successfully carry out the instruction's policies approved by the Board;</li> <li>• establish strong working relationships with senior government officials; media, civic, and private sector leaders and other stakeholders;</li> <li>• Effectively allocate and manage, financial and human resources;</li> <li>• Excellent leadership, management, communication, presentation and interpersonal skills</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 62 years</p> <p><b><u>Salary</u></b></p> <ul style="list-style-type: none"> <li>• Attractive market-based salary, commensurate with education and experience.</li> </ul>

<p>2.</p>	<p>Director Operations</p>	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Master's Degree in Business Administration, Management, Economics, Social Sciences or other related discipline from an HEC recognized institution/university.</li> <li>• At least fifteen years of national or international post-qualification experience, with verifiable track record, at senior management positions in the development/public/ private sector.</li> <li>• Certification in human resource and procurement from a local or international university/institution will be an added advantage.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Work effectively as a group member and build cooperative effort within the team.</li> <li>• Clearly express himself, both in oral and written communication, especially in interviews. Create, read, and interpret human resource reports, using data from different Human Resource Information Systems.</li> <li>• Excellent leadership, management, communication, presentation and interpersonal skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 57 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
-----------	--------------------------------	--



3.	Director Legal	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Law Degree from an HEC recognized institution/university. LLM or post-graduation in any discipline of law would be an added advantage.</li> <li>• Admitted to practice law in Pakistan with a valid High court license.</li> <li>• At least fifteen years post-qualification experience, either in house or as legal counsel representing cases before various for a; and advising clients on legal matters.</li> <li>• Prior experience of having worked in the health care sector will be highly preferred.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Excellent skills in legal procedures, especially drafting, evidence recording &amp; evaluation, cross-examination and argumentation.</li> <li>• In-depth knowledge of disciplinary proceedings, complaints and inquiries.</li> <li>• Thorough understanding of hospital procedures and their quality assurance.</li> <li>• Excellent communication and presentation skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills</li> </ul> <p><b><u>Age:</u></b> Up to 57 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
----	----------------	---

4.	Director Quality	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental Graduate with Masters' Degree in Health Management/Public Health or equivalent from an HEC recognized institution/university.</li> <li>• Certification in quality management of health care establishment will be an added advantage.</li> <li>• At least fifteen years of post-qualification experience on management positions in public/private sectors with adequate knowledge of laws, rules, regulations and procedures pertaining to health care establishments. Preference will be given to candidates who can provide experience of quality assurance and quality awareness in health sector, especially health care service institutions.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to interpret policies, laws, regulations and rules, governing health facilities, services and health professionals.</li> <li>• Excellent knowledge of quality management in health care service establishments.</li> <li>• Thorough understanding of hospital and Healthcare establishment's procedures.</li> <li>• Excellent communication and presentation skills.</li> <li>• Policy formulation, planning, development of SOPs, implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><u>Age:</u> Up to 57 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>
----	------------------	--



5.	Director Licensing	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental graduate with Masters' degree in health management/public health or equivalent from an HEC recognized institution/university.</li> <li>• Certification with a health care service accreditation/certification body will be an added advantage.</li> <li>• At least fifteen years of post-qualification experience on management positions in public/private sectors with adequate knowledge of laws, rules, regulations and procedures pertaining to health care establishments, and registration &amp; licensing. Preference will be given to candidates who can provide experience of planning, development, standardization, accreditation and regulation of health care institutions.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to interpret policies, laws, regulations and rules, governing health facilities, services and health professionals.</li> <li>• Thorough understanding of hospital and Healthcare establishment's procedures.</li> <li>• Excellent communication and presentation skills.</li> <li>• Policy formulation, planning, development of SOPs, implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 57 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
----	--------------------	--

6.	Chief Financial Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• CA/ACCA/ICMA or MBA (Finance) or MS in Finance.</li> <li>• At least fifteen years of post-qualification experience in audit, accounts &amp; financial management..</li> <li>• Hands on experience in financial management including preparation of annual budget, re-appropriation proposal, reconciliation statements, statement of accounts, balance sheets, depreciation analysis and audit.</li> <li>• Experience of working with rules and procedures of Accountant General and Auditor General of Pakistan.</li> <li>• Roll out/ implementation of ERP.</li> <li>• Adequate experience in Peach tree/ accounting software and use of IT tools &amp; techniques related to accounting &amp; finance</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Financial accounting and cost accounting.</li> <li>• Audit management.</li> <li>• Excellent verbal and written communication and negotiation skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Excellent computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 57 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience.</p>
----	-------------------------	--



7.	Internal Auditor	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• ACCA/ICMA or MBA (Finance)</li> <li>• At least of 5 years post-qualification experience as internal auditor with proven knowledge of auditing standards and procedures, laws, rules and regulations.</li> <li>• Experience of working with IT tools &amp; techniques related to accounting &amp; finance.</li> <li>• Experience of working in health care sector and with offices of the Accountant General and Auditor General of Pakistan would be an added advantage.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Good accounting skills.</li> <li>• Strong analytical and problem-solving skills, with meticulous attention to detail.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Excellent communication and presentation skills.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Advanced computer skills on MS Office, accounting soft-wares and databases.</li> </ul> <p><b><u>Age:</u> Up to 45 Years</b></p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience.</p>
----	------------------	--

8.	Deputy Director Quality	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental graduate with Masters' degree in health management/public health or equivalent from an HEC recognized institution/university.</li> <li>• Certification in quality management of health care establishment will be an added advantage.</li> <li>• At least seven years of post-qualification experience on management positions in public/private sectors. Preference will be given to candidates who can provide experience of quality assurance and quality awareness in health sector, especially health care service institutions.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to interpret policies, laws, regulations and rules, governing health facilities, services and health professionals.</li> <li>• Excellent knowledge of quality management in health care service establishments.</li> <li>• Thorough understanding of hospital and Healthcare establishment's procedures.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
----	----------------------------	--



9.	Deputy Director Training	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental graduate with Masters' degree in health management/public health from an HEC recognized institution/university.</li> <li>• Certification in health education or training/capacity building will be an added advantage.</li> <li>• At least seven years of post-qualification experience on management positions in public/private sectors. Preference will be given to candidates who can provide experience of training management or trainer in health sector.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to interpret policies, laws, regulations and rules, governing health facilities, services and health professionals.</li> <li>• Excellent knowledge of trainings and capacity building of health care providers and managers.</li> <li>• Thorough understanding of hospital and Healthcare establishment's procedures.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
----	--------------------------	--

<p>10.</p>	<p>Deputy Director Licensing</p>	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental graduate with Masters' degree in health management/public health or equivalent from an HEC recognized institution/university.</li> <li>• Certification with a health care service accreditation/certification body will be an added advantage.</li> <li>• At least seven years of post-qualification experience on management positions in public/private sectors. Preference will be given to candidates who can provide experience of planning, development, standardization, accreditation and regulation of health care institutions.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to interpret policies, laws, regulations and rules, governing health facilities, services and health professionals.</li> <li>• Thorough understanding of hospital and Healthcare establishment's procedures.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
------------	--------------------------------------	--



11.	Deputy Director Anti-Quackery	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental graduate with masters' degree in health management/public health, or masters degree in management sciences/social sciences, or equivalent from an HEC recognized institution/university.</li> <li>• Certification with a health care service accreditation/certification body will be an added advantage.</li> <li>• At least seven years of post-qualification experience on management positions in public/private sectors. Preference will be given to candidates who can provide experience of field campaigns against illegal health care providers and establishments, and community awareness of safe medical practices.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to interpret policies, laws, regulations and rules, governing health facilities, services and health professionals.</li> <li>• Thorough understanding of hospital and Healthcare establishment's procedures.</li> <li>• Excellent communication and presentation skills.</li> <li>• Successful conduction of field activities against illegal health care service providers and establishments.</li> <li>• Planning, development of SOPs, implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b> Attractive market-based salary, commensurate with education and experience</p>
-----	----------------------------------	--

12.	Deputy Director Complaints	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• MBBS/BDS or any other postgraduate degree in medical sciences or Law degree from an HEC recognized institution/university. LLM or post-graduation in any discipline of law would be an added advantage.</li> <li>• At least seven years post-qualification experience, either in house or as legal counsel representing cases before various fora; and advising clients on legal matters.</li> <li>• Prior experience of having worked in the health care sector will be highly preferred.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Excellent skills in legal procedures, especially drafting, evidence recording &amp; evaluation, cross-examination and argumentation.</li> <li>• In-depth knowledge of law, complaints and litigation management.</li> <li>• Thorough understanding of hospital procedures and their quality assurance.</li> <li>• Excellent communication and presentation skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
-----	-------------------------------	---



13.	Deputy Director Facilities Management	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Master's Degree in Business Administration, Management, Social Sciences or other related discipline from an HEC recognized institution/university.</li> <li>• At least seven years of national or international post-qualification experience, with verifiable track record, at management positions in the development/public/ private sector.</li> <li>• Certification in supply chain management or procurement from a local or international university/institution will be an added advantage.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to interpret policies, laws, regulations and rules governing supply chain management.</li> <li>• Good knowledge of Khyber Pakhtunkhwa Public Procurement Authority Act and Rules.</li> <li>• Thorough understanding of government sector transport rules and regulations.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto-will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
-----	---	--

<p>14.</p>	<p>Deputy Director Human Resource</p>	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in business administration with major in Human Resource Management, public administration, social sciences or other related discipline from an HEC recognized institution/university.</li> <li>• At least seven years of post-qualification experience, with verifiable track record, at management positions in the development/public/private sector.</li> <li>• Certification in human resource management will be an added advantage.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to interpret policies, laws, regulations and rules, governing human resource management.</li> <li>• Good knowledge government sector service rules and regulations.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, its implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
------------	---	--



15.	Deputy Director IT	<p><b><u>Qualification &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Masters' degree in computer sciences, Information Technology, systems engineering or related discipline from an HEC recognized institution/university.</li> <li>• At least seven years of relevant experience especially professional experience in MIS /IT.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Knowledgeable in network technology/security, handling firewalls and access points</li> <li>• Excellent knowledge of technical management, information analysis and of computer hardware/software systems.</li> <li>• Hands-on experience with computer networks, network administration and network installation.</li> <li>• Strong oral and written communication skills and good numerical ability.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience.</p>
16.	Communication Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in mass communication or equivalent from an HEC recognized institution/university.</li> <li>• At least 05 years of post-qualification and relevant experience in media houses/public/private sectors. Preference will be given to candidates who can provide experience of working in media, marketing or communication sector.</li> </ul>

		<p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Good knowledge of print, electronic and social media.</li> <li>• Thorough understanding of marketing and communication principles.</li> <li>• Excellent written, verbal and interpersonal communication and presentation skills.</li> <li>• Excellent report writing and composing messages for awareness.</li> <li>• Knowledge and practice of designing through computer like coral draw programme would be an added advantage.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Good computer skills.</li> </ul> <p><u>Age:</u> Up to 45 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>
17.	Office Assistant	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Bachelors' degree in social sciences, management or equivalent from an HEC recognized institution/university.</li> <li>• Higher education will be deemed an advantage.</li> <li>• At least two years of post-qualification and relevant experience in development/public/private sectors.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Adequate knowledge of office procedures in the government sector.</li> <li>• Good understanding of the health sector.</li> </ul>



		<ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Good computer skills.</li> </ul> <p><u>Age:</u> Up to 40 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>
18.	Private Secretary	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in social sciences, management or equivalent from an HEC recognized institution/university.</li> <li>• At least five years of post-qualification and relevant experience in public/private sectors. Preference will be given to candidates who can provide experience of working as private secretary, especially to the head of an organization.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Good knowledge of office procedures in the government sector.</li> <li>• Good written, verbal and interpersonal communication skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Good computer skills.</li> </ul> <p><u>Age:</u> Up to 45 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>

19.	Quality Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental graduate or bachelors' degree in management, social sciences or equivalent from an HEC recognized institution/university.</li> <li>• At least 05 years of post-qualification and relevant experience in public/private sectors. Preference will be given to candidates who can provide experience of quality assurance and quality awareness in health sector, especially health care service institutions.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Good knowledge of quality management in health care service establishments.</li> <li>• Thorough understanding of hospital and healthcare establishment's procedures.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, its implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
20.	Training Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Masters' degree in business administration, social sciences, management or equivalent from an HEC recognized institution/university.</li> <li>• At least five years of post-qualification and relevant experience in public/private sectors. Preference will be given to candidates who can provide experience of training management or trainer in health sector.</li> </ul>



		<p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Good knowledge of trainings and capacity building of health care providers and managers.</li> <li>• Thorough understanding of hospital and healthcare establishment's procedures.</li> <li>• Good communication and presentation skills.</li> <li>• Planning, development of SOPs, its implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><u>Age:</u> Up to 45 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>
21.	Inspector	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Masters' degree in social sciences, management sciences, health sciences, bio-medical engineering or equivalent from an HEC recognized institution/university.</li> <li>• At least five years of post-qualification and relevant experience in public/private sectors. Preference will be given to candidates who can provide experience of field activities in the health sector, especially related to monitoring.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Good knowledge of monitoring preferably of the health sector.</li> <li>• Thorough understanding of hospital and healthcare establishments.</li> <li>• Good communication and presentation skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><u>Age:</u> Up to 45 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>
22.	Registration Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental graduate or masters' degree in management, social sciences or equivalent from an HEC recognized institution/university.</li> <li>• At least five years of post-qualification and relevant experience in public/private sectors. Preference will be given to candidates who can provide experience of registration &amp; licensing of health care establishments.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Good understanding of hospital and healthcare establishment's registration &amp; licensing procedures.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, its implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><u>Age:</u> Up to 45 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>



23.	Licensing Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental graduate or masters' degree in management, social sciences or equivalent from an HEC recognized institution/university.</li> <li>• At least five years of post-qualification and relevant experience in public/private sectors. Preference will be given to candidates who can provide experience of registration &amp; licensing of health care establishments.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Good understanding of hospital and healthcare establishment's registration &amp; licensing procedures.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, its implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
24.	Anti-quackery Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental graduate or masters' degree in management, social sciences or equivalent from an HEC recognized institution/university.</li> <li>• At least five years of post-qualification and relevant experience in public/private sectors. Preference will be given to candidates who can provide experience of field campaigns against illegal health care providers and establishments, and community awareness of safe medical practices.</li> </ul>

		<p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Good understanding of hospital and healthcare establishment's registration &amp; licensing procedures.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, its implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><u>Age:</u> Up to 45 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>
25.	Law Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• LLB from an HEC recognized institution/university, with license to practice at the High Court. however, preference will be to LLM degree holders.</li> <li>• At least five years of post-qualification and relevant experience in public/private sectors. Preference will be given to candidates who can provide experience related to legal affairs.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Excellent skills in legal procedures, especially drafting, evidence recording &amp; evaluation, cross-examination and argumentation.</li> <li>• Good knowledge of law and litigation management.</li> <li>• Good understanding of health sector, especially hospitals and health care.</li> <li>• Excellent communication and presentation skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> </ul>



		<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills</li> </ul> <p><u>Age:</u> Up to 45 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>
26.	Complaints Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Medical/Dental graduate, LLB or masters' degree in management, social sciences or equivalent from an HEC recognized institution/university.</li> <li>• At least Five years of post-qualification and relevant experience in public/private sectors. Preference will be given to candidates who can provide experience of complaints management and inquiries in the health care sector.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Good knowledge of quality of health care service.</li> <li>• Thorough understanding of hospital and healthcare establishment's procedures, including complaints management systems.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><u>Age:</u> Up to 45 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>

27.	Transport Officer/Admn Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Masters' Degree in business administration, management, social sciences or other related discipline from an HEC recognized institution/university.</li> <li>• At least five years of post-qualification experience, with verifiable track record in the development/public/ private sector in the area of administration/facility management and transport.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Good knowledge of Khyber Pakhtunkhwa Public Procurement Authority Act and Rules, and supply chain management.</li> <li>• Thorough understanding of government sector transport rules and regulations.</li> <li>• Good communication and presentation skills.</li> <li>• Development of SOPs, its implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience</p>
28.	Procurement Officer (Material Management)	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Masters' Degree in business administration, management, social sciences or other related discipline from an HEC recognized institution/university. Certification in Procurement will be an added advantage.</li> <li>• At least five years of post-qualification experience, with verifiable track record in the development/public/ private sector in the area of administration/facility management and transport.</li> </ul>



		<p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Good knowledge of Khyber Pakhtunkhwa Public Procurement Authority Act and Rules, and supply chain management.</li> <li>• Good communication and presentation skills.</li> <li>• Development of SOPs, its implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><u>Age:</u> Up to 45 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>
29.	Human Resource Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Masters' degree in business administration with major in human resource management, social sciences or other related discipline from an HEC recognized institution/university.</li> <li>• At least five years of post-qualification experience in human resource management, with verifiable track record in the development/public/private sector.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Good knowledge government sector service rules and regulations.</li> <li>• Excellent communication and presentation skills.</li> <li>• Planning, development of SOPs, its implementation and reporting.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Adequate computer skills.</li> </ul> <p><u>Age:</u> Up to 45 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>

29.	Information Technology Officer	<p><b><u>Qualification &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Masters' degree in computer sciences, information technology, Systems engineering or related discipline from an HEC recognized institution/university.</li> <li>• At least five years of relevant experience especially professional experience in MIS / IT.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Knowledgeable in computer network technology/security, handling firewalls and access points</li> <li>• Good knowledge of computer hardware/software systems.</li> <li>• Strong oral and written communication skills and good numerical ability.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> </ul> <p><b><u>Age:</u></b> Up to 45 Years</p> <p><b><u>Salary</u></b></p> <p>Attractive market-based salary, commensurate with education and experience.</p>
30.	Accounts & Finance Officer	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Masters' degree in business administration with major in finance, commerce, management, other related discipline from an HEC recognized institution/university.</li> <li>• At least five years of post-qualification and relevant experience in development/public/private sectors. Preference will be given to candidates who can provide experience of budgeting, revenue and expenditure in government sector.</li> </ul>



		<p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Good knowledge of the rules and regulations of the Accountant General Office.</li> <li>• Preparation of annual budget.</li> <li>• Monthly, quarterly and annual accounts statements preparation.</li> <li>• Use of accounting software.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Good computer skills.</li> </ul> <p><u>Age:</u> Up to 40 Years</p> <p><u>Salary</u> Attractive market-based salary, commensurate with education and experience</p>
31.	Assistant	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Bachelors' degree in social sciences, management or equivalent from an HEC recognized institution/university.</li> <li>• Higher education will be deemed an advantage.</li> <li>• At least two years of post-qualification and relevant experience in development/public/private sectors.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Adequate knowledge of office procedures in the government sector.</li> <li>• Good understanding of the health sector.</li> <li>• Good written and verbal communication skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficiency in English and Urdu. Knowledge of spoken Pashto will be an advantage.</li> <li>• Good computer skills.</li> </ul> <p><u>Age:</u> Up to 40 Years</p> <p><u>Salary</u> Attractive market-based salary, commensurate with education and experience</p>

32.	Driver	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Literate preferably matriculation.</li> <li>• One year experience as driver.</li> <li>• Valid driving licence for car/ LTV.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Knowledge of traffic signs, signals and rules.</li> </ul> <p><u>Age:</u> 18 to 40 Years</p> <p><u>Salary</u> Attractive market-based salary, commensurate with education and experience</p>
33.	Naib Qasid	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Literate preferably matriculation.</li> </ul> <p><u>Age:</u> 18 to 40 Years</p> <p><u>Salary</u> Attractive market-based salary, commensurate with education and experience</p>
34.	Dispatch Rider	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Literate preferably matriculation.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Valid driving licence for motorcycle.</li> </ul> <p><u>Age:</u> 18 to 40 Years</p> <p><u>Salary</u> Attractive market-based salary, commensurate with education and experience</p>
35.	Chowkidar	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Literate preferably matriculation.</li> <li>• One year experience as chowkidar.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Knowledge of the use of firearm.</li> </ul> <p><u>Age:</u> 18 to 40 Years</p> <p><u>Salary</u> Attractive market-based salary, commensurate with education and experience</p>



36.	Mali	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Literate.</li> <li>• One year experience as gardener.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Knowledge of care for local garden plants.</li> </ul> <p><u>Age:</u> 18 to 40 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>
37.	Sweeper	<p><b><u>Education &amp; Experience</u></b></p> <ul style="list-style-type: none"> <li>• Literate.</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Knowledge of cleaning methods and cleaning material.</li> </ul> <p><u>Age:</u> 18 to 40 Years</p> <p><u>Salary</u></p> <p>Attractive market-based salary, commensurate with education and experience</p>

**FOURTH SCHEDULE**

[See Regulation 10(4)]

A candidate, who knowingly furnished any particular data which is false; concealed material information; submitted forged certificates; tempered with entries in his/her age, experience or academic certificates or misbehaves, shall be excluded from recruitment process. The Appointing Authority reserves the right to re-advertise the post.

**1. Eligibility:**

Eligibility of candidates shall be determined in accordance with criteria mentioned in the advertisement of the post:

(1) Age:

- (a) Date of birth shall ordinarily be date of birth mentioned in the secondary school certificate/equivalent certificate.
- (b) Overage and underage candidates shall not be eligible for the post applied for.

(2) Domicile:

Candidates who are citizens of Pakistan and domiciled in Khyber Pakhtunkhwa shall be eligible.

All Pakistani nationals shall be eligible for appointment on merit, provided that they qualify the basic eligibility criteria. However, preference will be given to candidates from Khyber Pakhtunkhwa provided they qualify on merit.

Provided further that candidates will be selected from other provinces only on senior level technical posts of CPS 3 and above only and if qualified candidate is not available from Khyber Pakhtunkhwa.

(3) Academic Qualification:

- (a) Only qualification possessed on or before the closing date of advertisement shall be taken into consideration.
- (b) The grade or division of recognized foreign degrees/diplomas shall be assessed by the Commission on individual merit.
- (c) When the degrees/diplomas by a Pakistan/foreign university does not mention the division/grade but gives marks obtained by a candidate passed a particular examination shall be worked out in accordance with following formula:



Marks	Division
60% or above	First
45% to 59%	Second
Less than 45%	Third

- (d) A university/institution which is not recognized in the country in which it is located shall not be acceptable as a recognized university/institution.
- (e) A candidate who possess qualification equivalent to prescribed qualification or higher qualification than the prescribed qualification in the relevant field of study shall be considered eligible for post.
- (f) The equivalence of grade/division under the old and new system shall be as under:

Grade	Qualifying Point	Division
A & B	3 - 4	First
C	2 - 2.99	Second
D	Below 2	Third

(4) Experience:

When experience is laid down as part of qualification, the following principles shall be followed in determining the experience:

- (a) Experience means the experience gained in line in a regular full time paid job acquired after acquiring prescribed qualification.
- (b) Experience mentioned in the advertisement shall be taken into consideration for eligibility. However, one and half additional mark shall be awarded for each completed year for experience over and above the required one.
- (c) Experience gained during appointment on adhoc basis or in officiating capacity shall also be counted towards eligibility.
- (d) Period of practical training completed by a candidates for becoming eligible for the award of actual degrees shall not be counted as experience.

2. **Marking Scheme:**

Distribution out of 100 marks shall be as under:

No.	Element	Marks
1.	<b>Academics</b>	<b>40</b>
	Education	30
	Distinction for standing first, second or third in Board/University	Two per distinction with a maximum of 4
	Higher relevant qualification	6 One step higher: 3 Two steps higher: 6
2.	<b>Experience</b>	<b>10</b>
	Relevant Experience	5
	HCC Experience	5
3.	<b>Interview/Test</b>	<b>50</b>
	In case test is not conducted Interview	50
	In case test is conducted	Test: 20 Interview: 30

- (1) Decimal fraction of 0.5 and above shall be considered one mark and less than 0.5 shall be ignored.
- (2) In cases where aggregate marks of different Boards/Universities are at variance, conversion of marks shall be made both in case of aggregate and secured marks of candidates, so as to maintain equality and uniformity in calculation of overall score of candidates:  
Marks obtained/Total Marks \* Marks allocated for academic qualification
- (3) Percentage formula of conventional system and semester system shall be as under:  
Conventional:  $\text{Obtained Marks} * 100 / \text{Total Marks}$   
Semester:  $\text{Obtained CGPA} * 100 / \text{Total CGPA} = \text{Resultant} * 0.9$
- (4) Marks reserved for higher relevant qualification shall be at the rate of three for one step higher and six for two step higher relevant Diploma/Degree having at least one year duration. Duration of Diploma shall be at least one year from a recognized Board/University/Institution.



**3. Interview:**

- (1) Candidates selected for interview shall ordinarily appear in person before the Selection Committee. However, the selection committee can interview a candidate through video conference, if deemed appropriate.
- (2) Candidates residing/working abroad can appear through video conference after proper identification.
- (3) When a near relative of a member of Selection Committee appears in interview, member of the Committee shall leave the interview of such candidate.
- (4) When a candidate appears before the panel his/her performance shall be assessed at the end of his/her interview. Each member will award marks separately. Subsequently, average marks obtained by the candidate shall be calculated.
- (5) Assessment list shall be updated and signed by all the members of selection committee on daily basis.
- (6) Result shall be kept under lock and key by the chairperson.
- (7) Interview proceeding being confidential, cannot be challenged.
- (8) Merit list shall be prepared, if two candidates have equal aggregate marks, the candidate who secured higher marks in the interview shall be marked as first.
- (9) In case the marks in aggregate as well as marks obtained in interview are also the same, the candidate who is older in age shall be placed first. In case all above mentioned factors are same, marks obtained in final examination of the prescribed qualification for the post shall be the deciding factor.
- (10) A panel of names in the order of merit shall be submitted for consideration and approval of the Appointing Authority. In case candidate at serial number one is unable or refuses to join then offer of appointment will be extended to candidate at serial number two. If he also refuses then candidates at serial number three will be appointed.

FIFTH SCHEDULE

[See Regulation 20(2)]

No.	Designation	Scale	Salary Band (PKR)
1.	Chief Executive Officer	CPS 1	600,000 – 1,000,000
2.	Director including CFO	CPS 2	400,000 – 600,000
3.	Deputy Director/Internal Auditor	CPS 3	230,000 – 400,000
4.	Officers including Inspector/PS	CPS 4	140,000 – 220,000
5.	Assistant/Office Assistant	CPS 5	85,000 – 150,000
6.	Senior Clerk	CPS 6	75,000 – 120,000
7.	Junior Clerk	CPS 7	65,000 – 100,000
8.	Driver/Qasid	CPS 8	45,000 – 80,000
9.	Chowkidar/Naib Qasid/ other support staff	CPS 9	40,000 – 70,000



**SIXTH SCHEDULE**  
**Travel, Daily and Lodging Allowances**

[See Regulation 22]

Subject to regulation 22 of these regulations, all CPS employees of the commission shall be entitled to travelling allowance, daily allowance and lodging, as per following rates:

**1. Travel Allowance:**

- (1) CPS 1 and 2, who are allowed official staff car, shall be entitled to only additional fuel expense for travelling outside the duty station;
- (2) CPS 3 to 9 shall be allowed official transportation and fuel expense for official travel only;
- (3) In case air travel is involved, the officials shall be allowed air ticket and actual expense of the rent/taxi car from and to the airports.

**2. Daily Allowance and Lodging Allowance:**

- (1) The official shall be allowed the following daily allowance and lodging allowance subject to condition that overnight lodging will be reimbursed only if the same was deemed essential and approved by the Chief Executive Officer.

No.	Scale	Daily Allowance (PKR)	Lodging Allowance (PKR)
1.	CPS 1	6000	15,000
2.	CPS 2	6000	15,000
3.	CPS 3	4000	10,000
4.	CPS 4	3000	8000
5.	CPS 5 and 6	2000	5000
6.	CPS 7, 8 and 9	1200	2500

- (2) Daily Allowance and lodging charges, where stay for a night or more is involved, shall be admissible only for the night(s) spent at out-stations.
- (3) Half daily allowance shall be admissible for outstation travel where no night stay is involved and no lodging allowance is claimed or drawn.
- (4) In case of travel to Islamabad, additional half lodging allowance shall be admissible.

SEVENTH SCHEDULE

[See Regulation 27(2)]



**KHYBER PAKHTUNKHWA HEALTH CARE COMMISSION**

Performance Evaluation Report

FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

**PART-I**

Name: \_\_\_\_\_ NIC No. 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Father's/Husband's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Joining KPHCC: \_\_\_\_\_

Directorate \_\_\_\_\_

Academic Qualifications: \_\_\_\_\_

Trainings received during the reporting period:

Name of Course Attended	Dates		Name of Institution and Country
	From	To	

Period Served:

a) In present post \_\_\_\_\_ b) Under Reporting Officer \_\_\_\_\_

I hereby certify that I have initiated this report.

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20

Signature of the officer  
to be reported upon



**Initial the relevant box**

'A1' Very Good

'A' Good

'B' Average

'C' Below Average

'D' Poor

**PART-II**

Attribute	A1	A	B	C	D
Appearance and dress					
Power of expression: a) Written					
b) Speech					
Punctuality					
Devotion to duty					
Acceptance of responsibility					
Intelligence and understanding					
Judgment					
Ability to plan, organize and supervise tasks					
Capacity to guide and train subordinates					
Ability to decide routine matters					
Initiative & drive					
Sense of responsibility: a) General					
b) Financial					
Work output : a) Quantity					
b) Quality					
Relations with: a) Superiors					
b) Colleagues					
c) Subordinates					
Tolerance					
Behaviour with public					
Confidence					
Emotional stability					
Adaptability					
Reliability under pressure					
Dependability					
Knowledge of relevant laws, rules, regulations, instructions and procedures					
<b>OVERALL GRADE IN PART-II</b>					

**PART-III**

- A. Please comment on the officer's performance:** with reference to his/her job description and achievement of pre-set targets while considering resource constraints, if any. Also comment on the officer's contribution, with the help of statistical data, if any, in the overall performance of the organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Disciplinary Action:** Was any disciplinary action taken during the period under report?  
Y/N. If yes, give details: \_\_\_\_\_  
\_\_\_\_\_
- C. Counseling:** Was the officer advised to improve during the period under report? If so, to what aspects and with what results? \_\_\_\_\_  
\_\_\_\_\_
- D. Training and development needs:** \_\_\_\_\_  
\_\_\_\_\_
- E. Integrity:** Incorruptible/reported to be corrupt/believed to be corrupt because of \_\_\_\_\_  
\_\_\_\_\_
- F. Pen Picture:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PART-IV**

For further retention in service:

Useful	Not useful	Other Comments

Name of the Reporting Officer : \_\_\_\_\_ Signature: \_\_\_\_\_

Designation : \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /20

**PART-V**

Remarks of Countersigning Officer

---

---

---

---

---

Name of the Reporting Officer : \_\_\_\_\_ Signature: \_\_\_\_\_

Designation : \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /20

**PART-VI**

*(For office use only)*

1. Final adverse remarks, if any: \_\_\_\_\_

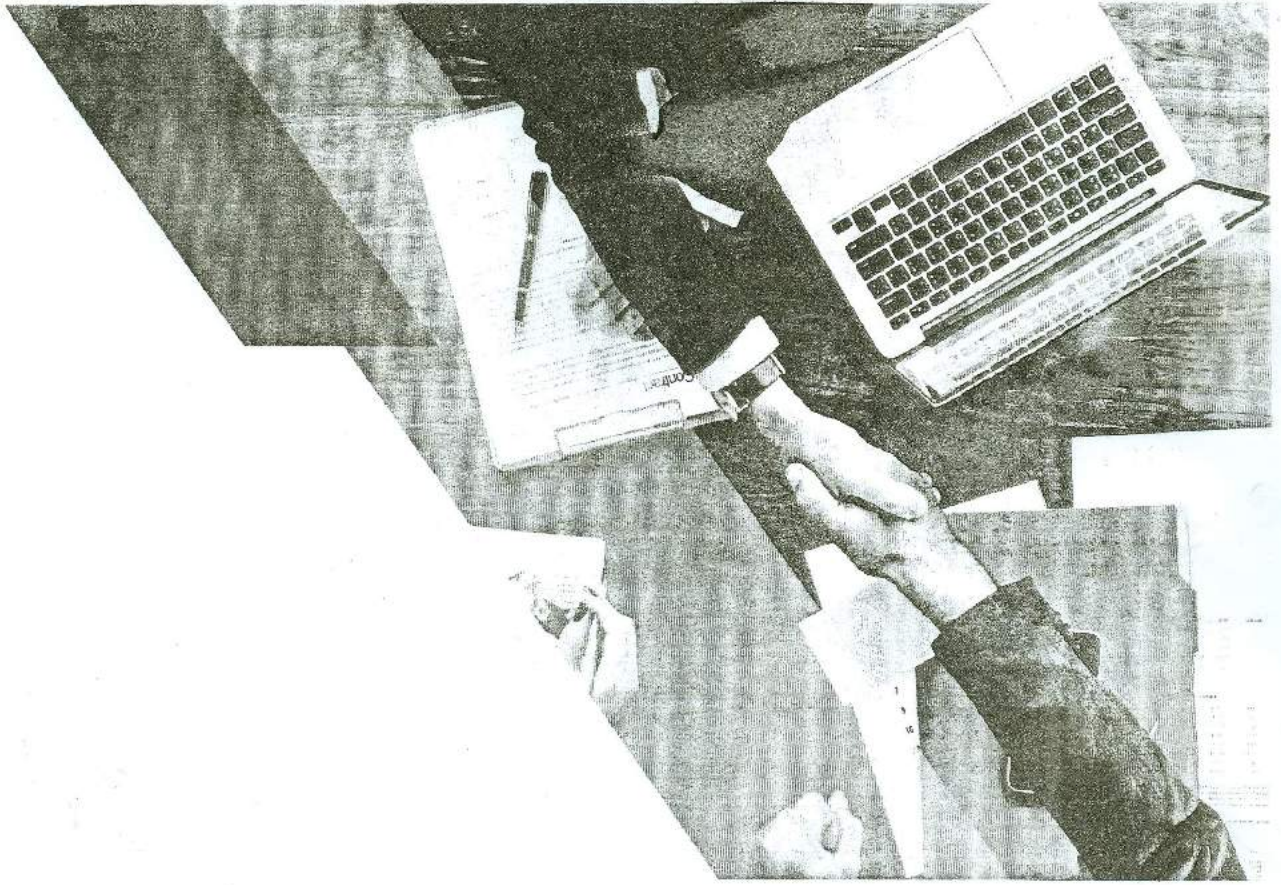
\_\_\_\_\_

Communicated vide Letter No. \_\_\_\_\_ /KPHCC Dated: \_\_\_\_\_ / \_\_\_\_\_ /20

2. Decision on appeal/review petition, if any: \_\_\_\_\_

\_\_\_\_\_

Human Resource Officer \_\_\_\_\_



## **Khyber Pakhtunkhwa Health Care Commission**

📍 Sector B-3, Phase V, Hayatabad, Peshawar Khyber Pakhtunkhwa Pakistan

☎ +92 91 9217791 🌐 [www.hcc.kp.gov.pk](http://www.hcc.kp.gov.pk)

---

*All rights reserved. No part of this publication can be reproduced in any form or by any means without written permission from the Khyber Pakhtunkhwa Health Care Commission*

