

EXTRAORDINARY

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THE BALOCHISTAN GAZETTE

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BY THE REGISTRAR HIGH COURT OF BALOCHISTAN QUETTA

"The High Court Establishment (Appointment and Conditions of Service) Rules, 2020".

High Court of Balochistan at Quetta
(Administration Branch)

NOTIFICATION

Dated Quetta the 10th February, 2020.

No. GAZ.01/Rules/Admn. In exercise of the powers conferred by Article 208 of the Constitution of Islamic Republic of Pakistan, 1973, the Chief Justice of the High Court of Balochistan, is pleased to make the following rules, with the prior approval of the Governor, Balochistan, to regulate the appointment and conditions of services of the employees of High Court of Balochistan, namely:

Title, Commencement and Definitions

1. Short title, application and commencement: (1) These rules may be called as "The High Court Establishment (Appointment and Conditions of Service) Rules, 2020".

(2) These rules shall apply to all persons in the service of the Establishment of the High Court of Balochistan.

(3) They shall come into force at once.

2. Definitions: (1) In these rules unless there is anything repugnant in the subject or context:

- (a) "Accused" means an employee against whom disciplinary action is initiated under these rules;
- (b) "Administration Committee" means the Administration Committee of the High Court of Balochistan;
- (c) "Appellate Authority" means the authority mentioned in column No.2 of Rule-46.
- (d) "Appointing Authority" means the 'Authority' competent to make appointment, as specified in Rule-4;
- (e) "Authorized Officer" means the authorized Officer as specified in the Second Schedule appended to these Rules.
- (f) "Basic Pay Scale" means, the Basic Pay Scales as admissible to the employees of the Government of Balochistan, and as specified for a post in column 2 of the First Schedule;
- (g) "Board" means Board of Intermediate and Secondary Education established by law in Pakistan or any other educational authority or institution declared by the Government to be a Board for the purpose of these rules;

- (h) **"Cadre"** means a group of posts in the Establishment identifiable by their common designation and nomenclature, forming a separate unit;
- (i) **"Charge"** means allegation(s) framed against the accused pertaining to any act of omission or commission under these Rules;
- (j) **"Chief Justice"** means the Chief Justice of the High Court of Balochistan and includes Acting Chief Justice holding office for the time being (under Article 196 of the Constitution of Islamic Republic of Pakistan, 1973);
- (k) **"Disciplinary Authority"** means the Authority specified in the Second Schedule appended to these Rules;
- (l) **"Employee"** means the Officers and servants in the service of the Establishment holding a post as mentioned in the First Schedule to these Rules but do not include any person for the time being posted or taken on deputation in the Establishment or any person paid from contingencies;
- (m) **"Establishment"** means the Establishment of the High Court of Balochistan comprising the posts as mentioned in the First Schedule;
- (n) **"Form"** means the forms appended to these Rules;
- (o) **"Government"** means Government of the Balochistan;
- (p) **"High Court"** means the High Court of Balochistan Quetta and includes its Benches as provided in Article 198(3) of the Constitution of Islamic Republic of Pakistan, 1973;
- (q) **"Initial Recruitment"** means an appointment made otherwise than by promotion or transfer from another service, department or post;

- (r) **"Misconduct"** means conduct prejudicial to good office order or service: discipline or conduct contrary to the provision of these Rules;
- (s) **"Pay"** means all kinds of pay and allowances declared as pay by the Government or allowances declared as pay by the Chief Justice, of a post;
- (t) **"Permanent Post"** means a regular post sanctioned without any limit of time;
- (u) **"Post"** means a post borne at the strength of the Establishment of the High Court and as specified in the First Schedule to these Rules and such other post in the service as may be specified by the High Court from time to time in the First Schedule;
- (v) **"Prescribed"** means as prescribed by these Rules;
- (w) **"Promotion Committee"** means a Committee constituted by the Chief Justice or Registrar under Rule 6 to recommend promotions of employees to the higher posts, reserved for promotion as specified in First Schedule to these rules;
- (x) **"Provisional/ Final Seniority Lists"** means a Seniority list issued under Rule 23;
- (y) **"Recognized University"** means any university established by or under a law in Pakistan or any other University which may be declared to be a recognized University by the Higher Education Commission or any other Competent Forum;
- (z) **"Registrar"** means the Registrar of the High Court of Balochistan;
- (aa) **"Schedule"** means the Schedules appended to these rules;
- (bb) **"Selection Committee"** means a Committee constituted by the Chief Justice or Registrar under Rule 6 to recommend

appointment by the method of initial recruitment against the posts specified in First Schedule to these rules;

(cc) "Seniority" means the seniority assigned to the employees of High Court in seniority list caused by the appointing authority;

(dd) "Service" means the "High Court of Balochistan Establishment Service" comprise of the posts as or as hereinafter specified in the First Schedule; and

(ee) "Service merit" means the merit assigned by the Promotion Committee on the basis of service performance of an employee being promoted against selection post.

(2) The words and expressions used, but not defined in these Rules, shall have the same meaning as given to them in the Balochistan Civil Servants Act, 1973 (Act IX of 1973) and the Rules framed thereunder, as applicable to the civil servants of the Government of Balochistan.

Appointments

Composition, Appointing Authority and method of appointments.

3. Establishment of the High Court: (1) The service of the Establishment shall comprise of the posts as specified in the First Schedule and such other posts as may be considered necessary to be created or abolished, upgraded or downgraded by the Chief Justice or got sanctioned from the Government from time to time.

(2) Whenever a post is created, abolished, upgraded, downgraded or sanctioned, such consequential amendment shall be made in the Rules after obtaining formal approval of the Chief Justice.

(3) The nomenclature of the posts in the Establishment, their scales of pay and the qualification required for appointment thereto shall be such, as mentioned in the First Schedule.

4. Appointing Authority: Appointment to the posts shall be made by;

- (a) the Chief Justice in respect of the Officers in B-17 and above; and
- (b) the Registrar in respect of the Officials in B-1 to B-16.

5. Method of Appointment: (1) Appointment to the posts shall be made by;

- (a) initial recruitment;
- (b) promotion of an employee in the High Court Establishment;
- (c) posting of a Judicial Officer; and
- (d) deputation from any other service, Federal or Provincial.

6. Selection Committees and Promotion Committees:

(1) The Chief Justice may constitute a "**Selection Committee**" and a "**Promotion Committee**" comprising of one or more Judges, to carry out the process of selection and making recommendations for appointment of eligible and fit candidates on the basis of prescribed procedure and criteria, by the methods of initial recruitment and promotion respectively, in respect of the posts in BPS-17 and above.

(2) The Registrar may constitute a "**Selection Committee**" and a "**Promotion Committee**" comprising of an Additional Registrar and two other Officers of the Court, to carry out the process of selection and making recommendations for appointment of eligible and fit candidates on the basis of prescribed procedure and criteria, by the methods of initial recruitment and promotion respectively, in respect of the posts in BPS-1 to 16:

Provided that where the Appointing Authority is the Chief Justice and does not agree with the recommendations, it may ask the concerned Committee on the point of disagreement to re-consider the recommendations.

Provided further that, where the Appointing Authority is the 'Registrar' and the recommendations are not agreed then the matter shall be reported to the Chief Justice, whose order shall be final.

Initial Recruitment

7. Eligibility Conditions: (1) All initial appointments in the Service shall be made after satisfying that there is a clear vacancy and is advertised in the two leading Newspapers of wide circulation and displayed on the official website of the High Court.

(2) A person who is not a citizen of Pakistan shall not be eligible for initial appointment to any post.

(3) No person who is less than 18 years or more than 30 years of age shall be appointed to the service by initial recruitment.

Provided that:

(a) in the case of a person who is already in Government service, the upper age limit shall be 35 years, subject to the condition that he has rendered three years satisfactory service in Government department;

(b) in the case of a person whose services under the Government have been terminated for want of a vacancy or for any other reason, the period of service already rendered by him shall for the purpose of upper age limit under this rule, be excluded from his age; and

(c) for the purpose of this rule, where recruitment is to be made on basis of written test, age shall be reckoned as on 1st January of the year, in which the examination is proposed to be held and in either case on the last date fixed/advertised for submission of application for initial appointment.

(4) The upper age limit may be relaxed in peculiar circumstances through a specific order for a period as deemed fit by;

(a) the Chief Justice in case of candidates for posts in BPS-17 and above; and

(b) the Registrar in case of candidates for posts in BPS-1 to BPS-16.

Provided that the relaxation in upper age limit shall be sought prior to test/interview for appointment to the post.

(5) No person shall be appointed by initial recruitment to the service unless he is declared to be physically fit by Medical Board constituted by the Government or as directed by the Appointing Authority.

(6) No person, not already in Government service, shall be appointed to the service unless he produces a certificate of character from the Principal/Academic Officer of the Academic Institution last attended and also Certificates of Character from two responsible persons/gazetted Officers not being his relatives and who are well acquainted with his character and antecedents.

(7) Initial appointment of a person shall be subject to the verification of his antecedents to the satisfaction of the Appointing Authority.

8. Qualification and Experience: No person shall be appointed to a post by initial recruitment unless he possesses the qualification and experience prescribed for the post in the First Schedule to these Rules.

9. Initial Recruitment Procedure: Initial recruitment to all posts shall be made on the basis of written test and viva voce to be conducted by the respective Selection Committees so constituted by the Chief Justice and the Registrar respectively, by preparing the question papers, setting the marking criteria/percentage of passing marks of the level as appeared to it necessary for the applied post:

Provided that for appointments against posts in BPS-3 to BPS-7, it will be the prerogative of the Registrar or the Selection Committee so constituted to take or not, the written test, but in such case oral examination and interview will be mandatory.

10. Date of birth: (1) The date of birth shall be reckoned as given in the NADRA Computerized record to the satisfaction of the Appointing Authority.

(2) Date of birth of an employee once entered in the service record shall be final and thereafter no alteration therein shall be permissible, unless the employee applies for alteration within one year from the date of his entry in service.

Special Quotas

11. Special Quotas for Disable Persons: Five percent of the total sanctioned strength shall be reserved for disabled persons.

Promotion

12. Classification: (1) All posts borne on the High Court Establishment are classified for purpose of making appointment by the method of promotion in two groups:

- (a) Posts in BPS-17 and below shall be non-selection posts; and
- (b) Posts in BPS-18 and above shall be selection posts.

13. Appointment Criteria of Non-selection and Selection posts: (1)

The criteria for filling the posts by the method of promotion shall be;

- (a) in case of non-selection posts; promotion from one post to next higher post shall be made on the basis of seniority-cum-fitness i.e. the senior most employee shall be considered subject to his fitness to hold post in higher rank; and
- (b) in case of a selection posts, promotion shall be made on the basis of merit, seniority playing its part only when all other things are equal.

14. Clear Vacancy: The promotion shall be made only against a clear vacancy, which may occur due to promotion of an employee to a higher post on regular basis, his confirmation to the promoted post, retirement, death, removal or dismissal from service, creation of a new post or for any other reason.

15. Minimum length of service for promotion to various posts: (1) The minimum length of service for promotion of an employee to next higher posts shall be, as specified in the First Schedule:

Provided, that the period spent on extra ordinary leave without pay shall not be counted towards the prescribed length of service for promotion

- (2) An employee superseded in earlier promotion may only be considered for promotion, after he has earned one year Performance Evaluation Report.
- (3) Minor penalty of withholding promotion for a specific period, will take effect from the date, when a junior is considered for promotion and is promoted on regular basis for the first time.
- (4) An employee on LPR will be eligible for consideration of his promotion case, however, the employee so promoted shall not be required to join/report and his promotion shall be actualized accordingly from the date of his promotion.
- (5) Where an employee declines/ forego his promotion to suit his convenience, he will lose his seniority to the next junior person promoted to the relevant vacancy and will only be considered for promotion, after a new vacancy emerged.

16. Qualification: An employee must possess qualification for promotion to next higher post, as prescribed in the First Schedule to these Rules.

17. Procedure of Appointments by the method of Promotion: (1)

Upon availability of clear vacancy, an employee shall be considered for promotion to such higher post by the Promotion Committee to whom the matter is referred by the Appointing Authority, in the manner as specified hereinafter:

- (a) For promotion to posts in BPS-17 and below the criteria for evaluating an employee's candidature shall be:

Seniority.....50 marks.

Performance Evaluation Reports40 marks.

Evaluation by the Promotion Committee... ..10 marks.

Total.....100marks.

- (i) The numbers assigned for seniority shall be fifty (50) given to each official in the order of seniority, viz-a-viz the number of vacancies, and in case, any of the senior official does not

meet the eligibility threshold for promotion, then in the order of seniority seriatim the next senior official shall be considered for promotion but with deduction of five marks fixed for seniority and if he also fails to meet the eligibility threshold then the other senior and so on by deducting marks in the ratio of five (5) in each case;

- (ii) The promotion shall be in the order of seniority and the criteria shall only be; that the senior official meets the eligibility threshold for promotion;
- (iii) The marks of PER shall be calculated and assigned by the Promotion Committee on the basis of each year PER by adding the marks given by Reporting and Countersigning Officers and thereafter dividing it by two (2) and on the basis of such result would see; that under which category the employee fall in the light of ratio of marks given in the below Table:

S. No	Category	Range of assigning marks.
1.	Very Good	Between 31 to 40
2.	Good.	Between 21 to 30
3.	Average.	Between 11 to 20
4.	Below Average.	Between 01 to 10

Provided that; where there are two or more Annual Performance Evaluation Reports the marks assigned of each year will be multiplied by the number of years to obtain the percentage;

Provided further that, out of total marks so assigned, three marks for each minor penalty and ten marks for each major penalty, would be deducted by the Committee.

Illustration:

One Vacancy

Seniority Numbers for first three senior officials

50 to 40

Fitness Numbers on basis of PER.

Below average	Average	Good	Very Good
1 to 10	11 to 20	21 to 30	31 to 40

Evaluation criteria:

Officials	Numbers for Seniority	Numbers for Fitness	Numbers to be given by the Committee	Required.
1st senior official	50	11(A)	Upto 10	65
2 nd senior official	45	15 (A)	Upto 10	65
3 rd senior official	40	21(G)	Upto 10	65

(b) For promotion to posts in BPS-18 and above, the criteria for evaluating an employee's service merit shall be:

Performance Evaluation Reports 70 marks.

Qualification 15 marks.

Evaluation by the Promotion Committee..... 15 marks.

Total..... 100 marks.

- (i) The marks of PER shall be calculated and assigned by the Promotion Committee on the basis of each year PER by adding the marks given by Reporting and Countersigning Officer and thereafter dividing it by two (02) and on the basis of such result would see; that under which category the employee fall in the light of ratio of marks given in the below Table:

S. No	Category	Range of assigning marks.
1.	Excellent	Between 61 to 70
2.	Very Good	Between 51 to 60
3.	Good.	Between 41 to 50
4.	Average.	Between 31 to 40
5.	Below Average.	Between 1 to 30

Provided that, where there are two or more Annual Performance Evaluation Reports the marks assigned of each year will be multiplied by the number of years to obtain the percentage.

Provided further that, out of total marks so assigned, three marks for each minor penalty and ten marks for each major penalty would be deducted by the Committee.

(2) The respective Promotion Committees shall assign marks in its wisdom on the basis of overall conduct, integrity and performance of an employee and where necessary may also interview any employee.

(3) The respective Promotion Committees may take assistance of any Expert, where necessary, while carrying out the process of promotion.

(4) **Eligibility Threshold for promotion to higher rank:** For promotion to posts in BPS-17 and below, an employee shall have to earn atleast 65 marks and for promotion to posts in BPS-18 and above, atleast 75 marks.

(5) **Short-Courses:** To ensure capacity building, the Chief Justice may direct the officers through Notification for carrying out short courses, so as to equip them with skills and expertise relevant to their job. Such course will be arranged by the Balochistan Judicial Academy or any other Institution, and same shall be one of the eligibility condition for promotion.

Appointment by way of Posting and Deputation

18. Appointments by way of Posting: The posts reserved in the First Schedule to these Rules meant for appointment by way of posting the Judicial Officers, being one of the method, shall be filled, in the manner as prescribed in First Schedule.

19. Deputation: (1) The posts reserved in the First Schedule to these Rules meant to be filled in by deputation shall be filled in the manner as prescribed in the First Schedule. However the period of deputation shall be;

- (a) in the case of Registrar three years; and
- (b) in the case of other Officer; three years, extendable for a period of another two years by the Appointing Authority.

(2) In case the Appointing Authority is of the view, that the services of an officer on deputation is no more required, such Officer may be reverted to his parent department, even prior to completion of his deputation period.

Probation and Confirmation

20. Probation: (1) An appointee to a post shall remain on probation;

- (a) for a period of two years, in case of initial recruitment;
- (b) for a period of one year, in case of initial recruitment, where the appointee has rendered atleast three years service in a Government department or with an Autonomous or Semi Autonomous or Local Body; and
- (c) for a period of one year, in case of appointment by promotion.

(2) If in the opinion of Appointing Authority, the work and conduct of an employee during the period of probation has been found unsatisfactory, the Authority may, notwithstanding the period of probation;

- (a) in case of initial appointment, dispense with his services without notice; and
- (b) in case of promotion, revert him to his former post and if there is no such post, dispense with his services.

(3) The period of probation will be terminated upon receipt of satisfactory performance report from the concerned authority.

Provided that, if no order is passed by or before expiry of period, the probation shall stand terminated and the employee shall be deemed to have

been confirmed, from the date of his initial appointment or promotion, as the case may be.

Confirmation

21. Confirmation: (1) An employee appointed on probation shall on satisfactory completion of his probationary period, will be eligible for confirmation against that post.

(2) An employee shall be considered for confirmation strictly in the order of his seniority i.e. Junior employee will not be confirmed in preference to seniors, if they are also eligible for confirmation.

(3) If disciplinary proceedings are initiated against an employee, his confirmation shall be subject to the decision that may be taken in the disciplinary case.

(4) Upon confirmation of an employee his lien on any other post shall automatically stand terminated.

Seniority

22. Seniority: (1) Seniority *inter se* of the employees of various posts, service or cadres shall be determined with effect from the date of regular appointment into that post or cadre;

(2) in the case of employees appointed by initial recruitment in accordance with the order of merit so assigned and where the Selection Committee found the merit of the two or more candidates being same, it shall assign the order of merit of such candidates on the principle of 'order in age ranks senior';

(3) in the case of employee in BPS-17 and below appointed by promotion, from the date of regular promotion to that post or cadre; provided that;

(a) employees selected for promotion to higher post on an earlier date shall be senior to those selected for such promotion on a later date;

- (b) employees selected for promotion to higher posts in one batch, shall on their promotion to the higher posts, retain their *inter se* seniority as in the lower post;
 - (c) employees deferred in earlier selection for reason of any eligibility condition or beyond control circumstances and later selected shall retain seniority held by him/them along with his/their lower batch, subject to recommendations made by Selection Committee and order passed by the Appointing Authority;
 - (d) If a senior employee declines promotion to suit his convenience, he shall lose his seniority to the next junior person(s) who is/are promoted in the relevant vacancy(s);
 - (e) If a junior employee in a lower grade is promoted to a higher post by superseding a senior employee and subsequently that employee is also promoted to the same post, the employee promoted first shall rank senior to the employee promoted subsequently; and
 - (f) The seniority of an employee during or after availing extra ordinary leave without pay shall not be affected and shall retain *inter se* seniority. However, the period of extra ordinary leave without pay shall not be counted towards prescribed length of service for promotion;
- (4) in the case of employees in B-18 and above appointed by promotion, fixation of seniority will be in accordance with the order of service merit so assigned by the Promotion Committee and if;
- (a) the service merit of the two or more candidates is same, he/ they shall retain seniority held by him/ them in lower batch; and
 - (b) in case of belonging to different batches, on the basis of length of service in lower post.

23. Procedure of issuing Seniority Lists: (1) A Provisional Seniority list of each cadre/post will be prepared, as and when there occurs a change on account of any promotion or initial appointment, in the manner as prescribed in Form-I to these Rules, and circulated amongst employees of the Establishment, inviting objections of the aggrieved employees if any, to be filed within thirty days from the date of issuance of Provisional Seniority List.

(2) Upon receipt of objections along with evidence of the aggrieved employee(s), if any, the Appointing Authority shall decide the same, as far as possible, preferably within a period of thirty days.

Provided that; the Appointing Authority may give an opportunity of hearing to an aggrieved employee, if the circumstances so demand.

Provided further that; no application containing the objection shall be entertained, after the expiry of thirty days period.

(3) After decision on the objections, the Appointing Authority shall direct for issuance of Final Seniority List in the manner as prescribed in Form-II.

Efficiency and Discipline

24. Grounds for disciplinary action: (1) For good and sufficient reasons, to ensure efficiency and discipline, the Disciplinary Authority may impose one or more penalty upon an accused employee defined in sub-rule (2), who,-

- (a) is inefficient or ceased to be efficient; or
- (b) is guilty of gross negligence; or
- (c) is guilty of misconduct; or
- (d) has violated any rule of conduct; or
- (e) is corrupt or may reasonably be considered corrupt because:
 - (i) he is or any of his dependents or any other person through him or on his behalf is in possession of such pecuniary resources or property disproportionate to his known sources of income which he cannot reasonably account for; or

- (ii) he has assumed a style of living beyond his ostensible means; or
- (iii) he has a persistent reputation of being corrupt; or
- (iv) is engaged or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities.

(2) The minor and major penalties are as follows:

(a) Minor Penalties:

- (i) Censure.
- (ii) Fine not exceeding basic pay of one month; and
- (iii) Withholding of increment(s) or promotion for a specific period otherwise than for unfitness.

(b) Major Penalties:

- (i) Recovery from pay, pension or any other amount payable to the accused employee, the whole or part of any pecuniary loss caused by him.
- (ii) Forfeiture of past service for a specific period subject to a maximum of five years.
- (iii) Reduction to a lower post or time-scale, or to a lower stage in time-scale.
- (iv) Compulsory retirement.
- (v) Removal from service; and
- (vi) Dismissal from service,

Explanation:

- (i) Removal from service does not, but dismissal from service does, disqualify for future employment.
- (ii) Termination of employment of an employee or reversion of an employee to the post originally held by him during or at the end of probation period shall not amount to any penalty within the meaning of this rule, and

- (iii) Promotion denied to an employee after due consideration of his case and recording cogent reasons thereof, to a post to which promotion is to be made also does not amount to withholding of promotion within the meaning of this rule.

25. Initiation and conduct of disciplinary proceedings: (1) Where on the basis of knowledge and information, either oral or documentary placed before it, the Disciplinary Authority is of the opinion that sufficient grounds exist to proceed against an accused-employee it shall act in accordance with the procedure prescribed herein-after:

(2) Call explanation of an accused-employee and if not satisfied, appoint an Authorized Officer, who shall see whether in the light of facts of the case or in the interest of justice, an enquiry should be conducted through an Enquiry Officer and if he so decides, he shall appoint an Enquiry Officer who shall conduct enquiry in the manner as prescribed in Rule-28; and if the Authorized Officer decides that it is not necessary to have an enquiry conducted through an Enquiry Officer, he shall inform in writing to the accused-employee of the action proposed to be taken along with the grounds of action, and give him opportunity of showing cause within fourteen days from receipt thereof.

(3) On receipt of explanation the Authorized Officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he shall pass orders accordingly. If, however, the Authorized Officer considers it to be a case for a major penalty, he shall forthwith forward the case to the Disciplinary Authority alongwith the explanation of accused-employee and his own recommendations regarding the penalty to be imposed.

(4) In case, where the Authorized Officer appoints an Enquiry Officer, he shall simultaneously frame a charge and communicate it to the accused-employee together with a statement of allegations, explaining therein all relevant circumstances with direction for filing the reply directly to the Enquiry Officer within a period of fourteen days from receipt thereof and simultaneously forward

such record or copies thereof and such other material as is necessary for the conduct of enquiry.

(5) On receipt of enquiry report, the Authorized Officer shall determine whether the charge has been proved. In case it is proposed to drop the proceedings, the Authorized Officer shall pass order accordingly. If it is proposed to impose a major penalty he shall after supplying the copy of enquiry report and affording the accused-employee an opportunity of showing cause against the action proposed forward the case to the Disciplinary Authority along with all record and his own recommendations regarding the penalty to be imposed.

(6) The Disciplinary Authority, on receipt of record and the recommendations of Authorized Officer may pass such orders as it may deemed fit but before imposing a major penalty, the Disciplinary Authority shall supply the copy of enquiry report to the accused-employee and afford him an opportunity of being heard in person either before himself or before any officer senior in rank to the accused-employees designated for this purpose, after taking into consideration the record of such personal hearing prepared by the officer so designated.

(7) Where no enquiry has been directed by the Authorized Officer, the Disciplinary Authority on receipt of record and recommendations shall supply the copy of recommendations to the accused employee and afford him an opportunity of being heard in person, in the manner as prescribed in sub-rule(6).

(8) On completion of enquiry proceedings, the Disciplinary Authority may agree with the findings or may enhance or reduce the recommended penalty or may exonerate the employee of the charges, or may direct for denovo enquiry;

Provided where the penalty is proposed to be enhanced, the accused-employee shall be entitled for notice.

(9) Notwithstanding anything contained in these Rules, the Disciplinary Authority may in any of the case exercise all powers of the Authorized Officer.

26. Suspension: (1) The Disciplinary Authority may place the services of an accused employee under suspension for a period not exceeding ninety days, if in its opinion the suspension is necessary or expedient:

Provided that the continuation of the period of suspension shall require the prior approval of the Disciplinary Authority for each period of extension.

Provided further that during suspension the accused employee shall be entitled to usual pay and allowances.

(2) An employee who is arrested in any criminal charge shall be deemed to have been suspended from the date of his arrest.

27. Powers of Enquiry Officer: (1) For the purpose of an enquiry under these Rules, the Enquiry Officer shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure (Act V of 1908) in respect of the following matters namely:

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents;
- (c) receiving evidence on affidavits; and
- (d) issuing commissions for the examination of witnesses or documents.

(2) The proceedings under these Rules shall be deemed to be judicial proceedings within the meaning of section 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

28. Enquiry proceedings: (1) On receipt of written defence, the Enquiry Officer shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused-employee as may be considered necessary and the accused-employee shall be entitled to cross examine the witnesses appeared against him.

(2) Where the Enquiry Officer is satisfied that the accused-employee is hampering, or attempting to hamper, the progress of enquiry, he shall administer

a warning and thereafter if he is satisfied that the accused is acting in disregard of the warning, he shall record a finding to that effect and proceed to complete the enquiry in such manner as he thinks best suited to do substantial justice.

(3) Where the accused employee does not submit reply or avoids enquiry proceedings, the Enquiry Officer shall in such circumstances proceed *exparte*.

(4) No party shall be represented by a lawyer, Advocate or pleader in any proceedings under these Rules.

(5) Any leave to an accused employee during enquiry proceedings will be sanctioned, subject to recommendations of the Enquiry Officer.

(6) The Enquiry Officer shall as far as possible expeditiously submit the enquiry report to the Authorized Officer alongwith his recommendations.

29. Procedure of enquiry on account of absence from duty: (1) Where an employee without any intimation is absent from duty for a continuous period the Disciplinary Authority at the first instance will issue a show cause notice, and in case the notice is duly served but still the employee remains absent, the Disciplinary Authority may remove him from service.

(2) Where the show cause notice is received back un-served, the Disciplinary Authority will direct for issuing of Publication in Newspaper, calling upon the employee to join his duty within a maximum period of seven days; and if the employee still remains absent, the Disciplinary Authority may remove him from service.

30. Preliminary Enquiry: The Disciplinary Authority may in appropriate cases, on receipt of any information or knowledge direct to conduct a preliminary enquiry through an enquiry officer, and on receipt of report, may if deemed necessary directs for holding of a regular enquiry.

31. Procedure of enquiry against Officers on deputation: Where the services of an employee are borrowed from any other department in the Establishment, enquiry against him shall be initiated in accordance with the

procedure as specified in these Rules; except that, lending department shall be informed of the circumstances leading to the order of his suspension and the commencement of proceedings and in case the Disciplinary Authority, on conclusion of enquiry, is of the view that a penalty is to be imposed it shall transmit the record of the proceedings to the Lending department, the competent authority of whom shall thereupon supply him a copy of the enquiry report or issue him a show cause notice, as the case may be and thereafter impose or otherwise, any of the penalty provided in the Rules of that department.

32. Moral Turpitude: Where an employee is convicted by a Court for an offence involving moral turpitude which has led to a sentence or imprisonment and same has attained finality, then the Disciplinary Authority after issuing show cause notice may dismiss the employee so convicted.

Conduct.

33. Conduct: (1) Every employee shall, at all times, maintain absolute integrity and devotion to duty.

(2) No employee shall act in a manner prejudicial to good order of service discipline.

(3) No employee shall;

(a) involve or participate directly or indirectly, in industry, trade or speculative transactions to gain or attempt to gain undue advantage or assumption of such financial or other obligations in relation to private institution or person, as may compromise the performance of official duties or functions; or

(b) involve himself directly with print or electronic media or holding a press conference or making any statement of fact or opinion or acting in a manner which is the cause of embarrassment; or

(c) bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in

respect of matters pertaining to his conditions of service in the Establishment; or

(d) call, attempt, threat or induce for strike or interrupt in smooth functioning of the Court, in respect of any matter pertaining to his conditions of service; or

(e) be a member, representative or officer of any association, representing or purporting to represent any class of service association; or

(f) take out any article or property belonging to the Court outside the Court premises without the express permission of the Registrar;

(g) engage, take part assist, aid, or interfere in any political activity and election other than discreetly casting vote;

(h) do un-authorized communication of the official documents or information or contents of any official documents to a person not authorized to receive it, or to the Press; or

(i) engage or undertake any employment or work or private practice other than his official duties without previous sanction of the Appointing Authority; or

(j) sublet the residential accommodation or any portion thereof, allotted to him by the Appointing Authority; or

(k) propagate such sectarian creeds, take part in such sectarian controversies or indulge in such sectarian partiality and favoritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feeling of discontentment or displeasure amongst the employees in particular and the people in general; or

- (l) express views detrimental to the ideology of Pakistan and take part in any terrorist activities or join/support to any banned organizations; or
- (m) indulge in provincialism, parochialism favoritism, victimization and willful abuse of office.

Performance Evaluation Reports

34. Performance Evaluation Reports: Performance Evaluation Reports (PER) shall be annually recorded on the prescribed Form-III and Form-IV. The Authorities competent to deal with these Reports viz. respective Reporting Officer, Countersigning Officer and the Authorities competent to determine adverse or advisory nature of remarks and to expunge the same are mentioned in the Third schedule to these Rules.

35. Up-gradation: (1) Notwithstanding anything contained in these Rules, the employees who by virtue of holding posts which had no future prospect or hierarchy of promotion or advancement in future career, the Appointing Authority may allow them one time one step above up-gradation; subject to following conditions:

- (a) Incumbents in BPS-11 and above who are holding such stagnant posts on completion of length of service required for next higher grade as prescribed in Esta Code;

Provided that, allowing of one step above scale to all Incumbents in BPS-11 and above, shall be subject to earning PER of atleast 'good' category and allowing one step above scale on completion of certain period of service to all incumbents of lower posts, as prescribed in the First Schedule to these Rules, shall be subject to earning PER of atleast "Average" category;

Provided further that allowing such financial benefit of one step above, shall not entitle the incumbents for privileges such as

conveyance and telephone at office or residence attached to any grade unless the nature of duties so demands and specific orders are passed in this behalf by the Appointing Authority.

Explanation: The one step above upgradation to the Incumbents being not a change of post i.e. lower to higher, in no case would amount to regular promotion against a clear vacancy, as specified/prescribed in these rules and it would only be a financial benefit, allowed on basis of long length of service, in peculiar cases, having no overtones of regular promotion.

Declaration of Assets

36. Declaration of Property: (1) Every employee shall at the time of entering into service, make a declaration of all immovable and movable properties including shares, certificates, securities, insurance policies and jewelry belonging to or held by him or any of his dependent.

(2) Every employee shall submit to the Registrar through usual channel, an annual declaration of income, assets and expenses for the financial year ending on 30th June, expressing any increase or decrease of property as shown in the declaration under sub-rule(1) or, the last annual return as the case may be.

(3) Declaration of Assets shall be made on Form-V appended to these Rules.

Lien, Resignation and Retirement

37. Lien: (1) An employee on substantive appointment to any permanent post will acquire a lien on post and ceases to hold any lien previously acquired on any post.

(2) An employee cannot be appointed substantively to a post on which another employee holds a lien.

(3) An employee appointed in any other department may retain lien till his confirmation on that post or as allowed by the Appointing Authority upto a maximum period of two years, whichever is earlier.

38. Resignation: (1) An employee appointed through initial recruitment and yet not confirmed may resign either on giving fifteen days notice or by forfeiting pay in lieu thereof.

(2) In case of a permanent/regular employee, on tendering of resignation until its acceptance, he shall continue in service, and during this period, if he absents himself, he incurs penalty, prescribed for such default.

(3) The Appointing Authority, may or may not accept the resignation and if the resignation is not accepted on any ground, including the ground of disciplinary action outstanding against an employee, he continues to be in service, in spite of having given resignation.

(4) In the event of resignation having been accepted the disciplinary action outstanding against him, shall not be proceeded with.

(5) In a case where an employee withdraws resignation before it is accepted by the Appointing Authority, the resignation shall be deemed to have been withdrawn.

(6) Resignation once accepted shall not be withdrawn, unless permitted in exceptional circumstances for reasons to be recorded.

39. Retirement: Every employee shall retire on attaining the age of sixty (60) years;

Provided that subject to approval of the competent Authority, an employee, if so accepts, may be retired on completion of 25-years qualifying service.

Provided further that where an employee is declared unfit to serve by the Standing Medical Board, the competent Authority may retire him from service, subject to the condition that he had completed 10-years qualifying service.

Miscellaneous

40. Leave, Pension etc: Subject to these Rules, other terms and conditions of service, including leave, pay, allowances, deputation, pension, gratuity, provident fund benevolent fund, group insurance, financial or family assistance in case of death during service, or other privileges of any employee

shall be governed by the laws for the time being in force and applicable to the civil servants in posts in the same scale in the Provincial Government.

Provided that the powers of the Provincial Government shall be exercised by the Chief Justice or such other Judge upon whom such powers may be delegated by the Chief Justice.

41. Relaxation of Rules: Where the Chief Justice is satisfied that any of these Rules are causing undue hardships in a case, he may dispense with or relax the requirement of that provision for reason to be recorded in writing to such extent and subject to such condition, as he may, consider necessary for dealing with the case in a just and equitable manner.

42. Residuary Powers: All matters not specifically provided for in these Rules and all questions relating to the detailed working of these Rules, shall be regulated in accordance with such orders as the Chief Justice may make.

43. Amendment of Rules: Full Court, by a majority vote, may make an amendment in the Rules.

44. Delegation of Power: The Chief Justice may delegate all or any of his powers under these Rules to any Judge, Registrar or officer of the High Court.

45. Savings: The enforcement of these Rules shall not affect any order made, proceedings taken and acts done by any authority or by any person which were made, taken or done, or purported to have been made, taken or done, in exercise of powers derived from any enactment, notification, rules, orders or bye-laws and same shall be made deemed to have been validly made, taken or done and further the right accrued, liability acquired, penalty or punishments imposed and the pending proceedings and enquiries may be continued, on basis of Rules being followed by this Court.

46. Appeal: An employee aggrieved by an order relating to the terms and conditions of his service may, within 30 days from the date of such order, prefer an appeal to the Appellate Authority, indicated herein below:

Column No. 1	Column No. 2
Authority passing the order.	Appellate Authority.
1. Registrar.	Senior Puisne Judge.
2. Chief Justice/ Senior Puisne Judge.	Appellate Tribunal of two Judges to be nominated by the Chief Justice.

FIRST SCHEDULE

[See Rule 2 (1) (f) (l) (u) (aa), 8, 15 (1), 16, 18 and 20]

Part-I

S. No	Nomenclature & Basic pay Scale of the Post	Method of Appointment	Qualification	Length of Service
1.	Registrar, (BPS-22)	(a) By posting from amongst the serving District & Sessions Judges OR (b) By deputation from amongst the officers of the Provincial or Federal Governments, serving in BPS-21 or above.	N.A	N.A
2.	Member Inspection Team, (BPS-21)	By posting of a serving District & Sessions Judge.	N.A	N.A
3.	Additional Member Inspection Team, (BPS-20)	By posting of an Additional District & Sessions Judge.	N.A	N.A
4.	Additional Registrar, (BPS-20)	By promotion from amongst the Deputy Registrars.	Law Graduate or Master Degree.	15 years service in B-17 and above OR in case of

				direct appointment in B-18, 10 years' service in B-18 and above and in case of direct appointment in B-19, 5 years' service in B-19.
5.	Secretary to the Chief Justice, (BPS-20)	By posting of any Judicial Officer OR any officer of High Court Establishment at the discretion of Chief Justice.	N/A.	N/A.
6.	Deputy Registrar, (BPS-19)	(a) 60% by promotion from amongst the Private Secretaries. (b) 40% by promotion from amongst the Assistant Registrars.	Graduate.	10 years' service in B-17 and above OR in case of direct appointment 5 years of service in B-18.
7.	Assistant Registrar, (BPS-18)	By promotion from amongst the Court Assistants.	Graduate	5 years' service in B-17.
8.	Court Assistant, (BPS-17)	By promotion from amongst Assistants.	Graduate.	3 years' service in respective pay scale.
9.	Secretary to Member Inspection Team, (BPS-17)	By posting of a Judicial Magistrate/Civil Judge.	N/A	N.A

10	Assistant, (BPS-16)	(a) 75% by promotion from amongst Senior Clerks; and (b) 25% by initial recruitment.	Graduate with Computer MS Office knowledge	3 years' service in respective pay scale.
11	Senior Clerk, (BPS-14)	By promotion from amongst the Junior Clerks.	Intermediate with Computer MS Office knowledge.	3 years' service in respective pay scale.
12	Junior Clerk, (BPS-11)	(a) 90 % by initial recruitment; and (b) 10 % by promotion from amongst class IV employees.	Intermediate and MS-Office with typing with speed of 40 wpm.	3 years' service in respective pay scale.

Part-II

S. No	Nomenclature & Basic Pay Scale of the Post	Method of Appointment	Qualification	Length of Service
1.	Private Secretary, (BPS-18)	By promotion from amongst the Personal Assistants.	Graduation with skill of Shorthand speed of 120 words per minute and typewriting speed of 60w.p.m	5 years' service in B-17.
02.	Personal Assistant, (BPS17)	(a) 60% by initial recruitment; and (b) 40% by promotion from amongst Stenographer.	Graduation with Shorthand speed of 120 words per minute and typewriting speed of 50 w.p.m	3 years' service in respective pay scale.
03.	Stenographer, (BPS-16)	(a) 85 % by initial recruitment; and (b) 15 % by	Bachelor Degree with Shorthand	3 years' service in respective pay

		promotion from amongst Stenotypist.	speed of 100 words per minute and typewriting speed of 50 w.p.m	scale.
04.	Stenotypist, (BPS-13)	By initial recruitment.	Intermediate with Shorthand speed of 80 words per minute and typewriting speed of 40 w.p.m	N.A

Part-III

S. No	Nomenclature & Basic Pay Scale of the Post	Method of Appointment	Qualification	Length of Service
1.	Librarian, (BPS-19)	(a) By promotion from amongst the Deputy Librarian OR in case of non-availability (b) By initial recruitment	Ist Class Master Degree in Library Science with suitable experience of Library. Preference to Law Graduates shall be given.	10 years' service in B-17 and above OR in case of direct appointment 5 years' service in B-18.
2.	Deputy Librarian, (BPS-18)	(a) By promotion from amongst the Assistant Librarian OR in case of non-availability (b) By initial recruitment	Ist Class Master Degree in Library Science with suitable experience of Library. Preference to Law Graduates shall be given.	5 years' service in BPS-17.

3.	Assistant Librarian, (BPS-17)	(a) By promotion from amongst Library Assistant and Classifier OR in case of non-availability (b) By initial recruitment.	Master Degree in Library Science.	3 years' service in respective pay scale.
4.	Library Assistant, (BPS-16)	(a) 50% by promotion from amongst the Classifier, and (a) 50 % by initial recruitment.	2nd Class Bachelor Degree with Diploma in Library Science.	N.A
5.	Classifier, (BPS-15)	By initial recruitment.	BA/ BSc from recognized University. Diploma in Library Science.	N.A
6.	Cataloguer, (BPS-09)	By initial recruitment.	Intermediate from recognized Board with one year experience in Library.	Incumbent will be upgraded to B-10 after 12 years' service till retirement.

Part-IV

S. No	Nomenclature & Basic Pay Scale of the Post	Method of Appointment	Qualification	Length of Service
1.	Research Officer, (BPS-17)	By initial recruitment.	LL.B degree in 1st division with minimum of two years practice as an Advocate.	N.A

Part-V

S. No	Nomenclature & Basic Pay Scale of the Post	Method of Appointment	Qualification	Length of Service
1.	System Analyst, (BPS-19)	(a) By promotion from amongst Database Administrator/ Computer Programmer/ Data Centre Administrator OR in case of non-availability (b) By initial recruitment.	Master in Computer Science with experience in system analyzing, web designing & programming.	10 years of service in B-17 and above OR in case of direct appointment 05 years of service in B-18.
2.	Data Base Administrator/ Computer Programmer/ Data Centre Administrator, (BPS-18)	(a) By promotion from amongst Data Processing Officer/ Assistant Computer Programmer, OR in case of non-availability (b) By initial recruitment.	Ist Class Master's Degree in Computer Science with experience in web designing & programming.	5 years' service in B-17.
3.	Assistant Computer Programmer, (BPS-17)	(a) By promotion from amongst Computer Operator OR in case of non-availability (b) By initial recruitment.	Master's Degree in Computer Science with experience in web designing & programming.	3 years' service in respective pay scale.
4.	Data Processing Officer, (BPS-17)	(a) By promotion from amongst Computer Operators. OR in case of non-availability (b) By initial recruitment.	MCS/ BCS/ BS (CS) Computer Science preferably Master's with in programming and web-designing.	3 years' service in respective pay scale.

5.	Computer Operator, (BPS-16)	By promotion from amongst Assistant Computer Operator/Data Entry Operator.	MCS/ BCS/ BS (CS) Computer Science. Preferably a Computer Programmer.	3 years' service in respective pay scale.
6.	Assistant Network Technician/ CCTV Technician, (BPS-14)	By initial recruitment	2nd Class BCS/ BS (CS)	N.A
7	Hardware Technician, (BPS-13)	By initial recruitment	2nd Class BCS/ BS (CS)	N.A
8	Assistant Computer Operator. (BPS-13)	By initial recruitment	2nd Class BCS/BS(CS) with working experience.	N.A
9	Data Entry Operator (BPS-13)	By initial recruitment	2nd Class BCS/BS(CS) with working experience.	N.A

Part-VI

S. No	Nomenclature & Basic Pay Scale of the Post	Method of Appointment	Qualification	Length of Service
1.	Director Horticulture, (BPS-19)	By deputation of an officer of equivalent rank from the Federal or Provincial Governments.	N.A	N.A

Part-VII

S. No	Nomenclature & Basic Pay Scale of the Post	Method of Appointment	Qualification	Length of Service
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1.	Security Officer, (BPS-17)	By initial recruitment.	Bachelor Degree with knowledge of arms and ammunition; or an Ex-serviceman with at least ten years' experience.	N.A
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Part-VIII

S. No	Nomenclature & Basic Pay Scale of the Post	Method of Appointment	Qualification	Length of Service
1.	Protocol Officer, (BPS-17)	(a) By promotion from amongst Assistant Protocol Officer OR in case of non-availability (b) By initial recruitment	Master Degree with special aptitude for protocol duties and possessive initiative.	3 years' service in respective pay scale.
2.	Assistant Protocol Officer, (BPS-16)	By initial recruitment.	Bachelor Degree with special aptitude for protocol duties.	N.A

Part-IX

S. No	Nomenclature & Basic Pay Scale of the Post	Method of Appointment	Qualification	Length of Service
1	Transport Supervisor, (BPS-15)	By promotion from amongst Assistant Transport Supervisor.	Preferably literate.	3 years' service in respective pay scale.

2	Assistant Transport Supervisor, (BPS-12)	By promotion of a suitable person holding the post of Driver.	Preferably literate.	3 years' service in respective pay scale.
3	Head Cook, (BPS-15)	(a) By promotion from amongst the Cook. OR (b) By initial recruitment.	At least five years' experience in the field of cooking preferably Intermediate.	3 years' service in respective pay scale.

Part-X Others

S. No	Nomenclature & Basic Pay Scale of the Post	Method of Appointment	Qualification	Up-gradation on Basis of Length of Service
1	Telephone Operator, (BPS-10)	By initial recruitment.	Intermediate having two years' experience in the field	N.A
2	Caretaker, (BPS-10)	By initial recruitment.	Intermediate having two years' experience in the field.	N.A
3	Electrician, (BPS-10)	By initial recruitment.	Matriculation & Diploma from Technical Training Centre/Institute	N.A
4	Court Jamadar, (BPS-9)	(a) By promotion from amongst class-IV employees of respective field. (b) By initial recruitment.	Matriculation	Incumbent will be upgraded to B-10 after 12 years' service till retirement.

5	Book Binder, (BPS-7)	By initial recruitment.	Matriculation with two years' experience in book binding.	Incumbent will be upgraded to: B-8 after 7 years in B-7, B-9 after 7 years in B-8 and B-10 after 10 years' service in B-9 till retirement.
6	Machine Man, (BPS-7)	By initial recruitment.	Matriculation with five years' experience of Machines.	Incumbent will be upgraded to: B-8 after 7 years in B-7, B-9 after 7 years in B-8 and B-10 after 10 years' service in B-9 till retirement.
7	Carpenter, (BPS-6)	By initial recruitment.	Matriculation with five years' experience of Carpenter.	Incumbent will be upgraded to: B-7 after 5 years in B-6, B-8 after 5 years in B-7, B-9 after 8 years in B-8 and B-10 after 12 years' service in B-9 till retirement.
8	Photostat Operator, (BPS-6)	By initial recruitment.	Matriculation with five years' experience of Photostat.	Incumbent will be upgraded to: B-7 after 5 years in B-6, B-8 after 5 years in B-7, B-9 after 8 years in B-8 and

					B-10 after 12 years' service in B-9 till retirement.
9	Cook, (BPS-6)	By initial recruitment.	Matriculation with five years' experience of Cooking.	Incumbent will be upgraded to: B-7 after 7 years in B-6 , B-8 after 7 years in B-7 , B-9 after 8 years in B-8 and B-10 after 12 years' service in B-9 till retirement.	
10	Head Bailiff, (BPS-6)	By promotion from amongst the senior Bailiffs.	Matriculation	Incumbent will be upgraded to: B-7 after 5 years in B-6 , B-8 after 5 years in B-7 , B-9 after 8 years in B-8 and B-10 after 12 years' service in B-9 till retirement.	
11	Plumber, (BPS-06)	By initial recruitment	Matriculation with five years' experience of Plumber.	Incumbent will be upgraded to: B-7 after 5 years in B-6 , B-8 after 5 years in B-7 , B-9 after 8 years in B-8 and B-10 after 12 years' service in B-9 till retirement.	

12	Tube-well Operator, (BPS-7)	By initial recruitment.	Matriculation with five years' experience of tube-well operating	Incumbent will be upgraded to: B-8 after 7 years in B-7, B-9 after 7 years in B-8 B-10 after 9 years' in B-9 till retirement.
13	Driver, (BPS-5)	By initial recruitment.	LTV License with Five years 'experience.	Incumbent will be upgraded to: B-6 after 5, years in B-5 B-7 after 5 years in B-6, B-8 after 7 years in B-7, B-9 after 7 years in B-8 B-10 after 9 years' in B-9 till retirement.
14	Bailiff/ Process Server, (BPS-5)	By initial recruitment.	Matriculation	Incumbent will be upgraded to: B-6 after 5, years in B-5 B-7 after 5 years in B-6, B-8 after 7 years in B-7, B-9 after 7 years in B-8 B-10 after 9 years' in B-9 till retirement.
15	Head Mali/ Head Frash/ Head Sweeper, (BPS-5)	By initial recruitment.	Matriculation	Incumbent will be upgraded to: B-6 after 5, years in B-5 B-7 after 5

				years in B-6, B-8 after 7 years in B-7, B-9 after 7 years in B-8 B-10 after 9 years' in B-9 till retirement.
16	Daftari, (BPS-5)	By initial recruitment.	Matriculation	Incumbent will be upgraded to: B-6 after 5, years in B-5 B-7 after 5 years in B-6, B-8 after 7 years in B-7, B-9 after 7 years in B-8 B-10 after 9 years' in B-9 till retirement.
17	Naib Qasid/ Frash/ Tube Well Helper/Chowki dar/ Helper/ Sweeper/ Mali, (BPS-4)	By initial recruitment.	Matriculation	Incumbent will be upgraded to: B-5 after 5, years in B-4 B-6 after 5, years in B-5 B-7 after 5 years in B-6, B-8 after 5 years in B-7, B-9 after 5 years in B-8 B-10 after 8 years' in B-9 till retirement.

SECOND SCHEDULE
[See Rule 2 (1) (e) (k) (aa)]

S. No.	Category of employees	Disciplinary Authority	Authorized Officer.
1.	Registrar/Member, Inspection Team.	Chief Justice.	A Judge of the High Court to be nominated by the Chief Justice.
2.	All employees holding posts in BPS-17 to 20	Chief Justice	Registrar.
3.	All employees holding posts in BPS-16 and below.	Registrar	Any Officer of the High Court Establishment in BPS-18 and above, nominated by the Registrar.

THIRD SCHEDULE

[See Rule 2(1) (aa) and 34]

CHANNEL OF RECORDING/ COMPLETION OF PERFORMANCE EVALUATION REPORTS (PERS) INCLUDING COMPETENT AUTHORITIES TO DECIDE REPRESENTATIONS FOR EXPUNCTION OF ADVERSE REMARKS FOR MEMBERS OF BALOCHISTAN HIGH COURT AND JUDICIAL OFFICERS POSTED IN HIGH COURT.

S. No.	Reported Officers/ Officials Detail	Initiating Authority/ Reporting Officer	Counter Signing Authority	Competent Authority for Disposal of Adverse Report
	1	2	3	4
1	Registrar	Hon'ble Chief Justice (Directly serving under Hon'ble Chief Justice)	N.A	Administration Committee
2	Member Inspection Team/ Secretary to Chief Justice.	Hon'ble Chief Justice (Serving under Hon'ble Chief Justice)	N.A	Administration Committee
3	Additional Registrar/ Deputy Registrar/ System Analyst/ Librarian/ Director Horticulture/ Assistant Registrar/ Protocol Officer/ Security Officer/ Transport Supervisor/ Head Cook	Registrar (Serving under Registrar)	Senior Puisne Judge	Hon'ble Chief Justice
4	Additional Member Inspection Team/ Senior Civil Judge/ Judicial Magistrate/ Member Majlis-e-Shoora/ Secretary to Member Inspection Team	Member Inspection Team (Serving under Member Inspection Team)	Senior Puisne Judge	Hon'ble Chief Justice

5	Court Assistant	Hon'ble Judge/ Registrar (<i>under whom serving</i>)	Senior Puisne Judge only where the Registrar is Reporting Officer	Hon'ble Chief Justice
6	Private Secretary/ Personal Assistant/ Stenographer/ Stenotypist	Hon'ble Judge (<i>Directly serving under Hon'ble Judge</i>)	N.A	Hon'ble Chief Justice
7	Deputy Librarian/ Assistant Librarian/ Research Officer/ Library Assistant/ Classifier/ Cataloguer	Librarian (<i>Serving under Librarian</i>)	Senior Puisne Judge/ Registrar	Hon'ble Chief Justice
8	Data Base Administrator/ Programmer/ Data Centre Administrator/ Assistant Computer Programmer/ Data Processing Officer/ Computer Operator/ CCTV Technician/ Assistant Network Technician/ Data Entry Operator/ Hardware Technician/ Assistant Computer Operator	System Analyst (<i>Serving under System Analyst</i>)	Senior Puisne Judge/ Registrar	Hon'ble Chief Justice
9	Assistant/ Senior Clerk/ Junior Clerk/ Telephone Operator or any other It staff working in any branch other than Computer Section.	Officer Concerned (<i>Mostly serving under Addl:Reg/ Dep: Reg/ Asstt.: Reg</i>)	Registrar	Hon'ble Chief Justice
10	Assistant Protocol Officer/ Assistant Transport Supervisor/	Officer Concerned	Registrar	Hon'ble Chief Justice

11	Court Jamadar/ Care Taker/ Head Ballif/ Book Binder/ Electrician/ Photostat Operator/ Carpenter/ Plumber/ Machine Man/ Tube wellOperator/ Process Server/ Head Mali/ Head Frash/ Head Sweeper	Officer Concerned	Registrar	Hon'ble Chief Justice
12	Drivers/ Class IV Staff in Chambers	Private Secretaries (Serving under Hon'ble Judge)	Registrar	Hon'ble Chief Justice
13	Drivers/ Class IV Staff in Branches	Concerned Officer	Registrar	Hon'ble Chief Justice

HIGH COURT OF BALOCHISTAN, QUETTA

Dated the _____

[See rule 2 (n) and 23 (1)]

Form I

No. _____/133-Estt: The Final Seniority list of _____ (BPS-__) of the High Court of Balochistan, Quetta, as stood on _____ is hereby issued for the information of all _____.

Seniority No.	Name of Official	Father(H)/ Name	Qualification	Local/ Domicile and Home District	Date of Birth as per Matric Certificate	Date of 1st appointment at BHC Estt.	Date of Regular Appointment	Source of appointment	Date of Superannuation	Remarks (if any)

Prepared by:

Checked by:

Issued by:

Signature

Signature

Signature

Name

Name

Name

Designation: Assistant Registrar

Designation: Additional Registrar Admin:

Designation Registrar

HIGH COURT OF BALOCHISTAN, QUETTA

Dated the _____

[See rule 2 (n) and 23 (1)]

Form II

No. _____/133-Estt: The Final Seniority list of _____ (BPS-___) of the High Court of Balochistan, Quetta, as stood on _____ is hereby issued for the information of all _____.

Seniority No.	Name of Officer	Father(H)/ Name	Qualification	Local/ Domicile & Home District	Date of Birth as per Matric Certificate	Date of 1st appointment at BHC Estt:	Date of Regular Appointment	Source of appointment	Date of Superannuation	Remarks (if any)

Prepared by:

Checked by:

Issued by:

Signature

Signature

Signature

Name

Name

Name

Designation: Assistant Registrar

Designation: Additional Registrar Admin:

Designation Registrar

HIGH COURT OF BALOCHISTAN

(Most Confidential)

[See rule 2 (x) and 34]

Form-III**CERTIFICATE FOR OFFICIAL / OFFICER IN BPS-01 TO 16**

Certified that I _____

Designation _____

Submitted Performance Evaluation Report of

Mr. _____

Designation _____

*for the Period**from _____ to _____.*

The Reporting Officer is _____

The Counter Signing Authority is _____

Incharge Confidential Section (PER)

NOTE: *The blank (PER) report must be distributed by Confidential Section of Administration Branch on 01st day of December and be submitted by the Reporting Officer/ Counter Signing Authority till 25th day of December every year with confidentiality.*

HIGH COURT OF BALOCHISTAN

(Most Confidential)

(Most Confidential)**Performance Evaluation Report**

For The Period From _____ To _____

Part I

1. Name

2. Father/ Husband Name

3. Designation

4. Date of Birth

5. Date of Appointment & Designation

6. Designation & Date/ Duration of Current Post Held

7. Current Job Description

8. Education & Training During Current Period

NOTE: Part I to be filled by Incharge Confidential Section (PER).

HIGH COURT OF BALOCHISTAN

(Most Confidential)

(Most Confidential)

Performance Evaluation Report

For The Period From _____ To _____

Part II

(Reporting Authority Evaluation)

1. Please comment on the Officer performance on the assigned job with special reference to his knowledge of work, ability to plan, organize and supervise analytical skills, and competence to take decisions and quality / quantity of output. How far the officer/ official were able to achieve the targets? Comment on the officer/ official contribution, with the help of statistical data, if any, in overall performance of the organization.

2. Integrity & Area level of professional expertise with suggestions for future posting.

HIGH COURT OF BALOCHISTAN

(Most Confidential)

3. Interpretation of qualities about:

S. No	Qualities	Outstanding	Satisfactory	Poor
01	Comprehension			
02	Intelligence			
03	Confidence & Will Power			
04	Acceptance of Responsibility			
05	Reliability Under Pressure			
06	Financial Responsibility (if any)			
07 A	Relation With Superiors			
B	Colleagues			
C	Subordinates			
08	Behavior With Public			
09	Ability to Decide Routine Matters			
10	Knowledge of Relevant Laws, Rules, Regulations, Procedure and Instructions.			

4. Pen picture including the officer strengths and weakness with focus on emotional stability, ability to work under pressure, communication skills and interpersonal effectiveness. (Weakness will not be considered as adverse entry unless intended to be treated as adverse.)

HIGH COURT OF BALOCHISTAN

(Most Confidential)

5. Overall Grading

Below Average	Average	Good	Very Good	Excellent
01 to 30	31 to 40	41 to 50	51 to 60	61 to 70

6. Fitness for Promotion: Comments on the officer potential for holding a higher position and additional responsibilities.

Name & Designation of Reporting Authority

Signature & Date

NOTE: Part II to be filled by Reporting Authority.

HIGH COURT OF BALOCHISTAN

(Most Confidential)

Performance Evaluation Report

Part III

(Counter Signing Authority Evaluation)

1. How often have you seen the work of the officer reported upon?

Very Frequent

Frequently

Rarely

Never

2. How well do you know the officer? If you disagree with the assessment of the reporting authority, please give reason.

3. Overall Grading

Below Average

Average

Good

Very Good

Excellent

01 to 30

31to 40

41 to 50

51 to 60

61 to 70

4. Recommendation for promotion (comments on the officer potential for holding a higher position and additional responsibilities).

Name & Designation of Counter Signing Authority

Signature & Date

NOTE: Part III to be filled by Counter Signing Authority.

HIGH COURT OF BALOCHISTAN**(Most Confidential)**

[See rule 2 (x) and 34]

Form-IV**CERTIFICATE FOR OFFICER IN BPS-17 & ABOVE**

Certified that I _____

Designation _____

Submitted Performance Evaluation Report of

Mr. _____

Designation _____

for the Period _____*from* _____ *to* _____.

The Reporting Officer is _____

The Counter Signing Authority is _____

Incharge Confidential Section (PER)

NOTE: *The blank (PER) report must be distributed by Confidential Section of Administration Branch on 01st day of December and be submitted by the Reporting Officer/ Counter Signing Authority till 25th day of December every year with confidentiality.*

HIGH COURT OF BALOCHISTAN

(Most Confidential)

Performance Evaluation Report

For The Period From _____ To _____

Part I

1. Name _____

2. Father/ Husband Name _____

3. Designation _____

4. Date of Birth _____

5. Date of Appointment & Designation _____

6. Designation & Date/ Duration of Current Post Held _____

7. Current Job Description _____

_____8. Education & Training During Current Period _____

NOTE: Part I to be filled by Incharge Confidential Section (PER).

HIGH COURT OF BALOCHISTAN**(Most Confidential)****Performance Evaluation Report***For The Period From* _____ *To* _____**Part II****(Reporting Authority Evaluation)**

1. Please comment on the Officer performance on the assigned job with special reference to his knowledge of work, ability to plan, organize and supervise analytical skills, and competence to take decisions and quality / quantity of output. How far the officer/ official were able to achieve the targets? Comment on the officer/ official contribution, with the help of statistical data, if any, in overall performance of the organization.

2. Integrity & Area level of professional expertise with suggestions for future posting.

HIGH COURT OF BALOCHISTAN

(Most Confidential)

3. Interpretation of qualities about:

S. No	Qualities	Outstanding	Satisfactory	Poor
01	Comprehension			
02	Intelligence			
03	Confidence & Will Power			
04	Acceptance of Responsibility			
05	Reliability Under Pressure			
06	Financial Responsibility (if any)			
07 A	Relation With Superiors			
B	Colleagues			
C	Subordinates			
08	Behavior With Public			
09	Ability to Decide Routine Matters			
10	Knowledge of Relevant Laws, Rules, Regulations, Procedure and Instructions.			

4. Pen picture including the officer strengths and weakness with focus on emotional stability, ability to work under pressure, communication skills and interpersonal effectiveness. (Weakness will not be considered as adverse entry unless intended to be treated as adverse.)

HIGH COURT OF BALOCHISTAN**(Most Confidential)****5. Overall Grading**

Below Average

Average

Good

Very Good

Excellent

01 to 30

31 to 40

41 to 50

51 to 60

61 to 70

6. Fitness for Promotion: Comments on the officer potential for holding a higher position and additional responsibilities.

Name & Designation of Reporting Authority

Signature & Date

NOTE: Part II to be filled by Reporting Authority.

HIGH COURT OF BALOCHISTAN

(Most Confidential)

Performance Evaluation Report

Part III

(Counter Signing Authority Evaluation)

1. How often have you seen the work of the officer reported upon?

Very Frequent

Frequently

Rarely

Never

2. How well do you know the officer? If you disagree with the assessment of the reporting authority, please give reason.

3. Overall Grading

Below Average

Average

Good

Very Good

Excellent

01 to 30

31 to 40

41 to 50

51 to 60

61 to 70

4. Recommendation for promotion (comments on the officer potential for holding a higher position and additional responsibilities).

Name & Designation of Counter Signing Authority

Signature & Date

NOTE: Part III to be filled by Counter Signing Authority.

HIGH COURT OF BALOCHISTAN**Form-V**

[See Rule (n) and 36 (3)]

**DECLARATION OF ASSETS ALONGWITH INCOME & EXPENDITURES
STATEMENT****Personal Introduction:**

1. Name _____
2. F/H Name _____
3. Address _____
4. CNIC No _____ Date of Birth _____
5. Date of Appointment _____ Post & Scale _____
6. Present Post & Scale _____

Family Introduction:

1. Total Family Member _____
2. Spouse Name _____
3. Children Name & Age _____

Bank Accounts:

1. Account No & Bank _____ Balance _____
 2. Account No & Bank _____ Balance _____
- Total Balance _____

Year _____ Income Detail:

1. Monthly Salary _____
2. Income Other Sources _____
3. Detail of Other Sources _____

4. Gross Annual Income _____

HIGH COURT OF BALOCHISTAN

Year _____ Expenditure:

- 1. House Hold _____
- 2. Total Utility _____
- 3. Education _____
- 4. Medical/ Club _____
- 5. Local/ Foreign Trips _____
- 6. Total Expenditure _____

Immovable Assets:

(Agricultural land(s), Residential/ Commercial Plot(s), House(s), Shop(s) etc).

- 1. Description _____
Value & Source _____
- 2. Description _____
Value & Source _____
- 3. Description _____
Value & Source _____
Total Value _____

Movable Assets:

(Jewelry, Vehicle(s), etc).

- 1. Description _____
Value & Source _____
- 2. Description _____
Value & Source _____
- 3. Description _____
Value & Source _____
Total Value _____

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Investments:

1. Certificates		Balance	
2. Deposits/ Shares		Balance	
3. Prize Bonds		Balance	
4. Any Other			
Total Balance			

Grand Assets:

Previous Year Total Assets: _____

Current Year Total Assets: _____

Signature _____

Name _____

Designation _____

Branch _____

Date _____