



**THE BALOCHISTAN DISTRICT JUDICIARY  
STAFF SERVICE RULES, 2021.**

EXTRAORDINARY

Registered No. \_\_\_\_\_



**THE BALOCHISTAN GAZETTE**

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**BY THE REGISTRAR HIGH COURT OF BALOCHISTAN**

**QUETTA**

**“The Balochistan District Judiciary Staff Service Rules,  
2021”.**

High Court of Balochistan at Quetta  
(Administration Branch)

**NOTIFICATION**

***Quetta the 05<sup>th</sup> August, 2021.***

***No. GAZ. 06 /Rules/Admn***

In exercise of the powers conferred by section 35 of the Balochistan District Judiciary Act No. 1 of 2021 and all other powers enabling him in this behalf, upon constitution of service known as “Balochistan District Judiciary Staff Service” as set out in Part-II of the Schedule attached to the Act, the Chief Justice of the High Court of Balochistan, is pleased to make the following rules, to regulate by law the appointment of persons to, and the terms and conditions of service of persons in, such Service, namely:

***General***

***Title, Commencement and Definitions***

**1. Short title, application and commencement:** (1) These rules may be called as “The Balochistan District Judiciary Staff Service Rules, 2021”.

(2) These rules shall apply to the persons in service of any Court, subordinate to High Court, wherever they may be.

(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) **“Act”** means the Balochistan District Judiciary Act, 2021;
- (b) **“Administration Committee”** means the Committee comprising of the Judges of the High Court, constituted by the Chief Justice;
- (c) **“Appellate Authority”** means the authority mentioned in Rule-45;
- (d) **“Appointing Authority”** means the ‘Authority’ competent to make appointment, as specified in Rule-5;
- (e) **“Appointment”** means, appointment to the Service, whether on permanent or officiating basis;
- (f) **“Appointment on Contract Basis”** means, appointment made for specified period in accordance with the prevailing Rules;
- (g) **“Authorized Officer”** means the authorized Officer as specified in the Second Schedule appended to these Rules.
- (h) **“Basic Pay Scale”** means, the Basic Pay Scales as admissible to the civil servants of the Government of Balochistan, and as specified in the First Schedule;

- (i) **“Cadre”** means, the strength of the service or part of the service sanctioned as a separate unit consisting of a certain number of posts;
- (j) **“Charge”** means allegation(s) framed against the person in service pertaining to any act of omission or commission under these Rules;
- (k) **“Chief Justice”** means the Chief Justice, and includes the Judge for the time being acting as Chief Justice of the High Court of Balochistan under Article 196 of the Constitution 1973;
- (l) **“Court”** means any Court, subordinate to High court within the meaning of Article 203 of the Constitution, namely the Courts of:
  - (i) District & Sessions Judge;
  - (ii) Additional District and Sessions Judge;
  - (iii) Assistant Sessions Judge;
  - (iv) Senior Civil Judge;
  - (v) Civil Judge;
  - (vi) Judicial Magistrate;
  - (vii) Member, Majlis-e-Shoora;
  - (vii) Qazi; and
  - (viii) Any other Special Court established by the Provincial Government under any statute including Family Court, Labour Court, Juvenile Court, Consumer Court, Rent Controller, Provincial Anti-Corruption Court, Provincial Anti-Terrorism Court and

any other Court that may be established by statute at any time.

- (m) **“Disciplinary Authority”** means the Authority specified in the Second Schedule appended to these Rules;
- (n) **“Form”** means the forms appended to these Rules;
- (o) **“Government”** means the Government of Balochistan;
- (p) **“High Court”** means the High Court of Balochistan;
- (q) **“Initial Recruitment”** means, an appointment made otherwise than by promotion or transfer;
- (r) **“Misconduct”** means conduct prejudicial to good office order or service discipline or conduct contrary to the provision of these Rules;
- (s) **“Officiate”** means, temporary appointment of a person in service, holding substantive post in next below rank, to a substantive post in higher rank on which another person in service retains lien, if such post may remain vacant for a period exceeding six months;
- (t) **“Pay”** means the amount drawn monthly by a member of Service as pay and includes technical pay, special pay, personal pay and

any other emoluments declared by the prescribed authority to be pay;

- (u) **“Permanent Post”** means a post sanctioned without limit of time;
- (v) **“Person in service”** means, a staff working in any subordinate Court, wherever he may be, but does not include any person;
  - (i) who has been posted on deputation in the Balochistan District Judiciary;
  - or (ii) who is employed on contract, or on work charged basis, or who is paid from contingencies;
- (w) **“Post”** means, a post borne at the strength of the Courts, subordinate to the High Court and such other post in the service as may be specified by the High Court from time to time;
- (x) **“Prescribed”** means, as prescribed by these Rules;
- (y) **“Presiding Officer”** means, an Officer Presiding any Special court established by the Provincial Government and any other Court that may be established by statute at any time;
- (z) **“Promotion Committee”** means a Committee constituted by the Chief Justice or District & Sessions Judge/ Presiding Officer under Rule 7 to recommend promotions of person in service to the higher

posts, reserved for promotion as specified in First Schedule to these rules;

- (aa) **“Provisional/ Final Seniority Lists”** means a Seniority list issued under Rule-23;
- (bb) **“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;
- (cc) **“Schedule”** means the Schedules appended to these rules;
- (dd) **“Selection Committee”** means a Committee constituted by the District & Sessions Judge and Presiding Officer under Rule 7 to recommend appointment by the method of initial recruitment;
- (ee) **“Seniority”** means, the seniority assigned to the staff in seniority list caused by the appointing authority;
- (ff) **“Service”** means, any service, post or office in connection with the affairs of the Balochistan District Judiciary; and
- (gg) **“Staff”** means, the ministerial and other staff of the Courts subordinate to High Court.
- (hh) **“Tribunal”** means a tribunal constituted under section 23 of Act.

(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).

### ***Appointments***

#### **Constitution and Strength of the Service.**

**3. Constitution of Service:** (1) On and from the date of commencement of these rules, there shall stand constituted a Service to be known as “the Balochistan District Judiciary Staff Service”.

(2) The service shall comprise of the post of the staff in the erstwhile Subordinate Judiciary as set out in the First Schedule and the staff appointed after the commencement of the Rules.

**4. Strength of Service:** (1) The strength of posts shall be such, as may be prescribed by the High Court from time to time.

(2) The Chief Justice shall have powers to declare any person to be in the Service, create new post(s) and abolish old post(s), upgrade or downgrade any post(s) and change nomenclature of any post(s) in the prescribed manner.

(3) 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.

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



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

- (a) the Chief Justice in respect of the persons in service in B-16 and above of the Courts subordinate to High Court;
- (b) the District & Sessions Judge in respect of the persons in service in B-15 and below of the Courts other than Special Court; and
- (c) the Presiding Officer in respect of the persons in service in B-15 and below of the Special Courts.

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

- (a) initial recruitment; and
- (b) Promotion.

**7. Selection Committees and Promotion Committees:**

(1) The Chief Justice in respect of posts in BPS-16 and above and the District & Sessions Judge and Presiding Officer of Special Court in respect of posts in BPS-15 and below may constitute a “**Selection Committee**” and a “**Promotion Committee**” comprising of two or more Judicial Officers for carrying out the process of selection and make 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 cases, where Committees are constituted in respect of the posts in B-15 and below, the same shall be presided over by the District and Sessions Judge or the Presiding Officer concerned.

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.

(2) Where it is brought to the notice of the Chief Justice that appointment of a person(s) in BPS-15 and below to a post in the service was made without observing the prescribed qualification, experience and age limit, he may pass such order of appointment or termination of service or any other order as may be considered by it to be just and equitable.

Provided that if it is proposed to pass order of termination of service, a reasonable opportunity of showing cause against the order of termination shall be provided.

### **Initial Recruitment**

**8. 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.

(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 the Appointing Authority;

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.

**9. 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.

**10. 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 Selection Committees so constituted 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-6 and below, it will be the prerogative of the District & Sessions Judge and the Presiding Officer to take or not, the written test, but in such case oral examination/interview will be mandatory.

**11. 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 a person in service once entered in the service record shall be final and thereafter no alteration therein shall be permissible, unless the person in service applies for alteration within one year from the date of his entry in service.

### **Special Quotas**

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

### **Promotion**

**13. Classification:** All posts borne on the Balochistan District Judiciary Ministerial Staff are classified for purpose of making appointment by the method of promotion in two groups:

- (a) Posts in BPS-16 and below shall be non-selection posts; and
- (b) Posts in BPS-17 and above shall be selection posts.

**14. 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 person in service 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.

**15. Clear Vacancy:** The promotion shall be made only against a clear vacancy, which may occur due to promotion of a person in service 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.

**16. Minimum length of service for promotion to various posts:** (1) The minimum length of service for promotion of a person in service to next higher posts shall be such, 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) A person in service 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) A person in service on LPR will be eligible for consideration of his promotion case, however, the person in service so promoted shall not be required to join/report and his promotion shall be actualized accordingly from the date of his promotion.

(5) Where a person in service 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.

**17. Qualification:** A person in service must possess qualification for promotion to next higher post, as prescribed in the First Schedule to these Rules.

**18. Procedure of Appointments by the method of Promotion:** (1) Upon availability of clear vacancy, a person in service 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-16 and below the criteria for evaluating the performance of a person in service shall be:

Seniority.....	50 marks.
Performance Evaluation Reports .....	40 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 person in service falls 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 added and then divided by the number of years to obtain the average. The maximum number of years would be five for quantification purpose.

- (b) For promotion to the post in BPS-17 and above the criteria for evaluating the performance of a person in service shall be:

Performance Evaluation Report .....70 marks.



Apart from required qualification, five marks each will be given on receiving higher qualification/ degree upto maximum of fifteen marks. ....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 person in service 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

Provided that where there are two or more Annual Performance Evaluation Reports the marks assigned of each year will be added and then divided by the number of years to obtain the average. The maximum number of years would be five for quantification purpose.

(2) The Promotion Committee shall consider in the order of seniority, a penal of two persons in service in below cadre/grade for promotion to higher posts on the criteria of assessing the service performance, by recommending the respective person(s) in service who meets the eligibility

threshold, and in case any or some of the senior officer do/does not meet the eligibility threshold for promotion, then in the order of seniority seriatim the next officers shall be considered for promotion and if he/she also fails to meet the eligibility threshold then the other senior and so on.

(3) The Promotion Committee shall assign marks in its wisdom on the basis of overall conduct, integrity and performance of a person in service.

(4) The marks assigned on merit in one selection process shall be limited to that selection only.

(5) The recommendations of the Committee shall be forwarded to the Chief Justice alongwith the list of recommendees.

(6) The Chief Justice after examining the list may appoint the recommended person(s) in service by way of promotion.

**19. Eligibility Threshold:** (1) For promotion to posts in BPS-16 and below, a person in service shall have to earn atleast 65 marks.

(2) For promotion to posts in B-17 and above, a person in service shall have to earn atleast 60 marks, inclusive of marks to be assigned by promotion Committee.

### **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 a person in service 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 person in service 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) A person in service appointed on probation shall on satisfactory completion of his probationary period, will be eligible for confirmation against that post.

(2) A person in service shall be considered for confirmation strictly in the order of his seniority i.e. Junior

person in service will not be confirmed in preference to seniors, if they are also eligible for confirmation.

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

(4) Upon confirmation of a person in service his lien on any other post shall automatically stand terminated.

### **Seniority**

**22. Seniority:** (1) Seniority *inter se* of the person(s) in service 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 person(s) in service 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 'older in age ranks senior'.

(3) In the case of person in service appointed by promotion, from the date of regular promotion to that post or cadre; provided that;

- (a) person in service selected for promotion to higher post on an earlier date shall be senior to those selected for such promotion on a later date;
- (b) person in service 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) person in service 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 person in service 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 person in service in a lower grade is promoted to a higher post by superseding a senior person in service and subsequently that person in service is also promoted to the same post, the person in service promoted first shall rank senior to the person in service promoted subsequently; and
- (f) The seniority of a person in service 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;

**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 person(s) in service of the ministerial staff, inviting objections of the aggrieved person(s) in service 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 person(s) in service, 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 person in service, 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 person in service 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
- (ii) 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 person in service, 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 a person in service or reversion of a person in service to the post originally held by him during or at the end or probation period shall not amount to any penalty within the meaning of this rule, and
- (iii) Promotion denied to a person in service 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 exists to proceed against an accused-person in service it shall act in accordance with the procedure prescribed herein-after:

(2) Call explanation of an accused-person in service 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-person in service 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-person in service 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-person in service 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-person in service 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-person in service and afford him an opportunity of being heard in person either before himself or before any officer senior in rank to the accused-person in service 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-person in service 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 person in service of the charges, or may direct for denovo enquiry;

Provided where the penalty is proposed to be enhanced, the accused-person in service 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-person in service 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 person in service shall be entitled to usual pay and allowances.

(2) A person in service 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-person in service as may be considered necessary and the accused-person in service shall be entitled to cross examine the witnesses appeared against him.

(2) Where the Enquiry Officer is satisfied that the accused-person in service 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-person in service 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-person in service 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 along with his recommendations.

**29. Procedure of enquiry on account of absence from duty:**

(1) Where an person in service 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 person in service 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 person to join his duty within a maximum period of seven days; and if the person in service 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. Moral Turpitude:** Where a person in service 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 person in service so convicted.

### **Conduct.**

**32. Conduct:** (1) Every person in service shall, at all times, maintain absolute integrity and devotion to duty.

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

(3) No person in service 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; 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 office bearer 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 District & Sessions Judge/ Presiding Officer;
- (g) engage, take part assist, aid, or interfere in any political activity and election other than discreetly casting vote;
- (h) disclose or share 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 person(s) in service 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**

**33. 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.

**34. Up-gradation:** (1) Notwithstanding anything contained in these Rules, the person(s) in service who by virtue of holding such posts which had no future prospects or hierarchy of promotion or advancement in future career,



as categorized below, the Appointing Authority may allow them one time one step above up-gradation; subject to following conditions:

- (a) Incumbents in BPS-17 must have completed the length of service required for next higher grade as prescribed in Esta Code; and
- (b) Incumbents in B-6 and below must have complete 10 years satisfactory service;

Provided 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**

**35. Declaration of Property:** (1) Every person in service 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 person in service shall submit to the District & Sessions Judge and Presiding Officer through usual channel, an annual declaration of income, assets and expenses for the financial year ending on 30<sup>th</sup> 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**

**36. Lien:** (1) A person in service 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) A person in service cannot be appointed substantively to a post on which another person in service holds a lien.

(3) A person in service 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.

**37. Resignation:** (1) A person in service 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 person in service, 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 a person in service, he continues to be in service, inspite 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 a person in service 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.

**38. Retirement:** A person in service shall retire from service:

(a) on such date after he has completed twenty five years of service qualifying for pension or other retirement benefits as the prescribed competent authority may, in public interest, direct; or

(b) where no direction is given under clause (a), on the completion of the sixtieth year of his age.

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

(3) A person in service may, on completion of 25 years'

service, voluntarily opt for retirement from service and competent authority may, in his discretion, allow such option.

Provided that no person in service may opt for such retirement against whom an inquiry is pending or who is willfully absent from duty.

**Explanation:** In this section, 'competent authority' means the 'Appointing Authority'.

### **Miscellaneous**

**39. Leave, Pension etc:** Subject to these Rules and the Act, 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 person in service 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.

**40. Relaxation of Rules:** Where the Appointing Authority 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.

**41. 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 Appointing Authority may make.

**42. Amendment of Rules:** The Chief Justice on the recommendation of the Administration Committee of the High Court may amend these rules.

**43. Delegation of Power:** The Chief Justice may delegate all or any of his powers under these Rules to any Judge or Registrar of the High Court or the District & Sessions Judge or Presiding Officer of the Special Court.

**44. 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.

**45. Appeal/Review:** A person in service in B-15 and below aggrieved by an order relating to the terms and conditions of his service may prefer an appeal from the date of such order to the Chief Justice and a person in service in B-16 and above aggrieved by an order relating to the terms and conditions of his service may prefer an application for review from the date of such order to the Chief Justice.

**46. Period of Limitation:** No appeal or review preferred under these rules shall be entertained unless such appeal or review is preferred within a period of thirty (30) days from the date on which a copy of order appealed against is delivered to the person in service.

Provided that the Reviewing Authority/Appellate Authority may entertain the appeal or review after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal or review in time.

Provided that no appeal or review shall lie on matters relating to the termination of fitness of a person to hold a particular post.

**BY ORDER OF THE CHIEF JUSTICE,**

**Sd/-**

**REGISTRAR  
HIGH COURT OF BALOCHISTAN,  
QUETTA.**

The Controller,  
Govt. Printing Press,  
Balochistan, Quetta.

**NO. & DATE EVEN:**

Copy for information to:

1. The Principal Secretary to Worthy Governor, Balochistan, Quetta.
2. The Principal Secretary to worthy Chief Minister, Balochistan, Quetta.
3. The DS (Staff) to Chief Secretary, Govt. of Balochistan, Quetta.
4. All the Administrative Secretaries to Govt. of Balochistan, Quetta.
5. The District & Sessions Judges in Balochistan.
6. Master File.

**FIRST SCHEDULE**

[See Rule 2-(1)(h)(z)(gg),3-(2),4,9,16,17]

**Part-I**

S. No	Nomenclature & Basic pay Scale of the Post	Method of Appointment	Qualification	Length of Service
1.	Superintendent (BPS-17)	(a) 50% by promotion from amongst the Stenographer. (b) 50% by promotion from amongst the Reader/ Assistant Account officer combined. (In case there is only one post of Superintendent in any Sessions Division, the same shall be filled in from amongst the Stenographers, Readers and Assistant Accounts Officers combined).	B.A	3 years' service in B-16.
2.	Data Processing Officer, (BPS-17)	By promotion from amongst the Computer Operator.	MCS/ BCS/ BS (CS) Computer Science/ BS (IT) preferably Master's with expertise in programming and web-designing.	3 years' service in B-16 or below.
3.	Stenographer (BPS-16)	(a) 60 % by initial recruitment; and (b) 40 % by promotion from amongst Stenotypist.	Bachelor Degree with Shorthand speed of 100 words per minute and	3 years' service in respective pay scale.

			typewriting speed of 50 w.p.m	
4.	Assistant Account Officer, (BPS-16)	by promotion from amongst the Accountant/ direct in case of non-availability of suitable candidate for promotion.	Graduate.	3 years' service in respective pay scale.
5.	Computer Operator, (BPS-16)	By promotion from amongst the Assistant Computer Operator/ Data Entry Operator.	MCS/ BCS/ BS (CS) Computer Science/ BS(IT). Preferably a Computer Programmer.	3 years' service in respective pay scale.
6.	Reader, (BPS-16)	By promotion from amongst Senior Clerk, Copiest, Court of Clerk and Nazir.	Graduate.	3 years' service in respective pay scale.
7.	Accountant (BPS-15)	By initial recruitment.	B.Com/ B.A Economics	N.A
8.	Library Assistant, (BPS-15)	By initial recruitment.	2nd Class Bachelor Degree with Diploma in Library Science.	N.A
9.	Steno Typist, (BPS-14)	By initial recruitment.	Intermediate with Shorthand speed of 80 words per minute and typewriting speed of 40 w.p.m	N.A
10.	Data Entry Operator, (BPS-14)	By initial recruitment.	2nd Class BCS/BS(CS) / BS(IT) with	N.A



			working experience.	
11.	Clerk of Court; (BPS-14)	By initial recruitment.	Graduate.	N.A
12.	Assistant Computer Operator; (BPS-14)	By initial recruitment.	2nd Class BCS/BS(CS) / BS(IT) with working experience.	N.A
13.	Senior Clerk; (BPS-14)	By promotion from amongst Junior Clerk.	Intermediate with MS-Office	3 years' service in respective pay scale.
14.	Copiest; (BPS-14)	By promotion from amongst Junior Clerk.	Intermediate with MS-Office	3 years' service in respective pay scale.
15.	Nazir; (BPS-14)	By promotion amongst Naib Nazir.	Intermediate with MS-Office	3 years' service in respective pay scale.
16.	Naib Nazir; (BPS-11)	By initial recruitment.	Intermediate	N.A
17.	Junior Clerk; (BPS-11)	(a) 90 % by initial recruitment; and (b) 10 % by promotion from amongst Class-IV.	Intermediate with MS-Office	N.A

### Part-II

S. No	Nomenclature & Basic Pay Scale of the Post	Method of Appointment	Qualification	Up-gradation on basis of Length of Service
1	Driver; (BPS-6)	By initial recruitment.	LTV License with Five years 'experience.	Incumbent will be upgraded one step above after 10 years of satisfactory service.
2	Cook; (BPS-5)	By initial recruitment.	Matriculation with five years' experience of	Incumbent will be upgraded one step above after 10 years

			Cooking.	of satisfactory service.
3	Machine Man; (BPS-5)	By initial recruitment.	Matriculation with five years' experience of Machines.	Incumbent will be upgraded one step above after 10 years of satisfactory service.
4	Process Server, (BPS-4)	By initial recruitment.	Matriculation	Incumbent will be upgraded one step above after 10 years of satisfactory service.
5	Daftari; (BPS-4)	By initial recruitment.	Matriculation	Incumbent will be upgraded one step above after 10 years of satisfactory service.
6	Naib Qasid/ Chowkidar/ Bailiff/ Mali, (BPS-4)	By initial recruitment.	Matriculation/ Middle	Incumbent will be upgraded one step above after 10 years of satisfactory service.
7	Sweeper; (BPS-3)	By initial recruitment.	Matriculation/ Middle.	Incumbent will be upgraded one step above after 10 years of satisfactory service.
8	Piada's (BPS-1)	By initial recruitment	Middle	Incumbent will be upgraded one step above after 10 years of satisfactory service.

**Sd/-**

**REGISTRAR  
HIGH COURT OF BALOCHISTAN,  
QUETTA.**

**SECOND SCHEDULE**  
[See Rule 2(1)-(c)(g)(m)]

<b>S. No.</b>	<b>Category of employees</b>	<b>Disciplinary Authority</b>	<b>Authorized Officer.</b>
1	All employees holding posts in BPS-16 and above	Chief Justice	District & Sessions Judge/ Presiding Officer
2	All employees holding posts in BPS-1 to 15	D&SJ/ Presiding Officer	Additional District & Sessions Judge or Civil Judge.

**Sd/-**

**REGISTRAR  
HIGH COURT OF BALOCHISTAN,  
QUETTA.**

The Controller,  
Govt. Printing Press,  
Balochistan, Quetta.

## THIRD SCHEDULE

[See Rule 33]

**CHANNEL OF RECORDING/ COMPLETION OF PERFORMANCE EVALUATION REPORTS (PERS) INCLUDING COMPETENT AUTHORITIES TO DECIDE REPRESENTATIONS FOR EXPUNCTION OF ADVERSE REMARKS FOR MEMBERS OF BALOCHISTAN DISTRICT JUDICIARY & SPECIAL COURTS STAFF IN THE PROVINCE OF BALOCHISTAN.**

S. No	Reported Officers/ Officials Detail	Initiating Authority/ Reporting Officer	Counter Signing Authority	Competent Authority for Disposal of Adverse Report
1	2	3	4	5
1	Superintendent/ Data Processing Officer	D&SJ/P.O	Registrar	Hon'ble Chief Justice
2	Stenographer/ Steno Typist/ Reader/ Clerk of Court	Judicial Officer (Under whom serving)	D&SJ/P.O (where D&SJ/ P.O is directly Reporting Officer, the requirement of Counter Signing will not be applicable)	Hon'ble Chief Justice
3	Assistant Account Officer/ / Accountant/ Library Assistant/ / Nazir/ / Senior Clerk/ Copiest/ Naib Nazir/ Junior Clerk	Judicial Officer/ Superintendent/ (Under whom serving)	D&SJ/P.O (where D&SJ/ P.O is directly Reporting Officer, the requirement of Counter Signing will not be applicable)	Hon'ble Chief Justice
4	Computer Operator/ Assistant Computer Operator/ Data Entry Operator	Data Processing Officer.	D&SJ/P.O (where D&SJ/ P.O is directly Reporting Officer, the requirement of Counter Signing will not be applicable)	Hon'ble Chief Justice
5	Driver/ Machine Man/ Cook/ Daftari/ Naib Qasid/ Mali/ Chowkidar/ Process	Superintendent	D&SJ/P.O	Registrar

	Server/ Bailiff/ Sweeper			
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**Sd/-  
REGISTRAR  
HIGH COURT OF BALOCHISTAN,  
QUETTA.**

**High Court of Balochistan, Quetta**

Dated the \_\_\_ day of \_\_\_\_\_ 20

**Form-I****[See Rule-2(1)-(aa),23(3)]**

No. \_\_\_\_\_ /189-Estt: The Provisionsal Seniority list of \_\_\_\_\_ (BPS- \_\_\_\_\_), as stood on \_\_\_\_\_ is hereby issued for information of all the \_\_\_\_\_ (BPS- \_\_\_\_\_).

Seniority No.	Name of Officer	Qualification	Local/ Domicile and Home District	Date of Birth as per Matric Certificate	Date of 1st appointment	Date of Regular Appointment as _____	Source of appointment			Date of Superannuation
							By Promotion	By Transfer	By Direct	

Prepared by:

Checked by

Issuing Authority

SignatureSignatureSignature

Name :

Name:

Name:

Designation:

Designation:

Designation:

Dated:

Dated:

Dated:

No. &amp; Dated Even

Copy forwarded to:

- 1 The Officers/Officials concerned
- 2 Master file
- 3

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Go to Setti

## High Court of Balochistan, Quetta

Dated the \_\_\_ day of \_\_\_\_\_ 20

### Form-II

[See Rule-2(1)-(aa), 23(3)]

No. \_\_\_\_\_ /189-Estt: The Final Seniority list of \_\_\_\_\_ (BPS- \_\_\_\_\_), as stood on \_\_\_\_\_ is hereby issued for information of all the \_\_\_\_\_ (BPS- \_\_\_\_\_).

Seniority No.	Name of Officer	Qualification	Local/ Domicile and Home District	Date of Birth as per Matric Certificate	Date of 1st appointment	Date of Regular Appointment as _____	Source of appointment			Date of Superannuation
							By Promotion	By Transfer	By Direct	

Prepared by

Checked by:

Issuing Authority :

Signature

Signature

Signature

Name :

Name:

Name:

Designation:

Designation:

Designation:

Dated:

Dated:

Dated:

No. & Dated Even

Copy forwarded to:

- 1 All the Officers/officials concerned
- 2 Master file
- 3

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Go to Setting

[See Rule 33]

**Form-III**

**CERTIFICATE FOR OFFICIAL IN BPS-01 TO 15**

Certified that I

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Designation

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*Submitted Performance Evaluation Report of*

Mr.

---

Designation

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*for the Period*

*from \_\_\_\_\_ to \_\_\_\_\_.*

The Reporting Officer is

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The Counter Signing Authority is

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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 25<sup>th</sup> day of December every year with confidentiality.*



## Performance Evaluation Report

For The Period From \_\_\_\_\_ To \_\_\_\_\_

### Part I

1. Name

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2. Father/ Husband Name

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3. Designation

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4. Date of Birth

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5. Date of Appointment & Designation

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6. Designation & Date/ Duration of Current Post Held

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7. Current Job Description

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8. Education & Training During Current Period

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NOTE: *Part I to be filled by Incharge Confidential Section PER Branch.*

**Performance Evaluation Report**

*For The Period From \_\_\_\_\_ To \_\_\_\_\_*

**Part II**

**(Reporting Authority Evaluation)**

1. Please comment on the Officer/ official 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.

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

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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/ official 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.)

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**5. Overall Grading**

Below Average	Average	Good	Very
Good			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
01 to 10	11 to 20	21 to 30	31 to 40

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

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Name & Designation of Reporting Authority

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Signature & Date

NOTE: *Part II to be filled by Reporting Authority*

## **Performance Evaluation Report**

### **Part III**

#### **(Counter Signing Authority Evaluation)**

1. How often have you seen the work of the officer/ official 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.

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3. Overall Grading

Below Average

Good

01 to 10

Average

11 to 20

Good

21 to 30

Very

31 to 40

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

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\_\_\_\_\_  
Name & Designation of Counter Signing Authority

\_\_\_\_\_  
Signature & Date

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

[See rule 33]

**Form-IV**

**CERTIFICATE FOR OFFICER IN BPS-16 & ABOVE**

Certified that I

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Designation

---

*Submitted Performance Evaluation Report of*

Mr.

---

Designation

---

*for the Period*

*from \_\_\_\_\_ to \_\_\_\_\_.*

The Reporting Officer is

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The Counter Signing Authority is

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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 25<sup>th</sup> day of December every year with confidentiality.*

**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).*

**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.

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

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## 3. Interpretation of qualities about:

<b>S. No</b>	<b>Qualities</b>	<b>Outstanding</b>	<b>Satisfactory</b>	<b>Poor</b>
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.)

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5. Overall Grading

Below Average	Average	Good	Very Good	Excellent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
01 to 30	31to 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.

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Name &Designation of Reporting Authority

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Signature & Date

NOTE: *Part II to be filled by Reporting Authority.*

**Performance Evaluation Report**

**Part III**

**(Counter Signing Authority Evaluation)**

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

Very Frequent

Frequently

Rarely

Never

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

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9. Overall Grading

Below Average

01 to 30

Average

31 to 40

Good

41 to 50

Very Good

51 to 60

Excellent

61 to 70

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

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Name & Designation of Counter Signing Authority

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Signature & Date

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

**Form-IV**

[See Rule-35(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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_