

**THE GWADAR INDUSTRIAL ESTATES DEVELOPMENT  
AUTHORITY  
(EMPLOYEE'S SERVICE)  
RULES, 2014**

***CONTENTS***

RULES

Preamble.

**CHAPTER-I  
PRELIMINARY**

1. Short title, application and commencement.
2. Definitions.

**CHAPTER-II  
ESTABLISHMENT, APPOINTMENT, PROMOTION AND  
TRANSFER**

3. Composition of Service.
4. Appointing Authority.
5. Appointment against Permanent/Temporary Posts.
6. Appointment Procedure.
7. Selection Committee.
8. Method of Recruitment.
9. Seniority lists.

**CHAPTER-III  
GENERAL CONDITIONS OF SERVICE**

10. Qualification, experience and age for initial recruitment.
11. Eligibility for initial recruitment.
12. Medical Board for unfitness to discharge duties.
13. Date of Birth.
14. Whole-time Employee of the Authority.

15. Acquisition and Retention on Lien.
16. Transfer posting.
17. Training.
18. Pay and Allowances.
19. Leave.
- 20.
21. Pension.
22. Eligibility for promotion.
23. Reversion.
24. Confirmation.
25. Seniority.
26. Resignation.
27. Termination of Service.

**CHAPTER-IV**  
**PROBATION**

28. Period of probation.

**CHAPTER-V**  
**Miscellaneous Provisions**

29. Conduct and Discipline.
30. Deputation.
31. Retirement.
32. General Rules.
33. Repeal and Saving.
34. Relaxation of rules.
35. Delegation of powers.

Appendix-I

Appendix-II

## Appendix-III

**<sup>1</sup>THE GWADAR INDUSTRIAL ESTATES DEVELOPMENT  
AUTHORITY  
(EMPLOYEE'S SERVICE)  
RULES, 2014**

**NOTIFICATION**

[27<sup>th</sup> August, 2014]

No. SO-IV(IND)4-1/2013-14/583-98. In exercise of the powers conferred under section 26, sub-sections (1) and (2) of the Gwadar Industrial Estates Development Authority Act, 2009 (Act No. II of 2009), the Government of Balochistan is pleased to make the following rules regulating the recruitment of employees in the service of Gwadar Industrial Estates Development Authority and prescribing the terms and conditions of service for the persons appointed thereto, namely:—

**CHAPTER- I**  
**PRELIMINARY**

1. **Short title, application and commencement.**— (1) These Rules may be called “the Gwadar Industrial Estates Development Authority (Employee’s Service) Rules 2014”.

(2) It shall apply to all the Employees in the service of the Authority, whose pays are debit able to the funds of the Authority:

Provided that the persons employed on contract basis or on deputation with the Authority or on casual / work-charged basis, not anything contrary to the provisions of these rules shall be governed by the terms and conditions of their appointment or deputation or the wages as the case may be.

(3) It shall come into force at once.

2. **Definitions.**— (1) In these rules, unless there is anything repugnant to the subject or context, —

(a) "Act" means the Gwadar Industrial Estates Development Authority Act, 2009, (Act No. II of 2009);

---

<sup>1</sup> These rules have been issued by the Industries and Commerce Department, Government of Balochistan, vide its Notification No. SO-IV(IND)4-1/2013-14/583-98, dated 27<sup>th</sup> August, 2014; and published in the Balochistan Gazette (Extraordinary) No. 116, dated 27<sup>th</sup> August, 2014.

- (b) “Appendix” means the Appendices annexed to these rules;
- (c) “Appointing Authority” means the authority competent to make appointment under these rules and as specified in rule 4;
- (d) “Authority” means the Gwadar Industrial Estates Development Authority established under Section 3 of the Act;
- (e) “Board” means the Board of Directors of the Authority, as constituted under Section 5 of the Act;
- (f) “Cadre” means the strength of service or a part of service sanctioned as a separate unit;
- (g) “Competent Authority” means the Board or such other authority as may be designated by the Board under section 13 of the Act;
- (h) “Confirmation” means the declaration of an employee as permanent / regular against a permanent post;
- (i) “Managing Director” means the person appointed as Managing Director of the Authority under section 6 (1) of the Act and includes any person for the time being discharging the functions of the Managing Director;
- (j) “Duty” means the period during which an employee performs the duties on a post and includes.—
  - (i) Service as probationer or apprentice: provided that such service is followed by confirmation; and
  - (ii) the period treated as duty by the competent authority.
- (k) “Employee” for the purpose of these rules means a person who is employed in any kind of work manual or otherwise in, or in connection with the work of the Authority and is paid from the Authority’s funds as a whole time regular employee and draw a regular monthly salary, but does not include casual or work-charged staff and persons on deputation with the Authority or engaged on contract basis;
- (l) “Government” means the Government of Balochistan;
- (m) “Head of Section” means any officer whom the competent Authority may declare as Head of a Section;

- (n) “Initial recruitment” means appointment made otherwise than by promotion or transfer;
- (o) “Joining time” means time allowed to an employee to join a new post or to travel to or from a station to which he is posted;
- (p) “Leave” means leave which is taken with the approval of the Competent Authority;
- (q) “Lien” means title of an employee to hold substantively either, immediately or on the termination of period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;
- (r) “Officiating in a post” means performing the duties of a post on which another employee holds a lien or of a vacant post to which the competent authority appoints an employee as on which no other employee holds a lien;
- (s) “Pay” means an amount drawn monthly by an employee as pay, and includes technical pay, special pay and personal pay and any other emoluments which may be specifically classed as pay by the Authority;
- (t) “Pay scale” means a national scale of pay as sanctioned by Government from time to time, in which a post or group of posts is placed;
- (u) “Period of probation” means the initial period of appointment by initial recruitment or promotion to a post for the purpose of judging the appointees competence for the job to which he has been appointed;
- (v) “Permanent post” means a post carrying a definite rate of pay sanctioned without limit of time;
- (w) “Personal pay” means additional pay granted to an employee:-
  - (i) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay or to any reduction of such substantive pay or otherwise than as a disciplinary measure; or
  - (ii) in exceptional circumstances, on other personal consideration;

- (x) "Post" means a post specified in column 2 of the Appendix-I and such other post in the Service of the Authority as may be specified by the Board from time to time, for the purpose of these Rules;
- (y) "Prescribed" means prescribed under these rules;
- (z) "Selection Committee" means the Selection Committees constituted for appointments by initial recruitment and promotion under rule 6 of these rules;
- (aa) "Service" means the services of the Authority under these rules;
- (bb) "Special pay" means an addition, of the nature of pay of the emoluments of a post or of an employee granted in consideration of:-
  - (i) the special arduous nature of duties; or
  - (ii) a specific addition to the work or responsibility; or
  - (iii) the unhealthiness of the locality in which the work is performed;
- (cc) "Substantive pay" means the pay other than special pay; personal pay or emoluments classed as pay by the Authority to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive post in a cadre;
- (dd) "Technical pay" means pay attached to a particular technical post and granted to the incumbent of such post in consideration of his having received technical training abroad or in any University or recognized technical institute, in Pakistan;
- (ee) "Technical post" means any post which has been declared as technical post by the Board/ Government;
- (ff) "Temporary post" means a post carrying a definite rate of pay sanctioned for limited period;
- (gg) "Tenure post" means permanent post which an employee may not hold for more than a limited period;
- (hh) "Recognized hospital" means a Civil Hospital or hospital maintained by the Central Government or Provincial Government or the Board includes a private institution for such specialized treatment as is not available in a

Government hospital, or any other such hospital, with which arrangement may be made by the Authority from time to time;

- (jj) “Recognized institute” means an educational institution awarding diploma or certificate after completion of course of studies either declared under any Law to be a recognized institution or as recognized by Government; and
- (kk) “Recognized University” means any University incorporated by Law in Pakistan or any other University which may be declared by Government to be a recognized University for the purpose of recruitment to various services.

(2) All words and expressions used but not defined here above in sub-rule (1), unless the context otherwise requires have the meanings as assigned to them in the Act.

## **CHAPTER- II**

### **ESTABLISHMENT, APPOINTMENT, PROMOTION AND TRANSFER**

3. **Composition of Service.**— (1) The Service of the Authority shall comprise of the posts as specified in column 2 of the Appendix-I and of such other posts as may consider necessary to create by the Authority from time to time with the prior approval of the Government.

(2) The nomenclature of the posts in the Service of the Authority, their scales of pay and the minimum qualifications required for appointment thereto shall be such as mentioned in column 2, and 3 of the Appendix-I, respectively.

(3) There may be one or more cadres for each or a combined cadre for two or more, of the following sections of the Authority:-

- i. Administration (Admin, Purchase & Transport, Legal & Recovery);
- ii. Finance (Accounts, Audit and Billing);
- iii. Industries & Estates Section; and
- iv. Engineering/ Technical (Civil, Electrical and I.T.).

(4) The Board, may by a notification in the official Gazette create as many directorates as it may considered necessary in view of the functions of the Authority within annual budget and Human Resource of that particular year, with a Director or General Manager as its working head and put any one or more of the Sections mentioned here above in sub-rule (3) under its control, in the exigencies of service:



4. **Appointing Authority.**— The authorities competent to make appointments to the various posts under these rules shall be as follows: -

S. No.	<u>POSTS</u>		<u>AUTHORITY</u>
1.	Managing Director	-	Government.
2.	Posts in basic pay scale 16 and above.	-	Board.
3.	Posts in basic pay scale 1 to 15.	-	Chairman
4.	All the posts on contract basis.	-	Board.
5.	All the posts created on temporary basis for a period not exceeding four months.	-	Managing Director.

5. **Appointment against Permanent / Temporary Posts.**— (1) Appointment to a post shall be made in accordance with these rules by any of the following methods:—

- (a) by promotions or transfer; or
- (b) by initial recruitment.

(2) The required qualification and the method of appointment applicable to a post shall be as specified in column 3 and 4 of the Appendix- I.

6. **Appointment Procedure.**— (1) All Appointment in the Service of the Authority shall be made on the recommendations of the Selection Committees and the Promotion Committees, as the case may be.

Provided that the appointing authority shall not be bound to accept the recommendations of the Promotion or Selection Committees in any case, but the reasons in all such cases for non acceptance of the advice of the Committee shall be recorded:

Provided further that if the appointing authority other than the Board, does not agree with the recommendations of the Selection or Promotion Committees, it shall report the case to the Board whose orders shall be final.

(2) Persons possessing and fulfilling such qualifications and conditions as prescribed in these rules for the purpose of promotion or transfer and initial recruitment to a post, shall only be considered by the Departmental Selection and Promotion Committees.

(3) Performance Evaluation Report of all the employees shall be maintained and the quantification of the same shall be prepared as prescribed in Government promotion policy, for promotion, which shall be consider by the Promotion Committees while recommending any employee for promotion.

7. **Selection Committee:-** The Selection Committees shall hold competitive examinations / test of candidates and interview for selection of suitable person for Initial recruitment. While making their recommendations the Selection Committees shall also assign position of merit to the candidates so recommended.

8. **Method of Recruitment.**— (1) The method of initial recruitment and promotion of various posts including the fixing of quotas as between initial recruitment and departmental promotion, and the requisite qualification for initial recruitment and conditions for promotions shall be as per Appendix- I.

(2) No person shall be appointed in the Service of Authority by initial recruitment unless he possesses the qualification prescribed for the post in column 3 of the Appendix-I.

(3) While calculating the ratio of posts for promotion and initial recruitment, the first post shall fall to the share of promotion quota:

Provided that in case of two or more vacancies the post(s) fallen in the quota of promotion shall be filled first.

9. **Seniority lists.**— There shall be separate seniority lists for all the posts in the Service of the Authority or combined seniority list for two or more posts, prepared under directions of the competent Authority for the purpose of regulating promotions to higher posts, retrenchments, and other allied matters.

### **CHAPTER- III**

#### **GENERAL CONDITIONS OF SERVICE**

10. **Qualifications, experience and age for initial recruitment.**— (1) For initial recruitment to the posts in each cadre of the Service, —

- (a) the qualification and experiences shall be as specified in Column 3 of the Appendix- I;
- (b) the age limit shall be as under: —
  - (i) no person who is less than eighteen years or more than thirty years shall be eligible for appointment to the Service of the

Authority. However, for the technical posts as declare so by the Board, the upper age limit shall be 45 years;

- (ii) upper age limit may be relaxed by the Government, Board and the Minister in-charge/ Chairman, respectively for the periods according to the policy of the Government for relaxation in upper age limit; and
- (iii) in the case of a person, whose service under the Government or an Autonomous or Semi- Autonomous Body or an employee of Local Councils has been terminated for want of vacancy, the period of service rendered by him shall, for the propose of the upper age limit, be excluded from his age.

(2) Age for the purpose of these rules shall be reckoned as on the last date fixed for submission of applications for appointments.

(3) All the vacant posts for initial recruitment shall be filled in after advertising the vacancy in the Local Daily News papers and holding written test and interviews as the appropriate Selection Committee may determine.

11. **Eligibility for initial recruitment.**— (1) No person shall be appointed to a post by initial recruitment unless he produces,--

- (a) National identity card showing his nationality;
- (b) Domicile/ Local certificate showing his domicile in the province of Balochistan, in case of Grade BPS-1 to BPS-4 shall be filled in accordance with the policy of the Government.
- (c) Certificate of character from the principal/ academic officer of the academic institution last attended by him; and
- (d) Certificates of character from two other responsible persons (not being his relatives) who are well acquainted with his character and antecedents.

(2) No person shall be appointed to a post by initial recruitment unless he produces a medical certificate of fitness from the medical officer duly authorized in that behalf by the authority or the medical board as constituted by the Government for its employees:

12. **Medical Board for unfitness to discharge duties.**— The competent authority may require an employee to appear before an authorized Medical Officer for Medical examination,

if in its opinion the employee is suffering from a disease which renders him unfit for the proper and efficient discharge of his duties or from a disease which is and is likely to endanger the health of other employees, and—

- (a) if the authorized Medical Officer concerned, after examining the employee, certifies that the employee required a period of absence from duty for the purpose of rest and treatment and that there is reasonable prospect of his recovery, the competent authority may grant him leave, including extraordinary leave, for such period as the Medical Officer recommends:

Provided that the same is due and admissible to the employee, and the competent authority may do so as if the employee had himself applied for the leave.

- (b)
  - (i) If the Medical Officer after examining the employee certifies that the employee is permanently incapacitated for service, the finding of the Medical Officer shall be communicated to the employee immediately. The employee may, within seven days of the receipt by him of the official intimation of the findings of the Medical Officer, apply to the competent authority for a review of his case by a Medical Board. Such an application shall be accompanied by a fee, the amount of which shall be determined by the Board. The competent authority shall then arrange for the convening of a reviewing Medical Board, the personnel of which shall not include the Medical Officer who issued the certificate in the first instance, if the reviewing Medical Board certifies that the employee is permanently incapacitated for further service, the competent authority may require him to retire from service, and may grant him such amount by way of special contribution to Provident fund or Compassionate gratuity as may be admissible to him under these rules;
  - (ii) In case the reviewing Medical Board holds that the employee is fit for Authority's service, he shall be reinstated forthwith and the period of his absence will be treated as on duty and the fees deposited by him for getting his case revised by a Medical Board will be refunded to him, If, however, the Board certifies that the employee is not fit but there is a reasonable prospect of his

recovery, the case will be regulated under the provisions of clause (b) of this sub-rule; and

- (iii) In case the employee concerned does not apply for a review of his case within seven days of the receipt by him of the official intimation of the findings of the Medical Officer, the competent authority may require him to retire from service and may grant him special contribution to Provident Fund or Compassionate gratuity as provided for in sub-clause (i) above.

13. **Date of Birth.**— Every person appointed by initial recruitment shall, at the time of appointment declare his date of birth with confirmatory documentary evidence, such as a Matriculation Certificate, a School Leaving Certificate or a Municipal Birth Certificate, which once recorded shall be considered final for all purposes.

14. **Whole-time Employee of the Authority.**— (1) All employees in the service of Authority, shall be whole time employees and no employee shall, except with prior permission of the competent Authority in appropriate cases, undertake any outside employment or office or engage in any trade, occupation, commerce or business activity with remuneration or otherwise on his own account or for any other person or work other than his official duties.

(2) Except or otherwise provided, the whole time of an employee shall be at the disposal of the Authority and he may be required to perform, without additional compensation, such duties as the competent authority may deem fit in the interest of the Authority.

15. **Acquisition and Retention on Lien.**— (1) Except as otherwise provided in these rules, an employee in substantive appointment to any permanent post acquired a lien on that post and ceases to hold any lien previously acquired on any other post.

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

(3) Unless his lien is suspended under sub-rule (4) of this rule or transferred under sub-rule (5) hereof an employee holding substantively a permanent post retains a lien on that post:-

- (a) while performing the duties of that post;
- (b) while on Foreign Service, or holding a temporary post or officiating in another post;

- (c) during joining time on transfer to another post; unless he is transferred substantively to a post on lower pay: in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
  - (d) while on leave; and
  - (e) while under suspension.
- (4) (a) The competent authority shall suspend the lien of an employee on a permanent post which he holds substantively if he is appointed in a substantive capacity.—
- (i) to a tenure post; or
  - (ii) to a permanent post outside the cadre on which he is borne; or
  - (iii) provisionally, to a post on which another employee would hold a lien had his lien not been suspended under this rule;
- (b) the competent authority may, at its option, suspend the lien of an employee on a permanent post which he holds substantively, if he is deputed out of Pakistan or transferred to foreign service, or in circumstances not covered by clause (a) of this sub-rule is transferred, whether in a substantive or officiating capacity, to a post in another cadre, and if in any of these cases there is reason to believe that he will remain absent from the post on which he holds a lien, for a period of not less than three years;
- (c) notwithstanding anything contained in clause (a) and (b) of this sub-rule an employee's lien on a tenure post may in no circumstances, be suspended, but if he is appointed substantively to another permanent post, his lien on the tenure post must be terminated;
- (d) if an employee's lien on a post is suspended under clause (a) or clause (b) of this sub-rule, the post may be filled substantively and the employee appointed to hold it substantively shall acquire a lien on it:

Provided that the arrangements shall be reversed as soon as the suspended lien of the previous employee revives;

- (e) an employee's lien which has been suspended under clause (a) of this sub-rule shall revive as soon as he ceases to hold a lien a post of the nature specified under sub-clauses (i), (ii) and (iii) of that clause; and
- (f) an employee's lien which has been suspended under clause (b) of this sub-rule shall revive as soon as he ceases to be on deputation out of Pakistan or on foreign service or to hold a post in another cadre; provided that a suspended lien shall not revive because the employee takes leave if there is reason to believe that he will, on return from leave, continue to be on deputation out of Pakistan or on foreign service or to hold a post in another cadre and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified under sub-clauses (i), (ii) and (iii) of clause (a) of this sub-rule.

(5) Subject to the provisions of rule 19, the competent authority may transfer to another permanent post in the same cadre the lien of an employee who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.

- (6) (a) An employee's lien on a post may in no circumstances be terminated, even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post; and
- (b) in the case of an employee whose lien on a permanent post has been suspended on his appointment in a substantive capacity to a permanent post outside the cadre on which he is borne; the suspended lien may not, except on the written request of the employee concerned be terminated while the employee remain in the service of the Authority.

(7) Two or more employees cannot be appointed substantively to the same permanent post at the same time.

(8) An employee cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.

(9) If an employee of the Authority is selected for a post in any other department/organization, he shall have to resign his post and his lien shall not be retained.

16. **Transfer posting.**— An employee may be transferred from a post to another equivalent post within the jurisdiction of the Authority.

17. **Training.**— The Managing Director may require any employee to undergo training/ course for enhancing their knowledge and working capability in the relevant field, at any time and for any duration:

Provided that all such trainings / courses shall be approved by the Authority.

18. **Pay and Allowances.**— (1) All employees of the Authority shall be entitled to such pay and allowances as admissible to them in accordance to the pay scales.

(2) Subject to any exception especially provided in these rules an employee shall begin to draw the pay and allowances attached to his post with effect from the date when he assumes the duties of that post and shall ceases to draw them as soon as he cease to discharge those duties.

19. **Leave.**— Leave will be admissible to employees in accordance with the Government Leave Rules or hereafter prescribed by the Authority for the purpose.

20. Unless the competent Authority, in view of any special circumstances of the case shall otherwise determine, an employee shall cease to be in the Authority's employment after five years continuous absence from duty, elsewhere than on foreign service in Pakistan, whether with or without leave.

21. **Pension.**— Pension or gratuity will be admissible to employees in accordance with the rules as have been or hereafter prescribed by the Authority for the purpose.

22. **Eligibility for Promotion.**—

(a) Except in the case of a selection post, promotion from one post to the next higher post will be made on the basis of seniority cum fitness i.e. the senior most employee in the cadre / grade will be promoted subject to his being fit; and

(b) in the case of a selection post promotion will be made on the basis of merit, seniority playing its part only when all other things are equal; and

23. **Reversion.**— An employee may be reverted to his former post in any of the following circumstances, namely:—

(a) In case of promotions placed on probation if his work and conduct during the period of probation has been found unsatisfactory; or

(b) if he fails to complete successfully any training or, unless exempted there from, to pass any departmental examination required for the post during



such period or in such number of attempts as may be specified by the Authority.

24. **Confirmation.**— (1) On satisfactory completion of the period of probation, either initial or extended, the Authority may confirm an employee by an order in writing.

(2) An employee will be entitled to confirmation only when he holds a satisfactory record of service for such period as prescribed hereunder in chapter-IV, and completes such training and passes such departmental examination as may prescribed by Authority from time to time.

25. **Seniority.**— (1) Seniority *inter se* of the employees in various cadres of service shall be determined as under:—

- (a) seniority in a cadre shall ordinarily be determined with effect from the date of entry into that cadre except in the case of the Assistant Manager of the Finance Section of the Authority, where qualified Assistant Manager Finance will takes precedence over unqualified Assistant Manager Finance, each qualified Assistant Manager Finance taking his place according to the date of his passing the requisite departmental examination such date being the day next to the holding of the examination at which the employee appeared and passed;
- (b) in the case of employees appointed by initial recruitment, seniority will be determined in accordance with the order of merit assigned by the Selection Committee appointed for that purpose:

Provided that the person placed higher in the order of merit but joining later satisfies the competent authority that the delay in his joining was for reasons beyond his control; otherwise he shall rank as junior to the person or persons joining earlier:

Provided further that persons selected for the service in an earlier selection shall rank senior to the persons selected in a later selection; and

- (c) In the case of employees appointed by promotion or by selection in the case of selection posts subject to the provision of sub-rule (2) of this rule, seniority will be determined with reference to the date of continuous appointment to that post: Provided that if the dates of continuous appointment of two employees is the same, their inter-se seniority will be determined on the basis of the position held by them in the next lower

grade. In case of a tie in the next lower grade, the older employee shall rank senior to the younger employee or employees, except in the case of selection posts where seniority in the higher grade shall be determined on the basis of merit assigned by the Selection Committee.

***Explanation—I.*** If a junior employee in a lower grade is appointed to a higher grade temporary in the public interest, even through continuing later permanently in the higher grade, it would not adversely affect the interest of his senior in the fixation of his seniority in the higher grade as and when the later is promoted to the higher grade.

***Explanation—II.*** If a junior employee in a lower grade is promoted to a higher grade by superseding a senior employee and subsequently that employee is also promoted to the same grade, the employee promoted first shall rank senior to the employee promoted subsequently.

***Explanation—III.*** A junior employee appointed to a higher grade shall be deemed to have superseded a senior employee only if both the junior and the senior employees were considered for the higher grade and the junior employee was appointed in preference to the senior employee on the basis of service record.

(2) Seniority in the various cadres of the employee appointed thereto by initial recruitment *vis-a-vis* those appointed otherwise shall be determined as under:—

- (a) in case both the employees appointed by initial recruitment and the employee appointed otherwise have been appointed against substantive vacancies, or both have been appointed against temporary vacancies, their seniority will be determined with reference to the date of appointment to such vacancy in the case of the employee appointed by initial recruitment and to the date of continuous appointment whether substantively or otherwise against such vacancy in case of the employee appointed otherwise: Provided that if the two dates are the same, the employee appointed otherwise shall rank senior to the employee appointed by initial recruitment; and
- (b) as between the employee appointed whether by initial recruitment or otherwise against a substantive vacancy and the employee appointed whether by initial recruitment or otherwise against a temporary vacancy, the former shall rank senior to the later in case their dates of appointment are the same.

(3) Nothing in these rules shall be construed to affect in any way the inter-se seniority of employees determined before the coming into force of these rules, in accordance with these rules and rules then in force.

(4) On amalgamation of two or more cadres, the seniority of each incumbent of the various posts in the amalgamated cadres will count from the date of his continuous appointment to such post.

26. **Resignation.**— (1) An employee may resign his appointment after giving notice of his intention to do so or by forfeiting pay in lieu thereof. The period of notice shall be:-

- (a) fifteen days in the case of probationers;
- (b) one month in the case of temporary employees; and
- (c) three months in the case of permanent / regular employees.

(2) The employees shall forfeit his pay for the unexpired period of notice in case he wants to be relieved off his duties before the expiry of the notice period. The Authority may, however relieve him of his duties at any time:

Provided that the resignation will be effective in the case of a permanent / regular employee on its acceptance by the competent Authority.

(3) If a permanent/ regular employee leaves service before acceptance of his resignation and without handing over proper charge of his office, he shall be liable to dismissal from service.

(4) Resignation once accepted shall not be withdrawn unless permitted in exceptional circumstances for reason to be recorded.

27. **Termination of Service.**— (1) Service of an employee can be terminated by the competent authority at any time—

- (a) by discharge at any stage of a probationary period due to unsatisfactory performance;
- (b) by termination of service on account of his failure to pass the requisite departmental examination for the post, unless exempted there from;
- (c) by abolition of post;
- (d) by retrenchment, the junior most employee in a cadre be retrenched first; or

- (e) for any other good and sufficient reason to be recorded in writing by giving —
- (i) fifteen days notice or pay in lieu thereof during probation period;
  - (ii) one month's notice or pay in lieu thereof after the expiry of the probation period in case of a temporary employee; and
  - (iii) three month's notice or pay in lieu thereof in case of a permanent/regular employee.

(2) The employee shall be entitled to the pay for the unexpired period of notice in case he is relieved of his duties before the expiry of the notice period.

#### **CHAPTER- IV**

##### **PROBATION**

28. **Period of probation.**— (1) The period of probation for initial recruitment shall be one year for direct recruitment.

*Explanation.* Officiating service and service spent on deputation to a corresponding or a higher post shall be reckoned as period spent on probation.

(2) If the work and conduct of an employee during the period of probation has been found unsatisfactory, the competent authority may notwithstanding that the period of probation has not expired,—

- (a) if the employee has been appointed by initial recruitment, dispense with his service without notice; or
- (b) if he has been appointed otherwise, revert him to his former post, or if there be no such post dispense with his service.

#### **CHAPTER- V**

##### **MISCELLANEOUS PROVISIONS**

29. **Conduct and Discipline.**— In matters of punishment and appeals the employee shall be governed by such rules and law as have been or hereafter may be prescribed by the Government for its Civil Servants.

30. **Deputation.**— Those employees who are allowed to serve on deputation with the approval of the competent authority against posts outside the Authority shall

draw pay and other allowances as mutually agreed between the Authority and their respective borrowing department / authority.

31. **Retirement.**— (1) No employee shall remain in employment after attaining the age of sixty (60) years.

(2) No extension beyond the prescribed age of superannuation shall be granted.

(3) In the situation where the Authority is unable to afford to continue the employment of any of its existing employees or / and as a result of re-organization, some posts become surplus, the Authority may—

(a) allow desirous persons to proceed on voluntary retirement;

(b) pre-maturely retire the employee having completed his 25 years of service; or

(c) retrench the junior most employees(s) on payment of due terminal benefits, as admissible under rules.

(4) An employee may be retired by the Authority or he may request for early retirement, if he has been rendered permanently unfit for service by reasons of physical or mental disability as per medical evidence(s). In the event of such disability retirement, he may be entitled to such disability benefits' as admissible to a Civil Servant under the Government rules.

(5) On completion of 25 years continuous service, the employee subject to the approval of the competent authority may be retired, before the prescribed age of superannuation. He shall in this event, receive gratuity and pensionary benefits as the case may be as per rules in vogue.

32. **General Rules.**— In all other matters not expressly provided for in these rules, the employees of the Authority shall be governed by such rules as have been or may hereafter be prescribed or made applicable to them.

33. **Repeal and Saving.**— (1) All the Service Rules so far made or made applicable to the employees of Gwadar Industrial Estates Development Authority are hereby repealed.

(2) Notwithstanding anything contained in any other law, for the time being in force upon coming into force of these rules, anything done, action taken, obligations or liabilities incurred, rights and assets acquired, persons appointed or authorized, jurisdiction or powers

conferred, orders issued under any of the provisions of the Service rules as repealed here above in sub-rule (1), shall if not inconsistent with the provisions of these Rules, be continued and, so far as may be, deemed to have been respectively done, taken, incurred, acquired, appointed, instituted, granted, and issued under these rules, and any documents referring to any of the provisions of the said rules, shall so far as may be, be considered to refer to the corresponding provisions of these rules.

34. **Relaxation of rules.**— The Board with prior approval of the Government may for reasons to be recorded in writing, relax the provisions of these rules in individual cases in such manner as may appear to it to be just and equitable, where it is satisfied that the strict application of the rules would cause undue hardship to the individual concerned.

35. **Delegation of powers.**— (1) The Board may delegate any of the power vested in it by these rules to the Chairman or the Managing Director.

(2) The Chairman or the Managing Director may, with the prior approval of the Board, delegate any of the powers vested in them by these rules to any of the officer subordinate to them.

**BY ORDER OF  
GOVERNOR BALOCHISTAN**

*(See Appendix on next page)*

## **APPENDIX- I**

{see rules 2(b), 3 (1) (2) (4), 4, 5 (1), 8 (1)(2), 10 (1)(a) and 11 (1)}

S. No.	Nomenclature of the Post / with Basic Pay scale	Minimum qualification for appointment by initial recruitment	Method of recruitment
1	2	3	4
<b>PART- I (GENERAL CADRE)</b> <b>(BPS-16 and above)</b>			
1.	Managing Director (B-20)	---	As per section (6) of the Act.
2.	General Manager (B-18)	---	By promotion from amongst the members of the Service holding the posts of Manager (B-17) having at least five years service as such, on seniority cum fitness basis.
3.	Manager (B-17)	Masters Degree (2 <sup>nd</sup> Division) in Business Administration from a recognized university.	(a) 25% by initial recruitment; and (b) 75% by promotion from amongst the members of the Service holding the posts of Assistant Manager/ Personal Secretary/ Computer Operator(B-16) having at least five years service as such; on seniority cum fitness basis.
4.	Assistant Manager (B-16).	M.A/MSc/M.Com or equivalent from a recognized University.	(a) 25% by initial recruitment, and (b) 75% by promotion from amongst the members of the Service holding the post of Assistant (B-14)/ Accountant (B-15) having at least three years service as such, on seniority cum fitness basis.
5.	Personal Secretary (B-16).	(a) Bachelors' Degree (2 <sup>nd</sup> Division) from a recognized University; and (b) Typing skill with a speed of thirty words per minute and short-hand speed of 60 wpm.	By initial recruitment.
6.	Computer Operator (B-16).	Bachelor Degree (2 <sup>nd</sup> Division) in Computer Science or Bachelor in I.T from a recognized University.	(a) 50% by initial recruitment; and (b) 50% by promotion from amongst the members of the Service holding the post of Assistant Computer Operator (B-12) having at least (3) three years service as such.
7.	Comptroller (B-16)	---	By promotion from amongst the members of the Service holding the post of Caretaker (B-14) having at least three years service as such, on seniority cum fitness basis.



## **APPENDIX-II**

{(See Rules 2 (1) (b), 6 (1) and 7)}

### **SELECTION COMMITTEE FOR INITIAL RECRUITMENT**

#### **PART-A**

##### **FOR THE POST IN (B-16 and ABOVE)**

- |    |   |                   |
|----|---|-------------------|
| 1. | Secretary Industries & Commerce Department,<br>Government of Balochistan. | Chairman/ Member  |
| 2. | Managing Director, GIEDA  | Member            |
| 3. | General Manager Finance, GIEDA  | Member            |
| 4. | General Manager Administration, GIEDA                                     | Member/ Secretary |

#### **PART-B**

##### **FOR THE POST IN (B-1 to 15)**

- |    |   |                   |
|----|---|-------------------|
| 1. | Additional Secretary Industries & Commerce Department,<br>Government of Balochistan | Chairman/ Member  |
| 2. | General Manager Finance, GIEDA  | Member            |
| 3. | Deputy Secretary Industries & Commerce Department,<br>Government of Balochistan.    | Member            |
| 4. | General Manager concerned, GIEDA  | Member/ Secretary |

## **APPENDIX-III**

{(See Rules 2 (1) (b) and 6 (1)}

## **SELECTION COMMITTEE FOR PROMOTIONS**

### **PART-A**

#### **FOR THE POST IN (B-16 and ABOVE)**

- |    |  |                   |
|----|--|-------------------|
| 1. | Managing Director, GIEDA.  | Chairman/ Member  |
| 2. | Director General Industries & Commerce Department,<br>Government of Balochistan. | Member            |
| 3. | General Manager Finance, GIEDA   | Member            |
| 4. | General Manager Administration, GIEDA  | Member/ Secretary |

### **PART-B**

#### **FOR THE POST IN (B-1 to 15)**

- |    |   |                   |
|----|---|-------------------|
| 1. | Additional Secretary Industries & Commerce Department,<br>Government of Balochistan | Chairman/ Member  |
| 2. | General Manager Finance, GIEDA  | Member            |
| 3. | Deputy Secretary Industries & Commerce Department,<br>Government of Balochistan.    | Member            |
| 4. | General Manager concerned, GIEDA  | Member/ Secretary |