



# The Sindh Government Gazette

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## PART-I

### SINDH INSTITUTE OF OPHTHALMOLOGY AND VISUAL SCIENCES

Hyderabad dated the 20<sup>th</sup> September, 2021.

#### NOTIFICATION

**No. 3393/SIOVS/(Rules)2021:-** In exercise of the powers conferred by section 24 of the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013 (as amended from time to time), the Board of Directors of the Institute with the approval of Government of Sindh, are pleased to regulate the pay scale allowances and other fringe benefits of the Institute employees and perks and privileges accordingly, the following Rules are framed;

1. **Short title, commencement and application:** (1) These rules may be called the Sindh Institute of Ophthalmology and Visual Sciences Employees Pay Scales Rules, 2021.

(2) These rules shall come into force at once.

(3) The running pay scales of the Federal Government/Provincial Government of Sindh along with all perks and privileges admissible therewith, shall mutatis mutandis be applicable to all employees of the Sindh Institute of Ophthalmology and Visual Sciences, according to their corresponding scales.

(4) These rules apply to all employees of the Institute except the following:-

- (a) Any employee between whom and the Institute a specific contract of agreement of service subsists.
- (b) Any person in the service of a Provincial or Federal Government or any other institution or organization on deputation to the Institute on special terms and conditions.
- (c) Any employee or class of employees for whom the Board may, by general or special order, direct that these rules shall not apply in whole or in part.

2. **Definition.-** (1) In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

- (a) "allowances" means an allowance granted to employee to cover the expenses which he incurs in conveyances, house rent, medical expense or such other expenses;
- (b) "cadre" means a part of Institute service sanctioned as a separate unit;

- (c) "competent authority" means the appointing authority in that behalf, not being a person lower in rank to the officer, teacher or other employee concerned;
- (d) "employee" means the officers, the teachers and other serving under the Institute;
- (e) "fee" means a recurring or non-recurring payment to an employee from source other than specified head, whether directly or indirectly through the intermediary to the Institute;
- (f) "F.R." means the Fundamental Rules governing the service conditions of the civil servants of the Federal Government or Government of Sindh, as the case may be, and shall also apply to the employees of the Institute;
- (g) "Honorarium" means a recurring or non-recurring payment granted to an employee from General fund of the Institute as remuneration for special work of an occasional or intermittent character;
- (h) "increment" means an annual increment received by the employee in each financial year on the first day of month of December and paid to employees on 1<sup>st</sup> January;
- (i) "joining time" means the time allowed to an employee in which he joins a new post or to travel to or from a station to which he is posted;
- (j) "leave salary" means the monthly amount paid by the Institute to an employee on leave;
- (k) "permanent post" means a post carrying definite rate of pay sanctioned without limit of time;
- (l) "pay" means the amount drawn monthly by an employee as -
  - (i) the pay, other than special pay or pay granted in view of his personal qualification, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre; and
  - (ii) overseas pay, technical pay, special pay and personal pay; and
  - (iii) any other emoluments which may be specially classified as pay by the Board;
- (m) "personal pay" means additional pay granted to an employee -
  - (i) to save him from a loss of substantive pay in respect of permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as disciplinary means; or
  - (ii) in exceptional circumstance, on other personal consideration;
- (n) "presumptive pay" means presumptive pay of a post, when used with reference to any particular employee, means the pay to which he would be entitled if he held the post substantively and were performing its duties but it does not include special pay unless the employee performs or discharge the work or responsibility, or is exposed to the unhealthy conditions, in consideration of which the special pay was sanctioned;
- (o) "substance grant" means a monthly grant to the
- (p) employees who are not in receipt of a pay or leave-salary;
- (q) "special pay" means an addition, of the nature of pay, to the emoluments of a post or an employee, granted in consideration of -
  - (i) the especially arduous nature of the duties; or
  - (ii) specific additional work or responsibility; or
  - (iii) the unhealthiness of the locality in which the work is performed;

- (r) "substantive pay" means substantive pay other than special pay, personal pay or emoluments classified as pay by the Institute to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
- (s) "technical pay" means pay granted to an employee in consideration of the fact that he has received technical training within Pakistan or abroad;
- (t) "temporary post" means a post carrying defiant rate of pay sanctioned for a limit of time;
- (u) "tenure post" means a permanent post which in individual employee may not hold for more than a limit period;
- (v) "time-pay-scale" means pay which, subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum and includes the class of pay hitherto known as progressive.

(2) All other expressions used but not defined in these regulations shall have the same meanings as assigned to them in the Act and the Sindh Institute of Ophthalmology and Visual Sciences Employees (Terms and Conditions of Service) Rules, 2021.

**3. Admissibility of pay during training or a course of instructions.-** If an employee is treated as on duty under F.R.9(6) (b), the Institute may allow him, at his option, either to draw the pay of his substantive appointment or any lower rate of pay considered suitable. If it is a course of training or instruction, the Institute may allow an employee to draw the pay of the officiating appointment held by the officer at the time he was placed on training or course of instructions etc. The officiating pay cannot however, be allowed for a period longer than that during which the officer would have held the officiating appointment had he not been placed on training. This would mean that if an employee was holding an officiating appointment at the time when he was placed on training he would draw the officiating pay on every occasion during the period of instructions and training which he would have held that officiating appointment but for such course of instruction or training, the officiating pay would be equivalent to what he would have drawn had he been holding the officiating appointment.

**4. Fixation of pay.-** (1) On first appointment to a post, the pay of an employee should be fixed at the minimum of the scale of the post.

(2) In case of first appointment under Institute, the fixation of initial pay can be done by grant of not more than six premature increments subject to the following conditions:-

- (a) In cases of persons recruited through the Selection Board, premature increments should be granted on the recommendations of the Selection Board and in consideration of the fact that suitable persons of requisite qualification are not available on the minimum pay of the post.
- (b) No premature increment should be granted in cases of adhoc appointments in anticipation of Selection Board recommendations.
- (c) In posts where recruitment is not made through Selection Board, premature increments should be granted only after the appointing authority certifies that suitable persons of requisite qualifications are not available on the minimum of the sanctioned pay scale of the posts.
- (d) In cases other than cases of re-employment after resignation from Institute service or after removal from Institute service for inefficiency, misconduct or as a disciplinary measure, an employee has previously held substantively or officiating in -
  - (i) the same post; or
  - (ii) a permanent or temporary post on the same time-scale; or
  - (iii) a permanent post other than a tenure post on an identical time-scale; or

- (iv) a temporary post on an identical time-scale, such post being on the same time scale as a permanent post; or is appointed substantively to a tenure post on a time-scale identical with that of another tenure post, which he has previously held substantively or in which he has previous officiated.

(3) Then his initial pay should not be less than the pay, other than special pay and personal pay, which he drew on last such occasion. The period during which the employee drew that pay on such last or previous occasions will also count for increment.

(4) The condition that the temporary post should be on the same time scale as a permanent post should not be enforced when a temporary post is -

- (a) created by the Institute for the purpose of work of the same nature as the ordinary work for which permanent posts exist, in a cadre under Institute; and
- (b) sanctioned on a time-scale identical with the time-scale applicable to the permanent posts in the cadre under the Institute.

(5) The following principles of general applications shall be applied while dealing with the cases of fixation of pay:-

- (i) The Board is competent to declare as to the relative degree of responsibility of two posts for the purpose of these rules.
- (ii) A temporary post on a certain rate of pay (fixed or time-scale) which is converted into a permanent post on a different rate of pay is not the same post as the permanent post even though the duties remain the same, for purposes of these rules. The temporary post would be regarded as having ceased to exist and to have been replaced by the permanent post.
- (iii) The substantive pay of an employee in respect of a 'provisional substantive appointment' against a post on which another employee holds a suspended lien will be treated a 'substantive pay' for the purposes of these rules, which would mean that the substantive pay in respect of a provisional substantive appointment is taken into consideration in determining the initial pay of an employee on his appointment to another post. When the initial pay of an employee in a post is thus fixed, it will not be affected even if during the tenure of his appointment to that post he reverts from his provisional appointment.
- (iv) If an employee has been officiating on a post and is later on appointed against the same post in substantive capacity he is entitled to get his pay fixed under F.R.22 with reference to his substantive pay at the time in respect of his old permanent post.
- (v) If the pay last drawn by an employee on temporary post has been inflated by the grant of premature increments, the pay which he would have drawn but for the grant of these increments should be taken into account for the purposes of fixation of pay under F.R. 22, unless the competent authority decides otherwise.
- (vi) When an employee is appointed to officiate in a post on a time-scale of pay, but in terms of F.R.35 his pay is fixed below the minimum of the time-scale, he must not be treated as having effectually officiated in that post within the meaning of F.R. 22 or counted towards duty for purposes of increments under F.R.26.
- (vii) If the time-scale of a post is reduced for reasons other than a diminution in the duties or responsibilities attached to that post and an employee appointed to it is not entitled to draw pay on the time-scale as it stood prior to the reduction on re-appointment to that post his pay should be fixed under F.R. 22 in such a way as if the reduced time-scale was enforcing from very beginning.

(viii) Where an employee is not transferred from one post to another, but is transferred from a lower to a higher scale, initial pay in the high scale will be fixed at the stage next above, the pay admissible in the lower scale as on the eve of transfer to the higher scale.

5. **Fixation of pay on the change of scale of a post.-** (1) If the scale of pay of a post is changed the holder of the post is treated as having been transferred to another post on the new pay and his pay is re-fixed under rule 4 as if the transfer to the new post did not involve assumption of higher responsibilities. In such cases where the pay of a post is changed, the employee concerned has an option to retain his old pay until the date on which he earns his next increment or any subsequent increments in the scale which he holds, or until he vacates his post or ceases to draw pay in the time-scale. The option once exercised is deemed as final.

(2) A very important point which has to be borne in mind in the context of these rules is that the substantive part of these rules and its provision cannot be operative at once and the same time. During the period the option exercised under provision operates the substantive position of these rules remains inoperative. Any failure to exercise the option from whatever cause entail forfeiture of the benefit of these rules.

(3) The provisions of this rule apply to officiating as well as substantive holder of a post. The expression 'subsequent increment in the old scale' includes grade promotion in cases in which time-scale of pay has been substituted by a graded scale of pay.

(4) If the maximum of pay of a post is changed without affecting the minimum and the rate of increment the fixation of pay should be done as if the employee was transferred to a post which did not involve assumption of higher responsibilities even if the employee might be holding the post substantively.

6. **Admissibility of Annual Increment beyond the scope of pay scale (above ceiling).-** The employee who reaches the maximum of his pay may also be allowed annual increment as personal pay up to three years, subject to the approval of the Board. Such an increment may be treated as personal pay subject to the condition that the employee concerned has put in six (06) months or more service as counts for an annual increment unless withheld under the rules. The amount of the personal pay may not be reduced but treated as part of pay scale of the concerned employee for the purpose of fixation of pay, pension and recovery of house rent etc.

7. **Grant of advance increments on acquiring/ possessing higher technical qualification.-** The advance increment(s) shall be allowed on acquiring/possessing higher, technical as well as non-technical qualification irrespective of the fact whether the employee concerned is employed against a technical post or a non-technical post, subject to approval of the Board and availability of funds.

8. **Protection of pay of contract employees on regularization/appointment on regular basis.-** Contract employee on his regularization will be protected subject to the following conditions: -

- (i) That the contract appointment has been made on standard terms and conditions circulated by Establishment Division as amended for time to time.
- (ii) That the contract employee has applied through proper channel and has been properly relieved by the appointing authority. This condition shall not apply in case of regularization on the same post.
- (iii) That regularization/regular appointment has been made with the approval of competent authority.
- (iv) That there is no break/interruption between contract service and regular service.
- (v) That the service rendered on contract basis shall not qualify for pension/gratuity.
- (vi) That in case of regular appointment in lower grade pay shall not be protected.

(viii) Where an employee is not transferred from one post to another, but is transferred from a lower to a higher scale, initial pay in the high scale will be fixed at the stage next above, the pay admissible in the lower scale as on the eve of transfer to the higher scale.

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(2) A very important point which has to be borne in mind in the context of these rules is that the substantive part of these rules and its provision cannot be operative at once and the same time. During the period the option exercised under provision operates the substantive position of these rules remains inoperative. Any failure to exercise the option from whatever cause entail forfeiture of the benefit of these rules.

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8. **Protection of pay of contract employees on regularization/appointment on regular basis.-** Contract employee on his regularization will be protected subject to the following conditions: -

- (i) That the contract appointment has been made on standard terms and conditions circulated by Establishment Division as amended for time to time.
- (ii) That the contract employee has applied through proper channel and has been properly relieved by the appointing authority. This condition shall not apply in case of regularization on the same post.
- (iii) That regularization/regular appointment has been made with the approval of competent authority.
- (iv) That there is no break/interruption between contract service and regular service.
- (v) That the service rendered on contract basis shall not qualify for pension/gratuity.
- (vi) That in case of regular appointment in lower grade pay shall not be protected.

(3) The expression "scale of pay" represents the maximum of the scale which is to be taken into consideration for determining the authority competent to sanction increments rather than the stage to which the advance increment has been given.

**13. Fixation of Pay on Reversion to a Lower post or reduction of stage.-**

(1) If an employee is transferred from a higher grade to a lower grade or post as measure or punishment, the competent authority may allow him to draw any pay as it may deem proper subject to the condition that it should not exceed the maximum of the scale of pay of the lower grade or post.

(2) In a case where an employee on account of misconduct or inefficiency is reduced to a lower grade or post or to a lower stage in the time-scale, the competent authority should clearly state the period for which the punishment would be effective and whether, on restoration it should operate to postpone future increments and, if so, to what extent. The authority concerned should specifically mention whether the reduction would have the cumulative effect and if the increments would be admissible during the period the reduction was in force. In short the contents of the orders in this respect should be specific and leave no room for any doubt or equivocation.

**14. Presumptive Pay of the post.-** (1) An employee officiating in a post draws the presumptive pay of the post except in those cases where the pay has been restricted under F.Rs 30 and 35 but if any stage the presumptive pay of the post on which the employee holds a lien or suspended lien is greater than the presumptive pay of the officiating post, he draws the presumptive pay of the permanent post. The cases of those employees who have been appointed to certain posts at their own request under F.R 15 are, however, excluded from the provision of the latter part of the Rules.

(2) As an officiating employee on proceeding on leave is reverted to his substantive post, he is entitled to get his pay re-fixed in the higher post on return from regular leave. It happened sometimes that their substantive pay had increased in the meantime and when the re-fixation of pay was done on return from leave the pay was fixed at a higher stage than what they had been drawing prior to their proceeding on leave. The Institute had an impression that some employees proceeded on regular leave deliberately merely to avail themselves for the aforesaid benefit. In order to put the check against this manipulation of rules, the Institute have decided that when an employee applies for leave and there is reason to believe that the leave was being applied for in order to secure the benefit of the re-fixation of pay, the grant of regular leave may be refused under F.R.67.

(3) In cases where this position is not realized in advance or the leave is granted on genuine grounds, then on re-fixation, the officiating pay may be restricted under F.R35 so as to limit it to the pay the employee would have drawn, had he not proceeded on regular leave. In short, the re-fixation of pay on return from regular leave should be done in such a way so as to disallow an increase in the officiating pay over the pay the employee was drawing prior to his proceeding on leave.

**15. Personal Rate of Pay.-** If an employee is appointed to officiate in a post the pay of which was fixed at a rate personal to another employee, the competent authority may fix his pay at any rate, but not more than the pay already fixed. If the post carries a time-scale the pay should be allowed at the minimum of the scale and increments as stipulated therein.

**16. Restriction on Officiating Pay.-** (1) The pay of an officiating employee can be fixed by a competent authority at an amount less than that admissible under these Rules.

(2) One class of cases falling under F.R.35 is that in which employee merely holds charge of the current duties and does not perform the full duties of the post.

(3) An officer appointed to hold current charge of a higher post is allowed, in terms of F.R.35 and provisions of the Sindh Institute of Ophthalmology and Visual Sciences Employees (Terms and Conditions of Service) Rules, 2021, the pay in his own grade plus additional pay equal to 20% of his grade pay.

(4) The powers conferred under the above rule can be exercised in individual cases by a special order. The general application of this rule will be ultra-vires of F.R.35. In financial emergencies and on administrative consideration the Institute have, however, resorted to this rule in a general way.

17. **Acting Promotion.-** With reference to the provisions of Sindh Institute of Ophthalmology and Visual Sciences Employees (Terms and Conditions of Service) Rules, 2021, an employee, on appointment to hold a post on acting charge basis, shall -

- (i) assume full duties and responsibility of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post; and
- (ii) during the period of such appointment, be entitled to draw fixed pay equal to the minimum stage of the pay at which his pay would have been fixed had he been appointed to that post on regular basis. Service rendered on acting charge basis in the scale applicable to the posts shall not count for purposes of withdrawal of increments in that grade. It shall, however, count towards increments in the scale of pay held immediately before appointment on acting charge basis so that on reversion from acting charge appointment his pay in the lower grade should be fixed at the same stage which he would have reached, but for appointment to the higher grade:

*Provided that if at any time during his appointment on acting charge basis, his substantive pay exceeds his pay fixed on acting charge appointment, he will draw his substantive pay.*

**Explanation:-** For the purpose of this provision, officiating pay drawn in a post held on regular basis continuously for three years (including period of leave) or which would have been drawn for that period but for appointment on acting charge basis shall be treated as substantive pay.

18. **Absorption of Personal Pay.-** Unless there are orders of the contrary by the competent authority, the personal pay is reduced by any amount by which the recipient's pay is increased. As soon as the increase is equal to the personal pay, it is ceased to be drawn.

19. **Pay of a Temporary Post.-** When temporary post is created and it is to be filled by a person who is not already an employee, he should be allowed the minimum pay that would be necessary to secure the services of a person capable of discharging efficiently the duties of the post.

20. **Special Pays.-** (1) The existing special pays admissible to officials of various categories working as Private Secretaries, Personal Assistants and to those handling cash in has been revised and be allowed at the existing rate of Sindh Government/ Federal Government rules.

("Special Allowance" admissible to the Assistants-in-Charge will be changed to "Special Pay" under F.R.9 (21) and reckoned as part of emoluments for pension.)

(2) In case the temporary post is such as is to be filled by a person who is already in Institute service, its pay should be fixed after taking into consideration the character of responsibility of the work to be performed and the existing pay of the employee of a status sufficient to warrant his selection for the post.

(3) While dealing with the fixation of pay in such cases, it should be borne in mind that temporary posts may be divided into two categories - (1) post created to perform the ordinary work for which permanent posts already exist in a cadre and (2) isolated posts created for the performance of special tasks unconnected with the ordinary work which a service is required to perform. The posts in the first category should be treated as temporary addition to the cadre of a service and the holders of this post should draw pay in the time-scale of the post without any extra remuneration. If any of these posts involve decided increase in work and responsibility in comparison with the duties of the parent cadre generally, a special pay may be sanctioned in addition.

(4) For the second category of posts, if these involve greater responsibilities or increase in work as compared to those of the posts in the regular line, extra remuneration may be sanctioned, but it, in no case, should exceed, without the specific sanction of the Finance & Planning Committee, one-fifth of substantive pay or and any prescribed amount per day, whichever is less.



21. **Compensatory Allowance.-** (1) Compensatory allowance means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a traveling allowance but does not include a sumptuary allowance nor the grant of free passage by sea to or from any place outside Pakistan.

(2) The circumstances which justify the grant of special pay to an officer are entirely different in character from those which justify the grant of a compensatory allowance, a difference emphasized in the definitions of those terms embodied in the F.Rs. these definitions should be strictly construed, and an exact compliance required with the conditions stated in them as antecedent to the grant of either special pay or compensatory allowance.

(3) In view of the importance attached to the correct classification of additions to pay such as special pay and compensatory allowance, the reasons for the grant of such additions to pay should be briefly recorded in the letter conveying the sanction.

22. **Grant of PH.D/M. PHIL/L.L.M Allowance.-** PH,D/M.PHIL/L.L.M allowance shall be allowed to an employee holding such degrees Ph.D. Degree holders will be entitled to draw rupees ten thousand per month as Ph.D. Degree allowance and M.Phil./L.L.M. Degree holders will be entitled to draw rupees five thousand per month as M.Phil/L.L.M Allowance.

(2) Ph.D/M.Phil/L.L.M Degree Allowance will be admissible from the date of notification of the final result issued by the university concerned for those already in service and with effect from the date of joining service for new entrants already in possession of the degree.

(3) Those employees who are or had been in receipt of M.Phil./L.L.M. Allowance and had/have subsequently acquired Ph.D. Degree would be entitled to the allowance on the basis of their degree, i.e. Ph.D. only, and the allowance having been/being drawn on the basis of previous degree i.e. M.Phil./L.L.M. shall be discontinued with effect from the same date.

(4) Ph.D./M.Phil./L.L.M. Degree Allowance will be allowed only if the degree had been/is acquired from the Higher Education Commission (HEC) recognized university.

(5) In case of clam of equivalence of a degree, Ph.D./M.Phil./L.L.M. Degree Allowance will be allowed only if the Equivalence Certificate has been/is issued by the Higher Education Commission upon the request of the Institute.

23. **Travelling and Mileage Allowance:- Daily Allowance on Official Duty within Country.-** (1) All employees including contractual employees of Institute shall be entitled to draw daily allowance on official duty at rate of existing rules of Government of Sindh and Federal Government.

(2) Specified stations for special rates as notified from time to time are Hyderabad, Karachi, Sukkur, Bahawalpur, DG Khan, Multan, Quetta, Sargodha, Sialkot, Lahore, Gujranwala, Rawalpindi, Islamabad, Faisalabad, Peshawar, Northern Areas, Muzaffarabad & Mirpur AJ&K.

(3) Actual Hotel Accommodation charges within the prescribed limit shall be admissible only on production of receipts as per existing rules.

(4) The proposed rates shall not apply where 20% fixed D.A for operational duties are being paid within salary which will be admissible on existing rates.

(5) Rate of accommodation charges will be admissible @ 2 times of the daily allowance where no hotel accommodation receipt is produced.

(6) The other terms and conditions of admissibility of D.A will remain as usual.

24. **Medical Allowance.-** All regular employees shall be entitled to draw medical allowance at following rates to cover out patients charges:

- |                                 |                      |
|---------------------------------|----------------------|
| (i) Employees BPS-1 to BPS-15   | Rs. 4000/- per month |
| (ii) Employees BPS-16 to BPS-22 | Rs. 3000/- per month |

**Note:-**The rate of above allowance shall be liable to change from time to time with approval of Board.

25. **Telephone Allowance.-** The Institute regular officers and faculty members are entitled to draw Telephone Allowance as under:-

(i) Employees BPS-17	Rs. 1600/- per month
(ii) Employees BPS-18	Rs. 1700/- per month
(iii) Employees BPS-19	Rs. 1750/- per month
(iv) Employees BPS-20 and above	Rs. 2000/- per month

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

26. **P.G. Incentive Allowance.-** The regular Teaching Faculty of this Institute are allowed P.G. Incentive Teaching Allowance at following rates:-

(i) Professor	Rs. 25,000/- per month
(ii) Associate Professor	Rs. 20,000/- per month
(iii) Assistant Professor	Rs. 17,000/- per month

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

27. **Orderly Allowance for BPS-20 to BPS-22 to bring it at par with minimum wage:**

Existing Rate	Revised Rates
Rs. 7000/- p.m	Rs. 17500/- p.m

**Note:** Subject to furnishing a certificate that the officer is not using the services of any official employee at his residence and according to the minimum wage rate as prescribed by the Government.

28. **Holding of Additional Charge/Duties.-** (1) An employee appointed to hold additional charge, with discharge of full duties and responsibilities, of a post, shall be entitled to an additional pay at the rate of 20% of his basic pay:

Provided that where the additional post is a higher post, the employee may be allowed as additional pay of the higher post, if the difference between the pay admissible to him in the higher post is more than in the lower post, or whichever is more beneficial to him.

(2) Where an employee holds the current charge of an additional post the additional pay shall not exceed 40% of the presumptive pay of the additional post:

Provided that where the additional post is a higher post, the employee may be allowed as additional pay of the higher post, if the difference between the pay admissible to him in the higher post is more than in the lower post, or whichever is more beneficial to him.

(3) The duration of dual charge shall not be less than one month and shall not ordinarily exceed from six months:

Provided that it is not feasible to fill in either post, the Executive Director with the concurrence of the Board may allow the extension of the dual charge as he may consider necessary for the smooth running of the business of the quarter concerned.

(4) Additional pay shall not be admissible without prior orders in writing of the competent authority. The authority has to clarify whether the employee would be in charge of the current duties or full charge of the additional post.

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board

29. **Entertainment Allowance: -** For Institute employees in:

(i) BPS-20	Rs. 3000/=
(ii) BPS-21	Rs. 4000/=
(iii) BPS-22	Rs. 5000/=

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board

30. **Computer allowance to Computer Personnel.-** Computer allowance is allowed to computer personnel who fulfill the criteria as under:-

- (a) Computer Personnel should be employed whole timely on Computer, in a full-fledged computer center cell, manned by a team of computer personnel who hold appointments under the prescribed recruitment rules;

(b) Persons using computer as a tool for other work will not be eligible for computer allowance.

(i) BPS-01 to BPS-22 Rs. 1500/= p.m

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

**31. Health Professional/Special Health Care Allowance: -** Health Professional Allowance and Special Health Care Allowance shall be admissible to all the Doctors employed at Institute from BPS-17 to BPS-22 as under:-

Sr.#	Doctors in BPS	Particulars	Existing Rate p.m	Revised Rate p.m
1	BPS-17	Health Professional Allowance	Rs. 15,000/-	Rs. 28,472/-
		Special Health Care Allowance	-	Rs. 10,000/-
2	BPS-18	Health Professional Allowance	Rs. 10,000/-	Rs. 19,175/-
		Special Health Care Allowance	-	Rs. 10,000/-
3	BPS-19	Health Professional Allowance	Rs. 10,000/-	Rs. 19,100/-
		Special Health Care Allowance	-	Rs. 5,000/-
4	BPS-20	Health Professional Allowance	Rs. 10,000/-	Rs. 19,192/-
5	Post Graduate Trainees	FCPS	Rs. 65,000/-	Rs. 75,000/-
		M.S	Rs. 65,000/-	Rs. 75,000/-
		MCPS	Rs. 32500/-	Rs. 37500/-
		D.O.	Rs. 32500/-	Rs. 37500/-

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

**32. Health Professional Allowance.** Health Professional Allowance @20% of the running basic pay shall be admissible to the Para Medical/Supporting Staff and those employees who are working/serving the patients at the Sindh Institute of Ophthalmology and Visual Sciences (SIOVS) Hyderabad.

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

**33. Nursing Category (BPS-16 & BPS-17) Allowance.-** Nursing Category Allowance for all the Nurses working in BPS-16 and BPS-17 & above in Sindh Institute of Ophthalmology and Visual Sciences shall be admissible on the following criteria:

Allowances	BPS-16	BPS-17 & above
Uniform Allowance	Rs. 3,100/=	Rs.2,100/=
Mess Allowance	Rs.8,000/=	Rs.6,500/=
Nursing Allowance	Rs.10,000/=	Rs.10,000/=

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

**34. Conveyance Allowance.-** Conveyance allowance shall be admissible to the employees of BPS-1 to BPS 22 as admissible at the rate of civil servants of Sindh Government/Federal Government as per rules revised from time to time.

**35. Overtime Allowance to the Staff Car Drivers and Dispatch Riders.-** Overtime allowance admissible shall be allowed to staff car drivers/dispatch riders from Rs.20/- per hour to Rs.50/- per hour subject to a maximum limit of Rs.350/- per day. The existing condition that the overtime allowance to staff car drivers/ dispatch riders will only be paid if it has been verified by the officer concerned will continue to apply.

**36. Financial assistance to the family of Institute deceased employee.-** All the families of Institute deceased employees shall be entitled to the financial assistance as per decision of Board vide Resolution NO.5:9 in its 5<sup>th</sup> Meeting held on 16<sup>th</sup> August 2018 to be paid to the family of employees who died while in service as under:-

BASIC SCALE			AMOUNT
01	to	04	Rs. 600,000/-
05	to	10	Rs. 900,000/-
11	to	15	Rs. 1200,000/-
16	to	17	Rs. 1500,000/-
18	to	19	Rs. 2400,000/-
20	to	above	Rs. 30,00,000/-

**Note:** The rate of above rates of the allowance shall be liable to be revised from time to time with approval of Board as per applicable to the civil servants of Government.

37. **Recoveries.-** House Rent at the rate of 5% shall be recovered from the pay of an employee to whom residential accommodation has been provided by the Institute.

38. **Anomalies.-** An Committee to be called the Redressal of Anomaly Committee shall be set up by the Executive Director to resolve the anomalies, if any, arising in the implementation of these rules as well as Pension Rules.

39. **Applicability of Sindh/Federal Government Relevant Rules:-** (1) In all matters not provided for in these rules, the relevant rules of the Sindh/Federal Government shall mutatis mutandis apply.

(2) Whenever, any subsequent change(s) or revision(s) in respect of "Terms and Conditions of Services" including pay scales and other fringe benefits of Government employee is/are made and announced by the Government of Sindh/Government of Pakistan/Higher Education Commission, the same shall be applicable, mutatis-mutandis to the Institute employees also, provided and to the extent approved by the competent authorities of the Institute.

**EXECUTIVE DIRECTOR**