



SCAN TO VERIFY
LAW DEPARTMENT
GOVERNMENT OF SINDH
www.sindhlaws.gov.pk

EXTRAORDINARY

Registered No. M324



The Sindh Government Gazette

Published by Authority

KARACHI MONDAY SEPTEMBER 27, 2021

PART-I

**SINDH INSTITUTE OF OPHTHALMOLOGY
AND VISUAL SCIENCES**

Hyderabad dated the 20th September, 2021.

NOTIFICATION

No. 3397/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 make the following rules, namely:-

1. Short title, commencement and application.- (1) These rules may be called the Sindh Institute of Ophthalmology and Visual Sciences Employees (Efficiency and Discipline) Rules, 2021.

(2) They shall come into force at once.

(3) These rules shall apply to all employees of the Institute, its centres or branches except holders of such posts as may be specified by the Executive Director..

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) "accused" means a employee against whom action is taken under these rules;
- (b) "Appellate Authority" means the officer or authority next above the competent authority;
- (c) "Authority" means the Board or an officer or authority designated by it to exercise the powers of the Authority;
- (d) "Authorized Officer" means an officer authorized by the authority to perform functions of an authorized officer under these rules;
- (e) "Board" means the Board of Directors of the Institute;
- (f) "employee" means an employee of the Institute;

- (g) "Government" means Government of Sindh;
- (h) "Institute" means Sindh Institute of Ophthalmology and Visual Sciences, Hyderabad;
- (i) "misconduct" means conduct of employee prejudicial to good order or service discipline or contrary to the Sindh Institute of Ophthalmology and Visual Sciences Employees (Conduct) Rules, 2021, or unbecoming of an officer and a gentleman and includes any act on the part of employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on Institute or any employee of the Institute in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service or misuse of the official position to gain undue advantage or other conditions of service of an employee;
- (j) "Penalty" means a penalty which may be imposed under these rules.

(2) All other expressions used but not defined in these rules 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. **Grounds for Penalty.**- (1) Where an employee, in the opinion of the Authority -

- (a) is inefficient or has ceased to be efficient; or
- (b) is guilty of misconduct; or
- (c) is corrupt, or may reasonably be considered as corrupt, because -
 - (i) he is, or any of his dependents or any other person through him or on his behalf, is in possession, for which he cannot reasonably account, of pecuniary resources or of property disproportionate to his known sources of income; or
 - (ii) has assumed a style of living beyond his ostensible means; or
 - (iii) he has a persistent reputation of being corrupt; or
 - (iv) he has entered into plea bargaining under any law for the time being in force and has returned the assets or gains acquired through corruption or corrupt practices voluntarily; or
- (d) is engaged or is reasonably suspected of being engaged in subversive activities detrimental to the interest of the Institute of national security, or is reasonably suspected of being associated with others in such activities, or is guilty of disclosure of official secrets to any unauthorized person and his retention in service is prejudicial to the interest of the University or national security;
- (e) he is found to have been appointed on extraneous grounds in violation of law and the relevant rules or regulations;
- (f) becomes a member of or is associated in any capacity with an association or Union of any kind other than an association organized by or under the aegis of the Institute without obtaining prior permission of the Director in writing; or

- (g) is engaged directly or indirectly in any trade, business or occupation or employment, on his own account, which may, in the opinion of the appointing authority, interfere with the due performance of his duties, without prior permission of the appointing authority in writing; or
- (h) is indifferent towards teaching and research work or assume or is absent from duty or is involved in overstaying sanctioned leave of any kind without sufficient cause acceptable to the appointing authority; or
- (i) exercises unwholesome influence or is reasonably suspected of exercising unwholesome influence on the academic moral and corporate life of the Institute, the Authority may impose on him one or more penalties.

4. **Penalties.-** (1) The following are the minor and major penalties, namely:-

(a) Minor penalties:-

- (i) censure;
- (ii) with-holding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the rules, regulations or orders pertaining to the service or post;
- (iii) stoppage, for a specific period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar;
- (iv) recovery from pay of the whole or any part of any pecuniary loss caused to Institute by negligence or breach of orders;

(b) Major Penalties:

- (i) reduction, for a specific period to a lower post or time scale or to a lower stage in a time scale;
- (ii) compulsory retirement;
- (iii) removal from service; and
- (iv) dismissal from service.

(2) The removal from service does not, but dismissal from service does, disqualify for future employment.

(3) In this rule, the removal from dismissal from service does not include the discharge of a person -

- (a) appointed on probation, during the period of probation, or in accordance with the rules relating to probation period applicable to him; or
- (b) appointed, otherwise than under a contract, to hold a temporary appointment on the expiration for the period of appointment; or
- (c) engaged under a contract, in accordance with the terms of the contract.

5. **Inquiry procedure.-** The following procedure shall be observed when an employee is proceeded against under these rules:-

- (i) In case where an employee is accused of subversion, corruption or misconduct, the authorized officer may require him to proceed on leave or, with the approval of the authority, suspend him; provided that any continuation of such leave or suspension shall require approval of the Authority after every three months.

- (ii) The Authorized Officer shall decide whether in the light of facts of the case or interests of justice an inquiry should be conducted through an inquiry officer or inquiry committee. If he so decides, the procedure indicated in rule 6 shall apply.
- (iii) If the Authorized Officer decides, that it is not necessary to have an inquiry conducted through an inquiry officer or inquiry committee, he shall –
 - (a) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
 - (b) give him a reasonable opportunity of showing cause against that action:

Provided that no such opportunity shall be given where the authority is satisfied that employee has done such act or acts against the interest of the security of Pakistan or any part thereof:

Provided further that if the Authorized Officer is satisfied in view of the preliminary inquiry report of an Inquiry Committee or Inquiry Officer, that responsibility has been fixed on the specified employee(s) involved in the case and quantum of loss incurred by the Institute is also indicated therein, the Authorized Officer may dispense with formal inquiry under these rules and serve a show cause notice upon the accused employee, stating therein the grounds of action to be taken and giving to the accused a reasonable opportunity of written defense and personal hearing.

- (iv) On receipt of the report of the Inquiry Officer or Inquiry Committee, or where no Inquiry Officer or Committee is appointed, on receipt of written defense or explanation of the accused to the show cause notice, the Authorized Officer shall determine whether the charge(s) has been proved, and if so, shall also tentatively decide the imposition of major or minor penalty in relation to the accused in the light of the inquiry report or the defense or explanation of the accused, as the case may be, and serve him with a final show cause notice, communicating him the penalty to be imposed, along with a copy of the inquiry report, if any, giving him a reasonable opportunity, which shall not be less than seven days or more than fourteen days, to defend himself against the proposed action.
- (v) If on receipt of the final show cause notice, and after hearing the accused if he so desired, it is proposed to imposed a minor penalty, the Authorized Officer shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Authority along with the charges and statement of allegation served on the accused, the explanation of the accused to the show cause notice, the findings of the inquiry officer or inquiry committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

- (vi) While imposing a penalty under these rules, the Authorized Officer, or the Authority, as the case may be, shall ensure that the penalty corresponds to the degree of involvement of the accused employee with particular reference to the nature of guilt, i.e. corruption, negligence, inefficiency or misconduct and shall make a judicious decision, according to the facts, of the case and extent of the officer's involvement in it:

Provided that if the Authorized Officer or the Authority is not in agreement with the findings of the Inquiry Officer or Inquiry Committee, he may order a fresh inquiry through another Inquiry Officer or Inquiry Committee as deemed appropriate.

6. Employee to be placed under suspension when really necessary: (1) The employees should not be kept under suspension unduly for long period subjecting them to unnecessary mental and other hardships.

(2) No employee should be placed under "suspension" except when this is really necessary, and that the following factors should guide an officer in deciding whether or not to issue orders of suspension:-

- (a) There must be a strong *prima-facie* case against the delinquent;
- (b) If the offence is of such a serious nature that dismissal will be the probable punishment, or such that it is inadvisable that the offender should be allowed to continue to perform the duties of his office pending decision on the case, suspension is justifiable;
- (c) Unless there is some very strong reasons as to why the offender should not be allowed to continue to work until the case has been decided, suspension should not be resorted to;
- (d) No one should be suspended for petty breaches of discipline and for minor departmental offences.

(3) No one should be suspended unless -

- (a) he willfully and obstinately refuses to carry out an order;
- (b) during the course of an enquiry his retention in his appointment would hamper or frustrate such enquiry;
- (c) he is in police custody;
- (d) he is charged with an offence of a nature which, if proved against him, would ordinarily result in his dismissal.

Note.- Where documentary and oral evidence has already been collected and the risk of an official tampering with evidence (documentary or oral) no longer exists, the order of suspension should be cancelled. Where, however, there is still such a risk, he should be transferred. In cases where the police have intervened and the employee is under arrest, the order of suspension must remain in force until the employee is released on bail or until sentence has been pronounced.

7. Procedure to be observed by the Inquiry Officer and Inquiry Committee: - (1) Where an Inquiry Officer or Inquiry Committee is appointed, the Authorized Officer shall -

- (a) frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and if any other relevant circumstances which are proposed to be taken into consideration;

- (b) require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defense and to state at the same time whether he desires to be heard in person.

(2) The Inquiry Officer or the Inquiry Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or

in defense of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him.

(3) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons therefore shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week:

Provided that the inquiry Committee or Inquiry Officer, as the case may be, shall submit its/his report within the shortest possible time which shall not be more than one month, after receipt of reply to the charge sheet / statement of allegation.

(4) Where the Inquiry Officer or the Inquiry Committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper, the progress of the enquiry, he or it shall administer a warning, and if thereafter he or it is satisfied that the accused is acting in disregard of the warning he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks best suited to do substantial justice.

(5) The Inquiry Officer or the Inquiry Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the Authorized Officer, submit his or its findings and the grounds thereof to the authorized officer.

(6) In case two or more employees are to be proceeded against jointly under these rules, the Authority or, as the case may be, the Authorized Officer, designated or authorized, for the employee senior most in rank shall be the Authority or, as the case may be, the Authorized Officer in respect of all such accused.

(7) The inquiry officer or Members of Enquiry Committee, as the case may be, shall be the officer (s) senior in rank to the accused officer

8. Powers of Inquiry Officer and Inquiry Committee.-

(1) For the purpose of an inquiry under these rules, the Inquiry Officer and the Inquiry Committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (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 affidavit;
- (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 1850).

9. **Revision.**- The Authority may, in the case of any order passed by the Authorized Officer, call for and examine the record of any case and may, after making such further inquiry or investigation, if necessary, either personally or through an officer, pass such order as he may deem appropriate:

Provided that in cases where the Authorized Officer has exonerated an accused and the Authority decides to impose a penalty on him or where the penalty imposed by the Authorized Officer is decided to be increased, the Authority shall not impose any penalty or increase the penalty, unless an opportunity is given to the person concerned to show cause as to why such a penalty should not be imposed or, as the case may be, be increased.

10. **Rule 5 not to apply in certain cases:-** Nothing in rule 5 shall apply to a case:-

- (a) where the accused is dismissed or removed from service or reduced in rank, on the grounds of conduct which has led to a sentence of fine or of imprisonment; or
- (b) where the authority competent to dismiss or remove a person from service, or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

11. **Procedure in case of willful absence.**- Notwithstanding anything to the contrary contained in these rules, in case of willful absence from duty by an employee, a notice shall be issued by the Authorized Officer through registered acknowledgement due cover on his home address directing him to resume duty forthwith. If the same is received back as undelivered or no response is received from the absentee within the stipulated time, a notice shall be published in at least two

leading newspapers directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision will be taken against him. On expiry of the stipulated period given in the notice, the Authorized Officer shall recommend his case to the authority for imposition of major penalty of removal from service.

12. **Procedure of inquiry against employee lent to Provincial Government or other Authority:-** (1) Where the services of an employee to whom these rules apply are lent to Federal or Provincial Government or to a local or other authority, in this rule referred to as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these rules:

Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter in this rule referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

Provided further that the borrowing authority shall obtain prior approval of the Institute before taking any action under these rules against such a Employee of the Institute.

(2) If, in the light of the findings in the proceedings taken against the employee in terms of sub-rule (1), the borrowing authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action prescribed in these rules.

(3) Notwithstanding anything contained in these rules, the Institute may, by order in writing, authorize the borrowing authority or any subordinate officer to such authority to exercise all or any of the powers of "Authorized Officer", "Authority" and "Appellate Authority" in respect of the employee whose services have been lent to the borrowing authority".

13. Requirement of fresh show cause notice if the penalty imposed under these rules or proposed to be imposed is greater than that specified in the show cause notice or is proposed to be enhanced by the Appellate Authority. (1) The cases in which a penalty is enhanced may be as follows:-

- (i) Where the Authority decides to enhance the penalty proposed by the Authorized Officer and which is greater than the maximum penalty shown in the show cause notice issued by the Authorized Officer in terms of rule 5 (1) (iii), or in the show cause notice issued by the Authorized Officer in terms of rule 5(1) (iv), after considering the inquiry report, as the case may be; or
- (ii) where the Authority in exercise of its revisionary powers under rule 9, decides to enhance a penalty already imposed in a case already disposed of or which, in a pending case, is greater than the penalty shown in the show cause notice; or
- (iii) where the Appellate Authority, in exercise of its appellate jurisdiction, decides to enhance the penalty already imposed on the appellant,

it must be insured that in all such cases as are mentioned above, before the penalty is enhanced a show cause notice is invariably issued and the accused/appellant is given an opportunity of being heard in person.

14. Supply of copies of inquiry reports to the accused.-

(1) In a case where a formal inquiry is held, it is statutory requirement that a copy of the inquiry report is furnished to the accused to enable him to offer his explanation with regard to adverse finding, if any, recorded against him by that Inquiry Officer or the Inquiry Committee, as the case may be.

(2) After the Authorized Officer has considered the report and arrived at a provisional conclusion as to the penalty to be imposed, the accused shall be supplied with a copy of the inquiry report and asked to show cause within a specified time, which shall not ordinarily exceed fourteen days, against the particular penalty to be imposed and any representation submitted by the accused in this behalf shall be taken into consideration before final orders are passed.

15. Grant of personal hearing to the accused under rules 5 (1) (iii). (1) In order to safeguard against the possibility of the disciplinary proceedings, being vitiated at later stage, the show cause notice should contain a reference asking the accused if he wishes to be heard in person.

(3) Henceforth, every show cause notice to be issued in terms of rule 5(1)(3), must contain a specific reference asking the accused to state whether he wishes to be heard in person.

16. Bar against mentioning of un-finalized departmental proceedings in Confidential Reports.- The employee against whom departmental proceedings are in progress, no mention should be made about it in their annual confidential reports. Only when such proceedings have been finalized, and the

punishment if any has been awarded, should mention about it be made in his confidential report. In such a case a complete copy of the final order may be placed, as is usually done, on his character roll.

17. Promotion of an officer to a higher post during pendency of the disciplinary proceedings.- There is no bar to employee being considered for promotion to a higher post during the pendency of investigation regarding alleged corruption. A copy each of the charge-sheet and the statement of allegations should be put before the Selection Board/Departmental Promotion Committee, as the case may be.

18. Competency of the punishing authority to re-try cases or to revise punishments already imposed.- An original punishing authority cannot revise its own punishing orders whether merely on reconsideration or on discovery of some flaw in the statutory procedure after the original orders are passed but before any appeal has been preferred against these orders. In either case, if no appeal has been preferred, only the Board in exercise of its provisional powers can order a re-trial of the case or a modification of the original orders.

19. Right of Appeal.- (1) An employee aggrieved by a penalty imposed under the proceedings of these rules or by an order passed by the competent authority relating to the terms and conditions of service may, within thirty days from the date of communication of the order to him, prefer an appeal to the Appellate Authority:

Provided that where the order is made by the Institute, there shall be no appeal but the employee may submit a review petition:

Provided further that the appellate or reviewing authority, as the case may be, may condone the delay in preferring the appeal or the review petition, if it is satisfied that the delay was for the reasons beyond the control of the appellant or that the earlier appeal or review petition was not addressed to the correct authority.

Explanation:- For the purposes of the first provision, the expression "appeal", where the context so requires, shall mean the "review petition" as well.

(2) Where the order of the competent authority affects more than one employee of the Institute, every affected employee shall prefer the appeal separately.

(3) Where the aggrieved employee has died, the appeal may be filed, or if already filed by such employee before his death, may be pursued, by his legal heir or heirs; provided that the benefit likely to accrue on the acceptance of such appeal is admissible to such legal heir or heirs under any rules for the time being applicable to employees of the Institute.

20. Form of Memorandum.- (1) Every memorandum of appeal shall-

- (a) contain full name and address, official designation and place of posting of the appellant;
- (b) state in brief the facts leading to the appeal;
- (c) be accompanied by a certified copy of the order appealed against and copies of all other documents on which the appellant wishes to rely.

Explanation:- Where an aggrieved employee has died, his legal heir or heirs, while filing the appeal or applying for review, as the case may be, shall also add documents in support of his or their relationship with the deceased employee.

(2) The appeal shall be submitted through the Head of the Office in which the appellant is posted at the time of filing the appeal, or in the case of a deceased employee, where he was last posted before his death. The Head of the Office shall forward the appeal to the competent authority, if he himself is

not such authority and the competent authority shall after adding his own comments, if any, transmit the appeal to the appellate authority for necessary orders.

(3) No appeal shall be entertained if it contains abusive, disrespectful or improper language.

21. Action by the Appellate Authority:- (1) The appellate authority, after making such further inquiry or calling for such information or record or giving the appellant an opportunity of being heard, as it may consider necessary, shall determine -

- (a) whether the facts on which the order appealed against was based have been established;
- (b) whether the facts established afford sufficient ground for taking action; and
- (c) whether the penalty is excessive, adequate or inadequate and after such determination, shall confirm, set aside or pass such order as it thinks proper; provided that no order increasing the penalty shall be passed without giving the appellant an opportunity of showing cause as to why such penalty should not be increased.

22. Withholding of appeal in certain cases.- (1) An appeal be withheld by the competent authority if -

- (a) it is an appeal in which no appeal lies under these rules; or
- (b) it does not comply with the requirements of rule 20; or
- (c) it is not preferred within the time limit specified in sub-rule (1) of rule 19 and no reason is given for the delay; or
- (d) it is addressed to an authority or officer to whom no appeal lies under these rules:

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the facts and reasons for it:

Provided further that an appeal withheld for failure to comply with the requirements of rules 20 or clause (c) of this sub-rule may be resubmitted within thirty days of the date on which the appellant is informed of the withholding of the appeal and, if resubmitted properly in accordance with the requirements of these rules, shall be deemed to be an appeal under rule 19 and shall be dealt with in accordance with the provisions of these rules.

(2) No appeal shall be against the withholding of an appeal under this rule.

23. Disposal of Appeal.- (1) Every appeal which is not withheld under these rules shall be forwarded to the Appellate Authority along with the comments by the competent authority from whose order the appeal is preferred.

(2) A list of appeals withheld under rule 22, with reasons for withholding them, shall be forwarded quarterly by the withholding authority to the appellate authority.

(3) The appellate authority may call for any appeal admissible under these rules which has been withheld by the competent authority and may pass such order thereon as it considers fit.

24. Savings.- Nothing in these rules shall operate to deprive any person of any right of appeal which he would have if these rules had not been made, in respect of any orders passed before they came into force.

25. **Pending appeals.-** All appeals pending immediately before the coming into force of these rules shall be deemed to be appeals under these rules.

26. **Appearance of Counsel:-** No party to any proceedings under these rules before the Authority, the Authorized Officer, an Inquiry Officer or an Inquiry committee shall be represented by an Advocate.

27. **Exception.-** Notwithstanding anything to the contrary contained in these rules, in cases where the employees collectively strike work, willfully absent themselves from duty or abandon their official work, the Institute or the Authority may serve upon them, through the newspapers or any other mean, such notice as deemed appropriate to resume duty and in event of failure or refusal to comply with the directive contained in the notice, impose upon the defaulting employees any of the major penalties prescribed under these rules.

28. **Membership of Service Association.-** No employee shall be a member, representative or office bearer of any association representing or purporting to represent employees, unless such association satisfies the following conditions, namely:-

- (a) Membership of the Association and its office bearers shall consist of persons in one and the same "functional unit" and if there is no such functional unit, it may be formed by persons borne on a specific single cadre in or under a Department;
- (b) Office-bearers of the Association shall be elected from amongst members of the Association actually serving. Persons who have retired or have been dismissed or removed from service shall cease to be members of such Association;
- (c) The Association shall neither affiliate nor associate with any other body or Association belonging to any other cadre;
- (d) The Association shall confine its representations to matters of general interest of employees whom it represents and shall not involve itself in individual cases of its members. Also the office bearers and members of the Association shall not participate in the activities of the Association at the cost of their official duties;
- (e) The Association shall not engage in any activity or pursue a course of action which its members are individually prohibited to engage in or pursue under these rules or the instructions issued by Government, from time to time, concerning conduct of employee and service discipline;
- (f) The Association shall not, in respect of any election to legislative body, or to a local authority or body, whether in Pakistan or elsewhere;
 - (i) pay or contribute towards any expenses incurred in connection with the candidature for such election;
 - (ii) support in any manner the candidature of any person for such election; or
 - (iii) undertake or assist in the registration of a candidate for such election;

- (g) The Association, shall not -
- (i) issue or maintain any periodical publication except in accordance with any general or special order of Government; and
 - (ii) publish, except with the previous sanction of Government, any representation on behalf of its members, whether in the press or otherwise;
- (h) The Association shall get its bye-laws or rules approved by the Appointing Authority, who may at any time require any modification therein or propose rules or bye-laws, in a particular manner; and
- (i) The Association shall submit annual statement of its accounts and lists of its members and office bearers to the Appointing Authority. Such Statement and lists shall be submitted before 1st January every year.
- (j) The Association shall not represent, or purport to represent SIOVS employees unless it is recognized by the competent authority;
- (k) The appointing authority in respect of a cadre shall be the authority competent to recognize the Association of that cadre:
- Provided that where the cadre consists of higher and lower grades, the authority competent to recognize the Association shall be the appointing authority in respect of the highest post in the cadre;
- (l) An employee who deals with the Association of a particular cadre and is also member of that cadre shall not become office bearer of such Association nor shall he takes part in any activity of the Association;
- (m) The Executive Director in its discretion may withdraw recognition of an Association, if in its opinion; such Association has violated any of the conditions of recognition.

29. Repeal: Any legal instrument(s) regulating the efficiency and discipline of the employees of the Institute shall, on coming into force of these rules, stand repealed, but the repeal thereof shall not affect any action taken or anything done or suffered there under.

EXECUTIVE DIRECTOR