



THE SENATE SECRETARIAT
(SERVICE) RULES, 2017

SENATE SECRETARIAT
ISLAMABAD

SENATE SECRETARIAT

NOTIFICATION

Islamabad, the 21st July, 2017

S.R.O.105(KE)/2017:

In exercise of the powers conferred by section 23 of the Senate Secretariat Services Act, 2017, read with Article 87 of the Constitution of the Islamic Republic of Pakistan, 1973 and in supersession of Senate Secretariat Notification S.R.O. No.1561 (I)/73, dated the 23rd October, 1973, the Chairman of the Senate, with the concurrence of the Finance Committee of the Senate, is pleased to make the following Rules, namely:-

PART-I.— PRELIMINARY

1. Short title and commencement.— (1) These Rules may be called the Senate Secretariat (Service) Rules, 2017.

(2) They shall come into force at once.

2. Definitions.— (1) In these Rules, unless there is anything repugnant in the subject or context,-

(a) "Act" means the Senate Secretariat Services Act, 2017 (Act No. XXII of 2017);

(b) "**ad hoc appointment**" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;

(c) "**appointing authority**" means the Chairman or Secretary Senate, as provided in Rule 10;

(d) "**Basic Pay Scales (BPS)**" means pay scales prescribed by the Federal Government and adopted by the Senate Secretariat;

(e) "**Chairman**" means the Chairman of the Senate and also includes the Acting Chairman in the absence of Chairman;

(f) "**competent authority**" means the competent authority as prescribed in the rules for a particular purpose;

(g) "**Constitution**" means the Constitution of the Islamic Republic of Pakistan 1973, as amended from time to time;

(h) "**Departmental Promotion Committee**" means a Committee constituted for the purpose of making selection for promotion to posts in the Senate Secretariat under Rule 12 and 13;

(i) "**Departmental Selection Committee**" means a Committee constituted for the purpose of making selection for initial appointment through direct recruitment to posts in the Senate Secretariat under Rule 15;

- (j) **"employee"** means a person appointed by the Appointing Authority to a post in service of Senate but does not include —
- (i) a person who is on deputation to Senate Secretariat; or
 - (ii) a person who is employed on contract or work-charge basis or who is paid from contingencies:
- (k) **"Finance Committee"** means the Finance Committee of the Senate as mentioned in Article 88 of the Constitution;
- (l) **"Government"** means the Federal Government of Pakistan;
- (m) **"group and other categories"** means and includes,-
- i. **"general parliamentary group"** means group or service, as provided in rule 4;
 - ii. **"specialized parliamentary group"** means group or service, as provided in rule 4; and
 - iii. **other categories"** means any post in a group or service, as provided in rule 4;
- (n) **"initial appointment"** means direct appointment in the Senate Secretariat.
- (o) **"pay and allowances"** means the amount drawn monthly by an employee as pay and includes technical pay, special pay, personal pay and other emoluments declared as such by the Chairman or the Finance Committee or the Federal Government, as the case may be, where rules of the Federal Government are adopted;
- (p) **"parliamentary allowances"** means other allowances being paid or to be paid to the employees of the Senate Secretariat by the decisions of the Finance Committee from time to time;
- (q) **"permanent post"** means a post sanctioned without limit of time;
- (r) **"prescribed"** means prescribed by Rules or as notified by a Notification in the official Gazette, as the case may be;
- (s) **"Rules"** means Rules framed under the Act by the Chairman with the concurrence of the Finance Committee;
- (t) **"Secretariat"** means the Secretariat of the Senate;
- (u) **"Secretary"** means the Secretary Senate, having the status of Federal Secretary, and also includes the Acting Secretary in the absence of the Secretary or any other person performing the functions of the Secretary, for the time being, under the direction and supervision of the Chairman;
- (v) **"Senate service"** means civil service relating to the Senate Secretariat and includes administrative and support services provided to the Senate of Pakistan, its Members and Committees in performing the Parliamentary functions related to the affairs of the Federation, under the Act; and
- (w) **"temporary post"** means a post other than a permanent post;

(2) All words and expressions used but not defined in these Rules, shall, unless, the context otherwise requires, have the same meanings assigned to them in the Senate Secretariat Services Act, 2017 (Act XXII of 2017).

PART II. — THE SECRETARIAT

3. Secretariat. — There shall be a Secretariat of the Senate, as provided in Article 87 of the Constitution, headed by the Secretary.

4. Composition of the Secretariat.— (1) The Secretariat shall be organized in the following general and specialized parliamentary groups and other categories:-

General Parliamentary Group comprising of officers of BPS-17 & above of:-

- (i) Administration
- (ii) Committees
- (iii) Finance & Accounts / Cash & Accounts
- (iv) HRM
- (v) IPR
- (vi) Legislation
- (vii) Motion
- (viii) Question
- (ix) Services
- (x) Transport
- (xi) Any other post or group specified by the Chairman from time to time.

Specialized Parliamentary Group comprising of officers of BPS-17 & above of:-

- (i) Editing
- (ii) Interpretation
- (iii) Information Technology
- (iv) Library
- (v) Media
- (vi) Printing & Publication
- (vii) Protocol
- (viii) Reporting
- (ix) Drafting Unit
- (x) Research & SFPR
- (xi) Translation
- (xii) Any other post or group specified by the Chairman from time to time.

Other Categories

- (i) Security branch
- (ii) Personal Staff to the office holders including PSO to Chairman and other Private Secretaries / Directors Staff / APSs
- (iii) Secretarial and supporting staff
- (iv) SIS branch

Clerks of the Parliament

An officer selected through Clerks of the Parliament Program will be initially appointed in either of the groups or categories in accordance with the available vacancies, qualifications and performance, both in the competitive process and during attachments. Once appointed in a particular group or category, the officer will have to serve in the same in BPS 17 & 18. However his group or category may be changed based on performance in the examination to be conducted for all vacancies in BPS-19.

- (vi) Any other post or category specified by the Chairman from time to time:

Provided that any officer can be posted against any post of any group or category by the competent authority from time to time.

(2) The Secretariat shall have –

- (a) the permanent posts of General Parliamentary Group specified in Part-I of Schedule-I to these Rules;
- (b) the permanent posts of Specialized Parliamentary Group specified in Part-II of Schedule-I to these Rules;
- (c) the permanent posts of security, personal staff, SIS and any other category specified in Part III of Schedule-I to these Rules; and
- (d) the temporary posts, if any, specified in Part IV of Schedule-I to these Rules and such other temporary posts as the Chairman may, from time to time, by order, sanction.

5. Creation of posts. — (1) Posts in BPS 1 to 22 in the Senate Secretariat shall be created with the approval of Chairman:

Provided that no post in BPS 17 or above shall be created for a period exceeding six months, except with concurrence of the Finance Committee.

(2) Subject to these Rules, the Chairman may, from time to time, amend Schedule-I so as to increase or reduce the number of posts specified therein or to add thereto any new group or category of posts.

PART III. — POWERS OF CHAIRMAN, SECRETARY AND MANAGEMENT OF THE SECRETARIAT

6. The Chairman. — (1) The Chairman shall be the chief executive of the Secretariat.

(2) The Chairman shall manage, control and administer different affairs of the Secretariat as he deems fit and necessary.

(3) Notwithstanding anything contained in these Rules, the Chairman may, by general or special order in writing, direct that any of his powers, subject to such conditions as may be specified in the order, be exercised by the Secretary.

7. Powers and functions of the Chairman.—(1) In addition to the powers and functions conferred by the Constitution, the Act and any other law or rules, the Chairman shall have the following powers and functions:

- (a) to re-designate any post and give placement in next grades to the employees of the Secretariat as per policy;
- (b) to relax the condition of advertisement where deemed necessary;
- (c) to give directions for improvement, modernization and training of human resource policies about the employees of the Secretariat;
- (d) to appoint an advisor, consultant or expert and determine his honorarium, remuneration or salary, terms and conditions of service, or any other matter connected with or ancillary thereto;
- (e) to develop linkages with legislatures of other countries to benefit from their parliamentary experiences and procedures for improved working of the Senate Secretariat;
- (f) to adopt any rules, made by the Government with such modifications, variations or exceptions, as he may deem fit and necessary;

- (g) to make, or cause to be made, and execute such policies and programs that are necessary for improving the human resource, infrastructure development and better utilization of existing infrastructure and facilities of the Secretariat; and
- (h) to perform and carry out any other act or function which is in the interest of the Secretariat.

(2) The powers mentioned in sub clause (1) shall be exercised by the Chairman in consultation with the Finance Committee.

8. The Secretary.— (1) The Secretary shall be the head of the Senate Secretariat and responsible for supervision of, and coordination among, all constituent groups and administrative units of the Secretariat.

(2) The Secretary shall assist the Chairman in managing and organizing the Secretariat. He shall also assist and support the House and its Committees in performance of their functions.

(3) The Secretary may delegate his powers, or functions, to any officer subordinate to him, in writing, from time to time.

9. Recognition of exceptional services through rewards and other benefits. — The Chairman may, in case of meritorious, exceptional or extraordinary services for the Secretariat, reward an employee by granting financial and other benefits, as he may deem fit and expedient, on the recommendations of a three-member committee of the Secretariat to be constituted by the Chairman.

PART IV. — APPOINTMENT

10. Appointing authority.— Appointment to all posts in BPS-17 and above shall be made by the Chairman and appointment to posts in BPS-16 and below shall be made by the Secretary or by any other officer of the Secretariat authorized by the Secretary in this behalf:

Provided that the Chairman may appoint his personal staff and employees upto BPS-04 without advertisement.

11. Methods of appointment.— (1) Appointment to posts in the Senate Secretariat may be made by one or more of the following methods, namely:

- (a) by promotion of a person employed in the Secretariat;
- (b) by initial appointment through direct recruitment;
- (c) by direct recruitment through Clerks of the Parliament;
- (d) by internal circulation of posts amongst Senate employees.

(2) The Chairman may, from time to time, by general or special order, –

- (a) specify the method or methods of appointment to a post in the Senate Secretariat;
- (b) specify the percentage of vacancies to be filled by each method of appointment.

(3) Where a percentage has been specified under sub-rule (2) for departmental promotion and direct appointment, appointment against the posts reserved for departmental promotion shall be made first and the posts reserved for direct or initial appointment shall be filled later.

(4) Notwithstanding anything contained in these Rules –

- (a) short-term vacancies reserved for direct appointment may be filled by any other method of appointment prescribed in these Rules; and

(b) if no suitable person is available for promotion or transfer, the vacancy may be filled by direct recruitment.

12. Appointment by promotion.— (1) Appointment by promotion to a post may be made,

(a) in case of a selection post i.e. BPS-20 and above, on the basis of selection on merit;

(b) in the case of a non-selection post, on the basis of seniority-cum-fitness.

(2) Appointments by promotion within a group shall be made on the recommendations of a Departmental Promotion Committee, consisting of not less than three members, to be constituted, –

(a) in the case of posts in BPS-17 and above, by the Chairman; and

(b) in the case of posts in BPS-16 and below, by the Secretary.

(3) Criteria for promotion to various posts will be the same as specified by the Government subject to such modifications, variations or exceptions, if any, in such rules, orders or instructions, as the Chairman may, from time to time, by order specify.

(4) No employee shall have any claim for appointment by promotion as a matter of right.

13. Appointment by promotion under section 4 (3) of the Act.— (1) Appointment by promotion against vacancies in BPS-19 as provided under section 4(3) of the Act shall be made through a test and interview by internal circulation.

(2) The Chairman may engage external testing services and panelists for conducting of written exam and interview for appointment under sub rule (1).

14. Appointment on deputation.— (1) There shall be no appointment to a post on deputation except in case of a technical post where the expertise are not available within the Secretariat.

(2) Appointment to a post on deputation shall be made on a tenure basis for a period of three years which may, from time to time, be extended by the appointing authority.

(3) The appointing authority may revert an employee to his parent department to which he belongs or to his original post before the expiry of the period of his deputation.

15. Appointment by direct recruitment.—(1) Appointment by direct recruitment to a post shall be made upon the recommendations of a Selection Committee, consisting of not less than three members, to be constituted in case of posts in BPS-17 and above by the Chairman and in case of posts in BPS-16 and below by the Secretary.

(2) Subject to provisions of these Rules, the Chairman may, from time to time, prescribe or modify methods of, and procedures for direct recruitment against different posts and groups.

16. Qualifications, experience, age limit and other terms and conditions for appointment.— (1) The qualifications, age limit, experience and other terms and conditions for appointment to various posts by any method of appointment will be such as provided in Schedule-II to these Rules subject to such modifications, variations or exceptions as the Chairman may, from time to time, specify.

17. Appointment on contract.— (1) The Chairman may appoint any person in the interest of the Secretariat on contract basis, without advertisement, on standard terms and conditions.

(2) The Chairman may, in exceptional cases, determine salary, financial benefits and other perks and perquisites for contract employees appointed under sub-rule (1).

PART V. — PROBATION, CONFIRMATION AND TERMINATION OF SERVICE

18. Probation.—(1) Appointment to a post by direct recruitment, not being an ad hoc appointment, shall be on probation for a period of two years, or for such lesser period as may be determined by the appointing authority:

Provided that the appointing authority may, for reasons to be recorded in writing, extend the period of probation or terminate it before two years.

(2) Any person appointed to a post by promotion or transfer may also be placed on probation for a period of one year in accordance with the provisions of sub-rule (1).

(3) If in the opinion of the appointing authority the work or conduct of an employee on probation is unsatisfactory or shows that he is unlikely to become efficient, such authority may order that,—

(a) his probation be extended for such period not exceeding one year, as the appointing authority may deem fit; or

(b) if he was appointed to such post by direct recruitment, be discharged; or

(c) if he was appointed to such post by promotion or transfer, be reverted to the post from which he was promoted or transferred and against which he holds a lien.

(4) On the satisfactory conclusion of the period of probation, the appointing authority may confirm a probationer in his appointment provided a clear vacancy exists.

(5) If no action is taken under sub-rule (3) or sub-rule (4), the period after the prescribed period of probation shall be treated as temporary engagement until further orders.

(6) Where, in respect of any post, the satisfactory completion of the period of probation includes the passing of an examination, test or course, a person appointed on probation to such post who, before the expiry of the original or extended period of his probation, fails to pass such examination or test or successfully complete the course, may,—

(a) if he was appointed to such post by direct recruitment, be discharged; or

(b) if he was appointed to such post by promotion or transfer, be reverted to the post from which he was promoted or transferred and against which he holds a lien.

Provided that in case of initial appointment, an employee shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified as satisfactory in the opinion of the appointing authority.

19. Confirmation and Lien.— (1) An employee appointed to a post on probation shall, on satisfactory completion of his probation, be eligible for confirmation in that post:

Provided that the confirmation shall be made only against a permanent post:

Provided further that two or more employees shall not be confirmed in the same post and at the same time or in a post on which another employee holds a lien:

Provided also that an employee shall not be confirmed on two or more posts at the same time.

(2) An employee shall be considered for confirmation in order of seniority.

(3) No confirmation shall be made against the post vacated on dismissal, removal or compulsory retirement of an employee until his appeal against such dismissal or, as the case may be, removal or retirement is finally decided.

(4) The confirmation shall be made on the recommendations of the Confirmation Committee constituted by, the Chairman for posts in BPS-17 and above and, the Secretary for posts in BPS-16 and below, who shall also be the confirming authorities for these posts.

(5) On confirmation in a permanent post, an employee shall acquire a lien in that post and shall retain it during the period when he, –

- (a) holds a temporary post other than a post in a group against which he was originally appointed;
- (b) holds a post on deputation with a foreign government, an international organization, a multinational corporation or any other organization outside Pakistan;
- (d) is on leave; and
- (f) is under suspension.

(6) An employee acquiring lien, as referred in sub-rule (5), shall cease to hold lien acquired previously on any other post.

(7) The lien of an employee who is reduced in rank or reverted to a lower post as a consequence of action taken against him under the rules shall be terminated against the post from which he is reduced in rank or, as the case may be, reverted to a lower post:

Provided that such employee shall acquire a lien against the lower post.

(8) An employee shall cease to hold lien against a post if he takes up an appointment on selection in an autonomous body under the control of Federal Government, Provincial Government, local authority or private organization.

(9) Notwithstanding the consent of an employee, his lien on a post shall not be terminated until he acquires lien on any other post.

(10) A confirmed employee who, of his own accord, joins some other service, post or cadre outside the Secretariat on regular basis shall have, after being selected through a regular selection process, the right of reversion to the previous post against which he shall hold lien only during the period of his probation on his new service, post or cadre.

(11) The competent authority may grant lien for a suitable period to a temporary employee on his appointment in any other organization.

20. Termination of service.— (1) The services of an employee may be terminated without notice, –

- (a) during the initial or extended period of his probation:

Provided that where such employee is appointed by promotion or is transferred from one post or group to another, as the case may be, his service shall not be terminated so long as he holds a lien against his former post, in such group or against such post, as the case may be, –

- (b) on the expiry of the initial or extended period of his employment; or
- (c) if the appointment is made ad hoc, terminable on the appointment of a person on

the recommendation of the Selection Committee, on the appointment of such person.

(2) Where, on the abolition of a post or reduction in the number of posts in a group, the services of an employee are required to be terminated, the person whose services are terminated shall ordinarily be the one who is the most junior in such group or service.

(3) Notwithstanding the provisions of sub-rule (1), but subject to the provisions of sub-rule (2), the service of an employee in temporary or ad hoc employment shall be liable to termination on fourteen days' notice thereof.

(4) Where, on the recommendations of a Committee constituted for this purpose, the competent authority is satisfied on the basis of grounds and evidence provided by the Committee that services of a habitual absentee, non-willing or non-performing employee and who creates unnecessary hurdles in smooth running of administrative affairs of the Secretariat, are required to be terminated, the service of the employee shall be terminated after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

PART VI. — SENIORITY

21. Seniority on direct recruitment.— (1) The persons appointed by direct recruitment through an open advertisement shall rank senior to those appointed through a subsequent open advertisement.

(2) If two or more persons are appointed by direct recruitment through an open advertisement, their inter se seniority shall be determined in order of merit assigned to them by the Selection or Recruitment Committee, as the case may be.

(3) If only one candidate is appointed, he shall count his seniority from the date of his regular appointment against the post after being recommended by the Committee.

22. Seniority on promotion. — Seniority in a post or group, to which an employee is promoted, shall take effect from the date of regular promotion to that post or group:

Provided that, —

- (a) employees selected for promotion to higher posts on an earlier date shall be senior to those selected for such promotion on a later date;
- (b) employees selected for promotion to higher posts in one batch shall on their promotion to the higher post, retain their inter se seniority as in the lower post;
- (c) employees eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond their control or whose case was deferred, without any shortcoming on their part, while their juniors were promoted to the higher post, shall, on promotion, without supersession, retain their inter se seniority as in the lower post; and
- (d) employees selected for promotion under rule 13 shall be assigned seniority in order of merit in the examination.

PART VII. — CONDUCT, EFFICIENCY AND DISCIPLINE

23. Conduct.— Unless otherwise provided in these Rules or prescribed by separate rules to be framed under the Act, or by specific orders made by the Chairman from time to time, the conduct of employees shall be regulated by rules made, or instructions issued, from time to time, by the Government.

24. Efficiency and Discipline.— Unless otherwise provided in these Rules or prescribed by separate rules to be framed under the Act, or by specific orders made by the Chairman from time to time, an employee shall be liable to prescribed disciplinary action and penalties in accordance with the prescribed procedure as laid down for efficiency and

discipline of civil servants by rules made, or instructions issued, by the Government or under any law applicable on civil servants for the time being in force and as amended from time to time.

PART VIII. — PAY AND FINANCIAL BENEFITS

25. Pay, pension, commutation and gratuity.—(1) An employee appointed to a post shall be entitled, in accordance with rules, to the pay sanctioned for such post:

Provided that when the appointment is made on acting charge basis, his pay shall be fixed in the prescribed manner:

Provided further that where an employee has, under an order which is later set aside, been dismissed or removed from service or reduced in rank, he shall, on the setting aside of such order, be entitled to such arrears of pay as the authority setting aside such order may determine.

(2) On retirement from service, an employee shall be entitled to receive such pension, commutation or gratuity as may be prescribed by the Government.

(3) No pension shall be admissible to an employee who is dismissed or removed from service for reasons of discipline:

Provided that the Secretariat may sanction compassionate allowance to such an employee, not exceeding two-thirds of the pension, commutation or gratuity which would have been admissible to him had he been invalided, on the recommendations of a medical board, from service on the date of such dismissal or removal:

Provided further that an authority who, on revision or appeal, reverses an order dismissing or removing an officer may declare that the officer's past service counts.

(4) If the determination of the amount of pension, commutation or gratuity admissible to an employee is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisionally such anticipatory pension, commutation or gratuity as may be determined by the prescribed authority, according to the length of service of the employee which qualifies for pension, commutation or gratuity; and any over payment consequent on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such employee or his family.

(5) Notwithstanding anything contained in these Rules and unless otherwise provided by the appointing authority, the matters relating to pay, pension, allowances, commutation and gratuity, etc., of the employees of the Secretariat shall be regulated in accordance with rules, instructions and orders issued by the Government, from time to time, as are or shall be applicable to civil servants.

(6) Employees of the Senate Secretariat shall be entitled to such additional parliamentary allowances and financial benefits as may be decided by the Finance Committee from time to time.

26. Provident, Benevolent Fund and Group Insurance.—Unless otherwise provided by the appointing authority in these Rules, the matters relating to provident fund, benevolent fund and group insurance, etc., and all other related matters regarding the employees of the Secretariat shall be regulated in accordance with rules, instructions and orders issued by the Federal Government, from time to time, as are or shall be applicable to civil servants.

27. Government Schemes and Prime Minister's Packages etc.— The Government schemes and Prime Minister's packages etc. regarding death in service, post-retirement benefits and Prime Minister's Packages for Federal Secretaries / (BPS-22) Occupational Groups Officers will be applicable to the employees of the Senate Secretariat.

28. Sanction of advance increments.—(1) The appointing authority may, in addition to basic pay admissible under the rules, allow up to six advance increments to any employee, keeping in view his educational qualifications, experience, expertise or outstanding performance which is in the interest of the Secretariat.

(2) To promote and encourage education, competence and further acquisition of education and knowledge, the appointing authority may allow two advance increments as a matter of policy to employees already possessing or acquiring higher educational qualifications over and above the educational qualifications prescribed for the post.

PART IX. —FINANCIAL MATTERS AND SENATE FINANCE COMMITTEE

29. Control of expenditure and other financial matters— Control over expenditure of the Secretariat within the authorized appropriation shall be exercised by the Secretary in accordance with the general or special directions of the Chairman or the Finance Committee.

30. Principal Accounting Officer.— (1) The Secretary shall be the Principal Accounting Officer in respect of all expenditures of the Secretariat.

(2) In addition to the duties and functions under directions of the Chairman or the Finance Committee, the duties and responsibilities of the Principal Accounting Officer shall be such as may, from time to time, be determined by the Government for the Principal Accounting Officers in the Ministries and Divisions of the Government.

(3) The Chairman may appoint an officer, not below the rank of a BPS-17 officer, as Finance and Accounts Officer to assist the Secretary in financial and accounting matters.

(4) Unless there is a special authorization by the Chairman or the Finance Committee in this behalf, the financial powers delegated to the Ministries or Divisions of the Government shall be exercised by the Secretary.

31. Finance Committee and its powers.— (1) There shall be a Finance Committee of the Senate as constituted under Article 88 of the Constitution under the Chairmanship of the Chairman.

(2) The Finance Committee shall,—

- (a) approve the budget for the Senate for inclusion in the Federal Budget;
- (b) advise the Senate in regard to control over the expenditure to be incurred within the authorized appropriations;
- (c) sanction all amounts including the budget of any post in the Secretariat within authorized appropriations or subject to such supplementary financial appropriations as may, from time to time, be considered appropriate; and
- (d) have the powers to sanction or incur such expenditure as may be necessary or regularize any expenditure incurred by the Secretariat with the approval of competent authority while discharging functions under the Act.

PART X. — REPRESENTATIONS AND APPEALS

32. Right of representation and appeal. — (1) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of his service is provided to an employee under these Rules, such appeal or application shall, except as may be otherwise provided, be made within thirty days of the date of such order.

(2) Where no provision for appeal or review exists under the rules in respect of any order or class of orders, an employee aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it, to the authority next above the authority which made the order:

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

(3) Any order made by the Chairman may be reviewed by the Chairman on a formal review petition made by the aggrieved person giving all facts and details of his grievances which shall be decided by the Chairman within sixty days after its receipt.

(4) Unless otherwise provided by the appointing authority in these Rules, the matters relating to filing of representations, appeal or review and all other related matters regarding the employees of the Secretariat shall be regulated in accordance with rules, instructions and orders issued by the Government, from time to time, as are or shall be applicable to civil servants.

PART XI. — MISCELLANEOUS

33. Leave.— (1) Unless otherwise provided by the Chairman, the Revised Leave Rules, 1980, as notified vide Finance Division's Notification No.S.R.O.1313(I)/80, shall be applicable on the employees of the Secretariat, as amended from time to time.

(2) The employees shall be entitled to encashment of leave, upto a maximum of 48 days in a calendar year, subject to availability of leave balance at the credit for the specific year:

Provided that,—

- (a) total balance of leave available at the credit of an employee will be considered for encashment and at least one year (365 days) leave shall remain in balance of an employee all the times out of the total leave so accumulated;
- (b) an employee may apply annually for encashment of leave on or after 31st December but no later than 10th January of the next calendar year. If an employee does not apply for encashment of leave for a particular year within this time, it shall be credited to his leave account;
- (c) formal request of an employee for his leave encashment is necessary, failing which his case will not be considered for that specific year;
- (d) calculation for encashment will be made on the basic pay of an employee as drawn on 1st December of that particular year; and
- (e) persons appointed on deputation can also avail the facility however contract or ad-hoc appointees shall not be eligible for encashment of leave.

34. Forwarding of applications for appointments in other organizations.—

(1) No employee shall apply more than twice in any calendar year for appearing at any test or interview for appointment in, or for the transfer of his services to, a service or post to be filled otherwise than by a competitive examination, in other office, Ministry or Division of the Federal Government or under the Provincial Government or a public statutory corporation / body.

(2) The competent authority for disposal of the cases will be the Secretary Senate or any other officer nominated by the Secretary.

35. Provincial and Regional Quotas for direct recruitment.— Provincial and Regional quotas as prescribed will be observed in filling vacancies reserved for direct recruitment in the Senate Secretariat:

Provided that the Chairman may increase or decrease percentage of quota and allocate any vacancy to any Province or region from time to time.

36. Relaxation of upper age limit on initial appointment.— (1) Maximum age limit as prescribed in the recruitment rules shall be relaxed to the extent in respect of the candidates mentioned below:-

SL. NO.	CATEGORY OF CANDIDATES	AGE RELAXATION LIMIT
(i)	(a) Candidates belonging to scheduled castes, Buddhist community, recognized tribes of the Tribal Areas, Azad Kashmir and Gilgit Baltistan for all posts under the Federal Government. (b) Candidates belonging to Sindh (R) and Balochistan for posts in BPS 15 and below under the Federal Government.	03 years. 03 years.
(ii)	Released or Retired Officers personnel of the Armed Forces of Pakistan.	15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
(iii)	Government servants who have completed 02 years continuous Government service on the closing date for receipt of applications.	10 years, upto the age of 55 years.
(iv)	Disabled persons.	10 years.
(v)	Widow, son or daughter of a deceased civil servant who dies during service.	05 years.

(2) Where a candidate is entitled to age relaxation under more than one categories specified in sub-rule (1), he shall be allowed relaxation in age only in one category.

(3) The relaxation in upper age limit shall be over and above the relaxation of age admissible to candidates specified in rule sub-rule (1) or in any other rules for the time being in force.

(4) Subject to sub-rule (3) the maximum age limit prescribed for initial appointment under any rules for the time being in force shall be relaxed by a period of five years.

(5) Notwithstanding the provisions contained in these Rules or any other rules for the time being in force, the Chairman may, on extreme compassionate grounds, grant age relaxation to an individual candidate over and above the relaxation in upper age limit already admissible, if any.

(6) Minimum age limit for initial appointment against any post in the Secretariat shall be 18 years.

37. Matters not specifically provided for. — In respect of all other matters, including recruitment policy, eligibility for appointment to a post and the rank, status, seniority, prospects of promotion and privileges of the employees for which no provision has been made in these Rules the employees shall be governed by such rules, orders and instructions for the time being in force and applicable to the employees holding corresponding posts in the Federal Secretariat, subject to such modifications, variations or exceptions, if any, in such rules, orders or instructions, as the Chairman may, from time to time, by order specify.

38. Residuary powers.— All matters not specifically provided for in these rules or in the rules and orders referred to in rule 37 shall be regulated in accordance with such orders as the Chairman may make.

39. Power to relax rules.— Where the Chairman is satisfied that the operation of any provision of these Rules causes undue hardship in any particular case, he may, by an order in writing, dispense with, or relax the requirements of that provision to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

40. Interpretation of rules.— All questions relating to the interpretation of these Rules shall be referred to the Chairman whose decision thereon shall be final.

41. Gender.— In these Rules, unless there is anything repugnant in the subject or context, words importing the masculine gender shall be taken to include females and transgenders.

42. Saving.— Notwithstanding the repeal of Senate Secretariat (Recruitment) Rules, 1973, everything done, action taken, appointments made either through initial recruitment, induction, absorption, promotion, regularization or on contract basis, deputations made, obligation, liability or penalty incurred, powers conferred or exercised, orders issued or decisions and policies made by the Chairman or the Finance Committee under the said Rules and everything deemed to have been done in exercise of the powers conferred by or under the said Rules, shall continue and be deemed to have been respectively done, taken, incurred, conferred, exercised or issued under these Rules.