

**AMENDMENT IN THE EXISTING CLAUSES AND INSERTION OF NEW CLAUSES TO THE
AGREEMENT DATED 29-01-2003 BETWEEN M/S COMSATS INSTITUTE OF
INFORMATION TECHNOLOGY, WAH CANTT AND WAH INDUSTRIES LIMITED**

The following are the amendments in the existing clauses 3(xii) and insertion of new clauses to the agreement dated 29-01-2003 executed between M/s COMSATS Institute of Information Technology, Wah Cantt and Wah Industries Limited, Wah Cantt.

Clause-3 (xii)

Twenty five POF & WIL employees/children fulfilling the admission criteria of CIIT shall be admitted by CIIT as per following prorated every year at 50% discount in tuition fee:-

5 in spring session
20 in fall session

The following clauses are inserted to the agreement dated 29-01-2003 :-

Vehicle Gate of the building located at Quaid Avenue will be permanently locked and sealed. However, wicket gate can only be used by pedestrians during classes timing & it will be properly secured by the CIIT management and no illegal entry will be allowed.

Cantonment Board/bye laws will be followed in true letter and spirit.

Construction of car/vehicle parking on G.T. Road and Quaid Avenue will not be allowed.

No encroachment on green belt on G.T. Road and Quaid Avenue will be allowed.

CIIT will construct boundary wall with fence on its top at their own expenses to enhance the security measures.

POF-WIL management will not be responsible for any act done by CIIT which may cause damage/hurt/injury/violating the personal right of an individual and civil wrong (tort) on moveable and immovable property including any other right of any individual, if it is happened / done in violation of this agreement/NOC.

Damage of building/property if any occurs by CIIT or any person/student, the repair will be carried out by CIIT at its own expenses. If violation of any clause, Cantonment Board/Bye laws by CIIT, comes in to the notice of POF-WIL, case shall be put up to the Chairman POF-WIL Board to fix remedy measures and decision of the Chairman POF-WIL Board which shall be binding on both the parties.

Party of the First Part

(Muhammad Rizwan)
Managing Director, WIL
Quaid Avenue, Wah Cantt
Dated -03-2013

Witness:

(Ms Zoobia Saleem)
Manager Admin, WIL
Quaid Avenue, Wah Cantt
Dated -03-2013

Party of the Second Part

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Director, CIIT Wah
Quaid Avenue, Wah Cantt
Dated -03-2013

Witness:

(Jawad Ahmed)
Deputy Registrar
Quaid Avenue, Wah Cantt
Dated -03-2013

ADMIN DEPARTMENT
(ADMIN COORD)

Subject: **50% FEE CONCESSION TO POF EMPLOYEES/THEIR WARDS IN COMSATS.**

- i) No. of Seats :
Fall Semester = 20
Spring Semester = 05
- ii) Entitlement:
POF/WIL serving employees/their wards
- iii) Fee Concession:
50% Fee concession in tuition
- iv) Period of admissibility:
 - From first semester till completion of study.
 - In Case the student failed to get aggregate score of 2.75 GPA out of 4, the vacancy of same will be shifted to other student who meet the requisite criteria as per session.
- v) Eligibility Condition:
 - a. Applicant must have got admission in CIIT Wah.
 - b. The fee concession will be awarded on the basis of merit decided by CIIT at the time of admission.
- vi) Procedure for grant of fee concession
 - a. Applications for fee concession in CIIT Wah are called through Khabarnama from Admin Coord Office prior to the admission in Spring and Fall semester keeping in view CIIT schedule.
 - b. Eligible candidate apply for the fee concession on the prescribed application form available from Admin Coord Office.
 - c. Application form alongwith attested copies of result card/marks sheet duly recommended by the head of fy/groups are submitted by due date announced in the Khabarnama.
 - d. Admin Coord office scrutinize the applications. Incomplete application or application without supporting documents render the applicant ineligible.
 - e. Applications received in Admin Coord Office within due date are sent to CIIT for obtaining their merit.
 - f. Final merit list is submitted to Chairman POF Board for approval. On its basis names of successful candidates are sent to CIIT Wah for grant of 50% fee concession.

Manager Central Welfare

Sd/xxx
(Aftab Ahmad)
Manager Admin Coord
-4-2014

4119/Misc/Comsats/Admin Coord

POF BOARD
(Admin Deptt)

Subject:- PROCEDURE FOR POF UMRAH PACKAGE AS MORALE BOOSTING INCENTIVE FOR POF EMPLOYEES.

In recognition of distinct services and pursuance of instructions of Chairman POF Board, 20 best performers in all categories of employees will be sent on Umrah every year on POF's expense (out of CSF) as an effective incentive to encourage and boost the morale of best performers in addition to development of their loyalty with the organization.

2. Selection of beneficiaries, will be made for two levels of employees viz: Officers and Staff/workers.

3. While considering the names of BS-19 and above officers, the following aspect will be considered. For the above purpose, fair and rational criteria of 70 marks will be given to the quantification and 30 marks to the on ground performance of the officers.

- a. Achievement of production targets.
- b. Achievement in research and development.
- c. Innovation and creativity.
- d. Maintenance and security of inventory.
- e. Processing of cases for procurement of raw material for the tgts of next year.
- f. Attendance during the last one year = 90% and above
- g. Did not perform Umrah/Hajj earlier either privately or officially.*
- h. No red entry during the last 05 years.

4. Achievement in different fields to be evaluated on the basis of empirical/quantitative data to the possible extent. Thus marks for each activity/achievement may be allocated keeping in view level and value of achievement, say:

- a. Ten marks will be allocated to achievement of production target and if an officer achieves 50% production target he will be given 05 marks.
- b. Five marks will be allocated to research and development work; marks will be given proportionate to his contribution.
- c. Ten marks will be allocated to innovation and creativity; marks will be given proportionate to contribution or level of creative idea relative to others.
- d. Five marks will be allocated for maintenance and security of inventory.

5. **Eligibility Criteria For various cadres will be as following.**

POF Umrah Scheme is opened to all employees of POF and Allied Departments.

i. **Officers (BS-19 - 21)**

- | | | | | |
|----|--|---|--------------|------------------|
| a. | No. of vacancies | = | 01 | NIL ** |
| b. | Length of Service | = | | 20 years minimum |
| c. | Min Quantification/Threshold required. | = | 70 and above | |
| d. | 90% and above attendance during the last one year. | | | |
| e. | Did not perform Umrah/Hajj earlier privately at his own expenses.* | | | |
| f. | No red entry during the last 05 years in their service record. | | | |

ii. **Officers (BS – 18)**

- | | | | | |
|----|--|---|------------------|-------|
| a. | No. of vacancies | = | 01 | NIL** |
| b. | Length of Service | = | 15 years minimum | |
| c. | Min Quantification/Threshold required. | = | 65 and above | |
| d. | 90% and above attendance during the last one year. | | | |
| e. | Did not perform Umrah/Hajj earlier privately at his own expenses.* | | | |
| f. | No red entry during the last 05 years in their service record. | | | |

iii. **Officers (BS – 17)**

- | | | | | |
|----|--|---|------------------|--|
| a. | No. of vacancies | = | 01 | |
| b. | Length of Service | = | 07 years minimum | |
| | | | | (In case of promotees, minimum service would be 15 years in POF) |
| c. | Min Quantification/Threshold required | = | 65 and above | (Last PER must not be average) |
| d. | 90% and above attendance during the last one year. | | | |
| e. | Did not perform Umrah/Hajj earlier privately at his own expenses.* | | | |
| f. | No red entry during the last 05 years in their service record. | | | |

iv. **Officers (BS – 16)**

- | | | | | |
|----|--|---|------------------|--|
| a. | No. of vacancies | = | 01 | |
| b. | Length of Service | = | 20 years minimum | |
| c. | Min Quantification/Threshold required | = | 60 and above | |
| d. | 90% and above attendance during the last one year. | | | |
| e. | Did not perform Umrah/Hajj earlier privately at his own expenses.* | | | |
| f. | No red entry during the last 05 years in their service record. | | | |

v. **Staff (BS-01 to 15)**

- | | | | | |
|----|--|---|------------------|-------|
| a. | No. of vacancies | = | 02 | 03 ** |
| b. | Length of Service | = | 20 years minimum | |
| c. | Min Quantification/Threshold required | = | 50 and above | |
| d. | 90% and above attendance during the last one year. | | | |
| e. | Did not perform Umrah/Hajj earlier privately at his own expenses.* | | | |
| f. | No red entry during the last 05 years in their service record. | | | |

vi. **Workmen (BS-01 to 12)**

- a. No. of vacancies = 14 15 **
b. Length of Service = 15 years minimum
c. 90% and above attendance during the last one year.
d. Did not perform Umrah/Hajj earlier privately at his own expenses.*
e. No red entry during the last 05 years in their service record.

6. **Ineligibility**

Following are ineligible to apply: -

- i. Those who are under trial or against whom an enquiry has been ordered.
ii. Individuals who are sick/medically unfit.
iii. Ladies w/o lawful Mehram.
iv. Ladies in advance stage of pregnancy.

7. The controlling officers, after evaluation of the employees on the basis of eligibility criteria, will nominate the number of employees as asked by the Director Admin group. Balloting will be carried out by concerned MD/HOD where eligible candidates are more than the required nominations. All such nominations will be compiled by Director Admin and put up to the following umrah committee for final scrutiny:-

- i. DICR & Member POF Board
ii. M.P.C.
iii. Director Admin
iv. Director HRM
v. Dy Director Admin (Secy)

The committee will submit its recommendations to Chairman POF Board for approval.

8. **Training for Umrah**

No collective religious training will be arranged. All pilgrims will be advised to educate themselves on performance of Umrah and related aspects before departure.

9. **Leave Ex - Pakistan**

Leave Ex - Pakistan will be applied by concerned applicant.

i) * Amended vide even # dated 24-10-2014 as :

“Any person who has performed Umrah/Hajj during the last five years at his own expenses or on Government expenses will not be eligible for this incentive”

ii) ** Amended vide even # 07-12-2015 as :

”

BS-19 & above	=	00
BS-18	=	00
BS-1to15(Staff)	=	03
Workmen	=	15

”

POF BOARD
(Admin Deptt)

Subject:- **PROCEDURE FOR POF UMRAH PACKAGE AS MORALE BOOSTING INCENTIVE FOR POF EMPLOYEES.**

Ref'nce:- # 4119/Misc/Umrah/Admin Coord dated 23-5-2013.

After the recommendations forwarded by Board members for consideration, competent authority has approved, eligibility clause in SOP regarding Umrah Package for POF employees as under :-

<u>FOR</u>	<u>READ</u>
Para 3(g) & 5 sub para (i)(e), (ii)(e), (iii)(e), (iv)(e), (v)(e) & (vi)(d)	Para 3(g) & 5 sub para (i)(e), (ii)(e), (iii)(e), (iv)(e), (v)(e) & (vi)(d)
Did not perform Umrah/Hajj earlier privately at his own expenses.	Any person who has performed Umrah/Hajj during the last five years at his own expenses or on Government expenses will not be eligible for this incentive.

All Concerned.

Brig.
(Shahid Saeed)
Director Administration
24-10-2014

4119/Misc/Umrah/Admin Coord

POF BOARD
(Admin Deptt)

Subject:- **PROCEDURE FOR POF UMRAH PACKAGE AS MORALE BOOSTING INCENTIVE FOR POF EMPLOYEES.**

The competent authority has approved the following amendment in SOP on the subject with immediate effect:-

	<u>FOR</u>		<u>READ</u>	
Para 5-i(a)	BS-19 & above	= 01	BS-19 & above	= 00
Para 5-ii(a)	BS-18	= 01	BS-18	= 00
Para 5-v(a)	BS-1 to 15 (Staff)	= 02	BS-1to15(Staff)	= 03
Para 5-vi(a)	Workmen	= 14	Workmen	= 15

All Concerned.

Brig.
(Zaki Rehman Meer)
Director Administration
-12-2015

4119/Misc/Umrah/Admin Coord

ADMIN DEPARTMENT
(ADMIN COORD)

Subject: **SOP FOR GRANT OF FEE CONCESSION TO POF EMPLOYEES/THEIR WARDS IN B.Sc (ENGINEERING) PROGRAMMES OF WAH ENGG COLLEGE.**

B.Sc Engg in Wah Engg College

- i) Minimum length of regular service in POF will be 02 years.
- ii) **No. of seats :**
03 seats will be reserved for POF employees/their wards in each discipline. Selection will be made on merit in accordance with the laid down procedure of WEC. At present 5 Technologies have already started therefore, 15 seats are reserved for POF employees/their wards.
- iii) **Duration of concession:**
For the whole study programme
- iv) **Fee Concession by WEC:**
3 x seats / discipline - 75%
- v) **Eligibility conditions:**
 - a) Applicant must have got admission in WEC on merit.
 - b) The facility will be withdrawn if the beneficiary fails in any subject during the study and the same will be extended to other student wards of POF employees on the basis of merit for that semester. For this purpose beneficiary will produce a certificate of satisfactory performance from WEC on completion of each semester.
 - c) In case of deferment of studies due to illness/sickness concession will again be granted at the resumption of studies.
- vi) **Procedure for grant of fee concession:**
 - a) Applications for fee concession in WEC will be called through Khabarnama prior to the admission keeping in view WEC schedule.
 - b) Eligible candidate will apply for fee concession on the prescribed application form available from Admin Coord office.
 - c) Application form alongwith attested copies of result card/marks sheet duly recommended by the head of fy/groups should be submitted by due date announced in the Khabarnama.
 - d) Incomplete application or applications without supporting documents will render the applicant ineligible.
 - e) Applications received within due date will be sent to WEC for obtaining their merit.
 - f) Merit list will be published/circulated through Khabarnama so that representation against the order of merit may be submitted within one week of publication of Khabarnama.
 - g) Final merit list will be submitted for approval of Chairman POF Board. On its basis names of successful candidates will be sent to WEC for grant of fee concession.
 - h) In case where number of candidates are less than 03 in any technology, the vacancy of the same technology will be utilized where number of eligible candidates are more than 03 in other technologies, so as to utilize/fill the total number of 15 vacancies.”

ADMIN DEPARTMENT
(ADMIN COORD)

Draft Daily Order Part-I No. _____ dated _____ -7-2013.

Subject: **SOP FOR GRANT OF FEE CONCESSION TO POF EMPLOYEES/THEIR
WARDS IN B.Sc (ENGINEERING) PROGRAMMES OF WAH ENGG
COLLEGE.**

Refⁿce DO Pt-I # 205 dated 10-9-2012.

Competent authority has approved following addition in Sr.No.(ii) so as to relate number of seats in above referred Daily Order:-

“In case where number of candidates are less than 03 in any technology, the vacancy of the same technology will be utilized where number of eligible candidates are more than 03 in other technologies, so as to utilize/fill the total number of 15 vacancies.”

I/C Publication

(Muhammad Akram)
AM- Admin Coord
-7-2013

4119-Misc-WEC-Admin Coord

ADMIN DEPARTMENT
(ADMIN COORD)

Subject: **SOP FOR RETIRING EMPLOYEES.**

Following SOP is recommended to be adopted keeping in view the limitation and financial constraints of POF. The standard menu as spelt out be adopted. Shield price should be borne by the individual while wall clock/gift should be presented from respective Fy/Group out of their Welfare Fund. As far as farewell tea and dinner is concerned, the 50% expenditure should be financed through employees and 50% from respective Welfare Fund of the Fy/Group.

BS-1 to 5

- i. A farewell tea party in the honour of retiring employees will be arranged once in a month by the respective fy/gp and will be attended by the respective GM of Fy/Group.
- ii. Retiring employees be dropped on an official vehicle to his residence provided he lives within Estate area or POF Housing schemes.
- iii. Entry passes may be issued to retiring employee for a period of six months.
- iv. Proper experience certificate may be issued.
- v. Accommodation may be allowed for a period of LPR and 6 months on the normal rent notified vide D.O. Pt-I # 267 dated 27-10-1992.
- vi. Preference may be given to the sons of retiring POF employees for induction in Welfare Trust/subsidiaries.
- vii. Induction of ward of retiring employees as per Policy in vogue.

Tea/ Dinner	Menu	Price per Head	Gift	Nos. of retired employees during 2011
Tea	Samosa	Rs. 10/-	Wall Clock + Shield both bearing monogram of POF (Rs. 700+1000=1700)	131
	Simple Cake Piece	Rs. 10/-		
	Burfi	Rs. 20/-		
	Namak Para	Rs. 15/-		
	Tea	Rs. 15/-		
	Total:	Rs. 70/-		

BS-6 to 10/11

- i. A farewell tea party in the honour of retiring employees will be arranged once in a month by the respective fy/gp and will be attended by the respective head of Fy/Group.
- ii. Retiring employees be dropped on an official vehicle to his residence provided he lives within Estate area or POF Housing schemes.
- iii. Entry passes may be issued to retiring employee for a period of six months.
- iv. Proper experience certificate may be issued.
- v. Accommodation may be allowed for a period of LPR and 6 months on the normal rent notified vide D.O. Pt-I # 267 dated 27-10-1992.
- vi. Preference may be given to the sons of retiring POF employees for induction in Welfare Trust/subsidiaries.
- vii. Induction of ward of retiring employees as per Policy in vogue.

Tea	Chicken Patties	Rs. 25/-	Wall Clock + Shield both bearing monogram of POF (Rs. 1000 + 1000 = 2000)	178
	Burfi	Rs. 20/-		
	Namak Para	Rs. 15/-		
	Tea	Rs. 15/-		
	Total:	Rs. 75/-		

BS-12 to 16

- i. A farewell tea party in the honour of retiring employees will be arranged once in a month by the respective fy/gp and will be attended by the respective head of Fy/Group and member POF Board.
- ii. Retiring employees be dropped on an official vehicle to his residence provided he lives within Estate area or POF Housing schemes.
- iii. Entry passes may be issued to retiring employee for a period of six months.
- iv. Proper experience certificate may be issued.
- v. Accommodation may be allowed for a period of LPR and 6 months on the normal rent notified vide D.O. Pt-I # 267 dated 27-10-1992.
- vi. Preference may be given to the sons of retiring POF employees for induction in Welfare Trust/subsidiaries.
- vii. Induction of ward of retiring employees as per Policy in vogue.

High Tea	Chicken Patties	Rs. 25/-	Wall Clock + Shield both bearing monogram of POF (Rs. 1200+1000=2200)	No. of employees retired during 2011 171
	Burfi	Rs. 20/-		
	Chicken Piece	Rs. 50/-		
	Tea	Rs. 15/-		
	Total:	Rs. 110/-		

BS-17 & 18

- i. A farewell dinner in the honour of retiring employees will be arranged centrally monthly/bimonthly by Director Admin Office. DICR/MPC, Head of the respective Fy/Group and officers of that particular Fy/Group will attend.
- ii. Retiring employees be dropped on an official vehicle to his residence provided he lives within Estate area or POF Housing schemes.
- iii. Entry passes may be issued to retiring employee for a period of six months.
- iv. Proper experience certificate may be issued.
- v. Accommodation may be allowed for a period of LPR and 6 months on the normal rent notified vide D.O. Pt-I # 267 dated 27-10-1992.
- vi. Preference may be given to the sons of retiring POF employees for induction in Welfare Trust/subsidiaries.
- vii. Induction of ward of retiring employees as per Policy in vogue.

Dinner (In Ordinance Club)	Wall Clock + Shield both bearing monogram of POF (Rs. 1500+1000=2500)
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BS-19

SOP has already been issued. Same is reproduced below with certain amendments:-

- Dining out by Chairman POF Board at POF Hotel.
- Dinner by Chairman POF Board at POF Hotel will be arranged by GM POF Hotel
- POF Crest / Shield to the retiring officer and a gift of the value not exceeding Rs. 2000/- will also be presented to the retiring officer or his spouse in case she attends dinner.
- Board Member, Director Admin, MD/Officer Incharge of Fy/Group of retiring officer, one Senior most AM from the group of departing/retiring officer.

Contd...P/3

BS-20 & 21

SOP has already issued. Same is reproduced below:

- Dining out by Chairman POF Board at POF Hotel.
- Dinner on voluntary basis by Officers in BS-17 and above of POF and Allied Departments.
- POF Crest / Shield will be presented to the retiring officer and a gift of the value not exceeding Rs. 2500/- will also be presented to the retiring officer or his spouse in case she attend the dinner.

ADMINISTRATION DEPTT
(ADMIN COORD)

Subject:- **SOP FOR RETIRING EMPLOYEES.**

Competent authority has made the following amendment in the subject SOP :-

“Tea party should not be attended by complete group. Only selected individuals of his section and some other from group should be enough. All employees of the group should not be burdened. Respectable attendance of around 25 – 30 employees should be good enough to extend due respect to the retiring employees.”

2. Forwarded for information and compliance please.

All Head of Fys/Groups.

(Aziz-ur-Rehman)
Dy Director Admin
19-6-2012

No, 4119/Misc/Admin Coord

ADMINISTRATION DEPTT
(ADMIN COORD)

Subject **SOP REGARDING CONSTRUCTION OF MOSQUES INSIDE
FACTORY PREMISIS.**

To streamline the affairs of Mosques constructed inside the factory premises, the following SOP has been approved by the competent authority to be implemented to avert chances of quarrel or dispute amongst various schools of thoughts of the employees who offer prayers in such Mosques.

- i) No new Mosque to be constructed inside Factory/Groups areas without proper clearance and permission from Director Admin.
 - ii) Mosque will be under the administrative control of administration of the concerned Fy/Group.
 - iii) No Mosque Committee in any factory is allowed, if exists it may be abolished.
 - iv) No activity other than prayers in any Mosque is allowed.
 - v) No religious controversy should be tolerated in the Mosque in any form of speech or by any other means like pasting of posters etc.
 - vi) Simplicity in the construction of the Mosque should be maintained. No decoration on any occasion should be allowed in the Mosque inside the Fys/Groups.
 - vii) Imam for each Mosque should be changed after every three months and a proper record be maintained by Administration to that effect.
 - viii) No propagation of Maslaki thoughts allowed inside Fy/Gps area.
2. Forwarded for strict compliance please.

Head of all Fys/Gps

Sd/ x x x
(Aziz-ur-Rehman)
Dy Director Administration
04-6-2012

No. 4119-Misc-Admin Coord

ADMIN DEPARTMENT
(ADMIN COORD)

Subject: **INSTRUCTIONS RELATED TO REDRESSAL OF GRIEVANCES**

A tendency has been observed amongst employees wherein they approach directly to Chairman even for minor issues which is against the laid down rules. There is a need for mid level management to be more active and resolve the individuals issue at immediate level then prolonging it unnecessarily. In order to ensure speedy redressal of their grievances and to maintain the sanctity of the rules, it is imperative that POF employees address their appeals/representations etc to the authorities designated in the rules with due regard to the prescribed channels of communication.

2. Though procedure for redressal of grievances is given in relevant rules. However comprehensive procedure is enumerated below for strict compliance:-

- i) An employee should address his appeal to the immediate officer for the redressal or adopt proper channel to lodge his petition to the competent authority.
- ii) The concerned authority will ensure that if his problem can not be solved at his level and required to be processed at higher forum, the decision must be taken within 02 days at the most to process the case.
- iii) The authority to decide the matter should promptly act as per provisions of rules and reply thereof must be given to the applicant/petitioner on priority.
- iv) The applicant/petitioner if not satisfied with the disposal of his request may lodge his appeal next higher authority alongwith the decision so that related facts can be judged completely in comparison with his grievances.
- v) Any statement having false/distorted facts, if proved, action will be taken against the petitioner himself.
- vi) Anonymous applications will have to be discouraged as per Govt instructions reproduced vide Daily Order Part-I # 153, dt. 18-06-92 at all levels and no action is required to be taken thereon at any forum.

3. In addition to above, attention is invited to the Estt. Division letter # 5/4/94-Rev.D.3, dated 21-06-1997 reproduced hereunder for the general information of all concerned:

- i) All civil servants should refrain from sending advance copies of their appeals/petitions/representations, direct to higher authorities and that appeals/petitions/representations should be addressed only to the prescribed authority and submitted through proper channel;
- ii) The appeal/petition/representation should be on their own behalf only and that joint representation by government servants shall not be entertainable under the rules;
- iii) The civil servant should discourage their wives/wards and relations to address the petitions/applications in respect of service matter on their behalf;
- iv) The civil servants should refrain from using intemperate and in-appropriate language in their petitions/representations etc. as use of such language constitutes misconduct and render them liable to disciplinary action against them;
- v) The Civil Servants Act, 1973 (Chapter 1, Sl. No. 2, Vol, I) as well as Civil Servant, (Appeal) Rules, 1977 (Sr. No. 1) & the instructions issued on the subject from time to time envisage only one appeal/petition/representation etc. from a civil servant in respect of particular order by which he is aggrieved.

Once an appeal or representation etc. is rejected by the competent authority, the civil servant can go to the Federal Service Tribunal but he has no right under these rules to submit further appeal/petition/representation/ application or a service of it to the appellate authorities; and

- vi) Each representation appeal petition etc. should be accompanied by a prescribed proforma (Annex) duly completed by the civil servant, making the representation/appeal/petition. This will enable the competent authority to properly attend to and finalize the matter quickly. In cases where the competent authority has already rejected the first appeal/petition/representation on the subject case, the second or subsequent appeal/petition/representation need not necessarily be replied to.

3. The above instructions may please be circulated among the officers/employees to be followed in letter and spirit in future.

Sd XXX
(Muhammad Yasin)
Manager Admin Coord
for Director Admin
08-12-2011

(All Concerned)

4119/Misc/Admin Coord

(Annex)

PROFORMA

1. Name of the Ministry/Department/Office.
2. Name of the applicant
3. Designation and grade of the applicant.
4. Number and date of the order against which aggrieved.
5. Brief subject matter of the order giving to the applicant's grievances.
6. Date on which the first appeal/application for review or representation was filed.
7. Particulars of the authority to which the first appeal, application for review or representation mentioned in column 6 was addressed.
8. Whether any reply to the appeal, review application or representation mentioned in column 6 has been received. If so, on what date?
9. Number of appeals ,
review applications , or
representations, or
submitted subsequent
to the one mentioned
in column 6 and the
date on which these were
submitted.
 - (i) Appeal
 - (ii) Application for
review
 - (iii) Representation } in red ink.
10. Authority to which the appeals, review applications or representations mentioned in column 9 were submitted.
11. Whether any reply to appeal, application for review or representation mentioned in column 9 was received. If so, indicate the date or dates.
12. Date of present appeal/review/application/representation.