

FOREWORD

The NED University of Engineering & Technology was established in March 1977 under the Provincial Assembly Act after upgrading of the former NED Government Engineering College, which was set up in 1921. The Sindh Act No. III of 1977 called 'The NED University of Engineering and Technology Act, 1977' was first passed by the Provincial Assembly of Sindh, then assented by the Governor of Sindh and finally published in the Government Gazette on 30th May 1977. Thereafter, the First Statutes, 1977 of the University were promulgated by the Governor of Sindh/ Chancellor of the University in June 1977. The University Act and the First Statutes provided the basic infrastructure and governance systems for the University including its purpose and functions; details about powers and duties of the Chancellor, the Pro-Chancellor, the Vice-Chancellor and other officers; constitution and functions of the statutory bodies such as the Senate, the Syndicate, the Academic Council, etc.

The University Act and the First Statutes have been amended/modified either through the Ordinances or the Acts passed by the Provincial Assembly of Sindh from time to time. The Sections 46(1) and 47(1) of the University Act describe scope and mode of framing the Statutes and the Regulations, respectively, for further management of the University affairs. The compilation of the Act, the Statutes and the Regulations in form of a Book and their timely updating have remained a challenging and time-taking task for the University Management since establishment of the NED University.

Initially, the compilation work started in December 1983 when the Syndicate passed a resolution for preparing a University Code under guidance of the then Vice-Chancellor Prof. Dr. A.T. Khan and also established a cell headed by the former Controller of Examinations Mr. Abrar Ahmed Usmani (Late), who also had worked as a Director in Federal Public Service Commission (FPSC). He was assisted by Prof. M. A. Quidwai (Dean, Faculty of Science and Technology), Prof. Azizul Hasan Khan (Department of Civil Engineering), Shaikh Ghulam Hussain (Department of Electrical Engineering) and Mr. Hidayatullah Khawaja (Resident Auditor). The voluminous draft, containing the Statutes and the Regulations relating to the academic, administrative and financial matters, was prepared and submitted to the Syndicate in September 1984. After consideration and observations, the Syndicate finally approved them in 67th and 69th Meetings held in June and December 1989 respectively. The Statutes were eventually placed

before and falling in the preview the Senate were approved in its First meeting held on 20th September 1990. The remaining Statutes were forwarded to the Chancellor whose approval was accorded vide Governor's Secretariat letters Nos. GS/5-17/89(SO-I)/1086 dated 01 & 06-08-1991. The University Code commonly referred as 'Blue Book' contained the Act and First Statutes in Part 1 and the remaining Statutes, the Regulations and the Rules were included in Parts 2, 3 and 4 respectively.

Under provisions of the University Act, the Statutes and the Regulations have also been added/amended/modified by the relevant authorities as and when required. Thus, their updating also continued from time to time. The second-time updation was made in the year 2003 during the tenure of the Vice-Chancellor Engr. Abul Kalam (1996-2013). It was assigned to a team comprising Prof. Dr. Sarosh H. Lodi (MR ISO9000 & Co-Chair in Department of Civil Engineering), Syed Ghulam Kadir Shah (Registrar) and Mr. Hidayatullah Khawaja (Resident Auditor). The team worked hardly and diligently based upon their expertise and experiences. Since number of the Regulations became quite significant, thus only the Act and the Statutes were compiled and published in October 2003 in three volumes of the Compendium. The Volume-I contained the updated Act and First Statutes while the Volumes-II and III contained the statutes regarding the academic and administrative matters respectively.

Later for updation of the University Regulations, a Committee headed by Prof. Dr. Muhammad Tufail (MR ISO9000 and Professor in Department of Industrial & Manufacturing Engineering) was formed in April 2010. It comprised Engr. Muhammad Aslam Bhutto (Assistant Professor in Department of Civil Engineering), Mr. Abdul Wahab (Deputy Director Finance Funds) and Ms. Rubina Naz (Assistant Registrar). The Committee updated and compiled the Regulations which were uploaded on the University's Portal in November 2011 along-with the Act and the Statutes.

The recent effort started in February 2022 when the University Management assigned Dr. Muhammad Aslam Bhutto (now Associate Professor in Department of Civil Engineering TIEST) to update the University Statutes and Regulations. He worked under guidance of Prof. Dr. Muhammad Tufail (Pro-Vice Chancellor) and was assisted by Syed Ghazanfar Hussain (Registrar), Mr. Khalid Mehmood Makhdoom (Deputy Registrar Coordination) and their team. Since during the period 2018-2021, massive changes/amendments were made in the University Act and First Statutes,

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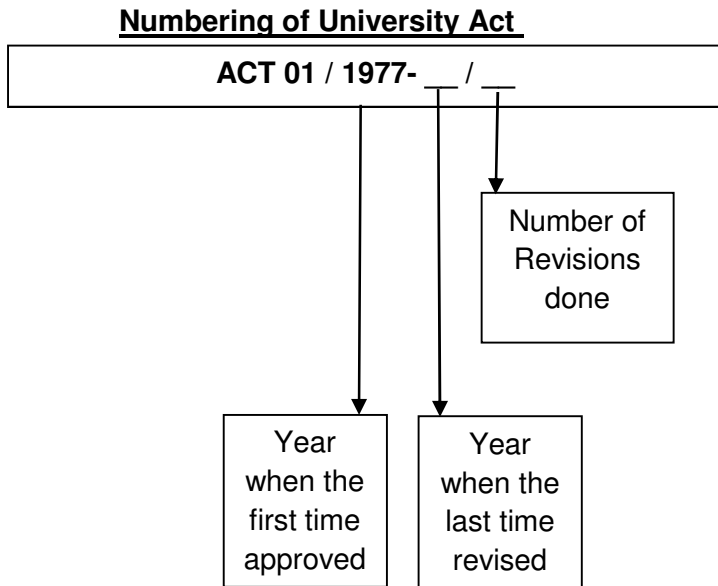
so these were updated first. Then, the existing Statutes were updated in light of the approved additions/changes/amendments. Following this, the changes/modifications wherever necessary were made and got recommended by the Syndicate in its 201st meeting held on 10th June 2022 and approved by the Senate in its 30th Meeting held on 28th June 2022. Finally, the updated Act and Statutes have been compiled in one volume of the Current Compendium divided in four sections. Section 1 contains the updated Act and First Statutes while the Statutes related to academic, establishment and financial matters are included in the Sections 2, 3 and 4 respectively.

I am pleased to share this University Compendium of the Act and Statutes published in 2024 and would appreciate the efforts of Prof. Dr. Muhammad Tufail, Dr. Muhammad Aslam Bhutto and Mr. Khalid Mehmood Makhdoom for putting forward their devotion and restless efforts in this august exercise. I would also appreciate Syed Ghazanfar Hussain (Registrar), Mr. Muhammad Sajeeruddin (Director Finance) and Mr. Abdul Wahab (Director Procurement) for providing the support services. Any comments and suggestions to this Compendium are welcome and be addressed to the Registrar in writing or by email at registrar@neduet.edu.pk

Dr. Sarosh H. Lodi
Vice-Chancellor

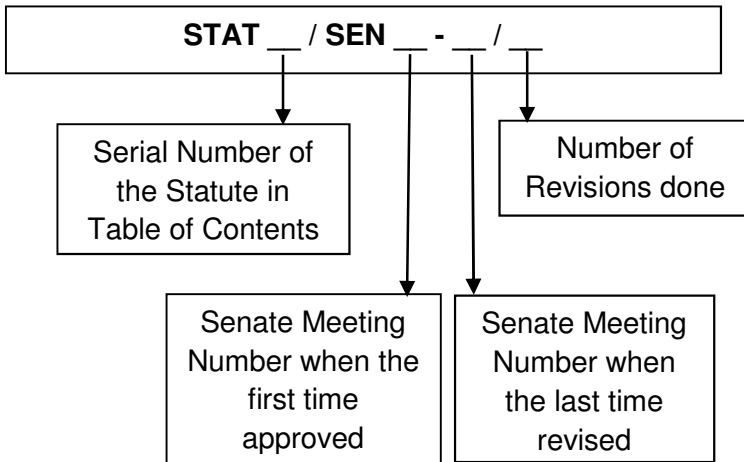
DOCUMENT CONTROL OF UNIVERSITY ACT & STATUTES

The University is already following a system of document and data control of all the documents and records under the ISO 9001-2015 Certification. For the first time in its history, the University in compiling and updating the Act and the Statutes has also developed and implemented the Document Control for them through a proper numbering scheme as follows.



The University Act was for first time approved in 1977 and last time revised in 2022. The total number of revisions so far are 14.
It has been numbered as **ACT 01/ 1977-2022/ 14**

Numbering of University Statutes



For example, the Statute “Statutes Regarding Scheme for the Doctor of Philosophy (PhD) Degrees” is at Serial No. 5 in in Table of Contents of the Statutes; and it was first approved in 11th Senate meeting held 8th July 2002 and last revised in 27th Senate Meeting held on 29th June 2019 with total number of revisions as one.

It has been numbered as **STAT 05/ SEN 11-27/ 01**

Also, for example, the Statute “NED University of Engineering and Technology First Statutes (General)” is at Serial No. 1 in Table of Contents of the Statutes. It was directly promulgated by the Chancellor and not first approved by any Senate meeting; but has last revised in 27th Senate Meeting held on 29th June 2019 with total number of revisions as two.

It has been numbered as **STAT 01/ SEN 00-27/ 02**

The Numbering Scheme of the University Act and the Statutes as ‘Controlled Documents’ has been developed by Dr. Muhammad Aslam Bhutto (Associate Professor in Department of Civil Engineering TIEST) in consultation with Syed Ghazanfar Hussain (Registrar) and Dr. Muhammad Wasif (Director QEC) which is duly reviewed by the Pro-Vice Chancellor and approved by the Vice-Chancellor.

Prof. Dr. Muhammad Tufail
Pro-Vice Chancellor

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PART - IV

PROVINCIAL ASSEMBLY OF SINDH
GAZETTE NOTIFICATION
(Karachi, the 30th May, 1977)

No. PAS/Legis/Bill - 3/77. — The NED University of Engineering and Technology, Karachi Bill, 1977, having been passed by the Provincial Assembly of Sindh, on the 5th May, 1977, and assented to by the Governor of Sindh, on 26th May, 1977, is hereby published as an Act, of the Legislature of Sindh.

THE NED UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
KARACHI

ACT, 1977

Sindh Act No. III of 1977

(First published after having received the assent of the Governor of Sindh, in the Gazette of Sindh (Extra-Ordinary), dated the 30th May, 1977).

An Act

to establish a University of Engineering and Technology at Karachi.

PREAMBLE:

Whereas it is expedient to establish a University of Engineering and Technology at Karachi:

It is hereby enacted as follows:

CHAPTER-I

PRELIMINARY

SHORT TITLE AND COMMENCEMENT:

1 (1) This Act may be called the NED University of Engineering and Technology, Karachi Act, 1977.

(2) It shall come into force at once.

DEFINITIONS:

2 In this Act, unless there is anything repugnant in the subject or context-

- (a) “Academic Council” means the Academic Council of the University;
- (b) “Affiliated College” means the college affiliated to the University;
- (c) “Authority” means any of the Authorities of the University specified in Section 12;
- (d) “Chancellor” means the Chancellor of the University;
- * (dd) “Chief Minister” means the Chief Minister, Sindh;
- (e) “College” means a college and includes an Institution, in which arrangements exist for imparting instructions or practical training, in courses of studies relating to engineering, technology and such other subjects as may be prescribed;
- * (ee) “Commission” means the Sindh Higher Education Commission established under the Sindh Higher Education Commission Act, 2013; (Sindh Act No. XI of 2013).
- (f) “Dean” means the Head of a Faculty;
- (g) “Faculty” means a Faculty of University;
- (h) “Government” means the Government of Sindh;
- (i) “NED” means Nadirshaw Edulji Dinshaw;

* Added vide the Sindh University and Institutes Laws (Amendment), Act 2018.

- (j) “Officer” means any of the Officers of the University specified in Section 26;
- (k) “Prescribed” means prescribed by Statutes, Regulations or Rules;
- ** (kk) “Higher Education Commission Pakistan” means the Commission established under Higher Education Commission Pakistan Ordinance, 2002;
- (l) “Principal” means the head of a College;
- (m) “Pro-Chancellor” means the Pro-Chancellor of the University.
- * (mm) “Pro-Vice Chancellor” means the Pro-Vice Chancellor of the University.
- ** (mmm) “Professor Emeritus” means a retired Professor of the University or an outgoing Vice-Chancellor of the University conferred with this title on terms and conditions as may be prescribed;
- (n) “Registered Graduate” means a graduate of the University whose name has been entered in the register maintained for this purpose and includes a graduate, of any recognized University, in any of the subject(s) prescribed by or under this Act and residing within the local limits of the division of Karachi, and whose name has been entered in the said register;
- (o) “Regulations” means the Regulations made or deemed to have been made under this Act;
- (p) “Rules” means the Rules made or deemed to have been made under this Act;
- (q) “Senate” means the Senate of the University;
- (r) “Statutes” means the Statutes made or deemed to have been made under this Act;
- (s) “Syndicate” means the Syndicate of the University;

* Inserted vide NED University of Engineering and Technology (Amendment) Ordinance, 1986

** Added vide the Sindh University and Institutes Laws (Amendment), Act 2018.

- (t) “Teacher” means a person engaged for imparting instruction in the University or a college, in any prescribed course or courses and includes a person declared as such by Regulations;
- (u) “Teaching Department” means a Teaching Department established and maintained, or recognized, by the University;
- (v) “University” means the NED University of Engineering and Technology, Karachi established under this Act;
- (w) “Vice-Chancellor” means the Vice-Chancellor of the University.

CHAPTER-II

THE UNIVERSITY

INCORPORATION:

3 (1) There shall be a University of Engineering and Technology to be called the NED University of Engineering and Technology at Karachi.

(2) The University shall consist of the Chancellor, the Pro-Chancellor, all officers, all University teachers and other members of the Authorities.

(3) The University shall be a body corporate having perpetual succession and a common seal and may, by the aforesaid name, sue and be sued.

(4) The University shall be competent to acquire and hold property, both movable and immovable, or sell or otherwise transfer any property vested in it or enter into contract for the purpose of this Act.

(5) All properties, owned or possessed, and all rights and interests held or enjoyed, by, and all liabilities subsisting against, the University of Karachi, in respect of the additional campus set up in the former NED Engineering College of the said University, immediately before coming into force of this Act, shall stand transferred to the University.

(6) All employees including teachers and officers of the University of Karachi serving at the aforesaid additional campus, immediately before coming into force of this Act, shall stand transferred for service under the University on such terms and conditions as the University may determine.

Provided that such terms and conditions shall not be less favourable than those admissible to such employees immediately before their transfer to the University.

POWERS OF THE UNIVERSITY:

4 The University shall have the powers-

- (a) to provide for instruction and research in, and advancement and dissemination of knowledge of, engineering, technology and such other allied subjects as may be prescribed;
- (b) to prescribe courses of students to be taught in the University and Colleges;
- (c) to hold examinations and confer degrees, diplomas, certificates and other academic distinctions on persons who have, under the prescribed conditions, been admitted to and passed, its examinations;
- (d) to confer, in the prescribed manner, honorary degrees or other academic distinctions on such persons as the Chancellor may approve;
- (e) to confer degrees on persons who have done independent research under prescribed conditions;
- (f) to provide for teaching specified courses or training for persons not being the students of the University and grant certificates and diplomas to such persons;
- (g) to affiliate or disaffiliate colleges in the prescribed manner;
- (h) to admit colleges to its privileges or withdraw such privileges from them in the prescribed manner;
- (i) to inspect colleges affiliated or seeking affiliations;
- (j) to accept the examinations passed or the periods of study spent at other Universities or places of learning, as equivalent to examinations or periods of study in the University or withdraw such acceptance;
- (k) to co-operate with other Universities or public authorities in such manner and for such purposes as it may determine;

- (l) to create posts in connection with teaching, research, extension, administration, training and for any other purposes related thereto and appoint persons there against;
- (m) to recognize any teacher of an affiliated college or such other person as University teacher;
- (n) to institute and award fellowships, scholarships, bursaries, medals, and prizes in the prescribed manner;
- (o) to establish Teaching Departments, Colleges, Faculties, Institutes, Centres of Excellence, Museums and other centres of learning for the development of teaching and research and make such arrangements for their maintenance, management and administration, as it may determine;
- (p) to control the residence of the students of the University and the Colleges, institute and maintain halls of residence and approve any place as hostel or lodging of students;
- (q) to supervise and control the discipline of the students of the University and Colleges and promote extra-curricular and recreational activities of such students and make arrangements for promoting their health and general welfare;
- (r) to take disciplinary action against, and impose penalty on students in the prescribed manner;
- (s) to charge and receive such fees and other payments as it may determine;
- (t) to receive and manage property transferred, and grants, bequests, trusts, gifts, donations, endowments and other contributions, made to the University; and invest any fund representing such property, grants, bequests, trusts, gifts, donations, endowments or contributions in such manner as it may deem fit;
- (u) to provide for the printing and publication of research and other works; and
- (v) to do such acts or things, whether incidental to the powers aforesaid or not, as may be necessary to further the objectives of the University as a place of education, learning and research.

JURISDICTION OF THE UNIVERSITY:

- 5 (1) Notwithstanding anything contained in any law*, the University shall have jurisdiction within the limits of its campus and in respect of colleges in such areas within the Province of Sindh as may be notified by Government from time to time.
- (2) On coming into force of this Act, the provisions of all other laws corresponding to the provisions of this Act, for the time being applicable within the jurisdiction of the University, shall cease to apply and be deemed to have been repealed.
- (3) No college situating within the jurisdiction of the University shall, save with the permission of Government, seek affiliation, or remain affiliated with any other University.
- (4) Subject to sub-section (3), all colleges within the jurisdiction of the University shall, on coming into force of this Act, stand affiliated with the University.

UNIVERSITY OPEN TO ALL CLASSES, CREEDS, ETC.:

6 The University shall be open to all persons irrespective of sex, religion, race, creed, class or colour and no person shall be denied the privileges of the University on any such ground.

Provided that nothing in this Section shall be deemed to prevent religious instruction being given to the students in their own religious faiths in such manner as may be prescribed.

****6-A Admission Policy;**

- (1) The Government may issue guidelines and principles with respect to admissions.
- (2) The Academic Council shall frame Admission Policy in consonance with such guidelines and principles.

TEACHING IN THE UNIVERSITY:

7 (1) All teaching in various courses in the University or colleges shall be conducted in the prescribed manner, and it may include lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories and workshops, and other methods of instruction.

* Amended vide the Sindh University and Institutes Laws (Amendment), Act 2015.

** Added vide the Sindh University and Institutes Laws (Amendment), Act 2018.

(2) The teaching in any prescribed course in the University or colleges shall be organized by such Authorities as may be prescribed.

(3) The courses and the curricula for teaching in the University or colleges shall be such as may be prescribed:

*Provided that at the level of Bachelor's degree, in all faculties, a discipline to be called the Islamic and Pakistan Studies Discipline shall be compulsory for Muslim students, and Non-Muslim students shall, in lieu of such discipline, have the option to offer Ethics and Pakistan Studies.

UNIVERSITY STUDENTS' UNION / STUDENT UNION:

8 (1) There shall, in the prescribed manner, be constituted a Union of the students of the University hereinafter called the Union.

(2) The functions and privileges of, and other matters relating to, the Union shall be such as may be prescribed.

CHAPTER – III

CHANCELLOR AND PRO-CHANCELLOR

CHANCELLOR:

9 (1) The Governor of Sindh shall be the Chancellor of the University.

(2) The Chancellor shall, when present, preside at a Convocation of the University.

VISITATION:

10 (1) The Chief Minister** may cause an inspection or inquiry to be made in respect of any affair or matter directly or indirectly concerned with the University and appoint one or more persons to conduct such inspection or inquiry.

(2) The Syndicate shall be given a notice of an inspection or inquiry under sub-section (1) and shall be entitled to be represented at such inspection or inquiry.

* Added vide the Sindh University Laws (Amendment) Ordinance. 1980, Sindh Ordinance No XVIII of 1980

** Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

(3) After the inspection or inquiry is completed, the Chief Minister* shall cause his/her views as to result thereof to be communicated to the Syndicate, and after ascertaining the reactions of the Syndicate, the Chief Minister* may advise the Syndicate to take such action or refrain from doing such thing, within such time, as he/she may specify in this behalf.

(4) Where the Syndicate fails to carry out the advice of the Chief Minister given under sub-section (3) within the specified time, the *Chief Minister* may, after considering the explanation or representation, if any, made by the Syndicate, issue such directions as he/she deems fit, and it shall be the duty of the Vice-Chancellor to ensure due compliance of such directions.

PRO-CHANCELLOR:

- 11 (1) The Minister from Cabinet nominated by Chief Minister* Sindh, or, if there are more than one Minister from Cabinet nominated by Chief Minister* in the Province, the Minister for Higher Education, Sindh, shall be Pro-Chancellor of the University.
- (2) When the Chief Minister* is absent or is otherwise unable to act as such, the Pro-Chancellor shall exercise the powers and perform the functions of the Chief Minister*.

CHAPTER - IV

AUTHORITIES OF THE UNIVERSITY

AUTHORITIES

12 The following shall be the Authorities of the University:

- (i) the Senate;
- (ii) the Syndicate;
- (iii) the Academic Council;
- (iv) the Boards of Faculties;
- (v) the Boards of Studies;
- (vi) the Selection Board;
- (vii) the Advanced Studies and Research Board;

* Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

- (viii) the Finance and Planning Committee;
- (ix) the Affiliation Committee;
- (x) the Discipline Committee; and
- (xi) such other bodies as may be prescribed by Statutes.

SENATE

13 (1) The Senate shall consist of:-

- (i) the Chief Minister*;
- (ii) the Pro-Chancellor;
- (iii) all Officers;
- (iv) all Members of the Syndicate;
- (v) all Professors of the University including Emeritus Professors;
- (vi) four University teachers other than Professors, having at least three years' service, to be elected by all University teachers;
- (vii) all Principals of affiliated colleges;
- (viii) two representatives of students' unions, namely, the President of the Student Union of the University and one of the Presidents of the Students' Union of the affiliated colleges to be elected by such Presidents;
- ix) the Chairman of the Boards of Intermediate and Secondary Education, Karachi;
- (x) one registered graduate to be elected by all such graduates from amongst themselves; and
- (xi) two persons from amongst the eminent engineers and experts in engineering and technology to be nominated by the Chief Minister*.

(2) The Chief Minister* or in his absence, the Pro-Chancellor, or in the absence of both, the Vice-Chancellor, shall be the Chairman of the Senate.

* Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

(3) Members of the Senate, other than ex-officio members, shall hold office for three years, and if the office of any such member becomes vacant before the expiry of such term, such vacancy shall be filled in accordance with the sub-section (1) and, the member appointed to such vacancy shall hold office for the unexpired portion of the term.

*(4) The Senate shall at least meet once a year on the date to be fixed by the Vice-Chancellor with the consent of the Chief Minister***.

(5) The quorum for a meeting of the Senate shall be one-third of the total number of members, a fraction being counted as one.

POWERS AND DUTIES OF THE SENATE:

14 Subject to the provisions of the Act, the Senate shall have the powers:

- (a) to consider and pass Statutes;
- (b) to consider and approve the annual report, the annual statement of accounts and the annual and revised budget estimates;
- (c) to appoint members to the Authorities in accordance with the provisions of this Act;
- (d) to delegate any of its powers to an Authority or Officer or a Committee or Sub-Committee; and
- (e) to perform such other functions as may be prescribed by Statutes.

THE SYNDICATE:

15 *(1) The Syndicate shall consist of:-

- (i) the Vice-Chancellor, who shall be its Chairperson;
- (ii) the Pro-Vice Chancellor, if appointed to the extent of matters relevant to the concerned campus;

* Amended vide the Sindh University Laws (Amendment) Ordinance 2002, Ordinance No. XVII of 2002.

** Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

- *(iii) one member of the Provincial Assembly to be nominated by the Speaker of the Assembly;
- *(iv) two members of the Senate elected by the Senate:
- *(v) A Judge of the High Court nominated by the Chief Justice;
- *(vi) the Secretary to Government of Sindh of the relevant Department or his/her nominee not below the rank of an Additional Secretary
- *(vii) one nominee of Higher Education Commission of Pakistan;
- *(viii) the Secretary to the Government of Sindh, Universities and Boards or his/her nominee not below the rank of an Additional Secretary;
- *(ix) the Chairperson Sindh Higher Education Commission or his/her nominee not below the level of a whole-time member of the Commission;
- *(x) one Dean to be nominated by the Government on the recommendations of the Vice-Chancellor;
- *(xi) one Professor to be elected by the Professors of the University from amongst themselves;
- *(xii) one Associate Professor to be elected by the Associate Professors of the University from amongst themselves;
- *(xiii) one Assistant Professor to be elected by Assistant Professors of the University from amongst themselves;
- *(xiv) one Lecturer with minimum service of two years to be elected by Lecturers of the University from amongst themselves;
- *(xv) three persons of eminence to be nominated by the Chief Minister;

- ** (xvi) one Principal of an affiliated college, if any, and Principals of constituent colleges to be nominated by the Vice-Chancellor;
- ** (xvii) one Alim and one Woman not serving in any educational institution to be nominated by the Chief Minister; and
- ** (xviii) one University Officer of administration side to be elected from amongst the administrative officers.
- *** (xix) one representative of the Hussein Ebrahim Foundation.

*(2) Members of the Syndicate, other than ex-officio members, shall hold office for three years and if the office of any such member becomes vacant before the expiry of such term, such vacancy shall be filled in accordance with the sub-section (1), and the member appointed to such vacancy shall hold office for the unexpired portion of the term.

(3) The quorum for a meeting of the Syndicate shall be, one-half of the total number of members, a fraction being counted as one.

POWERS AND DUTIES OF THE SYNDICATE:

16 (1) The Syndicate shall be the executive body of the University and shall, subject to the Provisions of this Act and the Statutes, exercise general supervision over the affairs and the property of the University.

(2) Without prejudice to the generality of the foregoing powers, and subject to the provisions of this Act and the Statutes, the Syndicate shall have the powers:-

- (a) to determine the form, provide for the custody, and regulate the use of the common seal of the University;
- (b) to hold, manage, receive, acquire in any manner or, transfer, by sale or otherwise, any movable or immovable property on behalf of the University;
- (c) to hold, administer, and control funds on behalf of the University and after giving due regard to the advice of the Finance and Planning Committee, invest such funds in Government securities or such other securities as may be prescribed;

* Added vide the Sindh University Laws (Amendment) Ordinance, 1981, Sindh Ordinance No. VII of 1981

** Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

*** Added vide the Sindh University and Institutes Laws (Amendment), Act 2020.

- (d) to consider the annual and revised budget estimates and advise the Senate thereon, and re-appropriate funds from one major head of expenditure to another;
- (e) to cause to maintain books of accounts of all financial transactions including the assets and liabilities of the University;
- (f) to enter into contracts on behalf of the University;
- (g) to provide buildings and other premises, libraries, furniture, apparatus, equipment and such other things required for the University;
- (h) to establish and maintain halls of residence or hostels for students and approve any place as hostel or lodging of students;
- (i) to affiliate and disaffiliate colleges;
- (j) to admit colleges to the privileges of the University and withdraw such privileges;
- (k) to cause inspections to be made of colleges and the teaching departments;
- (l) to create posts in connection with teaching, research, extension, administration, training and for any other purposes related thereto;
- *(m) to appoint, on the recommendations of the Selection Board, University Teachers and employees to posts in grades 17 and above of the National Scales of Pay;
- (n) to appoint Emeritus Professors on such terms and conditions as may be prescribed;
- (o) to suspend, punish and remove from service, Officers (other than the Vice-Chancellor), teachers and other employees in the prescribed manner;
- (p) to appoint members to the Authorities in accordance with provisions of this Act.
- (q) to confer, subject to the approval of the Chancellor, honorary degrees in accordance with the conditions as may be prescribed;

* Substituted vide the Sindh University Laws (Amendment) Ordinance 1982, Sindh Ordinance No. II of 1982.

- (r) to propose a draft of statutes for submission to the Senate;
- (s) to consider and approve the Regulations proposed by the Academic Council, or frame Regulations after calling for the advice of the Academic Council;
- (t) to cause to prepare the annual report as regards to the affairs of the University for submission to and approval of the Senate;
- (u) to furnish report on any matter called for by the Senate;
- (v) to deal with the matters concerning the University not provided for, in this Act, in any manner it may deem fit; and
- (w) to delegate any of its powers to any Authority or Officer or a Committee or Sub-Committee.

ACADEMIC COUNCIL:

17 (1) The Academic Council shall consist of:-

- (i) The Vice-Chancellor (Chairman);
- *(i-a) The Pro-Vice Chancellors;
- (ii) The Deans;
- (iii) The Professors of the University including Emeritus Professors;
- (iv) The Chairmen of the Teaching Departments;
- (v) All Principals of Affiliated Colleges;
- (vi) Two persons from amongst the eminent engineers and experts in engineering and technology to be nominated by the Chief Minister**;
- *** (vii) The Secretary to Government of Sindh, Education Department or his nominee not below the rank of an Additional Secretary;

* Amended vide the Sindh University and Institutes Laws (Amendment), Act 2015.

** Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

*** Amended/Added vide Sindh Universities and Institutes Laws (Amendment) Ordinance, 2002 Sindh Ordinance No. V of 2002.

- *(vii-a) the Secretary, Universities and Boards, or his / her nominee not below the rank of an Additional Secretary;
- (viii) The Registrar;
- (ix) The Librarian; and
- (x) The Controller of Examinations;

(2) Members of the Academic Council, other than ex-officio members shall hold office for three years and if the office of any such member becomes vacant before the expiry of such term, such vacancy shall be filled in accordance with sub-Section (1), and the member appointed to such vacancy shall hold office for the unexpired portion of the term.

(3) The quorum for a meeting of the Academic Council shall be one-third of the total number of members, a fraction being counted as one.

POWERS AND DUTIES OF THE ACADEMIC COUNCIL:

18 (1) The Academic council shall be the academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Regulations, have the powers to lay down proper standards in instruction, research and examinations and to regulate and promote the academic life of the University and the colleges.

(2) Without prejudice to the generality of the foregoing powers and subject to the provisions of this Act, the Statutes and the Regulations, the Academic Council shall have the power:-

- (a) to advise the Syndicate on academic matters;
- (b) to regulate the teaching, research, and examinations;
- (c) to regulate the admission of students to the courses of studies and examinations of the University;
- (d) to regulate the award of studentships, scholarships, medals, and prizes;
- (e) to regulate the conduct and discipline of the students of the University;

* Inserted vide the Sindh University and Institutes Laws (Amendment), Act 2018.

- (f) to propose to the Syndicate schemes for the constitution and organization of Faculties, Teaching Departments and Boards of Studies;
- (g) to initiate Regulations for consideration and approval of the Syndicate;
- (h) to propose Regulations annually, on the recommendations of any Board of Faculty or the Board of Studies, prescribing the courses of studies, the syllabi and the outlines of texts for all University examinations; provided that if the recommendations of such Board are not received by the prescribed date, the Academic council may, subject to the approval of the Syndicate, permit such Regulations to continue for the following year;
- (i) to recognize the examination of other Universities or examining bodies as equivalent to the corresponding examinations of the University;
- (j) to appoint members to the Authorities in accordance with the provisions of this Act; and
- (k) to perform such other functions as may be prescribed by Statutes.

CONSTITUTION, FUNCTIONS AND POWERS OF OTHER AUTHORITIES:

19. The Constitution, functions and powers of the Authorities for which no specific provision has been made in this Act shall be such as may be prescribed by Statutes.

APPOINTMENT OF COMMITTEES BY CERTAIN AUTHORITIES:

20. Any Authority may, from time to time constitute such standing, special or advisory Committees, as it may deem fit, and appoint persons not being members of such Authorities, as members of the Committee.

COMMENCEMENT OF TERMS OF OFFICE OF MEMBERS OF AUTHORITIES:

21 (1) Where a member has been elected, appointed or nominated to any Authority or body for any fixed term under this Act, such term shall, unless the date of its commencement has been prescribed, be reckoned from the date of the election, appointment or nomination as the case may be.

*(2) Where a member who has been nominated or elected to any Authority or body fails to attend three meetings of the Authority or body consecutively, he / she shall cease to be the member.

*(3) Where a member who has accepted any assignment or for any such other reason remains absent from the University for a period not less than six months he/ she shall be deemed to have resigned and vacated his / her seat.

DISPUTES ABOUT MEMBERSHIP OF AUTHORITIES:

22 When a dispute arises if any person is eligible to become or continue as member of an Authority, it shall be referred to a Committee consisting of the Vice-Chancellor, the most Senior Dean, and the Chief Justice of the High Court of Sindh or a Judge of the High Court nominated by him, and the decision of such Committee shall be final.

VOIDS IN THE CONSTITUTION OF AUTHORITIES:

23 Where the office of a member of an Authority or body has become vacant owing to the abolition of any office under Government or dissolution of an organization, institution or other body competent to elect, appoint or nominate such member, or such organization, institution or body has ceased to function, or for some other reason, it has become difficult to fill the vacancy, such vacancy shall be filled in such manner and, subject to such conditions as the Chief Minister** may direct.

VALIDITY OF PROCEEDINGS OF AUTHORITIES:

24 No act or proceeding of any Authority or body of the University shall be invalid merely by reason of any vacancy in such Authority or body or defect in its constitution.

ANNULMENT OF PROCEEDINGS OF AUTHORITIES:

25 (1) Where the Chief Minister** is satisfied that the proceedings of any Authority are not in accordance with the provisions of this Act, the Statutes, the Regulations, or the Rules, he may, after calling upon such Authority to show cause why such proceedings should not be annulled, by order in writing, annul such proceedings.

* Added vide the Sindh University Laws (Amendment) Ordinance, 1981, Sindh Ordinance No. VII of 1981.

** Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

(2) Where a member of any Authority has been convicted of an offence involving moral turpitude, or has become of unsound mind or has otherwise been incapacitated from performing his functions as member of such Authority, such person shall be removed from membership of the Authority by the Chief Minister**.

CHAPTER - V

OFFICERS OF THE UNIVERSITY

OFFICERS OF THE UNIVERSITY:

26 The following shall be the Officers of the University;

- (i) the Vice-Chancellor;
- *(i-a) the Pro-Vice Chancellors;
- (ii) Deans
- (iii) Chairmen of the Teaching Departments;
- (iv) the Registrar;
- (v) the Director of Finance;
- (vi) the Controller of Examinations;
- (vii) The Resident Auditor;
- (viii) the Librarian; and
- (ix) such other persons prescribed by the Regulations.

VICE-CHANCELLOR

27 *(1) There shall be a Vice-Chancellor of the University who shall be eminent academic and qualified to be a full professor and shall be appointed by the Chief Minister for a period of four years which may be extended for one more term on such terms as the Chief Minister may determine.

*(1-A) The professional and academic qualifications, experience and age for the post of Vice-Chancellor shall be as such as may be prescribed.

(2) When the office of the Vice-Chancellor is vacant, or he is absent or is unable to perform the functions of his office due to illness or some other cause, the Chief Minister** shall make such arrangements as he may deem fit.

* Inserted vide NED University of Engineering and Technology, Karachi (Amendment) Ordinance, 1986, Sindh Ordinance No. II of 1986

** Amended/Added vide the Sindh University and Institutes Laws (Amendment), Act 2018.

(3) The Vice-Chancellor shall be principal executive and academic officer of the University.

******(4) The Chief Minister shall, in case of allegation of gross misconduct, inefficiency, corruption, violation of budgetary provisions, moral turpitude, maladministration and mismanagement, remove the Vice-Chancellor on the basis of substantiated findings of an inquiry Committee, after giving him an opportunity of show cause against such removal.

******(5) The Vice-Chancellor may avail leave with the permission of Chief Minister or any other authority duly authorized by the Chief Minister in this behalf.

POWERS AND DUTIES OF THE VICE-CHANCELLOR:

28 The Vice-Chancellor shall have powers:-

- (i) to ensure the due observance of the provisions of this Act and the Statutes, the Regulations and the Rules;
- (ii) to preside in the absence of both the Chancellor and Pro-Chancellor, at a Convocation of the University and the meetings of the Senate;
- (iii) to attend and preside at the meetings of the Authorities or other bodies of the University of which he may or may not be the Chairman;
- (iv) to take such action, in an emergency, which he considers necessary and report, as soon thereafter as possible, the action so taken to the Officer, Authority or other body which in the ordinary course, would have taken that action;
- (v) to create temporary posts for a period not exceeding six months and fill such posts;
- ***(vi) to make appointments to posts in all grades of the National Scales of pay upto BPS-16.
- (vii) to sanction expenditure within the approved budget and if necessary re-appropriate funds within the same major head of expenditure;

***** Substituted vide the Sindh University Laws (Amendment) Ordinance 1982.

****** Added vide the Sindh University and Institutes Laws (Amendment), Act 2018.

- (viii) to sanction, by re-appropriation, an amount not exceeding five thousand rupees, for an unforeseen expenditure not provided in the budget, and report it to the Syndicate at its next meeting;
- (ix) to appoint paper setters and examiners for all examinations of the University, after considering panels of names received from the relevant Authorities;
- (x) to make arrangements for the scrutiny of papers, compilation of marks sheets and preparation of examination results;
- (xi) to assign to teachers, officers and other employees of the University such duties of teaching, research, examination, administration or other activities of the University as he deems fit;
- (xii) to delegate, subject to such conditions, as may be prescribed, any of his powers under this Act, to any Officer or employee of the University; and
- (xiii) to exercise such powers and perform such functions as may be prescribed.

PRO-VICE CHANCELLOR:

****28-A(1)** The Pro-Vice Chancellor shall be from amongst University Professors to be appointed by the Chief Minister, for the main campus or of the additional campus, if any or for both the campuses jointly or separately, on such terms and conditions and such age and for such period not exceeding four years at a time as may be prescribed.

**** (2)** The Pro-Vice Chancellor appointed under sub-section (1) shall, notwithstanding anything contained in this Act, exercise such powers and perform such functions of the Vice-Chancellor or such other powers and functions in respect of the campus for which he is appointed as the Chief Minister on the advice of Government, that may be delegated to him.

**** (3)** The Pro-Vice Chancellor shall be ex-officio member of the Senate, Syndicate and Academic Council for the matter pertaining to the Campus for which he is appointed and shall be deemed to be included in the University under Sub-Section (2) of Section 3 and be an officer of the University under Section 26.

* Amended vide the Sindh University and Institutes Laws (Amendment), Act 2015.

** Amended/Added vide the Sindh University and Institutes Laws (Amendment), Act 2018.

REGISTRAR:

*29 (1) The Registrar, shall be a whole-time Officer of the University, and, shall be appointed by the Syndicate; on the recommendations of the Selection Board on such terms and conditions as it may determine. He shall -

- (a) hold office for three years on the expiry of which he shall be eligible for re-appointment;
- (b) be the custodian of the common seal and the academic records of the University;
- (c) maintain a register of registered graduates in the prescribed manner;
- (d) conduct elections of members to the various authorities in the prescribed manner; and
- (e) perform such other duties as may be prescribed.

DIRECTOR OF FINANCE:

*30 (1) The Director of Finance, shall be a whole-time Officer of the University and shall be appointed by the Chief Minister from a panel of three candidates recommended by the Search Committee on such terms and conditions as it may determine. He shall-

- (a) hold office for a period of three years on the expiry of which he shall be eligible for re-appointment;
- (b) be the Chief Financial Officer of the University;
- (c) manage the property, assets, liabilities, finances, receipts, expenditure, funds, and the investments of the University;
- (d) prepare the annual and revised budget estimates of the University and present them to the Finance Committee, the Syndicate, and the Senate.

* Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

- (e) ensure that the funds of the University are expended on the purposes for which they are provided; and
- (f) perform such other duties as may be prescribed.

(2) The experience as well as professional and academic qualifications for the post of Director of Finance shall be such as may be prescribed.

(3) The Director Finance shall be assisted by the Chief Accountant, Bursar, and Resident Auditor.

CONTROLLER OF EXAMINATIONS:

*31 The Controller of Examinations, shall be a whole-time officer of the University and, shall be appointed by the Syndicate on the recommendations of the Selection Board on such terms and conditions as it may determine. He shall be responsible for all matters connected with the conduct of examinations, and perform such duties as may be prescribed.

RESIDENT AUDITOR, CHIEF ACCOUNTANT AND BURSAR

*32 (1) The Resident Auditor, shall be a whole-time Officer of the University and shall be appointed by the Pro-Chancellor who shall be a Cabinet Minister on such terms and conditions as it may determine. He shall be responsible for all matters connected with the auditing of accounts of the University and shall perform such other duties as may be prescribed.

(2) The Chief Accountant and Bursar shall be whole-time officers of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board on such terms and conditions, as it may determine. They shall assist the Director Finance and perform such other duties as may be prescribed.

THE DIRECTOR PLANNING AND DEVELOPMENT

*32-A The Director Planning and Development shall be the whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board on such terms and conditions as it may determine. He shall be responsible for the planning and development of the University and shall present the development plans and proposals to the Finance and Planning Committee and other relevant authorities of the University.

* Amended vide the Sindh University and Institutes Laws (Amendment), Act 2015 & 2018.

THE DIRECTOR (WORKS AND SERVICES)

****32-B** The Director Works and Services shall be a whole time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board on such terms and conditions as it may determine. He shall be responsible for execution of development projects, provision of services, procurement and installation of equipment and machinery and other tools and materials and proper maintenance of all works and services of the University.

THE LIBRARIAN

****32-C** The Librarian shall be a whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board.

OTHER WHOLE-TIME OFFICERS OF THE UNIVERSITY

****33** All the other remaining officers mentioned in Section 26 shall be appointed by such officer or authority as authorized by the Government on such terms and conditions as it may determine. They shall perform their duties as may be prescribed.

CHAPTER - VI

OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

POWERS TO REQUIRE OFFICERS, TEACHERS OR EMPLOYEES TO SERVE UNDER ANY GOVERNMENT ORGANIZATION:

***34 (1)** Notwithstanding anything contained hereinbefore –

- (a) any officer, teacher or other employee of the University shall, as the Chief Minister** may in the public interest direct, serve in any post under Government or any other University or an Educational or Research Institution;

Provided that in the case of a teacher, the Syndicate shall be consulted before issuing the direction;

* Substituted vide the Sindh University Laws (Amendment) Ordinance, 1981

** Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

- (b) the Chief Minister*, may, in the public interest, direct any post of the University to be filled by appointing an employee of Government or any other University or an Educational or Research Institution;

Provided that in the case of a teacher the Selection Board shall be consulted before filling in the post.

(2) Where any appointment or transfer has been made under this section, the terms and conditions of service of the appointee or transferee shall not be less favourable than those admissible to him immediately before such appointment or transfer and he shall be entitled to all benefits of his past service.

OPPORTUNITY TO SHOW CAUSE:

35 No officer, teacher or other employee of the University holding a permanent post shall be reduced in rank, or removed or compulsorily retired from service unless he has been given a reasonable opportunity of showing cause against such action.

Provided that nothing in this section shall apply to a case where any such officer, teacher or other employee is convicted of an offence involving moral turpitude or where, in the opinion of the competent authority, it is not reasonably practicable to give him such an opportunity of showing cause.

APPEAL TO AND REVIEW BY THE SYNDICATE:

36 (1) Where any officer (other than the Vice-Chancellor), teacher or other employee of the University has been punished or any of the terms and conditions of his service, has been varied to his disadvantage by an order passed by the Vice-Chancellor or any other competent authority, the appeal against such order shall lie with the Syndicate; provided that where the order has been made by the Syndicate, the aggrieved person may, instead of filing appeal, apply to the Syndicate for review of that order.

(2) The appeal or application for review under sub-section (1) shall be routed through the Vice-Chancellor who shall place it before the Syndicate alongwith his views and such appeal or application shall be disposed by the Syndicate as it deems fit.

* Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

*Provided that no order in appeal or review shall be made unless the appellant or the applicant, as the case may be, has been given an opportunity of being heard.

AGE OF SUPERANNUATION:

37 An officer, teacher or other employee of the University shall retire from service —

- (i) on such date, after he has completed twenty-five years of service qualifying for pension or other retirement benefits, as the competent authority may direct; or
- (ii) where no direction is given under clause (i), on the completion of sixty years of age.

EXPLANATION:

In this section “Competent Authority” means the appointing authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank to the officer, teacher or other employee concerned.

PENSION, INSURANCE, GRATUITY, PROVIDENT FUND AND BENEVOLENT FUND:

38 The University may, in such manner and subject to such conditions as may be prescribed, institute pension, insurance, gratuity, provident fund and benevolent fund for the benefit of its officers, teachers and other employees.

Provided that if any provident fund is instituted under this section, the provisions of the Provident Fund Act, 1925 (Act XIX of 1925) shall apply to such fund as if it were the Government Provident Fund.

CHAPTER - VII

UNIVERSITY FUND

UNIVERSITY FUND

39 (1) There shall be a fund for the University to be called the University fund to which shall be credited all the money received by the University from fees, donations, trusts, bequests, endowments contributions, grants and other sources.

* Added vide the NED University of Engineering and Technology, (Amendment) Ordinance, 1984, Sindh Ordinance No. III of 1984

*(2) No expenditure shall be made from the funds of the University unless a bill for its payments has, in accordance with the Statutes, been audited by the Resident Auditor, and the payment is included in the approved budget of the University.

AUDIT AND ACCOUNTS:

40 (1) The accounts of the University shall be maintained in such form and in such manner as may be prescribed.

(2) The accounts of the University shall, in the prescribed manner, be audited once a year by the auditor appointed by the Government in this behalf.

(3) The annual statement of accounts of the University signed by the Director of Finance and the Resident Auditor shall be submitted to the Government within six months of the closing of the financial year.

(4) The Accounts of the University together with audit objections, if any, and the observations of the auditor appointed by Government and the Director Finance shall, in the prescribed manner, be presented to the Syndicate.

CHAPTER - VIII

AFFILIATION OF COLLEGES TO THE UNIVERSITY

AFFILIATION

41 (1) A college seeking affiliation to the University shall make an application satisfying the University that:-

- (a) the college is under the management of Government or a regularly constituted governing body;
- (b) the financial resources of the college are sufficient to ensure its continued maintenance and efficient working;
- (c) the strength, qualifications and the terms and conditions of service of the teaching and other staff of the college are satisfactory for the purpose of teaching of prescribed courses of studies and training of students in the colleges;
- (d) the college has proper rules governing the conduct and discipline of its employees;

* Substituted vide the Sindh University Laws (Amendment) Ordinance, 1980.

- (e) the building of the college is suitable and commodious for its requirements;
- (f) the college has, or can make, a provision, in the prescribed manner, for the residence of students, not residing with their parents or guardians, and their supervision and physical and general welfare;
- (g) the college has, a provision for a library and adequate library services;
- (h) the college has a properly equipped laboratory, museum and other places of practical work required for courses of studies taught in the college;
- (i) the college has, or can make provision for the residence of its Principal and other members of the teaching staff in the college building or near such building or the residence of students, and
- (j) the affiliation of the college will not be injurious to the provisions made by another college or educational institution in the neighborhood for the interests of education or discipline of its students.

(2) The application shall further contain an undertaking by the college that after the affiliation any change(s) in the management or the teaching staff shall forthwith be reported to the University, and that the teaching staff shall possess such qualification as may be prescribed.

(3) The Syndicate shall, after considering the recommendations of the Affiliation Committee, dispose the application for affiliation in accordance with such procedure as may be prescribed and may grant or refuse affiliation.

Provided that the affiliation shall not be refused unless the college has been given an opportunity of making a representation against the proposed decision.

ADDITIONS OF COURSES:

42 Where an affiliated college desires to add to the courses of studies in respect of which it has been granted affiliation, the application for permission of the University for such addition shall be made and disposed in the same manner as if it were application for affiliation.

REPORTS FROM AFFILIATED EDUCATIONAL INSTITUTION:

43 (1) Every affiliated college shall furnish such reports, returns and other information as the University may require, to enable it to judge the efficiency of the college.

(2) The University may call upon any affiliated college to take such action in respect of any matter mentioned in sub-section (1) of section 41, and within such period as it may deem fit.

WITHDRAWAL OF AFFILIATION:

44 Where any affiliated college has failed to fulfill any requirement of this Act or has failed to observe any of the conditions of the affiliation or its affairs are conducted in a manner prejudicial to the interests of education, the Syndicate may, in the prescribed manner on the recommendation of the Affiliation Committee and after considering the representation as the college may wish to make, modify or withdraw all or any of the privileges conferred on the college by the affiliation.

APPEAL AGAINST REFUSAL OR WITHDRAWAL OF AFFILIATION:

45 Where any college has been refused affiliation under section 41, or all or any of the privileges conferred on any college by the affiliation have been modified or withdrawn under section 44, an appeal shall lie, within the prescribed period, with the Senate against such refusal or, as the case may be, modification or withdrawal, and be disposed in such manner as may be prescribed.

*Provided that no order in appeal shall be passed unless the appellant has been given an opportunity of being heard.

CHAPTER IX**STATUTES, REGULATIONS AND RULES****STATUTES:**

46 (1) Statutes may be made to provide for and regulate all or any of the following matters:-

* Added vide the NED University of Engineering and Technology, (Amendment) Ordinance, III of 1984.

- (a) the scales of pay and other terms and conditions of service of officers, teachers, and other employees of the University; and institution of the pension, insurance, gratuity, provident fund and benevolent fund for such officers, teachers and employees;
- (b) the conduct and discipline of the employees of the University including officers and teachers;
- (c) the constitution, powers and duties of the Authorities and conduct of elections to such Authorities and matters related thereto;
- (d) the maintenance of the register of registered graduates;
- (e) the affiliation and disaffiliation of colleges and matters related thereto;
- (f) the admission of educational institutions to the privileges of the University and the withdrawal of such privileges;
- (g) the establishment of faculties, institutes, colleges and academic division;
- (h) the powers and duties of officers, teachers and other employees of the University;
- (i) the conditions for appointment of Emeritus Professors;
- (j) the conditions under which the university may enter into arrangements with public bodies or other organizations for purposes of research and advisory services;
- (k) the general scheme of studies including duration of courses and the number of subjects and papers for examinations;
- (l) the award of honorary degrees; and
- (m) the other matters which are ought to or are required to be prescribed by Statutes.

(2) The Syndicate shall make a proposal for any Statutes to the Senate which may, after considering the proposal, approve it with or without any modifications or refer it back to the Syndicate for reconsideration or reject it;

Provided that the Statutes affecting the constitution or powers of any Authorities shall not be proposed until such Authority has been given an opportunity of expressing its opinion in writing on the proposal;

Provided further that the Statutes in respect of any matters mentioned in clause (a) of sub-section (1), passed by the Senate shall not be effective until they have been approved by the Chief Minister*;

Provided also that Statutes in respect of the matters mentioned in clause (b) of sub-section (1), shall be made by the Chief Minister*.

(3) Notwithstanding anything contained in sub-section (2), the Chief Minister* shall promulgate the First Statutes which shall remain in force until amended or replaced by the Statutes framed by the Senate.

REGULATIONS:

47 (1) Subject to the Statutes, the Regulations may be made in respect of all or any of the following matters:-

- (a) the courses of studies for degrees, diplomas and certificates of the University;
- (b) the manner and method of teaching conducted in the University and colleges;
- (c) the admission of students to the University and conditions under which they are allowed to take courses and examinations of the University and become eligible for the award of degrees, diplomas and certificates;
- (d) the conduct of examinations;

* Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

- (e) the fees and other charges to be paid by students for admission to the courses of studies and the examinations of the University.
- (f) the conduct and discipline of students of the University;
- (g) the residence of the students of the University or the colleges, and fees for residence in halls of residence and hostels and approval of hostels and lodging for students;
- (h) conditions for carrying out independent research for acquiring a degree;
- (i) the institution of fellowships, scholarships, medals and prizes;
- (j) the institution of stipends and free and half free studentships;
- (k) the academic costumes;
- (l) the use of the Library;
- (m) the formation of Teaching Departments and Boards of Studies; and
- (n) other matters which, under this Act or Statutes, are to be or may be prescribed by Regulations.

(2) The Academic Council shall prepare and submit the Regulations to the Syndicate, which may approve them with or without modification or refer them back to the Academic Council for reconsideration or, reject them.

RULES:

48 (1) Any Authority or body of the University may make Rules consistent with this Act, Statutes and Regulations, to regulate the conduct of its business and the time and place of its meetings and other matters related thereto.

(2) The Syndicate may direct for amendment or repeal of any rules made by an Authority or body other than the Senate;

Provided that if any such Authority or body is dissatisfied with such direction given by the Syndicate, it may appeal to the Senate whose decision shall be final.

CHAPTER – X

GENERAL PROVISIONS

BAR OF JURISDICTION:

49 No Court shall have jurisdiction to entertain any proceedings, grant any injunction or make any order in relation to anything done or purported to have been done or intended to be done under this Act.

INDEMNITY:

*50 No suit or legal proceedings shall lie against Government, the University or any Authority, Officer or employee of Government, or the University or any person, in respect of anything which is done or purported to have been done or intended to be or has been done in good faith under this Act.

REMOVAL OF DIFFICULTIES:

51 Where any difficulty arises within twelve months of the coming into force of this Act, as to implementation of any of the provisions of this Act, the Chief Minister** may, on the recommendation of the Vice-Chancellor, give appropriate directions for removal of such difficulty.

REPEAL OF SINDH ORDINANCE III OF 1977:

52 The Nadirshaw Edulji Dinshaw Engineering and Technology University Ordinance, 1977 is hereby repealed.

* Added vide The NED University of Engineering & Technology, (Amendment) Ordinance, 1984.

** Added vide the Sindh University and Institutes Laws (Amendment), Act 2018.

NED University of Engineering and Technology
First Statutes, 1977(as amended)

(As amended vide Sindh University Laws (Amendment) Ordinances 1980 and 1981 and Senate Resolutions No. SNT-6.5(b) dated 23.06.1998, SNT-7.5(1)(a) dated 29.06.1999, SNT-20.3(a) dated 29.06.1999, SNT-13.8(h) dated 28.06.2005, SNT-14.3(c) dated 27.06.2006, SNT-15.3(c)(i) dated 30-06-2007, SNT-16.4(i)(ii)&(iii)(a) dated 24-06-2008, SNT-22.4(b) dated 27.08.2014 and (As amended vide Sindh University Laws (Amendment) Ordinances 2018)

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The NED University of Engineering and Technology First Statutes, 1977

(As amended vide Sindh University Laws (Amendment) Ordinances 1980 and 1981 and Senate Resolutions No. SNT-6.5(b) dated 23.06.1998, SNT-7.5(1)(a) dated 29.06.1999, SNT-20.3(a) dated 29.06.1999, SNT-13.8(h) dated 28.06.2005, SNT-14.3(c) dated 27.06.2006, SNT-15.3(c)(i) dated 30-06-2007, SNT-16.4(i)(ii)&(iii)(a) dated 24-06-2008, SNT-22.4(b) dated 27.08.2014 and (As amended vide Sindh University Laws (Amendment) Ordinances 2018)

Notification by the Government of Sindh

EDUCATION DEPARTMENT
Karachi, the June, 1977

No. OSD(HE) 12/2-77(NED) – The following Statutes made and promulgated by the Chancellor are hereby published.

In exercise of the powers conferred by sub-section (3) of Section 46 of the Nadirshaw Edulji Dinshaw Engineering and Technology University Ordinance, 1977, the Chancellor of Sindh made and promulgate, the First Statutes of the University as follows:

1. TITLE AND COMMENCEMENT:

(1) These Statutes may be called the First Statutes of the NED Engineering and Technology University, Karachi.

(2) They shall come into force at once.

2. FACULTIES:

*(1) There shall be faculties, as may be approved by the Syndicate on the basis of number of Teaching Departments – and other academic facilities.

*(2) A faculty shall consist of as many Teaching Departments as may be determined in accordance with the Regulations; and until so determined, the respective Faculty shall consist of such Teaching Departments as may be specified by the Vice-Chancellor.

* Amended vide Senate Resolution No. SNT-16.4(i)(ii)&(iii)(a) dated: 24-06-2008.

3. TEACHING DEPARTMENTS:

(1) A Teaching Department shall consist of such teachers and other employees as may be determined in accordance with the Regulations, and until so determined it shall consist of such teachers and other employees as may be specified by the Vice-Chancellor.

*(2) The Chairman of a Teaching Department or the Director of an Institute shall be appointed by the Syndicate on the recommendations of the Vice-Chancellor from amongst three most senior Professors and Associate Professors of the Department for a period of three years;

Provided that where there is no Professor or Associate Professor in the Department, it shall be looked after by the Dean of the Faculty with the assistance of the most senior teacher of the Department;

(3) The Chairman of the Department shall plan, organize and supervise the work of the Department and shall be responsible to the Dean for the work of his Department.

4. BOARD OF FACULTY:

(1) There shall be a Board of each Faculty and each such Board consist of:-

- (i) The Dean;
- (ii) The Professors and the Chairman of the Teaching Departments comprised in the Faculty;
- (iii) Two members of each Board of Studies, comprised in the Faculty, to be nominated by the Board of Studies concerned; and
- (iv) Three teachers to be nominated by the Academic Council by reason of their specialized knowledge of the subjects which, though not assigned to the Faculty, have in the opinion of the Academic Council, important bearing on the subjects assigned to the Faculty.

* Substituted vide the Sindh University Laws (Amendment) Ordinance, 1981, Sindh Ordinance No. VII of 1981

*(2) The term of office of members mentioned in sub-clauses (iii) and (iv) of clause (1) shall be three years; if the office of any such member becomes vacant before the expiry of such term, such vacancy shall be filled in accordance with sub-section (1), and the member appointed in such vacancy shall hold office only for the unexpired portion of the term.

(3) The quorum for a meeting of the Board of Faculty shall be one-half of the total number of members, a fraction being counted as one.

5. FUNCTIONS OF THE BOARD OF FACULTY:

The Board of a Faculty shall subject to the general control of the Academic Council and the Syndicate has the power: -

- (a) to co-ordinate the teaching, publication and research work in the subjects assigned to the Faculty;
- (b) to scrutinize the recommendation of the Boards of Studies, comprised in the Faculty in regard to the appointment of paper setters and examiners, except for research examinations and to forward the panels of suitable paper setters and examiners for each examination to the Vice-Chancellor;
- (c) to consider any other academic matter relating to the Faculty and to report thereon to the Academic Council; and
- (d) to perform such other functions as may be prescribed by Statutes.

6. DEAN:

⁽¹⁾ The Dean of each Faculty shall be appointed by the Chief Minister* on the recommendation of the Vice-Chancellor from amongst the three most senior Professors in the Faculty for a period of three years.

(2) The Dean shall be the Chairman and Convenor of the Board of Faculty and shall hold office for three years.

* Amended vide Senate Resolution No. SNT-15.3(c)(i) dated: 30-06-2007.

** Substituted vide the Sindh University Laws (Amendment) Ordinance, 1984, Sindh Ordinance No. VII of 1981

*** Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

(3) The Dean shall present candidates for admission to degree other than an honorary degree in the courses failing within the purview of the Faculty.

(4) The Dean shall exercise such other powers and perform such other duties as may be prescribed.

7. BOARD OF STUDIES:

(1) There shall be established a separate Board of Studies for each subject, or group of subjects, in accordance with the Regulations, and until the Boards are so established there shall be such Boards of studies as may be specified by the Vice-Chancellor.

(2) Each Board of Studies shall consist of:-

- (i) The Chairman of the Teaching Department and all Professors and Associate Professors in the Teaching Department concerned;
- *(ii) Such University Teachers as may be appointed by the Academic Council;
- (iii) One expert to be appointed by the Vice-Chancellor.

Provided that the number of members appointed under sub-clauses (i) and (ii) shall not be less than three;

(3) The Chairman of the Teaching Department concerned or if there be more than one Chairman, the Chairman nominated by the Vice-Chancellor shall be Chairman and Convenor of the Board of Studies.

** (4) The term of office of members of the Board of Studies other than ex-officio members shall be three years; if the office of any such member becomes vacant before expiry of such term, such vacancy shall be filled in accordance with sub-section (2), and the member appointed in such vacancy shall hold office only for the unexpired portion of the term.

(5) The quorum for meetings of the Board of Studies shall be one-half of the total number of members, a fraction being counted as one.

* Amended vide Senate Resolution No. SNT-20.3(a) dated: 18-07-2012.

** Amended vide Senate Resolution No. SNT-15.3(c)(i) dated: 30-06-2007.

8. FUNCTIONS OF BOARD OF STUDIES:

The functions of the Board of Studies, shall be:-

- (a) to advise the Authorities on all academic matters connected with instruction, publication, research and examination in the subject or subjects concerned;
- (b) to propose curricula and syllabi for all degree, diploma and certificate courses in the subject or subjects concerned;
- (c) to suggest a panel of names of paper setters and examiners in the subjects concerned; and
- (d) to perform such other functions as may be assigned to them by the Statutes or Regulations.

9. ADVANCED STUDIES AND RESEARCH BOARD:

(1) The Advanced Studies and Research Board shall consist of:-

(i) The Vice-Chancellor (Chairman);

*(i-a) The Pro-Vice Chancellor;

(ii) The Deans;

(iii) Three University Professors other than the Deans to be appointed by the Syndicate; and

(iv) Three University Teachers having research qualification and experience to be appointed by the Academic Council.

** (2) The term of office of members of the Advanced Studies and Research Board other than ex-officio members shall be three years; if the office of any such member becomes vacant before the expiry of such term, such vacancy shall be filled in accordance with sub-section (1), and the member appointed in such vacancy shall hold office only for the unexpired portion of the term.

* Added vide Senate Resolution No. SNT-13.8(h) dated 28.06.2005

** Amended vide Senate Resolution No. SNT-15.3(c)(i) dated: 30-06-2007.

(3) The quorum for a meeting of the Advanced Studies and Research Board shall be one-half of the total number of members, a fraction being counted as one.

10. FUNCTIONS OF ADVANCED STUDIES AND RESEARCH BOARD:

The functions of the Advanced Studies and Research Board shall be:-

- (a) to advise the Authorities on all matters connected with promotion of advanced studies and research in the University;
- (b) to consider and report to the Authorities on the institution of research degrees in the University;
- (c) to propose Regulations regarding the award of research degrees;
- (d) to appoint supervisors for research students and to determine the subject of their thesis;
- (e) to recommend panels of names of paper setters and examiners for research examinations after considering the proposal of the Board of Studies in this behalf; and
- (f) to perform such other functions as may be assigned to it by Statutes or Regulations.

11. SELECTION BOARD:

(1) There shall be Selection Board for selecting candidates for appointment as teachers or otherwise in the University against posts in grades 17 and above of the National scales of pay.

(2) The Selection Board shall consist of:-

(i) the Vice-Chancellor (Chairman),

*(i-a) the Pro-Vice Chancellor;

** (i-b) the Secretary Universities and Boards;

* Added vide Senate Resolution No. SNT-13.8(h) dated 28.06.2005

** Added vide the Sindh University and Institutes Laws (Amendment), Act 2018.

- (ii) The Chairman or a member of the Sindh Public Service Commission to be nominated by the Chairman;
- (iii) the Dean of the Faculty under which the appointment is to be made;
- (iv) the Chairman of the Teaching Department concerned; and
- (v) one member of the Syndicate and two other persons of eminence, to be appointed by the Syndicate; provided that neither of the three are employees of the University.

*(3) The term of office of members mentioned in sub-clause (v) of clause (2) shall hold office for two years; if the office of any such member becomes vacant before the expiry of such term, such vacancy shall be filled in accordance with sub-section (2), and the member appointed in such vacancy shall hold office only for the unexpired portion of the term.

(4) (a) The quorum for the selection of a Professor or an Associate Professor shall be four members and for the selection of other Teachers, three members.

(b) The Selection Board for making selection of employees other than Teachers, shall consist of members mentioned in sub-clauses (i), (ii) and (v) of clause (2). **The quorum for the Selection Board shall be three members.

(5) A member of the Selection Board who is a candidate for the post to which appointment is to be made shall not take part in the proceedings of the Board.

*** (6) In selecting candidates for the post of Professors and Associate Professors, the Selection Board shall co-opt or consult three experts in the subject concerned to be nominated by the Vice-Chancellor from a standing list of experts for each subject approved by the Syndicate on the recommendation of the Academic Council.

* Amended vide Senate Resolution No. SNT-15.3(c)(i) dated: 30-06-2007.

** Added vide Education Department Letter No. OSD(HE) 15/5/78, dated 30.07.1979.

*** Amended vide Senate Resolution No. SNT-6.5(b) dated 23.06.1998

- (i) No expert shall be required for Selection/Appointment of Lecturers and Assistant Professors.
- (ii) Standing list of Experts for each subject shall be approved by the Syndicate on the recommendations of the Academic Council.

12. FUNCTION OF SELECTION BOARD:

(1) The Selection Board shall consider the applications received in response to advertisement and recommend to the Syndicate the names of suitable candidates for appointment to teaching and other posts.

(2) The Selection Board may for reasons to be recorded recommend the grant of higher initial pay in a suitable case.

*(2)(a) In cases where the Selection Board does not specifically recommend any increments, the Syndicate may grant higher initial pay / advance increments wherever considered appropriate on the basis of qualification and experience provided that the order of merit recommended by the Selection Board shall not be changed.

(3) The Selection Board may recommend to the Syndicate the appointment of an eminently qualified person to a Professorship in the University on terms and conditions other than those prescribed.

(4) In the event of an unresolved difference of opinion between the Selection Board and the Syndicate, the matter shall be referred to the Chief Minister** whose decision shall be final.

13. FINANCE AND PLANNING COMMITTEE:

(1) The Finance and Planning Committee shall consist of;

(i) the Vice-Chancellor (Chairman);

*** (i-a) the Pro Vice-Chancellor;

(ii) one member of the Senate to be appointed by the Senate;

(iii) one member of the Syndicate to be appointed by the Syndicate;

* Added vide Senate Resolution No. SNT-13.8(e) dated 28.06.2005

** Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

*** Added vide Senate Resolution No. SNT-13.3(a) dated 28.06.2005

- (iv) the Deans;
- (v) one nominee of the Chief Minister*; and
- (vi) the Director Finance;
- ** (vii) one nominee of the HEC (Expert in Finance);
- ** (viii) Person of Eminence (Finance) nominated by the Syndicate;
- *** (ix) Registrar

**** (2) The term of office of the members other than ex-officio members shall be three years; if the office of any such member becomes vacant before the expiry of such term, such vacancy shall be filled in accordance with the sub-section (1), and the member appointed in such vacancy shall hold office only for the unexpired portion of the term.

(3) The quorum for a meeting of the Finance and Planning Committee shall be three members.

14. FUNCTIONS OF THE FINANCE AND PLANNING COMMITTEE:

The functions of the Finance and Planning Committee shall be:

- (a) to consider the annual statement of accounts and the annual and revised budget estimates and advise the Syndicate thereon;
- (b) to revise periodically the financial position of the University;
- (c) to advise the Syndicate on all matters relating to planning, development, finance investments and accounts of the University; and
- (d) to perform such other functions as may be assigned to it by the Statutes or Regulations.

* Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

** Added vide Senate Resolution No. SNT-22.4(b) dated 27-08-2014.

*** Added vide Senate Resolution No. SNT-14.3(c) dated 27.06.2006

**** Amended vide Senate Resolution No. SNT-15.3(c)(i) dated: 30-06-2007

15. AFFILIATION COMMITTEE:

******(1) The Affiliation Committee shall consist of:

- | | |
|---|--------|
| (i) the Vice-Chancellor; | Chair |
| * (i-a) The Pro-Vice Chancellor; | Member |
| (ii) the Deans; | Member |
| (iii) two Professors to be nominated by the Academic Council; and | Member |
| (iv) the Director of STEVTA
Or his nominee. | Member |
| (v) Director, QEC | Member |
| (vi) An expert nominated by HEC. | Member |

******(2) The term of office of the members of the Committee, other than the ex-officio member, shall be two years.

(3) The Affiliation Committee may co-opt not more than three experts.

(4) The quorum for a meeting of, or an inspection by, the Affiliation Committee shall be three members.

(5) An officer to be designated by the Vice-Chancellor for this purpose shall act as the Secretary of the Committee.

16. FUNCTIONS OF AFFILIATION COMMITTEE:

The functions of the Affiliation Committee shall be;

- (a) ******to inspect the educational institutions seeking affiliation with, for various programme offered in the institution, or admission to the privileges of the University and to advise the Academic Council thereon to Syndicate;
- (b) ******to monitor the academic performance of the affiliated institutions.

* Added vide Senate Resolution No. SNT-13.8(h) dated 28.06.2005

****** Amended vide Senate Resolution No. SNT-27.4(a) dated: 26-06-2019.

- (c) **to inquire into complaints alleging breach of affiliation by colleges offering affiliated programmes and to advise the Academic Council thereon; and
- (d) **to perform such other functions as may be assigned to it by Statutes or Regulations;

*17. DISCIPLINE COMMITTEE:

- (1) The Discipline Committee shall consist of;
 - (i) the Vice-Chancellor or his nominee;
 - (ii) two Professors to be nominated by the Academic Council;
 - (iii) one member to be nominated by the Syndicate;
 - (iv) the Teacher or Officer Incharge of Students Affairs by whatever name called (Member Secretary); and
 - (v) President University Students Union.

(2) The term of office of the Discipline Committee other than ex-officio member, shall be two years.

(3) The quorum for a meeting of the Discipline Committee shall be four members.

18. FUNCTIONS OF DISCIPLINE COMMITTEE:

The functions of the Discipline Committee shall be:

- (i) to propose Regulations to the Academic Council for the conduct of University Students, maintenance of discipline and for dealing with cases of indiscipline; and
- (ii) to perform such other functions as may be assigned to it by Statutes or Regulations.

Chancellor

Syed Panah Ali Shah
Secretary to Government of Sindh
Education Department

* Implementation of Clause 17 be held in abeyance till further orders.

Vide Senate Resolution No. SNT-15.3(c)(ii) dated: 30-06-2007.

** Amended vide Senate Resolution No. SNT-27.4(a) dated: 26-06-2019.

**First Statutes regarding Election to Senate,
Syndicate and Registered Graduates, 1978
(As amended)**

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**First Statutes regarding Election to Senate,
Syndicate and Registered Graduates, 1978
(As amended)**

*In exercise of the powers conferred by sub section (3) of section 46 of the NED University of Engineering & Technology Act, 1977, the Chief Minister** is pleased to make and promulgate the following First Statutes of the University in respect of election to its Senate, Syndicate and Registered Graduates.

PART – I

PRELIMINARY

1. (1) These Statutes may be called the NED University of Engineering & Technology (Elections of Senate, Syndicate and Registered Graduates) First Statutes.

(2) They shall come into force at once.

2. In these Statutes, unless there is anything repugnant in the subject or context, the following expressions shall have the meaning hereby respectfully assigned to them, that is to say:-

- (a) “Act” means the NED University of Engineering and Technology Act, 1977.
- (b) “Electoral rolls” means the lists finally published under Clause 6.
- (c) “Section” means section of the Act.
- (d) “Election” means election of the members of the Senate and Syndicate under Sections 13(1)(vi), (viii) and (x) and 15(1)(iv), (xi), (xii), (xiii), (xiv) and (xviii) respectively of the Act.
- (e)***“Registered graduates” means a graduate who had studied at NED Engineering College or the NED University and completed their degree, and whose name has been entered in the register maintained for this purpose.

* Issued by the Registrar vide University Notification No. R(Cdn)/Stat/5(1)78/5126 dated 12.12.78

** Amended vide the Sindh University and Institutes Laws (Amendment), Act 2018.

*** Amended vide Senate Resolution No. SNT-28.4(a) dated 06.06.2020.

3. For the purpose of election the Registrar shall respectively maintain up to-date lists of

- (i) All University Teachers other than Professors, having at least three years service
- (ii) All Registered graduates
- (iii) All Members of Senate
- (iv) All Professors of the University
- (v) All Associate Professors of the University
- (vi) All Assistant Professors of the University
- (vii) All Lecturers of the University
- (viii) Presidents of Students Unions of the Affiliated Colleges alongwith the names of their institutions and classes in which they are studying.

4 (1) The lists prepared under clause 3 shall be published in the manner and by the date fixed by the Vice-Chancellor with a notice inviting claims and objections with respect thereto.

(2) The claims and objections shall be made to the Registrar within three days of the publication of the lists:

(3) The Registrar shall decide the claims and objections within two days following the last day fixed for the receipt of claims and objections.

5. (1) Any person aggrieved by the decision of the Registrar under sub-clause (3) of clause 4 may, not later than the fourth day following the last day of disposal of claims and objections, prefer an appeal to a Revision Committee, consisting of Dean and two members of the Syndicate nominated by the Vice-Chancellor and where the Syndicate does not exist two persons other than the Registrar nominated by the Vice-Chancellor.

(2) The Dean shall be the Chairman of the Committee and in the absence of the Dean, the meeting shall be presided over by a person nominated by the Vice-Chancellor.

(3) Two members shall form quorum for the transaction of business of the Committee.

(4) The appeal shall be disposed off by the Committee within two days of the last day of its receipt.

(5) The decision of the Committee shall be by majority and in the event of equal votes the Chairman shall have a casting vote.

(6) The decision of the Committee shall be final.

6. (1) The Registrar shall make such additions or modifications in the lists prepared under clause 4 as may be required by any decision on any claim or objection and may make corrections of such clerical or printing errors as may come to his notice.

(2) After making additions, modifications or corrections, if any, under sub-clause (1) the Registrar shall finally publish the lists in the manner specified by the Vice-Chancellor and on such publication the lists shall become the electoral rolls.

(3) The electoral rolls shall be open to inspection by any person during office hours free of charge.

*(4) Copies of the preliminary or final lists shall be supplied to any person applying thereof on payment of the fee as may be prescribed from time to time.

PART -II

CONDUCT OF ELECTIONS

7. No person shall be qualified to contest or cast a vote unless his name is borne on the electoral rolls.

8. Elections shall be held under these statutes as soon as may be after the electoral rolls have been prepared.

9. The date or dates of election shall be fixed by the Vice-Chancellor.

10. The Registrar shall be the Returning Officer and shall conduct the elections in accordance with these Statutes.

* Amended vide Senate Resolution No. SNT-16.4(i)(ii)&(iii)(b) dated: 24-06-2008.

11. The Returning Officer shall, immediately after the fixation of date or dates under clause 9, issue a notification regarding

(a) the number of persons and the provisions of the Act under which they are to be elected;

(b) a day, at least five days after the date of such notification for nomination of the candidates (hereinafter referred to as the "nomination day") and the time, by or within which nomination papers shall be received by the Returning Officer.

(c) a day for the scrutiny of nominations (hereinafter referred to as the "scrutiny day")

(d) a day, at least one day after the scrutiny day, on or before which candidature may be withdrawn (hereinafter referred to as the withdrawal day); and

(e) a day, at least three days after the withdrawal day, for taking the poll along with the time and place of the poll.

12. (1) A voter for the purpose of an election may on a prescribed form, obtainable from the Returning Officer, propose or second the name of any person who is qualified to be elected for such elections.

(2) The form shall be duly filled in and signed by the proposer and the seconder and shall be accompanied by a certificate signed by the candidate that he has consented to the nomination.

(3) Every nomination paper shall be delivered to the Returning Officer on the nomination day and at the time specified for the purpose.

(4) The Returning Office shall acknowledge in writing the receipt of the nomination paper.

(5) The Retuning Officer shall record in writing the date and time of the receipt of each nomination paper and enter the particulars thereof in a register to be maintained for this purpose.

13. A voter may nominate as many candidates as there are vacancies but he shall use separate nomination papers for each candidate.

14. If a voter submits greater number of nomination papers than the number of vacancies, the nominations in excess of the vacancies and received last shall be declared as invalid.

15. (1) The Returning Officer shall display at some conspicuous place in his office on the second day following the nomination day a notice of every nomination received by him, containing such particulars of the candidate, proposer and seconder as are shown in the nomination paper.

(2) On the scrutiny day, the Returning Officer shall, in the presence of persons attending the scrutiny, examine the nomination papers and endorse thereon his decision of accepting or rejecting the same.

(3) The rejection of one nomination paper of a candidate shall not *ipso facto* invalidate his nomination under another nomination paper.

(4) The Returning Officer shall, after scrutiny of the nomination papers, prepare a list of persons whose nomination papers have been declared valid.

(5) A candidate whose name is included in the list under sub-clause (4), may, by notice in writing signed by him and delivered to the Returning Officer on or before the withdrawal day, withdraw his candidature

(6) A notice under sub-clause (5) shall, in no circumstances be open to cancellation

16. If after the scrutiny of the nomination papers under sub-clause (2) or withdrawal under sub-clause (5) of clause 15, or death of the candidate the Returning Officer finds that only such persons are left as contesting candidates as are either less than or equal to the number of vacancies, the Returning Officer shall, by notice declare such candidates to be elected, and any vacancy is left to be filled in the election therefore shall be re-processed in accordance with these statutes.

17. (1) The polls shall be held if there are more contesting candidates than the vacancies to be filled.

(2) The Returning Officer shall cause to be exhibited prominently outside his office the name of each candidate.

18. The Vice-Chancellor shall appoint three persons other than the candidate, proposer and seconder, to assist the Returning Officer in conducting the election.

19. (1) Every voter shall cast his vote by means of a ballot paper which shall contain the names of candidates in alphabetical order and the seal of the University.

(2) The ballot paper shall be issued by the Returning Officer to a voter at the time of voting and the counter-foil thereof shall bear the number of the voter in the electoral rolls.

(3) A voter, who has inadvertently dealt with his ballot paper in such a manner that it cannot properly be used, or who has lost his ballot paper, may after delivering the spoiled ballot paper to the Returning Officer or after satisfying him of the loss of the ballot paper, obtain another ballot paper, and the counter-foil of the spoiled ballot paper shall be marked as cancelled and the new ballot paper issued in lieu thereof and its counter-foil shall be marked as duplicate.

(4) No person shall be issued any ballot paper or be permitted to vote after the time fixed for the close of the poll.

20. (1) A voter shall cast his vote by putting a cross (x) in the space provided for the purpose, against the name of the candidate for whom he wishes to vote.

(2) The voting shall be in person by secret ballot.

21. (1) Immediately after the close of the poll, the Returning Officer shall in the presence of such of the candidates or their authorized agents, who shall be voters, as may be present, open the ballot boxes and count the ballot papers contained therein excluding the invalid ballot papers, that is to say, the ballot papers which are rejected by the Returning Officer on the ground that:-

- (i) anything is marked or written thereon by the voter by which he can be identified;
- (ii) the ballot does not bear the official mark;
- (iii) the ballot paper has been left blank by the voter;
- (iv) the vote has not been cast in the manner specified in these statutes

- (v) the vote has been cast in favour of more than one candidate;
- (vi) there is any uncertainty about the identity of the candidate in whose favour the vote has been cast, or
- (vii) there is any defacement creating a doubt that there has been an attempt to alter or erase the mark of voting.

(2) On each rejected ballot paper the Returning Officer shall make an endorsement to that effect.

(3) If any candidate, or his authorised agent objects to the rejection of a ballot paper the Returning Officer shall add to his endorsement "Rejection Objected to" giving briefly the reasons for such objection.

22. (1) The total number of valid votes received by each candidate shall be entered in the counting sheets.

(2) In case of equality of valid votes, between two or more candidates, the senior in length of University service in the case of University Teachers, other than professors for election to Senate; older in age in the case of members of Senate registered graduates and a President of Students Union of affiliated College; and senior in appointment, as such, in the case of Professors, Associate Professors, Assistant Professors and Lecturers for Election to Syndicate, shall be deemed to have been elected.

(3) The candidates or their authorised agents, if present, shall sign the counting sheets.

23. (1) Immediately after counting of votes the Returning Officer shall prepare a list of elected persons and announce their names.

(2) The names of the returned candidates shall be submitted to the Vice-Chancellor for publication.

24. (1) No election shall be called in question except by means of an election petition, which shall clearly state the objections and be presented to the Returning Officer within three days of the declaration of the results.

(2) The petition shall be decided by a Committee, consisting of the Vice-Chancellor as Chairman and two other persons nominated by him.

(3) In case the Vice-Chancellor is unable to attend a meeting of the Committee, he shall nominate another person to act as Chairman.

(4) If any one of the other two members of the Committee is unable to attend a meeting, the Vice-Chancellor shall appoint another member to act in his place.

(5) Two members shall constitute the quorum of the meeting.

(6) The decision shall be given by the Committee within two weeks from the last day for the representation of election petitions.

25. The Returning Officer shall retain until the expiry of six months from the date of the election all the papers connected with the election in a sealed cover to be sealed in the presence of the persons, if any, appointed to assist him and shall subject to any direction to the contrary given by the Vice-Chancellor, cause them to be destroyed after the expiry of the said period.

26. If the Registrar is, for any reasons, unable to perform any of the duties assigned to him by these Statutes, the Vice-Chancellor may, in writing, appoint any other officer of the University to discharge such duties.

27. In case any day fixed under these Statutes for any purpose happens to be a University holiday, the day next following shall be considered to be the day fixed for that purpose.

ACADEMIC MATTERS

Statutes Regarding Scheme and Courses of Studies, Manner and Method of Teaching and Admission of Students for the Bachelor Degrees in Engineering, Computer Science & Information Technology and Architecture of the NED University of Engineering and Technology, Karachi (Semester System).

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**Statutes Regarding Scheme and Courses of Studies,
Manner and Method of Teaching and Admission of
Students for the Bachelor Degrees in Engineering,
Science and Architecture of the NED University of
Engineering and Technology, Karachi
(Semester System).**

Vide Section : 46.1 (K)

**(Approve Vide Senate Resolution No. SNT-18.4(b) dated
07.07.2010)**

1. TITLE

- a) *These Statutes may be called the NED University of Engineering and Technology, Scheme and courses of studies, manner and methods of teaching and admission of students for Bachelor Degrees in Engineering, Science and Architecture.
- b) **APPLICABILITY**
These Statutes shall be applicable to all University students admitted to undergraduate courses of Engineering, Science and Architecture who were admitted in Batch 2010-11 and onwards.

2. DEFINITIONS

- (i) ***“Academic year” means the period beginning from the day of commencement of Fall Semester and terminates on the last day of declaration of result of Spring Semester or Summer Session, if offered.
- (ii) ***“Applicant” means an applicant for admission to any Bachelor Degree Programme in Engineering, Science or Architecture.
- (iii) *’“Board of Studies” means the Board of Studies of any teaching Department of the NED University of Engineering and Technology, Karachi.
- (iv) “*Candidate” means a student as referred to in matters related to an examination / examinations.

* Amended vide Senate Resolution No. SNT-25.3(a) dated 27.07.2017.

** Amended / Added vide Senate Resolution No. SNT-20.3(b) dated 18.07.2012.

*** Amended / Added vide Senate Resolution No. SNT-30.4 dated 28.06.2022.

- (v) “Credit Hours” means the rating allocated to each course during a semester.
- (vi) “Examination” means scheduled examination after study period of any semester.
- (vii) “Fall Semester” means study period of at least 15 weeks followed by an examination during last quarter of the calendar year.
- (viii) “Semester” means period between beginning of scheduled regular classes and completion of examination at the end.
- (ix) “Spring Semester” means study period of at least 15 weeks followed by an examination during second quarter of the calendar year.
- (x) “Student” means an individual who having qualified the admission criteria of the University and is duly enrolled in the year of study of a Department until he/she qualifies for the Degree, or his / her enrolment is cancelled for any reason.
- (xi) ***“Summer Session” means a teaching session soon after Spring Semester of at least **6 weeks** of condensed study period followed by an examination.
 - (a) **“Winter Session” means an interim teaching session between Fall Semester and Spring Semester of at least 3 weeks of condensed study period followed by an examination.
- (xii) “University” means the NED University of Engineering and Technology, Karachi.
- (xiii) “University Entrance Examinations” means eligibility examination conducted by the University for admission in any Bachelor Degree programme.
- (xiv) “Year of Study” prefixed by its number/name means the number/name of academic year used for identifying the particular specified level reached in any Bachelors degree programme.

* Amended / Added vide Senate Resolution No. SNT-20.3(b) dated 18.07.2012.

** Amended / Added vide Senate Resolution No. SNT-30.4 dated 28.06.2022.

3. ADMISSIONS, SCHEME OF STUDIES AND EXAMINATIONS

- 3.1 Applicants having passed HSC or equivalent examinations with minimum marks as prescribed by the University and also the University Entrance Examination will be eligible for admission.
- 3.2 Courses of studies leading to Bachelor's of Engineering Degree shall be devoted to courses appropriate to any discipline of engineering offered by the University at undergraduate level.
- 3.3 *Courses of studies leading to the Bachelor's of Science Degree shall be devoted to courses appropriate to any discipline of sciences offered by the University at undergraduate level.
- 3.4 Courses of studies leading to Bachelor's of Architecture Degree shall be devoted to courses appropriate to Degree in Architecture.
- 3.5 *Courses of studies leading to Degree of Bachelor's of Engineering (BE) and Bachelor of Science (BS) shall be of four academic year but those to Bachelor's of Architecture (B.Arch) shall be of five academic years.
- 3.6 Semester Examinations shall be held after the completion of study period of any Semester for each year of study.
- 3.7 The medium of instruction shall be English in all cases.

3.8 COURSES OF STUDIES

- a) Courses of studies and number of credit hour allotted to each course shall be detailed in the approved prospectus.
- b) Any candidate passing in all courses shall be declared to have passed the examination.
- c) Any Candidate failing in one or more courses shall be declared to have failed in the examination.
- d) Courses of studies shall be revised from time to time. After approved by the all concerned Statutory Bodies, Syllabi shall be printed and made available at the beginning of each Academic year.

***Statutes Regarding Scheme and Courses of Studies,
Manner and Method of Teaching and Admission of
Students for the Master Degree Programme of the NED
University of Engineering and Technology, Karachi.**

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***Statutes Regarding Scheme and Courses of Studies, Manner and Method of Teaching and Admission of Students for the Master Degree Programme of the NED University of Engineering and Technology, Karachi.**

Vide Section : 46.1 (K)

1. TITLE

1.1 These Statutes may be called the NED University of Engineering & Technology, Scheme and courses of studies, manner and methods of teaching and admission of students for Master Degrees Statutes - 2004 in the programmes comprising as under:

- (i) Engineering and related fields.
- (ii) **Sciences and related fields
- (iii) Architecture and related fields.
- (iv) **Urban and Regional Planning
- (v) **Engineering Management

1.2 APPLICABILITY

1.2.1 **These Statutes shall be applicable to all University students admitted to Postgraduate Programme leading to the Master's Degree from the academic year 2013-2014, onwards repealing the earlier Statutes framed by the University in 1991, 2002-2003, 2009-2010.

2. DEFINITIONS

- (i) "Advanced Studies and Research Board" means the Advanced Studies and Research Board of the NED University of Engineering and Technology, Karachi.
- (ii) "Approved research project" means research project approved by the Advanced Studies and Research Board of the University.
- (iii) "Candidate" means one who is considered for an admission or an examination in a programme of studies of the University.

* These Statutes shall also be applicable to Affiliated Colleges, if any.

** Amended / Added vide Senate Resolution No. SNT-30.4 dated 28.06.2022.

- (iv) “Co-supervisor(s)” means person(s) appointed by Advanced Studies and Research Board to co-supervise approved research project.
- (v) “Credit hours” means the weightage allotted to each course.
- (vi) “Cumulative Grade Point Average” means average numerical value of grade points earned by a candidate in the courses in which he/she has taken an examination.
- (vii) “Examination” means an examination held after completion of instructions/research work.
- (viii) “Examiners’ Committee” means Committee of examiners appointed by the Advanced Studies and Research Board for evaluation of a thesis.
- (ix) “Semester” means a period of minimum 16 weeks including 15 weeks of instructions.
- (x) “Student” means an individual who having qualified the admission criteria of the University and he/she has been duly enrolled in a year of study of a Department till he/she qualifies for the Degree or his/her enrolment is cancelled for any reason.
- (xi) “Supervisor” means person appointed by Advanced Studies and Research Board to supervise approved research project.
- (xii) “Syndicate” means the Syndicate of the University.
- (xiii) “Vice-Chancellor” means the Vice-Chancellor of the University.
- (xiv) “University” means the NED University of Engineering and Technology, Karachi.

3 SCHEME OF STUDIES AND EXAMINATIONS

3.1 MASTER DEGREE BY COURSEWORK

3.1.1 Master degree by coursework shall be granted after completion of at least 30 respective credit hours as prescribed by the Regulations of the University.

* Amended / Added vide Senate Resolution No. SNT-30.4 dated 28.06.2022.

- 3.1.2 The courses of study leading to the Master of Engineering degree are devoted to courses appropriate to any discipline of Engineering offered by the University at postgraduate level.
- 3.1.3 The courses of study leading to the Master of Science (MS) Degree are devoted to courses appropriate to any discipline of sciences offered by the University at Postgraduate level.
- 3.1.4 The courses of study leading to the Master of Urban and Regional Planning degree are devoted to courses appropriate to the Degree in Urban and Regional Planning.
- 3.1.5 *The courses of study leading to the Master of Architecture degree (M.Arch) are devoted to courses appropriate to the Degree in Architecture.
- 3.1.6 *The courses of study leading to the Master of Engineering Management (MEM) degree are devoted to courses appropriate to any discipline of Engineering offered by the University at postgraduate level.
- 3.1.7 *The courses of study leading to the Degree of Engineering (M. Engg), Master of Sciences (MS), Master of Engineering Management (MEM), Masters of Architecture (M. Arch) and Master of Urban and Regional Planning (MURP) shall be a minimum of 30 credit hours.

3.2 MASTER DEGREE BY RESEARCH

- 3.2.1 The Master degree by research shall be granted after full time supervised research on an approved research project and acceptance of the candidate's thesis.
- 3.2.2 There shall be a supervisor for each approved research project. However, in addition to a Supervisor, there may be at the most two Co-supervisors, if required.
- 3.2.3 The candidate shall submit thesis in the form as prescribed by the University after the completion of research work.

3.2.4 Thesis shall show evidence of original capacity of the development or application of scientific principles and methods, acquaintance with work of others in similar fields and ability of presentation of ideas.

3.2.5 There shall be an examination after submission of thesis.

3.3 DURATION

3.3.1. For Master degree by course work the duration shall be as prescribed under Regulations of the University.

3.3.2. For Master degree by research a minimum of 12 months and a maximum 36 months shall be allowed for completion of research work followed by a minimum of 3 months and a maximum of 12 months for writing thesis and completion of all requirements for the degree.

3.4 MEDIUM OF INSTRUCTION

3.4.1 The medium of instruction shall be English.

3.5 PROGRAMME EXECUTION

3.5.1 The programme shall be executed according to the prescribed Regulations.

**Statutes Regarding Scheme for the Doctor of
Philosophy (Ph.D) Degrees of the NED University of
Engineering and Technology, Karachi**

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Statutes Regarding Scheme for the Doctor of Philosophy (Ph.D) Degrees of the NED University of Engineering and Technology, Karachi

Vide Section : 46.1 (K)

(Approved Vide Senate Resolution No. SNT-11.6(a) dated 08.07.2003)

1. TITLE

- a) These Statutes may be called the NED University of Engineering and Technology, Scheme for Doctor of Philosophy (Ph.D.) Degrees Statutes - 2003.
- b) **APPLICABILITY**
These Statutes shall be applicable to all University students admitted to PhD programmes of various Faculties from the academic year 2002-2003, onwards repealing the earlier Statutes framed by the University.

2. DEFINITIONS

- (i) "Examination" means an examination held after completion of research work.
- (ii) "Candidate" means an individual who having qualified the admission criteria of the University and he/she has been duly enrolled in a year of study of a Department.
- (iii) "Supervisor" means person appointed by the Advanced Studies and Research Board to supervise any approved research project.
- (iv) "Co-supervisor(s)" means person(s) appointed by the Advanced Studies and Research Board to co-supervise any approved research project.
- (v) "Approved research project" means research project approved by the Advanced Studies and Research Board of the University.
- (vi) "Examiners' Committee" means Committee of examiners appointed by the Advanced Studies and Research Board for evaluation of a thesis.
- (vii) "Vice-Chancellor" means the Vice-Chancellor of the University.

- (viii) “Advanced Studies and Research Board” means the Advanced Studies and Research Board of the NED University of Engineering and Technology, Karachi.
- (xi) “Syndicate” means the Syndicate of the University.
- (x) “University” means the NED University of Engineering and Technology, Karachi.

3. SCHEME OF STUDIES AND EXAMINATIONS

- 3.1 Ph.D degrees shall be granted only after full time supervised research on an approved research project and acceptance of the candidate's thesis.
- 3.2 There shall be one supervisor nominated for each approved research project. However, in addition to that Supervisor, there may be up to two Co-supervisors, if required.
- 3.3 The candidate shall submit a written thesis in the form as prescribed by the University after the completion of research work.
- 3.4 The thesis must take distinct contribution to knowledge and afford evidence of original research.
- 3.5 There shall be an examination after submission of thesis.
- 3.6 *DURATION
 - (a) The minimum period for completion of Ph.D. Programme shall be 36 months (including 12 months for course work and 24 months research period.)
 - (b) The maximum period for completion of Ph.D. shall be 96 months.

3.7 MEDIUM OF INSTRUCTION

The medium of instruction shall be English.

3.8 PROGRAMME EXECUTION

The programme shall be executed according to the prescribed Regulations.

* Amended vide Senate Resolution No. SNT-27.4(c) dated 29.06.2019.

**Statutes regarding Scheme and
Courses of Studies, Manner and Methods of
Teaching and Admission of Students for
the Associate Degree Programme in Technology**

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**Statutes regarding Scheme and
Courses of Studies, Manner and Methods of
Teaching and Admission of Students for
the Associate Degree Programme in Technology**

**(Approved vide Senate Resolution No. SNT-26.5(a) dated
04.10.2018)**

1- TITLE

These Statutes may be called the Scheme of Studies, Manner and Method of Teaching for the Associate Degree of Technology 2017-18.

2- APPLICABILITY

These Statutes shall be applicable to all the students of Associate programme in the affiliated colleges.

3- DATE OF COMMENCEMENT

These Statutes shall come into force with immediate effect.

4- DEFINITIONS

- a. "Academic year" means the period beginning from the day of commencement of Fall Semester and terminates on the last day of declaration of result of Spring Semester or Summer Session, if offered.
- b. "Affiliated College" means the College/ institutes affiliated to the University.
- c. "College" means a college and includes an Institution, in which arrangements exist for imparting instructions or practical training, in courses of studies relating to engineering, technology and such other subjects as may be prescribed.
- d. "University" means the NED University of Engineering and Technology, Karachi.
- e. "Vice-Chancellor" means the Vice-Chancellor of the University"

5- GENERAL SCHEME OF STUDIES

- i. Associate degree programme may be offered in Technologies and comprise practical training as approved by the University. The subjects of studies in each year, the instructional periods allocated to each subject shall be generally in accordance with the scheme and courses of studies. The approved syllabi for the courses of study will be issued by the concerned Affiliated College which may be updated from time to time with the approval of the University.
- ii. The courses of study leading to Associate degree are devoted to courses appropriate to the degree in the relevant Technology.
- iii. Practical/ Viva Voce examinations shall be held alongwith the theory examinations by the University where practical work forms part of the curriculum.
- iv. The medium of instructions and examinations shall be English for all subjects.

6- DISCIPLINES FOR AWARD OF DEGREES

The disciplines for award of Degree shall be as approved by the University from time to time for each College allowed affiliation with the University.

7- DURATION OF COURSES

The Associate courses shall be of two year duration. The academic studies consist of practical and theoretical teaching in the College.

STATUTES FOR THE AWARD OF HONORARY DEGREES

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STATUTES FOR THE AWARD OF HONORARY DEGREES

TITLE

1 These Statutes shall be called the NED University of Engineering and Technology Statutes for the Award of Honorary Degrees, 1991.

DEFINITIONS

2 In these Statutes unless there is anything repugnant in the subject or context :-

- i) “University” means the NED University of Engineering and Technology, Karachi.
- ii) “Chancellor” means the Chancellor of the University.
- iii) “Vice-Chancellor” means the Vice-Chancellor of the University.
- iv) “Syndicate” means the Syndicate of the University.

COMMENCEMENT

3 These Statutes shall come into force with effect from 1991.

ARRANGEMENTS TO HOLD SPECIAL CONVOCATIONS

4 The Vice-Chancellor, on receipt of proposal from the Chancellor and/or Government for conferring Degrees Honoris, causa on an eminent educationist and/or other persons in recognition of their service etc., in the field of Engineering or cause of Engineering, shall arrange to hold a Special Convocation.

5 With such modifications as may be necessary for the occasion, the Regulations and arrangements including academic costumes for Special Convocations shall be the same as for normal Convocations provided that the person to be admitted to the Degree Honoris causa shall be presented to the presiding officer by the Vice-Chancellor or the Dean of the Faculty concerned and the degree shall be conferred by the presiding officer.

PRESENTATION AND CONFERMENT

6 The forms of presentation and conferment shall be determined by the Syndicate with relation to the person on whom the degree is to be conferred.

Statutes Regarding Affiliation and Disaffiliation of Colleges and Matters Related Thereto

(Vide Section 46 (1)(e) of the Act)

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Statutes Regarding Affiliation and Disaffiliation of Colleges and Matters Related Thereto

(Vide Section 46 (1)(e) of the Act)

1. SHORT TITLE AND COMMENCEMENT

(1) *Subject to provision contained in the NED University of Engineering and Technology Act 1977 (as amended) to be read with Clause 15 of the First Statutes 1977 of the University, the following shall be the Statutes regarding Affiliation and Disaffiliation of Colleges and Matters related thereto, 2018.

(2) *These Statutes shall come into force with immediate effect i.e. *29.06.2019.

2. DEFINITIONS

(1) In these Statutes, unless otherwise expressly provided:-

- (a) “Academic Council” means the Academic Council of the University.
- (b) “Act” means the NED University of Engineering and Technology Act 1977 (as amended).
- (c) **“Affiliated College” means the College affiliated to the University for one or more of its programme.
- (d) “Affiliation” means affiliation granted under Section 41 of the Act.
- (e) **“Affiliation Committee” means the affiliation Committee constituted under clause 15 of the First Statutes (as amended).
- (f) “Board of Faculty” means the Board of Faculty constituted under clause 4 of the First Statutes.
- (g) “College” means the college as defined in the Act.

* Amended vide Senate Resolution No. SNT-27.4(a) dated 26.06.2019.

- (h) “Disaffiliation / withdrawal of affiliation” means disaffiliation or withdrawal of affiliation of Programme made under Section 44 of the Act.
- (i) “First Statutes” means the First Statutes 1977 of the NED University of Engineering and Technology, Karachi.
- (j) “Principal” means head of a College.
- (k) “Registrar” means the Registrar of the University.
- (l) “Syndicate” means the Syndicate of the University.
- (m) “University” means NED University of Engineering and Technology, Karachi.
- (n) “Vice-Chancellor” means the Vice-Chancellor of the University.

(2) Any other words and/or phrases shall have the same meaning as assigned to them in the Act or the First Statutes.

3. REGISTRATION OF STUDENTS OF AFFILIATED COLLEGES

The Registrar of the University shall maintain a register, of all students of an affiliated college, containing details of the students, as described in Regulations.

4. BAR TO APPEAR AT AN EXAMINATION

*No student shall be eligible to appear at any University examination unless he/she is registered / enrolled in the University on payment of the necessary fee including other statutory / regulatory requirements.

5. APPROVAL OF SCHEME OF STUDIES AND SYSTEM OF EXAMINATIONS

- (1) *The general scheme of studies; the courses of studies and the manner and method of teaching and examinations shall be such as approved by the appropriate authorities of the University.
 - (2) The system of examination, the duration of courses, the number of subjects and papers for examinations shall be as prescribed in relevant University Regulations.
6. *Partly covered in Clause 5 above and remaining moved to Affiliation Regulations.

* Amended vide Senate Resolution No. SNT-27.4(a) dated 26.06.2019.

7. *INSPECTIONS

- (1) The Vice-Chancellor shall appoint a Sub-Committee in response to receipt of Application Form and fees as prescribed by the University for affiliation / re-affiliation from a college or institution for its programme(s). The respective Committee(s) shall inspect the institution seeking affiliation / re-affiliation and submit their report to the Affiliation Committee and / or the Vice-Chancellor as the case may be.
- (2) The inspection Committee shall comprise members of the Affiliation Committee, subject expert(s) and the Registrar / Nominee.

8. * Moved to Affiliation Regulations.

9. * Moved to Affiliation Regulations.

10. APPOINTMENT OF HEADS OF DEPARTMENTS

- (1) For each discipline established in the college there shall be appointed a head of department in consultation with the University.
- (2) The duties, functions and tenure of a head of department shall be the same as prescribed for chairman of a department in the University.

11. CONSTITUTION, FUNCTIONS AND RESPONSIBILITIES OF THE BOARD(S) OF STUDIES

- (1) There shall be established separate Boards of Studies for groups of subjects taught at the Affiliated Colleges.
- (2) The Board of Studies shall decide its own working procedure.
- (3) The Board of Studies at the affiliated colleges of the University shall be governed by the 1st Statutes 1977 of the University.

- (4) The Board(s) of Studies in each college shall consist of the following:

- | | | |
|-------|---|----------|
| (i) | Principal of the College | Chairman |
| (ii) | Vice-Principal, if any | Member |
| (iii) | All Heads of Departments | Members |
| (iv) | One member of the Academic Council of the University to be nominated by it. | Member |
| (v) | One expert for each discipline to be nominated by Academic Council of the University. | Member |

- (5) The term of office of members of the Board of Studies other than ex-officio members shall be three years.

- (6) The quorum for meetings of the Board of Studies shall be one-half of the total number of members, a fraction being counted as one.

12. THE FUNCTIONS OF THE BOARD OF STUDIES SHALL BE:

- (1) To advise the Authorities on all academic matters, connected with instructions, publications, research and examinations in the subject or subjects concerned;
- (2) To propose curricula and syllabi for all degree, diploma and certificate courses in the subjects concerned.
- (3) To suggest a panel of names of paper setters and examiners in the subjects concerned; and
- (4) To perform such other functions as may be assigned to them by the Statutes or Regulations.

13. The Boards of Studies shall be responsible to the respective Board of Faculty of the University and the Academic Council.

14. AFFILIATED COLLEGES

List of affiliated Colleges shall be notified by the University from time to time.

15. *WITHDRAWAL OF AFFILIATION

Where any affiliated college has failed to fulfill any requirements of the Act, or has failed to observe any of the conditions of the affiliation or its affairs are conducted in a manner prejudicial to the interests of education, the Syndicate may, in the prescribed manner on the recommendation of the Affiliation Committee, and after considering the representation as the college may wish to make, modify or withdraw all or any of the privileges conferred on the college by the affiliation.

16. *APPEAL AGAINST REFUSAL OR FOR WITHDRAWAL OF AFFILIATION

Where any college has been refused affiliation under section 41 of the Act, or all or any of the privileges conferred on any college by the affiliation have been modified or withdrawn under Section 44 of the Act, an appeal shall lie within the prescribed period to the Senate against such refusal or, as the case may be, modification or withdrawal, and be disposed in such manner as may be prescribed.

* Amended vide Senate Resolution No. SNT-11.6(b) dated 08.07.2003.

**STATUTES RELATING TO MAINTENANCE OF THE
REGISTER OF REGISTERED GRADUATES, 1981
(AS AMENDED)**

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**STATUTES RELATING TO MAINTENANCE OF THE
REGISTER OF REGISTERED GRADUATES, 1981
(AS AMENDED)**

(Vide section 29 (2)(b) to be under with section 46(1)
of the University Act, 1977)

PART I

PRELIMINARY

TITLE

1. (1) The Statutes may be called the Maintenance of the Register of Registered Graduate Statutes 1981.

(2) They shall come into force at once.

DEFINITIONS

2. (1) In these Statutes, unless there is anything repugnant in the subject or context.

(a) “Act” means the NED University of Engineering & Technology Act, 1977.

(b) “Appendix” means Appendix of these Statutes.

(c) “Register” means the Register of Registered Graduates maintained under the Act.

(d) * “Registered Graduate” means a graduate who had studied at NED Engineering College or the NED University and completed their degree, and whose name has been entered in the register maintained for this purpose.

(2) The words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Act.

PART - II

PREPARATION AND MAINTENANCE OF REGISTER

3. (1) The Registrar shall prepare and maintain the Register in the form given in the Appendix "A".

(2) A graduate of the NED University of Engineering & Technology or, graduate of any other recognised University in any of the subjects prescribed by or under the Act, and residing within the local limits of the division of Karachi, shall, on payment of prescribed fee be entitled to have his name entered in the Register.

4. The Register shall initially be prepared and finalized not later than 31st December, 1979 and thereafter shall be revised and made upto date not later than 31st December each year.

APPLICATIONS FOR ENROLMENT

5. (1) Application for enrolment shall be made on the prescribed form, obtainable from the Registrar and shall be delivered to him personally on any working day during the office hours or be sent by registered post with acknowledgment due not later than the date fixed by him in this behalf.

(2) The applicant shall fill in the form in his own hand-writing and get it attested:-

- (a) By a Magistrate of the First Class or a Member of Syndicate or,
- (b) In the case of a Graduate of the former NED College or the NED University, by the Dean/Chairman of the University Teaching Department, Principal of an Affiliated College or an ex-Officio Member of the Senate and in the case of a Graduate of any other recognized University, by the Principal of the College from which the applicant graduated or an Officer of Grade 17 or above of such University; provided that a Graduate serving in the Armed Forces can get it attested by a Commissioned Officer of the Armed Forces.

(3) The address of the applicant shown in the application shall be the one where he normally resides or carries on his business.

(4) The application shall be rejected by the Registrar, if it is not made in accordance with these Statutes.

PROVISIONAL PUBLICATION OF REGISTER

6. (1) The Registrar shall, after due scrutiny of the applications and the existing entries, if any, make a provisional publication of the Register by displaying it outside his office within fifteen days of the last date of receipt of the applications.

(2) *Any applicant or, as the case may be, Registered Graduate shall, on payment of fee be entitled to obtain a certified copy of any entry of the Register provided that in the case of copies of more than one entry, extra fee for every additional entry shall be paid. The fees would be prescribed by the Syndicate.

FILING OBJECTIONS

7. Any applicant or, as the case may be, Registered Graduate may, within 15 days of the provisional publication of the Register, file objection in writing against any entry in the Register and it shall be accompanied by a certified copy of the entry.

DISPOSAL OF OBJECTIONS

8. (1) The objections received under Statute 7 by the Registrar shall be put up before the Committee consisting of three members, one of whom shall be a Chairman, to be nominated by the Syndicate every year for this purpose and the decision of the Committee shall be final.

(2) The Committee shall dispose the objections by majority votes and in the case of a tie, the chairman shall have a casting vote.

(3) Two members shall form a quorum for the purpose of the meeting provided that if the Chairman is not present and the members attending the meeting are divided in their opinion, the case shall be referred to the Chairman for final decision.

(4) The Committee shall announce its decision not later than the date fixed by the Registrar in this behalf.

* Amended / Added vide Senate Resolution No. SNT-30.4 dated 28.06.2022.

FINAL REGISTER

9. The Registrar shall make such amendments in the register as are ordered to be made by the Committee and make final publication of the register by putting up a copy thereof on a notice board outside his office.

INSPECTION OF FINAL REGISTER

10. The Final Register shall be open to inspection free of charge during office hours by any applicant or Registered Graduate as the case may be.

COPIES OF REGISTER

11. The Registrar shall have power to grant a certified copy of the Final Register on payment of fee as prescribed by the Syndicate.

CHANGE OF ADDRESS

12. Registered Graduates shall, from time to time, intimate the change of their addresses, to the Registrar personally or by registered post with acknowledgment due

APPENDIX "A"

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KARACHI
REGISTER OF REGISTERED GRADUATES
[VIDE STATUTES-3(I)]

Sr. No.	Name of Graduate	Father's Name	Full Address	Name of Degree taken.	Name of the University from which degree was taken	Year of taking Degree	Date of arrival in Karachi
1	2	3	4	5	6	7	8
Length of residence in Karachi area	9	Registration No.	Date of removal of Name from Register	11	Reasons for such Removal	12	Removal
		10					13

**Statutes Regarding the Scheme and Courses of Studies,
Manner and Method of Teaching and Admission of Students
for the Degree of Bachelor of Technology (Pass) and
Bachelor of Technology (Honours).**

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**Statutes Regarding the Scheme and Courses of Studies,
Manner and Method of Teaching and Admission of Students
for the Degree of Bachelor of Technology (Pass) and
Bachelor of Technology (Honours).**

**(Approved Vide Senate Resolution No. SNT-11.6(c) dated
08.07.2003)**

1. TITLE

These Statutes may be called the Scheme of Studies, Manner and Method of Teaching for the Degree of Bachelor of Technology (Pass/Hons) Statutes 2003.

2. APPLICABILITY

These Statutes shall be applicable to all the students of B. Tech (Pass) and B. Tech (Hons) in the affiliated colleges.

3. DATE OF COMMENCEMENT

These Statutes shall come into force with immediate effect i.e. 08.07.2003

4. DEFINITIONS

- (a) "Academic Year" means the period of programme of theoretical instruction for one year.
- (b) "Affiliated College" means the College affiliated to the University.
- (c) "College" means a college and includes an Institution, in which arrangements exist for imparting instructions or practical training, in courses of studies relating to engineering, technology and such other subjects as may be prescribed.
- (d) "University" means the NED University of Engineering and Technology, Karachi.
- (e) "Vice-Chancellor" means the Vice-Chancellor of the University"

5. GENERAL SCHEME OF STUDIES

- (1) B. Tech (Pass/Hons) course may be offered in Technologies and comprise practical training as approved by the University followed by the second year study of theoretical classes. The subjects of studies in each year, the instructional periods allocated to each subject shall be generally in accordance with the scheme and courses of studies. The approved syllabi for the courses of study will be issued by the concerned Affiliated College which may be updated from time to time with the approval of the University.
- (2) The courses of study leading to B. Tech (Pass/Hons) degree are devoted to courses appropriate to the degree in the relevant Technology.
- (3) Practical/ Viva Voce examinations shall be held alongwith the theory examinations by the University where practical work forms part of the curriculum.
- (4) The medium of instructions and examinations shall be English for all subjects.

6 DISCIPLINES FOR AWARD OF DEGREES

The disciplines for award of Degree shall be as approved by the University from time to time for each College allowed affiliation with the University.

7 DURATION OF COURSES

- a. The B. Tech (Pass) courses shall be of two year duration. The First Year consists of practical training. The Second Year shall be devoted to academic studies and theoretical teaching in the College.
- b. The B. Tech (Hons) courses shall be of two years duration after B.Tech. (Pass). The First Year shall consist of practical training. The Second Year shall again be devoted to academic studies and theoretical teaching.

8 PRACTICAL TRAINING

- a. Training for fresh diploma holders shall be arranged by the College with the approval of the University in accordance with procedure laid down in the College Prospectus.
- b. Candidates already having a minimum of two year practical/industrial experience in any industry or organization approved by the University, can be exempted from First Year practical for admission in the Second Year of B. Tech. (Pass).

Statutes regarding Establishment of Panjwani-Hisaar Water Institute

**(Under Section 46(1) Read Together with 46(1)(g) of the
NED University of Engineering & Technology Act, 1977)**

**(Approved Vide Senate Resolution No. SNT-27.4(b) dated
29.06.2019)**

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Statutes regarding Establishment of Panjwani-Hisaar Water Institute

**(Under Section 46(1) Read Together with 46(1)(g) of the
NED University of Engineering & Technology Act, 1977)**

**(Approved Vide Senate Resolution No. SNT-27.4(b) dated
29.06.2019)**

1. Establishment of Panjwani-Hisaar Water Institute
 - 1.1 The NED University of Engineering and Technology through the Syndicate shall establish the Panjwani-Hisaar Water Institute (hereinafter referred to as the “Water Institute”) as constituent institution with a separate Executive Board exclusively for the Water Institute.
 - 1.2 The Water Institute shall be governed by these statutes with freedom to govern its academic and research function in order to achieve its objectives which may include offering degree programmes in a manner to be administered as defined in Regulations.
 - 1.3 The Water Institute will integrate the fields of Engineering, Science, Arts, Economy, Earth Sciences, Social Sciences, Management and Public Administration to deal with all issues relating to water, its collection, storage, conservation, management, availability, distribution and use, and will undertake research and study on all such matters including without limiting the generality of the foregoing, adaption to climate change, behavioral changes required towards management and conservation of water sanitation, health systems and environment, national and international policies governance and Regulations, and will impart training and disseminate knowledge skills and information in relation to any or all of the foregoing to all stakeholders, and will offer degrees and diplomas in appropriate fields.
 - 1.4 The Water Institute shall collaborate with other departments within NED University and other organizations in terms of research, academic cross-fertilization and dissemination.

2. Executive Board of the Water Institute

2.1 The Institute shall be administered by an Executive Board with its main functions including;

2.1.1 Approval of the annual Programme, operations, activities and budget of the Water Institute, defining required posts and titles, and appoint academic and non-academic staff members of the Water Institute including to determine the terms and conditions of their services, and to ensure academic freedom in research and teaching.

2.1.2 The Executive Board shall also supervise funds, resources and properties and appoint registered Chartered Accountants for annual auditing of the accounts of the Institutes and appoint accountants for quarterly internal audits of the accounts of the Institute.

2.2 Constitution and composition of the Executive Board shall be as follows:

2.2.1 The administration of the Water Institute shall be vested in 8 members of an Executive Board which shall comprise of:

- i Vice-Chancellor of the University who shall be the Chairperson
- ii Patron of the Water Institute
- iii Advisor of the Water Institute
- iv 2 nominees of Panjwani Foundation
- v 1 nominee of Hisaar Foundation
- vi 2 nominees of NED University

The Director of the Water Institute shall be a non-voting ex-officio member, acting as the Secretary of the Executive Board

2.2.2 The term of office of the members of the Executive Board, other than the Advisor and the Patron shall be three (3) years and shall be eligible for re-nomination on the expiry of their terms. The tenure of the First Patron shall be for life and for subsequent Patrons, it will be three years. The Advisor shall remain on the Executive Board for entire tenure and then this position will be abolished and the nominees of Hisaar Foundation in Executive Board will be increased to two (2).

3. Management Committee

- 3.1 A Management Committee, similar to the Board of Studies of teaching department of the University will be appointed for the routine management of the Water Institute. The details of this Committee shall be defined in Regulations.

4. Advisor of the Water Institute

- 4.1 There shall be one Advisor who will also be a member of Executive Board. The Advisor will spearhead and champion the Water Institute in its early years, and work on linking the research and academic work of the Water Institute to policy, public outreach, international positioning, dissemination and repackaging of academic work for a range of actors at all levels from international to grassroots and across Pakistan. This position would be for the first five years of the institute (extendable) after which this position will be abolished and its responsibilities assigned to the Director's work.
- 4.2 The Advisor shall be the principal ideologue of the institute in the early years, responsible for developing long-term vision substance, intellectual depth and long medium, and short term strategic direction of the institute to enable achievement of the objectives of the Water Institute specified in Section 1 of these statutes. The Advisor shall also mentor the Director in this context.
- 4.3 The terms and conditions of appointment of the Advisor shall be as approved by the Syndicate. The Executive Board shall develop key performance indicators for the Advisor and the performance shall be reviewed annually.

5. Director of the Water Institute

- 5.1 The Director of the Water Institute shall be its principal executive officer responsible for the implementation of the policies, rules and Regulations laid down by the Executive Board and to achieve the objectives of the Water Institute specified in Section 1 of these Statutes.
- 5.2 The Director shall be entrusted with the management of the affairs of the Water Institute and shall be subject to the control and directions of the Executive Board.

- 5.3 The Director shall be appointed by the University Syndicate on the recommendation of the Selection Board, as defined in the University Act which in addition to its defined members shall include members of Executive Board of the Institute nominated by the Executive Board for the purpose.
6. Academic, Administrative and Finance Staff
 - 6.1 The academic, administrative and finance staff of the Water Institute shall be selected with a view to achieving its stated objectives and the basic criteria for their selection shall be the highest standards of competence, integrity and efficiency.
 - 6.2 The Executive Board shall lay out the criteria, job requirements and job descriptions of all staff. For faculty members already laid down criteria by the University shall be followed. Proposal for creation of these posts shall be approved by the University Syndicate after review by the University Finance and Planning Committee.
7. The Funds and Accounts of the Water Institute
 - 7.1 Financial Statutes of the University shall be applicable to all the funds and accounts.
 - 7.2 The Water Institute shall have a fund to which shall be credited its income from fees, donations, trusts, bequests, endowments, grants, contributions and any other sources and which shall be under the control of the Board of the Water Institute.
 - 7.3 The accounts of the Water Institute shall be maintained in such form and manner as may be determined by the Board of Water Institute provided that the accounts shall be audited each year within four months of the closing of the financial year of the Water Institute by a Chartered Accountant appointed by the Board of the Water Institute.
 - 7.4 The accounts, together with the report of the auditor thereon, shall be submitted to the Board of the Water Institute for approval.
 - 7.5 The auditor's report shall certify that the auditor has complied with the standards of audit and certification laid down by the Institute of Chartered Accountants of Pakistan.

8. Amendments to the Statutes

The Senate or the University shall only make amendments to these Statutes on the express recommendations of the University Syndicate, Hisaar Foundation and Panjwani Foundation and Executive Board of the Water Institute.

Statutes regarding Research, Innovation & Commercialization (RIC)

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Statutes regarding Research, Innovation & Commercialization (RIC)

***SHORT TITLE:**

1. These Statutes may be called the NED University of Engineering and Technology Research, Innovation and Commercialization (NED-RIC) Statutes 2022.

***DATE OF COMMENCEMENT:**

2. These Statutes shall be deemed to have come into force with effect from the date of notification repealing the earlier Statutes regarding the ORIC framed by the University vide Senate Resolution No. SNT-23.4 dated 16.09.2015.

***DEFINITIONS:**

3. In these Statutes, unless there is anything repugnant in the subject or context:
 - (i) "Faculty and Teaching Department" respectively means a Faculty of University and a Teaching Department established and maintained, or recognized, by the University
 - (ii) "Federal and Sindh HECs" respectively means the Higher Education Commission (HEC) Pakistan established under Higher Education Commission Pakistan Ordinance 2002 and Sindh Higher Education Commission established under the Sindh HEC Act 2013
 - (iii) "ORIC" means the Office of Research, Innovation and Commercialization (ORIC) of the University.
 - (iv) "Prescribed" means prescribed by Statutes, Regulations, Rules or Operating Procedures;
 - (v) "Senate, Syndicate and Selection Board" respectively means the Senate, the Syndicate and the Selection Board of the University.
 - (vi) "University" means the NED University of Engineering and Technology, Karachi, established under the University Act 1977.

* Amended / Added vide Senate Resolution No. SNT-30.4 dated 28.06.2022.

(vii) “Vice-Chancellor, Pro-Vice Chancellor, Dean, Chairperson and Director ORIC” respectively mean the Vice-Chancellor, the Pro-Vice Chancellor, the Dean of the concerned Faculty, the Chairperson of the concerned Teaching Department and the Director of the Office of Research, Innovation & Commercialization (ORIC) of the University.

* (viii) “Intellectual Property” or “IP” refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce.

*ESTABLISHMENT AND FUNCTIONIONS OF THE O.R.I.C.:

4. The Office of Research, Innovation and Commercialization (ORIC) is to be established at the University in line with the policy and guidelines of the Federal Higher Education Commission (HEC) for the purpose of managing, streamlining, strengthening and enhancing the research, innovation and commercialization activities at the University and for providing the strategic vision and operational support to the University’s research initiatives and Programme.

** (1) Under the strategic direction of the University leadership comprising of the Vice-Chancellor, the Pro Vice-Chancellor and Deans, the ORIC of the University shall operate to serve the following functions:

- (i) To develop and implement the strategic research directions and policies of University;
- (ii) To promote, preserve, encourage and facilitate research and generation of new knowledge.
- (iii) To improve integration of research and education at all levels of the University;
- (iv) To increase and diversify external research funding(s);
- (v) To translate the research for the public’s benefit;
- (vi) To improve and strengthen the University-Industry relationships;
- (vii) To promote and improve cross-cutting and multi-disciplinary research initiatives;
- (viii) To regulate and promote entrepreneurship, technology-transfer and commercialization activities in order to improve and support the University revenues and contribute to national economy;

* Amended / Added vide Senate Resolution No. SNT-30.4 dated 28.06.2022.

** Amended / Added vide Senate Resolution No. SNT-31.3 dated 24.06.2023.

- (ix) To provide necessary support to start-ups and campus companies that involves entrepreneurs to create jobs for local economy by transforming their ideas into commercially viable products; as defined in respective regulations;
- (x) To record, manage, protect and commercialize the University's intellectual property as defined in respective regulations;
- (xi) To critically enhance research, commercialization and innovation activities in different Faculties/Teaching Departments of the University in consultation with the Dean/Chairperson concerned;
- (xii) To process all research proposals to the Federal/Sindh HECs and other national/international funding agencies;
- (xiii) To comply-with the directives and guidelines received from the Federal/Sindh HECs and other national/ international funding agencies from time to time;
- (xiv) To perform any other function(s) as may be assigned by the Vice-Chancellor and the Pro-Vice Chancellor, and/or be prescribed, from time to time.

* O.R.I.C.:

5. The Office of Research, Innovation & Commercialization (ORIC) shall be a full-fledged Department of the University

- (1) The ORIC shall be headed by the Director ORIC who shall be assisted by the following Managers and other officers/staff as may be prescribed from time to time
 - (i) Manager, Research Operations & Development (RO&D)
 - (ii) Manager, University - Industrial Linkage and Technology Transfer (UIL)
 - (iii) Manager, Intellectual Property (IP)
 - (iv) Manager, Innovation Entrepreneurship & Technology Incubation (IE&TI)

- (2) The Director ORIC shall be a whole-time officer of the University and work under control of the Vice-Chancellor directly or through the Pro-Vice Chancellor. He/she shall be appointed by the Syndicate on recommendation of the Selection Board on such terms and conditions as may be prescribed in line with the Policy Guidelines of the Federal/Sindh HEC.

Provided that until the whole-time appointment or a stop-gap arrangement, the University may assign a Teacher holding PhD degree with reasonable research experience to work as the Director ORIC.

- (3) The Director, Managers and other officers/staff of the ORIC shall perform their duties and functions as may be prescribed from time to time.

***INTERPRETATION AND REMOVAL OF DIFFICULTIES:**

6. After coming into force of these Statutes, whenever any difficulty arises in the interpretation and/or implementation of any of the provisions of the Statutes, the Vice-Chancellor shall be competent to pass necessary orders and give appropriate directions for such interpretation and/or implementation.

ESTABLISHMENT MATTERS

Statutes Regarding the Scales of Pay and Other Terms and Conditions of Service of the Employees of the NED University of Engineering and Technology, Karachi. (As amended)

(Vide Section 46.1(a) of the Act, 1977)

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**Statutes Regarding the Scales of Pay and Other
Terms and Conditions of Service of the Employees
of the NED University of Engineering and Technology,
Karachi. (As amended)**

(Vide Section 46.1(a) of the Act, 1977)

SHORT TITLE

1 These Statutes may be called the NED University of Engineering and Technology, Employees (Scales of pay and other terms and conditions of Service) Statutes, 1990. (As amended)

DATE OF COMMENCEMENT

2 These Statutes shall come into force with immediate effect.

APPLICATION

3 These Statutes will apply to all employees of the NED University of Engineering and Technology except the following:

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

DEFINITIONS

- 4 (i) “Cadre” means a part of University service sanctioned as a separate unit.
- (ii) “Competent Authority” means the appointing authority in that behalf, not being a person lower in rank to the officer, teacher or other employee concerned.

- (iii) “Employees” means the officers, the teachers and others serving under the NED University of Engineering and Technology, Karachi.
- (iv) “Foreign Service” means service in which a University Employee receives his pay with the sanction of the University from any source other than the University Fund.
- (v) “Honorarium” means a recurring or non-recurring payment granted to an employee from the University Fund as a remuneration for special work of an occasional character.
- (vi) “Initial/Direct Recruitment” means recruitment made otherwise than by promotion or transfer.
- (vii) “Lien” means the title of a University employee to hold substantively either immediately or on the termination of a period or periods of absence, permanent or a tenure post to which, he has been appointed substantively.
- (viii) “Officiate” means performing the duties of a post on which another person holds a lien. The competent authority may, however, also appoint an employee to officiate in vacant post on which no other employee holds a lien.
- (ix) “Pay” means the amount drawn monthly by a University employee as :
 - (a) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in a temporary or an officiating capacity or to which he is entitled by reason of his position in a cadre; and
 - (b) Overseas pay, technical pay, special pay and personal pay; and
 - (c) any other emoluments, which may be specially classified as pay by the Syndicate.

- (x) “Permanent Post” means a post carrying a definite rate of pay sanctioned without limit of time.
- (xi) “Prescribed” means prescribed by Statutes, Regulations or Rules.
- (xii) “Selection Board” means the Selection Board as constituted under Statute 11 of the 1st Statutes, 1977.
- (xiii) “Syndicate” means the Syndicate of the University.
- (xiv) “Temporary Post” means a post carrying a definite rate of pay sanctioned for a limited period.
- (xv) “Tenure Post” means a permanent post which an individual University Employee may not hold for more than a limited period.
- (xvi) “University” means the NED University of Engineering & Technology, Karachi.
- (xvii) “Vice-Chancellor” means the Vice-Chancellor of the University.

BAR AGAINST ACCEPTING ANY OTHER ENGAGEMENT:

- 5 (a) No whole-time employee of the University shall, except with the prior permission of the Competent Authority engage himself directly or indirectly in any trade, occupation, business or calling other than his official duties under the University, provided that such prohibition shall not prevent an employee from accepting the examination work of the University.
- (b) The teachers shall obtain permission from the Competent Authority for doing any professional, supervisory, consultancy and advisory work after office working hours, not adversely affecting their official duties.

*Provided that 30% of their net earnings to be disclosed by the person and accounted for by the audit from the consultancy work shall be paid to the University.

Provided further that they shall not do this work with any firm or contractor engaged by the University for any job or work until one year after its termination/completion.

ACCEPTING OF AWARDS:

6 An employee shall, however, be eligible to receive without special permission, any award offered by or through the Federal or Provincial Government or Autonomous Body, Public Endowment or Trust in recognition of his merit, distinction, research or any other achievements.

DUAL CHARGE:

7 Competent Authority may appoint an employee to hold temporarily or to officiate in one or more post or posts at a time, provided that the duties of his substantive post do not suffer.

AGE OF ENTRY INTO SERVICE:

8 No person, who is less than 18 years or more than 45 years of age, shall be appointed in the University service by initial recruitment, provided that the competent authority, may in the interest of the University prescribe or waive the upper age limit subject to Physical Fitness.

QUALIFICATIONS:

- 9
- *(a) All teaching posts/vacancies shall be filled by initial recruitment on the basis of minimum qualifications and experience shall be as prescribed by the Syndicate.
 - *(b) All non teaching posts/vacancies shall be filled on the basis of method of recruitment and qualifications etc., shall be as prescribed by the Syndicate.
 - (c) Subject to the prescribed method initial recruitment to posts/vacancies in B-17 and above shall be made on the recommendations of the Selection Board. For posts / vacancies in B-16 and below initial recruitment shall be made on the recommendations of Departmental Selection Committee(s) appointed by the Vice-Chancellor for the purpose.

* Amended Vide Senate Resolution No. SNT-13.8(g) dated 28.06.2005

- (d) In case of an employee already appointed or appointed as a special case, shall not be confirmed till he fulfills the prescribed conditions of minimum qualifications and experience, unless the deficiency is condoned by the competent authority.
- (e) The general principles for making initial / direct appointment shall be as prescribed by the Syndicate.

APPOINTING AUTHORITY:

10 Subject to the provisions of the Act, the appointing authorities of the University Employees shall be as mentioned below:

- (1) *Syndicate in case of the employees (excluding the Vice-Chancellor, the Pro-Vice-Chancellor, the Director Finance and the Resident Auditor) appointed to posts of B-17 and above.
- (2) Vice-Chancellor in the case of all other employees of B-1 to B-16.
- (3) Other Officers to whom the Vice-Chancellor may delegate the powers of appointment of employees of B-1 to B-11.

CERTIFICATE OF PHYSICAL FITNESS:

11 Every employee of the University shall have to produce Physical Fitness Certificate from the Senior Medical Officer as may be prescribed, before joining the post of his initial appointment.

PROBATION:

12 (1) A person appointed to a post by initial recruitment shall be on probation for two years and a person appointed otherwise, may, if the appointing authority so direct, be on probation for one year.

EXPLANATION: Service on deputation to an equivalent or higher post shall count towards the period of probation.

*

Amended / Added Vide Senate Resolution No. SNT-13.8(g) dated 28.06.2005

(2) The appointing authority may, for reasons to be recorded in writing:

- (i) Curtail the period of probation;
- (ii) extend the period of probation by a period not exceeding one year at a time, and during or on the expiry of the extended period, pass such orders as are passed during or on the expiry of the initial probationary period:

Provided that if no orders are passed by the day following the completion of --

- a) the initial probationary period, the period of probation shall be deemed to have been extended by one year;
- b) the extended period of probation, the appointment shall be deemed to be continued until further orders.

CONFIRMATION:

13 (1) Confirmation of a University employee shall be made, in the order of seniority, in a permanent post on which no other University employee holds any lien.

(2) On confirmation of a University employee in a post, his lien, if any, on any other post shall stand terminated.

(3) No University employee who holds a lien on any post in any department shall be confirmed in any post in any other department, unless his consent and the consent of the department where he holds such lien, has been obtained in writing.

(4) A University employee eligible for confirmation in more than one post, shall be confirmed first in the lower post and then in the higher post from the dates he is due for confirmation in such posts.

(5) If a University employee becomes due for confirmation, his confirmation shall not be deferred unless a disciplinary action is pending against him or the appointing authority for reasons to be recorded in writing defers his confirmation:

Provided that if during the deferment of the confirmation of a University employee his junior becomes due for confirmation, the post in which such senior University employee is due for confirmation shall be kept vacant and the junior University employee shall be confirmed in the next available post.

AUTHORITY TO CONFIRM UNIVERSITY EMPLOYEES:

14 Subject to the provisions of the University Act, 1977 the authority to confirm the University employees shall be as mentioned below:

- (1) Syndicate in case of all the employees appointed to posts of B-17 and above.
- (2) Vice-Chancellor in case of all the employees of B-1 to B-16.
- (3) Other officers to whom the Vice-Chancellor may delegate the powers of confirmation of employees of B-1 to B-11.

SENIORITY:

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 - (iii) Deleted.
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MODE OF PROMOTION AND FILLING OF VACANCIES:

*20 Promotions from lower to higher posts shall be made in accordance with the Regulations as may be prescribed by the Syndicate.

NOTICE OF DISCHARGE:

21 (1) In case of temporary employees or such permanent employees whose posts are retrenched with the approval of the Syndicate, the service of the person who is the junior most in the cadre shall be terminated. For termination of service, reasonable notice, shall be given by the University, as detailed below or pay equivalent amount of salary in lieu thereof:-

- (i) Permanent employees3 months
- (ii) Temporary employees:
 - (a) For an employee with one year service or more... 1 month.
 - (b) For an employee with six months service or more but less than one year 15 days.
 - (c) For an employee with less than six months service 7 days.

(2) If a University employee wishes to leave the University service, he shall give notice for the period as mentioned in (1) above or pay an amount equal to the salary for that period:

Provided that appointing authority, may at its discretion, waive the condition of notice in special cases for reasons to be recorded. The period of notice shall start from the date on which an employee gives notice in writing to the University.

EFFICIENCY AND DISCIPLINE:

22 In matters of punishment and appeals, the employees shall be governed by the NED University of Engineering and Technology Efficiency and Discipline Statutes of 1990.

PAY SCALES AND ALLOWANCES:

*23 Subject to any change, the University employees shall be allowed pay scales and allowances, as prescribed / notified by the Government and adopted by the University.

OFFICIATING / DUAL CHARGE ALLOWANCE

24 An employee officiating/holding additional post may be paid dual charge allowance upto 20% of his substantive pay not exceeding Rs. 500/= per month for a period normally upto four months extendable upto 8 months, as prescribed / notified by the Government and adopted by the University.

PAYMENT OF HONORARIUM:

25 As a remuneration for work performed, which is occasional in character and is of such a special merit as to justify a special reward, an honorarium subject to the maximum of 10% of his pay (not exceeding one month's pay in a year) as sanctioned by the competent authority may be paid to an employee.

EXAMINATION WORK:

26 Teachers of the University may be called upon to do any Examination work for the University for which remuneration will be paid. However, in case of Examination work of other Universities, Boards and other organizations prior permission of the Vice-Chancellor shall be necessary.

GRANT OF ADVANCE INCREMENTS:

27 The competent authority may grant a premature increment or increments to an employee in a time scale for the reasons to be recorded in writing. This shall be granted only in the following circumstances :-

- (1) On initial appointment in view of special circumstances.
- (2) Meritorious service.
- (3) In case of hardship on promotion from a lower post to a higher post.

PERMISSION FOR TAKING EXAMINATIONS:

28 With the prior permission of the appointing authority, the University employees, irrespective of their post and basic pay, can get themselves registered as external / private candidates and take any examination of any other University or Board.

Provided that in those classes which are held in the evenings, the employees can, with prior permission of the appointing authority, be admitted as regular student on the condition that their official work does not suffer. No employee can claim the permission as a matter of right.

GRANT OF ADVANCE INCREMENTS ON ACCOUNT OF IMPROVEMENT OF QUALIFICATIONS:

*29 Advance Increments on account of improvement of qualification to the Teaching Staff and other Employees shall be granted as prescribed through Regulations by the Syndicate.

ANNUAL INCREMENTS:

30 The normal annual increments shall be drawn automatically unless withheld by the appointing authority in writing.

AGE OF SUPERANNUATION:

31 (a) An officer, teacher, or other employee of the University shall retire from service:

- (i) On such date, after he has completed twenty-five years of service qualifying for pension or other retirement benefits, as the competent authority may direct, or
- (ii) Where no direction is given under clause (i), on the completion of sixty years of age.

(b) Employment after retirement:

A retired University employee shall not ordinarily be re-employed in the University, unless such re-employment is necessary in the public interest and is made with the prior approval of the authority next above the appointing authority.

Provided that, where the appointing authority is Chancellor, such re-employment may be ordered with the approval of the Chancellor.

Provided further that in case of the deputationists from the Government service and the employees on loan from other bodies, the age of retirement shall be governed by the rules of the parent departments of the employees or the bodies concerned.

- * (c) Appointment on Contract Basis:
Appointment on contract basis shall be made on terms & conditions as may be prescribed through Regulations by the Syndicate.
- * (d) Procedure for Employment Abroad:
A University employee may be permitted for employment abroad provided he / she fulfills and accepts the terms and conditions as prescribed through Regulations by the Syndicate.
- * (e) Terms and Conditions of Scholarship of the University Employees:
The University employees sent abroad for higher studies shall be governed by the terms & conditions prescribed through Regulations by the Syndicate.

LIEN :

- 32 (a) Acquisition of Lien:
A University employee on substantive appointment to any permanent post shall acquire a lien on that post and shall cease to hold any lien previously acquired on any other post.
- (b) Retention of Lien:
A University employee holding substantively a permanent post shall retain his lien on that post as under :
 - (i) While performing the duties of that post.

* Amended / Added Vide Senate Resolution No. SNT-13.8(g) dated 28.06.2005

- (ii) While holding another temporary or tenure post or officiating in another post.
- (iii) While serving in another Organization including Government Organizations, with the previous permission of competent authority having kept his lien in the University, subject to a maximum of 5 years.
- (iv) While on leave, and
- (v) While under suspension.

TRAVELLING AND DAILY ALLOWANCES:

33 While travelling on University duties, the employees shall be allowed Travelling and Daily Allowances at the rates as per Sindh Government T.A./D.A. Rules.

SECRECY OF CONFIDENTIAL RECORD / OFFICIAL BUSINESS:

34 All the employees must maintain secrecy about confidential official record and/or confidential decisions, until those are officially announced or made public by or under the orders of the competent authority or authorities.

RESTRICTION ON MARRIAGE WITH FOREIGN NATIONALS:

35 (1) Subject to the provisions of sub-statutes (2) a University employee who marries or promises to marry a foreign national shall be guilty of misconduct and render himself liable to any of the major penalties specified in the NED University of Engineering & Technology Employees (Efficiency and Discipline) Statutes, 1990.

(2) A University employee may with the prior permission of the Government of Sindh, marry or promise to marry a Muslim citizen of India.

(3) The grant of permission under sub-statute (2) shall be at the discretion of the Government of Sindh and may be subject to such conditions, if any, as it may specify.

APPLICABILITY OF SINDH GOVERNMENT RELEVANT RULES:

36 Wherever these Statutes are silent, the relevant Sindh Government Rules shall apply.

37 Whenever, any subsequent change(s) or revision(s) in respect of “terms and conditions of services” including pay scales and other fringe benefits of Government employees is/are made and announced by the Government of Sindh / Government of Pakistan / Higher Education Commission, the same shall be applicable, mutatis-mutandis to the University employees also, provided and to the extent approved by the competent authorities of the University.

**Statutes regarding Powers and Duties of the Officers,
Teachers and other Employees of the NED University
of Engineering and Technology to be read with Senate
Resolution No. SNT-7.5 (1)(b) dated 29.6.1999, SNT-8.5 (a)
dated 11.7.2000 and SNT-9.6 (b)(i) dated 25.6.2001
Under Section 46(1)(h) of the Act, 1977**

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dated 29.6.1999, SNT-8.5 (a) dated 11.7.2000 and SNT-9.6 (b)(i)
dated 25.6.2001
Under Section 46(1)(h) of the Act, 1977**

1 SHORT TITLE

These Statutes may be called the NED University of Engineering and Technology, Officers, Teachers and other Employees (Powers and Duties) Statutes.

2 DATE OF COMMENCEMENT

These Statutes shall come into force with immediate effect.

3 DEFINITIONS

In these Statutes unless otherwise expressly stated :

- (i) "Act" means the NED University of Engineering and Technology Act, 1977.
- (ii) "Prescribed" means prescribed by Statutes/Regulations/Rules.
- (iii) "Registrar", "Director of Finance", "Controller of Examinations", "Resident Auditor" and "Librarian" means respectively, the Registrar, the Director of Finance, the Controller of Examinations, the Resident Auditor and the Librarian of the University.
- (iv) "University" means the NED University of Engineering and Technology, Karachi.
- (v) "Vice-Chancellor", "Dean" and "Chairman of the Teaching Department" means respectively, the Vice-Chancellor, the Dean of Faculty concerned and the Chairman of a Teaching Department of the University.

4 POWERS AND DUTIES OF OFFICERS OF THE UNIVERSITY

The following shall be the statutory Powers and Duties of the University officers in addition to the powers already vested in them by the University Act, 1977.

5. STATUTORY POWERS AND DUTIES OF THE VICE-CHANCELLOR

- (1) To sign contracts on behalf of the Syndicate.
- (2) To approve examinations' schedules.
- (3) To appoint Head Invigilators and Invigilators in connection with the conduct of examinations.
- (4) To appoint Tabulators in connection with tabulation of examinations results.
- (5) To get the examinations results finalized and announced in the prescribed manner.
- (6) To sign the degrees/post graduate diplomas of eligible candidates.
- (7) To confer degrees/postgraduate diplomas upon candidates who are eligible to receive them in a Convocation.
- (8) To confer degrees/postgraduate diplomas upon eligible candidate of the Affiliated Colleges.
- (9) To condone on the recommendations of the Dean, further 5% shortage in attendance of students for appearing at an examination.
- (10) To confirm against their posts University employees for which he is the appointing Authority.
- (11) To give in the prescribed manner higher start or advance increments to incumbents of posts for which he is the appointing Authority.
- (12) To grant earned leave, not exceeding one year to employees and to make officiating arrangements including promotions for carrying on the work.
- (13) To appoint inspection Committees/Teams when necessary.

- (14) To pass orders of rustication/expulsion and to debar students and to allow re-admission.
- (15) To nominate delegates of the University to conferences.
- (16) To declare a holiday(s) on a date(s), other than dates already approved by the Syndicate, in special circumstances.
- (17) To take disciplinary action under the relevant Statutes against employees for whom he is the appointing Authority.
- (18) To process disciplinary cases of officers and employees of the University in B-17 and above for submission to the Syndicate.
- (19) To grant permission to the University employees holding posts in B-16 and above for attending a course and appearing at an examination, provided this does not interfere with their normal duties in the University.
- (20) To grant casual leave to officers of the University, holding posts in B-18 and above, if not delegated to an officer subordinate to him.
- (21) To fix prices of University publications.
- (22) To sanction under the prescribed Statutes:
 - (a) Pension & Gratuity
 - (b) Benevolent Fund.
 - (c) Provident Fund including advances.

Provided that in case of Pension and Gratuity, the Syndicate shall be the sanctioning Authority for employees in B-17 and above.
- (23) To sanction, Motor Car/Scooter / Cycle / House Building / Computer advances to University employees, in the prescribed manner.
- (24) To accept endowments and to report to the Syndicate.

- ** (25) To write off articles which are lost by theft or otherwise and of which proper enquiries had been held and responsibility fixed or it proved to be result of circumstances beyond human control, value of which should not exceed the maximum limit prescribed by the Syndicate from time to time.
 - * (26) To write off unserviceable/obsolete items including lost or stolen items of which value does not exceed Rs.50,000/- or the maximum limit prescribed by the Syndicate from time to time.
 - (27) To sanction advances to the employees as prescribed under rules.
 - (28) To accord administrative approval of approved development schemes.
 - (29) To sanction development expenditure within provisions of the approved P.C.-1 and sanctioned Budget allocation.
 - (30) To write Annual Confidential Reports of University officers, employees of B-20 and above and also of such officers who are directly responsible to him and counter-sign A.C.R's, put up to him.
 - (31) To exercise all or any of the powers under section 28 of the Act, whether or not delegated to an officer sub-ordinate to him.
 - (32) to delegate any of his powers to an officer sub-ordinate to him.
6. STATUTORY POWERS AND DUTIES OF THE DEAN(S) OF FACULTIES.

A - Academic

- (1) To convene and preside at the meetings of the Board of Faculty.
- (2) To make proposals for improvement of facilities in each department in consultation with the Board of Faculty.
- (3) To submit plans of development for introducing new disciplines in consultation with the Board of Faculty.
- (4) To make decisions or recommendations on problems of teachers and students of the disciplines included in his faculty.

* Added vide Senate Resolution No. SNT-16.4(i)(ii)(iii)(c) dated 24.06.2008

** Added vide Senate Resolution No. SNT-18.4(a) dated 07.07.2010

- (5) The Dean of the Faculty concerned shall be responsible to see that the Statutes, Ordinances, Regulations and Rules relating to the faculty are duly observed and followed.
- (6) To propose annual academic Calendar in consultation with the Board of Faculty.
- (7) To co-ordinate teaching and research in various departments of the faculty.
- (8) To approve time table of teaching of various departments of the faculty.
- (9) To condone shortage of attendance of students, for appearing at an examination, upto, 5% only in deserving cases on the recommendation of chairman concerned.
- (10) To present the graduates of the faculty for conferment of degrees (except honorary degree) at the Convocation of the University.

B - Administrative and Financial

- (11) To organize, control and supervise admission of candidates in his/her faculty.
- (12) To make proposals for allocation of seats for admission to various disciplines for consideration of the Board of Faculty.
- (13) To consider cases of migration of students from other universities pertaining to his/her faculty and make recommendations to the Vice-Chancellor in prescribed manner.
- (14) To see that all decisions of the Vice-Chancellor, Academic Council and the Syndicate relating to his/her faculty are given effect to.
- (15) To recommend in the prescribed manner and in consultation with the chairman of the department concerned, appointment of staff to posts in B-1 to B-15 pertaining to his/her faculty.
- (16) To recommend for appointment in the prescribed manner staff to posts in B-1 to B-15 pertaining to the office of the Dean.
- (17) To permit the departments to allow the students to proceed on industrial and study tours within the Country, provided the teaching work in the department does not suffer.

- (18) To recommend appointment of part-time teachers according to prescribed conditions for an academic session or a part thereof.
- (19) To grant casual leave to the non-teaching staff of his/her office.
- (20) To make recommendation to the appropriate authority for grant of leave other than casual leave for officers and employees of the departments in his faculty.
- (21) (a) To ensure that Annual Confidential Reports of teaching staff of B-19 and below are regularly written by chairman of a department.
(b) To endorse and forward the relevant Annual Confidential Reports to the Vice-Chancellor.
- (22) To propose delegates of the University to conferences.
- (23) To recommend to write off articles upto the value of Rs. 1,000/- in a department of his/her faculty in a financial year.
- (24) To sanction in the prescribed manner, concession in tuition fee to students.
- (25) To make proposals in the prescribed manner for grant of annual scholarship, to deserving students.
- (26) To remit in prescribed manner late admission fee in deserving cases.
- (27) To take disciplinary action against the students as per relevant Statutes/Regulations/Rules.
- (28) To perform such other function as may be entrusted by the Vice-Chancellor from time to time.

* (29) Deleted

***6(a) STATUTORY POWERS AND DUTIES OF DEAN STUDENTS AFFAIRS**

Deleted

*

Deleted vide Senate Resolution No. SNT-13.8(a) dated 28.06.2005

7 STATUTORY POWERS AND DUTIES OF THE CHAIRPERSONS OF TEACHING DEPARTMENTS

A - Academic

- (1) To organize teaching and research in the Department and to ensure that the syllabi are completed in time and research is carried out in accordance with the policies laid down from time to time by the authorities.
- (2) To prepare and formulate schemes of study relating to his department and forward the same to the Dean of the Faculty after getting approval from the Board of Studies.
- (3) To frame time-table for teaching and practicals for approval of the Dean of the Faculty.
- (4) To keep the Dean regularly informed of teaching and research and submit periodic reports to him for forwarding it to the Vice-Chancellor/Syndicate.
- (5) To submit Annual Programme and Report about teaching, research, development academic Programmes planned and executed by the department to the Dean of Faculty concerned before and after each academic session.
- (6) To recommend to the Vice-Chancellor through the Dean of the Faculty concerned for the creation of divisions/sections within the department on the recommendations of the Board of Studies.
- (7) To constitute departmental Committee of students and teachers for the purpose of maintaining liaison with the students of the department for academic welfare and problems.
- (8) To ensure the proper conduct of departmental tests and examinations in his department under intimation to Dean and Controller of Examinations.
- (9) To ensure that all teachers in the department maintain a record of attendance of all students of the various classes and to supply the same to the Dean of Faculty concerned, when so required by him.

- (10) To certify and forward to the Examinations Department forms of examinations of students of his/her department, when an examination is announced.
- (11) To act as Head Invigilator for all University examinations of his/her department conducted by the Examinations Department and to perform all such duties and exercise all such powers as are prescribed for a Head Invigilator.

In case a Chairman of a Department is not available to act as Head Invigilator, the Dean of the Faculty shall nominate another person, on the recommendation of Chairman.

- (12) To recommend Invigilators and other staff from within his own department, according to the prescribed conditions, for examinations conducted by the Examinations Department.
- (13) To ensure that assessment of answer books of an examination, is done promptly by the teachers of his Department acting as examiners and that no undue delay occurs in forwarding the results to Examinations Department.
- (14) To act as the Chairman and Convener of the Board of Studies.

B - Administrative and Financial

- (15) To assign duties to the vocational staff in the department during the vacation period under intimation to all concerned.
- (16) To ensure that all teaching and non-teaching staff in the Department attend to their duties properly and are regular in attendance.
- (17) To propose disciplinary action under relevant Statutes against the employees in his Department to the competent authorities through proper channel.
- (18) To sanction casual leave to the teaching and non-teaching staff of his/her Department as per relevant Statutes.
- (19) To scrutinize, under the relevant Statutes, applications of leave (other than casual leave) of teaching and non-teaching staff of the Department and to forward the same to the Dean of the Faculty and/or the Registrar, as the case may be, with his recommendations and proposals for consequential arrangements.

- (20) To grant permission to employees of his Department in B-1 to B-5, for attending a course and for appearing at an examination, provided this does not interfere with their normal duties in the University.
- (21) To prepare budget proposals and forward the same to the Dean of the Faculty.
- (22) To arrange and propose for appointment of part time teachers to the Dean.
- (23) To verify the claims of remuneration to the part time teachers appointed by the Vice-Chancellor, at the approved rates within the budget allocation and forward the same to Director of Finance.
- (24) To sanction expenditure on account of purchase of material etc., for the laboratories. The Chairman shall sanction within the budget allocation for the current financial year for the items specifically shown in the budget. Such sanctions shall, however, be restricted to one quarter of the total budget allocation.
- (25) To sanction expenditure of non-recurring nature upto Rs. 5000/= (variable) on one item out of "contingencies" other than the laboratory expenses within the sanctioned limits of the budget allocation.
- (26) To approve journeys to the staff in the Department within the budget allocation of the Department and to countersign travelling allowances bills.
- (27) To sanction expenditure out of the "Contingencies" for the local journeys performed in the interest of the Department within the budget allocation.
- (28) To propose re-appropriation of non-recurring nature of the departmental allocation, within the budget heads to the Vice-Chancellor.
- (29) To incur expenditure of not more than Rs. 1000/= (Variable) at a time from the sanctioned imprest amount.
- (30) To propose disposal of surplus and unserviceable stores of his Department to the Dean/Vice-Chancellor.

- (31) To write Annual Confidential Reports of the employees below B-21 and forward the same to the appropriate authorities.
- (32) To Chair the Departmental Board of Review (BOR) meetings.
- (33) To prepare the agenda and minutes of the review meeting.
- (34) To follow up the decisions taken in the review meeting and to ensure their completion in the specified time frame.
- (35) To identify training needs of employees of his department.
- (36) To handle customer complaints including both internal and external customers.
- (37) To take corrective actions on non-conformities identified in audit.
- (38) To implement the corrective and preventive action related to his department within the specified timeframe.
- (39) He shall perform such other duties as may be assigned to him by the Vice-Chancellor.

8 STATUTORY POWERS AND DUTIES OF THE REGISTRAR

- (1) Work under the control of the Vice-Chancellor and shall deal with and carry out official correspondence of the University on all academic and other matters, as may be directed.
- (2) Arrange for publication of Prospectus, Syllabi and Courses of Studies as may be prescribed.
- (3) Arrange to publish the University Code and keep it upto date.
- (4) Subject to the control of the Vice-Chancellor, shall be responsible for getting the Statutes, the Regulations and the Rules on all matters framed, reviewed and amended.
- (5) Arrange to prepare the Annual Report for submission to the Senate.
- (6) Subject to the Control of the Vice-Chancellor, deal with cases regarding:-
 - (a) affiliation and dis-affiliation of educational institutions and, matters related, thereto;

- (b) admission of educational institutions to the privilege of the University and the withdrawal of such privileges.
- (7) Subject to the control of the Vice-Chancellor, act as University Resident Officer and in his capacity as such shall be responsible in exercising overall vigilance and providing regularly adequate information to the Vice-Chancellor on matters likely to disturb general atmosphere in the University.
- (8) He/She shall act as Secretary to the Senate, the Syndicate, the Academic Council and such other bodies as may be required by the Vice-Chancellor.
- (9) He/She shall make all arrangements in connection with admissions of candidates in the University.
- (10) He/She shall make all necessary arrangements for the conduct of elections of members to the Senate and the Syndicate or any other authority/body.
- *(11) He/She shall act, in the prescribed manner, as the appointing authority in respect of posts/vacancies in B-5 to B-11 and for the posts in B-1 to B-4 for which he/she is head of Department.
- (12) To grant permission to employees of his/her Department in B-1 to B-15 for admission and appearing in an examination, provided this does not interfere with their normal duties in the University.
- (13) To sanction, in the prescribed manner:
 - (a) casual leave to the staff in his charge.
 - (b) leave other than casual leave to University employees in B-1 to B-16 on the recommendation of the Head of Departments concerned.
- (14) To process disciplinary cases received by him/her from other Departments in respect of such employees for whom he is not the appointing authority i.e B-12 and above.

*

Vide section 28(xii) of the University Act 1977 (as amended)

- (15) To take disciplinary action under the relevant Statutes against such employees for whom he is the appointing authority.
- (16) To prepare Budget proposals and schemes and forward the same to the Director of Finance/Vice-Chancellor.
- (17) To sanction journeys to the staff in the Department within the budget allocation of the department and to countersign such travelling allowances bills.
- (18) To sanction expenditure out of the "Contingencies" for the local journeys performed in the interest of the Department, within the budget allocation.
- (19) To propose re-appropriation of non-recurring nature of the departmental allocation, within the budget heads to the Vice-Chancellor.
- (20) To propose disposal of surplus and unserviceable stores of his department to the Vice-Chancellor.
- (21) To institute suits on behalf of the University and to represent them in Courts of Law, if and when necessary.
- (22) To grant permission to employees in B-1 to B-15 to apply for jobs outside the University.
- (23) To write Annual Confidential Reports of employees in his department and forward the same to the appropriate authority.
- (24) To sign degrees/postgraduate diplomas of eligible candidates.
- (25) To make necessary arrangements for holding of Convocations.
- (26) To Chair the Departmental Board of Review (BOR) meetings.
- (27) To prepare the agenda and minutes of the review meetings.
- (28) To follow up the decisions taken in the review meeting and to ensure their completion in the specified time frame.

- (29) To identify training needs of employees of his department.
- (30) To handle customer complaints including both internal and external customers.
- (31) To take corrective actions on non-conformities identified in audit.
- (32) To implement the corrective and preventive action related to his department within the specified timeframe.
- (33) He shall perform such other duties as may be assigned to him by the Vice-Chancellor.

9. STATUTORY POWERS AND DUTIES OF THE DIRECTOR OF FINANCE

- (1) Work under the control of the Vice-Chancellor and carry out official correspondence of the University on all financial matters.
- (1)(a) *Shall be the Chief Financial Officer (CFO) of the University and shall be responsible to manage the property, assets, liabilities, finances, receipts, expenditure, funds and the investments of the University.
- (2) Act as Secretary to the Finance and Planning Committee.
- (3) Shall be responsible to ensure that the funds of the University are spent for the purpose for which they are granted or allocated and be also responsible for financial propriety and financial discipline; and for this purpose he shall arrange such checks of stocks, records and stores as may be necessary.
- (4) Have the authority of signing all routine agreements contracts pertaining to the affairs of the University, except agreements/ contracts of development works, from time to time, which have the prior approval of the competent authority and shall ensure that they are timely renewed.
- (5) Be incharge of the accounts and the budget.
- (6) Be responsible to provide regularly adequate information on all financial matters to the Vice-Chancellor, bring any infringement of the University Act on financial matters to his notice and to ensure that the decisions of the competent authorities communicated to him are properly observed and implemented.

- (7) Be responsible to get the detailed procedure, etc., in which accounts of the University are to be maintained, approved from the competent authorities as and when necessary.
- (8) To grant casual leave to the officers and staff working under him as per relevant Statutes.
- (9) To sanction journeys to the staff in the Department within the budget allocation of the Department and to countersign such travelling allowances bills.
- (10) To sanction expenditure out of the "contingencies" for the local journeys performed in the interest of the Department within the budget allocation.
- (11) To propose re-appropriation of non-recurring nature of the departmental allocation, within the budget heads to the Vice-Chancellor.
- (12) To propose disposal of surplus and unserviceable stores of his Department to the Vice-Chancellor.
- (13) To write Annual Confidential Reports of employees in his Department and forward the same to the appropriate authority.
- (14) To Chair the Departmental Board of Review (BOR) meetings.
- (15) To prepare the agenda and minutes of the review meetings.
- (16) To follow up the decisions taken in the review meeting and to ensure their completion in the specified time frame.
- (17) To identify training needs of employees of his department.
- (18) To handle customer complaints including both internal and external customers.
- (19) To take corrective actions on non-conformities identified in audit.
- (20) To implement the corrective and preventive action related to his department within the specified timeframe.
- (21) He shall perform such other duties as may be assigned to him by the Vice-Chancellor.

10 STATUTORY POWERS AND DUTIES OF THE CONTROLLER OF EXAMINATIONS.

The Controller of Examinations shall :-

- (1) Work under the control of the Vice-Chancellor and shall carry out official correspondence of the University on all matters pertaining to the examinations.
- (1a) *Shall be responsible for all matters connected with the conduct of examinations.
- (2) subject to the control of the Vice-Chancellor, conduct the examinations of the University.
- (3) subject to the control of the Vice-Chancellor, be responsible for getting the Statutes and Regulations framed relating to examinations which are to be prescribed by the Act, or regulated by the Statutes and the Regulations.
- (4) be responsible to provide regularly to the Vice-Chancellor adequate information on all examination matters and to bring to the notice of the Vice-Chancellor any infringement of the Statutes and/or Regulations pertaining to the examinations and to ensure that the decisions of the competent authorities communicated to him regarding examinations are properly observed.
- (5) to sign marks sheets, provisional certificates and transcripts of eligible candidates.
- (6) be responsible to maintain and ensure secrecy in all matters pertaining to examinations.
- (7) prepare periodical report(s) regarding the conduct of examinations.
- (8) act as the Member/Secretary of Unfair Means Committee and the Examinations Committee.
- (9) prepare annual reports on the conduct of examinations for submission to Vice-Chancellor.

- (10) be responsible for tabulation, finalization and declaration of examinations results as early as possible.
- (11) make occasional inspections of Examination Centre himself or through his officers, in order to see that all arrangements are in order and that the conduct of examinations is smooth and free from any malpractices and submit invariably, an inspection report to the Vice-Chancellor.
- (12) report to the Vice-Chancellor immediately if there is any untoward incident in connection with the smooth conduct of an examination.
- (13) grant casual leave, under relevant Statutes to the staff of his Department.
- (14) prepare budget proposals and schemes and forward the same to the Director of Finance/Vice-Chancellor.
- (15) sanction journeys to the staff in the Department within the budget allocation of the Department and to countersign such travelling allowances bills.
- (16) propose re-appropriation of non-recurring budget of the departmental allocation.
- (17) sanction expenditure out of the "Contingencies" for the local journeys performed in the interest of the Department within the budget allocations.
- (18) propose disposal of surplus and unserviceable stores of his Department to the Vice-Chancellor.
- (19) certify remuneration charges at the prescribed rates, and to countersign T.A./D.A. bills of the Paper Setters, Examiners, Head Invigilators, Invigilators and Tabulators etc., in connection with examination work.
- (20) To write Annual Confidential Reports of employees in his Department and forward the same to concerned authorities.
- (21) To Chair the Departmental Board of Review (BOR) meetings.
- (22) To prepare the agenda and minutes of the review meetings.

- (23) To follow up the decisions taken in the review meeting and to ensure their completion in the specified time frame.
- (24) To identify training needs of employees of his department.
- (25) To handle customer complaints including both internal and external customers.
- (26) To take corrective actions on non-conformities identified in audit.
- (27) To implement the corrective and preventive action related to his department within the specified time frame.
- (28) He shall perform such other duties as may be assigned to him by the Vice-Chancellor.

11 STATUTORY POWERS AND DUTIES OF THE RESIDENT AUDITOR

- (1) Work under the control of the Vice-Chancellor.
- (2) Be responsible for matters connected with the auditing of the Accounts of the University.
- (3) Make pre-audit of all bills passed for payments.
- (4) Make annual physical verification of Stocks.
- (5) Shall grant casual leave, under relevant Statutes to the staff of his Department.
- (6) Shall write Annual Confidential Reports of the staff working under him and forward the same to concerned authority.
- (7) To Chair the Departmental Board of Review (BOR) meetings.
- (8) To prepare the agenda and minutes of the review meetings.
- (9) To follow up the decisions taken in the review meeting and to ensure their completion in the specified time frame.
- (10) To identify training needs of employees of his department.
- (11) To handle customer complaints including both internal and external customers.

- (12) To take corrective actions on non-conformities identified in audit.
- (13) To implement the corrective and preventive actions related to his department within the specified timeframe.
- (14) He shall perform such other duties as may be assigned to him by the Vice-Chancellor.

12 STATUTORY POWERS AND DUTIES OF THE *LIBRARIAN

- (1) **The Librarian shall be whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board.
- (2) **The Librarian shall :-
 - i) **Work under the control of the Vice-Chancellor.
 - ii) **Be Incharge of the Library.
 - iii) Make arrangements for purchase of books, journals, periodicals and newspapers for the Library.
 - iv) Act as Secretary-Member of the Library Committee.
 - v) Grant casual leave to the employees working under him as per relevant Statutes.
 - vi) Prepare budget proposals and schemes and forward the same to the Director of Finance/Vice-Chancellor.
 - vii) Sanction journeys to the staff in the department within the budget allocation of the department and to countersign such travelling allowances bills.
 - viii) Propose re-appropriation of non-recurring budget of the departmental allocation.
 - ix) Sanction expenditure out of the "Contingencies" for the local journeys performed in the interest of the Department within the budget allocations.
 - x) Propose disposal of surplus and unserviceable stores of his Department to the Vice-Chancellor.

* Changed vide Sindh Universities and Institutes (Amendment) Act 2018

** Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

- xi) Write Annual Confidential Reports of employees of his Department.
- xii) Maintain upto date lists of books available in different sections of the Library and shall periodically publish lists of books, journals and periodicals purchased from time to time.
- xiii) Prepare annually lists of books which are no more in circulations for the last 3 years and propose their disposal in consultation with the Chairman concerned.
- xiv) *Be Member/Secretary of the Departmental Board of Review (BOR) meetings.
- xv) Prepare the agenda and minutes of the Board of Review (BOR).
- xvi) Be responsible for the follow up of the decisions taken in the review meeting and to ensure their completion in the specified time frame.
- xvii) Be responsible for identifying training needs of employees of his department.
- xviii) Be responsible for handling customer complaints including both internal and external customers.
- xix) Be responsible for corrective actions on non-conformities identified in audit.
- xx) Be responsible for implementing the corrective and preventive action related to his/her department within the specified time frame.
- xxi) Be responsible for continuous evaluation and performance monitoring of approved book sellers and suppliers.
- xxii) Perform such other duties as may be assigned by the Vice-Chancellor.

13 STATUTORY POWERS AND DUTIES OF *DIRECTOR (WORKS AND SERVICES)

(1) **He shall administer the land property of the University and shall maintain all records concerning thereto and shall be responsible for execution of development projects, provision of services, procurement and installation of equipment and machinery and other tools and materials and proper maintenance of all works and services of the University.

(2) He shall be responsible for:-

- (a) the maintenance and repairs of all buildings, roads structures, fittings/fixtures and landscapes etc. belonging to the University;
- (b) the maintenance of such installations which are not under the charge of any particular department;
- (c) the maintenance and control of telephone exchange at the University Campus;
- (d) providing civic amenities at University Campus.

(3) **He shall supervise the work of Manager Central Store.

(4) He shall supervise the work of transport officer.

(5) He shall ensure that no unauthorized encroachment is made to any building/structure of Land or the University and prevent all unauthorised uses of University facilities and services.

(6) He shall ensure that no damages are done to any property of the University.

(7) He shall prepare estimates for A/M/R works according to prescribed procedure and as per schedule of rates of P.W.D.

(8) He shall issue notices inviting tenders for all type of works irrespective of the amount involved and prepare contract documents.

* Changed vide Sindh Universities and Institutes (Amendment) Act 2018

** Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

(9) *He/She shall initiate, process and supervise the procurements of goods, works and services falling within responsibilities of his/her Directorate.

(10) He/She shall obtain sanction from appropriate authority to extra items of works relating to a contract.

(11) He/She shall grant reasonable extension of time limit to contractors in connection with the execution of works.

(12) He/She shall impose penalty on the contractors in terms of the contract.

(13) He/She shall exercise check over the detailed measurements up to 20% of each bill irrespective of the amount involved. In token of such a check having been exercised he will put dated initials against the individual items of detailed measurements in measurements books.

(14) He/She shall maintain a central store of items commonly in use in repairs of buildings, fittings and fixtures.

(15) He/She shall be responsible to prepare and submit annual budget concerning his Department.

(16) He/She shall act as ex-officio Secretary to the Residential Allotment Committee.

(17) He/She shall write Annual Confidential Reports of employees of his Department and forward the same to the appropriate authority.

(18) He/She shall be responsible for selection and registration of contracted service required for implementation/ execution of projects.

(19) He/She has overall responsibility for the working of all sections under his/her Directorate - and dealing with complaints arising out of any defects/deficiencies therein.

(20) He/She shall be responsible for supervision of the work, only after it is awarded to contractors and shall have the right to express his views on performance capacities of contractors for projects initiated by the Planning and Development Department.

(21) He/She shall be responsible for planning and construction of projects from obtaining complete design, contract drawings to execution either through contractors or by utilizing the services of temporary work-charged employees for works not initiated by the Planning and Development Department.

(22) He/She shall be responsible for management and working of Central Stores.

(23) *He/She shall be responsible for execution of works within premises of all University Campuses.

(24) He/She shall be responsible for working of Telephone Exchange.

(25) He/She shall be responsible for operation as well as maintenance of Photocopying (PPC) machines.

(26) He/She shall be responsible for operation and maintenance of heavy transport vehicles and stand-by Generators.

(27) He/She shall assign works to Deputy Controller of Services and Assistant Engineer for dealing effectively with complaints.

(28) As Provost, he is also responsible for

- i. allotment of rooms.
- ii. maintenance of hostels.
- iii. supervising the work of the Wardens.

N.B. Wardens not, however, being directly under the administrative control of Controller of Services, he/she has in cases where taking up with or admonishing Wardens is necessary to take up with the Girls Hostel Warden and with the Boys Hostel Warden through the Registrar.

(29) He/She shall Chair the Departmental Board of Review (BOR) meetings.

(30) He/She shall prepare the agenda and minutes of the review meetings.

(31) He/She shall be responsible for the follow up of the decisions taken in the review meeting and to ensure their completion in the specified time frame.

(32) He/She shall be responsible for identifying training needs of employees of his department.

(33) He/She shall be responsible for handling customer complaints including both internal and external customers.

(34) He/She shall be responsible for corrective actions on non-conformities identified in audit.

(35) He/She shall be responsible for implementing the corrective and preventive action related to his/her department within the specified timeframe.

(36) He/She shall be responsible for continuous evaluation and performance monitoring of approved consultants/contractors.

(37) He/She shall perform such other duties as may be assigned to him by the Vice-Chancellor.

14 STATUTORY POWERS AND DUTIES OF PROVOST/ WARDENS OF THE RESIDENTIAL HALLS/HOSTELS

(1) The Provost shall be appointed by the Vice-Chancellor from amongst the senior teachers or *officers of the University on such terms and conditions as the Syndicate, may determine from time to time.

(2) The Provost shall be responsible directly to the Vice-Chancellor.

(3) The Provost shall be responsible for the residence, health and extra-circular activities of students residing in a Hall. He shall also look after the extra-curricular activities of students assigned to him and residing with approved guardians or in other approved lodgings or boarding houses.

(4) The Provost shall be the custodian of all property within a Hall, including furniture, crockery, kitchen utensils and office establishment.

(5) The Provost shall be responsible for maintaining all records pertaining to the hall. All staff, administrative or of establishment, working in the hall shall work under his supervision and direction.

(6) The Provost shall maintain discipline in the Halls with the assistance of the Wardens appointed for the purpose. He shall have such powers to enforce discipline as have been provided by the Statutes/ Regulations for the maintenance of discipline.

(7) There shall be one Warden for each or more than one residential hall/ hostel, and all residential halls/ hostels shall work under the supervision of the Provost.

(8) The Wardens shall be appointed by the Vice-Chancellor on the recommendation of the Provost, on such terms and conditions as the Syndicate, may determine from time to time.

(9) The Wardens shall be directly responsible to the Provost and shall perform such duties in their respective halls/ hostels or in the general administration of the hall as may be assigned to them, by the Provost.

(10) Under the general supervision of the Provost the wardens shall be responsible to enforce all Regulations and instructions, issued from time to time regarding the management of halls/ hostels.

(11) The Wardens shall ensure that rules/terms and conditions of hostel accommodation are abided by the residents.

(12) The Wardens shall ensure that all unauthorized entrants into hostel premises are reported / handed over promptly to law-enforcement agencies.

15 STATUTORY POWERS AND DUTIES OF *DIRECTOR (PLANNING AND DEVELOPMENT)

(1) *Director (Planning and Development) shall be the whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board.

(2) *He/she shall be responsible for the planning and development of the University and shall present the development plans and proposals to the Finance and Planning Committee and other relevant authorities of the University. He/she shall also be responsible for *selection, pre-qualification and registration of consultants.

(3) Selection, pre-qualification and registration of suppliers, category wise.

* Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

(4) Continuous evaluation and performance monitoring of approved suppliers.

(5) Preparation of development Scheme.

(6) Preparation of Development Projects and Budgets.

(7) Correspondence and follow up with / Higher Education Commission (both provincial and Federal), Ministries and other Sponsoring Agencies.

(8) Recording proceedings of University Development Working Party (UDWP).

(9) Progress and Utilization Reports of Projects.

(10) Dealing in hiring Services of Consultants, Contractors, Suppliers, and Operators, etc.

(11) Tendering work for construction and external development works worth more than Rs. 1.000 million and handing over to Services Department after award of Contracts.

(12) Imports made by the University under both Development and Recurring Budgets.

(13) He/She shall Chair the Departmental Board of Review (BOR) meetings.

(14) He/She shall prepare the agenda and minutes of the review meetings.

(15) He/She shall be responsible for the follow up of the decisions taken in the review meeting and to ensure their completion in the specified time frame.

(16) He/She shall be responsible for identifying training needs of employees of his department.

(17) He/She shall be responsible for handling customer complaints including both internal and external customers.

(18) He/She shall be responsible for corrective actions on non-conformities identified in audit.

(19) He/She shall be responsible for implementing the corrective and preventive actions related to his/her department within the specified timeframe.

16 STATUTORY POWERS AND DUTIES OF *DIRECTOR INFORMATION TECHNOLOGY

(1) Director Information Technology is responsible for planning the services for Internet Users, maintaining website and providing technical support to different departments.

(2) He/She shall Chair the Departmental Board of Review (BOR) meetings.

(3) He/She shall prepare the agenda and minutes of the review meetings.

(4) He/She shall be responsible for the follow up of the decisions taken in the review meeting and to ensure their completion in the specified timeframe.

(5) He/She shall be responsible for identifying training needs of employees of his department.

(6) He/She shall be responsible for handling customer complaints including both internal and external customers.

(7) He/She shall be responsible for corrective actions on non-conformities identified in audit.

(8) He/She shall be responsible for implementing the corrective and preventive action related to his/ her department within the specified timeframe.

17. STATUTORY POWERS AND DUTIES OF UNIVERSITY TEACHERS

In general the duties of University teachers shall be as follows:-

(1) To teach the students by means of lectures, practicals, tutorials, discussions, seminars, demonstrations and the like.

(2) To conduct, guide and supervise research.

*

Post upgraded and renamed vide office Order No. DR(Estab)/(1031)/4101 dated: 25.03.2010 by Vice-Chancellor under Section 28(iv) of the Act.

(3) To maintain personal contacts with the students, give them individual guidance and supervise their extra-curricular activities.

(4) To assist the authorities in preparing the courses and syllabi, in conducting the examinations, in organizing the libraries, laboratories and other curricular and extra-curricular activities of the University and its departments, colleges and other institutions.

(5) Every teacher shall give frequent assignments and periodic tests to his/her students, and shall maintain a regular record of their performance at such assignments and tests.

(6) To prepare, in consultation with the concerned Chairman, detailed schedule for each academic year for the discharge of his/her teaching duties.

(7) To perform such duties as are entrusted to them in connection with the holding of examinations.

(8) To perform such other functions and duties as are entrusted to them by the Vice-Chancellor.

18 *STATUTORY POWERS AND DUTIES OF DIRECTOR OF PROCUREMENT CELL

*The Director of Procurement Cell shall: -

(1) *Work under the control of the Vice-Chancellor and carry out official correspondence of the University on all procurement matters.

(2) *Be responsible for processing all procurements of goods, works and services in accordance with the SPPRA Rules and Regulations and with approval of the Competent Authority.

(3) *Prepare the Annual Procurement Plan of the University as per demands received from the Teaching and Non-Teaching Departments and Estimated Budgets from the Director Finance.

(4) *Be the custodian of all the records of procurements made by the University as well as maintain their records.

(5) *Process and take appropriate actions against the firms on receipt of information/complaint from any indenter/consignee against non-supply, or defective supply in accordance with the SPPRA Rules and Regulations.

(6) *Grant reasonable extension in delivery period with or without late surcharge depending upon nature of the case and in consultation with the Indenting Officer.

(7) *Get all tenders opened after receipt in tender box in presence of the Procurement Committee and bidders/their representatives.

(8) *Get all tenders evaluated by the Procurement Committee and post their results.

(9) *Be responsible for watching delivery of stores within stipulated time period as well as supervision of performance of bidders up to satisfactions of consignees.

(10) *Prepare and submit the annual budget proposals concerning the Procurement Cell.

(11) *Write Annual Confidential Reports of the staff working under him and forward the same to the concerned authority.

(12) *Grant casual leave to the officers and staff working under him as per relevant Statutes.

(13) *Chair the Departmental Board of Review (BOR) meetings.

(14) *Prepare the agenda and minutes of the review meetings.

(15) *Follow up the decisions taken in the review meeting and to ensure their completion in the specified time frame.

(16) *Identify training needs of employees of his department.

(17) *Handle customer complaints including both internal and external customers.

(18) *Take corrective actions on non-conformities identified in audit.

(19) *Implement the corrective and preventive action related to his department within the specified time frame.

(20) *Perform any other function or duty assigned to him/her, by the Vice-Chancellor and/or other University authorities.

*

Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

**NED University of Engineering and
Technology, Karachi
Employees Conduct Statutes, 1990
(Vide Section 46.1(b) of the University Act 1977)**

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**NED University of Engineering and
Technology, Karachi
Employees Conduct Statutes 1990
(Vide Section 46.1(b) of the University Act 1977)**

SHORT TITLE AND COMMENCEMENT :

1 (1) These statutes may be called the NED University of Engineering and Technology Employees conduct Statutes 1990.

(2) They shall come into force at once.

EXTENT OF APPLICATION :

2 These Statutes shall apply to all persons whether on duty or on leave, within or outside Pakistan, serving in connection with the affairs of the NED University, except holders of such posts in connection with the affairs of the University as the Chancellor may specify in this behalf.

DEFINITIONS :

3 (1) In these Statutes, unless there is anything repugnant in the subject or context.

- (a) "Authority" means any of the authorities of the University specified in Section 12 of the University Act, 1977.
- (b) "Chancellor" means the Chancellor of the University.
- (c) "Employees" means an Employee of the University to whom these statutes apply.
- (d) "Member of an employee's family" includes:
 - (i) his wife, children or step-children, parents, sisters and minor brothers residing with and wholly dependent upon the employee; and
 - (ii) any other relative of the employee or his wife, when residing with and wholly dependent upon him: but does not include a wife legally separated from the employee, or a child or step-child who is

no longer in any way dependent upon him, or of whose custody the employee has been deprived by law.

- (e) "Syndicate" means the Syndicate of the University.
- (f) "University" means the NED University of Engineering and Technology.
- (g) "Vice-Chancellor" means the Vice-Chancellor of the University.

(2) Reference to wife in clause (d) of sub-statutes (I) shall be construed as reference to a husband where the University employee is woman.

GIFTS:

4 (1) Save as otherwise provided in these statutes, no employee shall, except with the previous sanction of the Syndicate, accept, or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor. If the offer of a gift cannot be refused without giving undue offence, it may be accepted and delivered to the University for decision as to its disposal.

(2) If any question arise; where receipt of a gift places an employee under any form of official obligation to the donor, the decision of the Syndicate thereon shall be final.

(3) If any gift is offered by the head or representative of a foreign state, the University employee concerned should attempt to avoid acceptance of such a gift, if he can do so without giving offence. If, however, he/she cannot do so, he shall accept the gift and shall report its receipt to the University for orders so as to its disposal.

(4) A University Employee may accept gifts offered abroad or within Pakistan by institutions or official dignitaries of foreign government of comparable or higher level; provided that the value of such gift in each case does not exceed rupees one thousand.

(5) A University Employee desirous of retaining gift value of which exceeds rupees one thousand may retain it on payment of difference, after evaluation of the gift by a Committee headed by the Vice-Chancellor; provided that the gift shall first be offered for sale to the person who received it from a foreign dignitary.

ACCEPTANCE OF FOREIGN AWARDS :

5 No employee shall, except with the approval of the Chancellor accept foreign award, title or decoration.

Explanation - for the purposes of these statutes, the expression "approval of the Chancellor" means prior approval in ordinary cases and ex-post facto approval in special cases where sufficient time is not available for obtaining prior approval.

PUBLIC DEMONSTRATION IN HONOUR OF AN EMPLOYEE :

6 No University employee shall encourage meetings to be held in his honour or presentation of addresses of which the main purpose is to praise him.

GIFT TO MEDICAL OFFICER(S) :

7 Subject to prescribed rule in this behalf, a medical officer may accept any gift of moderate value offered in good faith by any person or body of persons in recognition of his professional services.

SUBSCRIPTIONS :

8 No employee shall, except with the previous sanction of the Syndicate, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

LENDING AND BORROWING :

9 (1) No employee shall lend money to, or borrow money from, or place himself under any pecuniary obligation to, any person within the local limits of his authority or any person with whom he has any official dealings:

Provided that a University Employee may --

- (i) deal in the ordinary course of business with a joint stock company, bank or a firm of standing or the House Building Finance Corporation ;
- (ii) accept purely temporary loan of small amount free of interest from a personal friend or the operation of a credit account with a bonafide tradesman.

(2) When an employee is appointed or transferred to a post of such a nature that a person from whom he has borrowed money or to whom he has otherwise placed himself under a pecuniary obligation will be subject to his official authority, or will reside, possess immovable property, or carry on business within the local limits of such authority, the University employee shall forth with declare the circumstances to University through the usual channel.

(3) These statutes is so far as it may be construed to relate to loans given to or taken from Co-operative societies registered under the Co-operative Society Act, 1925 (Sindh Act VII of 1925), or under any law for the time being in force relating to the registration of Co-operative Societies, by the Employees, shall be subject to any general or special restrictions or relaxations made or permitted by the University.

BUYING AND SELLING OF MOVABLE AND IMMOVABLE PROPERTY :

10 (1) A University employee, who intends to purchase, sale or dispose any movable or immovable property exceeding Rs. 25,000/= (Rupees Twenty five thousand only) in value, shall do so after obtaining permission of ;

- (a) Syndicate, in case of officers in B-19 and above;
- (b) Vice-Chancellor in other cases.

(2) An application for permission under sub-statute (1) shall state fully the circumstances, the price offered or demanded and, in the case of disposal otherwise than by sale, the method of disposal.

(3) All transactions relating to purchase, sale or disposal of property referred to in sub-statute (1) with a person who is an official sub-ordinate to the University Employee shall be reported to the next higher authority.

Explanation: In these statutes, the term “property” includes agricultural or urban land, bonds, shares and securities but does not include a plot purchased for building a house from a co-operative housing society or a Government housing scheme.

CONSTRUCTION OF BUILDING ETC. :

11 No University employee shall construct a building, whether intended to be used for residential or commercial purposes, except with the previous sanction of the Authority obtained upon an application made in this behalf disclosing the source from which cost of such construction shall be met.

DECLARATION OF PROPERTY :

12 (1) Every employee shall, at the time of entering University service, make a declaration through the usual channel, of all immovable and movable properties including share certificates, securities, insurance policies and jewellery having a total value of Rs. 10,000/= (Rupees ten thousand only) or more belonging to or held by him or a member of his family individually or collectively and such declaration shall :

- (a) State the district within which the property is situated;
- (b) show separately individual items of jewellery exceeding Rs. 10,000/= (Rupees : ten thousand only) in value; and
- (c) give such further information as the University may by general or special order, require.

(2) Every employee shall submit to the Authority through usual channel, an annual return of assets in the month of December showing any increase or decrease of property as shown in the declaration under sub-statute (1), or as the case may be, the last annual return.

DISCLOSURE OF ASSETS, IMMOVABLE, MOVABLE AND LIQUID:

13 *A University Employee in BPS-17 and above shall, as and when he/she is so required by the Authority by a general or special order, furnish information regarding his/her assets disclosing liquid assets and all other properties, immovable and movable, including shares, certificates, insurance policies, jewellery.

SPECULATION AND INVESTMENT:

14 (1) No University employee shall speculate in investments. For the purpose of this sub-Statutes, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

* As amended vide Senate Resolution No.13.8(c) dated 28-06-2005

(2) No University employee shall make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

(3) No University employee shall make any investment the value of which is likely to be affected by some event of which information is available to him as an employee and is not equally available to the general public.

(4) If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-Statutes, the decision of the Authority thereon shall be final.

PROMOTION AND MANAGEMENT OF COMPANIES, ETC.:

15 No employee shall, except with the previous sanction of the Authority, take part in the promotion, registration or management of any bank or company:

Provided that an employee may, subject to the provisions of any general or special order of the Authority, take part in the promotion, registration or management of a Co-operative Society, registered under the Co-operative Societies Act, 1925 (Sindh Act VII of 1925, or under any similar law).

PRIVATE TRADE, EMPLOYEMENT OR WORK:

16 (1) No employee shall, except with the previous sanction or general permission of the Authority, engage in any trade or undertake any employment or work, other than his official duties :

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the conditions that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as an employee but he shall not undertake or shall discontinue such work if so directed by the Authority. A University employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the order of the Authority.

Provided further that an employee below B-16 may, without such sanction, undertake a small enterprise which absorbs family labour and where he does so shall file details of the enterprise alongwith the declaration of assets.

(2) Notwithstanding anything contained in sub-Statutes (1), no University employee shall associate himself with any private trust, foundation or similar other institution which is not sponsored by the University.

(3) These statutes does not apply to sports activities and membership of recreation clubs.

SUBLETTING OF RESIDENTIAL ACCOMODATION ALLOTTED BY THE UNIVERSITY:

17 No University employee shall, except with the prior permission of the Vice-Chancellor, sublet residential accommodation let to him by the University.

INTIMATION OF INVOLVEMENT AND CONVICTION IN A CRIMINAL CASE:

17-A If a University employee is involved as an accused in a criminal case, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Head of the office or Department immediately or, if he is arrested and released on bail, soon after such release.

UNIVERSITY EMPLOYEE NOT TO LIVE BEYOND HIS MEANS, ETC.:

18 No University employee shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

INSOLVENCY AND HABITUAL INDEBTEDNESS :

19 (1) A University employee shall avoid habitual indebtedness. If a University employee is adjudged or declared insolvent or if the whole of that portion of his salary which is liable to attachment is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum which, in ordinary circumstances, he cannot repay within a period of two years, he/she shall be presumed to have contravened these statutes unless he proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits.

(2) A University employee who applies to be or is adjudged or declared insolvent shall forthwith report his insolvency to the Authority.

UNAUTHORISED COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION:

20 No University employee shall, except in accordance with any special or general order of the Authority, communicate directly or indirectly any official document, to another employee unauthorised to receive it, or to a non-official person, or to the press.

APPROACH TO MEMBERS OF THE ASSEMBLIES, ETC. :

21 No employee shall, directly or indirectly approach any Member of the National Assembly or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

MANAGEMENT ETC. OF NEWSPAPERS OR PERIODICALS:

22 No employee shall, except with the previous sanction of the Authority, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication.

RADIO BROADCASTS, OR TELEVISION PROGRAMMES AND COMMUNICATIONS TO THE PRESS :

23 No employee shall, except with the previous sanction of the Syndicate or any other authority empowered by it in his behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or television programme or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical ;

Provided that such sanction shall generally be granted if such broadcast or television programme or such contribution or letter is not, or may not be considered likely to jeopardize the integrity of the employee, the security of Pakistan or friendly relations with foreign States, or to offend public order, decency or morality, or to amount to contempt of Court, defamation or incitement to an offence or against the interest of the University.

Provided further that no such sanction shall be required if such broadcast or television programme or such contribution or letter is of a purely literary, artistic or scientific character.

PUBLICATION OF INFORMATION AND PUBLIC SPEECHES
CAPABLE OF EMBARRASING THE GOVERNMENT OR THE
UNIVERSITY:

24 No employee shall, in any document published, or in any communication made to the press, over his own name, or in any public utterance or television programme or in any radio broadcast delivered by him/her, make any statement or fact or opinion which is capable of embarrassing the Government or the University.

Provided that technical staff may publish research papers on technical subjects, if such paper do not express views on political issues or against the interest of University and do not include any information of a classified nature.

EVIDENCE BEFORE COMMITTEE :

25 (1) No employee shall give evidence before a public Committee except with the previous sanction of the Authority.

(2) No employee giving such evidence shall criticise the policy or decisions of the University.

(3) These statutes shall not apply to evidence given before statutory Committees which have power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

TAKING PART IN POLITICS AND ELECTIONS :

26 (1) No employee shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

(2) No employee shall permit any person dependent on him/her for maintenance or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be subversive of Government / University as by law established in Pakistan.

(3) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere :

Provided that an employee who is qualified to vote at such election may exercise his right to vote; but if he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

(4) No employee shall permit any member of his family dependent on him to act in a manner in which he himself is not permitted by sub-statutes (3) to act.

(5) An employee who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of sub-statutes (3) to take part in an election to such body.

(6) The provisions of sub-statutes (3) and (5) shall, so far as may be, apply to elections to local authorities or bodies, save in respect of University employees required or permitted by or under any law, or order of the Authority, for the time being in force, to be candidates at such elections.

(7) If any question arises whether any movement or activity falls within the scope of these statutes, the decision of the Syndicate thereon shall be final.

PROPAGATION OF SECTARIAN CREEDS ETC. :

27 No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favouritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feelings of discontent or displeasure amongst the employees in particular and amongst the people in general.

NEPOTISM, FAVOURITISM AND VICTIMIZATION ETC. :

28 No employee shall indulge in provincialism, parochialism, nepotism, favouritism, victimization and wilful abuse of office.

VINDICATION BY UNIVERSITY EMPLOYEES OF THEIR PUBLIC ACTS OR CHARACTER :

29 An employee may not, without the previous sanction of the Authority, have recourse to any court or to the press for the vindication of his public acts or character from defamatory attacks. When Authority grants sanction, to an employee to have recourse to a Court, University will ordinarily bear the cost of the proceedings, but may leave the employee to institute them at his own expense. In the latter case, if he obtains a decision in his favour, University may reimburse him to the extent of the whole or any part of the cost.

Nothing in these statutes limits or otherwise affects the right of an employee to vindicate his private acts or character.

MEMBERSHIP OF SERVICE ASSOCIATIONS :

30 (1) No University employee be a member, representative or office bearer of any association representing or purporting to represent University employees or any class of University employees, unless such association satisfies the following conditions, namely:

- (a) Membership of the association shall be confined to the University employees serving in one and the same "functional unit" and if there is no such functional unit, it shall be formed by the University employees borne on and serving in a specific single cadre; and
- (b) Office bearers of the association shall be elected from amongst the members of the association.
- (c) The association shall neither affiliate nor associate itself with any other body or an association belonging to any other cadre.
- (d) The association shall not in any way, be associated with, contribute to or seek support from any political party or organization or engage in any political activity.
- (e) The association shall confine its activities to matters of general interests of the University employees whom it represents and shall not involve itself in individual cases of its members, and the office bearers and members of the association shall not participate in the activities of the association at the cost of their official duties.
- (f) The association shall not engage in any activity or pursue course of action which its members are individually prohibited to engage in or pursue under these statutes or any instructions issued by Government of Sindh or any law or rules concerning conduct of the Sindh Government Servants and service discipline.

- (g) The association shall not, in any way support or assist any candidate in an election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere, nor shall it pay or contribute towards any expenses incurred in connection with such election.
- (h) The association shall not:
 - (i) issue or maintain any periodical publication except in accordance with any general or special order of the University; and
 - (ii) publish any representation on behalf of its members, whether in the press or otherwise except with the previous sanction of the University.
- (i) The association shall submit annual statement of its accounts and lists of its members and office bearers to the appointing authority referred to in sub-rules (3) before 1st September every year.
- (j) The association may with the previous approval of the appointing authority frame its bye-laws which may be amended in the same way or on the direction of the appointing authority.

(2) The association shall not represent or purport to represent University employees unless it is recognized by the competent Authority.

(3) The appointing authority in respect of a cadre shall be the authority competent to recognize the association of the 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.

(4) An association shall submit its representations to the concerned appointing authority and decisions on such representations shall be communicated to the association by the appointing authority.

(5) A University employee who deals with the establishment matters pertaining to an association and is also a member of such association shall not become office bearer of such association nor shall he take part in any activity of the association.

(6) The appointing authority may at any time and on the direction of University shall withdraw recognition of an association if in its opinion such association does not satisfy or has violated any of the aforesaid conditions and the order passed by the University in this behalf shall be final.

USE OF POLITICAL OR OTHER INFLUENCE:

31 No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on University Authority or any employee in support of any claim arising in connection with his employment as such.

APPROACHING FOREIGN MISSIONS AND AID-GIVING AGENCIES:

32 No employee shall approach, directly or indirectly, a Foreign Mission in Pakistan or any foreign aid-giving agency in Pakistan or abroad to secure for himself invitations to visit a foreign country or to elicit offers of training facilities abroad.

DELEGATION OF POWERS :

33 The Authority may, by general or special order, delegate to any officer or authority subordinate to it all or any of its powers under these statutes and may, by such order, prescribe the channel through which reports shall be made to the Authority and the officers, receipt by whom of such reports shall be regarded as receipt of the reports by the Authority within the meaning of these statutes.

RULES NOT TO BE IN DEROGATION OF ANY LAW, ETC. :

34 Nothing in these statutes shall derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of employees.

**NED University of Engineering and
Technology, Karachi
Employees Efficiency & Discipline Statutes, 1990
(Vide Section 46.1(b) of the University Act 1977)**

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**NED University of Engineering and
Technology, Karachi
Employees Efficiency & Discipline
Statutes, 1990
(Vide Section 46.1(b) of the University Act 1977)**

SHORT TITLE AND COMMENCEMENT AND APPLICATION:

1 These Statutes may be called the NED University of Engineering and Technology, Employees Efficiency & Discipline Statutes, 1990.

2 (i) The Statutes shall apply to all NED University of Engineering and Technology, employees except holders of such posts as may be specified by the Chancellor.

(ii) These Statutes shall come into force with immediate effect.

DEFINITIONS :

3 (a) "Authority" means an officer or 'Authority' (specified in the Appendix to these Statutes) competent to appoint and punish the accused under these Statutes.

(b) "Authorised Officer" means a person authorised by the 'Authority' to perform functions of an authorised officer under these Statutes.

(c) "Accused" means a University employee against whom action is taken under these Statutes.

(d) "Employee" means an employee of the NED University of Engineering and Technology.

(e) "Misconduct" means conduct pre-judicial to good order of service discipline or contrary to NED University of Engineering and Technology, employees (conduct) Statutes or unbecoming of an officer and a gentleman and includes any act on the part of a University Employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the University or any University officer in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of a University employee;

- (f) "Major Penalty" means any penalty specified in paragraph (b) of clause (1) of Statutes 5.
- (g) "Minor Penalty" means any penalty specified in paragraphs (a) of clause (1) of Statutes 5.
- (h) "Penalty" means a penalty which may be imposed under these Statutes.
- (i) "University" means the NED University of Engineering and Technology.
- (j) "Vice-Chancellor" means Vice-Chancellor of the NED University of Engineering and Technology.

GROUND FOR PENALTY:

- 4 Where a University 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 corrupt because-
 - (i) he/she 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) he/she has assumed a style of living beyond his ostensible means; or
 - (iii) he/she has a persistent reputation of being corrupt;
or
 - (d) is engaged or is reasonably suspected of being engaged in subversive activities detrimental to the interest of the University or national security, or is reasonably suspected of being associated with others in such activities, or is guilty of disclosure of official secrets to any un-authorised person, and his retention in service is therefore, prejudicial to the interest of the University or national security, the authority may impose on him one or more penalties; or

- (e) 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 University without obtaining prior permission of the Vice-Chancellor in writing; or
- (f) is engaged directly or indirectly in any trade, business or occupation (on his own account) which may in the opinion of the appointing authority interfere with the due performance by him of the duties of his office, without the prior permission of the appointing authority in writing; or
- (g) absents himself from duty or overstays the sanctioned leave without sufficient cause acceptable to the appointing authority; or
- (h) exercises unwhole-some influence or is reasonably suspected of exercising unwhole-some influence on the academic moral and corporate life of the University, the authority (or the Chancellor) as the case may be, may impose on him one or more penalties.

PENALTIES “

5 (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 Statutes 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 University 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) Removal from service does not, but dismissal from service does, disqualify for future employment.
- (3) In these Statutes, removal or dismissal from service does not include the discharge of a person:
- (a) appointed on probation, during the period of probation, or in accordance with Statutes relating to probation period applicable to him; or
 - (b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
 - (c) engaged under a contract, in accordance with the terms of the contract.

6 (1) If in the opinion of the authorized officer, there are sufficient grounds for proceeding against the University Employee under these Statutes, he shall take action in accordance with statutes.

(2) Notwithstanding anything contained in these Statutes the 'Authority' may in any case exercise all powers of authorized officer or give any direction to the authorized officer as it may deem fit.

INQUIRY PROCEDURE :

7 The following procedure shall be observed when a University employee is proceeded against under these Statutes :

(1) In case where a University 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.

(2) The authorised officer shall decide whether in the light of facts of the case or the interests of justice any inquiry should be conducted through an Inquiry Committee. If he so decides, the procedure indicated in Statutes 8 shall apply.

(3) If the authorised 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 actions; and
- (b) give him a reasonable opportunity of showing cause against the action :

Provided that no such opportunity shall be given where the 'Authority' is satisfied that in the interest of the University or security of Pakistan or any part thereof it is not expedient to give such opportunity.

(4) On receipt of the report of the Inquiry Officer or Inquiry Committee or where no such officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorised officer shall determine whether the charge has been proved and:

- (a) if it is proposed to impose a minor penalty, he shall pass orders accordingly;
- (b) if it is proposed to impose a major penalty, he shall forward the case to the 'Authority' alongwith the charge and statement of allegations served on the accused, the findings of the Inquiry Officer or Inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed, and the 'Authority' shall pass such orders as it may deem proper.

Provided that the authorized Officer shall, subject to proviso to sub-rule (3), before imposing minor penalty or recommending imposition of a major penalty, as the case may be, intimate the accused of the aforesaid penalty and grounds thereof and call upon him to show cause within a fortnight of the notice why the proposed penalty should not be imposed or, as the case may be, recommended and the reply, if any, to the said notice shall be taken into consideration before imposing or recommending a penalty.

(5) The orders passed by the 'Authority' or the authorised officer shall, be communicated to the accused within fifteen days of such orders.

(6) If two or more University employees are proceeded against jointly, the 'Authority' or authorized Officer in respect of the senior most University employee amongst them shall be the 'Authority' or authorised Officer, as the case may be, in respect of all such University employee.

PROCEDURE TO BE OBSERVED BY THE INQUIRY OFFICER AND INQUIRY COMMITTEE :

8 (1) Where an Inquiry Officer or Inquiry Committee is appointed, the authorised officer shall :-

- (a) frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and of 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 charge has been communicated to him to put in a written defence and to state at the same time whether he desires to be heard in person ;

(2) The Inquiry Officer or the 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 defence 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 on day to day and no adjournment shall be given except for reasons to be recorded in writing and where any adjournment is given :

- (a) it shall not be for more than a week; and
- (b) the reasons thereof shall be reported forthwith to the authorised officer.

(4) Where the Inquiry Officer or the 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 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 authorised officer, submit his or its findings and the grounds thereof to the authorised officer.

POWERS OF INQUIRY OFFICER AND INQUIRY COMMITTEE :

9 (1) For the purpose of an inquiry under these Statutes, 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 affidavits ;
- (d) issuing commissions for the examination of witnesses or documents

(2) The proceedings under these Statutes shall be deemed to be judicial proceedings within the meaning of section 193 and 228 of the Pakistan Penal Code (Act XLV of 1960).

STATUTES 7 NOT TO APPLY IN CERTAIN CASES :

10 Nothing in Statute 7 shall apply to a case :-

- (a) Where the accused has been convicted by a court and sentenced to imprisonment or fine on charge(s) involving moral turpitude in which case the "Authority" shall on receipt of intimation of the conviction, make an order dismissing or removing the accused from service or reducing him in rank as it deems fit; provided that in case of conviction on charge(s) of corruption the accused shall be dismissed from service.
- (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.

TREATING LEAVE OR SUSPENSION AS DUTY ON RE-INSTATEMENT:

11 If a University employee who proceeds on leave or is suspended under sub-statutes (1) of Statutes 7 is exonerated of the charge or charges or no action has been taken against him, he shall be re-instated in service and the period of leave, or as the case may be, suspension shall be treated as duty.

PROCEDURE OF INQUIRY AGAINST OFFICERS LENT TO OTHER GOVERNMENT OR AUTHORITY:

12 (1) Where the services of a University employee to whom these Statutes apply are lent to any other Institution or body, in these Statutes referred to as 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 Statutes :

Provided that the borrowing 'Authority' shall forthwith inform the 'Authority' which has lent his services, hereinafter in these Statutes 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 lending authority before taking any action under these Statutes against an employee in B-17 and above.

(2) If, in the light of the findings in the proceedings taken against the University employee in terms of sub-statutes (1), the borrowing authority is of 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 as prescribed in these Statutes.

(3) Notwithstanding anything contained in these Statutes, the University may, by an order in writing, authorise the borrowing authority or any subordinate officer to such authority to exercise all or any of the powers of authorised officer, authority or appellate authority, in respect of an employee, whose services have been lent to the borrowing authority.

PROVIDENT FUND, GRATUITY, ETC. OF UNIVERSITY EMPLOYEES COMPULSORILY RETIRED, REMOVED OR DISMISSED:

- 13 Subject to any order of the 'Authority' / (or the Chancellor as the case may be) as to the amount of provident fund or gratuity to be paid, a University employee compulsorily retired shall, except as hereinafter provided, be entitled to such provident fund or gratuity benefits as would have ordinarily been admissible to him on the date of retirement under the University Statutes applicable to his service or post if he had been discharged from service on account of the abolition of his post without alternative suitable employment being provided.

APPEAL :

14 (1) A University employee on whom a penalty is imposed shall have the right to prefer an appeal, within thirty days of the receipt by him of the order imposing the penalty to the appropriate appellate authority specified in the attached Appendix - A

Provided that where the penalty is imposed by order of the Chancellor there shall be no appeal but the person concerned may apply for a review of the order.

(Explanation :- for the purpose of this sub-statutes the period of thirty days shall be reckoned with effect from the day following the day on which the order appealed against is communicated to the University employee).

(2) The appellate authority shall, on receipt of the appeal call for the record of the case from the authorized officer or the authority, as the case may be and cause notice to be given to the parties, and after perusal of such record and hearing the appellant, if necessary and the representative of the authorized officer or the authority, as the case may be, make such order as it may deem fit:

Provided that if the appellate authority proposes to enhance the penalty, it shall give the appellant reasonable opportunity to show cause against the enhancement of the penalty.

15 (1) The Chancellor or any officer or authority empowered by him may call for and examine the record of any proceedings under these Statutes for the purpose of satisfying himself/herself as to the correctness, or propriety of any finding, penalty or order in, or irregularity of such proceedings.

(2) After examining the record under sub-statutes (1), the Chancellor or any officer or authority, empowered by him as the case may be, may direct further inquiry into the charges from which the University employee has been exonerated, or may, exercise any power of appellate authority:

Provided that an order under these Statutes, if prejudicial to the University employee, shall not be passed unless he has been given opportunity of showing cause:

Provided further that an order imposing penalty shall not be revised after the period of six months from the date of its communication to the University employee if no appeal is preferred.

(3) No proceeding under these Statutes shall be entertained at the instance of the University employee who has not filed the appeal.

APPEARANCE OF COUNCIL:

16 No party shall be represented by a lawyer in any proceeding under these Statutes.

POWERS OF SYNDICATE TO ISSUE INSTRUCTIONS:

17 For the purpose of these University Statutes the Syndicate may from time to time, issue instructions for the maintenance of appropriate standards of efficiency, good conduct, discipline and integrity.

REPEAL :

18 The Efficiency and Discipline Statutes/Rules in force here before are hereby repealed, but the repeal thereof shall not affect any action taken or anything done or suffered thereunder.

APPENDIX – A

NED UNIVERSITY OF ENGINEERING AND TECHNOLOGY, KARACHI

Class of Employee	Appointing Authority	Authority Competent to take Disciplinary Action	Appellate Authority
1. Employees holding posts in BPS-17 and above.	Syndicate	Syndicate	Syndicate
2. Employees holding posts in BPS-5 to BPS-16	Vice-Chancellor or an Officer delegated the powers of appointing authority	Vice-Chancellor or an Officer delegated the powers of appointing authority	Syndicate
3. Employees other than those in (1) and (2)	Vice-Chancellor or an Officer delegated the powers of appointing authority	Vice-Chancellor or an Officer delegated the powers of appointing authority	Syndicate or the Vice-Chancellor as the case may be.

**NED University of Engineering and
Technology, Karachi
Statutes Regarding Leave to the Officers,
the Teachers and Other Employees of the University, 1990
(As amended)
(Vide Section 46.1 (a) of the Act, 1977)**

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**NED University of Engineering and
Technology, Karachi
Statutes Regarding Leave to the Officers,
the Teachers and Other Employees of the University, 1990**

(As amended) (Vide Section 46.1 (a) of the Act, 1977)

SHORT TITLE:

1 These Statutes may be called the NED University of Engineering and Technology, Karachi Employees Leave Statute, 1990.

DATE OF COMMENCEMENT:

2 These Statutes shall be deemed to have come into force with immediate effect.

DEFINITIONS:

3 In these Statutes, unless there is anything repugnant in the subjector context :-

- (i) "Dean" and "Chairman of Teaching Department" will respectively mean the Dean of the concerned faculty and the Chairman of the Teaching Department concerned of the University.
- (ii) "Employee" means all the officers, the teachers and other employees of the University.
- (iii) "Full pay or half pay" means the rate equal to the rate of pay or half of it drawn on the day immediately before the beginning of the leave.
- (iv) "Pay" means the amount drawn monthly by an employee as :
 - (a) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and

- (b) overseas pay, technical pay, special pay and personal pay, and
- (c) any other emoluments, which may be specially classed as pay by the Syndicate.
- (v) "Syndicate" means the Syndicate of the University.
- (vi) "Study Leave" means leave granted to an employee for pursuing a special course of study or for higher research related to his work in University as determined by the Syndicate.
- (vii) "Service" means the service in the University and in the case of those employees, who have been transferred from the additional campus of the University of Karachi (NED Government Engineering College) their service also in the former NED Government Engineering College immediately before transfer to the University.
- (viii) "University" means the NED University of Engineering and Technology, Karachi.
- (ix) "Vice-Chancellor, Registrar, Director of Finance and Controller of Examinations" respectively mean the Vice-Chancellor, the Registrar, the Director of Finance and the Controller of Examinations of the University.

APPLICABILITY AND RIGHT OF OPTION :

4 (i) These Statutes shall be applicable to all the employees of the University, unless otherwise expressly provided.

(ii) All the employees who were in service on or before 01/07/1979 shall have the option to retain the Leave Rules/ Statutes applicable to them. The option shall be communicated to the Director of Finance in writing (in duplicate) within six months of the publication of these Statutes, and it shall be recorded in their Service Books and personal files. If on the date of notification of these Statutes, a University employee be on leave on temporary deputation training within or outside Pakistan he may exercise his option and communicate it to the Director of Finance within three months of his return to duty. In the absence of any option these Statutes shall be deemed to have been opted.

WHEN LEAVE EARNED :

5 (1) All service rendered by a University employee qualifies him to earn leave in accordance with these Statutes but shall not be earned during the period of leave.

(2) Any period spent by a University Employee in deputation abroad qualifies him to earn leave provided that contribution towards leave salary is paid to the University on account of such period.

LEAVE SANCTIONING AUTHORITY :

6 Subject to the recommendation of the respective Head of Department under whom they serve, leave shall be admissible to University Employees and granted to them, by the authorities as given below :-

- (a) The Vice-Chancellor in the case of all employees in BPS-17 and above, approval of Syndicate shall be necessary if the period exceeds one year.
- (b) The Registrar in the case of all Employees in BPS-1 to BPS-16.

CALCULATION OF LEAVE :

7 A University Employee shall earn leave only on full pay. It shall be calculated as follows:-

- (i) In the case of teachers and other staff who enjoy vacations, the leave shall be earned as under:-
 - *(a) 1½ days for every calendar month of duty rendered, in case full vacation is availed of in a calendar year, i.e. 18 days per Calendar Year. Fraction to be counted as one.
 - (b) Four days for every calendar month of duty rendered, when during any, year he is prevented to avail the full vacation.

* Amended vide Senate Resolution No. SNT-15.3(b) dated 30.06.2007

- (c) When only a part of vacation is availed in a calendar year the leave earned shall be one day per month of duty plus such proportion of thirty days, as the number of days of vacation not taken bears to the full vacation.
- (ii) The non-teaching staff and officers shall earn leave at four days for every calendar month of duty.
- (iii) A month in which 15 days or more of duty are performed shall be treated as a whole month and where less than 15 days of duty are rendered shall be ignored for calculation of earned leave.
- (iv) Where an employee proceeds on leave during a month and returns to duty in a subsequent month the number of days of duty (before and after leave) shall be reckoned as one calendar month, even if the total thereof is equal to thirty days or more.
- (v) The earned leave shall accumulate without limit and shall not lapse except on retirement or quitting of service of an employee.

GRANT OF LEAVE AND LEAVE SALARY:

8 (i) Leave on full pay:- The maximum period of leave on full pay that may be granted at one time shall be as follows:-

(a) Without medical certificate 120 days

(b) with medical certificate 180 days

PLUS

on medical ground from 365 days
leave account in entire service.

(ii) Leave on half pay :-

- (a) Leave on full pay may be converted into leave on half pay, if a University employee so chooses it. The leave on half pay shall be enjoyed by conversion of one day of leave on full pay for every two days of leave on half pay, and debited to the leave account. Fraction of a half day shall be debited as one full day.

- (b) Normally, leave shall only be granted and calculated as on full pay, but it would be granted on half pay if the employee applies in writing for grant of leave on half day.
- (c) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

(iii) Leave Preparatory to Retirement :-

(iv) On the request of an employee and subject to availability of Leave, L.P.R. may be granted to a University Employee upto a maximum period of 365 days, either on fully pay or partly on full pay and partly on half pay or wholly on half pay.

Leave salary during leave on full pay or half pay shall be paid at the rate of pay (full or half as the case may be) last drawn on duty before proceeding on leave.

REST AND RECREATION LEAVE :

9 It may be granted for 15 days in a calendar year, the debit to the Casual Leave account may, however, be for 10 days only. It may also be granted against earned leave account in case sufficient casual leave is not available.

LEAVE NOT DUE :

10 *If no leave is available in the leave account of a University Employee and there are reasonable chances of his resuming duty and earning leave against which leave not due to be enjoyed by him would be offset, the employee may be allowed leave not due on full pay or on half pay (by conversion) as he desires to take, upto the limit of 365 days in his/her entire period of service. But in the first five years of service the maximum leave not due shall be restricted to 90 days only.

*When a University employee returns from leave not due, no leave on full pay shall become due to him until the leave not due availed of is balanced by the earned leave.

* Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

SPECIAL LEAVE:

11 A female University Employee, for observing the “Iddat” on the death of her husband may be granted special leave on full pay, when applied for, not exceeding 130 days. The leave shall not be debited to her leave account.

- (a) Such leave shall commence from the date of death of her husband and for this purpose, she will have to produce death certificate issued by the competent authority either alongwith her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

MATERNITY LEAVE:

12 (1) Maternity leave may be granted on full pay, outside the leave account, to a female University Employee to the extent of ninety days in all from the date of its commencement or forty-five days from the date of her confinement, whichever be earlier.

(2) Such leave may not be granted for more than three times in the entire service of a female University Employee except in the case of a female University ex-employee employed in a vacation department, who may be granted maternity leave without this restriction.

(3) For confinements beyond the third one, the female University employee would have to take leave from her normal leave account.

(4) The spell of maternity leave availed of prior to the coming into force of these Statutes shall be deemed to have been taken under these Statutes.

(5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female University employee.

(6) The leave salary to be paid during maternity leave will remain un-affected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

***HAJJ LEAVE:**

12-A A university employee (Muslim) shall be entitled once in his tenure of service 45 days special leave on full pay for the performance of Hajj. The leave shall not be debited to his / her leave account.

DISABILITY LEAVE:

13 Leave salary during disability shall be equal to full pay for the first 180 days and on half pay for the balance of it.

Note: Disability means any injury caused to or inflicted upon a University Employee in consequence of the due performance of his/her official duties. It also includes any injury accidentally incurred in the course of contract during the performance of duties, or any particular duty, which has the effect of increasing his liabilities to illness or injury beyond the ordinary risk attaching to the post which he holds' Disability leave will be granted subject to the following conditions:-

- (i) that the disability, if due to a disease, directly due to the performance of a particular duty, must be certified by a Medical Board.
- (ii) that if, the University Employee has contacted such disability during service, must be in the opinion of the University authority so exceptional in nature (or character) or in the circumstances of its occurrence, as to justify such un-usual treatment as the grant of disability leave, and
- (iii) that the period of absence as is recommended by the Medical Board to be necessary shall not be extended unless recommended by the Medical Board. It shall not in all exceed 730 days.
- (iv) Such leave may be granted in different spells if the disability is aggravated or it relapsed in similar circumstances at a later stage.

* Amended vide Senate Resolution No. SNT-15.3(b) dated 30.06.2007

EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY):

14 Leave without pay may be granted on any ground upto a maximum period of five years at a time provided the employee to whom such leave is granted has been in continuous service for a period of not less than ten years; in case an employee has not completed ten years of continuous service, extra ordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of the department.

ENCASHMENT OF L.P.R.:

15 In case, a University Employee is granted L.P.R. and if he opts not to avail L.P.R. he shall be allowed leave salary, in advance, for the period for which L.P.R. is admissible subject to a maximum of *365 days.

IN-SERVICE DEATH:

16 If a University Employee dies while in service, his/her family as defined for the purpose of family pension, shall be given a lumpsum payment of full pay upto *365 days against the leave at his credit in the leave account of the deceased employee.

*(16-A) EX-GRATIA

Employees fulfilling the following conditions will be allowed Ex-Gratia once in a calendar year subject to availability of Fund:

- (1) Regular employees of the University in BPS-1 to 22 with having at least 10 years continuous service.
- (2) Emolument would be as determined by the University Administration keeping in view the Fund position.

LEAVE TO BE EXPRESSED IN DAYS:

17 Leave may be applied for, expressed and sanctioned in terms of days.

LEAVE NOT TO BE REFUSED:

18 It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a University Employee. Leave applied for, on medical grounds and supported by the authorised Medical Officer shall not be refused. The leave sanctioning authority, may in case of doubt, exercise its discretion and secure a second medical opinion, by requesting the Civil Surgeon or a Medical Board to have the applicant medically examined.

COMMENCEMENT AND END OF LEAVE:

19 Leave shall be deemed to have begun from the day following that on which an employee is relieved from his/her post and to have ended on the day preceding that on which he/she resumes his/her duty.

RECALL FROM LEAVE:

20 If a University Employee is recalled to duty compulsorily, with the personal approval of the Vice-Chancellor, from leave of any kind, which he may be spending away from his Headquarters, he may be paid a single return fare plus daily allowance as admissible on tour from the place where he is spending his leave to the place where he is required to report for duty. In case, he is recalled to duty at his Headquarters, and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

CONVERSIONS OF LEAVE ACCOUNT:

21 All leave at credit in leave account of a University Employee on the 30th June, 1979, shall be carried forward and expressed in terms of leave on full pay. The leave account in such cases, shall with effect from 1st July, 1979, or in the case of an employee who was on leave on that date, with effect from the date of his return from leave, be recast as under :

- i) Leave on average pay:
 - a) 1 month = 30 days.
 - b) 1 day = 1 day
- ii) Leave on half average pay:
 - a) 1 month = 15 days.
 - b) 2 days = 1 day

Fractions (of days) if any, shall be ignored.

OVERSTAY AFTER SANCTIONED LEAVE:

22 Unless, the leave is extended by the sanctioning authority a University Employee who remains absent after the end of his leave shall not be entitled to any remuneration (salary and allowances etc.) for the period of such absence, and double the period of the un-authorised absence, shall be debited against his leave account. Such debit shall, if there is no leave due in the leave account, be adjusted against the leave further earned on his return from leave. Apart from deducting double the absence period from the leave, it shall be open to the competent authority to take any disciplinary action against the defaulting employee concerned as may be considered necessary under the relevant Statutes.

LEAVE EX-PAKISTAN:

23 Leave on full pay may also be granted as leave ex-(out of) Pakistan to a University Employee who applies for such leave, or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specific request to that effect. The leave pay in such cases shall be payable in Pakistani currency only. Such leave pay shall be payable for the actual period of leave spent abroad, subject to maximum of 120 days at a time.

24 The above provisions shall take effect from the dates specified or from the date of Notification of these Statutes, as the case may be and shall also cover those University Employees who may be on L.P.R. on that date.

**24-A FOREIGN SERVICE LEAVE:

- (1) Foreign Service Leave up to a total period of 5 years can be granted in one or at the most 2 instalments at the discretion of the University Syndicate.
- (2) In case an employee avails some part of foreign service leave and then returns back, he/she will have to serve the University for at least one calendar year before he/she is considered for service abroad for the remaining period.

**Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

- (3) *Total number of teachers granted foreign service leave should not exceed 5% of the total strength of the University teachers and that of non-teachers should not exceed 2% of the total strength of non-teachers at a time.
- (4) *During foreign service the lien of the employee will be retained on the substantive post on which he/she was serving immediately before his/her transfer to foreign service. Lien can be terminated or suspended on the express desire of the employee and with the approval of the University Syndicate.
- (5) *An employee of the University while in foreign service shall not be entitled to any other leave from the University. He/she shall also not be entitled to receive any annual increments for the period spent in the foreign service leave.
- (6) *The changes / amendments in Government Policy regarding the foreign service leave shall be applicable as notified by the Govt of Pakistan/Sindh and adopted by the Syndicate, from time to time.

LEAVE TO BE TREATED AS DUTY:

25 All leave except extraordinary leave and deputation abroad shall be treated as duty for the purpose of annual increments.

STUDY LEAVE:

26 The Syndicate may grant study leave to a University employee in permanent employment who holds a teaching, research or administrative post and who has employment not less than three years' service.

27 Application for study leave must clearly specify the course or courses of study contemplated and any examination which the applicant proposes to undergo. No course of study will be considered as qualifying for study leave or leave salary unless it has been approved by the Syndicate.

28 Such study leave shall not be granted to a University employee who is due to retire from service within five years of the date on which such leave and the leave, if any, with which it is combined would expire.

29 A period of three years at one time is a suitable maximum period for the grant of study leave but in no case the grant of such leave shall exceed four years during the whole period of service of a University employee.

30 Study leave may be combined with vacation or other regular leave.

31 During study leave the University employee who has been awarded a Scholarship / Fellowship etc., will draw leave salary equal to 1/2 of his pay. In other cases, the Syndicate may grant study leave with full pay for a period not exceeding 3 years within or outside the country for the development of an approved Programme of the University.

Note: The Syndicate while fixing the rate of study allowance under this paragraph shall take into consideration the rate fixed by the Government for Government Servants.

32 Study leave will count as service for promotion and gratuity but not for leave. It will count as extra leave and except as provided in clause (b) of para (33) below, study leave will not affect any leave which a University employee may already have taken, and shall not be debited against his leave account.

33 The grant of study leave under these Statutes is further subject to the following conditions :

- (a) The Syndicate may cancel the study leave granted to a University employee and withdraw all the privileges allowed to him/her in connection with such leave, if the University employee does not show satisfactory progress in his studies; provided that this clause shall not apply in case the University employee's failure to make satisfactory progress was due to illness or other circumstances beyond his control.
- (b) Before proceeding on study leave the University employee shall execute the requisite bond as prescribed by the Senate under Resolution No. SNT-7.5 (4) dated 29.06.1999 to serve the University on return from study leave for at least five years. In case he leaves the University service before the expiry of the said period, the Syndicate may direct that the study leave availed of by him shall be converted into other leave standing at his

credit or into extraordinary leave, if no other leave stands to his credit, he should refund to the University (i) either whole or part of the difference between the leave salary paid to him for the period of the study leave and the leave salary admissible to him on account of the leave to which the study leave has been converted, or (ii) the whole or part of the leave salary paid to him for the period of the study leave if such leave has been converted into extraordinary leave.

SABBATICAL LEAVE:

34 (1) The Syndicate may grant Sabbatical leave to a teacher who has served in the University for at least 7 years and is a confirmed employee, only;

- (a) when the Syndicate is satisfied that the short training course for which a University Teacher applies concerns his specialized field; and
 - (b) when the applicant has submitted a research scheme for which he wants to avail the post-doctoral fellowship for which the applicant must give sufficient proof of his previous involvement in this or in a closely related research project.
- (2) (i) the sabbatical leave shall be granted for a minimum period of three months and maximum period of 9 months during the whole service ;
- (ii) not more than five percent of teachers in one department shall be sent on Sabbatical Leave fraction being counted as one ;
- (iii) the teacher shall have to sign an Agreement of service for one year if the Sabbatical leave does not exceed 3 months and for two years if sabbatical leave is for a period exceeding four months;
- (iv) the teacher, who availed of Sabbatical Leave, shall have to pay back to the University full pay, commercial rent of the University house and 20 percent more of the total amount if he does not serve the University for the period specified in (iii) above.

QUARANTINE LEAVE:

35 Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a University Employee on such leave.

Provided that where the exigencies of service are compelling, the competent authority may employ a substitute for reasons to be recorded in writing.

36 A University Employee may be granted quarantine leave outside his leave account to the extent that the authorised medical attendant recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

CASUAL LEAVE:

37 *In addition to the earned leave each University Employee shall also be entitled to casual leave upto the extent of 25 days in each calendar year. Which would be granted by the prescribed authority upto the limits noted below for each category:

Category of Employees	Sanctioning Authority
Officers and teachers in BPS-20 and above including personal staff of the Vice-Chancellor	The Vice-Chancellor (Unless delegated) to Pro-Vice Chancellor or any other officer
Teachers and other employees in BPS-1 to BPS-19	The respective Heads of Departments.

Note: Sanctioning authorities should be liberal in granting casual leave, although, casual leave cannot be claimed as a matter of right, but it should be granted invariably unless the presence of a subordinate or an officer is absolutely necessary in an emergency or in very extra-ordinary circumstances.

38 Casual leave shall ordinarily not exceed ten days at a time, but in special cases, it would be permissible to extend it to fifteen days. Any leave in excess of 15 days shall not be regarded as casual leave.

* Amended vide Senate Resolution No. SNT-16.4(i),(ii)&(iii) dated 24.06.2008

39 Period spent on casual leave shall be treated as duty, when, it is combined with earned leave or any other kind of leave, the entire spell would be treated as earned leave etc. In other words, casual leave shall not be granted in combination with or in continuation of any other leave or joining time.

Note-1: It would be permissible to prefix or suffix *Sundays and holidays to casual leave but the maximum limit of 15 days shall not be exceeded in any year.

Note-2: Casual leave does not accumulate but lapses at the end of a calendar year.

40 No employee may leave his Headquarters during casual leave or holidays without the permission of the sanctioning authority.

LEAVE / HOLIDAYS ADMISSIBLE TO CONTINGENT AND WORKCHARGED ESTABLISHMENT:

- 41 ** (a) Leave on all Saturdays & Sundays and University Holidays.
- | | | |
|-----|---|-------------------------------|
| (b) | Work Charged Establishment with more than 5 years continuous service. | 20 days casual leave per year |
| (c) | Work Charged Establishment with service between 2 to 5 years. | 10 days per year |
| (d) | Work Charged Establishment days with service 1 to 2 years year | 5 days per year |
| (e) | Work Charged Establishment with service less than one year | Nil |

ANY TYPE OF LEAVE MAY BE APPLIED:

42 A University Employee may apply for the type of leave which is due and admissible to him/her and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a University Employee may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay, and without pay.

* Amended vide Senate Resolution No. SNT-16.4(i),(ii)&(iii) dated 24.06.2008

** Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

COMBINATION OF DIFFERENT TYPES OF LEAVE, ETC.:

43 Any type of leave may be combined with joining time or with any other type of leave otherwise admissible to the University Employee.

Provided that the casual Leave and leave preparatory to retirement shall not be combined with any other kind of leave.

UNIVERSITY EMPLOYEE ON LEAVE NOT TO JOIN DUTY WITHOUT PERMISSION BEFORE ITS EXPIRY:

44 Unless he is permitted to do so by the authority which sanctioned his leave, a University Employee on leave may not return to duty before the expiry of the period of leave granted to him.

LEAVE DUE MAY BE GRANTED ON ABOLITION OF POST, ETC.:

45 (1) When a post is abolished, leave due to the University Employee, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

MANNER OF HANDING OVER CHARGE WHEN PROCEEDING ON LEAVE, ETC.:

46 (1) A University Employee proceeding on leave shall handover the charge of his post, and if he is in BPS-16, and above, he shall, while handing over charge of the post sign the charge relinquishment report.

(2) If leave ex-Pakistan has been sanctioned on medical grounds, the University Employee shall take abroad with him a copy of medical statement of his case.

ASSUMPTION OF CHARGE ON RETURN FROM LEAVE, ETC.:

47 (1) A University employee, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

REGISTRAR TO MAINTAIN LEAVE ACCOUNT:

48 (1) Leave account in respect of a University Employee shall be maintained as part of his service book.

(2) The Registrar shall maintain the leave accounts of University Employees of whom they were maintaining the accounts immediately before the coming into force of these Statutes.

LEAVE TO LAPSE WHEN UNIVERSITY EMPLOYEE QUILTS SERVICE :

49 All leave at the credit of a University Employee shall lapse when he quits service.

PAY DURING LEAVE :

50 (1) Leave pay admissible during leave on full pay shall be either :

- (a) the average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; or
- (b) the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave, whichever is more.

(2) When leave on half pay is taken, the amounts calculated under clauses (a) or (b) of sub-statute (1) shall be halved to determine the greater of the two rates.

LEAVE APPLICATION, ITS SANCTION, ETC. :

51 (1) Except where otherwise stated, an application for leave or for an extension of leave must be made to the head of the department where a University Employee is employed and in the case of the head of department, to the next-above administrative authority and the extent of leave due and admissible shall be stated in the application.

(2) When a University Employee submits a medical certificate for the grant of leave, it shall be by an authorized medical attendant in the form at Annex-B attached to these Statutes.

(3) In case where all the applications for leave cannot, in the interest of University service, be sanctioned to run simultaneously, the authority competent to sanction the leave shall, in deciding the priority of the applications, consider :

- (i) whether, and how many applicants can, for the time being, best be spared;
- (ii) whether any applicants were last recalled compulsorily from leave; and
- (iii) whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

FORM OF APPLICATION FOR LEAVE ETC. :

52 Forms of application for leave, Medical Certificate, the leave account and the Memo of instructions for filling it up are appended as Annexures A, B, C and D to these Statutes.

APPLICABILITY OF FUNDAMENTAL AND SUPPLEMENTARY RULES OF FEDERAL GOVERNMENT:

53 (i) All other leave rules and conditions of grant of leave shall be those as contained in the fundamental and supplementary rules of Federal Government.

(ii) Whenever, any subsequent change(s) or revision(s) in respect of "terms and conditions of service" including pay scales and other fringe benefits of Government of Sindh, Government of Pakistan / Higher Education Commission (HEC), the same shall be applicable, mutatis-mutandis to the University Employees also; provided and to the extent approved by the competent authorities of the University.

REPEAL :

54 The existing Statutes or orders on the subject, if any, shall be deemed to have been modified to the extent indicated in the preceding Statutes.

Annexure – A

FORM OF APPLICATION FOR LEAVE

Note: Item 1 to 7 must be filled in by all applicants.

1. Name of applicant _____
2. Leave Statutes applicable _____
3. Post held _____
4. Department or Office _____
5. (a) Nature of Leave applied for _____
 (b) Period of leave in days _____
 (c) Date of commencement _____
6. Particular Statutes under which leave is admissible _____
7. (a) Date of return from last leave _____
 (b) Nature of leave _____
 (c) Period of leave in days _____

Dated:

Signature of applicant.

8. Remarks and recommendation of the Head of Department.

Certified that leave applied for is admissible under Statutes and necessary conditions are fulfilled. Further certified that on the expiry of leave the applicant is likely to return to the same post.

Dated

Signature.
Designation.

9. Report of Director of Finance.

Dated

Signature.
Designation.

10. Orders of the sanctioning authority.

Dated

Signature.
Designation.

Annexure - B

FORM OF MEDICAL CERTIFICATE

MEDICAL CERTIFICATE FOR UNIVERSITY EMPLOYEES
REGARDING RECOMMENDATION FOR LEAVE OR
EXTENSION

I, _____ after careful personal examination
hereby certify that Mr./Ms. _____ whose
signature/Thumb impression is given below, is suffering from
_____ and I consider that a period of absence
from duty of _____ days with effect from _____ is
absolutely necessary for the restoration of his health.

Dated, the

Medical Attendant.

Signature of applicant/ Thumb impression.

Annexure-C**FORM OF LEAVE ACCOUNT**

Leave Account of Mr./Miss/Mrs. _____ (Vacation/Non Vacation)

Date of Commencement of Service _____

Date of Attaining the age of Superannuation _____

	1		Department Served Under	
	2	From	Period of Duty	
	3	To		
	4	YMD		
	5	Full Calendar Month		
	6	Days	Leave earned on full pay@4/1.5 day (as may be applicable) for each calendar month.	
	7	Days	Leave at credit (Column 21 + 6)	
	8	From	PERIOD	
	9	To		
	10	Days	Leave on full pay without medical certificate subject to maximum of 120 days & 365 days in case of LPR	
	11	Days	Leave on full pay on Medical Certificate subject to maximum of 180 days	
	12	Days	Leave on full pay on medical certificate subject to a maximum of 365 days in entire service.	
	13	Days	In terms of half pay	LEAVE ON HALF PAY
	14	Days	In terms of full pay	
	15	Days	Recreation leave of 15 days in a year but 10 days to be debited.	
	16	Days	In terms of half pay	LEAVE NOT DUE
	17	Days	In terms of full pay	
	18	Days	Actual No. of days	ABSENCE
	19	Days	No. of days debitable (double the actual number)	
	20	Days	Total leave (Columns 10 + 11 + 12 + 14 + 15 + 17 + 19)	
	21	Days	Balance on 1.7.1979 return from leave (cols. 7-20)	
	22	Days	REMARKS	
	23	Days	ATTESTATION	

Annexure - D

EXPLANATORY INSTRUCTIONS FOR FILLING UP
THE LEAVE ACCOUNT FORM

1. This leave account will be maintained for all University employees who were in service on the 1st July, 1979 including those who were on leave on the that date and have not opted to retain the existing leave Rules and all others, who enter in service after 1.7.1979.

2. All leave at credit in the account of a University Employee who was in service on the 1st July, 1979 shall be converted in terms of leave on full pay at the following rates:

- (i) Leave on Average Pay:
 - (a) 1 month = 30 days
 - (b) 1 day = 1 day
- (ii) Leave on Half Average Pay:
 - (a) 1 month = 15 days
 - (b) 2 days = 1 day

(Fraction if any to be ignored).

3. The leave account shall commence with an opening entry "Due on 1.7.1979" or in the case of University employee, who was on leave on 1.7.1979 with effect from the date of return from the leave. For the purpose of computing the leave at credit, the service upto 30.6.1979 will be taken into account. The leave due in terms of leave on full pay in days will be noted in Column No. 21.

4. (i) In calculating the leave earned on full pay at the rate of 4 days for every calendar month, the duty period of 15 days in a Calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose. If a University Employee proceeds on leave during a Calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only. There shall be no maximum limit on accumulation of this leave.

(ii) The provision in (i) above will not apply to a vacation department. In its case, a University Employee may earn leave on full pay (a) when he avails himself of full vacation in a calendar year, at the rate of one day for calendar month of duty rendered; (b) when during any year he is prevented from availing himself of the full vacation, as for a University employee in a non-vacation department for that year and (c) when he avails himself of only a part of the vacation, as in (a) above plus such proportion of thirty days as the No. of days of vacation not taken bears to the full vacation.

5. (a) Leave on full pay may be converted into leave on half pay at the option of the University Employee; the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the University employee in his application for grant of leave.

(b) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

6. LPR on full pay will be noted in Column No. 10 while that on half pay in Columns No. 13 & 14 of Annex-C.

7. Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the University employee resuming duty.

8. The grant of special leave, Maternity Leave, Disability leave, extraordinary leave, payment of leave-pay for refused LPR upto a maximum of 180 days, lump sum payment equal to full pay upto a maximum of 180 days, out of leave at credit made to the family of a University employee, whose death occurs while in service, Departmental Leave, Study Leave, Hospital Leave and Quarantine Leave shall be noted in column No. 22, Maternity leave other than three times in entire service shall, however, be debited to the relevant column of the leave account.

9. When a University employee applies for leave, columns 2 to 7 shall be filled in showing the period of duty upto the date preceding that on which a University employee intends to go on leave. The full calendar month to be noted in columns 5 shall be worked out on the lines indicated in para 4 above.

10. When a University employee returns from leave column 8 to 23 shall be filled in according to the nature of leave. If leave not due is availed off the minus balance to be shown in column 21 should be written in Red Ink.

**Statutes Regarding Non-Practicing Allowance for
Engineers/Architects & Town Planners of the
NED University of Engineering and Technology
(As amended)
(Vide Section 46(1)(a) of the University Act, 1977)**

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***Statutes Regarding Non-Practicing Allowance
for Engineers/Architects &
Town Planners of the NED University of
Engineering and Technology (As amended)**

(Vide Section 46(1) (a) of the University Act, 1977)

1 INTRODUCTION

The Syndicate adopted the scheme of Basic Pay Scales, Allowances and other Fringe Benefits 1983 as contained in the Finance Department, Government of Sindh, Karachi O.M. No. FD(SR-IV)/1-4/82 dated 27-8-1983 vide its Resolution No. Syn-45.7 which, interalia, included the following:

“16 Design Allowance: Engineers holding University Degree in Engineering and working full time in Design offices shall be allowed a design allowance at the following rates:-

Engineers drawing pay in	B-17	Rs.400.00 p.m.
-do-	B-18	Rs.500.00 p.m.
-do-	B-19	Rs.600.00 p.m.
-do-	B-20	Rs.700.00 p.m.

According to the ruling given by Finance Division, Government of Pakistan and Finance Department, Government of Sindh and the information gathered from other Engineering Universities of Pakistan and other Government Departments, to which the matter was referred for clarification the 'design allowance' is allowed to those Engineers only who work full time in Design Offices. It was not being allowed to the engineering teachers by any of the Universities of Pakistan.

In view of the above position the Syndicate of the University reviewed the matter in its 53rd meeting held on 28-1-1987 and it was decided that separate Statutes for payment of Design Allowance to various categories of University teachers be prepared for submission to the Senate.

As it was not possible for the University to fulfil the original conditions attached with the Design Allowance it is proposed to prepare Statutes for payment of 'non-practicing allowance' in lieu of 'Design Allowance' on the analogy of the Non Practicing Allowance available to the MBBS Doctors.

* Substituted vide Senate Resolution No.SNT-8.5(c) dated 11.07.2000 approved by the Chancellor under his Secretariat letter No. GS/3-23/2K (SO-I)/1465 dated 22.12.2000

Therefore in pursuance of the above decision of the Syndicate read with Section 46(1) (a) of the NED University of Engineering and Technology Act, 1977, the following statutes are hereby made.

2 SHORT TITLE

These statutes may be called the NED University of Engineering and Technology Employs (Non Practicing Allowance) Statutes, 1995.

3 APPLICATION

These statutes shall apply to the Engineers / Architects and Town Planners of the University provided that the Syndicate may by notification exclude any class or group of the Engineers/Architects and Town Planners from operation of these statutes.

4 COMMENCEMENT

These statutes shall come into force from the date of the passing of the Statutes from the Senate or any subsequent date as may be notified by the Senate.

5 DEFINITIONS

In these statutes, unless there is anything repugnant in the subject or context:-

- *(a) "Allowance" means the non-practicing allowance to be paid to the Engineers, Architects and Town Planners of the University.
- (b) "Consultancy Practice" means Professional practice by a person registered with Pakistan Engineering Council or Pakistan Council of Architects and Town Planners or part time employment (subject to written permission under the relevant statutes of the University) with a firm registered with Pakistan Engineering Council or Pakistan Council of Architects and Town Planners.
- (c) "Dean", "Registrar", "Director Finance" and the "Chairman/ Director" respectively mean the Dean of the Faculty concerned, the Registrar, the Director of Finance and the Chairman/Director of concerned Department/Institute/ Centre of Excellence of the University.

* Substituted vide Senate Resolution No.SNT-8.5(c) dated 11.07.2000 approved by the Chancellor under his Secretariat letter No. GS/3-23/2K (SO-I)/1465 dated 22.12.2000

- *(d) "Engineer/Architect & Town Planner" means the holder of the University degree in Engineering, Architecture and Planning and holding valid registration certificate from the Pakistan Engineering Council and Pakistan Council of Architects and Town Planners, as the case may be.
- (e) "Senate" means the Senate of the University.
- (f) "Syndicate" means the Syndicate of the University
- (g) "University" means the NED University of Engineering and Technology, Karachi.
- (h) "Vice-Chancellor" means the Vice-Chancellor of the University.

6. PAYMENT OF NON-PRACTICING ALLOWANCE

- *(a) "Engineer/Architect & Town Planner" working in the University who is not engaged or is not allowed consultancy practice shall be paid non-practicing allowance at the rates given below:

Engineer/Architect and Town Planners drawing pay in:

B-17	Rs.400/- p.m.
B-18	Rs.500/- p.m.
B-19	Rs.600/- p.m.
B-20	Rs.700/- p.m.
B-21	Rs.800/- p.m.
B-22	Rs.900/- p.m.

- *(b) Engineer/Architect & Town Planner" who has been allowed extended scale shall continue to receive the allowance at the rate admissible to him in the previous scale.
- *(c) "An Engineer/Architect & Town Planner" who receives non-practicing allowance if found engaged in private consulting practice contrary to the certificate given in sub-clause (a) above, shall be liable to refund the amount to the University apart from any disciplinary action which may be initiated against him under the NED University of Engineering and Technology Employees Efficiency and Discipline Statutes, 1990.

* Substituted vide Senate Resolution No.SNT-8.5(c) dated 11.07.2000 approved by the Chancellor under his Secretariat letter No. GS/3-23/2K (SO-I)/1465 dated 22.12.2000

7 ADMISSIBILITY

- (a) The allowance shall be admissible during leave and entire period of the leave preparatory to retirement, except during the extraordinary leave, subject to the condition that the private consulting practice is not undertaken during the period of such leave.
- (b) The allowance shall not be admissible during the period of studies abroad.
- (c) The allowance shall not be reckonable to pension.

8 APPLICABILITY OF EFFICIENCY AND DISCIPLINE
STATUTES 1990

Suppression of any information which may cause un-due payment shall be considered as 'misconduct' and shall attract the provisions of the NED University of Engineering and Technology, Employees efficiency and Discipline Statutes, 1990.

**Statutes Regarding Grant of *BPS-22 to the University
Professors
(Passed by the Senate and Approved by the
Chancellor (Under Section 46(1)(m) of the University
Act, 1977)**

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**Statutes Regarding Grant of *BPS-22 to the University
Professors
(Passed by the Senate and Approved by the
Chancellor (Under Section 46(1)(m) of the University Act, 1977)**

SHORT TITLE

1 (1) These Statutes may be called the grant of *BPS-22 to the University Professors Statutes, 1993.

(2) These Statutes shall come into force on such date as may be notified by the Syndicate.

DEFINITIONS

2 (1) In these Statutes, unless there is anything repugnant in the subject or context.

(a) “Chancellor” means the Chancellor of the University;

** (aa) “Chief Minister” means the Chief Minister, Sindh;

(b) “Professor” means Professor who is a whole time employee of the University and has been granted *BPS-21 on regular basis;

(c) “Proforma” means proforma appended to these statutes;

** (d) “Selection Board” means the Special Selection Board of the University for grant of BPS-22 University Professors with the following composition:

- 1) The Vice-Chancellor of the University (Chairman).
- 2) Representative of Federal Higher Education Commission (HEC).
- 3) Secretary (Universities & Boards), Govt of Sindh.
- 4) Secretary Education, Govt of Sindh.
- 5) Chairman, Sindh Public Service Commission.

Note: Annex-Z to be removed/deleted

* Added vide Senate Resolution No. SNT-15.3(a) dated 30.06.2007

** Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

(2) The words and expressions used but not defined in these statutes shall have meaning as assigned to them in the NED University Act, 1977 and statutes.

EXTENT OF APPLICATIONS

3 All University professors who are employed on regular basis in *BPS-21.

4 (1) The number of posts of Professor to be placed in *BPS-22 in each University may be calculated on the basis of 12.5% of permanent sanctioned cadre strength in *BPS-21.

(2) Grant of *BPS-22 would be restricted to one person if there are less than 8 Professors. The minimum number of Professors to be promoted will be one and the maximum number shall be eight which shall be subject to periodic revision by the HEC.

(3) Grant of *BPS-22 to a professor shall be personal to him and there would be no need to upgrade the post.

(4) The personal grade of *BPS-22 allowed to a professor appointed as Vice-Chancellor shall not count towards the quota of 12.5% for *BPS-22.

ELIGIBILITY

5 **Grant of *BPS-22 could be extended to those Professors with Doctorate Degrees from recognized Universities who were serving on regular basis in *BPS-21 and had completed 16 years as University teaching. Completion of National Management Course from the Pakistan Administrative Staff College, Lahore shall be treated as an additional qualification for the purpose.

PROCEDURE FOR GRANT OF *BPS-22

6. (1) The Vice-Chancellor would prepare the record of specially meritorious professors on proforma indicating length of service, synopsis and original A.C.Rs for preceding 5 years, Research publications, Educational, Administration, Higher academic and other qualifications for overall gradings.

** (2) The case would be placed in a meeting of Special Selection Board of the University constituted under these Statutes for the purpose.

* Added vide Senate Resolution No. SNT-15.3(a) dated 30.06.2007

** Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

******(3) Case for the grant of BPS-22 to the University Professor would be notified after the clearance by the Syndicate and approval of the Chief Minister Sindh.

(4) The University professor *BPS-21 granted *BPS-22 will be entitled to House Rent at the rate of 45% of the initial/minimum of the pay in *BPS-22 as admissible in Government.

(5) Benefits of pension and/or any other benefit admissible as a result of grant of *BPS-22 would be allowed on introduction/ promulgation of these statutes in the University.

* Added vide Senate Resolution No. SNT-15.3(a) dated 30.06.2007

****** Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

Annexure-(I)**NED UNIVERSITY OF ENGINEERING AND
TECHNOLOGY, KARACHI.**

Particulars of post/officer as on _____

1. Total number of Professors sanctioned in *BPS-21.
2. Total number of Professors in *BPS-21, as the case may be on regular basis
3. Pool posts @ 12.5% of the total number of posts in *BPS-21 (i.e. (1) above)

Particulars of Professor(s) proposed for grant of BPS-22:

- 1 Name of the Professor
- 2 Date of Birth
- 3 Category to which the post belongs.
- 4 Qualification including Technical Qualification possessed by the officer.
- 5 Service/Cadre to which he belongs.
- 6 Present Posting
- 7 Date of regular appointment to a post in BPS-21 and its designation.
- 8 Total length of service in posts in BPS-17 and above possessed by the officer.
(Vide APPENDIX- "A")

* Added vide Senate Resolution No. SNT-15.3(a) dated 30.06.2007

- 9 i) Analysis of Confidential Reports (Vide ANNEXURE-II)
- ii) A.C.R. Score - Overall grading, quality out-put integrity, etc.
- 10 In the case of adverse entry, indicate the year, nature of adverse entry, whether it was communicated whether it was expunged or retained. (If a representation against adverse remarks is pending, it should be indicated)
- 11 State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration.
- 12 State the reason(s) for which his case is considered to be a "Special Meritorious" case.

Signature_____

Designation_____

(To be signed by a Senior Officer)

Annexure-(II)

9 (i) Confidential Report Score Overall Grading Quality / Output, Integrity etc.

Particulars Of Professors	Total Numbers	Marks Score
1 Length of Service (Vide Appendix-A)	20	
2 Analysis of Confidential Report (Vide Appendix-B)	20	
3 Research Publications (Vide Appendix-C)	20	
4 Educational Administration (Vide Appendix-D)	20	
5 Qualifications and Professional Reputation (Vide Appendix-E)	20	
	Total ... 100	

Note: Professors who have been appointed as Vice-Chancellor in BPS-22 should be allowed personal grade of BPS-22 as Professors provided they have completed their tenure of four (4) years.

Appendix-A**DETAILS OF LENGTH OF SERVICE**

Designation of Post held	Method of Appointment	Pay Scale	Service rendered (period with date)	Calculation Years/Months
		BPS-17 BPS-18 BPS-19 BPS-20 BPS-21 BPS-22		
Total Length of Service				

MARKS:

- | | | | |
|------|---|---|---|
| i) | Marks in service in *BPS-21 to over and above total service of 22 years in grade 17 and equivalent and above for promotion to BPS-22. | 2 marks for each year with a maximum of 20 marks. | <input style="width: 80px; height: 25px;" type="text"/> |
| ii) | Marks for service in *BPS-21, over and above a total of two years in BPS-21 for promotion to BPS-22 | 4 marks for each year with a maximum of 20 marks. | <input style="width: 80px; height: 25px;" type="text"/> |
| iii) | For promotion from Grade-20/21 to 22 for person(s) working in BPS-22 on contract/tenure basis. | 4 marks per year with a maximum of 20 marks. | <input style="width: 80px; height: 25px;" type="text"/> |

It may be clarified that the total marks secured in Appendix-A will not exceed 20.

* Added vide Senate Resolution No. SNT-15.3(a) dated 30.06.2007

Appendix-B**ANNUAL CONFIDENTIAL REPORTS**

Maximum Marks : 20

Remarks based on overall assessment of ACRs.	Total Marks	Marks Score
Very Good / Excellent	20	
Good	15	
Average / Satisfactory	5	
	Marks Obtained:	

For persons working in BPS-22 on contract / tenure basis 5 marks per year will be awarded subject to a maximum of 20.

Appendix-C

Research Publications	Total Marks	Marks Score
Research papers published in Foreign Journals of International Repute.	2 marks per paper subject to a maximum of 20	<input type="text"/>
Research Papers published in Local Journals.	1 mark per paper subject to a maximum of 20	<input type="text"/>
Other Advanced Level Publications/Articles.	upto a maximum of 5 marks.	<input type="text"/>
Total Marks Obtained		<input type="text"/>

It may be clarified that the total marks for Appendix-C will be 20.

Appendix-D**EDUCATIONAL ADMINISTRATION**

TYPE	PERIOD	MARKS	Marks Score
Vice-Chancellor		5 marks per year subject to a maximum of 20	
Pro-Vice-Chancellor		4 marks per year subject to a maximum of 15	
Deans		3 marks per year subject to a maximum of 12	
Principal of a College/Chairman of the Department/Director of Institute		2 marks per year subject to a maximum of 10	
Hostel Provost/Warden		1 mark per year subject to a maximum of 5	
Student Advisor		1 mark per year subject to a maximum of 5	
Any other responsible Administrative job related to Education and Research in Organisations other than University.		1 mark per year subject to a maximum of 5	
Total Marks Obtained			

It may be clarified :

- a) The total number of marks for Appendix-D will not exceed 20.
- b) Person working on more than one Administrative job, simultaneously will be graded only for the job carrying higher marks.

Appendix-E**I. QUALIFICATIONS**

Post M.A/M.Sc. (or equivalent degrees)	Total Marks	Marks Score
M. Phill or equivalent	2	
Ph. D	4	
Post doctorate	5	
Total Marks Obtained		

Total marks shall not exceed 10

II. REPUTATION

Professional reputation at
National and International level
keeping in view outstanding
contribution to higher
education in the form of
research, teaching
administration, planning and
policy making.

10 max.

NED University of Engineering and Technology, Karachi
Statutes for Appointment of Professor Emeritus, 2001
(As amended)
(Vide Section 46(1)(i) of the Act, 1977)

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NED University of Engineering and Technology, Karachi
Statutes for Appointment of Professor Emeritus, 2001
(As amended)

(Vide Section 46(1)(i) of the Act, 1977)

(Promulgated by the Chancellor / Governor vide
Letter No.GS/0-15/99(SO-I)/652 dated 22.06.2001

1 SHORT TITLE

*These Statutes may be called the NED University of Engineering and Technology, Karachi Appointment of Emeritus Professors Statutes, 2001 repealing such Statutes of 1999 framed by the University and amended in 2009.

2 COMMENCEMENT

These Statutes shall come into force with immediate effect i.e 22.06.2001.

3 DEFINITIONS

In these Statutes unless expressly mentioned otherwise:-

- i) "Emeritus Professors" means Emeritus, Professors of the University.
- ii) "Professor" means Professor of the University.
- iii) "Service" means the service in the University.
- iv) "Obligation" means any assignment given to the Professor Emeritus by the University including his academic and research work.
- v) "Syndicate" means Syndicate of the University.
- vi) "University" means the NED University of Engineering and Technology, Karachi.
- vii) "Vice-Chancellor" means the Vice-Chancellor of the University.

*

Amended vide Senate Resolution No.SNT-17.3(b) dated 30.07.2009

4 CONDITIONS FOR APPOINTMENT OF EMERITUS PROFESSORS

**The University may appoint “Professor Emeritus” from eminent retired Professors (holding PhD degrees) of the University subject to maximum number to be calculated on basis of 10% of the permanent posts of Professors (BPS-20) sanctioned by the Syndicate.

5 PROCEDURE OF APPOINTMENT

On the recommendations of the Vice-Chancellor, the Syndicate may decide by resolution passed by 3/4 majority of the members present and voting, conferment of emeritus status on a retiring Professor subject to the conditions laid down above.

6 PRIVILEGES & RESPONSIBILITIES OF AN EMERITUS PROFESSOR

- i) The honour shall carry no formal administrative duties but a Professor Emeritus will be expected to contribute to the academic life of the University including continuation of his own research or research guidance, lectures, seminars, colloquia or other duties as determined by the Vice-Chancellor. He / She shall report progress of his achievements or contribution towards the academic life of the University by the end of each calendar year to the Vice-Chancellor for the Syndicate.
- *ii) He / She shall be entitled to an honorarium of ***30,000/- per month w.e.f. 01-01-2009 and as revised by the Syndicate from time to time in addition to his pension if any. A Professor Emeritus may take up employment/consultancy of any other agency/govt. or be re-employed by the University. In such a case he/she will not be paid honorarium by the University.
- iii) Where the residential accommodation is available in the University Campus it may be offered free to the Professor Emeritus for a period as the University can conveniently provide.

*Substituted vide Senate Resolution No.SNT-10.7(a) dated 20.06.2002 approved by the Chancellor under his Secretariat letter No. GS/3-36/2002/(SO-I)/1309 dated 15.11.2002

**Amended vide Senate Resolution No.SNT-12.8(c) dated 08.07.2004

***Amended vide Senate Resolution No.SNT-17.3(b) dated 30.07.2009

7 Such facilities and service as exist in the University for staff to carry on their intellectual pursuits shall be open to the Professor Emeritus also. Accordingly, he/she will be entitled for a room place if available and facilities of work in the Department and the Library and the other facilities as the Syndicate may approve from time to time.

- 8 *i) The conferment of Emeritus Status shall normally be for life time but can be terminated if either the individual so desires or Syndicate terminates by 3/4 majority on considering unsatisfactory contribution of the Professor to the academic life of the University.
- *ii) Privileges and responsibilities mentioned under Clause 6 and 7 shall be normally for only five years; however, they may be allowed to continue up to five years more, if the Syndicate considers necessary.
- *iii) Cases of Professor Emeritus appointed prior to the amended Statutes of 2009 shall be placed before the Syndicate for consideration under the amended Statutes of 2009

NED University Employees Medical Treatment Statutes, 1993 (As amended)

**(Approved vide Senate Resolution No. 4.4 dated: 17.01.1996 and
amended / modified vide Resolutions No. SNT-7.5.3(b) dated
29.06.1999, SNT-9(b) (iii) dated 25.06.2001, SNT-11.6(d) dated
08.07.2003,
SNT.-13.8(b) dated 28.06.2005, SNT-14.3(b) dated 27.06.2006,
SNT-16.4(iv) dated 24.06.2008 and SNT-26.5(c) dated 04.10.2018)**

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**NED University Employees Medical Treatment
Statutes, 1993 (As amended)**

(Approved vide Senate Resolution No. 4.4 dated: 17.01.1996 and amended / modified vide Resolutions No. SNT-7.5.3(b) dated 29.06.1999, SNT-9(b) (iii) dated 25.06.2001, SNT-11.6(d) dated 08.07.2003, SNT.-13.8(b) dated 28.06.2005, SNT-14.3(b) dated 27.06.2006, SNT-16.4(iv) dated 24.06.2008 and SNT-26.5(c) dated 04.10.2018)

SHORT TITLE, COMMENCEMENT AND APPLICATION:

1 (i) These Statutes may be called the NED University of Engineering & Technology Employees Medical Treatment Statutes 1993.

(ii) These Statutes shall come into force w.e.f. 14-07-1996 and shall apply to all employees and such other persons in temporary or tenure service of the University who are declared eligible as such. These Statutes shall not apply in case of contingent paid / contract employees, unless specifically mentioned in offer letter.

DEFINITIONS:

2 (i) “Family” means an employee’s wife/wives or husband as the case may be, sons until they attain the age of 24 years or till they are gainfully employed whichever is earlier, father and mother wholly dependent upon and residing with the employee and for daughter till their marriage or their acquiring regular source of income whichever is earlier.

(ii) “Authorised Medical Officer” means a qualified Medical Doctor who is registered and authorized under the law to do medical practice and who is an employee of the University, to certify the justification for indoor admission of a patient to a Government/ Semi Government/ Military / Local Government or any other Hospital, approved by the University.

(iii) “Patient” means an employee of the University and his/her family to whom these statutes apply and who has fallen ill.

(iv) Medical Treatment:

a) “Medical Treatment” means treatment in any authorized hospital, dispensary, clinic, laboratory and includes: Facilities of such laboratory examination and blood transfusion as are considered necessary by the Authorized Medical Attendant, Specialist or hospital authorities.

- b) Supply of such medicines, vaccines or Sera or other therapeutic substances declared essential for the recovery of the patient during the period of hospitalization.
 - c) Minor or major surgery.
 - d) Accommodation in hospitals according to the rank or status of the employee.
 - e) Maternity facilities including prenatal and postnatal treatment and accommodation in hospital / maternity home in accordance with the prescribed rules.
 - f) Dental treatment excluding the cost of dentures and filling with gold or other costly metals but including silver amalgam filling, partial scalling, carrying and gum dressing.
- (v) “Hospital” means a well-established scaling / equipped hospital or clinic maintained by the Government / Semi Government / Military / Local Government or as notified by the University.
- (vi) “Laboratory” means a laboratory established by Government / Civil / Military / Semi Government / Local Government or a laboratory as referred by medical attendant.
- (vii) “Competent Authority” means Vice-Chancellor of the NED University of Engineering and Technology, Karachi.
- (viii) “Authorized Officer” means Medical Officer of the University who is authorized to refer a patient to the authorized medical attendant for onward necessary action or Registrar in the absence of Medical Officer.
- (ix) “Reimbursement” means the amount to be reimbursed to the employee on account of indoor hospitalization including consultation fee, if any, subject to the production of necessary bills/vouchers etc.
- (x) “Medical Allowance” means a monthly allowance paid to University employee for his/her treatment or treatment of his/her family as an outdoor patient.
- (xi) “University” means NED University of Engineering and Technology, Karachi.

*3 RATE OF MEDICAL ALLOWANCE:

The rate of medical allowance to the University employees shall be as notified by the Government of Pakistan/Sindh and adopted by the Syndicate, from time to time.

4 PROCEDURE FOR INDOOR MEDICAL TREATMENT:

- (i) The employee suspecting uncured ailment shall approach the authorized officer for permission to seek indoor treatment in a hospital. This procedure shall not be applicable in case of emergencies where information may be given to the authorized officer after the admission of the patient to the hospital within 48 hours. The Vice-Chancellor may also consider condoning the delay upto five days on case to case basis. However, the University employees on official visit only outside Karachi will be allowed facility of reimbursement of Medical Charges incurred on treatment during their official visit as OPD in Government / Semi Government / Military and Local Govt. Hospitals.
- (ii) The approved hospitals, if necessary, may refer the case to other specialists, consulting, physicians, surgeons, gynecologist etc; as they deem fit and also determine the eligibility for indoor treatment in their own hospital or any other hospital.
- (iii) The approved hospitals will also refer the cases for laboratory examinations / tests as they deem fit.
- (iv) The University will issue Medical Cards to its employees and their family members along with photographs or the marks for identification in case of females. The hospital would provide attendance on presentation of medical attendance cards.

5 ACCOMODATION FOR INDOOR TREATMENT:

The scale of accommodation in hospitals for employees of the University as indoor patient would be as under:

- | | | |
|------|------------------------------|-------------------|
| i) | Officers in BPS-17 and above | Private Ward |
| ii) | Employees in BPS-11 to 16 | Semi Private Ward |
| iii) | Other in BPS-1 to 10 | General Ward |

6 ENTITLEMENT OF RETIRED EMPLOYEES:

These Statutes shall also apply to retired University employees subject to following modifications:

- (i) The medical relief shall be admissible to the University employees residing/settled in Karachi after retirement only from the University Medical Centre or in a Hospital in Karachi recognized by the University.
- (ii) The medical relief is restricted to a retired University Employee, his wife/her husband sons until they attain the age of 24 years or till, they are gainfully employed whichever is earlier, daughters till their, marriage or their acquiring regular source of income whichever is earlier and other dependents are not covered.

7 INPATIENT TREATMENT FACILITIES:

7.1 For providing inpatient facilities, the University year-wise Budget Allocation for Employees Medical treatment shall be divided in three parts as approved by the Syndicate as follows:

- i) Reimbursement System:
Reimbursement to employees for treatment in hospital approved by the University.
- ii) Direct Payment System (DPS) directly to hospitals:
In this system referred patients receive treatment and payment shall be made directly to enlisted hospitals.
- iii) Treatment for patients for acute exacerbation in chronic patients:
Patients with Chronic Disease. For Chronic Disease Patients necessary medicines may be purchased by the University and kept in the Medical Centre stores and provided to Patients on prescription by the PMO / SMO, in exacerbation.

7.2 The Treatment in emergency shall be provided only as "Indoor Patient" in hospitals approved by the University for both reimbursement and direct payment systems.

7.3 The payment of treatment in emergency shall be provided in approved list of hospitals in both systems.

7.4.1 Chronic Disease Patients

For Chronic Disease Patients, necessary medicines in exacerbation, may be purchased by the University and kept in the Medical Centre stores and provided to Patients on prescription by the PMO.

7.4.2 List of Chronic Diseases shall be notified by PMO.

7.4.3 Consultation Fee/ Hospital Visit:

1. Antenatal treatment / hospitalization alongwith antenatal visits medicine / lab test charges / on submission of antenatal record and receipts to PMO / SMO who should recommended the reimbursement only after being satisfied. This facility shall however, be restricted up to three (03) children only.
2. This facility shall be applicable to DPS & Reimbursement System both.

7.4.4 Surgeries and only Therapeutic (not Diagnostic) Procedures for Reimbursement as per University rules, covering the following:

- | | | |
|---|---|---|
| 1. Dentistry | } | as prescribed rates
by the University. |
| 2. Dialysis | | |
| 3. Radiotherapy | | |
| 4. Chemotherapy | | |
| 5. Closed reduction with POP (Plaster of Paris)
(Manipulation of fractured bone to set it
Alignment) | | |
| 6. Eye Procedures, permissible under approved list | | |
| 7. Plasmapheresis (A life support for cleaning body
fluids, mandatory for the prevention of acute
respiratory failure) whole blood, fraction screening,
cross matching processing and cost of blood,
transfusion services charges and cost of fraction. | | |
| 8. Physiotherapy. | | |

8 CEILING OF REIMBURSEMENT:

- (i) Reimbursement of medical expenses including surgical, radiological and laboratory tests etc; shall be admissible in case the admission in Government / Semi Government / Military / Local Government Hospital / Dispensary as per University rules.
- (ii)(a) In case on the recommendation of authorized Officer attendant, the admission is made in private hospital / clinic notified by the University, the reimbursement shall be permissible as per University rules.
- (b) Reimbursement of Lab-Test and medicine will be made on normal hospital charges.
- (iii) Residuary Provision -- Where these rules do not contain provision relating to any matter affecting medical treatment, relevant Provincial Government Rule or Rules if any may be followed.

9 DIRECT PAYMENT SYSTEM (DPS):

9.1 Indoor patient Services shall be provided to the University Employees / their Dependents under Direct Payment System as approved by the University Direct Payment System hospitals list.

9.2 The above Indoor Patient Service facility to the University Employees and their Dependents on Direct Payment Systems shall be subject to observing the following procedure:

- 9.2.1 The University Employee while availing the Medical Facility under the above Scheme shall produce Medical Card issued by the University containing particulars about the Employees and his Dependents i.e. Name(s) of the Employee & Employee No. / Dependents together with their Photographs, Date of Birth for identification purpose.
- 9.2.2 After admission of the University Employee / Dependents as Indoor Patient under the above Scheme the Hospital authorities shall inform Authorized Medical Officer of the University about the admission of the University Employee / Dependents within 48 hours of admission of the Patient who may visit the Hospital for Verification of Medical I.D. Card etc. and follow-up.

9.2.3 Similarly on discharge, the University Employee shall intimate within 48 working hours the PMO the discharge card along with full prescription / review plan/ fitness as issues by the Hospital Authorities.

9.2.4 The Hospital will send the Final Bill along with the copy of Discharge Letter and other documents to the Senior Medical Officer on the discharge of Indoor Patient Employee / Dependents.

10 Medical coverage during official Ex-Pakistan travelling. The Medical Statutes shall be applicable to Karachi only.

11 ENABLING CLAUSE:

Subject to approval by the Competent Authority these Statutes are liable to change from time to time.

11.1 Addition and deletion of the hospitals from time to time, shall be as per University rules.

11.2 The medical bills after assessing (provided complete in all respects) payable amount be forwarded within 08 working days to Director Finance for payment Directly to hospitals.

11.3 *Payment shall be made by Director of Finance, as per laid down procedure, as amended for Direct Payment and Reimbursement Systems at the rates approved by the Syndicate from time to time.

Notes :

1. The rent will be paid excluding the Air Conditioning Charges.
2. In addition to room / ward charges 15% extra will be payable as Medical attendant charges.
3. Payment will be reimbursed at the rates of maximum ceiling notified or the actual whichever is less.
4. Only for National Institute of Cardiovascular Diseases Karachi (N.I.C.V.D), the actual charges irrespective of maximum ceiling will be payable.

FINANCIAL MATTERS

NED University of Engineering & Technology, Karachi Financial Statutes, 2002

(Vide Section 39, 40 & 46(1) (m) of the Act 1977)

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NED University of Engineering and Technology
Financial Statutes, 2002.
(Vide Sections 39,40 & 46 (1)(m) of the Act, 1977)

PREAMBLE

Whereas the NED University of Engineering and Technology Financial Statutes, 1977 cover not only matters of principle which necessarily must be in the form of Statutes but also several procedural details which require changes from time to time (i.e change-over of the entire Accounting system from Single Entry to Double Entry) and consequently should be in the form of Regulations.

And whereas it has therefore become expedient to split the existing Statutes into Statutes and Regulations.

Now therefore Financial Statutes have been revised as follows:

1 SHORT TITLE

1.1 These Statutes may be called the NED University of Engineering and Technology, Financial Statutes, 2002.

2 DATE OF COMMENCEMENT

2.1 These Statutes shall come into force with immediate effect.

3 DEFINITIONS

3.1 In these Statutes, unless otherwise expressly stated:-

3.1.1 "Act" means the NED University of Engineering and Technology Act ,1977.

3.1.2 "Bank" means the bank or banks selected by the Syndicate of the University.

3.1.3 "Director Finance" means Director Finance of the University.

3.1.4 "Financial Year" means the financial year commencing from the 1st July and ending on the 30th June of the following year.

3.1.5 "Finance and Planning Committee" means Finance and Planning Committee of the University.

- 3.1.6 “Government” means the Government of Sindh.
- 3.1.7 “Officers of the University” means officers as specified in Section 26 of the Act.
- 3.1.8 “Resident Auditor” means Resident Auditor of the University.
- 3.1.9 “Syndicate” means Syndicate of the University.
- 3.1.10 “Senate” means Senate of the University.
- 3.1.11 “University” means NED University of Engineering and Technology, Karachi.
- 3.1.12 “Vice-Chancellor” means Vice-Chancellor of the University.

4 BUDGET

4.1 There shall be the Recurring Budget prepared before the beginning of every financial year and shall be approved by the Senate.

4.2 There shall be the Development Budget prepared before the beginning of every financial year and shall be approved the Senate.

4.3 There shall also be Budgets in respect of other funds (except Revolving Funds) maintained by the University and shall be prepared before the beginning of every financial year and shall be approved by the Senate.

4.4 Recurring Budget shall be prepared based on income from various sources and requirements of all departments.

4.5 Development Budget shall be prepared based on approved schemes of development.

4.6 Budgets of other funds shall be prepared based on the anticipated income and requirements of the University to be financed from these funds.

4.7 During the financial year, as and when required, re-appropriations in Recurring and other Budgets can be made and approved by the Finance and Planning Committee/ Syndicate.

5 ACCOUNT

5.1 The accounts of the University shall be maintained by the Director Finance.

5.2 All transactions shall be brought to account and all receipts shall be accepted through the bank only. No cash transaction shall be permissible, except as provided hereafter in Statutes 6.2.

5.3 The form in which accounts are to be maintained shall be proposed by the Director Finance from time to time and shall be approved by the Syndicate.

5.4 The annual statements of accounts shall be prepared by the Director Finance and signed jointly with the Resident Auditor within three months after the closing of financial year and placed before the Finance and Planning Committee and the Syndicate.

5.5 University shall maintain a register or cash book for account keeping. Erasures and over-writing in any account, register or cash book are expressly forbidden.

5.6 All books and registers shall be bound and paged (in print) before being brought in use and paging certificate affixed thereon under the signature of Director Finance.

5.7 The cash book shall be closed and balanced at the end of every month and signed by the Director Finance.

5.8 All concerned officers responsible for financial transactions shall maintain proper accounts in the prescribed manner and shall at the end of every month, reconcile the accounts with Bank Statements and submit the reconciled statements, to the Director Finance within 10 days of monthly closing of the cash book.

5.9 All items of receipts and expenditure, recorded in cash book shall be posted in the relevant classified ledgers of income and expenditure.

6. PAYMENTS

6.1 i) For urgent petty expenditure, various officers may be allowed permanent advances (imprest) as may be prescribed by the Vice-Chancellor from time to time.

ii) In every such case permanent advance (imprest) account shall be maintained by the concerned officer in the petty cash book and statement of accounts shall be sent to the Director Finance for reimbursement at a prescribed frequency or when 80% of the permanent advance (imprest) is consumed, whichever earlier.

6.2 Except for payments of immediate nature from the permanent advance (imprest) Account, all other payments shall be made by cheque signed by the Vice-Chancellor or by officers authorised by him.

6.3 Every bill or voucher received for payment shall be processed to see whether the expenditure;

- (a) is covered by provision in the approved budget.
- (b) is sanctioned by the competent authority and is processed according to the prescribed procedure.

6.4 No expenditure shall be made from University fund unless bill for its payment has in the prescribed manner been audited by the Resident Auditor.

6.5 Payment of salary to employees shall be made after the fixation of pay and allowances and grant of increments etc. are in the prescribed manner audited by the Resident Auditor.

6.6 All advances paid by the University shall be recorded in the register of demand and the Director Finance shall see that proper recoveries are made or the accounts are settled properly within the stipulated time but not later than close of the financial year.

6.7 All claims for payment shall be disposed of within the period as prescribed from time to time.

7. BANKS AND PROFITS

7.1 All deposits made with the University shall be recorded in a register of deposits.

7.2 Record of all investments shall be maintained in a register of investments.

7.3 All profits received or earned shall be credited to the relevant accounts unless prescribed otherwise.

8. CHEQUES

8.1 Cheques drawn on the Bank shall be with counter-foils. The stock of cheque books shall be kept under the custody of an officer authorised by the Director Finance.

8.2 On receipt of every cheque book, cheques must be counted and endorsed.

8.3 Cancellation of cheques, when required, shall be made as prescribed.

8.4 (i) If cheque is lost or destroyed, intimation shall at once be given to the Bank and its payment shall be stopped.

(ii) Cheque in lieu of any lost cheque shall be issued on a written request and against indemnity bond by the payee.

9 DELEGATION OF POWERS

9.1 The authorities/officers competent to sanction expenditure shall be as follows:-

9.1.1 Various officers of the University may sanction expenditure within the provisions of the approved budget under the powers delegated by the Vice-Chancellor from time to time.

9.1.2 Various Officers of the University may sanction expenditure from permanent advance (imprest) account as may be prescribed by the Vice-Chancellor from time to time.

9.1.3 The Director Finance shall have powers:-

- (a) to incur all expenditure on account of salaries of employees at the rates of pay and allowances as sanctioned by the University authorities from time to time.
- (b) to sanction contingent expenditure as prescribed by the Vice-Chancellor.
- (c) to sanction advances from Employees' Provident Fund as prescribed under relevant statutes.

- (d) to sanction final payment of accumulation in employees' Provident Fund Accounts as prescribed under relevant statutes.

9.1.4 The Vice-Chancellor in addition to the powers vested in him/her under sub-sections (vii) and (viii) of section 28 of Act, shall have powers.

- (a) to sanction advances to the employees as prescribed under relevant Statutes, Regulations and Rules.
- (b) to sanction development expenditure, within provisions of the approved PC-1 and sanctioned budget allocation.

9.1.5 The Syndicate in addition to the powers provided under sub section (2) of Section 16 of the Act, shall have powers to sanction any recurring or non-recurring expenditure not covered/provided in any head of the budget by means of re-appropriation.

10 WRITE OFF

10.1 All unserviceable stores shall be auctioned and subsequently written off as prescribed by Regulations.

10.2 The stores, which are lost by theft or otherwise, shall be written off as prescribed by Regulations.

11 ESTABLISHMENT

11.1 The names of officers, teachers and other members of establishment shall be recorded in a register and a separate page shall be allotted to each head of the establishment.

11.2 (a) Relevant portions of service books containing leave accounts, etc. shall be maintained for the University Employees in B-15 and below in the prescribed form and shall be audited as prescribed.

(b) Leave account of University Employees in B-16 and above shall be maintained in the prescribed form and shall be audited as prescribed.

12 DEAD STOCK AND CONSUMABLE STOCK

12.1 All dead stock and articles of permanent or consumable nature shall be recorded in the central dead stock register in the prescribed form.

12.2 Each Department may keep similar stock register(s)

13 PURCHASES

13.1 Purchases for the University shall be made as prescribed by Regulations.

14 DEFALCATION

14.1 When any defalcation or loss of University property, stores or money is discovered or reported, an enquiry shall be instituted at once by the Vice-Chancellor, and the matter shall be brought to the notice of the Syndicate. When the matter has been fully inquired into, a report suggesting the steps to be taken for recovery of the reported loss or defalcation shall be submitted to the Vice-Chancellor/Syndicate. The irrecoverable balance of the amount lost or embezzled may be written off as prescribed.

15 GENERAL

15.1 While exercising financial powers the guidelines given in appendix-I shall be observed.

15.2 Any procedure about finance not covered under the above Statutes shall be the same as followed by the Government of Sindh.

16 REPEAL OF NED UNIVERSITY OF ENGINEERING AND TECHNOLOGY STATUTES 1977.

16.1 The NED University of Engineering and Technology Financial Statutes, 1977 are hereby repealed.

APPENDIX-I

(Vide Statute 15.1)

GUIDELINES FOR EXERCISING FINANCIAL POWERS

The following procedure shall be observed by all the officers who exercise financial powers either by delegation or otherwise.

- (i) The same vigilance shall be exercised in respect of expenditure of University Funds as a person of common and normal prudence exercises in respect of spending his own money.
- (ii) All the relevant provisions of the University Financial Statutes and if the same is silent on any particular matter, the relevant provisions of Government of Sindh Financial Rules shall be observed in incurring expenditure from University funds.
- (iii) The money allocated to different budget heads or sub-heads shall be spent strictly in terms of the original allocation.
- (iv) All the officers to whom financial powers have been delegated shall see that they do not exercise their powers of sanctioning expenditure in passing any orders which, directly or indirectly, are to their own advantage. In all such cases the best would be to refer them to the Vice-Chancellor for advice and/or decision.
- (v) Officers exercising financial powers are not authorised to reappropriate the funds from one head to another.

**NED University of Engineering and
Technology, Karachi
Employees Pension Statutes, 1990
(As amended Vide Section 38 and 46(1)(a) of the Act, 1977)**

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**NED University of Engineering and
Technology, Karachi
Employees Pension Statutes, 1990
(As amended) (Vide Section 38 and 46(1)(a) of the Act, 1977)**

CHAPTER - 1

GENERAL

SHORT TITLE:

1 These Statutes may be called the NED University of Engineering and Technology Employees Pension Statutes, 1990.

COMMENCEMENT:

2 These Statutes shall be deemed to have come into effect from first of March, 1977.

DEFINITIONS:

3 (i) In these Statutes unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say:-

- (a) ***“Average Emoluments”** means average calculated on the basis under Clause 17.

Provided that in the case of employees who retired on 01-07-1986 or thereafter pension shall be calculated at the existing rate on last pay/emoluments drawn”.

- (b) **“Contributory Provident Fund”** means the University Provident Fund to which an employee contributes a fixed percentage of his salary and the University also contributes an equal amount to the fund in favour of the employee.
- (c) **“Competent Authority”** means the appointing authority or a person duly authorised by the appointing authority in that behalf not being a person lower in rank to the officer or teacher or other employee concerned.

- (d) "Director of Finance" means the Director of Finance of the University.
- (e) "Employee" means Employees of the University who have opted for these pension Statutes and/or to whom these Statutes apply.
- (f) "Full Pension" means the amount of ordinary pension admissible including 1/4th of the surrendered portion of the Pension.
- (g) "Family" means wife/husband, legitimate children and step-children of a University employee residing with and wholly dependent upon him/her.
- (h) "Foreign Service" means service in which a University employee receives his substantive pay with the sanction of the Competent Authority from any source other than the University Fund.
- (i) "Head of Department" means the Head of a teaching or an administrative department and includes the Dean of a Faculty, the Chairman of the Department, the Registrar, the Director of Finance, the Controller of Examinations and the Librarian.
- (j) "Medical Authority" for the medical examination of University employees for the purpose of granting invalid pension, commutation of pension or extraordinary pension means:
 - (i) the University medical officer in respect of University employees upto B-4.
 - (ii) a standing Medical Board consisting of not less than two Medical Officers to be appointed by the Vice-Chancellor in respect of University employee in B-5 and above.
- (k) "No Demand Certificate" means a certificate by all the concerned offices/departments that the dues against the retiring University employee upto the date of retirement have been realized and nothing is now outstanding against him.

- (l) "Ordinary Pension" means pension other than extraordinary pension.
- (m) "Pension" means a periodical payment made by the University in consideration of past services rendered by University employee. Except when the term Pension used in contradistinction to gratuity, it includes gratuity.
- (n) "Registrar" means the Registrar of the University.
- (o) "Resident Auditor" means the Resident Auditor of the University.
- (p) "Service under the University" means service in the University and in case of those who are transferred from erstwhile additional campus of the University of Karachi (NED Government Engineering College), service rendered before such transfer.
- (q) "Syndicate" means the Syndicate of the University.
- (r) "University" means the NED University of Engineering and Technology, at Karachi.
- (s) "University Fund" means the fund as defined in Section 39(1) of the NED University of Engineering and Technology, Act, 1997.
- (t) "Vice-Chancellor" means the Vice-Chancellor of the University.

(ii) Other terms and expressions not specifically defined herein shall carry the meanings assigned to them in the NED University of Engineering and Technology, Act, 1977 and the Statutes regarding Terms and Conditions of Service of University employees.

EXTENT OF APPLICATION:

4 Without prejudice to the provisions of Statute 32 of these statutes, they shall apply to all University employees except the following :--

- (a) A University employee who has rendered less than 5 years service.

- (b) University employees who opt for the benefits of Contributory Provident Fund.
- (c) University employees paid from Contingencies or borne on work charged establishment.
- (d) University employees engaged on contract or on special terms and conditions of service which contain no stipulation for pension under these Statutes.
- (e) University employees engaged, otherwise than on contract, for a specified period or term which does not extend to the age of superannuation.
- (f) Any University employee or class of University employees who may be excluded by the Syndicate from the application of these Statutes.
- (g) Any University employee who holds a post which has been declared by the Syndicate to be non-pensionable.
- (h) Any person who is not a regular whole time employee of the University.
- (i) Any person who is not paid from the University Fund, but is paid from a Fund held by the University as Trustees.

5 University employees who have at their credit a period of service with the former NED Government College, and service in the additional campus of the University of Karachi, less than the minimum period of ordinary pensionable service shall be governed by these Statutes.

RIGHT OF OPTION:

6 University employees who had at their credit minimum period of pensionable service in the NED Government Engineering College and additional campus of the University of Karachi, before 1-3-1977, shall have the right of option either to be governed by Sindh Government Pension Rules or by these Statutes. The option shall be exercised within 6 months of the promulgation of these Statutes, unless the competent authority for bonafide reasons extend the prescribed period.

7 (1) Subject to the provisions of these Statutes a University employee shall have the right to opt for the Contributory Provident Fund or pensionary benefits under these Statutes. The option shall be exercised within six months of the promulgation of these Statutes.

In case the option is not exercised within the specified period then these Statutes shall be deemed to have been opted, unless the competent authority for bonafide reasons extend the prescribed period.

(2) The option mentioned in paragraph (1) above shall be communicated in writing to the Director of Finance against receipt through, the Head of Department concerned, and a copy of the communication shall be sent to the Registrar for employee's personal file.

(3) The option once exercised or deemed to have been exercised shall be final.

Explanation; It shall not be open for University employees to opt partly for Contributory Provident Fund and partly for Pensionary benefits.

AUTHORITY COMPETENT TO SANCTION PENSION / GRATUITY:

8 (i) Unless otherwise expressly provided, the authority competent to sanction the grant of pension shall be the Syndicate in respect of University employees of B-17 and above, and the Vice-Chancellor in respect of University employees of B-1 to B-16.

(ii) An appeal against the orders of the Vice-Chancellor shall lie to the Syndicate and that against the orders of the Syndicate the aggrieved person may apply to the Syndicate for review of his case.

(iii) Subject to Statute 4 the Pension of all University employees shall be regulated by these Statutes provided that it shall be open to the Syndicate to rule that the service of any employee of the University does not qualify for pension.

PAYMENT OF PENSION:

9 (i) **Beginning of Payment of Pension:**

The ordinary pension is payable from the date on which the pensioner ceases to be borne on the establishment, or from the date of his application, whichever is later. The object of this later alternative is to prevent unnecessary delay in the submission of applications. The Statute may be relaxed in this respect, by the authority sanctioning the pension when the delay is sufficiently explained.

- (ii) **Payment of Gratuity:**
A gratuity is paid in single sum, and not by instalments, on receipt of the authority.
- (iii) **Payment of Pension:**
A pension is payable monthly on and after the first day of the following month.
- (iv) **Death of a Pensioner:**
A pension is payable for the day on which the pensioner dies.
- (v) On receipt of the Pension Payment Order, the disbursing Officer should deliver one half to the pensioner, and keep the other half carefully in such a manner that the pensioner, cannot have access thereto. All payments should be entered on both the halves and attested by disbursing officer.
- (vi) **Payment of Pension by Money Orders:**
Small pensions upto Rs.500/- per month can be drawn by pensioners at their option and expense through postal Money Orders.
Pensioners drawing upto Rs. 30/- per month are allowed to draw their pensions at University expenses through postal Money Orders.
- (vii) **Personal appearance of pensioners and payment through life certificate:**
As a rule, a pensioner must take payment in person after identification by comparison with the Pension Payment Order. A pensioner specially exempted by the Competent Authority from personal appearance, or a female pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in public in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a LIFE CERTIFICATE signed by a responsible officer of University or by some other well-known and trust-worthy person. A pensioner of any description, who produces a life certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer who before retirement held a Gazetted appointment or exercised the powers of a Magistrate or by a Munsif, or by any person holding a Government title, is also exempted from personal appearance. In all such cases the disbursing officer must take precaution to prevent impositions and must, at least once a year, require proof independent of that furnished by the life certificate, of the continued existence of the pensioner.

(viii) **Drawal of Pension through Agents:**

A pensioner of any description resident in Pakistan is exempted from personal appearance if he draws his pension through a duly authorized agent approved by Competent Authority who must execute a bond to refund over payments and produce at least once a year a life certificate signed by any of the persons authorised in (vii) above. Such pensions should not be paid on account of period of more than a year after the date of life certificate last received and the Director of Finance and the disbursing officer should be on the watch for authentic information of the decease of any such pensioner and on receipt thereof should promptly stop further payment.

(ix) **Drawal of Pensions by pensioners not residing in Pakistan.**

A pensioner not residing in Pakistan, may draw his pension through a duly authorised agent who must either produce a certificate by a Magistrate, a Notary Public or a Banker or the Head of a Pakistan Mission abroad or a gazetted officer duly authorised by him on each occasion, that the pensioner was alive on the date to which his pension is claimed, or execute a bond to refund over-payments and produce such certificate at least once a year.

(x) **Certificate of non-employment:**

A pensioner is required to append to his bill a certificate as follows:

“I declare that I have not received any remuneration for serving in any capacity either under Government or under a Local Fund during the period for which the amount of pension claimed in this bill is due”.

Note: In the case of a pensioner permitted to draw pension after re-employment, this certificate should be modified according to facts.

(xi) **Arrears of Pension:**

There is no restriction for the drawal of pension, if it falls into arrears. The arrears may be paid by the disbursing officer without any reference to the pension sanctioning authority.

(xii) **Arrears payable to heirs of pensioners:**

On the death of pensioner payment of any arrears actually due may be made to his heirs provided that they apply within one year of his death. It cannot be paid thereafter without the

sanction of the authority by whom pension was sanctioned, to be obtained through the Director of Finance. If, however, the arrears do not exceed Rs.100/- and the case presents no peculiar feature, the Director of Finance is empowered to pass the arrears on his own authority.

- (xiii) If a University employee not governed by the pension-cum-gratuity Scheme, 1954, dies before actually retiring or being discharged, his heirs have no claim to anything in respect of his pension.
- (xiv) **Good Conduct, Implied Condition for grant of Pension:**
Good conduct is an implied condition for grant of every kind of pension. The University may withhold or withdraw a pension or any part of it, if the pensioner is convicted of serious crime or he is found to have been guilty of grave misconduct either during or after the completion of his service, provided that before any order to this effect is issued, the procedure laid down in the NED University of Engineering and Technology Employees (Efficiency and Discipline) statutes shall be followed.
- (xv) **Taking part in elections and politics:**
Except with the previous sanction of the Competent Authority, no pensioner shall, within a period of two years from the date of his retirement, take part in any election activity of any kind. The contravention of this provision shall be deemed to be a grave misconduct.
- (xvi) **Commercial employment after retirement:**
If a pensioner who immediately **before** retirement was an employee of the University, wishes to accept any commercial employment before the expiry of two years from the date of his retirement he should obtain the previous sanction of the competent authority for this. No pension shall be payable to a pensioner who accepts commercial employment without such sanction, in respect of any period for which he is so employed or such longer period as the Competent Authority may direct. A University employee permitted by the competent authority to take up a particular form of commercial employment during his leave preparatory to retirement shall not be required to obtain subsequent permission for his continuation in such employment after retirement.

(xvii) **Attachment of Pensions:**

No pension granted or continued by University, on account of past service or present infirmities or as a compassionate allowance and no money **due** or to become due on account of any such pension or allowance, shall be liable to seizure, attachment or sequestration by process of any Court in Pakistan, at the instance of a creditor, for any demand against the pensioner or in satisfaction of a decree or order of any such Court.

(xviii) **Agreements for recovery from Pensions:**

All assignments, agreements, orders, sales and securities of every kind made by the person entitled to any pension, pay or allowance in respect of any money not payable at or before the making thereof on account of any such pension, pay or allowance, or for giving or assigning any future, interest therein, are null and void.

(xix) **Recovery from pension on account of loss:**

The Competent Authority has got the full right to order the recovery from the pension of an officer / employee of any amount on account of losses found in judicial or departmental proceedings to have been caused to University by the negligence or fraud of such officer / employee during his service.

(xx) **Recovery of excess payments:**

In case the amount of pension granted to a University employee is afterwards found to be in excess of that to which he was entitled under these Statutes, he shall be liable to refund such excess.

CHAPTER -- II

SERVICE QUALIFYING FOR PENSION AND CONDONATIONS OF INTERRUPTIONS AND DEFFICIENCIES

CONDITIONS OF QUALIFYING SERVICE:

- 10 (i) Unless it be otherwise provided by special order or contract, the service of an officer begins to qualify for pension from the date he takes charge of the office to which he is first appointed.
- (ii) The service must be under the University as defined in these Statutes. A University employee does not qualify his service for pension unless he is appointed and his duties and pay are regulated by the University.
- (iii) The employment must be substantive and permanent.
- (iv) A University employee not employed in a substantive permanent capacity who has rendered more than 5 years continuous temporary service counts such service for the purpose of pension or gratuity excluding broken periods of service, if any, rendered previously. Temporary and officiating service followed by confirmation is also counted for pension or gratuity subject to the exclusion of broken periods of temporary or officiating service, if any.
- (v) Only the service paid from the University Fund qualifies for pension. Deputation abroad also counts for pension provided the pension contribution was paid as required under these Statutes. The effective service rendered by a University Employee in an autonomous or semi-autonomous body, in a post appointment to which is, by law, required to be made, and the salary of which is required to be fixed by the Federal Government or a Provincial Government is treated as effective service rendered in a post in Government Service.
- (vi) The continuous service rendered by contingency paid staff prior to their being brought on the regular establishment, from 1st October, 1957, will count in full and continuous service before that date counts in half for purpose of pension.

- (vii) Civil employees who, prior to their civil employment, have rendered whole time satisfactory paid, enlisted or commissioned service including service rendered as a cadet in a Military Training School between the 3rd September, 1939 and the 31st March, 1949 in Her Majesty's Force which did not earn a service pension and who have been appointed in a Civil pensionable post on or before the 18th July, 1949 are allowed to count the completed years of such service upto a maximum of five years, for the purpose of civil pension.
- (viii) All periods of leave, other than extraordinary leave, count as service qualifying for pension.
- (ix) The period of suspension followed by reinstatement counts towards qualifying service for pension.
- (x) In case where a University employee is compulsorily retired following a period of suspension ordered under NED University of Engineering and Technology employees (Efficiency and Discipline) Statutes, 1990 pension or gratuity is admissible only for the period of service rendered excluding the period of suspension.
- (xi) Resignation of the University service, dismissal or removal on account of misconduct, insolvency or inefficiency or failure to pass an examination entails forfeiture of past service. Subject to any order of the competent Authority made on compassionate grounds a University employee who is removed or dismissed shall not be entitled to any compensation pension, gratuity or benefit accruing from University contribution to a contributory provident fund. Resignation of an appointment to take up another appointment in which the service counts for pension is not a resignation of the University service for the purpose of pension.
- (xii) Any interruption in the service of an officer entails forfeiture of his past service. The authorised leave of absence, suspension immediately followed by reinstatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
- (xiii) The authority who sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.

- (xiv) *Notwithstanding anything contained in Chapter II, the Terms and conditions for counting service rendered at one University towards total length of service after joining another University and proportionate sharing of pension contribution by the Universities concerned shall be followed as notified by the HEC (formerly UGC) and/or the Govt of Pakistan/Sindh and adopted by the Syndicate, from time to time.

CONDONATION OF INTERRUPTION AND DEFICIENCIES:

- 11 (i) Upon such conditions as it may think fit in each case to impose, the authority competent to fill the appointment held by a University employee at the time condition is applied for were he to vacate the appointment, may condone all interruptions in his service, provided such interruption is not due to any fault or willful act of the University employee, like unauthorised absence, resignation or removal from service. This power, however, cannot be exercised to condone breaks in temporary and officiating service specifically excluded from the category of qualifying service under Article 371-A C.S.R. Interruptions due to removal on account of reduction and retrenchment of a post should be deemed to have been condoned.
- (ii) A deficiency of a period not exceeding six months in the qualifying service of a University employee shall be deemed to have been condoned automatically. The authority competent to sanction pension may condone a deficiency of more than six months but less than a year, subject to the following conditions.
- (a) The University employee has died while in service or has retired under circumstances beyond his control, such as on invalidation or abolition of his post, and would have completed another year or qualifying service; if he had not died or retired.
- (b) The service rendered by him had been meritorious.
- (iii) A deficiency of full one year or more cannot be condoned.
- (iv) These provisions will not apply to University Employees who have rendered less than five years continuous service.

* Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

CHAPTER - III

CLASSIFICATION OF PENSION

COMPENSATION PENSION:

12 (a) If a University employee is selected for discharge owing to the abolition of a permanent post, he shall, unless he is appointed to another post, the conditions of which are deemed by authority competent to discharge him to be at least equal to those of his own, have the option:

- (i) of taking any compensation pension or gratuity to which, he may be entitled for the service he has already rendered:
or
- (ii) of accepting another appointment or transfer to another establishment even on a lower pay, if offered, and continuing to count his previous service for pension.

Note: University employee cannot refuse offer of alternate employment.

(b) A University employee not employed in a substantive permanent capacity is granted Compensation Gratuity/ Pension if he is discharged after completing qualifying service of 10/25 years or more owing to the abolition of his post or is replaced by a "Qualified" candidate.

INVALID PENSION

13 (a) *An invalid pension is awarded, on his/her retirement from the public service, to a University employee who by bodily or mental infirmity is permanently incapacitated for the public service, or for the particular branch of it to which he/she belongs. The infirmity has, however, to be certified by a duly constituted Medical Board. Further that if a University employee is unable to work and retire on invalidation on account of illness, accident, earthquake or terrorism will get complete pension benefits and condition of ten years' service shall not apply to such cases.

* Amended Vide Senate Resolution No.SNT-30.4 held on 28.06-2022.

(b) If a temporary University employee is retired for inefficiency due to mental or physical infirmity, he shall be allowed pensionary benefits as if he was required to retire in terms of rule 10-A, of the Fundamental Rules.

(c) In case an officer dies before his retirement, his pension is calculated, as if he was retired on Invalid Pension on the date following the date of his death.

SUPERANNUATION PENSION:

14 A superannuation pension is granted to a University employee entitled or compelled, by Act/Statutes to retire at a particular age.

In terms of NED University of Engineering and Technology, Act, 1977, a University employee is required to retire on completion of 60 years of age.

RETIRING PENSION:

15 (i) A retiring pension is granted to a University employee who is permitted to retire after completing qualifying service of 25 years. Such a pension is also granted to a University employee who is required by competent authority to retire after completing twenty-five years qualifying service or more.

(ii) Subject to provisions of Essential service (Maintenance) Act, 1952, a University employee other than that against whom a departmental proceeding is pending has the right to retire from service after completion of 25 years qualifying service. Such a University employee shall, at least three months before the date on which he intends to retire, be required to submit a written intimation to the authority competent to fill the appointment held by him at the time of submitting that intimation indicating the date on which he intends to retire. Such an intimation, once submitted shall not be allowed to be modified or withdrawn. However, before formal acceptance of the request he may, if so desired, withdraw his application for premature retirement.

(iii) Competent Authority has the right to retire any University employee after he has completed 25 years qualifying service.

(iv) The term retirement used in these Statutes includes “Compulsory Retirement”, under NED University of Engineering and Technology Employees (Efficiency & Discipline) Statutes 1990.

(v) In case of voluntary retirement of University employee the heads of Departments are responsible for ensuring verification of qualifying service by the Director of Finance within one month from the date of receipt of application for voluntary retirement after 25 years qualifying service. If the qualifying service comes out to be less than 25 years, the University employee will have to continue in service till he completes that length of service. The fact of the shortfall in the qualifying service should be pointed out by the Head of the Department to the University employee concerned before the expiry of the three months notice period.

CHAPTER - IV

EMOLUMENTS RECKONED FOR PENSION:

16 The term "Emoluments" means the emoluments which a University employee was receiving immediately before his retirement and includes:

- (i) Pay as defined in F.R.9 (21) (a) (i).
- (ii) Personal pay.
- (iii) Technical pay.
- (iv) Special pay granted in terms of F.R.9 (25).
- (v) Senior Post Allowance, (will apply to officers who retire on or after 01-05-1977).
- (vi) Any other addition to pay which may specifically be declared by Chancellor / Governor as emoluments reckoning for pension.
- (vii) The emoluments or pay drawn by a University employee who is transferred on foreign service in an autonomous or semi-autonomous body, in a post appointment to which is by law, required to be made and the salary of which is required to be fixed, by the Federal Government or a Provincial Government are treated as emoluments or pay drawn in a post in University service
- (viii) For the purpose of calculation of emoluments in respect of University employees posted abroad during the period of last three years or a portion thereof the Dearness Allowance and Senior post Allowance, which they would have drawn in Pakistan, but for their posting abroad should be taken into account and included in the term emoluments on notional basis.
- (ix) The deputation pay allowed to the deputationists is not covered under F.R.9(25) and as such should not be taken into account in calculating the emoluments for pension.

AVERAGE EMOLUMENTS:

17 (i) The term "Average Emoluments" means the average calculated upon the last 12 months of service. If during the 12 months of his service a University employee has been absent from duty, on leave without allowance, or having been suspended, has been reinstated without forfeiture of service, his emoluments, for the purpose of ascertaining the average, should be taken into account at what they would have been had he not been absent from duty or suspended. If during the last 12 months of his service, a University employee has been absent from duty on leave without allowance (not counting for pension), the period so passed should be disregarded in the calculation of the average and equal period before the 12 months included.

(ii) If during the last 12 months of his service an officer's pay has been refixed as a result of revision or upgradation of the scale of the post held by him with retrospective effect, but arrears have not been allowed nor recoveries made in respect of the past period, his emoluments for the purpose of calculating the average, should be taken, as what they would have been if the arrears would have been made.

(iii) *In the case of employee who retired on 1/7/1986 or thereafter, pension shall be calculated at the rate as notified by the Govt of Pakistan/Sindh and adopted by the Syndicate, from time to time.

AMOUNT OF PENSION:

18 (a) The amount of pension that may be granted to a University employee is determined by the length of service. Fractions of a year are not taken into account in the calculation of any pension admissible to a University employee. The full pension admissible under the Statutes is not given as a matter of course. The service rendered should be really approved. If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper.

Note: The amount of any pension shall not be reduced under these statutes without affording to the person entitled to it, by means of a notice in writing an opportunity to show cause against the proposed reduction.

(b) If a University employee, employed in a substantive and permanent capacity in pensionable service retires or is selected for discharge owing to the abolition of his permanent post after completing

* Amended Vide Senate Resolution No.SNT-30.4 held on 28.06-2022.

qualifying service of 5 years but less than 10 years, he may be granted a gratuity not exceeding one month emoluments for each completed year of qualifying service. If such a University employee has completed qualifying service of 10 years or more at the time of his retirement or discharge, as the case may be, he may be granted the ordinary pension.

(c) Temporary University employees who retire from service in the usual course, i.e. on attaining the age of superannuation or on being declared incapacitated for further service or who elect to retire after completion of 25 years qualifying service, are treated at par with permanent University employees and as such are entitled to gratuity or pension as the case may be in accordance with (b) above. If however, a temporary University employee is discharged from service owing to the abolition of his post or replacement by a 'qualified' candidate he is entitled to an ordinary pension on completion of qualifying service of 25 years or more and to a gratuity not exceeding one month's emoluments for each completed year of qualifying service subject to a maximum of Rs. 25,000/= on completion of 10 years but less than 25 years qualifying service. No gratuity or pension is admissible to such temporary University employee, who at the time of discharge have rendered service of less than 10 years.

(d) The amount of Pension of a University employee who has completed 25 years qualifying service and is entitled to exercise the right to retire on a retiring pension should not be less than the amount to which he would have been entitled if he had exercised this right, notwithstanding the fact that his emoluments may be reduced by reason of his appointment to another post carrying lower pay, otherwise than as a penalty.

CALCULATION OF PENSION

RATE AND SCALE OF PENSION;

19 (i) *Deleted

(ii) *Deleted

* Extra years of service benefit discontinued for those opting Basic Pay Scales Scheme 2001 adopted vide Syndicate Resolution No. Syn. 122.6 (a)(vii) dated 08.12.2001.

***PENSION-CUM-GRATUITY SCHEME – FAMILY PENSION:**

20 In accordance with the provisions of Pension-cum-Gratuity Scheme, the University employees who surrender 1/4th of the pension (including the special additional pension) admissible to them and the payment of pension/gratuity or both is regulated as under:-

(i) A University employee who has rendered more than 5 years service but less than ten years qualifying service may be granted a gratuity not exceeding one month's emoluments for each completed year of qualifying service. In case of invalidation and death the rate will be 1 1/2 months pay for each completed year of service. This amount will be paid to him at the time of his retirement or to his family in the event of his death while in service. In this case no pension is admissible and 1/4th of the amount is not required to be surrendered.

(ii) *Deleted

(iii) *Deleted

(iv) *Where a pensioner dies within 10 years of his/her retirement family pension shall be admissible as notified by the Govt. of Pakistan/Sindh and adopted by the Syndicate, from time to time.

(v) The commutation will be allowed upto 1/2 of the full pension and this half will include the surrendered portion so that the uncommuted portion remains equal to the half of the total pension.

Provided that the employees appointed on or after 1.12.2001 shall be allowed commutation upto 40% of gross pension and the uncommuted portion will remain equal to 60% of the total pension or as notified by Govt. from time to time and adopted by the Syndicate.

Provided that the employees appointed on or after 01-07-2005 shall be allowed commutation and pension in accordance with the Basic Pay Scales Scheme 2005 as adopted by the University vide Syndicate Resolution No.SYN-138.8(v) dated 29-09-2005.

Further provided that in future, the policy regarding the payment of commutation and pension shall be followed as notified by the Govt. of Pakistan/Sindh and adopted by the Syndicate, from time to time.

(vi) the family for the purpose of payment of death-cum retirement gratuity includes the following of the University employees :-

(a) Wife or wives in the case of male University employees (unless there is a judicial separation wife continues to be member of the University employee's family irrespective of the fact whether she is living with him or not.)

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Amended Vide Senate Resolution No.SNT-30.4 held on 28.06-2022.

- (b) Husband in the case of a female University employee.
(A female University employee can exclude her husband from being a member of her family).
- (c) Legitimate children of the University employee.
- (d) Widow or widows and children of deceased son of University employee.

RESTORATION AND RECALCULATION OF FAMILY PENSION:

20-A Notwithstanding anything contained in the foregoing statues the widows of University employees whose husbands had died before 1st July, 1983 after drawal of pension for 5/10 years, shall also be entitled to the family pension for life at 50% of the pension with effect from 1st July, 1985. In cases where the gross pension is required to be recalculated due to elimination of cut off points, the amount of family pension may be worked out on the basis of recalculated amount of gross pension.

NOMINATIONS:

- 21 On completion of five years qualifying service by him/her every University employee should make a nomination in Form 'A' or 'B' (vide Appendices 'B' and 'C') conferring on one or more persons the right to receive the gratuity in the event of his/her death. If the nomination is in respect of more than one person then their relative shares should also be specified. The nomination can be cancelled or changed at any time. The nomination should be sent to the Director of Finance.

PROCEDURE FOR PAYMENT OF GRATUITY AND FAMILY PENSION TO NOMINEES AND OTHER MEMBERS OF FAMILY:

22 A) When the amount of gratuity becomes payable to the family of the University employee, the payment is made according to the following procedure :-

- (a) The amount of gratuity is paid to the nominee or the nominees in accordance with the specified shares.
- (b) Where a valid nomination was not in existence or the full amount was not covered by the nomination, the amount of gratuity will be paid in equal shares to the members of the family with the exception of sons and grandsons who have attained the age of 18 years and married daughters and grand-daughters whose husbands are alive. The share of the widow/widows and children of a deceased son will, however, be limited to that as would have been admissible to the son, had he not died.

B) In case where a University Employee does not leave any family as mentioned above, the gratuity will be paid in equal shares to his brothers below the age of 18 years, unmarried and widowed sisters, father and mother. No gratuity is, however, payable at all if a University employee does not leave any family or eligible dependent relatives as specified above.

C) The family pension, in the event of death of a University Employee, will be payable to the members of his family or to his dependent relatives [as detailed in Statute 20(vi) above], in the following order, i.e., the title will pass on to the next in the event of former having died or becomes otherwise ineligible:-

- (a) Widow of the deceased, if he was a male University Employee or to the husband of deceased, if she was a female. If the University Employee had more than one wife, but the total number of surviving widows and children does not exceed four, the pension is divided in equal shares among the widows and children (excluding sons above the age of 18 years and the married daughters); where the number of surviving widows and children is more than four; the pension will be divided in such a way that each surviving widow should get $\frac{1}{4}^{\text{th}}$ of pension and the balance if any, will be divided equally amongst the surviving children (excluding the sons above the age of 18 years and married daughters).
- (b) Eldest surviving son.
- (c) Eldest surviving unmarried daughter, if she marries or dies, then the next eldest.
- (d) Eldest widowed daughter.
- (e) Eldest widow of a deceased son of the University Employee.
- (f) Eldest surviving son of a deceased son of the University Employee.
- (g) Eldest surviving unmarried daughter of a deceased son of the University Employee.
- (h) Eldest widowed daughter of a deceased son of the University Employee.

If the pension was not payable to any member of family as detailed above, it is payable in the following order :-

Father, mother, eldest surviving brother below the age of 18 years, eldest surviving unmarried sister and eldest surviving widowed sister.

D) The pension to the above persons will be payable if it is proved that such person was dependent on the deceased University employee for support. The Pension will cease to be payable as soon as a female gets married or remarried or a brother attains 18 years of age.

E) The pension will be payable to one member at a time. When it is not payable to him/her on account of his/her death or due to the reasons as stated above, the pension will be paid to the next claimant in the order of eligibility.

F) Where gratuity/pension is payable to minor or minors payment is made to the regularly appointed Manager or Guardian. Where there is no guardian, the sanctioning authority may allow the payment to their mother. In case the mother is not alive or was judicially separated from the University employee in his life time, the sanctioning authority may nominate any suitable person to be the guardian for the purpose. For female University employee, the payment can be made to the father of the minor children.

CHAPTER -- V

ANTICIPATORY PENSION / GRATUITY:

23 (a) When a University Employee is likely to retire before his pension can be finally assessed and settled, action should be taken for grant of anticipatory pension. For this purpose, the sanctioning authority should furnish to the Director of Finance / Resident Auditor with all the particulars of service in respect of the retiring University Employee. The Director of Finance / Resident Auditor should sanction the disbursement of pension to which, after the most careful summary investigation that he can make without delay, he believes the University Employee to be entitled. Such disbursements should be made only after the following declaration has been signed by the retiring University Employee:-

"Whereas the (here state the designation of the officer sanctioning the advance), has consented provisionally, to advance to me a pension of Rs. _____ per month and lump sum gratuity of Rs. _____ in anticipation of the completion of the enquiries necessary to enable the University to fix the amount of my pension and gratuity, I hereby acknowledge that, in accepting this advance, I fully understand that my pension and gratuity are subject to revision on the completion of the necessary formal enquiries, and I promise to base no objection to such revision on the ground that the provisional pension and gratuity now to be paid to me exceeds the pension and gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension and gratuity to which I may be eventually found entitled."

(b) If the Director of Finance / Resident Auditor considers it likely that the University Employee would be entitled to a Gratuity only one-sixth of the amount of such probable gratuity should, upon a similar declaration, be disbursed monthly for six months until the amount is finally settled earlier.

(c) The payment of the anticipatory pension should be so arranged that it is not delayed beyond the first day of the month following the month in which University Employee is due to retire.

24. If for any reason it is apprehended that the pension payment order cannot be issued within the prescribed time (in the case of normal retirement, one month before retirement and in the case of premature, voluntary or compulsory retirement or death, within three months of the date of event) a provisional order authorising payment of 80% of the admissible pension may be issued by the competent authority without referring the case to the Director of Finance within one month of the expiry of the prescribed time.

CHAPTER -- VI

COMMUTATION OF PENSIONS:

****25** A University Employee is entitled to commute for a lump sum payment of any portion, not exceeding 1/4th of pension which has been or may be granted to him/her, even if a pensioner opts not to surrender 1/4th and draws gross pension commutation will be allowed to a maximum of 1/4th of the gross amount of pension only.

*Provided that w.e.f. 1/7/1986 gratuity shall be abolished altogether. Commutation shall, however, continue to be admissible in accordance with the procedure/table as notified by the Govt of Pakistan/ Sindh and adopted by the Syndicate, from time to time.

26 The application for commutation should be addressed to the sanctioning authority. On receipt of the application, the sanctioning authority will transmit to the applicant a copy of the Director of Finance's certificate of the lump sum to be paid on commutation, and direct him to appear for examination before a medical authority to be prescribed by the sanctioning authority. The applicant must appear before the medical authority within 3 months of the date of orders of the sanctioning authority. This intimation will be treated as administrative sanction for commutation, but will lapse if the medical examination is not held within the prescribed period. If the applicant does not appear before the medical authority within the prescribed period, the sanctioning authority may, at its discretion, renew the administrative sanction for a further period of three months. The applicant can withdraw his application by written notice despatched at any time before medical examination, but this option will expire on the appearance before medical authority.

* Employees appointed on or after 01.12.2001 shall be allowed commutation upto 40% of gross pension at the rate as per appendix (K-1) vide office order No. R(Admn) / (254) /2843 dated 13.05.2002. (Appendix 'E')

** Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

27. The commutation will become absolute, i.e., the title to receive the commuted portion of pension will cease and the title to receive the commuted value will accrue, on the date on which the Medical Board signs the medical certificate. Whatever the date of actual payment, the amount paid and the effect upon the pension will be the same as if the commuted value was paid on the date on which commutation became absolute. If the pensioner died on or after the day following that on which commutation became absolute, but before receiving the commutation value, this value will be paid to his heirs.

28 Commutation is not subject to medical certificate if it is asked for within one year of the date of retirement. The date of application by the retired employee, in such a case, will be the date of commutation becoming absolute.

29 In the case of provisional pension, the commutation may be provisionally sanctioned on that basis. When the pension is finally sanctioned, the final payment order should be substituted for the provisional payment order for purpose of commutation as also for all other purposes. In the case of premature retirement on medical grounds the requirement of medical examination will not be waived.

*30 The lump sum payable on commutation is to be calculated in accordance with the table as notified by the Govt of Pakistan/Sindh and adopted by the Syndicate, from time to time.

31 The University administration, should ensure that while approaching the medical authorities for constituting medical boards, relevant papers etc., are sent to them complete in all respects, well in advance of the next date of birth of the University Employee concerned.

RESTORATION OF COMMUTED PORTION OF PENSION/ GRATUITY:

*31(A) The restoration of commuted portion of pension/ gratuity, if any, shall be made in accordance with Policy as notified by the Govt of Pakistan/Sindh and adopted by the Syndicate, from time to time.

* Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

CHAPTER -- VII

WOUND, INJURIES AND EXTRAORDINARY PENSIONS:

32 (1) The Statutes in this chapter apply to all persons in the University service, whether their employment is permanent, temporary or casual and whether they are remunerated by fixed pay or by piece work rates; provided that in case of a person to whom the workman's Compensation Act, 1932, applies:-

- (a) the amount of an award shall be paid under the provisions of this Chapter only if the authority competent to sanction it considers that the compensation payable under the Act is in the particular case inadequate; and
- (b) the amount of an award paid to any such person shall not exceed the difference between the amount otherwise admissible under the provisions of this Chapter and the amount of compensation payable under the workman's compensation Act.

(2) Pay for the purpose of this Chapter means the pay which a person was drawing, on the date of death or injury, provided that in the case of a person remunerated by piece work rates, pay means the average earning of the last six months ending with the date of his death or injury.

33 Where a University Employee is injured, killed or dies of injuries received during the execution of public duty, a pension or gratuity may be granted to him or to his family in accordance with the following Statutes.

PENSION / GRATUITY FOR INJURY OR DEATH IN COURSE OR CONSEQUENCE OF DUTY:

34 The classification of disabilities and the criteria for determining their attributability to service will be as detailed in the 'Appendix-D'. The rate and scale of disability / death Pension and Gratuity will be as in 'Appendix-D'.

35 The pensions / gratuities mentioned in this para will be in addition to the pension and gratuities admissible under the normal statutes.

LIABILITY OF FOREIGN EMPLOYERS:

36 These Statutes will continue to be applicable to the University employees transferred to foreign service in Pakistan, liability for any claim in this respect will be that of the foreign employer.

CHAPTER--VIII

MEASURES TO AVOID DELAY IN THE FINALIZATION OF PENSION CASES

37 All authorities dealing with pension cases should bear in mind that delay in the payment of pensions involves pecuniary hardship. The monthly income of a wage earner ceases at a time when he may be needing money the most. So, it is essential to ensure that a retiring University Employee begins to receive his pension on the date on which it becomes due. With this end in view, the procedure for preparation of pension papers and sanction of pensions have been simplified. The most important factors relevant to the determination of the amount of pension/gratuity are the length of qualifying service rendered by a University Employee before retirement/death and average emoluments. Information in both these respects is computed on the basis of the information available in the History of Service / Service Book / records of the University Employee concerned. The simplified procedures themselves cannot bring about the desired results unless the authorities concerned take effective steps to ensure that service records are kept up-to-date and complete. In order to achieve this objective, the following measures have to be adopted.

HISTORY FILES:

38 The Registrar office should maintain a History File of each officer in BPS-16 and above. This file should contain (a) Gazette Notification (b) Charge Report (c) a separate Card or Booklet showing the date of Assumption and Relinquishment of charge of each post and emoluments drawn, and (d) Leave Account showing the various kinds of leave taken by the officer from time to time. As soon as an officer is transferred to another Department or Office, his 'History File' should also move with him to the new Office or Department. The History File should be shown to the officer concerned in January every year and his acknowledgement obtained on it after setting any discrepancy that may be noticed.

HISTORY OF SERVICE:

39 The Director of Finance should compile History of Services in respect of Officers in BPS-16 and above regularly and keep them up-to-date.

SERVICE BOOKS:

40 Service Books in the prescribed form should be maintained in duplicate, in respect of all University Employees in BPS-1 to BPS-15. If the work justifies a whole time officer should be exclusively designated for supervising maintenance of Service Books. One copy of the Service Book should be kept in the custody of the Director of Finance. Every step in a University Employees official life must be recorded in his Service Book, and each entry must be attested. It should be ensured that all entries are duly made and attested and that the Service Book contains no erasures or over-writings, all corrections being neatly made and properly attested. The second copy of the Service Book should be kept in the custody of the University Employee concerned who should ensure that all entries in his Service Book are recorded and attested in time. The University employee should in his own interest, examine his Service Book occasionally in order to see that it is not only properly maintained but the entries made therein are complete in all respect. The Director of Finance should permit a University Employee to examine his Service Book should he at any time desire to do so. For the purpose of the grant of pension/gratuity, increment, etc., to the University Employee only the original copy of the Service Book will be consulted, the duplicate copy of the Service Book would serve as a means for completion of the original Service Book or its reconstruction in the event of it being lost or destroyed.

VERIFICATION OF SERVICE:

41 At a fixed time early in the year the service books should be taken up for verification by the Director of Finance who after satisfying himself that the services of the University Employee concerned are correctly recorded in each Service Book, should record in it a certificate in the following form :-

“Service verified upto (date) from _____ (the record from which the verification is made)”.

42 If the service cannot be wholly verified from the records (Service Books, paybills and acquittance rolls) of any one office, reference shall be made to the heads of other offices in which the University Employee has served.

43 If, in any particular case, it is not possible to verify the service of a University Employee from the official records, a statement of the University Employee in writing as to the particulars of his service, statements in writing of other officers who were his contemporaries in the office/department and letters not forming part of official records may be received in evidence and the service verified on their basis. The power to admit service under this provision can be exercised by the authorities empowered to sanction pension.

44 On transfer of the University Employee from one office to another, the Head of office should record in the Service Book the result of the verification of service with reference to pay bills and acquittance rolls in respect of the whole period during which the University Employee was employed under him, before forwarding the Service Book to the new office.

VERIFICATION OF SERVICE BY RESIDENT AUDITOR:

45 The services of a University Employee should be got verified by the Resident Auditor as soon as he has completed ten years service, thereafter the next verification should be on completion of 25 years service i.e., in respect of the intervening 15 years, and then finally it should be verified in respect of the period after 25 years when a University Employee is actually due to retire. The length of the pensionable service accepted in audit at these stages should be recorded in both the copies of Service Book of University Employee in BPS-1 to BPS-15, with the stamp of verification duly authenticated. In the case of officers, in BPS-16 and above the fact of verification should appear in the History of Service but if the History of Service is not up-to-date, the officer concerned should be informed of the accepted length of pensionable service through a letter.

ALLOCATION OF PENSION BETWEEN DIFFERENT DEPARTMENTS:

46 The Audit officers should take steps to obtain acceptance of allocation of pension from the Accounts Officers of the Provincial Government and the Commercial Departments like Railways, Posts, Telegraph and Telephone Departments, etc., in respect of service rendered under them and from the Military Accounts Officer in respect of service paid from defence Estimates.

LIST OF OFFICERS AND STAFF DUE TO RETIRE:

47 With a view to ensuring timely action in pension cases the Registrar Office should maintain a list showing the dates of retirement of all their officers and staff who are due to retire in a calendar year and review it quarterly.

EMPLOYMENT OF OFFICERS AND STAFF ON PENSION WORK:

48 Depending on the volume of work, one office Superintendent or Assistant should be required to make himself conversant with pension procedures and the method of preparation of pension papers.

OBSERVANCE OF STATUTES RELATING TO GRANT OF SECURED ADVANCES:

49 It would be ensured that all secured advances made to University Employees are properly and adequately secured with mortgage deeds agreements, etc., as prescribed under the Statutes. It should be ensured that suitable steps are taken at the appropriate time so as to complete the recovery of other loans before the date of retirement. Officials responsible for the grant and recovery of advances and other outstanding dues, should be warned that should, an advance or any other amount, due from the University Employee be found to be irrecoverable due to non-observance of prescribed procedure/Statutes and or negligence, it will be liable to be recovered from those officials. If the amount of advance is not fully repaid, the retiring University Employee should be asked to give his consent to any recoveries due from him being affected from the pension/gratuity payable to him. In case, he fails to give such consent, appropriate legal action should be taken to effect the recoveries on the basis of the mortgage deeds executed by him at the time of drawing the advances.

GRANT OF UN-SECURED ADVANCES:

50 No unsecured advances should ordinarily be granted to any University Employee within six months prior to the date of his retirement. If any such advance or other dues are already outstanding, these should be recovered from his pay or leave salary for six months period upto the date of his retirement. If, for special reasons, it becomes necessary to grant an advance of pay, travelling allowance etc., to any University Employee within six months prior to his retirement he should be required to furnish security of a permanent University Employee who is not due to retire within one year before the advance is paid to him.

UNIVERSITY EMPLOYEES PROCEEDING ON FOREIGN SERVICE AND RECOVERY OF LEAVE SALARY AND PENSION CONTRIBUTIONS:

51 Full particulars of the officers and staff proceeding on foreign service must be communicated promptly to the Director of Finance. It should be ensured that the recoveries on account of pension and leave salary contribution in respect of officials on foreign service are effected and accounted for by the Director of Finance. If the contributions are not received, the borrowing Departments / Governments/ Organizations or the employee concerned (when he himself is liable to pay the contributions) should be asked to pay contributions immediately. Cases in which the borrowing Government/ Organizations do not pay the pension and leave salary contributions should be reported to Syndicate and steps should be

taken by the Director of Finance to effect recovery from the borrowing organizations with the assistance of the Registrar. Unless the official was himself liable to pay the pension contributions, the issue of his Pension Payment Order should not be held up for want of receipt of such contribution.

CLOSE WATCH BY VIGILANCE OFFICERS:

52 The Vigilance Officers as may be appointed by the Vice-Chancellor should keep a close watch over pension work.

CHECKING OF SERVICE RECORDS BY AUDIT DEPARTMENT AND CONTROLLING OFFICERS:

53 Service records of the University Employee who are due to retire in the next one or two years should be checked by the Resident Auditor of the University. For this purpose, a list of University Employees who are due to retire during the next two years should be prepared and furnished half yearly to the Resident Auditor of the University on the 1st January, and 1st July each year.

PROCEDURE RELATING TO PREPARATION OF PENSION PAPERS AND SANCTION OF PENSION:

54 With a view to ensuring that a retiring University Employee begins to draw his pension on the date it becomes due, the following procedure should be followed by the authorities concerned:-

- (i) The Registrar Office should start the preparation of pension papers in each case one year before the expected date of retirement without waiting for the formal application from the University Employee concerned, which is to be submitted not earlier than six months before the date of retirement.
- (ii) The Registrar Office should start filling in Sections (2) to (5) of Part II of the working copy of the Pension Application form (Appendix-D) one year before the expected date of retirement.
- (iii) Simultaneously, with the starting of preparation of pension papers of a University Employee, the departmental authorities should consult the records and

see whether any recoveries are due from him on account of misuse of University funds or losses caused to University. If there are any such dues, early steps should be taken to complete the recoveries of the dues before the date of retirement. If any disciplinary action in this behalf has to be initiated, this should be done at once, so that it may be possible to finalize the case and complete the recoveries before the date of retirement. In case such action has already been initiated steps should be taken to finalize it as quickly as possible so that recoveries may be completed well in time. If any other disciplinary action is pending, it should also be finalised.

- (iv) Six months before the expected date of retirement, the would be pensioner should be asked to fill in and sign Part-I in a fresh copy of the form and submit it alongwith three specimen signatures, three photographs and two sets of thumb and finger impressions on the prescribed form, all duly attested. The photographs and thumb and finger impression are not required in the case of officers in BPS-16 and above.
- (v) Part-I of the working copy should then be filled in by copying from the signed copy received from the applicant. Similarly, sections (2) to (5) of Part II of the signed copy should be filled in by copying from the working copy. Section I of Part-II of both the forms should then be filled in.
- (vi) Requests for furnishing 'No Demand Certificate' should be made to all concerned at least six months before the date of retirement of the University Employee. If any demand is outstanding against the University Employee it must be intimated not later than 15 days after the date of retirement (which should be specified in the request for 'No Demand Certificate'). In case the demand is not intimated within the above time limit the pension should not be held up on that account.
- (vii) The payment of pension should not be held up merely for want of 'No demand Certificate'. In case in which 'No Demand Certificate' is not available P.P.O. may be issued by the Resident Auditor for payment at the Director of Finance Office subject to the production of an undertaking,

at the time of the first payment of the pension/gratuity, by the pensioner, or his family (in the case of his death) to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recoverable from the pension. Failure to intimate recoveries during this extended period should result in the amount involved being recovered from the official responsible for the delay. If any dues are found to be outstanding against pensioner within one year from the date of issue of P.P.O. the matter shall be referred to the Vice-Chancellor for orders before any recoveries are actually effected from the pensioner.

- (viii) In cases where University Employees had retired with less than 10 years service and were entitled to service gratuity only, it should not be possible to recover dues coming to light afterwards when the gratuity had been paid to them. The payment of such gratuity could, therefore, be made only after the 'No Demand Certificates' have been issued by the authorities concerned. In order to avoid hardship in such cases it has been decided that the payment of gratuity should not be withheld for more than six months after the date of retirement. The onus of furnishing the certificate or intimating the outstanding dues, as the case may be, within this period will rest on the Department concerned. The outstanding dues coming to light within this period may be recovered from the amount of gratuity which should be paid after six months of the date of retirement without insisting on the 'No Demand Certificate' and the responsibility for dues if any, coming to light thereafter should rest with the officials responsible for the delay.
- (ix) The Registrar Office should alert the Incharge of University Residential Accommodation six months before the date of retirement of a University Employee to bring his rent account up-to-date so that the outstanding dues, if any, are realised before the date of retirement. In case a retired University Employee is allowed to continue in occupation of University Residence after the date of retirement, the Incharge of Residential accommodation should ensure future recovery of rent by obtaining personal sureties instead of withholding the 'No Demand Certificate'.

- f(x) No Demand Certificates in respect of all University accommodations occupied by a University Employee throughout his service are not necessary. Such a certificate should be necessary in respect of only the last accommodation occupied by him before retirement. Any outstanding dues in respect of any previous accommodation should be recovered from the defaulting Estate Officer. Also a 'No Demand Certificate' should be issued yearly by the Incharge Residential accommodation concerned in the case of all allottee University Employees at a particular station.
- (xi) The signed copy of the Pension Form should be forwarded to the sanctioning authority after filling up and signing Section (6) of Part-II. The working copy may be retained in the initiating office as an office copy.
- (xii) Pension Application Form must be supported by such requisite documents as can be issued before the actual date of retirement. In case of Invalid Pension, invalidity certificate should be enclosed in original. Documents which can not be issued till the date of retirement such as the Last Pay Certificate and the No Demand Certificate should be sent afterwards separately.
- (xiii) Where a University Employee is deceased and family pension is payable to the widow or other claimants the following documents have to be sent alongwith the pension application Form:-
- (a) Application (in original) from widow / claimants.
 - (b) Death Certificate (in original)
 - (c) Postal Address (3 copies)
 - (d) List of surviving members (3 copies)
 - (e) Specimen signatures of widow / claimant(s).
 - (f) Thumb and finger impressions of the widow/ claimant.
 - (g) Non-Employment Certificate (3 copies).

- (h) A certificate to the effect that the widow had not judicially separated from her husband (3 copies)
- (i) A certificate that the widow had not re-married after the death of her husband.
- (xiv) The sanctioning authority should fill in Section (7) of Part-II of the Form (Appendix-D). The full pension admissible under the Statutes is not to be given as a matter of course, unless the service rendered has been really approved. If the service rendered has not been through-satisfactory, the authority sanctioning the pension/gratuity should make such reduction in the amount of pension/gratuity as it thinks proper. However, no reduction in the amount of any pension can be made without affording to the person concerned, by means of a notice in writing, an opportunity to show cause against the proposed reduction.
- (xv) The Resident Auditor, after scrutinizing Part-I and II and arriving at his own findings about the correct length of qualifying service and the amount of Pension and Gratuity admissible, record a gist of his findings from his working papers into Part-III of the form.
- (xvi) The Resident Auditor / Director of Finance should issue the Pension Payment Order in cases where all necessary documents/informations are available with him, a fortnight before the expected date of retirement.
- (xvii) When the preparation of a pension case is started a Progress Sheet in the following form should be attached with it showing the dates by which specific action should be completed. This sheet should move with the pension case from the Registrar's office to the Directorate of Finance and should be returned to the Registrar's office after the final Pension Payment Order has been issued. The return of the Progress Sheet should be watched by the Registrar and on its receipt back it should be examined at the level of Deputy Registrar with a view to finding whether any delay has taken place.

PROGRESS SHEET FOR PENSION CASES:

- 55 (1) Name of retiring University Employee.
 (2) Post held.
 (3) Date of birth.
 (4) Expected date of retirement.

Due Date	Action	
	Initiated	Completed
(5) Initiate preparation of pension papers	One year before the Expected date of Retirement	
(6) Checking of records to see whether any recoveries of dues are outstanding		
(7) Obtaining of formal application for Pension from would be pensioner.	Six months before the expected date of retirement	
(8) Request for furnishing 'No Demand Certificate		
(9) Writing to Estate Officer to bring rent account up-to-date		
(10) Finalisation of Pension papers in Registrar's Office and their submission to Director of Finance	At least three months before the expected date of retirement	
(11) Issue of Pension Payment Order	Fortnight before the expected date of retirement	

56 This progress Sheet should move with the pension papers of the individual concerned and be returned to the Registrar after pension payment order has been issued where observation should be recorded.

STEPS RELATING TO PREPARATION AND DISPOSAL OF AN ORDINARY PENSION CASE:

- 57 One year before the date of retirement.

STAGE-I

- (i) The office responsible for initiating the case starts filling up of working copy of the Pension Application Form.

- (ii) Checks records to see whether any recoveries of University dues are outstanding.
- (iii) Attaches a Progress Sheet showing the dates by which specification is required.

Six months before the date of retirement.

STAGE-II

- (I) Obtain formal application from the would be pensioner.
- (ii) Requests the parties concerned for issue of 'No Demand Certificate'.
- (iii) Warns the Estate Office to bring the rent account up-to-date.

Six to three months before the date of retirement.

STAGE-III

- (I) Complete the pension papers for submission to sanctioning authority.
- (ii) Sanctioning authority records orders.
- (iii) Forwarding of paper to the Director of Finance.

Three months to fortnight before the date of retirement.

STAGE-IV

- (i) Director of Finance / Resident Auditor check the pension papers.
- (ii) Director Finance / Resident Auditor issues the P.P.O.
- (iii) Allows anticipatory pension in case delay is likely to take place in finalization.

After the issue of P.P.O.

STAGE-V

- (i) Directorate of Finance returns the progress sheet.
- (ii) Deputy Registrar concerned examines the progress sheet.

The Vigilance officer as may be appointed by the Vice-Chancellor will keep a close watch over the pension work.

INSTRUCTIONS FOR THE UNIVERSITY EMPLOYEES:

- 58 To ensure that his pension case is finalised expeditiously and he begins to draw his pension on the date on which it becomes due, every University Employee must keep in mind the following points :
- (i) To ensure that his Service Book is maintained in duplicate and every step of his official life is recorded therein.
 - (ii) To see that his service is verified annually and the fact is recorded in the Service Book.
 - (iii) To see that on completion of 10 and 25 years of qualifying service by him, verification thereof is done by the Resident Auditor, and an entry to this effect is made in the Service Book / History of Service (in case of Gazetted Officer, or in its absence intimation of accepted length of pensionable service is received by him through a letter).
 - (iv) To obtain, in case of his residing in University accommodation, a 'No Demand certificate' in respect of that accommodation annually, from the Officer-in Charge.
 - (v) To see that in case of his having served under different Governments necessary allocation of pension has been made where required, by Audit Officers concerned.
 - (vi) To see that for the period of his deputation in foreign service, leave salary and pension contributions have been covered from the borrowing Government/ Organization and adjustment carried out.
 - (vii) To ensure that necessary nominations in Form 'A' or 'B' as the case may be, have been made by him under Pension-cum-Gratuity Scheme, 1954, and are on record with the Directorate of Finance.

- (viii) To checkup that the preparation of his pension papers is started one year before the expected date of his retirement.
- (ix) To settle with the administrative authorities and the Directorate of Finance, all issues relating to University dues outstanding against him within one year before his retirement.
- (x) To submit his pension application alongwith three specimen signatures, three photographs and two sets of his thumb and finger impressions on the prescribed form, six months before the date of his retirement. (No photographs and Thumb and finger impressions are required in case of officers in BPS-16 and above).
- (xi) An officer in BPS-16 or above should see that his 'History File' is maintained by the concerned office and 'History of Service' is correctly maintained by the Directorate of Finance.

CHAPTER -- IX

THE PENSION FUND

MANAGEMENT OF THE PENSION FUND:

59 The management of the pension fund shall vest in the Syndicate which may from time to time, issue general or specific directions as may be consistent with these statutes as to:-

- (a) the conduct of the business of the pension fund;
- (b) any matter relating to the pension Fund, or its management or the investment of the amount at the credit of the Pension Fund, or the privileges of the depositors not herein expressly provided for, or vary or cancel any direction given.

NAME OF ACCOUNT IN WHICH INVESTMENTS OF THE PENSION FUND ARE TO STAND:

60 All sums paid into the Pension Fund, under these Statutes shall be credited in the books of the University to an account named "The NED University of Engineering and Technology Employees Pension Fund Account". All investments of the Pension Fund and the Bank account of the Fund shall be in the name of the Pension Fund.

DEPOSIT OF FUND:

61 The Director of finance shall from time to time pay in any scheduled Bank selected by the Syndicate to the credit of an account to be opened in the name of the Pension Fund, all moneys received on behalf of the Fund. All moneys to the credit of such account shall be dealt with only in accordance with these Statutes.

INVESTMENT:

*62 All moneys from time to time contributed to the Pension Fund by the University or accruing by way of interest or otherwise to the Pension Fund and not immediately required for the purpose of the Pension Fund shall from time to time be invested in the name of the Pension Fund at the discretion of the Syndicate in Fixed Deposit Securities authorised by the Government or upto 75% in Non-Government Organizations.

* Amended Vide Senate Resolution No. SNT-10.7(d) dated 20.06.2002

AUDIT:

63 The Account of the Pension Fund shall be audited in the same manner as other accounts of the University.

APPLICABILITY OF SINDH GOVERNMENT RELEVANT RULES ETC:

64 Wherever these Statutes are silent, the relevant Sindh Government Rules shall apply.

65 Wherever, any subsequent change(s) or revision(s) in respect of "terms and conditions of service" including pay scales and other fringe benefits of Government employees is/are made and announced by the Government of Sindh / Government of Pakistan / Higher Education Commission (HEC), the same shall be applicable, mutatis-mutandis to the University Employees also provided and to the extent approved by the competent authorities of the University.

APPENDIX 'A'
(Vide Statute 21)

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

FORM -- 'A'

When the University Employee has family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family and confer on him the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name and address of nominee	Relationship with nominee	Age	Contingencies on the happening of which the nomination shall become invalid	Name and relationship of the person if any to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the University employee.

Dated this day of 200 at

.....

Witnesses to signature :

1

2 Signature of University Employee

(To be filled in by the Head of Office in the case of a non-gazetted University Employee)

Nomination by Signature of Head of Office.....

Designation Designation.....

Office Date

APPENDIX 'B'
(Vide Statute 21)

FORM -- 'B'

When the University Employee has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :-

Name(s) and Address(es) of nominee(s)	Relationship with University Employee	Age	*Amount of Share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address, relationship of person, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the University Employee
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N.B. The University Employee should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this day of200 at

Witnesses to Signature:

- 1
- 2

Signature of University Employee.

(To be filled by the Head of Office in the case of non-gazetted University Employees).

Nomination by.....Signature of Head of Office.....

DesignationDesignation.....

OfficeDate.....

*NOTE: This column should be filled in so as to cover the whole amount of the gratuity.

APPENDIX 'C'
(Vide Statute 34)

PART -- I

CLASSIFICATION OF DISABILITY

Class 'A'

- 1 Loss of a hand and a foot or loss of use of two or more limbs
- 2 Total loss of eye-sight
- 3 Total loss of speech
- 4 Total deafness both ears
- 5 Paraplegia or hemiplegia
- 6 Lunacy
- 7 Very severe facial disfigurement
- 8 Advanced cases of incurable disease
- 9 Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated
- 10 Emasculation

Note: Wounds, injuries or disease of limb resulting in damage of nerve, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partial function is retained will not be included in this class. However, if the partial retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the University employee has been totally impaired due to the invaliding disability.

Class 'B'

- 1 Loss of thumb or at least three fingers of hand
- 2 Partial loss of one or both feet at or beyond tarsometatarsal joint
- 3 Loss of vision of one eye
- 4 Loss of all toes of one or both feet

Class 'C'

- 1 Limited restriction of movement of joint due to injuries.
- 2 Disease of a limb restricting performance of duties.

General Note:- When the wound, injury or illness causing the disability is not entered in the above schedule, the disability shall be assessed by the Medical Board at the classification most closely corresponding to those given above.

PART -- II

PRINCIPLES AND PROCEDURE FOR DETERMINING ATTRIBUTABILITY OF SERVICE OF DISABILITY

A CASULTIES DUE TO WOUND OR INJURY:

- (1) It should be established in such case that the cause of the casualty was the result of duty in service.
- (2) Where the injury resulted from the risk inherent in service attributability will be considered.
- (3) An individual is on duty for 24 hours of the day except when on leave other than casual leave.
- (4) An individual will be deemed to be in the performance of duty when --
 - i) he is physically present in his headquarters;
 - ii) he is travelling on leave at University expenses;

- iii) he is travelling to or from duty (e.g., from residence to place of duty and back but not whilst he is in his residence);
 - iv) whilst travelling on duty i.e., where it is established that but for the duty he would have not been travelling at all.
- (5) Disability resulting from purely personal acts such as shaving or similar private pursuits would not normally be treated as attributable to service.
- (6) Disability resulting from violence provoked by performance of duty will be viewed as attributable to service unless the circumstances of the case warrant a different conclusion.
- (7) If circumstances are such that service played no part in the causation of disability, attributability will not be conceded.

Illustration: If a person driving a motor cycle etc., on duty, collides with a truck the injury received may be attributed to service but if he is out of a walk and sustains injury from a passing truck, his case will not qualify for concession.

B CASUALTIES DUE TO DISEASE:

- (a) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in service. In determining attributability in such cases due regard should be paid to the question whether service in a particular region, or of a particular type involved exposure to exceptional risk of contraction of, or infection by, a disease, as well as to the actual circumstances of the case.
- (b) Attributability will not be conceded if, though contracted during the period of actual performance of duty, the diseases, is, in the opinion of the medical authorities concerned, due to risks which cannot be regarded as peculiar to such duty in service.

- (c) Where a disease or its aggravation resulted from the risk of duty attributability / aggravation will be conceded.
- (d) All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravated by service where the medical opinion is in favour of the acceptance.
- (e) Attributability / aggravation in all cases of Cardiac will be determined in accordance with the guidelines mentioned at the end of this part.
- (f) Where medical or other supporting documents are incomplete, cases will be dealt with on merits with due regard to medical opinion and other evidence.

GUIDELINES FOR DETERMINING ATTRIBUTABILITY / AGGRAVATION IN CASES OF CARDIAC DISEASES:

1 There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pin-pointed as being responsible for such attack. It is, therefore, not easy to lay any hard and fast statute for awarding attributability / aggravation in such cases. For the guidance of medical and administrative authorities some of the factors which may precipitate the attack of heart disease are enumerated below :-

- (a) Physical exertion, -- Coronary occlusion is known to have precipitated during or immediately following physical exertion. Physical exertion may not necessarily be of an unusual character, i.e. lifting of a heavy bundle, pushing a stalled vehicle or an uphill climbing have in many instances been followed by an attack of Coronary occlusion. The effects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress. Attributability will be conceded if a person under-going stress and strain, pressure and counter pressure by virtue of the nature of his duties, develops psychiatric problem.
- (b) Emotional strain -- The occurrence of Coronary disease in a person who had been under an unusually severe and protected emotional strain points to a probable relationship between the two. Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological trauma.

2 The question of attributability / aggravation of heart diseases on occurrence in otherwise a normal individual who is subjected to the above mentioned factors will, therefore, have to be considered and decided in the light of known history and merits of each case.

3 While dealing with such cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as award of attributability / aggravation depends on their candid opinion.

APPENDIX 'D'
(Vide Statutes 54)

PENSION PAPERS
OF

Mr
.....
.....

N.B. Please read carefully the instructions printed at the end of
 this form.

FIRST PAGE

PART -- 1

(To be filled in and signed by the applicant himself)

APPLICATION FOR PENSION AND / OR GRATUITY

To

The

.....
.....
.....

Sir,

I have the honour to say that I have been permitted to retire/have retired/am due to retire from University service with effect from I, therefore, request that the pension admissible under the rules may kindly be sanctioned to me (Date).

2 I declare that I have neither applied for nor received any pension or gratuity for any portion of this service, nor shall I submit any application hereafter without quoting a reference to this application and to the orders which may be passed on it.

3 Should the amount of the pension and/or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.

4 I wish to draw my pension from the University at the Directorate of Finance / National Bank of Pakistan _____ Branch.

5 The following documents, duly attested, are enclosed:-

- (i) The specimen signatures of mine.
- (ii) Three photographs of mine.
- (iii) Two sets of my thumb and finger impressions on the prescribed form.

Yours obedient servant,

Signature

(s/o)

Post held on the date of retirement

Postal address
.....

*Not required in the case of Officers in BPS-16 and above.

SECOND PAGE

PART -- II

(To be completed after receiving the pension application)

- 1 Name of applicant
- 2 Father's Name
- 3 Nationality
- 4 Postal Address
.....
- 5 Post held on the date of retirement

- 6 Date of birth of the applicant
- 7 Height
- 8 Marks of identification
- 9 Date of commencement of service

Retirement/Death.....

Application for pension

- 10 Length of service, including interruptions

Out of this the length of non-qualifying service and interruption is

- 11 Date of commencement and ending of each spell of military service,
if any

Y M D

From to i.e.

From to i.e.

Total

- 12 Government/Autonomous Body if any under which service has
been rendered in chronological order :-

Y M D

NED University ofFrom _____ to _____

Government ofFrom _____ to _____

Government ofFrom _____ to _____

Total

- (i) Service rendered below the age of 20 years
- (ii) Extraordinary leave
- (iii) Suspension not treated as duty or as leave
- (iv) Periods of break in service
- (v) Service rendered before break, if break is not condoned
- (vi) Service forfeited by resignation

(vii) Unauthorised absence

Total

Non qualifying service

Add:

From _____ to _____

Period		
Y	M	D

- (i) Periods, if any, of Military Service or War Service allowed to count for pension.
- (ii) Benefit of condonation of deficiency in service.
- (iii) Any other addition to qualifying Service.

Total

Total qualifying service

Section (3) -- Calculation of ordinary Pension

Statement of emoluments during the last 12 months

Period		Duration in months and days		Monthly rate of emolument		Amount drawn	
From	To	M	D	Rs.	Ps.	Rs.	Ps.
The total emoluments for		12		months are			

Therefore "average emoluments" work out ____ Rs. _____

XI/12 = Rs. _____

As the length of qualifying service is _____ years the amount of gross ordinary pension will be = Rs. _____

Less 40% or 50% surrendered for commutation = Rs. _____

Amount of net ordinary Pension = Rs. _____

FOURTH PAGE

Total Net Pension

Amount of Gross Pension Rs. _____

Amount of Total Net Pension Rs. _____

Section (4) -- Calculation of Commutation

Amount of Ordinary pension surrendered (see Section 3) Total amount surrendered Rs. _____

Age next Birthday _____

Rate of Commutation applicable _____

Lumpsum Commutation admissible Rs. _____

Section (5) -- Orders of the Sanctioning Authority

1 The undersigned is satisfied that the service of has been wholly satisfactory. The grant of full pension and / or Commutation which the Director of Finance may find to be admissible under the rules is hereby sanctioned.

(Please cross out this paragraph with initial if full pension is not granted.)

OR

The undersigned is satisfied that the service has not been wholly satisfactory, and it has been decided that the full pension and Commutation found by the Director of Finance to be admissible

under the rules should be reduced by the specific amounts or percentages given below:

Amount or percentage of reduction in pension

Amount or percentage of reduction of Commutation.....

Sanction is hereby accorded to the grant of pension and/or commutation as so reduced.

(Please cross out this paragraph with initial if full pension is granted.)

2 The payment of pensions and/or Commutation may commence from Before issuing the pension payment order, the Director of Finance may kindly ascertain whether the Last Pay and No Demand Certificates have been received by him/her. In case "No Demand Certificate" has not been received, the University employee as soon as he retires or his family in the event of his/her death before retirement, may be requested to give his/her consent in writing to any amount outstanding against him/her on the date of retirement/death being recovered from the pension and or Commutation in lumpsum or in monthly instalments as before retirement/death and recoveries made accordingly.

Signature

Designation

FIFTH PAGE

PART -- II

For use in the office of the Director of Finance

(i) The calculation contained in the preceding page have been checked.

(ii) Length of qualifying service accepted in Audit --

(iii) Reasons for difference, if any, between this and the length of qualifying service worked out by the Department.

(iv) Amount of Pension Rs.

(v) Reasons for discrepancy, if any, between this amount that calculated by the Department.

(vi) Length of effective service in the

BPS-1 to BPS-10 Years

BPS-11 to BPS-16 Years

BPS-17 and above Years

(vii) Reasons for discrepancy, if any, between this amount and that calculated by the Department.

(viii) Amount for lumpsum Commutation. Rs.

(ix) Reasons for discrepancy, if any, between this amount and that calculated by the Department.

(x) The Pension will commence from

(xi) Allocation of the Pension and Commutation :

Commutation

Government of

Government of

Government of

Defence Estimates

University fund

Total Rs.

(xii) Anticipatory pension of Rs. _____ (Rupees per month, granted with effect from _____ vide P.O.O. No. dated to be adjusted in the final P.P.O.

(xiii) Amount of original pension commuted. Rs.
Director of Finance.

Checked with the L.P.C. and No Demand Certificate.

Director of Finance

INSTRUCTIONS

1 The Head of the Department of Office responsible for initiating the case should start filling in Sections (2) to (5) of Part II of the working copy of the Form one year before the expected date of retirement.

2 Six months before the date of retirement, the pensioner should be asked to fill in and sign Part-I in a fresh copy of the form and submit it alongwith the required enclosure mentioned in the last paragraph of the application for pension.

3 Part-I of the working copy will then be filled in by copying from Part-I of the signed copy received back from the applicant. Similarly, Section (2) to (5), Part-II of the signed copy will be filled in by copying from Part-III of the working copy. Section (1) of Part II of both the forms should then be filled in.

4 The signed copy should be forwarded to the sanctioning authority after filling in and signing Section (6) while the working copy will be retained in the initiating office as an office copy. If any extra enclosures, such as list of family members. Death Certificate, Invalid Certificate etc., are required by the special nature of a case, these should be attached with the form sent to the Director of Finance.

5 The sanctioning authority should fill in Section (7) of the form and send it to the Director of Finance, alongwith a forwarding letter.

6 The Director of Finance after scrutinising Parts I & II and arriving at his own findings about the correct length of qualifying service and amounts of pension and Commutation value admissible copy the gist of his findings from his working papers into Part-III. The form will be then filed as a record of the Director of Finance.

APPENDIX 'E'**(Vide Statutes - 25)**

NED UNIVERSITY OF ENGINEERING AND TECHNOLOGY, KARACHI

No. R(Admn)/(524)/2843

Dated: 13/5/2002

OFFICER ORDER

In partial modification of this office order No.R(Admn)/(719)/8325(A), dated 14-12-2001 and in pursuance of the Syndicate Resolution No.Syn-123.1 dated 3-4-2002 approving the recommendation of the Finance & Planning Committee, the Vice-Chancellor has been pleased to allow commutation of pension to the retiring University Employees as under:-

- a) The Commutation of Pension shall continue to be allowed to the University Employees appointed before 1st December 2001 under existing provision of the Pension Statutes of the University i.e. 50% of the Gross Pension on the basis of old Commutation table.
- b) The employees appointed after 1st December 2001 shall get their Commutation of Pension and other Fringe Benefits under Basic Pay Scales Scheme - 2001.



REGISTRAR

To.

The Director Finance

c.c. to:

- 1 PS to the Vice-Chancellor
- 2 All Deans
- 3 All Chairmen of the Teaching Department
- 4 All Heads of Non-Teaching Department

**NED University of Engineering
and Technology, Karachi
Employees Provident Fund Statutes, 1990**

(As amended) (Under Section 38 & 46(1)(a) of the NED University of
Engineering and Technology, Act, 1977)

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**Statutes Regarding Provident Fund for the
Employees of the NED University of Engineering
and Technology(As amended)**

**(Under Section 38 & 46(1)(a) of the NED University of
Engineering and Technology, Act, 1977)**

**(Amended Vide Senate Resolution No. SNT 28.4(b)
dated 06.06.2020.)**

SHORT TITLE:

1 These Statutes may be called the NED University of Engineering and Technology, Employees Provident Fund Statutes 1990.

DATE OF COMMENCEMENT:

2 These Statutes shall be deemed to have come into effect from the date as may be notified.

DEFINITIONS:

3 In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say –

- (a) *"Fund" means the University Provident Fund in which an employee contributes a fixed percentage of his salary.
- (b) "Employee" means the officers, the teachers, and other employees holding permanent posts and an officer holding a tenure post in the University.
- (c) "Family" means –
 - i. in the case of male subscriber the wife or wives and children of a subscriber and the widow or widows, and the children of a deceased son of the subscriber Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased

* As amended vide Senate Resolution No. SNT-28.4(b) dated 06.06.2020.

under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these Statutes relate, unless the subscriber subsequently indicates by express notification in writing to the Director of Finance that she shall continue to be so regarded;

- ii. in the case of a female subscriber, the husband and children of a subscriber, and the widow or widows and children of a deceased son of a subscriber.

Provided that if a subscriber by notification in writing to the Director of Finance expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family, in matters to which these statutes relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

Note 1 "Children" means legitimate children.

Note 2 An adopted child shall be considered to be a child when the Director of Finance, or if any doubt arises in the mind of the Director of Finance, the Vice-Chancellor is satisfied that under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only.

- (d) "General Provident Fund" means the University Provident Fund in which only the employee subscribes, but the University does not subscribe.
- (e) "Profit" means the Profit which is accrued on the deposits.
- (f) "Syndicate" means the Syndicate of the University.
- (g) "Subscriber" means an employee on whose behalf a deposit is made under these statutes.
- (h) "Salary" means monthly salary and includes personal pay and officiating allowances, but does not include any other allowances.

- (i) “University” means the NED University of Engineering and Technology, Karachi.
- (j) “Vice-Chancellor”, “Registrar” and “Director of Finance” will respectively mean the Vice-Chancellor, the Registrar and the Director of Finance of the University.
- (k) * “Year” means Financial Year.

PAYMENT OF CONTRIBUTION:

4 Persons who have been appointed to a permanent post or an Officer holding tenure post in the service of the University shall subscribe every month to the University Provident Fund except when on leave without pay:

*Provided that the employees, who have joined other services, with the permission of the appointing authority and their liens have been maintained, be asked to pay their contribution towards the Fund at the prevailing rates, as approved by the University.

*Provided further that if such employees are serving in foreign countries, they should pay their contributions in Pak Rupees.

MANAGEMENT OF THE FUND:

5 The Fund shall be maintained in Pakistani rupees and shall be managed and regulated by the Syndicate through such agency and in such manner as the Syndicate may determine.

6 *All University employees in permanent pensionable and non-pensionable service (including probationary service) whose conditions of service the Syndicate is competent to determine, shall be eligible to join the Fund. University Employees in temporary or officiating service, whose conditions of service the Syndicate, Vice-Chancellor and Chancellor as the case may be, are competent to determine, shall also be eligible to subscribe to the Fund with the consent of the appointing authority, provided that they have been employed or, in the opinion of the appointing authority, are likely to be employed for at least 3 years.

* Add / Amended vide Senate Resolution No. SNT-28.4(b) dated 06.06.2020.

7 (i) The NED University Employees who were eligible to join the General Provident Fund as optional subscribers before the creation of the NED University of Engineering and Technology, Karachi on 1-3-1977 shall be made compulsory subscribers to the Fund.

(ii) All permanent University employees shall subscribe compulsorily to the Fund.

(iii) All temporary University employees including adhoc and contract, but excluding work charged establishment, piece work employees and those paid from contingencies, shall be made compulsory subscribers.

RATES OF SUBSCRIPTION AND UNIVERSITY'S SHARE:

***8 (i)(a) Deleted

** (b) The rates of subscription shall be notified by the Registrar after the approval of the Syndicate.

** (c) Deleted

(ii) & (iii) *Deleted

(a) to (c) *Deleted

9 & 10 *Deleted

11 In the case of re-employed employees whose pension on re-employment is wholly or partly held in abeyance the rate of subscription shall be determined on the pay actually receivable from University ignoring the amount of pension drawn separately.

12 *Deleted

13 Similarly all temporary University employees in B-1 to B-15 shall become compulsory subscribers as soon as they become permanent and recovery shall be made from them from the date on which they became permanent.

*

Vide Finance Division Regulation Wing O.M. No. F.1 (4) - Reg(7)/86 dated 19th June 1986.

**

Vide Finance Division O.M. No. F.1(5) - Reg /7/87 (D.583/90)-981/2001 dated 6th Oct 2001 and adopted by the University vide circular letter No. DF/DDF/ (F) - 23/167 dated 12.01.2002.

Amended / Deleted vide Senate Resolution No. SNT-28.4(b) dated 06.06.2020.

NOMNATIONS:

14. (1) A subscriber shall, as soon as may be after joining the Fund, send to the Director of Finance a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid:

Provided that if, at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

(2) If a subscriber nominates more than one person under sub-Statute (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in such one of the Forms setforth in the First Schedule as is appropriate in the circumstances.

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Director of Finance;

Provided that the subscriber shall, along with such notice, send a fresh nomination made in accordance with the provisions of sub-statutes (1) to (3).

(5) Without prejudice to the provisions of sub-statute (4), a subscriber shall alongwith every nomination made by him under these statutes, send to the Director of Finance a contingent notice of a cancellation which shall be in such one of the Forms setforth in the Second Schedule as is appropriate in the circumstances.

(6) Immediately on the occurrence of any event by reason of which the contingent notice of cancellation referred to in sub-statute becomes operative and the nomination to which that notice relates consequently stands cancelled, the subscriber shall send to the Director of Finance a fresh nomination made in accordance with the provisions of sub-statutes (1) to (3).

(7) Every nomination made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Director of Finance.

(8) Nothing in sub-statute (1) to (3) shall be deemed to invalidate, or to require the replacement by a nomination thereunder of a nomination duly made before and subsisting before coming into force of these statutes.

(9) Provided that in respect of every such nomination, the subscriber shall as soon may be after the said date send to the Director of Finance a contingent notice of cancellation in such one of the Forms set forth in the Second Schedule as is appropriate in the circumstances.

SUBSCRIBER'S ACCOUNT:

15. *An account shall be prepared in the name of each subscriber and shall show the amount of his subscriptions with profit thereon calculated as prescribed in Statutes 17(2). Yearly profit shall be known to the subscriber.

REALISATION OF SUBSCRIPTION:

16. *(1) When emoluments are drawn from University Fund in Pakistan, recovery of subscriptions on account of these emoluments shall be made from the emoluments themselves.

(2) When emoluments are drawn from any other source the subscriber shall forward his dues on monthly basis to the Director of Finance.

*(3) If a University employee fails to subscribe with effect from the date on which he is required to join the Fund, the total amount due to the Fund on account of arrears of subscription shall, forthwith be paid by the subscriber to the Fund, or in default be ordered by the Director of Finance to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise, as may be directed by the authority competent.

PROFIT

17. (1) Subject to the provisions of sub-statute (5) below, University shall pay to the credit of the account of a subscriber profit at such rate as may be determined for each year according to the method of calculation prescribed from time to time by the Syndicate.

(2) Profit shall be credited with effect from the last day in each year in the following manner:

* Amended vide Senate Resolution No. SNT-28.4(b) dated 06.06.2020.

- (i) on the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year
– profit for twelve months;
- (ii) on sums withdrawn during the current year
– profit from the beginning of the current year upto the last day of the month preceding the month of withdrawal;
- (iii) on all sums credited to the subscriber's account after the last day of the preceding year – profit from the date of deposit up to the end of the current year;
- (iv) the total amount of profit shall be rounded to the nearest whole rupee (fifty paisa counting as the next higher rupee);

Provided that when that amount standing at the credit of a subscriber has become payable, profit shall there upon be credited under this sub-statute in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing at the credit of the subscriber becomes payable.

(3) In these Statutes, the date of deposit shall, in the case of a recovery from emoluments, be deemed to be first day of the month in which it is recovered, and in the case of an amount forwarded by the subscriber shall be deemed to be the first day of the month of receipt, if it is received by the Director of Finance before the fifth day of that month, but if it is received on or after the fifth day of that month, the first day of the next succeeding month.

(4) (a) In addition to any amount to be paid under Statutes 34, 35 or 36, profit thereon up to the end of the month preceding that in which the payment is made, or upto the end of the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid;

(b) If a subscriber holding a temporary post exercise, on the termination of his appointment, the option allowed by Statute 34 of leaving in the Fund the amount accumulated to his credit, profit shall be allowed on that amount for not more than six months after the termination of employment. If he obtains re-employment in University, deposits not withdrawn will commence again bear profit from the date on which subscriptions are renewed.

(5) Profit shall not be credited to the account of a Muhammadan subscriber if he informs the Director of Finance that he does not wish to receive it; but if he subsequently asks for profit it shall be credited with effect from first day of the year in which he asks for it.

(6) The profit on amounts which under Statutes 16(3), Statutes 34 or Statutes 37 are replaced at the credit of the subscriber in the Fund, shall be calculated at such rates as may be successively prescribed under sub-statutes(1) of these Statutes and, so far as may be, in the manner described in these Statutes.

ADVANCES FROM THE FUND:

18. (1) A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the competent authority as prescribed under Clause No. 9.1.3(c) of the University Financial Statutes.

(a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it.

(i) to (v) Deleted

(b) The sanctioning authority shall record in writing its reasons for granting the advance. The advance shall in no case exceed twenty-four months' pay of the subscriber or eighty percent of the amount at the credit of the subscriber in the Fund, whichever is less.

(c) *Deleted

(i) *Deleted

(ii) No further advance (refundable) shall be granted unless the final repayment of a previous advance or up to the time one year after taking first advance.

(d) An advance under sub-statute (a) shall be subject to the following special conditions:

(i) to (v) *Deleted

(vi) Recovery shall be made according to Statues 21.

(2) In fixing the amount of an advance, the sanctioning authority shall pay due regard to the balance of amount available in the fund.

* Amended vide Senate Resolution No. SNT-28.4(b) dated 06.06.2020.

19. (1) (a) to (d) *Deleted

(2) A subscriber who has attained the age of 50 years, may, without assigning any reason, draw a non-refundable advance to the extent of 60% of the amount standing to his credit in the fund.

20. *(1) Competent Authority shall give refundable advance to the subscriber who already availed nonrefundable advance under statutes 19(2) under his discretion according the Statutes 18(1)(b)

*(2) No recovery of an advance granted under 19(2) Statutes shall be made from the subscriber and the amount advanced shall be treated as part of the final payment of the amount standing to his credit when the final payment becomes due.

RECOVERY OF ADVANCES:

21. (1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twenty-four. A subscriber may, at his option, repay more than one instalment in a month. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalments.

(2) Recovery shall be made in the manner prescribed in Statutes 16 for the realisation of subscriptions and shall commence on the first occasion after the advance is made on which the subscriber draws pay, or remuneration on foreign service, for a full month. Recovery shall not be made, except with the subscriber's consent, while he is on leave, or in receipt of subsistence grant and may be postponed, on the subscriber's written request, by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

(3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

(4) (a) & (b) *Deleted

*(5) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before, repayment is completed, the whole or balance of the amount withdrawn, shall be repaid by the subscriber to the Fund, or in default, be ordered by the Director of Finance to be recovered by deduction from the emoluments of the subscriber by installments or otherwise, as may be directed by the authority competent to sanction an advance.

* Amended vide Senate Resolution No. SNT-28.4(b) dated 06.06.2020.

(6) Recoveries made under these Statutes shall be credited as they are made to the subscriber's account in the Fund.

22. to 33 *Deleted

FINAL WITHDRAWAL OF ACCUMULATIONS IN THE FUND:

34. When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him:

Provided that a subscriber, who has been dismissed from the service and subsequently re-instated in the service shall, if required to do so by University, repay any amount paid to him from the Fund in pursuance of these statutes, with profit thereon at the rate provided in statute 17, in the manner provided in the provision to statute 35. The amount so repaid shall be credited to his account in the Fund:

Provided further that a subscriber holding a temporary post may either withdraw the amount on the termination of his appointment or leave it in the fund to be withdrawn at the time he finally quits the service.

35. When a subscriber –

(a) has proceeded on leave preparatory to retirement, or, if he is employed in a vacation department, on leave preparatory to retirement combined with vacation, or

(b) while on leave, has been permitted to retire or been declared by a competent medical authority to be unfit for further service;

(c) desires payment within six months before his retirement.

The amount standing to his credit in the fund shall, upon application made by him in that behalf to the Director of Finance, become payable to the subscriber:

Provided that the subscriber, if he returns to duty shall, if required to do so by University, repay to the Fund, for credit to his account, the whole or part of any amount paid to him from the Fund in pursuance of these statutes with profit thereon at the rate provided in statute 17, in cash or securities, or partly in cash and partly in securities, by instalments or otherwise, by recovery from his emoluments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under clause(c) of sub-statute (1) of statute 18.

* Amended vide Senate Resolution No. SNT-28.4(b) dated 06.06.2020.

36. On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made;

- (i) When the subscriber leaves a family –
 - (a) if a nomination made by the subscriber in accordance with the provisions of statute 14 or the corresponding rule heretofore in force in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
 - (b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relate only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or person other than member or members of his family, become payable to the members of his family in equal shares:

Provided that no share shall be payable to –

- 1) sons who have attained legal majority,
- 2) sons of deceased son who have attained legal majority;
- 3) married daughters whose husbands are alive;
- 4) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in clauses (1), (2), (3) and (4).

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause(1) of the first provision;

- (ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of statutes 14 or the corresponding rule heretofore in force in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

37. (1) When the amount standing to the credit of a subscriber in the Fund becomes payable, it shall be the duty of the Director of Finance to make payment, as provided in section 4 of the Provident Funds Act, 1925.

(2) If the person to whom, under these statutes, any amount of policy is to be paid, assigned, re-assigned or delivered, is a lunatic for whose estate a manager has been appointed in this behalf under the Pakistan Lunacy Act, 1912, the payment or re-assignment or delivery will be made to such manager and not to the lunatic.

(2-A) (a) If the person to whom, under these Statutes any amount is to be paid is a minor of whose property a guardian has not been regularly appointed, the Director of Finance, empowered under sub-statute to make the payment, may pay such amount to the mother of the minor. Where the mother of the minor:

- (i) is not alive;
- (ii) was, in the lifetime of the subscriber, judicially separated from him;
- (iii) has remarried; or
- (iv) is or has become disqualified or otherwise unsuitable,

the Director of Finance may pay such amount to any suitable person nominated by the Vice-Chancellor.

(b) Where the subscriber was a female, the Director of Finance, in applying the above provisions mutatis mutandis, may make payment to the father of the minor, or to such other person as may be appointed a guardian.

(c) Where the guardian appointed by the Director of Finance is any person other than the mother, father; paternal grand- father, uncle, brother or sister of the minor, the guardian, shall be required to execute an indemnity bond, with the sureties, indemnifying University against any claim which may subsequently be made.

(3) Any person who desires to claim payment under this rule shall send a written application in that behalf to the Director of Finance. Payment of amounts withdrawn shall be made in Pakistan only. The person to whom the amounts are payable shall make their own arrangements to receive payment in Pakistan.

38. (a) If a University employee who is a subscriber to any other provident fund, which is a non-contributory provident fund, is permanently transferred to pensionable service under the University, the amount of subscriptions, together with profit thereon, standing to his credit in such other fund at the date of transfer shall with the consent of the concerned authority be transferred to his credit in the Fund.

(b) If a University Employee who is a subscriber to any contributory provident fund is permanently transferred to pensionable service under the University and elects or is required to earn pension in respect of such pensionable service –

- (i) the amount of subscriptions, with profit thereon, standing to his credit in such contributory provident fund at the date of transfer shall with the consent of the concerned authority, if any, be transferred to his credit in the Fund;
- (ii) he shall in exchange be entitled to count towards pension such part of the period during which he subscribed to such contributory provident fund as the University may determine.

PROCEDURAL STATUTES:

39. All sums paid into the Fund under these statutes shall be credited in the books of University to an account named "The NED University Employees Provident Fund."

*40 The Provident Fund shall be invested in the Financial Institute with "A" ranking on highest prevailing market rates, or any other profitable secured scheme as approved by University Investment Committee.

* Amended vide Senate Resolution No. SNT-28.4(b) dated 06.06.2020.

*40. (1) The Investment Committee shall decide the volume of investment of available amount in fund on the information provided by Director of Finance.

*41. When paying a subscription in Pakistan, either by deduction from emoluments or in cash, a subscriber shall quote his / her Pers No. to Director Finance.

*42. (1) Directed of Finance shall incorporate in the monthly salary statement, the accumulated monthly balance of Provident fund along with any details of Profit and Loan, if taken by the subscriber.

*(2) Subscribers should satisfy themselves as to the correctness of the accumulated balance, and errors if any should be brought to the notice of the Director Finance within six months from the date of receipt of the salary statement.

(3) *Deleted

APPLICABILITY OF RELEVANT RULES:

*43. Whenever, any subsequent change(s) or revision(s) in respect of "terms and conditions of service" including pay scales and other fringe benefits of Government employees is/are made and announced by the Government of Sindh, Government of Pakistan/HEC, the same shall be applicable, mutatis-mutandis to the University employees also, provided and to the extent approved by the competent authorities of the University.

* Amended vide Senate Resolution No. SNT-28.4(b) dated 06.06.2020.

FIRST SCHEDULE

[Vide Statutes 14(3)]

FORMS OF NOMINATIONS

I. WHEN THE SUBSCRIBER HAS A FAMILY AND WISHES TO NOMINATE ONE MEMBER THEREOF:

I hereby nominate the person mentioned below, who is a member of my family as defined in Statutes-3, of the NED University of Engineering and Technology Employees Provident Fund Statutes, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid:-

Name and address of nominee	Relationship with subscriber	Age

Dated this ____ day of _____ 200

at _____

Two witnesses to signature.
Subscriber

Signature of

1. _____

2. _____

II. WHEN THE SUBSCRIBER HAS A FAMILY AND WISHES TO NOMINATE MORE THAN ONE MEMBER THEREOF:

I hereby nominate the persons mentioned below who are members of my family as defined in Statutes 3 of the NED University of Engineering and Technology Employees Provident Fund Statutes, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

Name and address of nominee	Relationship with subscriber	Age	*Amount or share of accumulations to be paid to each

Dated this ____ day of _____ 200 ____.

at _____

Two witnesses to signature.
Subscriber

Signature of

1. _____

2. _____

* This column should be filled-in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

III. WHEN THE SUBSCRIBER HAS NO FAMILY AND WISHES
TO NOMINATE ONE PERSON:

I, having no family as defined in Statutes 3 of the NED University Employees Provident Fund Statutes, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable or having become payable has not been paid:-

Name and address of nominee	Relationship with subscriber	Age

Dated this _____ day of _____ 200 _____

at _____

Two witnesses to signature.
Subscriber

Signature of

1. _____

2. _____

IV. WHEN THE SUBSCRIBER HAS NO FAMILY AND WISHES
TO NOMINATE MORE THAN ONE PERSON:

I, having no family as defined in Statutes 3 of NED University Employee Provident Fund Statutes, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

Name and address of nominee	Relationship with subscriber	Age	*Amount or share of accumulations to be paid to each

Dated this ____ day of _____ 200 ____.

at _____

Two witnesses to signature.
Subscriber

Signature of

1. _____

2. _____

* This column should be filled-in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

SECOND SCHEDULE

[Vide Statutes 14(5) and (8)]

FORMS OF CONTINGENT NOTICE OF CANCELLATION

I. WHERE NOMINATION IS IN FAVOUR OF ONE OR MORE MEMBERS OF THE SUBSCRIBER'S FAMILY:

Without prejudice to my right under Statutes 14(4) of NED University Employee Provident Fund Statutes to cancel the nomination made by me on _____ whenever I think fit, I hereby give notice that in the event of the person/any of the persons nominated thereunder predeceasing me, the said nomination shall forthwith stand cancelled.

Dated this _____ day of _____ 200 _____

at _____

Two witnesses to signature.
Subscriber

Signature of

1. _____

2. _____

II. WHERE NOMINATIONS IS IN FAVOUR OF ONE OR MORE PERSONS NOT BEING MEMBERS OF THE SUBSCRIBERS FAMILY:

Without prejudice to my right under sub-statute (4) of Statute 14 of the NED University of Engineering and Technology Employees Provident Fund Statutes to cancel the nomination made by me on _____ whenever I think fit, I hereby give notice that in the event of the person/any of the persons nominated thereunder predeceasing me, or in the event of my hereafter acquiring a family as defined in Statutes 3 of the said Statutes, the said nomination shall forthwith stand cancelled.

Dated this ____ day of _____ 200 ____.

at _____

Two witnesses to signature.
Subscriber

Signature of

1. _____

2. _____

* Third Schedule to Eight Schedule Deleted

* Deleted vide Senate Resolution No. SNT-28.4(b) dated 06.06.2020.

NED University of Engineering and Technology, Karachi
Employees Benevolent Fund Statutes, 1990
(As amended)
(Under Section 46.1(a) of the Act, 1977)

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NED University of Engineering and Technology, Karachi
Employees Benevolent Fund Statutes, 1990
(As amended)
(Under Section 46.1(a) of the Act, 1977)

SHORT TITLE :

1 These Statutes may be called the NED University of Engineering and Technology, Employees (Benevolent Fund) Statutes, 1990.

APPLICATION:

2 These Statutes shall apply to all University Employees, provided that the Syndicate may by notification except any class of University Employees from the operation of these Statutes.

COMMENCEMENT:

3 These Statutes shall come into force from the date as may be notified.

DEFINITIONS:

4 In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

- (a) "Dean", "Registrar" and "Director of Finance" means respectively the Dean concerned, the Registrar and the Director of Finance of the University.
- (b) "Employees" means the Officers, the teachers and the other employees of the University.
- (c) "Family" in relation to a University Employee means his or her --
 - (i) wife or wives or husband, as the case may be;
 - (ii) legitimate children and step children less than twenty one years old, parents, sisters and minor brothers, if residing and wholly dependent upon him or her;

- (d) "Fund" means the Benevolent Fund constituted under these Statutes.
- (e) "Syndicate" means the Syndicate of the University.
- (f) "University" means the NED University of Engineering and Technology, Karachi.
- (g) "Vice-Chancellor" means the Vice-Chancellor of the University.

ESTABLISHMENT OF FUND:

5 There shall be established a Fund to be called the NED University of Engineering and Technology, Karachi Employees Benevolent Fund, which shall be maintained and managed in two parts namely (a) Part-I for the officers in pay groups of BPS-17 and above, and (b) Part- II for the establishments in BPS- 1 to 16.

FORMATION OF FUND:

6 To the credit of the Fund shall be placed :

- (i) All the subscriptions recovered at source from the salaries of the employees towards the fund.
- (ii) **All grants made by the Federal or Provisional Governments, the Higher Education Commission or any other Organization or Institution, including the University itself.
- (iii) All income, profits etc. accruing from the assets, belonging to the Fund or from investments made out of the moneys of the Fund.
- (iv) **Loans raised by the Management Committee (formed under Clause 14) of the fund on the receipt of application from employee for medical expenses not covered under University Medical rules.

The above loan shall be deducted in 24 installments from the employee salary.

** Amended vide Senate Resolution No. SNT-29.4(c) dated 26.06.2021

INVESTMENT OF FUND:

7 The moneys realised as in Statutes-6 above, shall be invested in the manner prescribed by the Syndicate so as to yield the maximum possible profits.

RATES OF SUBSCRIPTION:

*8 Every group of employees of the University shall compulsorily be required to subscribe to the fund out of his/her monthly salary at source as under :-

- a) University Employees in BPS-1 to BPS-5 1% of pay without ceiling restriction
- b) University Employees in BPS-6 to BPS-19 1 1/2% of pay without ceiling restriction
- c) University Employees in BPS-20 to BPS-22 2% of pay without ceiling restriction

NOTE: The salary amounting to Rs. fifty or more shall be regarded as one hundred rupees for the purpose of calculating the monthly subscriptions, and less than rupees fifty shall be ignored.

DEFAULT IN PAYMENT:

9 (a) Where the monthly subscription can not for any reason be recovered from a subscriber, and he/she either dies or is invalid and retired from service the outstanding subscription shall be recovered from the grants to be made to the subscriber or his/her family as provided for under Statutes-10.

(b) Default in the payment of the subscription either for reason of negligence, in-advance or fault of the subscriber or for any other cause like non drawal of his/her salary from which to recover the subscriptions, right of the subscriber or his family to receive the benevolent grant shall not be affected.

* Amended vide Finance Department O.M. No. FD(SR.I) 10 (1) / 86 dated 10th February 2000 adopted by the Syndicate vide Resolution No. Syn-116.8(a) (iv) dated 03.06.2000

CONDITIONS FOR PAYMENT OF GRANT:

10 Benevolent grants payable from the Fund shall be as follows :

- (i) (a) If any employee (subscriber) is declared permanently and completely incapacitated for the University service on account of any physical or mental illness or infirmity.

OR

- (b) dies while in service, or after premature retirement, but before reaching the age of superannuation (60 years); he/she himself if alive or his family if he/she is dead, shall receive from the fund a benevolent grant, in addition to his/her family pension at the rate shown in Schedule-I to these *Statutes for life from the date of retirement (invalidation) or death.

*Note-1: In case, where an employee who had himself been retired owing to in-capacity and received for some period a grant from the benevolent fund and died the family, as defined in these statutes, shall be allowed the same amount of the benevolent grant for life.

Note-2: In case, where any employee during his life time, nominates one or more member(s) of his family to receive the benevolent grants in the event of his/her death, the payment of such grants shall only be made to that nominated heir, unless, on account of financial distress experienced by the other members, if any of the family of the deceased subscriber on account of non-maintenance or non-payment of their share of the grant by the nominated heir, the management Committee of the Board shall decide to make the grant out of the fund to all the members of the family as per provisions of the pension statutes by disregarding the nominations made by the deceased subscriber.

* Amended vide Senate Resolution No. SNT-5.6 dated 30.06.1997

Note-3: Where, the widow/husband of a deceased subscriber dies or the widow re-marries, the grant payable shall either be stopped, if there is no other surviving legal heir left in the family or re-continued to be paid to the remaining heirs of the deceased if any as per the provisions of pension statutes, governing family pensions.

- (ii) For funeral expenses on the death of a subscriber to his/her family.
- (iii) For educational scholarships to the children of deceased or invalidated subscribers.
- (iv) For marriage of children of the employees.
- (v) In case of extreme financial distress suffered by a subscriber, not occasioned by any actions or omissions of the subscriber himself, a temporary loan may be granted to him/her out of the benevolent fund, toward off that distress, recoverable in easy instalments, without interest.

Note: The rates and scales of the grants etc. enumerated in sub statutes (ii) to (v) are recorded in Schedules-II and III to these statutes.

DETERMINATION OF GROUP:

11 If a subscriber has for some time held posts upto BPS- 16 and for some time been appointed to a post in BPS-17 (or above) the benefits admissible under these statutes shall be allowed to his/her family at the scale applicable to the group of employees in which he was classified at the time of invalidation or death.

ENTITLEMENT ON INVALIDATION OR DEATH:

12 A person, whose first subscription has been realised before, his invalidation or death takes place, shall, himself, be entitled to the grants from the fund, or his family would get the same in the event of his death.

REFUND NOT PERMISSIBLE:

13 No refund of the subscriptions recovered from an employee shall be admissible to him/her, if he quits service or retires there-from in the normal course.

MANAGEMENT OF FUND:

14 (i) The fund shall be managed by a Committee, consisting of a University Professor as Chairman, one Associate Professor, the Registrar, the Director of Finance as members, and the Deputy Director (Finance) as its Secretary. The teacher members shall be nominated by the Vice-Chancellor.

(ii) The Committee will meet once a quarter, to dispose of its business (cases referred to it), and submit its recommendations to the Vice-Chancellor, who will accord sanctions for the disbursement of grants etc. in the cases submitted by the Committee for his approval.

Note:-1 No office bearers of the Committee shall be entitled to any remuneration for the duties performed by them in connection with the functions of the Committee.

Note:-2 In case of urgency, the Chairman of the Committee may call the meeting of the Committee earlier than scheduled.

Note:-3 The Chairman and any two members shall form the quorum. Decisions by the Committee shall be taken by majority of votes. In case of equality of votes, the Chairman shall have a second or casting vote.

Note:-4 All decisions of the Committee shall be recorded in a minute book by the Secretary and in his absence by a member as designated by the Chairman.

Note:-5 The Secretary shall in the performance of his duties, such as, viz: conduct of correspondence, maintenance of accounts and records, disbursement of money from the fund, preparation of agenda of the meeting and recording of minutes thereof, be assisted by one or more office assistants designated ex-officio by the Director of Finance for the purpose.

15 **The amounts sanctioned shall be drawn through simple receipts signed by the grantees and countersigned by the Chairman of the Committee and pre-audited by Resident Auditor, after which, cheques will be issued and signed by the Director Finance jointly with the Deputy Director Finance. The Secretary will also maintain the accounts of the funds.

PROCEDURE FOR MAKING OF APPLICATION:

16 Applications for all grants except that for marriage expenses shall be made in the prescribed form (Appendix- 'A') by the subscriber or as the case may be, by his/her family members and application for marriage expenses shall be made in the form (Appendix- 'B').

17 The widow of a deceased subscriber shall on each occasion of payment from the fund furnish a no-marriage certificate as in Appendix "C" duly signed by her and certified by the Member / Councilor of the Union council / Committee etc. of the place, where she resides.

ENABLING CLAUSE / APPLICABILITY OF RELEVANT RULES:

18 **Whenever, any subsequent change(s) or revision(s) in respect of 'terms and conditions of services' including pay scales and other fringe benefits of Government employees is/are made and announced by the Government of Sindh, Government of Pakistan / Higher Education Commission the same shall be applicable mutatis-mutandis to the University employees also, provided and to the extent approved by the competent authorities of the University.

** Amended vide Senate Resolution No. SNT-29.4(c) dated 26.06.2021

SCHEDULE - I

*Scale of rates for grant from the benevolent fund as referred in sub-statutes (i)(a)&(b) of Statutes 10 shall be as under :

- *1) Employees in BPS-20 and above Rs.9,000/- p.m. for life
- 2) Employees in BPS-16 to 19 Rs.7,500/- p.m. for life
- 3) Employees in BPS-1 to 15 Rs. 6,000/- p.m. for life
(Disabled employees & family of employees who die in service)

SCHEDULE - II

(Referred to in Sub-Statutes (ii) to (v) of Statutes - 10) Funeral expenses (Lump sum grant)

*for persons in BPS-1 to 22 Rs. 15,000/-

SCHEDULE - III

- *(i) Marriage Expenses (Lump sum) for three children or sister at Rs. 50,000/- for employees in BPS-1 to 22 on the occasion of each of the three events of marriage.
- (ii) Special aid loan
Actual need not exceeding Rs 100,000/- w.e.f. March 2023
- (iii)
 - a. Matriculation Scholarship for 02 years Rs.2,000/-.
 - b. Post Matriculation Scholarship for 02 years Rs.4,000/-
 - c. Graduate Scholarship for 4/5 years Rs.6,000/-.

These Education Scholarships shall be created out of the fund, and would be sanctioned on recommendations of the Committee to children of invalidated or deceased University employees on rates as prescribed by the Syndicate from time to time.

* Amended vide Syndicate Resolution No. Syn-204.7(a)(ix) dated 02.03.2023

APPENDIX "A"

(Vide Statute 16)

APPLICATION FOR GRANT FROM THE NED
UNIVERSITY EMPLOYEES BENEVOLENT FUND

1. Name of the University employee _____
2. Date of entry into University service _____
3. Date of death, invalidation or retirement _____
4. Total length of service at the time of death invalidation or retirement _____
5. (a) Post held at the time of retirement or at the time of death or invalidation before retirement and Pay Scale _____
- (b) Whether the University employee held such post permanently or temporarily _____
6. (a) Last Pay drawn _____
- (b) Details of dependent family members, such as their names, ages, whether married or unmarried, school or college where being educated, relationship of each with the University employee _____
- (c) Details of earning family members not included in item (b) above and their monthly income _____
7. Amount of and date from which pension/gratuity compensation has been granted by the University _____

8. (a) If insured, the amount for which insured. _____
- (b) Total General Provident Fund accumulations _____
- (c) Amount applied for _____
- (d) Reasons for the application with proof if any _____
- (e) In the case of application by widow, a statement to the effect that she has not remarried on Appendix-C. _____

09. AFFIRMATION

I do hereby solemnly affirm and verify that the contents of the above application are true to the best of my knowledge and belief and that I concealed nothing.

I know that in the event of making a wilfull misrepresentation or suppression of facts, I shall be liable to criminal prosecution.

Signature and name of the applicant _____

Son/Daughter/Wife/Widow of _____

Address _____

CERTIFICATION

I certify and attest the details furnished above from the record available in this office and

(i) Recommend _____

(ii) Do not recommend the case for reasons: _____

Signature and name of the Head of Office
(with official seal) _____

Signature and name of the Head of Administrative Department
(with official seal) _____

(Vide Statute 16)

Appendix - 'B'

APPLICATION FOR GRANT FROM THE NED UNIVERSITY
EMPLOYEES BENEVOLENT FUND FOR MARRIAGE EXPENSES.

1. Name of the Employee : _____
2. Date of Entry into service : _____
3. Post & Grade held at the _____
time of application.
 - i) Permanent _____
 - ii) Temporary _____
4. Last Pay drawn with BPS : _____
5. Total length of Service : _____
6. Details of dependents/family _____
members :
(Attach Proof)
7. Particular of marriage of the
dependent son/daughter: _____
 - i) Name of the son/daughter: _____
 - ii) Age: _____
 - iii) Date of marriage ceremony: _____
 - iv) NIC/ "B" Form Regn. No.: _____
8. Amount applied for _____
9. If applicant has availed
grant for marriage expenses
earlier, give date & name
of the dependent : _____

I do hereby solemnly affirm and verify that the contents of the application are true to the best of my knowledge and belief and that I concealed nothing.

I know that in the event of making any wilfull misrepresentation or suppression of facts, I shall be liable to dismissal from service.

Signature and name of the applicant _____

Address _____

I certify and attest the details furnished above from the record available in this office and

(i) Recommend _____

(ii) Do not recommend the case for reasons: _____

Signature and name of the Head of Office
(with official seal) _____

Signature and name of the Head of Administrative
Department (with official seal) _____

APPENDIX - "C"

(Vide Statute 17)

NO MARRIAGE CERTIFICATE

I do hereby solemnly affirm that I, Mst. _____
widow of _____ drawing Rs. _____ (Rupees
_____ only) per month as
grant out of the University Employees Benevolent Fund, I have not yet
remarried and am still a widow. I therefore, request that the sanctioned
amount of Rs. _____ for the month of _____ may
kindly be remitted to me.

Signature with Date: _____

Name in Block Letters: _____

Widow of: _____

**NED University of Engineering and
Technology, Karachi
Employees Group Insurance Fund Statutes, 1990(Under
Section 46.1(a) of the Act, 1977)**

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**NED University of Engineering and Technology, Karachi
Employees Group Insurance Fund Statutes, 1990
(Under Section 46.1(a) of the Act, 1977)**

SHORT TITLE:

1 These Statutes may be called the NED University of Engineering and Technology, Employees (Group Insurance Fund) Statutes, 1990.

COMMENCEMENT:

2 These Statutes shall be deemed to have come into force with effect from the date as may be notified.

APPLICATION:

3 All the employees of the NED University of Engineering and Technology, shall be entitled to the benefits of the Group Insurance Fund, except the following:-

- (a) The staff paid from contingencies;
- (b) The work-charged establishment;
- (c) The part-time University Employees;
- (d) The persons employed on contract/deputation;
- (e) the employees, who have attained the age of sixty years.

DEFINITIONS:

4 In these Statutes, unless otherwise expressly mentioned:

- (a) "University" means NED University of Engineering and Technology, Karachi.
- (b) "Syndicate" means the Syndicate of the University.
- (c) "Vice-Chancellor" means the Vice-Chancellor of the University.
- (d) "Employees" means the Officer, the teachers and the other employees of the University.

- (e) “Registrar”, “Director of Finance” and “Resident Auditor”, respectively mean the Registrar, the Director of Finance and the Resident Auditor of the University.
- (f) “Family” in relation to a University Employee means his or her --
 - i) Wife or wives or husband, as the case may be;
 - ii) Legitimate children and step-children less than 21 years old, parents, sisters and minor brothers, if wholly dependent and residing with him/her
- (g) “pay” means the amount drawn monthly by a University Employees as --
 - i) The pay which has been sanctioned for the post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre ;
 - ii) Technical pay, personal pay and special pay; and
 - iii) any other emoluments which may specially be classed as pay by the Syndicate.
- (h) “Foreign Services” means service in which a University Employee receives his pay with the sanction of the University from source other than the University Fund, as per details in the Leave Statutes.

MAINTENANCE OF ACCOUNT:

5 The Director of Finance shall maintain a separate account for Group Insurance contribution.

FORMATION OF FUND:

6 The account shall consist of:

- (a) All Contributions received under the University Statutes 7 and 8.
- (b) All Contributions made by the University and
- (c) Any interest or profit accruing on investments of such contributions.

RATES OF INSURANCE PREMIUM:

7 *The University shall arrange Group Insurance for the employees at the rates for contributions towards premium and the sum assured as notified by the Govt of Pakistan/Sindh and adopted by the Syndicate, from time to time.

The Group Insurance Scheme covers the following benefits.

1. Death Cover: This will provide for the payment of the full sum assured in case of death of a member of the group due to any cause, whatsoever.
2. Group Accidental Death Benefit (ADB): This will provide for an additional amount equal to the sum assured payable if the death results from an accident.
3. Group Accidental Disability Benefit (PTD-Acc): This will provide for a certain percentage of the basic sum assured (according to the schedule attached to policy) payable when permanent disability results from an accident.
4. Fortnightly Income Benefit (FIB): This will provide for an amount equal to half of the monthly salary, subject to a maximum of Rs. 1,500 payable fortnightly for a maximum period of one year in case of temporary total disability caused by an accident.
5. Group Natural Disability Benefit (PTD-Nat): This will provide for the payment of the full sum assured in case of permanent and total disability due to natural causes.
6. Temporary Total Disability Benefit (T.T.D): This benefit provides 100% of monthly salary up to a maximum of Rs.3000/= per month in case of temporary total disability.

Note: The above schedule is liable to change from time to time.

(2) The contribution towards premium in case of employees in BPS-01 to 04, shall be paid by the University.

* Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

CONDITION OF TRANSFER TO FOREIGN SERVICE:

8 When a University Employee is transferred to foreign service, he shall continue to be governed by these University Statutes in the same manner as if he had not been so transferred and he shall continue to contribute to the Group Insurance Scheme during the period he remains in foreign service.

PAYMENT OF ASSURED SUM ON DEATH:

9 Notwithstanding the fact that a University Employee may have held posts in different categories at different times the assured sum to be paid on his death shall be that which is according to the post last held by him and shall be paid to the member or members of his family nominated by him in this behalf or in case the nomination does not exist or becomes legally invalid, the amount shall be disbursed in accordance with the decision of the court of law.

NO REFUND ALLOWED:

10 If a University Employee, for any reason whatsoever, quits University service or is discharged or dismissed from service, or his service is terminated, he shall neither be entitled to any benefit from the Fund nor to the refund of the contributions made by him towards the said Fund during the period of his service.

NOMINATIONS:

11 (i) Within three months from the date these University Statutes are notified, every University Employee shall nominate, in the form appended at Appendix-A a member or members of his family to whom he desired the sum insured to be paid in the event of his death, specifying; in case the assured sum is to be paid to more than one member of his family, the proportion in which the sum is to be paid to them and forward the nomination form in duplicate to the Director of Finance for transmission of one copy of the form to the State Life Insurance Corporation of Pakistan or the designated insurance company which shall assign a nomination number to the employee and furnish a receipt to be placed in his Service Book. The receipt shall be forwarded by the Director of Finance to the concerned Department / Section for posting the same in the Service Book of the employee.

(ii) In case the nominee is a minor, the University Employee shall nominate one or more persons through whom the payment of the sum assured or the share of the minor successor, as the case may be, shall be paid

(iii) *A University Employee may at any time cancel his nomination by sending a notice in writing to the Director of Finance for transmission to the designated Insurance Company and the Registrar; and may send a fresh nomination along-with such notice.

MANAGEMENT OF SCHEME:

12 The Director of Finance under instructions from the Vice-Chancellor, shall be responsible for the management of the Group Insurance Scheme for the employees of the University.

APPLICABILITY OF SINDH GOVERNMENT GROUP INSURANCE RULES :

13 Amendments, additions etc. to Sindh Government Civil Servants Group Insurance Rules, from time to time shall be deemed amendments, additions etc. to these Statutes.

APPLICABILITY OF RELEVANT RULES ETC

14 Whenever, any subsequent change(s) or revision(s) in respect of "terms and conditions of service" including pay scales and other fringe benefits of Government Employees is/are made and announced by the Government of Sindh/Government of Pakistan/Higher Education Commission (HEC), the same shall be applicable, mutatis-mutandis to the University Employees also; provided and to the extent approved by the competent authorities of the University.

* Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

Appendix – A

FORM OF NOMINATION
(See Statute No. 11)

I, _____ Son/Daughter/Wife of _____
_____ of the _____ Department
of _____ hereby nominate the following
person(s) receive Insurance Scheme as under:-

Name and Address of Nominee	Relationship with the employee	Age of the nominee	Proportion of the amount which is to be paid	If the nominee is minor, name of the person or persons to whom payment is to be made on his behalf

Dated:-

Signature of Subscriber
Attested by _____ Seal of office.

WITNESSES:-

1. Signature _____
Name _____
Address: _____

2. Signature _____
Name _____
Address: _____

The Signature of the Subscriber should be attested by a University employee of B-17 or above, who should affix his seal of office below his signature.

**Statutes for Utilization of Self-Financing Funds
(As promulgated by the Governor of Sindh/Chancellor
of Universities of Sindh)**

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Statutes for Utilization of SELF-FINANCING SCHEME FUNDS

(As promulgated by the Governor of Sindh/Chancellor
of Universities of Sindh.)

1. TITLE

These statutes shall be known as the “Statutes for Utilization of Self-Financing Scheme Funds (hereinafter called the SS Funds of the University) of the Universities of Sindh, for their Development, Research and other Academic activities” and shall be referred hereinafter to as the Statutes.

2. PURPOSE

In view of the fact that Self-Financing Scheme was created to meet the shortfalls in the Development and non Development budget of the University, it has become expedient to utilize SS Funds for the purpose of development, research and other academic activities to meet the urgent requirements.

3. SCOPE

*Annual income comprising the profit from the invested SS Funds is utilized as under:

- i) 50% (with profit) goes to the Endowment Fund
- ii) 12.5% (with profit) goes to the University Research Fund
- iii) 12.5% (with profit) goes to the University Development Working Party (UDWP)
- iv) 25% (without profit) goes to the University Recurring Account

4. PREPARATION OF BUDGET AND PROCEDURE OF THE EXPENDITURE.

A separate annual and revised budgets of annual income of SS Funds made available shall be prepared for (i) Development (ii) Research (iii) Other operational needs and shall be approved by the Senate of the University.

* Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

The expenditure for these purposes at S.NO. (ii) shall be incurred subject to the approval of appropriate bodies of the University viz Advanced Studies and Research Board and Research Scrutiny Committee etc as the case may be. The development schemes to be funded through SS Funds shall be considered & approved through the procedure laid down as follows:

5. SPONSORSHIP AND APPROVAL OF THE DEVELOPMENT SCHEMES.

A development scheme may be sponsored by a Chairman of the Department/ Director of the Institute, a Professor Emeritus, a Dean of the Faculty, or a Head of any administrative/academic unit in general, with the permission of the Vice-Chancellor of the University, who may himself require to prepare such a scheme, on his own initiative or direction of any authority of the University.

The development schemes prepared on a prescribed form be submitted to the Director Planning and Development (P&D) of the University, who shall scrutinize the scheme in light of the prevailing/approved standards and prepare its brief on a prescribed form and submit to the University Development Working Party (UDWP) for Concept clearance. The forms and standards generally prescribed by the Planning Commission, like PC-1 Form, shall be used.

*The formation of UDWP shall be as follows. Sponsor of the scheme may be invited to present the scheme before it.

1. Vice-Chancellor	Chairman
2. Pro-Vice Chancellor	Member
3. All Deans	Members
4. Nominee of Chief Minister	Member
5. Nominee of Federal HEC	Member
6. Secretary Finance, Govt of Sindh or Nominee (not below rank of an Additional Secretary)	Member
7. Nominee of Senate	Member
8. Nominee of Syndicate	Member
9. Person of Eminence/Financial Expert (nominated by Syndicate)	Member
10. Director Finance	Member
11. Registrar	Member
12. Director (P&D)	Member/Secretary

The scheme, if so required, shall be modified/revised accordingly and resubmitted to UDWP through Director (P&D) for further consideration and recommendation by UDWP to the Syndicate for its approval.

*The Syndicate shall be the final authority to approve a scheme costing up to Rs. 30.00 million, but for any scheme exceeding this limit, clearance of the Chief Minister shall be sought.

The Vice-Chancellor shall issue the Administrative Approval for the scheme after it is finally approved, after which the scheme may be implemented/executed.

6. EXECUTION OF THE DEVELOPMENT SCHEMES

The development schemes under SS Funds shall generally be executed by the Project Director of the University under the supervision and guidance of the Advisory Building Committee of the University constituted by the Syndicate as in case of other development schemes under PSDP unless the Syndicate directs differently in particular case only.

7. MONITORING AND EVALUATION OF THE DEVELOPMENT SCHEMES

Regular monitoring and evaluation of the Development Schemes under SS Funds shall be conducted by the Monitoring and Evaluation Team constituted by the UDWP. The Committee shall submit its reports to the UDWP and the Syndicate. The Director (P&D) shall take further necessary action as per their advice.

8. FRAMING OF REGULATIONS/RULES

The UDWP and the Syndicate may frame any further detailed Rules/Regulations for the conduct of the business of consideration and approval for the Development schemes under SS Funds within the framework prescribed herein, and may amend these Regulations/Rules as and when required.

9. EFFECTIVENESS OF THE STATUTES

These statutes shall come into force from the date on which these are promulgated by the Chancellor of the University.

10. LIMITATIONS

These statutes shall not affect the ongoing schemes or those already completed under SS Funds duly approved by the appropriate authority.

* Amended vide Senate Resolution No. SNT-30.4 dated 28.06.2022

**STATUTES REGARDING ESTABLISHMENT
OF NED UNIVERSITY ENDOWMENT FUND, 2014**

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STATUTES REGARDING ESTABLISHMENT OF NED UNIVERSITY ENDOWMENT FUND 2014

**(Approved Vide Senate Resolution No. SNT-22.5 dated
27.08.2014)**

1. Short Title

These statutes may be called the “NED University Endowment Fund 2014” for NED University of Engineering Technology, Karachi. The purpose of this Fund shall be generating extra funds for promotion of academic and Research Activities, Development of Infrastructure, Student Scholarship, Faculty Development, Recurring budget support; if needed.

2. Date of Commencement

These statutes shall be deemed to have come into effect from the date as may be notified i.e. *03-09-2021.

3. Management of the Fund

The Endowment Fund shall be maintained in Pakistani rupees and shall be managed and regulated by the Syndicate through a Committee and in such manner as the Syndicate may determine within the frame work of the laid down purpose and the consent of the donors if required. A separate bank account shall be maintained and operated by the:

- | | | |
|------|-----------------------------|--------------|
| i. | Vice-Chancellor | Singly |
| ii. | Director Finance | Jointly with |
| iii. | Deputy Director Finance (F) | OR |
| | Deputy Director Finance (A) | |

*4. Formation of Fund

The account shall consist of:

- i) 50% of the amount generated from Self Finance Fee (as per clause 39(1) of the University Act.
- ii) Any other source of income e.g. donation / contribution from philanthropists/ Alumni / other(s).

* Amended vide Senate Resolution No. SNT-29.4(a) dated 26.06.2021

5. Investment

Amount collected under this Fund shall be invested in various schemes so as to yield the maximum possible profits.

6. Utilization of Fund

The principal amount of NED Endowment Fund will not be utilized under any circumstances. The proceeds (profits earned on Principal amount) will be utilized for the purpose as defined at section-1.

7. Audit of the Fund

The credibility of the utilization and gaining trust of the donors the Endowment Fund shall be audited by University Resident Auditor.

8. Sanctioning Authority

The Vice-Chancellor shall be the Sanctioning Authority.

9. Interpretation of Clauses

The Vice-Chancellor shall be competent to pass orders on matters covered under these statutes and shall be final authority for interpretation of these statutes.

**STATUTES FOR ESTABLISHMENT ENDOWMENT FUND
AT THAR INSTITUTE OF ENGINEERING, SCIENCES AND
TECHNOLOGY (TIEST)**

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STATUTES FOR ESTABLISHMENT ENDOWMENT FUND AT THAR INSTITUTE OF ENGINEERING, SCIENCES AND TECHNOLOGY (TIEST)

**(Approved Vide Senate Resolution No. SNT-29.4(b)
dated 26.06.2021)**

1. Short Title

These statutes shall be called the “Thar Institute of Engineering, Sciences and Technology (TIEST) Endowment Fund Statutes 2021”.

2. Date of Commencement

These statutes shall be deemed to have come into effect from the date as may be notified i.e. 03.09.2021.

3. Definitions

- i. “TIEST” means Thar Institute of Engineering, Science and Technology, a constituent college of NED University of Engineering & Technology.
- ii. “University” means NED University of Engineering & Technology.
- iii. “Syndicate” means Syndicate of NED University of Engineering & Technology.
- iv. “FPC” means Finance & Planning Committee of NED University of Engineering & Technology.
- v. “Vice-Chancellor” means Vice-Chancellor of NED University of Engineering & Technology.
- vi. “Pro-Vice Chancellor” means Pro-Vice Chancellor of NED University of Engineering & Technology.
- vii. “Director Finance” and “Deputy Director Finance” means Director Finance and Deputy Director Finance NED University of Engineering & Technology.

- viii. "Fund" means Endowment Fund established for Tiest.
- ix. "Recurring Budget" means Recurring Budget of Tiest.
- x. "Investment Committee" means Investment Committee of Tiest Endowment Fund.

4. Management of the Fund

The scheme shall be maintained in Pakistani Rupees and shall be managed and regulated by the Syndicate through such agency and in such manner as the Syndicate may determine. A separate bank account shall be maintained which shall be operated by the:

- | | | |
|----|--------------------------------|--------------|
| a. | Vice-Chancellor | Singly |
| b. | Director Finance | Jointly with |
| c. | Either Deputy Director Finance | |

5. Formation of Fund

The account shall consist of:

- i. Yearly grant from the Recurring Budget of Tiest to create the Principal Amount. (Amount of yearly grant shall be as approved by Syndicate on the recommendation of FPC.)
- ii. Any Grant received from Federal or Sindh Government for Tiest.
- iii. Any other source of income for Tiest.

6. Investment Committee

Following shall be the members of Investment Committee of Tiest:

- | | | |
|------|---------------------|------------------|
| i. | Vice-Chancellor | Chairman |
| ii. | Pro-Vice Chancellor | Member |
| iii. | Director Finance | Member/Secretary |

7. Investment

Amount collected under this Fund shall be invested in various schemes to yield the maximum possible profit upon recommendation of Investment Committee.

8. Utilization of Fund

The Principal amount of Tiest Endowment Fund shall not be utilized. The proceeds (profits earned on Principal amount) shall be utilized as follows:

- i. To support Recurring Budget of Tiest.
- ii. Any other area as approved by Syndicate on the recommendation of FPC.

9. Sanctioning Authority

The Vice-Chancellor shall be the Sanctioning Authority.

10. Interpretation of Clauses

The Vice-Chancellor shall be competent to pass orders on matters covered under these statutes. The Vice-Chancellor shall be final authority for interpretation of these statutes.