



BALUCHISTAN TEXTBOOK BOARD
GULSHAN-E-ISLAM, NEAR TARIQ HOSPITAL, SARIAB ROAD,
QUETTA.

DRAFT

In exercise of the powers conferred by Section 19 (d) of the Balochistan Textbook Board Ordinance No. XI of 1977, the Board of Directors is pleased to make the following rules namely:

**BALUCHISTAN TEXTBOOK BOARD
PAY AND ALLOWANCES RULES 2014.**

1. **Short title commencement and application-** 1.1. These rules may be called the Balochistan Textbook Board Pay and Allowances rules 2014.

1.2. They shall come into force at once and shall be deemed to have taken effect on end from the first day of November 1977 and shall apply to all regular Board Employees including that on probation & on deputation & Contract staff.

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

- a) "Board" means the Balochistan Textbook Board, Quetta.
- b) "Chairman" means the Chairman, Balochistan Textbook Board.
- c) "Employee" means an employee of the Balochistan Textbook Board borne on its regular establishment but does not include person or persons employed on daily wages or ad-hoc basis or on a consolidated fixed monthly salary or on deputation.
- d) "Pay" means basic pay and includes officiating pay and personal pay at the time of application for the grant of house building advance.
- e) "Pay scale" includes a fixed rate of pay.
- f) "Basic Pay Scales" means the scale of pay specified from time to time.
Note: No addition to or alteration in the Basic Pay scales shall be made except with the approval of the Government.
- e) "Service" means the service of Balochistan Textbook Board.

3. **General provisions relating to Pay & Allowances -**

3.1. The Board of Directors reserves the right to determine the scales of pay or fix pays applicable from time to time to different posts of different descriptions under the Balochistan Textbook Board Quetta.

3.2. The Board of Directors also reserves the right to specify the kinds and rates of allowances which the employees of the Board shall be eligible to receive from time to time and to enhance, modify or reduce such allowances.

4. **Commencement and cessation-**

4.1. An employee shall commence to draw the pay of the post on which he/she is appointed and the allowances applicable thereto from the date, he/she assumes charge of the post if such charge is assumed in the forenoon and from the following day if the charge is assumed in the afternoon and shall cease to draw the same from the day, he/she relinquishes charge if the charge is relinquished in the forenoon and from the following day if the charge is relinquished in the afternoon.

Provided that in the case of an employee who dies while in service, pay shall cease to be payable with effect from the day subsequent to that on which the death occurs.

4.2. Where an employee is transferred from one post to another, he/she shall during the period of interval between the date of his / her handing over charge of the old post and the date of his/her taking over charge of the new post draw, pay and allowances applicable to the old post.

PART- I. PAY.

5. **Pay Scales-**

The Pay Scales of Government of Balochistan 2011 adopted for its various cadres/ posts.

a) **Basic Pay Sale.**

The Basic Pay Scales 2011 shall replace the existing basic Pay Scales, 2008 as shown below:-

BPS	MIN	INCR	MAX	STG
1	4,800	150	9,300	30
2	4,900	170	10,000	30
3	5,050	200	11,050	30
4	5,200	230	12,100	30
5	5,400	260	13,200	30
6	5,600	290	14,300	30
7	5,800	320	15,400	30
8	6,000	350	16,500	30
9	6,200	380	17,600	30
10	6,400	420	19,000	30
11	6,600	460	20,400	30
12	7,000	500	22,000	30
13	7,500	550	24,000	30
14	8,000	610	26,300	30
15	8,500	700	29,500	30
16	10,000	800	34,000	30
17	16,000	1,200	40,000	20
18	20,000	1,500	50,000	20
19	31,000	1,600	63,000	20
20	36,000	2,350	68,900	14
21	40,000	2,600	76,400	14
22	43,000	3,050	85,700	14

b) Fixation of Pay.

1) In case of Existing Employee:

- i. The Basic Pay of an employee in service as on 30.06.2008 shall be fixed in Basic Pay Scales 2011 on point to point basis i.e. at the stage corresponding to the occupied by him /her above the minimum of Basic Pay Scale 2008.
- ii. In Case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her scale on 30.06.2011, he/she will continue to draw such pay in the Basic Pay Scale 2011 at the revised rates.

2) In case of First Appointment:

The pay of an employee on his/her first appointment to a post in service of the Board shall normally be fixed at the minimum of the time scale applicable to the post in which he/she is appointed.

3) In case of Promotion:

- i. In case of promotion from a lower to a higher post, where the stage in the Basic Pay Scale of the higher post, next above the substantive pay in Basic Pay Scale of the lower post, gives a pay increase equal to or less than, a full increment, the initial pay in the Basic Pay Scale pertaining to the higher post will be fixed after allowing a premature increment in the Basic Pay Scale of the higher post.
- ii. If by virtue of drawing pay in the Basic Pay Scale of the higher post at the time of his promotion, he/she will be allowed one advance increment in that scale with effect from the date of promotion.

4) Personal Pay:

The amount of the personal pay may not be reduced, and shall be treated as part of the pay scale of the concerned Board servant for the purpose of fixation of pay, computation of pension, and recovery of House Rent etc.

5) Annual Increment:

- i. The increments in the Basic Pay Scales shall fall due on the 1st day of December, every year following the completion of at least six months service at a stage in the scale or as per conditions specified by Government of Balochistan from time to time will be the part on these rules.
- ii. After the completion of Pay Scale stage the increment may be treated as personal pay, subject to the condition, that the employee concerned has put in six months or more service which counts for an annual increment, unless withheld under the rules.

PART- II. ALLOWANCES.

6. Special Additional Allowance-

Shall be admissible at the rate of specified by the Government of Balochistan from time to time will be the part on these rules.

7. Ad-hoc Relief Allowances-

Shall be admissible at the rate of specified by the Government of Balochistan from time to time will be the part on these rules.

8. Senior Post Allowances-

Shall be admissible to Board servants drawing pay in Basic Pay Scales No. 20, and above at the rate fixed by the Government of Balochistan subject the following conditions will be part of these rules.

- i) The Allowance will be admissible during earned leave.
- ii) The Allowance will not be admissible during leave preparatory to retirement.
- iii) The Allowance will not be taken into account for the purpose of contribution to G.P. Fund.
- iv) The Allowance will not be treated as part of the emoluments for counting towards calculation of pension.
- v) The Allowance will be taken into account for the purpose of recovery of house rent.

9. Entertainment Allowances-

Shall be admissible to Board servants drawing pay in Basic Pay Scales No. 20, and above at the rate fixed by the Government of Balochistan will be part of these rules.

10. Conveyance Allowances-

Conveyance Allowance to employees of Balochistan Textbook Board is payable at the following per month rates at present.

Sr.No.	Pay Scale	Rate
1	Employee from BPS - 16 & above	Rs. 5,000/-
2	Employee from BPS - 11 to 15	Rs. 2,856/-
3	Employee from BPS - 05 to 10	Rs. 1,932/-
4	Employee from BPS - 01 to 04	Rs. 1,785/-

11. Washing Allowance-

Shall be admissible to class iv servants of Board at the rate fixed by the Government of Balochistan will be part of these rules.

12. Hill Allowance-

Shall be admissible to class iv servants of Board at the rate fixed by the Government of Balochistan will be part of these rules.

13. Dress Allowance-

Shall be admissible to class iv servants of Board at the rate fixed by the Government of Balochistan will be part of these rules.

14. Charcoal Allowance-

Charcoal Allowance is payable to Daftari, Peon, Malli and Chowkidar of Board at the rate fixed and period by the Government of Balochistan will be part of these rules.

15. Fixed Travelling Allowance-

This Allowance is payable to Drivers only of Board at the rate fixed by the Government of Balochistan will be part of these rules.

16. Cash Handling Allowance to Cashiers-

Cash Handling Allowance is admissible to the Accounts Assistants supervisor other than regular cashiers, who are assigned to perform the duties of Cashiers at the rates fixed by the Board of Directors.

16.1. The allowance will be granted from the date of appointment as Cashier.

16.2. Only one official should be allowed to draw the allowance in the whole office.

16.3. The Allowance is not admissible to UDC-cum-Cashiers, LDC-cum- Cashiers and Cahiers as cash handling is part and parcel of their duties.

FRINGE BENEFITS-

17. Utility Allowances-

Utility Allowance to employees of Balochistan Textbook Board is payable at the following per month rates at present. Any change in this regard will be the part of these rules.

Sr.No.	Pay Scale	Gas	Electricity
1	BPS- 1 to 6	Rs. 1,500/-	Rs. 1,500/-
2	BPS- 7 to 16	Rs. 2,000/-	Rs. 2,000/-
3	BPS- 17 to 18	Rs. 2,500/-	Rs. 2,500/-
4	BPS- 19 & above	Rs. 4,000/-	Rs. 4,000/-

18. Special Allowances-

Special Allowance to employees of Balochistan Textbook Board is payable at the rates of 20% of running basic pay. Any change in this regard will be the part of these rules.

19. Medical Allowances-

Medical Allowance to employees of Balochistan Textbook Board is payable at the rates of 50% of running basic pay for Doctor Fee/cost of medicines purchased, etc, by the employees as out-door patients. Any change in this regard will be the part of these rules.

20. House Rent Allowances-

House Rent Allowance to employees of Balochistan Textbook Board is payable at the rates of 50% of running basic pay. Any change in this regard will be the part of these rules.

20.1. If both, husband and wife, being Board employees or Government servants, are residing together at the same station in a Government residence, allotted to one of them, no house rent allowance shall be admissible to the other even if the station is a specified one.

20.2. If house rent allowance has been allowed to a husband/wife sharing the Government accommodation allotted to the other house before the issue of these rules no recovery is to be made on this account.

20.3. HRA will be admissible to employees living in a house owned by self, or spouse, children/ Father/ Mother. Also admissible if he/she owns a house but lives in a rented house.

20.4. HRA will **not** be admissible if an employee shares rent free accommodation allotted to another employee and if the employee resides in an accommodation allotted to his/ her parents son/ daughter allotted by any Government or Semi-Government organization including Banks, Autonomous Bodies etc.

20.5. HRA will **not** be admissible if the spouse of the employees has been allotted accommodation at the same station by any Government or Semi- Government organization including Banks, and Autonomous Bodies, etc.

20.6. The allowance of House Rent will **not** be admissible if the Board employee has been offered Board's quarter and the recovery of house rent will be 5% of running Basic Pay.

21. Honorarium-

Shall be admissible to Board servants/ deputations at the rate of one month running pay twice in a financial year, as per desired by the Chairman. The decision of the Chairman in this regard will be final and binding.

22. Saving:

Subject to these rules and the provisions of the ordinance, the Board may pass such rules as may be deemed necessary for the operation of these rules.

Signature of Committee:

1) Prof: Tariq Hussain (Convener) _____

2) Mr. Zafar Iqbal (Member) _____

3) Mr. Muhammad Ajmal (Member) _____

4) Mr. Aftab Alam (Member) _____

5) Mr. Naeem Sadiq (Member) _____