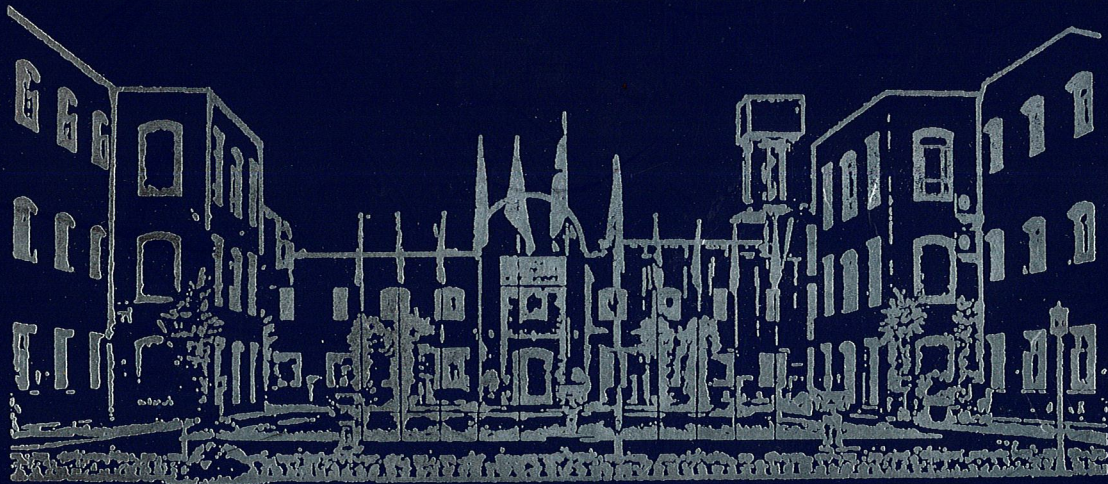


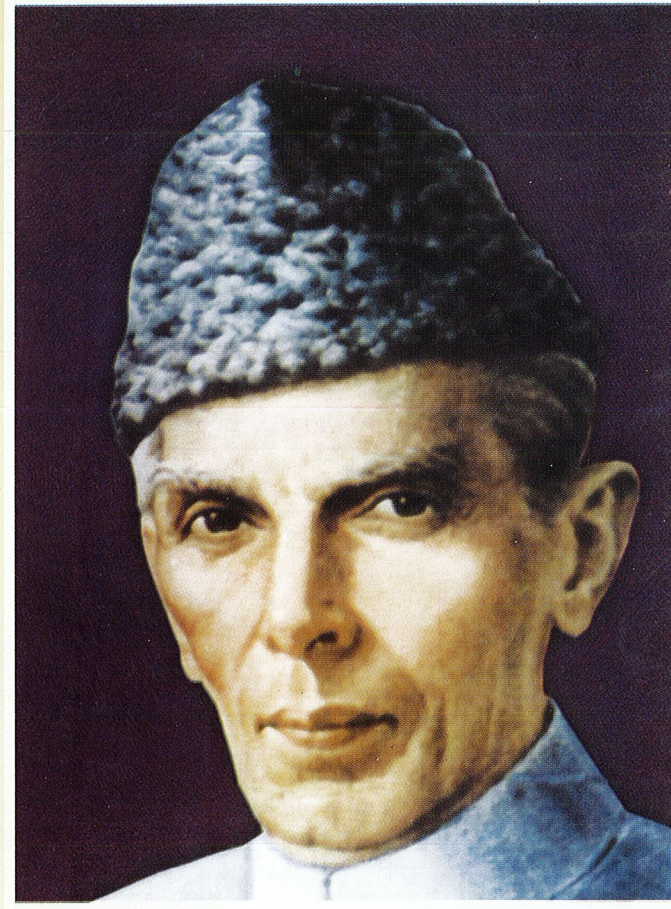
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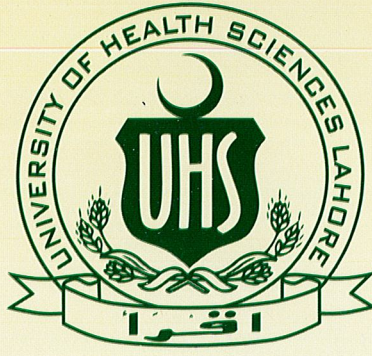
UNIVERSITY OF HEALTH SCIENCES LAHORE

إِنَّ اللَّهَ لَا يُحِبُّ الْخَائِنِينَ

یقیناً اللہ تعالیٰ خیانت کرنے والوں کو پسند نہیں کرتا۔



JUSTICE, FAIRPLAY AND IMPARTIALITY

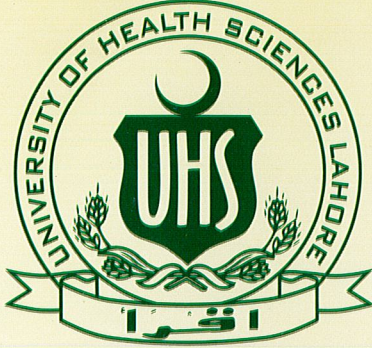


Prof. Malik Hussain Mubbashar
HI. S.I

(Vice Chancellor, UHS)



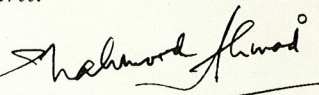
UNIVERSITY OF HEALTH SCIENCES LAHORE



University of Health Sciences Lahore was established on 28th September, 2002 under the Ordinance promulgated by Lt. Gen. (R) Khalid Maqbool, Governor of the Punjab, Now with the approval of the Service Statutes and Financial Rules of the University by the Chancellor / Governor, Punjab, sound foundations of the University have been laid. The initial draft of the Service Statutes was prepared by the Registrar. Prof. Malik Hussain Mubbashar, Vice Chancellor gave useful suggestions from time to time which were incorporated. After the approval of Syndicate, the draft Statutes were presented to the Board of Governors which were thoroughly discussed and approved. Board of Governors constituted the following committee consisting of its members for detailed scrutiny of the draft:

1. *Chief Justice (R) Sheikh Riaz Ahmed*
2. *Dr. Dilawar Ali Khan*
3. *Prof. Dr. Zafar Iqbal Qureshi*

I'm grateful to the Chancellor / Governor, Punjab for continuing support to the University. Thanks are also due to members of the Board of Governors, members of the syndicate and all others who have worked hard to help in framing the Service Statutes which will be a landmark in history of the University. The consolidation of these Statutes and Regulations will become the core competence of the University. Soon after implementation of Regulations for Examinations the promulgation of Service Statutes and Financial Rules is a high point in the history of UHS. Hopefully with the passage of time all the Statutes and Regulations of the University will keep on growing and improving like a young tree.


Professor Mahmood Ahmed
S.I.

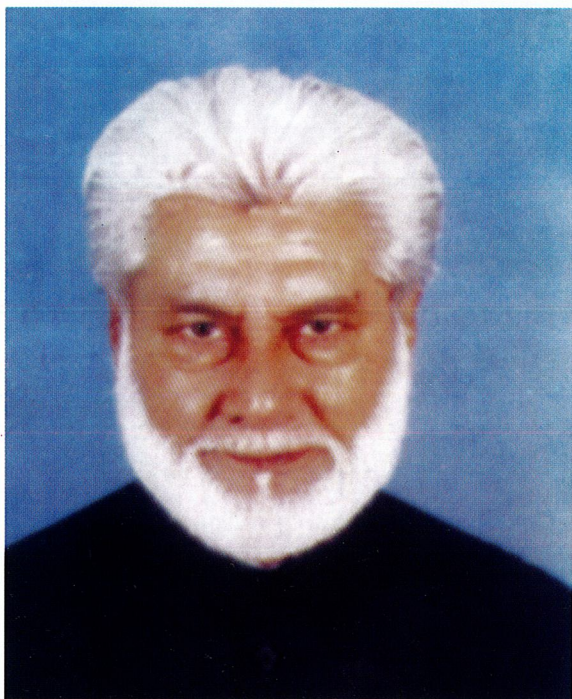
(Chairman, Board of Governors)



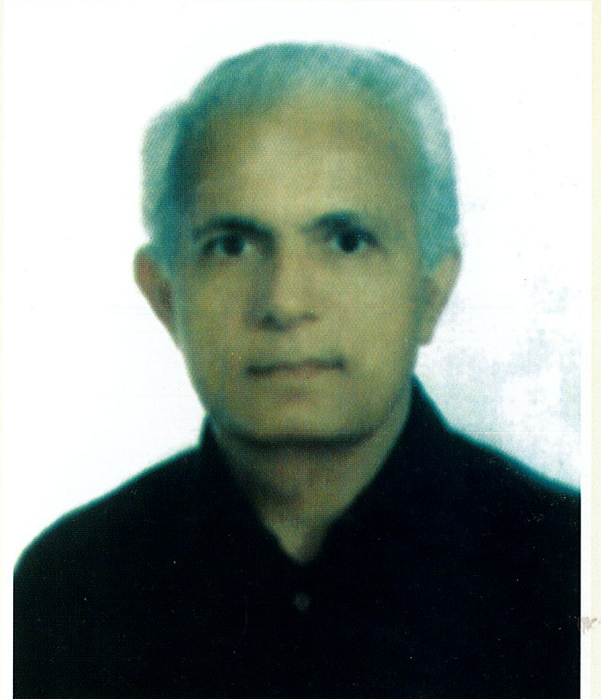
Chief Justice (R) Sheikh Riaz Ahmed
(Member Board of Governors)



Dr. Dilawar Ali Khan
(Member Board of Governors)



Dr. Muhammad Zafar Iqbal
(Registrar, UHS, Secretary BoG)



Dr. Zafar Iqbal Qureshi
(Member Board of Governors)



- **Service Statutes 2005**
- **Schedule**
- **Financial Rules**
- **Financial Powers**

**UNIVERSITY OF HEALTH SCIENCES
LAHORE**

**Service
Statutes
2005**



UNIVERSITY OF HEALTH SCIENCES LAHORE

SERVICE STATUTES, 2005

CHAPTER - 1

GENERAL

1. Short Title and Commencement:

- i. These Statutes may be called The University of Health Sciences Lahore Service Statutes, 2005.
- ii. These shall come into force at once.

2. Definition:

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

- a. "Authority" means a person or a committee vested with the powers given by the Board of Governors to act under these Statutes.
- b. "Appointing Authority" means the appointing authority as shown in the Schedule.
- c. "Appointment Committee" means a committee constituted by the Vice Chancellor / BoG to make recommendations for appointment or promotions to various posts in the Schedule.
- d. "Board of Governors" means Board of Governors of the University.
- e. "Committee" means a committee constituted by the competent authority, and includes a sub committee constituted by BoG.
- f. "Deputation Allowance" means the additional allowance granted to a civil servant or employee of a public authority, other than the University, when appointment to a post in the University is made with mutual agreement between the Board of Governors and the lending authority.
- g. "Duty" means performance of functions of a post in connection with the affairs of the University.
- h. "Employee" means a person employed in the prescribed manner to a post and includes a person engaged in special assignment in relation to the academic activities

or administrative support activities and paid out of the University funds.

- i. "Government" means the Government of the Punjab.
- j. "Ordinance" means the University of Health Sciences Ordinance, 2002.
- k. "Pay" means monthly pay drawn from the University funds or emoluments specifically classified as such.
- l. "University" means the University of Health Sciences Lahore.
- m. "Schedule" means schedule appended to the Statutes.
- n. "Selection Board" means a Board constituted under the provisions of the Ordinance, 2002.
- o. "Contract Post" means a post against which an employee is appointed for a specified or fixed period.
- p. "Competent Authority" means an authority as defined in the Ordinance and Regulations.
- q. "Vice-Chancellor" means Vice-Chancellor of the University.

3. Extent of Application:

- i. These statutes shall apply to all employees of the University but shall not be applicable in whole or in part to the officers of the university as defined in section 8 of Ordinance and Govt. employees on deputation (in BPS 16 and above) in university. Employment on deputation and repatriation of a Govt. employee to and from the university shall be made by mutual consent of the Board of Government and lending authorities.
- ii. An employee appointed on contract basis shall be governed by the terms and conditions of the contract.
- iii. A person engaged on lecture or part time or assignment basis shall be governed by the specific terms and conditions of his/her contract.
- iv. In all matters not provided for in these Statutes, the relevant Rules of the provincial Government of decision of Board of Governors shall apply.
- v. ***Interpretation of Statutes:***
In case of any doubt or dispute arising in interpretation of Statutes, the decision of the Board of Governors shall be final.



CHAPTER - II
APPOINTMENT, PROMOTION AND SENIORITY

1. APPOINTMENT:

Appointment to posts in the University may be made in the following manner:

- (1) Tenure Track System
- (2) Contract
- (3) Direct recruitment
- (4) Promotion
- (5) Deputation

(1) TENURE TRACK SYSTEM

Tenure Track System shall be implemented as prescribed by Higher Education Commission for the appointment of faculty members. All the Academic Staff i.e., Lecturers / Research Officer, Assistant Professors, Associate Professors and Professors shall be appointed under the Tenure Track System.

(2) APPOINTMENT ON CONTRACT

- i. Appointment to the posts other than those of the officers of the University as defined in section 8 of the Ordinance shall be made on contract basis initially for a term of one year which shall be considered as 'probation' period and at the end of the year, performance of such employee shall be evaluated and if found suitable the term of such contract may be extended for another term of five years excluding the period of probation. The extension of the term of contract beyond the period of five years shall be performance related and further extension/extensions may be given for another term of five years.
- ii. Extension in contract shall be performance related. Extension of contract of an employee in BPS-11 or above, beyond period of one year, shall only be made by the Board of Governors on the recommendation of the Head of the Department and the Vice Chancellor.
- iii. There shall be no pensionary benefits after retirement from the university service.

(3) APPOINTMENT BY DIRECT RECRUITMENT

- i. For direct recruitment to a post, a candidate must possess the required educational qualifications and experience.
- ii. Appointments to various posts shall be made in the prescribed manner as given in the

schedule. All appointments shall be made under Tenure Track System or on contract basis on such term and conditions as may be prescribed.

- iii. The post to be filled by direct recruitment shall be advertised through the press.
- iv. The applications of the eligible candidates, so received, shall be considered by the Selection Board or Appointment Committee, as the case may be, which shall recommend to the Appointing Authority the names of the suitable candidates for appointment.
- v. The competent authority may grant a higher initial pay to persons directly recruited to a post in the service of the University or advance increments or qualification allowance in accordance with laid down criteria.
- vi. Appointments to the posts shall be made on contract basis for initial period of one year. Subject to the performance of such employee, the contract can be extended but each extension shall be for a period of five years.
- vii. Chairman of teaching department, Dean, Vice Chancellor, Pro-Vice Chancellor, Registrar, Controller of Examinations, Librarian, Professors, Assistant Professors, Lecturers, Member of Research Staff shall also be appointed on contract basis in the prescribed manner as provided by the Ordinance. However, Such contract may be extended under the Ordinance by the prescribed authority subject to the evaluation and performance of such officer.

(4) APPOINTMENT BY PROMOTION

- i. The promotions of non technical staff may be made as per policy on the basis of seniority and performance for an employee to the next higher post as prescribed in the schedule. In case suitable candidates for promotion are not available, vacant posts shall be filled by initial recruitment with the approval of the Appointing Authority.
- ii. A University employee, on promotion, may have an option to post-date his promotion up to a date towards his benefit, which may be exercised within six months of the date of promotion and option once, exercised, shall be final.

(5) APPOINTMENT ON DEPUTATION

- i. A person serving in Government or a recognized educational or research institution, other than the University may be appointed to an equivalent or a higher post in the university on payment of such deputation allowance in addition to the pay which may be admissible to him in the parent body or as may be mutually agreed upon between the university and the employee.
- ii. In case, in the opinion of authorities of the University, a member of teaching or non teaching staff of the Government working on deputation is not considered suitable for the university

service or his services are no more required by the University, he shall be repatriated to Government.

- iii. Rules and Regulations of the University shall also apply to all the Deputationists working on a special pay package.

2. MEDICAL FITNESS:

- i. All appointments in the University shall be subject to medical fitness.
- ii. The medical fitness shall be determined by such medical officer/consultant/consultants as may be appointed by the Vice-Chancellor.

3. PERFORMANCE APPRAISAL:

- i. The Performance Appraisal of all the University employees shall be initiated in the beginning of each year by the Head of Department concerned or Officer Incharge and shall be countersigned by the Vice-Chancellor.
- ii. The minimum period for assessment of work and conduct of an employee for the purpose of Performance Appraisal shall be three months in calendar year. If an employee has served for a period of more than ninety days, under more than one reporting officer, his/her report shall be recorded by all the reporting officers.
- iii. The remarks considered adverse by the initiating or countersigning officer, shall be underlined in red and communicated to the concerned employee.
- iv. Any representation against adverse remarks shall be addressed within thirty days of the communication of such remarks to the BoG and the decision of the BoG shall be final.

4. SENIORITY:

- i. The University shall maintain seniority lists of all employees prepared in each scale and cadre.
- ii. An employee appointed on a post by promotion shall be declared senior to the one joining the service through direct recruitment in case the joining dates are the same.
- iii. The deputationists will neither be regular employees of the University nor will be borne on the seniority list of the University.
- iv. A committee may be constituted by the Vice-Chancellor to scrutinize the seniority of the employees, and in case of any dispute the matter shall be referred to the BoG whose decision shall be final.

5. RESIGNATION:

- i. An employee may resign from his post at any time by giving one month prior notice or by paying one month salary in lieu thereof.
- ii. The appointing authority is empowered to accept resignation within the period of the notice.
- iii. The period of notice shall commence from the date on which notice is given by the employee or the competent authority.
- iv. No resignation shall be accepted during the pendency of the disciplinary proceedings against an employee.
- v. The notice period may be curtailed by the competent authority at his discretion if situation so demands.
- vi. No member of teaching staff or an officer of the university as defined in Section 8 of the Ordinance shall resign during a semester or during such period when the examination are being conducted by the university.

6. TERMINATION OF SERVICE:

- i. The service of an employee may be terminated in accordance with the terms of contract service.
- ii. An employee in BPS-11 or above shall have right to file an appeal against the termination of his/her contract service and such appeal shall be lie with BoG The BoG may constitute a committee to hear and decide such appeal.



CHAPTER-III
PAY & ALLOWANCES

1. PAY:

- i. Notwithstanding the basic pay scales prescribed and fixed by the Government in various grades, the Board of Governors shall fix the salary in each of such grades, keeping in view the ability, potential and qualification of such employee.
- ii. An employee shall be entitled to such allowances as may be specified in the schedule.

2. ALLOWANCES:

(1) Traveling Allowance (TA) and Daily Allowance (DA):

- i. An employee of the University of official duty shall be entitled to TA/DA as is admissible to the corresponding categories of employees of the Government.
- ii. Teaching and non-teaching staff of other institutions attending the meetings of the University or appointed as examiners or deputed to conduct the examinations or other assignments of the University, shall be paid traveling allowance and daily allowance at Government rates.
- iii. The members of the Board of Governors shall be paid actual expenses.
- iv. As regards payment of TA/DA the traveling officer shall have total and absolute legal responsibility of the claim submitted. The Finance Department of the University shall take no responsibility for impropriety of inaccurate claims.

(2) House Rent Allowance:

The University employees not provided the accommodation by the University shall be paid house rent allowance as admissible to the Government employees or determined by the University.

(3) Overtime Allowance:

The University may grant overtime allowance to the employees at rates and subject to such conditions as may be considered appropriate.

(4) Advances to Staff:

Motor cycle advance, cycle advance shall be admissible to employee on contract for at least five years according to Government rules.

(5) Increment:

An annual increment in a scale of pay shall ordinarily be drawn on 1st December, provided that an employee has completed six months of service in that pay scale on 30th November of that year. However, the competent authority may grant advance increments to an employee of outstanding and exceptional ability on initial appointment or during the course of service.

(6) Medical Facilities:

Medical facilities shall be provided as per Punjab Government Rules amended from time to time.

(7) Other Benefits:

- i. The employees shall be entitled to such other benefits as may be prescribed by the Board of Governors, from time to time.
- ii. Subject to the approval of BoG, the university shall have the power to fix a special pay package to an employee and those on deputation.



CHAPTER-IV

LEAVE RULES

1. Short title, application and commencement:

- (1) These rules shall be called the UHS Leave Rules 2005.
- (2) They shall apply to all university employees.
- (3) They shall come into force at once.

2. Casual Leave:

- (1) Casual leave cannot be claimed as a matter of right, but can be granted at the discretion of immediate Reporting Officer under intimation to the Registrar and Vice Chancellor.
- (2) Casual leave upto 25 days in a year may granted; the granted authority may sanction casual leave with a maximum of 5 days at a time.
- (3) Since the Teaching staff of the University will be most highly paid in comparison to the existing pay structure of medical teachers, professors shall not be allowed summer vacations. However, if they have to proceed on long leave beyond two weeks for the purpose of academic pursuits etc., the leave shall be considered by the Board of Governors on the recommendation of the Vice-Chancellor.

3. Earned Leave:

- (1) All Services rendered by a university employee shall qualify him to earned leave in accordance with these rules but shall not be earned during the period of leave.
- (2) Duty Period of fifteen days or less in a calendar month shall be ignored and that of more than fifteen days shall be treated as full calendar month for the purpose of calculation of earned leave.
- (3) There shall be no maximum limit on the accumulation of such leave.
- (4) All the staff shall be allowed 25 days earned leave on full day for every year of service.

4. Maternity Leave

- (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 (as specified in the application for leave) or forty-five days from the date of her confinement, whichever is earlier.
- (2) Such leave may not be granted for more than three times in the entire service of a female university employee.

- (3) For confinements beyond the third one, the female university employee will have to take leave from her normal leave account.
- (4) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave as may be due and admissible to a female university employee.
- (5) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave, in the event of resumption of duty by such female university employee.

5. Medical Leave:

on medical certificate may be granted to an officer/employee by the VC up to 30 days and beyond this period by BoG Executive Committee provided all codal formalities have been fulfilled, as per University rules.

6. In-Service Death

In case a university employee dies, or is declared permanently incapacitated for further service while in service by a Medical Board, a lump-sum payment equal to leave pay up to one hundred and eighty days out of the leave to his credit shall be made to his family.

7. Start & End of Leave

Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which a university employee hands over the charge of his post and on the day preceding that on which he resumed duty.

8. Recall from Leave, etc.:

(1) If a university employee is re-called to duty compulsorily with the personal approval of the head of his office from leave of any kind, he may be granted a single return fare plus Daily Allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.

(2) In case, the university employee is re-called to duty and his remaining leave is cancelled, the fare admissible shall be for one way journey only.

(3) If the return from leave is optional, the university employee is entitled to no concession.

9. Overstay after Sanctioned Leave, etc.:

Unless, the leave of a university employee extended by the Competent Authority, a university employee who remains un-authorized absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary

action that may be taken against him, double the period of such absence shall be debited against the leave account.

10. University Employee on leave not to join duty without permission before its expiry:
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.

11. Manner of handing-over charge when proceeding on leave, etc.:
A university employee proceeding on long leave shall hand over the charge of his post, and if he is in Grade 16 and above, he shall, while handing over charge of the post, sign the charge relinquishment report.

12. Assumption of charge on return from leave, etc.:
A university employee on return from long leave shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by the authority.

13. Finance Department of the University to maintain Leave Account:
(1) Leave account in respect of a each university employee shall be maintained as part of his service book.
(2) The Finance Department of the University shall maintain the leave accounts of university employee.

14. Leave in terms of days:
Leave shall be applied for, expressed and sanctioned, in terms of days.

15. Leave application, its sanction, etc.:
1. Sanction of leave to the employee if not exceeding one month and if recommended by the Head of Department shall be made by the Vice-Chancellor. However leave beyond a period of 30 days shall be sanctioned by the Board of Governors or by the Committee constituted by the BoG.
2. A leave admissibility certificate (LAC) shall be issued by the Finance Department before the leave is sanctioned.
3. When a university employee submits a medical certificate for the grant of leave, it shall be, duly authenticated by an authorized medical officer.



CHAPTER-V

RESEARCH FACILITIES

1. Research Fellowship:

Research Fellowship may be created by the Board of Governors for research leading to PhD degree or postdoctoral research with financial aid provided by a person, or national or international organization or by the University.

2. Award:

A medal or prize to a student who graduated from the University with distinction may be awarded with the financial aid provided by a person or a national or international organization or by the University.

3. Research Scholars & Research Fellows:

Research Scholars and Research Fellows shall be appointed on the following terms and conditions:

(1) Research Scholars / Fellows shall be appointed on contract for a period not exceeding two years at a time subject to satisfactory periodic progress as determined by the supervisor and approved by the Vice-Chancellor.

(2) Efforts shall be made that the work of a Research Scholar/Fellow may lead to the M.Phil/PhD degrees. However, the BoG shall have the powers to grant fellowship for any other degree to an applicant on its merit on the recommendations of the Vice Chancellor.

(3) Research Scholar/Fellow shall be appointed subject to approval of the synopsis by the Advanced Studies & Research Board and registration with the University.

(4) The appointment of Research Scholar/Fellow shall be made by the Vice Chancellor on the recommendation of supervisor, Head of Teaching Department concerned and after the approval of Advanced Studies & Research Board.

(5) Research Scholar/Fellow shall have join the University within 30 days of the receipt of the letter of appointment, unless otherwise permitted on genuine reasons by the Vice-Chancellor on the recommendations of the Dean / Head of the Department.

(6) Research Scholar / Fellow shall have to fill a bond that he / she will serve Pakistan for at least 7 years, otherwise all expenditure incurred on him shall have to be paid to the University.

(7) Each Research Scholar / Fellow shall work regularly under the direction of a supervisor appointed by the Advanced Studies & Research Board.

(8) The Vice-Chancellor may suspend or terminate at any time, the payment of emoluments of a Scholar / Fellow, if after requiring, it appears that the conditions of appointment are

not being satisfactorily fulfilled.

- (9) The Research Scholars / Fellows shall be eligible for such casual and other leaves as may be permissible to the teaching staff of the University.
- (10) Every Research Scholar/Fellow shall be required to execute a Fidelity Bond.
- (11) Research Scholars / Fellows shall have to work whole time in the University.
- (12) In the event of any Research Scholar / Fellow desiring to resign, before the expiry of six months, he shall have to refund all the amount received by him up to the date of his leaving the assignment. In case he leaves after the expiry of six months, he shall be required to submit the results of his research through the supervisor for scrutiny by the Vice-Chancellor to determine appropriate action.
- (13) The results of each research work shall be published under intimation to the University.
- (14) The Research Scholars / Research Fellows shall not be allowed to work else where for any kind of academic or business activities out side the University.

4. Rules for Accepting Projects Assigned to the University by Outside Agencies:

- (1) The draft agreement of research project shall be signed by the Principal Investigation and countersigned by the Dean and the Vice Chancellor.
- (2) Subject to conditions laid down in the agreement, the Principal Investigator shall not be authorized to appoint staff upto BPS-17 without the approval of Vice Chancellor on the recommendations of Selection Committee.
- (3) The Principal Investigator and the Treasurer shall be authozied to sign all cheques.
- (4) The Principal Investigators of various projects may jointly appoint part time accountant to maintain the accouts or may appoint a part-time accountant for which provision in the project may be made.
- (5) Expenditure on electricity, store supplies, sui gas and other charges shall be added to the project cost.

5. Rules for Sanctioning Grant out of the University Fund for Advancement of Reserach:

- (1) A Standing Reserach Advisory Committee of three professors with Treasure as Secretary shall be set up by the Vice-Chancellor.
- (2) The Vice-Chancellor shall have posers to sanction suitable grants out of the Advancement of Research Fund on the recommendation of the Research Advisory Committee.
- (3) If the total cost of a research scheme is more than 25,000/- it shall be placed before the Advanced Studies and Research Board, Academic Council and BoG.



CHAPTER-VI GENERAL CONDUCT

1. Discipline & Conduct:

- (1) An employee shall conform to and abide by the Rules, Regulation and Statutes of the University and follow all directives issued from time to time.
- (2) An employee shall make utmost efforts to promote the cause of the University and shall courtesy and proper attention to carry out its duties and in all correspondence with the Government and Public
- (3) An employee shall not absent himself from duty, and leave his place of duty without first having obtained the permission of the competent authority.
- (4) An employee shall not make a personal representation directly to any member of the Board of Governors or any other Authority. Such representation must be addressed to the Competent Authority through the immediate officer incharge, who shall immediately on receipt of such information shall intimate the same to the VC and the BoG as the case may be.

2. Private Work or Employment or Trade:

No employee shall, engage in any trade or undertake an employment.

3. Unauthorized Communication of Official Documents or Information:

No employee shall, except in accordance with any special or general order or policy of the University, communicate directly or indirectly any official document or information to another employee unauthorized to receive it or other person.

4. Intimation of Movement and Conviction in Criminal Case:

If an 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 competent authority of the University immediately or if he is arrested and released on bail, soon after such release.

5. Taking Part in Politics and Election:

- (1) No employee shall take part or subscribe in or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.
- (2) Formation of any Union, Association or any such body by an employee is strictly forbidden.
- (3) No employee shall canvass or interfere or use his influence in connection with or take part in any election to a legislative body etc. within the country or abroad. Provided that an employee who is qualified to vote such election may exercise his right to vote, but if he does so, shall give no indication of the manner in which he proposes to vote or has voted.
- (4) No employee shall make union, association or any organized body or become a

member of any other society/association outside the university.

6. Nepotism, Favoritism and Victimization:

No employee shall indulge in nepotism, favoritism, victimization, provincialism and willful abuse of office.

7. Propagation of Sectarian Creeds etc.:

No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality or favoritism as are likely to effect his integrity in the discharge of his duties or create of discontent or displeasure among the employees of the University in particular and among the people in general.

8. Use of Political or Other Influence:

No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, in support of any claim.

9. Approaching of Foreign Missions and an Aid-Giving Agencies:

No employee shall approach directly or indirectly a foreign mission in Pakistan or any foreign aid-giving agency to secure for himself initiation to visit a foreign country or to elicit officers for training facilities abroad or get an aid by other means.

10. Disclosure of Assets, Movable and Immovable Property:

The employee shall, as and when he is so required by the Board of Governors, furnish information as to his assets and all other properties, immovable and movable including shares, certificates, bank balance, insurance policies and jewellery etc.

11. Publication of Information and Public Speeches Capable of Embarrassing the Government:

No employee shall, through a document or by any communication made to the press, on his own name, or in any publication or television programme or radio broadcast, make any statement which is capable of embarrassing the Government. Provided that the technical staff may publish research papers on technical subject, if such papers do not include information of a classified nature.

12. General Conduct:

It shall be the duty of an employee of the University to maintain secrecy in general with regard to all matters pertaining to affairs of the University and in particular the conduct of examination and other matters related thereto. Violation of this rule shall entail the prosecution of such an employee under the relevant Law.



Financial Rules

SCHEDULE OF ALLOWANCES ADMISSIBLE TO UHS EMPLOYEES AND DEPUTATIONISTS

This allowances as mentioned in Chapter-III Pay & Allowances are as under:

Sr. No.	Allowances	Admissibility
1	House Rent Allowance	As determined by the University
2	Deputation Allowance	As determined by the BoG
3	Conveyance Allowance	As per Government Rules
4	Medical Allowance	-do-
5	Senior Post Allowance	-do-
6	Entertainment Allowance	-do-
7	Qualification Pay/Allowance	-do-
8	Non-practicing Allowance	-do-
9	Project Allowance	As determined by the BoG
10	Special Allowance	-do-
11	Additional Charge Allowance	As determined by BoG/Government
12	Overtime Allowance	As determined by the University
13	Special Additional Allowance 1999	As admissible to Government employees
14	Special Relief Allowance (SRA 15%)	-do-
15	Adhoc Relief (AR 15%)	-do-
16	Washing Allowance	As per Government Rules

The University employees and deputationists working in the University shall be entitled to such allowances allowed by the Government as well as by the University from time to time.

SCHEDULE

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualifications/Experience for Recruitment	Method of Recruitment by the Govt.	Appointing Authority	Appellate Authority
1.	Registrar	20	M.A./M.Sc/MBA/MPA from HEC recognised institutions with sufficient administrative experience. Preference will be given to highly qualified persons i.e. PhD, M.Phil OR MD/MS/FCPS with 15 years teaching / administrative experience OR Experienced Administrator from Public Service.	Shall be appointed by the Chancellor on the recommendations of the Chief Executive/Vice Chancellor, who shall consider for this purpose a panel of three persons recommended by a Search Committee appointed by the Board and headed by the Vice Chancellor, on such terms and conditions as may be determined by him.	Chancellor	Review Appeal to the Chancellor
2.	Treasurer	20	MBA / M.Com / C.A. at least 2nd Division with 15 years experience in Accounts in Government organization OR On deputation from Pakistan Audit Department.	Shall be appointed by the Chancellor on the recommendations of the Chief Executive / Vice Chancellor on such terms and conditions as the Board may determine.	Chancellor	Review Appeal to the Chancellor
3.	Controller of Examinations	20	FCPS or equivalent with 10 years teaching / administrative experience OR M.A./M.Sc/MBA/MPA from HEC recognised institutions with sufficient relevant experience. Preference will be given to the highly qualified persons i.e. PhD.	Shall be appointed by the Chancellor on the recommendations of the Vice Chancellor, who shall consider for this purpose a panel of three persons recommended by a Search Committee appointed by the Board and headed by a Pro-Vice Chancellor, on such terms and conditions as may be determined by him.	Chancellor	Review Appeal to the Chancellor
4.	Director Medical education and International Linkage	20	MBBS / Master's Degree with atleast 15 years administrative experience of working in Government Organizations.	By direct recruitment or on deputation	Board of Governors	Chancellor

5.	*Professor	20	Ph.D. in the relevant field with 15 years teaching/ research experience in a recognized College / University with 8 research papers published in indexed journals.	By selection through advertisement subject to fulfillment of required qualifications and experience.	Board of Governors	Chancellor
6.	*Associate Professor	19	Ph.D. in the relevant subject with 10 years experience of teaching / research in a recognized College or University with 5 research papers published in indexed journals.	By selection through advertisement subject to fulfillment of required qualifications and experience.	Board of Governors	Chancellor
7.	*Associate Professor	18	Ph.D. in the relevant subject with 2 years experience of teaching / research in a recognized College or University with 5 research papers published in indexed journals.	By selection through advertisement subject to fulfillment of required qualifications and experience.	Board of Governors	Chancellor
8.	*Lecturer / Research Associate	17	M.Phil or equivalent in the relevant subject from a recognized College / University.	By direct recruitment on contract or deputation.	Board of Governors	Chancellor
9.	GM (Admin & Coord) V	19	MBA / MPA from HEC recognised institutions with at least 18 years administrative experience.	By direct recruitment or on deputation	Board of Governors	Chancellor
10.	IT Director F	19	M.Sc. in Computer Sciences / IT and BE in Electronics / Communication from HEC recognized University having at least 5 years experience of management of IT related projects / IT Department, preferably PhD in the relevant field. Must possess strong oral and written communication skills as well as excellent presentation skills.	By direct recruitment	Board of Governors	Chancellor

* Tenure track system will be followed.

			<p>Through knowledge of computer platforms, software, networks, telecommunications and its peripheral equipment .</p> <p>Knowledge of current technological developments / trends</p> <p>Ability to coordinate and integrate computer systems development, enhancement and modifications.</p>			
11.	Librarian	19	<p>Ph.D. in Library and Information Science with 2 years experience as librarian.</p> <p>OR</p> <p>Master's Degree (Foreign) or M.Phil from a Pakistani university in Library and Information Science with 6 years experience as Librarian</p> <p>OR</p> <p>Master's Degree in Library and Information Science (1st Div.) with 10 years experience as librarian with sufficient knowledge of computer software.</p>	By direct recruitment	Board of Governors	Chancellor
12.	Deputy Treasurer	18	MBA / M.Com. at least 2nd division with 10 years experience in Accounts in Government organization.	By direct recruitment or on deputation or by promotion	Board of Governors	Chancellor
13.	Deputy Controller of Examinations	18	<p>M.A. / M.Sc. / MPA / MBA from HEC recognized University with 5 years administrative experience</p> <p>OR</p> <p>MBBS with 5 years teaching / administrative experience.</p>	By direct recruitment or on deputation or by promotion	Board of Governors	Chancellor

14.	Budget & Accounts Officer	17	M.Com having 8 years experience OR with SAS and 8 years experience in Audit and Accounts.	By direct recruitment or on deputation from Audit and Accounts Department	Board of Governors	Chancellor
15.	Assistant Registrar	17	M.A./M.Sc./MPA/MBA/MBBS from HEC recognised University with 5 years administrative experience. Preference will be given to those who have reasonable experience of computer programming and with good knowledge of important software packages.	By direct recruitment or on deputation or by promotion	Board of Governors	Chancellor
16.	Resident Auditor	17	Shall be taken from the Office of the Auditor General of Pakistan on deputation.	On deputation from the office of Auditor General of Pakistan	Board of Governors	Chancellor
17.	Assistant Librarian	17	Master's Degree in Library and Information Science (1st Div.) with 5 years experience.	By direct recruitment	Board of Governors	Chancellor
18.	Public Relations Officer	17	Masters Degree in Journalism from a recognised University having at least 4 years experience in the relevant field, should be fluent in English and fully conversant with adequate knowledge of the responsibilities.	By direct recruitment or on deputation or by promotion	Board of Governors	Chancellor
19.	Network Administrator	17	MS in Computer Sciences/BE in Engineering from HEC recognised University having 2-3 years experience of Network Administration and Management.	By direct recruitment	Board of Governors	Chancellor

14.	Budget & Accounts Officer	17	<p>Must possess good oral and written communication skills as well as good presentation skills.</p> <p>In depth knowledge of the network technologies, tools and techniques.</p> <p>Must have knowledge of network security issues.</p> <p>Must have knowledge of Standard Operating Procedures for networks.</p> <p>Thorough knowledge of operating systems, system tools, latest networking trends and OS Services: Window (NT, 2000, XP), UNIX, Linux etc.</p>	By direct recruitment or on deputation from Audit and Accounts Department	Board of Governors	Chancellor
20.	Database Administrator	17	<p>MS in Computer Sciences / BCS / BE in Engineering from HEC recognised University having 2-3 years experience of Database Administration.</p> <p>Must possess good oral and written communication skills as well as good presentation skills.</p> <p>In depth knowledge of the current leading database, development tools, middleware tool, hardware platforms and operating systems.</p> <p>Well versed about multitear vs client / server models of software systems and database technologies (e.g. Transactional, Relational, Object Oriented & Distributed Database) in general.</p>	By direct recruitment	Board of Governors	Chancellor

			<p>Fully equipped with the techniques and technologies regarding backup, recovery and performance tuning of modern Relational Database Management Systems (RDBMS), Object Oriented Database Management System (OODBMS).</p> <p>Well aware of installation, restoration and migration of relational and distributed database systems across different platforms and servers.</p>			
21.	Web Developer	16	<p>Master's Degree in Computer Sciences / BCS (Honors from HEC recognised University, preferably having 1-2 years of experience in Web Development and have excellent knowledge of latest Software tools and packages.</p> <p>Must be well versed with graphic designing tools like Adobe Photoshop, Macromedia Flash and Dreamweaver.</p> <p>Have good knowledge of Microsoft Net framework Certification in Graphic Designing / E-Commerce will be an additional advantage.</p>	By direct recruitment	Vice Chancellor	Board of Governors
22.	Software Engineer	16	<p>BCS from HEC recognised University, preferably having one year experience.</p> <p>Should have good communication and technical skills</p>	By direct recruitment	Vice Chancellor	Board of Governors

			Good knowledge of current leading software development tools and operating Ability to write technical reports and to communicate affectively, both orally and in writing.			
23.	Registration Officer	16	MCS / MBA with atleast 2nd Division from HEC recognised University and 2 years experience in relevant field in an academic institution. Having good computer knowledge preferably in tools like MS-Office, Corel Draw, Adobe Photoshop etc.	By direct recruitment	Vice Chancellor	Board of Governors
24.	Cashier	11	B.Com with at least 2nd Division and 5 years experience in relevant field.	By direct recruitment or on deputation	Vice Chancellor	Board of Governors
25.	Data Entry Operator	11	Graduate from HEC recognised University with knowledge of computer having typing speed 40 w.p.m. who can operate Word, Excel, Power Point and other related software packages like Corel Draw, Photoshop etc.	By direct recruitment	Vice Chancellor	Board of Governors
26.	Security Supervisor	11	Ex-Army Personnel. A retired JCO from fighting / supporting Arms with minimum 24 years colour service.	By direct recruitment	Vice Chancellor	Board of Governors
27.	Computer Operator	10	Intermediate with computer knowledge having typing speed 40 w.p.m. and able to operate Word, Excel, Powerpoint.	By direct recruitment	Vice Chancellor	Board of Governors
28.	Key Punch Operator	10	Intermediate with Diploma K.P.O.	By direct recruitment	Vice Chancellor	Board of Governors

29.	Lab Technician	9	B.Sc. with 2 years experience as Lab Technician or F.Sc with 4 years experience as Lab Assistant in BPS 5	By direct recruitment	Vice Chancellor	Board of Governors
30.	Lab Technician	7	Matric with Science minimum 5 years experience as Lab.	By direct recruitment	Vice Chancellor	Board of Governors
31.	Security Guard / Security Specialist	6	Ex-Army Personnel having at least 15 years of colour service in fighting supporting Arms.	By direct recruitment	Vice Chancellor	Board of Governors
32.	Telephone Operator	5	F.A. with minimum 2-3 years relevant experience	By direct recruitment	Vice Chancellor	Board of Governors
33.	Assistant Store Keeper	5	Matric with minimum 3 years relevant experience.	By direct recruitment	Vice Chancellor	Board of Governors
34.	Operator Photocopier	5	Matric with minimum 5 years experience of independently handling photocopier machine.	By direct recruitment	Vice Chancellor	Board of Governors
35.	Receptionist	5	F.A. with minimum 2 years relevant experience.	By direct recruitment	Vice Chancellor	Board of Governors
36.	Senior Waiter	5	Matric with minimum 3 years relevant experience.	By direct recruitment	Vice Chancellor	Board of Governors
37.	Head Cook	5	Middle with minimum 5 years relevant experience.	By direct recruitment	Vice Chancellor	Board of Governors
38.	Driver	4	Middle having LTV Driving License with min. 5 years experience.	By direct recruitment	Vice Chancellor	Board of Governors
39.	Dak Rider	4	Middle with relevant experience and should have driving License.	By direct recruitment	Vice Chancellor	Board of Governors
40.	Electrician	4	Matric with diploma from recognized institution having minimum 3 years experience in the field.	By direct recruitment	Vice Chancellor	Board of Governors
41.	Plumber	4	Middle with 5 years experience in the field.	By direct recruitment	Vice Chancellor	Board of Governors

42.	Book Binder	2	Middle with 5 years experience in the field.	By direct recruitment	Vice Chancellor	Board of Governors
43.	Head Mali	2	Minimum 10 years relevant experience.	By direct recruitment	Vice Chancellor	Board of Governors
44.	Dak Helper	2	Matric with minimum 2 years experience in office work.	By direct recruitment	Vice Chancellor	Board of Governors
45.	Cook	2	Middle having minimum 5 years relevant experience.	By direct recruitment	Vice Chancellor	Board of Governors
46.	Head Janitor	2	Minimum 10 years relevant experience.	By direct recruitment	Vice Chancellor	Board of Governors
47.	Naib Qasid	1	Middle, preferably Matric, having know-how of office decorum.	By direct recruitment	Vice Chancellor	Board of Governors
48.	Waiter	1	Middle having minimum 3 years relevant experience of working.	By direct recruitment	Vice Chancellor	Board of Governors
49.	Tea Boy	1	Middle having know how of office decorum.	By direct recruitment	Vice Chancellor	Board of Governors
50.	Gardener / Mali	1	Middle with 3 years relevant experience.	By direct recruitment	Vice Chancellor	Board of Governors
51.	Janitor	1	Middle with 3 years relevant experience.	By direct recruitment	Vice Chancellor	Board of Governors

Financial Powers



UNIVERSITY OF HEALTH SCIENCES LAHORE FINANCIAL RULES 2005

Short Title and Commencement:

These rules may be called the UHS Financial Rules 2005 and enforced with immediate effect.

Definition:

- a) **“Board of Governors”** means Board constituted under Section 23 of the University Ordinance 2002.
 - b) **“Bodies/Authorities”** means entitles established under Section 22 of the University Ordinance 2002.
 - c) **“Chief Executive”** means the Officer appointed under Section 15 of the University Ordinance 2002.
 - d) **“Controlling Officer”** means an officer competent to sanction TA/DA claims.
 - e) **“Government”** means Government of the Punjab.
 - f) **“Resident Auditor”** means the Auditor taken from the Office of the Auditor General of Pakistan as envisaged in Section 20 of the University Ordinance 2002.
 - g) **“Treasurer”** means Treasurer of the University appointed under Section 18 of the University Ordinance 2002.
 - h) **“University”** means the University of Health Sciences Lahore established under Section 3 of the University Ordinance 2002.
 - i) **“Vice Chancellor”** means the Officer appointed under Section 12 of the University Ordinance 2002.
1. The accounts of the University shall conform to the Government Financial Year.
 2. The accounts of the University shall be kept / maintained by the Treasurer of under his order in a prescribed manner.
 3. All funds or money belonging to the University shall be kept in a Scheduled Bank in the name of University Health Sciences Lahore under the following heads.

- i. PLA (Money received from Provincial Governments)
- ii. 1789-3 (Examination/Registration Free Account)
- iii. 1711-6 (Imprest Account)
- iv. 1738-5 (Affiliation Fee Account)
- v. 1734-9 (Endowment Account)
- vi. 1712-5 (Donation Account)

and such other head of account as may be determined by the Vice Chancellor / Chief Executive from time to time.

4. All property belonging to the University shall be held in the name of the University of Health Sciences Lahore and for the purpose of drawing interest thereupon, transferring a part of, as are held in the name of the University the Vice Chancellor / Chief Executive and Treasurer shall be jointly authorized to do all acts for such purpose.
5. In accordance with Section 18 clause 2 (i) and Section 29 (viii) the Vice Chancellor / Chief Executive, Committee and the Treasure shall jointly be competent to invest balance at credit of any particular trust or trusts, or of any other University account in Government Securities for the benefit of the account concerned.
6. All sums paid in receipts on account of University shall be received by the Treasurer through Scheduled Bank with which the University accounts are maintained and shall be credited to the Account concerned under directions of Treasurer.
7. No sale of any securities held in the name of University shall be made except under the order of the Executive Committee/Board. All subscriptions or donations shall be reported to the Board.
8. The Treasurer shall have power to pass and pay all salary bills, TA/DA bills, contingent bills, claims etc. after the approval of Vice Chancellor/Chief Executive or the Competent Authority provided for in the Budget subject to the clearance of bills by the Resident Auditor.
9. All bills for payment shall be checked in the Treasurer's office and signed by the Treasurer or any other officer or officers nominated for the purpose and payment shall be made to the concerned person, party, or company by the Treasurer or the officer or officers nominated for the purpose.

Payment shall generally be made through cross cheques signed by Treasurer or any other officer nominated by the Treasurer, but in the case of Government Department when the actual amount billed for, has to be credited to the Government Account, it may be made by Bank Draft/Pay Order on payment of usual commission by the University with the express written permission of the Treasurer.

The PLA account maintained at the Treasury Office Lahore shall be operated by the Vice Chancellor /Chief Executive as advanced to meet the day-to-day expenditure of the University. This money will be kept by the Treasurer or by any other officer nominated by the Vice Chancellor/Chief Executive and monitored by the Treasurer to keep this money. The person holding this advance money shall be personally responsible for submission of adjustment account to the Finance Department of the University.

As provided in the UHS Ordinance 2002, the procedure prescribed for preparation/approval of budget estimates and revised estimates shall be followed.

The Treasurer shall call for budget proposals for inclusion in the Budget Estimates by the end of January each year.

Treasurer shall consolidate the Budget Proposals and submit to the Budget Committee, constituted by the Vice Chancellor/Chief Executive. Budget Committee, shall after scrutiny submit its recommendations to the Finance and Planning Committee.

Final draft of the Budget shall be considered by Finance & Planning Committee. It shall show the receipt and expenditure of the accounts including investments, endowments etc. of the ending year in the prescribed manner.

Finance & Planning Committee shall make its recommendations to the Executive Committee and the Board of Governors.

Budget Estimates shall be approved by the Board of Governors.

The accounts of the University shall be maintained by the Finance Department of the University in the manner prescribed by the Auditor General of the Pakistan/Controller General of Accounts.

15. The Treasurer or the officer designated by him shall maintain the following registers.
 - a. Cash Books for each account of the receipts and expenditure.

- b. Contingent Register
 - c. Register of permanent and temporary advances.
 - d. Travelling Allowance Register.
 - e. Stock Register of Receipt Book.
16. The Drawing and Disbursing Officer (D.D.O.) of the University shall perform his duties in a manner prescribed by the Government.
17. At the close of each month, the receipts and expenditure entered in the each cash book shall be reconciled by the Treasurer or an officer nominated by him and report thereupon submitted to the Vice-Chancellor/Chief Executive by the 12th of subsequent month.
18. All paid and receipt vouchers shall be kept in record for six years and be destroyed after obtaining the orders of Vice Chancellor / Chief Executive.
19. The provisions of TA / DA rules shall be governed by Government TA / DA rules. However, the members of different bodies of the University, paper setters and paper assessors who stay at the faculty Lodge of the University or any other place provided by the University their meals and accommodations at the expense of the University, shall not be entitled to any daily allowance whatsoever. Non-official members of different bodies of the University shall be entitled to draw TA / DA as admissible to BPS-20 officers, Hotel charges to non-official members of BoG shall be admissible as per decision of the Board of Governors.
20. The Vice Chancellor/Chief Executive of the University shall be the Controlling Officer for sanction of TA / DA in respect of BS-17 and above officers of the University, The Treasurer shall act as Controlling Officer in respect of TA / DA from BS-1 to BS-6.
21. The admissibility of over time allowance to the staff of the University shall be governed by the University rules.
22. The Vice Chancellor/Chief Executive shall have the power to sanction honoarium to the employees of the University including deputationists subject to availability of Budget.
23. The University will devise a system of Internal Audit. The Terms of Reference (ToR) of Internal Audit shall be made by the Treasurer in consultation with Resident Auditor. After

the approval of these ToR by the Vice Chancellor/Chief Executive, a quarterly Internal Audit Report will be presented to the Vice Chancellor / Chief Executive.

24. The University shall adopt the Purchase and Procurement Procedure as approved by the Board of Governors in its meeting held on 29-06-2004 and amended from time to time by the Board of Governors.
25. A development fee will be charged from the candidates appearing in the University Examinations determined by the Vice Chancellor/Chief Executive.
26. The Board of Governors, Vice Chancellor and Chief Executive will exercise financial and administrative powers to the extent specified in the appendix to these Rules. However, the Vice Chancellor, with the concurrence of the Board of Governors may delegate any of his financial or administrative powers to an officer of the University, as he may deem fit.
27. In compliance with the Orders of the Govt. vide SO (ME) 8-76/2004 (P), 5.5% of aggregate package of admission fee including tuition and other fees will be charged for administrative / service purposes from affiliated colleges / institutions by the University. The charges may be increased from time to time with the approval of the Government.
28. An endowment fund shall be created by the University to be kept in a separate account, Chairman, BoG and Vice Chancellor will be the founder donors.



Schedule

DELEGATION OF FINANCIAL AND ADMINISTRATIVE POWERS

1	2	3	4
Sr. No.	Allowances	Board of Governors	Vice Chancellor / Chief Executive
1.	Creation of temporary posts	-	(BPS-1 and above) Full Powers (For six months)
2.	Conversion of temporary posts into permanent.	(BPS-1 and above) Full Powers	-
3.	Abolition of temporary posts	Full powers	-
4.	Appointment against temporary posts.	Full Powers (Subject to the provision of Section 13 (vi) and Section 16 (3) of the University Ordinance)	Full Powers (Subject to the Provisions of Section 13(vi) and Section 16(3) of the University Ordinance)
5.	Re-appropriate full within the approved budget.	-	Full Powers under Section 16, clause 6 (iii)
6.	Power to give administrative approval to development works.	Full Powers	Rs. 0.5 million Full Powers and upto 5 million on the recommendations of Committee of 3 members constituted by the VC/CE
7.	Administrative approval for M&R work	-	Full Powers
8.	Power to declare stores un-serviceable.	-	Full Powers
9.	Power to sell surplus or un-serviceable items/stores and stock through auction.	-	Full Powers
10.	Write off irrecoverable value of stores or public money due to loss. (i) Fraud and negligence. (ii) No Fraud and negligence.	Full Powers Full Powers	Upto Rs. 10,000/- Upto Rs. 20,000/-

11.	Sanction of telephone: (i) Official (ii) residential	- -	Full Power Full Power
12.	Purchase and replacement of vehicles.	Full Powers	-
13.	Sanction of repair of vehicles.	-	Full Powers
14.	Purchase of POL.	-	Full Powers
15.	Power to order refund in accordance with the rules or in pursuance of the decision of court of which no appeal is proposed to be made.	-	Full Powers
16. (i)	Power of Sanction to Investigation of time-barred claims of pay and allowances of employees.	-	Full Power in respect of claims less than 6 year old.
(ii)	Power of Sanction to Investigation of time-barred T.A./D.A. claims.	-	Full Powers
17.	Expenditure: (a) Specifically shown item wise in budget in detail. (b) Sanction of expenditure relating to lump sum budget provision.	- -	Full Powers Full Powers
18.	Purchase of machinery and equipment.	-	Full Powers
19.	Repair of Vehicles.	-	Full Powers
20.	Purchase and repair of instruments, fixture/furniture.	-	Full Powers

21.	Purchase of Stationery	-	Full Powers
22.	Purchase of liveries, typewriters, Photostat machines, duplicating machines.	-	Full Powers
23.	Purchase of bicycles and motorcycle.	-	Full Powers
24.	Purchase of periodicals and newspapers.	-	Full Powers
25.	Purchase of books, maps etc.	-	Full Powers
26.	Expenditure on carriage of record.	-	Full Powers
27.	Freight on movement of official property.	-	Full Powers
28.	Electricity, water charges and taxes, suigas.	-	Full Powers
29.	Postal, telegraphic and telephone charges	-	Full Powers
30.	Service postage	-	Full Powers
31.	Hot and cold weather charges.	-	Full Powers
32.	Printing Charges	-	Full Powers
33.	Copying and translation charges	-	Full Powers
34.	Expenditure on binding work.	-	Full Powers
35.	Law charges	-	Full Powers
36.	Relationship fee of legal advisor	-	Full Powers

37.	Charges for remittance of pay and allowances of establishment by money order than the leave salary	-	Full Powers
38.	Payment of scholarship/stipends	-	Full Powers
39.	Appointment of contingent paid/work charge staff.	-	Full Powers
40.	Expenditure on: (i) Rent of office building (ii) Rent of residential/hostel building (iii) Sanction of advance rent for hired building.	- - Full Powers	Full Powers Full Powers Full Powers (Max. limit of one year)
41.	Entertainment: (i) For light refreshment (ii) For reception, lunch & dinner. (iii) Expenditure on convocation (including entertainment, prizes, meals, souvenirs, bursaries, hiring of tents, furniture, lighting etc.)	- - -	Full Powers Full Powers Full Powers
42.	Other items (music, expenditure including purchase of stores etc.) (i) Non-recurring. (ii) Recurring.	- -	M Full Powers Full Powers
43.	Advertisement charges.	-	Full Powers
44.	Fixation of scales/rates and pay and allowances, fringe benefits ect.	Full Powers	-
45.	Sanction of Special pay / allowance	Full Powers	-

46.	Grant of honoarium	-	Full Powers
47.	Fixation of rates of remunerations/charges/free etc. in connection with University Examinations.	-	Full Powers (in accordance with prescribed rates)
48.	Fixation of rates wages of skilled, semi skilled and un skilled categories of Labourers.	-	Full Powers
49.	Grant of traveling and daily allowance to member of committees/bodies/authorities.	-	Full Powers (In accordance with prescribed rates)
50.	Grant of leave (on full/half pay and E.O.L) to the employees of the University.	-	Full Powers (Subject to admissibility of leave)
51.	Grant of study leave to the University employees (excluding deputationists)	Full Powers	-
52.	Grand of NOC for passports.	-	Full Powers
53.	Grand Ex. Pakistan leave to the regular employees.	-	Full Powers
54.	Grand of advances to the employees from various contributory funds.	Full Powers	-
55.	Premission to postpone recovery of advances.	-	Full Powers
56.	Grant of advance for purchase of Motor Car/Motor Cycle, Scooter or Bicycle.	-	Full Powers
57.	Grant of house building advance.	Full Powers	-
58.	Grant of Special disability leave.	-	Full Powers

59.	Authorization of the payment of dues of a deceased official of the member of his family dispensing with the production of succession or guardian certificate.	-	Full Powers
60.	Relaxation of upper age limit.	Full Powers	Upto 5 years.
61.	Sanction of conveyance charges.	-	Full Powers
62.	Utilization of vacant posts against different cadres.	-	Full Powers
63.	Up-gradation of post.	Full Powers	-
64.	Sanction to re-imburse medical charges.	-	Full Powers
65.	Hiring of services, security, cleaning, maintenace etc.	-	Full Powers
66.	Sanctioning of imprest money.	-	Full Powers
67.	Advance payments for pruchase/repair.	-	Full Powers



**UNIVERSITY OF
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LAHORE**

Khayaban-e-Jamia Punjab,
University Road,
Lahore 54600, Pakistan
U.A.N: 042-111-33-33-66
www.uhs.edu.pk