

Chapter 2

LAHORE COLLEGE FOR WOMEN UNIVERSITY (SERVICE) STATUTES 2008

GOVERNMENT OF THE PUNJAB HIGHER EDUCATION DEPARTMENT

Dated Lahore the 13th January, 2009

NOTIFICATION

NO SO (Univ.) 13-2/2006. In exercise of the powers conferred by section 9 read with section 26 of the Lahore College for Women University, Lahore Ordinance, 2002 (XLIX of 2002), the Chancellor is pleased to approve the following Statutes:

GENERAL

1. Short title and commencement

- (1) These Statutes may be cited as the Lahore College for Women University (Service) Statutes 2008.
- (2) These shall come into force at once.

2. Definitions

In these Statutes:

- (a) “appointing authority” means a person or body authorized under the Ordinance or the Statutes to make appointment to a post.
- (b) “basic pay scale” means a scale of pay, prescribed or adopted by the University, for a post.
- (c) “Chairperson” means head of an Academic Department and includes a Director of an Institute and a Principal of a college.
- (d) “competent authority” means the appointing authority or any other authority competent to perform an act under the Ordinance or Statutes.
- (e) “deputation allowance” means an allowance admissible to an employee being a civil servant or employee of a public authority other than the University and appointed to a post in the University.
- (f) “duty” means performance of the function of a post or the obligation of a service contract and includes any function assigned by the Syndicate to any employee of the University.

- (g) “employee” means a person who holds a post of the University and includes a person engaged in special assignment in relation to the academic activities and is paid out of the University funds.
- (h) “Officer Incharge” means the officer incharge of a branch or section of the administration or any higher officer.
- (i) “Ordinance” means the Lahore College for Women University, Lahore Ordinance, 2002 (XLIX 2002).
- (j) “principal investigator” means the lead person responsible for the execution of a research project of the University.
- (k) “research assistant” means a contract employee who is employed for conducting academic research or assisting a research scholar or a research fellow.
- (l) “research associate” means a person engaged in research in the University at pre or post doctoral level under the supervision of a research supervisor.
- (m) “research committee” means the research committee constituted under these Statutes.
- (n) “research fellow” means the person who is holding an academic research position in the University.
- (o) “research scholar” means the person engaged in research under a research project of the University.
- (p) “Schedule” means Schedule appended to the Statutes.
- (q) “Selection Board” means the Board constituted under the First Statutes.
- (r) “Selection Committee” means a committee constituted by the Vice Chancellor to make recommendations for the appointments or promotions to non-teaching cadre in or below basic scale 16.
- (s) “She’ or ‘her” includes he, his or him.
- (t) “sub campus” means a sub campus of the University.
- (u) “substantive post” means a post sanctioned without limit of time.
- (v) “temporary post” means a post other than a substantive post; and
- (w) “tenure post” means a post for a fixed period.

2 A Word or expression used in these Statutes but not defined shall mean the same as in the Ordinance.

APPOINTMENT, PROMOTION, TRANSFER AND SENIORITY

3. Classification of services

- (1) There shall be the following categories of teaching and non-teaching staff of the University:
 - (i) The Vice Chancellor.
 - (ii) Employees of Group-A comprising all posts in basic scale 17 and above and
 - (iii) Employees of Group-B comprising all posts in basic scale 16 and below.
- (2) There shall be the following further classifications of employees of Group-A and Group-B:
 - (i) An employee of the Government absorbed in the service of the University.
 - (ii) An employee of the Government or of a public authority working in the University on deputation with or without deputation allowance.
 - (iii) A directly recruited employee.
 - (iv) An employee working on contract appointment.
 - (v) An employee working on lecture, part-time or assignment basis.
 - (vi) An employee working in a sub campus or constituent college.
 - (vii) An eminent researcher or a person holding a tenure post in the University.

4. Authority for recruitment

- (1) The name of a post, minimum qualifications and method of appointment on a teaching or non-teaching post in the University shall be such as provided in the Schedule.
- (2) The Syndicate shall, on the recommendation of the Selection Board, make appointment on a post in Group-A except the posts of Controller of Examinations, Registrar and Treasurer.
- (3) The Chancellor shall appoint a person on the post of Controller of Examinations, Registrar and Treasurer on the recommendations of the Government in accordance with the provisions of the Ordinance.
- (4) The Vice-Chancellor shall, on the recommendations of the Selection Committee make appointment on a post in Group-B
- (5) The appointing authority may grant advance increment or increments to a person appointed through initial recruitment.
- (6) The appointing authority may, for reasons to be recorded in writing, relax the upper limit of age for a post provided in the column 5 of the Schedule.

5. Procedure of appointments

- (1) The competent authority may appoint a person on a post of the University by initial recruitment, contract, promotion, transfer or deputation, with or without deputation allowance, from the Government or any other body or authority.
- (2) If a post is required to be filled through initial recruitment, the Vice Chancellor shall

cause publication of an advertisement in at least two national dailies and on the website of the University stating the name of post, number of vacancies, scale of pay, minimum qualifications and the last date for the receipt of an application for the post.

- (3) The Selection Board or the Selection Committee shall consider the application of an eligible candidate and may recommend to the appointing authority the name of a suitable candidate for appointment to a post.
- (4) The Selection Board or the Selection Committee may conduct interview or written test and interview in order to determine suitability of a candidate for appointment to a post.

6. Procedure for appointment through promotion

- (1) In case of administrative post in Group-A to be filled through promotion, the Vice Chancellor shall make a list of eligible candidates to be placed before the Selection Board and the Selection Board may, subject to the performance of a candidate and the seniority-cum-fitness principle, recommend appointment of a suitable candidate, on the post, to the Syndicate.
- (2) In case of a post in Group-B to be filled through promotion, the Registrar shall make a list of eligible candidates and place it before the Selection Committee and the Selection Committee may, subject to the performance of the candidate and seniority-cum-fitness principle, recommend appointment of a candidate, on the post, to the Vice Chancellor.

7. Procedure for appointment through absorption or deputation

- (1) The appointing authority may appoint a person, serving in the Government or in an educational or research institution or a professional organization, to an equivalent or higher post in the University on payment of such deputation allowance in addition to the pay as may be agreed between the University and the lending authority.
- (2) An employee of the Government holding a post of the University, on deputation with or without deputation allowance, and wishes to be absorbed in the service of the University, she may, subject to these Statutes, apply for appointment and shall appear before the Selection Board or the Selection Committee.
- (3) A Special Committee constituted by the Syndicate shall consider the case of an employee of the Government who wishes to continue to work on deputation in the University on the existing terms and conditions.
- (4) The Selection Board or the Selection Committee may recommend for the absorption of an employee of the Government in the service of the University in the same scale in which such employee is working on such terms and conditions as may be determined by the competent authority or may recommend that the employee may continue to work on deputation with or without deputation allowance.
- (5) If the services of a Government employee are no more required by the University or she is not considered suitable for the service of the University, the competent authority may send her back to the Government.

8. Medical fitness

- (1) The competent authority shall nominate a medical consultant or hospital in order to examine and determine medical fitness of a person appointed on a post of the University.
- (2) Any appointment on a post of the University shall be subject to medical fitness of the appointee as determined by the medical consultant or the hospital.

Explanation

No medical fitness shall be required from an employee whose medical fitness was certified on her first appointment or an employee of a public authority, other than University, whose medical fitness was certified at the time of appointment in that authority or an employee appointed on contract basis.

9. Transfer of employee

The Vice-Chancellor may transfer an employee, other than the Registrar, Controller of Examinations or the Treasurer, from one department to another against an identical post in the same scale of pay.

Explanation

Employee shall not suffer monetarily due to the transfer except when a post is retrenched and the employees is offered a post in a lower scale of pay.

10. Probation and confirmation

- (1) A person appointed to a post in a grade against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment and for a period of one year, if appointed otherwise; provided that the appointing authority may extend the period of probation by a further period not exceeding two years in all.
- (2) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.
- (3) If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended:

Provided that in case of grant of extraordinary leave during the period of probation of two years, the name of the person will be removed from the seniority list and placed on a static list with no claim to promotion, seniority or confirmation for the period he remained on Extra Ordinary Leave (EOL).

- (4) A probationer, who has satisfactorily completed his period of probation against a substantive vacancy, shall be confirmed with effect from the date of his continuous appointment in such a vacancy:
Provided that where the period of his probation has been extended under the provision of sub Para (1) above, the date of confirmation shall, subject to other provisions of this Para, be the date on which the period of probation was last extended.
- (5) Officiating service and service spent of deputation to a corresponding or a higher post

may be allowed to count towards the period of probation.

- (6) If the work or conduct of an employee is not satisfactory during his / her probation period, the appointing authority may without notice:
 - (i) if the employee was appointed to the post by initial recruitment, terminate the employee without assigning any reason or
 - (ii) if the employee is appointed through promotion, revert the employee to the post from which the employee is promoted.

11. Annual Confidential Report

- (1) A Chairperson or an Officer Incharge shall initiate the annual confidential report of an employee which shall be countersigned by the Vice Chancellor or the Registrar.
- (2) The minimum period for assessment of work and conduct of an employee for the purpose of annual confidential report shall be three months in a year and if an employee has served for a period of more than three months in a year under more than one reporting officers, the report shall be recorded by all the reporting officers.
- (3) The remarks considered adverse by the initiating or countersigning authority shall be underlined in red and communicated to the employee within thirty days of the countersignature.
- (4) An employee may, within thirty days or within such extended time as may be allowed by the Vice Chancellor or the Registrar, file a representation against adverse remarks in the annual confidential report.
- (5) If the annual confidential report is countersigned by the Vice Chancellor, the representation shall lie to the Syndicate and in any other case, to the Vice Chancellor.

12. Seniority

- (1) The Registrar shall, with the approval of the Vice Chancellor prepare and maintain separate and cadre-wise seniority list of the employees.
- (2) The inter-se-seniority of the employee shall be determined as under:
 - (i) In case of initial recruitment in the same batch to a post in basic scale 17 or above, according to the order of merit assigned to the candidates by the appointing authority or if no order of merit is assigned by the appointing authority or if same order of merit is assigned to two or more candidates then the employee who is older in age shall rank senior to other employees selected in the same batch and in the same order of merit.
 - (ii) Seniority in a post to which an employee is promoted shall take effect from the date of promotion.
 - (iii) In case of promotion of two or more employees in the same batch to a post, they shall retain their inter-se-seniority in the lower post.
 - (iv) In case of appointment in the same cadre in the basic scale 16 and below, an employee who has joined duty on an earlier date shall be senior to the employee

who joined duty on a later date; if the joining date is same, the elder employee shall stand senior to the younger employee.

- (v) In case the date of appointment is same, an employee appointed on a post by promotion shall stand senior to the employee who joined the service through initial recruitment.
- (2) The Vice Chancellor shall constitute a committee for scrutiny of a disputed case of seniority and may refer the case to the Syndicate for final decision.

13. Post dating of promotion

- (1) A promoted employee may, subject to the permission of the competent authority, postdate her promotion up to a specific date.
- (2) The employee may exercise the option of postdating of promotion within six months from the date of the order of promotion and the option once exercised, shall be final.

14. Resignation

- (1) An employee may tender resignation to the appointing authority after giving a notice for the period mentioned in appointment order or on deposit of pay for that period in lieu of the notice.
- (2) In case no such period has been mentioned in the appointment order, the employee shall give three months notice or deposit three months pay in lieu of the notice for resignation.
- (3) The period of notice shall commence from the date of receipt of the notice by the University.
- (4) The appointing authority may accept the resignation within the period of the notice by curtailing the period of notice in an appropriate case.
- (5) An employee, against whom disciplinary proceedings are pending, shall not resign without the permission of the appointing authority.
- (6) A member of teaching staff or an officer of the University shall not resign during a semester or during the period when the examinations are being conducted by the University unless it is permitted by the appointing authority.

15. Retirement

- (1) A permanent employee shall retire from service on attaining the age of sixty years.
- (2) A permanent employee may, with the prior approval of the competent authority, retire after completion of twenty five years of service.
- (3) A retired employee shall be entitled to such pension, gratuity and other benefits as are admissible under the pension rules for the time being in force.
- (4) The date of birth as entered in the matriculation certificate of an employee or, in absence thereof, such other documents as the competent authority may deem fit, shall be the basis for calculating the age of the employee.

16. In-service death

In case an employee dies or is incapacitated during service, then in addition to any other benefits as may be admissible to the employee, she or her legal heirs shall be entitled to an amount equal to full pay of six months, over and above her leave credit.

PAY AND ALLOWANCES

17. Pay

- (1) The Syndicate shall fix the salary of the employees in various pay scales specified in the Schedule.
- (2) Notwithstanding anything contained in these Statutes, the Syndicate may, in a special case and for reasons to be recorded in writing, fix any salary of an employee, keeping in view the ability, potential and qualifications of the employee.

18. Increment

An annual increment in a scale of pay shall ordinarily be admissible on the first day of December each year to an employee, if such an employee has completed at least six months of satisfactory service in that pay scale on the thirtieth day of November of the year.

19. Traveling and daily allowance

- (1) Traveling and daily allowance shall be admissible to an employee on the same rate as is admissible to a Government employee of the same rank or pay scale.
- (2) Teaching and non-teaching staff of other institutions attending a meeting of any body or authority of the University on the request of the Syndicate, shall be paid traveling and daily allowance according to the Government rates or rupees five hundred for a meeting whichever is higher.
- (3) A member of the Syndicate shall be entitled to the reimbursement of actual expenses for attending a meeting of the Syndicate or any other body or authority of the University.

20. House rent allowance

An employee who is not provided with accommodation by the University shall be paid house rent allowance as admissible to a Government employee of the same rank or pay scale.

21. Compensatory allowance

The Syndicate may grant such compensatory allowance to an employee as it may deem fit, keeping in view the rate of similar allowance granted by the Government.

22. Medical allowance

- (1) The University shall pay a medical allowance to its employees at such rate as may be determined by the Syndicate.
- (2) An employee shall be paid actual expenditure incurred during hospitalization in case of indoor treatment in a Government or Semi-Government hospital or in a hospital owned or controlled by the Federal Government.
- (3) In case of an acute protracted disease, Syndicate may consider and grant the medical expenses to the employee.

23. Advances

Car advance, motorcycle advance or cycle advance shall be admissible to an employee according to the Government rules.

24. Other benefits

The Syndicate may grant any other benefit to an employee or section of employees.

RESEARCH FACILITIES

25. Research project

- (1) A Chairperson may send a research proposal for scrutiny to the research committee for the award of the project for specified period.
- (2) A Chairperson may accept a research project or assignment offered by a national or an international institute or organization subject to the prior permission of the Vice Chancellor.

26. Procedure for research project assigned to the University

- (1) Subject to the permission of the Vice Chancellor, the principal investigator shall sign and the Dean shall countersign the agreement supplied by a national or international institute or organization for research work.
- (2) The donor institute or organization shall bear the costs and charges of the project according to the agreement.
- (3) The University shall maintain a separate bank account for each project and the principal investigator and the Vice Chancellor shall jointly operate the account.
- (4) The Dean shall appoint an accountant, on whole or part-time basis, to maintain books of accounts of the project or projects.
- (5) The accountant shall be paid for each project on lump sum basis and in case no such provision exists in the agreement, the Dean may request the donor to allocate funds for payment to the accountant.

27. Research scholar, research fellow, research associate and research assistant

- (1) The Vice Chancellor shall, on the recommendation of the Chairperson and the research committee, appoint a research scholar, research fellow, research associate or research

assistant.

- (2) A research scholar shall initially be appointed for a term of two years and if the project has made progress to the satisfaction of the research committee, the Vice Chancellor may extend the term of appointment of the research scholar for a further period which may extend to two years.
- (3) A research fellow shall initially be awarded fellowship for a term of three years and subject to the satisfaction and recommendation of the research committee, the Vice Chancellor may extend the term of fellowship of the research fellow for a further period of one year.
- (4) A research associate shall be appointed on three years contract and may be paid out of the research grants and subject to the satisfaction and recommendation of the research committee, the Vice Chancellor may extend the contract of the research associate for a further period of one year.
- (5) A research assistant shall be appointed on three years contract and subject to the satisfactory performance of the research assistant, the Vice Chancellor may extend her contract, from time to time.
- (6) A research fellow, research associate or research scholar shall work under the direction of a research supervisor nominated by the research committee and the supervisor shall ensure that the work of a research fellow, research associate or research scholar leads to the Ph.D. degree.

28. Research publications

- (1) A research scholar shall write research articles on the subject of her research studies in a reputed journal.
- (2) The University may publish the results of a research work or the entire research in the manner as the research committee deems appropriate.
- (3) The research fellow or scholar may, with the prior approval of the research committee, publish her research work in the manner as may be permitted by the research committee.

29. Research committee

- (1) The Vice Chancellor shall constitute a research committee and nominate three Professors from the faculty of Sciences and three Professors from the other faculties of the University as members of the committee.
- (2) The Registrar shall be the secretary of the research committee.
- (3) The research committee shall perform functions assigned to it under the Statutes.

30. Sanction of grants from the advancement of research

- (1) The Vice Chancellor may sanction grant for a research project on the recommendation of the research committee.
- (2) A Chairperson may submit a request to the Vice Chancellor through the research committee to sanction a research project, the total cost of which does not exceed rupees

- two hundred thousand as research grant.
- (3) The University shall spend some part of the research grant on printing and publishing of the approved research papers and for oral presentation of papers within or outside Pakistan.

GENERAL CONDUCT

31. Employee on the substantive post

- (1) Except as otherwise provided, the University may require an employee on a substantive post to perform, with or without additional compensation, such duty as it may deems fit.
- (2) An employee on a substantive post shall not engage in tuition or any such activity that may adversely affect her duty.
- (3) An employee on a substantive post may, with the prior permission of the Vice Chancellor or the Dean, take any business, trade or occupation or part time business which shall not affect her duty subject to the conditions that such employee shall:
- (i) remain available to the University at all the time; and
 - (ii) not take part in any activity against the interests of the University.

32. Prohibition of unauthorized communication

- (1) An employee shall maintain secrecy in general with regard to all matters pertaining to affairs of the University and in particular in the conduct of examinations and other matters relating to examinations and any violation thereof shall be deemed as gross misconduct on the part of the employee.
- (2) An employee shall not, except in accordance with any special or general order or policy of the University, communicate any official document or information to any other employee or person who is not authorized to receive it.
- (3) An employee shall not, through a document, article, communication made to the media or in any publication, make any statement which may embarrass the Government.
- (4) An employee may publish a research paper on a technical subject but such paper shall not include information of a classified nature.

33. Intimation of involvement in criminal case or conviction

If an employee is accused of an offence, she shall bring such fact in the notice of her immediate superior and, if such employee is arrested, she shall inform her superior at the earliest possible opportunity.

34. Prohibition of taking part in politics or election

- (1) An employee shall not take part in politics, subscribe or assist in any way; any political party and she shall not:
- (i) Canvass or interfere or use her influence in connection with or take part in any election to a legislative body within or outside Pakistan.
 - (ii) Become a member of a union or any organized body or become a member of any other society or association outside the University and

- (ii) except as otherwise provided, form any union, association or any such body in the University.
- (2) Nothing herein contained shall be deemed to prohibit an employee to become or to be a member of a club or any other professional or charitable organization without any political affiliation but the employee shall, as soon as possible, inform the University as to her membership of any such association and comply with the direction of the University, if any.
- 35. Prohibition of nepotism, favoritism and victimization**
An employee shall not indulge in nepotism, favoritism, victimization, provincialism and willful abuse of office.
- 36. Prohibition to propagate sectarian creeds**
An employee shall not propagate sectarianism or take part in any sectarian controversy or indulge in any sectarian partiality or favoritism as is likely to affect her integrity in the discharge of her duties or create feelings of discontent or displeasure amongst the employees or the students in particular and amongst the people in general.
- 37. Prohibition to use political or other influence**
An employee shall not bring or attempt to bring political or other influence, in support of any claim in the University.
- 38. Prohibition to approach foreign missions or agencies**
An employee shall not approach any foreign mission in Pakistan or foreign aid agency to secure for herself invitation to visit a foreign country or to elicit offer for herself for obtaining training facility abroad or get an aid by other means.
- 39. Disclosure of assets**
An employee shall, as and when so required by the Syndicate, furnish information as to the assets and all other properties, immovable and movable including shares, certificates, bank balance, insurance policies and jewelry etc. held by the employee, her spouse and other dependent members of her family.
- 40. Academic duties**
An employee shall be treated on duty if she, with the prior permission of the competent authority:
 - (i) proceeds to act as examiner for the examination conducted by the University; or
 - (ii) in response to invitation and with permission proceeds to attend educational or academic conference or meeting of any other institution but the total period for such duty of a member of the teaching staff shall not exceed twenty five days in one academic year.

41. Termination of service

If the services of an employee, who is on probation or on contract, are no longer required, for reasons other than a penalty, the competent authority may terminate the services of such employee by giving one month's notice or one month's pay in lieu thereof.

**BY ORDER OF THE CHANCELLOR
LAHORE COLLEGE FOR WOMEN UNIVERSITY,
LAHORE**

SECRETARY TO THE GOVERNMENT
HIGHER EDUCATION DEPARTMENT