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GOVERNMENT OF THE KHYBER PAKHTUNKHWA
POLICE DEPARTMENT

NOTIFICATION

Peshawar, dated the 28-3-2014.

No. 601/E-V. In exercise of the powers conferred by Article 112 of the Police Order 2002, the Provincial Police Officer, Khyber Pakhtunkhwa, with approval of the Government of the Khyber Pakhtunkhwa Province, hereby make the following rules, namely:

THE KHYBER PAKHTUNKHWA POLICE DEPARTMENT
(INFORMATION TECHNOLOGY GROUP)
SERVICE RULES, 2014.

PART-I
GENERAL

1. **Short title, application and commencement.**---(1) These rules may be called the Khyber Pakhtunkhwa Police Department (Information Technology Group) Service Rules, 2014.

(2) These rules shall apply to all employees of the Information Technology of Police Department.

(3) These rules shall come into force at once.

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

- (a) "Appendix" means the Appendix appended to these rules;
- (b) "Appointing Authority" in relation to a post, means, the persons authorized under rule 4 to make appointment to that post;
- (c) "Commission" means the Khyber Pakhtunkhwa Public Service Commission;
- (d) "employee" an employee, who holds a post in the Khyber Pakhtunkhwa Police Department (Information Technology Group) Service;
- (e) "Government" means the Government of the Khyber Pakhtunkhwa;
- (f) "initial recruitment" means appointment made otherwise than by promotion;
- (g) "post" means a post specified in column 2 of the Appendix;

- (h) "Province" means the Province of the Khyber Pakhtunkhwa;
- (i) "recognized university" means any university incorporated by law in Pakistan; and
- (j) "service" means the Khyber Pakhtunkhwa Police Department (Information Technology Group) Service.

**PART-II
METHOD OF APPOINTMENTS**

3. Method of appointment.---(1) Appointment to posts shall be made by any of the following methods, namely:

- (a) by initial recruitment, on the recommendation of the Public Service Commission, in accordance with the provisions contained in the Appendix, and every vacant post of any pay scale which falls under initial recruitment quota shall be advertised in news papers; and
- (b) by promotion in accordance with the provisions contained in the Appendix.

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4. Appointing Authority.---The authorities competent to make appointment to posts in various basic pay scales shall be as follows:

S. No.	Posts.	Appointing Authority.
1.	Posts in Basic Pay Scale 18.	Chief Minister.
2.	Posts in Basic Pay Scale 17.	Provincial Police Officer.
3.	Posts in Basic Pay Scale 16 and below.	Additional Inspector General of Police (Headquarters).

5. Departmental Promotion Committee and Departmental Promotion Board.---(1) In Police Department, there shall be a Departmental Promotion Committee or Departmental Promotion Board, as the case may be, the composition of which shall be determined by the Provincial Police Officer from time to time.

(2) The Departmental Promotion Committee or the Departmental Promotion Board, as the case may be, shall consist of at least three members, one of whom shall be appointed as Chairman.

6. Appointment by promotion.---(1) Appointment by promotion to posts in BPS-18, in respect whereof the Appointing Authority under rule 4 is the Chief Minister, shall ordinarily be made on the recommendation of the Departmental Promotion Board.

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(2) Appointment by promotion to posts in BPS-17, in respect whereof, the Appointing Authority is the Provincial Police Officer, shall ordinarily be made on the recommendation of the Departmental Promotion Board whereas the posts in BPS-16 and below in respect whereof, the Appointing Authority is the Additional Inspector General of Police (Headquarters), shall ordinarily be made on the recommendation of the Departmental Promotion Committee.

(3) Persons possessing such qualifications and fulfilling such conditions as laid down in the Appendix, for the purpose of promotion to a post, shall be considered by the Departmental Promotion Board or the Departmental Promotion Committee, as the case may be.

(4) No promotion on regular basis shall be made to any post unless the officer concerned has completed such minimum length of service as specified in the Appendix.

(5) If on an order of promotion or before promotion any employee declines, in writing, to accept promotion, such employee shall not be considered for such promotion for the next four years following order:

Provided that if he declines to avail the benefit of promotion for the second time, then he shall stand superseded permanently for such promotion.

7. **Eligibility.**---(1) Subject to any relaxation in respect of a person or a class of a person, no person shall be appointed to the service by initial recruitment unless he is within age limit prescribed for the post in column 4 of the Appendix and a citizen of Pakistan and a bonafide resident of the Province.

(2) The age shall be reckoned from the last date notified for submission of application.

(3) No person shall be appointed to the service by initial recruitment unless he possesses the qualification specified in column 3 of the Appendix.

(4) No person, not already in Government service, shall be appointed to the service unless:

- (a) he produces a certificate of character from the head of academic institution last attended, and also the certificate of character from two other responsible persons, not being his relatives, who are well acquainted with his character and antecedents; and
- (b) he has appeared before the Standing Medical Board/Civil Surgeon/Medical Superintendent and found fit for the service.

PART-III PROBATION AND CONFIRMATION

8. **Probation.**---(1) Persons appointed to posts by initial recruitment or by promotion, shall be on probation for a period of one year:

Provided that if his work or conduct during the period of probation has, in the opinion of the Appointing Authority, not been found satisfactory, the

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Appointing Authority may, notwithstanding that the period of probation has not expired:

- (a) dispense with his service, if he has been appointed by initial recruitment; or
- (b) revert him to his former post, if he has been appointed otherwise, or if there be no such post, dispense with his service; or
- (c) extend the period of probation for a period not exceeding one year in all and may, during or on the expiry of such extended period, pass such orders as it could have passed during or on the expiry of the initial probationary period.

(2) On the successful completion of probation period, the Appointing Authority, shall by specific order, terminate the probation:

Provided that if no specific order is issued on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended for another one year:

Provided further that if no specific order is issued on the expiry of extended period of probation, the period of probation shall be deemed to have been successfully completed.

9. **Confirmation.**---(1) After successful completion of the period of probation and on passing such prescribed test or examination or acquisition of any certificate, diploma or degree, as may be prescribed in the letter of appointment, employee shall be eligible for confirmation; provided that he holds a substantive post.

(2) An employee, who during the period of his/her service, was eligible to be confirmed but retires before being confirmed shall not merely by attaining the age of superannuation be refused, confirmation or any other benefit accruing there from.

(3) There shall be no confirmation against a temporary post or in case of an employee under enquiry till the inquiry is completed and he is exonerated from the allegations or charges, leveled against him.

PART-IV SENIORITY

10. **Seniority.**---The seniority inter se of the persons borne on the service shall be determined:

- (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Commission; provided that persons selected for appointment to a post in an earlier selections shall rank senior to the person selected on a later selection ; and
- (b) in the case of persons appointed otherwise with reference to the date of their continuous regular appointment to the post; provided that the person selected for promotion to a

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higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post.

PART -V PENSION AND GRATUITY

11. **Pension and gratuity.**—(1) On retirement from service, an employee shall be entitled to receive such pension or gratuity as may be admissible to him.

(2) In the event of death of an employee, whether before or after retirement, his family shall be entitled to receive such pension or gratuity, or both.

(3) No pension shall be admissible to an employee, who is dismissed or removed from service for reason of discipline but competent authority may sanction compassionate allowance to such employee, not exceeding two-third of the pension or gratuity which would have been admissible to him had he been invalidated from service on the date of such dismissal or removal.

(4) If the determination of the amount of pension or gratuity admissible to an employee is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, according to the length of service of an employee, which qualifies for pension or gratuity, and any over payment on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such employee or his family.

PART -VI RETIREMENT, RESIGNATION AND TERMINATION

12. **Retirement.**—(1) An employee shall retire from service—

- (a) on such date after he has completed twenty-five years of service qualifying for pension or other retirement benefits, the Appointing Authority may, in public interest, direct; and
- (b) where no direction is given under clause (a) on completion of the sixtieth year of his/her age.

(2) No direction under clause (a) of sub-rule (1), shall be made until the employee has been informed in writing of the grounds on which it is proposed to make the direction and has been given a reasonable opportunity of showing cause against the direction.

13. **Resignation.**—(1) An employee may resign from service by giving one month's notice in writing. The resignation shall become effective on the expiry of the said period of notice.

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(2) No resignation shall become effective during the pendency of any disciplinary proceedings against an employee.

(3) Unless the resignation becomes effective, the employee shall not absent himself from the duty without prior approval of competent authority. The leave shall be taken in writing and approved by the competent authority if the employee has leave balance in his account.

(4) An employee who is on probation or has been employed on temporary basis may resign his service at seven (7) days prior notice. The resignation shall not become effective unless accepted by the Appointing Authority on such acceptance the service of such employee shall stand discontinued. However the acceptance in any case other than disciplinary proceedings, should be within thirty (30) days of receipt of the resignation by the Appointing Authority.

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14. Termination.---(1) The Appointing Authority may terminate the service of an employee by giving him one month notice with the reasons recorded in writing or by way of punishment duly awarded in accordance with these regulations. Termination is also admissible during probation.

(2) The Appointing Authority shall have the option to pay to the employee at any time during the continuance of the notice a sum equal to his basic pay and allowances for the unexpired period of notice in which case the termination shall become effective on the date such payment is tendered.

(3) The Appointing Authority may terminate the service of any employee, on probation or on a temporary basis at one month notice in writing with the reasons recorded in writing or by way of punishment duly awarded in accordance with these rules.

15. Application of General Rules.---In all other matters not specially provided for in these rules, the holder of posts under these rules shall be governed by any rule made or deemed to have been made under the Khyber Pakhtunkhwa Civil Servants Act, 1973.

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APPENDIX

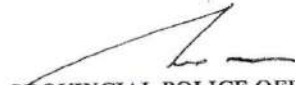
See rules 2(a), (f), 3,5(1) and 7(1)

S. No.	Nomenclature of posts.	Minimum qualification for appointment by initial recruitment.	Age limit.	Method of Recruitment.
1.	2.	3.	4.	5.
1.	Deputy Director/ System Analyst/ Database Administrator (BPS-18).			By promotion, on the basis of seniority-cum-fitness, from amongst Assistant Directors /Programmers/LAN Administrators/Web Administrators/ Data Processing Officers/Deputy Database Administrators (BPS-17), with five years service as such.
2.	Assistant Director/ Programmer/ LAN Administrator/ Web Administrator/ Data Processing Officer/ Deputy Database Administrator (BPS-17).	Second Class Master Degree in Computer Science or equivalent qualification from a recognized University.	22 to 35 years.	(a) Fifty percent by promotion, on the basis of seniority-cum-fitness, from amongst the Assistant Programmers/ Assistant LAN Administrator (BPS-16) having five years service as such and having qualification specified in column 3 for initial recruitment ; and (b) fifty per cent by initial recruitment.
3.	Assistant Programmer/ Assistant LAN Administrator (BPS-16).	Second Class Master Degree in Computer Science or four years Bachelor Degree in Information Technology or Computer Science or equivalent qualification from a recognized University.	21 to 30 years.	(a) Fifty percent by promotion, on the basis of seniority-cum-fitness, from amongst the Data Processing Supervisors (BPS-14) having qualified mandatory three months Information Technology Course in Database Management, Programming, Web Pages Development and Networking from Staff Training Institute, Establishment Department, Government of the Khyber Pakhtunkhwa; and (b) fifty per cent by initial recruitment.
5.	Data Processing Supervisor (BPS-14).		21 to 30 years.	By promotion, on the basis of seniority-cum-fitness, from amongst Computer Operators (BPS-12) with five years service as such.

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5.	Computer Operator (BPS-12).	Second Class Bachelor's Degree from a recognized University, with one year Diploma in Information Technology from a recognized Board of Technical Education or its equivalent.	18 to 28 years.	By initial recruitment.
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PROVINCIAL POLICE OFFICER,
Government of the Khyber Pakhtunkhwa

GOVERNMENT OF THE KHYBER PAKHTUNKHWA
POLICE DEPARTMENT.

NOTIFICATION

Peshawar, dated the 29/8/2014.

No. 2951/E-V. In exercise of the powers conferred by Article 112 of the Police Order 2002, (Chief Executive Order No. 22 of 2002)) the Provincial Police Officer, with the approval of the Government of the Khyber Pakhtunkhwa Province, is pleased that in the Khyber Pakhtunkhwa Police Department (Information Technology Group) Service Rules, 2014, the following amendments shall be made, namely:

Asstt. Commr. Peshawar
Govt. of K.P.
05/08/14

AMENDMENTS

1. In the Khyber Pakhtunkhwa Police Department (Information Technology Group) Service Rules, 2014 for the word "Group", wherever occurring the word "Wing" shall respectively be substituted.
2. In rule 4, in the table, against serial No. 1, in column No. 2, after the figure "18" the word and figure "and 19" shall be added.
3. In the Appendix,-
 - (i) the existing serial No. 1, shall be renumbered as 1A and before 1A, as so renumbered, the following new entries shall be added, in the respective columns, namely:


 Assistant Secretary
 Govt of Punjab
 14/07/2014

"1.	Director (BPS-19).	(i) Ph.D in Computer Science/ Information Technology from recognized University with five (5) years experience in the relevant field; or (ii) MS in Computer Science/ Information Technology from recognized University with seven (7) years experience in the relevant field.	35 to 45 years.	By promotion, on the basis of seniority-cum-fitness, from amongst Deputy Directors, System Analysts and Database Administrators (BPS-18), with at least seven (7) years service as such: Provided that if no suitable officer is available for promotion then by initial recruitment.";
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(ii) against serial No.1A, as so renumbered,-

(a) in column No. 3 the words "MS Computer Science/Information Technology with five (5) years experience in the relevant field" shall be inserted; and

(b) in column No. 4 the full stop at the end shall be replaced by colon and thereafter the following shall be added, namely:

"Provided that if no suitable officer is available for promotion then by initial recruitment."

(iii) against serial No. 2,-

(a) for column No. 3, the following shall be substituted, namely:

"At least Second Class Master's Degree in Computer Science/Information Technology or equivalent qualification from a recognized University, having five years experience in the relevant field."; and

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- (b) in column No. 5, in clause (a), the semi-colon and the word "and" shall be replaced by colon and thereafter the following shall be inserted, namely:

"Provided that if no suitable officer is available for promotion then by initial recruitment; and"; and

- (iv) against serial No. 3,-


- (a) for column No. 3, the following shall be substituted, namely:

"At least Second Class Master's Degree, in Computer Science/Information Technology or four years Bachelor Degree in Information Technology or Computer Science or equivalent qualification from a recognized University."; and

- (b) in column No. 5, in clause (a),-

- (i) for the words "Staff" Training Institute, Establishment Department, Government of Khyber Pakhtunkhwa", the words "any recognized institute" shall be substituted; and
- (ii) the semi-colon and the word "and" shall be replaced by colon and thereafter the following shall be inserted, namely:

"Provided that if no suitable officer is available for promotion then by initial recruitment; and".


(NASIR KHAN DURRANI)
INSPECTOR GENERAL OF POLICE
PROVINCIAL POLICE OFFICER,
KHYBER PAKHTUNKHWA, PESHAWAR.

Inspector General of Police
Govt. of Khyber Pakhtunkhwa
Law Department

GOVERNMENT KHYBER PAKHTUNKHWA
POLICE DEPARTMENT


NOTIFICATION

Peshawar dated the 02/11/2014

No. 4077/EV --- In exercise of the powers conferred by Article 112 of the Police Order, 2002(Chief Executive Order No. 22 of 2002), the Provincial Police Officer, Khyber Pakhtunkhwa, with the approval of the Government of the Khyber Pakhtunkhwa, is pleased to direct that in the Khyber Pakhtunkhwa Police Department (Information Technology Group) Service Rules, 2014, the following amendment shall be made, namely:

AMENDMENT

In the Appendix, against serial No. 3, in column No. 3, after the words "recognized University", the words "having two years experience in the relevant field", shall be added.


(Nasir Khan Durrani)
Inspector General of Police,
Provincial Police Officer,
Khyber Pakhtunkhwa Peshawar

GOVERNMENT OF THE KHYBER PAKHTUNKHWA
POLICE DEPARTMENT

NOTIFICATION

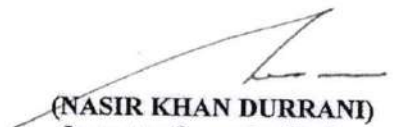
Peshawar, dated the 10th 7/2015.

No. 4667/EV.-In exercise of the powers conferred by Article 112 of the Police Order, 2002 (Chief Executive Order No. 22 of 2002), the Provincial Police Officer, Khyber Pakhtunkhwa, with the approval of the Government of the Khyber Pakhtunkhwa, is pleased to direct that in the Khyber Pakhtunkhwa Police Department (Information Technology Group) Service Rules, 2014, the following further amendment shall be made, namely:

Nasir Khan Durrani
25/6/2015

AMENDMENT

In rule 6, in sub-rule (1), after the figure, "18", the word and figure "and 19" shall be inserted.


(NASIR KHAN DURRANI)
Inspector General of Police
Provincial Police Officer
Khyber Pakhtunkhwa Peshawar.