

EXTRAORDINARY

GOVERNMENT



REGISTERED NO. P-III

G A Z E T T E

KHYBER PAKHTUNKHWA

PUBLISHED BY AUTHORITY

PESHAWAR FRIDAY, 17TH SEPTEMBER, 2010.

**GOVERNMENT OF KHYBER PAKHTUNKHWA
HOUSING DEPARTMENT**

NOTIFICATION

Dated Peshawar, the 22nd May, 2010.

No. SOE/Housing/5-9/Vol-II/2010/925-42.—In exercise of the powers conferred by Section 41 of the North-West Frontier Province Housing Authority Act, 2005 (NWFP Act No. XI of 2005), the Government of Khyber Pakhtunkhwa is pleased to make the following Rules namely:

1. NWFP Housing Authority Employees Service Rules, 2010.
2. NWFP Housing Authority Employees Conduct Rules, 2010.
3. NWFP Housing Authority Employees Leave Rules, 2010.
4. NWFP Housing Authority Employees C.PF. Rules, 2010.
5. NWFP Housing Authority Employees TA and DA Rules, 2010.

**SECRETARY TO GOVERNMENT OF KHYBR PAKHTUNKHWA
HOUSING DEPARTMENT**

Printed and published by the Manager,
Staty. & Ptg. Deptt., KPK, Pesh.

"NWFP HOUSING AUTHORITY RULES, 2007"

1. **Short title, Commencement & Application:**

1.1 These Rules shall be called the NWFP Housing Authority Rules, 2007 and shall come into force at once.

1.2 These shall apply to the employees in the service of the Provincial Housing Authority and to all matters relating to the purposes and functions of the Authority.

1.3 All acts initiated for the purposes of the Act shall be in accordance with the principles determined by Islamic Shariah.

2. **DEFINITIONS:**

2.1 In these rules, unless, the subject or content otherwise require:-

- a. 'Act' means the NWFP Housing Authority Act, 2005 (XI of 2005).
- b. 'Appendix' means an appendix attached to these rules.
- c. 'Appointing Authority' means a person or authority authorized, under these Rules, to make appointment to a post.
- d. 'Committee' means a promotion committee or a selection committee (as indicated in schedule - I, part - 1 & II).
- e. 'Employee' means an employee of the PHA but does not include a person on deputation to the PHA from Provincial Govt or the Govt of Pakistan or an Autonomous or Semi-autonomous

Organization, contract employees and work charged.

- f. 'Cadre' means the strength of a service or a part of a service sanctioned as a separate unit.
- g. 'Initial recruitment' means appointment made other than promotion or transfer in the prescribed manner.

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- h. 'Post' means a post in connection with the affairs of the PHA.
- i. 'Prescribed' means as prescribed in the Act and Rules.
- j. 'Schedule' means the schedule attached to these Rules.

2.2 The words and expressions used herein but not defined in these rules shall have the same meanings as are assigned to them in the Act.

PART - 1
Terms & Conditions of Service

3. **Number and nature of posts.**—The service of the PHA shall comprise the posts specified in the Appendix-I and such other posts as may be created by the Authority from time to time.

4. **Method of Appointment.**

4.1 Appointment to posts in the service of PHA shall be made in the manner prescribed in the Recruitment Rules as per Appendix-I.

4.2 The PHA may constitute 'selection committee/promotion committee' or as the case may be, a selection board, members of which shall be notified by designation for the purposes of selection and recommendations to the Competent Authority for direct recruitment, promotion or transfer after fulfilling the prescribed procedure laid down hereunder :-

(a) All the vacancies meant for initial recruitment shall be advertised in at least in two leading newspapers (one English and one Urdu) specifying therein the prescribed qualification, experience and other academic/technical requirements, age limit etc as prescribed in the recruitment rules.

Provided that in suitable cases for reasons to be recorded in writing, the appointing authority may relax the upper age limit upto a maximum of 5 years;

b. In case of re-employment of retired officers / officials on a post in PHA his suitability on the basis of his previous experience may

be placed before the Selection Board/Committee, as the case may be, for scrutiny and recommendation to the competent authority. Pay & allowance of such officer/official shall be in determined to the re-employment policy of Govt as amended from time to time.

5. The following shall be the authorities competent to make initial appointment, re-employment, deputation, transfer and promotion etc in relation to the posts specified against each:-

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- i. For posts in BS-1 to 16 - Director General on the
Recommendations
of
Selection &
Promotion
Committee
- ii. For posts in BS-17 & 18 -
Secretary to Govt of
NWFP Housing
Deptt: on the
recommendation of
selection and
promotion
committee.
- iii. For posts in BS-19 -
Authority (PHA) on the
Recommendations
of
Selection Board

Provided that appointment to BS-20 and above (if any) shall be made by the Govt on the recommendations of the Authority.

6. **Seniority:**

6.1 For proper administration of service, cadre or post, the appointing authority shall cause a seniority list of the members for the time being of such service, cadre or post to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such service, cadre or post as the case may be.

6.2 Subject to the provisions of such rule (6.1), the seniority of an employee shall be reckoned in relation to other employees belonging to the same service or cadre whether serving the same organization or office or not, as may be prescribed.

6.3 Seniority on initial appointment to a service, cadre or post shall be determined as may be prescribed.

7. **Probation:**

7.1 A person appointed to a post, other than a temporary post, shall remain on probation for a period of one year if appointed by initial recruitment provided that the appointing authority may extend the period of probation by a further period not exceeding two year in all.

7.2 Provided that where the period of probation has been extended under the provision of sub-clause (7.1) of this rule, the date of regularization shall, subject to the other provisions of these rules be the date on which the period of probation was last extended.

7.3 If the work or conduct of an employee during the period of probation has been unsatisfactory, the appointing authority may, without notice, notwithstanding that the period of probation has not expired, dispense with his service, if he has been appointed by initial recruitment and if he has been appointed otherwise, revert him to

his former appointment or if there be no such appointment, dispense with his service.

8. **Resignation.**—An employee may resign from service by giving one month notice or surrender one month basic pay in lieu thereof.

9. **Performance Evaluation Report.**

9.1 The performance evaluation reports of the Directors PHA will be initiated by the D.G and counter-signed by the Administrative Secretary concerned.

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9.2 The performance evaluation reports of other employees shall be initiated by the immediate higher officer and countersigned by the next higher authority.

10. **Re-employment.**—**Unless** otherwise provided the Terms and conditions of the re-employed Govt: Servants shall be in accordance with the policy of the Provincial Govt: as amended from time to time.

11. **Deputation to the PHA.**—The deputation against the posts in PHA from various Govt Departments / Autonomous Bodies shall be on the terms and conditions as prescribed by the Govt of Khyber Pakhtunkhwa for this purpose. The deputationist shall fulfil the minimum qualification and experience for the post in PHA as prescribed in the relevant rules.

12. **Selection / Promotion Committees - their constitution and functions.**—There shall be the following Board/Committees with their constitution and functions as prescribed in these rules. The constitutions of the committees are as specified in schedule-I;

- a. Selection Board;
- b. Departmental Selection Committee/Departmental Promotion Committee.

13. General Provision. The matters where about the Act, these Rules or as the case may be the Regulations are silent, the rules as prescribed by the Govt from time to time shall apply.

14. Relaxation.—Notwithstanding anything in these rules, in relation to terms and conditions of service of employees, the PHA with the previous approval of the competent authority may, if it is satisfied for reasons to be recorded in writing, that strict application of any such rule causes undue hardship in any case, is against the injunctions of Islamic Shariah to be determined by Islamic Shariah experts/Court by order relax the requirement of such rule, as it may deem fit, for ensuring just and equitable treatment to the person concerned without affecting the rights or adversely affecting the conditions of service of other employees.

PART - II
JOB DESCRIPTIONS OF OFFICERS OF PHA

14. Director General, PHA.—Subject to the provisions of the Act, the Rules and the Regulations of PHA, the Director General shall perform the following functions :-

Administrative:

- (a) To take up such measures as may be necessary for carrying out the purposes of the Act, Rules & Regulations, and to exercise all such powers as necessary to achieve the said purposes.
- (b) To acquire property wherein Govt Agencies or Autonomous, Semi-Autonomous Organizations are involved, concurrence of the Board of Revenue and approval of the Govt shall be required.
- (c) To declare a locality to be controlled area and to issue in respect of such locality such order as may be necessary for the prevention of haphazard growth of buildings, encroachments and unauthorized construction in such area.
- (d) To coordinate implementation of the plans of Provincial Housing Authority with the Government Agencies.
- (e) To deal with the service matters of establishment in BS-1 to 16 (appointing authority as defined in the NWFP Housing Authority Service Rules, 2007) and to act as Authority competent to post / transfer and suspend, reduce in rank retire compulsorily, remove or dismiss such establishment.
- (f) To accord approval of ex-Pakistan Leave to officials in BS-1 to 16 following the policy of the Government and Leave Rules.
- (g) To enforce and collect the rates and charges levied by the Provincial Housing Authority with the approval of the Government.

- (h) To compound offences against the Act under the prescribed and prevailing rules and regulations.
- (j) To appoint counsels and to obtain such legal advice and assistance as may be necessary subject to the condition that where the Provincial Housing Authority withdraws from any legal proceedings or compromises or withdraws any claim and loans or propriety rights are involved, reasons for the withdrawal, admittance or compromise shall be recorded.

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- (k) To issue executive instructions to regulate the activities of the Provincial Housing Authority subject to the condition that they are not inconsistent with the Act, Rules and Regulations, and prior approval of the Authority is obtained before issue of any such instructions that differ, in any significant or substantial manner, from comparable executive instructions of the Government.
- (l) To coordinate the policies, plans, programmes, budgets, salary, staffing levels and other activities of the Provincial Housing Authority including the disposal of assets as per policy and in this behalf to do all things and exercise all powers to ensure such coordination.
- (m) To accord sanction of litigation cases in the superior courts at Provincial Housing Authority expenses.
- (n) To declare any officer as Drawing and Disbursing Officer in the Headquarters, region and sub-region.
- (o) To post / transfer any official (BS-1 to 16) from one region to another region.
- (p) To do all things that is incidental to and connected with the powers detailed above.

- (q) To exercise all such powers as may be conferred under the delegation of powers of the Provincial Housing Authority.

Technical:

- (a) To process the layout plans including revised, detailed and part plans of housing schemes of the PHA.
- (b) To prepare and modify schemes for the area or any part thereof as specified in sections-16 & 17 of the Act.
- (c) To publish any approved scheme in the official gazette and to proceed with its execution in collaboration with the Govt agency concerned.
- (d) To approve layout plans of private housing schemes and schemes of Govt agencies according to the prescribed procedure/standards.
- (e) To finalize the per Marla cost of plots in housing schemes with approval of Authority.

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Financial:

- (a) To submit the budget for approval of the Authority.
- (b) To manage funds of the Authority.
- (c) To sanction advances from CP Fund accounts of all employees in accordance with the CP Fund Rules.

FUNCTIONS OF THE DIRECTOR FINANCE

15. **Functions of the Director Finance.**—The Director Finance shall:-

- (a) be responsible for preparation of financial plans of the Provincial Housing Authority and its implementation under general supervision and control of the DG, PHA.
- (b) coordinate and supervise all the financial / accounting matters of the PHA.
- (c) renders advice to the DG, PHA on matters concerning financial implications generally and particularly on investment of PHA Fund, not immediately required Riba Free, in profitable schemes.
- (d) coordinate with other Directors/officers of the PHA on financial matters for smooth running of the PHA.
- (e) be the Chief Accounts Officer of the PHA and shall be responsible to keep all the accounts according to the rules and regulations as amended from time to time.
- (f) be responsible to watch the proper functioning of budget and financial matters of the PHA and budget estimates;
- (g) be responsible for coordinating and follow up of the external/internal audit of the accounts on regular basis; and
- (h) prepare the detailed procedural plan for the financial management of the PHA and gets the same to be approved by the Authority.
- (j) Render advice on all matters involving financial implications.

- (k) Undertake fixation of pay and disbursement thereof in respect of all employees of the PHA with the approval of the D.G. Provincial Housing Authority.

The Director Finance shall perform his functions with the assistance of Budget, Finance & Accounts and Audit Sections :-

16. Budget, Finance & Accounts Sections

- 16.1 Preparation and monitoring of budget.
- 16.2 Preparation of pay rolls of the employees.
- 16.3 Processing of other claims, including works, supplies and services etc.
- 16.4 Maintenance of employees, CP Fund Accounts and processing of CP Fund and pensions claims, if any.
- 16.5 Contributory provident fund account and claims.
- 16.6 Maintenance of records of receipts including accounts of fund / contribution by the members of PHA, provided that the general provident fund of the Govt servants and general public shall be maintained separately with specific separate record.
- 16.7 Withdrawal of money from PHA fund for various purposes, after proper sanction by the competent authority and pre-audit of claims by Audit Wing.
- 16.8 Maintenance of accounts, cash book ledgers and other records.
- 16.9 Preparation of monthly and annual accounts of receipts and payments.
- 16.10 Preparation of finance accounts, appropriation accounts and financial statements.
- 16.11 Reconciliation with Bank/AG/DAOs and any other authority.

17. Audit Section

17.1 Pre-audit of all claims of expenditure drawn from the fund.

17.2 Internal audit of accounts record of all units both in respect of receipts and expenditures.

17.3 Reporting the results of internal audit.

17.4 Review of accounting systems and related internal control.

17.5 Coordination of implementation of management policies plans and procedures.

17.6 Handling of the reports of external audit including DACs/PAC.

17.7 Authorization of pay of employees, fixation of pay with approval of DG PHA, issue of leave admissibility reports and service statements.

17.8 Scrutiny of contract and lease agreements etc.

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17.9 Maintenance of service records of gazetted officers.

17.10 Reconciliation of expenditure and receipt with budget finance and accounts branch.

18. Function and job description of Director

Headquarter.—The Director HQ shall be incharge of the Establishment / Administrative Wing of the PHA and shall perform the functions / job descriptions as under in addition of his field duties :-

Administrative & Financial:

(a) To deal with the service matters of establishment (BS-1 to 15) under his administrative control.

- (b) To sanction all kinds of leave to the officials in BS-1 to 15 except study leave and disability leave. In case of leave ex-Pakistan to the officials in BS-1 to 15 prior approval of the Director General shall be obtained.
- (c) To appoint work charge establishment against the sanctioned posts.
- (d) To exercise all such powers as may be conferred under the delegation of financial powers.
- (e) To defend litigation cases in the Session, Civil and Labour Courts etc with the assistance of Deputy Director (Legal).
- (f) To control the development and non-development budget / funds of the PHA.
- (g) To exercise such other function as may be assigned to him by the D.G or other competent authority.

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SCHEDULE - I

See rule 4(2)

PART - I

(A) The constitution of Selection Board for consideration of cases of promotion & initial recruitment to posts in B-17 to 19 shall be as under:-

I. For BS-18 & 19

Secretary to Govt of NWFP Housing Department	Chairman
Director General Provincial Housing Authority	Member
Secretary to Govt: of NWFP, Finance Department (or his nominee not below the rank of Additional Secretary).	Member
Secretary to Govt: of NWFP, Establishment (or his nominee not below the rank of Additional Secretary).	Member
Deputy Secretary (Housing).	Secretary.

II. For BS-17

Director General, Provincial Housing Authority	Chairman
Director Finance, Provincial Housing Authority	Member
Nominee of the Finance & Establishment departments.	Co-opted
Deputy Secretary (Housing).	Secretary.

Part - II

(B) The cases of promotion and Initial recruitment to posts in B-16 and below shall be considered by the

Departmental Selection / Promotion Committee the
constitution whereof shall be as under:-

Director Head quarter	Chairman
Director Finance	Member
Nominee of the Housing Department.	Member
Admin Officer, PHA	Secretary

Appendix-I

PHA RECRUITMENT RULES

<i>S/No.</i>	<i>Nomenclature of the post</i>	<i>BPS</i>	<i>Minimum Qualification and Experience for Appointment by initial Recruitment/Transfer</i>	<i>Age limit for initial recruitment</i>	<i>Method of Recruitment</i>
1	2	3	4	5	6
1.	Director General	20	i. Degree in Civil Engineering ii. At least 20 years experience in the public sector of which 5 years should be in administrative capacity.	40 - 50	i. By Transfer. ii. By Promotion amongst Directors on the basis of Seniority-cum-fitness. iii. By re-employment of a retired officer having qualification and experience in column-4 with age limit of less than 65 years. Or iv. By deputation from Govt Deptts/LAAs.

2.	i. Director Town Planning ii. Director Housing Scheme/Director HQ	19	i. Degree in Town Planning / Civil Engineering. ii. At least 15 years experience on a responsible post in Govt or Private sector for iii. Have a special aptitude in the relevant field	35 - 50	i. By initial recruitment. ii. By re-employment of a retired officer of less than 65 years of age. Or iii. By deputation from Govt departments Or Development Authority.
3.	Director Finance	19	i. Associate Chartered Accountant or Masters in Business Administration from a University of repute with Know-how in computer. ii. 5 years experience of financial management in a public sector organization in BPS-18/19.	30 - 45	i. By initial recruitment. ii. By deputation from Govt Departments / Development Authority. iii. By re-employment of a retired officer of Audit & Accounts Deptt with maximum age of not more than 65 years.

4.	Deputy Director (Tech)	18	i. Degree in Civil Engineering from a recognized University. ii. 10 years experience in Public Engineering sector.	35 - 50	i. By initial recruitment. Or ii. By re-employment of a person having qualification & experience in col-4. Or iii. By deputation from Govt departments/ Dev Authority.
5.	Dy: Director (Legal)	18	i. Degree in Law from a recognized University. ii. At least 10 years experience in B-17 and above in the Law Deptt or 15 years experience as Advocate of High Court and Supreme Court.	35 - 50	i. By initial recruitment. Or ii. By deputation/transfer from Law Deptt.
6.	Land Acquisition Collector	18	inexperienced officers from DMG/PCS (Ex-Gp) /Promotes having good reputation and experience	-	i. By deputation from the officers of PCS (EG) cadre with an experience of 10 years as Tehsildar. ii. By re-employment with qualification and experience as in column-4.

7.	Architect	18	i. A degree holder in Architecture Engineering from a recognised University; and ii. 7 years experience in a Govt or private organisation of repute.	30 - 45	i. By initial recruitments. Or ii. By deputation from the Govt Deptts/Dev Authority.Or iii. By re-employment of a retired officer with less than 65 years of age.
8.	Asstt: Director (Tech)	17	I. Degree in Engineering from a recognised University in relevant field ii. 7 years experience in a civil works execution agency.	30 - 45	i. By initial recruitment. ii. By deputation from Govt departments/Dev Authorities.
9.	Asstt: Director (Fin)	17	-	-	By deputation from the Audit & Accounts Deptt/Dev Authority.
10	Programmer	17	i. MSc Computer Science, and ii. 5 years experience in I.T in a public or private sector organisation	25 - 40	By initial recruitment.

11.	Internal Audit Officer	17	SAS qualified accounts officer in audit & accounts department.	-	i. By deputation from Audit & Accounts Deptt. Or ii. Re-employment of retired officers with qualification in column-4 with less than 65 Years age.
12.	Accountant	16	SAS qualified Accountant or official passed the Divisional Accounts Officer exam.	30 - 45	i. By deputation from Audit & Account Deptt. ii. By re-employment of a retired accountant with qualification in column-4.
13.	Administrative Officer	16	-	-	i. By promotion from amongst the Supdts on the basis of seniority-cum-fitness; or ii. By re-employment of retired official with sufficient office/establishment / accounts Experience with maximum age of 65 years.
14.	Superintendent	16	-	-	i. By promotion from amongst th holders of the posts of Assistants o seniority-cum-fitness basis. Or ii. By deputation from Govt Organisations / Development Authority.

15.	Senior Scale Stenographer/ Computer Assistant	15	-	-	i. By promotion from Jr. Scale Stenographer /Computer Assistant (B-12) on the basis of seniority - cum-fitness. Or ii. By deputation from a Govt organisation Department/Dev Authority.
16.	Head Draftsman	14	-	-	i. By promotion from amongst Draftsman (B-11) with three years service as such; or ii. By deputation from a Govt Deptt/Dev Authority. iii. By re-employment of retired official with less than 65 years age.
17.	Jr. Scale Stenographer / Computer Operator	12	i. Intermediate from a recognized Board ii. Shorthand speed 60 wpm. iii. Typing speed 30 wpm. iv. 3 months diploma holder in computer literacy.	18 - 30	i. By initial recruitment. Or ii. By deputation from Govt Departments / Autonomous bodies.

18.	Draftsman	11	i. SSC (Science) from a recognised board. ii. A three years diploma in Civil Engineering/ Draftsman-ship/ Architecturing from a recognised institute and iii. 2 years experience in the relevant field.	18 - 30	i. 75% by initial recruitment. ii. 25% by promotion from amongst the Tracers with 6 years service as such; or iii. By deputation from a Govt deptt/ Dev Authority.
19.	Assistant	11	Graduation from a recognized University	20 - 30	i. 40% by initial recruitment. ii. 60% by promotion from Accounts Clerks with at least 3 years service as such, or iii. By deputation from a Govt organisation/ Dev Authority.
20.	Computer Operator	11	Bachelor Degree with one year diploma in computer science from a recognized institute by the Board of Tech: Education.	20-30	By initial recruitment or by deputation from a Govt Deptt/Dev Authority.
21.	Accounts Clerk	9	-	-	i. By promotion from senior clerk with 3 years service as such. Or ii. by deputation from a Govt deptt/ Dev Authority.

22.	Senior Clerks	09	-	-	i. By promotion from Junior Clerks on the basis of seniority-cum-fitness; or ii. By deputation from other Govt Depts/ Dev Authority.
23.	Patwaris	09	i. SSC from a recognised Board ii. Passed Patwar Exam and a registered candidate in the Revenue Deptt.	-	i. By deputation from Revenue Deptt; or ii. By re-employment of a retired patwari with less than 65 years.
24.	Junior Clerks	07	i. SSC Exam from a recognised Board ii. Typing speed of 30 wpm iii. preferably computer literate	18 - 30	i. By initial recruitment. ii. By deputation.
25.	Tracer	05	i. SSC from a recognised Board. ii. Having know-how of draftsman-ship/tracing.	18 - 30	i. By initial recruitment. ii. By deputation from Govt Deptt/Dev Authorities.
26.	Driver	04	Literate.	18 - 30	i. By initial recruitment. ii. By deputation from Govt Deptt/Dev Authorities.

27.	Record-lifter	02	SSC Exam from a recognized Board.	-	i. By initial recruitment. Or ii. By promotion from amongst N/Qasids with 3 years service as such. iii. By deputation from Govt Deptt/Dev Authorities.
28.	N/Qasid	01	Preferably literate	18 - 45	i. By initial recruitment. ii. By deputation from Govt Deptt/Dev Authorities.
29.	Chowkidar	01	Preferably literate	18 - 45	i. By initial recruitment. ii. By deputation from Govt Deptt/Dev Authorities.
30.	Sweeper	01	-	18 - 45	i. By initial recruitment. ii. By deputation from Govt Deptt/Dev Authorities.
31.	Mali	01	Know-how in gardening	18 - 45	i. By initial recruitment. ii. By deputation from Govt Deptt/Dev Authorities.

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Appendix - II A

PHA DELEGATION OF FINANCIAL POWERS*Rs.in million*

S/No.	Description				Remarks.
		Secretary, Housing Deptt:	DG, PHA	Director	
1.	2.	3.	4.	5.	6.
1.	Creation of temporary post	-	-	-	1. (a) The expenditure shall be met within own resources subject to the availability of Funds. (b) In case of insufficient funds, the matter can be taken up with the Finance Deptt.
2.	Abolition of posts	-	-	-	-
3.	Re-appropriation of fund within the PHA budget	Full powers	-	-	Subject to condition that no excess over all budget estimates is occur except pay & allow.
4.	Approval for M&R works	3.000	1.500	-	According to the procedure for works expenditure in relevant code.

5. a	Power to declare stores unserviceable.	Full powers	0.300	0.050	This power can further be delegated to subordinate authority on appropriate scale, certificate from the competent authority.
5. b	Powers to declare stores surplus.	Full powers	0.300	0.050	
6.	Power to sell surplus or un-serviceable store and stock by auction	Full powers	Full powers	0.100	-
7.	Write off irrecoverable values of stores or public money due to loss: i. Fraud & negligence. ii. No fraud & negligence.	0.200	-	-	In consultation with Finance Department for amount over Rs.0.500 million subject to inquiry.
8.	Sanction of Telephone Office/Residential	Full powers	Full powers	-	Govt policy regarding sanction of telephones and ceiling shall be followed.
9.	Purchase and replacement of vehicles	Full powers	-	-	Subject to availability of fund.
10.	Sanction of repair of vehicles	0.150	0.100	-	In each case subject to availability of fund.

11.	Purchase of petrol and lubricant	Full powers	Full powers	Full powers	Subject to limit as prescribed by the Govt and budget provision.
12.	Powers 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	Full powers	-	-
13.	Powers to sanction investigation of claims of Govt servants to arrears of pays and allowance etc.	Full powers	Full powers (for BS-1 to 19)	-	-
14.	Expenditure specifically shown item-wise in budget in detail.	Full powers	Full power	0.050	Exercise of these powers is subject to fulfilment of all codal formalities.
i.	Purchase of durable goods, machinery & equipments	Full powers	Rs.1.500	0.050	According to the provisions of purchase and procurement procedure, through a committee.
ii.	Purchase of stationery	Full powers	Full powers	0.004	Subject to budget provision.

iii.	Purchase of liveries, typewriters, Photostat and duplicating machine/computers	Full powers	Full powers	-	Exercise of these powers is subject to fulfilment of all codal formalities & budget provision.
iv.	Purchase and repair of bicycles and motorcycles.	Full powers	Full powers	-	Subject to budget provision.
v.	Purchase of periodical and news papers	Full powers	Full powers	Full powers	Subject to availability of fund and scale as in line with Govt policy.
vi.	Purchase of books, periodicals / maps	Full power	Full powers	0.005	Subject to the scale in line with Govt policy and budget provision.
vii.	Expenditure on carriage of record.	Full powers	Full powers	-	-
viii.	Electricity, water/sui-gas charges and taxes.	Full powers	Full powers	-	-
ix.	Postal telegraph, internet and telephone charges	Full powers	Full powers	-	-
x.	Service postage	Full powers	Full powers	-	-
xi.	Hot & cold charges	Full powers	Full powers	-	Subject to scale prescribed by Govt and budget provision.

xii.	Printing charges	Full powers	Full powers	0.020	Through Govt printing press or open market at competitive rates.
xiii.	Copying and translation charges	Full powers	Full powers	-	-
xiv.	Expenditure on binding work.	Full powers	Full powers	Full powers	-
xv.	Law charges	Full powers	Full powers	-	-
xvi.	Fee to law officer	Full powers	Full powers	-	Provided the law officer is not the employee of the PHA.
xvii.	Repair of D/goods, Machinery & Equipments etc.	0.200	0.100	0.010	-
xviii.	Payment of scholarship / stipends.	Full powers	Full powers	-	Subject to approved scale and grade by Authority.
xix.	Expenditure on : a. rent of non-residential buildings. b. Rent of hostel buildings. c. Sanction of advance rent for building.	Full powers Full powers Full powers	Full power 0.050 Full power	- - -	The contract agreement will be approved by the D.G. P.H.A. subject to assessment of rent by a committee. For a period of one year (for Secretary & DG)

xx.	Entertainment	Full powers	Full powers	-	Subject to the conditions:- i. For official meetings of the Authority convened light refreshment not exceeding Rs.100/- per head. ii. For receptions and other symposia, expenditure not exceeding Rs.25,000/- at a time or Rs.200/- per head. iii. Budget provision.
xxi.	Advertisement charges	Full powers	Full powers	-	-
18.	Fixation of pay and allowances fringe benefits.	Full powers	Full powers	-	As per advice of Director Finance under the Govt rules.
19.	Grant of performance based honorarium	Full powers	-	-	As per Govt: Rules and conditions.
20.	Grant of travelling and daily allowance to non-official members of the committee etc setup by the Authority.	Full powers	Full powers	-	i. Subject to the condition that daily allowance equivalent to the minimum rates admissible to officers of similar status of the Govt employees. ii. In case of non-official as allowed to BS-20 officer.

21.	Grant of earned leave / extraordinary leave without pay to employees.	Full powers	Full power (for BS-1-16)	-	As per leave rules ex-Pakistan leave will be sanctioned by the Authority.
22.	Grant of study leave.	Full powers	-	-	-do-
23.	Grant of NOC for passports.	Full powers	Full powers	-	-
24.	Grant of recoverable advance to the employees from various contributory funds.	Full powers	Full powers	-	Subject to Rules of the fund.
25.	Sanction of conveyance charges.	Full powers	Full powers	-	Subject to the condition that for the said travel TA is not admissible under the normal rules.
26.	Sanction to reimburse medical charges.	Full powers	0.030	-	Subject to availability of Budget Provision.
27.	Hiring of services for security, cleaning, maintenance etc.	0.200	0.100	-	On monthly basis through open competition on contract by the Director, PHA
28.	Sanction of permanent advance	0.100	0.050	-	-

**DELEGATION OF POWERS RELATING TO WORKS
(REPAIR, MAINTENANCE AND NEW WORKS OTHER THAN ADP)**

<i>S/No.</i>	<i>Nature of Power</i>	<i>To Whome Delegated</i>	<i>Extent & Condition, if any</i>
1.	Administrative approval for works / Dev Scheme.	1. Administrative Deptt (in DDWP) 2. Administrative Deptt (without Sub-Committee) 3. Director General 4. Directors	Rs.40,000 (Mi) Rs.1.500 (M) Rs.1.000 (M) Rs.0.550 (M)
	Note:- These powers are subject to the following :-		
	The power of Admn Deptt with departmental Development Working Party shall be exercised subject to :- i. The powers shall be exercised by the Admn Secretary in the working party consisting of the :-		
	<p>a. Secretary Housing Deptt - Chairman b. A representative of Finance Deptt (not below the rank of Dy: Secy) - Member c. A representative of PE&D Deptt (not below the rank of Asstt: Chief of Section) - Member d. A representative of Tech Deptt if it involve works (not below the rank of SE) - Member</p> <p>When there is unanimity, no reference to Provincial Development Working Party shall be necessary, but in case of differences of opinion, the scheme shall be referred to Provincial Dev Working Party.</p> <p>ii. These powers shall be exercised only in respect of plans / schemes involving expenditure of development nature. The PC-I shall not include provision of staff and vehicles, which must be got cleared from Finance Deptt in advance.</p> <p>iii. The scheme so approved shall be sent to the P&D and FD simultaneously for their record.</p> <p>iv. Where any of the member is not present, the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the working party.</p> <p>v. The scheme sanctioned are in line with the objective of the National Plans and there is no deviation from the principals and policies laid down in the plan.</p> <p>vi. The scheme does not have economic or other repercussion beyond the Province.</p>		
2.	Acceptance of Tenders	1. Admn Deptt - Full Powers 2. Director General - Full powers 3. Directors - Upto Rs.1,00,00,000/- 4. Deputy Directors - Upto Rs. 20,00,000/-	
	These powers are subject to the following :- i. The normal procedure laid down for invitation of tender is followed. ii. The rates quoted and / or amount tendered are such that the total cost of work administrative approved, by more than 10%. iii. Where competitive tenders are to be invited under the rules, in case the lowest tender is not accepted, reasons should be recorded and further approval should be obtained from (a) Director General for tender upto the value of Rs.10 lacs (b) Admn Deptt for value not more than Rs.30 lacs and (c) Admn Deptt, P&D Deptt, Finance Deptt and the Govt if it exceeds Rs.30 lacs.		
3.	Technical Sanction		
	a. Original Work	1. Admn Deptt - Full powers	

	<p>2. Director General - Full powers 3. Directors (BS-19) - Upto Rs.1,00,00,000/- 4. Deputy Director (BS-18) - Upto Rs. 20,00,000/-</p>																
	<p>Subject to the condition that :- (a) Excess over A.A does not exceed 10%. In case it does exceed, fresh AA will be required. (b) The above condition is only for those works, which are likely to be completed within a period of one year. (c) The above condition is not applicable on those works, which are likely to be completed in more than one year. (d) All codal formalities shall be completed before granting technical sanction.</p> <p>b. Ordinary and Special Repairs to Non-Resdl/ Office Building:</p> <table data-bbox="613 590 1133 709"> <tr> <td>1. Admn Deptt</td> <td>- Full powers</td> </tr> <tr> <td>2. Director General</td> <td>- Full powers</td> </tr> <tr> <td>3. Directors (BS-19)</td> <td>- Rs.10,00,000/-</td> </tr> <tr> <td>4. Deputy Director (BS-18)</td> <td>- Rs. 5,00,000/-</td> </tr> </table> <p>Subject to the condition that :- (a) The work relating to the repair have been approved by the competent authority (b) Work awarded only against the funds released. (c) No work shall be carried out in anticipation of fund.</p>	1. Admn Deptt	- Full powers	2. Director General	- Full powers	3. Directors (BS-19)	- Rs.10,00,000/-	4. Deputy Director (BS-18)	- Rs. 5,00,000/-								
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	<p>c. Ordinary and Special Repairs to Resdl Building:</p> <table data-bbox="613 894 1284 1014"> <tr> <td>1. Admn Deptt</td> <td>- Rs.5,00,000/-</td> </tr> <tr> <td>2. Director General</td> <td>- Rs.1,00,000/- (in case of each bldg)</td> </tr> <tr> <td>3. Directors (BS-19)</td> <td>- Rs. 50,000/- (-do -)</td> </tr> <tr> <td>4. Dy Director (BS-18)</td> <td>- Rs. 25,000/- (-do -)</td> </tr> </table> <p>Subject to the condition that :- (a) The work relating to the repair have been approved by the competent authority (b) Work awarded only against the funds released. (c) No work shall be carried out in anticipation of fund.</p> <p>d. Ordinary and Special Repairs to Roads</p> <table data-bbox="613 1224 1076 1344"> <tr> <td>1. Admn Deptt</td> <td>- Full powers</td> </tr> <tr> <td>2. Director General</td> <td>- Full powers</td> </tr> <tr> <td>3. Directors (BS-19)</td> <td>- Rs.20,00,000/-</td> </tr> <tr> <td>4. Dy Director (BS-18)</td> <td>- Rs. 5,00,000/-</td> </tr> </table> <p>Subject to the condition that :- (a) The work relating to the repair have been approved by the competent authority (b) Work awarded only against the funds released. (c) No work shall be carried out in anticipation of fund.</p>	1. Admn Deptt	- Rs.5,00,000/-	2. Director General	- Rs.1,00,000/- (in case of each bldg)	3. Directors (BS-19)	- Rs. 50,000/- (-do -)	4. Dy Director (BS-18)	- Rs. 25,000/- (-do -)	1. Admn Deptt	- Full powers	2. Director General	- Full powers	3. Directors (BS-19)	- Rs.20,00,000/-	4. Dy Director (BS-18)	- Rs. 5,00,000/-
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Organogramme of NWFP Housing Authority (PHA)

