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GOVERNMENT



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OFFICE OF THE SPECIAL PURPOSE KALASH VALLEYS DEVELOPMENT
AUTHORITY LOWER CHITRAL

NOTIFICATION

Dated the 24/December/2024.

NOTIFICATION

No.0138-DG/SPKVDA/HR. ---In exercise of the powers conferred by Rule 38 (notified vide No. SO(T)5-60(C)/KVDA/2023/6431-43 dated 20-02-2024) of the Special Purpose Kalash Valleys Development Authority Rules, 2020, the Special Authority in its 9th Board meeting held on 13-09-2024, is pleased to approve the following bye-laws:

THE SPECIAL PURPOSE KALASH VALLEYS DEVELOPMENT AUTHORITY

(APPOINTMENT AND CONDITIONS OF SERVICE) REGULATIONS.

2024

PART-I

PRELIMINARY

1. **Short title, application and commencement.** ---(1) These Regulations may be called the Special Purpose Kalash Valleys Development Authority Employees (Appointment and Conditions of Service) Regulations.

(2) These Regulations shall apply to all employees of the special purpose KalashValleys Development Authority.

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

2. Definitions. ---(1) In these Regulations unless the context otherwise requires the following words and expressions shall have the same meanings as are respectively assigned to them, -

- (a) **"Act"** means the Khyber Pakhtunkhwa Tourism Act 2019 (Khyber Pakhtunkhwa Act No. XXVIII of 2019);
- (b) **"Appendix"** means the Appendix, appended to these Regulations;
- (a) **"Appointing Authority"** means the Appointing Authority, as specified in appendix-1 of these Regulations;
- (b) **"employee"** means officer/official serving against the posts of the special purpose Authority as specified in the **Appendix**;
- (c) **"Initial recruitment"** means appointment made other than by promotion or by transfer or on deputation;
- (d) **"pay"** means the amount to be drawn monthly by an employee other than:
 - i. Authority allowance approved by the board.
 - ii. Technical pay and personal pay; and
 - iii. Any other emoluments which may be specially classed by the Board for the purpose of these Regulations.
- (e) **"post"** means a post, specified in Column No. 2 of the **Appendix**, and such other posts as may be added to it, from time to time;
- (f) **"Rules"** mean the Special Purpose Kalash Valleys Development Authority Rules, 2020;
- (g) **"Authority"** means The Special Purpose Kalash Valleys Development Authority

- (h) "Selection Committee" means the Selection Committee, constituted under paragraph 4 of these Regulations.
- (2) Words and expressions, used but not defined under these Regulations, shall have the same meanings, as are respectively assigned to them in the Act and Rules.

PART-II

PROCEDURE FOR APPOINTMENT OF EMPLOYEES IN THE SPECIAL PURPOSE AUTHORITY

3. Procedure of appointment: Appointment to post(s) of the special purpose Authority shall be made by the appointing Authority in any one of the following ways, namely:

- (a) Posting by way of transfer on deputation of a civil servant;
- (b) Initial recruitment in accordance with these Regulations;
- (c) Transfer within the Authority.

4. Selection Committee. --- (1) Following shall be the Selection Committee to recommend suitable candidates to the board for filling various vacancies:

- | | |
|--|-----------|
| (a) Director General, Special Purpose Authority; | Chairman |
| (b) Deputy Secretary Tourism | Member |
| (c) Representative of the Establishment Department | Member |
| (d) Representative of the Finance Department | Member |
| (e) Private Member nominated by Board | Member |
| (f) Deputy Commissioner or his Representative | Member |
| (g) Director Admin and finance of the Authority | Secretary |

- (2) The selection committee may co-opt technical member/s to assist the Selection Committee if required.

5. Appointment by initial recruitment. —

- (1) Initial recruitment to a post shall be made in accordance with the criteria, as specified in Column Nos. 4 and 8 of **Appendix-I**.
- (2) Initial recruitment to the posts, shall be initiated only when the vacancies have been advertised as per Government policy,
- (3) A candidate for initial recruitment to a post must possess technical and educational qualifications and experience as provided in these regulations.

6. Eligibility. ---A candidate, for appointment on initial recruitment, shall:

- (a) be a citizen of Pakistan and bona-fide resident of the province;
- (b) bear a good moral character and having in possession a certificate of character, issued from the police station, in whose jurisdiction he resides or belongs thereto; and
- (c) be medically fit as declared by the Medical Superintendent of District Headquarter Hospital.

7. Allocations in Initial Recruitment. ---(1) Initial recruitment to posts in basic pay scales 16 and above shall be made from amongst bona-fide residents of the province.

- (2) Subject to paragraph 5, the initial recruitment in basic pay scales below BPS- 16, shall be made from amongst bona-fide residents of area of Jurisdiction of Kalash Valleys Development Authority & on non-availability, shall be from amongst residents of Lower & Upper Chitral.

8. Contract Appointment:

(a) Initial duration of contract appointment in the Special Purpose Authority shall be 3 years subject to annual satisfactory performance.

(b) Contract appointments against all posts shall be on merit and as per requirements specified in Appendix-1 on the basis of academic qualification, experience, interview by the Selection Committee after screening and short-listing by a testing agency through competitive process.

(c) Post interview the candidate selected shall be offered letter of acceptance, in case of non-acceptance within 15 days, the offer may be extended to the second eligible candidate on top of the merit list maintained by the selection committee for the subject post.

9. Appointment on deputation or transfer. ---(1) The Secretary Culture, Tourism, Archaeology & Museums Department, on recommendations of Board, may appoint, on deputation or transfer, a regular employee of Federal Government or Provincial Government or autonomous or semi-autonomous body or corporation under the administrative control of Government, as the case may be, against a post in the Authority through deputation or transfer:

Provided that concerned person meets the minimum criteria prescribed for the post.

(2) The terms and conditions of deputation of an employee shall be determined in accordance with the provision for deputation or transfer, in both the organizations, under their respective rules, regulations, as the case may be.

10. Additional Charge Appointment. --- (1) Where a post is vacant or becomes vacant and it is not possible to fill the post immediately. The Director General, on recommendation of Board, may give additional charge of that post to an employee in equivalent post in addition to his duties.

(2) Additional charge appointment shall not ordinarily be made for a period of more than one hundred and twenty (120) days extendible for further period of another one hundred and twenty (120) days by the Board.

(3) An employee shall cease to hold the additional charge of a post upon availability of the person appointed to the post or on return from leave/training/deputation of the existing incumbent.

(4) An employee holding additional charge shall be allowed 25% additional charge allowance of his running basic pay but will not exceed the maximum limit fixed by the Government.

11. Transfer within the Special Authority. --- The Director General being the competent authority, may transfer, or post or give charge of any equivalent post to any officer/official of Authority in accordance with these Regulations.

PART-III

PERFORMANCE EVALUATION, RESIGNATION AND TERMINATION

12. Performance Evaluation: --- (1) Each employee shall be evaluated for his job. (2) Performance of each employee shall be evaluated annually by his immediate controlling authority as specified in column 6 of the appendix and countersigned by the next higher authority, in such form and manner as determined by the Authority, from time to time;

Provided that an employee shall have served continuously at least for a period of ninety (90) days under the controlling authority:

Provided further that where an employee has served for a period of ninety (90) days or more under more than one controlling authority in a year, his performance shall be evaluated by each such controlling authority for the respective period independently and countersigned by the next higher officer. In case, an officer has served less than ninety (90) days under one reporting officer due to visit abroad for training etc., then no due certificate shall be issued by the relevant officer.

(3) An employee, aggrieved by any adverse entry communicated to him, may, within fifteen (15) days, appeal to the next higher authority.

(4) Proper service record, in the shape of a personal file or service file, shall be maintained in respect of all employees.

13. **Resignation.** ---(1) One-month prior notice shall be necessary for resignation or one month pay has to be deposited with the Authority in lieu thereof. Resignation shall not become effective during the pendency of any disciplinary proceedings against an employee.

(2) An employee may not tender his resignation or notice of resignation, while he is on leave. In such case he shall be deemed to have left the Authority's service without notice on the day, he proceeded on leave:

Provided that pay, drawn during leave, shall be deposited with the Authority.

(3) An employee, who tenders resignation from the service of the Authority, shall not leave his post, till his resignation is accepted by the Appointing Authority and he is properly relieved. The Appointing Authority shall decide the case of resignation within thirty (30) days. Absence from duty, after submission of resignation, without valid reasons, may render the employee liable to disciplinary action and to forfeiture of his dues, if any.

14. **Termination.** ---(1) The Appointing Authority, if satisfied with valid reasons, unsatisfactory performance or evidence of financial or moral turpitude, may terminate the service of an employee in the Authority, at any time, during the probation period.

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

PART -IV
PAY, ALLOWNCES AND OTHER BENEFITS ETC

15. Pay and Allowances

(1) Subject to these Regulations all employees shall be entitled to such pay and allowances as notified by the Special Purpose Authority, from time to time, and any additional allowances allowed by the Authority.

(2) Officers and officials, on deputation to the Authority, shall draw their salary and allowances as per Government policy.

16. Other Allowances

Allowances i.e Travelling allowance, daily allowance and Authority allowance for the employees of the Authority shall be admissible at the rates fixed/revised by the Authority from time to time.

PART-V
MISCELLANEOUS

17. Condition of Service

(1) No employee shall engage himself directly or indirectly in any work business trade or occupation other than that which may be incidental to performance of his duties. Such as participation in trainings academic, classes, study tours, field visits, or writing books etc.

Provided that such work shall be undertaken with prior permission of the Director General.

(2) No employee shall take part in any political activity while in the service of the Authority.

18. Removal of difficulties. ---If any difficulty arises in giving effect to any of the provision of these Regulations, the Board may make such orders, not inconsistent with the provisions of the Act, Rules and these Regulations, as may appear to it to be necessary for the purpose of removing the difficulty.

19. Age relaxation. ---Maximum age limit, as prescribed in the Appendix, shall be relaxed as per Government policy.

20. Matter not covered under these Regulations. ---(1) All those matters, not covered under these Regulations, the employees shall be governed by standing order issued by the Director General after approval of the board which shall be in compliance with the government laws.

1	Director (General) (GP-1)	1
2	Deputy Director (GP-2)	2
3	Assistant Director (Finance & Accounts) (GP-3)	3
4	Assistant Director (General) (GP-4)	4
5	Assistant Director (Legal) (GP-5)	5
6	Assistant Director (Labour) (GP-6)	6
7	Assistant Director (Public Relations) (GP-7)	7
8	Assistant Director (Stores & Inventory) (GP-8)	8
9	Assistant Director (Transport) (GP-9)	9
10	Assistant Director (Security) (GP-10)	10
11	Assistant Director (Medical) (GP-11)	11
12	Assistant Director (Food & Nutrition) (GP-12)	12
13	Assistant Director (Housing) (GP-13)	13
14	Assistant Director (Social Welfare) (GP-14)	14
15	Assistant Director (Physical Education & Sports) (GP-15)	15
16	Assistant Director (Cultural Affairs) (GP-16)	16
17	Assistant Director (Information Technology) (GP-17)	17
18	Assistant Director (Public Health) (GP-18)	18
19	Assistant Director (Environmental Protection) (GP-19)	19
20	Assistant Director (Disaster Management) (GP-20)	20
21	Assistant Director (Peace & Security) (GP-21)	21
22	Assistant Director (Counter Terrorism) (GP-22)	22

Summary of HR Strength		
Sr. No.	Nomenclature of Post.	Number of Posts
1	Director General (BPS-19).	1
2	Director (Admin and Finance) (BPS-18).	1
3	Director (Technical) (BPS-18)	1
4	Assistant Director (Finance & Accounts) (BPS-17).	1
5	Assistant Director (Admin and HR) (BPS-17).	1
6	Assistant Director (Litigation) (BPS-17).	1
7	Assistant Director (Technical) (BPS-17).	1
8	Assistant Director (Culture & heritage) (BPS-17).	1
9	Taxation Officer/Taxation Enforcement Officer (BPS-16)	1
10	Superintendent (BPS-16).	1
11	Private Secretary to Director General (BPS-16)	1
12	Accountant (BPS-16).	1
13	Assistant (BPS-16).	4
14	Stenographer for Director General (BPS-14)	1
15	Computer Operator (BPS-14)	4
16	Sub-Engineer (BPS-12)	3
17	Draftsman (BPS-11)	3
18	Supervisor / Building Inspector (BPS-11)	3
19	Building Inspector (BPS11)	1
20	Junior Clerk(BPS-11).	4
21	Fee collector (BPS-09).	4
22	Driver (BPS-06).	7

23	Naib Qasid (BPS-03).	5
24	Sweeper (BPS-03).	3
25	Chowkidar (BPS-03).	4
Total HR Strength		58

APPENDIX-I

1	2	3	4	5	6	7	8
Sr. No.	Nomenclature of Post.	Number of Posts	Minimum Qualification for Appointment by Initial Recruitment.	Appointing Authority	Controlling Authority	Age Limit.	Method of Recruitment.
1.	Director General (BPS-19).	1	---	---	Secretary Culture, Sports & Tourism	---	By transfer from amongst the PAS/PMS officers of BPS-19.
2.	Director (Admin and Finance) (BPS-18).	1	-	DG Special Purpose Authority	DG Special Purpose Authority		By transfer from amongst the PAS/PMS officers of BPS-18.
3.	Director (Technical) (BPS-18)	1	-	DG Special Purpose Authority	DG Special Purpose Authority		By Transfer/deputation from works department.

4.	Assistant Director (Finance & Accounts) (BPS-17).	1	At least Second-Class Master's in Business Administration MBA or M. Comor four (4) year Bachelor's Degree in Business Administration or its equivalent qualification from a recognize University. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Director Admin & Finance	22 to 35 years.	By Transfer from Accountant General/ Director General Audit Office/Initial recruitment/ Deputation
5.	Assistant Director (Admin and HR) (BPS- 17).	1	At least Second-Class Master's Degree in Management Sciences or Social Sciences or four (4) year Bachelor's Degree in Management Sciences or Social Sciences or its equivalent qualification from a recognize University. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Director Admin & Finance	22 to 35 years.	By transfer/ Initial recruitment/ Deputation
6.	Assistant Director (Litigation) (BPS-17).	1	At least Second Class LLB Degree from a recognized University. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Director Admin & Finance	22 to 35 years.	By transfer/ Initial recruitment/ Deputation

7.	Assistant Director (Technical) (BPS-17).	1	At least Second Class Degree in BE/BSc Engineering (Civil) from a recognized University, having valid registration with Pakistan Engineering Council. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Director Technical	22 to 35 years.	By transfer/ Initial recruitment/ Deputation
8.	Assistant Director (Culture & heritage) (BPS-17).	1	At least Second-Class Master's Degree in Social Sciences or Management Sciences or Archeology its equivalent qualification from a recognized University. With 2 years relevant experience in a reputable organization. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Director Technical	22 to 35 years.	By transfer/ Initial recruitment/ Deputation
9.	Taxation Officer/Taxation Enforcement Officer (BPS-16).	1	At least Second-Class Bachelor's Degree in Management Sciences/ Social sciences or its equivalent qualification from a recognized University. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Director Admin & Finance	22 to 35 years.	By transfer/ Initial recruitment/ Deputation
10.	Superintendent (BPS-16).	1	-do-	DG Special Purpose Authority	Assistant Director Admin & HR	22 to 35 years.	By transfer/ Initial recruitment/ Deputation

11.	Private Secretary to Director General (BPS-16).	1	-do-	DG Special Purpose Authority	Assistant Director Admin & HR	22 to 35 years.	By transfer/ Initial recruitment/ Deputation
12.	Accountant (BPS-16).	1	At least Second-Class Master's Degree in Business Administration or four (4) year Bachelor's Degree in Business Administration or its equivalent qualification from a recognized University. With at least Five (5) years relevant experience in public or private organization.	DG Special Purpose Authority	Assistant Director Finance & Accounts	25 to 35 years.	By transfer/ Initial recruitment/ Deputation
13.	Assistant (BPS-16).	4	At Second-Class Master Degree in Computer Science/Information Technology or BCS/BIT (4) years from a recognized University;	DG Special Purpose Authority	Assistant Director Admin & HR	22 to 35 years	By transfer/ Initial recruitment/ Deputation
14	Stenographer for Director General (BPS-14)	1	(a) At least Second-Class Bachelor's Degree in Computer Science/Information Technology or BCS/BIT (4) years from a recognized University; or at least Second-Class Bachelor's Degree from a recognized University with one year Diploma in Information Technology (IT) from recognized Board of Technical Education with a speed of 35 words per minute in English typing. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Assistant Director Admin & HR	22 to 35 years.	Contract appointment by initial recruitment/ Deputation

15.	Computer Operator (BPS-14).	4	(b) At least Second-Class Bachelor's Degree in Computer Science/Information Technology or BCS/BIT (4) years from a recognized University; or (c) at least Second-Class Bachelor's Degree from a recognized University with one year Diploma in Information Technology (IT) from recognized Board of Technical Education with a speed of 35 words per minute in English typing. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Assistant Director Admin & HR	22 to 35 years.	Contract appointment by initial recruitment/Deputation
16.	Sub-Engineer (BPS-12).	3	Diploma of Associate Engineering Civil from a recognized Board or Institute and having knowledge of Computer. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Assistant Director Technical	22 to 35 years.	Contract appointment by initial recruitment/Deputation
17.	Draftsman (BPS-11).	3	Diploma of Associate Engineering Civil from a recognized Board or Institute and having draftsmanship. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Assistant Director Admin & HR	22 to 35 years.	Contract appointment by initial recruitment/Deputation

18.	Supervisor / Building Inspector (BPS-11).	3	Diploma of Associate Engineering Civil from a recognized Board or Institute. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Assistant Director Technical	22 to 35 years.	Contract appointment by initial recruitment/ Deputation
19.	Building Inspector (BPS11).	1	Diploma of Associate Engineering in Civil or Electrical Technology, from a recognized Board. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Assistant Director Technical	22 to 35 years.	Contract appointment by initial recruitment/ Deputation
20.	Junior Clerk (BPS-11).	4	(a) Secondary School Certificate or its equivalent qualification in Second Division from a recognized Board; and (b) a speed of thirty (30) words per minutes in typing. With at least two (2) years relevant experience in public or private organization. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Concerned Assistant Director	22 to 35 years	Contract appointment by initial recruitment/ Deputation
21.	Fee collector (BPS-09).	4	D.Com or its equivalent qualification in Second Division, from recognized Board. With at least two (2) years relevant experience in public or private organization. With at least two (2) years relevant experience in public or private organization.	DG Special Purpose Authority	Assistant Director Technical	22 to 35 years.	Contract appointment by initial recruitment/ Deputation

22.	Driver (BPS-06)	7	Literate preferably having Secondary School Certificate or its equivalent qualification from a recognized Board, with LTV license issued by the recognized authority.	DG Special Purpose Authority	Assistant Director Admin & HR	22 to 35 years.	Contract appointment by initial recruitment: from amongst the local community.
23.	Naib Qasid (BPS-03).	5	Literate preferably having Secondary School Certificate or its equivalent qualification from recognized Board.	DG Special Purpose Authority	Assistant Director Admin & HR	22 to 35 years.	Contract appointment by initial recruitment: from amongst the local community.
24.	Sweeper (BPS-03).	3	Literate preferably having Secondary School Certificate or its equivalent qualification from recognized Board.	DG Special Purpose Authority	Assistant Director Admin & HR	22 to 35 years	Contract appointment by initial recruitment: from local community.
25.	Chowkidar (BPS-03).	4	Literate preferably having Secondary School Certificate or its equivalent qualification from recognized Board.	DG Special Purpose Authority	Assistant Director Admin & HR	22 to 35 years	Contract appointment by initial recruitment: from local community.

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