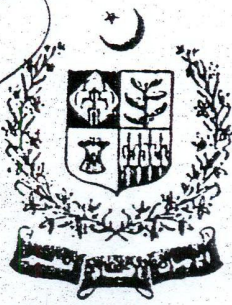


# The Gazette of Pakistan



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## PART VI

Advertisements and Notices issued by Corporate Bodies and Private Individuals on payment

PAKISTAN BROADCASTING CORPORATION,  
HEADQUARTERS, ISLAMABAD

NOTIFICATIONS

Islamabad, the 30th August, 1992

No. A-II-4(2)88.—In exercise of the powers conferred by Section 22 of the Pakistan Broadcasting Corporation Act, 1973 (XXXII of 1973), the Board of Directors of the Pakistan Broadcasting Corporation, with the previous sanction of the Federal Government, is pleased to direct that for regulation 3 (1) of the Pakistan Broadcasting Corporation Employees (Retirement from service) Regulation, 1980, the following shall be substituted, namely:—

3. *Retirement from service.*—(1) An employee shall retire from service on the completion of the sixtieth year of his age."

The existing sub clause (i) and (ii) of clause (1) may be deleted.

No. A-II-5(3)89.—In exercise of the powers conferred by Section 22 of the Pakistan Broadcasting Corporation Act, 1973 (XXXII of 1973) the Board of Directors of the Pakistan Broadcasting Corporation with the previous sanction of the Federal Government, is pleased to make the following regulations, namely:—

*Short title, commencement and application.*—(i) These regulations may be called the Pakistan Broadcasting Corporation Employees (Travelling Allowance) Regulations, 1992.

(ii) They shall come into force at once.

(iii) They shall apply to every employee of the Corporation, whether on duty or on leave, within or out of Pakistan.

*Definitions.*—In these regulations, unless there is anything repugnant in the subject or context:—

(1) "Calendar Day" means a day beginning on one midnight and ending on the next midnight;

(2) "Corporation" means the Pakistan Broadcasting Corporation;

(3) "Employee" means a person transferred to the Corporation under sub-section 1 of Section 12 of the PBC Act, 1973 (XXXII of 1973) and includes a person employed by the Corporation on or after the twentieth day of December, 1972;

(4) "Family" means an employee's wife (one wife), legitimate children and step children, residing with and wholly dependent upon him;

*Explanation.*—Reference to a wife in regulation 2 (4) shall be construed as reference to a husband where the employee is a woman.

(5) "Headquarters of an employee" means the place which the authority may prescribe for him as Headquarters;

(6) "Mileage Allowance" means an allowance calculated on the distance travelled which is given to meet the cost of a particular journey;

(7) "Personal Car" means a car registered in the name of an employee or in the name of any member of his family as refined in S. R. 2(8) for purpose of travelling allowance rule i.e. wife, legitimate children, step children, parents, brothers sisters residing with and wholly dependent upon him;

(8) "Tour" means an employee's absence on duty from his Headquarters either within or, with proper sanction, beyond his sphere of duty;

(9) "Travelling Allowance" means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of the Corporation's service; and

(10) "Transfer" means the movement of an employee from the Headquarters station in which he is employed to the other such station either:—

(a) to take up duties of a new post; or

(b) in consequence of change of his Headquarters.

*Explanation.*—Words and expressions used but not defined in these regulations shall have the same meaning as assigned to them in the Pakistan Broadcasting Corporation Act, 1973.

3. The grant of travelling allowance to employees on tour and on transfer etc., within Pakistan shall be regulated as enunciated in the regulations.

4. *Gradaion of employees.*—The gradation of employees for the purpose of TA|DA will be as under.

- |   |           |
|---|-----------|
| (1) Employees in scale No. 6 and above and all those in receipt of pay exceeding Rs. 3,945/- p.m. | Grade-I   |
| (2) Employees in Scale No. 3 to 5 excluding those drawing pay exceeding Rs. 3,945/- p.m.          | Grade-II  |
| (3) Employees in Scale No. 2 excluding those drawing pay not exceeding Rs. 3,945/- per month.     | Grade-III |
| (4) Employees in Scale No. 1 & 1 A.   | Grade-IV  |

5. *Rates of daily allowance.*—The rates of daily allowance shall be as indicated below :—

Pay limit	Spl. Rates per day	Ordinary rates per day
Rs.	Rs.	Rs.
1001 to 2000	80	65
2001 to 3000	100	85
3001 to 4000	120	100
4001 to 5000	145	120
5001 to 6000	175	150
6001 to 7000	215	180
7001 & above	260	225
	300	280
	350	300

NOTES :— I. Daily allowance will be admissible only for the actual night (s) at the out-station for which Daily allowance claimed. Where night stop is not involved and if absence from headquarters exceeds four-hours half daily allowance will be allowed.

✓ II. PBC employees upto Scale 8 may stay in Government Guest Houses, Public Sector Corporation Rest Houses and Motels/Hotels (minus 5 star hotels). They can claim actual room rent charges on production of receipts subject to a maximum of three DA in specified stations and one and a half D.A. at non-specified stations.

III. PBC officers in Scale 9 may stay in hotels and claim room rent charges on production of receipts subject to a maximum of three DA at specified station and 1-1/2 DA at non-specified stations. If however, the room rent charges are in excess of the maximum ceiling aforementioned, fifty percent of the additional amount will be paid by the PBC.

IV. Special rates of Daily Allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Gujranwala, Rawalpindi and Northern Areas.

V. The term, actual single room rent in this Regulation includes taxes, etc. and service charges relating to the rent a single room in a hotel, reimbursement will be made on production of receipt.

VI. Employee on tour is himself the judge necessity for staying in any hotel. No certificate regarding the non-availability accommodation in a rest house is required however, such hotel charges will only be admissible where an over-night stay at a place of temporary duty is involved.

6. *Rate of mileage allowance for journey by road.*

(a) The rates of mileage allowance for journey by road shall be as under :—

Mode of Travel	Rates per Kilometer
(1) Personal car or by engaging in full a taxi.	Rs. 3.00
(2) Motor Cycle or Scooter.	Rs. 1.00
(3) Bicycle, Animal back or foot.	Rs. 0.75
(4) Public transport playing for hire on single seat basis :	
(i) Employees of Grade I & II	Rs. 0.50
(ii) Employees of Grade III	Rs. 0.30

(b) *Travel by Air.*—PBC employees in scale 6 and above and those in receipt of pay exceeding Rs. 4000/- p.m. shall be allowed to travel by air.

7. These rates shall, except in the case of (2) above, be admissible from the residence of headquarters to the residence at the temporary place of duty of the employee.

8. Extra fare for journeys by rail or steamer shall not be admissible nor the extra mileage allowance for journey performed by road.

9. Mileage allowance shall be admissible from the residence of the employee to the railway station or airport or the sea/river-port as the case may be at his headquarters, and from the railway station or the airport or the sea/river-port to the place of his temporary residence at the out-station.

10. Where an employee claims road mileage for journey performed by road in his personal car, between places connected by rail the controlling officer may, at his discretion, accept the claim if he is satisfied that journey by road had to be performed in the Corporation's interest.

11. ✓ Except as specified in Regulation 12 below, daily allowance at full rate shall be admissible for the entire period of continuous halt on temporary duty, without any special sanction or subject to reduction in rate.

12. In case of temporary duty at a hill station exceeding thirty days, competent authority shall have full power to sanction daily allowance, for the entire period of continuous halt of an employee.

13. Daily Allowance shall be admissible on Friday and Public Holidays falling during the period of an employee's duty at an out-station. (It shall not be necessary to render certificate to the effect that the official concerned was actually and not merely constructively on duty in camp).

14. An employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

15. *Travelling Allowance for journey on transfer.*—On transfer, from one station to another an employee shall be granted the following:—

(1) **Transfer grant:**

Employees possessing a family.	Employees not possessing a family.
One Month Pay	Half month pay.

(2) **Daily Allowance during journey.**—One daily allowance shall be payable to the employee for every 480 kilometers of road distance.

(3) **Daily Allowance on arrival at the new place of posting:**

One daily allowance shall be payable in respect of the employee and in respect of each members of his family above 12 years and one half of the full rate every child above the age of 12 months for the days of arrival at the new place of his posting.

16. *Grant of travelling allowance to the employees transferred to and from tenure station.*—An employee who on his transfer to tenure station has been permitted to retain official accommodation/medical facilities at his previous place of posting and proceed to the new station without his family may be allowed cost of transportation of personal effects as admissible on transfer to an employee not possessing a family. He may also be allowed transfer grant as admissible to an employee not possessing a family.

17. **Transportation of personal effects:**

(1) The maximum limit up to which personal effects can be transported at Corporations expenses shall be as follows:—

Grade of employees	Limit of personal effects If possessing a family	If not possessing family
	Kilograms	Kilograms
Grade-I	4500	2240
Grade-II	3000	1500
Grade-III	1500	760
Grade-IV	560	380

(2) Cost of carriage of personal effects will be as follows. Cost of carriage of personal effects upto the maximum number of Kilograms as in sub-para 17(1) shall be allowed at the rate of paisas 0.148 per Kilometer per Kilogram (or 2.96 paisa per kilometer per unit of 20 kilograms)

from the residence of the employee at the old station to his residence at the new station irrespective of the mode of which the personal effects are carried. It will not be necessary to call receipts in support of his claim of cost of transportation of personal effects.

NOTE.—It does not mean that the maximum permissible limit can be claimed and without regard to the actual effect transported. The employee claiming the cost of transporting personal effects is still required *inter alia*.

(i) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed, and

(ii) to indicate, in that certificate to the weight of personal effects actually carried and the amount of actually paid for their transport.

(3) The Controlling Officer has also to exercise the usual scrutiny of the claim.

18. *Entitlement of employees to rail accommodation.*—Employees when travelling on tour or transfer by the Pakistan Railways will be entitled to rail accommodation according to the scales indicated below:—

(1) Grade I Accommodation of the highest class by whatever name be it called.

(2) Grade II 1st class (Sleeper-cum-sitter) accommodation if travelling on a line which does not provide 1st class (sleeper), the next lower class.

(3) Grade III 1st class (Sleeper-cum-sitter) accommodation if travelling on a line which provides on 1st class (sleeper-cum-sitter) accommodation the next lower class.

(4) Grade IV Lowest class by whatever name be it called.

Provided that the employee in Grade-I as specified in Regulation-4 are entitled to travel by air on tour or; transfer and or retirement.

19. *Transportation of Motor Car/Motor Cycle by road.*—The rate of allowance admissible to an employee who transports his motor car or motor-cycle/scooter by road between stations connected by rail or steamer or partly by rail or partly by steamer shall be Rs. 1.20 per kilometer in respect of a motor car and 40 paise per kilometer in respect of motor cycle/scooter. Reimbursement of expenses actually incurred on transportation of motor car, motor cycle/scooter by rail will also be admissible if not transported by road. Transportation of Motor Car may be permitted by any means of transport but its transportation cost be restricted to the expenditure for EVK transport.

20. *Travelling Allowance for journey on retirement.*—(1) Employee shall be allowed T.A. to the extent specified below in respect of the journey from the place of his last posting to his home town, performed during leave preparatory to retirement or within six months after retirement:—

- (i) Actual fare by rail or steamer of the class to which he was entitled immediately before his retirement for himself and for each member of his family. For journey by road between places not connected by rail or steamer, mileage allowance shall be allowed.
- (ii) (a) Cost of transportation of personal effects to the extent admissible to him immediately before retirement for journeys on transfer.
- (b) Advance payment for expenditures as at (a) above shall be made and he treated as final payment.
- (c) The home town shall be determined according to entries pertaining to the permanent address of the employee in his service record or according to the declaration made by him for purpose of leave travel concession.
- (d) The term "retirement" shall mean retirement on attaining the age of superannuation, or on completing prescribed service limit, or optional voluntary retirement on completion of 25 years qualifying service or on invalid pension or compulsory retirement.
- (2) In addition to the travelling Allowance, an employee proceeding on retirement shall also be allowed transfer Grant to the extent admissible on transfer from one station to join duty at an other station.

*Combination of Rail/Air journey while going abroad.*—While proceeding abroad on transfer or official tour or returning back home, journey by air only from Karachi/Islamabad, to their destinations abroad or from station abroad to Karachi/Islamabad, only are under taken and the remaining portion of the journey between Karachi/Islamabad, and the place of duty in Pakistan or *vice-versa* is under taken by rail. In case where air journey is approved/under taken, no employee proceeding abroad on official duty or returning from abroad to Headquarters shall be allowed to perform journey between place of duty and Karachi/Islamabad, or *vice-versa* by rail unless the total expenditure on the combination of railway journey from his place of duty to Karachi/Islamabad or *vice-versa* and the air journey from or to Karachi/Islamabad, is less than the expenditure incurred in the case of direct travel by air from the station abroad to place of duty or *vice-versa*. In determining the extent of expenditure involved in the two specified modes of travel the amounts of fares, daily allowance the element of pay paid for the duration of transit period shall have to be taken account.

*Admissibility of TA/DA on foreign tours and refund of overdrawing of TA Advance in foreign exchange.*—(1) TA/DA rates on foreign tours shall be governed by rules/orders/decisions/instructions of the Federal Government issued from time to time.

- (2) Amount over-drawn in travelling Allowance in foreign exchange in the event of transfer of an employee to Pakistan from abroad will be recovered in Pakistan currency at the official rate of exchange.

*Travel Assistance to families of employees who die while in service.*—Family of such an employee who die while in service will be allowed travel assistance equal to the amount of TA and cost of transportation

of personal effects, subject to the provisions of sub-regulations (1) to (3) of Regulations 17 above, to enable the family to perform journey from the station of the last posting of the deceased employee to his home town, or to such other place to which the family intends to proceed provided that the amount to be paid by the Corporation will not exceed the amount admissible from the station of last posting of the deceased to his home town.

24. The amount of the advance will be drawn by the drawing and disbursing officer of the office concerned and paid to the eldest member of the deceased employee's family on application to the Head of the unit or the Director-General in which the deceased was working at the time of his death. The application should contain the following particulars:—
- (1) Name of the deceased employee;
  - (2) His designation and the name of the office in which he was working at the time of his death;
  - (3) Name and address of the applicant;
  - (4) His/Her relationship with the deceased;
  - (5) Home town of the deceased employee or the place where the family intends to proceed;
  - (6) Names of family members alongwith age of each of them; and
  - (7) Approximate weight of personal effects to be transported.

25. The application should be countersigned by a Grade IV or above Officer or a Commissioned Officer or an Officer of the PBC in Scale 6 or above who will record a certificate thereon in the following words:—

"Certified that I personally know the applicant and verify the above particulars to be correct."

26. *Grant of financial assistance in the case of death of an employee or his wife (only one wife) at the station of duty.*—Expenses on the local burial or the cost of transportation of the dead body shall be met by the Corporation to the extent indicated below:—

(1) In cases in which the dead body of the deceased non-gazetted employee is locally buried.—The actual cost of local burial may be re-imbursed by the Corporation to the extent specifically applied for by the bereaved family, subject to a maximum of Rs. 500/- in each case.

(2) Cases in which the dead body of the deceased employee/wife (only one) is transported to home town.

(a) If the dead body is transported by rail.—Actual cost of transportation of the dead body of the deceased, from his last station of duty to his home town shall be met by the Corporation.

(b) If the dead body is transported by road.—Actual cost of such transportation shall be met by the Corporation subject to the maximum of Rs. 4/- per Kilometer from the residence of the deceased in his last station of duty to his home town.

(c) *Transportation of dead body by Air.*—Such transportation will be permissible only in cases where transportation by rail or by road would involve a trip exceeding twenty-four hours in which a contingency actual cost of transportation by air

conomy class) shall be admissible by economy class as indicated below:—

- (i) Actual cost of transportation of dead body shall also include charges on crating where necessary but not exceeding Rs. 800/-
  - (ii) If the dead body is transported by air, one single fare by economy class will also be allowed for all the family members if accompanying the dead body of the deceased employee. For this purpose the family shall include wife and children residing with and wholly dependent upon him as defined in SR-2(8). The air fare claimed on this account shall be in lieu of the family's normal entitlement for TA as admissible on retirement. In case the deceased employee is bachelor, two attendants may be allowed to accompany the dead body if the journey is permissible by air.
27. Financial assistance for burial|transportation of dead body of the employee|employee's wife (only one wife) should in all cases be afforded on the application.
29. Short visits of less than eight hours duration will be regulated as under:—

tion of the family of the employee and only to the extent applied for, subject to the maximum limits indicated above.

- 28. (1) Employees who are deputed for courses at the Pakistan Broadcasting Academy, Islamabad from out stations will be paid travelling allowance equal to the cost of actual single return railway ticket of their entitlement and "Reimbursements" of actual room rent and boarding|meal charges by Pakistan Broadcasting Academy on production of receipt from that Academy.
- (2) No TA|DA will be admissible to such employees who are stationed at Rawalpindi|Islamabad nor will they be required to stay at the Pakistan Broadcasting Academy Hostel: and
- (3) No TA|DA will be admissible to the trainees; apprentices called by the Corporation for training on their first appointment in the Corporation.

Category of Employee	Entitlement
(1) For Rawalpindi Islamabad Visits between Broadcasting House, HPTs (Rewat), LPT, Receiving Centre, National Broadcasting House, Headquarters, Units and the Central Government Offices.	(i) Employees in Scale 1 to 4A are entitled to bus or Wagon fare only.
(2) For other station i.e., Karachi, Hyderabad, Quetta, Bahawalpur, Multan, Lahore, Peshawar, visits between Broadcasting Houses and High Power Transmitters, LPTs Receiving Centre etc.	(ii) Employees in Scale No. 5 and above are entitled to taxi charges @ Rs. 2.00 per kilometer if official transport is not used.
	(iii) In case where an Officer is in receipt of car allowance he will not be entitled any T.A if distance covered by him on each side is less than 16 kilometers.
	(iv) In case the distance is more than 16 kilometers each way the officer if travelling in his own car is entitled to mileage allowance @ Rs. 2/- per kilometer.

- 30. Regulations 29 will not apply to the news staff covering the proceedings of the parliament.
- 31. No travelling allowance will be paid to any person on his first appointment in the Corporation. Candi-

dates including PBC employees appearing for any interview|test etc. will also not be allowed TA|DA.

32. Any employee seeking transfer on his own request will not be entitled to any TA|DA.

**CONTROLLING OFFICER**

33. Controlling Officer for the various categories of employees of PBC will be as under:—

Category of Employee	Controlling Officer
1. Officers staff working at units.	Head of the unit concerned.
2. Head of Unit.	Director who sanctions tour transfer.
3. Controller of Headquarters.	Director concerned.
4. Other Officer of the Headquarters below the rank of Controller.	Director Controller concerned.
5. Director & Director-General.	Self Controlling.

34. After the travelling allowance bills of officers and staff of Headquarters have been countersigned by the respective Controlling Officer, they will be passed on to the Finance Wing of the Headquarters for scrutiny and payment.

35. T.A. Bills received from the Units for counter-signature.—The Claim will initially be scrutinised by the Accounts Branch of the Unit concerned before submission to the respective Director, after countersignature such bills will be returned to the Unit concerned for payment. Tours of the Heads of Units may be permitted by any Director but will be formally sanctioned by the Director concerned.

36. In the emergent cases Heads of Units will themselves sanction their tour within their respective regions. However, TA bills in respect of such tours will be countersigned by the Director concerned.

37. The rates of allowances|benefits as mentioned in regulations 5, 6, 15, 17, 19 and 26, may be revised modified by the Board of Directors of the Corporation from time to time.

38. TA|DA and other concessions admissible to staff posted at Projects sites:  
(1) The employee sent on temporary duty from his respective Headquarters (Rawalpindi

Karachi) and actually residing at the project sites shall be entitled daily allowance as normally admissible.

Appendix

PAKISTAN BROADCASTING CORPORATION  
TOUR AUTHORISATION SLIP

- (2) For duty extending up to 30 days. Entitlement will be as above.
39. Matters not covered by these regulations shall be governed by order|decisions|instructions of the Federal Government issued from time to time.

1. Name \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Purpose of the tour \_\_\_\_\_
4. Places to be visited \_\_\_\_\_
5. Duration of tour (Approximate) \_\_\_\_\_
6. Advance required Rs. \_\_\_\_\_
- Dated : \_\_\_\_\_ Signature \_\_\_\_\_
7. Tour Authorised.  
Dated \_\_\_\_\_ Signature \_\_\_\_\_

ASLAM KHAN KHATTAK,  
for Director-General.

STAMP

Appendix

STATION : HEADQUARTERS, ISLAMABAD.

DATED \_\_\_\_\_

1. Name \_\_\_\_\_ Designation \_\_\_\_\_
2. Purpose of Tour \_\_\_\_\_
3. Details of Journey \_\_\_\_\_

From	Station	To	Date & Time of Departure	Date and Time of Arrival	Mode of Travel	Actual Fare  Mile
1	2	3	4	5	6	7

Countersigned

Signature \_\_\_\_\_