

**AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR
(Finance Department)**

“Muzaffarabad”
Dated: 22nd April, 2008

NOTIFICATION:

No. FDR/5512-92/2008. Consequent upon decision of the AJK Cabinet dated 02.03.2008 and on recommendations of the “Contract Pay Package Committee” constituted vide notification No. S&GAD/R/A-4(356)2006 dated 28.01.2008, the President, Azad Jammu & Kashmir has been pleased to approve the Uniform Pay Package Policy in favour of the contract employees working in Development Projects in AJK in the following manner.

1. **Short Title and Commencement:** This policy will be called “Uniform Pay Package Policy for Appointments in Development Projects” and will come into force at once.
2. **Application:** This policy shall apply where a post is to be filled up in all donor funded projects including SERRA. This policy will also be applicable to all Development Projects of AJK irrespective of nomenclature and source of funding costing over Rs. 500.000 million.
3. **General:**
 - i) All contract appointments in the projects shall normally be made after duly advertising the positions and on recommendations of appropriate selection authority. However, if eligible/suitable candidates are not available on open competition, the post may be filled up by transfer of a suitable civil servant provided such transfer is made on the recommendations of relevant development selection forum from a panel of three officers for any one position, provided by user department.
 - ii) All the existing project staff appointed by transfer shall be deemed to have been selected through relevant development selection forum.
 - iii) The selected persons shall have to undergo medical examination.

- iv) The provision for pay and allowances will specifically be made in the PC-1 of a project and shall not exceed 7% of the total cost of the Project.
 - v) The PC-1 of the project will specifically incorporate educational qualification and experience in each position.
 - vi) Performance evaluation committee constituted under paragraph 5 of this policy will review the performance of the contract employees after each completed year of contract service.
 - vii) This Contract Appointment Policy No. S&GAD/R/A-4(356)/2006 dated 29-07-2006 shall be deemed to have amended to the extent of Para 1 (b) of the said policy and the contract appointments in development projects shall be covered by this policy.
 - viii) Contract appointees from open market shall not be appointed as Drawing Disbursing Officers (DDOs).
 - ix) Each contract appointments shall be on probation for a period of six months.
4. **Pay Package for Project Employees:** This detailed description of the pay package for government employees appointed in the projects and persons appointed from open market is attached as annexure 'A' and 'B' respectively.
5. **Performance Evaluation Committee (PEC):** A Performance Evaluation Committee (PEC) shall function to evaluate the performance of contract employees. The constitution of the committee and its ToRs are attached as annexure "C".

Sd/--
(Inayat Ali)
Section Officer Finance
(Regulations)

Grant of Pay Package for Government Employees

- ¹[i) Project Allowance will be discontinued in all types of projects with immediate effect to remove distortion in the system.
- ii) The officers/officials posted/appointed on deputation basis against project posts will be entitled to draw 20% of their running salary in addition to their own pay/allowances subject to maximum of Rs. 6,000/- per month or as revised from time to time.
- iii) The officers/officials granted additional charge of the project posts in addition to their own duties will be entitled to draw additional charge allowance @ 20% of the basic pay in addition to their own pay/allowances subject to maximum of Rs. 6,000/- per month or as revised from time to time.
- iv) Incentive in shape of honoraria may be provided to the officials (other than project staff) involved in designing/critical and initial work of project as part of their routine activities.
- v) Government officials will not be allowed to apply for project posts carrying market based salary, through open competition.
- vi) Independent Project Director will be appointed only to the projects costing over Rs. 1000.0 million.
2. If any instructions have been issued in the light of Finance Division Govt. of Pakistan Office Memorandum No. F.16(I)R-14/2003 dated 12.08.2008 that shall also stand superseded.]

¹ Substituted vide Notification No. FD/ R/ 15628-15727/ 2012 dated 14-06-2012.

Annexure “B”

Grant of Pay Package for Persons Employed from Open Market

The following three groups will be allowed Management Pay (MP) Scales (MP-I, MP-II and MP-III)

- a. Project/ Program Directors
- b. Consultants (Individuals)
- c. Senior most technical and Administrative staff in the Project (to be specified in PC-1 of the Project)

2. The detailed description of the MP Scales (MP-I, MP-II and MP-III) is as follows:-

MP – I			
Description	Min.	Incr.	Max.
Basic Pay	1,95,000/-	15,000/-	2,40,000/-
House Rent	75,000/-	-	1,05,000/-
MP – II			
Description	Min.	Incr.	Max.
Basic Pay	81,500/-	12,225/-	1,30,400/-
House Rent	48,900/-	-	81,500/-
MP – III			
Description	Min.	Incr.	Max.
Basic Pay	57,050/-	8,150/-	81,500/-
House Rent	24,450/-	-	32,600/-

3. For administrative purposes and for calculation of fringe benefits, the MP scales will be equated with National Pay Scale (NPS) as under:-

MP – I	=	BPS - 22
MP – II	=	BPS - 20 / 21
MP – III	=	BPS - 19

All other staff from open market will be allowed same pay and allowances as admissible to government servants appointed on contract under this policy. All non- technical and non-gazetted staff will be paid pay and allowances according to National Pay Scales.

4. The contract appointment and provision of salary package to staff from open market shall be subject to the following conditions:-

- i) The initial period of contract appointment shall be one year (or project duration, whichever is less) and shall be extendable on the recommendation of performance evaluation committee.
- ii) For Management positions, salary will be fixed at any point of scale (as per para '2' above) commensurate to the qualification and experience of the appointee by the project steering committee.
- iii) TA/DA and leave will be admissible as per Government rules in the equivalent National Pay Scale.
- iv) Medical facility, except for persons appointed on MP positions, to be provided in Government Hospitals in AJ&K and Pakistan.
- v) The appointees other than MP positions will be allowed 30% of minimum of the Pay Scale as social security benefit in lieu of pension.
- vi) The contract appointment will be liable to termination on one month notice from either side or on payment of one month salary in lieu thereof.
- vii) The contract appointment will be terminated without prior notice during probation on account of non-satisfactory performance or misconduct.

Performance Evaluation Committee

The composition of the Performance Evaluation Committee (PEC) will be as under:-

- | | | |
|------|---|----------|
| i) | Additional Chief Secretary (Dev.) | Chairman |
| ii) | Secretary Finance | Member |
| iii) | Secretary of the respective Department | Member |
| iv) | Project Director/Coordinator
(Except for his own evaluation) | Member |

2. The committee shall look into the performance of the contract appointees and evaluate their performance in the light of the PC-1 and any other targets assigned to them and recommended whether or not their contract should be renewed. In case the performance is not found satisfactory by the committee, the contract will be terminated. While evaluating the performance, the following points shall especially be kept in view:

- a. A clear job description has been made and clear targets have been assigned to the incumbent in the light of the PC-1 of the project;
- b. The performance of the incumbent will be evaluated on the basis of the aforesaid job description and job specifications;
- c. Whether the targets assigned to the incumbent have been achieved in the light of job description and job specification in quantifiable terms.

3. The respective Departments will be responsible to provide necessary information to the Committee with regard to the requirements mentioned in para 2 above.

4. The Planning & Development Department will function as Secretariat of the Committee.