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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE

NOTIFICATION

Islamabad, the 13th August, 2021

S. R. O. 1212(I)/2021.— In exercise of the powers conferred by Section 41 of the Islamabad Wildlife (Protection, Preservation, Conservation and Management) Ordinance, 1979 (LXX of 1979), the Federal Government is pleased to make the following rules, namely:—

Part-I PRELIMINARY

1. **Short title and Commencement.**— (1) These Rules may be called the Islamabad Wildlife Management Board Employees (Service) Rules, 2021.

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

2. **Definitions.**— (1) In these rules, unless there is anything repugnant in the subject or context,—

(1509)

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- (a) "**appointing authority**" in relation to a post, means the officer or person or authority authorized under these rules to make appointment to that post;
- (b) "**employee**" means a person appointed to a post on regular and whole-time basis, excluding—
 - (i) a person who is employed on contract, or on work charged basis or who is paid from contingencies; or
 - (ii) a person who is a "**worker**" or "**workman**" as define in the Factories Act, 1934 (XXV of 1934), or the Workmen's Compensation Act, 1923 (VIII of 1923)
- (c) "**pay**" means the amount drawn monthly by an employee as pay which may include technical pay, special pay, personal pay and other emoluments declared as such by the Finance Division to be pay;
- (d) "**post**" means a post in any of basic scale of pay (BPS) I and above or equivalent, specified in these rules and as sanctioned with its budgetary allocation;
- (e) "**promotion and selection committee**" means a committee constituted under these rules for the purpose of recommending to the appointing authority employees or persons for appointment to the posts under the Board;
- (f) "**regular appointment**" means an appointment to a post made other than on contract, or temporary basis for specific period or ad hoc or contingent paid or work charged basis; and
- (g) "**Schedule**" means a schedule attached to these rules.

(2) Words and expressions used but not defined herein shall have the same meaning as assigned thereto in the Islamabad Wildlife (Protection, Preservation, Conservation and Management) Ordinance, 1979 (LXX of 1979).

Part-II APPOINTMENTS

3. **Appointing authority.**— (1) The person or authority specified in column (3) of the Table below shall be appointing authority in respect of posts in basic pay scales specified in column (2) thereof, namely:—

Table

S. No.	Basic pay scale of posts or equivalent	Appointing authority
(1)	(2)	(3)
1.	20 and above	Prime Minister
2.	17 to 19	Secretary of the administrative Division
3.	16	Additional Secretary/ Sr. Joint Secretary of Administrative Division
4.	3 to 15	Joint Secretary of Administrative Division
5.	1 and 2	Director (Wildlife)

(2) An appointing authority shall not make any appointment to a post unless recommended by the respective promotion and selection committee.

4. Methods of appointment.— (1) Appointment to the posts may be made either by initial appointment or appointment by promotion or by transfer, as the case may be.

(2) A post shall be filled in accordance with the method of appointment and qualifications as specified in Schedule-I.

5. Promotion and selection committees.— There shall be promotion and selection committees constituted with the composition as specified in Schedule-II which shall recommend to the appointing authority employees or persons for appointment to various posts.

6. Conditions for initial appointment.— (1) No person shall be eligible for initial appointment to a post unless he is a citizen of Pakistan, is not less than eighteen years of age and fulfils other conditions specified in the Schedule-I.

(2) Vacancies against initial appointment shall be filled in accordance with recruitment policy of the Federal Government as amended from time to time keeping in view the provincial, regional, minority, women and other quotas prescribed by the Federal Government from time to time and in accordance with the law for the time being in force.

(3) The period spent by a candidate in obtaining degree of M.Phil./ Ph.D. or equivalent in the relevant field shall be treated as practical experience upto a maximum period of two and four years, respectively, for the purpose of initial appointment:

provided that

- a. a candidate who has obtained the degree of M.Phil. or Ph.D. or equivalent during service shall not be entitled to a double benefit of

counting the said period as service towards experience prescribed for the post; and

b. this concession shall not be available for the posts for which the prescribed qualification is M.Phil. or Ph. D or equivalent.

(4) The upper age limit shall be relaxable for appointments in accordance with rules and policies of the Federal Government.

(5) Except for the disabled candidates, duly certified as such by the competent forum, competing for the posts allocated to disabled quota, a candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination, as Federal Government may prescribe, is found not to satisfy these requirements, shall not be appointed. A disabled candidate has to also undergo medical examination prior to final selection to satisfy the required medical fitness except for the certified disability.

7. Conditions for appointment on contract.— When the appointing authority considers it to be in the public interest, for reasons to be recorded in writing, to fill a vacancy for a specific period, appointment to that post may be made on contract basis for that period and the same procedure shall be followed as is required for initial appointment to that post. The contract appointments should be on merit through competitive process and in a transparent manner in line with the instructions of the Federal Government circulated vide Establishment Division's O.M No.6/2/2000-R-3 dated 06-05-2000 as amended from time to time.

8. Appointment on acting charge, additional charge and current charge basis.—The acting charge appointments shall be governed in accordance with Sr. 8B of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 as amended from time to time. The current charge appointments shall be governed in accordance with the instructions circulated vide Establishment Division's O.M. No.1/21/76-AR-I/R-11 dated 18.06.1980 as amended from time to time. The additional charge appointments shall be in accordance with the Federal Government rules in vogue.

9. Conditions for appointment by promotion.— Appointment by promotion to a post shall be made by the appointing authority on the recommendation of the relevant promotion and selection committee, and such appointment shall be subject to fulfillment of all the conditions as specified in the Schedule-I.

10. Conditions for appointment by transfer.— Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in posts in the same basic pay scale or equivalent to or identical

with the posts to be filled with the approval of the appointing authority on recommendation of the relevant promotion and selection committee.

11. Probation.— The services of the persons appointed through initial appointment, promotion or transfer shall be placed on probation in accordance with rules, procedures and instructions as applicable to civil servants of the Federal Government.

12. Liability to serve in any post and on whole time basis.— (1) An employee shall be liable to serve in any post in or under the Board or in any body set up, controlled or managed by the Board.

(2) Unless otherwise provided, the service of every employee shall be at the disposal of the Board on whole time basis without claim for additional remuneration.

Part-III SENIORITY

13. Seniority.— The Civil Servants (Seniority) Rules, 1993, as amended from time to time, or any other instructions applicable to civil servants of the Federal Government on the matters of seniority, shall be applicable to the employees.

Part-IV PAY AND FINANCIAL BENEFITS

14. Pay, allowances and perquisites.— (1) The basic pay, usual allowances and other perquisites shall be admissible to the employees in accordance with the rules and instructions as are applicable to civil servants of the Federal Government in the comparative pay scales or as determined by the Board in consultation with the Finance Division.

(2) The rules and instructions governing house rent allowance and house hiring ceiling shall apply to the employees of the Board in accordance with the rules and instruction as are applicable to civil servants of the Federal Government.

(3) Prime Minister's packages regarding in-service death shall be applicable to the employees of the Board.

(4) The employees of the Board shall be entitled to such medical facilities and other benefits at public hospitals including the reimbursement of medical bills, where applicable, as admissible to civil servants of the Federal Government.

15. Pension, gratuity and provident fund.— The employees of the Board, being an autonomous body, shall be entitled to contributory provident fund (CPF) only, at matching contributions in accordance with the Finance Division's O.M. No. 15(3)R-14/84 dated 16-10-1984 read with Finance Division's O.M. No. F. 10(1)R-7/2009-412 dated 21-01-2015 or as per instructions of the Federal Government issued from time to time.

16. Control of expenditure and other financial matters.— (1) The Secretary of the administrative Division, to whom the subject of the Board is assigned, shall be the principal accounting officer in respect of all expenditures of the Board.

(2) The duties and responsibilities of the principal accounting officer shall be such as may be determined by the Government for the principal accounting officers in the Ministries and Divisions of the Government.

(3) Control over expenditure of the Board, within the authorized appropriation, shall be exercised by the principal accounting officer or by an officer of the Board, to whom such powers are delegated by the principal accounting officer, in accordance with the financial rules, instructions and orders issued by the Federal Government.

Part-V LEAVE

17. Leave.— The Revised Leave Rules, 1980 as amended from time to time, or any other instructions applicable to civil servants of the Federal Government on the matters of leave, shall be applicable to the employees.

Part-VI CONDUCT, EFFICIENCY AND DISCIPLINE

18. Conduct, efficiency and discipline.— The conduct, efficiency and discipline of employees shall be regulated in accordance with rules, procedures and instructions as applicable to civil servants of the Federal Government.

Part-VII REPRESENTATIONS AND APPEALS

19. Right of representation and appeal.— The Civil Servants (Appeal) Rules, 1977 as amended from time to time, or any other instructions applicable to civil servants of the Federal Government on the matters of representations and appeals, shall be applicable to the employees of the Board.

Part-VIII
LIEN

20. **Lien.**— The Civil Servants (Confirmation) Rules, 1993 as amended from time to time, or any other instructions applicable to civil servants of the Federal Government on the matters of lien, shall be applicable to the employees of the Board.

Part-IX
MISCELLANEOUS

21. **Matters not specifically provided for in these rules.**— In respect of all the other matters, including recruitment policy, eligibility for appointment to a post and the rank, status, seniority, retirement, including directory retirement, prospects of promotion and privileges of the employees for which no specific provision has been made in these rules the employees shall be governed by such rules, orders and instructions as are applicable to the civil servants holding corresponding posts in the Federal Government.

22. **Interpretation of rules.**— All questions relating to the interpretation of these rules shall be referred through the administrative Division, to which the subject of Board is assigned; to the Ministries and Divisions mandated, as such, with that subject and as provided in Rules of Business, 1973, as amended from time to time, whose decision thereon shall be final.

Schedule-I
(See rules 2(1)(g), 4, 6 and 9)

S.No.	Posts	BP S	Methods of appointment by initial appointment (%)	Conditions for promotion		Minimum conditions for initial appointment	
				(4)	(5)	(6)	(7)
1.	Director (Wildlife)	19	25	75	Deputy Director (Wildlife) (BPS-18) Deputy Director (Research & Planning) (BPS-18)	12 years' service in BPS-17 and/or above; Or 7 years service in BPS-18	<ul style="list-style-type: none"> Master's degree (16 years) in wildlife management or natural resource management or biological sciences or environmental sciences or zoology or forestry, with minimum 2nd division from a HEC recognized university. 12 years' post qualification relevant experience.
2.	Deputy Director (Admin & Accounts)	18	50	50	Assistant Director (Accounts) (BPS-17)	05 years' service in BPS-17	<ul style="list-style-type: none"> Master's degree (16 years) in management or administrative sciences or commerce with minimum 2nd division from a HEC recognized university; or CA, ACCA or CMA. 5 years' post qualification relevant experience (exempted for qualified CA, ACCA, CMA candidates).
3.	Secretary (IWMB)	18	50	50	Assistant Director (Accounts) / Assistant Director (Legal) / Assistant Director (Information & Outreach) / Assistant Director (Community Relations)	05 years' service in BPS-17	<ul style="list-style-type: none"> Master's degree (16 years) in management or administrative sciences or M.Com. or LL.B with minimum 2nd division from a HEC recognized university or CA, ACCA or CMA 05 years' post qualification relevant experience (exempted for qualified CA, ACCA, CMA candidates).

4.	Deputy Director & (Research & Planning)	18	50	50	Assistant Director (Wildlife) (BPS-17) / Assistant Director (Research & Planning Wildlife) Assistant Director (Research & Planning GIS) Assistant Director (Information & Outreach)	03 years' service in BPS-17	• Master's degree (16 years) in wildlife management or natural resource management or biological sciences or environmental sciences or zoology or forestry, with minimum 2 nd division from a HEC recognized university. • 5 years' post qualification relevant experience.	35
5.	Deputy Director (Wildlife)	18	50	50	Assistant Director (Wildlife) (BPS-17) / Assistant Director (Community Relations) / Assistant Director (Research & Planning Wildlife) Assistant Director (Research & Planning GIS) Assistant Director (Information & Outreach)	03 years' service in BPS-17	• Master's degree (16 years) in wildlife management or natural resource management or biological sciences or environmental sciences or zoology or forestry, with minimum 2 nd division from a HEC recognized university. • 5 years' post qualification relevant experience.	35
6.	Assistant Director (Legal)	17	100	-	-	-	LLB with minimum 2 nd division from a HEC recognized university.	30
7.	Assistant Director (Wildlife)	17	100	-	-	-	Master's degree (16 years) in wildlife management or natural resource management or biological sciences or zoology or forestry, with minimum 2 nd division from a HEC recognized university.	30
8.	Assistant Director (Accounts)	17	50	50	Admin Officer (BPS-16)	03 years' service as Admin Officer	Master's degree (16 years) in Management or administrative sciences or commerce with minimum 2 nd division from a HEC recognized university or CA or ACCA or CMA.	30
9.	Assistant Director (Information & Outreach)	17	100	-	-	-	Master's degree (16 years) in wildlife management or natural resource management or biological sciences or environmental sciences or zoology or forestry or journalism or mass communication, with minimum 2 nd division from a HEC recognized university.	30

10.	Assistant Director (Community Relations)	17	100	-	-	Master's degree (16 years) in sociology or anthropology or psychology or rural sociology with minimum 2 nd division from a HEC recognized university.	30
11.	Assistant Director (Research & Planning (Wildlife))	17	100	-	-	Master's degree (16 years) in Wildlife Management or natural resource management or biological sciences or environmental sciences, or zoology or Forestry with minimum 2 nd division from HEC recognized university.	30
12.	Assistant Director (Research & Planning (GIS))	17	100	-	-	Master's degree (16 years) in GIS or Geography or Remote sensing or space science with minimum 2 nd division from HEC recognized university.	30
13.	Admin Officer	16	25	75	Admin Assistant (BPS-15)/ Accounts Assistant (BPS-15)	03 years' service as Admin Assistant/Accounts Assistant	30
14.	Admin Assistant	15	100	-	-	<ul style="list-style-type: none"> ▪ Bachelors' degree (14 years) with minimum 2nd division from a HEC recognized university. ▪ Proficient in IT Skills. 	28
15.	Account Assistant	15	100	-	-	<ul style="list-style-type: none"> ▪ Bachelors' degree (14 years) with minimum 2nd division from a HEC recognized university. ▪ Proficient in IT Skills. 	28
16.	Wildlife Guard	07	100	-	-	<ul style="list-style-type: none"> ▪ Matric ▪ Retired army personnel may also apply ▪ Good writing skills in Urdu ▪ Physically fit 	35
17.	Naib Qasid	01	100	-	-	<ul style="list-style-type: none"> ▪ Primary pass ▪ No experience required 	35

Schedule-II
(See rules 2(b), 3, 4, 5, and 9)

COMPOSITION OF PROMOTION AND SELECTION COMMITTEES

S.No.	Posts	Composition of Promotion and Selection Committees	Designation	Appointing Authority
COMMITTEE NO. I				
1	BPS-17 to 19 or equivalent	Additional Secretary/Senior Joint Secretary (BPS-21) or an officer with equivalent rank of the administrative Division and nominated as such by the Secretary of that Division.	Chairman	Secretary of Ministry
		Three (3) members of the Board nominated as such by the Chairman of the Islamabad Wildlife Management Board.	Member	
		Joint Secretary (Admn) of the administrative Division	Member/ Secretary Committee	
COMMITTEE NO. II				
2	BPS 01 to 16 or equivalent	Joint Secretary (Admn) (BPS-20) or an officer with equivalent rank of the administrative Division and nominated as such by the Secretary of that Division.	Chairman	<p>For posts in BS-16: Additional Secretary/ Sr. Joint Secretary of Administrative Division;</p> <p>For posts in BS-03 to 15: Joint Secretary of Administrative Division.</p> <p>BS-01 to 02: Director Wildlife, IWMB</p>
		One member of the Board nominated as such by the Chairman of the Islamabad Wildlife Management Board.	Member	
		An officer IWMB (not below the rank of BPS-18) nominated as such by the Chairman of the Islamabad Wildlife Management Board.	Member/ Secretary of the Committee	

[F. No. 1(4)19-Admin-II-IWMB.]

ISLAHUDDIN,
Section Officer(Admn-II).