

ZIAUDDIN UNIVERSITY



CODE



AN ACT



**ZIAUDDIN UNIVERSITY ACT, 1995
(SINDH ACT NO. VI OF 1995)**

MODIFIED, WITH ALL AMENDMENTS THEREIN BY

**ZIAUDDIN MEDICAL UNIVERSITY (AMENDMENT) ACT, 2003
(SINDH ACT NO. VII OF 2005)**

**ZIAUDDIN UNIVERSITY (AMENDMENT) ACT, 2018
(SINDH ACT NO. XXII OF 2018)**

**ZIAUDDIN UNIVERSITY (AMENDMENT) ACT, 2020
(SINDH ACT NO. XXII OF 2020)**

**ZIAUDDIN UNIVERSITY (AMENDMENT) ACT, 2021
(SINDH ACT NO. XXII OF 2021)**

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ZIAUDDIN UNIVERSITY ACT, 1995

INTRODUCTION

1) The **Ziauddin Medical University Act, 1995**, was approved by the Provincial Assembly, Sindh and published as a **Sindh Act No. VI of 1995**, vide **Notification No. PAS/Legis-B-13/95, dated 8th Oct, 1995**.

2) Subsequently, the modified **Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005)**, was approved by the Provincial Assembly, Sindh and published vide **Notification No. PAS/LEGIS-PB-7/2003, dated 13th December, 2005**, whereby the word "Medical" deleted and read as Ziauddin University Act, 1995 with other necessary amendments made therein. Thereafter other necessary amendments have been made during 2018 to 2021 and removed some difficulties through following Amendment Acts:

3) **Ziauddin University (Amendment) Act, 2018 (Sindh Act No. XXII of 2018)**, approved by the Provincial Assembly, Sindh and published vide **Notification No. PAS/LEGIS-PB-13/2018, dated 18th May, 2018**:

4) **Ziauddin University (Amendment) Act, 2020 (Sindh Act No. XXII of 2020)**, approved by the Provincial Assembly, Sindh and published vide Notification No. PAS/LEGIS-B-12/2020, dated 12th August, 2020; and

5) **Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021)**, approved by the Provincial Assembly, Sindh and published vide **Notification No. PAS/LEGIS-B-22/2021, dated 04th August, 2021**.

6) **The modified (updated) Ziauddin University Act, 1995 (upto 2021), is hereby given as under:**



CHAPTER-I

PRELIMINARY

AMENDMENTS MADE THEREIN

Preamble.

Whereas it is expedient to reconstitute the Dr. Ziauddin Postgraduate Institute of Medical Sciences and establish it as Ziauddin University* and to provide for matters connected therewith. It is hereby enacted as follows: -

*the word "Medical" omitted and will read as Ziauddin University vide Amendment-2, Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).

Short title and commencement.

1. (1) This Act may be called the *Ziauddin University Act, 1995.

*the word "Medical" omitted and will read as Ziauddin University vide Amendment-3, Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).

(2) It shall come into force at once.

Definitions.

2. (i) **"Academic Council"** means the Academic Council of the University;

(ii) **"Affiliated Institute"** means any institute affiliated to the University;

(iii) **"Authority"** means any of the Authorities specified in section 16;

(iv) **"Chancellor"** means Chancellor of the University;

(v) **"Chief Trustee"** means the Chief Trustee of the Dr. Ziauddin Hospital Trust;

(vi) **"Dean"** means the Chairman of the Board of a Faculty;

(vii) **"Director"** means the head of Teaching Department of the University or an affiliated Institute;

(viii) **“Governing Body”** means the Governing Body of the University;

(ix) **“Government”** means Government of Sindh;

(x) *****

*****Clause (x) of Section-2 has been deleted vide Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021).

(xi) **“Prescribed”** means Prescribed by Statutes, Regulations and Rules;

(xii) **“Pro-Chancellor”** means Pro-Chancellor of the University;

(xiii) **“Professor Emeritus”** means a Professor working in the University in an honorary capacity;

(xiv) **“Rector”** means the Rector of the University;

(xv) **“Statutes, regulations and rules”** means respectively the statutes, regulations and rules made under this Act;

(xvi) **“Trust”** means Dr. Ziauddin Hospital Trust;

(xvii) **“Vice Chancellor”** means the Vice Chancellor of the University;

(xviii) **“University”** means *Ziauddin University constituted under this Act.

*the word “Medical” omitted and will read as Ziauddin University vide Amendment No. 3, Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005)



CHAPTER – II

THE UNIVERSITY

Establishment and incorporation of the University.

3. 1. (1) The Dr. Ziauddin Postgraduate Institute of Medical Sciences is reconstituted and established as a University to be called *Ziauddin University consisting of the Patron; the Chancellor, the Pro-Chancellor, the Rector, the Vice Chancellor, the Deans, the Directors, Registrar, the members of the Governing Body, the members of the Academic Council and such other officers as may be prescribed.

***the word "Medical" omitted and will read as Ziauddin University vide Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

(2) The Dr. Ziauddin Hospital and its affiliated hospital and centers shall provide prescribed teaching facilities to the University.

(3) **The University shall be a body corporate by the name of Ziauddin University having perpetual succession and a common seal, with power, among others to acquire, hold and dispose of any property vesting in it and shall be said name, sue and be sued.

****sub-Section (3) of Section-3 has been substituted vide Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

(4) ***All funds, properties, rights, Government permissions, documentation with financial institution and interest of whatever kind, used, enjoyed, possessed, owned or vested in or held in trust by or for the Dr. Ziauddin Postgraduate Institute of Medical

*****sub-Section (4) of Section-3 has been substituted vide Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

Sciences/Ziauddin Medical University and all liabilities legally subsisting against it shall stand transferred to the University constituted as aforesaid.

(5) The University shall on non-profitable basis.

(6) ****For the reasons of Force Majeure if the University has become non-functional, the assets of the University shall stand transferred in the name of Dr. Ziauddin Hospital Trust, which has similar objects, within three months with the approval of the Board of Governors.

****** after sub-section (5) of Section 3, another sub-section (6) of Section 3, has been inserted vide Amendment of Ziauddin University (Amendment) Act, 2020 (Sindh Act No. XXII of 2020).**

University open to all.

4. The University shall be open to all persons of either sex of whatever religion, race, creed, colour or domicile who are academically qualified for admission to the course offered by the University and no such person shall be denied the privilege on the ground only of sex, religion, creed, race, class, colour or domicile.

Powers of the University.

5. (1) The University shall have the powers: -

i) *to provide for instructions in health and allied sciences and in general, technical professional education, or other disciplines of higher learning, and other subjects as may be prescribed; and in such branches of learning as it

***Clause (i) of sub-Section (1) of Section 5 has been substituted vide Amendment- 5 (a) of Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

may deem fit for the advancement and dissemination of knowledge as it may determine;

ii) to define selection, admission and examine students in affiliated institutions;

iii) **to hold examination and confer or award degrees, diplomas, certificates and other academic distinctions on the persons, who have passed such examinations under the prescribed conditions;

****Clause (iii) of sub-Section (1) of Section-5 has been substituted and words and comma "approved" by the PMDC, Pakistan Nursing Council or by the Chancellor as the case may be, have been omitted vide Amendment of Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

iv) to award fellowships, scholarships, academic titles, medals and prize under the prescribed conditions;

v) to affiliate and disaffiliate institutions including under prescribed conditions;

vi) ****to establish teaching departments; faculties, institutes, museums and other centers of learning for the development of teaching and research and to make such arrangements for their maintenance, management and administration as it

*****Clause (vi) of sub-Section (1) of Section-5 has been substituted vide Amendment of Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

may be prescribed;

vii) to confer honorary degrees or other distinctions on approved persons in the prescribed manner;

viii) to prescribe courses of studies conducted by it and undertake research as it may determine;

ix) ****to inspect institutions and provide them guidelines in the effective discharge of their functions and responsibilities in medical, general, technical and professional education;

******Clause (ix) of sub-Section (1) of Section-5 has been substituted vide Amendment of Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

x) to determine teaching methodology, techniques and strategies in order to ensure the most effective educational training and research programmes;

xi) to receive and manage property, grants, bequests, trusts, gifts, donations, endowments and obtain loan or aid and to invest them in such manner as it may deem fit;

xii) ****to establish, support and run hospitals, clinics and other medical centres or institutes, as it may deem appropriate and to provide services, its equipments to other university, hospitals, centers and clinics etc., on

******Clause (xii) of sub-Section (1) of Section-5 has been substituted vide Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021).**

prescribed conditions for the development of teaching, promotion of research and training;

- xiii) *****to make provision for all kinds of medical treatment and diagnosis on non-profit basis, for the needy, poor and deserving persons;
- *****Clause (xiii) of sub-Section (1) of Section-5 has been substituted vide Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021).**
- xiv) *****to invest in or to enter into agreements, contracts, leasing agreements, financial arrangements, and execute mortgage deeds, arrangements with Governments, organizations, institutions, banks, including other financial institutes, bodies and individuals for the University or on behalf of affiliated companies, associate companies, sister concerns, other Ziauddin Group Companies or related party to the University;
- *****Clause (xiv) of sub-Section (1) of Section-5 has been substituted vide Amendment of Ziauddin University (Amendment) Act, 2018 (Sindh Act No. XXII of 2018).**
- xv) to demand and receive such fees and other charges as it may determine;
- xvi) to appoint members of the various bodies and committees as the Governing Body may determine for instructional and co-curriculum activities;

- xvii) to appoint such officers including teachers, examiners and members of staff and prescribe terms and conditions, powers and duties;
- xviii) to acquire hold and dispose of property and to procure all goods, equipments and services necessary for the University or affiliated institutions or hospitals through letter of credit or otherwise;
- xix) to do all such other acts and things as may be requisite to further the objectives of the University;
- xx) *****to establish campus or campuses within or outside Pakistan; *******after Clause (xix) of sub-Section (1) of Section-5, another Clause (xx) in sub-Section (1) has been inserted vide Amendment of Ziauddin University (Amendment) Act, 2020 (Sindh Act No. XXII of 2020).**
- xxi) *****to bring into conformity with the tax laws of Pakistan and may make changes in its bye-laws in accordance with the Income Tax Ordinance and rules made thereunder. *******after Clause (xx) of sub-Section 1(xx) of Section-5, another Clause (xxi) in sub-Section (1) been inserted vide Amendment of Ziauddin University (Amendment) Act, 2020 (Sindh Act No. XXII of 2020).**
- xxii) *****The University may *******after Clause (xxi) of sub-Section (1) of**

enter into the agreements, memorandum of understandings and deals of partnership with the Government and other universities, organizations and institutes etc. for the development of educational activities and to provide services or otherwise, as the case may be

Section-5, another Clause (xxii) in sub- Section (1) been included vide Amendment of Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021).



CHAPTER – III

OFFICERS OF THE UNIVERSITY

Officers of the University.

6. 1. The following shall be the Officers of the University
 - (i) the Chancellor;
 - (ii) the Rector;
 - (iii) the Pro-Chancellor;
 - (iv) the Vice Chancellor;
 - (v) the Dean;
 - (vi) the Director of the Teaching Department;
 - (vii) the Registrar;
 - (viii) the Controller of Examination;
 - (ix) the Director Finance; and
 - (x) such other persons as may be prescribed by regulations.

Patron.

7. 1) The Governor of Sindh shall be the Patron of the University.
- 2) The Patron shall, when present, preside at the convocation of the University.

In the said Act, after section 7, Sub-section 7-A; sub-section 7-A (1), sub-section 7-A (2), sub-section 7-A (3), sub-section 7-A (4) and sub-section 7-A (5) have been omitted vide amendment of Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).

***** Sub-section 7-B and Sub-section 7-C have also been omitted vide amendment of Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

Chancellor.

8. 1) *The Chief Trustee of Dr. Ziauddin Hospital Trust may appoint the Chancellor from the trustees.

***Sub-section (1) of Section-8 has been substituted vide Amendment of Ziauddin University (Amendment) Act, 2018 (Sindh Act No. XXII of 2018).**

2) The Chancellor shall be the Chairman of the Board of Governors and the Controlling Authority of the University.

3) If the Chancellor is satisfied that the proceedings of any Authority or orders of any officer are not in accordance with the provisions of this Act, the statutes, the regulations, or the rules, he may, after calling upon such Authority or officer to show cause why such proceeding should not be annulled, by order in writing, annul such proceedings or orders.

4) The Chancellor shall have the power to assent to the statutes as are submitted to him by the Governing Body.

5) The Chancellor may, subject to the provisions of this Act in his discretion, delegate all or any of the powers and functions of any Authority, officer or employee of the University to any authority, officer or employee.

- 6) Should, the Chancellor be incapacitated from acting as such due to absence or any other cause, the Pro-Chancellor shall exercise all the powers and perform all the duties of the Chancellor.

Visitation.

9. 1) The Chancellor may cause a visitation or enquiry to be made in respect of any matter connected with the affairs of the University and appoint such person or persons as he may deem proper for the purpose.
- 2) The Chancellor shall on receipt of a report under sub-section (1) shall issue such directions as he thinks fit and the Vice Chancellor will comply with such directives.

Rector.

10. 1) The Rector shall be appointed by the Chancellor on such terms and conditions as may be determined by him and hold office at the pleasure of the Chancellor.
- 2) The Rector shall perform such functions as may be entrusted to him by the Chancellor.

Pro-Chancellor.

11. 1) The Pro-Chancellor shall be appointed by the Chancellor on such terms and conditions as the Chancellor may determine and shall hold the office during the pleasure of the Chancellor.
- 2) The Pro-Chancellor shall perform such functions as may be entrusted to him by the Chancellor.

**The Vice
Chancellor.**

12. 1) The Vice Chancellor shall be appointed by the Chancellor on such terms and conditions as may be determined by the Chancellor and shall hold office during the pleasure of the Chancellor.
- 2) At any time when the office of the Vice Chancellor is vacant or the Vice Chancellor is absent or is unable to perform the functions of his office due to illness or some other cause, the Chancellor shall make such arrangements for the performance of the duties of the Vice Chancellor as he may deem fit.
- 3) The Vice Chancellor shall be the principal academic officer of the University, and shall be responsible for proper implementation of the provision of this Act, directions of the Chancellor, decision of the Governing Body and execution of the policies and programmes approval by it.
- 4) The Vice Chancellor may, in an emergency which is in his opinion requires immediate action, take such action as he may consider necessary and shall, thereafter as soon as possible, report his action to the officer, authority, or other body, which in the ordinary course would have dealt with the matter.
- 5) In particular and without prejudice to the generality of the foregoing powers, the Vice Chancellor shall also have following Powers. -

- a. to appoint paper setters and examiners for all examinations of the University;
- b. to make such arrangements for the scrutiny of papers, and compilation of results as may be necessary;
- c. to direct teachers, and officers of the University to take up such assignments in connection with teaching, research, examination and administration and such other activities in the University as he may direct;
- d. to delegate, subject to such conditions, if any, as may be prescribed, any of his powers under this Act to an officer or other employee of the University;
- e. to appoint employees of such categories in respect of which powers have been delegated to him;
- f. to exercise and to perform such other powers and functions as may be prescribed;
- g. to sanction all expenditure provided for in the approved budget and to re-appropriate funds within the same major head of expenditure;
- h. to sanction re-appropriation of an amount not exceeding twenty-five

thousand rupees for an unforeseen items not provided for in the budget and report it to Governing Body at the next meeting.

Deans.

- 13.** (1) Dean for each Faculty shall be nominated by the Chancellor from amongst the senior professors in the Faculty on the recommendations of the Vice Chancellor.
- (2) The Dean shall be the Chairman of a Faculty and shall hold office at the pleasure of the Vice Chancellor.
- (3) The Dean shall present candidates for admission to postgraduate Degrees, courses falling within the purview of the Faculty.
- (4) The Dean shall exercise such other powers and perform such other duties as may be prescribed.

The Registrar.

- 14.** (1) The Registrar shall be a whole time officer of the University and shall be appointed by the Governing Body on such terms and conditions as the Governing Body may determine and shall hold office during the pleasure of the Chancellor.
- (2) The Registrar will report directly to the Vice Chancellor and assist him in discharging his duties.

Controller of Examination.

- 15.** (1) The Controller of Examination shall be whole time officer and shall be appointed by the Governing Body on such terms

and conditions as the Governing Body may determine and shall hold office during the pleasure of the Chancellor.

- (2) The Controller shall be responsible for all matters connected with the conduct of examination and perform such other duties as may be prescribed.

Director of Finance.

16. (1) The Director Finance shall be appointed by the Chancellor* on such terms and conditions as may be determined by him.

***In sub-section (1) of Section-16, the word Chairman has been replaced by the Chancellor vide Amendment of Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

- (2) The Director Finance shall:
 - a) manage the property, finance and investments of the University;
 - b) prepare the annual and revised budget estimates of the University and present them to the Governing Body for approval;
 - c) ensure that the funds of the University are spent for the purpose for which they are provided; and
 - d) perform such other duties as may be prescribed.



CHAPTER – IV

AUTHORITIES

Authorities of the University.

17. The following shall be the Authorities of the University: -
- (i) the Governing Body;
 - (ii) the Academic Council;
 - (iii) the Boards of Advanced Studies and Research;
 - (iv) the Selection Board;
 - (v) the Finance and Planning Committee;
 - (vi) the Affiliation Committee; and
 - (vii) such other Authorities as may be prescribed.

The Governing Body.

18. (1) The Governing Body shall consist of the following: -
- a) The Chancellor Chairman
 - b) The Vice Chancellor Member
 - c) Secretary Education*, Government of Sindh Member
 - d) a Judge of Sindh High Court to be nominated by the Chief Justice Member

***In sub-section 1(c) of Section- 18 of Sindh Act No. VI of 1995, word Secretary Health has been substituted by the Secretary Education vide Amendment of Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

- e) ***** *******Clause (e) of sub-section (1) of Section-18 of Sindh Act No. VI of 1995, has been omitted vide Amendment of Ziauddin University (Amendment) Act, 2018 (Sindh Act No. XXII of 2018).**
- f) Vice Chancellor,
Karachi University Member
- g) ***** *******Clause (g) of sub-section (1) of Section-18 of Sindh Act No. VI of 1995, has been omitted vide Amendment of Ziauddin University (Amendment) Act, 2018 (Sindh Act No. XXII of 2018).**
- h) Two Deans to be nominated the Chancellor Member
- i) *****Chairman, Sindh Higher Education Commission or his nominee. Member *******Clause (i) of sub-section (1) of Section-18 of Sindh Act No. VI has been substituted vide Amendment of Ziauddin University (Amendment) Act, 2018 (Sindh Act No. XXII of 2018).**
- j) Six persons of Public eminence to be nominated by the Chancellor. Member

- k) President,
Chamber of
Industries and
Commerce Member
- (2) A nominated member shall hold office for a term of two years, and shall be eligible for re-nomination.
- (3) The office of a nominated member shall become vacant if he resigns or fails to attend three consecutive meetings of the Governing Body without sufficient cause or leave of absence or his nomination is changed by the authority which had nominated him.
- (4) A casual vacancy of a member shall be filled by the person nominated by the authority which had nominated the member whose vacancy is to be filled.
- (5) The Registrar shall act as the Secretary of the Governing Body.

Powers and function of the Governing Body.

- 19. a. ***The general supervision and control of the University, affiliated Institutes, hospitals and medical centres etc. and the power to lay down policies shall vest in the Governing Body.
- b. In particular, and without prejudice to the generality of the Provisions of sub-section (a) the

*****Sub-section (a) of Section- 19 of Sindh Act No. VI has been substituted vide Amendment of Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021).**

Governing Body shall exercise the power and perform functions as follows:

- (a) to hold, control and administer the property, funds, assets and resources of the University;
- (b) to affiliate disaffiliate institutions and hospitals;
- (c) to consider and approve, on the advice of finance and planning committee, the annual and revised budget estimates and to lay down guidelines or rules of business dealing with financial matters;
- (d) to approve, carry out, vary or cancel contracts on behalf of the University;
- (e) to initiate and approve schemes for achievement of the objectives of the University;
- (f) to determine the form, and regulate the custody of common seal of the University;
- (g) to create professional research, administrative posts and such other posts as may be necessary to carry-out

the purposes of the University and suspend or abolish such posts;

- (h) to appoint teachers, researchers and officers on the recommendations of the Selection Board;
- (i) to suspend, and remove from services the University teachers, researchers and officers to employee whom it is powered to appoint, in the manner prescribed after due enquiry and defence or as per terms and conditions of the Contract;
- (j) to approve regulations or rules on the recommendations of the appropriate Body;
- (k) to determine, regulate and administer all other matters concerning the University and, to this end, exercise all necessary powers not specifically mentioned, in this Act or the statutes, the regulation or the rules.

c. The Governing Body may delegate any of its powers to an Authority or officers or a committee or a sub-committee.

Meetings of the Governing Body.

20. (1) The Governing Body shall meet at least twice in a year

on the dates to be fixed by the Chairman, provided that a special meeting may be called at any time on the direction of the Chairman or on a requisition made by not less than three members of the Governing Body to consider a matter of urgent nature.

- (2) Not less than ten clear days' notice of a special meeting shall be given to the members and the agenda of the meeting shall be restricted to the matter for which the special meeting is called.
- (3) The quorum for a meeting shall be one third of the members, a fraction being counted as one.
- (4) The decisions at a meeting shall be expressed in terms of the views of the majority of the members present and voting and, if the members are equally divided the Chairman shall have and exercise a casting vote.

Academic Council. 21. (1) The Academic Council shall consist of:

- (a) the Vice Chancellor who shall be the Chairman;
- (b) the Deans;
- (c) Director;
- (d) *Director / Principals and Chairman of

teaching department
of affiliated Institution;

***Clause (d) of sub-section
(1) of Section-19 has been
substituted vide
Amendment of Ziauddin
Medical University
(Amendment) Act, 2003
(Sindh Act No. VII of 2005).**

(e) the Registrar;

(f) the Controller or
Examination;

(g) **Two Physicians and
two other academicians
nominated by the
Chancellor but not
working in the
University; and

****Clause (g) of sub-section
(1) of Section-19 has been
substituted vide
Amendment-9 (ii) of
Ziauddin Medical University
(Amendment) Act, 2003
(Sindh Act No. VII of 2005).**

(h) Head of teaching
department.

(2) A nominated member shall
hold office for a term of two
years and shall be eligible
for re-nomination.

(3) The office of a nominated
member shall become
vacant if he resigns or fails
to attend three consecutive
meetings of the Council
without sufficient cause or
leave of absence or his
nomination is changed by
the nominating authority.

(4) The quorum for a meeting
of the Council shall be one
third of the total number of
members, a fraction being
counted as one.

**Power and Duties
of the Academic
Council.**

22. (1) The academic Council shall
be the highest academic
body of the University and

shall, subject to the provisions of this Act and the statute, have the power to lay down proper standards of instructions, research and examinations, and to regulate and promote the academic life of the University.

- (2) In particular and without prejudice to the generality of the foregoing provisions, the Council shall have the powers –
- (a) to advise the Governing Body on academic matters;
 - (b) to regulate the admission of studies to the courses studies and examination;
 - (c) to propose the Governing Body, schemes for the constitution and organization of Faculties, Teaching Departments, institutes and Boards on Studies;
 - (d) to consider or formulate proposals for the planning and development of teaching and research in the University;
 - (e) ****to make regulations on the recommendations of the Faculties, and the Board of studies, prescribing the course

******Clause (e) of sub-section (2) of Section-22 of Sindh Act No. VI has been substituted vide Amendment of Ziauddin University (Amendment)**

of studies and the syllabi for all University examinations in accordance with the policy of concerned regulatory authority;

Act, 2021 (Sindh Act No. XXII of 2021).

(f) to recognize the examinations of other Universities or examining bodies as equivalent to the corresponding examinations of the University;

(g) to frame regulations for submission to the Governing Body;

(h) to perform such other functions as may be prescribed by statutes;

(i) *****to provide guidelines for all academic meetings to its registered institutes as laid down by the concerned regulatory authority; and

*******Clause (i) of sub-section (2) of Section-22 of Sindh Act No. VI has been substituted vide Amendment of Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021).**

(j) to recommend to the Governing Body dis-affiliation of institutions, which do not adhere to its academic program / admission procedure / conduct of Examination.

Board of Studies and Board of Advanced Studies and Research.

23(A) Board of Studies:

(1) There shall be a Board of Studies for each subject or group of subjects, as may

*******Section-23 of Sindh Act No. VI has been substituted and divided in two parts: 23(A) Board of Studies; and 23(B) Board of Advanced**

be prescribed by Regulations.

Studies and Research.

**vide Amendment of
Ziauddin University
(Amendment) Act, 2021
(Sindh Act No. XXII of 2021**

- (2) Each of Board of Studies shall consists of-
 - a. the Chairman of the Teaching Department;
 - b. all Professors and Associates Professors in the Teaching Department concerned;
 - c. two University Teachers other than Professors or Associate Professors, to be nominated by the Academic Council;
 - d. three experts, other than University Teachers to be nominated by the Vice Chancellor.
- (3) The term of office members of the Board of Studies, other than ex-officio members, shall be three years.
- (4) The quorum for the meeting of Board of Studies shall be one half of the total number members, a fraction will be counted as one.
- (5) The Chairman of the University Teaching Department concerned shall be a Chairman and Convener of the Board of

Studies.

- (6) The function of the Board of Studies shall be: -
- a. to advise authorities on all academic matters connected with the instructions, research and examinations in the subjects concerned;
 - b. to propose curricular and syllabi for all degree, diploma and certificate courses in the subject or subjects concerned;
 - c. to suggest a panel of names of paper setters and examiners in the subjects concerned;
 - d. to perform such other functions, as may be Prescribed.

23(B) Board of Advance Studies and Research:

- (1) There shall be Board of Advanced Studies and Research consisting of –
- a. the Vice Chancellor, who shall be the Chairman;
 - b. the Deans;
 - c. three University Professors, other than Deans, to be appointed by the Governing Body;
 - d. three University

Teachers having excellent research qualifications and experience, to be appointed by the Academic Council; and

- e. the Professors Emeritus.
 - f. Pro-Chancellor.
- (2) The terms of office of the members of the Advanced Studies and Research Board, other than Ex-officio members, shall be three years.
- (3) The quorum for a meeting of the Advanced studies and Research Board shall be one half of the total number of member, a fraction being counted as one.
- (4) The function of the Advanced Studies and Research Board shall be-
- a. to advice the Authorities on all matters connected with the promotion of advanced studies and research in the University;
 - b. to propose regulations regarding the award of research Degrees;
 - c. to appoint supervisors for research students to determine the subject of their thesis for research studies in Ph.D. subject;

- d. to recommend panels or names of paper setters and Examiners for research examination after considering the proposals of the Board of Studies in this behalf; and
- e. to perform such other functions as may be prescribed.

The Selection Board. 24. (1) *****There shall be a Selection Board consisting of

*******Sub-section (1) of Section- 24 of Sindh Act No. VI of 1995, has been substituted vide Amendment of Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021)**

- a. the Vice Chancellor who shall be the Chairman of the Board;
 - b. two persons of eminence nominated by the Chancellor, provided that none of them is an employee of the University;
 - c. the Deans;
- (2) The members of the Selection Board, other than ex-officio members shall hold office for three years.
- (3) The quorum for a meeting of Selection Board, shall be four members.
- (4) No member of the Selection

Board, who is a candidate for the post to which appointment is to be made shall take part in such proceedings of the Selection Board.

- (5) The Selection Board shall recommend the candidates for their appointment on the post of Professors, Associate Professors and Assistant Professors, as per prevailing rules and practice.

Functions of the Selection Board.

25. (1) The Selection Board shall consider all applications for teaching titles.

- (2) The Selection Board shall consider all cases of promotion of the officers of the University.

- (3) *****

*******Sub-section (3) of Section-25, has been deleted vide Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021).**

- (4) In the event of unresolved differences of opinion between the Selection Board and the Governing Body, the matter shall be referred to the Chancellor whose decision shall be final.

Finance and Planning Committee.

26. (1) There shall be a Finance and Planning Committee consisting of-

- (a) the Chancellor who shall be

the Chairman of the Committee;

- (b) Vice Chancellor;
- (c) a nominee of the Governing Body;
- (d) three experts in the field of finance and planning nominated by the Chairman;
- (e) one Dean nominated by the Chairman;
- (f) the Director Finance of the University shall be the Member / Secretary
- (g) *****

*******Clause (g) of sub-section (1) of Section-26, has been omitted vide Amendment of Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

(2) (a) The functions of the Finance and Planning Committee shall be-

- (i) to consider annual statement of accounts and annual and revised budget estimates and advise the Governing Body thereon;
- (ii) to review periodically the financial position of the University;
- (iii) to advise the Governing Body on all matter relating to planning,

development, finance investment and accounts of the University;

- (iv) to prepared short term and long term development plans;
 - (v) to prepare staff and resource development plans; and
 - (vi) to perform such other functions as may be prescribed.
- (b) The quorum for a meeting of the Finance and Planning Committee shall be three members.
- (c) In the event of an unresolved difference of opinion among the members of the Committee the decision of the Chairman shall be final and binding.

Affiliation Committee.

27. (1) There shall be an Affiliation Committee consisting of -

- a. the Vice Chancellor who shall be the Chairman;
- b. Two members of the Governing Body nominated by the Governing Body;
- c. two Deans nominated by the Chancellor; and

d. *****

***** Clause (d) of Sub-section (1) of

Section-27 has been deleted vide Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021)

- (2) The term of office of the members of the Committee, excluding ex-officio members shall be two years.
- (3) The Committee may co-opt experts.
- (4) The quorum for a meeting of or inspection by the Committee shall be three members.
- (5) The Registrar of the University shall act as Secretary of the Committee.

Constitution, Function, and powers of other Committees.

- 28.** The constitution, functions and powers of the Authority for which no specific provision or in sufficient provision has been made in this Act shall be such as may be prescribed by statutes.

Appointment of Standing Committees etc.

- 29.** The Governing Body, the Academic Council and other Authority with the consent of the Chancellor may appoint such standing, special or advisory committees as may be considered advantageous in the performance of their functions.



CHAPTER – V

STATUTES, REGULATIONS AND RULES

Statutes.

30. (1) Subject to the provisions of this Act, Statutes may be made to regulate or prescribe all or any of the following matters, namely-

- a) terms and conditions of service for the employees of the University, including pay scales, provident funds and other fringe benefits;
- b) terms and conditions, fee, remuneration for examiners, teachers, researchers and such other officers;
- c) establishment of other academic units and divisions;
- d) conditions under which the University may enter into arrangements with other public or private organizations for purposes of instructions, research and other scholarly activities;
- e) conditions of appointment of Professors Emeritus;
- f) efficiency and discipline of the employee of the University;
- g) acquisitions and administration of properties and investments of the University; and
- h) all other matters which this Act are required to be or may be prescribed or regulated by statutes.

****Clause (a) of sub-section (1) of Section-30 has been substituted vide Amendment of Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021).**

- (2) The draft of statutes shall be proposed by the Governing Body for approval by the Chancellor.
- (3) The Chancellor may assent to the statutes submitted to him or refer them back to the Governing Body for reconsideration.
- (4) No statute shall be valid until has been approved by the Chancellor.

Regulations

31. (1) Subject to the provision of this Act and the statutes, regulations may be made for all or any of the following matters, namely-

- a) **schemes of studies and research, including the duration, of courses, number of subjects, or papers of examination in accordance with the rules of concerned regulating authority.
- b) ***syllabi and courses of study and research programmes leading to degrees, diploma or certificate.
- c) conduct and supervision of examinations, appointment of examiners, scrutiny, tabulation and declaration of results;
- d) determination of fees and other charges for admission to various courses, and examination;

****Clause (a) of sub-section (1) of Section-31 has been substituted vide Amendment of Ziauddin University (Amendment) Act, 2021 (Sindh Act No. of 2021).**

*****Clause (b) of sub-section (1) of Section 31 has been substituted vide Amendment of Ziauddin Medical University (Amendment) Act, 2003 (Sindh Act No. VII of 2005).**

- e) institutions or fellowships, scholarships, prizes, medals, honoraria and other financial assistance for students and research scholars;
 - f) conduct of convocation and form of academic costumes; and
 - g) all other academic matters which by this Act or statutes are to be or may be prescribed by regulations.
- (2) The Governing Body shall have power to approve regulations submitted to it or refer them back to the Academic Council for reconsideration.
- (3) No regulation shall be valid until it has been approved by the Governing Body.

Rules.

- 32.** (1) The authorities and the other bodies of the University may make Rules for submission to the Governing Body consistent with this Act, statutes and the regulations to regulate the conduct of their business and the time and place of meetings and related matters.
- (2) The Governing Body may make rules to regulate any other matter relating to the affairs of the University which under this Act are not specifically required to be provided for by the statutes or the regulations.



CHAPTER – VI

THE UNIVERSITY FUND

**Funds and its
Account and Audit.**

- 33. (1) ****The University shall have a fund to which shall be credited its income from fees, donations, trusts, bequests, endowments, grants, affiliation fee, course fee contributions, consultation charges and charges on services provided in medical centres, hospitals and research etc. and other sources; and its accounts shall be maintained in a bank approved by the Governing Body.**
- **** Sub-Section (1) of Section-33, has been amendment vide Amendment of Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021).**
- (2) The accounts of the University shall be maintained in such form and manner as may be determined by the Governing Body and shall be audited each year within three months of the closing of the financial year of the University by the Chartered Accountant appointed by the Governing Body.
- (3) The account together, with the report of the auditor thereon, shall be submitted to the Governing Body for consideration and approval.
- (4) the auditor's report shall certify that the auditor has complied with standards of audit certification laid down by the Institute of Chartered Accountants of Pakistan.



CHAPTER – VII

MISCELLEANOUS

Validity of Proceedings.

34. No act, proceeding or decision of any Authority shall be in-valid by reason only of any vacancy or defect in the constitution of or in the appointment or nomination of any member of the Authority.

First Statutes.

35. Notwithstanding anything contained in this Act, the statutes set out in the Schedule shall be deemed to be the Statutes framed under this Act and shall remain in force until they are amended or replaced by new statutes framed under this Act.

Removal of Difficulties.

36. If any difficulty arises to the first constitution or reconstitution of any authority upon the coming into force of this Act, the Chancellor may give appropriate directions to remove such difficulty.

Repeal of Sindh Act XXIX of 1994

37. The Dr. Ziauddin Postgraduate Institute of Medical Science Act, 1994, is hereby repealed.



THE SCHEDULE

THE FIRST STATUTES (See Section 35)

Faculties.

1. (1) ****The University shall include the following Faculties: -

******Sub-section (1) of Section-1 of the First Statutes of Schedule has been substituted vide Amendment of Ziauddin University (Amendment) Act, 2021 (Sindh Act No. XXII of 2021).**

- (a) Faculty of Health Sciences;
 - (b) Faculty of Nursing & Midwifery;
 - (c) Faculty of Eastern Medicine & Natural Sciences;
 - (d) Faculty of Pharmacy;
 - (e) Faculty of Law;
 - (f) Faculty of Liberal Arts & Human Sciences;
 - (g) Faculty of Engineering, Science, Technology & Management;
 - (h) Faculty of Veterinary & Animal Sciences;
 - (i) Such other faculty / faculties, as may be prescribed by Statutes;
- (2) Each Faculty shall include such institutions including hospitals, Teaching Departments, centers or other teaching or research units as may be prescribed by Statutes.

Board of Faculties.

2. (1) There shall be a Board of each Faculty consisting of –

- (a) the Deans;
 - (b) three Professors of teaching department;
 - (c) two members to be nominated by the Vice Chancellor.
- (2) The members, mentioned in clauses (b) and (c) of sub-section (1) shall hold office for three years or at the pleasure of Vice Chancellor.
- (3) The quorum of meeting of the Board

of Faculty shall be one half of the total members, a fraction being counted as one.

- (4) The Board of each Faculty shall, subject to the general control of the Academic Council have the powers:
- (a) to coordinate the teaching and research in the subjects assigned to the Faculty;
 - (b) to scrutinize the schemes of sources and syllabi proposed, by the Board of studies comprised in the Faculty, and forward them to the Academic Council with its observations;
 - (c) to scrutinize the recommendations of the Board of the studies comprised in the Faculty, on the appointment of paper setters and examiners except for research and degree examiners to the Vice Chancellor; and
 - (d) to perform such other functions as may be prescribed.

**Teaching
Department.**

3. (1) There shall be a Teaching Department for each subject or a group of allied subjects and each Department shall be headed by a Director.
- (2) The Director of the Department shall be appointed by the Chancellor from amongst the senior teachers of the Department.
- (3) The Director of the Department shall plan organize and supervise the work of the Department in accordance with the provisions of this Act and shall be responsible to the Dean of the Faculty in which his Department is comprised for the work for his Department.

**BY ORDER OF THE SPEAKER,
PROVINCIAL ASSEMBLY OF SINDH**



EMPLOYMENT POLICY

ZIAUDDIN UNIVERSITY EMPLOYEE SERVICES RULES

In exercise of powers conferred by sub-section (a) of Section 30 of Ziauddin Medical University Act, 1995, read with Ziauddin Medical University (Amendment) Act, 2003 (where under the word "Medical" deleted and read as Ziauddin University), the Chancellor of Ziauddin University is pleased to make the following rules:

1. SHORT TITLE AND COMMENCEMENT. -

- (1) These rules may be called the Ziauddin University Employee Services Rules.
- (2) They shall come into force at-once.
- (3) These rules shall not apply to daily wage workers.
- (4) Medical Scheme shall not apply to part time employees doing less than eight hours' duty daily in "The Ziauddin University" and or 36 hours' duty per week.
- (5) Medical Scheme shall not apply to such spouse and their children who are in employment elsewhere and are already covered by employer.

2. DEFINITIONS. -

In these rules unless there is anything repugnant in the subject or context: -

- i) "*Appointing authority*" means the authority or an officer authorized to make appointments in the university, as mentioned in Section 5 of these rules Ziauddin University Employee Services Rules;
- ii) "*Basic pay scale*" means a time scale of pay in which the pay rises by annual increments, or by achieving a prescribed level of professional efficiency from a minimum to a maximum.
- iii) "*Competent authority*" means the Chancellor or such officer or authority authorized by the Chancellor to exercise the power of the Competent authority under these regulations;
- iv) "*Dependent*" means immediate dependent i.e. spouse (only one wife/husband) and children and sons/ unmarried daughters (below the age of 18 years)

- v) "Governing Body" means Governing Body of the University
- vi) "Honorarium / Allowance" means additional pay granted to an employee
 - (a) to save the employee from a loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay or to any reduction of such substantive pay other than as a disciplinary measure; or
 - (b) in exceptional circumstances, on other personal considerations.
- vii) "Pay" means the amount monthly drawn by an employee as;
 - (a) the pay, other than special pay or pay granted on the basis of employee's personal qualifications, which has been sanctioned for a post held by employee substantively or in an officiating capacity, or to which the employee is entitled by reason of employee's position in a cadre, and.
 - (b) Any other emoluments which may be specially classified as pay by the competent authority;
- viii) "Selection Committee" means the Committee constituted under section 24 of the "Ziauddin University Act, 1995" for making selection to teaching post, and includes the Board constituted by the Chancellor for making selection to other posts

3. GENERAL CONDITIONS OF EMPLOYMENT. -

3.1 Medical Fitness:

The person shall be appointed on the substantive or permanent post as University employee, subject to the production of a medical certificate of health fitness to be signed by the Medical Superintendent (MS) of concerned Dr. Ziauddin Hospital.

3.2 Pay and allowances:

- (i) The pay and allowances of an employee shall be regulated in accordance with these regulations, as deemed appropriate by the competent authority.
- (ii) Admissibility and the rates of various allowances payable to the employees

shall be determined by the competent authority, keeping in view the prevailing practice in other universities.

3.3 **Service for increment:**

- (i) The annual increment shall be admissible and effective in July and January in every calendar year to the employees, appointed on permanent basis, who have completed minimum nine months' service in an incremental pay group.
- (ii) For the purpose of allowing annual increment in the time scale, the period of service on duty and the period of leave, other than extra ordinary leave shall be counted.

“Provided that the University shall have power, in any case, in which it is satisfied that the leave was taken on account or for any other cause beyond the employee's control to direct, then extraordinary leave shall be counted for the increments”.

3.4 **Age limit:**

The lower and upper age limit of a candidate shall be eighteen (18) years to sixty (60) years, at the time of appointment in the University. Upper age limit could however, be relaxed by competent authority in exceptional cases.

3.5 **Date of birth:**

The Matriculation Certificate, issued by the recognized education board shall be accepted, as an authenticated proof of date of birth, and for the purpose of calculating the prescribed age limit, by the Competent Authority:

“Provided that in case of the non-availability of a Matriculation Certificate, the School Leaving Certificate or the GSR of the School, showing visibly the date of birth or the age of candidate, at the time of admission in the school or the discharge certificate issued by the previous employer or any such other proof of date of birth, as it may consider as an authenticate proof of age / date of birth, by the Competent Authority”.

“Provided further that the date of birth declared at the time of entry in the service of University and accepted by the competent authority shall be considered as final and no change in the date of birth at any stage during the service in University, shall be allowed”.

3.6 Employee to serve anywhere in connection with the affairs of University:

Every employee shall be liable to serve anywhere in connection with the affairs of the University including the place of employee's appointment or all campuses or other offices of University, if the employee is posted by the Competent Authority;

“Provided that the employee shall be posted on similar terms and conditions of the service of employee with the pay scale, as these are allowed on the employee's original posting”.

“Provided further that in case the employee is required to serve in a post outside the original service or cadre, the terms & conditions of service shall not be less favorable than those to which the employee would have been entitled if the employee had not been so required to serve”.

3.7 Record of service and performance evaluation report:

- (i) A service record including evaluation reports on the overall assessment and performance of each employee shall be maintained, on annual basis in a manner, as may be prescribed.
- (ii) All entries in the personnel file shall be appropriately signed by Reporting Officer i.e. the head of concerned department / Human Resources.

3.8 Reversion to a substantive grade

An employee appointed on original substantive post and posted subsequently to a higher administrative post on temporary or officiating charge basis, for the time being, could be reverted to the original substantive post, at any time, as may be considered by the Competent Authority.

3.9 **Employee declared unfit for the service, in case:**

- (i) The competent authority may require an employee to appear before the medical officer or medical board, for medical examination, if in its opinion, that the employee is suffering from a disease which renders employee unfit to continue further the services normally and in an efficient manner or the employee is suffering from the communicable disease which is likely to endanger the health of other employees, then the services of employee shall be terminated or otherwise, as may deem appropriate;
- (ii) In case the medical board reviews & holds the fitness of employee for further service, an employee shall be reinstated with the approval of Competent Authority.
- (iii) The fitness certificate of Dr. Ziauddin Hospital, shall however be required before re-joining of any employee after prolonged illness.

3.10 **Termination of service:**

The services of an employee may be terminated on the grounds that:

- (i) during initial or extended probationary period, due to not satisfactory performance;
- (ii) by voluntary resignation:
 - (a) the resignation will be effected on its acceptance by the Competent Authority;
 - (b) in case a permanent employee tender resignation and leaves services without waiting its acceptance by the Competent Authority or without handing over the charge of the office, in proper manner, then an employee shall be liable to face disciplinary action;
 - (c) resignation, once accepted, shall not be withdrawn, unless it is allowed by the Competent Authority in exceptional circumstances and the reasons thereof to be recorded;

- (iii) by retirement on attaining the age of superannuation i.e. seventy (70) years for faculty and sixty (60) years for non-faculty;
- (iv) by compulsory retirement due to permanent disability which is in the opinion of the medical officer or medical board, as the case may be renders employee unfit for further service;
- (v) by termination of service or abolition of post;

3.11 **Appeal:**

- (i) Where a right to prefer an appeal or review in respect of any order relating to the terms and conditions of employee service is provided to an employee under relevant Appeals Rules applicable to employee, such appeal or application shall except, as may be otherwise prescribed, be made within the specified period, as mentioned in the relevant appeals rules, of the date of such order.
- (ii) An employee aggrieved by an order may within thirty days of the communication of such order, make a representation against it to the authority next above the authority which passed the order.

3.12 **Appointment on special assignments or projects:**

The University may engage any person or persons as consultant, technical expert, whole time, part-time, daily wages basis, contract basis or otherwise for a job on payment of such remuneration of fees, as may deem appropriate, looking into the nature and volume of work.

3.13 **Relaxation of rules:**

The Governing Body may, for reasons to be recorded in writing, recommend to relax any provision of these rules in an individual case in such manner, as may appear to it to be just and equitable, and where it is satisfied that the strict application of the rules would cause undue hardship to the individual concerned. The decision of the Competent Authority shall, however, be final.

3.17 **Updating Personal Information:**

The employee shall immediately inform Human Resource Department regarding any change in personal information and ensure that such changes are incorporated in the personnel file. In case of failure to do so, he/she will be liable to pay the unauthorized benefit.

3.18 **Display of Identity Card:**

Every employee shall prominently display its' valid university identity card, whenever, enter or leave the university premises and on duty. In case of failure to do so the employee shall be issued a warning letter which shall be followed by disciplinary action.

3.19 **Biometric Attendance:**

Every employee shall mark its attendance, through thumb / finger impression on biometric system installed in all premises of the University. The system-generated attendance report will be used for marking each employee's attendance at the payroll.

4. CONDUCT.-

4.1 The Conduct of employee of university shall be regulated by the rules Ziauddin University Employee (Conduct) Rules:

4.2 **Academic Misconduct:**

Information about a suspected academic misconduct or fraud, plagiarism should be reported to the Head of the concerned department and Dean of the concerned institution for investigation and further action.

4.3 **Harassment:**

Sexual harassment within the university premises shall be a criminal offense and accused shall be booked under criminal laws, as well as the accused shall have to face the disciplinary proceeding, as the University abide-by the Law of Government "Protection against Harassment of Women at the Workplace Act,

2010", and all other laws, enforced on harassment including bullying. Serious measures shall also be taken to avoid such incidents.

4.4 Ethical conduct with students:

Faculty employees shall maintain a healthy teacher-student relationship to ensure the teachers position as a mentor, educator and non-biased evaluator.

5. APPOINTMENT, PROMOTION AND TRANSFER. -

5.1 Method of appointment:

- (i) Appointment to post or class of posts shall be made by initial appointment or by promotion or by transfer.
- (ii) The method of appointment and the qualifications and other conditions applicable to a post shall be as laid down in accordance with accrediting body and approved by the Governing Body.

5.2 Initial appointment:

- (i) The method of initial appointment and the qualifications & other conditions applicable to a post shall be as determined by the Chancellor in consultation with the Vice Chancellor or Governing body, as the case may be.
- (ii) The Heads of Departments will place a requisition for filling up the vacant post or posts along with required qualification and experience to the Human Sources Department, who shall make recommendations after completing the process which included advertisement through newspapers or otherwise, conducting Interviews or written test of the qualified candidates, to the Governing Body or the Competent / Appointment Authority, as the case may be;
- (iii) The interview / test shall be conducted by human resource department in presence of the Head of Department, who will attend the process. Every candidate shall be assigned merit by the members of in accordance with its eligibility to the post and overall rating.

(iv) Appointment to teaching faculty shall, however be processed through Selection Committee including nominee of human resource department.

(v) **Classification of Employments:**

The employments in Ziauddin University will be classified into the following categories:

a) **Faculty:**

- 1) Full Time (Regular / Probationary Tenure Track);
- 2) Full Time (Contract);
- 3) Adhoc;
- 4) Visiting; and
- 5) Adjunct.

b) **Staff:**

- 1) Full Time (Regular / Probationary);
- 2) Full Time (Contract);
- 3) Adhoc; and
- 4) Temporary.
- 5) Part-time.

c) The faculty so appointed shall consists of followings:

- 1) Professors;
- 2) Associate Professors;
- 3) Assistant Professors;
- 4) Senior Lecturers;
- 5) Lecturers;
- 6) Lab. Lecturers / Lab. Engineers
- 7) and others

d) The staff shall be divided into following categories, subject to their definition in Act:

- i) Statutory Officers such as
 - 1) Rector
 - 2) Pro-Chancellor
 - 3) Vice Chancellor;
 - 4) Pro-Vice Chancellor;
 - 5) Deans of Faculties;
 - 6) Registrar of University;
 - 7) Controller of Examination; and
 - 8) Director Finance

- ii) Other Officers / Staff, as may deem necessary to appoint.

e) Qualifications and Experiences:

- i) The University shall follow the criteria of minimum qualifications and experiences, enforced by the Higher Education Commission (HEC), Islamabad, Higher Education Commission, Sindh and other respective regulatory authorities, for teaching staff Any change made thereon from time to time, shall also be followed by the university.

- ii) Requirement of minimum qualifications and experience, other than teaching staff is set by the competent authority.

5.3 Appointment by Promotion:

- (i) Appointments of faculty by promotion to posts shall be made on the recommendations made by the Selection Committee.

- (ii) Appointment by promotion will be made in accordance with the laid down method, and shall ordinarily be made on the basis of merit and eligibility criteria of accrediting body and or CPP.

5.4 Appointment by Transfer

- (a) Every employee shall be liable to serve anywhere in any office or establishment of the university on the discretion of competent authority.

5.5 Retirement from service.

- a) The employee shall stand retire from the service on attaining the age of superannuation, i.e. completion of sixty years of age for non- faculty and seventy years for faculty, subject to approval of Governing Body or as recommended by the appropriate accrediting body.
- b) On discretion of competent authority, non-faculty service may be extended to sixty-five years and seventy-two years for faculty subject to medical fitness.

5.6 Retirement on Medical Grounds:

In case the employee declared unfit to continue in service by Medical Officer or the Medical Board, constituted by the University, either at the request of the employee or by the university, as the case may be, the employee shall stand retired from the service, with such retirement benefits as per prescribed policy or as may be determined by the competent authority.

5.7 Re-employment:

The re-employment shall be initially avoided, only in exceptional cases, where the requirement of an employee cannot be dispensed. In such case, an employee will be appointed afresh, on contract basis with the fresh terms and conditions, as determined by the Competent Authority, keeping in view the ability of the employee. Any employee, terminated on account of misconduct shall however, not be considered for re-employment in any campus / office etc. of the university.

6. PROBATION, REGULARIZATION (CONFIRMATION) AND SENIORITY. -

6.1 Probation:

- i) All employees of Ziauddin University, appointed to a permanent post by initial appointment shall be on probation period for a period of three (03) months;

“Provided that in case the employee required to undergo training, the probationary period shall be reckoned from the date of successfully completion of training”.

- ii) The appointing authority may for the reason to be recorded in writing,
 - a) curtail the period of probation;
 - b) extend the further period of probation, not exceeding six months.

“Provided further that an employee shall not be deemed to have complete the probationary period satisfactorily, until the character and antecedents of the employee are verified, as satisfactory in the opinion of appointing authority”.

6.2 Regularization (Confirmation):

- (i) The regularization / confirmation of an employee shall be made as per work performance of the employee determine by the respective head;
- (ii) The regularization in service, shall be on successfully completion of probationary period of three months on the basis of evaluation report by the head of department;
- (iii) There shall be no regularization / confirmation on the appointment made on temporary post/Ad-hoc/ project based contractual hiring

6.3 Seniority:

The seniority of employees shall be reckoned from the date of regular appointment and in relation to other employees belonging to the same category, from the respective dates of their appointment. In case of appointment on the same date, the older in age shall rank senior to the younger in age.

7. EFFICIENCY AND DISCIPLINE. -

An employee of the university shall be liable to prescribed disciplinary action and penalties with prescribed procedure in accordance with the Ziauddin University Employees (Efficiency and Disciplinary) Rules.

8. EMPLOYEE LEAVES. -

An employee of university shall be allowed leave in accordance with the following

leave rule applicable to the employee, provided that the grant of leave, will depend on the exigencies of service and shall be at the discretion of the Competent Authority.

- (i) The duty rendered by an employee shall qualify him to avail leave in accordance with the said rules.
- (ii) Leave shall be applied for, expressed and sanctioned to an employee by the competent authority in terms of days.

There shall be following types of the leave, so sanctioned to an employee.

8.1 **Casual Leave:**

Casual leave may be granted up to a limit of ten (10) days in the calendar year, subject to the condition that not more than four (04) days, leave including weekly and gazette holidays at a time with the approval of Competent Authority; when casual leave is availed of in conjunction with holidays, these holidays may also be pre-fixed or suffixed with the permission of competent authority. The un-availed left-over leave shall, however be lapsed at the end of calendar year.

8.2 **Annual Leave:**

- (i) The entitlement of annual leave for the employee is maximum twenty (20) in a calendar year calculated at the rate of maximum 2 days for every calendar month and it shall be credited in the leave account of the employee, however, the leave cannot be claimed as a matter of right. The leave may be granted in following manner:
- (ii) The annual leave shall be allowed only after the completion of probationary period of three months and regularization / confirmation in service;
- (iii) The annual leave may be accumulated upto maximum forty (40) working days;
- (iv) The annual leave will only be granted, keeping in view the exigencies of organizational work load and could be scheduled to meeting the requirement of individual employee, as far as possible;

- (v) The authority reserve right to refuse or revoke the allowed leave or reduce the days in requested period, under the pressing situation.
- (vi) The employee shall not be allowed to engage in gainful employment during the leave period;
- (vii) The annual leave shall not be allowed; in case the employee has tender the resignation from the service or otherwise one-month notice from the competent authority;
- (viii) The annual leave shall be applied in 'Leave Application Form' duly forwarded by the respective head of department / supervisor, as the case may be, to the Human Resources Department, atleast two weeks before the date of earning the leave. The application will be reviewed for eligibility or otherwise and the concerned office will be informed accordingly.

8.3 **Leave on medical grounds:**

- (i) An employee is entitled for maximum ten (10) days leave on medical grounds with full pay & admissible allowances, subject to the incapacity due to protracted illness or injury, duly supported by the authenticated medical certificate, from recognized hospital or registered medical officer, as the case may be, which may be verified through Ziauddin Hospital after the recovery of the employee and rejoining the service;
- (ii) The leave beyond the allowed period maximum period of ten (10) days, will be counted as leave without pay, or as the case may be, decided by the Competent Authority;
- (iii) Submission of fake medical certificate or document for medical leave by the employee shall dealt with disciplinary proceeding.

8.4 **Hajj Leave:**

- (i) Every Muslim employee is eligible for the grant of Hajj Leave once in an employment period with full pay.
- (ii) The Hajj leave will be granted for a maximum period of ten days, on full pay

with admissible allowances.

- (iii) The application for Hajj leave shall be supported by the relevant authenticated documents or official intimation from the government, in case the employee has applied for Hajj under the government scheme.

8.5 **Ex-Pakistan Leave:**

- (i) The employee will be granted ex-Pakistan for study or research work abroad, by the Governing Body or Chancellor, as the case may be, on the recommendations of the Vice Chancellor
- (ii) Such leave will be allowed without pay and allowances or as decided by the Competent Authority in case, the employee is being sent by the university at its discretion to acquire latest expertise for the benefit of university;
- (iii) The employee shall ensure with the support of authenticated documents that such study or research work is related to the service of employee in university and the employee has completed at-least two years' service in the university;
- (iv) The employee will execute a legal surety bond, if desired by the authority to the effect that on completion of study / research work and return to the country, the employee will continue its service in the university;
- (v) The ex-Pakistan leave shall not be more than ninety (90) days. In exceptional cases, the leave may however, be extended for further period, subject to submission of authenticate proof of extension and with the approval of Competent Authority.

8.6 **Maternity leave:**

The leave shall be granted to a female servant on full pay for maximum period of sixty days, who has completed at-least one year of service and it shall be treated as leave admissible to and desired by the employee. The maternity leave shall not be granted more than three times in the entire service of the employee. Two times leave shall however, be allowed to part time employees only.

8.7 **Extra-ordinary leave (Leave without pay):**

- (i) Extra-ordinary leave may be granted to an employee on any ground upto a maximum period of two years at a time provided that the employee shall be in continuous service not less than ten years, if the continuous service is less than ten years and more than five years, then maximum period of six months may be granted to the employee, at the discretion of the competent authority.
- (ii) No extra ordinary leave shall be granted in case the total length of service is less than five years;
- (iii) The extra ordinary leave shall, be without pay and fringe benefit or as on the discretion of Competent Authority;
- (iv) The extra ordinary leave may be granted retrospectively in lieu of absence from the duty for any sustainable reasons, without pay and other fringe benefit.

8.8 An employee who fails to join service, after availing of sanctioned leave, shall be treated a absent from the duties, without pay and hence liable for the disciplinary action, unless the employee submits a cogent reason of the absent and post facto leave of extra period is allowed by the Competent Authority. In such case, double leave of absent period shall be deducted from leave account of employee.

9. **MEDICAL BENEFITS. -**

The medical facilities will be provided to the eligible employees and their eligible dependents, as per current Medical Benefits Policy, in vogue for the employee of university and Dr. Ziauddin Hospitals.

10. **PROVIDENT FUND (to be maintained by financial department)**

Rules & Regulations:

These rules are intended for the purpose of establishing the Fund as a "Recognized Provident Fund" within the meaning of Chapter IXA of the Income Tax Act and shall be

deemed to have come into force and operation.

I. Preliminary

1. (1) There shall be a Board of Trustees of Ziauddin University Employees Provident Fund with the following:
 - (i) Chancellor, Ziauddin University Chairman.
 - (ii) Vice Chancellor, Ziauddin University Member.
 - (iii) The Registrar, Ziauddin University Member.
 - (iv) Two Members of Governing Body (to be nominated by Chancellor). Members.
 - (v) Two representatives from amongst the Employees of the Ziauddin University, One from Teaching staff and one from non-teaching staff (to be nominated by Vice Chancellor). Members.
 - (vi) Director Finance, Ziauddin University. Member/Secretary.
 - (2) Nominated Members shall hold the office for a period, as prescribed by the Chancellor;
 - (3) An employee shall subscribe every month to the Fund except when the employee is on extra ordinary leave without pay.
 - (3) Amount of Provident Fund will be initially deducted from the salary of employee, as may be prescribed on monthly basis. The university will contribute the matching amount from the date of registration of employee for provident fund.
2. No employee who has not completed three years' services from the date of commencement of Rules shall be entitled to University contribution and shall receive only his / her own deposits in the fund with interest accrued thereon.

3. Where a subscriber resigns before rendering three years' service or dismissed the contribution by the University as well as the interest accrued thereon shall lapse to the University.
4. (1) The deposit and contribution with interest thereon at the credit of a subscriber shall be payable in full and shall be finally withdrawn on his/her ceasing to be an employees or his/her death;
- (2) The payment will be made within three months from the date of retirement, resignation, or death of subscriber and if payment is not claimed within three months, no interest shall be accrued beyond that period.

II. Nominations

5. (1) A subscriber shall, as soon as may be after joining the fund, convey to the Director Finance, in prescribed form for nomination, conferring on one or more persons the right to receive the amount that may stand to the employee's credit in the fund in the event of the employees' death;

(Provided that if, at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the member of his family)

- (2) If a subscriber nominates more than one person under sub-clause (1) he / she shall specify in the nomination form the amount or share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his/her credit;
- (3) A form of nomination submitted by a subscriber is revocable at any time provided that the subscriber shall send a fresh nomination made in accordance with the provision of sub-clause (1) and (2). A fresh nomination shall be operative only on being received by the Director Finance;
- (4) When a person named in a Form of nomination dies before the subscriber, the nomination will, in the absence of a direction to the contrary in the form of nomination become null and void of that person;
- (5) Where the subscriber leaves a dependent or dependents, but no Form of

nomination in favour of any of them has been received from him / her, the amount shall be distributed among the legal heir or heirs, with the approval of Competent Authority;

- (6) The University will not be bound by, or recognize, any assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulation of subscriber who dies before retirement.

III- Advances from the Fund

6. (1) The Vice Chancellor may allow a subscriber to draw temporary advances from the fund which may ordinarily be granted on the following grounds: -
 - (i) To pay expenses incurred in connection with the illness of a subscriber or a member of his/ her family;
 - (ii) to pay expenses in connection with marriage, funeral or other obligatory expenses pertaining to the subscriber or members of his / her family;
 - (iii) to purchase or build a house for his / her personal residence; and
 - (iv) to meet any emergent expenditure at the discretion of Vice Chancellor.
- (2) The amount of the advance shall not ordinarily exceed three months' pay of the subscriber.
- (3) An advance shall under no circumstances exceed the amount of a subscriber's contribution.
- (4) Advance shall be recovered from the subscribers in such number of equal consecutive monthly instalments as the sanctioning authority may direct, but such number shall not be less than twelve, unless the subscriber so elects, or more than twenty-four.
- (5) In cases falling under sub-clause (iii) of Clause-6(1), advances shall be recovered in 48 monthly equal instalments unless the subscriber elects to make repayment in smaller number of instalments than that prescribed.
- (6) Recovery may not be made if the Vice-chancellor is so satisfied, while the

subscriber is on leave without pay or is in receipt of subsistence grant only.

- (7) The subscriber shall not dispose of the house purchased or constructed with an advance from the fund allowed to him under sub-clause (iii) of Clause 6(1) until the advance is repaid.
- (8) after the principal amount of the advance has been fully repaid, interest shall be paid thereon to be recovered in one instalment in the month following complete repayment of the principal amount.

IV. General

7. (1) The Director Finance shall furnish to every subscriber before 31st August each year, a Statement of accounts showing his / her opening balance, the deposits and withdrawals during the previous financial year and closing balance after addition of interest accrued. Any error in the Statement shall be brought to the notice of the Director by the subscriber for rectification.
- (2) The ledger and other accounts of the Provident Fund shall be kept by the Director Finance in a manner prescribed by the Governing Body or Competent Authority, as the case may be.
- (3) Auditors approved by the University shall audit the Accounts of the Fund annually together with the other accounts of the University.
- (4) The Provisions of the Provident Fund Act, 1925 shall apply to the Fund constituted under these rules.

By order of the Chancellor
Registrar
Ziauddin University
Karachi.



**THE ZIAUDDIN UNIVERSITY
EMPLOYEES (CONDUCT)
RULES**

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The purpose of these Rules is to improve performance of the Ziauddin University employees and to maintain discipline in their working.

In exercise of powers conferred by sub-section (h) of Section 30 of Ziauddin Medical University Act, 1995, read with Ziauddin Medical University (Amendment) Act, 2003 (where under the word "Medical" deleted and read as Ziauddin University), the Chancellor of Ziauddin University is pleased to make the following rules:

1. Short title and commencement:- (1) These rules may be called the Ziauddin University Employees (Conduct) Rules.

(2) They shall come into force at once.

2. Extent of application. - These rules apply to all persons, whether on duty or on leave, within or without university, in connection with the affairs of the Ziauddin University or deputed to serve with any statutory body of the Ziauddin Group etc. in connection with the affairs of university.

3. Definition. - In these rules, unless and until there is anything repugnant in the subject or context –

(a) "university" means Ziauddin University;

(b) "controlling authority" means the Chancellor, Ziauddin University, or the case may be;

(c) "competent authority" the Chancellor, Vice Chancellor or officer authorized by the Chancellor or as the case may be, to exercise the powers of the competent authority under the rules;

(d) "employee" means a person who is the member of service in the Ziauddin University, on regular basis, a person appointed on tenured post or on temporary basis, but likely to be continued indefinitely. A person appointed on daily wages basis, part time employment, special assignment or consultancy shall not be treated as university employee.

(e) "Member of an employee's family" includes-

(i) Wife / husband, children, and step-children, parents, sisters and minor brothers, residing with and wholly dependent upon the employees; and

- (ii) Any other relative of the employee of his wife when residing with and wholly dependent upon him; but does not include a wife legally separated from the employee, or a child or step-child who is no longer in any way dependent upon him, or of whose custody the employee has been deprived by law.

4. Repeal of previous Conduct Rules. – On the commencements of these Conduct Rules, all the previous conduct rules shall stand repealed.

5. Acceptance of Foreign awards. - The university employee can accept foreign award, title or decoration, but with the prior intimation or post facto intimation in special cases, where the sufficient time is not available for intimation.

6. Public demonstration in honour of the university employee. - The university employee may attend such meetings to be held in his / her honour or presentation of addresses of which the main purpose is to praise him, under intimation to the authority concerned.

7. Subscription. - The university employee may accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever, without utilizing the university resources and university dedicated timings.

8. Lending and borrowing. – The university employee shall not lend money to, or borrow money from, or place himself / herself under any pecuniary obligation to any person within the local limits of his / her authority or any person with whom he / her has any official dealings;

Provided that the university employee may –

- (i) Deal in the ordinary course of business with joint Stock Company, in connection with sale and purchase of securities, registered in Stock exchange of the country, bank or a firm of standing or the Building Financing Corporation, in respect of personal loan, automobile loan, house building loan or credit / debit card etc., but all activities shall not come in any circumstances, under official obligations.
- (ii) Accept a purely temporary loan of small amount, free of interest, from a personal friend of the operation of a credit account with a bonafide tradesman.

9. Buying and selling of movable and unmovable property. - (1) The university employee, who intends to purchase, sale or dispose of by other means any movable or immovable property shall do without the involvement of the university in his / her private capacity, so far as financial transaction is concerned.

- (2) All transaction relating to purchase, sale or disposal of property referred to in sub-rule (1) with person who is an official subordinate of the university employee, shall be reported to the next higher authority.

Explanation: In this rule the term "property" does not include a plot or building which has been purchased first time for the resident of the university employee and his / her family exclusively, bonds, security or certificates purchased through public offer by a limited, semi-government organization or stock market etc.

10. Private trade, employment or work. – The university employee, without prior permission / approval of the university shall not engage in any trade or undertake, any employment or work, other than his / her official duties:

"Provided that the university employee without permission / approval, may under take honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the condition that these works shall not come in any circumstances, on way of the official responsibilities / duties of the university employee nor these conflicts/ inconsistency with his / her position or obligation. The university employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of authority concerned in university or the government, as the case may be".

Provided further, the university employee in lower pay scale may, without such permission / approval, undertake as small enterprise which absorbs family labour and where he does so shall file details of the enterprise alongwith the declaration of assets.

- (2) Notwithstanding anything contained in sub-rule (1) above, the university employee shall not associate himself / herself with any private trust, foundation or similar other institution without prior permission of the authority concerned and which is not sponsored by the university or the government, as the case may be.

11. Insolvency and habitual indebtedness. – (1) Ordinarily, the university shall not take any responsibility for the habitual indebtedness of university employee, which could have led to his / her insolvency, nor the university shall undertake to attach his / her monthly salary or the part of

salary towards the discharge of his / her debt. However, if the university employee is adjudged / declared insolvent or if his / her whole salary or its part is liable to be frequently attached for debt continuously for a period of six months, or is attached for a sum which, in ordinary circumstances, cannot be paid by him / her within a period of six months, he / she shall be presumed to have contravened this rule unless he / she proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he / she could not have foreseen or over which he / she had no control and has not proceeded from extravagant or dissipated habits.

- (2) The university employee who applies to be or is adjusted or declared insolvent shall forthwith report his / her insolvency to the university, as the case may be.

12. Unauthorized communication of official documents or information. - The university employee shall not in any circumstances, direct or indirectly share or communicate any official documents / information or the contents of the documents / information to any person not authorized to receive it or to media / press, until / unless specifically allowed / authorized for such act by the university, as the case may be.

13. Management etc., of News Papers or Periodical publications. - The university employee shall not own wholly or partly or conduct or participate in the editing or management of, any newspaper or other periodical publication, except with the prior permission of the university, as the case may be.

14. Radio Broadcast, Television Programme and Communications to the Press, - The university employee shall not ordinarily participate in a radio broadcast or television programme or contribute any articles or write any letter either anonymously or in his name or in any other name, to any newspaper or periodical publications, except he / she empowered with prior permission / sanction of authority concerned or in the bonafide discharge of his / her duties.

Provided that such permission / sanction shall generally granted with a condition such participation or contribution in radio broadcast, television programme or writing in press may not jeopardize the integrity of the university, government, the security of Pakistan or friendly relations with the Foreign States or to offend public order, decency or morality or to amount to contempt of court, defamation or incitement to any offence.

Provided further that in case the participation or contribution in radio broadcast, television or writing in press is purely for the cause of

improvement in literacy, artistic or scientific character or, in respect of a member of the teaching profession, relates to his specialized discipline, then no permission / sanction of authority shall be required.

15. Publication of information, public speeches and television programme capable of embarrassing university.- The university employee shall not publish any document or participate or make / deliver any statement in radio broadcast / television programme or public utterance, which is capable of embarrassing the university or the matters of classified nature or which amount to provocation of religious sect.

Provided that Members of the teaching profession may publish such articles, papers, letters, books and research material on the subjects related to their specialized discipline as do not offend against the provision of these rules.

16. Evidence before Committees. - The university employee shall not give evidence before a public committee, except with the prior sanction of the authority concerned. The evidence shall however, not criticize the policy or decision of the university, Central or Provincial Government. This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving answers, nor to evidence given in judicial inquiries

17. Taking part in politics and elections. – (1) The university employee shall not take part in, subscribe in aid of or assist in any way, any political activities / movement in Pakistan or relating to the affairs of Pakistan, contravene to the ideology of Pakistan. Nor the university employee shall be member of any political party or canvass for any political party or use his influence or take part in the election to a legislative body in anywhere in country, unless and until with assurance that such activities shall not come on the way of his / her duties / responsibilities in the university and under the intimation to university authorities.

Provided that the university employee may exercise his right to vote in case he / she is registered voter by Election Commission of Pakistan. He / she shall, however, not disclosed his vote to any contesting member, to whom he / she has voted.

- (2) The university employee who issues an address to electors or in any other manner publicly announces himself / herself or allows himself / herself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of sub-rule (1) to have taken part in an election to such body.

- (3) Any question arises, whether any movement of activity falls within the scope of this rule, the decision of the authority concerned thereon shall be final.

18. Propagation of Sectarian creeds, etc. - The university employee shall not propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favoritism which are likely to affect his / her integrity in the discharge of official duties and to embarrass the administration or create feelings of discontent or displeasure amongst the university employees in particular and people in general.

19. Prohibition in expression of view against ideology of Pakistan and to take part in public demonstration. - The university employee shall not express his / her views detrimental to the ideology or integrity of Pakistan. Nor he / she shall take part or in any manner assist any public demonstration directed against the university / government decision or policy or permits any dependent member of his / her family to do so.

20. Nepotism, favoritism and victimization, etc.- The university employee shall not indulge and allowed in provincialism, parochialism, nepotism, favoritism, victimization or willful abuse of office.

21. Use of Political or other influence. - The university employee shall not bring or attempt to bring political or other outside influence, directly or indirectly to bear on university or any university employee in support of any matter, claim arising in connection with his service, as such.

22. Maintenance of office decorum and punctuality. - (1) The university employee shall observe the office decorum / maintain the discipline in attendance in office in accordance with instructions thereon by the appointing authority concerned and keep the record and furniture in tidy and neat condition.

- (2) The university employee shall responsible and maintain the punctuality in attendance and leaving the office in accordance with the prescribed time schedule, late coming and late sitting in office shall not be allowed unless in exceptional cases. Continuous late comings and late sittings in office, without cogent reason, shall amounts to misconduct and be dealt with under relevant law, accordingly.

23. Approaching Foreign Missions and Aid-giving Agencies. - The university employee may approach, directly or indirectly, a foreign Mission in Pakistan or any foreign aid-giving agency in Pakistan or abroad to secure for himself / herself invitation to visit a foreign country or to elicit offer or training facilities under intimation to the univeristy authority concerned.

24. Delegation of Powers. - The university or authority, as the case may be, through general or special order may delegate to any officer or authority subordinate to it, all or any of its powers under these rules and may by such order, prescribe the channel through which reports shall be made to the university / authority, as the case may be.

25. Rules not to be in derogation of any law, etc. – Nothing in these rules shall derogate from the provisions of any law, or of any order or any competent authority, for the time being in force, relating to the conduct of university employee.



ZIAUDDIN UNIVERSITY EMPLOYEES (Efficiency & Disciplinary) RULES

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The purpose of these Rules is to improve performance of the Ziauddin University employees and to maintain discipline in their working.

In exercise of powers conferred by sub-section (f) of Section 30 of Ziauddin Medical University Act, 1995, read with Ziauddin Medical University (Amendment) Act, 2003 (where under the word "Medical" deleted and read as Ziauddin University), the Chancellor of Ziauddin University is pleased to make the following rules:

1. Short title, commencement and application. - (1) These Rules may be called the Ziauddin University Employees (Efficiency & Disciplinary) Rules.

(2) They shall come into force at once and shall apply to all university employees.

2. Definition. - In these rules, unless the context otherwise requires: -

(1) "*university*" means Ziauddin University;

(2) "*employee*" mean employee appointed in the university on regular or temporarily (likely to be continued indefinitely) basis, but not appointed on daily wages basis, part time basis, contract basis, or otherwise;

(3) "*accused*" means a university employee against whom the disciplinary proceeding is initiated under the rules;

(4) "*controlling authority*" means the Chancellor, Ziauddin University, or the case may be;

(5) "*competent authority*" the Chancellor / Vice Chancellor or any officer or authority designated by him, not being inferior in rank to the appointing authority, prescribed for the post held by the person against whom action is proposed to be taken, to exercise the powers of the competent authority under the rules;

(6) "*appellate authority*" means Controlling Authority;

(7) "*misconduct*" means conduct prejudicial to good order of service, such as unbecoming of an officer /official and a gentleman or involvement or participation for gain either directly or indirectly in industry, trade or speculative transactions or abuse or misuse of the official position to gain undue advantage or assumption of financial or other obligations to private institutions or persons as may cause embarrassment in the performance of official duties or functions;

(8) "Penalty" which may impose under the rules.

3. Ground for penalty. – (1) Where a university employee, in the opinion of the authority:

- (a) inefficient or has ceased to be efficient for any reason or is guilty of being habitually absent from duty without prior approval or leave, despite repeated warnings; or
- (b) is guilty of misconduct; or
- (c) is corrupt, or may reasonably be considered corrupt because –
 - (i) he / she or any of his / her dependents or any other person through him / her or in his / her behalf is, in possession of pecuniary sources or of property, acquired during the university service for which he / she cannot reasonably account for, and which are disproportionate to his / her known resources of income; or
 - (ii) he / she has persistent reputation of being corrupt.
- (d) engaged or is reasonably believed to be engaged, in subversive activities, and his / her retention in service is prejudicial to national security or he / she is guilty of disclosure or official secrets of the university to any unauthorized person; or
- (e) has caused financial damages or defamation of university reputation with false allegation made through printing and electronic media or public speech etc.; or
- (f) convicted by any court of law on criminal cases or accused of any criminal charge / case, in which the law enforcing agency has sufficient proof / evidence of his / her involvement.

(2) Penalties: - The competent authority, after inquiry by the Inquiry Officer or Inquiry Committee constituted under section 5, may, notwithstanding anything contained in any law or the terms and conditions of service of such person, by order in the writing impose:

- (a) major penalties such as dismiss such person from service or reduce him to lower post or pay scale; or
- (b) Impose one or more minor penalty, such as:

- (i) Censure;
- (ii) with-holding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the rules or orders pertaining to the service or post;
- (iii) Recovery from pay of the whole or any part of any pecuniary loss caused to the university by negligence or breach of orders.

Provided that in this rule, dismissal from service does not the discharge of a person, appointed on probation, during the probation period or in accordance with the probation or training rules applicable to him.

- (3) Before passing an order under sub-rule (1), the competent authority shall:
 - (a) by order in writing, inform the accused official of the action proposed to be taken in regard to him and the grounds of the action; and
 - (b) give him / her a reasonable opportunity of showing cause against that action within fifteen days or writing such extended period as the competent authority may determine, or give second & final opportunity of showing cause, if deemed appropriate and personal hearing to the accused person, so as to exhaust justice;

Provided, that no such opportunity shall be given where the competent authority is satisfied that in the interest of security of country or any part thereof or the university, it is not expedient to give such opportunity.

Provided further, that no such opportunity shall be given where the accused is dismissed from service or reduced in rank on the ground of conduct which has led to a sentence of fine or of imprisonment or where the competent authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to give the accused an opportunity of showing cause.

4. Suspension. - A person against whom action is proposed to be taken under Rule 3 may be placed under suspension with immediate effect, if in the opinion of the competent authority; suspension is necessary or inevitable, for period of one month or a period, as determined by the authority concerned, which may be extended for further period with the reasons recorded thereon. The suspension period shall however, not be extended beyond two months. No pay shall

be given to the employee during the suspension period or as determined by the competent authority.

Provided that the competent authority, may in an appropriate case, for reasons to be recorded in writing, instead of placing such person under suspension, require him to proceed on such leave as may be admissible to him, from such date, as may be specified by the competent authority.

5. Inquiry Procedure. – (1) Subject to the provisions of sub-rule (2), the competent authority shall, before passing an order under sub-rule 2 of Rule 3 appoint an Inquiry Officer or Inquiry Committee to scrutinize the conduct of person in university service, who is allegedly to have committed any of the act or omission specified in Rule 3. The Inquiry Officer or, as the case may be, the Inquiry Committee shall:

- (a) communicate to the accused the charge and statement of allegations specified in the order of inquiry passed by the competent authority;
 - (b) require the accused within seven days from the day the charge is communicated to him / her to put in a written defence;
 - (c) inquiry into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witness against his / her; and
 - (d) hear the case from day to day basis and no adjournment shall be given except under special reasons to be recorded in writing and intimated to the competent authority.
- (2) Where the Inquiry Officer or, as the case may be, the Inquiry Committee is satisfied that the accused is hampering, or attempting to hamper, the progress of the Inquiry, the Inquiry Officer or Inquiry Committee, as the case may be, shall record a finding to that effect and proceed to complete the inquiry in such manner as deems proper in the interest of justice.
- (3) The Inquiry Officer or, as the case may be, the Inquiry Committee shall submit findings and recommendations to the competent authority within fifteen days of the initiation of inquiry.

- (4) The competent authority may dispense with the inquiry under sub-rule 1 if it is in possession of sufficient documentary evidence against the accused, or for reasons to be recorded in writing; it is satisfied that there is no need of holding an inquiry.
- (5) Where a person who has entered into plea bargaining under any law for the time being in force, and has returned the assets of gains acquired through corruption or corrupt practices voluntarily, the inquiry shall not be ordered:

Provided that show cause notice shall be served upon the accused on the basis of such plea bargaining to such person informing of the action proposed to be taken against him / her on the grounds of such action requiring him / her to submit reply within fifteen days of the receipt of the notice. On receipt of the reply, the competent authority may pass such orders, as it may deem fit.

6. Powers of Inquiry Officer or Inquiry Committee. - The Inquiry Officer or as the case may be, the Inquiry Committee shall have powers –

- (a) to summon and enforce attendance of any person and examine him on oath;
- (b) to require the discovery and production of any document;
- (c) to receive evidence of affidavits; and
- (d) to record evidence.

7. Procedure to be followed by the Inquiry Officer or Inquiry Committee. - The Inquiry Officer or as the case may be, Inquiry Committee shall, subject to any rules made therein, have power to regulate his / her or its own procedure for the fixing of place and time of sitting and deciding whether to sit in public or in private place, to act notwithstanding the temporary absence of any of its members, in case of Inquiry Committee.

8. Order to be passed upon finding. - Every finding recorded by the Inquiry Officer or, as the case may be, Inquiry Committee under Rule 5, shall, with the recommendation provided for in that rule, be submitted to the competent authority and the competent authority may pass such order thereon, as it may deem proper in accordance with the provisions of these rules.

9. Procedure of inquiry against university employee lent to any authority. – (1) Where the services of a university employee to whom these rules apply are lent to any authority other than

the place of appointment / posting, as the case may be, in this rule referred to as the borrowing authority shall have the powers of the authority for the purposes of placing him / her under suspension or requiring him to proceed on leave and of initiating proceedings against him / her under these rules:

Provided that the borrowing authority shall forthwith inform the authority concerned, which has lent his / her services, hereinafter in this rule referred to as the lending authority, of the circumstances leading to the order of his / her suspension or the commencement of the proceedings, as the case may be.

Provided, further that the borrowing authority shall obtain prior approval of the lending authority concerned before taking any action under these rules against the University employee, in officer rank.

- (2) If in the light of the findings in the proceedings taken against the university employee in terms of sub-rule (1), the borrowing authority is of opinion that any penalty should be imposed on him / her, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action, as prescribed in these rules.
- (3) Notwithstanding anything contained in these rules, the university may, by an order in writing authority to the borrowing authority, to exercise all power of any of the powers of authority or appellate authority in respect of university employee, whose services have been lent to the borrowing authority.

10. (1) Non-application of Rule 5. – The Rule 5 shall not apply in certain cases, such as,

- (a) Where the accused has been convicted by a court of law and sentenced to imprisonment or fine on the charge (s) involving more turpitude in which case the competent authority shall on the receipt of intimation of the conviction, make an order dismissing the accused from the service or reducing him in rank as it deem fit; provided that in case of conviction on charge (s) of corruption on the accused shall be dismissed from service.
- (b) Where the authority competent to dismiss a person from service, or to reduce a person in rank is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

- (2) Treating leave or suspension as duty on re-instatement. – If a university employee who proceeds on leave or is suspended under Rule 4 is exonerated of the charge or charges levelled against his / her or no action has been taken against him / her, a university employee shall be re-instated in service and the period of leave or as the case may be, suspension shall be treated as duty.

11. Appeal and Review Petition. - (1) A person who has been aggrieved by order of the competent authority for imposing upon him / her any major or minor penalty made under Rule 3 may, within thirty days from the communication of the order prefer an appeal before the Appellate Authority under relevant rules for.

Provided that where the order has been passed by the Controlling Authority, being competent authority, such aggrieved person may, within the aforesaid period, submit a review petition to the Controlling Authority, as the case may be.

- (2) The Controller being an Appellate Authority may, on consideration of Appeal, review petition and any other relevant material, confirm, set aside, vary or modify the order in respect of which such appeal or review petition is made within thirty days thereof.
- (3) The order on the appeal or review petition shall be comprehensive and passed after affording the personal hearing to the aggrieved person.

12. Appeal before judiciary forum. - Any person aggrieved by any final order under Rule 11, shall not be eligible to prefer an appeal to the judiciary forum.

13. Repeal. - On the commencement of the Ziauddin University Employees (Efficiency & Disciplinary) Rules, 2020, all the relevant rules in force are hereby repealed. The repeal shall, however, not affect the pending disciplinary proceeding before the commencement of such rules, or action taken under the previous rules.

14. Provident Fund and other benefits. - Notwithstanding anything contained in these rules, the payment of provident fund or other benefits to a person who dismiss from service or reduced to a lower post or pay scale under these rules shall, if admissible, be regulated in accordance with the law for the time being in force relating thereto.

15. Power to make rules / amendment. – The Chancellor or the Board of Governors of the Ziauddin University, as the case may be, may make rules and amendment in these rules, as may deem proper.



FINANCIAL POLICY

OF

ZIAUDDIN UNIVERSITY

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Financial Policies and Procedures

ANNUAL BUDGET

OBJECTIVE:

These policies and procedures governs preparation of annual budget, its monitoring / utilization and revision as an approved Final Budget.

BUDGET CALENDAR:

1. The budget process shall start from 1st January of each year, with the circulation of prescribe proforma (to be devised) of budget proposals for the next fiscal year to all Heads of departments / faculties. The proforma contain columns regarding comparative figures of:
 - a) Receipts during the current year and expected receipt during the next fiscal year with details of enrolled students in various disciplines / subjects or programs;
 - b) Current year allocation and budget demands (Development / Non-Development) for the next fiscal year under various heads of account; and
 - c) Expected expenditure / utilization (Development / Non-Development) of budgetary provision during the current year upto June 30 and during the next fiscal year budget, with progress, if any in percentage.
2. The target date of submission of proforma to Finance Department by the end of February
3. The Finance Department shall compile information as per columns of the proforma received from concerned departments, print out the provisional Budget Proposals which will be circulated to all concerned departments / faculties, for verification, addition and alteration, in the first week of March. The departments / faculties shall return the proforma to Finance Department before the end of March, positively
4. The preliminary meeting under the Chairmanship of Vice Chancellor will be held with the Heads of departments in the first week of April, to examine, consider and discuss the proposals in the light of changes through re-appropriation / SNE for current year with justifications, made by the departments, if any, not later than 30th April.

5. Then after another meeting under the Chairmanship of Vice Chancellor shall be held in Finance Department in the 1st week of May with all Heads of Department, to consider and finalize the Budget proposal for the next fiscal year. In the meeting the proposals of SNE and re-appropriation under various heads of account and savings if any, during the current year will also be finalized and to be submitted to the Finance and Planning Committee for review and make its recommendation of approval to Board of Governors.
6. The Board of Governors shall discuss and consider the budget in the light of recommendations made by the Finance and Planning Committee and accord its approval, in the meeting to be held upto 15th June. The approved budget then shall be submitted to the Controlling Authority for assent, not later than 30th June.
7. The new Budget shall now be circulated amongst all concerned accordingly with release of funds, for implementation, effective from July of the new fiscal year.
8. For evaluation and monitoring fiscal progress, the bimonthly, quarterly and half yearly meetings under the Chairmanship of Vice Chancellor shall be held in Finance Department at the end of the period to review release of allocation, expenditure and achievement physical progress in percentage during the period.
9. The quarterly and half yearly progress reports will be submitted to the Governing Body for consideration and approval which will then to be submitted to Chancellor for perusal and orders,if any.
10. Effective monitoring and evaluation system shall be ensured, in order to achieve viable targets.

BUDGET RESPONSIBILITIES:

1. The Finance Department shall be responsible to:
 - Ensure the budget is monitored as a continuous process and that income and expenditure are maintained at levels, as an outlined in that budget.

POLICIES:

1. The operational and functional targets are properly established and monitored. Each and every head, sub-head of account shall be properly identified with estimated cost, target of

expenditure and achievements during the current budgetary year and in case of further extended period, escalating cost shall be appropriately mentioned.

2. The allocations of new budget shall be made, keeping in view the allocations made during the current / previous year and shall be evaluated in accordance with the future demand.
3. The significant variances shall however, be brought to the notice of Vice Chancellor by the Finance Department.

PROCEDURE:

1. All operating departments shall be required to complete each and every column of the budget proposal proforma.
2. Proposals for head of accounts in accordance with the approved programs for the year.
 - a. Number of students indicated in the agreement with records.
 - b. Proposals will be reasonable, as compared to the current year's budget and actual expenditures to-date.
 - c. Expenditures shall be realistic and not be included merely only on the basis of previous year's budget.
 - d. Redundant activities should be curtailed.
 - e. Realistic cost escalation adjustments shall be provided.
 - f. Fixed assets proposed to be acquired are backed by adequate justification and tentative cost estimates.
 - g. Stores / stock in hand are reflected in proposed procurement plans.
 - h. Expenditure shall not be prima-facie extravagant.
 - i. Acquiring of items on rent shall be avoided, in case the purchase could be comparatively cheaper.

3. The Finance Department shall:
 - a. Ensure that the program costs for each department are computed using the information in budget proposals, submitted and applicable cost drivers.
 - b. Enter the data from budget proposal proforma in to main budget data file for compilation.
 - c. Compute on aggregate as is expected revenue for the budget period by using the following information:
 - i. Number of students enrolled and expected to participate in the various academic programs.
 - ii. Fee structure proposals for the budget year.
 - iii. Admission policy for the budget year.
 - d. Review the comparative extracted summaries with the individual proposals and calculations provided by the relevant departments.
 - e. Incorporate the corrections and observations, provided in the summaries and extract the draft Budget for submission to the FPC.
4. In the preliminary annual budget meeting to be chaired by the Vice Chancellor, following particular points shall also discuss:
 - a. The overall financial position of University.
 - b. Financial results for the current year, significant variances, and reason thereof.
 - c. Special instructions and guide lines issued by the HEC and Governing Body.
 - d. Ongoing capital / development projects and priorities for their allocation / expenditure for the year.
 - e. Key priorities for academic programs.
 - f. Key common services and programs, expedient to be launched.

- g. Policy for continuation or curtailment of subsidies for programs presently provided by the University.
 - h. Changes in budgeting procedure and proforma from previous year.
5. The overall position of the budget shall be monitored on bimonthly, quarterly and half yearly basis by the Finance Department and reports shall be submitted as per prescribed proforma with written commentary to the FPC & Governing Body.
6. Any changes in the Budget within the financial year i.e. Budget re-appropriations shall be made after FPC& Governing Body approval.

CAPITALIZATION OF FIXED ASSETS

PURPOSE

To establish guide lines for capitalization of asset of Ziauddin University, Karachi, their maintenance, transfer / disposing and calculation of depreciating value.

POLICY:

Fixed Asset plays an important role in the development of the University and represent the significant resources of investment. This policy establishes the standards and procedures for ensuring that:

1. The inventory of fixed assets of the ZU shall be maintained, for the appropriate control and safeguard of the assets.
2. The ZU accounting process for capital assets and their depreciation are in accordance with the guidelines and objectives of ZU management viz-a-viz International Accounting Standards.
3. The proper control procedures shall be followed for all fixed asset acquisitions, transfers and their disposals in order to maintain internal control of capital equipments and to assist in reporting.
4. The departmental Heads shall be responsible and accountable for proper maintenance of moveable and immoveable assets including office furniture and fixtures, equipments &

machinery, electronic equipments, Vehicles and any other fixed assets under their departmental jurisdictions and control.

5. The departmental Heads shall specifically ensure for retrieving of all ZU property, including fixed assets, from University employees, well before their departure from the ZU's employment.
6. Ultimate responsibility and monitoring the fixed assets shall rest to the respective department.

SCOPE:

This policy and procedure applies to all ZU capital assets based on the factors stated hereunder.

FIXED ASSETS DEFINITIONS AND GUIDE LINES:

The moveable and immoveable including tangible / intangible assets shall be acquired for their unlimited operational utilization beyond the calculated life period. Such as land, its development, construction and improvements of buildings structures their maintenance and rehabilitation, vehicles, machineries, equipments, infrastructures (Land associated with infrastructures should be reported, which will be other than the part of the cost of the related infrastructure assets). A Fixed asset is a capital asset that has a value equal to or greater than the capitalization threshold established for each type of asset. Capitalized assets are to be reported for the purpose of financial reporting.

FIXED ASSETS CLASSIFICATION:

The ZU possesses wide range of fixed operational tangible (immoveable and moveable) assets, which are broadly classified, as under:

- Land and its development
- Buildings / Building Structures.
- Machineries & Equipments.
- Computer and Accessories.
- Furniture and Fixtures.
- Motor Vehicles.
- Library Books.
- Sports Equipments etc.

INTANGIBLE ASSETS AND AMORTIZATION

- a. ZU possesses different types of intangible assets, including computer soft wares and license fees etc. Preferably the cost of which is directly associated with the economic benefit, for more than one-year utilization;
- b. Intangible assets are stated at cost less accumulated amortization and impairment losses, if any, these are amortized using the reduce balance method over the period of three years;
- c. Reflecting the pattern in which the economic benefits of the assets are consumed by the ZU.
- d. Amortization will be charged on the month of disposal.

ASSETS UNDER CONSTRUCTION:

Assets including under construction or substantially incomplete buildings structures, other structures, infrastructures, additions, alterations, rehabilitations, installations, maintenance and repairs, reflects the economic development activities.

Depreciation value shall not be calculated on the assets which are under construction / incomplete structure. The capitalization of under construction asset shall be effective after the submission of completion certificate from relevant project authority.

FIXED ASSETS RECOGNITION AND MEASUREMENT:

The capitalization of assets will include the net invoice cost of any vendor after compatible discounts, plus sales tax, freight charges and all other significant or necessary charges, to be included in procurement / purchase of an asset. Besides, the other capitalized costs may also be included i.e. initial inspection, testing, and installation costs and all related expenses. Expenditures that does not meet the Capitalization Criteria, their requirement must be expensed. The cost of contract maintenance on equipments and soft wares shall be expensed, when paid.

MINIMUM MONETARY LIMITS FOR CAPITALIZATION:

The minimum financial limit of item-wise capitalization, as fixed asset, is as follows:

(Limit in Pak Rs.)

Land / Land Development	all are capitalized
Buildings / Building Structures	all are capitalized
Machinery & Equipment (including cell phones, walky-talkies, A-Cs, splits, Fax Machine, Microwave Ovens, Refrigerators, Generators, Projectors, UPS, Paper Shredder etc.)	Rs.50,000 and above
Computer and Accessories (including laptops, PC's, storage, servers, network security devices all software)	Rs.50,000 and above
Furniture and Fixture (includes tables, cabinets, sofa-sets, partitions)	Rs.25,000 and above
Library Books	all are capitalized
Sports Equipment	Rs. 10,000 and above
Motor Vehicles	All are capitalized

OTHER FACTORS FOR CAPITALIZATION:

Life:

The item must have a useful utilization life of more than one year, by the University.

Nature:

The cost on procuring the item, the maintenance and repairs of capital assets, cannot be treated as expenses on Fixed Asset, even if they exceed the monetary threshold.

TAGGING OF FIXED ASSET BY THE USER:

- a. Addition form along with invoices on Fixed Asset, P.O Delivery Orders, acquired by the asset holder shall be forwarded to Finance Department, within 15 days, positively;
- b. A Fixed Asset Number tag will be generated by the Finance Department;
- c. The tag will be provided to the audit, who shall attach the same to the asset. However, the

requirement of tagging does not apply on items, such as on Car Tracking Devices, Networking equipment, small T Equipment / cabling, Cellphones, etc. which cannot be practically tagged.

FIXED ASSETS RECEIVED AS DONATION AND PROCURED AGAINST GOVERNMENT GRANTS:

1. When Fixed Assets are received as a donation or procured against any grants, for the specific purposes, these Fixed Assets should be identifiable in fixed asset register.
2. Donated property must be recorded at its estimated fair market value or cost of its acquisition, on the date of acquisition, after reasonable market survey.
3. The method used to appraise the value computed for gifts and donations should be based on a reasonable assessment. This method must be fully documented and maintained on file to support the value.
4. Fair market value to be made by procurement department.

DEPRECIATION POLICY:

1. Depreciation is charged / applied on the reducing balance method, where the cost of asset is written off, over its estimated service life.
2. Full month depreciation will be charged on the month of purchase, and no depreciation charged in the month of disposal.
3. Maintenance and normal repairs are charged to income and expenditure account, as and when incurred. Major renewals and improvements are capitalized and the assets, so replaced, if any are retired.

Fixed Asset Category Depreciation Method & Rate (per annum)

Land/Land Improvements.	No Depreciations
Buildings/Building Structure.	Diminishing Balance Method @5%
Machinery & Equipment	Diminishing Balance Method @20%
Computer and Accessories.	Diminishing Balance Method @33.3%
Furniture and Fixture.	Diminishing Balance Method @10%

Motor Vehicle.	Diminishing Balance Method @20%
Library Books	Diminishing Balance Method @20%
Sports Equipment	Diminishing Balance Method @20%

Note: A fully depreciated fixed asset will remain mentioned in the fixed asset register, until the fixed asset is retired from service.

IMPAIRMENT OF FIXED ASSETS:

The existing costs of Fixed Assets are assessed at each reporting date to ascertain, whether there is any indication of impairment. If any such indication exists, then the assets recoverable costs would be estimated. An impairment loss is recognized, as an expense in the profit and loss, for the amount by which the asset's existing cost exceeds its recoverable cost. The recoverable cost is the higher than of an asset's fair valueless cost to sell and value in use.

TRANSFER OF FIXED ASSETS:

1. The transfer of fixed assets between ZU locations or Campus should have no impact on its net book value. All assets are transferred at their net book value with no recognition of a gain or loss by the department, transferring the asset.
2. The transfer of assets will be reported to the Fixed Asset Accountant / Finance Department by store / Property Management Department or relevant project authority with the details includes description, asset tag No. (if applicable), serial number, current location, and the location that will receive the asset.
3. Laptops and desktop computers cannot be transferred directly between locations or other departments. Instead they must be returned to the Information Technology (IT) department, for inspection, data collection, and erasing of data before being given to a new user.
4. When an item of Fixed Asset is transferred from one user to another, whether in the same department or not, following procedure shall be adapted:
 - a) The formal Transfer Request form of fixed Asset will be submitted, duly approved by the head of transferor and transferee departments;
 - b) The formal Transfer Request form of fixed Asset shall be sent to the transferee. One copy of form will be sent to Finance Department, while another will be retained by

the transferor;

- c) The transferee, on receipt of request will verify the data and ensure that the fixed asset item has been received in good order. He / She should sign the original receipt and forward copy to Finance Department and the transferor;
- d) Finance Department will record the transfer of the fixed assets in the Fixed Asset Register only on the receipt of original copy of Transfer request of the transferee duly acknowledged indicating receipt of fixed asset by the transferee.

DISPOSAL & SALE OF FIXED ASSETS:

Purpose:

To properly accounting for the disposal of University owned equipments.

Disposal of Fixed Assets:

Non-disposal of obsolete or excess equipments, which are unnecessarily occupied space and economically not viable rather to deprives the institute of income. University is, therefore, encouraged the disposal of such assets / equipments, subject to proper checks, so as to ensure that these items could not be utilized by any other establishments of ZU.

Factors needs to be considered are:

1. Request for disposal of items shall be generated by the relevant Head of department to Registrar office, disposal of items shall be based on a fair assessment of current market value of each item and subject to the condition of the equipment by supply chain / Property Management Department (PMD).
2. The decision shall be under taken, using external evaluation services, if required, for example specialist items.
3. The Head of department / Property Management Department (PMD) shall also take into the consideration:
 - i. The original purchase price;

- ii. The age of the equipment;
- iii. An assessment of utilization of the equipment and of its possible current market value;
- iv. Consultation with Finance Department and Information Technology Department (in the case of IT equipments) shall be essential;
- v. All data storage devices must be reformatted to erase all contained, prior to disposal.

Disposal Process:

If any item is identified by the Head of department as being obsolete, completely damaged beyond repair, become junk or if repairable, but the repair cost could be higher, compared to original cost of item, and propose to dispose of such asset, the department must take the following steps:

- a. Obtain written authorization to dispose of such item from the Registrar and the Vice Chancellor of University.
- b. Complete the Asset Disposal request and transmit the same to Finance Department.
- c. Property Management Department will advise Finance Department for disposal process. The Finance Department will review the request and approved, if it is found appropriate. In such case, audit department will be advised to remove the tag from the equipment and send it to the Fixed Asset Department.

Reasons for disposal:

Item scanner be available for disposal, because they are:

- a. Required to be disposed of under a particular policy e.g. motor vehicles;
- b. No longer required, due to changed procedures, functions or usage patterns;
- c. Occupying storage space unnecessarily and not being needed in the near future;
- d. Reaching their optimum selling time to maximize returns;

- e. Found to contain hazardous materials;
- f. Beyond repair but able to be sold for scrape.

Custodian of Assets:

In case of theft of any asset item, an FIR should be launched in the nearest police station immediately with complete details. The Registrar office, PMD / IT Department shall be informed in writing about the incident on the date of occurrence. The employee shall fill the incident reporting form available on portal, immediately in case of theft or damage.

Options for the Disposal of Assets:

Assets identified for disposal may be dispensed with using the procedures listed below:

- Sale by Tender;
- Sale to Staff;
- Donate to a community service or organization; and
- Scrape Sales.

The most appropriate choice for disposal option, will normally be influenced by the nature of the goods for disposal and by their location viz-a-viz market value. In all cases, assets disposed of should however, be reported on an "Asset Disposal Request" to ensure that the disposed assets are removed from the University's Fixed Asset Register.

Asset Disposal Forms & Fixed Asset Register:

- 1) It is essential that the disposal of any asset disposals are correctly handled, to ensure transparency and accountability.
- 2) Asset disposal request should be recorded the authorization of the disposal by the appropriate staff and the assessment of value or values achieved by it. Any departmental disposal of an asset, whether the sale by tender, sales to staff, donation and scrape sales etc., must be provided in written advice to the Finance Department.
- 3) The ZU Assets Register will require updating to remove the assets following the receipt of the appropriately authorized Asset Disposal Request.

FINANCIAL AND PHYSICAL CONTROL:

1. Physical Inventory of the Fixed Assets should be carried out on the cyclical basis (Perpetual Inventory), according to formal plan, once in a two years. The physical inventory should be reconciled with the Fixed Asset records and adjusted, accordingly by the audit department.
2. Each department will be notified by the audit department of the counting procedures and the dates of the physical inventory. Fixed assets that are not accounted for after the physical inventory shall be investigated, reported to the appropriate Department Manager and based on the value of the write-off, the appropriate level of Management shall be informed.
3. Following are the important aspects, which requires the maintenance of proper record that helps in preparation of the Financial Statements:
 - i. Periodical reconciliation of the underlying fixed assets record with the accounting record (General Ledger);
 - ii. Reconciliation of the periodical physical inventory of the Fixed Assets with the fixed assets record;
 - iii. Determination of Cost and Accumulated depreciation of each fixed asset, it matches the time of disposal and or retirement.

FIXED ASSETS RECORDS:

Adequate item-wise record of fixed assets should be maintained which at the minimum, must indicate the following:

- a. Detailed description of each item;
- b. Original cost of the item;
- c. Date of its acquisition;
- d. Classification of the Item;
- e. The rate of depreciation; and
- f. Accumulated depreciation.

INSURANCE OF THE FIXED ASSETS

Fixed Assets under the custody of the ZU should be adequately insured particularly for the fire and theft. The Cost of the Fixed Asset for the Insurances should be ascertained by the Property Management Department, any change, due to impairment and revaluation should be adjusted, accordingly.

Fixed Assets Additions Form:

Fixed Asset Category: -----
Fixed Assets Description: -----
Requesting Department: -----
Cost of Fixed Assets: -----
Other Charges (Capitalized): -----
Total Cost of Assets: -----
Vendor Name: -----
Purchase Order Number: -----
Payments Details: Cheque No -----Amount-----
Fixed Assets Tag Number: -----
Fixed Assets Custodian: -----
Head of Requesting Department: Signature: -----
Head of Procurement Department: Signature: -----
Head of Store Department: Signature: -----
Head of Administration Department: Signature: -----
Head of Finance Department: Signature: -----
Remarks-----

Fixed Assets Transfer Form:

Fixed Asset Category: -----
Fixed Assets Description: -----
Fixed Assets Tag Number: -----
Transfer from Department: -----Transfer to Department: -----
Transfer from Campus: -----Transfer to Campus: -----
Transfer from Location: -----Transfer to Location: -----
Requested by: -----
Approved by: -----
Fixed Asset New Tag Number: -----
Fixed Asset Cost: -----

Fixed Asset Accumulated Depreciation: -----
 Fixed Assets Written Down Value: -----
 Fixed Assets Custodian: -----
 Head of Transferor Department: Signature: -----
 Head of Transferee Department: Signature: -----
 Head of Administration Department: Signature: -----
 Head of Finance Department: Signature: -----
 Remarks-----

Fixed Assets Disposal Form:

Fixed Asset Category: -----
 Fixed Assets Description: -----
 Fixed Assets Tag Number: -----
 Fixed Asset Cost: -----
 Fixed Asset Accumulated Depreciation: -----
 Fixed Assets Written Down Value: -----
 Fixed Assets Custodian: -----
 Fixed Assets Selling Price: -----
 Gain or Loss on Disposal: -----
 Mode of Disposal: -----
 Requested by: -----
 Approved by: -----
 Name of the Purchaser: -----
 Purchaser Address: -----
 Purchaser Telephone Number: -----
 Head of Requesting Department: Signature: -----
 Head of Administration Department: Signature: -----
 Head of Finance Department: Signature: -----
 Remarks-----

TAXATION:

OBJECTIVE:

To comply with all applicable tax regulatory requirements, in respect of tax chargeable to employees and all payments made to third Parties / Outsiders.

EMPLOYEES' TAXATION POLICY:

- a. The University shall comply with all applicable regulatory requirements, as per the Income Tax Ordinance, 2001 or any prevailing law.
- b. The Director Finance keeps abreast fall tax legislation having an impact on the financial transactions and on University's financial results.
- c. Significant exposures of the University under currently applicable tax legislation include:
 - i. Responsibility to deduct income tax from payment to employees as prescribed under the Income Tax Ordinance, 2001 and any changes made in the Federal Budget, each year;
 - ii. Submission of statement of income tax, withholding tax etc., as prescribed under the Income Tax Ordinance, 2001 or any other prevailing tax law / regulations;
 - iii. Submission of any other statements or returns required to be filed under the Income Tax Ordinance, 2001 or any other prevailing tax law or regulations;
 - iv. Deposit the tax deducted, at source, in Government treasury within the prescribed time;
 - v. Income Tax shall be deducted from any payment made to permanent / contract staff, at the applicable tax rate.

PROCEDURE:

1. At the commencement of each financial year, HR shall calculate and assess, whether the employees' salaries are subject to Income Tax, as per tax slab, applicable for the current tax year.
2. The Finance Department will provide yearly tax slab to HR Department for updating the payroll system. The HR shall therefore, provide comprehensive tax calculations and other relevant details in respect of annual taxable income, annual tax liability and tax returns, as applicable in the law and as approved in the Annual Federal Budget to the internal audit department who shall ensure the accuracy of all the data and calculations.

3. HR department shall update when salary income is increased, due to increments and other allowances or fringe benefits are paid.
4. Withholding tax shall also be adjusted on the increase of salary, accordingly.

DEDUCTION AND DEPOSIT OF WITHHOLDING TAX FOR GOODS AND CES:

1. Income/sales tax shall be deducted from bills of suppliers, contractors and services providers under the provision of the Income Tax Ordinance, 2001.
2. Income tax deducted at source from the suppliers of goods and services shall be deposited in Government Treasury within the prescribed time.
3. Finance Department shall file the details of tax deposited electronically each month within the prescribed time.
4. Finance Department shall issue certificates of withholding tax deducted for outsider goods and services and HR Department provide such details for salaries of employees, and tax deducted on portal.
5. The Institute shall obtain expert advice on tax matters from the tax practitioner / Professional, whenever required.

PAY ROLL:

OBJECTIVE:

Salaries, wages, and associated benefits constitutes a significant portion of the University's overall expenditures (non-development budget), and are subject to regulations approved by the Governing Body and imposed by the provincial government and other agencies. The University has established compensation structures, systems and processes to promote compliance with all applicable regulations and its own fiscal management responsibilities and objectives.

POLICIES:

1. This policy describes the University's payroll process by employment classification, payroll schedules and payment methods. It includes the policy for allowances and other benefit as well as payroll deductions.

2. Finance Department relies on Human Resources Department, who is primarily responsible for providing basic information relating to employment, fixation of salaries, remunerations and other fringe benefits. Moreover, they are also responsible for ensuring that salary and wage payments are authorized in accordance with established policies and are appropriate within the annual budget approved by the Governing Body. The audit department shall verify all the mentioned details before providing information to finance.
3. Payroll comprises regular, contract and adhoc employees.
4. All payments to faculty (Full time and Part time) and staff members as well as to temporary workers, other than reimbursement of minor expenses, are made through the payroll.
5. Payroll for every month is reconciled with the preceding month's payroll for new appointments, resignations, terminations and retirements, increments, any other benefits given and deductions made and reviewed by the HR department.
6. Addition / deletion of an incumbent to / from the payroll is made with the approval of the Competent Authority.

PROCEDURE:

1) PAY ROLL PREPARATION:

- a. The HR Department shall intimate any changes in the salary structure of employees or any extraordinary payments / dues to the Finance Department upto 20th of every month.
- b. Addition of an incumbent to the payroll will be made by Human Resources Department.
- c. HR department will update leave availed, leave without pay, Medical and other benefits for the employees, if any. All these details will be verified by the audit department.
- d. Deletion of an incumbent from the payroll will be made on the receipt of retirement, resignation or termination letter alongwith the acceptance letter from the Human Resources Department as required under the rules.
- e. Salary of employee, leaving the University will be with-held for the last month served, and will be paid as a part of his / her final settlement.

- f. advising increments and changes in particulars of the existing employees from the Human Resources Department and any other instructions, duly approved by the competent authority shall be updated on the system for the payroll calculations.
- g. HR Department shall also send notifications / circulars issued by the Management, time to time in respect of salaries, allowance and other benefits for the ZU employees.
- h. Human Resource department also prepares a reconciled current month's payroll with the previous month's in respect to the following:
 - 1. Appointments;
 - 2. Cessations;
 - 3. Increments;
 - 4. Promotions;
 - 5. Adjustments;
 - 6. Deductions (Loan, advances etc.); and
 - 7. Any other charges from previous month.
- i. Before the monthly payroll disbursement is effected; payroll shall be verified and signed by the internal Audit and approved by Director Finance.

2) PAY ROLL DISBURSEMENT:

- a. Financial department will disburse the salary of employees by first of every month.
- b. Pay slips are available on the portal of employees, every month
- c. Hard copies of pay slips are also forwarded to only those employees who do not maintain email accounts or temporary workers etc.
- d. On the receipt of pay slip if the employee has not raised any question or objection on the pay, immediately, then the salary for the month will be considered, as final and correctly paid.

- e. In case of excess payment, made to the employee, it shall be recovered / adjusted from the next month pay or as deemed appropriate by the Director Finance. Simultaneously, it is also prime responsibility of the employee to immediately intimate the excess payment and return it, accordingly.

REMUNERATION TO ADJUNCT FACULTY:

- a. The Program Offices shall report the number of sessions taken by a visiting / part- time faculty along with invoices to HR.
- b. Finance Department shall process and release the payments on receipt of invoice.

ADVANCE AGAINST SALARY:

- a. Advance against salary shall be considered only in case of emergency need. (Death of a family member, hospitalization, etc.) and only once in a calendar year.
- b. Only one full monthly salary payable for the current month shall be allowed and to be paid in advance.
- c. The advance salary shall be considered after the 15th of each month.
- d. The advance salary shall be adjusted through three subsequent equal monthly installments.
- e. Finance Department will also ensure that there is sufficient leave is in balance / provident fund is available, as a security against the advance salary to the employee.
- f. The facility of advance salary shall be allowed only on completion of one year of service.

NOTE:

The employees who opt to resign from ZU or proceeding on long leave, shall not be allowed advance salary, as it will not be possible to recover the advance through the current month payroll.

FULL AND FINAL SETTLEMENT:

- a. The process of full and final settlement will start soon after the submission of resignation by the

employee to HR Department or the Institute terminates or refuses to renew the contract period of the employee.

- b. On receipt of resignation from the employee, the HR Department shall also provide a copy of resignation to Finance Department, for appropriate action i.e. stoppage of salary and other deductions etc.
- c. Employee shall have to submit the 'No Due Certificate / clearance certificate' on the acceptance of resignation.
- d. In case of the retirement of regular employee, including attaining the age of superannuation, the HR Department will send a notification to the Payroll Section of Finance Department, three months before the last day of his / her retirement date to prepare the details of the applicable dues including P.F. etc.
- e. As soon as the Finance department receives the No Due Certificate issued by all the HoDs, the payroll Section prepares the Final settlement of the concerned employee.
- f. Final payment shall be made through a Crossed Cheque of final payment included all dues and admissible deductions, in the name of the employee.

RECOVERY / ADJUSTMENT OF ADVANCES TO EMPLOYEES

OBJECTIVE:

To lay out transparent criteria for recovery / adjustment of advances to employees.

POLICY / PROCEDURE:

Advance against expenses is granted to an employee, when the circumstances requires immediate financing, to meet the operational needs, such as to:

1. Conduct any event such as testing activity, seminar, conference, workshop etc.
2. Make arrangements for transport, travelling, accommodations etc.

3. Provide bridge financing against approved or possible external funding by the donor.

Only one advance can be granted at a time to an employee-other than in case of exceptional circumstances.

ADJUSTMENT OF ADVANCE:

1. Employee shall submit proper bills / receipts of expenses after audit to Finance department immediately upon the completion of activity (for which the advance was granted).
2. The employee shall deposit remaining balance of advance, if any, to the Finance department, immediately.
3. Employee shall obtain certificate for clearance of an advance granted against the employee's name from the Finance department.

BRIDGE FINANCING CASES FOR ATTENDING CONFERENCE, SEMINAR, WORKSHOP, ETC.:

1. The employee shall obtain the consent of Dean / Chairperson & Registrar, in writing, on his / her proposal to attend the conference, seminar or workshop, etc. The proposal shall indicate the funding source for each type of expenses, such as registration fees, accommodation, air travel, etc.
2. Application should be prepared in accordance with the prescribed procedure laid down by ZU / donor.
3. Employee shall pursue the case himself / herself, till the decision, on application.
4. The bridge financing from ZU funds requires an approval by the Dean and Vice Chancellor of the University.

RECOVERY OF ADVANCES:

In case the employee has been unable to submit adjustment of advance within:

- 15 days from the date of completion of event or activity; or
- 15 days from the date of rejection of funding application, by the donor.

A notice of 15 days will be served to the employee for adjustment of outstanding amount by

Finance department through Registrar Office failing which be recovered from the monthly salary of an employee.

CREDITORS / PAYMENT TO THIRD PARTIES:

OBJECTIVE:

This policy and procedure governs the recording of liability against purchase of goods / services, execution of Contracts and for its payment. The ZU follows the accrual basis of accounting as applicable under prevailed International Accounting Standards. The operational currency shall be Pakistani Rupee for all types of payments.

POLICIES:

1. The liability against goods and services shall only be recorded, when the University has a legal or constructive obligation, as a result of past events, and it is probable that an outflow of resources will be required to settle the obligation, and a reliable estimate can be made of the amount of obligation.
2. All payments relating to suppliers, services providers, construction contractors or any other payments to any person outside the University, shall be made through crossed Cheque or transfer through banking channels (irrespective of the amount to be paid). In principal, no cash payment shall be approved or paid.
3. Payments shall be subject to deduction of withholding taxes as per Income Tax and Sales Tax Rules except where the payee submits certificate of tax exemption.
4. All purchase orders shall be placed in rupees except for foreign imports, in order to avoid any exposure to foreign currency fluctuations.
5. Payment of the invoices shall be made on payment authorization from the transaction authorities (or relevant purchase offices) duly verified by the Auditor.
6. The Individuals (including employees) shall be reimbursed the actual cost or expenses, which are incurred wholly, exclusively and essentially in the performance of their duties of or work exclusively for the University.

PROCEDURE:

1. The Finance Department shall receive the invoices, for goods supplied & services rendered

thereto, from the suppliers along with copy of delivery challan, work / purchase order and other supporting documents.

2. On the basis of invoice and supporting documents, the Finance Department shall process voucher with complete specifications as follows:
 - Debit account title and code
 - Amount of invoice
 - Adjustment of advance or security, if any
 - Description of expense
 - Purchase / work order number
 - Invoice number
 - Cost / revenue sources
3. Then the invoices shall be sent to the transaction authority for its checking and issue of payment authorization.
4. In case an original bill is misplaced, a duplicate invoice may be submitted, specifically marked as 'Duplicate'.
5. On the receipt of payment authorization in the Finance Department, the payment voucher shall initially be prepared with supported documents against that particular invoice, by the office.
6. The payment vouchers shall then be verified by the next higher authority in the Finance Department to ensure that:
 - All particular details have been given in the payment voucher;
 - Completion of the transaction as per relevant rules; and
 - The requisite payment has not been made, earlier.
7. After verification, the payment voucher, along with supported documents, shall be forwarded to the Director Finance, for the approval of payment.
8. The transaction authority is responsible for providing the supported documents required to process the payment.
9. After the approval of Director Finance, the payment voucher will be forwarded to the Auditor or Section to:

- i. Ensure that all laid down policies and procedures have been adapted;
- ii. Ensure that the unit prices have been correctly charged;
- iii. Review the cost comparisons (quotations), so as to ensure that the competitive bids were obtained and relevant rules have been followed;
- iv. Record his observations (if any) and return to the Finance Department for resolution of queries. When the queries are resolved or where there are no queries, signify his consent in the voucher, and then forward the payment voucher to Finance Executive-Payments for Cheque preparation;
- v. The audited payment voucher then shall be forwarded to the Accounts Section for preparation of Cheque;
- vi. The voucher along with the Cheque shall be submitted to the authority signature.
- vii. The Cheque shall be entered into the Cheque Register by the accountant for immediate onward distribution / delivery to the payee.
- viii. The Cheque shall be delivered to original payee or his authorized person only on the production of a written authorization letter bearing signature of the original payee and specimen signatures of authorized person duly verified, alongwith attested copies of CNIC, of original payee and authorized person. The receipt of Cheque shall be duly acknowledged in writing. The Cheque may also be sent through courier, at the official address of the payee.

DETERMINATION OF FEES' STRUCTURE, IT'S PAYMENT AND FEE REFUND POLICY

OBJECTIVE

To ensure the sound financial management, the ZU through regulations adapt the fees structure, to be charged from the students of University and conditions of the refund, if applicable.

PURPOSE:

This document therefore, defines the process related to the structure of fees, charging of fees to students, and refunds, if applicable.

SCOPE:

This policy of payment of fees and other optional charges is applied on all students, who are registered / enrolled in the university, such as:

- Admission fee and other admissible charges.
- Tuition fees.
- Penalty on fees / fines (Optional).
- Hostel Fee (Optional).
- Transport Fee (Optional)

DETERMINATION OF STUDENT FEES:

- a. The ZU shall fix, or specify a means by which the tuition fees shall be calculated or ascertained, for any course of study or training at the University.
- b. No any student shall be allowed to continue or to be enrolled in a course of study or training at the University, unless he / she has paid:
 - i) The tuition fee (fixed or calculated).
 - ii) All other charges prescribed by the University.
- c. The GB / FPC of the ZU shall approve the tuition fees structure for programs of study to be offered to students in any given academic year, as recommended by the Management of ZU. The recommendation for setting of fees shall be through annual budget of the University approved by FPC.
- d. In the annual budget of every financial year, the Finance Department shall present proposals for increment in the existing student fees structure, to the FPC for the subsequent approval by the Governing Body. On the approval of the proposal, fees shall be increased and adjust to the new level. The official public schedule shall be published, as soon as, is applicable, after approval.

CALCULATION OF FEES:

- a) All regular (Spring / Fall Semester) students shall be liable to pay fixed fee.
- b) All students shall pay their summer semester fees calculated on fee Challan normally based upon the number of enrolled subjects.

- c) Other approved fees charges which are not based upon subjects may be added to the fee challan, as applicable.

FEE PAYMENT:

Tuition fee shall be announced well before the commencement of the Academic Year. Vouchers shall be made available to the students through Campus Management System (ERP). Students shall make payments for the fee, due by the appropriate dead line, as mentioned on the vouchers and announced through notice. Payments can be made in one of the following modes:

- 1) Direct cash deposit into designated Bank;
- 2) Payment through Pay-order / Bank Draft in favor of university, as identified in challan / admission offer letter, to be submitted to Finance Department;

Any **student, who is defaulter in payment of any outstanding dues / fees for the previous semester (s) will not be enrolled for the next semester / academic year, until the previous all outstanding dues are fully cleared.** Further, if any student fails to pay all current dues, till the completion of the program, **No Provisional Transcript, Final Transcript or Degree**, will be issued, until the outstanding dues are fully paid.

PROCEDURES REGARDING REFUND OF FEES:

- The request for the change of program of study or withdrawal from a program or examination by the student, must be made in writing with cogent reason;
- The ZU reserves the right to call additional supporting information, before considering the changes in the course;
- Where the student's account has a credit balance which is clearly attributed to an over payment of fees, such balance shall be refunded in full;
- Refund of tuition fee is applicable to all students' i.e. regular (Spring/Fall) and Summer Semester;
- Fee shall be refunded in the following cases:

	SCENARIOS	POLICY TIMELINE
1.	Percentage of Tuition Fee: <ul style="list-style-type: none"> • Full (100%) fee Refund • Half (50%) fee Refund • No Refund 	a) 100% of the tuition fee shall be refunded within 15 days on the commencement of classes. b) 50% of the tuition fee shall be refunded within 15 to 45 days of the commencement of classes. c) No fee shall be refunded after 45 days on the commencement of classes.
2.	In case ZU cannot provide the offered academic study, for any reason	100% of the tuition fee shall be refunded.
3.	Change of program	Where the student allows to change a program, Variation of the fees shall be adjusted accordingly.
4.	Credit Balance	When there is credit balance in a students' account, due to over payment of levied charges etc., student may request for refund of the balance.
5.	In case the ZU with draws an offer of admission to a student	No tuition fee shall be refunded in case the student fails to provide complete and accurate information with the admission forms or found lateron before recognition of prior learning, or the enrolment.
6.	The student expelled from University, due to poor academic performance.	If any student paid the fee for future semester (not yet commenced) in advance, but fails to obtain minimum 2.0 CGPA criteria, in current semester, then 100% tuition fee shall be refunded. However, no fee of current semester shall be refunded, in which the student has not met the criteria of minimum 2.0 CGPA.
7.	Suspension or expulsion of student, due to failure in maintenance of good conduct or discipline of University.	If the student suspended or expelled from the University for any reason, the fee paid for current semester shall be forfeited. However, the fee paid in advance, for future semester (not yet commenced), if any, shall be 100% refunded.
8.	Freezing of Semester.	The tuition fee paid in advance for semester, but the student opted to freeze the semester, with the approval of administration. The paid tuition shall be adjusted for next semester.

EXCLUSION:

Cash payment shall not be accepted in University, from the students.

ONE TIME CHARGES:

The admission fee and Security Deposit will be 'one-time' charged with the tuition fee, at the time of Admission in any faculty of University. The admission fee shall be non-refundable, while the Security Deposit may be claimed by the student, after the completion of certificate / degree program, subject to production of 'No Due Certificate' from all the concerned departments.

INVESTMENT POLICY

OBJECTIVE:

To place the ZU and donors' funds based on the fund's spending obligations, objectives, and liquidity requirements.

POLICY:

The total ZU funds shall be invested with the commercial banks and Government securities as per the following limits:

<u>INVESTMENT</u>		<u>Threshold</u> Percentage of total available funds
01	Government Securities	No Limit
02	<u>With any Commercial Bank</u> For Short-Term investment having rating of A1+ For long term investment having rating of A+	Not exceeding 33.33% With one Commercial Bank.

1. Total funds shall be comprised of:
 - a. ZU Reserves and all operating Bank Accounts.
 - b. HEC Research / Projects funds.
 - c. Endowment / Scholarship funds.
 - d. Employees' funds.

PROCEDURES:

1. A monthly and periodic projected cash flow statement shall be prepared and reviewed particularly at the time of investments to ascertain the requirements of working capital and identify the surplus funds for investments.
2. For investment of ZU funds; Provident Funds and other funds from various donors, all leading banks having A1+ ratings shall be contacted to have the best bid and offered interest rates.
3. At the time of each maturity, the requests for offer letters shall be sent to all the leading banks maintaining the A1+ ratings.
4. The Finance Department shall follow and negotiate with those banks, who offers competitive better rates.
5. Based on the interest rate offers, a comparative sheet shall be prepared by the Treasury Section of the Finance Department.
6. The Director Finance shall forward the comparative sheet along with the suggestions for suitable investment to the Finance & Planning Committee (FPC) and Governing Body, for final approval of investment.
7. The FPC considers the market position of the commercial banks and on this basis, approves and recommends the placement of funds suitable for period of one month, three months or six months or more, as per the short terms / long terms investment objectives of the funds.
8. A comprehensive schedule of funds shall be prepared by the Treasury Section, showing the details of investments, period, rate of interest and date of maturity, to keep control over total investments made by the ZU.
9. The statement shall be reviewed and updated immediately, after every investment is placed or renewed.
10. On maturity of investment earned profit shall be credited in the books in the respective accounts.

MAINTENANCE OF ACCOUNTS:

SCOPE:

This policy governs the maintenance of books of accounts including bank accounts, for the purpose to carrying out the function and operation of ZU. This policy envisages to ensure that the University maintains an adequate financial control over its financial and accounting functions through the creation of a formal process for establishing and maintaining ZU accounts. These accounts must be at par with the International Accounting Standards (I.A.S), prevailed in Pakistan.

ACT PROVISIONS FOR MAINTENANCE ACCONT BOOKS OF ZU:

- a. The Governing Body shall be the policy making and executive body of the University, which have the following powers:
 - To cause proper books of accounts to be kept for all sums of money received and expended by the Institutes and for assets and liabilities of the University.
 - To consider and approve the budget estimates, annual research programs, annual reports and audited statements of accounts of the University.
 - To consider and approve the re-appropriation funds from one major head of expenditure to another with justification.
 - To enter into, vary, carryout, and cancel contracts on behalf of the University.
 - To receive and manage property, transfers and grants, bequests, trusts, gifts, donations, endowments and other contributions made to the University and to invest any fund representing such property, grants, bequests, trusts, gifts, donations, endowments or contributions in such manner, as it may deem fit.
 - To appoint External Auditors for the annual audit of the accounts of the University.
 - To oversee furnishing of yearly report on Annual audited accounts, reports on the activity of the University during the preceding year and such information submitted

to the Governing Body.

- b. The Vice Chancellor shall be the Principal Academic, Administrative and Financial Officer of the University and shall be responsible for proper implementation of the provisions of the ZU Act, rules, directions of the Chancellor, decisions of the Governing Body and execution of policies and programmes approval by it.
- c. The Vice Chancellor shall in an emergency, which is of the opinion requires immediate action, take such action, as may be considered necessary and shall thereafter, as soon as possible to report such action to the concerned Statuary Authority i.e. Governing Body, for post facto consideration and approval.
- d. The Director Finance shall:
 - Manage the property, finances and investments of the University and perform the duties, in a manner, as prescribed or as directed by the Statutory Authorities.
 - Prepare the annual and revised budget estimates of the University and present them to the concerned Statuary Authorities, for approval.
 - To ensure that the funds of the University are utilized for the purpose, for which they are provided.

INCURRENCE OF EXPENDITURE:

- a. The authority shall not incur expenditure or enter into any liability, involving the expenditure out of the ZU funds, unless the expenditure has been sanctioned by the Competent Authority (CA).
- b. No expenditure shall be made from the funds, unless a bill for its payment has been audited / cleared by the Auditor of the University, in accordance with the rules.

MAINTENANCE OF BANK ACCOUNTS:

- a. All money received on account of ZU Funds shall be kept at any of the banks authorized by the Governing Body for the purpose.

- b. All operating bank accounts shall be in the name of the ZU.
- In principle, the receipt of money in cash shall be avoided, as a matter of policy. Cheque / Demand Drafts / Pay Orders or Cash (in compelling situation), received by the Finance Department, shall be promptly deposited into the University Accounts, maintained in designated bank(s) within 16 working hours.
 - All payments (other than petty cash payments) shall be made by crossed Cheque only.

AUTHORIZATION FOR OPENING AND CLOSING BANK ACCOUNTS:

All bank accounts in the name of ZU will be opened, maintained or closed with the written approval of the Competent Authority, authorized by the Governing Body or Financial & Planning Committee (FPC). The FPC will submit regular reports to the Governing Body about opening and closing of any account for ZU. Maintenance of separate bank accounts for specialized banking operation or needs for institutional or departmental operation purposes, shall also be authorized by the FPC. Request to open or close University bank accounts must be submitted in writing by Director Finance or any authorized person and approved by the Vice Chancellor, ZU.

ADMINISTRATION OF BANK ACCOUNTS:

All bank accounts of University shall be closely monitored by Director Finance to ensure compliance with University policy and procedures. Finance Department shall prepare reconciliation statements of all bank accounts at the end of each month to control all receipts and payments taken place during the month.

FINANCIAL STATEMENTS:

- Financial statements shall be prepared on Bi-annually, Quarterly and half yearly basis and shall be submitted to FPC and Governing Body.
- Annual Financial Statements shall be prepared within three months of the closing of the financial year for submission to the FPC & Governing Body and other Authorities.

The Statutory financial statements shall be prepared in accordance with approved accounting standards as prevailed in Pakistan.

The significant accounting policies shall be disclosed in the annual audited accounts of the University and be approved by the Governing Body along with such Accounts.

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ZIAUDDIN UNIVERSITY

PROCUREMENT & INVENTORY POLICY

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PROCUREMENT POLICY

1. Process of Procurement Planning:

- 1) General Manager, Material Management Department (MMD) will prepare Annual Procurement Plan with input from all departments by October each year. The Procurement Plan will be reviewed by the MMD on need basis or after every quarter and revised plan will be submitted to the Finance Department, for Scrutiny before being referred to Governing Body / FPC or Controlling Authority. Steps for procurement shall be followed as under.
- 2) Department concerned will prepare Purchase Requisition for items and forward it to Material Management Department (MMD) along with cost estimates. The Purchase Requisition of items will also include complete specification of each item, quantities in numbers, required allied services etc., cost estimates, methods of Operational Acceptance Testing for acceptance and indicate officer / official responsible for Operational Acceptance Testing. Material Management Department (MMD) will prepare Invitation for Bids and place the advertisement on the web site / portal of Ziauddin University, indicating 30 days' deadline for submission of bids.
- 3) Bidding documents will be issued to the prospective bidders.
- 4) Bids shall be opened by the Bid Evaluation Committee of MMD on the last date for their submission as per Invitation for Bids.
- 5) Bid evaluation report will be prepared by the Bid Evaluation Committee. Responsibility of compliance for the goods / services to meet the required quality shall rest with technical member of the Committee.
- 6) Bids shall be valid for 90 days.
- 7) Bid security provided shall be valid for 120 days.
- 8) Contract shall be awarded to the lowest compliant / responsive bidder.
- 9) Bidders shall be required to submit performance security and sign the contract within 2 calendar days. Contract shall be signed by the General Manager, MMD or his authorized person, as the case may be.

- 10) General Manager, MMD will responsible to prepare monthly / bi-monthly or quarterly reports (as may be prescribed by Competent Authority) of procurements and furnish to the Finance & Planning Committee / Governing Body, on regular basis. They shall maintain record of all items procured by them and shall be responsible for audit.

2. Major Post-Procurement Processes:

- 1) Receipt of goods / services as per details given in Purchase Order / Contract by the official. This activity will be coordinated by General Manager, MMD.
- 2) Submission of Delivery Challan and Operational Acceptance Testing Reports to General Manager, MMD. In Operational Acceptance Testing Reports, the receiving authority will verify that received items are in accordance with the details given in Purchase Order and will recommend to General Manager, MMD for making payment to the party.
- 3) Recording of assets by General Manager, MMD.
- 4) For goods and services, the vendor will submit the invoice to Procurement Expert or the concerned department head. The officer/official responsible will coordinate with General Manager, MMD to collect Delivery Challan and Operational Acceptance Testing along with checklist (Pre-audited payment proforma), and will forward the case through General Manager, MMD to Finance Department, for payment.
- 5) For civil works, the contractor will submit invoice to Project Incharge or officer designated by the Controlling Authority for the Project. Who will record invoice or if anything is needed in the inventory and will verify completion certificate. The case will then be forwarded along with the relevant checklist through General Manager, MMD to the Finance Department, for pre-audit and payment.
- 6) The FD will forward the case to Accounts Officer (Pre-audit) who will review the case and ensure that all the requirements and laid down procedures and codal formalities have been fully observed.
- 7) In case of any shortcoming(s), Accounts Officer (Pre-audit) will ask the concerned Wing or department / MMD to satisfy queries / observations.
- 8) After satisfaction of queries / observations, the case will then finally be forwarded by the Accounts Officer (Pre-audit) with his clear recommendations, as to payment to the Finance

Department.

- 9) The Finance Department, if agrees to the recommendations of Accounts Officers (Pre-audit) for release of payment, will submit the case to Competent forum / Authority for approval. On return of the file, the FD shall enter the payment in the relevant register, to be maintained contract / Purchase Order wise, and update the ledger account already placed in the relevant contract file.
- 10) After approval of payment, Accounts Officer will prepare the cheques after deduction of withholding tax, if any etc., get it signed from the authorized signatories by submitting the same on original case file containing approval of the competent authority and hand over the same to beneficiary or its authorized agent, after completion of verification or dispatch the cheque to the beneficiary's address through courier service on the same day with acknowledgement due receipt. A copy of the letter forwarding the cheque to the beneficiary shall be endorsed to the MMD, as well as the concerned department head's office. The withholding Tax will automatically credit in the relevant tax account, immediately.

3. Operational Acceptance Testing (OAT):

- 1) The Material Management Department (MMD) will designate a team of three officers / officials (including one officer from the respective department, who is beneficiary of the purchase) for inspecting the items procured.
- 2) The authorities responsible for Operational Acceptance Testing will produce three copies of OAT Report and hand over the same to the General Manager or the designated officer / official of the concerned department / MMD. The original Operational Acceptance Testing (OAT) Report shall be forwarded to / retained by MMD and department concerned, as the case may be, for processing the payment. First copy shall be sent by the General Manager / designated official to the supplier, retaining the second copy with him.

4. Monitoring Performance / Contract Administration:

- 1) The Material Management Department (MMD) shall be responsible for custody, record keeping of all contracts and Purchase Orders and contract administration / monitoring of dates of completion/expiry and matters relating to extension.
- 2) Where an extension in any contract is required, the concerned department / MMD shall initiate

the proposal for extension for approval of the competent authority not later than three months before expiry of its original / extended date of completion.

5. Audit of Procurement:

Material Management Department / Finance Department / concerned department / office shall be responsible for audit of goods, services and works procured at their respective ends.

6. Warranty:

Equipments shall be purchased with standard warranty as offered by the supplier / manufacturer. Record of all valid warranties shall be maintained centrally by the General Manager, MMD. Profile of any asset transferred to any department shall also be forwarded to the respective user of the equipment / item who shall, in turn, keep the fact in view and claim the warranty, if the equipment / items become faulty / out of order during warranty period.

7. Record of Contracts / Purchase Orders:

- 1) Material Management Department (MMD) will make necessary arrangements for maintaining scanned copies of all contracts / Purchase Orders, so far entered into by MMD.
- 2) It shall also be ensured that every new contract / Purchase Order is scanned immediately, after it is signed and a proper record is maintained.
- 3) All contracts / Purchase Orders will be entered in a contract register and assigned a unique number – separately meant for contracts and Purchase Orders.
- 4) Material Management Department / concerned department, as the case may be, shall invariably forward the original copy of the contract / Purchase Officer to the Finance Department, while forwarding first invoice of the supplier for payment after receipt of the goods and their Operational Acceptance Testin

INVENTORY POLICY

8. Objectives of Inventory Control Policy and Procedures:

- 1) **Following are the objectives of inventory control policy and procedures:**

- a) To lay down the procedures for taking Assets on stock and issuance, utilization and availability for intended use;
 - b) To take preventive steps against misuse of Assets;
 - c) To maintain Assets in orderly and efficient manner; and
 - d) To ensure safety and security of Assets.
- 2) Applicable Scope:** This policy is applicable to all officers / officials, offices who are custodians and users of University assets, within inside or outside the University.
- 3) Responsibilities:**
- a) Responsibilities of General Manager, MMD:**

The General Manager, MMD shall be responsible for all University assets in the matters of:

- i) Safe custody, complete up to date and accurate record of receipt and issuance of assets;
- ii) Maintenance of proper record of assets under warranty given at the time of delivery;
- iii) Movement / transfer of all assets;
- iv) Disposal of surplus, obsolete and unserviceable assets;
- v) Arrangement of annual physical stock taking of the assets held in the Inventory as well as those issued to different departments / Institutes / offices and sites of the Project;
- vi) Arrangement of periodic Survey of the assets to ensure that the best interest of the university is served in the disposition of the Project assets; and
- vii) Codification of every asset to facilitate its identification as and when required, including physical stock taking.

b) Responsibilities of Persons / Offices Using the Assets:

- i) Every department, office, wing, section / site and / or officer / official of the University has an equal responsibility for care, custody, maintenance, record keeping, and control of all assets held under their control;
- ii) Up-to-date departmental records of all such assets shall be maintained by every department, office, wing, section / site and / or officer / official of the University;
- iii) A log book shall be maintained in respect of every asset involving regular maintenance / repair and expenditure incurred thereon. Assets like Photocopiers, Diesel Generators, Vehicles, Desktops, Laptops, Printers etc. are included in this category;
- iv) Similarly, a profile of each asset, containing complete particulars including warranty etc. and history of earlier maintenance / repairs along with expenditures incurred, shall be maintained. The document shall be duly attached while forwarding the proposals seeking approval to cases for repair/maintenance;
- v) No asset shall be moved / transferred from one department, office, wing, section, or site or by an officer / official to another except with prior formal information and permission of the General Manager, MMD or arranged by the MMD;
- vi) Every office / user of the asset shall send a report immediately on happening of one or more of the events mentioned below to the General Manager, MMD and Finance Director;
- vii) A complete report shall thereafter be forwarded to the above officers, not later than three (03) days after occurrence of the event along with necessary papers mentioned against each:
 - a. Asset Lost or Stolen – along with a copy of the FIR lodged with the nearest police station;
 - b. Asset Cannibalized – along with complete details;

- c. Asset Destroyed – along with cause of destruction;
 - d. Asset Relocated to another building / room – with complete details;
 - e. Asset Found (having previously been reported lost or stolen) – along with details;
 - f. Asset Transferred to Procurement Office – along with reasons for transfer;
 - g. Asset becoming Surplus;
 - h. Any other event concerning an asset considered to be worth reporting.
- viii) In case an item is no longer required for the purpose, for which it was got issued, the fact shall be intimated immediately to the General Manager, MMD who will advise its assistant or the designated officer / official of the concerned department, section, office or site etc. for a report in the matter. The asset shall thereafter be transferred to another department, section or office or site etc. where required, or returned to the MMD.
- ix) Any officer or staff member posted out of the Project shall also return the items issued to him in the like manner.

4) Inter-office, wing, section or site Transfer of Assets:

1. All assets shall be on permanent ledger under the charge of General Manager, MMD.
2. All requisitions for assets shall be addressed to the General Manager, MMD.
3. An Asset Transfer Advice shall be prepared by the General Manager, MMD's office for transfer of every asset to a requisitioning office, irrespective of the fact whether the same is issued from his own inventory or is being re-allocated from any other department, office, wing or the site of the Project. Three copies of the Transfer Advice will be prepared and distributed as follows:

- a. Copy (1): Requisitioning Department / Section / Office / Site– For record.
 - b. Copy (2): Transferring Department / Section / Office / Site – For record.
 - c. Copy (3): General Manager's Office – For record and required action.
4. The General Manager shall make entries in the Asset Movement Register to record current location of the item transferred.
 5. After the item has been accepted by the requisitioning office, it will be the responsibility of requisitioning office to take care of asset received and maintain its record in the Asset Register.
 6. Any asset requiring any maintenance / repair shall be reported to the MMD.

5) Requisition and Procurement of Assets:

1. The requisition for an asset shall be duly assessed by the officer in charge and forwarded to MMD. The requisition shall then be forwarded, with recommendations, to Finance Department, for further action who will ascertain inventory position.
2. If the requisitioned item is available in stock, it will be issued on Asset Issuance Form by the General Manager, MMD after obtaining necessary approval. If procurement is needed, then MMD will be requested to take the necessary action for procurement. In any case a formal receipt of the item(s) issued shall be obtained on Delivery Form.

6) Physical Stock Taking of Assets and Excess / Shortage Adjustments:

1. A physical stock taking of all assets shall be carried out in June every year by General Manager of MMD.
2. General Manager shall also carry out quarterly physical verification of all assets of the Project and forward the lists to the Finance Department for reconciliation with the financial record of these assets maintained by that MMD in the form of Assets Register.
3. All department, sections, office, site and / or officers / staff of the Office / Project

shall extend full cooperation to the General Manager, MMD in performance of above duties.

4. Based on physical counting, a list of excesses and shortages will be prepared by the General Manager, MMD. The Internal Audit Wing shall prepare a report of weaknesses in the system and make recommendations for improvement.
5. In some cases only a book-keeping adjustment may be required as some of the items might have changed their location and the record in the books may not have been updated.
6. Every other shortage and excess shall be thoroughly investigated by Internal Audit to determine reasons and propose the course of action.

7) Depreciation:

1. Finance Department in consultation with MMD shall record depreciation for each asset mentioned in the Assets Register in accordance with the prevailing policy in force.
2. The amount of depreciation for every item entered in the Ledger shall be calculated and recorded therein on a monthly basis to readily ascertain book value of any asset at the time of disposal of assets identified for the purpose.
3. Items fully depreciated shall remain in the Assets Register until they are actually disposed of as per laid down procedure under this Manual.

8) Maintenance, Repair and Up-gradation:

1. Any asset requiring maintenance, repair or up-gradation shall be reported in the format prescribed for Repair, Maintenance and / or Up-gradation, to the General Manager, MMD with a copy to Finance Department along with asset profile. A detailed description of the nature of maintenance, repair or up-gradation required in the opinion of the user / user department / Office / Site etc. shall also be recorded in a covering letter / office note.
2. In case of maintenance, repair or up-gradation of IT equipment, an IT Department shall be involved for need assessment and estimation of cost.

3. The General Manager, MMD shall coordinate with the Administration or Director Finance, as the case may be, in whose purview the proposed work falls.
4. Cost of maintenance, repair and/or up-gradation shall be borne as under:
 - a) By the Finance Department in case of normal wear and tear or up gradation.
 - b) By the user in case of proved negligence or mishandling of the asset after a fact finding inquiry or otherwise.
 - c) The concerned office and General Manager shall update profile of the relevant asset maintained in their offices. Similarly, cost and depreciation of the asset shall also be updated by the Finance Department in the Assets Register if it is considered that the expenditure incurred on its maintenance, repair and/or up-gradation has an effect of increasing its useful life.

9) Disposal of Assets:

Disposal of an asset shall be proposed / considered, if:

1. It has been declared as unserviceable or obsolete;
2. It has completed the useful life and the Assets Register maintained by MMD / FD shows zero book value;
3. Its maintenance / repair cost exceeds 60% of its replacement cost;
4. It has become beyond local repair within the country;
5. It has been damaged or destroyed, after the cause of damage or destruction stands duly investigated and responsibility, if any, fixed as per Asset Loss / Damage Report.
6. All disposal proposals shall be placed before the following Disposals Committee for recommendations:
 - a. Registrar of University - Chairman,

- b. Director Finance - Member; and
 - c. General Manager, MMD - Member
7. The General Manager shall prepare an Asset Disposal Advice. General Manager, MMD's office shall complete particulars of the asset while the other part meant to contain financial information like cost, accumulated depreciation and written down value shall be completed by Finance Department.
 8. Items identified for disposal shall be disposed of once a year. The Advice will be reviewed by an officer designated by the MMD / Incharge of Project.
 9. After approval of the Advice by the said officer, the General Manager, MMD shall arrange for an auction as per prevailed rules on the subject.
 10. A Comparative Statement of offers will be prepared by the office of General Manager, MMD.
 11. Only the highest offer shall be accepted for the sale of any asset.
 12. An item remaining unsold may be written off the records on the authority of an Adjustment Note to be prepared by the General Manager and approved by competent authority.
 13. Prior to removal from the office, the surplus computer equipment shall be sent to an Information Technology Department, where all data will be erased from the hard drive, shall be re-boot.
 14. All assets disposed of under this clause shall be charged off the relevant records on the authority of the approved Asset Disposal Advice.

10) Codification of Assets:

1. The General Manager shall assign a unique identification code / barcode to every asset immediately (within 24 hours), when received for the first time in Head Office or directly received at Department's Office or other offices, as per approved Codification Scheme.
2. An Asset Coding Form containing the following information shall be filled in and

recorded at the time an asset is codified as above:

- i. Name & description of the asset;
 - ii. Make, Model, Type and Manufacturer's Serial / Tag Number (Barcode);
 - iii. Specifications;
 - iv. Detail of accessories;
 - v. Detail of Documents i.e. Operational Manual, Use Guide etc.;
 - vi. Purchase order reference i.e. order number/Contract Agreement;
 - vii. Date of Purchase, price, warranty period etc.;
 - viii. Name of Supplier;
 - ix. Any other relevant information;
3. The code shall be marked at a visible place on the asset using an engraver or an irremovable sticker.
 4. The code number of the asset shall also be entered in the Operational Acceptance Testing (OAT) Report. The Finance Department shall, on receipt of copy of these documents, make necessary entries including the code number of the asset, in Assets Register maintained in that FD / MMD.
 5. The General Manager, MMD's office shall maintain the Assets Movement Register to record the quantities of assets received, along with code number of each item and the movement of such items from one department, section / office /site to the other.
 6. The General Manager, MMD's office and Finance Department shall reconcile the Assets Movement Register and Assets Register, maintained by them respectively, on quarterly basis.

11) Sensitive Property:

1. Sensitive Property means theft sensitive items that are highly desirable, costly and portable. Examples of sensitive property include computers, digital and video camera equipment, televisions, multi-media, VCRs, cell phones and all similar electronic items, etc.
2. It is highly desirable that complete record of these items including make, model, serial number, value, supplier etc. is duly maintained in the respective departments, sites offices and / or of the Project.
3. A Laptop Issuance Form shall be completed and signed by the officer / official of the department / officer / Project upon receipt of any new laptop or in the event that possession of the laptop is transferred to him / her from another officer / official of the office / Project. Prior approval of MMD shall be obtained for issuance of a laptop to any officer / official on the recommendation of the department / office concerned.
4. An IT person of the IT Department shall be approached to have all laptop parts and accessories checked to ensure that the laptop is returned to the MMD (General Manager's office) as a complete unit as issued.
5. In the event of reported theft of any such item, an FIR shall be lodged in the nearest Police Station immediately with complete details and MMD and Finance Department shall be informed in writing about the incident on the day of occurrence.
6. In case of items in custody of officers / staff of the Project, recoveries of its value shall be made from their payroll or through any other mode to salvage University interest.

12) Fittings and Fixtures of Buildings:

1. A proper Building Inventory shall be prepared in respect of all fittings and fixtures of a building at the time of taking over from the Civil Work Contractor after completion.
2. The officer of the Project taking over the building and an authorized representative of

the work contractor shall sign the said building inventory in token of agreement of the both.

3. A copy of the Building Inventory prepared as such shall invariably be forwarded to General Manager, MMD as well as to Finance Department.
4. Similarly, building inventories of all the existing buildings of the Project shall be got prepared by head of each office of the Project. Copies of the said building inventories shall be shared with General Manager, MMD and Finance Department.
5. General Manager, MMD shall then adopt the same procedure, in respect of all fittings and fixtures, as detailed in this Manual for assets acquired through purchase. Only difference would be that the fittings and fixtures shall be treated to have been delivered directly to the relevant building without being routed through inventory.
6. The General Manager, MMD shall arrange physical marking of the identification codes / barcodes on the fittings and fixtures of buildings at site.

13) Loss Prevention Measures:

In order to ensure prevention of loss of assets, one or more of the following measures shall be adopted by the responsible office, wing, section and/or person of the Project:

1. Ensure that all assets are clearly tagged with barcodes.
2. Using engraver, engrave the words "University Property, the name of the department and an identification code number".
3. Office machines may be cabled or bolted and locked to the employees' desks and stands to ensure a sufficient amount of protection.
4. A security room, closet, or cabinet with locking capabilities may be used to store any item(s) considered vulnerable to theft.
5. No asset shall be allowed to move out of an office unless prior approval of the competent authority of Administration Wing is duly obtained on a proper Gate Pass which shall invariably accompany the asset in question.

6. For internal control purposes, concerned offices / wings of the Project may assign a responsible person to ensure safety, upkeep and maintain record of assets and to perform interim counts physically. The officer / official shall be duly notified by the respective office and on transfer or change of charge shall duly notify the new officer / official responsible for the task, with close circuit TV provision.
7. Periodic review of security needs by respective offices / wings / sections / sites etc.

14) Reconciliation of Assets with Financial Record and Transfer to Ultimate Beneficiaries of the Project.

1. Before the assets installed / held in various offices of the University are formally handed over to the departments, sections, offices or sites, a complete reconciliation of all assets procured, shall be carried out with the financial / payment record maintained by the Finance Department.
2. Discrepancies, if any, shall be thoroughly investigated and made good from the officers / staff held responsible.
3. Final holdings of all the assets, as reconciled shall be entered in appropriate number of Stock Registers and or Equipment Ledgers for formal handing over to the concerned offices.



Annexures

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Format of Invitation for Quotations (IFQs)

No. _____

Dated: _____

1. M/s

2. M/s

3. M/s

4. M/s

5. M/s

Subject: Invitation for Quotation (IFQ) for Supply and Installation of

The Ziauddin University is intended to invite bid for the supply of followings articles / items / equipments or installation of -----for which the quotations are invited.

2. You are invited to submit your most competitive quotation for the Supply and Installation of the following equipment.

2.1 Equipment Specifications:

S. No	Equipment Specs	Quantity

2.2 Contact Person:

General Manager, Material Management Department, Ziauddin University.

Landline No: _____ Mobile No. _____ Fax No: _____

Email _____

Delivery and installation of equipment shall be required at following sites.

(Details of Departments, Offices, Sections or Sites, as the case may be)

2.3 Delivery/Installation period shall be 4-6 weeks after issuance of Purchase Order.

3. Bid Price

- a) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) The Prices should be quoted in Pakistani Rupees only.

4. Each bidder shall submit only one quotation.

5. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a) are properly signed; and valid for minimum 30 days;
- b) conform to the terms and conditions, specifications and warranty period; and
- c) the bidder has authorization from the manufacturer for offered brand for items under lot 1, for which equipment should be branded / originally assembled by the Manufacturer.

6. Award of Contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

6.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations, at any time prior to the award of contract.

6.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

7. Payment @ 70% of cost of contract shall be made upon provision of original delivery challans duly signed and stamped by the user/ MMD and 30% payment upon issuance of Satisfactory Performance Certificate duly signed and stamped by the user / MMD.

8. Three years' commercial warranty offered by original manufacturer / vendor (free of cost parts & labor) shall be applicable to the supplied goods, against which Performance security @ 2 percent of the cost of contract shall be applicable in the form of a bank guarantee.

9. We look forward to receive your sealed quotations within 10 days of this IFQ but not later than _____ and thank you for your interest in this project.

Procurement Officer

(Signatures)

Phone: -----

Fax: -----

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Template of Comparative Statement Bids/Quotations

Comparative Statement Dated: _____
Procurement of _____

S.No	Firm	Items / Quantity	Total Price inclusive of GST (Rs.)	Remarks
1	M/s ABC			1 st Lowest
2	M/s XYZ			2 nd Lowest
3			3 ^d Lowest
			

The committee recommends M/s ABC for award of contract, being lowest responsive bidder.

Chairman _____
(Signatures)

Member _____
(Signatures)

Member/Secretary _____
(Signatures)

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Purchase Order

No. _____

Dated: _____

M/s

Address.....

Phone: Mobile No..... email address:

Subject: **Purchase Order for Supply of**

Please refer to your Quotation No. Dated:

2. We are pleased to inform that your quotation for supply of the items listed in the table below has been accepted by Ziauddin University, with the following Terms and Conditions:

S.No	Item Description:	Total Amount (Including Taxes) (Rs.)
1.		
2.		
3.		

3. Place of delivery and contact officials:

..... / Material Management Department.

4. You are requested to please coordinate with the above official to conduct the Operational Acceptance Tests.

5. You are required to arrange delivery and installation within 2-3 weeks of the issuance of Purchase Order.

6. In case of any delay, Late Delivery Charges @ 0.05% of the cost of undelivered portion of supply will be levied every day beyond the stipulated time of delivery, subject to a maximum of 10% of the contract price.

7. Any deviation from the specifications given in the quotation shall be deemed, as violation of this document and may result in cancellation of the Purchase Order, even if the product required has been delivered.

8. The rates accepted are for Delivered Duty Paid (DDP) and are inclusive of taxes and duties payable by M/s as per laws of Islamic Republic of Pakistan.

9. Income tax will be deducted at source as per rule/orders, if applicable.

10. You are directed to provide performance guarantee in shape of Bank Guarantee / Pay Order / Bank Draft @ 2% of the contract which will remain valid during warranty period.

11. 100% payment will be made upon provision of Delivery Challans and Operational Acceptance Tests (OATs) reports dually verified.

(Signature)

Procurement Officer

Copy to:

Operational Acceptance Testing (OAT) Report

Supplier: _____		R & I Report No: _____							
		Date: _____							
Status (Complete/Incomplete) _____		Purchase Order No: _____	Dated: _____						
		Letter Of Credit No: _____ (If Applicable):	Dated: _____						
Serial No	Asset Code	Item Description	Unit	Quantity Ordered	Quantity Received	Quantity Rejected	Quantity Accepted	Rate	Value
Reasons for Rejection (if any):									
Received By					Inspected By			Entered By	

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Asset Coding Form

Reference No: _____ Registered by: _____ Date: _____

Item Description			
Assets Code.		Model/Type	
Brand:		Receiver Reference	
Serial No.			
Functions/ Specifications Description			
Accessories			
Documentation			
Up gradation/ Maintenance Record			
Purchasing Reference Information	Purchase Order Number	Purchased Value	Warranty Period
	Supplier:	Name of Company	
		Vendor Address	
	Contact Person/Number		
Other Reference Information (if any)			
Sign of Registration Authority			

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Asset Issuance Form

Asset Code No: _____

Receiving Person	Department		Designation/Location
Item Description			
Quantity Issued		Assets Code.	
Serial No.			
Model/Specification			
Accessories			
Documentation			
Received By:			
Issued By:			

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Assets Loss / Damage Report

Reported By: _____

Date: ____ / ____ / ____

Item Description			
Assets Code.		Serial No.	
User Name		Department/Location	
Cost <i>(To Be Filled in by General Manager, MMD)</i>			
User Justification <i>(Reasons For Damage/Loss In Detail)</i>			
Description of Damage/Loss			
User Signature			
Signatures of Component Manager/Head of Wing/Office.			
Submitted by General Manager, MMD <i>(with a report on investigation as to person responsible for loss/damage)</i>			
Decision of Competent Authority			

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Assets Disposal Advice

Item Description			
Model/Type			
Purchased Value		Value After Depreciation	
Assets Code		Date Purchased	
Present User (Name & Designation)		Department / Office / Site	
Reason For Disposal			
Recommended By Department Head			
Comments of General Manager, MMD			
Recommendations of Finance Department			
Approved by Competent Authority			

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Assets Repair, Maintenance and/or Up-gradation Requisition

Item Description			
Name & Designation of Official Initiating the Requisition		Model/Type/Serial	
Purchased Value		Value After Depreciation	
Assets Code.		Date Purchased	
Present User (Name & Designation)		Department	
Purpose	<input type="checkbox"/> Up gradation <input type="checkbox"/> Maintenance/Repair		
Reasons/Problem Diagnosed			
Detailed Requirements			
Estimated Cost		Applicant Signature:	
Recommended By Head of Office			
Comments of General Manager, MMD			
Recommended By Finance Director			
Approved By C.A			

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Purchase Requisition

Reference No: _____

Date: _____

Applicant	Department/Office/Location	Designation	
Item Description <i>(Name of Item Required)</i>			
Model/Type			
Estimated Cost		Quantity Required	
Purpose			
Available Budget (Budget Allocation to be filled by FD)			
Specifications/Technical Requirements in details <i>(Shall be written in Detail)</i>			
Applicant Signature			
Comments of the General Manager, MMD		Recommendations of Finance Director	
Approval of Competent Authority			
Remarks, if any:			

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Delivery Form

Asset No: _____

Date: _____

Receiver	Department/ Office	Designation/Location	
Item Description <i>(Complete)</i>			
Quantity Issued		Assets Code	
Serial No.			
Model/Specification			
Accessories			
Documentation			
Received By <i>(Signature and Stamp)</i>			
Issued By:			

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Asset Transfer Advice

Transfer From (Office /Location):					No:
					Date:
					Location:
Transfer To (Office/ Location):					
Authority:					
Item Code	Item Identification	Item Description	Unit	Quantity	Remarks/ (If any)
Prepared By		Transfer Out Approved By		Transfer in Approved By	Received By

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Laptop Issuance Form

Name of Employee: _____

Date of issuance: _____

Location: _____

1. I have received the following _____ (mention make) Laptop Computer, Model _____ bearing Asset Code # _____, Manufacturer Serial # _____ along with the following accessories:

2. I shall be responsible for replacing any lost items at the time laptop is returned.
3. I understand that the laptop computer is being issued as a tool to facilitate my official work.
4. I understand that I am responsible for the laptop computer issued to me and that I will care for the equipment in such a manner as to prevent loss or damage.
5. I further understand that:
 - The laptop is a work tool and should be brought to work each day.
 - The laptop should be transported in its case and stored carefully so it is not susceptible to damage.
 - I may not make any permanent personally identifying marks on the laptop computer including adhesive labels/stickers etc.
 - The laptop should never be left unattended after office hours, weekends, holidays, etc.
 - The laptop should not be left unattended in any public area.
 - Acceptable storage of laptop during office hours includes locked desks, cabinets or other secured spaces the laptop is not visible when not in the user's possession.
 - The laptop should not be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components or could be visible resulting into its theft.
 - In the case of any damages or abuse of the laptop, or because of my failure to follow company technology acceptable use policies, including this agreement, I understand I will be held responsible for payment of repairs or replacement.
 - The company reserves the right to withhold the above payment from my salary if I fail to make appropriate payment.
 - In the event of damage, loss or theft of the laptop, I am responsible to obtain an incident specific police report immediately.
 - In the event of damage, loss or theft of the laptop, I will immediately notify the Inventory Controller

or his/her designated representative and the Information Technology Department for repair or replacement matters.

- The laptop computer and any other accessories/components will be returned to the Inventory Controller, and none other, immediately upon termination of my employment, posting out of the Project or at any other time as specifically directed by the competent authority.
- Any data corruption or configuration errors caused by installation of unauthorized or illegal software may result in a loss of all data on the laptop and /or system due to the need for a complete reload. No such data which is pornographic or communal in nature may be stored on the laptop. Unauthorized or illegal software may not be installed on the laptop. Failure to follow this may result in penalty to employee and immediate seizure of laptop.
- I am responsible for backing-up all data on the laptop. The company is not liable for lost data.
- Use of this laptop is governed by the rules and conditions of PIFRA.

6. I agree to the above terms and conditions as such, agree to fully cooperate with property loss reporting requirements and with property loss incident investigations.

7. My signature below indicates that I have thoroughly read and understood the above terms and conditions.

Employee Signature: _____

Date: _____

Signature of Official Issuing the Laptop: _____

Stamp: _____

Date: _____

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Codification Scheme

ASSET TYPE	DESCRIPTION	MAIN CATEGORY	SUB CATEGORY
CIVIL WORK (Buildings) C			
	CIVIL WORK		
	CIVIL WORK		
FURNITURE AND FIXTURE F			
	TABLE		
	CHAIR		
	RACKS , CABNETS		
	CUPBOARDS		
	HANGER/CARPETS		
EQUIPMENT E			
	PHOTOCOPIER		
	MULTIMEDIA PROJECTOR		
	FAX MACHINE		
	KITCHEN EQUIPMENT		
	TYPE WRITER		
	TV/VCR		
	MISC		
	AC		
	VECUM CLEANER		
	HEATER		
	DIESAL GENERATOR		
COMPUTERS AND ACCESSORIES H			
	COMPUTERS		
	SERVER COMPUTER		
	LAP TOP		
	PRINTER		
	FAX MODEM		
	SCANNER		
	SERVER UPS		
	COMPUTER UPS		
	DATA SWITCH		
VEHICLES V			
	VEHICLES, CAR, JEEPS		
	MOTOR CYCLE		

ZIAUDDIN UNIVERSITY
MATERIAL MANAGEMENT DEPARTMENT

Building Inventory

Name/Particulars of Building: _____ Date of Completion: _____ Group _____

S. No.	PO/ Contract Number	Line No.	Vendor/ Contractor	Asset Code	Item Description	Date Received	Quantity	Location	Room	Category	Serial #	Unit Cost	Disposal Date
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													



**ZIAUDDIN UNIVERSITY
EMPLOYEE MEDICAL BENEFITS' POLICY**

(H.R. DEPARTMENT)

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REAMBLE

In exercise of powers conferred by Section 30 (a) of the Ziauddin Medical University Act, 1995, read with Ziauddin Medical University (Amendment) Act, 2003 (where under the word "Medical" deleted and read as Ziauddin University), the Chancellor of the Ziauddin University is please to make the following rules under the policy, in order to provide medical facilities / benefits to the employees.

1 SHORT TITLE AND COMMENCEMENT:

- 1) These rules may be called Ziauddin University Employee Medical Benefit Policy.
- 2) They shall come into force at once.
- 3) These rules shall not apply to daily wage workers.
- 4) These rules shall not apply to the employees, hired for less than eight hours' duty per day.
- 5) These rules shall not apply to such spouses and children of employees, who are in employment elsewhere and their medical facilities are covered under their employment.

2 DEFINITIONS:

- 2.1. **Full-Time Employees** means all employees appointed in faculties and administrative units of the university, on a permanent/contractual basis, for working of 8 hours per day; and are not covered under any statutory Social Security Medical Scheme or by any other employer;
- 2.2. **Part-time Employees** means the employees appointed for the working of 36 hours or less in a week, i.e. Employees work for four (04) to six (06) hours per day;
- 2.3. **Post Graduate Doctors & House officer** means a trainee medical graduate of the university+ receiving supervised training;
- 2.4. **Dependents** include
 - 2.4.1. Spouse (husband / only one wife);
 - 2.4.2. Unmarried children are entitled as:
 - *Full OPD & IPD coverage up to the age of 25 years;
 - *50% both OPD & IPD coverage above the age of 25 years to 28 years;
 - 2.4.3. Adopted and stepchildren are not entitled for medical facilities;
 - 2.4.4. No Facility will be provided to children above 28 years of age and married children.
 - 2.4.5. Parents of employees are entitled to a 25% discount in IPD.
- 2.5. **Retired employees** means:
Employees of administrative units: The employees retired on attaining the age of superannuation i.e. 60 years, or retired after allowing an extension of further period of five years i.e. upto 65 in service;

Employees of Faculties: The employees with an age limit of up to 70 years of age or employees, allowed an extension of two years (72) in service.

- 2.6. **Rehired employee means:** The employee appointed on contractual basis, after retirement, on attaining the age of superannuation (60 years) or expiry of extended period, subject to medical fitness are entitled for medical facilities;
- 2.7. **Temporary Staff on special services:** means those employees who are not permanent and provide special services for a limited time period;
- 2.8. **Trainee** means an employee receiving supervised training in a particular department of university for a limited time period.

3 ELIGIBILITY (ENTITLEMENT):

3.1 FULL TIME EMPLOYEES (PERMANENT/CONTRACTUAL):

- 3.1.1 OPD is covered for employees and dependents, as defined in clauses 2.4.1 & 2.4.2;
- 3.1.2 Indoor treatment / IPD is covered for employees and dependents, as defined in clauses 2.4.1 & 2.4.2;
- 3.1.3 Parents of the **permanent employees only** are entitled to 25% off on IPD;
- 3.1.4 Maternity benefits are available for female employees and wives of male employees after completion of one-year service;
- 3.1.5 Three deliveries and one miscarriage are allowed.

3.2 PART TIME EMPLOYEES:

- 3.2.1 OPD is covered for employees only;
- 3.2.2 IPD is covered for employee after their successful completion of probationary period. The spouse and children will be covered upto 25% for IPD.
- 3.2.3 Parents are not entitled for any medical benefits;
- 3.2.4 The female employees are entitled for Maternity benefits, subject to completion of one-year service. The wives of male employees are not entitled;
- 3.2.5 Three deliveries and one miscarriage are allowed.

3.3 POST GRADUATE DOCTORS (PGS) AND HOUSE OFFICERS (HOS):

- 3.3.1 OPD / ER Consultation, like diagnostic services is covered on 50% discount would be allowed, for self only;
- 3.3.2 Upto 50% discount would be allowed on Indoor treatment / IPD for self only;
- 3.3.3 Maternity benefits are not allowed.

3.4 **RETIRED (SUPERANNUATED) / TEMPORARY EMPLOYEES:**

3.4.1 OPD / IPD would be allowed for self and spouse only;

3.4.2 Discount of 25% would be allowed for the parents in IPD;

3.5 **TEMPORARY STAFF (SECURITY DEPARTMENT):**

3.5.1 Outdoor treatment / OPD is covered for employees and dependents (mentioned as 2.4.1 & 2.4.2);

3.5.2 Indoor treatment/ IPD is covered for employees and dependents (mentioned as 2.4.1 & 2.4.2);

3.5.3 Maternity benefits are available for female employees and wives of male employees.

3.6 **TRAINEES:**

3.6.1 The Trainee will not be entitled to medical benefits.

4 **GENERAL GUIDELINES:**

The Ziauddin Hospital will provide facilities for consultations and routine investigations in the following manner:

4.1 Employee will be entitled to the Medical Benefits, subject to completion of probation period;

4.2 The details of employees and dependents shall be updated in the HRMS record, i.e. photograph of self and dependents, marriage and birth certificates etc. Until & Unless, there shall be no entitlement of medical benefit;

4.3 The permanent / confirmed employees will pay the prescribed fee at the ER counter, for the generation of EMR number on first visit to ER for a checkup. Subsequently, 5% shall be charged for every consultant OPD services;

4.4 Employee should share all the required details of himself and dependents with HR office before consultation with Casualty Medical Officer (CMO) or before availing any medical benefits.

4.5 Senior Medical Officer available at Casualty will examine the patient and perform the following:

4.5.1 Initial Checkup / routine investigations and Prescribe required treatment;

4.5.2 Issue ER referral letter to the respective OPD Consultant / Specialist, for a checkup and advise, if deem necessary;

4.6 A COVID-19 vaccination is compulsory for all employees.

5 **MEDICAL COVERAGE:**

The medical coverage consisting of followings: -

A) Outdoor treatment;

- B) Indoor treatment / Hospitalization;
- C) Maternity Benefits;
- D) COVID Scenarios.

5.1 **OUTDOOR TREATMENT ("A"):**

Hospital will provide facilities for consultations and normal investigations to the employees and their dependents in the following manner: -

- 5.1.1 Facilities for consultations and investigations;
- 5.1.2 All investigations including MRI, CT scans, angiography, thallium scans, bone scans, isotopes studies etc. will be performed after in-house consultation and the with the approval of Registrar of the University. Discount of 50% Contrast amount will be allowed to the concerned employees;
- 5.1.3 Dental treatment will be available at a subsidized rate;
- 5.1.4 Discount upto 15% will be allowed on medications & surgical items at OPD pharmacy outlet;
- 5.1.5 Radiotherapy services are fully covered, subject to the approval of Medical Superintendent of the Hospital
- 5.1.6 On the Consultant / Doctor's recommendations, the Physiotherapy and rehabilitation facilities would be provided to employees, subject to the approval of Medical Superintendent;

5.2 **INDOOR TREATMENT / HOSPITALIZATION ("B"):**

- 5.2.1 In case of hospitalization, the employee or his / her dependents are entitled for free medical / surgical treatment including all diagnostic, radiology and laboratory investigations in Dr. Ziauddin Hospital;
- 5.2.2 Medications (excluding chemotherapeutic drugs for oncology patients) will be available at a discount of 50%;
- 5.2.3 Diet for patient and one attendant only will be allowed;
- 5.2.4 Angiography diagnostic procedures will be provided free of cost to the employees, the medications (including disposables & consumables) shall however be allowed at 50% discount;
- 5.2.4 Angiography Therapeutic procedures shall be provided free of cost to the employees. However, the medications (including stents, disposables & consumables) shall be allowed on 15% discount.

- 5.2.5 CABG (Coronary Artery By-Pass Grafting) procedures will be provided free of cost to the employees, the medications (including disposables & consumables) shall however, be available at 50% discount;
- 5.2.6 Radiation for oncology patients will be provided free of cost;
- 5.2.7 Nuclear Medicine doses could be availed at the 50% discount;
- 5.2.8 In case of admission in Hospital, the ward-bed / room, will be provided, as per entitlement and in accordance with the category given in Rule 6.4.2, subject to availability of bed;
- 5.2.9 In case of admission in ICU, facilities will be provided as per entitlement mentioned employment category, 100% disposable and 50% pharmacy will be borne by the employees;
- 5.2.10 In case of admission in wards (except the area mentioned in 5.2.8) entitlement of facilities will be as per employment category.50% disposable and 50% pharmacy will be borne by the employees;

5.3 **MATERNITY BENEFITS ("C")**

- 5.3.1 Total amount 900 for Female employees or wives of male employees will be entitled for maternity treatment / delivery, subject to completion of one year of service;
- 5.3.2 Normal / cesarean section delivery of live child or stillbirth (after 28 weeks of pregnancy) and one miscarriage will be covered, under the maternity benefits;
- 5.3.3 Only the first three deliveries (normal or surgical) and one miscarriage will be included in the benefit. Fourth delivery and second miscarriage will not be included in the benefit, even such facilities were not availed of earlier;
- 5.3.4 5% of total charges will be charged on Maternity Benefits and all pre-natal investigations including Consultants' OPD services, which will either be charged at the cash counter on registration or if opted, to be deducted from the due monthly salary of employee;
- 5.3.5 All ER services, including diagnostic, radiology & laboratory investigations, will be exempted to the employees.
- 5.3.6 Emergency service shall only be covered in ER OPD;
- 5.3.7 Delivery will only be allowed to the booked patients, possessing an antenatal card of Gynecological OPD of Ziauddin Hospital;

- 5.3.8 If any new-hired employee have already children, will also be eligible to avail of the maternity benefits as per the policy as laid down in 5.3.2;
- 5.3.9 In case of delivery of twins, triplets etc., one-time delivery will be considered;
- 5.3.10 Only EPI vaccines will be administered free of cost to the children of employees.

5.4 **COVID SCENARIOS (“D”)**

- 5.4.1 Employees including their spouse and children are entitled for PCR (Polymerase Chain Reaction) at the 50% discounted rate & Rapid antigen tests free of cost;
- 5.4.2 All COVID related routine tests, will be performed / arranged at the Dr. Ziauddin Hospital, for the employees their spouse & children.

6 EXCLUSIONS:

The expenses incurred, for the treatment / procedures of self or the dependents, as detailed below, shall be bear by the employees themselves:

6.1 **MEDICAL PROCEDURE:**

- 6.1.1 Optic, contact lens, hearing aids and disposables;
- 6.1.2 Venereal diseases and infertility;
- 6.1.3 Major Psychiatric illnesses;
- 6.1.4 OST (Outside Receiving) laboratory investigations;
- 6.1.5 Chemotherapy.

6.2 **SURGICAL PROCEDURE**

- 6.2.1 Cosmetic treatment or plastic surgery;
- 6.2.2 Cosmetic dental treatment / implant, dentures, fillings in dental crowns, inlays made of gold or silver;
- 6.2.3 Transplant surgery;
- 6.2.4 Congenital disease;
- 6.2.5 Circumcision;
- 6.2.7 Angioplasty stent.

6.3 **HOSPITAL SERVICES**

6.3.1 Vaccination;

6.3.2 Telephone bill for in-patients;

6.3.3 Blood products;

6.3.4 N.G feed and supplement;

6.3.5 Pampers, pads and dignity sheets;

6.3.6 Toiletries;

6.3.7 Tests performed at locations, other than Ziauddin Hospital.

6.4 **SPECIAL SITUATION:**

6.4.1 Treatment of injury, sickness resulting from alcoholism, drug addiction, suicide attempts, fights or participation in civil commotion;

6.4.2 As indoor patients, room entitlement of employees and their dependents will be as follows:

<u>Salary Range per month</u>	<u>Entitlement</u>
Up to Rs. 30,000/-	General Ward
From Rs. 30,001/- to Rs. 60,000	Semi-Private/ Cubicle
60,001/- & above	Private Room (A/C)
VIP / VIP Deluxe / SUITE will also be available for the employees, subject to the payment of differential amount by the employee.	

7 **PHARMACY DISCOUNT FACILITY**

In order to facilitate the employees of the Ziauddin University including campuses and administrative units, covered under the Medical Benefit Policy, the Competent Authority has been pleased to allow a special discount upto 15%, on the purchase of all medicines and surgical items from the pharmacy store located at the Dr. Ziauddin Hospital, on the production of Services' Identity Card.

