

XXI. PAKISTAN INSTITUTE OF FASHION AND DESIGN SERVICE STATUTES 2012

PRELIMINARY

In pursuance of provisions of section 17.(2)(e) read with section 4.(iv) and section 25.(d) of the Pakistan Institute of Fashion and Design Act, 2011, 'Pakistan Institute of Fashion and Design Service Statutes' are made as under¹:

CHAPTER I: GENERAL

1. Short title and commencement:

These Statutes may be cited as “Pakistan Institute of Fashion and Design Service Statutes 2012” and shall come into force at once.

2. Definitions:

(1) In these Statutes:

- (a) “Act” means the Pakistan Institute of Fashion and Design, Act, 2011;
- (b) “Appointing Authority” means a person or body authorized under the Act or the Statutes to make appointment to a post;
- (c) “Basic Pay Scale” means a scale of pay, prescribed or adopted by the Institute, for a post;
- (d) “Chairperson” means head of an Academic Department;
- (e) “Competent Authority” means the appointing authority or any other authority competent to perform an act under the Act or Statutes;
- (f) “Deputation Allowance” means an allowance admissible to an employee being a civil servant or employee of a public authority other than the Institute and appointed to a post in the Institute on deputation;
- (g) “Duty” means performance of the function of a post or the obligation of a service contract and includes any function assigned to any employee of the Institute;
- (h) “Employee” means a person who holds a post of the Institute and includes a person engaged in special assignment in relation to the administrative/academic activities and is paid out of the Institute funds;
- (i) “Schedule” means Schedule appended to the Statutes;
- (j) “Selection Board” means the Board constituted under the Statutes;
- (k) “Selection Committee” means a committee constituted under the Statutes to make recommendations for appointments or promotions to non-teaching cadre in and below Basic Pay Scale 16;
- (l) “Substantive Post” means a post sanctioned without limit of time;
- (m) “Temporary Post” means a post other than a substantive post; and
- (n) “Tenure Post” means a post sanctioned for a fixed period.

¹Approved, in principle, in the First Meeting of the Senate held on April 20, 2012.

(2) A word or expression used in these Statutes but not defined shall mean the same as in the Act.

CHAPTER II: APPOINTMENT, PROMOTION, TRANSFER AND SENIORITY

3. Classification of Service:

- (1) There shall be the following categories of teaching and non-teaching employees of the Institute:
 - (i) the Vice-Chancellor;
 - (ii) employees of Group-A comprising all posts in Basic Pay Scale 17 and above; and
 - (iii) employees of Group-B comprising all posts in Basic Pay Scale 16 and below.
- (2) There shall be the following further classifications of employees of Group-A and Group-B:
 - (i) Officers in BPS-17 and above serving against regular posts or on contract and absorbed as permanent employees of the Institute;
 - (ii) Employees in BPS 1-16 serving against regular posts or on contract and absorbed as permanent employees;
 - (iii) an employee of the Government absorbed in the service of the Institute;
 - (iv) an employee of the Government or of a public authority working in the Institute on deputation with or without deputation allowance;
 - (v) a directly recruited employee;
 - (vi) an employee working on contract appointment;
 - (vii) an employee working on lecture, part-time or assignment basis;
 - (viii) an employee working in a sub-campus or a constituent college;
 - (ix) an eminent researcher/designer or a person holding a tenure post in the Institute;
 - (x) faculty including Assistant Prof., Associate Prof. and Professor appointed under the Tenure Track System as prescribed by Higher Education Commission of Pakistan.

4. Authority for Recruitment:

- (1) The name of a post, minimum qualifications and method of appointment in the Institute shall be such as provided in the Statutes.
- (2) The Senate shall, on the recommendation of the Selection Board, make appointment on a post in Group-A except the posts of Controller of Examinations, Registrar and Treasurer.
- (3) The Senate shall appoint a person on the post of Controller of Examinations, Registrar and Treasurer on the recommendations of the Vice-Chancellor in accordance with the provisions of the Act.
- (4) The Vice-Chancellor or the Registrar, as the case may be, shall, on the recommendation of the Selection Committee make appointment on a post in Group-B.
- (5) The Vice-Chancellor shall have the powers:
 - (i) to create and fill temporary posts on the recommendation of Head of the Department/ Course Coordinators for a period not exceeding six months;
 - (ii) to appoint visiting teachers in various disciplines for a period of one academic year on the terms and conditions mutually agreed.

- (6) The Appointing Authority may grant advance increment(s) or qualification allowance to a person appointed through initial recruitment.
- (7) The Appointing Authority may, for reasons to be recorded in writing, relax the age limits.

5. Procedure of Appointment:

- (1) The Competent Authority may appoint a person on a post of the Institute by initial recruitment, contract, promotion, transfer or deputation, with or without deputation allowance, from the Government or any other body or authority.
- (2) If a post is required to be filled through initial recruitment, the Vice-Chancellor shall cause publication of an advertisement in at least two national dailies and on the website of the Institute stating the name of post, number of vacancies, scale of pay, minimum qualification and the last date for receipt of application for the post.
- (3) The Selection Board or the Selection Committee, as the case may be, shall consider the application of an eligible candidate and may recommend to the Appointing Authority the name of a suitable candidate for appointment to a post.
- (4) The Selection Board or the Selection Committee may conduct interview and/or written test in order to determine suitability of a candidate for appointment to a post.
- (5) [The employees, including faculty, may be hired by the Institute on temporary likely to be regular basis, initially for three year. They may be considered for employment on regular basis on successful completion of three years¹.](#)

[The employees whom services are regularized, will be required to submit the following Acknowledgement/Undertaking before the issuance of Letter of Regularization from PIFD²:](#)

ACKNOWLEDGMENT / UNDERTAKING

I hereby acknowledges / undertakes that:

1. *I shall discharge all the assigned duties and responsibilities efficiently and diligently to the entire satisfaction of the management, and I shall will not act in any manner contrary to the interest of Institute. I shall maintain punctuality and regularity.*
2. *I shall comply with policy guidelines against harassment as PIFD considers sexual, ethnic, and religious or any other form of harassment as an unacceptable and discriminatory practice, offence for male and female employees which will be dealt with under the relevant disciplinary procedure.*
3. *I may be transferred, assigned or seconded to any department of the Institute at the sole discretion of the management in the interest of the Institute.*
4. *During my employment or after its termination I shall not disclose any information relating to the Institute, shall not divulge any of Institute's affairs or trade secrets that I may obtain while in the service of the Institute, unless required to do so by a Court of Law.*
5. *I shall not appear before electronic/ print media for any kind of interview/ talk show etc. without prior permission of competent authority.*

¹Added by the Senate in its 2nd Meeting held on 16th May, 2013.

²Added by the Senate in its 9th Meeting held on 8th October 2019.

6. *I shall not ridicule the Institution, Faculty, Staff and Enrolled Students on Social, Print and Electronic Media. Also, I will not share my Personal Social Media Account (Facebook, Twitter, etc.) with Enrolled students.*
7. *I shall not take part in politics, subscribe or assist in any way, any political party and shall not become a member of a union or any organized body or become a member of any other society or association. Nothing herein contained shall be deemed to prohibit me to become or to be a member of a club or any other professional or charitable organization without any political affiliation but I shall, as soon as possible, inform the Institute as to my membership of any such association and comply with the direction of the Institute, if any.*
8. *I shall not indulge in nepotism, favouritism, victimization, provincialism and willful abuse of office.*
9. *I shall not propagate sectarianism or take part in any sectarian controversy or indulge in any sectarian partiality or favouritism as is likely to affect my integrity in the discharge of duties or create feelings of discontent or displeasure amongst the employees or the students in particular and amongst the people in general.*
10. *I shall not bring or attempt to bring political or other influence, in support of any claim in the Institute.*
11. *I shall not, except with prior permission in writing, approach any foreign mission in Pakistan or foreign aid agency to secure for my invitation to visit a foreign country or to elicit offer for obtaining training facility abroad or get an aid by other means.*
12. *I shall, as and when so required by the Senate, furnish information as to the assets and all other properties, immovable and movable including shares, certificates, bank balance, insurance policies and jewellery etc. held by me, my spouse and other dependent members of family.*
13. *I, with the prior permission in writing of the Competent Authority, may undertake such professional occupation on part time basis, as shall not affect my performance of duty subject to the conditions that I shall remain available to the Institute full time; and will not take part in any activity against the interests of the Institute.*
14. *I shall perform my duties as per timings notified by the Institute from time to time.*

Name of the Employee: _____

Designation: _____

Signatures: _____

6. Procedure for Appointment through Promotion:

- (1) In case of administrative post in Group-A to be filled through promotion, the Vice Chancellor shall make a list of eligible candidates to be placed before the Selection Board and the Selection Board may, subject to the performance of a candidate and the seniority-cum-fitness principle, recommend appointment of a suitable candidate, on the post, to the Senate.
- (2) In case of a post in Group-B to be filled through promotion, the Registrar shall make a list of eligible candidates and place it before the Selection Committee and the Selection Committee may, subject to the performance of the candidate and seniority-cum-fitness principle,

recommend appointment of a candidate, on the post, to the Vice-Chancellor or the Registrar, as the case may be.

7. Procedure for Appointment through Absorption or Deputation:

- (1) The Appointing Authority may appoint a person, serving in the Government or in an educational or research institute or a professional organization, to an equivalent or higher post in the Institute on payment of such deputation allowance in addition to the pay as may be agreed between the Institute and the lending authority.
- (2) If an employee of the Government holding a post of the Institute, on deputation with or without deputation allowance, wishes to be absorbed in the service of the Institute, he may, subject to these Statutes, apply for appointment and shall appear before the Selection Board or the Selection Committee, as the case may be.
- (3) The Selection Board or the Selection Committee, as the case may be, may recommend for the absorption of an employee on deputation in the service of the Institute in the same scale in which such employee is working on such terms and conditions as may be determined by the Competent Authority or may recommend that the employee may continue to work on deputation with or without deputation allowance if the employee so wishes.
- (4) If the services of an employee on deputation are no more required by the Institute or he is not considered suitable for the service of the Institute, the Competent Authority may send him back to the parent organization.

8. Medical Fitness:

- (1) The Competent Authority shall nominate a Medical Consultant or hospital in order to examine and determine medical fitness of a person appointed on a post of the Institute.
- (2) Any appointment on a post of the Institute shall be subject to medical fitness of the appointee as determined by the Medical Consultant or the hospital.

Explanation: No medical fitness shall be required from an employee whose medical fitness was certified on his first appointment; or an employee of a public authority other than the Institute, whose medical fitness was certified at the time of appointment in that authority or an employee appointed on contract basis.

9. Transfer of employee:

The Vice-Chancellor may transfer an employee, other than the Registrar, the Controller of Examinations or the Treasurer, from one department to another against an identical post in the same scale of pay.

Explanation: Employee shall not suffer monetarily due to the transfer except when a post is retrenched and the employee is offered a post in a lower scale of pay.

10. Probation and Confirmation:

- (1) [A person appointed to a post in a grade against a substantive vacancy shall remain on probation for a period of one year¹](#), whether appointed by initial recruitment or otherwise, provided that

¹Amended by the Senate in its 2nd Meeting held on May 16, 2013.

the Appointing Authority may extend the period of probation by a further period not exceeding one year in all.

- (2) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.
- (3) If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or was deemed to have been so extended.

Provided that in case of grant of extraordinary leave during the period of probation of one year, the name of the person will be removed from the seniority list and placed on *static list* with no claim to promotion, seniority or confirmation for the period he remained on Extra Ordinary Leave (EOL).

- (4) A probationer, who has satisfactorily completed his period of probation against a substantive vacancy, shall be confirmed with effect from the date of his continuous appointment in such a vacancy:

Provided that where the period of his probation has been extended under the provision of sub Para (1) above, the date of confirmation shall, subject to other provisions of this Para, be the date on which the period of probation was last extended.

- (5) Officiating service and service spent on deputation in a corresponding or a higher post may be allowed to count towards the period of probation.
- (6) If the work or conduct of an employee is not satisfactory during his probation period, the Appointing Authority may without notice:
 - (i) if the employee was appointed to the post by initial recruitment, terminate the employee without assigning any reason; or
 - (ii) if the employee is appointed through promotion, revert the employee to the post from which the employee was promoted.

11. Annual Evaluation Report:

- (1) A Reporting Officer, so designated, shall initiate the annual evaluation report of an employee which shall be countersigned by the Countersigning Officer, so designated.
- (2) The minimum period for assessment of work and conduct of an employee for the purpose of annual evaluation report shall be three months in a year and if an employee has served for a period of more than three months in a year under more than one Reporting Officer, separate reports shall be recorded by all the Reporting Officers.
- (3) The remarks considered adverse by the Reporting or Countersigning Officer shall be underlined in red and communicated to the employee within thirty days of the countersignature.
- (4) An employee may, within thirty days or within such extended time as may be allowed by the Vice-Chancellor or the Registrar, file a representation against adverse remarks in the Annual Evaluation Report.
- (5) If the Annual Evaluation Report is countersigned by the Vice-Chancellor, the representation shall lie to the Senate and in any other case, to the next higher authority than the Countersigning Officer.

12. Seniority:

- (1) The Registrar shall, with the approval of the Vice-Chancellor prepare and maintain separate and cadre-wise seniority lists of the employees.
- (2) The inter-se-seniority of the employee shall be determined as under: –
 - (i) In case of initial recruitment in the same batch to a post in BPScale-17 or above, according to the order of merit assigned to the candidates by the Appointing Authority or if no order of merit is assigned by the Appointing Authority or if same order of merit is assigned to two or more candidates then the employee who is older in age shall rank senior to other employees selected in the same batch and in the same order of merit;
 - (ii) Seniority in a post to which an employee is promoted shall take effect from the date of promotion;
 - (iii) In case of promotion of two or more employees in the same batch to a post, they shall retain their inter-se-seniority in the lower post;
 - (iv) In case of appointment in the same cadre in the BPS-16 and below, an employee who has joined duty on an earlier date shall be senior to the employee who joined duty on a later date; if the joining date is same, the elder employee shall stand senior to the younger employee;
 - (v) In case the date of appointment is same, an employee appointed on a post by promotion shall stand senior to the employee who joined the service through initial recruitment.
- (3) The Vice-Chancellor, in the case of employees in BPS-17 and above and the Registrar, in the case of employees in BPS-16 and below shall constitute a committee for scrutiny of a disputed case of seniority and may refer the case to the Syndicate or the Senate, as the case may be, for final decision.

13. Postdating of Promotion:

- (1) A promoted employee may, subject to the permission of the Competent Authority, postdate his promotion up to a specific date.
- (2) The employee may exercise the option of postdating of promotion within six months from the date of the order of promotion and the option, once exercised, shall be final.

14. Resignation:

- (1) An employee may tender resignation to the Appointing Authority after giving a notice for the period mentioned in appointment order or on deposit of pay for that period in lieu of the notice.

[The Vice-Chancellor is empowered for Acceptance of Resignation/Relieving of Employees from Service after completing all codal formalities, to ensure smooth working of Institute's affairs.¹](#)
- (2) In case no such period has been mentioned in the appointment order, the employee shall give one month's notice or deposit one month pay in lieu of the notice for resignation.
- (3) The period of notice shall commence from the date of receipt of the notice by the Institute.
- (4) The Appointing Authority may accept the resignation within the period of the notice by curtailing the period of notice in an appropriate case.

¹ Added/Approved by the Senate in its 9th meeting held on 8th October, 2019

- (5) An employee, against whom disciplinary proceedings are pending, shall not resign without the permission of the Appointing Authority.
- (6) A member of teaching staff or an officer of the Institute shall not resign during a semester or during the period when the examinations are being conducted by the Institute unless it is permitted by the Appointing Authority.

15. Retirement:

- (1) A permanent employee shall retire from service on attaining the age of sixty years.
- (2) A permanent employee may, with the prior approval of the Competent Authority, retire after completion of twenty five years of service.
- (3) A retired employee shall be entitled to such pension, gratuity and other benefits as are admissible under rules for the time being in force.
- (4) The date of birth as entered in the matriculation certificate of an employee or, in absence thereof, such other documents as the Competent Authority may deem fit, shall be the basis for calculating the age of the employee.

16. In-service death:

In case an employee dies or is incapacitated during service, then in addition to any other benefits as may be admissible to the employee, he or his legal heirs shall be entitled to an amount equal to full pay of six months, over and above his leave credit.

Assistance Package ¹

The Assistance Package for families of Government Employees who die in service as notified from time to time by the Establishment Division, Government of Pakistan will be applicable.

CHAPTER III: PAY AND ALLOWANCES

17. Pay:

- (1) The Senate shall fix the salary of the employees in various pay scales specified in the Schedule.
- (2) Notwithstanding anything contained in these Statutes, the Senate may, in a special case and for reasons to be recorded in writing, fix any salary of an employee, keeping in view the ability, potential and qualifications of the employee.

18. Increment:

- (1) Annual increment in a scale of pay shall ordinarily be admissible on the first day of December each year to an employee, if such an employee has completed at least six months of satisfactory service in that pay scale on the thirtieth day of November of the year.

Provided that an existing employee whose annual increment becomes due on 1st July, 2012 will be eligible for pro-rata increment and arrears thereof for the intervening period. Provided further that an existing employee whose annual increment becomes due on 1st October, 2012 will be eligible for pro-rata increment and arrears thereof for the intervening period. The

¹ Approved by the Special Committee of the Senate in its 3rd meeting held on 28th March 2015 as referred by the Senate of PIFD in its 3rd meeting held on 15th December, 2014.

Syndicate shall also approve the recommendation of an Anomaly Committee duly constituted by the Vice-Chancellor, regarding issues of fixation of pay, grant of increment or any other related issues.

- (2) Cases of unsatisfactory performance shall be referred by the relevant office to a Committee set up for the purpose by the Syndicate. In case of 'Group A' employees, the Committee shall recommend to the Syndicate if increment or a portion thereof may be disallowed. Appeal against the decision of the Syndicate in such a case shall lie with the Senate. In case of 'Group B' employees, the Committee shall decide if increment or a portion thereof may be disallowed. Appeal against the decision of Committee in such a case shall lie with the Syndicate.

19. Adhoc Relief Allowance

The employee shall be granted adhoc relief allowance as notified by the Government of Pakistan.

20. Travelling and Daily Allowance:

- (1) Travelling and Daily Allowance shall be admissible to an employee as notified from time to time with the approval of the Senate.
- (2) Teaching and non-teaching staff of other institutions attending a meeting of any authority or body of the Institute on the request of the Institute, shall be paid Travelling and Daily Allowance according to the Government rates or rupees one thousand per meeting, whichever is applicable.

21. House Rent Allowance:

With the approval of the Senate, employees shall be paid House Rent Allowance at the rate notified by the Government from time to time.

The "House Requisition Ceiling" is admissible as "House Rent Allowance" to all employees who have satisfactorily completed at least three years of their temporary likely to be regular service, in respective Government Pay Scales at PIFD w.e.f. 1st July, 2019 onwards.

This House Rent Allowance may be revised subject to revision of House Requisition Ceiling by the Ministry of Housing and Works, Govt. of Pakistan as notified from time to time.

For those staff members who have been provided on campus single accommodation as per need of the Institution while they are maintaining their families outside the Campus, 5% of House Rent Allowance may be deducted as "Utility Charges" for usage of water, gas and electricity. ¹

22. Compensatory allowance:

With the approval of the Senate employees shall be paid Compensatory Allowance at the rate notified by the Government from time to time.

23. Overtime allowance:

The Institute may grant Overtime Allowance to the employees at rates and subject to such conditions as may be considered appropriate.

¹ Approved by the Senate in its 9th meeting held on 8th October 2019

24. Medical allowance and facilities:

- (1) The Institute shall pay Medical Allowance to its employees at such rate as may be determined by the Senate. Medical Facilities shall also be provided as determined by the Senate.
- (2) An employee shall be paid actual expenditure incurred during hospitalization in case of indoor treatment in a Government or Semi-Government hospital or in a hospital owned or controlled by the Government.
- (3) In case of an indoor treatment in other than Government hospital, the Senate may consider and grant the medical expenses to the employee as deemed fit in the circumstances of a case.

An employee of PIFD is entitled for Medical Insurance as per policy of PIFD. ¹

25. Advances:

Car advance, motorcycle advance or cycle advance shall be admissible to an employee according to the rules to be notified separately.

26. Conveyance or/and conveyance allowance:

The Institute shall allow Conveyance or/and Conveyance Allowance to its employees on such terms as may be determined by the Senate.

27. Performance allowance:

In recognition of extraordinary performance of an employee, the Institute may pay Performance Allowance for such period and at such rate as recommended by a Committee² setup by the Syndicate for the purpose, the recommendation of the Committee will be subject to approval of the Senate.

28. General Provident Fund³

All employees of PIFD will contribute for General Provident Fund as per PIFD General Provident Fund Rules.

29. Other benefits:

The Senate may grant any other benefit to an employee or section of employees as deemed appropriate.

CHAPTER IV: GENERAL CONDUCT

30. Employee on the substantive post:

- (1) Except as otherwise provided, the Institute may require an employee on a substantive post to perform, with or without additional compensation, such duty as it may deem fit.

¹ Approved by the HR Committee of the Senate of PIFD in its 9th meeting held on 26th May 2018 under Section 33(1) of PIFD Act, 2011; referred by the Senate in its 7th meeting held on 8th May 2018.

² Formation of Performance Allowance Committee was approved and constituted by the Senate in its 9th meeting held on 8th October 2019

³ Approved by the Senate in its 10th meeting held on 27th October, 2020

- (2) An employee on a substantive post shall not be engaged in tuition or any activity that may adversely affect his performance of duty.

Provided that an employee on a substantive post may, with the prior permission in writing of the Vice-Chancellor or the Dean, undertake such professional occupation on part time basis, as shall not affect his performance of duty subject to the conditions that such employee shall:

- (i) remain available to the Institute full time; and
- (ii) not take part in any activity against the interests of the Institute.

31. Prohibition of unauthorized communication:

- (1) An employee shall maintain secrecy in general with regard to all matters pertaining to affairs of the Institute and in particular in the conduct of examinations and other matters relating to examinations. Any violation of secrecy shall constitute gross misconduct on the part of the employee.
- (2) An employee shall not, except in accordance with any special or general order or policy of the Institute, communicate any official document or information to any other employee or person who is not authorized to receive it.
- (3) An employee shall not, through a document, article, communication made to the media or in any publication, make any statement which may embarrass the Government or the Institute authorities.
- (4) [Employees of PIFD are not allowed to ridicule the Institution, Faculty, Staff and Enrolled Students on Social, Print and Electronic Media. Also, the PIFD Employees are not allowed to share their Personal Social Media Accounts \(Facebook, Twitter, etc.\) with Enrolled students¹.](#)

32. Intimation of involvement in criminal case or conviction:

If an employee is accused of an offence, he shall bring such fact in the notice of immediate superior and, if such employee is arrested, he shall inform his superiors at the earliest possible opportunity.

33. Prohibition of taking part in politics or election:

- (1) An employee shall not take part in politics, subscribe or assist in any way, any political party and he shall not:
 - (i) canvass or interfere or use his influence in connection with or take part in any election to a legislative body within or outside Pakistan;
 - (ii) become a member of a union or any organized body or become a member of any other society or association outside the Institute; and
 - (iii) except as otherwise provided, form any union, association or any such body in the Institute.
- (2) Nothing herein contained shall be deemed to prohibit an employee to become or to be a member of a club or any other professional or charitable organization without any political affiliation but the employee shall, as soon as possible, inform the Institute as to his membership of any such association and comply with the direction of the Institute, if any.

34. Prohibition of nepotism, favoritism and victimization:

¹ Approved in the 4th meeting of the Senate held on 4th August, 2015

An employee shall not indulge in nepotism, favoritism, victimization, provincialism and willful abuse of office.

35. Prohibition to propagate sectarian creeds:

An employee shall not propagate sectarianism or take part in any sectarian controversy or indulge in any sectarian partiality or favoritism as is likely to affect his integrity in the discharge of duties or create feelings of discontent or displeasure amongst the employees or the students in particular and amongst the people in general.

36. Prohibition to use political or other influence:

An employee shall not bring or attempt to bring political or other influence, in support of any claim in the Institute.

37. Prohibition to approach foreign missions or agencies:

An employee shall not, except with prior permission in writing, approach any foreign mission in Pakistan or foreign aid agency to secure for himself invitation to visit a foreign country or to elicit offer for obtaining training facility abroad or get an aid by other means.

38. Disclosure of assets:

An employee shall, as and when so required by the Senate, furnish information as to the assets and all other properties, immovable and movable including shares, certificates, bank balance, insurance policies and jewelry etc. held by the employee, her spouse and other dependent members of family.

39. Academic duties:

An employee shall be treated on duty if he, with the prior permission of the Competent Authority:

- (i) proceeds to act as examiner for the examination conducted by the Institute; or
- (ii) in response to invitation and with permission proceeds to attend educational or academic conference or meeting of any other institution but the total period for such duty of a member of the teaching staff shall not exceed twenty-five days in one academic year.

40. Termination of service:

- (a) If the services of an employee, who is on probation or on contract, are no longer required, for reasons other than a penalty, the Competent Authority may terminate the services of such employee by giving one month's notice or one month's pay in lieu thereof.
- (b) The service of an employee may be terminated in accordance with the terms of contract of service.
- (c) If at any stage, the Certificate/Diploma/Degree of any employee is found fake/bogus, not only disciplinary action shall be initiated against him but also case may be referred to relevant authority for prosecution and services will stand terminated, whatsoever the case may be.

41. Appeal to the Syndicate and the Senate:

As provided in Section 31 of the PIFD Act 2011, where an order is passed punishing any officer other than the Vice-Chancellor, teacher or other employee of the Institute or altering or interpreting to his disadvantage the prescribed terms or conditions of his service, he shall, where the order is passed by any officer or teacher of the Institute other than the Vice-Chancellor, have the right to appeal to the Syndicate against the order and where the order is passed by the Vice-Chancellor, have he right to appeal to the Senate.

42. Removal of difficulties:

- (a) Where these Statutes do not contain provisions relating to any matter affecting the service of an employee, the Senate may pass such orders as deemed appropriate.
- (b) If any difficulty arises in giving effect to any of the provisions of these Statutes, the Senate, in individual cases, may make such decision, not inconsistent with the provisions of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the provisions of Pakistan Institute of Fashion and Design Act, 2011.

43. Interpretation:

Whenever a dispute arises in the application or interpretation of these Statutes, Regulations or Rules, it shall be referred to Anomaly Committee which shall formulate recommendations for approval of the Senate, Syndicate or Academic Council as the case may be, in case deemed appropriate. The decisions of the relevant authority in all such cases shall be final.

44. Repeal of previous Rules and Regulations:

As provided in Section 27.(3) of the Act, Pakistan Institute of Fashion and Design Financial Rules including Rules and Regulations approved by the Board of Directors in the meeting held on 27th February, 2006 and 17th January, 2008 duly vetted by the Ministry of Commerce vide Dy. No.325/08-SJS(A) dated 1st February, 2008 shall stand repealed on notification of these Statutes/ Rules and Regulations.