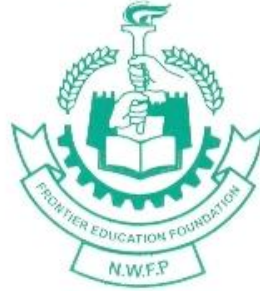


S.No 143

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## **Frontier Education Foundation Rules, 2008**

**April - 2008**

## **FRONTIER EDUCATION FOUNDATION RULES, 2008**

Frontier Education Foundation was established as Body Corporate under Act III of 1992. The principal Function of the Foundation is to take measures for promotion and development of Education in private sector in NWFP.

The Foundation had since been operating without having its own rules whereas section 17 of the FEF Act required making rules for the purposes of the Act. Rules provide the basis for smooth running of any Organization and are basic minimum yardstick for good governance. Therefore, in consultation with various Government Departments i.e., Higher Education, Establishment, Finance and Law, the following rules were prepared to ensure financial and administrative discipline in Frontier Education Foundation.

1. Frontier Education Foundation Rules of Business, 2008
2. Frontier Education Foundation Service and General Rules, 2008
3. Frontier Education Foundation Financial Rules, 2008
4. Frontier Education Foundation Rules for Financial Assistance to Private Sector Educational Institutions, 2008

The Foundation recognizes and appreciates the generous help extended to it by Mr. Hamayun Khan, Secretary Establishment and Mr. Tarik Jamil, the then Secretary Higher Education, in formulation of these rules.

Frontier Education Foundation's Board of Directors in its meeting held on 14.03.2008, approved the abovementioned rules, under section 17 of Act 1992 which are published for information and use by relevant quarters.

(Ali Begum)  
Managing Director  
Frontier Education Foundation

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# FRONTIER EDUCATION FOUNDATION

Established under Act-III of 1992 by the Government of North West Frontier Province

**7-A Gul Mohar Road, University Town, Peshawar**

Tel: 091- 9216082, 9216084 Fax: 091- 9216087

E-mail: fef5555@yahoo.com

## NOTIFICATION

DATED 19.03.2008

### FRONTIER EDUCATION FOUNDATION RULES OF BUSINESS, 2008

Notification: FEF/17-XVII/BOD. In exercise of the powers conferred by Section 17 of the FEF Act (III) of 1992, (NWFP Act No. III of 1992) the Frontier Education Foundation Board of Directors, hereby make the following rules w.e.f. 14.03.2008, namely Frontier Education Foundation Rules of Business, 2008.

#### 1) **Short Title, Commencement and Application:**

- (a) **Title:** These Rules may be called the Frontier Education Foundation, Rules of Business, 2008.
- (b) **Commencement:** These rules shall come into force at once.
- (c) **Application:**
  - i) These rules shall apply to all employees of Frontier Education Foundation.
  - ii) The Foundation through its Board of Directors reserves the right to frame, amend or modify all or any of these rules as it may deem necessary and such amendments shall be binding on all employees.
  - iii) The Board of Directors may decide any question relating to rights and duties of the employees, which are not provided for in the service rules.

#### 2) **Definitions:**

In these Rules, unless the context otherwise require.

- i) "Act" means the Government of NWFP, FEF Act (III) of 1992, and (NWFP Act No III of 1992) as amended from time to time.
- ii) "Appendix" means appendix to these rules.
- iii) "Constituent institutions" means the institution established by the Foundation under section 13 of FEF Act III 1992.

- iv) "Colleges" means colleges, which shall impart education at intermediate, degree and postgraduate level and established by the Foundation in the buildings provided by the Government/Semi Government and/or in the buildings acquired by the Foundation on rent from private sector.
- v) "Frontier Education Foundation's Academy" means an Academy which shall offer training facilities to the teachers working in Government, Semi Government and Private Sector educational institutions and established by the Foundation for the purposes of sub section e(ix) and sub section e(x) of section 13 and sub section f(iii) of section 13 of FEF Act III 1992.
- vi) "Employee" means an employee of Frontier Education Foundation, Frontier Education Foundation's Academy and Colleges.
- vii) "Selection Committee" means committee(s) constituted by the Board for the purpose of making recommendations for the appointment to various posts.

**3) Functions:**

Section 13 of the Act, the Foundation, in the performance of its functions, shall:

- a) provide technical and financial assistance to the private sector for capacity building, promotion and development of education in line with the education policy of Government;
- b) organize and carryout studies on private sector for assessment of its needs and monitor quality of service

**4) Advisory Committee:**

Under Section 8 of FEF Act-III of 1992, there shall be an Advisory Committee, consisting of the following members, who shall advise the Managing Director on such administrative, technical and financial matters as are referred to it.

a) The composition of the Advisory Committee shall be as under:

- |   |             |
|---|-------------|
| i) Managing Director  | Chairperson |
| ii) A representative of the Education Department not below the rank of Additional Secretary           | Member      |
| iii) A representative of the Finance Department not below the rank of Additional Secretary            | Member      |
| iv) A representative of the Establishment Department not below the rank of Additional Secretary       | Member      |
| v) Chartered Accountant/ Banker to be nominated by the Managing Director                              | Member      |
| vi) Three nominated member of board appointed under sub section 1(f) of section 4 of FEF Act III 1992 | Member      |



- vii) President Sarhad Chamber of Commerce & Industries or his nominee Member
- viii) Director Finance, Frontier Education Foundation Member/Secretary

- b) Functions of the Advisory Committee shall be as under:
  - i. Approve major administrative and financial initiatives including annual recurring and developmental budget.
  - c) The meeting of the advisory committee will be convened by the Managing Director with prior notice to be issued to all members along with the agenda and working paper at least 7 days before the meeting or as prescribed.
  - d) The decisions will require a five member's quorum including Chairperson of the Advisory Committee.
  - e) The Term of nominated members shall be five years and they shall be eligible for reappointment on the expiry of their respective term.

**5) Selection Committee:**

There shall be two Selection Committees one for initial recruitment/promotion of officers in BPS-17 and above and other for officials in BPS-I to BPS-16 for selection of suitable persons to various posts in the Foundation. The composition of the Committee shall be as follows.

a) **Selection Committee for appointments in BPS-17 and above**

- i) Managing Director Chairperson
- ii) Representative of Higher Education Department not below the rank of Additional Secretary Member
- iii) Representative of Establishment Department not below the rank of Additional Secretary Member
- iv) Member Board to be nominated by Chairman Member
- v) Director of Foundation to be nominated by the Managing Director Member/Secretary

b) **Selection Committee for appointment in BPS-16 and below:**

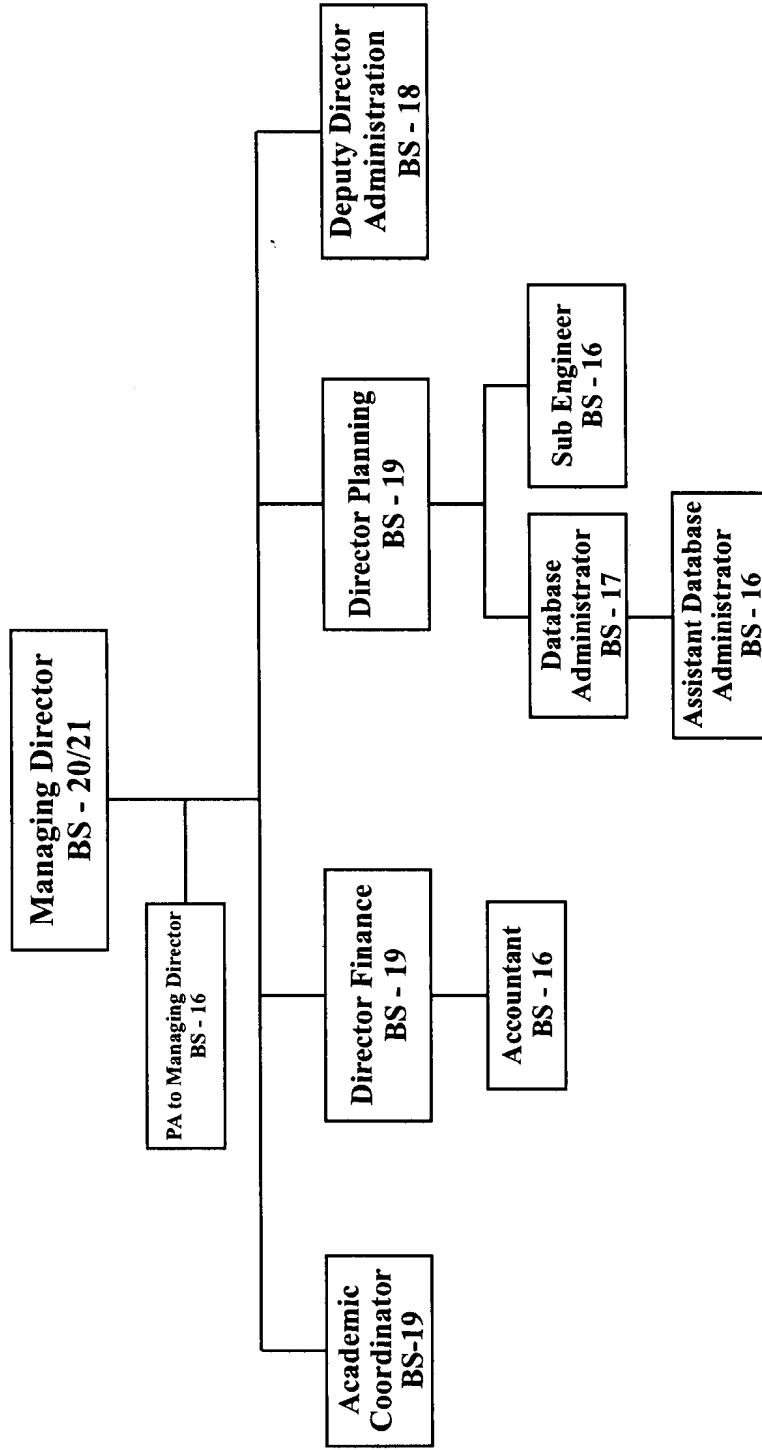
- i) Managing Director Chairperson
- ii) Representative of Higher Education Department Member
- iii) Member Advisory Committee to be nominated by the Chairman Member
- iv) Director of Foundation to be nominated by the Managing Director Member/Secretary



- 6) **Organizational Structure:** Organizational structure of the Foundation shall be as specified at Annexure-I from time to time.
- 7) **Constituent institutions:** Following are the constituent institutions of Foundation
  1. Frontier Education Foundation Academy
- 8) **Functional, Administrative and Financial Control:** All the Constituent Institutions and College shall continue to function under the administrative and financial control of Frontier Education Foundation.

(Ali Begum)  
Managing Director  
Frontier Education Foundation /  
Secretary Board of Directors

### ORGANIZATIONAL STRUCTURE



Support Staff







# FRONTIER EDUCATION FOUNDATION

Established under Act-III of 1992 by the Government of North West Frontier Province

**7-A Gul Mohar Road, University Town, Peshawar**

Tel: 091- 9216082, 9216084 Fax: 091- 9216087

E-mail: fef5555@yahoo.com

## NOTIFICATION

DATED 19.03.2008

### FRONTIER EDUCATION FOUNDATION SERVICE & GENERAL RULES, 2008

Notification: FEF/17-XVII/BOD. In exercise of the powers conferred by Section 17 of the FEF Act (III) of 1992 (NWFP Act No. III of 1992), the Board of Directors Frontier Education Foundation, hereby make the following rules w.e.f. 14.03.2008, namely Frontier Education Foundation Service & General Rules, 2008.

#### 1. **Short Title, Commencement and Application:**

- a) **Title** These Rules may be called the Frontier Education Foundation, Service and General Rules, 2008.
- b) **Commencement:** These rules shall come into force at once.

#### 2. **Application:**

- a. These rules shall apply to all employees of Frontier Education Foundation, its constituent institutions and colleges established by the Foundation, and those on deputation to Frontier Education Foundation.
- b. The Foundation through its Board of Directors reserves the right to frame, amend and/or modify all or any of these rules as it may deem necessary and such amendments shall be binding on all employees.
- b. The Board of Directors shall decide any question relating to rights and duties of the employees, which is/are not specifically provided for in these service rules.
- c. In case of serving employees, all employees of the Foundation shall be adjusted/ accommodated against the available positions under these rules if the posts occupied by the existing employees are not reflected under these rules. Moreover, all employees shall be provided pay protection.
- d. In case of serving employees, all employees of the Foundation working on National Pay Scale shall be considered as regular employees under these rules.



- 3. Definitions:** In these Rules unless the context otherwise require.
- i. "Act" means the Government of NWFP, FEF Act-III 1992 (NWFP Act-III of 1992) as amended from time to time.
  - ii. "Appendix" means appendix to these rules.
  - iii. "Appointing Authority" in relation to a post means the person/committee or a board authorized to make appointment to that post as reflected in the appendix attached to these rules.
  - iv. "Contract employees" means an employee, other than a regular employee, who is appointed on fixed monthly salary for a specified period, on such terms and conditions as may be determined by the Board.
  - v. "Competent Authority" means the authority or officers of the Foundation to whom powers are delegated by the Board under section 11 of FEF Act-III 1992 (NWFP Act-III of 1992).
  - vi. "Constituent institutions" means the institution established by the Foundation under section 13 of FEF Act III 1992.
  - vii. "Colleges" means colleges, which shall impart education at intermediate, degree and postgraduate level and established by the Foundation in the buildings provided by the Government/Semi Government and/or in the buildings acquired by the Foundation on rent from private sector.
  - viii. "Employee" means an employee of Frontier Education Foundation, Frontier Education Foundation's Academy and Colleges established by the Foundation.
  - ix. "Family" means family as defined under Medical Attendance rules of Government.
  - x. "Initial Recruitment" means appointment made otherwise than by promotion, deputation or transfer.
  - xi. "Frontier Education Foundation's Academy" means an Academy which shall offer training facilities to the teachers working in Government, Semi Government and Private Sector educational institutions and established by the Foundation for the purposes of sub section e(ix) and sub section e(x) of section 13 and sub section f(iii) of section 13 of FEF Act III 1992.
  - xii. "Hospital" means any Government/Semi Government/Private hospital authorized by the Managing Director.
  - xiii. "Pay" means the basic pay not including allowance drawn by an employee of the Foundation.
  - xiv. "Pension" means the amount drawn monthly by an employee.
  - xv. "Regular Employees" means a person appointed in a prescribed manner other than contract employee.
  - xvi. "Salary" means all remuneration payable on monthly basis to an employee of Frontier Education Foundation in respect of his/her employment, and includes additional sums payable by reason of allowances as specified by the Board.
  - xvii. "Sanctioned Post" means the post sanctioned and approved by the Board

- xviii. "Selection Committee" means a committee as defined in rule 5 of Frontier Education Foundation Rules of Business, 2008.
- xix. "Resignation" means the act of leaving a service by a regular/contract employee as per terms and conditions of the service.
- xx. "Retirement" means, retirement from service of Foundation as per term and conditions of employment.

**4. Terms & Conditions of appointment:**

- 1) The appointment in different cadres of Frontier Education Foundation and in its constituent institutions including colleges shall be of following categories:
  - i) Regular employees:
  - ii) Contract Employees:
- 2) Method of recruitment: appointment to various posts shall be made either by,
  - a) Initial recruitment;
  - b) Promotion or transfer or deputation.

in the manner as specified in Appendix-I, II and III.

- 3) Appointing Authority:
  - i) Appointment to various posts in the Foundation and its constituent institutions and colleges shall be made as specified in Appendix I, II and III.

**5. ELIGIBILITY FOR APPOINTMENTS.**

- a) No person shall be eligible for appointment in the Foundation unless he/she is a citizen of Pakistan.
- b) No person shall be appointed to any post in the Foundation unless he/she possesses the minimum technical/professional qualification and experience as prescribed in Appendix-I, II and III.
- c) Appointment in the Foundation shall be conditional and subject to verification of character/antecedent and production of medical fitness certificate. In case of females certificates from two gazetted officers be obtained instead of verification of character through police.

- 6. Procedure For Initial Recruitment:** All posts meant for initial recruitment shall be filled in on merit basis according to the prescribed criteria as per Appendix-I, II and III or as notified by the Board from time to time. However, the posts in BS-7 and above shall be advertised in atleast three dailies.

- 7. Proof of Age/Age Limit:** The Secondary School Examination Certificate of an employee shall be the conclusive proof of age. If the secondary school examination

certificate is not available as a proof of age the age assessed by the medical superintendent / Civil Surgeon and accepted by the employee at the time of appointment shall be placed on record and shall be final for all purposes. No person shall be appointed on contract basis if he/she is less than 18 years. The Managing Director may relax the upper age limit up to five years. No person shall be appointed to a post by initial recruitment, unless he is within the age limits specified in column 4 of Appendix-I and Appendix-II.

8. **Medical Fitness:** A candidate recommended for initial recruitment to a post shall be in good mental and physical health. He/she shall produce a medical certificate of fitness from a Medical Superintendent/Civil Surgeon.
9. **Probation:** A person appointed to a post on regular basis shall remain on probation for a period of two year, if appointed by initial recruitment and for a period of one year, if appointed otherwise; provided that if his work or conduct during the period of probation has, in the opinion of the appointing authority, not been found satisfactory, the appointing authority may notwithstanding that the period of probation has not expired:
  - a) Dispense with his/her service if he/she has been appointed by initial recruitment; or
  - b) Revert him/her to his/her former post, if he/she has been appointed otherwise or if there be no such post, dispense with his/her services; or
  - c) Extend the period of probation for a period not exceeding one year in all and may, during or on the expiry of such extended period, pass such orders as it could have passed during or on the expiry of the initial probationary period.
10. **Confirmation:** On satisfactory completion of the probationary period, the probationer shall be confirmed:
  - a) Provided that he/she holds a substantive post:
  - b) Provided further that a probationer shall not be deemed to have satisfactorily completed his/her period of probation, if he/she has failed to pass an examination, test or course or has failed to complete successfully a training prescribed by the Foundation.
  - c) Employees appointed, on contract basis shall not be confirmed as regular employee in any case on the sanctioned post without prior approval of Board.
11. **Quota for Women and Disabled Persons:** For post to be filled in by initial recruitment two percent quota for disabled persons; provided the disability is not a

hindrance in the normal performance of their duties. Similarly two percent quota shall be reserved for female candidates.

12. **Employment of retired person:** A retired person in good health may be employed on contract basis for a specific period up to the age of 65 years maximum. Employment of superannuated individuals shall be allowed in backward & hilly areas only in cases where person of similar qualification is not available.

13. **Retirement/Termination from Service:**

- a) Regular employee shall retire from service on completion of 60<sup>th</sup> year of his/her age; provided that he/she may on completion of 25 years of qualifying service, opt for retirement.
- b) On abolition of a post in the Foundation due to administrative/financial stringency or any other reasons, the services of the junior most employee in the pay scale in which the post has been so abolished shall be terminated.
- c) The contract employees and employees on probation shall be terminated as per rule-14 hereunder:

14. **TERMINATION OF SERVICES:** The services of contract employee will be terminated on the following grounds.

i) **Without serving any notice.**

- a) During the initial or extended period of his/her probation.
- b) On the expiry of the initial or extended period of contract employment.
- c) Where appointment was made as on part time basis.
- d) On disciplinary or on grounds of in-efficiency. Or
- e) As defined otherwise in the contract agreement.

ii) **With Notice.**

- a) By serving of three-month notice or on payment of three month pay in lieu of notice period or as per written agreement with the employee.
- b) On ground of medical unfitness due to any medical reasons/diseases which in the opinion of the medical board constituted by the competent authority an employee declared unfit to discharge fully or partially his/her assigned duties. In such cases the appointing authority may order a special medical examination by a medical board in case an employee is suffering from an infectious disease, mental disorder or such ailment that causes hindrance in the normal performance of his/her duties. The medical board so constituted shall advise the appointing authority on whether or not the employee concerned is fit to continue in employment. On request of the employee the appointing authority may get the decision reviewed by

appellate medical board. The employee concerned shall only resume duty if declared fit for duty by the medical board concerned. Expenses of such medical examination shall be payable by the Foundation.

- c) On retrenchment of post
- d) On permanent closure of college or auction of college in private sector for the purpose of privatization

15. **Appeal against termination:** An employee whose services are terminated shall have the right to appeal to the next higher authority within fifteen days of such notice.

16. **Resignation:** Employee may resign from his/her post as specified in these rule. However, Managing Director in special cases may relax/waive off the condition of recovery of pay in lieu of notice period for the employees.

17. **Job Specification:** The Managing Director with the approval of the Board shall prescribe "Job Specification" for any post required by the Foundation and which is not specifically covered or provided for in these rules.

18. **Service on Deputation:**The Foundation may requisition the services of an employee of Government/Semi-Government/Autonomous bodies on mutually agreed terms and conditions arrived at between lending and borrowing organizations subject to the prior approval of the appointing authority or as prescribed by the Board.

19. **Efficiency and Discipline:** All regular employees of the Foundation shall be governed by the North West Frontier Province Removal from the Service (Special Powers) Ordinance, 2000. The contract employees own terms and conditions as per agreement will be binding on them.

20. **Record of Service:**

- i) It shall cover the following
  - b) Date of Birth, Name, Parentage, District of domicile.
  - c) Educational Qualification, experience, on job trainings and all other relevant details.
  - d) Date of joining the Foundation.
  - e) Any warnings, adverse remarks and confidential reports as on prescribed form that should form a part of the record.
  - f) Date of superannuation, retirement or completion of contractual tenure.
  - g) Performance evaluation report of all employees as on prescribed form that should be a part of the record.

ii) The adverse remarks in the report of an employee if any, shall be communicated to the employee concerned before 30<sup>th</sup> June of the following years for remedial measure and improvement. The remarks can be expunged by the officer next higher in rank to the one who has recorded the remarks. In the case of remarks recorded by the Managing Director the authority to expunge the remarks rest with the Chairman, Board of Directors of Frontier Education Foundation. Appeal for the expunction of adverse remarks shall be submitted within one month from the date of communication.

21. **Protection to Employees:** If any of the provisions of Rules cause undue hardship to any employee, the Board of Directors may, on the recommendations of the Managing Director, relax the said rule(s) on case to case basis & reasons to be recorded.
22. **Leave:** All regular employees shall be allowed leave in accordance with the leave rules of the Government. The contract employee shall also be allowed leave as appended to these rules (Annexure-A). The Managing Director FEF May Grant ex-Pakistan leave to regular/contract employees of the Foundation, the deputationist in foundation shall obtain NOC and leave sanction from their respective Parent department.
23. **Performance Evaluation Report:** Performance of all employees of the Foundation shall be judged by their superiors, and Performance Evaluation Reports shall be recorded on the format as prescribed by the Foundation.
24. **Interpretation of Rules.**The Board of Directors shall be competent to interpret these rules in case any provisions of these rules are not clear. Cases not covered under these rules shall be referred to the Board of Directors for final decision.
25. **Contract Agreement:** Each contract employee shall execute the agreement deed as prescribed by the Foundation.
26. **Promotion:** The employees serving on contract basis are not eligible for promotion. However, regular employees may be promoted as specified in these rule and/ or determined by the Board.
27. **Appointment to Higher Posts:** Employees of Foundation will also be considered for appointment against higher positions in the Foundation on merit, subject to their eligibility based on qualification, experience & performance.

28. **Transfers and Posting:** Managing Director may transfer services of employees within the Foundation against the similar posts in his/her own pay scale without change in his/her original terms and conditions.
29. **Training:** All employees will be given equal opportunities of training provided the employer is satisfied that after the successful completion of his training he/ she will stay with the Foundation for a period of at least five years or as determined by the Managing Director. Regular employees will be given preference.
30. **Liveries of BPS-1 to BPS-5 Employees:** The low paid employees in BPS 1 to 5 will be provided liveries for summer and winter. They will be bound to wear their liveries as the management may prescribe from time to time.

For the purpose of uniform/Liveries summer season will start from April to September whereas the remaining period will be winter season. On expiry of lifetime, the items will automatically be termed as struck off the list/stock. No scrap of these items will be kept on old stock/store of office. In case an employee loses an item before its life completion, he will purchase it at his own expenses. However, in case he quits the services within six months of their purchase, he will return the items (except Shalwar Kameez) to the storekeeper.

(Ali Begum)  
Managing Director  
Frontier Education Foundation /  
Secretary Board of Directors



**FRONTIER EDUCATION FOUNDATION LEAVE RULES FOR CONTRACT EMPLOYEES, 2008**

**a) Kinds Of Leave.**

The following kinds of leaves would be admissible.

- i) Casual Leave
- ii) Maternity Leave
- iii) Medical Leave
- iv) Ex-Pakistan Leave

**b) Admissibility of Leaves**

Leaves shall be applied for, expressed and sanctioned in terms of days and shall be admissible to employee working on contract basis at the following rate and scale.

S. No	Kind of leave	Leave admissibility
1.	Casual Leave	24 days per calendar year
2	Medical leave	30 days per calendar year
3.	Maternity leave	Min 45 days Max 90 days
4.	Ex-Pakistan leave	Actual need

**c) Condition for grant of leave**

- i) The contract employee of Foundation shall be allowed casual leave with pay. However, all other leaves shall be granted without pay.
- ii) Managing Director shall be the sanctioning authority for all types of leave. However, Principal/Director of FEF Academy may sanction the casual leave upto five days to the contract employees of FEF Academy and Colleges.
- iii) A contract employee of Foundation cannot claim leave as a matter of right even when due. Leave can be refused if the exigencies of services so warrant. Leave already granted or being availed can also be curtailed and the employee be asked to resume duty except medical/ disability leave.
- iv) Leave shall be applied for expressed, and sanctioned in terms of days.
- v) Leave applied for on medical ground shall not be ordinarily be refused. Provided that the authority competent to sanction leave may, at its discretion secure a second medical opinion to have the applicant medically examined.
- vi) Holidays falling within the period of any kind of leave shall be counted as leave. They may be suffixed or prefixed to the leave with the permission of the sanctioning authority.

- vii) An employee may apply for the type of leave that is due and admissible to him/her and it shall not be refused on the grounds that another type of leave should be taken in the particular circumstances.
- viii) One type of leave may be combined with another except casual leave any other kind of leave.
- ix) No leave shall be availed unless it is actually granted, except leave applied for under emergent circumstances if proved to the satisfaction of the sanctioning authority.
- x) It shall be the duty of the applicant to make sure that the leave applied for has actually been sanctioned. While proceeding on leave, he/she shall hand over the charge of his post. It shall be his duty to leave behind all papers, cash and keys in his custody in the manner determined by his immediate officers. An employee on return shall report for duty to the authority that sanctioned his/her leave in writing.
- xi) Application for leave shall be submitted to the immediate officer, who shall forward these to the office where a record of leave is maintained, along with his/her remarks and the arrangements proposed during the absence of the applicant, if the period of leave applied for is a week or more.
- xii) Leave account of each employee shall be properly maintained.
- xiii) An employee who remains absent on the conclusion of his/her leave shall not be entitled to any remuneration for the period of such absence unless the leaves has been extended and without prejudice to any disciplinary action that may be taken against him/her, double the period of such absence shall be debited against his/her leave account. If sufficient credit in this leave account is not available, it will be adjusted against future earnings.
- xiv) Any period spent by an employee in organizations/institutions other than Foundation defined in these rules shall not be counted for determining the leave admissible. The leave/ leave salary shall be sanctioned / paid by the borrowing organization/ agency / department during the period of deputation.
- xv) All leaves at the credit of an employee shall lapse when he quits services resigns or retires as the case may be.
- xvi) Leave pay during leave on full pay shall exclude conveyance allowances and any other allowances that are specifically related to performance of duty.
- xvii) Leave on full pay due to any employee, whose services are terminated by the Foundation for reasons of retrenchment or otherwise, may be granted without regard to the availability of a post for the period of leave. An employee who is compulsory retired/ removed/ dismissed under the Foundation efficiency and discipline rules shall not be entitled to any kind of leave.



## Recruitment rules for Post in (BPS 01-20 /21) in Foundation

S#	Nomenclature of the Post	Basic Pay Scale	Age	Appointing Authority	Mode of Appointment	Minimum required qualification/experience
	Column-2	Column-3	Column-4	Column-5	Column-6	Column-7
1.	Managing Director	20/21	45-65	Board of Directors	By initial appointment from open market on merit or by deputation from amongst Government Officers in BS 20/21 for the term of four years extendable	At least 2 <sup>nd</sup> division/CGPA 3.0 MBA/MPA/MA or MSc or minimum 16 years of education in Social Sciences/Education Planning and Development or any Professional Degree from a reputable National University/Institute/ College recognized by the HEC or Federal/ Provincial Government with preferably minimum 12 years of relevant experience.
2.	Academic Coordinator	19	30-55	-do-	By Initial appointment or by promotion	At least 2 <sup>nd</sup> Division/CGPA 3.0 MBA/MPA/MA or M.Sc or minimum 16 years of education in Social Sciences/Education Planning and Development from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 05 years of relevant experience in Academics
3.	Director Planning	19	30-55	-do-	-do-	At least 2 <sup>nd</sup> Division/CGPA 3.0 MBA/MPA/ MA/ M.Sc or minimum 16 years of education in Social Sciences from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 05 years of relevant experience.
4.	Director Finance	19	30-55	-do-	- do -	At least 2 <sup>nd</sup> Division/CGPA 3.0 M.Sc/ MA or minimum 16 years of education in Management Sciences/Economics /M.Com/MBA Finance from

						a reputable National University/Institute/ College recognized by HEC or Federal/Provincial Government with preferably 05 years of relevant experience.
5.	Deputy Director Administration	18	25-55	-do-	-do-	At least 2 <sup>nd</sup> division/ CGPA 3.0 MBA/MPA/M.A M.Sc or minimum 16 years of education from National University/Institute/ College recognized by HEC or Federal/Provincial Government with preferably minimum 03 years relevant experience.
6.	Database Administrator	17	23-55	Managing Director on the recommendation of Selection Committee	-do-	M.Sc or minimum 16 years education in Computer Sciences/Information Technology from a reputable National University/Institute/College recognized by HEC or Federal/Provincial Government with preferably 02 years of relevant experience.
7.	Assistant Database Administrator	16	23-55	-do-	-do-	BSc or minimum 14 years education in Computer Sciences/Information Technology from reputable National University recognized by HEC or Federal/Provincial Government
8.	Personal Assistant to Managing Director	16	23-55	-do-	By Initial Recruitment or by Promotion	BA/BSc or minimum 14 years education and excellent knowledge of Computer (Windows & MS Office). Preferably having experience.
9.	Sub Engineer	16	23-55	-do-	By Initial Recruitment	Diploma in Civil Engineering with five years of relevant experience.
10.	Accountant	16	23-55	-do-	By Initial Recruitment	B. Com or minimum 14 years education and knowledge of Computers. Preferably having experience. Police verification and sureties of two Grade 17 officers on stamp paper.

11.	Steno	14	18-55	-do-	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office)/ Typing/ Shorthand. Preferably having experience.
12.	Computer Operator-Cum-Assistant/ Assistant	14	18-55	-do-	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office). Preferably having experience.
13.	Photo Copier/Multi Media Operator	11	18-55	-do-	By Initial Recruitment	Matric or equivalent and excellent knowledge in relevant field
14.	Telephone Operator	07	18-55	Managing Director	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge in relevant field
15	Driver	05	25-55	-do-	By Initial Recruitment	Middle 05 years of experience as Driver in any organization.
16.	Naib Qasid	02	18-55	-do-	By Initial Recruitment	Middle. Preferably having experience.
17.	Cook	02	18-55	-do-	By Initial Recruitment	Middle, Preferably having experience.
18.	Mali	02	18-55	-do-	By Initial Recruitment	Middle, Preferably having experience.
19.	Security Guard	02	18-55	-do-	By Initial Recruitment	Middle, Preferably having experience..
20.	Sweeper	NA	Less than 55 years	-do-	By Initial Recruitment	Preferably literate and able to read and write

### Recruitment rules for Positions in Frontier Education Foundation Academy

S#	Nomenclature of the Post	Basic Pay Scale	Age	Appointing Authority	Mode of appointment	Minimum required qualification/experience
	Column-2	Column-3	Column-4	Column-5	Column-6	Column-7
01	Director	BS 19	35-55	Board of Directors	By Initial Recruitment Or by Promotion	At least 2 <sup>nd</sup> Division/CGPA 3.0 MBA/MPA/MA or M.Sc or minimum 16 years education in Social Sciences/Education Planning and Development or any Professional Degree from a reputable National University/Institute/College recognized by the HEC or Federal/ Provincial Government with preferably minimum 05 years of relevant experience.
02	Course Coordinator	BS 18	25-55	Board of Directors	-do-	At least 2 <sup>nd</sup> Division/CGPA 3.0 MBA/MPA/MA/ M.Sc or minimum 14 years education in Social Sciences from a reputable National University/ Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 03 years of relevant experience.
03	English Language Instructor	BS 17	25-55	Managing Director on recommendation of Selection Committee	-do-	At least 2 <sup>nd</sup> Division/CGPA 3.0 MBA/MPA/MA/ M.Sc or minimum 14 years of education in Social Sciences from a reputable National University/ Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 03 years of relevant experience.
04	Admin Officer	BS 17	25-55	-do-	-do-	At least 2 <sup>nd</sup> Division/CGPA 3.0 MBA/MPA/MA/ M.Sc or minimum 16 years education in Social Sciences or any

						professional degree from a reputable National University/Institute/ College recognized by the HEC or Federal/ Provincial Government with preferably minimum 03 years of relevant experience.
05	Research and Development Officer	BS 17	25-55	-do-	-do-	At least 2 <sup>nd</sup> Division/CGPA 3.0 MBA/MPA/MA/ M.Sc or minimum 16 years of education in Social Sciences from a reputable National University/ Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 03 years of relevant experience.
06	Coordination and Publication Officer	BS 17	25-55	-do-	-do-	At least 2 <sup>nd</sup> Division/CGPA 3.0 MBA/MPA/MA/ M.Sc or minimum 16 years education in Social Sciences or any professional degree from a reputable National University/Institute/ College recognized by the HEC or Federal/ Provincial Government with preferably minimum 3 years of relevant experience.
07	Account Officer	BS 17	25-55	-do-	-do-	At least 2 <sup>nd</sup> Division/CGPA 3.0 M.Com/MBA/ MPA/MA/M.Sc or minimum 16 years education in Social Sciences from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 3 years of relevant experience.
08	PA to Director	BS 15	21-55	-do-	-do-	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office)/ Typing/ Shorthand. Preferably having experience.
09	Account Assistant cum	BS 14	18-55	-do-	By Initial Recruitment	D. Com or equivalent and knowledge of Computers. Preferably having experience.

	Cashier					Police verification and sureties of two Grade 17 officers on stamp paper.
10	Assistant	BS 14	18-55	-do-	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office). Preferably having experience.
11	Computer Operator	BS 14	18-55	-do-	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office). Preferably having experience.
12	Assistant Lab Technician	BS 14	18-55	-do-	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge in relevant field
13	Telephone Operator	BS 07	18-55	-do-	-do-	FA/FSc or equivalent and excellent knowledge in relevant field
14	Mess Incharge	BS 07	18-55	Managing Director	-do-	Matric Preferably having experience.
15	Cook	BS 05	18-55	-do-	-do-	Middle, Preferably having experience.
16	Driver	BS 05	25-55	-do-	-do-	Middle 05 years of experience as Driver in any organization.
17	Waiter	BS 02	18-55	-do-	-do-	Middle, Preferably having experience.
18	Kitchen Helper	BS 02	18-55	-do-	-do-	Middle, Preferably having experience.
19	Naib Qasid/Caller	BS 02	18-55	-do-	-do-	Middle, Preferably having experience.
20	Lab Attendant	BS 02	18-55	-do-	-do-	Middle, Preferably having experience..
21	Mali	BS 02	18-55	-do-	-do-	Middle, Preferably having experience.
22	Security Guard/ Chowkidar	BS 02	18-55	-do-	-do-	Middle, Preferably having experience.
23	Sweeper	BS 02	18-55	-do-	-do-	Preferably literate and able to read and write



### Recruitment rules for Positions in Frontier Education Foundation's Colleges

S#	Nomenclature of the Post	Age	Appointing Authority	Mode of appointment	Minimum required qualification/experience
	Column-2	Column-4	Column-5	Column-6	Column-7
01	Principal	30-55	Managing Director on recommendation of Selection Committee	By Initial Recruitment	At least 2 <sup>nd</sup> Division/CGPA 3.0 MBA/MPA/MA/M.Sc or 14 years education from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government with minimum 8 years of relevant experience.
02	Lecturer	25-55	-do-	-do-	At least 2 <sup>nd</sup> Division/ CGPA 3.0 MA/MSc in relevant subject from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government
03	Accountant	25-55	-do-	-do-	B. Com or equivalent and knowledge of Computers. Preferable having experience. Police verification and sureties of two Grade 17 officers on stamp paper.
04	DPE	25-55	-do-	-do-	At least 2 <sup>nd</sup> Division in M.A/M.Sc. Health and Physical Education from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government
05	Librarian	25-55	-do-	-do-	At least 2 <sup>nd</sup> Division B.A/BSc. in Library Sciences. Preferably having experience.
06	Office Assistant	18-55	Managing Director	-do-	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office). Preferable having experience.
07	Lab Assistant	18-55	-do-	-do-	FA/FSc or equivalent and excellent knowledge in relevant field
08	Driver	25-55	-do-	-do-	Middle 05 years of experience as Driver in any organization.
09	Lab Attendant	18-55	-do-	-do-	Middle. Preferably having experience.

10	Caller	18-55	-do-	-do-	Middle, Preferably having experience.
11	Naib Qasid	18-55	-do-	-do-	Middle, Preferably having experience.
12	Chowkidar	18-55	-do-	-do-	Middle, Preferably having experience.
13	Mali	18-55	-do-	-do-	Middle, Preferably having experience.
14	Sweeper	18-55	-do-	-do-	Preferably literate and able to read and write





# FRONTIER EDUCATION FOUNDATION

Established under Act-III of 1992 by the Government of North West Frontier Province

**7-A Gul Mohar Road, University Town, Peshawar**

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## NOTIFICATION

DATED 19.03.2008

### FRONTIER EDUCATION FOUNDATION FINANCIAL RULES, 2008

Notification: FEF/17-XVII/BOD. In exercise of the powers conferred by Section 17 of the FEF Act (III) of 1992 (NWFP Act No. III of 1992), the Board of Directors Frontier Education Foundation, hereby make the following rules w.e.f. 14.03.2008, namely Frontier Education Foundation Financial Rules, 2008.

1. **Short Title and Commencement:**

- a) **Title** These Rules may be called the Frontier Education Foundation, Financial Rules, 2008.
- b) **Commencement:** These rules shall come into force at once.

2. **Application:**

- a) They shall apply to all employees of Frontier Education Foundation.
- b) The Foundation through its Board of Directors reserves the right to frame, repeal, amend or modify all or any of these rules as it may deem necessary and such amendments shall be binding on all employees.

3. **Definitions:**

In these Rules, unless the context otherwise require.

- i) "Act" means the Frontier Education Foundation Act, 1992, (Government of NWFP Act No. III of 1992) as amended from time to time.
- ii) "Budget" means Annual Budget of Frontier Education Foundation.
- iii) "Colleges" means colleges, which shall impart education at intermediate, degree and postgraduate level and established by the Foundation in the buildings

provided by the Government/Semi Government and/or in the buildings acquired by the Foundation on rent from private sector.

- iv) "Employee" means an employee of Frontier Education Foundation, Frontier Education Foundation's Academy and Colleges.
  - v) "Purchase Committee" means a committee constituted by the Managing Director for procurement of machinery, equipment, furniture and vehicles etc.
  - vi) "Frontier Education Foundation's Academy" means an Academy which shall offer training facilities to the teachers working in Government, Semi Government and Private Sector educational institutions and established by the Foundation for the purposes of sub section e(ix) and sub section e(x) of section 13 and sub section f(iii) of section 13 of FEF Act III 1992.
  - vii) "Hospital" means any Government/Semi Government/Private hospital authorized by the Managing Director.
  - viii) "Pay" means the basic pay not including allowance drawn by an employee of the Foundation.
  - ix) "Pension" means the amount drawn monthly by an employee.
  - x) "Regular Employees" means a person appointed in a prescribed manner other than contract employee.
  - xi) "Salary" means all remuneration payable on monthly basis to an employee of Frontier Education Foundation in respect of his/her employment, and includes additional sums payable by reason of allowances as specified by the Board.
  - xii) "Sanctioned Post" means the post sanctioned and approved by the Board
  - xiii) "Selection Committee" means a committee as defined in rule 5 of Frontier Education Foundation Rules of Business, 2008.
  - xiv) "Resignation" means the act of leaving a service by a regular/contract employee as per terms and conditions of the service.
  - xv) "Retirement" means, retirement from service of Foundation as per term and conditions of employment.
4. **Delegation of Financial Power:** As prescribed by the Board from time to time and if otherwise not defined in these rules. However, financial powers of Principal/Director of Frontier Education Foundation's Academy and colleges are as notified by the Board from time to time.
5. **Daily Allowance:** Daily Allowance shall be granted to the employees on the rates as specified by the Advisory Committee from time to time.
6. **Mileage/Traveling Allowance:** All employees of the Foundation shall be provided on the rates as specified by the Advisory Committee from time to time.



7. **Pay, Allowances and Increments for Regular Employees:** The pay, allowances and increments including other fringe benefits of the regular employees shall be such as admissible to the civil servants of the same category if otherwise not defined in these rules or as prescribed by the Board. The regular employees shall be admissible for the special bonus as per following schedule after completion of minimum ten years of continuous service.

S.No	Employees	Special Bonus
01	Regular Employees	Last pay x 4 x Service length

8. **Pay and Allowances for Contract Employees:** The pay and allowance of the contract employees shall be on such terms and condition as determined by the Board and defined in Appendix III attached to these rules. The contract employees shall also be entitled for the special bonus as per following schedule after completion of minimum ten years of service.

S.No	Employees	Special Bonus
01	Contract Employees	Last pay x 2 x Service length

9. **Deputation Allowance:** The deputation allowance to the deputationist in the service of the Foundation shall be as admissible under the relevant rules notified by Government from time to time.

10. **Medical Allowance:** All the regular employees of the Foundation shall be admissible for medical allowance for outdoor treatment on their basic pay at following rates.

BS-1 to BS-16 35% of Basic Pay  
BS-17 to BS-21 25% of Basic Pay

The Foundation shall also pay medical allowance for out door treatment at the rate of 10% (ten percent) to the contract employees on their fixed monthly salary not exceeding Rs. 2500/- per month. All employees of the Foundation appointed on regular basis shall also be entitled for indoor medical treatment in hospital for him/her self and his/her family. The contract employees shall be provided health insurance on such terms and conditions as determined by the Foundation.

11. **Education of Employees' Children:** Foundation shall provide scholarship from the endowment fund of Foundation for fully funded education of upto two children of each regular employee in the prestigious college/university/institute recognized by the HEC or Federal/Provincial Government within Pakistan.

12. **Grant of Honoraria:** Honoraria may be granted to the employees by the Managing Director provided funds are available in the budget.
13. **Corporate Allowance:** Foundation shall pay corporate allowance at the rate of 20% (twenty percent) of basic pay to the regular employee and 5% (five percent) to the contract employees on their monthly fixed salaries for serving in Foundation against the posts specified in Appendix I.
14. **Instructional Allowance:** The Foundation shall pay instructional allowance to the Director Frontier Education Foundation Academy at the rate of 20% (twenty percent) of his/her basic pay not exceeding Rs. 5000/- per month.
15. **Project Allowance:** The Foundation shall pay project allowance to the employee for the additional duty in its projects of heavy and sensitive nature at the rate of 20% (twenty percent) to the regular employees and 10% (ten percent) to the contract employees of his/her pay not exceeding Rs. 5000/- per month.
16. **Dual Charge Allowance:** The Foundation shall pay dual charge allowance to the regular employee for holding additional/dual charge of the posts at the rate of 20% (twenty percent) of his/her pay without any ceiling or limit.
17. **Subsistence Allowance:** The Foundation may allow subsistence allowance to the contract employee as prescribed by the Advisory Committee/Board.
18. **Over Time Allowance to Staff Car Driver** The Foundation shall pay Rs. 1500/- (Rupees One Thousand Five Hundred Only) as over time allowance to staff car driver attached with Managing Director.
19. **Annual Increment:** All regular employees of Foundation shall be eligible for increments as allowed to the civil servants in the same scale on 1<sup>st</sup> December provided they rendered at least six months service. Contract employee shall also be eligible for increment on their fixed salaries as prescribed by the board.
20. **Advances to Employees:** All regular employee of the Foundation are admissible for loan against their pay for purchase of vehicle, construction/repair maintenance of house etc. not exceeding 20 (twenty) take home salaries and subject to condition of minimum five year of service.
21. **Contribution to Provident Fund:**  
The Foundation will deduct 10% of running pay from its regular employees and 5% of fixed salary of those recruited on contract basis excluding deputationist to which

equal contribution shall be made by the Foundation and deposit it highest markup rate in the secured bank and at the time of relieving the employee the amount will become payable to him / her on the day on which his / her services are no-longer required.

In addition, an employee leaving service of Foundation after serving the Foundation for at least ten years will be entitled for payment of one month salary package equivalent to last pay drawn for each completed year service. For this purpose Foundation shall constitute a fund to be called Employees Welfare Fund and to which shall be deposited Rs. 200,000/- per annum.

**22. Annual Budget**

- a. There are two budgets i) Developmental budget and ii) Non-Developmental/FEF budget will be prepared and placed before the Advisory Committee for scrutiny prior to the commencement of each financial year
- b. The Board shall approve the budget of the Foundation.
- c. Managing Director shall have full powers to sanction expenditures on various heads in consultation with Advisory Committee in anticipation of approval by the Board.
- d. All the sanctions should be made in accordance with these rules or as prescribed by the Board from time to time.

**23. Estimates of Revenue and Expenditures:** The detailed estimates should be prepared by the Finance Section.

24. In case of serious loss to Foundation's property, caused by fire, flood, cyclone, earthquake or any other natural calamity, matter should be immediately reported to Managing Director and to be brought in to the notice of chairman board.

25. No contracts may be entered in to by any employee, which has not been empowered to do so by or under the orders of Board or Managing Director as the case may be.

**26. Audit of Accounts:**

- a. Internal Audit: The Internal Audit of Accounts of the Foundation shall be carried out by the Finance section of the Foundation once in calendar year.
- b. External Audit: External Audit shall be carried out by Chartered Accountants annually or as may be prescribed by the Board.

**27. Operation and maintenance of Foundation's accounts:**

1) **General:**

- a) All funds and moneys owned by the Foundation shall be kept in one or more of the scheduled banks, approved DFIs by the Managing Director.







28. **Main books of accounts:** The following books shall be maintained by the Account Section of Foundation for record.

- |  |                       |
|--|-----------------------|
| i) Main Cashbook (s)                         | ii) General Ledger    |
| iii) Scholarship Ledger                      | iv) Advances Register |
| v) Utility Bill Register                     | vi) Subsidiaries      |
| vii) Stock Register for non consumable items |                       |
| ix) Stock Register for consumable items      |                       |
| x) Civil work register                       |                       |

The Colleges and Frontier Education Foundation Academy shall also maintain the following books

- i) Cashbook(s) for each account
- ii) General Ledger
- iii) Student ledger for private fund
- iv) Student ledger for college tuition, admission and building fund etc.
- v) Prospectuses sale proceed register
- vi) Utility bills register
- vii) Library register
- viii) Subsidiaries
- ix) Stock register(s)

29. **Record of Foundation:** Record of Foundation will not be destroyed before a period of ten years.

30. **Preparation and processing of salary bills:** a) Appointing authorities shall timely communicate the Finance Section all orders pertaining to appointment, promotions and terminations of the staff. For every employee full record will be maintained to depict any change in his status and salary/pay. In addition to this the officer responsible for leave records will intimate to the Finance Section the details of leaves of each employee every month.

b) The Finance Section will prepare the salary bills of all employees of the Foundation. They will ensure that all changes in the salary bill have been duly supported by the orders of Managing Director.

c) The salary bills summary prepared by the Finance Section will be presented to the Managing Director for approval.

d) The concerned Officer will prepare cheques/bank transfer vouchers/ Debit Authority for all officers while the ministerial staff and lower staff may be paid in cash payment. The accountant shall obtained, the signature of payee in the space of the pay bills. The salary will only be disburse to a concerned employee or to a person authorized by the concerned employee.

31. **Administrative approval to works** The Managing Director FEF will give Administrative Approval up to 2.0 Million to the works being carried out by Frontier Education Foundation and upto Rs. 5.0 million in consultations with Advisory Committee.

32. **Advances for Expenditures:**

When a requisition for an advance is made for certain specific purpose, the Managing Director may allow the advance to the requisitioner. It is important that the advance-holder should render the statement of expenses within fourteen days of incurring the expenditure duly supported by cash memos and evidence that all codal formalities have been duly observed. An advance will be allowed only when it is absolutely justified and immediately required.

33. **Receipt and issue of stocks:** a) Separate registers shall be maintained for the receipts and issue of all consumable and non-consumable items. The receipt shall be recorded from the invoices, bills and other relevant documents.

b) When stocks are issued, the concerned official should ensure that an authorized officer has signed an indent. The acknowledgment of the items issued shall invariably be obtained.

c) An official so authorized by the Managing Director shall make a physical verification of all stock at least once in a year. However, this person must be the one who does not have any direct responsibility of maintaining and writing up of the stock register, assessing the extent of loss and writing them off.

d) All discrepancies, shortages, and damages to the stock as well as unserviceable stores shall be reported to the Managing Director for fixing the responsibilities, assessing the extent of loss and writing them off under the powers available to him/her within the FEF rules/Board.

e) Colleges and Academy shall maintain similar record.

34. **Purchase Committee:** The Foundation shall have a purchase committee to be constituted by the Managing Director.

a) The Managing Director shall have the authority to purchase any item upto rupees fifty thousand without involving other members of the committee. He/She shall, however, give a certificate that the items were purchased at the lowest and most economical rate prevailing in the market. A certificate to this effect, if recorded on the face of the case memo, will be considered sufficient.

b) The purchase committee of Frontier Education Foundation may make purchase from rupees fifty thousand up to rupees two hundred thousand from the open

market on atleast three quotations. The purchase committee of shall ensure genuineness of the rate and quality.

- c) Requirement beyond rupees two hundred thousand shall be advertised in atleast three leading dailies with the approval of Managing Director and sealed quotations/tender obtained, or arranged for their purchase through the purchase committee.
- d) If the purchase is to be of a patent article of required specifications available from sole authorized dealer or the manufacturer, it can be purchased from him with the prior approval of the Managing Director without calling other quotations/tender.
- e) The Frontier Education Foundation's Academy and colleges shall have separate purchase committee constituted by the director/principal with the approval of Managing Director and shall have the authority to purchase in accordance with the conditions mentioned notification no. FEF/17-XVII/BOD dated 25.11.2004.

**35. Tender and Contracts of Works**

**Acceptance**

- i Managing Director FEF (Rs. 2.0 Million)
- ii Managing Director FEF with Advisory Committee (Rs 2.0- Rs 20 Million)
- iii Board of Directors ( Above Rs. 20.00 Million)

36. **Traveling and other facilities on in-service deaths of employees.** The same facilities, as allowed on **permanent transfers**, will be provided in case of in-service deaths of employees. In addition to it, the dead body will also be transported at Foundation's expense to the place of burial. Unspent earned leave (other than casual leave) upto 180 days, standing at the credit of the regular employee, will also be encashed. The incentives as admissible to the civil servant shall be given to the regular employee in case of in-service death.

**37. Maintenance of Provident Fund/Contributory Provident Fund Account:**

For the proper maintenance of provident fund account, a ledger will be maintained by the Foundation wherein the amount deposited, profits earned and taxes (if any) deducted will be recorded. The separate ledger will be reconciled with relevant banker on quarterly basis for verification/updating of accounts. A Provident Fund/Contributory Provident Fund Card will be issued to the employee concerned and updated on six monthly bases. The provident fund card/contributory provident fund card and ledger account will carry a serial number, which will be allotted to the subscriber on the 1<sup>st</sup> recovery from his/her salary and will not be changed till the account is finally closed. Account Officer concerned of the Foundation will attest both the ledger as well as card of each employee in order to avoid any false entry



therein. Cheque numbers of the consolidated amounts invested in the bank/relevant financial institution will also be noted in the ledger.

**38. Procurement Of Services & Stores:**

- a) For purchases of all kinds of stores (consumable and non- consumable) services like printing, publications, consultancies, advisory etc, the Foundation will adopt an open market policy and more realistic procedure, to ensure maximum return in shape of cost, quality and time. The Managing Director or any other authorized officer will constitute a AUCTION COMMITTEE for this purpose, which will examine the need, quantity, and quality, of stores or services. The auction committee will also see the state, quality of surplus or un-serviceable store and will recommend its disposal.
- b) All stores, which are the property of the Foundation, will have the lifetime and will be subject to the depreciation as specified by the Foundation.
- c) No store item, unless accidentally spoiled/lost earlier, be written off/disposed off without keeping in view the lifetime. In case a penalty is imposed (after keeping in view provisions of section 10 of FEF Act) in no case cost higher than assessed rate as prescribed will be charged.
- d) Any store, which is property of another person or body and is lost/damaged by the Foundation or by its employees without a willful negligence or default to be determined through proper inquiry, will be made good by the Foundation after an agreement with the real owner.
- e) Repair, maintenance and up-keep of acquired buildings and, machinery etc shall be the responsibility of the Foundation if not otherwise disagreed by FEF.

**39. Power to disposal of property**

The Managing Director may dispose off the property upto the tune of rupees five hundred thousand and upto rupees five million in consultation with Advisory Committee on recommendation of relevant committee.

**40. Stock Books:**

Store will be classified as under, and separate registers for each category shall be maintained to keep their record. Date of purchase, quantity and per item cost as well as name of supplier will be recorded in the register and initialed by the concerned officer. Another register for un-serviceable, surplus stores shall also be maintained. All such items of category (i) & (ii) below will be noted in it for further consideration while disposing off the un-serviceable stock/scrap. No stock of scrap is required to be kept for stores falling in category (iii). They shall be shown issued/ used on the face of the stock register/voucher.

Three separate registers and files shall be maintained by the storekeeper for the above stores. However, building or such like things will be recorded in the relevant file only. The store keeper must carry half-yearly stocktaking/ physical verification and

all the wear and tear and losses (if any) be brought on record and to the knowledge of the concerned seniors for further orders. Nothing will be issued to any one by the storekeeper at his/her own discretion. For issue of any item of stores, a written permission of the concerned officer minimum in BPS-18 will be required.

- i. Long life Items: They are the stores, the scrap of which can be sold at a reasonable price. They include all long life items like machinery, Iron, steel wood or such like stores.
- ii. Short Life Items: Stores like, plastic goods Tyres Tubes, Curtains. Batteries bicycles, small electric machine etc, the scrape of which can be sold in a lower/lowest cost.
- iii. Single life Items: Stationery, oils, Bulbs, tube, cloths and such like items where no useful scrap is left behind.
- iv. Colleges and Frontier Education Foundation Academy shall maintain the similar record at their level.

41. **Maintenance Record**

A register will be maintained wherein all details of costly stocks like vehicles, Photostat machine, computers, typewriters and such like stores, which require repairs etc, be kept. In this register, separate pages will be reserved for each stock item wherein besides original cost, dates of purchase, and time-to-time repairs/costs will be recorded. This history will be used while disposing off these items.

42. **Service Books:**

Proper service record in the shape of personal file will be maintained in respect of all officers. Service books for ministerial and class IV employees should be maintained.

(Ali Begum)  
Managing Director  
Frontier Education Foundation /  
Secretary Board of Directors





## **FRONTIER EDUCATION FOUNDATION**

Established under Act-III of 1992 by the Government of North West Frontier Province

**7-A Gul Mohar Road, University Town, Peshawar**

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### **NOTIFICATION**

**DATED 19.03.2008**

#### **FRONTIER EDUCATION FOUNDATION** **RULES FOR FINANCIAL ASSISTANCE TO PRIVATE SECTOR** **EDUCATIONAL INSTITUTIONS, 2008**

##### **Loan Rules**

Notification: FEF/17-XVII/BOD. In exercise of the powers conferred by section 17 of the Frontier Education Foundation Act, 1992, the Board of Directors, Frontier Education Foundation is pleased to make the following rules w.e.f 14.03.2008, namely Frontier Education Foundation Rules for Financial Assistance to Private Sector Educational Institutions, 2008.

##### **PART - I GENERAL**

###### **1. Short Title and Commencement:**

- 1) **Title** These Rules may be called the Frontier Education Foundation, financial assistance to private sector educational institutions rules, 2008.
- 2) **Commencement:** These rules shall come into force at once.
- 3) **Application:** a) The Foundation through its Board of Directors reserves the right to frame, repeal, amend or modify all or any of these rules as it may deem necessary and such amendments shall be binding on all concerned.  
b) The Board of Directors may decide any question related to rights and duties of the employees, which are not provided for in the service rules.

###### **1. Definitions:**

In these Rules, unless the context otherwise require.

- (a) "Act" means the Frontier Education Foundation Act, 1992.
- (b) "District Education Foundation Advisory Committee" means a Committee Constituted under of the Act, hereinafter referred to as "DEFAC"

- (c) "Loan" means refundable sum of money advanced by the Foundation to any non-government organizations or individuals under these rules.
- (d) "Non-Government Organization" means non-government organization or a Corporate body set up for object relating to social welfare including running of an educational institutions duly registered under the relevant rules, hereinafter referred to as "NGO".

**PART- II DISTRICT EDUCATION FOUNDATION**  
**ADVISORY COMMITTEE**

3. (1) There shall be constituted in each district a committee to be known as the District Education Foundation Advisory Committee of the District concerned, hereinafter referred to as "DEFAC".

(2) "DEFAC "shall consist of the following:

- |   |                      |
|---|----------------------|
| 1. District Coordinator Officer of the District concerned                             | Chairperson          |
| 2. Executive District Officer (Education) of the District concerned                   | Member/<br>Secretary |
| 2. Nominee of the Chairman,preferably a prominent educationist                        | Member               |
| 3. A District based representative of Director Education Colleges, NWFP               | Member               |
| 4. A representative of the private education sector to be nominated by District Nazim | Member               |
| 5. District Revenue Officer (concerned)   | Member               |
| 6. EDO Works and Services (concerned)   | Member               |
| 7. Representative of Foundation   | Member               |

(3) Functions of the District Education Foundation Advisory Committee shall be as under:

- i. To inspect and monitor the project for ascertaining proper utilization of funds and submit a report in respect thereof to the FEF recommending release or withholding of financial assistance.
- ii. To verify any complaint made by the Managing Director regarding misuse of funds or default on part of the loanee.
- iii. On receipt of application DEFAC shall cause to inspect the location of the proposed institution in order to ensure viability of the proposed project and its genuineness and credibility including implementation capacity of the applicant and forward a report, recommending the



proposal or otherwise, to the Managing Director, who shall place the same before the Board.

- (4) The Chairman of DEFAC shall be designated as "District Education Foundation Officer" hereinafter referred to as "DEFO"

**PART- III CONDITIONS FOR PROVISIONS OF LOAN  
AND LEASE OF LAND**

- (1) The Foundation may provide assistance in the shape of loan for the purpose of encouraging individuals and non-government organizations for establishing and operation of Educational Institutions on an agreed pattern basis in the province.
- (2) The assistance shall be provided to individuals and NGOs for all or any of the purposes mentioned in section 13 of the Act.
- (1) In order to qualify for assistance, educational Institutions being run by individual or NGOs shall have to be registered under the North West Frontier Province (Registration of private educational institutions) rules, and shall abide by the provisions of any law for the time being in force, these rules and the instructions by the Board from time to time.
- (2) The Institutions shall be recognized by or affiliated or registered with the Directorate of Education having jurisdiction to the institution, or Board of Intermediate and Secondary Education, Board of Technical Education or the University, as the case may be.
- (3) The individuals or the NGOs shall provide bank guarantee or shall mortgage adequate property in favour of the Foundation under the relevant procedure.
- (4) The applicant shall have to submit a project proposal on the prescribed application form alongwith a rough cost estimate of the construction component duly authenticated by a technical expert.
- (5) The individuals or the NGOs shall maintain accounts of income in respect of their institutions and while applying for loan and shall submit proof of the income and expenditure duly audited by chartered Accountant.
- (6) (i) The Foundation may ordinarily sanction loan for different categories of institutions not exceeding Rs 10 Million.



(ii) The foundation may relax in special cases the maximum ceiling as specified above for areas where the cost of land/ construction/ services may be high e.g. in the urban areas etc.

- (7) The premises of the institution shall be hygienic, and consist of well ventilated suitable class-rooms laboratories, workshops (if required for the instructional program) and shall have suitable accommodation for students, office, etc.
  - (8) The institution shall have adequate and suitable furniture and equipments.
  - (9) The staff engaged in the institution shall be properly qualified as per standard laid down by Government.
  - (10) The administration, discipline and academic tone of the institution are satisfactory; the instruction imparted is upto the standard as judged from the methods of teaching and results and is also in accordance with the prescribed curricula.
  - (11) The institution shall provide reasonable facilities for extra curricular and recreational activities to the students.
  - (12) Plot or land shall ordinarily be 12 Kanals for setting up the educational institution, however in congested urban area where land is not available minimum three kanals is required for establishment of educational institutions.
  - (13) The fees and funds levied and concessions allowed are reasonable.
  - (14) The institutions shall keep the following record and register:-
    - a. Admission and Withdrawal Register.
    - b. Attendance Register for Students and Teachers.
    - c. Cash Book.
    - d. Acquittance Role.
    - e. Log Book
    - f. Stock Register
    - g. Examination Register
    - h. Statistical Register
    - i. Correspondence Register
    - j. Personal Files of Staff
    - k. Annual Schools Census Report
6. (1) Loan shall be allowed to individuals and NGOs to meet partially the Expenditures incurred on:

- a) Construction or extension of building.
  - b) Purchase of Land for setting up the educational institution.
  - c) Purchase of equipment, machinery, furniture, books, laboratory materials and other educational materials.
  - d) Any other project assigned or taken up by an individual and NGO for the fulfillment of any of the functions of the Foundation as enumerated in sub-clauses (e) to (g) of Section 13 of the Act.
- (2) Loan may also be advanced in kind for all or any of the purposes mentioned in sub rule (1).
  - (3) The Foundation after satisfying itself will sanction loan on the recommendation of DEFAC.
7. (1) The loan for the construction of building will be released in three equal Installments as under:-
- (a) 1st installment On completion of plinth level.
  - (b) 2<sup>nd</sup> installment On completion of building upto roof level
  - (c) 3<sup>rd</sup> installment On completion of the roof.
- (2) Loan for other specified purposes may be released in lump sum.
8. The loan shall be utilized for the purpose for which it is sanctioned and, in case, any individual or N.G.O is found utilizing the amount of loan for a purpose other than the purpose for which it was sanctioned, the unspent amount of loan shall be withdrawn, further advances shall be stopped and the amount of loan already utilized shall be recovered in the manner provided for in the agreement, if any, executed under section 14.1 or as arrears of land revenue section 14.3 of the Act, as the case may be.

**PART-IV PROCEDURE FOR APPLICATION FOR  
AWARD OF LOAN**

9. An application for the sanction of loan shall be made to the Managing Director through the DEFAC in the prescribed form.
10. No application under sub-rule (1) shall be entertained unless it is supported by the documents required within the meanings of sub rules (1) to (4) or rule 5 and the following documents:-
- (a) Proof of ownership or lease of land (if available).
  - (b) Class-wise enrollment of the institutions.

- (c) Rates of fee charged
  - (d) Details of staff with their qualifications and emoluments.
  - (e) List of management committee or managers(s) or list of trustees.
  - (f) Details of the existing or proposed facilities of the institution like building, furniture, equipment, library, etc.
  - (g) Statement of accounts of the institution, duly audited, as the Foundation may require.
  - (h) Any other document/information required by the Foundation.
11. (1) On receipt of application under rule 10, the DEFO shall cause to inspect the institution or location of the proposed institution, as the case may be, in order to ensure the viability including the implementation capability of the applicant and forward his report, recommending the proposal or otherwise to Managing Director.
- (2) The Managing Director shall consider the recommendations of the DEFO and pass such orders as it deem appropriate.
- (3) Formal orders of sanction of loan, shall be issued by the Managing Director and he/she shall issue a cross cheque in the name of the individual or the NGO, as the case may be.
12. In case of loan for construction of building, the disbursement of subsequent installments under rule 8 will be made after a certificate is issued by the DEFO and verified by the Foundation to the effect that the borrower has.
- (a) Not deviated from the purpose for which the loan was sanctioned and is eligible for release of installment as envisaged by rule 8(1);
  - (b) Carried out the project according to the plan; and
  - (c) Not transferred the assets to any person, or cause damage or made allocation in the property, land or assets belonging to the institution.
13. The DEFAC for the purpose of rule 9 shall have the power to inspect and monitor the project to ascertain proper utilization of the funds and may submit a report in respect thereof to MD FEF for recommending release or with holding of financial assistance.

## PART-V SANCTION AND RE-PAYMENT OF LOAN

14. Loans advanced under these rules will be subject to mark up at the same rate at which loans and grants are made available to the Foundation or as the Advisory Committee and BOD may decide
15. While sanctioning loan the Foundation may prescribe or attach such conditions in writing as it may deem necessary or expedient to protect and safeguard its interests for recovery of the loan.
16. The borrower shall repay the loan within seven years commencing from the date of disbursement of last installment of the loan on the basis of half-yearly equal installment or as agreed between the borrower and the Foundation.
17. The borrower shall execute an agreement with the Foundation in the form of mortgage of his immovable property or other assets or surety.
18. The borrower after the sanction of the loan shall not make amendment or alteration in the plan or estimates without the approval of the Foundation
19. The borrower shall not, without the approval of the Foundation transfer or sell the land, property or assets, against which the loan has been advanced or sanctioned.
20. Besides cash, financial assistance may be granted or sanctioned in the shape of equipment, apparatus, machinery and building.
21. In case the misuse of the funds by an individual or a NGO comes to the notice of the foundation the Managing Director FEF will issue show cause notice to the defaulter and get the compliant verified by the DEFO. The DEFO shall forward its findings to the Managing Director within fifteen days. The Managing Director will, after affording an opportunity of being heard to the representative of the individual or the NGO submit his/her findings to the Board. The Board makes take any action it deems proper in the light of the findings of the Managing Director including black listing of the concerned individual or NGO with the social welfare Department
22. **Required Documents for Loan:** The following documents of the property to be mortgage are usually required or as required by the foundation.
  1. Non Encumbrance Certificate
  2. Verification of Fard of the property to be mortgaged
  3. Naqal Intiqal of the Property to be mortgaged
  4. Registry of the property to be mortgaged
  5. Aks Shajra Kist- war

6. Naqsha –e- Tasweeri
7. Valuation Certificate by the revenue Office
8. Aust Yak Sala or valuation Notification by the district Revenue Office.

(Ali Begum)  
Managing Director  
Frontier Education Foundation /  
Secretary Board of Directors



***Frontier Education Foundation***

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