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EXTRAORDINARY

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PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

MINISTRY OF FINANCE, REVENUE, ECONOMIC AFFAIRS, STATISTICS
AND PRIVATIZATION

(Finance Division)

[FINANCIAL MONITORING UNIT]

NOTIFICATION

Karachi, the 1st November, 2016

FINANCIAL MONITORING UNIT'S
STAFF SERVICE REGULATIONS, 2016

S.R.O. 140(KE)/2016 :

A. **PRELIMINARY**

In exercise of the powers conferred by Section 44 of the Anti-Money Laundering (AML) Act, 2010, the Financial Monitoring Unit (FMU) after consultation with National Executive Committee (NEC) hereby prescribes the following Regulations to define the terms and conditions of service of the employees of FMU:-

(1005)

Price : Rs. 20.50

1. Short title, commencement and application.-

- 1.1 These Regulations may be called the FMU's Staff Service Regulations, 2016;
- 1.2 These Regulations shall come into force with immediate effect;
- 1.3 These Regulations shall apply to all employees of FMU:

Provided that these shall not apply, except as otherwise provided in these Regulations or to such extent as may be specially or generally, prescribed by the General Committee or FMU as the case may be, to employees transferred or deputed or attached or seconded or placed by the Government or any other national, multinational or international institution to the service of the FMU;

- 1.4 Persons hired by the FMU, with whatever designation, on contract basis shall be governed by the terms and conditions as laid down in their respective employment contracts as approved by the General Committee (GC), in consultation with the Finance Division.

2. Definitions.-For the purpose of these Regulations, unless there is anything repugnant in the subject or context the term:

- 2.1 "Appointing Authority" in relation to a post means, the authority competent to make appointment to a post under these regulations;
- 2.2 "Competent Authority" means the authority to which the power is vested or any other authority to which the power is delegated by the NEC/GC as the case may be, unless prescribed otherwise.
- 2.3 "Director General" means a person who is appointed as such by the Federal Government under sub section (3) of section 6 of the AML Act, 2010;
- 2.4 "Employee" means an officer or member of staff appointed by the FMU and includes those employees who may, for the time being, be serving in another organization or belonging to Federal/Provincial Governments and serving in FMU;
- 2.5 "FMU" means the Financial Monitoring Unit constituted under sub section (1) of section 6 of the AML Act, 2010;
- 2.6 "General Committee" means the General Committee (GC) as formed under sub section (4) of section 5 of the AML Act, 2010;
- 2.7 "National Executive Committee" means the National Executive Committee (NEC) as formed under Section 5 of the AML Act, 2010;

2.8 "Pay" means the amount drawn monthly by an employee as pay and including technical pay, special pay, personal pay and other emoluments declared by the prescribed authority to be pay.

2.9 "Promotion / Selection Committee" means a committee constituted by GC for the purpose of promoting employees of the FMU to higher posts or for selection of person(s) for appointment in the FMU as in Appendix-A.

2.10 "Year and Month" shall be reckoned in term of financial year beginning from 1st July and ending on 30th June.

Provided that all other terms and expressions used but not defined in these Regulations shall have the same meanings as are assigned to them in the AML Act, 2010.

Provided further that except where inconsistent with the context, words importing the masculine gender shall, unless a contrary intention appears, be taken to include the feminine gender. Words importing the plural number shall, unless a contrary intention appears, be taken to include the singular and *vice versa*.

3. **Amendments.**- The FMU with approval of the NEC, is empowered to make any amendments in these Regulations as deemed fit for running the affairs of the FMU.

B. **APPOINTMENTS & PROBATION**

4. **Grades and Posts.**- FMU shall have a service divided into different grades & posts and each grade shall consist of the sanctioned posts as per Appendix-B;

5. **Creation, Abolishment of posts.**- The Director General, with the approval of NEC/GC shall:-

5.1 determine the number and designation of each post in the FMU;

5.2 create such new posts as may be necessary;

5.3 change nomenclature of any post;

5.4 Upgrade/re-designate any post. The up-gradation/re-designation shall be carried out in accordance with the policy of Establishment Division circulated *vide* O.M. No. 8/36/2000-R-1 dated 20.1.2001.

5.5 abolish any post

6. **Appointment to the post of Director General.**- The appointment of Director General shall be made under AML Act 2010 for the specified tenure of not less than three years at a time on such terms and conditions as notified by Federal Government and shall not be removed from the office except in case he

submits his resignation; or completes the period of appointment; or is unable to perform his duties due to mental or physical incapacity; or is proved to be guilty of misconduct or otherwise unfit for the post, as a result of an enquiry to be conducted by a Committee constituted by GC and final decision by the Appointing Authority.

7. Methods of Appointments (other than Director General)

- (i) Initial Appointment.
- (ii) Appointment by Promotion.
- (iii) Appointment by transfer.

The appointment on contract shall be made in accordance with instructions issued *vide* Establishment Division O.M.No.6/2/2000-R.3, dated 06.05.2000 as amended from time to time.

7 (a) **Advertisements.-** For initial appointments, all vacant posts after determination of Federal Government's prescribed quota, shall be advertised in the media/press having wide circulation for response time not less than fourteen days with the following requirements and through circulars where necessary;

- Name of vacant position;
- Job description, quota, age, experience, salary, appointment mode, address to whom application can be submitted;
- that late and incomplete application forms will not be considered;
- that applicants must indicate in their CVs whether they have a criminal record, were found guilty of misconduct or have pending criminal or misconduct charges; and
- that the applicants may be subject to any of the following: a security clearance; a competency assessment; signing a performance contract on appointment; signing an employment contract on appointment.

7(b) **Head-hunting.-** Head-hunting method can also be used to encourage suitably qualified, skilled and competent people to apply for a position when advertised;

7 (c) No person shall be appointed in the FMU who has completed the sixtieth year of his age.

7 (d) Subject to any law for the time being in force, a person selected for appointment to the service of the FMU shall not be appointed unless:

- (i) He is a citizen of Pakistan: provided that this condition shall not be applicable in respect of foreign experts engaged on special contract;
- (ii) He has been certified by a qualified medical practitioner, approved by the FMU, to be of sound mind and otherwise medically fit.
- (iii) His character and antecedents have been verified to the satisfaction of the FMU.

Provided further that the service of a person so appointed shall not be retained if the character and antecedents of such person are found to be unsatisfactory by the FMU at any time, subsequent to the appointment, on receipt of report from any of the authorities prescribed by the Government.

8. Appointing authority:-

| Sr. No | For appointment to posts in | Appointing Authority |
|--------|-----------------------------|-------------------------------|
| 1 | Director General (FMU) | Prime Minister |
| 2 | Director | Prime Minister |
| 3 | Additional Director | Chairman GC/Secretary Finance |
| 4 | Legal Expert | Chairman GC/Secretary Finance |
| 5 | Deputy Director | Chairman GC/Secretary Finance |
| 6 | Assistant Director | Chairman GC/Secretary Finance |
| 7 | Junior Officer | DG (FMU) |
| 8 | Supporting Staff | Director (FMU) |

8.1 Process, Eligibility and Recruitment Policy for fresh appointment in FMU are at **Appendixes -C&D**

9. **Posting on Deputation / Secondment basis** .- The employees of Federal or Provincial Governments may be deputed / seconded to FMU by the Appointing Authority with the consent of the Director General (FMU), in accordance with the Establishment Division's O.M. No.1/13/87-R.1, dated 3rd December, 1990 and as amended from time to time.

Provided that such candidate shall have the qualification and experience relevant to the business of FMU.

10. **Posting on Deputation/Secondment from the financial sector –**

The Officers of State Bank of Pakistan (SBP), Securities & Exchange Commission (SECP) and other such types of Institutions, having qualification and experience relevant to the business of FMU, may be posted in FMU by the Appointing Authority on deputation/secondment with the consent of the Director General FMU.

Provided that terms and conditions of such officers shall be determined after consultation with the parent institutions/lending organizations and in accordance with the deputation/secondment policy prescribed with the approval of the Government and the terms and conditions so determined shall not be varied without the consent of the parent institutions/lending organization.

The officers already performing their duties in FMU from State Bank of Pakistan (SBP) may be treated as working on deputation policy prescribed under FMU.

11. **Appointment on contract.**- The Appointing Authority may appoint experts having professional qualifications, and experience in the relevant field on contract basis for an initial period not exceeding two years subject to such conditions as approved by the General Committee and as prescribed *vide* Establishment Division's O.M.No. 6/2/2000-R.3, dated 06.05.2000 amended from time to time with the detail at **Appendix-D**

12. **Promotion.**- Promotion to a higher post shall be made by the Competent Authority on the recommendation of Promotion and Selection Board / Committee in accordance with the policy of FMU which is placed at **Appendix-A**

13. **Commencement of Service.**-Active service shall commence from the working day on which an employee reports for duty in an appointment covered by these Regulations at the place and time intimated to him by FMU.

14. **Probation.**-

14.1 Person appointed by initial appointment shall be on probation for a period of one year;

14.2 The period of probation may be extended for upto another year;

14.3 On successful completion of period of probation, the appointing authority shall, by a specific order, terminate the probation;

14.4 If no order is issued under sub-regulation 14.3, on the expiry of the first year of probation, the period of probation shall be deemed to have been extended under sub-regulation 14.2;

Provided that in the absence of an order under sub-regulation 14.3, the period of probation shall, on the expiry of the extended period under sub-regulation 14.2, be deemed to have successfully been completed for which order in writing will be issued by FMU.

Provided further that an employee appointed by initial appointment shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified to the satisfaction of the FMU:

14.5 Service of a person on probation shall not be retained if the character and antecedents of such person are found to be unsatisfactory by the FMU at any time, subsequent to the appointment.

15. **Appointment on daily wage basis.**-Appointments on daily wages basis shall be made in accordance with Sr. No. 11(A)(vi) of System of Financial Control and Budgeting notified *vide* Finance Division's O.M. No. F.3(2)Exp-III/ 2006 dated 13.9.2006.

16. **Seniority.**- The seniority of regular employees of FMU shall be determined in the light of provision of the Civil Servants (Seniority) Rules, 1993

Provided that the seniority of employees already working in FMU has been determined as per Appendix-E

C. **PAY, ALLOWANCES, BONUSES AND FIXATION OF PAY**

17. **Pay and allowances.**- The FMU shall determine and prescribe from time to time the Pay Scales, Allowances and perquisites for the employees of the FMU with the approval of NEC/GC.

18. **Fixation of pay on initial appointment.**- All initial appointments shall be made at the minimum of the pay scales prescribed for the post. However, the appointing authority may allow higher pay within the pay scale "upto 6 advance increments" in which an appointment is made for candidates with additional relevant qualification and/or experience, etc.

19. **Fixation of pay on promotion.**- As admissible to Civil Servants working under Federal Government.

20. **Annual Increments.**- As admissible to Civil Servants working under Federal Government.

21. **Bonus.-**

21.1 All officers and staff working in FMU on June 30th of every year shall be entitled to Variable Performance Bonus on the recommendation of DG (FMU) and with the approval of Chairman GC, for exceptional performance during the year as per following criteria:

21.2 The officers and staff working in FMU who are in service at the date of distribution of the Variable Bonus **and have served FMU for continuous 6 months** during the year will be eligible for variable bonus at the rates of running basic pay prescribed in **Appendix-F**. Payment shall be made as per the number of days of service during the year on prorata basis;

21.3 Sub-regulation 21.1 will not be applicable to those officers and staff working in FMU who have served the FMU for continuous period of at least 5 preceding years and have retired/ died during the preceding financial year. However, payment to them shall be made as per the number of days of service during the preceding financial year on prorata basis.

Provided that all officers and staff working in FMU on deputation/ secondment/attachment shall be entitled to bonus at the minimum of FMU Pay scales.

21.4 In respect of officers and staff working in FMU against whom disciplinary proceedings have been initiated, the Variable Bonus shall be kept pending till the decision of the competent authority.

22. **Reimbursement of Fees of Professional Institutes / Associations:-** In order to encourage the employees to pursue and acquire higher professional education, the Director General may enlist the relevant Professional Institutes, Associations, etc. on the panel of FMU for reimbursement of Fees to the employees and devise appropriate procedures in this regard with the approval of GC.

23. **Reimbursement of Meal / Refreshment Expenses on Late Sitting:-** As a matter of principle, the unnecessary late sitting of employees needs to be discouraged. However, where the competent authority feels necessary, the concerned employees may be asked to sit late for official work. The Junior Officers and staff below that rank working for official purpose on holidays or beyond normal office timings are entitled to claim entertainment (meal) charges in accordance with the **Appendix-G**.

24. **Revision of pay, allowances and perquisites.-** The pay, allowances, perquisites etc of the employees shall be revised as per Federal Government Policy with the approval of NEC/GC.

D. RECORD OF SERVICE

25. **Record of service of each employee to be maintained.** -A record of service of each employee shall be kept in such form as the Director General may determine from time to time. The record shall contain *inter-alia* the names of employees in order of seniority, their date of birth, place of domicile, religion, date of appointment, grade, designation, pay, date of confirmation, length of service, the date of their attaining the age of 60 years, the particulars of leave availed of and due to them.

26. **Personal file to be maintained.-**

26.1 A personal file for each employee shall be maintained in which all papers relating to his service including an antecedents form duly verified and authenticated, pay, leave record, orders and notifications etc. shall be kept.

26.2 The officer authorized in this behalf shall be responsible for the maintenance of personal files of the employees.

27. **Date of Birth.-**

27.1 Every person newly appointed to a post in the FMU should at the time of his appointment declare the date of his birth by the Gregorian calendar with, as far as possible, confirmatory documentary evidence such as matriculation certificate or/and municipal birth certificate.

27.2 The actual date should be recorded in his service record and be properly attested. Once entered, the date of birth cannot be altered except for clerical error and that too with the prior approval of the Director General.

28. **Performance Evaluation. –**

28.1 Performance Evaluation shall be carried out every year according to the process prescribed by FMU;

28.2 The performance ratings as provided in the Appendix-H shall be applicable to FMU employees;

28.3 In case an employee is not satisfied with his performance rating, he shall have the right to appeal for which procedure may be prescribed by the DG (FMU);

28.4 The Performance Evaluation of employees on Deputation / Secondment will be carried out in consultation with the parent institutions.

- 28.5 The Director General may take necessary decisions and issue necessary guidelines with the approval of GC from time to time in all matters related or incidental to the procedural aspects of employee performance including format of the performance report, basis of performance assessment, employee ranking, etc.

E. TRAINING AND CAREER PLANNING

29. Training.-

- 29.1 The FMU may, at any time, require an employee to undergo such training, at the expense of the FMU or any other agency, as may be deemed appropriate in the interest of the FMU;
- 29.2 An employee who is selected for training at the expense of the FMU or any other agency shall be required to execute a bond as prescribed by FMU;
- 29.3 In case an employee who has furnished a bond, leaves the service of the FMU for any reason before the expiry of the prescribed period of the bond, he would be required to pay to the FMU, the expenses incurred on his training and may be recovered from his provident fund balance, and other dues payable to him.

F. LOANS AND ADVANCES

30. **Loans and advances.**-Subject to availability of the Fund for this purpose and to such conditions as the FMU with the approval of the GC, may consider appropriate, an employee may be granted the loan and advance on written application for the grant of loan along with two sureties from permanent employees covering full amount of the loan. The employee will be required to submit an undertaking as prescribed by FMU before the disbursement of loan / advances.

31. **House Rent Advance.**-The House Rent advance up to one year may be provided to the officers and staff working in FMU as per Policy approved by the General Committee.

32. **House Building Advance:** Total maximum entitlement shall be 36 running basic pay.

33. CPF scheme:

33.1 CPF scheme is applicable to FMU employees. Rate of contribution will be as per Finance Division's Policy dated 16.10.1984.

33.2 The accumulated amount of both the contributions as described above and the income accrued thereon shall be paid to the employee upon his separation.

G. GROUP INSURANCE

34. **Eligibility.**-The employees after the completion of necessary formalities in this respect shall be entitled to Group Insurance;

35. **Contribution.**- Contribution shall be paid and borne by the FMU in respect of the employees governed by the terms & conditions under the Group Insurance Scheme;

35.1 Group Insurance benefits would be allowed to the employees in accordance with the Policy obtained by the FMU from an Insurance Company so selected for such purpose.

35.2 The Director General may take necessary guidelines or policy with the approval of GC from time to time in all matters related or incidental to the procedural aspects of Group Insurance.

H. TRAVELLING & DAILY ALLOWANCE (TA/DA)

36. TA/DA allowance as admissible to Federal Government employees.

37. Authorization to Travel.-

37.1 For Domestic Travel of employees on official duty, the Director General shall be competent to authorize such travel.

37.2 For Foreign Travel of employees of FMU including D.G (FMU) Cabinet Division's instructions issued from time to time, may be followed.

38. **Travelling Allowance on Tour:**-An employee is on tour when required to be on duty at any place other than the designated office with proper sanction by the competent authority for such tour.

39. **Travel by Air:**-Assistant Director and above are entitled to travel by air. The competent authority (Director General) may authorize an employee below the designation of Assistant Director to travel by air as a special case. The class of travel by Air shall be Economy Class or equivalent; however, D.G (FMU) may travel in higher class as per GoP's instructions.

40. **Travel by Railway** The Additional Director and above shall be allowed to travel by the highest class; whereas, the Deputy Director and Assistant Director may travel by First Class (Sleeper) and Clerical and Non-Clerical Staff may travel by the Economy Class. However, the competent authority (Director General) may allow, as a special case, the employees in lower category to travel via the class entitled to a higher category.

41. **Travel by Road:**-While travelling outside the municipal limits of the place of posting, the mode of travel, in this regard, shall ordinarily be the Public Transport; however, the Director General may allow the employee on his request

to use other mode of travel according to entitlements as per **Appendix-I**. In case the concerned officer has been provided with car on the FMU's expense for official and personal use, then the cost of petrol / diesel consumed shall be reimbursed to him/her on the basis of actual mileage travelled subject to submission of receipt issued by the petrol pump.

42. **Gross Daily Allowance:-**In order to save the administrative costs and simplifying the processing, considering the existing strength of FMU, the employees may be disbursed a Gross Daily Allowance to cover the hotel and boarding and lodging expenses without having to submit bills, but shall be required to provide appropriate certification evidencing that the travel was undertaken with the approval of competent authority and specifying the purpose and destination of travel. The admissible rates of gross daily allowance for different categories of employees have been provided in the **Appendix-J**.

Provided that these DA limits will be for each outstation night stay (departure) up to 24 hours from the time of departure and at 50% of the gross DA for each day (not less than 8 hours) of out station duty (including holidays). 10% of the gross DA shall be allowed for transport requirements (excluding holidays); however, the Director General and Director may be allowed for reimbursement of actual Taxi / Rent-A-Car Charges. The Director General, however, may be disbursed actual single room rent against production of hotel receipts; he will also be allowed 33% of gross DA to meet expenditure other than room rent.

43. **Foreign Travel.-**In respect of foreign tours of officers at the expense of FMU, the prevailing policy of the Federal Government shall be applicable at FMU in order to determine the entitlement of applicable daily allowance; following equivalency shall be admissible for this purpose:

| | | | |
|------|---------------------|---------|--------|
| 43.1 | Director General | (FMU-6) | BPS-21 |
| 43.2 | Director | (FMU-5) | BPS-20 |
| 43.3 | Additional Director | (FMU-4) | BPS-19 |
| 43.4 | Deputy Director | (FMU-3) | BPS-18 |
| 43.5 | Assistant Director | (FMU-2) | BPS-17 |

44. **Journey on Transfer:-**Transfer means permanent posting of an employee from one station to another. The traveling allowance on transfer will be admissible only if the transfer has been made at the specific written orders of a competent authority. A transfer on request is not treated as for FMU convenience and as such an employee is not entitled to traveling allowance unless the competent authority decides otherwise. Joining time may be granted to an employee on transfer for a maximum of five days including holidays and the number of days actually spent in transit. The joining time may be extended by the Director General. On transfer, an employee is entitled to the following:

- 44.1 One month's basic pay as Transfer Grant as admissible to the Federal Government Employees

44.2 Cost of travelling as per entitlement under these regulations for the employee and his family (if married). If the officer is allowed to travel by road in his own car or taxi / rent-a-car, an additional road mileage shall be admissible if two members of family accompany him, and if more than two members of family accompany him, three times that rate.

44.3 Gross Daily Allowance as admissible under these regulations in respect of the employee and each member of family above 12 years and one-half of the full rate for every child above the age of 12 months.

45. **Travelling Allowance on Retirement:-** As admissible to the Federal Government Employees.

46. **Grant of Financial Assistance in the Case of Death of an employee or his spouse at the Station of Duty:-** As admissible to the Federal Government Employees

47. **Travelling Allowance to the family of an employee who dies while in service:-** As per Federal Government policy.

I. LEAVE

48. **Leave entitlement.-** Revised Leave Rules, 1980 of the Federal Government would be adopted.

Provided that the year shall be reckoned in term of financial year beginning from 1st July and ending on 30th June.

49. **Rest and Recreation (R&R) Leave.-** Every confirmed employee will be required to avail 15 days leave as per Federal Government Employees Revised Leave Rules, 1980.

50. **Punctuality.-**All officers and staff working in FMU are required to mark their attendance at the office premises and strictly follow the office timings. To ensure office discipline, late arrivals shall be dealt as follows.

50.1 Three unauthorized late arrivals during a month shall be treated as one day Casual leave.

50.2 If authorized leave balance of an official has been exhausted, the above late arrivals shall be counted as one day's absence and be treated as leave without pay.

J. MEDICAL

51. **Medical allowance.-** All employees shall be paid medical allowance at the rate of 10% of running basic pay per month to meet usual expense on account of medical treatment for themselves and their families.

52. Hospitalization.-

52.1 In addition to the medical allowance, employees will be provided reimbursement of hospitalization/post hospitalization/dread disease/prolonged illness etc. for themselves and their family (as defined in Regulation 54 below) for medical treatments at Government Hospitals. Such expenditure on hospitalization shall be reimbursed by FMU in accordance with the Federal Government policy.

52.2 The Director General and the officer of FMU shall be entitled to medical treatment in Government Hospitals during their hospitalization as per Federal Government policy.

53. **Medical insurance.** - The FMU may get a medical insurance cover in due course and in that case the entitlement of hospitalization and other medical expenses and allowances shall be discontinued. The details of such cover shall be notified by FMU with approval of GC.

54. **Family.** -The term "Family" includes, spouse, children, step-children, or legally adopted child residing with and wholly dependent upon the employee.

55. The Director General with the approval of General Committee may take necessary decision/issue guideline from time to time regarding matters related to incidental to the procedural aspects of the medical policy.

K: RETIREMENTS, RESIGNATION, TERMINATION AND CLEARANCE

56. Retirement. –

56.1 An employee shall retire from service on the completion of the sixtieth year of his age;

56.2 An employee retired upon being declared to be medically unfit to continue service by a Medical Board constituted by FMU;

56.3 An employee compulsorily retired under the Government Servants (Efficiency and Discipline) Rules, 1973.

57. Resignation.-

57.1 An employee, other than an employee on deputation, or on contract, may resign from the service of the FMU by tendering his resignation in writing, with one month notice or in lieu thereof, shall surrender to the FMU, a sum equal to one month pay. The period of notice of resignation shall commence from the date of submission of notice in writing:

- 57.2 Provided further that no resignation shall become effective during the pendency of any disciplinary proceedings against the employee.
- 57.3 An employee engaged on contract may leave the service in terms of the agreed contract.
- 57.4 The employee, who tenders his resignation from the service of the FMU, continues to be in service until the resignation is accepted and cannot absent himself from his duty without proper leave.
- 57.5 Acceptance of resignation shall be subject to recovery of any dues or money recoverable from the employee.
- 57.6 The appointing authority may either accept the resignation or, for reasons to be communicated to the employee in writing, refuse to accept the resignation.
- 57.7 In case an employee withdraws resignation before it is accepted by the appointing authority, the resignation shall be deemed to have been withdrawn.
- 57.8 A temporary employee or a probationer may resign from his service without giving any notice. The FMU may also terminate the service of such employee without assigning any reason and without giving notice.

58. Representation.— An employee aggrieved by a decision adversely affecting his service shall have a right to appeal/representation against the decision to the appellate authority as notified by FMU.

- 58.1 A representation shall be preferred within one month of the day on which the cause of grievance had arisen. A representation submitted after this period shall not be entertained unless sufficient cause is shown.
- 58.2 Not more than one representation on the same grounds shall be entertained.

59. Liability to serve anywhere in Pakistan. -An employee may be required to serve in any office or establishment of the FMU anywhere in Pakistan. In the event of noncompliance, the employee shall be liable to disciplinary action as considered appropriate by the FMU.

60. Clearance.-It shall be the responsibility of the employee leaving the FMU to obtain a clearance certificate in the prescribed form and present the same to the FMU. Final settlement of accounts shall not be made unless the clearance certificate is obtained and submitted to the FMU.

L. EFFICIENCY AND DISCIPLINE

61. For the purpose of conduct & discipline the employees of FMU shall be governed under Government Servants (Conduct) Rules, 1964 and Government Servants (Efficiency & Discipline) Rules, 1973, as amended from time to time.

M. CONDUCT

62. The term employee shall deem to include all employees of FMU as well as persons working on deputation, secondment, attachment, etc.

63. Gift. –

63.1 If any gift is offered by the Head or Representative of a Foreign State, the employee concerned shall attempt to avoid acceptance of such a gift, if he can do so without causing offence. If he cannot do so, he shall accept the gift and shall report to the FMU for orders as to its disposal.

63.2 If an employee is offered a gift, the worth of which is more than Rs.5,000/- by any person, organization or any other body/institute with whom FMU has an official relationship, the employee concerned shall attempt to avoid acceptance of such a gift, if he can do so without causing offence. If this cannot be done then the employee may accept the gift and shall report to the FMU for orders as to its disposal.

64. **Declaration of assets.** – All employees (Officers & Staff of FMU) shall be required to submit the following declaration/statement/documents as of 30th of June of each year latest by the 31st of December of each year to the FMU in a sealed envelope.

64.1 A statement of all assets (movable and immovable including cash, jewelry, securities etc.) held by him or by any member of his family; and

64.2 A statement of borrowings by him and by any member of his family from any commercial bank or financial institution.

65. If an ex-employee is required to attend court hearings etc, on behalf of FMU, FMU shall bear all expenses including travel, boarding & lodging in respect of such employee. Furthermore, in this regard, FMU would, if necessary, engage appropriate Legal Counsel with the approval of Finance Division or M/o Law Justice as the case may be.

N. TRANSFERS AND POSTINGS

66. An employee may be transferred to any Division within the FMU and posted to any station where an office of FMU is situated.

67. **Permanent transfer.-** Employee on permanent transfer from one station to another shall be entitled to the following subject to prior approval by Finance Division:-

67.1 Air Fare/railway fare/road travel for eligible family members.

67.2 Transfer Grant as applicable.

O. CAR POLICY/ENTITLEMENTS.-

68. Officers of the FMU shall be entitled to the following Cars:

| | |
|-------------------------------------|--------|
| a. Director General* | 1600cc |
| b. Director | 1300cc |
| c. Additional Director/Legal Expert | 1000cc |
| d. Deputy Director | 800cc |

*Director General shall be provided a 1600cc car from Pool of FMU for official and private use, on non-transferable basis, which shall be fully maintained by FMU.

69. Whenever the manufacture of any of the car models mentioned above is discontinued by the manufacturer, the General Committee will decide the new car entitlement in such case.

70. If an officer could not be provided with the entitled car due to any reason, he will be compensated with the approval of General Committee.

71. Entitlement Car on Promotion from one entitled grade to another.- On promotion officers will be provided a car as per their entitlement of new grade, subject to availability.

72. Theft and Accidents of an FMU owned car.-

- a. Officers are expected to take utmost care of their cars against theft. However, in case of theft of FMU's car allotted to an officer, it should be reported immediately to the closest police authorities and FMU.
- b. All traffic accidents have to be reported to the local police authorities and to FMU, as the case may be.

- c. A detailed report describing the circumstances in which the theft or accident (as the case may) has taken place will be submitted to:
 - i. The General Committee/FMU
 - ii. The Insurance Company (through FMU)
- d. In the event that the Insurance Company and the General Committee/FMU are convinced that the officer took all the necessary security precautions to prevent the theft, the General Committee may decide to provide another new or used car to the officer.

73. **Entitlement cars in case of death.**-If an officer dies while in service, entitlement of car in his/her use will be offered for sale to the widow/widower/family at Written Down Book Value or 10% of its original cost.

74. **Use of FMU's Car.**-The FMU's car may be used for official & private purposes as per fuel ceiling approved by the General Committee.

75. **Driving License.**-It is the officer's responsibility to ensure that persons authorized by him to drive the car provided is in possession of a valid driving license.

76. **Traffic Code.**-It is the officer's responsibility to ensure that anyone who drives his official car is knowledgeable about the traffic code and is also respecting this code. All fines resulting from not respecting the traffic code will be from the account of the officer concerned.

77. **Maintenance (servicing, repairs, renewal of parts).**-

- a. Every officer who is entitled to an official car is responsible to keep the car in good running condition (technically sound and tidy),
- b. Officers in the designations of Director, Additional Director and Deputy Director will be paid maintenance & fuel allowance as approved by the General Committee and will not be entitled to claim reimbursement of any day to day maintenance costs (*i.e.* change of oil, oil filter, air filter, plugs or service, tuning etc),
- c. Entitled car of Director General will be maintained by FMU.

78. **Insurance.** -All FMU cars will be insured by FMU.

79. **Registration & Taxes.** -Ownership of the entitled cars will remain with the FMU and it will continue to pay for the insurance and taxes till such time it is sold or transferred under these regulations.

80. The Director General may take necessary decisions and issue guidelines with the approval of GC from time to time regarding matters related or incidental to the procedural aspects of this car policy.

P. MISCELLANEOUS

81. Every employee to whom these Regulations apply shall subscribe to an agreement in the following form:- "I hereby declare that I have read and understood the FMU's Staff Service Regulations, 2016 and I hereby subscribe and agree to be bound by the said FMU's Staff Service Regulations, 2016 as amended from time to time."

Name in Full

Designation.....

Date of Appointment

Signature Dated

Witness 1: Name.....

CNIC

Signature Dated

Witness 2: Name.....

CNIC

Signature Dated

Q. REPEAL & REPLACE

82. The FMU's Staff Rules (2009) stand repealed and replaced by the FMU's Staff Service Regulations, 2016.

Appendix- A
Regulations 2 & 12

Promotion Policy

The prescribed minimum length of service is a condition for eligibility for promotion and does not confer a right to promotion. No promotion on regular basis shall be made to next post and equivalent unless the officer concerned has completed such minimum length of service and attended such training. Only confirmed employees shall be eligible for promotion. However, promotion cannot be claimed as a right. The promotion/Selection Committee will assess

the suitability of candidate and personal evaluation rating for promotion to next grade through an interview keeping in view the vacancy position.

| Sr. No. | Promotion from to | Name of the Board or Committee | Minimum Length of Service for Eligibility for Promotion to Posts in various posts | Minimum Training Required | Composition of the Board or Committee |
|---------|--|-----------------------------------|---|---------------------------|--|
| 1 | Photocopier / Dispatch Rider / Driver / Messenger (FMU A) to Assistant / Sr. Assistant (FMU B) | Promotion and Selection Committee | 5 Years | -- | a. Director, FMU Chairman b. Additional Director FMU Member c. Deputy Secretary (AML) Member d. Deputy Director Member/ Secretary |
| 2 | Assistant / Sr. Assistant (FMU B) to Junior Officer (FMU 1) | Promotion and Selection Committee | 5 Years | -- | a. Director, FMU Chairman b. Additional Director FMU Member c. Deputy Secretary (AML) Member d. Deputy Director Member/ Secretary |
| 3 | Junior Officer (FMU 1) to Assistant Director (FMU 2) | Promotion and Selection Committee | 3 Years | 6 Weeks | a. DG (FMU) Chairman b. Director, FMU Member c. Deputy Secretary (AML), Member d. Additional Director FMU, Member / Secretary. |
| 4 | Assistant Director (FMU 2) to Deputy Director (FMU 3) | Promotion and Selection Board | 5 Years | 10 Weeks | a. Chairman GC / Finance Secretary b. Additional Secretary (IF), Member c. DG, FMU Member/ Secretary |
| 5 | Deputy Director (FMU 3) to Additional Director (FMU 4) | Promotion and Selection Board | 7 Years | 14 Weeks | a. Chairman GC / Finance Secretary b. Additional Secretary (IF), Member c. DG, FMU Member/ Secretary |

| Sr. No. | Promotion from to | Name of the Board or Committee | Minimum Length of Service for Eligibility for Promotion to Posts in various posts | Minimum Training Required | Composition of the Board or Committee |
|---------|---|--------------------------------|---|---------------------------|--|
| 6 | Additional Director (FMU 4) to Director (FMU 5) | Promotion and Selection Board | 5 Years | 10 Weeks | a. Chairman GC / Finance Secretary b. Additional Secretary (IF), Member c. DG, FMU Member/ Secretary |

**Appendix-B
(Regulation 4)**

| Sr. No. | Grade | Designation | Sanctioned Posts |
|--------------|-------|--|------------------|
| 1. | FMU6 | Director General | 1 |
| 2. | FMU5 | Director | 4 |
| 3. | FMU4 | Additional Director | 2 |
| 4. | FMU4 | Legal Expert | 2 |
| 5. | FMU3 | Deputy Director | 8 |
| 6. | FMU2 | Assistant Director | 10 |
| 7. | FMU2 | PS to DG (AD) | 01 |
| 8. | FMU1 | Junior Officer | 6 |
| 9. | FMU B | Assistant / Sr. Assistant | 7 |
| 10 | FMU A | Messenger Driver Dispatch Rider Photocopier | 6 2 1 1 |
| TOTAL | | | 51 |

Appendix –C
(Regulation 8)

Process and eligibility for fresh appointment

1. Appointment shall be made on the basis of the qualifications, experience and other conditions as determined by FMU for the respective posts. All vacant posts to be filled up by appointment shall be advertised in one or more newspapers having circulation throughout the country. The appointments to the posts to be filled up shall be made by the appointing authority on the recommendation of the selection committee constituted for the purpose;
2. The recommendations of the selection committee may be based on interviews with or without written tests on a date to be notified by the appointing authority to the applicants;
3. A candidate for appointment shall be a citizen of Pakistan;
Provided that this condition may be relaxed by the appointing authority in respect of foreign experts engaged on special contract.
4. The appointments shall be made purely on merit and after determination of Federal Government's prescribed quota.
5. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duty. The candidate shall have to obtain a physical fitness certificate from a medical officer authorized in this behalf by the FMU. The certificate shall be in such form as may be specified for the purpose;
Provided that the provisions of the paragraph 5 above shall not apply to the extent these are inconsistent with the provisions of Disabled Persons (Employment and Rehabilitation) Ordinance, 1981.
6. Every candidate for appointment shall before his appointment be required by the FMU to submit documents including educational testimonials and experience letters and furnish a written declaration in such form as specified by the FMU *inter-alia* stating that, such person has not been convicted by any court of law for an offence involving moral turpitude or dismissed or removed or compulsorily retired by the Federal Government, Provincial Government, a body corporate created under any Federal or Provincial statute or a body corporate owned and controlled by Federal or Provincial Government or any company or institution as a result of disciplinary action against him, and all documents and information submitted to the FMU for the purpose of appointment are genuine and correct in material particular;
Provided that during the course of their employment, all employees of the FMU shall be required to submit such documents including educational testimonials within such time as may be required by the FMU or any officer of the FMU authorized by the FMU in this regard.

7. In case any candidate for appointment submits a document including educational testimonials as required by the FMU which is forged, false, fake, not recognized by the Higher Education Commission of Pakistan or a recognized body in Pakistan or such educational testimonial is declared by the Higher Education Commission of Pakistan or relevant recognized body in Pakistan as not equivalent to the requirement for the post, the said candidate shall not be eligible for appointment;
8. An employee removed or dismissed from the service of the FMU shall not be eligible for re-appointment;
9. A person dismissed from the service of the Government, or an autonomous or semi-autonomous body, shall not be eligible for appointment in the FMU;

Appendix-D
(Regulation 8 & 11)

POLICY FOR RECRUITMENT IN FMU

| S. No. | Nomenclature of the post | FMU Scale | AGE | | Academic Qualification | Experience |
|--------|--------------------------|-----------|--------------------|------|---|---|
| | | | Min. | Max. | | |
| 1 | Director General | FMU-6 | Not above 57 years | | Post Graduate or equivalent Degree in Banking / Finance/ Accounting / Business Administration / Economics with at least second Division from a local or foreign university recognized by HEC. Any additional qualification in law or forensics will be preferred. | 18 years with 10 years in a Senior Management position in the financial sector with activities similar or relatable to FMU. |
| 2 | Director | FMU-5 | 40 | 50 | Post Graduate or equivalent degree in Business Administration / Public Administration / Banking / Finance / Accounting / Commerce / Economics or related field with at least second Division from a local or foreign university or institution recognized by HEC or Fellow Member of a recognized professional Accounting body. | At least 16 years with 8 years in senior level position preferably in the financial sector in AML/CFT and related area. |

| S. No. | Nomenclature of the post | FMU Scale | AGE | | Academic Qualification | Experience |
|--------|--------------------------|-----------|------|------|--|---|
| | | | Min. | Max. | | |
| 3 | Additional Director | FMU-4 | 35 | 45 | Post Graduate or equivalent in Business Administration / Public Administration / Banking / Finance / Accounting / Commerce / Economics or a related field with at least second Division from a local or foreign university or institution recognized by HEC. | Functional & applied experience of at least 10 years with 6 years in the middle level position with exposure in AML/CFT and related areas |
| 4 | Legal Expert | FMU-4 | 35 | 45 | Law graduate with at least second Division from HEC recognized local or foreign university. Candidate having higher qualification would be preferred. | Practical/applied experience of 7-8 years in the area of financial/criminal/international law. |
| 5 | Deputy Director | FMU-3 | 30 | 40 | Post graduate degree or equivalent in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics or related field with at least second Division from a local or foreign university or institution recognized by HEC. | Functional & applied experience of at least 5 years in the financial sector, accounting or legal area. |
| 6 | Assistant Director | FMU-2 | 25 | 35 | Post graduate degree or equivalent in Business Administration / Public Administration / Finance / Accounting / Commerce / Economics or related field with at least second Division from a local or foreign university or institution recognized by HEC. | Functional & applied experience of 2 years preferably in the financial sector, accounting or legal area. |
| 7 | PS to DG (AD) | FMU-2 | 23 | 35 | Second Division Bachelor degree recognized by HEC with a Secretary course, Good command in typing, shorthand at least 40 words per minute. | At least 2 years of relevant experience. |

Appendix – F
(Regulation 21)**RATES OF VARIABLE BONUS**

| Sr. No. | Category | Description | Variable Bonus |
|---------|----------|----------------|--------------------------|
| 1 | A | Outstanding | Upto 4 Running Basic Pay |
| 2 | B+ | Commendable | Upto 3 Running Basic Pay |
| 3 | B | Competent | Upto 2 Running Basic Pay |
| 4 | C | Marginal | 0 |
| 5 | D | Unsatisfactory | 0 |

Appendix-G
(Regulation 23)**ENTITLEMENT OF REIMBURSEMENT OF MEAL/REFRESHMENT
CHARGES**

| Sr. No. | Particulars | Amount |
|---------|---|--------|
| 1 | Late Sitting for 2 hours on a holiday or beyond office hours | 100/- |
| 2 | Late Sitting for 4 hours on a holiday or beyond office hours | 250/- |
| 3 | Late Sitting on a Holiday for more than 4 Hours up to 4 PM | 350/- |
| 4 | Late Sitting on a Holiday for more than 4 Hours & beyond 8 PM | 500/- |

Appendix-H
(Regulation 28)**PERFORMANCE EVALUATION RATINGS**

| Sr. No. | Category | Description | Performance Rating |
|---------|----------|----------------|--------------------|
| 1 | A | Outstanding | 4.51 to 5.00 |
| 2 | B+ | Commendable | 3.51 to 4.50 |
| 3 | B | Competent | 2.51 to 3.50 |
| 4 | C | Marginal | 1.51 to 2.50 |
| 5 | D | Unsatisfactory | 0 to 1.50 |

Performance Evaluation

| Sr. No. | Officer to be reported | Reporting Officer | Counter Signing Officer |
|---------|-----------------------------|---|----------------------------------|
| 1 | DG | Chairman GC | |
| 2 | Director | DG (FMU) | Chairman GC |
| 3 | Additional Director | Director | DG |
| 4 | Legal Expert | Director | DG |
| 5 | Dy. Director | Additional Director/ Director | DG |
| 6 | PS to DG (AD) | | DG |
| 7 | Assistant Director | Deputy Director/ Additional Director | Director / DG |
| 8 | Junior Officer | Deputy Director/ Additional Director | Director / DG |
| 9 | Assistant/ Sr. Assistant | Assistant Director/ Deputy Director | Additional Director/ Director |

Appendix-I
(Regulation 41)

ENTITLEMENT OF TRAVEL BY ROAD

| Sr. No. | Category | Entitlement | Mileage Allowance |
|---------|-------------------------------|--|----------------------------------|
| 1. | Officers | Use of Personal Car or Taxi / Rent-A-Car | As per Federal Government policy |
| 2. | Clerical / Non-Clerical Staff | Use of Public Transport | |

Appendix-J
(Regulation 42)

GROSS DAILY ALLOWANCE

| Sr. No. | Designation | Gross Daily Allowance (Rs.) |
|---------|-----------------------------------|-----------------------------|
| 1 | Director General | 7,900 |
| 2 | Director and Additional Director | 6,800 |
| 3 | Junior Officer to Deputy Director | 5,800 |
| 4 | Staff FMU - B | 4,050 |

[No. FMU/243/257/2016].

SYED MANSOOR ALI,
Director General.

