

Government of Pakistan
Ministry of National Health Services, Regulations & Coordination
Drug Regulatory Authority of Pakistan

Islamabad, the 21st April, 2015.

NOTIFICATION

S.R.O. (I)/2015.- In exercise of powers conferred by section 24 of the Drug Regulatory Authority of Pakistan Act, 2012 (XXI, of 2012) the Authority, with the previous approval of the Federal Government, is pleased to make the following regulations, namely:-

CHAPTER – 1

1. Short title, commencement and application.- (1) These regulations may be called the Drug Regulatory Authority of Pakistan Employees Service Regulations, 2015.

(2) They shall come into force at once.

(3) They shall apply to all the employees of DRAP.

2. Definition.- (1) In these regulations, unless there is anything repugnant in the subject or context,-

(a) “Act” means the Drug Regulatory Authority of Pakistan Act, 2012 (XXI of 2012);

(b) “Appointing Authority” means the Authority as defined in Schedule-II and Schedule-IV of these regulations;

(c) “RO Pay Scale” means Regulatory Officer and Officials Pay Scale for DRAP employees; and

(d) “Selection Authority” means the Authority as defined in Schedule-I of these regulations.

(2) The terms used but not defined here shall have the same meanings as are assigned to them in the Act.

CHAPTER – 2
APPOINTMENT, PROMOTION, TRANSFER AND SENIORITY

(3) Appointment.- (1) Appointment to the posts in the DRAP shall be made in the following manner, namely:-

- (a) initial appointment by the Appointing Authority on the recommendations of the Selection Authority as detailed in Schedule-I;
- (b) promotion as prescribed under regulation 4 by the Appointing Authority on the recommendations of the Departmental Selection Boards as detailed in Schedule-IV; and
- (c) by deputation or transfer or on contract or as contingent staff.

(2) For appointment by initial appointment a candidate shall possess the requisite educational qualification and relevant experience as specified against the post in Schedule-II.

(3) The posts to be filled by the direct appointment, in DRAP shall be filled in on all Pakistan basis, in accordance with Schedule-II and III on merit and in accordance with provincial or regional quotas, women quota, and disabled persons' quota as prescribed by the Federal Government from time to time. Where in a case the quota cannot be observed, sanction of the Policy Board shall be obtained before making appointment to such a post.

(4) Initial appointments to all posts in the DRAP shall be made after advertising the vacancy in the press and as per prescribed procedure.

(5) An appointment to a post may be made in emergent cases on current or additional charge basis, if the CEO is satisfied that the employee can perform efficiently, for a period of three months. If the said period is to be extended for another period of three months then approval from the Policy Board shall be taken.

(6) No person shall be eligible for appointment in the DRAP unless he is a citizen of Pakistan.

(7) The final selection shall be subject to provision of medical certificate by the medical officer authorized by the DRAP in this behalf.

4. Promotion.-(1) Promotion to various posts shall be on the recommendations of the concerned Selection Board as specified in Schedule-IV.

(2) An employee shall be considered for promotion if he fulfills the criteria prescribed in Schedule-II and specified requirements for promotion.

(3) Recommendations of the Selection Board shall be subject to the approval of the Appointing Authority.

5. Probation.-(1) A person appointed by initial appointment or promotion shall be on probation for six months. On the successful completion of probation period the Appointing Authority shall by specific order terminate the probation.

(2) If no orders have been made on the expiration of the said period the probation shall be deemed to have been extended for a period of six months. On the expiration of the extended period the probation shall be deemed to have been completed.

(3) On successful completion of probation of employee shall be eligible for confirmation in his post subject to the approval of the Appointing Authority.

(4) Appointing Authority may waive the probation period if deemed appropriate in case of initial appointment.

6. Seniority.-The record of service of each employee shall be maintained and kept in such form and manner as determined by the Authority from time to time, for both the following cadres mentioned as below:

- (a) DRAP employees through initial requirement or those Civil Servants who opt for DRAP service; and
- (b) Civil Servants who did not opt for DRAP service.

7. Record of service.-The record of service of each employee shall be maintained and kept in such form and manner as determined by the Authority from time to time.

CHAPTER – 3

RETIREMENT, RESIGNATION, TERMINATION OF SERVICE & BENEFITS

8. Retirement, pension, GP Fund, group Insurance etc.- The retirement, pension, GP fund, group insurance shall be dealt with in the same manner as that of the Civil Servants of the Federation.

9. Resignation.-An employee of the DRAP may resign from his post by submitting resignation under his own hand writing on notice period of ninety days. The employee shall continue performing his duty till such time the Appointing Authority accepts the resignation and shall not absent himself from his duties without prior permission. Notice period shall be ninety days for CEO and directors; while thirty days for all other DRAP employees. Appointing Authority may waive the notice period if so desired.

10. Termination of service.-(1) The Federal Government may remove the CEO or any Director of the Authority, on the recommendations of Policy Board, with two third majority for CEO and simple majority for Directors, after serving ninety days' notice.

(2) Services of any employee of the Authority may be terminated by the Appointing Authority, after serving ninety days' notice:

Provided that in case of imposition of a penalty by the Appointing Authority, the termination shall be with immediate effect.

(3) In case an employee is found guilty of misconduct, charges of misappropriation, corruption, disorderly conduct, critical negligence, inefficient, poor performance, etc., he/ she shall be given a show cause notice by the appointing authority. On receipt of the reply, which should be tendered in seven days, the said authority shall examine the issue including hearing of the said employee and normally within a month decide the matter accordingly.

(4) The services of an employee may be terminated without notice during the initial or extended period of his probation:

Provided that, where such an employee is on probation after promotion or is transferred from one post to another post, his services shall not be so terminated as long as he holds a lien against his former post, but he/she shall be reverted to former post during the period of his probation.

(5) On resignation or termination of the services, an exit interview by the concerned director and director administration shall be conducted and the comments to be fairly analyzed with objectivity for improvement in the rules or facilities and for the conducive environment and availability of a good working culture and pay scale, on a fair basis.

11. Joining time.-The employee shall be entitled to joining time on transfer, training abroad or within the country on such terms and conditions as are admissible to the civil servants of the Federal Government of comparable status.

12. Posting.-An employee shall be liable to serve on any post in the Authority in any part of the country.

13. Training.-An employee may be required to undergo training within or outside Pakistan at any time and for any duration from time to time on such terms and conditions as specified by the Policy Board.

14. Medical Attendance.-The employees of the Authority shall be entitled for medical treatment in the approved panel hospitals and in accordance with medical allowance regulations, as prescribed by the Authority and approved by the Policy Board.

CHAPTER – 4

PAYS AND ALLOWNACES

15. Pay and Allowances.- (1) The basic pay scales and allowances shall be known as Regulatory Officers and Officials (RO) pay scales and shall be admissible to the employees of the DRAP, as per Schedule-V.

Provided that the Policy Board may revise the pay scales and allowances as and when deem appropriate.

(2) Pay on initial appointment shall be fixed as specified in Schedule -V. The Appointing Authority, with the prior approval of the Policy Board, for reasons to be recorded in writing, may allow a higher initial pay in the scale allowing a maximum of six advance increments in case of person who possesses additional or higher or special qualification, as applicable to position requirement.

(3) In case where exigency is established for essential working of DRAP capable talent from market may be recruited on market based salary to the position of Directors and Additional Directors, on the recommendation of the selection authority and approved by the appointing authority. Policy Board is competent to allow a market base salary for a maximum of two positions for Directors and three positions for Additional directors.

(4) The CEO would be competent to grant one honorarium to employees, if deemed appropriate. The Authority on proposal of CEO may be competent to grant two honoraria to deserving personal and the Policy Board on proposal of Chairman Policy Board is competent to grant up to three honoraria in deserving cases.

(5) The CEO shall be competent to prescribe reward and incentive schemes on performance based and after achievement of specified targets and against its available potential. The Authority on proposal of CEO shall be competent to approve financial amounts for rewards and incentives, as per approved budget by the Board.

16. Nomenclature.- The nomenclature for posts in DRAP shall be as mentioned in Schedule-VI. Their equivalence with the corresponding post in BPS shall be as mentioned therein.

17. Hiring.- The DRAP employees shall be entitled to hire private or self owned residential accommodation on the rates admissible to Government employees in equivalent or corresponding RO pay scales.

CHAPTER – 5

LEAVE

18. Leave.-The Revised Leave Rules 1980 shall be applicable to the employees of DRAP. Leaves are not considered as right but as need under the circumstances and require prior approval or in case of urgency, regularized later at the earliest possible opportunity. Annual and long leaves shall be planned and approved as per annual or long leaves plan applicable in DRAP, under intimation and approval of DRAP:

Provided that employees who have more than ninety days earned leave to their credit may be allowed encashment of leave to the extent of thirty days once only in a financial year:

Provided further that the balance of earned leave left after encashment, is not less than ninety days to their credit and same shall not be carried over to the next financial year. More than ninety days leaves cannot be carried forwarded and shall have to be encashed as soon it reaches to ninety days.

CHAPTER – 6

LOANS AND ADVANCES

19. Loans and advances.-The loans and advances as admissible to the Civil Servants shall be applicable to DRAP employees. The extent of loans and advances shall be as prescribed by the Authority and approved by the Board.

CHAPTER – 7

CIVIL SERVANTS OF THE AUTHORITY

(1) **20. Employees who do not opt DRAP service.**- (1) The employees of Drug Control Administration, its sub-offices and laboratories who opt to remain Civil Servant under clause (a) of sub-section (5) of section 15 of the Act shall continue to be governed by the Civil Servant Act 1973 (LXXI of 1973) and rules framed there under. They shall however be a dying cadre in DRAP, retained by officers at their own choice. The posts so vacated on their retirement, termination, transfer and repatriation shall be converted to DRAP posts.

Provided that a similar right of choice whether to accept such employees in DRAP or not shall be exercised by DRAP, as well.

2(a) Their position in DRAP service shall be on deputation. In case they do not agree to it, they shall be sent to the Federal Government surplus pool being basically employees of the devolved Ministry of Health and their secondary or any subsequent employment change status in Drug Regulatory Agency or Drug Regulatory Authority of Pakistan shall be withdrawn immediately, for non conformance to these regulations.

Provided that these Civil Servants shall not be entitled to any special allowance, perks, privileges or benefits being granted to the employees of the DRAP under these rules and regulations.

(b) As a general principle all employees of the Authority who exercise option of remaining Civil Servants in the Authority and the DRAP accepts them as per prescribed rules, their seniority will be governed in accordance with the Civil Servants Seniority Rules 1993 and as per their quota specified below in sub-rule (3).

(3) To ensure that no disadvantageous situation is created for those who opt to continue as Civil Servants, the number of posts as per following formula shall be reserved for their promotion subject to these regulations, namely:-

Number of posts reserved for promotion for those who opt to remain as Civil Servants. = Number of posts available to them in the defunct Ministry of Health, prior to its devolution and commencement of Act, x 80%:

Provided that application of above quota and formula shall be applied only one time for Civil Servants (not opting for DRAP employment).

(4) Those officers who opt for DRAP shall be considered for fifty percent quota, for Directors, Additional Directors and Deputy Directors, while fifty per cent quota shall be reserved for initial recruitment on the similar posts. From the number of available positions for promotion, first the twenty per cent portion for subject specialty shall be deducted then from the rest of the available position the 50%:50% ratio shall be applied. Provided that the above quota and formula application shall be applied only one time for Civil Servants opting for DRAP employment, at the initial stage or in the beginning.

All the Assistant Directors shall be recruited by hundred per cent through initial recruitment. Cadre wise seniority shall be maintained of the DRAP employees from the date of option or initial appointment and the seniority list shall be prepared and notified accordingly.

Chapter 8

Miscellaneous

21. Applicability of Civil Servant rules.-The procedures as prescribed under the Civil Servants Act ,1973 (LXXI of 1973)and rules made there under shall be followed for the time being till DRAP makes its own such regulations, for those conditions or situations which have not been specifically prescribed in these regulations.

SCHEDULE-I

[See Regulation 3(1) (a)]

Appointing and Selection Authorities,-Appointing Authority specified in column (3) of the Table below shall be competent authority to make appointment to the posts specified in column (2) thereof on recommendations of the Selection Authority specified in column (4) of the Table, namely:-

S. No	Post	Appointing Authority	Selection Authority
(1)	(2)	(3)	(4)
1.	Chief Executive Officer (CEO)	Federal Government <u>as per Section 4 of Chapter II</u> of DRAP Act 2012	Policy Board of the Authority
2.	Director	Secretary NHSRC / Chairman Policy Board.	Policy Board of the Authority
3.	Additional Director	The Head of Authority / CEO.	Departmental Selection Committee to be approved by the Policy Board
4.	Deputy Director	The Head of Authority/ CEO.	Departmental Selection Committee to be approved by the Policy Board
5.	Assistant Director	The Head of Authority/ CEO.	Departmental Selection Committee to be approved by the Policy Board

SCHEDULE-V

[See regulation 15 (1)]

DRAP RO Pay Scales for DRAP employees*

<u>BS is mentioned only for reference to equivalency to RO</u>	Minimum	Increment	Maximum	Stages
BS-20 / RO-15	64,800/-	4230/-	124,020	14
BS-19 / RO-14	55,800/-	2880/-	113,400/-	20
BS-18 / RO-13	36,000/-	2700/-	90,000/-	20
BS-17 / RO-12	28,800/-	2160/-	72,000/-	20
BS-16 / RO-11	18,000/-	1440/-	61,200/-	30
BS-14/15 / RO-10	15,300/-	1260/-	53,100/-	30
BS-12/13 / RO-09	13,500/-	990/-	43,200/-	30
BS-10/11 / RO-08	11,880/-	828/-	36,720/-	30
BS-8/9 / RO-07	11,160/-	684/-	31,680/-	30
BS-7 / RO-06	10,440/-	576/-	27,720/-	30
BS-5/6 / RO-05	10,080/-	522/-	25,740/-	30
BS-4 / RO-04	9360/-	414/-	21,780/-	30
BS-3 / RO-03	9090/-	360/-	19,890/-	30
BS-2 / RO-02	8820/-	306/-	18,000/-	30
BS-1 / RO-01	8640/-	270/-	16,740/-	30

**SCHEDULE OF MISCELANOUS ALLOWANCES FOR RO PAY SCALES FOR
DRAP EMPLOYEES**

BS is mentioned only for reference to equivalency to RO	Minimum	Increment	Maximum	Stages	HRA @ 45%	Medical Allowance*	Conveyance Allowance**
BS-20 / RO -15	64,800/-	4 230/-	124,020	14	29160	9720	9,000
BS-19 / RO -14	55,800/-	2880/-	113,400/-	20	25110	8370	9,000
BS-18 / RO -13	36,000/-	2700/-	90,000/-	20	16200	5400	9,000
BS-17 / RO -12	28,800/-	2160/-	72,000/-	20	12960	4320	9,000
BS-16 / RO -11	18,000/-	1440/-	61,200/-	30	8100	2700	9,000
BS-14/15 / RO -10	15,300/-	1260/-	53,100/-	30	6885	2160	4,896
BS-12/ 13 / RO -09	13,500/-	990/-	43,200/-	30	6075	2160	4,896
BS-10 / 11 / RO -08	11,880/-	828/-	36,720/-	30	5346	2160	4,896
BS-8/9 / RO -07	11,160/-	684/-	31,680/-	30	5022	2160	3,312
BS-7 / RO -06	10,440/-	576/-	27,720/-	30	4698	2160	3,312
BS-5/6 / RO -05	10,080/-	522/-	25,740/-	30	4536	2160	3,312
BS-4 / RO -04	9360/-	414/-	21,780/-	30	4212	2160	3,060
BS-3 / RO -03	9090/-	360/-	19,890/-	30	4090	2160	3,060
BS-2 / RO -02	8820/-	306/-	18,000/-	30	3969	2160	3,060
BS-1 / RO -01	8640/-	270/-	16,740/-	30	3888	2160	3,060

SCHEDULE-VI

[See regulation No. 16]

Equivalence of Posts of Personnel of Drug Control Administration of the Devolved Ministry of Health with Posts of the DRAP Personnel.

S#	Designation of post of Health Personnel before the Authority	Designation Equivalent to post in the Authority	<u>BPS-> RO</u>
1.	Drugs Controller	Director	<u>20 ->15</u>
2.	Cost Accountant	Director	<u>20 ->15</u>
3.	Chairman Quality Control	Additional Director	<u>19->14</u>
4.	Deputy Director General (Evaluation and Monitoring)	Additional Director	<u>19->14</u>
5.	Director, Central Drugs Laboratory, Karachi	Additional Director	<u>19->14</u>
6.	Director , * National Control Laboratory for Biological, Islamabad	Additional Director	<u>19->14</u>
7.	Director * Federal Drug Surveillance Laboratory, Islamabad	Additional Director	<u>19->14</u>
8.	Federal Inspector of Drugs	Deputy Director	<u>18->13</u>
9.	Deputy Drugs Controller	Deputy Director	<u>18->13</u>
10.	Deputy Director, Central Drugs Laboratory, Karachi	Deputy Director	<u>18->13</u>
11.	Deputy Director National Control Laboratory for Biologicals, Islamabad	Deputy Director	<u>18->13</u>
12.	Assistant Director General (Evaluation and Monitoring)	Deputy Director	<u>18->13</u>
13.	Assistant Drugs Controller	Assistant Director	<u>17->12</u>
14.	Vice Chairman Quality Control	Assistant Director	<u>17->12</u>
15.	Assistant Director Central Drugs Laboratory	Assistant Director	<u>17->12</u>
16.	Assessor (New Function)	Assistant Director	<u>17->12</u>
17.	Specialist (New Function)	Assistant Director	<u>17->12</u>

[No. F. 6-3/2013-Admn-I (DRAP)]

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