

# THE LAHORE MUSEUM, LAHORE

Dated: Lahore, the 22nd February, 1988

## NOTIFICATION

No.SCH/L.M-382/88. In exercise of the powers conferred upon him under section 18 of the Punjab Government Education & Training Institutions Ordinance 1960 (Ordinance XI of 1960) and with the prior approval of the Government of the Punjab, the Board of Governors of the Lahore Museum, Lahore is pleased to frame the following Regulations with the approval of Government namely: -

## THE LAHORE MUSEUM REGULATIONS, 1987

### PART I

#### SHORT TITLE & COMMENCEMENT

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| Short Title and Commencement | 1 | <ol style="list-style-type: none"><li>1. These Regulations may be called the Lahore Museum, Regulations, 1987</li><li>2. These Regulations shall apply to all the Employees of the Lahore Museum.</li><li>3. They shall come into force at once.</li></ol> |
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### PART II DEFINITIONS

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| Definitions | 2 | <p>In these Regulations, unless there is anything repugnant in the subject or content: -</p> <ol style="list-style-type: none"><li>a) "Appointing Authority" in relation to a post means the person authorized under Regulation 8 to make appointment to such post.</li><li>b) "Autonomous or Semi-Autonomous Organization" means an Organization set up under a law by the Government as a Unit separate from the formal Departmental Organization.</li><li>c) "Board" means the Board of Governors of the Museum.</li></ol> |
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- d) “Scale” shall have the same meanings as are assigned to the term in the Punjab Civil Servants (Change in Nomenclature of Service and Abolition of Classes Rules, 1974.
- e) “Chairman” means the Chairman of the Board.
- f) “Competent Authority” means the Authority competent under these Regulations.
- g) “Continuous Service” means the service which includes all kinds of leave with or without pay and foreign service.
- h) “Director” means the Director of the Museum who shall be an ex-officio Secretary of the Board.
- i) “Employee” means an employee of the Museum.
- j) “Fund” means the Board’s Fund.
- k) “Government” means the Government of the Punjab.
- l) “Medical Board” means the Medical Board approved by the Board.
- m) “Medical Officer” means the Medical Officer approved by the Director.
- n) “Month” means a calendar month.
- o) “Museum” means the Lahore Museum, Lahore.
- p) “Ordinance” means the Punjab Government Educational & Training Institutions Ordinance, 1960.
- q) “Pay” means the amount drawn monthly by a member of service as pay and includes technical pay, special pay, personal pay and any other emoluments declared as pay by the Board.
- r) “Prescribed” means prescribed under these Regulations.
- s) ”Recognized University” means a University Incorporated by law in Pakistan, or any other University declared by the Federal or the Punjab Government as recognized University.
- t) “Service” means service with the Museum.

- u) “Salary” means pay and all such allowances as are admissible to an employee under his terms of service.
- v) “Year” means a financial year beginning from 1st July of a year and ending on 30th June of the following year.

**PART III**  
**BUSINESS OF THE BOARD**

Notice and Agenda  
for Board’s  
Meeting

- 3. Notice and Agenda for Board’s meeting :
  - 1. The meeting of the Board shall be convened by the Secretary with the prior approval of the Chairman on the date, time and place fixed in his behalf, a notice of which shall be served on the members by the Secretary at least 7 days before the date so fixed.
  - 2. The agenda for the meeting shall be prepared with the approval of the Chairman and sent to the Members at least 4 days before the date of the meeting. Any other item may be added to the agenda with the permission of the Chairman at any time before or during the meeting.
  - 3. No proceedings of the meeting shall be held invalid on the ground that a notice, thereof, was not received by any member before such a meeting, provided that the quorum was present during the proceedings of such meeting.
  - 4. The Chairman may, in emergency act on behalf of the Board without convening a meeting of the Board; provided that all such orders shall be placed before the Board in its next meeting for such orders as the Board may deem fit to pass.

Minutes of the  
Meeting

- 4.
  - 1. The Secretary shall keep a record of the proceedings of the meeting.
  - 2. The Secretary shall circulate the minutes of the meeting with the prior approval of the Chairman to the Members within 7 days after the meeting. Any Member may raise objection on the minutes so received within 15 days of the issuance of the minutes. The objection, if any, shall be placed before the Chairman for appropriate orders.

3. The minutes of the meeting shall be placed before the Board in the next meeting for confirmation.
- Standing Committee for Appointment to Certain Posts
5. Initial appointment and promotion to posts in BS-16, 17 and 18 shall be made by the Competent Authority on the recommendation of the Standing Committee for Appointments comprising.
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|-------|---|--------------------|
| 1.    | Director  | Chairman           |
| 2.    | Principal, National College of Arts, Lahore                                       | Member             |
| 3.    | Deputy Secretary to Govt. of the Punjab, Information & Culture Department, Lahore | Member             |
| 4.    | One Scholar Specialist in the concerned subject to be nominated by the Chairman.  | Member             |
| 1[ 5. | Additional Director   | Member / Secretary |
- Standing Committee for Acquisition
6. The selection of objects for acquisition to the Museum shall be made by the Standing Committee for Acquisition comprising the following:-
- |       |   |                    |
|-------|---|--------------------|
| 1.    | Director  | Chairman           |
| 2.    | Principal, National College of Arts, Lahore   | Member             |
| 3.    | Deputy Secretary to Govt. of the Punjab, Information & Culture Department, Lahore                                     | Member             |
| 4-5.  | Two or more Scholars / Experts to be nominated by the Chairman according to the nature of the objects to be purchased | Member             |
| 1[ 6. | Additional Director   | Member / Secretary |
- (Keeper / Research Officer Concerned will assist the Committee)



Method of Recruitment	<p>10. Recruitment to the various posts shall be made by initial recruitment, promotion or deputation or transfer from any Government department / agency or statutory body, autonomous or semi-autonomous organization, as specified for each post in the Third Schedule to these Regulations.</p> <p>Provided that initial recruitment, transfer or deputation from other Government department shall be resorted to only if no suitable employee is available for promotion, and</p> <p>Provided further that promotion to posts in BS-16, 17 and 18 shall be made on the recommendation of the Standing Committee set up under Regulation 5.</p>
Medical Fitness	<p>11. No person shall be appointed to a post in the Service by initial recruitment unless he produces a certificate of fitness from the Medical officer.</p> <p>Provided that the Director in case of posts upto BS-16, the Chairman in case of posts in BS-17, 18 and the Board in case of posts in BS-19 and above may, for reasons to be recorded in writing, dispense with the medical certificate, or relax any of the conditions of medical fitness in individual cases.</p>
Probation	<p>12. A person appointed to a post by initial appointment or promotion shall remain on probation for a period of one year during which the appointing authority may discharge him or revert him to the post from which he was promoted without notice, if his work or conduct is found to be unsatisfactory.</p> <p>Provided that :</p> <p>a) the appointing authority may extend the period of probation upto two years and;</p> <p>b) in case of termination of service, one month's pay in lieu of notice shall be given to the employee.</p>
Confirmation	<p>13. An employee shall be confirmed on expiry of the initial or extended period of probation with effect from the date of continuous appointment to the post to which he has been appointed or promoted, if his work and conduct have been found to be satisfactory.</p>
Resignation	<p>14. An employee may resign from service by giving one month's notice in writing to the appointing authority, or in lieu thereof give one month's pay.</p> <p>Provided that the Appointing Authority may waive this condition.</p>

Retirement	15.	An employee shall retire from service on attaining the age of 60 years.
Termination of Service otherwise than as penalty	16.	If the services of an employee are no longer required for reasons other than a penalty under these Regulations, the appointing authority may terminate, his services by giving him one month's notice or in lieu of give one month's pay.
Seniority in Certain Posts	17.	<ol style="list-style-type: none"> <li>1. <b>1]</b> The seniority inter-se of <b>Additional Director</b>, keepers and Research officers in a scale, shall be determined from the date of continuous appointment in that scale. When two or more employees have been appointed or promoted on the same date their seniority inter-se shall be determined according to the order of merit assigned to them by the Appointing or Promoting Authority.</li> <li>2. The seniority of employees BS-16, ministerial and subordinate staff shall also be determined as provided in sub-Regulation (1) above.</li> </ol>
Pay and Allowances	18.	Subject to any other provision of these Regulations any employee shall be entitled to such pay and allowances in Basic Scales as are specified in the First Schedule to these Regulations.
Travelling and Daily Allowance	19.	<ol style="list-style-type: none"> <li>1. In the matters of Travelling &amp; Daily Allowances, the employees shall be governed by the Rules as are, from time to time, applicable to the Civil Servants of the Government.</li> <li>2. The Chairman and the members shall be entitled to such Travelling &amp; Daily Allowances as are permissible under the relevant rules for the time being in force to the Government officers in BS-22.</li> </ol>
Leave	20.	<ol style="list-style-type: none"> <li>1. In the matter of leave, the authority for grant of leave shall be as specified in the Fourth Schedule to these Regulations.</li> <li>2. The authority competent to grant leave shall be competent to refuse, revoke or modify leave already granted.</li> <li>3. The employee shall after a qualifying period of ten years of service, be eligible to encash balance of leave available in his Earned Leave Account on retirement / resignation or termination of services on the grounds other than conviction by a court for subversive activities, corruption, inefficiency or misconduct. Leave encashment shall be permissible for a period not exceeding six months.</li> </ol>

**PART V**  
**MEDICAL ATTENDANCE**

Medical  
Attendance and  
Treatment

- 21
1. Subject to availability of funds, the museum shall provide medical assistance and treatment to its employees and their dependants.
  2. Dependants shall mean wife, dependant children and dependant parents of an employee.
  3. The medical attendance to be provided shall be determined by the Director with the approval of the Chairman.

**PART VI**  
**OPERATION OF THE BOARD FUND**

Disbursement of  
the Fund

- 22.
1. All amounts credited to the Museum Fund shall be deposited in a personal Ledger Account which shall be opened in the Government Treasury at Lahore in the name of the Director of the Museum who shall be the Controlling Officer of the Fund on behalf of the Board.
  2. From the credit balance of the Director, in the Personal Ledger Account, amounts not exceeding the working balance approved by the Board shall be drawn for current expenditure.
  3. The amount of the working balance shall be deposited in any Scheduled Bank recognized by the Government in the Account of the Director which may be operated upon by any Drawing & Disbursing Officer appointed by the Chairman.
  4. The Director may authorize the Drawing & Disbursing Officer appointed under Sub-Regulation (3) above to maintain a permanent advance as he may deem fit.
  5. The Drawing & Disbursing Officer shall be responsible to put up the cash book to the Director within the first ten working days of each month.



**PART VII  
FINANCIAL POWERS**

1[ Financial Powers and  
their Delegation

23. 1. 2[ The Board may delegate any of its financial powers to the Chairman, Director, Additional Director and Administrative Officer as specified in Fifth Schedule to these Regulations.
2. 2[ The Chairman may delegate any of his financial powers under the Schedule, to such an extent on such Terms & Conditions as he deems fit, to the Director, Additional Director, Administrative Officer or any other officer of the Museum.

**PART VIII  
MISCELLANEOUS**

Timings and Closures

24. 1. The Museum shall remain closed on every Friday.
2. The Museum shall remain open on all days except those as may be declared by the Director as closed days, on account of any public holiday, cleaning repairs or stock taking purposes etc.
3. The daily working hours of the Museum shall be such as may be notified from time to time by the Director in this behalf.

Distribution of Business  
of the Museum

25. The Director may distribute the business amongst the employees and assign the duties to be performed by them in connection with the affairs of the Museum in the manner and the extent as he may deem fit.  
Provided that in case of employees in BS-17 and above, the Director shall exercise this power subject to prior approval of the Chairman.

Additional Charge

26. The Director in the case of employees upto BS-16 and the Chairman in the case of employees in BS-17 and above may appoint an employee to hold charge of more than one post.

Provided that:

- (a) such appointment shall not involve promotion, and
- (b) shall not exceed six months in the case of employees upto BS-16, except with the prior approval of the Chairman.

- Special Pay 27. The Board in the case of employees in BS-19 and above, and the Chairman in the case of employees in BS-1 to 18, as the case may be, may allow subject to such condition as may be deemed fit, special pay to any employee for any work of a special nature performed by him in connection with the affairs of the Museum. Where any special pay is sanctioned by the Chairman, the case shall be put up for the information of the Board in its next meeting.
- Sale of Museum Publications etc. 28. The powers of fixation and determination of sale price of the priced publications and any other items / replicas etc. , or free complimentary gift shall rest with the Director.
- Re-employment 29. The Board, Chairman and the Director may re-employ a pensioner in BS-shown in the table below against each respectively on such terms and conditions as may be determined and approved by the Government from time to time:
- |          |                 |
|----------|-----------------|
| Board    | BS-19 and above |
| Chairman | BS-17 and 18    |
| Director | BS-1 to 16      |
- Surety Bond 30. Any employee entrusted with the custody of cash, store etc. in connection with the affairs of the Museum shall execute a Surety Bond in the form and on such terms and conditions as may be determined, from time to time, by the Director in this behalf.
- Government Servant Serving the Museum before 1<sup>st</sup> April, 1969 31. All persons serving in connection with the affairs of the province, in the Lahore Museum, in any capacity, before 1<sup>st</sup> April, 1969 (except those who hold lien on posts outside the Museum) and transferred for service in the Museum shall be governed by the Punjab Government Servants (Service with the Board of Governors of Educational Institutions) Rules, 1965 (Appendix "E-3").
- Liveries 32. The Director shall determine the design, quality and scale of liveries for the employees.
- Residual Powers of the Board 33. All administrative of financial powers not specifically provided in these Regulations shall stand vested in the Board.

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| Application of Government Board etc.                     | 34. | In all matters not specifically provided for in these Regulations and until such time as the Regulations are framed, the relevant rules of the Government for its servants shall be applicable to the employees.  |
| Conduct.   | 35. | In the matter of conduct, the Employees shall be governed by the conduct rules as are, from time to time applicable to the Civil Servants of the Government of the Punjab.  |
| Gratuity.  | 36. | <p>(1) After completion of five years of service gratuity at the rate of one month's salary last drawn for each completed years of service shall be payable to any employee who has opted for C.P. Fund on retirement, resignation, discharge or termination of service for reasons other than inefficiency, corruption, misconduct or conviction by a Court for subversive activities; and</p> <p>(2) In the event of the death of an employee during service, the nominee or nominees if appointed or legal heirs, if no nominee has been appointed, shall be entitled to 100% gratuity payable on the date of death even if the period of service of the employee is less than five years.</p> |
| Procedure for Purchase of goods or works to be executed. | 37. | The Director may, with the prior approval of the Chairman, prescribed procedure of PPRA Rules for purchase of goods to be used in the Museum or for works to be executed by the Museum itself.  |

**PART IX  
APPENDICES**

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| Efficiency & Discipline.    | 38. | In the matter of efficiency and discipline the employees shall be governed by the Lahore museum Service (Efficiency and Discipline) Regulations, 1987 added as Appendix "A" to these Regulations and PEEDA Act 2006. |
| Pension                     | 39. | In the matter of pension, the employees shall be governed by the Lahore Museum Pension Regulations, 1987 added as Appendix "B" to these Regulations.   |
| Contributory Provident Fund | 40. | In the matter of Contributory Provident Fund the Employees shall be governed by the Lahore Museum Employees contributory Provident Fund Regulations, 1987, added as Appendix "C" to these Regulations.               |

General  
Provident Fund.

41. In the matter of General Provident Fund, the Employees shall be governed by Lahore Museum General Provident Fund Regulations, 1987, added as Appendix “D” to these Regulations.

**BY ORDER OF  
THE BOARD OF GOVERNORS OF THE  
LAHORE MUSEUM, LAHORE**

**(CHAIRMAN)**