

**Subject: CONTRACT EMPLOYMENT POLICY - 2002**

1. Pay

i. Pay in case of first appointment

Minimum of relevant pay scale, subject to relaxation by Competent Authority in case of higher qualifications and experience, provided further that in special cases where officials of the required competence, expertise and expertise and experience are not readily available, the Competent Authority may in consultation with the Finance Department Provide enlarged salaries and privileges package.

ii. Appointment on higher post.

Will be equally considered for appointment against higher post if found eligible on the basis of competence, expertise and experience.

2. Annual Increment After completion of one year of service.

3. Conveyance allowance as per government rules.

4. House Rent Allowance (Same as Above).

5. Leave (Same as Above).

6. TA/DA (Same as Above).

7. Medical Allowance (Same as Above).

8. Contract Period

i. Minimum 3 years provided sanction of the post is not less than 3 years. The contract shall stand automatically terminated on the expiry of the initial period. In case of requirements of the job, fresh contract would be executed.

9. Notice Period 2 months notice or two months salary in lieu thereof.

10. Training Equal opportunity of training (local) and self-enhancement will be provided to the contract employees.

11. Benevolent Fund Same facilities are admissible to Government Servants (Rate to be prescribed by the Government).

12. Contributory Provident Fund 5% of minimum of pay by the employee and 5% contribution by the Government.

13. It has further been decided that: -

i. Contract employees will not contribute to G.P. Fund and will not be entitled to pension, gratuity benefits.

ii. Contract appointments (BPS-1 to 10) will be made on the recommendations of Departmental Selection Committee (DSC) whereas contractual appointments from BPS-11 to 15 will be made on the recommendations of NWFP Public Service Commission.

iii. Contract appointment in BPS-16 and above will be made through Public Service Commission.

iv. Appointments will be made on the basis of existing Zonal allocation.

v. The Contract Policy will be applicable to all initial recruitment posts in all Government Departments except the uniformed personnel in the Police and Prisons Departments and Judiciary, the ministerial staff such as Peons, Chowkidars, Drivers etc. would, however, be appointed on contract.

vi. Establishment and other Departments will maintain an integrated management information system for monitoring employment.

vii. Separate board with regard to maintenance of accounts for contribution towards Benevolent Fund and Contributory Provident Fund will be established for contract employees.

14. The above Policy instructions would be implemented with immediate effect.