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PART III

Other Notifications, Orders, etc.

GOVERNMENT OF PAKISTAN

MINISTRY OF INTER PROVINCIAL COORDINATION

GUN AND COUNTRY CLUB

(Gun and Country Club Service Regulations, 2023)

NOTIFICATION

Islamabad, the 17th November, 2023

No. F. 8-7/2023-IPC(S-II).—In exercise of powers conferred under Section 15(2) read with Rule 6(2)(b) of Gun and Country Club Act, 2023, the Management Committee of the Gun and Country Club is pleased to make the following Regulations.

1. **Short title and commencement.**—(1) This instrument shall be called the Gun and Country Club Service Regulations 2023.

(2) It shall come into force at once.

(2713)

Price : Rs. 5.00

[2153(2023)/Ex. Gaz.]

(3) They shall apply to all matters relating to Employees of the Gun and Country Club.

2. **Definitions.**—In these regulations, unless there is anything repugnant in the subject or context;

- (a) **“Act”** means Gun and Country Club Act, 2023;
- (b) **“Club” & “GCC”** means Gun and Country Club, Islamabad setup under the said Act;
- (c) **“Administrator”** means Administrator of Gun and Country Club;
- (d) **Secretary:** means the Secretary of the Club;
- (e) **“Committee”** means the Management Committee of the Club;
- (f) **“Appointing Authority”** means the authority prescribed by these regulations;
- (g) **“Employee”** means all employees of the Club;
- (h) **“Misconduct”** means conduct prejudicial to good order or service discipline or contrary to these Regulations or unbecoming of an employee;
- (i) **“Member”** means a member of the Club;
- (j) **“Pay”** means any emoluments classified under these Regulations;
- (k) **“Performance”** means the fulfillment or accomplishment of the Club objectives and/or accomplishment of task(s) in accordance with agreed upon Job description;
- (l) **“Penalty”** means penalty which may be imposed under Efficiency and Discipline Regulations;
- (m) **“Service”** means service rendered by an employee including probation period;
- (n) **“Specified”** means specified by these Regulations or any other regulations, orders, instructions of the Gun and Country Club or the Administrator of Gun and Country Club;

- (o) **“Schedule”** schedule annexed along with these regulations shall be the Club Policy with the approval of the Administrator; and
- (p) **“Traveling Allowance”** means an allowance to cover the traveling expenses for carrying out official duties.

3. **Appointments.**—(1) Appointments to posts in any Club Position shall be made by any of the following methods as decided by “Administrator”, namely:

- (a) by initial appointment
- (b) by promotion or transfer

(2) The appointing authority specified in (Column 2) of the table below shall be competent to make appointment/contract extension/promotion against various posts in any Club Position specified in (Column 1) of the below table.

TABLE

Posts (Column 1)	Appointing Authority (Column 2)
Secretary/Manager/ /Supervisor/Executive Chef	Administrator
Staff Members	An officer authorized by the Administrator

(3) The GCC with the approval of Administrator may appoint any person/s on a temporary short term contract on specific terms and conditions to assist in the operations of the Club.

4. **Appointments Procedure for Initial Appointments.**—(1) Appointments to the Service of the Club for any post shall be made on contract basis in the specified manner on the recommendation of selection committee nominated by Administrator.

(2) A candidate for initial appointment to a post in Club position must possess the educational qualifications, experience and required particular skill set as per schedule annexed.

- (a) The Administrator may, as referred in these regulations, relax the criteria of age, education and experience in exceptional cases with reasons to be recorded in writing.

(3) **Creation of post in Club Pay Scale (CPS).**—Administrator shall be the authority to create/ abolish/ re-designate any post(s) in the Club.

(4) **Announcement of a Job vacancy.**—If a new position is created or existing position falls vacant for initial/direct recruitment, the Club may fill the vacancy through following procedures:

- (a) All the vacant posts having less than Rs. 50,000/- pay per month will be filled through the pool of applications available with the Club. In case, if no applicant is available than through advertisement.
- (b) All other vacant posts through open competition/advertisement.
- (c) The Administrator may, at his discretion in exceptional cases, dispense with the requirement of public announcement and appoint any suitable person to any Club position.

(5) **Offer letter.**

- (a) If the applicant is selected, Club may issue an offer letter to the selected candidate.
- (b) Upon selection acceptance of the offer by the applicant, the Human Resource Department will issue an appointment letter to the applicant.

(6) **Joining Date.**—Candidate is required to confirm his/her date of joining to the Human resource department within (15) fifteen days of receiving of offer letter, failing which the offer letter may be withdrawn and be offered to the next eligible candidate.

(7) **Referem-e check and pre-employment tests.**

- (a) Employment verification for potential or selected incumbent will be made by HR Department. A Reference check form shall be sent for verification where deemed necessary to relevant agencies.
- (b) A candidate diagnosed with infectious disease at the time of induction shall not be inducted for the offered job at Gun and Country Club.
- (c) All new employees shall be instructed to go through pre-employment medical tests, at their own cost, as under or as approved by the Secretary from time to time:

- (i) Hepatitis B&C
- (ii) Blood CP, Urine RE
- (iii) Chest X-ray
- (iv) Any other tests as specified.

(8) **Security Clearance.**

- (a) Appropriate security clearance will be sought by the HR Department from the concerned authorities.
- (b) If the information provided by the applicant does not conform to the information obtained or it is misleading or important facts have been concealed, the applicant will be given an opportunity to explain any discrepancies. Upon unsatisfactory explanation, the applicant will not be considered further for the position or will be terminated immediately.

(9) **Contract Appointments.**

- (a) All appointments shall be made on contract basis in the Club on specific laid down terms and conditions or as may be decided by the Administrator.
- (b) All employment contracts shall remain in effect until such time;
 - i. if a specific term is provided therein upon the expiry of such term;
 - ii. if a specific term not provided therein upon termination of contract;
 - iii. if an employee is dismissed/removed.
- (c) Upon expiry of contract in special circumstances, the contract can be extended by Administrator for a further period as deem appropriate.
- (d) The contract can be terminated by either side whatsoever by giving one month notice or salary in lieu thereof through a written order.

(10) **Probation.**—Appointment to a service or post in Club position, shall be on probation. The duration of probation shall not be less than 12 months.

After successful completion of probation, the services of the employees shall continue as per terms and conditions of the contract. However, the contract can be terminated without assigning any reason during probation period by the appointing authority.

(11) **Club Facilities.**—Employees are not allowed to use Club facilities meant for members in general except where employee is member or family member, specifically permitted and/or as guests of members (from family/friends), under prior permission of the Secretary/Administrator; whichever the case may be.

(12) **Club Account Facility.**—Club account including food and or any other facility may be extended towards employees, as deemed necessary, with the approval of the Secretary from time to time.

(13) **Financial benefits on expiry/termination of contract.**—Upon conclusion of contract either by his/her willingness or by the authority, the employee will be entitled to any other benefit as declared by Administrator such as gratuity as may be prescribed under prevalent law, EOBI pension as per terms & conditions of EOBI & GCC's agreement and Life Insurance as per agreed terms & conditions of the Insurance company.

(14) **Other allowances.**—Any other allowance may also be extended to employee(s) including salary allowance as specified from time to time with the approval of Administrator, Gun and Country Club.

5. **Appointments by Promotion or Transfer:**

- (a) Appointment to post by promotion or transfer in any position, if decided by the Administrator in the Club shall be made by the Appointing Authority on the recommendation of HR Manager and the Department head(s) concerned, as the case may be, duly approved by the Club Secretary. The detail criteria for promotion for each vacancy is highlighted in the schedule attached.
- (b) No promotion shall be made to any post unless the employee has completed his/her probation period or such minimum length of service as specified and attended such training necessary to perform the duties.
- (c) The competent authority may, assign additional charge of any location, section or department to an employee.

- (d) The Appointing Authority may approve transfer / promotion / re-designation of such employee.

6. General Terms and Conditions of Employees:

- (a) Terms and conditions of employee's service shall be as laid down in these Regulations or in such subsidiary orders and instructions which may be issued from time to time with the approval of Administrator. Henceforth, these terms and conditions will also apply to all serving employees of GCC in supersession of all previous terms and conditions of employment/contact.
- (b) Minimum age for hiring in the Club will be 18 years.
- (c) All appointments shall be subject to the production of the specified/ required testimonials.
- (d) No person, who has been convicted for any penal offence, shall be employed by the Gun and Country Club. If an employee is convicted for a penal offence during his employment with Gun and Country Club, he/she shall be liable for instant dismissal.
- (e) Previously dismissed/terminated employees of GCC will not be rehired. Employees with good performance record who had resigned on their own may be considered for rehiring after a period of 3 months.
- (f) All employees shall serve a probation period of 12 months.
- (g) Employee is required to work as per Club's work schedule. The working days and hours will be subject to change. Operational staff will be required to work in any of the shift depending upon work requirements and may be transferred from one shift to another with the approval of department head.
- (h) Employee is entitled to annual/ casual / sick leaves and gazetted holidays as specified.
- (i) Employee shall be liable to instant dismissal/termination/removal from service without notice or suspension in case of gross misconduct as described in E&D procedure in these Regulations.
- (j) If on Medical Examination, employee is found medically unfit to perform duties or such medical conditions, which are hazardous for

others, the appointing authority on the recommendation of Doctor may transfer or terminate the services of the employee, as the case may be.

- (k) The Appointing Authority may transfer employee to any other department/section in the Club.
- (l) Employee shall promote and safeguard, at all times, the interest of Gun and Country Club and shall not indulge himself/herself into any activity, detrimental to the repute and interests of the Club.
- (m) Taxes: Deductions on account of applicable withholding taxes on the pay and allowances of the employees will be deducted as per the law and instructions of the government of Pakistan.
- (n) The employee shall abide by GCC Rules and Regulations, Code of Conduct, by laws, instructions or any other directions issued by the Administrator/Secretary GCC
- (o) The employee shall not engage into any activity or grouping on the political grounds.
- (p) The employee shall not damage the GCC property.
- (q) The employee shall not engage in any media campaign that shall be detrimental to the interests of the club.
- (r) The employee shall not engage in any media campaign or grouping with an aim to malign GCC.
- (s) The employee shall not engage in any litigation in the Courts of Law against the GCC.

7. **Efficiency & Discipline Procedure.**—(1) Unless otherwise provided through office order, or any other instrument in writing by the Administrator, E & D Procedure shall apply to all employees of the Club.

(2) **Definitions.** In this Part, unless the context otherwise requires:

- (a) **“Accused”** means an employee of the Club against whom disciplinary inquiry/action is initiated/taken;
- (b) **“Authority”** means competent authority as prescribed by these regulation;

- (c) **“Inquiry Committee”** means the Inquiry Committee constituted by the Competent Authority, as the case may be, having not more than three members;
- (d) **“Inquiry Officer”** means an officer/employee of the Club appointed as so by the competent authority;
- (e) **“Misconduct”** means conduct prejudicial to good order or service discipline or unbecoming of an employee as detailed in these Regulations; and
- (f) **“Penalty”** means a penalty which may be imposed.

(3) **Misconduct.**—Misconduct means conduct prejudicial to good order or service discipline or contrary to the conduct specified in these Regulations or in this Part or unbecoming of an employee and includes any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Club Administration or any Officer in respect of any matter relating to the appointment, promotion, transfer, punishment, termination or other conditions of service of an employee and may have committed any one or more of this act listed below;

- (a) Is engaged in Threatening acts of workplace violence, including but not limited to:
 - i. Possessing firearms or other weapons on Gun and Country Club’s property.
 - ii. Fighting or assaulting a member, coworker, or visitor.
 - iii. Threatening or intimidating or fighting with a coworker, security guard, member, or visitor.
 - iv. Using inappropriate and abusive language.
 - v. Engaging in any subversive activity.
 - vi. Engaging in any form of sexual or other harassment and gender discrimination.
- (b) **Gross misconduct:** The following actions may cause immediate termination from service and the appointing authority may

terminate the services of an employee with or without the inquiry process; these actions includes but not limited to;

- i. Disobedience of any order issued by the competent authority;
- ii. Financial embezzlement;
- iii. Theft of or damage to fund, property or other resources;
- iv. Use of illegal drugs on duty
- v. Any other offence of serious nature

(4) **Penalty:** The following are the penalties, namely:

- (a) Censure (in writing)
- (b) Fine
- (c) Removal from service
- (d) Dismissal from service

(5) **Inquiry/Investigation:**

- (a) In case where an employee is accused of subversion, corruption or misconduct, the Appointing Authority, at his discretion, shall have full power to decide whether it is necessary to hold inquiry against the accused through the inquiry officer/committee or not.
- (b) If Appointing Authority decides to hold an inquiry through Inquiry officer/Committee (as the case may be), the accused by order in writing, shall be informed about the grounds of the action and action proposed to be taken in this regard.
- (c) The Appointing Authority may suspend the accused for an initial period of 03 months extendable by the Administrator for further time period deemed appropriate.
- (d) The inquiry officer/committee shall submit report after following legal due process within 15 days.
- (e) If Appointing Authority decides not to hold an inquiry or after receipt of report of Inquiry officer/Committee, he may by himself or through any designated/authorized officer give the accused a reasonable opportunity of showing cause against the penalty

proposed to be imposed upon him, which should not be less than ten days or within such extended period, as the Administrator may allow.

- (f) On receipt of reply of accused employee, an opportunity of personal hearing will be provided by the Authority. Thereafter, the Authority shall pass such orders as may deem proper.

(6) Appeal/Review Authority:

- (a) The employee shall have right to appeal before Administrator, if orders are passed by other authority.
- (b) The employee shall have right to apply for review of the order passed by Administrator.
- (c) In case, the Secretary of Ministry Concerned and Administrator are different then where any decision is taken by "Administrator", the appeal may be filed before the "Secretary of Ministry Concerned of GCC"

8. **Leaves.**—(1) Following are the types of leaves admissible to an employee:

- (a) Annual Leave — 20 days in a calendar year.
- (b) Casual Leave — 10 days in a calendar year.
- (c) Medical leave — 10 days in a calendar year.

(2) Grant of all types of leave(s) shall be subject to approval of the Competent Authority and cannot be claimed as a matter of right by an employee.

(3) Annual/Earned Leave:

- (a) Approval of Annual Leave shall be subject to the exigencies of the Club business / work.
- (b) Annual Leave not availed during a calendar year will be considered lapsed at the close of each calendar year.

(4) Medical Leave:

- (a) Management may require an employee to produce medical certificate from registered medical practitioner if he/she avail leaves for three days or more.

- (b) Medical/Sick Leave exceeding 15 days may be granted without pay or from annual leave with the approval of Appointing Authority.

(5) **Leave Without Pay:** In exceptional circumstances, the competent authority may grant leave without pay for up to such period as deemed necessary.

(6) **Procedure for Sanctioning Leave(s):**

- (a) The authority to grant leave shall be as follows:

- i. In case of employee of a department, the head of the department.
- ii. In case of head of the department, the Secretary of the Club.
- iii. In case of the Secretary, the Administrator of the Club.

- (b) Application for extension of leave shall be submitted by the employee before the expiry of leave already granted and well in time for the decision thereon to be communicated to him/her before the expiry of sanctioned leave.

9. **Removal of Difficulties.**—If any difficulty arises in giving effect to any provision of these regulations or any other matter not specified therein, the “Administrator” make such orders as appear to him to be necessary for purpose of removing the difficulty. The Administrator shall have the authority to alter/modify/revise the terms and conditions of these regulations/schedules as and when required.

10. **Repeal.**—All existing instructions, regulations, terms & conditions of contract appointments or any other instruments in this regard are hereby repealed.

SCHEDULE I
CLASSIFICATION OF POST & CLUB SALARY STRUCTURE

Position	Club Tier	Salary Package (Lump Sum)	Increase per year	Condition for Increase
Secretary	CPS-5	Rs.100,000	7.5 % of the Salary	Subject to approval by the Administrator and availability of Funds.
Managers	CPS-4	Rs.75,000	5 % of the Salary	
Supervisors	CPS-3	Rs.40,000	5 % of the Salary	
Heads	CPS-2	Rs.36,000	5 % of the Salary	
Other/Staff	CPS-1	Rs.32,000	5 % of the Salary	

Note: The Administrator shall have the authority to alter, modify, revise the Terms and Conditions, as and when required.

SCHEDULE II
POLICY REGARDING RECRUITMENT AND CAREER PLANNING

1. ELIGIBILITY CRITERION FOR INITIAL APPOINTMENT

The method of appointment to the posts shall be as under:-

Designation		Education Required	Experience	Max Age
Administration/HRM				
Secretary	CPS-5	Bachelors/Masters Degree (MBA/MPA)	10 Years	55 Years
Manager (Administration & Security)	CPS-4	Bachelors/Masters Degree (MBA/MPA)	5-8 Years	45 Years
Supervisor (Admn)	CPS-3	Bachelors Degree	5 Years	40 Years
Supervisor (Maintenance)	CPS-3	Intermediate with relevant Diploma of 3 years	5 years	40 Years
Supervisor (Gardening)	CPS-3	Bachelor in Horticulture	5 Years	40 Years
Supervisor (Sanitation)	CPS-3	Graduate	5 to 8 Years	40 Years
Supervisor (Security)	CPS-3	Graduate/Rtd JCO	5 to 8 Years	45 Years
Purchaser	CPS-2	Intermediate	2 years	30 Years
Storeman	CPS-2	Intermediate	2 years	30 Years
Driver	CPS-1	Primary with valid Driving License	-	30 Years
Electrician	CPS-1	Electrician Certificate by a recognized by any TVET Qualification Awarding Body	3 years	35 Years
Painter	CPS-1	Matric/Under Matric	2 to 3 Years	35 Years
Head Nursery	CPS-1	Matric	3 to 4 Years	40 Years
Gardener	CPS-1	Matric/Under matric	2 Years	40 Years
Janitors	CPS-1	Matric/Under Matric	Sufficient working experience	35 Years
Security Guards	CPS-1	Matric/Under Matric	2 Years	40 Years

Finance and Accounts				
Manager (Finance & Accounts)	CPS-4	BS (A&F)/M.Com /MBA (Finance)	5 to 8 Years	45 Years
Accountant	CPS-3	BS (A&F)/B.Com	2 to 3 Years	35 Years
Accounts Assistant	CPS-2	F.Com/B.Com	2 to 3 Years	35 Years
IT Assistant	CPS-2	Graduate. IT Diploma	2 to 3 Years	35 Years
Facilities				
Manager (Facilities)	CPS-4	Master (Physical Edu./ Health related Sci.)	5 to 8 Years	45 Years
Supervisor (Health Studio)	CPS-3	BS (Health related Science)/Graduate	2 to 3 Years	35 Years
Supervisor (Shooting Ranges)	CPS-3	BA/Rtd JCO	2 to 3 Years	45 Years
Supervisor (Reception)	CPS-3	BA	3 Years	35 Years
Supervisor (Tech)	CPS-3	DAE	3 Years	35 Years
Gym Instructor	CPS-2	FA/BA	4 to 5 Years	35 Years
Pool Instructor	CPS-2	FA/BA	4 to 5 Years	35 Years
Attendant	CPS-1	Matric	Sufficient Working Experience	35 Years
Armory Incharge	CPS-1	Intermediate/ Rtd JCO (Ammunition)	2 to 3 Years	45 Years
Shooting Operator	CPS-1	Matric/Rtd from Armed forces	2 to 3 Years	45 Years
Receptionist	CPS-1	Intermediate	3 Years	35 Years
Food and Beverages				
Manager Food & Beverages	CPS-4	Master/BS (Food Sciences)	10-15 Years	50 Years
Supervisor (F&B)/ E.C	CPS-3	FA/BA	5 to 8 Years	40 Years
Supervisor (Restaurant)/ E.C	CPS-3	FA/BA with relevant job certification	5 to 8 Years	40 Years
Chef	CPS-2	FA/BA with relevant job certification	5 to 8 Years	40 Years
Cook	CPS-1	Matric	2 to 3 Years	35 Years
Head Waiter	CPS-2	Matric	3 to 5 Years	40 Years

Waiter	CPS-1	Matric	1 to 2 Years	35 Years
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Other/Staff	CPS-1	Matric	1 to 2 Years	35 Years
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2. **ELIGIBILITY CRITERION FOR APPOINTMENT BY PROMOTION**

Appointments by Promotion: Appointments by Promotion shall be made by the Administrator, GCC according to the following eligibility criteria:

Post	Eligibility Criteria
Secretary	i. Must have served as Manager in GCC for at least 10 years. ii. Must possess the education qualification required for the post for initial appointment laid down in Schedule-II
Manager	i. Must have served as Supervisor in GCC for at least 10 years. ii. Must possess the education qualification required for the post for initial appointment laid down in Schedule-II
Supervisor	i. Must have served in GCC for at least 10 years.
All other posts	ii. Must have served in CPS-1 in GCC for at least 5 years

Note: The Administrator shall have the authority to alter, modify, revise the Terms and Conditions, as and when required.

SCHEDULE III
POLICY REGARDING PERFORMANCE APPRAISAL

1. **Objectives:**

The objective of the performance appraisal is to evaluate the performance of employees in a systematic, non-biased and professional way; during the specified evolution period i.e. calendar year. Performance appraisal process not only helps Management to identify employee's achievements and deficiencies but also help employees to know what they have accomplished during the period.

2. **Methodology:**

- (1) Performance of an employee shall be evaluated as per below method to assess the technical, behavioral, supervisory and coordination skills of the employee; per respective pay scale:

Position	Technical	Behavioral			Supervisory Skills			Cross Appraisal			Total
		Attendance &	Communication	Discipline	Communication	Discipline	Supervisory Functions	Communication	Discipline	Supervisory Functions	
Other/Staff	70%	10 %	05 %	15 %	-	-	-	-	-	-	100 %
Heads	60%	15 %	10 %	15 %	-	-	-	-	-	-	100 %
Manager	30%	-	-	-	10 %	15 %	15%	10 %	10 %	10%	100 %

3. **Performance Criterion:**

Every employee is required to be assessed through above mentioned methodology.

4. **Exemption:**

- (1) Daily wagers, part-time, apprentices, interns, trainees and temporary employment.
(2) Employees with less than six months of service during the calendar year.

AHMAD HANIF ORAKZAI (PAS),
Administrator, GCC.