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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF GILGIT-BALTISTAN

GILGIT-BALTISTAN SECRETARIAT
(Services, General Administration, Information and Cabinet Department)

NOTIFICATION

Gilgit, the 27th March, 2017

S.R.O 1486(I)/2020.—In exercise of the powers conferred upon him *vide* Gilgit-Baltistan (Empowerment and Self-Governance) Order, 2009, Artical-94. the Governor Gilgit-Baltistan has been pleased to make the following method of appointment, qualifications, experience, age limit and other conditions are laid down for appointment to the following posts existing in "**Levy Force under Home & Prison Department**" Gilgit-Baltistan.

"SERVICE RULES FOR LEVIES FORCE GILGIT-BALTISTAN"

In exercise of the powers conferred by section 5 of the "**Gilgit-Baltistan Levies Force Ordinance 2016**" the Government of Gilgit-Baltistan is pleased to make the following rules regulating appointment to the Gilgit-Baltistan Levies

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Force and prescribing conditions of service for the persons appointed thereto, namely:-

PART-1 GENERAL

1. **Short title and commencement**.—(1) These rules may be called Gilgit-Baltistan Levies Force Service Rules, 2017.

(2) They shall come into the force at once.

2. **Definitions**.—(1) in these Rules, unless the context otherwise require, the following expressions shall have the meaning hereby respective assigned to them, that is to say:—

(a) **"Appointing Authority"** means the appointing authority specified in rule-4;

(b) **"Commandant"** means Commandant of the force, who shall be Deputy Commissioner in their respective jurisdiction.

(c) **"Director General"** means the Secretary Home & Prisons.

(d) **"Deputy Commandant (Administration)"** means Additional Deputy Commissioner of the force, who shall be an officer of Federal or Gilgit-Baltistan Civil Service or any officer of the District Administration designated as such officer by the Provincial Government to exercise in his respective jurisdiction such powers and perform such functions as may be prescribed and who shall be responsible to the Commandant for administration and establishment matter of the Levies Force in Gilgit-Baltistan.

(e) **"Deputy Commandant (Operations)"** means an Assistant Commissioner or any officer of the District Administration designated as such officer by the (Gilgit-Baltistan Civil Service who shall be Deputy Commandant (Operation) of the force, to exercise in his respective jurisdiction such powers and perform such function as may be prescribed.

(f) **"Commissioner"** means the Commissioner of concerned Division.

(g) **"Force"** means Gilgit-Baltistan Levies Force.

(h) **"Government"** means the Government of Gilgit-Baltistan.

(i) **"Home Department"** means Provincial Home & Prisons Department, Gilgit-Baltistan.

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(j) **"Initial Recruitment"** means appointment made other than by promotion or by transfer.

(k) **"Schedule"** means the Schedule appended to these rules.

(l) **"Selection or promotion committee"** means a committee for recruitment or as the case may be, promotion of Force personnel as notified by the Government.

(m) **"Services"** mean the persons serving in Gilgit-Baltistan Levies Force.

(n) **"Ex-Serviceman"** mean a person who has served in Army, Police, Municipal Force or any other Law Enforcing Agency.

PART-II RECRUITMENT

3. **Eligibility and Composition services**.—(1) The Force shall comprise of the posts specified in Schedule-I and such other posts as may be determined by the Government from time to time.

(2) Recruitment to the Force shall be made in accordance with the requirement specified in Schedule-I. No person shall be appointed unless he fulfills the following conditions:-

(a) The candidate shall be a citizen of Pakistan and *bonafide* resident of the concerned district of Gilgit-Baltistan except for posts in BS-10 and above for which the candidate should be domicile holder of any district of Gilgit-Baltistan.

(b) The candidate shall be, in good mental and bodily health and free from physical defects.

(c) Medical Superintendent of the respective District Headquarter Hospital shall issue a certificate of medical fitness to the candidate.

(d) Recruitment to all ranks of the Force shall be made from amongst those persons having a minimum height of 5'-4" and chest measurement of 34"-35 1/2" with an age of not less than eighteen years and not more than twenty-five years on the last date of submission of application.

(e) No persons (except those who are already in Government Service) shall be appointed to the Force unless he produces a certificate of character from the Principle of Academic Institution last attended or a certificate of character from two gazette officers from

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respective district, not being his relative and who are well acquainted with his character; and

(f) No person who is married to foreign national shall be eligible for appointment in the Force, unless allowed by the Government, in writing.

(g) Final selection shall be subject to character and antecedents verification from Special Branch.

4. **Appointing Authority**.—(1) Commandant shall be the appointing authority for initial recruitment and promotion up to the rank of BPS-10, subject to the administrative approval of Commissioner of concerned division. Whereas promotion to the rank of BS-11 and above, rests with the Home & Prisons Department Gilgit-Baltistan.

(2) Appointment to the post shall be made in accordance with the provision contained in Schedule-I read with Rule-3 of these rules.

(3) Appointment either through initial recruitment or by promotion shall be made through duly constituted Selection/ Promotion Committees:

Provided that in case of raising of force in a new district, the Commandant shall have the authority to recruit *ex*-servicemen above the rank of Levy Sepoy on contract basis for a period of one year extendable for a further period of one year but not exceeding three years in total, with prior approval of the Government.

It is further provided that the *ex*-servicemen so appointed on contract shall not be more than forty five years of age.

5. **Probation**.—Persons appointed to posts by initial recruitment and promotion shall remain on probation for a period of one year extendable by a further period of one year. If no order is issued on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended for further one year. If no order is issued on the completion of extended period, the probation shall be deemed to have been terminated.

6. **Training.—**(1) All newly recruited personnel of the Force shall undergo four months pre-service training, before being assigned duties of the rank for which are selected. Initially, the appointing, authority shall arrange for appropriate training till a proper Levies Training Center is established.

(2) The pre-service training mentioned in sub-rule (1) may contain training on local and special laws (extended in GB), riwaj, traditions, usages, Jirga proceedings prevalent in the area, weaponry training, investigation

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techniques, mob control, basic intelligence, arrest and detention procedure, jail duties, drill, weapons training, field craft, bomb disposal, counter assault, traffic control, raids, watch & ward etc. Proper training syllabus and modules shall be developed through mutual consultation with local law enforcement agencies by the Home Department.

7. **Resignation**.—No member of the Force shall resign before the expiry of the first three months of his recruitment or he shall deposit an amount equal to his three months pay in lieu of his three months essential service.

8. **Seniority and Promotion**.—(1) Promotion shall be strictly on seniority *cum* fitness basis as well as on the required length of service as specified in Schedule-I.

(2) The service of personnel by initial recruitment, promotion or transfer may be dispensed with or reverted if, in the opinion of the competent authority his work conduct is not satisfactory during probation period or due to abolishment of post, as the case may be:

Provided that in case of dispensing with their service or reversion the concerned authority shall record cogent reasons for such action in writing.

(3) The seniority list of the Force shall be maintained at district level. Commandant shall be responsible for maintaining the seniority list of the force and shall notify annually.

9. **Transfer during service**.—(1) Every member of the Force shall be liable to serve anywhere within Gilgit-Baltistan.

(2) Every member of the Force may be transferred by the Commandant within the District while out of power of out of District posting shall rest with DG Levies.

10. **Punishment**.—After satisfying himself regarding punishment acts as referred to in Schedule-II through a charge duly framed in writing, necessary punishment specified in Schedule-IV may be awarded by the respective authority:

Provided that punishment so awarded shall be duly incorporated in service rolls/service dossier, accordingly.

11. **Appeal.—**If any personnel of the force are aggrieved by any order issued under these rules, within thirty days of the communication to him of such order, may prefer an appeal to the competent authority:

Provided that no appeal shall lie against the punishment specified at Sr. No.(1) and (2) of Schedule-IV.

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12. **Awards and commendation**.—(1) Force personnel may be given special award and commendation certificate for devotion to duty, demonstration of gallantry and such achievement in the performance of duty, in the manners as prescribed by the Commandant, and shall be made part of the service rolls/ service dossier.

(2) Force personnel, if embraces martyrdom in the discharge of his duty, will be given proper Guard of Honor at the time of burial.

13. **Service record.**—Proper service rolls / Service dossiers of all Force Personnel shall be maintained in Levy Office of each district. Annual reports of all personnel of the Force shall also be maintained for the purpose of promotion.

14. **Uniform**.—The levy personnel shall attire black shalwar /qameez with black boots whereas the Commandos/Special Force Wing/ QRF will wear Black Pantaloons and Black Commandos Shirt.

15. **Leave**.—(1) Leave may be granted depending in the exigencies and at the discretion of the Commandant. All leave of ten days or above, will be considered as long leave and shall be granted on the recommendation of Deputy Commandant by the commandant.

(2) Casual leave may be allowed up to three days by Deputy Commandant. Casual leave up to nine days may be granted by the Deputy Commandant (to be notified by the Commandant) on the recommendation of the Deputy Commandant and concerned Levy Officer.

(3) Medical Leave shall be granted by the Commandant on the production of medical certificate from the medical superintendent concerned.

16. **Salary.—**The Force personnel shall be entitled to receive pay and allowance as per their pay scales notified by the Government from time to time under these rules.

17. **Retirement.**—All uniform levy personnel shall retire as per Schedule-III or they may opt for retirement after completion of 25 years of regular service and no extension in service beyond retirement shall be granted. All non-uniformed personnel shall retire from service on attaining the age of superannuation *i.e.* 60 years or they may opt for the retirement after completion of 25 years of regular service and no extension in service beyond retirement shall be granted.

18. **Conduct.**—The conduct of force personnel shall be regulated by these rules or instructions issued by Government from time to time.

19. **Gratuity and Pension.**—The Force personnel will be entitled to pension as per prevailing Government rules.

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20. **Compensation**.— (1) The Family of Force personnel shall be granted death compensation in case the Force personnel embrace martyrdom during discharge of his duty as admissible to GB Police.

(2) Force personnel shall be granted compensation in case of sustaining fatal injury or injuries during the discharge of his duty. If he is declared incapacitated for further services due to such fatality. He shall be entitled to gratuity and pension as per the Government Rules.

(3) 5%quota shall be reserved to the sons of permanently incapacitated personnel of the Force during course of duty in general recruitment as per Prime Ministers Family Assistance Package for Employees who die during service as amended by the Government from time to time.

21. **Funds.**—Force personnel shall be governed by the provision of general provident fund benevolent fund and group insurance as prescribed for other employees of the Government.

22. Health care.—Medical facilities for the force personnel and their families shall be catered for at Government hospitals and dispensaries at par with other employees of the Government.

23. **Monitoring and evaluation**.— (1) Commandant or Deputy Commandant of the Force shall set up suitable number of levy posts in their respective jurisdiction and shall assign suitable number of force personnel at each of such levy post. In case of establishment of Levies Station within their jurisdiction shall require prior approval of the Government.

(2) There shall be levy line in each district, which shall have all necessary facilities including parade ground, barracks, quarter guards, koth/ armory etc.

(3) Duty Register showing the duties assigned to each individual on day to day basis shall be maintained in each levy post /levy station/ levy lines by a levy Clerk.

(4) Levy JCO shall be responsible for carrying out the assigned duties the Force personnel whose duties shall be entered in advance in the duty register.

(5) Register including *roznamchas* as prescribed by the Commandant shall be maintained in every levy post/ station/ lines.

(6) Commandant, Deputy Commandant or any other officer of the District Administration shall in the course of their tours in their jurisdiction, may

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inspect duty register and *roznamchas* of levy posts/station and satisfy themselves that Force Personnel are carrying out their assigned duties. A note regarding absence from the post or from the place of duty of any Force Personnel without leave, shall invariably be recorded by inspecting officers in the duty register. Such entry shall be communicated to the Commandant and Deputy Commandant (operations) by incharge of the post/station within twenty four hours for appropriate action.

24. **Anomaly Committee.**—An Anomaly Committee shall be constituted/ notified by Home and Prisons Department Gilgit-Baltistan, which will consider and remove such anomalies from time to time referred to the competent authority.

25. **General Instructions.**—In all matters not expressly provided for in these rules, the Home and Prisons Department shall govern the Force personnel and matters by issuing instructions as and when required.

26. **Welfare Fund.**—There shall be Welfare Fund for the welfare of the Force and 50% contribution towards the fund shall be made the Government and remaining contribution shall be made by the Force Personnel from their monthly salary.

27. **Repeal.**—Any rules, orders or instruction enforce in respect of Gilgit-Baltistan Levies Force, immediately before the commencement of these rules shall stand repealed in so far as these rules, order or instructions are inconsistent with the rules.

Schedule-I
(*See* rules 4(2) and 8)

A. UNIFORMED FORCE.

S. No.	Post/ Rank	Method or recruitment		Eligibility Criteria for appointment/promotion
		By Promotion	By Direct recruitment	
1.	Subedar Major (BS-15)	100%	-	(a) By promotion seniority *cum* fitness from amongst Subedars BS-13 having 3 year service as Subedar
2.	Subedar (BS-13)	100%	-	(b) By promotion seniority *cum* fitness from amongst Naib Subedars BS-11 having 3 year service as Naib-Subedar.
3.	Naib Subedar (BS-11)	50 %	50 %	(a) BA or equivalent for direct recruitment. (b) For promotion 05 years' service as Senior Havaldar (BS-09) **OR** 08 year service as Hawaldar BS-08 (Wherever the post of Senior Hawaldar BS-09 does not exist). (c) Must fulfill the criteria as laid down for initial recruitment for Levy Sepoy.

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4.	Senior Havaldar (BS-09)	100%		(a) 03 years of service as Havaldar BS-08. (b) Must fulfill the criteria as laid down for initial recruitment.
5.	Havaldar (BS-8)	100 %	-	(a) 05 years service as Naik **OR** (8 years service as Levy. BS-05, wherever the post of Naik or Senior Levy not exists). (b) Must fulfill the criteria as laid down for initial recruitment.
6.	Naik (BS-7)	100 %	-	(a) 05 years' service as Senior Levy (BS-06) **OR** 06 years of Service as Levy BS-05, wherever the post Senior Levy not exists). (b) Must fulfill the criteria as laid down for initial recruitment.
7.	Senior Levy (BS-6)	100%		(a) 05 years service as Levy (BS-05). (b) Must fulfill the criteria as laid down for initial recruitment.
				Eligibility criteria for initial appointment.
8.	Armorer (BS-05)	---	100%	a) ***Educational Qualification*** At least Matric Pass Certificate of Armorer
9.	Levy Sepoy (BS-5)	---	100%	(a) ***Educational Qualification*** At least Matric Pass. (b) From amongst District level candidates. (c) **Physical Standard & Condition:-** i. *Height* — *5 feet 4 inch* ii. *2 Km race* — *Within 12 Minutes* iii. *Age* — *18-25 years* iv. *Chest* — *34"-35-1/2"* v. *Sucessful completion of service training as may be prescribed*

B. NON UNIFORMED FORCE.

S.No.	Post/Rank	Minimum Qualification	Method of recruitment
1	Data Entry Operator (BS-12)	(a) Higher Secondary School Examination Certificate from a recognized Board. (b) Typing skill with a speed of at least 30 words per minute; and (c) One year diploma in Computer Sciences.	By 100% initial Recruitment
2	Levy Clerk (BS-07)	(a) Secondary School Examination Certificate from a recognized Board. (b) Typing skill will a speed of at least 30 words per minute; and (c) Preference will be accorded to those who have experience in Computer / IT software application.	By 90% initial Recruitment and 10% quota reserved for Naib Qasids who fulfill the eligibility criteria for initial recruitment.
3	Drivers (BS-04)	Driving License/ experience	By 100% initial Recruitment.
4	Naib Qasid (BS-01)	(a) Middle pass	By 100% initial Recruitment.
5.	Sweeper (BS-01)	(a) Literate	By 100% initial Recruitment.

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Schedule-II
(*See* rules 10)

GROUNDS OF PENALTY

The concerned authority may impose one or more penalties, where a personnel of the Force, in the opinion of the authority.

(a) Is inefficient or has ceased to be efficient.

(b) Is guilty of misconduct, like unauthorized absence from leave, breach of order, disobedience, unruly behavior, passing on official secrets to unauthorized persons, etc;

(c) Is corrupt, or may reasonably be considered corrupt;

(d) Is guilty of any violation of duty;

(e) Losses, misplaces or causes harm to a weapon through negligence or lack of maintenance;

(f) Is insubordinate to his superior.

(g) Is convicted of a criminal offence;

(h) Is guilty of cowardice, or abandons any piquet, fortress, poet or guard which is committed to his charge or which is his duty to defend;

(i) Is engaged in propagation of sectarian, parochial, anti state views and controversies;

(j) Is engaged or is reasonably suspected of being engaged to excite, cause or conspire to cause or joins in any mutiny, or being present at any mutiny and odes not use his utmost endeavor to suppress it;

(k) Attempts collective bargaining, conspiring or attempting to call off duty or take procession to press for the demands; or

(l) Is guilty of ommission and commission under the law and rules.

(m) Deserts the service.

(n) Being a sentry, sleeps upon his post or quits it without being regularly relieved or without leave; or

(o) Without authority, leaves his commanding officer, or his post or party, to go in search of plunder; or

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(p) Quits his guard, piquet, party or patrol without being regularly relieved or without leave; or

(q) Uses criminal force to, or commits an assault on, any person bringing provisions or other necessaries to camp or quarters, or without authority breaks into any house or any other place for plunder, or plunders, destroys, or damages any property of any kind; or

(r) Internally causes or spreads a false alarm or rumor during action or in post, Camp, lines, or quarters.

SCHEDULE-III

Rule-17 (Retirement)

S.#	Post/Renk	Length of service/ age for retirement
1.	Subedar Major (BS-15)	37- years service or 60 years of age whichever is earlier.
2.	Subedar (BS-13)	35- years service or 60 years of age whichever is earlier.
3.	Naib Subedar (BS-11)	35- years service or 60 years of age whichever is earlier.
4.	Senior Havaldar (BS-09)	33- years service or 60 years of age whichever is earlier.
5.	Havaldar (BS-08)	31- years service or 60 years of age whichever is earlier.
6.	Naik (BS-07)	29- years service or 60 years of age whichever is earlier.
7.	Levy Clerk (BS-07)	29- years service or 60 years of age whichever is earlier.
8.	Senior Levy (BS-06)	27- years service or 60 years of age whichever is earlier.
9.	Levy Sepoy (BS-05)	25- years service or 60 years of age whichever is earlier.
10.	Armourer (BS-05)	25- years service or 60 years of age whichever is earlier.

❖ All uniformed levy personnel shall retire as per schedule-III of the rules *ibid* and no extension in service beyond retirement shall be granted in any case.

		Major/ Subedar/ Naib Subedar	Havaldar/ Havaldar	Levy/ Levy Clerk	Armourer
1.	Extra Drill not exceeding fifteen days fatigue or other duties	-	-	Subedar Major	Subedar
2.	Confinement to quarter guard up to fifteen days.	Commandant.	Deputy Commandant (Admin)	Deputy Commandant (Operations)	Deputy Commandant (Operations)
3.	Censure	-do-	-do-	-do-	-do-
4.	Forfeiture of approved service up to two years	-do-	-do-	-do-	-do-
5.	Stopping of increment not exceeding one month's pay.	-do-	-do-	-do-	-do-
6.	Fine to any amount not exceeding one month's pay	-do-	-do-	-do-	-do-

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		Major/ Subedar/ Naib Subedar	**Havaldar/ Havaldar**	**Levy/ Levy Clerk**	**Armourer**
7.	Withholding of promotion for one year or less.	Commandant.	Deputy Commandant (Admin)	Deputy Commandant (Operations)	Deputy Commandant (Operations)
8.	Reduction from substantive rank to a lower rank or reduction in pay.	-do-	-do-	-do-	-do-
9.	Dismissal or removal from service or compulsory retirement	-do-	-do-	-do-	-do-

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WAQAR ALI KHAN,
Secretary Services,
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