



BEST ZONE MANAGER OF THE QUARTER & CALENDAR YEAR SELECTION PROCESS

CATEGORY	Sales & Marketing / Human Resources
PROCESS OBJECTIVES	Provide guideline for recognizing Outstanding Performance of Zone Managers on recurring (Quarterly & Yearly basis) and informing all concerned Zone Managers about their ranking on Monthly and Quarterly basis
TRIGGER	Quarterly & Yearly
DEPENDENCIES	Employee Sale Performance
DELIVERABLES	<ul style="list-style-type: none"> • A list of nomination • Award Certificates • Mention in Company News Letter • Recognition of Best Zone Manager of the Quarter and Year on Go website and Newsletter

INTRODUCTION:

Best Quarterly & Yearly Zone Manager Selection Process is aimed at recognizing Zone Managers from Sales & Marketing department who demonstrate and exhibit outstanding / exemplary performance that has benefitted Gas & Oil Pakistan Ltd. both in volumetric terms of achieving the target (to be verified by Finance Dept.) and has undertaken Retail Development initiatives as well.

Recognizing effort and achievement is self-reinforcing, therefore the process aims at immediate and repeated recognition;

It provides a freedom to the respective Regional Manager/Line Manager to nominate/recommend on the basis of meeting/exceeding volumetric sales target and development initiatives;

Zone Manager of the Quarter & Year will be announced in the monthly company meeting and posted on GO portal and published in Newsletter and will receive a certificate of appreciation and Rs. 50,000 cash prize for Quarter and Rs. 200,000 for Zone Manager of the Year Award.

Gas & Oil Pakistan Ltd.

Corporate Office:

23-T, Gulberg II, Lahore, Pakistan.
UAN : (+92 42) 111 46 46 46
Fax : (+92 42) 357 787 70
Web : www.gno.com.pk

Regional Office:

Suite # 209, 2nd Floor, Park Towers,
Clifton, Karachi, Pakistan.
Tel : (+92 21) 352 902 01-4
Fax : (+92 21) 352 902 05



PROCESS:

Nominations

- I. Regional Managers Sales & Marketing will nominate Zone Manager of the Quarter & Zone Manager of the Year and submit to the GM HR by 6th of following month. Following are the parameters;

Parameters		Weightage
Product Sales (Fuel & Lubricant Sales Targets)	Achievement of Retail Sales PMG, GORON Ultra 97 & HSD	25
	Lubricant Sales (L)	25
Industrial Account	Achievements of Sale of Industrial Account	10
Retail Development	Number of New Retail Outlets Proposals Approved	10
	Number of Retail Outlets Commissioned	10
Network Standards	Quality, Quantity, Overcharging, Uniform and Housekeeping at Retail Outlets	10
NFR Fleet Card	Sales of Fleet Cards	10
Total		100

- II. After receiving the nominations Human Resources will tabulate the data and present the case/story back to COO/CFO by 7th of the month for selection of the Best Zone Manager;
- III. Tabulation would be an Excel spreadsheet with the nomination details;
- Employee Name;
 - Designation/Zone/Area;
 - Sales for the quarter/year figures against allocated target and Retail Development initiative;
 - Why he/she should win – Story or detailed example provided ;
- IV. Best Zone Manager of the Quarter will only be awarded once per employee in a calendar year. In case of repeated qualification, the runner-up will be awarded for the Best Zone Manager.
- V. For the Best Zone Manager of the Year Award, the 12 months' rankings of the Zone Managers of a calendar year will be accounted for.

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Criteria

The only criteria is to demonstrate Outstanding / exemplary performance on the basis of meeting/exceeding volumetric sales target and Retail Development initiatives.

Following are the tools used for recognizing the Winners:

1. Certificate of Recognition presented to employee at the meeting;
2. Name of winner is displayed on the home page of the portal and published in GO newsletter;
3. Rs. 50,000/- cash price will also be given to the winner of Best Zone Manager of the Quarter;
4. Rs. 200,000 cash price will also be given to the winner of Best Zone Manager of the year;

Recommended By
Mudassar Shafique
GM HR&A and Corporate Co-ordination

Approved By
Zeeshan Tayyeb
Chief Operative Officer

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