



Circular # HR 07-2021
20 Jan 2021

CONTRACTUAL/ CONSULTANCY SERVICES POLICY

1. **Prelude.** Skills and expertise are required for the growth of any organization. In this regard, GO has hired experienced person(s) as Consultant(s) and on Contract(s) to develop/ strengthen systems for enhancing overall efficiency of the Company.
2. **Objective.** To streamline the process of availing/ acquiring Contractual and Consultancy services for GO.
3. **Criteria**
 - a. **Contractual Staff**
 - (1) An individual between 60 and up to 65 years may be hired on contract to support the Dept Head or be assigned as a Dept Head.
 - (2) Contractual Staff shall be assigned a designation and given financial package as per the Salary Range of his/ her grade.
 - (3) Contractual Staff would attend office and all Company policies shall be applicable on them.
 - (4) Contract shall only be given for a period of one year, which would only be renewed by CEO subject to the quantified performance based on the input of HR Dept. On renewal of contract, raise up to 10% may be given after the approval of CEO.
 - (5) Contractual Staff shall be eligible for all benefits except gratuity.
 - (6) Contractual Staff shall be eligible for medical as per Medical Policy of the Company.

Gas & Oil Pakistan Ltd.

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b. Consultants

- (1) Consultant(s) may be hired regardless of age when requisite skills/ expertise are not available/ held within the Company resources.
- (2) Consultant(s) shall not be offered any designation.
- (3) Consultant(s) Fee should commensurate with the tasks to be performed, which shall be fixed by the CEO.
- (5) Consultation period shall only be for a period of one year.
- (6) Consultants shall be eligible for medical as per Medical Policy of the Company.

General Manager HR

Brig Muhammad Nacem Sarwar (Retd)

Chief Executive Officer

Khalid Riaz

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