



7 Oct 2021

Circular # HR 44-2021

POLICY GUIDELINES - RELIGIOUS FESTIVALS

1. **Prelude**. To facilitate and as token of gratitude, GO would provide special welfare package to its Non-Management employees (less COCO staff) on the religious festivals.

2. **Eligibility**

- Non-Management Staff only (less COCO).
- Minimum one year of service (continued) with GO.

3. **Muslim Festivals**

- Muslim festivals to be covered are as under:-

Festival	Date
Eid-ul-Fitr	Subject to Calendar Date
Eid-ul-Azha	Subject to Calendar Date

- Non-Management Muslim employees (Less COCO) that are part of the Company for minimum period of one year shall be paid **Rs. 4000/-** as welfare package on each Eid.

4. **Christian Festivals**

- Christian festivals to be covered are as under:-

Festival	Date
Christmas	25 th December
Good Friday/ Easter	Subject to Calendar Date

- Non-Management Christian employees (Less COCO) that are part of the Company for minimum period of one year shall be paid **Rs. 4000/-** as welfare package on Christmas and Good Friday/ Easter.

Gas & Oil Pakistan Ltd.

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5. **Hindu Festivals**

- a. Hindu festivals to be covered are as under:

Festival	Date
Holi	Subject to Calendar Date
Diwali	Subject to Calendar Date

- b. Non-Management Hindu employees (Less COCO) that are part of the Company for minimum period of one year shall be paid **Rs. 4000/-** as welfare package on Holi and Diwali festivals.

6. **Standard Application**

- a. Eligible employees shall be paid salaries before festival(s) incase these fall after 20th of the month.
- b. Eligible employees shall be entitled for holidays on their respective occasions as announced by the Government in case of Muslims and as advised by the Management in case of Non-Muslims.

7. **Facilitation at Depots on Eid Days.** All employees (Non-Management/ 3rd Party/ Hourly Wage) on duty on each Eid at Storage Depot(s) or Head/ Regional Office(s) shall be entitled an additional amount of **Rs. 1,000/-** per head. Respective HoD shall be responsible for sharing the detail of their staff with HR Department.

8. **Allocation of Responsibilities**

a. **HR Department**

- (1) GM HR shall seek approval of CEO ten (10) days prior to the festival day.
- (2) After approval from CEO, Senior Manager HR shall share list with the Finance Department and Third Party Contractor.

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- (3) Salary shall also be processed in case festival is due after 20th of the running month.
 - (4) Senior Manager HR shall ensure timely disbursement of payment to the respective employee's bank account through Third Party Contractor.
9. HR Department shall be the custodian of this policy.

Brig Muhammad Naeem Sarwar (Retd)
General Manager HR

Khalid Riaz
CEO

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