



Circular # HR-40-2019
November 19, 2019

AMENDMENT - PROMOTION POLICY

ISSUED ON SEPTEMBER 17, 2019

Dear All,

Following change in the Promotion Policy has been approved in the BHRCC

Meeting # 2/ 2019:-

Promotion Criteria (Management/ Non-Management) – Reference Para 3a(2)

FOR

"A Permanent employee must have obtained minimum 2 x Very Good and OS ratings in same designation in a period of three years".

AMEND

"A permanent employee should preferably have 1 x OS and 1 x VG Ratings in last three years. However, employees having 2 x VG Ratings shall also be eligible. 1 x Good Rating in last three years shall also be acceptable over and above the categories of 1 x VG and 1 x OS or 2 x VG Ratings".

Regards,

Brig Muhammad Naeem Sarwar (Retd)
General Manager HR

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17/ September/ 2019
Circular # HR 33-19

PROMOTION POLICY

1. **Prelude.** Promotional growth in any organization is significant for stability, meritocracy, incentive for employees and its credibility. Consequently, Promotion Policy is being outlined in succeeding paras to achieve the desired ends.

2. **Sequence**

a. **Management Staff**

- (1) Promotion Criteria.
- (2) Promotion Boards Composition.

b. **Non - Management (Permanent and Outsourced Staff)**

- (1) Promotion Criteria.
- (2) Promotion Board Composition.

3. **Management Staff**

a. **Promotion Criteria**

- (1) A permanent employee must have spent minimum three years in the Company to be eligible for promotion to the next grade.
- (2) He/ she must have obtained minimum 2 x Very Good and OS grades in a period of three years.
- (3) Employees graded 'Needs Improvement' or 'Inadequate' during period under consideration shall not be eligible for promotion.

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- (4) Incase of limited vacancies in a particular Department with more number of eligible employees, following rules shall apply:-
- (a) Employee with better combination of "Appraisal Grades" shall be given preference.
- (b) Incase of tie in "Appraisal Grades", employee having longer duration with the Company shall be preferred.
- (5) Promotion shall be one-step only. No employee shall be given double promotion.
- (6) Indiscipline employees or those having poor conduct and work ethics shall not be eligible for promotion.

b. **Promotion Boards Composition**

- (1) **Frequency**. Twice a year (April and October) with Appraisal process.

(2) **Composition of Promotion Boards**

(a) **Grade 4 (Senior Manager) to Grade 2 (General Manager)**

President	-	CEO
Member	-	COO
Member	-	GM HR&A
Member	-	Respective GM/ HoD

(b) **Grade 8 (Officer) to Grade 5 (Manager)**

President	-	COO
Member	-	GM HR&A
Member	-	Respective GM/ HoD

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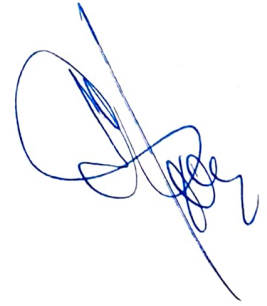
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4. **Non-Management (Permanent and Outsourced Staff)**

a. **Promotion Criteria**. Following rules shall apply:-

- (1) An employee must have spent minimum three years in the Company to be eligible for promotion to the next grade.
- (2) He/ she must have obtained minimum 2 x Very Good grades in the period of three years.
- (3) Employees graded 'Needs Improvement' and 'Inadequate' during the period under consideration shall not be eligible for promotion.
- (4) Incase of limited vacancies in a particular Department with more number of eligible employees, following rules shall apply:-
 - (a) Employee with better combination of "Appraisal Grades" shall be given preference.
 - (b) Incase of tie in "Appraisal Grades", employee having longer duration with the Company shall be preferred.
- (5) Promotion shall only be one-step. No employee shall be given double promotion.
- (6) Indiscipline employees or those having poor conduct/ undesirable work ethics shall not be eligible for promotion.



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b. **Promotion Board Composition**

- (1) **Frequency**. Twice a year (April and October).
- (2) **Composition of Promotion Board - Grade 9 (Head Supervisor) to Grade 13 (Office Boy(s)/ Cleaner(s))**

President	-	GM HR&A
Member	-	Respective GM/ HoD

Note: All promotions to be approved by CEO.



Khalid Riaz

(Chief Executive Officer)



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