



Circular # 39-2020

27 Nov 2020

SERVICE RECOGNITION REWARD POLICY

1. Prelude

- a. Strength of any organization is contingent upon its employees, which contribute in success and enhance its credibility amongst the customers and contemporaries. GO values services rendered by every employee and strives to reciprocate through welfare measures for an effective team building.
- b. Apropos, 'Service Recognition Policy' has been formulated to acknowledge loyalty and dedication of employees that remain part of GO for longer duration.

2. Service Recognition Rewards

- a. **On Completion of Five Years.** *To be given every year in Jun to employees completing five years with GO covering period 01 Jan to 30 Jun and in Dec to those completing five years covering period 01 Jul to 31 Dec.*

(1) Management

- (a) GO Recognition Certificate.
- (2) Souvenir worth Rs. 25,000.00

(2) Non-Management

- (a) Recognition Certificate by Third Party endorsed by GO.
- (b) Souvenir worth Rs. 10,000.00

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



- b. **On Completion of Ten Years.** *To be given on completion of period.*
- (1) **Management**
 - (a) GO Recognition Certificate.
 - (b) Rs. 100,000.00 (taxable) as reward.
 - (2) **Non-Management**
 - (a) Recognition Certificate by Third Party endorsed by GO.
 - (b) Rs. 35,000.00 (taxable) as reward.
- c. **On Completion of Fifteen Years.** *To be given on completion of period.*
- (1) **Management**
 - (a) GO Recognition Certificate.
 - (b) Rs. 200,000.00 (taxable) as reward.
 - (2) **Non-Management**
 - (a) Recognition Certificate by Third Party endorsed by GO.
 - (b) Rs. 75,000.00 (taxable) as reward.
- d. **On Completion of Twenty Years.** *To be given on completion of period.*
- (1) **Management**
 - (a) GO Recognition Certificate.
 - (b) Rs. 300,000.00 (taxable) as reward.

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(2) **Non-Management**

- (a) Recognition Certificate by Third Party endorsed by GO.
- (b) Rs. 100,000.00 (taxable) as reward.

e. **On Completion of Twenty Five Years.** *To be given on completion of period.*

(1) **Management**

- (a) GO Recognition Certificate.
- (b) Rs. 500,000.00 (taxable) as reward.

(2) **Non-Management**

- (a) Recognition Certificate by Third Party endorsed by GO.
- (b) Rs. 200,000.00 (taxable) as reward.

Brig Muhammad Naeem Sarwar (Retd)
General Manager HR

Khalid Riaz
Chief Executive Officer

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