



## Pakistan Electric Power Company (Pvt.) Limited

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### OFFICE MEMORANDUM

**Subject: REVISION OF THE PROMOTION POLICY**

1. PEPCO management has been pleased to adopt mutatis mutandis the Promotion Policy of the Establishment Division, Government of Pakistan issued vide Office Memorandum No.1/3/2007-CP-II dated. 24 Oct, 2007, for Officers in BPS 17 & above working in Corporatized Entities (DISCOs, GENCOs, & NTDC) and allied Power Wing Head Offices. The Policy shall be effective with immediate effect.

2. The Promotion Policy has been drawn on the revised comprehensive criteria, based on tangible service portfolio comprising the C.R Dossiers, Training(s) evaluations and assessment of the Selection Board for Promotion /Deferment/ Supersession. The criterion is capable to produce Objective Comparison for inter-se performance amongst the officers on the panel of candidates for promotion.

### 3. FEATURES OF THE PROMOTION POLICY

#### 1. ELIGIBILITY CRITERIA FOR CONSIDERATION FOR PROMOTION

(a) The eligibility criteria for consideration for promotion shall be as under:-

- (i) Fulfillment of prescribed minimum length of service for promotion to various respective higher scales.
- (ii) Satisfactory completion of mandatory training(s).
- (iii) Possessing qualification/experience and other conditions prescribed in the relevant Recruitment Rules.
- (iv) An officer superseded earlier shall be considered after earning Annual Confidential Report (ACR) for one full year. For example, an officer superseded on the basis of his ACR(s) upto 2007, will become eligible for consideration after earning ACRs for 2008.

(b) CONDITIONS FOR SUPERSESSION

An officer may be superseded for not conforming to at-least any of the following reasons:-

- (i) The officer does not qualify the aggregate threshold score prescribed for promotion.
- (ii) The officer has not passed Departmental Promotion Examination (Wherever applicable) in due chances as per SOP (Training Courses & Promotion Exams) March 2005 or as amended from time to time.
- (iii) A superseded officer will not lose eligibility for consideration, no matter how many times officer is superseded.
- (iv) The officer superseded for want of passing Departmental Promotion Examination (DPE) in due chances will be considered as a normal candidate in the next promotion board after passing DPE without prejudice of the reason that officer has not passed DPE in due chances.
- (v) In case of supersession officer will lose seniority vis-à-vis his/her juniors, approved for promotion in the same board.

(c) CONDITIONS FOR DEFERMENT

An officer may be deferred for not conforming to at-least any of the following reasons:-

- (i) If officer has not undergone the prescribed training (where applicable).
- (ii) Non submission of ACRs by the concerned officer to his Reporting Officer(s).
- (iii) Where the Board considers the record as incomplete, or wants to further watch the performance of the officer or for any other reason to be recorded in writing.
- (iv) If disciplinary or departmental proceedings are pending against the Officer.
- (v) If the Officer is on deputation abroad to a foreign government, private organization or international agency.
- (vi) Where the inter se seniority of the Officer is sub-judice.
- (vii) In case an officer is deferred from promotion but subsequently approved for promotion, the officer will regain his/her seniority with his/her original batch, however, date of promotion will remain the same on which officer was actually promoted.

4. The Officer whose promotion has been deferred will be considered as soon as the officer qualifies the reason(s) of deferment, provided that an Officer falling in the category mentioned in Para I (c) (v) above will be considered for promotion only on return to Pakistan and earning at least one ACR for one full year before officer is considered for promotion.

5. **SELECTION/ NON-SELECTION POSTS**

- a. Posts upto BS-19 shall be treated as non selection posts for the purpose of promotion, based on the criteria of seniority cum fitness i.e 100% on the performance score (based on ACRs, Training Evaluation Report and Promotion Board Evaluation). Conditions of passing the Departmental Examination (where applicable) or successfully completion of training courses, as the case may be, shall continue as heretofore.
- b. The posts in BS-20 & above will continue to be treated as Selection Posts.

6. **DEVELOPMENT OF COMPREHENSIVE EFFICIENCY INDEX FOR PROMOTION/DEFERMENT/SUPERSESSION:**

- (a) The minimum threshold marks of Efficiency Index for promotion to various scales/posts are prescribed as under:-

Basic Scale	Aggregate marks of Efficiency Index
For promotion from BS-17 to BS-18	50
For promotion from BS-18 to BS-19	60
For promotion from BS-19 to BS-20	70
For promotion from CEs/DGs/Equivalent officers to the positions of GMs	75

- (b) The Selection Board shall recommend the officers on the panel securing prescribed %age and above in the Efficiency Index for promotion unless deferred (in order of seniority, depending upon the number of vacancies). No officer meeting the aggregate threshold shall be superseded. The senior officers, if not recommended for promotion on account of low threshold, shall be superseded whereas the junior officers if not recommended for promotion for want of vacancies shall be deemed not to have been considered.
- (c) No officer meeting the aggregate threshold shall be superseded except those who did not qualify DPE (where applicable) in due chances as laid down in SOP (Training Courses & Promotion Exams) March 2005 amended from time to time.

7. **RESERVING VACANCIES FOR DEFERRED OFFICERS**

Whenever an officer, particularly of small cadres, is recommended for deferment, the Board may also decide as to whether a vacancy be reserved or not depending upon public interest vs officer's right for consideration.

8. **PANEL OF OFFICERS PER VACANCY**

The panel of officers per vacancy will be as under:-

For promotion from BS-17 to BS-18	A minimum of 2 officers per vacancy depending on the availability of eligible officers in the cadre
For promotion from BS-18 to BS-19	A minimum of 2 officers per vacancy depending on the availability of eligible officers in the cadre
For promotion from BS-19 to BS-20	A minimum of 3 officers per vacancy depending on the availability of eligible officers in the cadre
For promotion from CEs /DGs/Equivalent officer to the positions of GMs	A minimum of 3 officers per vacancy depending on the availability of eligible officers in the cadre

Provided that the panel would be in addition to superseded cases and not inclusive thereof.

9. **QUANTIFICATION OF ACRs, TRAINING EVALUATION AND SELECTION BOARD EVALUATION**

The Promotion Parameters/ Factors have the allocation of marks as mentioned against each:-

S.No	Factors	Marks
(i)	Quantification of ACRs relating to present grade and previous grade(s) @ 60%-40%	70%
(ii)	Training Evaluations Reports in ratio of 60%:40%	15%
(iii)	Evaluation by Selection Board	15%
	Total:	100%

A. **QUANTIFICATION OF CONFIDENTIAL REPORTS (CRS)**

The ACRs will be quantified on the basis of Number of ACRs as mentioned below and in terms of the formula given and explained in Annex-B to the attached Guidelines.

- (i) **For promotion from BS-17 to BS-18:** All CRs earned in BS-17 will be quantified.
- (ii) **For promotion from BS-18 to BS-19:** All CRs earned in previous and present grade i.e. in BS-17 & BS-18 will be quantified. For officers directly recruited in BS-18, all CRs earned in BS-18 will be quantified.

- (iii) **For promotion from BS-19 to BS-20:** All CRs earned in previous and present grades i.e. in BS-18 & BS-19 will be quantified. For officers directly recruited in BS-19, all CRs earned in BS-19 will be quantified.
- (iv) **For promotion from CEs / DGs / Equivalent officers to GMs:** All CRs earned in previous and present grades i.e. in BS-18, BS-19 & as CEs/DGs etc will be quantified. CRs earned as CEs/DGs etc will be bracketed with the CRs earned in BS-19 and will be considered as CRs earned in present grade and CRs earned in BS-18 will be considered as of previous grade. For officers directly recruited in BS-19, all CRs earned in BS-19 & CEs/DGs etc will be bracketed and quantified as of present grade.
- (v) The method of quantifying the confidential reports to compute 70% of OEI is explained in Annex-B to the attached Guidelines.

## **B. TRAINING EVALUATION REPORTS**

- (i) Training shall be evaluated on the basis of Grade Percentage in Training Evaluation Reports awarded by the WAPDA Administrative Staff College Islamabad and equivalent training institutions in WAPDA and others like National School of Public Policy & allied Training Institutions.
- (ii) A total fifteen (15) marks shall be allocated to the Training Evaluation Reports (Nine marks @ 60% for the training in the existing BS and Six marks @ 40% in the preceding BS) as under:

### **i. For Promotion from BS-17 to BS-18:**

- a) Following trainings have been declared mandatory for promotion from BS-17 to BS-18 in SOP (Training Courses & Promotion Exams) March 2005:
- i). Basic / Management Induction Course
  - ii). Sector Specific Course (For Engineers)
  - iii). Basic / Junior Management Course
- b) Training Evaluation Score will be calculated out of 15 marks, Nine (09) marks both for Basic / Junior Management Course and Sector Specific Trainings, where mandatory, and Six (06) marks for Management Induction Course.
- c) In case where attendance of Basic / Management Induction Course was not mandatory, evaluation of Basic / Junior Management Course shall be calculated out of full Fifteen (15) marks.

### **ii. For Promotion from BS-18 to BS-19:**

- a) Training Evaluation Score will be calculated out of 15 marks, Nine (09) marks for Management Development / Middle / Mid Career Management Course and Six (06) marks for Basic / Junior Management Course/ Sector Specific Trainings, where mandatory.

- b) For officers directly recruited in BS-18, evaluation of Management Development / Middle / Mid Career Management Course shall be calculated out of full Fifteen (15) marks.
- iii. **For Promotion from BS-19 to BS-20:**
- a). Training Evaluation Score will be calculated out of 15 marks, Nine (09) marks for Senior Management Course / Advance Management and Development Course from NIPA, and Six (06) marks for Management Development / Middle / Mid Career Management & Refresher Course.
- b). For officers directly recruited in BS-19, evaluation of Senior Management Course / Advance Management and Development Course from NIPA shall be calculated out of full Fifteen (15) marks.
- iv. **For Promotion from CEs / DGs / Equivalent officers to the positions of GMs:**
- a) Training Evaluation Score will be calculated out of Eight (08) marks for Senior Management Course / Advance Management and Development Course from NIPA, and Five (05) marks for Management Development / Middle / Mid Career Management & Refresher Course and Two (02) marks for representation/participation in International/National Workshop(s), Symposium(s), and Conference(s).
- b) For officers directly recruited in BPS-19, evaluation of Senior Management Course/Advance Management and Development Course from NIPA shall be calculated out of full Twelve (12) marks and Three (03) marks for representation/participation in International/National Workshop(s), Symposium(s), and Conference(s).
- v. Previous training assessments, where no such percentage has been awarded, or for the officers who have been granted exemption from mandatory training having attained the age of 56 years (or as prescribed from time to time) or completed mandatory period of serving in a Training Institution, marks for the training factor (for which percentage is not available or they were exempted) shall be worked out in proportion to the marks obtained by the officers in the CRs of that particular grade.
- vi. Status quo shall be maintained in respect of officers of special cadres such as Doctors, Teachers, Professors, Research Scientists and incumbents of purely technical posts for promotion within their own line of specialization. However, for calculation of their comprehensive efficiency index, ACRs shall carry 70% marks and consideration by the Selection Board 30% (where training is not applicable).

10. **EVALUATION BY SELECTION BOARD**

- i. All officers on the panel for consideration of promotion upto BS-20 (CEs/DGs/equivalent officers) shall be assessed by the Selection/Promotion Board on the parameters, provided in Annex-C to the attached Guidelines.
- ii. The officers on the panel for consideration of promotion as GMs will be personally interviewed by the Selection Board.
- iii. The average marks obtained in the assessment/interview shall be weighed, by excluding maximum and minimum scores of interview/assessment to check the personal bias, against the fifteen number i.e. average 100 marks will be treated as fifteen marks in the efficiency index, and average ninety marks will be taken as 13.5 marks.

11. **COMMUNICATION OF REASONS OF DEFERMENT/SUPERSESSSION TO THE OFFICER CONCERNED**

The officers deferred/superseded by the Selection/Promotion Board be informed about the reasons for deferment/supersession to enable such officers to improve their performance and to complete their record/any other deficiency, as the case may be.

12. With regard to quorum and recommendations of the Selection/Promotion Board it is clarified:-

- i. that no quorum shall be required for holding Selection/Promotion Board's meetings, and
- ii. that the recommendations of the Selection/Promotion Board's, duly approved by the competent authority, if not actualized, shall not lapse/require re-submission to the Selection/Promotion Board.

13. Instructions contained in the Existing Promotion Policy and Guidelines for Selection/Promotion Board annexed to said Policy shall remain in force, if not contradictory with the provisions of this Office Memorandum.

**Encl:**  
Guidelines +  
Annexure (A,B&C).

(Saqlain Zahur Raja)  
HR Director PEPCO

c.c.to:-

1. CFO PEPCO
2. Advisor PEPCO.
3. All GMs PEPCO.
4. ED (L&CA)/Company Secretary PEPCO.
5. All CEOs, DISCOs, GENCOs and NTDC.
6. CE (Admn) Power PEPCO.
7. DG (IS) PEPCO. He is requested to place the Policy on the PEPCO web site.
8. Directors (CM)-I & II PEPCO.

9. Sr.Manager (L&W) PEPCO.
10. Section Officer, Ministry of Water & Power w/r to his letter No. 1 (17)/2007-I&C dated.24.11.2008.
11. SO to MD PEPCO.
12. Master File.