PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

NATIONAL ELECTRIC POWER REGULATORY AUTHORITY (NEPRA)

NOTIFICATION

Islamabad, the 23rd September, 2020

S.R.O. 894(1)/2020.—In exercise of powers conferred under Section 47 of the Regulation of Generation, Transmission and Distribution of Electric Power Act, 1997 (XL of 1997), the National Electric Power Regulatory Authority (NEPRA), hereby make the following amendments in the NEPRA Service Regulations 2003, notified vide S.R.O. 544(I)/2003, dated 12th June, 2003, namely:

In the said Regulations—

1. Regulation 1(3) has been omitted and Regulation 1(3),(4)&(5) are added, which state as under:

1(3) These Regulations shall apply to all employees appointed, on regular basis including a person, who is serving on deputation to the Authority.

1973(1—58)

Price: Rs. 80.00

[6055(2020)/Ex.Gaz.]
The Authority may appoint experts, consultants, advisors, etc. from time to time, on such terms and conditions as approved by the Authority and notified the same through separate regulations.

The Authority may appoint employees on contingent charge or daily wages from time to time, on terms and conditions as approved by the Authority.

Under Regulation 2, following definitions have been slightly amended:

2(1) “Appointing Authority” means the Authority or any Member of the Authority or an officer of the Authority to whom such powers are conferred by the Authority.

2(2) “Authority” means the National Electric Power Regulatory Authority. Established under Section 3 of the Regulation of Generation, Transmission and Distribution of Electric Power Act (XL of 1997).

2(3) “Authorized Officer” means an officer authorized by the Authority to perform functions under these Regulations.

2(4) “Competent Authority” means the Authority, Chairman, a Member of the Authority, or an officer of the Authority to whom powers have been delegated to carry out such powers as conferred by the Authority.

2(5) “Controlling Officer” means an officer declared as such for exercising supervision over the traveling allowance bills etc., of NEPRA employees.

2(6) “Conveyance Allowance” means a payment to an employee, as applicable to the percentage of the pay package, for day to day commuting between his/her residence and place of normal duty.

2(7) “Contractual Employee” means an employee, who works under a contract with NEPRA. A contract employee is hired for a specific job at a specific rate of pay. Terms and Conditions of contractual employees are to be determined by the Authority on case to case basis.

2(8) “Contingent Employee” means an employee, who does not have a specific contract that explicitly defines long-term employment with
NEPRA and instead is based on a short term need. Their jobs are temporary.

2(9) “Daily Allowance” means a payment to an employee, as applicable for each day of stay outside his/her place of posting as per rates approved by the Competent Authority.

2(10) “Day” means a calendar day, beginning and ending at midnight.

2(11) “Dental Treatment” will cover treatment for the cure of all types of dental ailments and shall not include cosmetic orthodontics, provision of removable dentures, gold crowns, and gold inlays.

2(12) “Emergency” means cases, where the patient requires immediate medical attention and any delay may be detrimental to his/her health.

2(13) “Employee” means a regular employee of NEPRA.

2(14) “Family” means spouse(s), children (including step-children), parents (non-working in any other government department, etc.), subject to provision of undertaking to that effect of the employee. The maximum age limit of children to receive medical treatment as per NEPRA Medical Policy will be:

   a. for “son(s)” up to 25 years or till they become independent (whichever is earlier); except in case of a ‘Special Child’; a certificate to this effect shall be provided by the employee duly attested by the Medical Board certifying the degree of disability of a special child.

   b. for “daughter(s)” until they get married.

2(15) “Fare” means the cost of a ticket by the class of accommodation to which an employee is entitled to travel or, if he/she travels by a lower class, the cost of the ticket of such lower class.

2(16) “Fund” means the Contributory Provident Fund (CPF) established by NEPRA.

2(17) “Grade” means a grade as prescribed by the Authority, in these regulations.

2(18) “Holiday” means a holiday notified by the Federal Government.
2(19) “Indoor Treatment” means all types of major ailments; specialized or prolonged treatment for chronic diseases; physical injuries; for the treatment of which the employee or a member of his/her family is required to be admitted for a stay in a hospital. It shall include stay in a hospital of less than 24 hours, if required for carrying out diagnostic tests, treatment, or minor surgery.

2(20) “Misconduct” includes.

a. breach of service discipline required, pursuant to an administrative order or instructions in writing issued by the Authority from time to time.

b. commission of theft, fraud, dishonesty or any other offence involving moral turpitude;

c. divulgence of any secret/restricted information relating to regulatory matters of the Authority for the purpose of any kind of benefit to himself/herself or favouring any person.

d. willful in-sub-ordination or dis-obedience whether alone or in combination with others, to any lawful and reasonable order of an officer superior in rank according to the Administrative structure of the Authority.

e. willful damage to or loss of the Authority’s goods or property;

f. habitual absence without leave or habitual late attendance without sufficient cause;

g. habitual negligence or neglect of work;

h. continuous absence without permission and without satisfactory cause or willful absence for more than two weeks;

i. un-authorized communication of any official document or information to a person or organization not entitled to receive that;

j. taking part in politics & elections;

k. use of political or other influence by the employee in support of any claim arising in connection with his/her employment as such; and
1. un-authorized communication with foreign missions and aid-giving agencies.”

2(21) “Month” – Means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

2(22) “NEPRA Act” means Regulation of Generation, Transmission and Distribution of Electric Power Act, 1997 (XL of 1997) read with all the Amendments as and when issued.

2(23) “NEG” means NEPRA Executive Grade.

2(24) “NPG” means NEPRA Professional Grade.

2(25) “NSG” means NEPRA Staff Grade.

2(26) “Outdoor Treatment” means ailments of minor nature requiring occasional consultation with a physician/general practitioner, where the patient is not required to stay in a hospital.

2(27) “Penalty” means a penalty, which may be imposed under these Regulations.

2(28) “Public Conveyance” means a plane, train, or other mode of conveyance used for travel and is not owned by the employee.

2(29) “Road Journey Allowance” means an allowance, calculated on the distance of travel, paid to an employee to meet the cost of a particular journey.

2(30) “Regulatory Allowance” means a payment to an employee, as applicable to the percentage of the pay package, paid for the un-expected expenses to overcome the impact of the inflation.

2(31) “Salary” means the amount drawn by an employee on monthly basis as per following:

a. Basic Pay
b. Special Pay
c. Regulatory Allowance
d. House Rent Allowance

e. Conveyance Allowance/VMUA

f. Utility Allowance and,

g. Any other emoluments which may be classified as salary by the Authority.

2(32) “Specialist” means a doctor, individually or as a member of the panel constituted by the Authority from time to time.

2(33) “Subscriber” means a regular employee of NEPRA, subscribing to the CPF established by NEPRA, who has satisfactorily completed the probation period.

2(34) “Transfer” means the movement of NEPRA employee from one station to which he is employed, to another station on permanent basis or temporary basis for not less than three months, either

a. to take up the duties of a new post or

b. in consequence of change of his/her duty station.

2(35) “Vehicle Maintenance and Usage Allowance” (VMUA) means an allowance indicating vehicle maintenance and fuel usage, as an equivalent price of petrol prevailing on 25th of the month (the month for which salary is payable to the employee), allowed to an employee who owns a vehicle registered in his/her own name, in accordance with his/her pay scale as per Appendix-1.

2(36) “Year” means a Financial Year.

3. Regulation 3 has been amended and rephrased as below:

There shall be the following two cadres of NEPRA Service:

3(1) Within each cadre, there shall be sub-cadres, for which separate seniority lists shall be maintained:

(a) Professionals: This cadre shall comprise of the officers who are employed for providing professional assistance in the field of engineering, finance, economics, law, business or any other qualification as approved by the Authority from time to time, in:
i. NPG-1 to 4
ii. NEG-1 to 2

The cadres have been categorized as per the following:

i. Tariff

ii. Finance & Accounting

iii. Office Management

iv. Law

v. Technical

(b) Support Staff: This cadre will comprise of employees, who are employed for provision of services to the Authority in:

i. NSG-1 to 6

(c) Sanctioned Strength: The sanctioned strength of the Professionals in organization will be (205) Professionals as reflected in Appendix-2. The sanctioned strength of support staff will be as per actual requirement as determined from time to time.

3(2) The current sanction strength and the performance of professionals is indicated in the organogram of Authority as per Appendix-2, subject however, to future modification through creation/abolition of cadre(s) and/or post(s) as required by the Authority from time to time.

4. Regulation 4(2) has been amended to the following extent:

(2) Declaration of Assets: All the employees of NEPRA shall declare assets by 31st August of every year for the period covering from 1st July to 30th June of each year on the prescribed form issued by the Federal Board of Revenue (FBR) from time to time, duly filled in all respects and any violation thereof (including concealment of assets or giving wrong information) shall be considered as Misconduct under the NSR.
5. Under Regulation 4(3), the words, “in the matter shall be applicable to the employees” have been deleted and replaced with, “in line with the guidelines/policies of the Federal Government issued from time to time as applicable to the employees”.

6. Under Regulation 6, the words, “by a person to whom powers have been delegated in this regard by the Authority” have been omitted and the words, “Director General (Administration)” have been inserted.

7. The Regulation 7 has been amended to the following extent:

7(1) Citizen of Pakistan - Eligibility

Person having citizenship of Pakistan shall be eligible for regular appointment. The case having foreign citizenship or dual nationality for the individual or spouse(s) shall be dealt in accordance with the provisions laid down under the applicable laws of the Federal Government.

7(2) Minimum Age Limit:

Only a person, who has attained the minimum age of 18 years shall be eligible for initial appointment in NEPRA.

7(3) Maximum Age Limit:

Following shall be the maximum age for NEPRA employees to be eligible for an initial appointment:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Grade</th>
<th>Maximum Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Director</td>
<td>NPG-3</td>
<td>45 Years</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>NPG-2</td>
<td>40 Years</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>NPG-1</td>
<td>35 Years</td>
</tr>
<tr>
<td>Support Staff</td>
<td>NSG-5 &amp; 6</td>
<td>40 Years</td>
</tr>
<tr>
<td>Support Staff</td>
<td>NSG1-4</td>
<td>35 Years</td>
</tr>
</tbody>
</table>

Note: However, age relaxation may be granted by the Authority to a candidate at the time of appointment, who is working with the other governmental organization(s), retired armed forces personnel, or NEPRA employee(s), or in case of suitable candidate after recording the valid reasons for such relaxation on a case to case basis. This provision shall only be exercised by the Authority under special circumstances.
7(4) Age of Superannuation:

The superannuation age for retirement from NEPRA regular service shall be sixty (60) years. In case, an employee wishes to leave service before the age of superannuation, he/she may leave service upon tendering his/her resignation to the Authority by giving one (01) month notice or one (01) month salary in lieu thereof, subject to the approval of the Authority. The detailed resignation policy is appended herewith at Appendix-3.

8. Regulation 8 has been amended to the following extent:

8(1) The prospective employee shall have to provide the following documents duly verified by the Higher Education Commission (HEC) and other relevant forums, as applicable, i.e. Pakistan Engineering Council etc. to the Human Resource Department at the time of initial appointment:

a. At least two references giving confirmation of his/her sound social and moral character from the officer not less than BPS -17 or equivalent, or a public elected representative. The Authority may at its discretion, call for the comments from the referred persons regarding the concerned employee.

b. Attested Copies of the Degrees & Testimonials.

c. Attested copy of Experience Certificate from last employer (if applicable).

8(2) The Human Resource Department of NEPRA will complete the following post appointment verifications during probation period of an employee:

a. NEPRA shall verify all the documents submitted by the employee from the relevant forums, like Boards of Intermediate & Secondary Educations (BISE), Universities, Inter Board Committee of Chairmen (IBCC), Higher Education Commission (HEC), previous employers etc.

b. Character Certificate from respective Police Station of the employee.

c. Submission of any false certificate shall result in an immediate termination from the NEPRA service without assigning any notice thereof, and a case may be referred, where applicable to the concerned agencies.
9. Regulation 10 is made sub Regulation 7(4); wherein, the following text of the Regulation 10:

10. Observance of Quota:

10(1) Appointments to the various posts shall strictly be made on an All-Pakistan basis in accordance with the merit and provincial/ regional quotas prescribed by the Federal Government for announced vacancies from time to time except for the posts of Director and above which shall be filled in through promotion.

10(2) The posts in each grade shall be considered separately for the purposes of allocation of prescribed merit and provincial / regional quotas. The unfilled vacancies reserved for merit and provincial / regional quotas for which qualified candidates are not available shall be carried forward except for the posts in NSG-1&2, which may otherwise be filled on local basis.

10(3) The following merit and regional/provincial quotas shall be observed on All-Pakistan basis during recruitment of the vacant post(s) reserved for direct recruitment:

<table>
<thead>
<tr>
<th>Merit:</th>
<th>7.5%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Punjab:</strong> (Including Federal Area of Islamabad)</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Sindh:</strong></td>
<td>19%</td>
</tr>
<tr>
<td>The share of Sindh will be further sub-allocated to following:</td>
<td></td>
</tr>
<tr>
<td>Urban area (Karachi, Hyderabad and Sukkur):</td>
<td>7.6%</td>
</tr>
<tr>
<td>Rural areas (Rest of Sindh excluding Urban areas as above):</td>
<td>11.4%</td>
</tr>
<tr>
<td><strong>Khyber Pakhtunkhwa (KPK):</strong></td>
<td>11.5%</td>
</tr>
<tr>
<td><strong>Balochistan:</strong></td>
<td>06%</td>
</tr>
<tr>
<td><strong>Newly merged districts of Khyber Pakhtunkhwa (Ex-FATA):</strong></td>
<td>03%</td>
</tr>
<tr>
<td>(This share shall not be merged into Khyber Pakhtunkhwa and be observed independently for the next 10 years in conjunction with ten-year Development Plan devised to bring Ex-FATA at par with the Khyber Pakhtunhwa socially and economically.)</td>
<td></td>
</tr>
<tr>
<td><strong>Gilgit-Baltistan:</strong></td>
<td>01%</td>
</tr>
<tr>
<td><strong>Azad Kashmir:</strong></td>
<td>02%</td>
</tr>
</tbody>
</table>

*Note.* Any change in merit, regional and provincial quota by the Federal Government shall strictly be applicable and observed by NEPRA.
(4) 10% quota shall be allocated to one dependent of the employee. In each such case, the employee will have to submit an affidavit during his/her service whilst clearly mentioning the dependent’s name, age, qualification to ascertain the eligibility of the candidate as per laid down criteria in line with the recruitment policy for the consideration of the employment by the Human Resource Department.

(5) Each such dependent will have to compete along-with all the other candidates falling in such category at the time of recruitment. No dependent shall by all means may claim hiring as a matter of right, if he/she does not fulfill requisite criterion or fails to pass the written test. Priority/weightage shall be given to an employee’s dependent, who has served most number of years at NEPRA.

10. Regulation 11 has been omitted and previously known Regulation 13 has been moved as Regulation 11:

11. Regulation 12 has been omitted and the previously known Regulation 14 has been moved as Regulation 12 with following amendments:

11(1) Appointment to various posts shall generally be made on regular basis in accordance with these Regulations.

11(2) The method of appointment, qualifications, and experience of the incumbent to a sanctioned post and other conditions relating to various posts, pay scales and allowances shall be specified in the Appendix-4 attached with these regulations and approved by the Authority from time to time.

12. The new Regulation 13 has been added; wherein, it states as under:

Recruitment:

The Authority shall follow the rules/regulation/policies/instructions/guidelines of the Federal Government as issued by the Establishment Division from time to time with respect to recruitment at NEPRA in true letter and spirit.

13. Regulation 14 has been omitted and previously known Regulation 16 has been moved as Regulation 14, wherein the content of the said Regulation has been amended to the following extent:

13(1) A person appointed to a regular post through an initial appointment, shall be on probation for a period of one year.
13(2) The period of probation may be extended for a further period of six months before the expiry of the initial probation period, if the performance of the incumbent is not satisfactory during the initial probation period.

13(3) On a successful completion of the period of probation or otherwise, whichever the case may be, the employee will be informed accordingly.

13(4) Where, in the opinion of the Authority, the performance or conduct of a person on probation has been unsatisfactory even after extension of six months’ probation period, the services of the concerned employee shall be terminated.

13(5) The satisfactory completion of probation requires submission of mandatory quarterly assessment reports by the reporting officer to the Human Resource Department. In the absence of any or missing reports, the Human Resource Department will devise its own procedure for the regularization of the employee.

13(6) An employee who satisfactorily completes the probation period, shall be eligible for regularization of service.

13(7) In case of successful completion of probation period by the newly recruited employee(s), the regularization of the said employee(s) shall be made from the date of joining. However, in case of any extension of probation period, the regularization of the said employee(s) shall be made from the date of termination of probation period.

14. Regulation 15 has been omitted and previously known Regulation 17 has been moved as Regulation 15.

15. Regulation 16 has been changed to previously known Regulation 18; wherein the words “or most suitable for promotion” has been added after “otherwise considered eligible” before “till such time” in Regulation 16(1).

16. Regulation 18A has been omitted.

17. The Regulation 19 has been moved to Regulation 17 with the following amendments:

17(1) Annual increment shall be due on the first of July every year to all regular employees of the Authority, provided that: (i) the employee has completed at least six months of service by July 1, in that
Financial year; (ii) the Reporting Officer, the next senior officer, the Member concerned or Human Resource Department has not declared in writing the performance of the employee as un-satisfactory, during the year for which the increment is due. In case, either of the Authority Member declares in writing that the performance of the employee is un-satisfactory, the Authority Member will have to mention the same in his/her Performance Evaluation Report (PER) accordingly. This report should be submitted to the Human Resource Department by 15th of November of the year. Non intimation of the report would be considered as if the performance of the employee is satisfactory. Provided, a satisfactory report as aforementioned would be required prior to allowing the 1st increment accruing to an employee under NEPRA service.

17(2) Un-satisfactory performance of the employee during the year as concluded by the Human Resource Department may lead to the disciplinary proceedings subject to fulfillment of due process as mentioned in these regulations.

17(3) The increments so denied as per clause 17(2) may be compensated in the following year subject to the approval of the Authority.

18. The Regulation 20 has been omitted.

19. The Regulation 21 has been moved to Regulation 18 with the following amendments:

18. Deputation To and From NEPRA:

The Authority shall follow the guidelines/rules/regulation/policies/instructions of the Federal Government issued by the Establishment Division from time to time in case of the deputation to & from NEPRA.

20. Regulation 26 has been omitted and replaced accordingly with the next in line.

21. Regulation 27 has been amended to the following extent as Regulation 21:

21(1) The Authority may require an employee to undergo such training within or outside Pakistan at any time and for any duration. The trainee shall execute such documents as prescribed in Appendix-5 to these regulations. The trainee shall serve in NEPRA for a period
of 2 years after completion of a course / training with duration of more than six months. If the trainee leaves NEPRA before the completion of the requisite post-training service, he/she shall pay such amount out of the total training expenditure which shall be calculated on pro-rata basis (proportionate to his/her post-training service at NEPRA).

21(2) Every NEPRA employee belonging to NPG-2 and above cadre shall successfully undergo the mandatory trainings mentioned in the following table for promotion to next higher cadre:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>For Promotion from</th>
<th>Name of the Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>NPG-2 to NPG-3</td>
<td>Mid-Career Management Course (MCMC)</td>
</tr>
<tr>
<td>2.</td>
<td>NPG-3 to NPG-4</td>
<td>Senior Management Course (SMC)</td>
</tr>
<tr>
<td>3.</td>
<td>NPG-4 to NEG-1</td>
<td>Executive Management Course (EMC)</td>
</tr>
</tbody>
</table>

21(3) Exemption from Mandatory Training: If an employee is to retire within two years of his service on attaining the age of superannuation shall be exempted from the mandatory training.

21(4) The HR Department of NEPRA with the approval of the Authority from time to time shall propose mandatory training programs for each cadre from the recognized institutions like LUMS, NUST, IBA etc.; such that separate mandatory training programs shall be arranged for professionals of Technical, Tariff, Legal and Office Management Cadre.

21(5) Each employee must pass the mandatory training program before onward placement his case for promotion.

21(6) Employees becoming eligible for promotion from NSG-6 to NPG-1 grade will also undergo an internal examination, training program to enhance their skills, knowledge and to prepare them for further responsibilities. In each such case, it is mandatory for the employee to pass the internal examination to become eligible for promotion.

22. Regulation 22 pertaining to Seniority have been rephrased to the following extent:

The Authority shall cause a seniority list of all the regular employees in each cadre to be prepared and circulated by the HR Department every year based on principles given below:
22(1) If two or more persons are appointed through the same open advertisement through the same selection procedure, their inter se seniority shall be determined in the order of merit assigned to them by the Human Resource Department.

22(2) The employees, who are eligible for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post.

22(3) Employees eligible for promotion whose case was deferred due to unavoidable circumstances, their seniority will be considered at par with their peers.

22(4) The employees who are superseded on account of their performance will be considered subsequently by the HR Department and their seniority will be determined afresh.

22(5) The decision of Authority regarding seniority of employees, determined in the light of above criteria, shall be final.

23. Under Regulation 23, the Appendix-2 be read as Appendix-4.

24. Regulation 24 have been rephrased to the following extent:

Procedure for Promotion:

24(1) Employees in NSG-1 shall be promoted on the basis of seniority only. Promotion cases of all other employees (support staff and professionals) shall be processed on the basis of seniority–cum–fitness. Fitness shall be assessed primarily on the employee’s work in the lower post(s) as reflected in his/her Performance Evaluation Reports (PER). PER shall be quantified as per the following details. Overall eligibility threshold to qualify for consideration for promotion shall be 75%. The Authority may allocate 15% marks for quantification of PER to the employee at the time of promotion.

<table>
<thead>
<tr>
<th>Overall Grading of PER</th>
<th>Percentage Marks obtained in PER</th>
<th>Points / Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>90% and above</td>
<td>10</td>
</tr>
<tr>
<td>Exceeding Target</td>
<td>80-89%</td>
<td>8</td>
</tr>
<tr>
<td>On Target</td>
<td>70-79%</td>
<td>7</td>
</tr>
<tr>
<td>Below Target</td>
<td>60-69%</td>
<td>5</td>
</tr>
<tr>
<td>Action Required</td>
<td>Below 59%</td>
<td>0</td>
</tr>
</tbody>
</table>
24(2) The Authority shall meet to decide promotion cases of the eligible employees at least once in each calendar year subject to availability of vacancies.

24(3) The HR Department will prepare the cases of employees eligible for promotion and

(a) recommend an employee for promotion to the next higher post; or

(b) propose an employee as unfit for promotion for the time being and propose to defer the promotion of the employee for a period of up to three years to improve his/her performance and review of his/her case after the said period; or

(c) propose to defer consideration of the case of an employee on account of non-availability of one or more confidential reports or other documents or information considered necessary to enable the Committee to determine his/her fitness for promotion, or the employee being on extra-ordinary leave in Pakistan or ex-Pakistan for a period of one year or more or the employee does not possess the requisite length of service except for study leave, or the employee has not undergone any mandatory training program or departmental examination, until such time as the requirement is met by the employee.

24(4) An employee who is superseded and his/her case deferred for promotion will not be considered again for promotion unless he has earned one more performance evaluation report for one full year. An employee whose case is deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist and on expiry of the period of deferment. Provided that an employee whose case was deferred because he was on extra-ordinary leave, whether in or ex-Pakistan, shall be considered for promotion after he resumes duty on the expiry of the sanctioned period of his/her extra-ordinary leave and earns an PER for one full year.

24(5) An employee shall be promoted against a clear vacant post subject to the fulfillment of all other conditions laid down in these Regulations.
24(6) An employee, who is on extra-ordinary leave for a period of less than one year will be considered for promotion on his/her resumption of duty and if found fit and approved by the Competent Authority, his/her promotion shall take effect and pay of the higher post shall accrue, from the date of assumption of duties of the higher post.

24(7) An employee, who is on deputation to some other organization shall be eligible for consideration for promotion on his/her return from deputation and upon earning one assessment report in NEPRA. The term of deputation period shall be considered as service for promotion and assessment reports earned during that term shall be quantified / graded in accordance with the NSR.

24(8) An employee against whom any sort of disciplinary action is pending shall not be eligible for promotion whatsoever.

24(9) An employee shall be promoted to higher post, if he/she has met all the minimum criterion mentioned under Appendix-4. Only post qualification experience of the employee shall be considered at the time of promotion. No relaxation shall be granted by the Authority in case of less experience of the employee for promotion to a next grade. It shall come into force at once, except Regulation 21, which shall be applicable within one year i.e. 2021 after issuance of the notification of the NSR.

24(10) An employee shall be eligible for the accelerated promotion as per the following:

a. Recommended by a committee consisting of two Head of Departments and an Authority Member.

b. He/She has obtained at least 04 outstanding PER since the last promotion.

c. He has never been found guilty of a misconduct in terms of Regulations 2(18).

d. He/She has passed the mandatory training programme (if any).

e. He/She will have to appear in person for an interview before the Promotion Board after recommendation of the Committee.
f. He / She possesses required education and skills for the position being promoted.

g. He / She possesses any extra relevant experience or qualification required thereto.

h. He / She has attained any extra/additional foreign higher qualification. The employees who have obtained such qualification online or through distance learning programme will not be eligible.

i. He / She possesses a relevant degree from top 50 universities of world as per global ranking shall be eligible for accelerated promotion to encourage International Talent for working at NEPRA. A relaxation of up to three (03) years can be awarded by the Authority in such cases.

25. In these Regulations, particularly Regulation 26, the words “Annual Assessment Reports (AAR)” have been replaced with “Performance Evaluation Report (PER)”; and the context of the same has been amended to the following extent:

25(1) Performance Evaluation Report of each employee, who has served the Authority for three months or more without any break during that year, shall be prepared, on a calendar year basis, in the first month of the following year, on the prescribed form to be approved by the Authority.

25(2) Employee, who has served under various reporting officers in different spells of time in a calendar year, his/her Performance Evaluation Reports should be prepared by all Reporting Officers under whom he / she has worked for at least 3 months during that year, and submitted to the Human Resource Department for their remarks within stipulated time.

25(3) The Performance Evaluation Report shall be written by the immediate senior officer (i.e. Reporting Officer-RO), countersigned by the officer senior in rank to RO and (i.e. Countersigning Officer-CO) in the chain of hierarchy, where applicable for a weightage of up to 60% as specified in the ACR form and 40% would be allocated by the HR Department to determine the fitness of an employee on the basis of his/her office discipline.
25(4) Performance evaluation of an employee shall not be made for the period during which he/she remains under suspension.

25(5) The comments of RO and CO in the PER are mandatory, where applicable. Human Resource Department will ensure that PER is duly completed in all respect. The Human Resource Department shall compile complete database of PER of each employee for the purpose of record.

25(6) The Head of Departments shall have to record and substantiate the reasoning of awarding outstanding Performance Evaluation Report to any employee of his/her respective department.

26. Regulation 27(4) has been amended to the following extent:

26(4) Employees working in the support staff cadre i.e. drivers, security guards, Operations and Maintenance staff, general administration staff and other staff detailed by the Director General (Administration) to meet an emergency task shall be allowed overtime allowance up to 8 hours per day, on all days declared by the Federal Government as closed holidays, such an employee will not claim compensatory leave or allowance thereto. In case of emergency, where Professional is called for duty on a closed holiday, he/she should be allowed off-day in lieu thereof, within a period of six months.

27. Under Regulation 28(1), the words “however, the casual leave shall not be combined with any other kind of leave” have been omitted.

28. Regulation 28(8) has been omitted.

29. Under Regulation 29(1), the word “two” has been omitted and new word “four” has been added.

30. Regulation 29(4) has been amended and rephrased as under:

30(4) The Employee will have the option to encash his/her unavailed earned leave @ 2 days per calendar month at his/her credit at the end of a calendar year or at the time of his/her retirement at the rate of 1/20th of the monthly gross salary of the employee for the leave earned, for each day of the leave requested by him/her. The excess earned leave would be availed by an employee only in case of Medical Emergencies and cannot be encashed, whatsoever, if the employee has not earned such leave, it would be adjusted in the future leave earned.
31. Under Regulation 31, the words, “or the Authority may allow on job study under special circumstances” have been added after “shall be treated as extra-ordinary leave”.

32. In Regulation 31(1) sub-regulation (a) has been omitted.

33. Regulation 33 has been rephrased to the following extent:

An employee may be granted ex-Pakistan leave subject to the availability of his/her leave balance. A No Objection Certificate shall be obtained from the Human Resource Department to this effect after the approval of the Chairman.

34. New Regulations 37 and 38 have been inserted namely, Paternity Leave and Id’dat Leave, which have been versed as under:

37. Paternity Leave:

A male employee may be granted paternity leave for a period not exceeding (10) days. Paternity leave may not be granted for more than two times in the entire service of a male employee. For limitations beyond the second one, the male employee would have to take leave from his normal leave account.

38. Id’dat Leave:

A female employee may be granted id’dat leave from her leave earned during her service; however, if the leave earned are less than that of the leave availed, same will be adjusted from her future earnings. The amount of id’dat leave shall be allowed to a female employee in line with the Islamic Sharia depending upon case to case.

35. A new Regulation 42 namely “Fatal Medical Emergency Leave” has been added, which is reproduced hereunder:

42. Fatal Medical Emergency Leave:

In case of fatal accident or disease to be determined by the NEPRA Medical Emergency Committee, the employee (Professional or Support Staff) shall be granted medical emergency leave with full pay up to the period of six months upon recommendations of the
Medical Board of a hospital on NEPRA approved panel, provided that Regulation 41(1) does not apply. A NEPRA Medical Emergency Committee constituted by the Authority may cancel the leave already granted or recall the said employee before expiry of leave. Leave sanctioned for extreme medical emergencies shall not be deducted from the earned leave balance upon the recommendations of the NEPRA Medical Emergency Committee and duly approved by the Authority.

36. Under Regulation 48, the scope of special leave has also been extended to the Non-Muslims; wherein, same has been amended to the following extent:

48. Hajj Leave & Leave To Non-Muslims:

Employees proceeding on Hajj shall be granted special leave of 40 days on full pay outside their leave account once in an entire service with NEPRA. The Non-Muslim employees of NEPRA will also be entitled to avail special leave for religious functions up to 40 days on full pay, once in their entire service.

37. Regulation 52 “Claim Not Admissible” has been omitted.

38. Under Regulation 54(i) the words, “by the Member (Admin) / VC” and 54(ii) words “and by the Authority” have been omitted and replaced with “by the Chairman / Member of the Authority”

39. Regulation 55 naming “Post-Retirement Healthcare Fund” has been added to these Regulations, which has been versed as under:

55. Post-Retirement Healthcare Fund:

55(1) The Authority shall manage a contributory post-retirement healthcare fund, wherein contributions of the employee, equal contribution from the Authority and profit earned on such deposits will be made in this fund in accordance with these regulations.

55(2) A regular employee and his/her spouse(s) on retirement at the age of superannuation or at an earlier age as allowed by the Authority shall be entitled to receive post-retirement medical treatment facility from this fund, as prescribed in Regulation 101.
55(3) If an employee has been removed or dismissed from NEPRA service on account of misconduct shall not be entitled to post-retirement medical treatment facility from this fund.

55(4) If an employee has been on an earned leave, unpaid leave, un-authorized leave, study leave or any other form of leave, and after availing such leaves assumes his duties as a regular employee will have to borne his contributions for the period he/she remained on leave.

55(5) In case of death of an employee, his/her spouse(s) will be entitled to avail post-retirement medical treatment facility from this fund.

55(6) The entitlement of the indoor treatment facilities for an employee and his/her spouse(s) will remain the same as it was allowed during his/her last position in the organization.

55(7) All sums paid into the Fund under these regulations shall be credited in the books of NEPRA.

55(8) The Fund shall be administered by the Board of Trustees constituted by the Authority and shall be maintained in Pakistan rupees.

55(9) Employees holding appointment on regular basis shall be eligible to join the Fund subject to satisfactory completion of the probationary period.

55(10) All existing regular employees and such employees, who are appointed on regular basis on or after the commencement of these regulations shall mandatorily subscribe to the fund in accordance with these Regulations.

55(11) No employee can draw advances or loan(s) from the post-retirement healthcare fund whatsoever.

55(12) The employee and his/her dependent shall be entitled to avail post-retirement medical facility from this fund only in Pakistan and these regulations shall not cover healthcare expenditure incurred or to be incurred by the eligible employee or his/her dependent outside the Pakistan.
40. Regulation 72(2) has been omitted.

41. Under Regulation 73, “2003-04” has been replaced with “2020” after the words “financial year” and the rates have been revised as under:

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Vehicle Type</th>
<th>Rates Per KM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>800 CC Vehicle</td>
<td>Rs. 10/-</td>
</tr>
<tr>
<td>2.</td>
<td>1000 CC Vehicle</td>
<td>Rs. 10/-</td>
</tr>
<tr>
<td>3.</td>
<td>1300 CC Vehicle</td>
<td>Rs. 12/-</td>
</tr>
<tr>
<td>4.</td>
<td>2500 CC Vehicle</td>
<td>Rs. 15/-</td>
</tr>
<tr>
<td>5.</td>
<td>3000 CC Vehicle</td>
<td>Rs. 24/-</td>
</tr>
</tbody>
</table>

*Note.* The rates per km may vary w.r.t. increase/decrease in the fuel prices.

42. Under Regulation 76(1) Note Section, the words, “in case booking is not available in the entitled class” has been removed and words “subject to the approval of the Competent Authority” have been added.

43. Under Regulation 77, the alphabet “N” has been added in the beginning of word “CPI” after the words “indexation with”.

44. Under Regulation 77, the rate of Indexation have been revised as under:

<table>
<thead>
<tr>
<th>Rupees (Indexed up to 1st Jan-2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) NEG 1 &amp; 2</td>
</tr>
<tr>
<td>(b) NPG 1 – NPG 4</td>
</tr>
<tr>
<td>(c) NSG 5 &amp; NSG 6</td>
</tr>
<tr>
<td>(d) NSG 1 – NSG 4</td>
</tr>
</tbody>
</table>

45. Under Regulation 78, “Appendix-7” has been replaced with “Appendix-6”
46. Under Regulation 79, “Rs. 12 and Rs. 5” have been replaced with “Rs. 18 and 12” respectively.

47. Under Regulation 82 sub-regulation (2) has been added which states hereunder:

47(2) If a dependent of an employee passes away, he/she may be provided ambulance services by the Administration Department of NEPRA to transport the dead body of the deceased dependent to his/her native town; however, if the official vehicle is not available or not suitable for the transportation of dead body to the native town, the third party services hired by the employee. In such a case the cost borne by the employee be re-imbursed as per actual after due diligence.

48. Regulations 93 to 101 have been rephrased and the revised versions are reproduced hereunder:

93. General:

Medical care facilities will be available to all employees of NEPRA.

93(1) Outdoor Treatment:

Outdoor Treatment For Minor Ailments - This will cover ailments of minor nature, when the patient does not require stay in hospital and requires only consultation with a physician/general practitioner to obtain prescription, purchase of related medicines and medical lab tests as per prescription at facilities or hospitals designated by the Authority or from the open market. 90% payment for such treatment shall be paid by NEPRA and 10% shall be charged to the employee. This facility shall be available to all the employees and their families.

93(2) Indoor Treatment Including Hospitalization:

This will cover all types of major ailments and physical injuries to an employee or his/her family members requiring treatment through admission and stay in the hospitals or prolonged preventive medicare under advice of the specialist. In case, the employee receives medical treatment in a hospital on NEPRA penal, [95%] of such charges for hospitalization shall be paid by NEPRA.
In cities, where the facility of NEPRA panel hospitals/clinics is available, the employees prefer to receive indoor medical treatment for themselves and their dependent family members only from those panel hospitals/clinics. Otherwise, the cost of indoor treatment from hospital other than NEPRA panel shall be re-imbursed @ 90% of the actual cost or 90% of the cost of the same treatment at designated panel hospital, which has been allowed to different cadre of employees, whichever is less.

When the indoor treatment is obtained in cities, where NEPRA panel hospitals are not available, the cost of indoor treatment from hospital other than NEPRA panel shall be re-imbursed @ 95% of the actual cost or 95% of the cost of the same treatment at designated panel hospital, which has been allowed to different cadre of employees, whichever is less. However, it is clarified that if an employee receives medical treatment at in a government hospital, the entire expenditure will be paid by NEPRA.

During hospitalization, the employees or their family members will be entitled to the following types of accommodation:

- NSG 1 to 6: General wards
- NPG 1 to 3: Semi-private rooms
- NPG 4 and above: Private rooms

Dental Treatment:

This will include treatment of all types of dental ailments except provision of dentures, cosmetic ortho dental treatment, tooth implants, gold/silver crown/bridges and gold inlays. Dental treatment can be availed from (a) any Medical and Dental care unit designated by NEPRA or (b) any Medical and Dental care unit of the employee’s own choice or (c) Government hospital.

(a) In case of dental treatment related to Gums and teeth including extraction, filling, root canal and allied procedures, 80% of the cost will be paid by NEPRA and 20% will be charged to the employee.

(b) In case of restoration of tooth/teeth through ceramic/metal bridge or metallic crowns other than gold or silver, 60% of the cost will be paid by NEPRA and 40% will be charged to the employee.
94. Declaration about Family and Registration:

Each employee will be required to make a declaration about his family, containing the names, relationships and ages of his family members in the form specified for the purpose. In case of working spouse and (or) parents, an undertaking will required to be submitted to the effect that the same will only avail medical care facility from NEPRA.

95. Chronic / Dread Disease Treatment:

The expenses incurred on the treatment of chronic / dread diseases (Cancer, Hepatitis B and C, T.B., Renal Failure etc.) shall be re-imbursed in full without taking into account, whether the same is availed indoor or outdoor and from panel or private hospitals. For the purposes of treatment of other chronic / dread diseases, the Authority may constitute a panel of specialists for seeking opinion, whether consultation or treatment by a specialist is required.

96. Supply Of Medicines:

The appointed medicare unit or officer or surgeon, as the case may be, will supply medicines to the entitled patients against their medical prescriptions. In case, the prescribed medicines are not available with the attending medicare unit or officer or surgeon, as the case may be, the employee will purchase them from the market and claim direct re-imbursement from NEPRA by providing payment receipts therefor to the extent authorized.

It is clarified that the payment of multivitamins will only be re-imbursed, if the concerned doctor endorse that the same are prescribed for cure of a disease not as food supplement.

97. Medicare Related Payments To Hospitals Medical Facilities:

97(1) General:

All charges in connection with indoor treatment of employees and their family members will be billed by each appointed medicare unit or officer or surgeon or specialist, as the case may be, directly to NEPRA. An advance payment could be allowed by the Authority in exceptional cases.
97(2) Payment for Hospitalization:

Charges in connection with hospitalization or confinement of an employee or his family members will be billed to NEPRA by the concerned medicare unit or other approved hospital. If credit facilities are not available in a hospital, the employee will make cash payment and claim re-imbursement from NEPRA. If the employee avails a private hospital of his own choice, which has not been approved by the Authority, he may make cash payment. In such cases, the amount so paid for an indoor and outdoor treatment respectively will be re-imbursed by NEPRA on the basis of supporting payment/receipts thereof as per procedure stated under Regulation 93.

98. Medical Treatment Of Employee On Tour Or On Leave Outside His Station Of Posting:

98(1) If an employee falls sick, while on official business or on leave within Pakistan, outside his station of posting, he may, if no medicare arrangements exist for NEPRA employees at that station, receive treatment from a qualified and registered medical practitioner, purchase medicines from chemists and on return to his station of posting, submit the bills and relevant payment receipts to NEPRA for re-imbursement of expenses so incurred. If an employee requires hospitalization, it should be obtained preferably at the Government hospital.

98(2) For covering the emergency treatment of a NEPRA employee, while on official duty outside Pakistan, special medical insurance policies are generally available. NEPRA will re-imburse the expenses incurred by an employee on purchase of such insurance in equivalent Pakistani currency.

99. Medical Treatment of Family Members Residing At A Place Other Than The Station Of Posting Of The Employee:

In case, the family member(s) of an employee reside at a place other than the place of his posting and no NEPRA arrangements exist for medicare at such place, they will be entitled to the same facility as if residing with the employee.

100. Travel Undertaken For Medical Treatment:
In case of death of an employee or his / her dependent at the place of posting, he / she shall be paid funeral grant as approved by the Authority for each cadre of employees from time to time.

101. A Post-Retirement Medical Treatment Facility:

101(1) NEPRA employees shall be entitled to avail medical treatment for self and spouse only on retirement from service (a) at the age of superannuation (b) completion of qualifying service of twenty five (25) years;

101(2) The treatment shall only be availed at NEPRA’s panel hospitals/clinics after due referral by the department and (or) from the hospitals under the administrative control of Federal/Provincial government/organization’s institutes like AFIC, KRL, Capital Hospital etc. as admissible to them during service;

101(3) The said facility would not be extended in case of termination/dismissal/ removal from NEPRA service on misconduct etc;

101(4) The spouse of the deceased employee shall also be entitled to avail the said facility.

49. Under Regulation 102(a), a new sub-regulation 102(a)(6) has been inserted, namely:—

102(a)(6) has on a regular basis failed to meet the deadline set for the delivery of the tasks without proper justification; the Authority may in its sole discretion also treat the employee in terms of Regulation 104(1) and 108 of these regulations.

50. Under Regulation 102(b)(1), a sub-regulation (d) has been inserted, namely:—

d) Pursuant to a show cause notice and having received an un-satisfactory explanation, the following actions may be taken:

i. Issuing of a first warning letter – this will result in 2 marks deductions in PER.

ii. Issuing of a second warning letter – this will result in 3 marks deductions in PER.
iii. Issuing of 3rd warning letter – this will result in 5 marks deduction in PER and disciplinary action will be taken.

51. Under Regulation 103, the word “Competent” has been omitted before the word “Authority”.

52. The Regulation 103(3) has been amended to the following extent, namely:—

103(3) If the Authority will accepts the explanation it shall record the reasons for acceptance and close the matter accordingly. If in case the explanation submitted is found unsatisfactory, the Authority shall; thereafter:—

(a) Reject the explanation and issue show cause notice to the accused; and the accused shall respond within the 15 days;

(b) The Authority shall examine the response and provide opportunity of hearing to the accused;

(c) If the response to the show-cause is accepted by the Authority, the Authority shall, in writing record the reasons for acceptance thereof and close the matter accordingly;

(d) However, in case, the Authority rejects the response to the show cause notice, it shall record the reasons for rejecting the response and ascertain and determine the punishment/penalty;

53. Under Regulation 105(1)(b), the word “DG Coordination” has been omitted.

54. A Regulation 114 has been inserted, namely:—

114. Provision of Plots Advance:

The Authority may allow Provision of Plots Advance to all NEPRA employees in accordance with the policy specified by the Authority from time to time.

55. The Regulation 115 has been rephrased, namely:—

115. Uniform:

The Uniform/dress (Summer and Winter) shall be supplied to the Employees, such as Qasids/Naib Qasid, Drivers, Security personnel,
janitors, electricians, plumbers, carpenters and other essential Administration/O&M staff, as approved by the Authority from time to time.

56. A Regulation 120 has been added to these regulations, namely:

120. Succession Plan:

In order to ensure high quality of continuity in operations for each of the Departments of NEPRA and to comply with the statutory requirements of the NEPRA Act, the Authority of NEPRA may from time to time approve comprehensive succession planning policy of National Electric Power Regulatory Authority that supports workforce development, preparing successors for the employees retiring, retaining highly productive and competent employees besides identifying critical resource; owing to the fact that a change at any level of the Organogram is inevitable and can present unique challenges; placed at Appendix-10.

57. In Appendix-I the column of Designations have been added, namely:—

**VEHICLE MAINTENANCE AND USAGE ALLOWANCE**

<table>
<thead>
<tr>
<th>Designation</th>
<th>Pay Scale</th>
<th>Quantity of Petrol Allowed per month (Liters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director General</td>
<td>NEG-2</td>
<td>250</td>
</tr>
<tr>
<td>Addl. Director General</td>
<td>NEG-1</td>
<td>220</td>
</tr>
<tr>
<td>Director</td>
<td>NPG-4</td>
<td>175</td>
</tr>
<tr>
<td>Addl. Director</td>
<td>NPG-3</td>
<td>120</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>NPG-2</td>
<td>90</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>NPG-1</td>
<td>55</td>
</tr>
</tbody>
</table>
### Designation, Pay Scale, Quantity of Petrol Allowed per month (Liters)

<table>
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<th>Designation</th>
<th>Pay Scale</th>
<th>Quantity of Petrol Allowed per month (Liters)</th>
</tr>
</thead>
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<td>40</td>
</tr>
<tr>
<td>Sr. Computer Opp/ Executive Secretary/ Technical Assistant / Personal Assistant / Protocol Assistant / Medical Assistant or equivalent</td>
<td>NSG-5</td>
<td>35</td>
</tr>
<tr>
<td>Office Assistant / Computer Operator / Office Secretary / Jr. Protocol Assistant / Jr. Medical Assistant or equivalent</td>
<td>NSG-4</td>
<td>25</td>
</tr>
<tr>
<td>Jr. Executive, R&amp;I Clerk, Care Taker, Telephone Operator, Senior Photocopyier, Senior Dispatch Rider, Senior Driver, Senior Security Guard or equivalent</td>
<td>NSG-3</td>
<td>20</td>
</tr>
<tr>
<td>Photocopyier, Dispatch Rider, Driver, Qasid, Security Guard, Aya or equivalent</td>
<td>NSG-2</td>
<td>15</td>
</tr>
<tr>
<td>Naib Qasid, Security Guard, Sweeper, Gardner, Office Boy or equivalent</td>
<td>NSG-1</td>
<td>10</td>
</tr>
</tbody>
</table>

58. Under Appendix 2, the organogram has been updated and revised as per the Sanctioned Strength.
59. Under Appendix 3, Resignation Policy has been inserted.

60. Under Appendix 4, Induction Criteria and Promotion Criteria along-with nomenclatures have been amended.

61. Under Appendix 5, Training Programmes and Policy have been inserted.

62. Under Appendix 9, the car policy of NEPRA have been revised.

63. Appendix 10 has been inserted with Succession Plan Policy to these regulations.

Appendix 1

VEHICLE MAINTENANCE AND USAGE ALLOWANCE

<table>
<thead>
<tr>
<th>Designation</th>
<th>Pay Scale</th>
<th>Quantity of Petrol Allowed per month (Liters)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>250</td>
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<td>Addl. Director General</td>
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<tr>
<td>Director</td>
<td>NPG-4</td>
<td>175</td>
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<tr>
<td>Addl. Director</td>
<td>NPG-3</td>
<td>120</td>
</tr>
<tr>
<td>Deputy Director</td>
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</tr>
<tr>
<td>Assistant Director</td>
<td>NPG-1</td>
<td>55</td>
</tr>
<tr>
<td>Executive Secretary, Protocol Officer, Media Officer, Security Officer or equivalent</td>
<td>NSG-6</td>
<td>40</td>
</tr>
<tr>
<td>Sr. Computer Opp/Executive Secretary/Technical Assistant / Personal Assistant / Protocol Assistant / Medical Assistant or equivalent</td>
<td>NSG-5</td>
<td>35</td>
</tr>
<tr>
<td>Designation</td>
<td>Pay Scale</td>
<td>Quantity of Petrol Allowed per month (Liters)</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-----------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Office Assistant / Computer Operator / Office Secretary / Jr. Protocol Assistant Jr. Medical Assistant or equivalent</td>
<td>NSG-4</td>
<td>25</td>
</tr>
<tr>
<td>Jr. Executive, R&amp;I Clerk, Care Taker, Telephone Operator, Senior Photocopier, Senior Dispatch Rider, Senior Driver, Senior Security Guard or equivalent</td>
<td>NSG-3</td>
<td>20</td>
</tr>
<tr>
<td>Photocopier, Dispatch Rider, Driver, Qasid, Security Guard, Aya or equivalent</td>
<td>NSG-2</td>
<td>15</td>
</tr>
<tr>
<td>Naib Qasid, Security Guard, Sweeper, Gardner, Office Boy or equivalent</td>
<td>NSG-1</td>
<td>10</td>
</tr>
</tbody>
</table>

**Appendix – 2**

**Sanctioned Strength**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>Grade</th>
<th>Sanctioned Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director General</td>
<td>NEG-2</td>
<td>09</td>
</tr>
<tr>
<td>2</td>
<td>Additional Director General</td>
<td>NEG-1</td>
<td>08</td>
</tr>
<tr>
<td>3</td>
<td>Director</td>
<td>NPG-4</td>
<td>31</td>
</tr>
<tr>
<td>4</td>
<td>Additional Director</td>
<td>NPG-3</td>
<td>53</td>
</tr>
<tr>
<td>5</td>
<td>Deputy Director</td>
<td>NPG-2</td>
<td>42</td>
</tr>
<tr>
<td>6</td>
<td>Assistant Director</td>
<td>NPG-1</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td><strong>Total Sanctioned Strength</strong></td>
<td></td>
<td><strong>205</strong></td>
</tr>
</tbody>
</table>
A. **Resignation Policy:**

1. Subject to any provision of law in force for the time being, a temporary or permanent employee may resign in writing from his post. The resignation shall not become effective unless it is accepted by the appointing authority. Till such time the resignation is accepted, the employee shall continue to serve and cannot absent himself from his duties without proper leave. Any violation in this behalf shall tantamount to misconduct and the employee shall make himself liable to disciplinary action.

2. If an employee after submission of his resignation withdraws it before it is accepted, the resignation shall be deemed to have been withdrawn.

3. If an employee withdraws his resignation after its acceptance by the appointing authority but before it becomes effective i.e. before the employee is relieved, it will be open to the authority which accepted the resignation to allow the employee, on the merits of the case, to withdraw the resignation.

4. The resignation of an employee shall not be accepted if any disciplinary proceedings are contemplated or are in progress.

5. An employee submitting his resignation shall be required to clear all dues payable by him.

6. The resignation shall be submitted by an employee through his immediate reporting officer to the appointing authority and accompanied by the original letter of resignation and the following information:
   
   (a) Whether any disciplinary proceeding is pending or contemplated against him;
   
   (b) Whether the employee is required to serve the NEPRA for any specified period in accordance with his terms and conditions of appointment or any bond or understanding in connection with the leave granted, instructions about the course or training etc. and if;
   
   (c) Whether any other dues recoverable or to be paid by the employee have been cleared.

B. **Retirement from Service:**

An employee shall retire from NEPRA service on completion of the sixtieth (60) year of his age. The provision of this regulation does not apply to the Chairman and Members of the Authority as their terms and conditions of appointment are determined by the Federal Government as per the provisions of the NEPRA Act.

**Explanation:**

When an employee is required to retire on attaining the age of superannuation, the day on which he attains that age is reckoned as a non-working day, and he must retire with effect from that day.

C. **Retirement on Completion of 25 years:**

On completion of 25 years’ service, an employee may be retired with earned leave/other perks and privileges upon his own request.
### NEPRA Grades, Designation & Eligibility Criteria for Induction & Promotion

**For Professionals**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Grade &amp; Post</th>
<th>Induction Criteria</th>
<th>Vacancies Distribution</th>
<th>Promotion Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NEG-2 Director General</td>
<td>Only by virtue of promotion: Qualification: Master's degree in Engineering or M.Phil / MBA / LL.M / MS in Business / Public Administration, Public Policy, Computer Science, Accounting, Finance, Economics, Chartered / Cost &amp; Management Accountant (Fellow Member) and Law or 16 Years of education from any reputable institution duly recognized from HEC.</td>
<td></td>
<td>The qualifying service for promotion to NEG-4 will be: 25 years in NPG-3 &amp; above Or 20 years in NPG-2 &amp; above Or 15 years in NPG-2 &amp; above Or 10 years in NPG-4 &amp; above Or 8 years in NPG-3 &amp; above Must obtain 75% Marks in AAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notes: Minimum relevant post qualification experience for the post of Director General in NEG-2 is 25 years. A candidate having relevant qualification from the top 50 Universities of the world as per the global ranking shall be given relaxation* in relevant experience up to 3 years at the time of promotion. Such relaxation shall be granted only once during entire service.</td>
<td></td>
<td>Promotion: 80% Direct Induction 70% by Promotion</td>
</tr>
<tr>
<td>2</td>
<td>NEG-1 Additional DG</td>
<td>Only by virtue of promotion: Qualification: Master's degree in Engineering or M.Phil / MBA / LL.M / MS in Business / Public Administration, Public Policy, Computer Science, Accounting, Finance, Economics, Chartered / Cost &amp; Management Accountant (Fellow Member) and Law or 16 Years of education from any reputable institution duly recognized from HEC.</td>
<td></td>
<td>The qualifying service for promotion to NEG-1 will be: 25 years in NPG-2 &amp; above Or 20 years in NPG-2 &amp; above Or 15 years in NPG-3 &amp; above Or 12 years in NPG-4 &amp; above Or 8 years in NPG-4 Must obtain 75% Marks in AAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notes: Minimum relevant post qualification experience for the post of Addl. Director General in NEG-1 is 25 years. A candidate having relevant qualification from the top 50 Universities of the world as per the global ranking shall be given relaxation* in relevant experience up to 3 years at the time of promotion. Such relaxation shall be granted only once during entire service.</td>
<td></td>
<td>Promotion: 80% Direct Induction 70% by Promotion</td>
</tr>
<tr>
<td>3</td>
<td>NPG-3 Director</td>
<td>Only by virtue of promotion: Qualification: Master's degree in Engineering or M.Phil / MBA / LL.M / MS in Business / Public Administration, Public Policy, Computer Science, Accounting, Finance, Economics, Chartered / Cost &amp; Management Accountant (Fellow Member) and Law or 16 Years of education from any reputable institution duly recognized from HEC.</td>
<td></td>
<td>The qualifying service for promotion to NPG-4 will be: 15 years in NPG-1 &amp; above Or 10 years in NPG-2 &amp; above Or 9 years in NPG-4 &amp; above Or 6 years in NPG-3 &amp; above Must obtain 75% Marks in AAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum Relevant Post Qualification Experience: Minimum relevant post qualification experience for the post of Director in NPG-3 is 15 years. A candidate having relevant qualification from the top 50 Universities of the world as per the global ranking shall be given relaxation* in relevant experience up to 3 years at the time of promotion. Such relaxation shall be granted only once during entire service.</td>
<td></td>
<td>Promotion: 80% Direct Induction 70% by Promotion</td>
</tr>
<tr>
<td>4</td>
<td>NPG-2 Addl. Director</td>
<td>Direct Induction: Qualification: Sixteen years of education including at least a Master's degree in Engineering, Business/Public Administration, Computer Science, IT, Economics, Finance, Law, Chartered/ Cost &amp; Management Accountant, ACCA, CIA, Banking &amp; Finance, M. Com or equivalent. Candidates with higher qualification and/or foreign degree will be given preference. Minimum Relevant Post Qualification Experience: 15 years</td>
<td></td>
<td>The qualifying service for promotion to NPG-4 will be: 10 years in NPG-2 &amp; above Or 8 years in NPG-3 &amp; above Must obtain 75% Marks in AAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Promotion: 80% Direct Induction 70% by Promotion</td>
<td></td>
<td>Promotion: 80% Direct Induction 70% by Promotion</td>
</tr>
</tbody>
</table>

*Relaxation shall be granted only once during entire service.
<table>
<thead>
<tr>
<th>Sr.#</th>
<th>Initial Posts for Appointment with Grade &amp; Criteria</th>
<th>Career Ladder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Post</td>
<td>Grade</td>
</tr>
</tbody>
</table>
| 2    | Assistant Librarian | NSG-5 | 10 Years education in Library Sciences | Minimum 10 Years | Librarian | NSG-6 | i. Qualification: 10 years education in Library Sciences.  
ii. Experience: 05 years satisfactory service in the existing grade. |
|      | Sr. Librarian | NPG-1 | i. Qualification: 10 years education in Library Sciences.  
ii. Experience: 05 years satisfactory service in the existing grade. |
| 5    | Front Desk Executive | NSG-4 | Bachelors Degree | Minimum 5 Years | Senior Front Desk Executive | NSG-5 | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade. |
|      |      |      |              |             |      |      | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade. |
| 3    | Transport Supervisor | NSG-4 | Bachelors Degree | Minimum 5 Years | Senior Transport Supervisor / Vehicle Maintenance Supervisor | NSG-5 | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade. |
|      |      |      |              |             |      |      | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade. |
| 6    | Maintenance Supervisor | NSG-4 | Bachelors Degree | Minimum 5 Years | Senior Maintenance Supervisor | NSG-5 | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade. |
|      |      |      |              |             |      |      | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade. |
|      |      |      |              |             | Admin Officer | NSG-6 | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade. |
|      |      |      |              |             |      |      | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade. |
|      | Assistant Director (Admin.) | NPG-1 | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade.  
iii. Bachelors/ diploma in Nursing in case of Medical Assistant |
|      |      |      |              |             |      |      | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade.  
iii. Bachelors/ diploma in Nursing in case of Medical Assistant |
| 6    | Junior Executive | NSG-8 | Intermediate or equivalent with Computer Skills | Minimum 5 Years | Sr. Computer Operator / Executive Secretary / Technical Assistant / Jr. Medical Assistant | NSG-5 | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade.  
iii. Bachelors/ diploma in Nursing in case of Medical Assistant |
|      |      |      |              |             |      |      | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade.  
iii. Bachelors/ diploma in Nursing in case of Medical Assistant |
|      |      |      |              |             | Technical Officer / Sr. Executive Secretary / Protocol Officer / Admin. Officer / Sr. Medical Assistant | NSG-6 | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade.  
iii. Bachelors/ diploma in Nursing in case of Medical Assistant |
|      |      |      |              |             |      |      | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade.  
iii. Bachelors/ diploma in Nursing in case of Medical Assistant |
|      |      |      |              |             | Private Secretary / Assistant Director | NPG-1 | i. Qualification: Bachelors Degree.  
ii. Experience: 05 years satisfactory service in the existing grade.  
iii. Bachelors/ diploma in Nursing in case of Medical Assistant |
<table>
<thead>
<tr>
<th>No.</th>
<th>Post</th>
<th>Grade</th>
<th>Qualification Requirement</th>
<th>Experience Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Care-Taker / Telephone Operator</td>
<td>NSG-3</td>
<td>Matriculation with computer skills</td>
<td>Minimum 5 Years</td>
</tr>
<tr>
<td>8</td>
<td>RM Clerk</td>
<td>NSG-3</td>
<td>Intermediate</td>
<td>Minimum 3 Years</td>
</tr>
<tr>
<td>9</td>
<td>Photocopyer</td>
<td>NSG-2</td>
<td>Intermediate</td>
<td>Minimum 3 Years</td>
</tr>
<tr>
<td>10</td>
<td>Dispatch Rider</td>
<td>NSG-2</td>
<td>Matriculation with driving License</td>
<td>Minimum 5 Years</td>
</tr>
<tr>
<td>11</td>
<td>Driver</td>
<td>NSG-2</td>
<td>Primary</td>
<td>Minimum 3 Years</td>
</tr>
<tr>
<td>12</td>
<td>Security Guard / Sweeper / Gardener / Naiq Qaid / Aya / Office boy / Sweeper / Senior Security Guard / Senior Gardener / Quaid / Sr. Aya / Sr. Office boy</td>
<td>NSG-1</td>
<td>in case of matric one increment</td>
<td>Primary</td>
</tr>
<tr>
<td>Sr.#</td>
<td>Initial Post for Appointment with Grade &amp; Criteria</td>
<td>Grade</td>
<td>Qualification</td>
<td>Experience</td>
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</tr>
<tr>
<td>1.</td>
<td>Sub-Engineer (E &amp; M) Sub-Engineer (HVAC) Sub-Engineer (Civil)</td>
<td>NSG-8</td>
<td>B.Tech/ DAE (Mech/Elect.) (RAC/Mech.) / (Civil/Public Health)</td>
<td>Minimum 5/5 Years</td>
</tr>
<tr>
<td></td>
<td>i. Sub-Engineer (E &amp; M)</td>
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<td></td>
<td>ii. Sub-Engineer (HVAC)</td>
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<td></td>
<td>iii. Sub-Engineer (Civil)</td>
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<tr>
<td></td>
<td>i. Machine Room Technician</td>
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<tr>
<td></td>
<td>ii. Control Room Operator</td>
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<tr>
<td></td>
<td>iii. BMS Technician</td>
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<tr>
<td>3.</td>
<td>Junior Charge-man (Electrical)</td>
<td>NSG-6</td>
<td>DAE (Electrical) / DAE</td>
<td>Minimum 5 Years</td>
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<td></td>
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<tr>
<td>4.</td>
<td>Generator Operator AC Mechanic Baggage Scanner Operator</td>
<td>NSG-2</td>
<td>Matric (DAE to be preferred)</td>
<td>Minimum 5 Years</td>
</tr>
<tr>
<td></td>
<td>i. Generator Operator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii. AC Mechanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Carpenter / Glazier Plumber / Pipe-Fitter Painter / Mason Facade Cleaner Lift (Elevator) Operator Electrician</td>
<td>NSG-2</td>
<td>Middle</td>
<td>Minimum 5 Years</td>
</tr>
<tr>
<td></td>
<td>i. Carpenter / Glazier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii. Plumber / Pipe-Fitter</td>
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<tr>
<td></td>
<td>iii. Painter / Mason</td>
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<tr>
<td></td>
<td>iv. Facade Cleaner</td>
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<td></td>
<td>v. Lift (Elevator) Operator</td>
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<tr>
<td></td>
<td>vi. Electrician</td>
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</tbody>
</table>
Appendix-5

Trainings

The policy for the mandatory training programmes will be presented by the HR Department for the consideration and approval of the Authority within a span of one year after notification of the NEPRA Service Regulations – 2020

Appendix-9

NEPRA POLICY FOR OFFICIAL VEHICLES

I. Philosophy

NEPRA will facilitate the entitled employees in commuting for official & private purposes by providing them with means of transport on a sustainable basis wherein the ownership of the vehicle gets transferred in the name of the employee after a defined period. The maintenance of said vehicles shall also be carried out by NEPRA. However, the officers themselves will be responsible for fueling of vehicles in their use.

II. Entitlement

a. The official vehicle shall only be entitled for regular employees and for those contract employees, who are appointed against the sanctioned posts and their services are likely to be continued, like Legal Advisors, Assistant Legal Advisors, Consultants (below superannuation age) etc. provided that provision of official vehicle shall be subject to the successful completion of probation period of the aforesaid employees.

b. The category of cars for the entitled employees are provided in the table below:

<table>
<thead>
<tr>
<th>Designation</th>
<th>NEPRA Grade</th>
<th>Vehicle Brand/Model/Engine Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Director General/ Director General / Senior Advisor</td>
<td>NEG-1 &amp; NEG-2</td>
<td>Toyota Corolla GLi/ Honda City (Automatic)</td>
</tr>
<tr>
<td>Director / Legal Advisor / Consultant</td>
<td>NPG-4</td>
<td>Toyota Corolla XLI/ Honda City (Manual)</td>
</tr>
<tr>
<td>Additional Director / Assistant Legal Advisor</td>
<td>NPG-3</td>
<td>a 1000 CC engine capacity (upper limit) locally manufactured</td>
</tr>
</tbody>
</table>
(NOTE: Whenever any of the vehicle models mentioned above is discontinued by the manufacturer, the Authority will decide the new vehicle entitlement in such case)

All official vehicles shall be provided with floor mats, seat covers, security alarm system and comprehensive insurance. Floor mats and seat covers will be replaced after every two and a half years.

III. Vehicle Replacements

a. Entitled vehicles will be replaced as per the following:
   
   i. Toyota Corolla GLI / Honda City (Automatic) 5 Years
   
   ii. Toyota Corolla XLI / Honda City (Manual) 5 Years
   
   iii. Locally Manufactured 1000 CC engine capacity (upper limit) 5 Years

   Note. An employee can upgrade a manual car to automatic by paying the differences w.r.t. purchase price, registration and comprehensive insurance for each year. Only the 1st vehicle, if issued to the employees as per the previous car policy, shall be allowed to be bought back as per the terms and conditions of the previous policy i.e. @10% of the original price of his/her car cost at completion of 5 years. Subsequently, the policy rates in vogue at the time of buying back, shall be applied.

b. Admin department will initiate the replacements.

c. The Employee will have the option to buy back the vehicle detailed with him at the Written Down Book Value (WDBV) i.e., depreciated @ 10% per annum (straight line method) OR 50% of the original cost, in case the vehicle is fully depreciated.

IV. Entitled Vehicle on Promotion from one entitled grade to another

On promotion, employee will continue to retain the vehicle in his/her use till the vehicle completes its age of five (05) years, thereafter, the employee will be eligible for the car as per his/her new entitlement.

V. Transfer/posting:

Upon transfer to Provincial offices of NEPRA etc., the employee may take his/her entitled vehicle to the place of his/her posting and the Authority shall pay for its transportation.
VI. Theft and Accidents of official vehicle:

(a) Employees are expected to take utmost care of their vehicles against theft and damage. However, in case of theft of the entitled vehicle allotted to an employee, it should be reported immediately to the nearest police station and to the Administration Department, NEPRA.

(b) All traffic accidents have to be reported to the local police authorities and to the Administration Department, NEPRA.

(c) A detailed report describing the circumstances in which the theft or accident (as the case may be) has taken place will be submitted to:

(i) The Admin Department, NEPRA.

(ii) The Insurance Company.

(d) In the event that the Insurance Company and NEPRA are convinced that the employee had taken all the necessary security precautions to prevent the theft, the Authority may decide to provide another new or used vehicle (from its pool, if available) to the employee.

(e) In case of an accident (when the repairs can take 15 days or more), the Authority may provide an appropriate alternate vehicle to the Employee from its existing pool, if available.

VII. Entitlement of Vehicle in case of discontinuation of service / deputation

In case of discontinuation of service on any account other than disciplinary grounds, the employee may buy the vehicle under his/her use immediately before his/her departure. Only the 1st vehicle, if issued to the employees as per the previous car policy, shall be allowed to be bought back at the Written Down Book Value i.e. depreciated @ 10% per annum (straight line method), on the last day of the month he departs. Subsequently-policy / rates in vogue at the time of buying back, shall be applied.

VIII. Entitlement of vehicles in case of death

If an employee dies while in service, entitled vehicle in his/her use will be offered for sale to the widow/widower/family at the rates mentioned above.
IX. Use of Entitled Vehicle

The entitled vehicle may be used for official & private purposes.

X. Driving License

It will be the Employee’s responsibility to ensure that anyone, who drives his/her entitled vehicle is in possession of a valid driving license.

XI. Traffic Rules

It will be the Employee’s responsibility to ensure that anyone who drives his/her official vehicle is aware of the traffic rules and also respects these rules. All fines resulting from not respecting the traffic rules will be on account of the employee concerned.

XII. Advance by way of Loan

The beneficiary of NEPRA policy for official vehicle shall not be entitled to draw car loan in terms of Regulation 73 of NSR and will pay back the amount outstanding against him before he/she becomes eligible for official vehicle.

XIII. Maintenance (servicing, repairs, replacement of parts)

(a) The entitled employee shall be responsible for the upkeep of the vehicle in good running condition (technically sound and tidy), as if it was his/her own vehicle. NEPRA will not be responsible for fueling or cleanliness of the vehicles; however, the cost of following repair and maintenance works, if carried out by the entitled employee after seeking written prior approval of the competent Authority with cost estimates will be re-imburse:

i. Oil and Oil Filter Change after every 5000 KM;

ii. Coolant refilling after every 15000 KM, checking of the coolant level will be the responsibility of the employee;

iii. Air Filter replacement after every 20000 KM;

iv. Engine Spark Plugs Cleanliness after every 20000 KM or as determined by the Authorized Dealership and replaced after every 50,000 KM;

v. Engine Tuning/Setting after 20000 KM;
vi. Electrical Works after every 20,000 KM (electrical parts shall be replaced as and when due/required through NEPRA vendor);

vii. Battery will be replaced after 50,000 KM or two and a half years; maintenance of the battery will be the responsibility of the employee;

viii. Brake service will be carried out after every 20,000 KM and brake disks and brake fluid will be replaced at 50,000 KM;

ix. Transmission Fluid and other miscellaneous fluids will be replaced after 80,000 KM;

x. Other maintenance works, if any, will be carried out by the NEPRA Administration Department upon intimation of the employee in writing.

xi. Any expenditure on upgradation of the vehicle, cleaning etc. will be borne by the employee himself. If the employee wants to replace any of the parts therein, of the vehicle before it becomes due as stated above, the amount/cost will not be reimbursed or paid by NEPRA.

(b) In case of accident, the vehicle will be repaired only through the vendors on NEPRA approved panel. The employee will arrange conveyance at their own during the time of repair of vehicle which normally takes 10-15 days after the claim is submitted to comprehensive insurance service provider. In such cases, 50% of the amount of depreciation on replacement of parts, to be charged by the Insurance Company will be borne by NEPRA and remaining 50% shall be borne by the employee himself/herself and deducted at source.

(c) Employees in “NPG-3 to NEG-2” will be paid Vehicle Maintenance and Usage Allowance (VMUA) as described in Appendix - 5 or conveyance allowance in lieu thereof, however, the contractual employees shall bear the cost from their lump sum salary package.

(d) Replacement of tyres will be allowed after a minimum use of 40,000/- kilometers.
XIV. Insurance

All NEPRA vehicles issued to Employees will be got insured by the Authority.

XV. Registration & Taxes

Ownership of the official vehicles will remain with NEPRA and it will continue to pay for the insurance and taxes till such time it is transferred to an employee’s name upon purchase by him/her.

Appendix-10

SUCCESSION PLAN POLICY

1. Mechanism & Purpose

Succession plan policy of NEPRA is a future focused, systematic approach to assessing, evaluating, and developing a pool of talented individuals who have capability to fill the key and critical positions. It will assist Authority in identifying and capturing necessary institutional knowledge that may be lost due to retirement, promotion, and general attrition. This tool will also assist NEPRA to help meet the necessary staffing needs. This policy will assist NEPRA in identifying individuals with the skills and potential to perform in future roles, to strengthen the overall capability of the organization, and ultimately, to contribute toward the National Interest.

Conducted effectively, succession plan policy is linked with the entire HR process, including:

- Performance management
- Compensation
- Recognition
- Recruitment and retention
- Workforce planning
- Ensure continuation of specifically identified management, leadership and technical competencies
- Management of employee advancement
2. **Ownership**

The Human Resource Department would primarily be the custodian of this policy however, the Authority from time to time would approve a succession plan committee which will act on it in line with the procedures defined in this policy.

3. **Scope:**

This policy is applicable to all the employees of NEPRA.

4. **Requirement**

The Succession Plan Committee will seek the requirement in two broad categories in each department of NEPRA as under:

i. Head of Departments / Director General / Additional Director Generals Succession Planning

ii. Key/Critical Positions Succession Planning

5. **Strategy and Succession Planning Process**

The Committee will adopt the following strategy and place it before the Authority at least once every year:

(a) identifying critical positions within NEPRA and developing action plans for individuals to assume those positions;

(b) preparation of the comprehensive plan addressing the current and future staffing requirements to ensure a pipeline of talent available to execute NEPRA’s Functions, strategies and goals without any hindrance;

(c) Workforce data and analysis.

(d) Leadership competencies be identified and used for selection and development.

(e) A pool of talent to be identified and developed for long-term needs.

(f) Development on the basis of challenging and varied job-based experiences.

(g) To addresses challenges of diversity, recruitment, and retention.

(h) Link Strategic and Workforce/Employees planning decisions
(i) Identify the key positions

(j) Access leadership potentials

(k) Develop and retain talent pool

(l) Capture knowledge from the seniors and transfer to the successor

(m) Measure, monitor and evaluate success

6. **Responsibility of the employees other than Committee**

Each incumbent of NEPRA will have to observe the following during his services at NEPRA:

(a) Head of the Departments would be personally involved and hold themselves accountable for growing leaders - nurturing and developing employees happens within their respective Departments.

(b) Employees would be committed to their own self-development.

7. **Objectives**

Objectives of this succession plan policy are hereunder:

- Identify significant challenges to the organization in the next one to five years;

- Identify scarce, critical and specialists positions that are needed to support department(s) continuity;

- Identify the competencies employees need to be successful in positions and to meet NEPRA challenges;

- Develop internal talent to cultivate potential candidates in future position openings.

- Review potential position vacancies and capture the knowledge that individuals possess before departing NEPRA during superannuation or completion of the contract periods.

- Improve and positively impact upon retention, performance and motivation through a recognized and proven programme of succession planning.
8. **Competencies Required**

The committee would describe important competencies for success on the job and outline in each position’s job description. In addition, the Human Resource Department will use the Workforce Position Analysis to identify from a standardized list those core competencies and technical competencies required for each position.

9. **Internal Talent Development**

The identified incumbents by the Committee would undergo the talent development programmes duly initiated by the HR from time to time.

10. **Prepare for Potential Vacancies**

The Human Resource Department of NEPRA would develop a planning tool to prepare for potential vacancies, to help successor capture knowledge of the employee before his departure, besides documents, key processes carried out by same and store/share this information at data center giving for future use.

11. **Emergency Succession Planning and Implementing**

The Succession Plan Committee in liaison with the Head of the Departments will develop an emergency succession planning and implementing strategy for NEPRA; wherein, if a Head of Department or any key position holder leaves NEPRA for good or for an extended period of time or expires; there should be a contingency plan or incumbent available to look after the responsibilities of said employee.

Besides this if a key position in a department is vacant, and not employee is otherwise eligible for promotion, the Authority may upon recommendations of the Human Resource Department grant accelerated promotion to the most deserving employee, who is senior most in his cadre and contains all the skills required to perform duties on that position, or is otherwise likely to become a successor of the identified key position and will not harm/affect anyone else’s seniority thereto.

[NEPRA/DG(Admin & HR) NSR-01/31458.]

SYED SAFEER HUSSAIN,
Registrar.

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