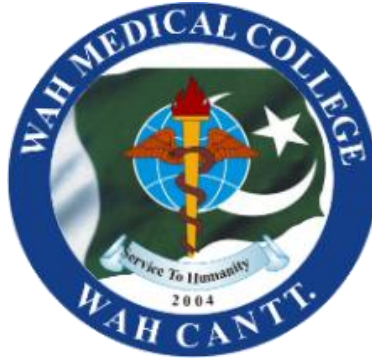


WAH MEDICAL COLLEGE



SERVICE RULES & SOPS

2021

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WMC SERVICE RULES & SOPs - 2021



1. **GENERAL.** WMC is a private institute raised under the umbrella of POF Welfare Trust in 2003. Success of the college depends upon highly professional, committed, and hardworking Faculty supported by efficient Administrative (Admin) staff. Standing Operating Procedures (SOPs) covering different aspects were formulated and followed since its inception. The same have been updated, compiled to cover both faculty, as well as admin staff and named as WMC Service Rules & SOPs - 2021.
2. **AIM.** To provide guidelines to the employees regarding WMC Service Rules & SOPs - 2021.
3. **ORGANOGRAM.** The organogram of WMC has been updated to ensure quality medical education, under conducive environment and meet the prerequisites for induction of 150 medical students in 2021- 22. It is attached as **Annex - A.**

PART- I

RECRUITMENT POLICY & PROCEDURES

1. RECRUITMENT POLICY. All employees of WMC will be recruited on contract. Initial contract period may vary from one to three years with suitable probation period. The contract will be renewed on the basis of performance and / or as decided / recommended by college management.

2. AUTHORIZATION OF MANPOWER

Ser	Category	Authority	Eligibility Criteria For Induction & Promotion
a.	Faculty	MBBS Faculty As per PMC / HEC authority Nursing Faculty As per PNC authority	MBBS Faculty As per PMC / HEC Criteria. Nursing Faculty As per PNC Criteria.
b.	Admin Staff	Required / Need basis after approval from the POF Commercial Division.	As per approved criteria by HR Department WMC (Annex - B & C)

3. HIRING PROCEDURE. HR Department will be responsible for hiring of deficient manpower as per following procedure:-

- a. HR Department will forward request to fill in the vacancy along with authorized manpower state and advertisement to Commercial Division for approval by the Chairman POFs Board.
- b. After getting necessary approval, HR Department will forward advertisement to PRO (POF) for publication in newspapers and IT Department WMC for display on website.
- c. CVs / Applications received will be short listed as per eligibility criteria of Pakistan Medical Commission (PMC) for Medical Faculty and Pakistan Nursing Council (PNC) for Nursing Faculty by HR Department. For Admin staff, eligibility criteria laid down by WMC Admin Staff Criteria - 2021 will be followed.

- d. Eligible serving employees of WMC may apply against advertisement. He / She will forward the application along with supporting documents to HR Department.
- e. Only Short listed candidates will be called for interview by HR Department on date and time to be fixed by the Management.

4. **SELECTION / PROMOTION BOARD.** The selection of WMC, Nursing Faculty and Admin staff shall be made through a selection board. Selection of Assistant Professor and above for faculty and Director Administration will be approved by Chairman POFs Board, whereas for rest of the faculty and admin staff by DG (C). The composition of the boards will be as under : -

a. **MBBS FACULTY**

- a. **President.** Principal WMC
- b. **Members**
 - (a) Vice Principal / Dean
 - (b) Comdt POF Hospital (For Clinical Faculty only)
 - (c) Coordinator Basic Sciences (For Basic Sciences only)
 - (d) Coordinator Pre-Clinical (For Pre-Clinical only)
 - (e) Coordinator Clinical (For Clinical only)
 - (f) Subject Specialist / HOD
 - (g) Director Administration
 - (h) A representative from Commercial Division / HR Deptt POFs (Only for Induction)
 - (i) Manager HR (Secretary)

b. **NURSING FACULTY**

- (1) **President.** Principal WMC
- (2) **Members**
 - (a) VP / Dean
 - (b) Director Admin
 - (c) Principal / Vice Principal IoN
 - (d) A representative from Commercial Division / HR Deptt POFs (Only for induction)
 - (e) Matron POFH (For Staff Nurses Only)
 - (f) Manager IoN
 - (g) Manager HR (Secretary)

c. ADMINISTRATIVE STAFF

- (1) **President.** Principal WMC
- (2) **Members**
 - (a) Vice Principal
 - (b) Director Admin WMC
 - (c) Senior Manager Admin
 - (d) A representative from Commercial Division / HR Dept POFs
(For induction of grade 17 & above)
 - (e) Manager HR (Secretary)

5. PROBATIONARY PERIOD POLICY FOR NEW INDUCTEES

- a. Any employee appointed in WMC for a period of three years shall be on probation for one year from the date of joining.
- b. In the event of initial appointment an employee failing to show satisfactory conduct and performance during the probationary period, the HOD may recommend extension in probation period to another three to six months or termination of his / her service contract to HR Department.
- c. Employees may be terminated by WMC at any time during the probationary period and will be paid for the days he / she has worked.
- d. If the employee resigns during the probation period without prior notice of 15 days, he / she shall deposit amount equal to 15 days salary.
- e. Probation report must be submitted by respective HOD to HR Department in writing with clear recommendation basing on the performance of employee on completion of probation period.

6. PROMOTION POLICY

- a. A faculty member will be promoted according to rules and regulations laid down by PMC / HEC / NUMS / PNC and on availability of vacancy.
- b. HODs will forward promotion papers / recommendation of qualified faculty for promotion to next designation basing on performance and availability of vacancy in their respective department by July every year. There will be no promotion on Own Pay Scale (OPS).

- c. Promotion Board for faculty will meet once a year in the month of September every year.
- d. Promotions of Admin staff will be driven by performance, improvement in qualification and as per approved “Administrative Staff Criteria - 2021” for Induction / Promotions. Admin staff promotion board will be held biannually against vacant posts and will be preceded by a written test.
- e. HR Department will keep the Principal and Director Admin updated on vacant posts as per PMC / PNC requirement and initiate promotion board proceedings accordingly.
- f. All promotions shall be made on the recommendations of the Promotion Board.
- g. In case of promotion to next scale new contract will be signed accordingly.

7. INDUCTION / PROMOTION APPROVING AUTHORITY

Ser	Post / Designation	Approving Authority
a.	Professor , Associate Prof, Assistant Prof (MBBS & Nursing Faculty)	The Chairman POF Board through DG(C) / DICR
b.	Lecturers / Senior Lecturer / Senior Registrar / Registrar / MO	DG(C)
c.	All Admin Appointments less Director Administration	Principal WMC

8. SENIORITY

- a. Seniority will be determined according to date of joining a cadre in WMC, either by initial appointment or on promotion.
- b. An employee's previous service in the Public / Private Sector Medical Colleges or Government Department / Armed Forces / Teaching Institutes etc will not be counted towards his / her seniority in WMC.

- c. Seniority list of each cadre will be maintained by HR Department of WMC according to date of joining / promotion of the employee to a specific post by WMC.
- d. Seniority in a cadre or post to which an employee is promoted shall take effect from the date of assumption of charge of that post.

9. RENEWAL OF CONTRACT. Contracts of all employees will be analyzed / renewed on completion of contract period. The college management will decide on extension of contract basing on performance and conduct of employee during the year / service. HR Department will process the extension of contract with the approving authority.

10. RE-EMPLOYMENT AT WMC

- a. An ex-employee of WMC may be re-employed after verification of his / her previous service record provided he / she has not been terminated on following grounds :-
 - (1) Poor / Unsatisfactory Performance
 - (2) Disciplinary Grounds
 - (3) Conduct / Attitude
- b. If an employee is re-employed it will be considered 2nd phase of service with WMC and their previous Earned Leave (EL) encashment record will be taken into account for calculation of EL encashment for the 2nd Phase.

11. PERFORMANCE EVALUATION / APPRAISAL. Performance evaluation / appraisal for Faculty and Admin staff is mandatory to improve efficiency and provide guidelines for improvement. Following points to be kept in mind:-

- a. Appraisal Proforma will be issued in the month of November to all departments to be filled and submitted back to HR Department by 31 December.
- b. This activity will be completed and countersigned by 28th February every year.
- c. Report will be shown and signed by individual reported upon. If an employee has been evaluated below average or given adverse remarks by initiating and countersigning authority, he / she shall have right to submit appeal against adverse report in writing to HR Department within one month of his / her signing the report. The same will be put up to Principal for consideration.

- d. Appraisal Performa will be produced and considered during promotion board. Specimen of the Proforma for faculty and admin staff are attached as **Annexes – D and E** respectively.
- e. **Initiating and Countersigning the Report.** Following will be initiating and countersigning authority of appraisal report : -

Ser	Designation / Reported Officer	Reporting Officer	Countersigning
(1)	VP / Dean	Principal WMC	-
(2)	Director Admin	Principal WMC	-
(3)	All HODs	Vice Principal	Principal WMC
(4)	Clinical Faculty	Respective HOD	VP/Dean
(5)	Basic Sciences Faculty	Respective HOD	VP/Dean
(6)	Dy Dir Admin	Dir Admin	Principal WMC
(7)	Principal IoN	VP/Dean	Principal WMC
(8)	VP & Faculty of IoN	Principal IoN	VP/Dean
(9)	Senior Manager	Dy Director Admin	Director Admin
(10)	Academic / Clinical Admin & Support Staff	Respective HOD	Dy Director Admin
(11)	AM & Above College Secretariat	Dy Director Admin	Director Admin
(12)	AM & Above Student Affairs	Director S & A	Director Admin
(13)	AM & Above , IoN	Principal IoN	Director Admin
(15)	Office Supervisor & Below , WMC & IoN	Section Head	Sr Manager Admin

Note: In case of clinical HODs / Faculty, Commandant POF Hospital will be asked for manuscript report to facilitate the respective Reporting Officers.

12. MEDICAL FITNESS. Every employee on his appointment shall produce a certificate of physical fitness from a registered medical practitioner, along with test reports as under:-

- a. (Chest X-Ray report, Blood Complete Picture and Urine R.E), which shall be retained at the College in his personal file. The same tests will be repeated on yearly basis by 31 Nov every year to determine fitness for continuation of job. The same will be reflected in their Appraisal Reports.
- b. In case of serious ailment of an employee during service he / she will be examined by a medical board which will be held on required basis. Continuation of service will be decided by keeping in view his / her health condition and recommendation of the board. The composition of the board will be as under:-

(1) **President.** Vice Principal / Dean

(2) **Members**

- (a) Director Administration
- (b) 1 x Senior Doctor from Medicine
- (c) 1 x Senior Doctor from Surgery
- (d) Senior Manager Admin
- (e) Manager HR (Secretary)

13. WORKING HOURS. Official working timings of WMC will be strictly followed as per college orders. All employees will mark attendance through Biometric / Face Recognition System. Manual attendance will not be accepted. However, in special circumstances / condition i.e. Covid-19 etc, College Admin will decide accordingly. The employer reserves the right to call the employee on off days / weekends, if necessary.

14. BIOMETRIC / FACIAL RECOGNITION ATTENDANCE

- a. IT Department shall be responsible for installation, maintenance and smooth functioning of all Biometric / Face Recognition Devices.
- b. HR Department shall be responsible for enrollment of all employees in the system at the time of their joining, updating, monitoring and report generation on daily basis for accountability process.

15. INTERNAL POSTING / TRANSFERS

- a. An employee will be posted / transferred within WMC in public interest. No employee shall have any right or vested interest for appointment against a specific post or place.
- b. In normal circumstances, admin staff should successfully complete three to four years in one department. HR Department should plan internal transfer for admin employees accordingly.
- c. Employee must move to the posted department according to the posting plan issued by HR Department within given time / date. Non-compliance will lead to strict disciplinary action.

16. RETIREMENT FROM SERVICE (MAX AGE LIMIT)

- a. **For Faculty:** 70 years as per PMC Rules & Regulation.
- b. **Re-Employment for Admin Staff (Retired from Govt Svc):** 65 years.
- c. **Direct Inductees:** 60 Years for male and 55 years for female.
- d. On completion of service farewell tea shall be arranged.
- e. Extension in service on completion of age limit will be discouraged. Maximum of one to three months extension may be granted by the Principal WMC keeping in view the service requirements and extreme compassion. Further extension cases will be referred to DG (C) for disposal.

17. RESIGNATION POLICY

- a. The faculty / Administrative Staff may tender resignation with one month notice or surrender one month salary in lieu, thereof.
- b. If an employee submits his resignation from service and withdraws it before it is accepted by the competent authority, the resignation shall be deemed to have been withdrawn.

18. TERMINATION

- a. WMC reserves the right to terminate the service by giving one month's notice or one month's pay in lieu, thereof. In case the termination is caused by continued poor performance or discipline issues, the employee should have

previously been served with atleast two warnings in writing. HR Department will issue notice as per the notice period stated in the contract of employment..

- b. In case found guilty on grounds of misconduct / immoral act or security etc, the contract will be terminated forthwith without any notice or liability on the college. No financial benefits or experience certificate etc will be issued.

19. SERVICE REVIEW BOARD. It will be held once a year (Oct / Nov) to review the performance and disciplinary cases of WMC employees including constituent institutions.

The composition of the board will be as under : -

- a. **President.** Principal WMC
- b. **Members**
- (1) Vice Principal
 - (2) Director Admin
 - (3) Comdt POFH (for Clinical Faculty only)
 - (4) Any other member as desired by the president of the board

20. INTERNSHIP (Admin Staff)

- a. The internship program at WMC is designed to provide on job experience to fresh graduates to fulfill course requirements for their educational institutions.
- b. Monthly stipend for Interns will be Rs.5000/- month. This amount will be paid to internee on monthly basis and internship certificate will be issued on completion of internship period by HR Department.
- c. The department will assign the intern a mentor who will be responsible for his / her training and evaluation.
- d. Interns will work full time. At the end of internship period, concerned intern should submit internship report to HR Department. Interns may not be placed in teams where confidentiality of data is important.

21. ADDITIONAL CHARGE / DUTIES. Principal / VP / HOD can designate any employee (Faculty / Staff) for additional duties / assignments.

PART-II

DISCIPLINE & PENALTIES

1. **DRESS CODE.** Dress and appearance of an individual plays a vital role while performing institutional duties in a professional environment. In order to bring uniformity following dress code will be observed by the faculty and staff of WMC :-

a. **Faculty**

(1) **Male**

- (a) Trouser Shirt / Shalwar Qameez with Shirwani / waistcoat / Coat and closed shoes.
- (b) Closed collar with or without neck tie and closed shoes.

(2) **Female**

- (a) Shalwar / Pajama / Straight Pants and Qameez of decent color along with Dupatta / Scarf and closed shoes.
- (b) Gown / Abaya can also be worn.

Note: Wearing of Overall White Coat for faculty is mandatory.

b. **Admin & Support Staff**

(1) **Male**

- (a) Trouser Shirt / Shalwar Qameez with waist coat (sober color) and closed shoes.

(2) **Female**

- (a) Shalwar / Pajama and Qameez with Dupatta / Scarf and closed shoes.
- (b) Gowns / Abaya can also be worn.

c. Jeans, T-Shirt, open slipper and sandals are not allowed in office premises.

d. All employees to ensure following :-

- (1) Hair should be clean, combed and neatly trimmed or arranged.
 - (2) Proper shave no stubble beard or mustache. Mustaches and beard should be trimmed.
- e. All HODs will be responsible to implement dress code in their respective departments.

Note: WMC employees visiting POF Offices must be dressed properly. i.e Closed Collar / Shalwar Kameez with waistcoat.

2. UNACCEPTABLE ACTIVITIES

a. CONDUCT

- (1) Willful or negligent violation of WMC Policies and Procedures, Service Rules and Regulations.
- (2) Failure to carry out a direct order from a supervisor, except where the employee's safety may reasonably be jeopardized by the order.
- (3) Engaging in a conflict of interest activity.
- (4) Violation or neglect of safety rules or contributing to hazardous conditions.
- (5) Unauthorized removal or use of any college property.
- (6) Insubordination, including refusal or failure to perform assigned task.
- (7) Making malicious, false or derogatory statements that may damage the integrity or reputation of the college or its employees.
- (8) Leaving the work area during work hours without permission from the supervisor/ In-charge.
- (9) Loitering in campus before or after working hours.
- (10) Any activity contradictory to law and constitution of WMC and Pakistan.
- (11) Political activities.

b. PERFORMANCE

- (1) Inefficiency, incompetence or negligence in the performance of duties.
- (2) Refusal or inability to improve performance in accordance with written or verbal direction.
- (3) Refusal to accept assignments from an authorized supervisor.

c. ATTENDANCE. Being absent without leave (AWOL).

3. GROUND FOR PROCEEDING AGAINST AN EMPLOYEE. An employee shall be proceeded against if he / she has done any act which can be construed as a breach of discipline or service rules. Following will be ensured : -

- a. No employee shall, accept or permit any member of his / her family to accept, a gift from any person. The receipt of which will place him under any form of official obligation to the donor, except with the permission of the competent authority.
- b. An employee demanding or getting illegal gratification or bribe for any official work / admissions shall be liable for dismissal from service.
- c. If an employee is involved as an accused in criminal case or is convicted, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the administration immediately or, if he is arrested and released on bail.
- d. No employee shall communicate directly or indirectly any official document / information to an employee or an unauthorized person or the press.
- e. WMC employee shall neither accept membership of any political association / organization nor can take part in any political activity or election.
- f. No employee shall involve in propagation of sectarian creeds.

4. INQUIRY PROCEDURE

- a. Once allegations are brought before the Principal, he shall decide whether in the light of facts of the case or the interest of justice an inquiry should be conducted through an Inquiry officer or Inquiry Committee.
- b. The Inquiry officer or Committee shall submit findings / recommendations to the Principal.
- c. On receipt of the report of Inquiry Officer or inquiry Committee the Principal shall decide the case on merit.
- d. Offence of serious nature must be brought in the knowledge of DG (C).

5. PENALTIES. The competent authority or the authorized officer, as the case may be, may impose on him one or more penalties in accordance with these regulations. The following are the minor and major penalties, which may be imposed on an employee:-

a. **Minor penalties**

- (1) Withholding, promotion or increment, for a specific period.
- (2) Recovery from pay of the whole or any part of any pecuniary loss caused to the College by negligence or breach of orders.

b. **Major penalties**

- (1) Demotion to lower post, or to a lower grade.
- (2) Dismissal from service.

6. DELEGATION OF POWER. The competent authority may by a special order, delegate to any employee of the college any of the powers vested in him.

PART - III

THE VACATIONS & LEAVE RULES

1. **GENERAL.** Wah Medical College (WMC) is a private institute raised under the umbrella of POF Welfare Trust in 2004. The vacation and leave rules were formulated in 2007. The same have been updated for better understanding and implementation in true letter and spirit. The leave account has been catered for as per calendar year.

2. **AIM.** To provide guidelines to the employees as to how many leaves are entitled to them during service in WMC.

3. **ANNUAL VACATIONS.** Classes will remain suspended on account of summer and winter vacations. All departments will remain open with 50% faculty for remedial classes, research work or any other departmental work / assigned task. Faculty will avail annual vacations as under : -

a. **Summer Vacations (04 weeks / Year):**

(1) 50% faculty will avail 1st half (15 days)

(2) 50% faculty will avail 2nd half (15 days)

b. **Winter Vacations (02 weeks / Year):**

(1) 50% faculty will avail 1st half (7 days)

(2) 50% faculty will avail 2nd half (7 days)

c. The exact calendar is subject to the status of academic session.

4. **VACATION STAFF.** The following employees will be entitled to avail the annual vacations and titled as vacation staff : -

a. **Basic & Pre-Clinical Sciences (WMC Campus).** Lecturers & above

b. **Clinical Sciences (POFH).** Assistant Professor and above, as per duty rota in consultation with Comdt POF Hospital.

c. If any faculty member gets engaged in summer vacations for any academic activity in college campus, he / she will be granted leaves in lieu of vacations. These shall not be accumulated / counted against any other leave.

5. **NON-VACATION STAFF.** The following employees will not be entitled to avail the annual vacations and titled as Non-vacation staff:-

- a. Sr Registrars and below (POFH)
- b. Laboratory Staff
- c. Administrative & Support staff

6. **CASUAL LEAVE (CL).** CL authorization and rules will be as under :-

- a. Vacation category : 18 x CLs / Yr
- b. Non-vacation category : 24 x CLs / Yr
- c. It should not ordinarily exceed 10 days at a time and may be granted in conjunction with Sunday or public holidays.
- d. It should not be combined with any other kind of leave or vacations or joining time.
- e. Unutilized CL in a calendar year will lapse.

7. **EARNED LEAVE (EL).** EL authorization and rules will be as under :-

- a. An employee in vacation category shall earn leave with pay which shall be calculated at the rate of **one day** for every calendar month.
- b. The employees belonging to non-vacation category shall earn leave with pay which shall be calculated at the rate of **two days** for every calendar month.
- c. Duty period of fifteen days or less in a calendar month shall be ignored and that of more than fifteen days shall be treated as full calendar month for the purpose of calculation of EL.
- d. EL will not be counted for the period of any Leave without pay, study leave, Iddat leave, maternity leave and Leave ex-Pakistan etc.
- e. An employee shall be entitled for encashment of EL on completion of three years of service or initial contract period.
- f. An employee will be admissible maximum up to 06 months (180 days) EL encashment as per the WMC EL Encashment Policy.

8. MEDICAL / SICK LEAVE. The maximum period of leave on medical grounds that may be granted at one time shall be maximum up to 10 days in a calendar year. If an employee does not recover in this period then it will be debited to his/ her CL / EL account or LWOP. An employee can avail sick leave as under :-

- a. Sick leave will be considered if an employee is admitted in hospital or classified doctor (AP and above) has recommended him / her for bed rest, *otherwise* this leave will be debited to his / her CL / EL account or be considered as LWOP.
- b. Medical certificates / discharge from POFH / CMH / MH or any Govt Hospital only will be considered for sick leave.

9. MARRIAGE LEAVE. All employees are entitled for 10 days paid leave on their own marriage after prior approval from the sanctioning authority.

- a. The marriage card should be submitted as proof to the HR Department.
- b. Such leave will not be debited to his / her Casual / Earned leave account.
- c. Extension of such leave will be debited to Casual / Earned leave or LWOP.

10. MATERNITY LEAVE. Maternity leave will be admissible to female employees as under :-

- a. The employee must inform in advance about likely leave schedule.
- b. Paid maternity leave will be authorized, outside the Casual / Earned leave account.
- c. 2 x paid maternity leaves (each of 45 days duration) may be granted with a gap of 3 years in entire service.
- d. No paid maternity leave shall be admissible during first year of service.

11. IDDAT LEAVE. A female employee, on the death of her husband, may be granted paid Iddat leave for a period not exceeding one hundred and thirty days (4 months & 10 days) as under :-

- a. Such leave shall not be debited to her Casual / Earned leave account.
- b. Such leave shall commence from the date of the death of her husband.
- c. She will have to produce death certificate issued by an authorized officer or concerned Govt deptt. The same may be submitted with the leave application to the HR Deptt.

12. HAJJ / UMRAH LEAVE. An employee may be granted 40 days paid Hajj leave for once in service provided he has completed initial contract of service in college and performing Hajj for the first time. If the employee leaves for Hajj before initial contract the leave will be suitably adjusted against CL or LWOP.

13. LEAVE EX-PAKISTAN. Leave ex-Pakistan up to 10 days / year may be granted against CL / EL account to faculty attending medical conference etc.

14. STUDY LEAVE (WITHOUT PAY). A faculty member can be granted study leave for 02 years, for higher study, extendable by another one year with approval of DG(C), under following terms and conditions :-

- a. Such leave will be without pay.
- b. The employee to whom such leave is granted should have been in continuous service for a period of not less than three years.
- c. It does not guarantee re-employment after the return unless there is a vacant post available in same cadre.
- d. For higher designation he / she will have to go through induction / promotion procedure.

15. SHORT LEAVE. A short leave is an emergency leave of not more than **3 hours** for work outside the college campus. HOD / OIC may grant this leave to an employee. It may be taken as under:-

- a. An employee is entitled 2 short leaves in a calendar month.
- b. 3rd short leave in the same month will be debited as one CL.
- c. HOD is responsible to inform HR Deptt on prescribed form for record purpose.

16. TRAINEES

- a. Residents of FCPS (PGTs) : as per CPSP rules
- b. Trainee Nurses : as per PNC rules
- c. House Officers (HOs) : 12 paid leaves per rotation (6 Months)

17. EXAMINER DUTIES. Senior faculty may be allowed to act as examiner at their own expenses as under :-

- a. For CPSP : Once in a year
- b. For Undergraduate : Twice in a year
- c. Faculty member will take prior approval of HOD and Vice Principal / Principal.
- d. It should not affect the academic activities.

18. PROCEDURE FOR LEAVE. Leave application may be submitted as under:-

- a. Leave will be applied on prescribed leave form and entered in leave record register maintained in respective department and HR Deptt.
- b. Leave form shall be submitted duly recommended by the HOD 3-5 days before proceeding on leave, except in case of emergency.
- c. Clinical Faculty must route their all types of leave applications to the Principal as under :-
Applicant → HOD → Comdt / Dy Comdt → Principal.
- d. Leave can only be availed after approval.
- e. Employee must inform his / her immediate officer for leave from home in case of emergency.
- f. Leave availed without permission, except emergency leave, will be considered as "Absent from duty" and liable to disciplinary action / deduction of pay for the absent period.
- g. HOD will make sure that departmental work is not affected before recommending leave.
- h. Except CL no leave can be availed during probationary period.
- i. Saturday / Sunday and gazetted holidays falling between the leave period shall be counted as leave deductible to leave account.
- j. Due to exigencies of work, the college may recall an employee already on leave before the expiry of his / her leave.
- k. In case of termination of an employee on disciplinary grounds by the college all kind of leaves in balance will automatically lapse.

19. LEAVE SANCTIONING AUTHORITIES. Following will be sanctioning authorities for leaves :-

<u>Ser</u>	<u>Sanctioning Authority</u>	<u>Leave / Staff</u>
a.	DG(C) / DICR	Principal's Leave Leave Ex-Pakistan 2 Yrs Study Leave (without Pay)
b.	Principal WMC	Dir Adm, Faculty leaves & Exam Duty
c.	HODs	Departmental Admin Staff
d.	Director Admin	AM and above
e.	Sr Manager Admin	Office Supervisor (OS) and below

20. These leaves rules shall take effect from 1st Apr 2021 and replace all previous rules on the subject.

PART - IV

WELFARE POLICES

1. EOBI PENSION POLICY

- a. All WMC employees (Faculty & Admin) will be given EOBI pension cover as per EOBI policy.
- b. Admin Department shall be responsible for immediate enrollment of new employees in the online system at the time of their initial joining.
- c. After enrollment in the system, Finance Department will ensure salary deduction on monthly basis as per regulation.
- d. Monthly EOBI deduction is Rs. 780/- (Employee contribution: Rs. 130/-, Employer contribution: Rs. 650/- per month).

2. HEALTH & MEDICAL POLICY

- a. Chairman POF Board has approved Medical Treatment to WMC Employees and their spouse at POF Hospital.
- b. OPD consultation will be provided free of cost and In-Patient medical treatment / consultations and investigations will be on government charges which will be paid by WMC.
- c. However, WMC staff will not be entitled to any medicines from medical store nor to test like CT / MRI scan , dental treatment and implants.

EARNED LEAVES (EL) ENCASHMENT POLICY

3. As per WMC Leave and Vacations Rules - 2021, WMC employees including its constituent institutes are authorized to encash maximum of 180 ELs on retirement / leaving the service. A policy has been formulated for the subject purpose considering the financial constraints of employees and to address increased liability on the organization. Details are as under :-

- a. Employees completing initial contract period will be entitled to apply for encashment of EL during service.

- b. Employees are divided into three categories on the basis of pay scales for encashment of EL at one time as under :-

Description	Faculty	Admin	ION	Max Limit of EL Encashment (One time)
Category 1	F-5 & F-6	A-7 & A-8	N-5	40 %
Category 2	F-3 & F-4	A-5 & A-6	N-3 & N-4	50 %
Category 3	F-1 & F-2	A to A-4	N-1 & N-2	70 %

- c. For the employees who have rejoined WMC, their previous EL encashment record will be taken into account for calculation of EL for the second term.
- d. Maximum limit of accumulation for encashment of ELs is 180. For those who will apply for EL encashment during service, their leave will be deducted / adjusted from 180 days EL account.
- e. Employee will only be eligible to re-apply for encashment of EL during service after completion of three years term since previous encashment.
- f. Employee can encash maximum upto 70% of ELs as per para 3.b above. The remaining balance will be encashed on completion / termination of contract / service.
- g. Maximum number of applications to be approved for the encashment during one month will be as under :-

Description	No of Employees	No of applications allowed per month
Faculty	128	01
Administrative Staff	340	03

- h. An amount of Rs. 15 Mn (Rupees Fifteen Million only) shall be earmarked for the subject purpose during a financial year.

- i. Applications will be approved on first come first serve basis and approved by the board comprising as under :-

(1) **President.** Principal WMC

(2) **Members**

(a) Vice Principal

(b) Director Administration

4. This policy will supersede all previous EL Encashment Policies / Practices in vogue with immediate effect and will be applicable to all employees serving in the college.

5. **LOAN POLICY**

- a. Administrative Staff with one year of service will be eligible to avail loan facility.
- b. Maximum amount of loan granted will be Rs. 20,000/-.
- c. Monthly installment as per following detail will be deducted from the salary of employee granted loan.

Ser	Loan	Per month deduction
1	Rs.20,000	Rs.2,000
2	Rs.15,000	Rs.1,500
3	Rs.10,000	Rs.1,000

- d. Maximum of ten loan applications will be entertained per month in the order of priority.
- e. An amount of Rs. **1100,000** will be earmarked for the provision of loan during the financial year.
- f. An individual who has been granted loan will not be eligible for loan before one year, since deposit of last installment.

6. WELFARE POLICY ON DEATH. Welfare policy to provide moral and financial support to the employees of WMC (Self / Spouse / Children and Dependent parents) is as under :-

- a. In case of in service death of WMC employee (Faculty as well as Admin staff) following actions will be taken:-
 - (1) Financial Assistance of Rs. 50,000/- for funeral arrangements / transportation etc, on behalf of WMC will immediately be provided.
 - (2) Minimum of 72 days (equal to 3 Yrs service) EL encashment will be paid to the family of deceased employee even if the service is less than 3 years.
 - (3) 1 x Son / Daughter / Sister / Brother / Spouse will be preferred for job, if the concerned qualify the pre-requisites and on occurrence of vacancy.
- b. In case of death of wife / children and dependant parents:-
 - (1) **Financial Assistance.**
 - (a) Rs. 25,000/- for the employees of Pay Scale A & A-1
 - (b) Rs. 20,000/- for the employees of Pay Scale A-2
 - (2) **Namaz-e-Jinazah.** In case of station funeral following actions will be taken : -
 - (a) Maximum persons of concerned department and other available members of college staff will participate in Namaz-e-Jinazah.
 - (b) Wreath on behalf of Principal and staff of WMC will be placed on deceased grave (employee only).
- c. On receipt of information from concerned individual, Admin Deptt will communicate the necessary details i.e time and location of Namaz-e-Jinaza to all concerned. Adm JCO will be responsible for the preparation of wreath and administrative staff will lay the same on the grave.

7. HEALTH INSURANCE POLICY. WMC will offer health insurance to its employees including faculty and admin staff. Salient features are as under : -

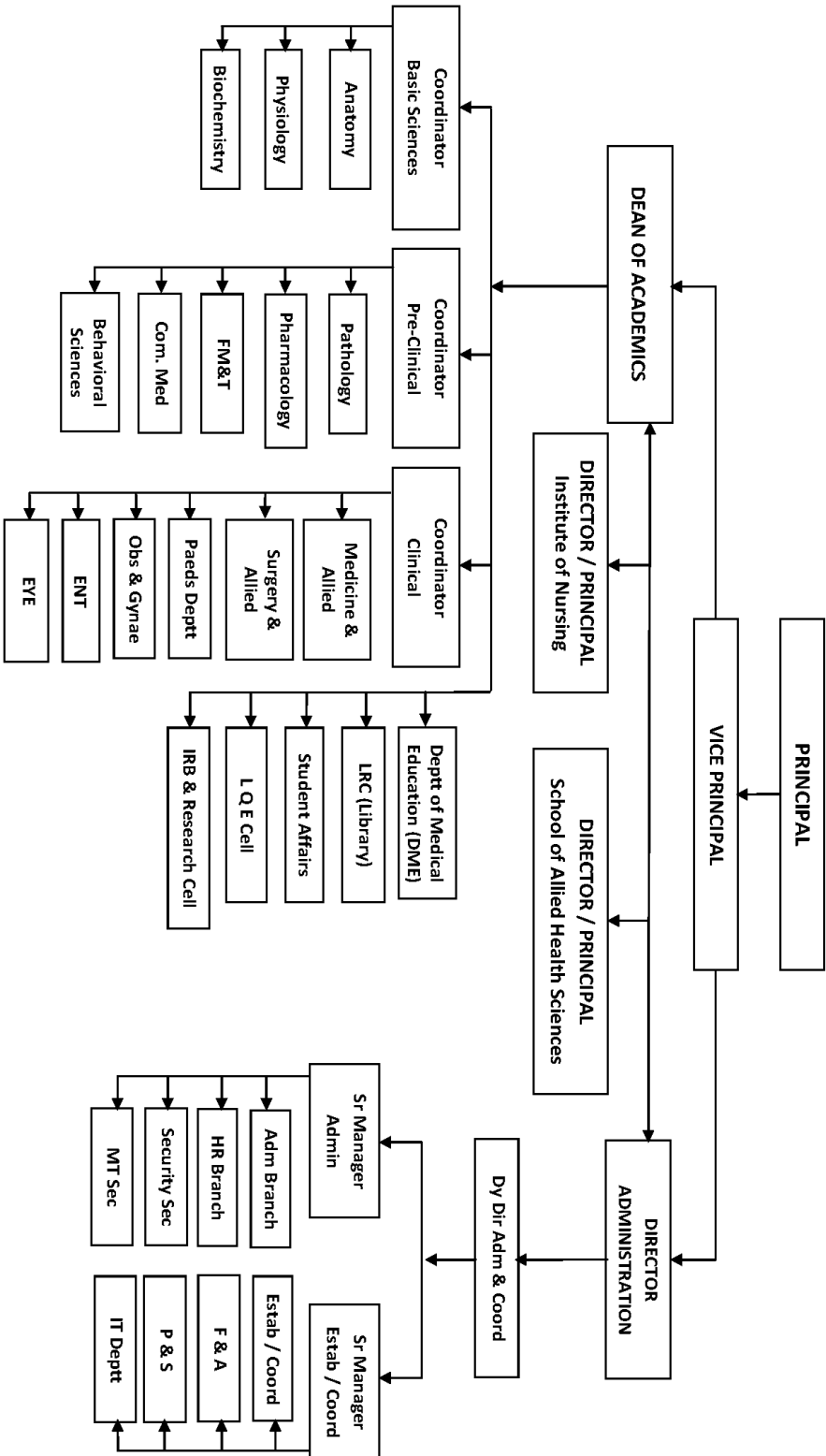
- a. This health program will provide comprehensive medical and hospital benefits to employees, their spouse and children.
- b. Summary containing information about benefit coverage of available

medical plans will be circulated among all employees upon start of this program and to new employees on appointment.

- c. This plan will be fully sponsored by the college as college will share the cost by paying the premium on behalf of its employees.
- d. Employees enrolled in this health insurance plan are subject to eligibility rules and benefits outlined in health insurance plan.
- e. It will be discretionary welfare scheme and employees will have the option to opt for or declining health insurance policy.

8. SADQA POLICY. In accordance with Islamic teaching there is immense value of "Sadqa" . Therefore Rs 10,000/- on monthly basis will be given as sadqa for divine protection of WMC students, employees and all assests from any loss / damage.

ORGANOGRAM
WAH MEDICAL COLLEGE



Administrative Staff Criteria - 2021” for Induction

Designation	Scale	Criteria
Dy Director Admin	A-7a	Preferably Retired Army Officer (Col / Lt Col)
Sr Manager Admin	A-7b	Retired Army Officer (Lt Col/ Maj), or MS / M.Phil. with requisite experience
Manager	A-7	Masters Degree in relevant Field Minimum 5-7 Years Post Qualification experience Preferably in same like organization / Institution
Deputy Manager / Librarian	A-6	Master Degree in relevant Field Minimum 3-5 Years Post Qualification experience Preferably experienced in a Medical Institution
Bio-Statistician	A-6	MPhil (Statistics) along with minimum 2-3 years Experience
Assistant Manager	A-5	Master Degree in relevant Field with 2 years experience or Graduation with 5-7 years relevant experience
Imam Masjid	A-5	Alam Course (Arabic Education) / Dars-e-Nizami from Wafaq-al-Madaris or equivalent
Sr. Accountant	A-4	Master Degree in relevant field (Fresh candidate may be considered) or B.Com with 5 years relevant experience.
Office Supervisor / Deputy Librarian	A-4	Army Retired JCO / NCO or Graduation / Master with good computer and typing Skills and 3 - 4 years experience in relevant field.
Security Supervisor / Supervisor (P& S, Q. Section, Transport, Messing, Hostels)	A-4	Army Retired Sub Major / Sub (Retd) or Graduation with 3 years experience in relevant field
Embalmer / Curator of Museum	A-4	Matric / FA with 3-5 years relevant experience
Sr. Computer Operator / Accountant / Documentlist	A-3	Graduation With good computer and typing skills and 2 - 3 years experience in relevant field

Assistant Supervisor (Security / Adm)	A-3	Army Retired JCO / NCO
Technician (Laboratory / AC / Hardware)	A-3	Army Retired Lab Technicians / Diploma / Certificate in relevant field with 3-5 years experience
Computer Operator / Jr. Accountant	A-2	Intermediate / Graduate with Computer Skills and good typing speed 2-3 years working experience will be preferred
Receptionist	A-2	Army Retired (Signals) Matric / FA with Computer and typing Skills Experience will be preferred
Dispenser (MI Room) / Lab Assistant / Telephone Technician / Store keeper /	A-2	Army Retired / FA / FSc with Relevant Technician Certificate / Course (Preferably experienced)
Driver / Dispatch Rider	A-2	Preferred Army / POF (Retd) Middle / Matric with valid relevant Driving License 5-7 years experience
Skilled Labour / Tradesmen (Artist / Electrician / Plumber / Painter / Carpenter / Mason, Cook,) Head Mali / Head Sweeper	A-2	Matric / FA (Preferably) Trade Course (Certificate / Diploma) With 5 - 7 years experience
Data Entry Operator (DEO)	A-1	Matric / FA with Good computer knowledge Typing Speed 35-40 Words / min
Security Guard	A-1	Army Retired Soldiers only, age below 45 years with sound health
Lab Attendant / Dissection Hall Attendant (DHA) / Animal House Attendant	A-1	Matric with Science Experience will be preferred
Tandoori Man / Mali / Un- skilled Labour / Sanitary Worker / Office Boy / Naib Qasid / Aya / Waiter / Waitress / Dish Washer / Room Attendant / Helper	A-1	Primary / Middle / Matric Experience will be preferred Age: between 30 - 45 with sound health

Administrative Staff Criteria - 2021” for Promotions

Designation	Scale	Criteria
Manager	A-7	Minimum 5-7 Years experience in WMC with requisite qualification Minimum 3 + consecutive positive AERs
Deputy Manager / Librarian	A-6	Minimum 3 -5 Years experience in WMC with requisite qualification Minimum 3 + consecutive positive AERs
Bio-Statistician	A-6	No further promotion <i>(Additional increments may be considered at the time of enrollment)</i>
Assistant Manager	A-5	Minimum 3-5 years experience in WMC with requisite qualification Minimum 3 + consecutive positive AERs
Imam Masjid	A-5	No further promotion
Sr. Accountant	A-4	3-5 years relevant experience in WMC with requisite qualification
Office Supervisor / Supervisors / Dy Librarian	A-4	5-7 years relevant experience in WMC with requisite qualification
Sr. Computer Operator / Accountant	A-3	5-7 years relevant experience in WMC with requisite qualification.
Documentlist	A-3	MILS with Computer Skills and 3-5 years post qualification experience in WMC
Computer Operator / Jr. Accountant / Receptionist	A-2	Graduation with good computer skills and 3-5 Years experience in WMC with requisite qualification
Lab Assistant	A-2	5 years post diploma experience preferably Graduate.
Store keeper	A-2	5-7 years in WMC with requisite qualification & Sound health
Data Entry Operator	A-1	Matric / FA with 2-3 years experience in WMC and good computer knowledge Typing Speed 35-40 words / min

Note: If an employee in any designation improves his / her qualification is eligible for a post other than his / her cadre / trade, he / she may apply for that position if vacancy is available.

AERs: Annual Evaluation Reports (Performance Appraisal)



CONFIDENTIAL
ANNUAL EVALUATION REPORT (AER) FOR FACULTY

ANNEX-D

(For the period from 01st Jan _____ to 31st Dec _____)

PART – 1

1. Personal Data (To be filled by the reported officer)

Name: _____ PMC No.: _____ DOB / Age: _____

Date and position at entry in WMC _____

Post held during the period _____

Academic Qualifications _____

Workshops / Training (Attended during the period)

Workshop / Course	Duration / Dates	Institution & Country

Any achievement during the period at WMC
(Publication, Award, Paper Presentation, etc)

PART 2

(Evaluation by the reporting officer)

2. Performance “A” Very good, “B” Good, “C” Average, “D” Below average

		A	B	C	D		
1	Intelligent (good comprehension)					Dull, slow	
2	Confidence and will power confident and resolute					Uncertain, hesitant	
3	Acceptance of responsibility prepared to take it					Reluctant to take responsibility	
4	Reliability under pressure Calm and reliable					Confused and easily flustered	
5	Relation with Superiors (cooperative, trusted) Colleagues (work in team) Subordinates (courteous and effective)					Uncooperative A Difficult colleague Intolerant	
6	Ability to decide matters (logical and decisive)					Indecisive	
7	Knowledge of relevant laws, rules, regulations, instructions and procedures. (well informed)					Ignorant and uninformed	
8	Quality of work (work of exceptionally high quality)					Generally produces work of poor quality	
9	Output of work (up-to-date)					Behind schedules	

PART 3

(Reporting Officer Evaluation)

3. Pen Picture (Comments on other aspects apart from Part (2))

Special aptitude _____

4. Recommendations for Future Training _____

Overall grading	Reporting officer	Counter signing officer
Very good		
Good		
Average		
Below average		

5. Fitness for promotion:

	Reporting Officer	Countersigning Officer
Fit for promotion		
Recently promoted		
Not yet fit for promotion		
Unlikely to progress further		
Medical Fitness		

Signature: _____

(Reporting officer)

Designation: _____**Date:** _____**Signature:** _____

(Reported officer)

Designation: _____**Date:** _____**PART 4**

(Remarks of the countersigning officer)

6. Evaluation of the quality of assessment made by the reporting officer

Exaggerated _____ Fair _____ Biased _____

7. Comments (if any) and Final Grading

Signature: _____

(Countersigning Officer)

Designation: _____**Date:** _____

**CONFIDENTIAL****ANNEX-E****ANNUAL EVALUATION REPORT (AER) FOR ADMIN STAFF**For Employees for the Period from 01st Jan _____ to 31st Dec _____**1. Personal Data (To be filled by employee)**

Emp ID _____ Name _____ Age _____

Designation _____ Deptt _____ Qualification _____

DOJ _____ Short Leaves _____ C/L _____ E/L _____ Warnings _____

2. Performance. "A" Excellent, "B" Very good, "C" Good, "D" Average, "E" Below Avg

Sr	Description	A	B	C	D	E
a.	Knowledge / Intelligence					
b.	Acceptance of Responsibility					
c.	Reliability					
d.	Willing to improve / excel					
e.	Discipline / Moral Values					
f.	Attitude / Punctuality					
g.	Medical Fitness					

3. Pen Picture

4. Recommendation (✓ mark)

Retention		Promotion		Demotion		Termination	
Yes	No	Yes	No	Yes	No	Yes	No

5. Grading ☐ Outstanding ☐ Above Avg ☐ High Avg ☐ Below Avg_____
REPORTING OFFICER_____
REPORTED OFFICER_____
COUNTER SIGNED

INSTRUCTIONS

1. To be initiated by November and completed by 28th February each year.
2. All outstanding and below average AERs to be seen by the Principal.
3. AERs will also be initiated in respect of employees with three months service.
4. For 2 consecutive non-retention recommendations, service will be terminated.
5. After completion it will be filed in employees' personal file in HR Deptt.