

WMC SERVICE 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 Support Service (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 SOPs - 2021. Amendments made in Service SOPs shall be incorporated as and when required upon publishing of updated version.
2. **AIM.** To provide guidelines to the employees regarding WMC Service SOPs – 2021 and its implementation in true letter and spirit.
3. **ORGANOGRAM.** The organogram of WMC has been updated to ensure clarity in chain of command, under conducive environment and meet the prerequisites for enrolment of 150 medical students in 2021- 22. It is attached as **(Annex – A)**.
4. **Departmental TO&E.** Departmental TO&E has been prepared in line with PMC / Regulatory body authorization and institutional requirements **(Annex – B)**.

PART - I

RECRUITMENT POLICY & PROCEDURES

1. RECRUITMENT POLICY. All employees of WMC will be recruited on contract. Initial contract period will be of one year with three months' probation period. The contract can be renewed on yearly basis driven by satisfactory performance as decided / recommended by the college management (Principal, VP, Director / Dy. Director Admin).

2. ELIGIBILITY CRITERIA FOR RECRUITMENT

Ser	Category	Authority	Eligibility Criteria for Induction & Promotion	Remarks
a.	Faculty	MBBS/BDS Faculty PMC / HEC / NUMS Nursing Faculty PNC Allied Faculty	MBBS/BDS Faculty PMC / HEC / NUMS Nursing Faculty PNC FBISE	Implementation of criteria is subject to prevailing regulations authorized by PMC / Regulatory body. Allied faculty will be subject to relevant authority. (Board/University)
b.	Admin Staff	Required / Need basis as per TO&E attached at Annex - B	As per criteria by HR Department WMC (Annex - C & D)	May be amended as per time to time requirement.

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

- a. HR Department will forward the request to fill in the vacancy along with authorized manpower state (Approved TO&E) and advertisement to Commercial Division for approval by the Chairman BOT duly recommended by the DG (C).
- 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. An online form will be made available at WMC website for submission of online applications.
- c. CVs / Applications received both in hard form/online form will be short listed by the college management after closing date as per the eligibility criteria of PMC / Regulatory body for Medical Faculty and PNC / Regulatory body

for Nursing & Allied Faculty. For Admin staff, eligibility criteria laid down by WMC i.e. 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 the supporting documents to HR Department.
- e. Only the shortlisted candidates will be called for interview by HR Department on date and time to be fixed by the Management.
- f. Consultants/Doctors employed by POFH (Teaching Hospital) / IASH or posted being eligible for induction as per criteria may be granted the teaching status against a vacant post in respective department. Honorary Teaching Status may also be granted in case of non-availability of vacancy. Advertisement in such case will not be required. Approval will be sought as per defined authority.

4. **SELECTION / PROMOTION BOARD**. The Selection/Promotion of Faculty / Nursing & Allied Faculty and Admin Staff shall be made through the following Selection / Promotion Boards (Based upon the recommendations of respective boards, Selection/ Promotion will be approved as per authority matrix at Clause-7 (page # 5) of this document.

a. **MBBS/BDS FACULTY**

- (1) **President**. Principal WMC
- (2) **Members**
 - (a) Vice Principal / Dean
 - (b) Director Admin WMC
 - (c) Commandant POF Hospital (For Clinical Faculty only)
 - (d) Coordinator Clinical (For Clinical only)
 - (e) Subject Specialist / HOD of respective Deptt.
 - (f) Director HR POFs
 - (g) MD POF Welfare Trust
 - (h) A rep from Commercial Division
 - (i) Deputy Director Admin (Secretary)

b. **NURSING & ALLIED FACULTY**

- (1) **President** Principal WMC
- (2) **Members**
 - (a) Director Admin WMC
 - (b) Director/Principal IoN/ IAHS
 - (c) Principal/Vice Principal Allied Health Sciences
 - (d) Director HR POFs

- (e) MD POF Welfare Trust
- (f) A rep from Commercial Division
- (g) Deputy Director Admin (Secretary)

c. ADMINISTRATIVE STAFF

(1) **President.** Principal WMC

(2) **Members**

- (a) Vice Principal
- (b) Director Admin WMC
- (c) Director HR POFs -- (For AM & Above Appointments)
- (d) Assistant Director Admin
- (e) A rep from Commercial Division -- (For AM & Above Appointments)
- (f) Deputy Director Admin (Secretary)

5. PROBATIONARY PERIOD POLICY FOR NEW INDUCTEES

- a. Any employee appointed in WMC for a period of two years shall be on probation for three months from the date of joining.
- b. In the event of initial appointment, if an employee fails to show satisfactory conduct and performance during the probationary period, the HOD may recommend extension in probation period for another three months or termination of his / her service contract to HR Department.
- c. Employees may be terminated by WMC at any time without any prior notice during the probationary period and will be paid for the days he / she has worked after clearance.
- d. Suitability 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 & regulations laid down by HEC / NUMS / PNC / PMC / Regulatory body and upon availability of vacancy in next cadre.
- b. HODs will forward promotion papers / recommendation of qualified faculty for promotion to next designation basing on the performance and availability of vacancy in their respective department by every year. Promotion application must comprise eligibility certificate issued by NUMS / HEC / PMC / Regulatory

body. There will be no promotion on Own Pay Scale (OPS).

- c. Promotion Board for faculty will meet once a year / on occurrence of vacancy due to any reason as intimated by HR Deptt.
- 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 once a year against vacant posts and will be preceded by a written test (all Admin Cadres). A separate test for lab staff comprising practical will be conducted.
- e. HR Department will keep the Principal and Director Admin updated on vacant posts as per PMC / Regulatory body / PNC / Allied requirements and initiate promotion board proceedings accordingly.
- f. All promotions shall be made on the recommendations of the Promotion Board. Promoties will be on probation period of three months.

7. INDUCTION / PROMOTION / RESIGNATION / TERMINATION & CONTRACT RENEWAL AUTHORITY

Ser	Post / Designation	Approving Authority
a.	Professor (MBBS/BDS & Nursing & Allied Faculty) including VC / Principal / Vice Principal / Director Admin or equivalent	The Chairman BOTs (WT) through DG(C)
b.	Associate Prof, Assistant Prof (MBBS/BDS & Nursing & Allied Faculty) including Asstt Dir. Admin / Dy Dir. Admin or equivalent	DG (C)
c.	Lecturer / Senior Lecturer / Senior Registrar / Registrar / MO & All Admin Appointments less Asstt / Dy Dir. Admin or equivalent	Principal WMC
Note: Initially College Management will examine grievances; however, Chairman BOTs (WT) is the ultimate Appellate Authority in all cases if matter is not settled.		

8. SENIORITY

- a. Seniority will be determined according to the experience certificate issued by PMC / Regulatory body, either by initial appointment or on promotion.
- b. Seniority list of each cadre will be maintained by the HR Department according to experience certificate issued by PMC / Regulatory body.

- c. 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 (Principal, VP, Director / Dy Director Admin) will decide regarding extension of contract basing on performance, conduct and medical fitness of employee during the year / service in Service Review Board. HR Department will process the extension of contract with the approving authority as mentioned in clause 7 of this part.

10. RE-EMPLOYMENT AT WMC An ex-employee of WMC may be re-employed as per PMC / Regulatory body Regulations and after verification of his / her previous service record provided he / she has not been terminated on the following grounds: -

- (1) Poor / Unsatisfactory Performance
- (2) Disciplinary Grounds
- (3) Conduct

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

- a. Annual Evaluation Report (AER) form will be issued in the month of November to all departments to be filled and submitted back to HR Department by 31st December each year.
- b. This activity will be completed and countersigned by 28th February every year.
- c. Report will be shown and signed by the 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 and revision.
- d. AER form will be produced and considered during promotion board. Specimen of the form for faculty and admin staff is attached as **Annexes – E and F** respectively.

- e. **Initiating and Countersigning the Report.** Following will be initiating and countersigning authority of the appraisal report: -

Ser	Designation / Reported Officer	Reporting Officer	Countersigning
(1)	Principal	DG (C)	Chairman BOTs
(2)	VP / Dean	Principal WMC	DG (C)
(3)	Director Admin	Principal WMC	DG (C)
(4)	Dy Director Admin	Dir Admin	Principal WMC
(5)	All HODs	Vice Principal	Principal WMC
(6)	Clinical Faculty	Respective HOD	VP/Dean
(7)	Basic Sciences Faculty	Respective HOD	VP/Dean
(8)	QA Specialist	Vice Principal	Principal WMC
(9)	Principal IoN	Director IoN	Principal WMC
(10)	VP & Faculty of IoN	Principal IoN	Director IoN
(11)	Assistant Director Admin	Dy Director Admin	Director Admin
(12)	Academic / Clinical Admin & Support Staff	Respective HOD	Dy Director Admin
(13)	AM & Above College Secretariat	Dy Director Admin	Director Admin
(14)	AM & Above Student Affairs	Director S & A	Director Admin
(15)	AM & Above, IoN	Director IoN	Director Admin
(16)	Office Supervisor & Below, WMC & IoN	Section Head	Assistant Director 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 CP and Urine RE, which shall be retained at the College in his personal file. The same tests may be repeated on yearly basis by 30 Nov every year to determine fitness for continuation of job for any reported employee regarding medical fitness. 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) Deputy Director Admin (Secretary)

13. WORKING HOURS. Official working timings of WMC (0800 hrs – 1500 hrs) 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. WMC Faculty / Staff working in POFH will follow working Timings / Saturdays of POFH and in line with the duty roster prepared by Clinical Coordinator.

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 the best interest of the college. 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 employees. Dir / Dy Dir Admin has authority of transferring any employee with information to Principal .
- 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:** 75 years as per PM&DC / Regulatory body Rules & Regulation.
- b. **Re-Employed - Admin Staff**
Retired from Civil Govt Svc / Armed Forces: 65 years
- c. **Direct Inductees:** 60 Years for male (Including retd Security Guards, Drivers) and Female subject to medical fitness / physical fitness & performance after 55 years (If Contracts are kept on extended).
- 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.

Subject to Medical Fitness POF / Army Officials (all ranks) retiring from POF will not be re-employed in WMC for 02 x years from the date of retirement.
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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.
- c. Principal WMC is the approving authority of resignation, however information of approved resignations to be forwarded to Chairman BOTs (WT) through channel.
- d. An employee after acceptance of resignation / completion of service will be granted experience certificate for the serving period subject to submission of

clearance and no demand certificate duly approved by Director Admin/Principal.

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. Report will be submitted to Chairman BOTs (WT) through DG(C). The composition of the board will be as under: -

- a. **President.** Principal WMC
- b. **Members**
 - (1) Vice Principal
 - (2) Director Admin / Dy 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. At a time only three internships will be offered from the approval of Principal for a maximum period of three months. Interns will work full time. At the end of internship period, concerned intern should submit internship report.. 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 **CONDUCT & DISCIPLINE**

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.
- (12) Govt Policy for use of social media will be strictly implemented.

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 Board of Inquiry. Board of inquiry will be formed comprising 03 to 05 members with a maximum timeline of 01 month.
- b. The Inquiry officer or Board of Inquiry shall submit findings / recommendations to the Principal.
- c. On receipt of the report of Inquiry Officer or Board of Inquiry the Principal shall decide the case on merit.
- d. WMC employees working in POFH will also be abide by college rules and the terms of contract agreement, however they will also have to follow the

conduct code of POFH. Any lapse in the aforementioned must be reported to college administration.

- e. Offence of serious nature must be brought in the knowledge of DG (C). Inquiry proceedings leading towards major penalties (Termination) will be shared with DG(C) Office.

5. PENALTIES. Principal being the Competent Authority is authorized to impose penalties on delinquent individual once found guilty, 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 up to three increments, 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) Termination of Service / Contract after establishing a charge through enquiry procedure or serving of three official documented warnings and one Show-Cause Notice. Employees who already have been issued with three or more warnings will be subject to serving of Show-Cause Notice directly on any further account / disciplinary matter/ case.

6. DELEGATION OF POWER. Principal being the Competent Authority may by a special order, delegate to any employee of the college, the powers vested in him (other than financial powers).

7. GRIEVANCE REDRESSAL COMMITTEE. Proceedings of the committee will be carried out to analyze documented grievances of WMC employees reported/addressed to Principal. Decision of the committee will be considered as final decision. The composition of the committee will be as under: -

a. **President.** Principal WMC

b. **Members**

- (1) Vice Principal
- (2) Director Admin / Dy Director Admin
- (3) Comdt POFH (for Clinical Faculty only)
- (4) Any other member as desired by the president of the board

Any grievance addressed to the higher authorities (DG (C) / Chairman BOTs)

will be decided by the ultimate appellate authority (Chairman) in consultation with DG (C) and the College management as per Service SOPs of the College.

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. (**Annex-G**)

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 till the exhaustion of all other leave accounts.
- 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, initial contract or resignation on medical grounds.
- 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 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. A female employee shall be entitled to 03 x paid maternity leave on full pay for a period of not exceeding three months (90 days), provided that the date of her confinement falls within the period of leave.
- 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 paid Hajj / Umrah Leave for once in service provided, he / she has completed probation period and performing Hajj / Umrah for the first time. If the employee leaves for Hajj before probation period, the leave will be suitably adjusted against / CL or LWOP.

13. ACADEMIC LEAVE 10 x days Academic leave may be granted to the faculty for attending : -

- a. CME Activities (Workshops, MHPE, CHPE etc)
- b. NUMS Duties (Paper Setter, Paper Moderation, Paper Assessment, Paper Checking / Marking, Paper Reviewer etc)
- c. Seminar / conferences (National / International)

Note. Visiting abroad for attending international conference or domestic purpose shall be considered as Leave Ex-Pakistan (deductible from leave account). It will be subject to procedural approval by POF.

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) : 05 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.	Dy Director/Director Admin	AM and above
e.	Assistant Director Admin	Office Supervisor (OS) and below

20. These leaves rules have taken effect from 1st Apr 2021 and replaced 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 BOTs 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.

3. EARNED LEAVES (EL) ENCASHMENT POLICY

1. WMC employees including its constituent institutes are authorized to encash maximum of 180 earned leaves on retirement / leaving the service. Keeping in view the financial constraints of employees and considering increased liability on the organization, a policy has been formulated to improve existing mechanism of earned leaves encashment.

2. Details are as under:-
- a. Employees completing initial contract period will be entitled for encashment of earned leave on retirement / leaving the service.
 - b. Leave encashment may be allowed on time during the service, only needy persons will be allowed for partial encashment duly deliberation of need e.g. Umrah, Marriage of children or medical treatment etc after approval.
 - c. Maximum limit of accumulation for encashment of earned leaves is 180 days. For those who will apply for earned leave encashment during service, their leave will be deducted / adjusted from 180 days earned leave account.
 - d. 30 days earned leave be kept in balance to be encashed at the end of the service.
 - e. For the employees who have reappointed in WMC, they will be allowed / paid EL encashment as a fresh appointment.
 - f. An amount of Rs. 15 Mn (Fifteen Million only) shall be earmarked for the subject purpose during every FY budge.
 - g. Applications will be processed / approved on first come first serve basis through Admin Deptt.
 - h. In case of death of an employee during service, financial support equal to 180 days of earned leaves will be given to the deceased family, even if the balance of EL is less than 180 days (No limit of service).
 - i. In case of death of an employee during service, if the balance of earned leaves is more than 180 days, then he / she will be paid only 180 days.
 - j. This policy will repeal previous earned leave encashment policy / practice and will be applicable to all payroll employees serving in the college / constituent institutes.

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/- to those employees only who have Earned Leave of same worth in their credit.
- 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.

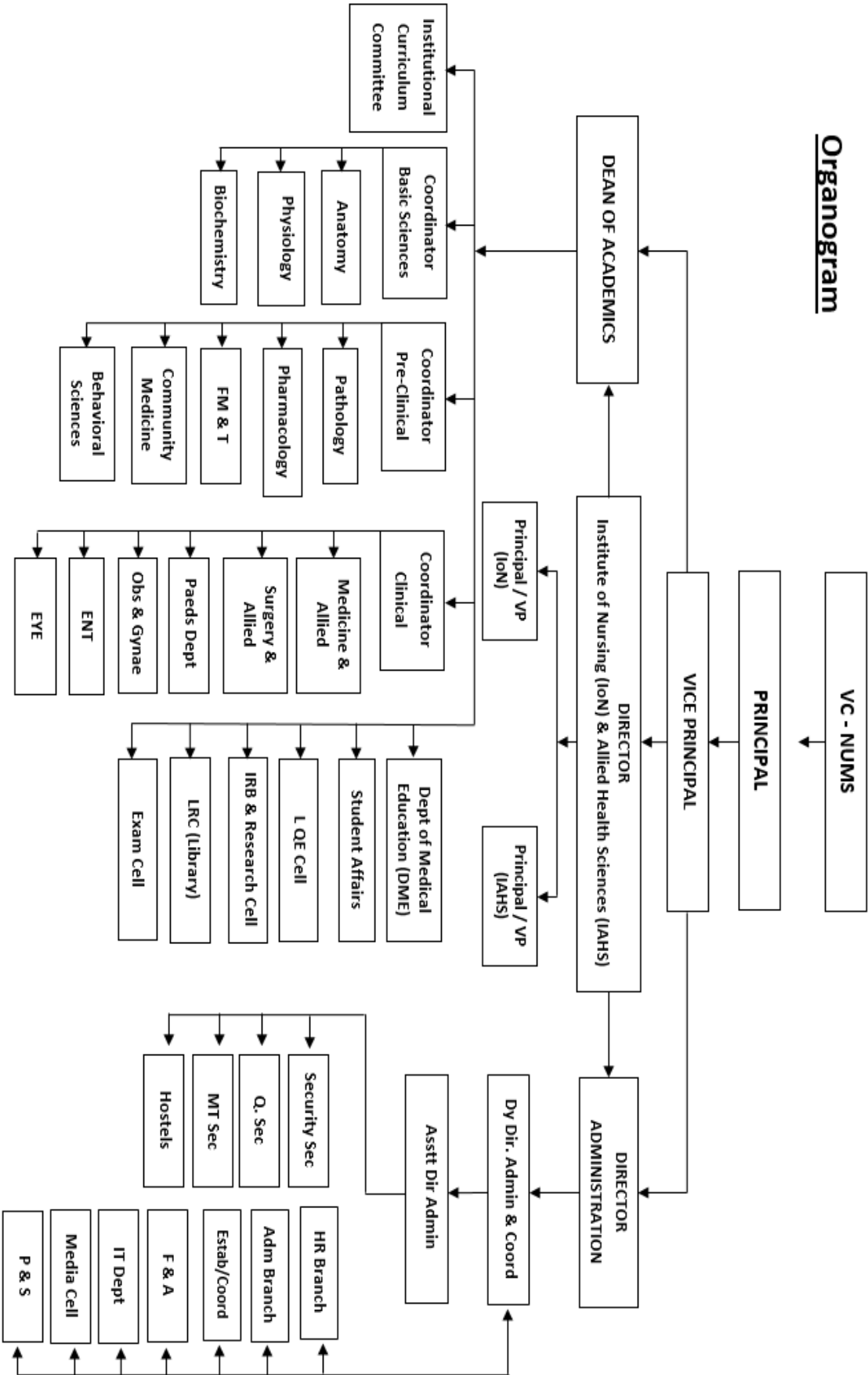
8. **REWARD POLICY.** Besides Promotion Policy, Principal being the Competent Authority is authorized to reward any employee who has performed outstandingly well while performing designated tasks or specially assigned task(s) upon the recommendations of Director Admin & Vice Principal. The following rewards may be given by the Principal :

- a. Grant of maximum of five Increments at once of the current pay-scale of the employee (having at least three years of service at WMC) defined in approved WMC pay-scales without bar / capping.
 - b. At the time of appointment of an employee, grant of maximum of five Increments at once of the pay-scale offered as a tool of negotiation for hiring of an individual having rare specialty or specialized experience.
 - c. **Employee of the Month** Grant of One-time Cash Award of Rs. 10,000/-, appreciation Certificate & College Official Shield to one employee each month throughout the year. Employee of the month will be determined by the College Management i.e. Principal, Vice Principal & Director Admin from a list of employees. HR Department will disseminate for inviting the names of Individuals competing for Employee of the month (At-most one from each Deptt) recommended by the HODs
 - d. Grant of appreciation Certificate & College Official Shield to two other employees in the list right after Employee of the month respectively.
 - e. Rewarded employees be presented with their awards ceremoniously and their names be flashed on Electronic Communication Bars as well.
9. **ADDITIONAL CHARGE POLICY.** An employee, in addition to his / her principle appointment / Job role, when assigned with additional charge of any other department as defined in College's Organogram, will be subject to

reward under this policy. Following are the terms of this policy:-

10. a. Additional Charge of other department will require acceptance of full fledge responsibility of the department whose additional charge is given to an employee who has been given the additional charge.
11. b. 05 % of basic salary of the principle appointment / designation of the employee will be admissible as Additional Charge Allowance.
12. c. Duration of additional charge must be at-least one month to implicate payment of Additional Charge Allowance.
13. d. Assigning any additional task or making an employee member to a committee will not be covered under the umbrella of this policy.
14. e. Decision of the Principal will be final regarding payment / non-payment of the additional charge allowance to an employee.

Organogram



Administrative Staff Criteria - 2021” for Induction

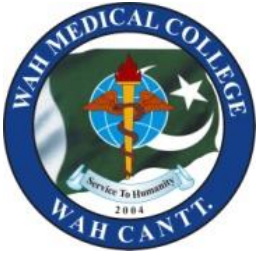
Designation	Scale	Criteria
Dy Director Admin	A-7a	Preferably Retired Army Officer (Col / Lt Col) MS / M.Phil. with requisite experience preferable
Assistant Director Admin	A-7b	Retired Army Officer (Lt Col/ Maj) MS / M.Phil. with requisite experience
Manager	A-7	Masters Degree in relevant Field Minimum 7-10 Years Post Qualification experience Preferably educational organization / Institution
Deputy Manager	A-6	Master Degree in relevant Field Minimum 5 -7 Years Post Qualification experience Preferably experienced in a Medical Institution
Statistician	A-6	MPhil (Statistics) along with minimum 2-3 years Experience
Assistant Manager/ Librarian, Social Worker	A-5	Master Degree in relevant Field with 2 years experience or Graduation with 5-7 years relevant experience
Imam Masjid, Biomedical Engineer, Pharmacist	A-5	Alam Course (Arabic Education) / Dars-e-Nizami from Wafaq-al-Madaris or equivalent, BS Biomedical Sciences, B-Pharmacy
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	Army Retired Lab Technicians or BS (MLT) with requisite experience of handling chemicals, bones and Skeletons
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) / Tandoori Man / Mali / Sanitary Worker /	A-1	Matric with Science Experience will be preferred Age: between 30 - 45 with sound health
Naib Qasid / Office Boy / Aya / Waiter / Waitress / Dish Washer / Room Attendant / Helper / Un-skilled Labour / Animal House Attendant	A	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
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
Documentlist	A-3	MLIS 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.

**ANNEX-E**

**WAH MEDICAL COLLEGE, WAH CANTT
ANNUAL EVALUATION REPORT (AER)
FOR Faculty**

Name of the department through which AER is submitted.....

Submitted for the Period from 01st Jan to 31st Dec.....

PART-I: PERSONAL DATA

To be filled by the reported faculty

- | | |
|--|----------------------|
| 1. Full Name (in Capital letter) | <input type="text"/> |
| 2. Father/Husband name | <input type="text"/> |
| 3. PMC No. | <input type="text"/> |
| 4. Current Designation/Grade/Pay scale | <input type="text"/> |
| 5. Date of appointment | <input type="text"/> |
| 6. Department for which Appointed | <input type="text"/> |
| 7. Academic Qualifications | <input type="text"/> |
| 8. Department(s) in which served during the year | <input type="text"/> |
| 9. Mobile No. | <input type="text"/> |
| 10. Email: | <input type="text"/> |

PART-II: SECTION-I (SELF APPRAISAL)

(During the period under report)

11. What do you think has been your most important contribution this year?

12. Any other major assignment in addition to Teaching?

13. (a) Total teaching hours delivered during session.

(d) Are you doing any Research work? provide the following details (during the period under report):

Research Projects Continued / Completed				
Topic title of ResearchProject		Name of the Univ./ Institution Registered with	Present status of Research work /Project	
Published papers in Journals				
Sr. #	Article Reference with DOI. No.	Whether you are the main author? / Number of Co. authors	Publication Journal Category ISSN/ISBN No. and impact factor	Type of article
Papers Presented in Conference				
Sr. #	Title with Page Nos/Reference	Details of conference publication	Whether you are the main author? Number of Co. authors	ISSN/ISBN No.

14. Any other significant point which is not covered above

I certify that the information provided is correct as per records available with the college and documents enclosed along with the duly filled Part-I and Part-II of AER Proforma.

Signature

I certify that the information mentioned by the teacher in the self-appraisal above is correct and all the relevant records and documents are available and maintained properly in the office. I am fully satisfied with the reporting of the teacher.

 HOD Signature
 Name:
 Date:

PART – III

(APPRAISAL BY THE REPORTING OFFICER)

The rating in Part – III should be recorded by initialing the appropriate box.

Sr. #	Job Title Responsibilities	Excellent	Very Good	Good	Average	Unsatisfactory
		5	4	3	2	1
PERSONAL TRAITS						
1.	Intelligence (Exceptionally bright; excellent)					
2.	Reliability					
3.	Integrity/Honesty					
4.	Punctuality					
5.	Confidence and Will power					
6.	Personal Conduct & Discipline					
7.	Professional Acumen/Aptitude					
PROFICIENCY IN JOB						
8.	Power of Expression (Written, Oral)					
9.	Financial Responsibility (Exercises due care and discipline)					
10.	Acceptance of responsibility (Always prepared to take on responsibility even in difficult cases)					
11.	Office Management Skills					

12.	Communication Skills					
13.	Professional knowledge, Competency					
14.	Output relative to goals/assignments: (Quantity/Quality)					
15.	Ability to take decision					
16.	Problem Solving					
17.	Ability to plan, organize and supervise work					
18.	Optimum use of resources					
19.	Relation with other colleagues					
20.	Relations with Superiors (Cooperative and trusted)					
Total Score:						

Overall Grading: -

a. Grand Total Score =

b. Standing (as per Criteria given below) =

Criteria

- (1) Excellent = Score greater than 90
 (2) Very Good = Score from 75 to 89
 (3) Good = Score from 55 to 74
 (4) Average = Score from 35 to 54
 (5) Un-Satisfactory = Score less than 35

Recommendation (Initial applicable box):

	Fitness for promotion	Initiating Officer	Senior Reporting Officer	Next Senior Reporting Officer
a.	Fit for accelerated promotion			
b.	Fit for promotion in his/her turn			
c.	Not yet fit for promotion			
d.	Unfit for Promotion			

Final Assessment: To be completed as final assessment please review the front page of this document and provide a short summary of the evaluation report below.

Pen Picture by Initiating Officer / HOD (as applicable):

Name: _____

Appointment: _____

Reporting Officer Signatures:

_____ (Stamp)

SENIOR REPORTING OFFICER/DEAN (As Applicable):

Evaluation of assessment made by the Initiating officer. (Tick appropriate box):

Lenient

Fair

Strict

Signature: _____

Final Grading: _____

Appointment: _____

Name: _____

Date: _____

Remarks of Commandant POFH (For Clinical Faculty Only)

Signature: _____

INSTRUCTIONS FOR FILLING UP THE AER FORMS

1. (i) AER is the most important record for the assessment of an officer. At the same time, the quality of AER is a measure of the competence of the Reporting Officers. It is, therefore, essential that utmost care is exercised by all Reporting Officers.
- (ii) The Reporting Officers should be: -
 - (a) as objective as possible; and
 - (b) clear and direct, not ambiguous, or evasive in their remarks.
- (iii) The overriding importance of Part – III should be clearly understood in the grading.
- (iv) Over-rating should be eschewed by all Reporting / Countersigning Officers.
- (v) Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
2. The forms are to be filled in duplicate. Part – I and II will be filled by the officer being reported upon and should be typewritten: -
 - (i) Part – I the concerned officer must also indicate the name of his/her father. In the case of married female officers, they should give the name of the husband.
 - (ii) Part – I disability, if any, should also be indicated.
3. Parts III will be filled by the Reporting Officers. All the Reporting Officers should give their assessment of the officer reported upon in respective boxes.
5. Assessment in the AER should be confined to the work done by the officer reported upon during the period covered by the report.
6. Reporting Officer is expected to counsel the officer being reported upon about his weak points and advise him on how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counseling.
7. The AER form should be filled in a neat manner Cuttings/erasures should be avoided and must be initialed, where made.
8. The rating in Part –III should be recorded by initialing the appropriate box: -
 - (i) Pen picture should also include remarks about the reputation of the officer.
 - (ii) Assessment of Performance should also indicate further employment potential.
9. The ratings should be clear and given in one of the boxes provided for the purpose in Parts III. Do not grade an officer between two shades i.e., between “Excellent” and “Very Good” or ‘Very Good’ and ‘Good’ or ‘Good’ and ‘Average’ or ‘Average’ and ‘unsatisfactory’.
10. The senior reporting Officers should weight the remarks of the Reporting Officer against his personal knowledge of the officer being reported upon, compare him with other officers of the same grade working under different Reporting Officers but under the same senior reporting Officer, and then give his overall assessment and remarks in last paras of Part –III. In Certain categories of cases remarks of a Second senior Officer may also be required to be recorded. In cases where the work of the officer reported upon is supervised also by an officer outside the normal chain of supervisory command in respect of some technical aspects, such officer may send his remarks in respect of some specific aspects to both the first and second senior reporting Officers by the third week of January through a separate sealed cover.
11. If the senior reporting Officers differs with the grading or remarks given (in parts other than Part III para “PROFICIENCY IN JOB”) by the Reporting Officer, he should score it out and give his grading in red ink. In overall grading, he is required to give his assessment in addition to that of the Reporting Officer.
12. The senior reporting Officer should underline, in red ink, remarks that in his opinion are adverse and should be communicated to the officer reported upon.

**(CONFIDENTIAL)****WAH MEDICAL COLLEGE, WAH CANTT****FOR OFFICERS IN GRADE A5 AND ABOVE**

(Name of the Department / Office) _____

Date

ANNUAL EVALUATION REPORT (AER)Submitted for the Period from 01st Jan**Part-I**..... to 31st Dec.....

1. Name (in block letters) _____
2. Date of Birth _____ Date of appointment at WMC _____
3. Grade / pay scale _____
4. Post held during the period _____
5. Academic Qualification _____
6. Knowledge of Languages (Please indicate proficiency in speaking (S). Reading (R) and writing (W).

7. Hobbies _____
8. Training Received

Name of the course attended	Dates		Name of institution and course
	From	To	

9. Job Description (Set out broadly in order of importance the main duties performed. Also mention any special work assigned during the period. _____

10. Period served:

(a) In Present Post _____ (b) under Reporting Officer _____

The rating in Parts – II, III & IV should be recorded by initialing the appropriate box. The rating denoted by alphabets is as follows.

‘A I’ Excellent, ‘A’ very Good, ‘B’ Good, ‘C’ Average, ‘D’ Unsatisfactory.

PART - II

PERSONAL QUALITIES		A1	A	B	C	D
1.	Intelligence	Exceptionally bring; Excellent comprehension				
2.	Confidence and will power	Exceptionally confident and resolute				
3.	Emotional stability	Mature; balanced				
4.	Adaptability	Alert & highly responsible				
5.	Understanding & tolerance	Considerate & cooperative				
6.	Appearance and bearing	Creates excellent impression				
7.	OVERALL GRADING IN PART - II					

PART – III

ATTITUDES		A1	A	B	C	D
1.	Acceptance of responsibility	Always prepared to take on responsibility even in difficult cases				
2.	Ability to produce constructive ideas	Full of ideas, always comes upwith ingenious solution to problems, fertile				
3.	Foresight	Anticipates problems and plans ahead				
4.	Initiative & Drive	Bold and enterprising; dynamic				
5.	Reliability under pressure	Imperturbable and exceptionallyreliable at all times				
6.	Judgement	Makes consistently sound proposals/decisions				
7.	Financial Responsibility	Exercises due care discipline				
8.	Perseverance and devotion to duty	Resolute; carries a task throughto the end				
9.	Relations with:-					
	a) Superior	Cooperative; well liked andtrusted				
	b) Colleagues	Works well in a team				
	c) Subordinates	Courteous and effectives;inspires confidence				
10.	Behavior with public	Courteous and helpful				
11.	OVERALL GRADING IN PART - III					

**PART –
IV**

PROFICIENCY IN JOB			A1	A	B	C	D
1. Power of Expression: a) Written		Always precise, clear and wellset out					
	b) Oral	Puts AERoss convincingly & concisely					
2. Knowledge of work		Has a thorough grasp of the knowledge relevant to this job					
3. Analytical ability		Picks out the essentials without wasting time on irrelevant details					
4. Supervision & Guidance		Organize & use staff and other resources effectively					
5. Ability to take decision		Very logical and decisive					
6. Work: a) Output		Always up to date, accumulates no arrears					
	b) Quality	Always produces quality work					
7. OVERALL GRADING IN PART - IV							

PART – V

(a) Pen-Picture: Please comment on any particularly strong or weak points without repeating earlier parts of the reports. Also indicate the future posting considered most suitable for the official.

(b) Counseling: Was the officer advised to improve vide instruction No.6 during the period under report? If so, on what aspects and with what result?

(c) Assessment of Performance: Please comment on how effective the officer has been in performing the duties mentioned at S. No. 9 in Part I. Also comment on the officer’s contribution to the overall performance of your office / organization especially in the light of any numerical measure e.g., examination results for teaching staff or other applicable index such as profitability, project implementation, tax collection, etc. in other cases give your assessment of relative proportion of (i) routine cases (ii) complicated cases/situations (iii) policy cases/crisis situation dealt with by the officer. Also indicate whether further training is required for increasing his effectiveness and if so, in which area.

PART – VI

Comparing him with other officers of the same level and keeping in view the overall gradings in Parts II, III & IV, give your general assessment of the officer by initialing the appropriate box below:

(a) Overall Grading

- (i) Equaled by very few officers. (Very Good)
- (ii) Better than the majority of officers (Good)
- (iii) Equals the majority of officers (Average)
- (iv) Meets bare minimum standards (below Average)
- (v) Unsatisfactory (Poor)

By Reporting Officer	By Countersigning Officer

(b) Fitness for promotion

- (i) Fit for accelerated promotion
- (ii) Fit for promotion in his turn
- (iii) Not yet fit for promotion
- (iv) Unlikely to progress further

By Reporting Officer	By Countersigning Officer

(c) Integrity

- (i) Honest
- (ii) Corrupt
- (iii) Reported to be Corrupt

YES	NO

Name of the Reporting Officer Signature.....
(Capital Letters)

Designation Date

(a) REMARKS OF THE COUNTERSIGNING OFFICER

Please report on the aspects not touched upon by the Reporting Officer. If you disagree with the assessment of the Reporting Officer, please give reasons, therefore. You should also indicate how frequently you have seen work of the officer reported upon. If the officer has been assessed fit for promotion, would you be prepared to accept him in the higher grade. If no please give your reasons.

Name of the Reporting Officer..... Signature.....
(Capital Letters)

Designation..... Date.....

(b) REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

Name of the Reporting Officer..... Signature.....
(Capital Letters)

Designation..... Date.....

PART – VIII

1. Adverse remarks, if any, communicated vide.....

Date

2. Decision on representation if any

.....
.....
.....
.....
.....
.....
.....

INSTRUCTIONS FOR FILLING UP THE AER FORMS

1. AER is the most important record for the assessment of an officer. At the same time the quality of AER is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, essential that utmost care is exercised by all Reporting and Countersigning Officers.
2. The Reporting and Countersigning Officer should be: -
 - i. as objective as possible; and
 - ii. Clear and direct, not ambiguous, or evasive in their remarks.
3. The over-riding importance of Part – IV should be clearly understood in the overall grading.
4. Over-rating should be eschewed by all Reporting / Countersigning Officers.
5. Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
6. The forms are to be filled in duplicate. Part – I will be filled by the officer being reported upon and should be typewritten: -
 - i. In para. I Part – I the concerned officer must also indicate the name of his/her father. In case of married female officers, they should give the name of husband.
 - ii. In para. II Part – I disability, if any, should also be indicated.
 - iii. In the space provided under para II of Part – I the name of spouse along with particulars and place of posting, if employed, should be indicated.
7. Parts II to VI will be filled by the Reporting Officer and Part – VII by the Countersigning Officers. Both the Reporting Officer and Countersigning Officer should give their assessment of the officer reported upon in respective boxes in Part – V.
8. The Department / Officer concerned responsible for maintenance of AER dossiers will fill Part – VIII, if any adverse remarks are recorded in the report.
9. Assessment in the AER should be confined to the work done by the officer reported upon during the period covered by the report.
10. Reporting Officer is expected to counsel to the officer being reported upon about his weak points and advise him how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counseling.
11. The AER form should be filled in a neat and tidy manner Cuttings / erasures should be avoided and must be initialed, where made.
12. The rating in Part – II, III, IV and VI should be recorded by initialing the appropriate box: -
 - (i) In para (a) of Part – V pen picture should also include remarks about the reputation of the officer.
 - (ii) In Para (c) of Part – V Assessment of Performance should also indicate further employment potential.
13. The ratings should be clear and given in one of the boxes provided for the purpose in
14. Parts II, III, IV & VI. Do not grade a officer between two shades i.e. between Excellent and Very Good or 'Very Good' and 'Good' or 'Good' and 'Average' or 'Average' and 'Unsatisfactory'.
15. The Countersigning Officer should weigh the remarks of the Reporting Officer against his personal knowledge of the officer being reported upon, compare him with other officers of the same grade working under different Reporting Officers but under the same Countersigning Officer, and then give his overall assessment in Part –VI and remarks in para 3 (a) of Part – III. In Certain categories of cases remarks of a Second Countersigning Officer may also be required to be recorded. In cases where the work of the officer reported upon is supervised also by an officer outside the normal chain of supervisory command in respect of some technical aspects, such officer may send his remarks in respect of some specific aspects to the Second Countersigning Officer by the third week of January through a separate sealed cover.
16. If the Countersigning Officer differs with the grading or remarks given (in parts other than Part VI) by the Reporting Officer, he should score it out and give his own grading in red ink. In Part – VI he is required to give his own assessment in addition to that of the Reporting Officer.
17. The Countersigning Officer should underline, in red ink, remarks which in his opinion are adverse and should be communicated to the officer reported upon.

**CONFIDENTIAL****ANNEX- F****ANNUAL EVALUATION REPORT (AER) FOR ADMIN STAFF (A to A-4)**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_____
Signature of Reporting Officer_____
Employee Signature_____
COUNTER SIGNED

WAH MEDICAL COLLEGE
LEAVE AUTHORIZATION UPDATED - 2021

Leave Type	Vacations Category	Non-Vacations Category	
	Faculty	SR / MOs	Admin
Summer Vacations / Yr	15	-	-
Winter Vacations /Yr	7	-	-
Casual Leave / Yr	18	24	24
Earned Leave / Yr	12	24	24
Medical Leave	Max up to 10 days per year		
Marriage Leave	10 days (once in entire service)		
Maternity Leave	45 days (twice in entire service)		
Iddat Leave	130 days (4 months 10 days)		
Hajj Leave	40 days (Once in entire service)		
Study Leave (Without Pay)	Up to 2 Years	-	-
Ex-Pakistan Leave / Academic Leave	10 days / Year	-	-
Examiner Duty (CPSP)	Once / Year	-	-
Undergraduates Examinations	Twice / Year	-	-
Short Leave	2 / month (max 3 hours each)		
Vacation + CL + EL / Yr	52	48	48

FCPS Residents (PGTs)	As per CPSP Leave Authorization
Trainee Nurses	As per PNC Leave Authorization
House Officers (Hos)	12 x Leaves per rotations. (Rotation = 6 months)

Faculty	Lecturer & Above in Basic Sciences Asstt Prof and above from Clinical (POFH)
SR / MOs	Senior Registrar / Medical Officers
Admin	College Administration Academic Admin & Lab staff Admin & Support Staff

Certificate

Observations / Discussion points initiated by our respective Deptts have been thoroughly deliberated upon and incorporated in Service SOPs 2021 accordingly. It is certified that above mentioned document has been checked/scrutinized and hereby vetted for onward perusal of DG (C). Later on these SOPs will be presented to BOTs (WT) for formal approval.

GM Legal POF

Maj Zafar Saeed (R)

Dy Comdt POFH

Lt Col Amna Khan

Tax/Fin Consultant

Mr Rukhsar Ahmed

Dir. HR POF

Brig Arshad Taufiq

1. Draft Service SOPs 2021 are hereby vetted and forwarded for approval of the Chairman BOTs, please.

Maj Gen
Principal WMC
Prof Abdul Khaliq Naveed (Retd), HI (M)
Aug 2022

DG (C)

2.

Chairman

3.