



Ph: 022-9260161
Fax: 022-9260361
URL: www.hesco.gov.pk

HYDERABAD ELECTRIC SUPPLY COMPANY

(CAREER MANAGEMENT CELL)

OFFICE OF THE
CHIEF EXECUTIVE OFFICER
HESCO HYDERABAD

ROOM NO. 108, WAPDA OFFICES COMPLEX, FATIMA JINNAH ROAD, HUSSAINABAD HYDERABAD

No. CEO/HESCO/M(HR)/CM/ 9831-40

29/11/2024

OFFICE ORDER

BoD HESCO in its 250th meeting held on 02.11.2024 against Addl: Agenda Item No.02 has accorded approval for HESCO Time Scale Up-gradation Policy-2024 for officers, conveyed vide Company Secretary's Extract of the Draft minutes, bearing No.HESCO/BoD/CS/Notifications/Vol.III/446/4813-16 dated 28.11.2024.


(Nasir Ali Khan) 29/11/2024
Manager (HR)



C.C.

1. General Manager (Tech) HESCO, Hyderabad.
2. Chief Engineers _____ (all)
3. Chief Financial Officer HESCO, Hyderabad.
4. Company Secretary HESCO, Hyderabad.
5. Chief (Internal Auditor) HESCO, Hyderabad.
6. Manager (MIS) HESCO Hyderabad alongwith HESCO Time Scale Up-gradation Policy-2024 for officers, for its uploading on HESCO website.
7. Master File.



Hyderabad Electric Supply Company

***HESCO Time Scale Up Gradation
Policy for Officers-2024***

The Board of Directors HESCO approved HESCO Time Scale Upgradation Policy-2024 for officers in its 250th meeting held on Saturday, the 02nd November, 2024.

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HESCO TIME SCALE UP GRADATION POLICY FOR OFFICERS-2024

- 1. POLICY TITLE:** HESCO Time Scale Up Gradation Policy for Officers-2024
- 2. SCOPE:** All Regular employees in BPS-17 to 20
- 3. COMMENCEMENT:** This Policy shall come into force with immediate effect.
- 4. PREAMBLE:** The Time Scale Upgradation was introduced in the Basic Pay Scale scheme to expand the horizon of career progression and as an incentive of higher scale pay on completion of a certain length of time in a substantive pay scale. This facility is analogous to Move-over and Selection Grade facilities which had been discontinued in 2001 on revision of pay scales.

This policy is a continuation of the policies associated with Basic Pay Scale Scheme as a governing mechanism for employees in BPS-17 and above. The fundamentals of the Time Scale Upgradation policy which remained in force since 2010 are the same except the regulations which have been modified to make this policy more competitive and consistent with the HESCO Promotion Policy-2022.

The policy aims at providing a mechanism for acknowledging the contributions of the officers specially in the wake of saturation at senior level where opportunities for career progression are squeezed. Through grant of Time Scale Upgradation, the officers after completion of certain requisite length of service in a substantive pay scale/aggregate length of service become eligible for consideration by the Time Scale Upgradation boards and approval of the appointing authority.

- 5. PROCEDURE:** The Upgradation Policy is a comprehensive criterion, based on the length of service in a substantive grade, tangible service portfolio comprising the PER Dossier, Training(s) evaluation and Board Evaluation to Recommend or not to Recommend an officer for Time Scale Up-gradation in next grade.

6. ELIGIBILITY CRITERIA FOR TIME SCALE UP-GRADATION:

- (a) Fulfillment of prescribed minimum length of service.
- (b) Meeting the minimum required threshold
- (c) Passing prescribed Departmental Promotion Exam.
- (d) Mandatory Training(s).
- (e) No pendency of Enquiry / Departmental Proceedings / FIA, NAB / Audit Para(s).
- (f) Fulfillment of other terms and conditions for the time being in force.

7. EXPLANATION AND DETAILS OF ELIGIBILITY CRITERIA:**7 (a) Prescribed minimum length of service:**

- i) from BPS-17 to BPS-18 = 10 years in BPS-17
- ii) from BPS-18 to BPS-19 = 10 years in BPS-18 OR
20 years' service in BPS-17 & 18
whichever is applicable.
- iii) from BPS-19 to BPS- 20 = 05 years in BPS-19 OR
25 years' service in BPS-17, 18 and
BPS-19, whichever is applicable

Note: At-least one year service in the present substantive scale is mandatory.

7 (b) Required threshold in relevant scale.

The minimum threshold of marks for Up-Gradation to various basic pay scales shall be as mentioned in table below:

Sr. No.	Basic Pay Scale	Aggregate marks of efficiency index
1.	BPS-17 to BPS-18	60
2.	BPS-18 to BPS-19	65
3.	BPS-19 to BPS-20	70

7 (b) (i) Quantification of PERs

- (1) For the purpose of Up-Gradation in BPS-18, all PERs in BPS-17 shall be quantified upto the date of eligibility. The marks as mentioned in column (3) of the table below shall be allocated for quantification of PERs and Training evaluation report as mentioned in column (2) of the table.
- (2) For the purpose of Up-Gradation in BPS-19 and above, the following quantification method shall be followed:
- (i) PERs in respect of present and preceding BPS or the last fifteen years whichever is more shall be quantified upto the date of eligibility. If the service of an officer in present and previous BPS is less than fifteen years then the deficiency shall be met by taking into account the PERs of next lower BPS, which shall be bracketed with the PERs of preceding BPS. Quantification of PERs relating to present and previous BPS will have a ratio of 60%:40%. The mandatory management training is deferred for two years after the grant of upgradation however, for the purpose of training evaluation, the training score / %age for the respective training or trainings shall be the same as secured in the previous training.
- (ii) PERs for the last five years are mandatory.

7 (b) (ii) Allocation of marks

- (1) The weightage of marks shall be allocated for quantification of PERs, Training evaluation report and Board's Assessment as mentioned in column (3) of the table below:

Sr. No.	Factor	Marks
(1)	(2)	(3)
1.	Quantification of PERs	60%
2.	Training Evaluation Report (TER)	30%
3.	Board Evaluation	10%
Total		100%

- (2) in case an officer is exempted from training(s) on the basis of attaining the age of 58 years, his / her training score / %age for the respective training or trainings shall be the same which he / she secured in the previous training.
- (3) in case an officer has been directly appointed in the cadre in the present scale, his / her PERs of the present scale shall be given the total weightage assigned to the PERs.

7 (b) (iii) Quantifying the Performance Evaluation Reports

The overall grading in the PERs is allocated the following marks:

Sr. No.	Overall Grading	Marks
1	Outstanding	10
2	Very Good	8
3	Good	7
4	Average	5
5	Below Average	1

7 (b) (iv) Deductions

The deduction of marks due to imposition of penalty(s) etc shall be as under.

(i)	For each major penalty imposed in present scale	5 marks
(ii)	For each minor penalty imposed in present scale	3 marks
(iii)	For adverse remarks deductions be made for such remarks only as were duly conveyed to the officer concerned and were not expunged on his representation, or the officer did not represent	1 mark per PER containing adverse remarks
(iv)	For securing less than 45% marks i.e. minimum passing score in mandatory training being considered	3 marks

Note: The penalty status is to be considered upto the date of eligibility.

7 (c) Passing prescribed Departmental Promotion Exam

- (1) Departmental Promotion Examination for BPS-17 and BPS-18 officers is mandatory.
- (2) Departmental Up-Gradation Examination for BPS-17 officers (Non-Graduate Engineers / Ex-Cadre) is mandatory.

7 (d) Mandatory Training

All officers shall successfully undergo the mandatory trainings mentioned in column (3) of the table below for Up-Gradation in higher BPS.

S. No.	For Up-Gradation from	Name of Training Course
(1)	(2)	(3)
1.	BPS-17 to BPS-18	a. Junior Management Course (JMC) b. Sector Specific Course (For Engineers) c. Management Course for non-graduate Engineers / Ex-cadre.
2.	BPS-18 to BPS-19	a. Middle Management Course (MMC) b. Technical Refresher Course (For Engineers)
3.	BPS-19 to BPS-20	a. Senior Management Course (SMC) b. Technical Refresher Course (For Engineers)

Note: The management trainings for granting TSU to officers in BPS-18 and 19 is deferred for a period of two years after the grant of TSU. However, for the purpose of quantification, the training evaluation score shall be allocated the same which the officer secured in previous management training.

7 (d) (i) Training Evaluation Reports

A total thirty marks shall be allocated to the Management Training Evaluation Report.

7 (d) (ii) Exemption from Mandatory Training

An officer who is likely to retire within two years from service on attaining the age of superannuation shall be exempted from the mandatory management training.

7 (e) No pendency of Enquiry / Departmental Proceedings / FIA, NAB / Audit Para(s)

On consideration for Up-Gradation, an officer shall be recommended for Up-Gradation or not recommended for not conforming to at-least any of the following reasons: -

- (i) the officer does not meet the eligibility criteria as mentioned above.
- (ii) non-submission of PERs by the concerned officer to his Reporting Officer(s).
- (iii) if the disciplinary or departmental inquiry proceedings are pending against any officer at the time of his / her consideration for TSU.
- (iv) If the officer is currently for a period of not less than one year on deputation to a foreign government, private organization or international agency irrespective of whether it is located abroad or within the country irrespective of the date of his / her eligibility.
- (v) the officer is currently availing ex-Pakistan leave including extra ordinary leave or study leave as well as similar leave within Pakistan for a period of not less than one year.
- (vi) the officers who have availed ex-Pakistan leave including extra-ordinary leave or study leave as well as similar leave within Pakistan for a period of not less than one year and have not earned one full year PER on return from such leave.
- (vii) an enquiry, investigation, case or a reference is pending against any officer in Anti-Corruption Establishment, Federal Investigation Agency, National Accountability Bureau or such other organization by whatever name called for. Provided that this clause shall not be applicable in such cases, where on the date of consideration of the officer for Up-Gradation, such an enquiry, investigation, case or reference is pending against him/her for more than three years and the delay has not been caused by any reason attributable to the officer.
- (viii) the officer has not submitted his / her annual declaration of assets forms for the last five years.
- (ix) Pendency of Audit / Draft para(s).

8. ADMISSIBILITY OF TSU TO RETIRED OFFICERS

- i) The cases of retired officers to be considered from retrospective effect, who were otherwise eligible for up-gradation prior to their retirement.
- ii) As a one-time dispensation, the leftover cases of those officers who have already promoted to be considered for Time Scale Upgradation from retrospective effect subject to meeting all the pre-requisites at the time of their eligibility.

9. DETERMINATION OF DATE OF ELIGIBILITY / GENERAL CONDITIONS

- i) In the interest of fairness, uniformity, and equality, Time Scale Upgradation (TSU) shall be granted from the date of eligibility, i.e., when the prescribed conditions are fulfilled, regardless of the date of holding the Upgradation Board meeting or issuance of orders.
- ii) The primary criterion for determining the date of eligibility for TSU shall be completion of prescribed length of service, passing the DPE / DUE and mandatory training(s) (where applicable), whichever occurs later.
- iii) If, at the time of eligibility, disciplinary proceedings or an inquiry are pending against an officer and the officer is subsequently exonerated, he/she will be entitled to upgradation from the date of eligibility. However, if any penalty is imposed as a result of the pending disciplinary proceedings or inquiry, the date of eligibility for TSU shall be the next date of the imposition of such a penalty. This criterion also applies to cases where upgradation was deferred in previous board meetings due to pending inquiries or disciplinary cases beyond the date of eligibility.
- iv) Upgradation cases shall be considered by taking into account the status of penalties imposed in the present post / scale like promotion.
- v) If a penalty, such as withholding of promotion or reduction in time scale/pay, has been imposed for a specified period, upgradation will only be granted after the expiry of the penalty period, similar to promotion.
- vi) In case where a FIA/NAB reference has been pending against an officer for more than three years; and the delay is not attributable to the officer (as referenced under Clause 7(e)(vii)), the date of eligibility for TSU will be the date of holding the meeting of the board. However, if the officer so granted

upgradation is later exonerated of the charges, the eligibility date shall then be revised provided he / she fulfills all other conditions.

10. CONDITIONS APPLICABLE ON THE UP-GRADED OFFICERS

- i) The upgraded officer shall continue to hold the same post but with a change designation i.e., the designation of the next higher post in line, by prefixing the word "Additional" thereto.
- ii) In case of upgradation of ex-cadre and career officers at dead end of their careers, they shall continue to hold the same post but with the change designation by prefixing word "Senior" to their respective designations.
- iii) The upgraded officers shall continue to remain under the administrative control of their original administrative authority.

11. FREQUENCY OF TIME SCALE UPGRADATION BOARD

The Time Scale Upgradation Board shall meet on quarterly basis to consider the cases of Upgradation i.e., in the last week of each quarter in a calendar year. However, the Convener of the Time Scale Upgradation board(s) may convene the meeting at his discretion.

12. REVIEW OF POLICY

The prerogative to review this policy shall rest with BoD HESCO.

13. ADOPTION

The Board of Directors HESCO approved HESCO Time Scale Upgradation Policy-2024 for officers in its 250th meeting held on Saturday, the 02nd November, 2024.


Nasir Ali Khan 29/11/24
Manager HR

