



NOTIFICATION

No. TEVTA/Admn/20-66 The TEVTA Board, in its 45th meeting held on 15-02-2013, has approved following new promotion policy which will be replaced with the provisions of promotion under Sr. No 9, Chapter-II of TEVTA Service Regulations-2011:-

9. PROMOTION

- a. This promotion policy shall be applicable to all the TEVTA employees.
- b. Promotion shall not be claimed by any employee as of right.
- c. The posts reserved for promotion for the employees of the Government and P.S.I.C. transferred enbloc to TEVTA shall be filled by promotion in accordance with Service and Recruitment Rules, applicable to the respective categories of the employees.
- d. If none is available for promotion from amongst the above categories of employees, the vacancies shall be filled from amongst the employees of the Authority who are otherwise eligible for promotion under TEVTA Service Regulations.
- e. The TEVTA employees shall be eligible to be considered for appointment by promotion to higher posts created by the Authority or the Government after inception of TEVTA, subject to vacancy, qualification, experience and required length of service.
 - i. In the case of a selection post (PS-19 and above), on the basis of selection on merit for posts in PS-19 and above.
 - ii. In the case of a non-selection post (PS-17 and PS-18), on the basis of seniority-cum-fitness.
 - iii. Appointments by promotions to posts in various grades shall be made on the recommendations of the appropriate Promotion / Selection Committee.

9.1 PROCEDURE FOR PROMOTION

The promotion Committee shall be competent:

- a) To make recommendations for promotion of the eligible employees.
- b) Recommend deferment for promotion of the employees whose cases are incomplete or whose conduct is under enquiry or whose seniority is disputed. They will be re-considered when the cause of deferment is removed.
- c) Those found unfit for promotion shall be recommended to be superseded.
- d) An employee who is superseded for promotion for the first time shall be considered after one year having earned report for performance evaluation of one year.
- e) An employee who is again superseded shall be reconsidered after two years from the date of supersession and the one who is superseded thrice shall be deemed to have been superseded for good.
- f) An employee on promotion will get financial benefit of at least one pre-mature increment in the higher pay scale with fixation of pay at the next above stage in the new pay scale.

9.2.1 REGULAR PROMOTION

- a) Promotion shall be granted with immediate effect and be actualized from the date of assumption of charge of the higher post, and shall in no case be granted from the date of availability of post reserved for promotion.
- b) An employee shall not be entitled to promotion from an earlier date except in the case of pro forma promotion.
- c) A retired employee shall not be eligible for grant of promotion provided that he may be considered for grant of pro forma promotion as may be prescribed.

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9.3 APPOINTMENT BY PROMOTION ON OFFICIATING BASIS

- a) Where a post falls vacant as a result of deputation, posting outside cadre, leave, suspension or appointment on acting-charge basis of the incumbent or is reserved under the rules to be filled by transfer, if none is available for transfer, the appointing authority may make appointment by promotion against such post on officiating basis.
- b) Provided that a post reserved for regular promotion, on deferment of an employee due to any reason, may be filled by promotion on officiating basis.
- c) No person shall be promoted on officiating basis unless he possesses the qualifications and experience prescribed for the post and his promotion as such is approved by the chairman of the appropriate selection committee.
- d) An officiating promotion shall not confer any right of promotion on regular basis but shall be liable to be terminated as soon as a person becomes available for promotion on regular basis.

9.4 APPOINTMENT ON ACTING-CHARGE BASIS

Appointment on acting-charge basis may be made in the manner hereinafter prescribed:

- a) The appointing authority may fill a post reserved for departmental promotion by appointing on acting-charge basis, the most senior employee of the cadre or service concerned, who possesses at least three fourth of the prescribed length of service or the experience for the post or both, as the case may be, and is otherwise eligible for promotion except for the prescribed length of service and the experience.
- b) Where the appointing authority is satisfied on report of the selection authority that no suitable officer is available to fill a post in grade 17 and above reserved under the rules to be filled by initial recruitment and it is expedient not to allow the post to remain unfilled, it may appoint to that post on acting -charge basis the most senior officer eligible for promotion to that post.
- c) No appointment on acting charge basis shall be made against a post which is likely to remain vacant for period of less than six month.
- d) No appointment on acting charge basis shall be made without the recommendations of the concerned Promotion Committee as the case may be. Such appointment shall not be deemed to have been made on regular basis for any purpose nor shall confer any right for regular appointment.

9.5 APPOINTMENT ON CURRENT CHARGE BASIS

- a) Where a post is likely to remain vacant for a period of less than one year and the appointing authority does not consider it expedient to make an appointment on "ad-hoc" basis, it may appoint the senior most employee, who in the opinion of the appointing authority, is eligible and suitable for promotion under the relevant rules, on current charge basis.
- b) An appointment made on current charge basis shall come to an end on appointment of an employee on regular basis or on the expiry of one year whichever is earlier.

9.6 PROBATION ON PROMOTION

An employee of TEVTA, appointed against a post by promotion shall remain on probation for two years which can be extended for further period of three years.

9.7 SENIORITY

The appointing authority shall, for the proper administration of service or cadre, cause a seniority list of the holder of such service or post to be prepared separately, at least once a year, and circulate it to all members and may also place on the website (if available) of the Authority.

a) SENIORITY ON PROMOTION

- i. Seniority in the post to which an employee is promoted shall take effect from the date of assuming the charge of that post;
- ii. Employees selected for promotion to higher posts in one batch shall, on their promotion to the higher post, retain their "inter-se" seniority as in the lower post; and

- iii. Employees eligible for promotion who could not be considered for promotion on account of circumstances beyond their control or whose cases were deferred while their juniors were promoted to the higher post, shall, on promotion without supersession, take their seniority with the original batch.

b) **SENIORITY ON INITIAL APPOINTMENT**

The seniority 'inter se' of persons appointed to posts in the same grade in functional unit shall be determined;

- i. In the case of persons appointed by initial recruitment, in accordance with order of merit, assigned by the selection authority provided that persons selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in a later selection;

Provided that in the case of extraordinary leave without pay beyond 5 years, the name of the person to whom such leave is granted will be removed from the seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period and his name will be brought back on the seniority list only after he resumes duty on return and his seniority shall be determined after deducting the period he remained on extraordinary leave without pay beyond 5 years. If approved for promotion he will not regain his seniority.

CHAIRMAN TEVTA

No. TEVTA/Regularization/2013

Dated Lahore 8th March, 2013

A copy is forwarded for necessary action to:-

1. All General Managers, TEVTA.
2. All Zonal Managers, TEVTA.
3. All District Managers, TEVTA.
4. S.A to Chairperson, TEVTA.
5. P.S to Chief Operating Officer, TEVTA.


(HAMID MAHMOOD)
Manager (Admin)