

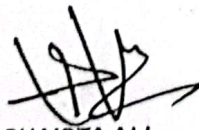


HUMAN RESOURCE POLICY MANUAL OF PGJDC

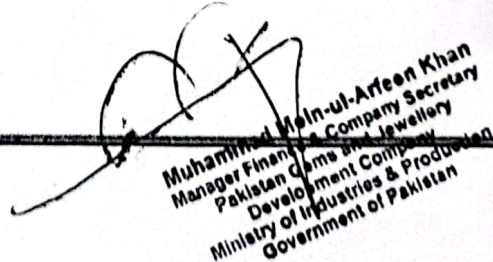
Prepared by : Human Resources Department
Recommended by : HR Committee
Approved by : PGJDC Board

Implementation date: June 02, 2016

Pakistan Gems and Jewellery Development Company
Ministry of Industries & Production, Government of Pakistan
A company set up under section 42 of Companies Ordinance, 1984



SHAISTA ALI
Manager Admn. & H.R
Pakistan Gems and Jewellery
Development Company
Ministry of Industries & Production
Government of Pakistan



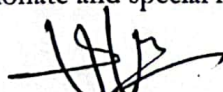
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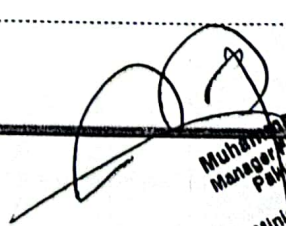

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CHANGE IN POLICY MANUAL

This HR Policy Manual supersedes all previous manual and/or memos that may have been issued from time to time on subjects covered in this manual.

PGJDC reserves the right to interpret, change, suspend and cancel with or without notice all or any part of its policies, procedures, and benefits at any time. The organisation will notify the changes accordingly. Changes will be effective on the dates determined by the organisation, and after those dates all superseded policies will stand null and void.

No individuals or managers have the authority to change any of the policy at any time. If any employee is uncertain about any policy or procedure, he would contact with the Human Resource/Administration Department through his manager/head of department.

The Board may, change, modify, alter, or amend these policies as and when considered necessary.

The CEO shall be the final authority for the interpretation of these policies and the decision of the CEO on the interpretation of any provision thereof shall be final and binding.

HUMAN RESOURCE POLICY

This Policy is designed to provide information to the employees about working conditions, benefits, and policies to affecting their employment.

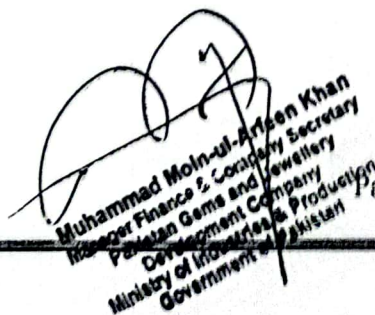
The information contained in this policy applies to all employees of PGJDC. The contents of this policy shall neither constitute nor be construed as a promise or as a contract between the Company and any of its Employees.

All employees are responsible for reading, understanding, and complying with the provisions of this policy.

The objective is to provide work environment that is constructive to both personal and professional growth.



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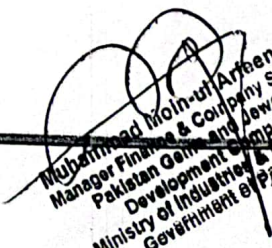
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I DOCUMENT CONTROL

Name of Document	Human Resources Policy Manual
Recommended By	HR Committee-PGJDC
Approved By	Board of Directors, PGJDC.
Responsible Manager	Manager Admin & H.R
Prepared By	H.R Section of PGJDC
Original Version Approval Date	10-10-2012
Revised Version Approval Date	_____
Distribution	Board, CEO, CFO, General Managers, Departmental Heads, Company Secretary.

Notes: This document shall be formally reviewed. All relevant HR policies and procedures will need to be recommended by the HR Committee and approved by the Board and shall be included in the Policy Manual.


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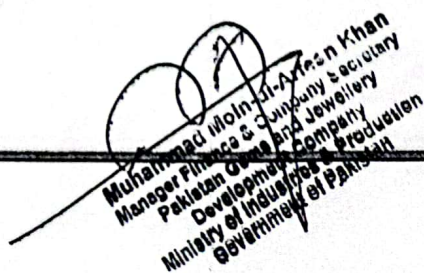

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II DEFINATIONS

AGM	Annual General Meeting
Base hourly wage	Is the calculated hourly rate for non professional employees based on the monthly wage (monthly wage /number of days of the month/8) or (wages per month x 12 / 365 /8)
Blue collar staff	All employees who are not Professional employees.
Board	Means the Board of Directors of the Company.
Casual leave	Compassionate Leave
Dependant family member	Means spouse, dependent children and parents.
Competent Authority	Means the Authority, Chairman/Chief Executive Officer to whom such powers are delegated by the Board or other officer of the Company to whom the relevant Powers are delegated by the Chief Executive Officer.
Contract Service	Means service under specific contract for a specified period.
Controlled Document	A document which must have details of version number, revision dates authorities for revision and approval.
Executive Committee	CEO, GM (Trg/R&D), GM (Mkt & Q.A) and Head of Finance.
Executive Managers	CEO, General Managers and Head of the Department
Family	Means wife or husband, dependent children and parents of an employee
Financial year	From 1st July to 30 th June
Management Employees	CEO & General Managers
Memorandum	Memorandum and Articles of Association
Ordinance	Means the Companies Ordinance, 1984
Period of Service	Include the following: i. Joining Date ii. Service on Probation iii. Period of Training in outside Pakistan after joining service of the Company and period of service.
Period of Duty	Means the period during which an employee is on duty, or on leave authorized by Competent Authority.
PGJDC	Is the common name for Pakistan Gems and Jewellery Development Company
Professional Employees	All employees who are employed in professional positions are deemed 'professional employees' It would generally be expected that these employees would have a recognised qualification at degree Level or above.
Professional Positions	CEO, General Managers, Financial Controller/Manager Finance, Company Secretary, Manager Internal Audit, Project Manager, HR Manager, Marketing Manager, Q.A Manager, Training Manager, R&D Manager and Project Heads.
Project	Means any Development Project undertaken and managed by the Company
Proper Channel	Means the ascending or descending order of placement of employees according to authority in the administrative set up in the Company and its Projects/ Departments or Branches of the Company
SECP	Securities and Exchange Commission of Pakistan
Sector	Refers to all activities of Gems and Jewellery Sector from Mine to Market
Stakeholders	Refers to all persons and organisations in the Gems and Jewellery sector including Mines owners, processors, Manufacturers, traders, exporters, buyers, service providers and relevant government and NGO bodies directly involved in the sector.
Fixed Salary	Fixed Gross remuneration in which all inclusive.



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1 - EMPLOYEE DEFINED

An "employee" of PGJDC is a person who is appointed on contract to work for PGJDC on a wage or salary basis. "Employees" may be full-time, regular part-time, and temporary person and others employed with the organisation that are subject to the control and direction of PGJDC in performance of their duties.

a. Full-Time

Employees who have been appointed on two years contract and completed [90-day] probationary period and are regularly scheduled to work [40] or more hours per week. Generally, they are eligible for the organisation's benefit package, subject to the terms, conditions, and limitations of each benefit programme.

b. Temporary/Casual/Contingent (Full-Time or Part-Time)

Those individuals whose performance is being evaluated to determine whether further employment in a specific position with the organisation is appropriate or those individuals who are hired as interim replacements to assist in the completion of a specific task/project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary/Casual employees retain that status until they are notified for a change. They are not eligible for any of the organisation's benefit programmes except proportionate Casual/Sick leaves as per Company policy.

EQUAL OPPORTUNITY EMPLOYER

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PGJDC shall be based on merit, qualifications, and capabilities. PGJDC does not discriminate in employment opportunities or practices because of race, colour, religion, gender, nationality, origin, age or disability.

PGJDC will adhere to the Government directives of 2% quota for qualified individuals with known disabilities unless doing so, would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination at the workplace are encouraged to bring these issues to the attention of their superiors. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.


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2 - VISION, MISSION, CULTURE AND VALUES

2.1. Vision

The Company endeavours for the development of the Gems and Jewellery Industry of the country from mine to market and to enhance its competitiveness internationally by facilitation, technology up-gradation, skill development and marketing & branding.

2.2. Mission

Development of the Gems and Jewellery sector through use of appropriate technology and training to human resource throughout the value chain from mine to market.

2.3. Culture & Values

PGJDC encourage cooperative culture where high end results are expected from the employees and prime importance is given to team work. All the employees are expected to respect their colleagues and refrain from all kind of religious biases, ethnic or gender issues.

2.4 Continuous Improvement

PGJDC fosters a culture of Continuous Improvement. Employees are encouraged to take a positive approach and continuously seek / create better ways to undertake their work optimally.

2.5 Initiative

Employees are encouraged to take initiative and to express their ideas and opinions to ensure that the best outcomes are achieved.

2.6 Honesty and Integrity

Employees are expected to always maintain the highest standards of honesty and integrity.

2.7 Punctuality

Employees are expected to be punctual in arriving at work, in attending meetings and putting strenuous and dedicated efforts to meet their deadlines concerning their assignments.

Employees should establish clear objectives and personal goals to ensure that work is carried out as quickly as possible and the agreed deadlines are met.

2.8 Dealing with other Organizations

Employees are expected to maintain trust building relationship with all the Stake holders. This applies to stakeholders, members of the relevant departments & organization and business community and all other people who are in contact with the Company.

2.9 Respects for Diversity

The Company recognizes and accepts different personal styles, values diverse perspectives and is empathetic towards other people's views and limitations - considering diversity as strength rather than a weakness of the organization.



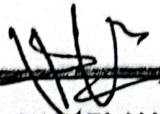
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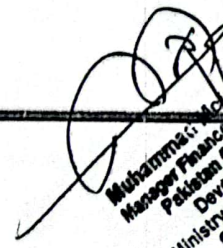


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3. EMPLOYEES CODE OF CONDUCT

- 3.1 All employees will duly come to the office, dressed neatly and properly and will ensure adherence to office discipline.
- 3.2 Employees are expected to arrive at work and attend meetings on time and to notify their Team Leader in case of sickness or any other reason for absence. Habitual absence without permission, late attendance and continuous negligence of work constitutes misconduct and may warrant disciplinary action by the Management.
- 3.3 During office hours, personal visitors will be kept to a minimum. After office hours or on Saturday & Sundays, visitors will only be allowed in the reception area. Personal visitors are not allowed to use computers or workstations under any circumstances. Employees can use another employee's workstation only with prior permission of the employee or Admin & HR.
- 3.4 No employee will make any personal/professional commitment, which may be detrimental to the interest of PGJDC.
- 3.5 No employee will divulge confidential information of the Company what so ever, to any unauthorized person.
- 3.6 No employee will take part in active politics.
- 3.7 Issuance of false, scandalous or incorrect Press or Public statement against the PGJDC or its management by any employee of the Company, which may damage to the goodwill and public image of the Company, will be considered as misconduct and liable to strict disciplinary action.
- 3.8 No employee will smoke on the premises of PGJDC during office hours, except at designated places.
- 3.9 No employee will do private or personal work on PGJDC's premises without the permission of the Management.
- 3.10 No employee will misuse any amenity provided by the Management in his/her or another employee's favor.
- 3.11 All employees in the presence of official guests/visitors will behave in such a manner so as to enhance the goodwill and image of PGJDC.
- 3.12 No employee will accept presents/gifts of any sort from any person/party connected in any way with PGJDC's business, excluding promotional giveaways.
- 3.13 Employees will submit details of personal/business expenses duly approved by respective General Manager/Team Leader, whenever such details are required under any PGJDC policy or procedures.
- 3.14 Employees are expected to manage subordinates peers and colleagues in a fair and reasonable manner and encourage harmony and co-operation in the workplace.
- 3.15 All employees are bound to follow proper channel to approach the CEO.
- 3.16 No employee shall leave the Company's premises during working hours without obtaining prior permission from the Competent Authority.
- 3.17 Employees will report for duty punctually and regularly and will record their attendance in the Register provided for this purpose or by any other method, which may be prescribed by the Company from time to time.
- 3.18 All employees shall be present at their respective place of duty at the time fixed and notified in this regard.
- 3.19 Employees attending late shall be liable to proportionate deduction in salaries besides disciplinary action as laid down in these rules.
- 3.20 All employees shall communicate in courteous manner to their colleagues, peers and others.


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4 - TIMING OF OFFICE WORK DAYS AND HOLIDAYS

4.1 Normal Office Hours of PGJDC.

Normal office hours will be from 9-00 AM to 5.00 PM for 5 days in a week i.e. Monday to Friday. Saturdays and Sundays will be considered as off days unless specific emergency task is required to be accomplished. There will be a break of half an hour for lunch and prayer from 1:00 p.m. to 1:30 p.m., on Fridays a lunch and prayer break of up to one (1) hour may be taken.

4.2 Hours for specialized employees

For experts, consultants, advisors & trainers the hours of work need to be flexible to meet the needs of the job requirements as approved by the Competent Authority.

4.3 Changes in Office Timings, Working Days and Holidays

Management may change the office timings, working and holidays in accordance to any notification issued by the Government or any requirement in favour of the Company.

5 - OVERTIME & UNIFORM POLICY

- An employee may be required to perform overtime duty if and when the exigency of work so demands.
- Overtime will be applicable only to employees of Level (VII to VIII).
- Overtimes begins after normal office hours.
- Overtimes hours will be calculated on completion of one hour after working hours.
- Overtime will be worked out on fixed salary basis.
- The Drivers and the Office Attendants of the Company and Projects shall be provided two (2) uniforms and one (1) pair of shoes annually and monthly washing allowance as per rates approved by the management.

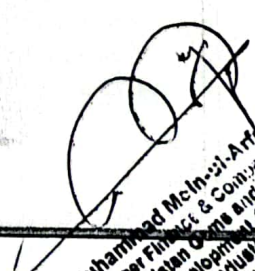
6 - LEAVE POLICY

All type of leaves are privilege for employees to fulfil some recreational needs, study needs, health related issues and fulfil his/her personal/domestic urgencies requiring time-off, which shall be allowed subject to the approval of the Competent Authority, no such leave shall be considered as right of the employees.

6.1 National Public Holidays

Employees are entitled to the gazetted national holidays, and holidays announced by the Federal Government.


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6.2 Earned Leave

- Earned Leave is provided to enable an employee to have a break from his/her work and in general it is expected that this leave will be taken in the year.
- The employees are entitled to a total of 24 days paid Earned Leaves per year.
- The employees are not entitled for earned leave during leave without pay for a minimum period of one month or more.
- At the end of each financial year balance earned leaves up to 48 days will be carry forward to the next year.
- Employee may avail the earned leave balance of current year along with previous earned leave balance.
- To avail the earned leaves, permission must be solicited from the Competent Authority, who may allow the employee to avail their leaves in total or advise the employee to avail them in parts.
- Earned leaves cannot be en-cashed during the employment period.
- On completion of contract/resignation/termination of contract other than dismissal and termination in case of disciplinary action, balance earned leaves up to 48 days are en-cashable.

6.3 Sick Leave

- Paid sick leave is made available to meet genuine cases of sickness.
- A maximum of 8 days per year of paid sick leave will be taken.
- Sick leave cannot be 'en-cashed' or accumulated.
- If an employee is absent for more than three days on sick leaves an approved doctor's certificate should be presented to avoid penalty.

6.4 Compassionate and special leave (casual leave)

- Up to 8 days per year compassionate or special leave will be allowed in each financial year in cases of bereavement or serious illness of family members.
- Compassionate and special leave cannot be accumulated or en-cashed.

6.5 Special /Medical/Accidental Leaves

Special/Accidental leaves shall be admissible to the employee suffering from T.B, Hepatitis, Cancer, Paralysis, Mental Illness, Cardiac Disease, Renal Disease, other complicated/high risk diseases and serious accident, disabling injuries resulting complete bed rest or any other serious cause for a period of three months with pay on submission of Medical Certificate if earned leave is not available, once in the entire period of Two Years Contract.

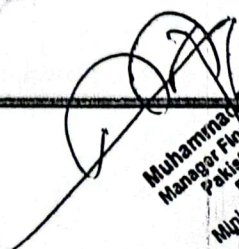
6.6 Maternity leave

The maternity Leave of up to 12 weeks with pay will be allowed only three times during the service, upon presentation of doctor's report. CEO will be the approving authority.

6.7 Leave Ex-Pakistan

Ex-Pakistan leave may be granted to employee (Full Time) for such duration as the Competent Authority may decide, without involving any foreign exchange/financial liability on Company's part. Period exceeding the available leave balance shall be treated as leave without pay. CEO will be the approving authority.


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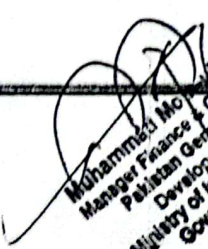
6.8 Procedure of availing leaves

- a. No leave will be granted during the probationary period unless authorised as a special case by the CEO on the recommendation of concerned General Manager/Head of the Department. However, the leaves of probation period shall be accumulated.
- b. All leaves more than seven days shall be sanctioned by the Chief Executive Officer of the Company or any other officer authorized on his behalf, subject to the recommendation of the Head of the Department and verification of the available leave balance from the H.R Department.
- c. The applicant will be required to apply for leave at least four (4) days before and make sure that the permission granted by the Competent Authority before availing the leave.
- d. An employee, who desires to obtain leave, shall apply to the Competent Authority through proper channel.
- e. If the leave is refused or postponed, the reasons there of shall be recorded in written.
- f. Application for leave for three days or above shall normally be made well in advance of the date from which the leave is required, except in cases of sickness and emergency.
- g. An employee before availing of leave shall inform the Competent Authority in writing of his address and contact number during leave period.
- h. Application for extension of leave shall be submitted by the employee to the Competent Authority before three days of the expiry of the leave already granted and well in time for the orders to be communicated to him before the expiry of the leaves sanctioned.
- i. The application for leave on medical grounds supported by a Medical Certificate from any registered Medical Practitioner shall be submitted together with the application for extension of leave.
- j. An employee who remains absent in excess of the period of leave originally sanctioned or subsequently extended shall be liable to disciplinary action unless he is able to explain his over-stay in a manner satisfactory to the Competent Authority. Breach of this provision of the rules shall be treated as misconduct and the employee shall be liable to punishment in accordance with disciplinary rules in force.
- k. Sanctioned Leaves of an Employee will be liable to cancel as deemed fit by the Competent Authority
- l. Off days or holiday falling between the first and the last day of any leave period shall count as part of leave.
- m. The HR Department shall maintain an up to date leave record of each employee and shall intimate the employee about the status.
- n. Employee shall not entitle for accumulation of any leave balance for the period of leaves without pay for a minimum period of one month.
- o. An employee shall cease to earn any leave from the date of notice of termination of service being served on either side.

7- CONVEYANCE AND MEAL ALLOWANCE POLICY

- The employee (particularly female employees) who does not have their own transport and not entitled overtime shall be provided conveyance/transportation charges at actual, if they are engaged for late sitting for two (2) hours or more after office closing hours. If they are engaged for more than four (4) hours from office closing hours they may also be provided normal Dinner in addition to conveyance/transportation charges.
- If the employees who do not entitled overtime are called on duty during off days/rest days/holidays the working lunch and the conveyance charges shall be provided by the Company at actual.


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The Bus/Mini Bus Fare shall be paid to the support staff in case of official duties but Rickshaw Fare may be allowed for holding weighted material with the recommendation of the Head of Departments.

Due to law and order situation or strikes the absence of the employees shall be treated as leave which shall be adjusted against their leave balance. The employees, who are specially called on duty by the heads of their departments due to urgency of work, shall be provided conveyance/conveyance charges at actual if the public transport not available.

ENTERTAINMENT POLICY

- Entertainment of personal guests will be charged to the personal account of the employee.
- The Chairman, CEO, G.Ms and Departments Heads are authorised to entertain official guests at the Company's expense.
- Prior approval has to be taken from the CEO through relevant Head of the Department in case of entertainment to official guests or for official meetings.
- Entertainment costs shall not be exceeded from the budget limit of any financial year.
- Accounts Department will not clear expenses/adjustments, if expenses/adjustments are not supported by bills/vouchers/receipts. In case expenses/adjustments are not submitted on time, the outstanding amount will reflect in employee's personal account as a liability. This liability, if deemed necessary will be adjusted against employee's salary/benefits with the approval of the Competent Authority.

9- VISITORS POLICY

- All visitors must sign in at main reception and provide their full name, Company name and name of person they wish to meet with.
- Visitor's Card shall be issued to the all visitors against the CNIC for entrance in the allowed areas of the office.
- As a general principle, visitors will not be permitted in the office areas and meetings will be held in meeting rooms.

10 - CONFIDENTIALITY POLICY

10.1 Confidentiality of Electronic Data

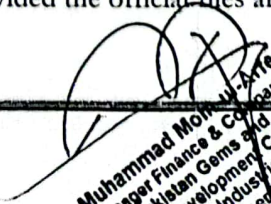
Employees are strictly prohibited to transfer confidential information over the Internet. Employees should also verify electronic-mail addresses before transmitting any message.

Every employee should keep his/her Computer Password confidential and he/she will be responsible of their password in case of any misuse. However when the employee is taking leave for more than one day, he/ she must disclose password to his Head of the Department.

10.2 Confidentiality of Files

Employee's personal files and all other official files & records will be kept strictly confidential, only Manager Admin & H.R and CEO are allowed to access the official files & records, all other departments, auditors, legal advisors etc shall be provided the official files and records on the basis


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of important official requirement with the prior approval of the Competent Authority. Movement of official files shall be recorded in written.

10.3 Non-Disclosure

The protection of confidential information is vital to the interests of PGJDC. Such confidential information includes, but is not limited to, the following examples:

- Financial information,
- Pending projects and proposals,
- HR/Payroll records,
- Conversations between any persons associated with the organisation.

Employees who improperly use or disclose secrets or confidential information will be liable for disciplinary action, including termination of employment and legal action, even if they do not actually benefiting from the disclosed information.

11 - I.T AND INTERNET POLICY

- The Company will only use licensed software.
- The Company will encourage staff to use the appropriate Level of technology to efficiently communicate and carry out their jobs. The use of internet will be allowed only to those employees, authorised to use the computer network.
- The internet may only be used for work related purposes, not for 'Chat'.
- The internet may be used in place of phone calls if this is for official purposes.
- Any employee if found to be downloading or viewing objectionable material, will be liable to instant enquiry that may result into their dismissal/termination.
- Employees shall not load any personal software on Company's computers unless and until they have the permission from Administration.

12 - PHONE POLICY

12.1 General

- Employees will be permitted to make local and national calls for official purposes.
- Only the Chairperson, CEO and General Managers are authorised to make international calls for official purposes, prior approval of Head of the Department is required for other employees to make official international phone calls.
- Where an employee needs to make a personal call which is national or international then this must be arranged through the Telephone Operator and costs for such calls will be deducted from his/her salary.

12.2 Cellular Phones:

- The Chairman and CEO are allowed to use mobile phones at the cost of the Company for official calls on actual billing but not more than Rs. 3,500/= per month.
- The General Managers are allowed to use mobile phones at the cost of the Company for official calls on actual billing but not more than Rs. 2,000/= per month.
- Official use of mobile phone may be allowed by the CEO to any other official with limitation where it's deemed necessary.


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13 - HEALTH POLICY

13.1 Objective

The aim of this policy is to facilitate employees to have access to Medical Facilities.

13.2 Medical Entitlement

Full time employees of the Company will be entitled to avail Health Care Plan under specified limitations and Medical Entitlement, subject to maximum of 10% of annual pay as health cover ceiling – paid out against actual expenses/bills for all employees and their legal dependents.

13.3 Medical Benefits

The entitlement of medical reimbursements against the Outdoor Patient Duty (OPD) would be approximately 5% as Medical Allowance, and remaining 5% of annual pay would be paid to insurer as premium, against the coverage of Group Health Insurance Policy & Group Life Insurance.

Because of Company's Health Care Plan all employees of the Company will be entitled to medical benefits in the following categories:

- Hospitalization Expense Benefit.
- Pre & Post Hospitalization Outpatient
- Maternity Expense Benefit.
- Comprehensive Hospitalization Expense Benefit.
- Group Life Insurance.

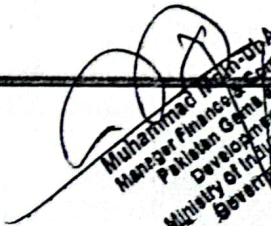
14 - GRATUITY AND ADVANCE AGAINST GRATUITY

The Company's employees will be governed in matters of Gratuity by PGJDC Employees Gratuity Fund to be constituted and established under Part – III of the Sixth Schedule of the Income Tax Ordinance, 1979 and Rules framed there under.

14.1 Gratuity Payable to the Company's Employees

- Gratuity is payable to the Company's Employees @ one month current pay per year of services completed to the management and non-management employees after expiry of two years contract period.
- An employee who has completed a minimum of two years continuous service with the Company shall be entitled to Gratuity.
- The condition of two years continuous service shall not apply when an employee expires or has to leave service due to physical/ mantle disability on medical grounds.
- An employee shall be entitled to Gratuity at the rate of one salary for each complete year of service.
- Salary shall be deemed to be the salary last drawn by the employee on which the gratuity amount shall be payable.
- The gratuity payable shall be paid to the employees in case of resignation, termination, retirement or completion of employment contract.
- The gratuity shall not be payable in dismissal cases, termination of contract on disciplinary actions and for the period of leaves without pay for a minimum period of one month.


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14.2 Gratuity Fund

The Gratuity Fund Account shall be created and amount of Gratuity Payable to the employees shall be transferred to the Gratuity Fund Account. Payment of Gratuity shall be made to the employees from this account which is not taxable.

14.3 Advances against Gratuity earned.

Advance against Gratuity may be allowed by the Chief Executive Officer on recommendation of relevant Departmental Head, at the request of the employee. This amount will not exceed 70% of the Gratuity that the employee entitled to.

The Advance against Gratuity will be deducted from the employee's salary on mutually agreed schedule duly approved by the Competent Authority. The total payment will be made within one calendar year from disbursement of advance or within remaining months of employment contract.

15- VEHICLE (CAR) ENTITLEMENT POLICY

15.1 Entitlement

Company will provide vehicles as per terms of employment to the management employees (Level I and II) for both official and personal use also for official visits inside the base station or outside base station.

The details of entitlement of the vehicles (car) are mentioned in Annexure – V with respect to organisational Levels, including entitlement of fuel.

15.2 Ownership

The ownership of all vehicles of PGJDC and its projects shall remain with PGJDC until such time that the vehicle is transferred to another person/employee in line with any management decision.

15.3 Insurance/Taxes

Comprehensive insurance cover and all federal and provincial government taxes for vehicles under Company's ownership shall be paid by PGJDC as and when such taxes /levies become payable.

15.4 Authorization to Drive Vehicle

The vehicle shall only be driven by the employee, his/or her dependents duly registered with PGJDC who have a valid driving licence, and /or a driver employed by the employee who is duly registered with PGJDC and has a valid driving license.

15.5 Vehicle Type(Benchmark Vehicle)

Please refer to Annexure – V for Benchmark cars as per organizational Level.

15.6 Maintenance

The organization will reimburse all routine repair & maintenance expenses of vehicles, after verification (subject to a maximum limit of Rs. 48,000/- per annum) in line with the manufacturer's recommended maintenance schedules. Major repair & maintenance/overhauling of vehicles at actual shall be done on Company's expenses.

Actual bills, marked with the meter reading at the time of repair, will be submitted to the Accounts Department before 5th of each month. The submission of bills is the sole responsibility of employee.


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15.7 Gasoline Entitlement

The details of monthly gasoline entitlement which shall not be accumulated are given in Annexure – V with respect to organizational Levels. The gasoline expenses will be reimbursed on the basis of actual bills. A statement of fuel expenses along with actual bills is to be submitted to Accounts Department before 5th of each month.

15.8 Replacement of Vehicle

If an assigned vehicle is out of commission due to accident and /or major maintenance reason, a replacement vehicle, if available, may be provided to the employee depending upon the urgency of the need. Such exceptions will have to be authorized by the CEO.

6- POOL CAR POLICY

6.1 Procedure for Use of Pool Car

- Pool cars will be used only for official purpose.
- Pool cars will be driven by Company's drivers only, unless otherwise approved by the CEO.
- Advance notice must be given to the Administration department to use pool car facility.
- The Vehicle Requisition Form for Official Duty should be filled by the employee and approved by the Competent Authority.
- The Vehicle Log Book for official duty should be filled and signed by the user and verified by the HR and Admin Department.
- If the pool car is urgently required and is not available, then rented vehicles can be used with the approval of Competent Authority.

6.2 Entitlement and Usage

Pool Car will be used for:

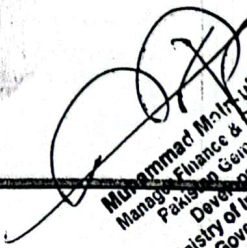
- a. Pick and Drop of high profile official guests for meeting/other official duties.
- b. Meetings within base station.
- c. Routine administrative work.
- d. Drop of the staff specifically female staff who asked to remain in the office after office hours to accomplish emergency tasks.

Employees provided with organization vehicles are not allowed to use pool cars as a matter of policy.

6.3 Reimbursement on use of personal vehicle

The Company will reimburse @ Rs. 15/ (Rupees Fifteen) per kilometer where an employee has to use their own vehicle for official use within the city only.


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17 - TRAINING AND DEVELOPMENT

It is the responsibility of Head of the Departments to identify and address learning needs through regular support and supervision sessions with individual employees, and during the annual appraisal.

17.1 Procedure

On the basis of Training Need Analysis the Head of Department nominates relevant programs for the relevant employees for the relevant training programs. The H.R Department makes the necessary documentation and CEO approves the nominations. A presentation/report is to be made to the relevant department and relevant course material shall be submitted to the official library.

17.2 Terms & Conditions

a. The Company may require any employee to undergo training within or out of country at any time for any duration on such terms and conditions as it may lay down from time to time. This may include execution of surety bond for serving the Company on return from training for a stipulated period. The amount of surety bond shall not be less than the actual expenditure incurred on the training of an employee.

b. The following procedure shall be observed for an execution of bonds and /sureties by employees before proceeding abroad on training on Company's accounts.

Every employee who is selected for training for a period of three months or more shall be required to execute a surety bond for serving the Company in the amount equivalent to expenditure incurred by the Company on training and the total emoluments paid to him during the period of training. The staid period of serving the Company will be three years after rejoining the Company or completion of training.

In case of employee- who has a surety bond for serving in PGJDC- leaves service before the expiry of the stipulated period, he/she shall be required to pay only the amount of bond which is proportionate to the unexpired portion of such period.

c. The above conditions of Bond and/or sureties may also be made applicable to training within the country to an extent and in a manner deemed appropriate by the Competent Authority.

18 - TRAVEL POLICY

18.1 Objective

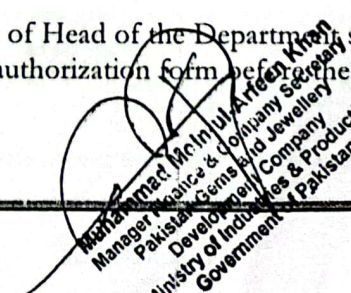
The objective of this policy is to facilitate employees domestic and international travelling undertaken solely for official reasons. The Company will meet all reasonable costs related to travelling as per approved limit.

18.2 Domestic Travel

a. General Instructions

Prior approval of the CEO through recommendation of Head of the Department shall be obtained for all travel/tour schedules on the prescribed travel authorization form before the commencement of the tour.


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- Availability of funds within the appropriate budget line must be ensured before approving the travel authorisation.
- Travel advance may be taken from the office up to three days before commencement of travel.
- All Travel Allowances shall be calculated on the basis of spending of more than Eight (8) hours in a day or overnight stay.

b. **Accommodation:**

The Company will make bookings for hotels and in general will use nominated hotels where a business rate has been negotiated. Administration will maintain a list of approved hotels which may be used for each Level of employee or will arrange an equivalent hotel where a listed hotel is not available.

c. **Incidental/Daily Expenses Allowances**

This allowance primarily covers food expenses during out of base station travel, this entitlement will be for days spent on outstation travel and day trips. This allowance is not required to be supported by bills/receipts.

d. **Laundry Expenses**

- a. Pressing only (Ironing) of one official work attire per working day.
- b. Complete laundry service (washing/dry cleaning and pressing service only), if the visit extends beyond two working days, but the facility is limited to one official work attire per working day.

e. **Land Transport:**

- Those employees who have been provided Company's cars or entitled to fuel should use assigned vehicles or personal vehicles for home station drops and pickups. However, if this facility is required at odd hours (before 7:00am and after 11:00pm) in that case pool car (if available) or rented transport may be allowed.
- Employees who have not been provided with Company's vehicles or fuel are entitled to use pool car (if available) or taxi / rented pickups and drops.
- Mode of transportation for local/day trip travel can be personal/Company's car, taxi or rental cars. However, rented car usage will be strongly discouraged especially where usage of taxi is more feasible.
- The drivers who are assigned official duty which requires them to be in office before 7:00am and after 11:00 pm would be allowed fare to come to office and go back, this would be maximum Rs. 200/- for each way.

f. **Lodging Allowance:**

In case employees do not use Company entitled accommodation while on official business, they are entitled to a lodging allowance under the head "Own arrangement". Lodging Allowance includes all laundry, incidental and hotel stay but does not include land transport expenses, if any employee availing lodging allowance facility will also be entitled for full daily allowance.

g. **Telephone Calls**

All official calls will be reimbursed to employee at actual on submission of Hotel bill detail, Mobile bill, PCO Bill) or submission of written details of official telephone calls verified by his/her Head of the Department.


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h. Entertainment:

Entertainment of official guests will be allowed on Company account or reimbursed on submission of bills/Invoices verified by the Head of the Department and approved by the CEO. Entertainment of personal guests will be charged to the personal account of the employee.

i. Travel Expenses Bill

Employees are required to submit TA/DA Bill within one week of the conclusion of the trip. This Bill should be filled out in detail and verified by the respective supervisor, i.e., General Manager /Manager and approved by the Chief Executive Officer. The Bill (duly complete in all respects) should be furnished to Accounts Department with:

- In case the accounts are not settled within the stipulated time then the advance will be settled against the salary of the employee for that month.
- Used Air Ticket, Boarding Cards, Bus Ticket, Train Ticket, Toll Tickets
- Hotel Bill (not needed if lodging allowance has been opted for)
- Taxi (if used) Invoice or fare should be mentioned separately in the report (verified by the Head of the Department).
- Rent a Car is only allowed to the management employees, for non-management employees prior approval of the Competent Authority would be essential.

Details of the Rates of Domestic Travel & Incidental / Daily Allowance are given in Annexure-II & III.

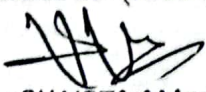
18.3 International Travel:

a. General Instructions:

- Travel authorisation should be submitted to the Administration & Finance Section at least 14 days before actual travel dates, after obtaining approval of the CEO.
- The Administration Section should explore all possible routes available for destination.
- All travel expense claims should be made through a TA/DA Claim form and shall be supported by original receipts, used tickets and boarding card stubs should be handed over to the section within seven working days of returning to the office.
- In case the accounts are not submitted within the stipulated time then the advance would be adjusted against the salary of the employee for that month.
- All formal requirements relating to international travel should be adhered to.
- All Travel Allowances shall be calculated on the basis of spending of more than Eight (8) hours in a day or overnight stay.

18.4 Entitlements

- All provisions as detailed in "Domestic Travel" (18.2) will be applied to "International Travel" in conjunction with the "International Travel" Annexure – IV.
- Employee, who are approved for foreign/overseas official business visit will be entitled to claim incidental expenses i.e. (food and accommodation).


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The employee is also separately entitled to claim Intra City Conveyance allowance.

Details of the Rates for International Travel are given in Annexure-IV.

19 - TRANSFER POLICY

19.1 Temporary Transfer

Any transfer for the period from one month to three months shall be treated as Temporary Transfer.

An employee of the Company shall be liable to be temporary transferred from the Company to any of its Project/Branch and vice versa and shall continue to have lien in their permanent place of posting.

The salary and benefits drawn by them in their permanent location shall remain unchanged during their tenure of temporary transfer.

The Company pay travelling expenses to the employee from the station of posting to the place of transfer as per the entitlement laid down in TA/DA rules.

The temporary transfer allowance up to 20% of salary per month (*includes all laundry, telephone calls, incidental and land transport expenses*) shall be paid to the employee during the period of temporary transfer.

A lodging allowance up to 50% of salary per month but not less than Rs. 10,000/- per month will be paid to the employee.

19.2 Permanent Transfer

a. Procedure

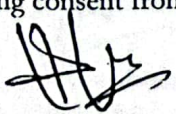
An employee of the Company may be posted anywhere in or outside Pakistan or transferred in the interest of the Company from one place to another by the Competent Authority.

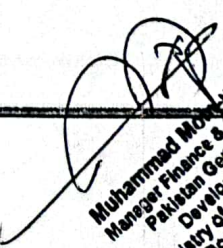
The posting or transfers of the employees outside the region will be carried out in consultation with respective Project Department Heads after obtaining approval of CEO.

The working hours and the benefits applicable in the new place of posting shall be applicable to the transferee.

b. Transfer on Request

Applications of employees requesting for transfer from one place to another or one project to another will be submitted through respective Head of the Department/project, who will forward the same to Manager (Admin & HR) for necessary action. The Manager (Admin & HR), subject to vacancy of that post in that area, will issue posting orders with the approval of the Chief Executive Officer after obtaining consent from Department/Project Head of Station of transfer.


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Transfer Expenses

The travelling expenses of the family shall not be allowed in case of temporary transfer of the employees.

In case of permanent transfer following expenses shall be allowed by the Company:

- i. Transfer grant shall be paid @ one month salary in case of transfer with family. If the family of the employee will not shifted to new place of transfer the transfer grant shall be paid equivalent to half month salary.
- ii. Travelling by Air/Train as per entitlement of the Employee.
- iii. Daily Allowance during travelling period shall be allowed to the employee, his/her spouse and children who are on record of the Company as per entitlement of the employee. Half daily allowance shall be paid to the children below 12 years' age.
- iv. Payment/reimbursement of the expenses related to the transportation of personal effects at competitive source of transportation shall be made on submission of original transportation bill up to the limit as under:

	In case of family	In case of with-out family
Level (I&II)	At actual weight	At actual weight
Level (III , IV & V)	5.00 Ton	2.50 Ton
Level (VI & VII)	3.00 Ton	1.50 Ton

The transportation expenses of personal Motor Car/ Motor Cycle in the name of employee and on record of the Company shall be allowed at actual.

The Expenses/Allowances mentioned in the transfer policy shall not be applicable during the probation period.

d. Joining Period

An employee on transfer from one city to another shall be eligible for a maximum of five (5) days joining time excluding travelling period. Joining time shall include holidays.

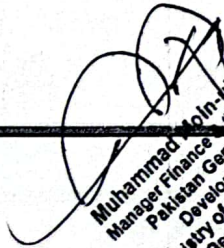
20 - RECRUITMENT POLICY

20.1 Creation and Abolition of Posts

The Board may, at any time, create or abolish any post in any grade, whether temporary or permanent, in the interest of the Company, provided that a new post can be created only if funds are available for the same in the approved budget.

20.2 General Principles for Recruitment


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The most important element of the recruitment process is to ensure transparency and fairness without any biasness, favouritism and gender discrimination in the hiring process.

All initial appointments against sanctioned posts shall be made in consultation with the Selection Committee constituted by the Competent Authority for the purpose in relation to each post or grade as the case may be.

PGJDC will appoint the qualified candidates on all positions whether the applicant is internal or external.

Ensure IT skills are at a basic level of the job requirement.

For new positions, the existing employees of the Company will be given preference subject to fulfilment of qualification and experience required for the post.

All employees will be hired under the individual employment contract.

Technical Experts, Consultants, Advisors of non-Pakistan nationality, if and when employed, shall be governed by the terms of contract of service entered into with them.

No such candidate/applicant shall be eligible for selection who was previously terminated from the service because of misconduct.

20.3 Recruitment Procedure

Vacancy announcements will be made through advertisements placed in the newspapers and uploaded on the website of the Company. All applications and resumes received will be held in Human Resource Department or Testing Agency.

Selections to fill vacant positions shall be made of the best-qualified persons in terms of experience, skills, training, education and aptitude. Employment opportunities shall be made available on an equal opportunity basis to qualified persons irrespective of race, color, religion, gender, political affiliation, disabilities, personal appearance, family responsibilities, or marital status.

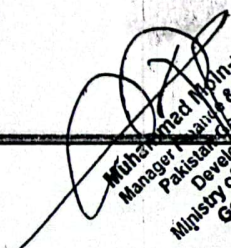
Educational requirements for a particular job are important, and shall be given priority when interviewing applicants. Consideration will also be given to, but is not limited to, an applicant's work experience, skills and demonstrated expertise in his/her field.

20.4 Application Procedure

In the event of entertaining applications from applicants the following procedure will be followed;

- a. Prescribed applications shall be made by submission of a cover letter and comprehensive resume that provides detailed information related to an applicant's education work and post qualification experience.
- b. Skills tests, which are required for certain positions, shall be given to all applicants for the position. All examinations shall be uniformly administered by Human Resource Department.
- c. An official transcript will be required in support of an application for any positions at PGJDC for which a Bachelor's or higher degree is required.
- d. No verbal promises of future salary increases, higher-Level positions or promotions shall be made by the PGJDC's employees as an inducement to prospective employees to accept employment within the PGJDC. Any such promises shall not be honored unless included as part of the official letter offering employment signed by the Chief Executive Officer.


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- e. Application may be reject if indicates that the applicant does not possess one or more of the requirements essential for that position being advertised. Applications may also be rejected if the applicant is known to be a current user of illegal drugs; has a record of conviction of crime related to the responsibilities of the position that might directly impact on the position for which the applicant has applied; has made false statements of any material fact in his/her application or resume; or has a past employment record which is unsatisfactory as determined by the Human Resource Department.

20.5 Job Descriptions

All Positions shall be covered by a Job Description which clearly states the responsibilities, duties and reporting structure.

20.6 Advertising of Positions

- All vacant or new positions from Level I to Level VI shall be advertised.
- In general positions for professional employees shall be advertised in at least one national English language newspaper and may also be placed on the web.
- Alternatively for professional employees a head hunting institution may be used.

20.7 Authorization for employment

CEO PGJDC is authorized to hire services of employee's from Level II to VII for the Company its Regional Offices and Projects through Hiring/Selection Committee of PGJDC.

20.8 Position wise Departmental Selection Committee

Position wise Departmental Selection Committees may be constituted as per directives of the Competent Authority.

20.9 References

Once the employee joins the Company, at least two previous employers may be contacted verbally to check the professional background and reputation of the applicant. If this is not possible then other reputable referees may be contacted.

20.10 Induction Program

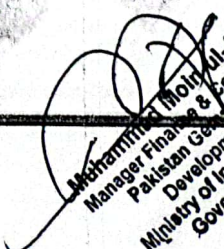
All the employees will undergo an induction program within one week of commencing of work in the Company. This Induction Program will include basic orientation, elements of the strategic plan and the Human Resource Policy Manual of the Company.

20.11 Personnel Record

HR Department shall maintain an up to date record of all the employees. The records shall include where applicable;

- COPY OF JOB ADVERTISEMENT
- JOB APPLICATION & CC
- INTERVIEW EVALUATION FORM DULY FILLED & VERIFIED BY THE HIRING COMMITTEE.
- APPROVAL OF APPOINTMENT.
- EMPLOYEE PROFILE FORM


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- f. COPY OF EMPLOYMENT CONTRACT
- g. JOINING REPORT
- h. ATTESTED COPIES OF EXPERIENCE CERTIFICATE
- i. ATTESTED COPIES OF ACADEMIC CERTIFICATE
- j. ATTESTED COPY OF CNIC
- k. TWO PASSPORT SIZE PHOTOGRAPHS.
- l. RELEASE ORDER FROM THE LAST EMPLOYER.
- m. PERFORMANCE EVALUATION FORMS
- n. INCREMENT ADVICES
- o. COPIES OF RENEWAL OF CONTRACT LETTERS.
- p. SERVICE RECORD
- q. DISCIPLINARY RECORDS

20.12 Details of Changes

If the address or contact details of the employee change at any time the Manager HR & Admin must be notified by the concerned employee immediately.

21 - EMPLOYMENT CONTRACT

21.1 General Clauses

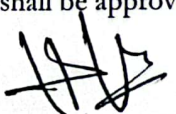
Every employee shall have an individual fixed term employment contract which states the terms and conditions of employment. This contract is to be signed by the employee and by the Competent Authority

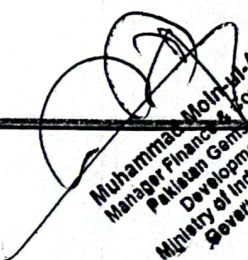
The employment contract shall include the following:

- a. Employment Position Description
- b. Term of contract.
- c. Monthly salary with benefits (if any) and other customised details.
- d. An Employee who is engaged in personnel business or work with other employer/agency/organization is not eligible to continue his job with PGJDC or its Projects.

21.2 Payment of Wages and Salaries

- a. Salaries and Wages shall be decided on the basis of qualification, experience and capability in relevant field.
- b. The minimum salaries and wages for Level (VII & VIII) will be decided & revised time to time according to the government announcement for minimum wages.
- c. Payment of wages and salaries will be credited to a bank account and will be paid by the 1st of the succeeding month under normal circumstances. Where the 1st of the succeeding month is Holiday, payment will be made on the next day.
- d. All employees should maintain an account in bank.
- e. Advance payment against the salary in instalment is strictly not allowed how-ever advance against current month salary earned may be allowed on approval of the CEO.
- f. Any unsettled advance, any loss or damage caused by him to the Company's assets or property due to negligence or misconduct of employee will be deducted/adjusted from the salary.
- g. The salary of Chief Executive Officer, Chief Financial Officer, Chief Internal Auditor and Company Secretary shall be approved by the Board.


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1.3 Probationary Period for new employees

The probationary period for full-time employees lasts up to [90 days] from date of hire. During this time, employees have the opportunity to evaluate the organisation as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the organisation have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period of 90-days the employee will be confirmed on written review/recommendation of the Head of the Department and will get benefits as per entitlement.

The Probationary period of the employee can be extended for any further on the discretion of the Competent Authority.

1.4 Procedure for Renewal/Extension of Contract Employment

At least 45 days prior to the completion of employment contract, Head of Department will initiate case of employee in case his/her services are further required and send recommendation to HR section. The HR Section shall put up the case for approval of the CEO. On approval the consent of the employee shall be obtained for renewal or extension of contract employment or otherwise. The extension letter shall be issued accordingly. In case consent is not obtained from the employee the service of the employee shall automatically be deemed terminated on the last day of expiry of Contract.

1.5 Separation/End of Service Procedure

The employment contract will be subject to termination on one month's notice or payment of one-month's cash compensation in lieu thereof, by either side without assigning any reason. Any earned leave balance can also be adjusted against the notice period at management's discretion. The un-availed accumulative earned leave balance up to 48 days will be paid to the departing employee in the final settlement in case of expiry of contract/resignation. The notice period may also be waived off at the management's discretion on justified grounds.

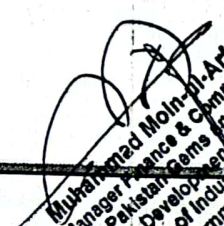
In case employees intend to resign, he/she will submit a written resignation to his relevant General Manager/Regional Head/Departmental Head. The General Manager/Regional Head/Departmental Head will give his comments on the resignation in writing and forward the same to Human Resource for approval of the Chief Executive Officer.

Once the employee resigned/terminated all PGJDC property like Car, Laptop, Computer, Equipment, Stationery Medical Card, Employee Card etc will have to be returned to the Admin Department on the last working day in the office. The employment contract shall stand automatically terminated in case of unauthorized absent of employee for a period of one month.

1.6 Age Limit for Chief Executive Officer & Other Employees

- The age limit of 65 years for the CEO shall be applicable as per Cabinet Division directives No. 6/12/2007/RA-I dated 9th October 2007 as communicated by the Ministry vide its letter No. 3 (13)/2010-ES-I dated 30th April, 2011.


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- The age limit for all other employees is 60 years, however, the board may grant further relaxation keeping in view the qualification, experience and technical expertise of the employee, if suitable replacement is not available.

22 - PERFORMANCE EVALUATION POLICY

22.1 Objective

Performance Evaluation is a comprehensive program and an on-going process. The Performance Evaluation Policy covers every employee of PGJDC. The performance appraisal schemes are KPI (key performance indicators) and MBOs (management by objective). The management will conduct performance reviews at least once a year.

Merit salary adjustments will not be approved unless a current performance appraisal indicating meritorious performance has been conducted and is on file in the Human Resource Department.

22.2 Purpose

- To provide a fair assessment of the employee's performance,
- To assist the employees to improve performance,
- To provide a basis for an appropriate Level of compensation, and
- To provide clearly defined performance standards based upon the employee's current job description to ensure that employees know what is expected of them.
- To encourage supervisors and employees to have face-to-face discussions and provide employees feedback about their performance.
- To express appreciation for outstanding contributions and performance, conversely, to discuss performance areas where improvement is possible or needed and to outline plans for improvement performance.

22.3 Implementation

- In order to maintain standards, prescribed Performance Management Form will be used for review of performance.
- Performance evaluations are scheduled to ensure that every employee is evaluated for the year ended 30th June each year annually by September 30th every year.

22.4 Confidentiality and disposition of forms

The completed Annual Performance Evaluation Form for each employee is part of that employee's official personnel file. Each supervisor is to conduct performance evaluations. The final step in the evaluation process involves review by the department head, or designated management official. As an official part of each departmental personnel file, the Performance Evaluation Form shall be treated as confidential.

23 - SALARY REVIEW

23.1 Criteria of Salary Review

- Salary review will be based on employee's performance evaluation.
- Salary Reviews shall take place in July each year, with effect from 1st July to 30th June next year.
- The salary reviews shall make on the basis of performance to those employees who completed their service of Company initially more than 9 months.
- In exceptional cases, salary may be reviewed earlier

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Salary reviews not allowed to those employees whose salary revised/increased during the financial year, but such cases in which salary review were taken before nine months shall be considered for salary review on the discretion of Competent Authority.

Employees reaching on maximum ceiling will also be entitled to avail annual increment.

23.2 Pay Brackets

Pay Brackets shall be revised as and when required with the approval of the Board. Level & Position wise approved Pay Brackets are given in Annexure - VI.

23.3 Honorarium

The Chief Executive Officer with the approval of the Board may grant honorarium to the employee of the Company for work done outside their normal sphere of duties of arduous and occasional character, subject to the condition that such an honorarium:

a. shall not exceed one month's salary of an employee in any one year.

b. shall not payable for any work for which overtime is payable.

c. shall not be payable to officers in the Grades of General Managers and above.

23.4 Additional Charge Allowance

Additional Charge Allowance @ 20% of running salary per month may be allowed to those employees holding additional charge of the equivalent or high rank vacant posts on discretion of the CEO.

24- PROMOTION POLICY

All promotions shall be made in consultation with the Departmental Promotion Committee constituted by the Competent Authority.

24.1 Criteria for Promotion

Promotions of employees shall be considered by the management as & when required within the organizational structure/levels and financial limitations subject to the fulfilment of the following promotion criteria:-

a. Completion of minimum three (3) year continuous service in one grade (level).

b. Rating as "Exceed Expectation" for three consecutive previous years shall be the Principal criteria for consideration of promotion.

c. Recommendations of the Departmental Head

d. Relevant/professional qualification

e. Seniority position in the respective grade.

f. Improvement in qualification relevant to the job (If any).

g. Other things being equal or otherwise, assessment of fitness for promotion shall, however, be in the discretion of the Departmental Promotion Committee.

h. All promotions shall be based on probation for a period of three months.

i. Probationary period on promotion of employees to the next higher grade may be waived of/reduced at the discretion of the Competent Authority.

j. In case of promotion, increase in salary may be up to 20% or up to minimum rate of the Pay Bracket of next level.

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24.2 Seniority:

Seniority of an employee in his Grade/Level shall count from the date of his joining service in the grade subject to the following conditions:

Temporary or probationary service rendered by an employee shall be counted for the purpose of seniority where it is followed by confirmation on regular basis.

Where two or more persons are appointed in the same grade on the same date, their seniority shall be fixed on the basis of the merit determined by the Selection Committee. In case they are bracketed at the same Level by the Selection Committee, seniority in age will also determine seniority in service.

Seniority in the next higher grade shall be determined where more than one person is promoted on the same date, in accordance with the inter-se-seniority in the lower grade from which the promotion is made.

Grade-wise seniority lists in respect of all grades in the Company shall be maintained separately. The lists shall be reviewed and brought up to date annually.

25 - TERMINATION OF EMPLOYMENT DUE TO UNSATISFACTORY PERFORMANCE

An employee may be terminated due to unsatisfactory performance. The following procedures will be followed.

a. First Warning

An employee will be given written warning following any case of undesired performance. The immediate supervisor must discuss the issue with the employee and with the HR officer. The supervisor or HR officer must place a note on the employees file with respect to the warning.

b. Second warning

Following the first warning, if the performance continues to be unsatisfactory, the employee must be given a warning in writing which clearly states what the expectations of the employee are and how the employee has not met those expectations. A meeting between the employee, the immediate supervisor and / or the supervisor the next Level up and the HR Representative (may be nominated from any other department as per requirement) will also take place. The employee will be given the opportunity to improve his/her performance within a set time period. The minutes of that meeting along with the written warning will be placed on the employee's file. After a second warning the employee is effectively deemed to be on probation.

c. Termination

If the performance continues to be unsatisfactory then the employee may be terminated with the approval of the Competent Authority.


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26 - DISCHARGE ON MEDICAL GROUNDS

An employee shall be discharged from the service of Company for his mental or physical incapability or continued ill health for which purpose he/she would be required to appear before a Medical Board to be constituted by the Competent Authority.

Provided that an employee so discharge or retired as specified above will be entitled to receive one month's extra pay at the time of his/her discharge besides other benefits which he may be entitled to receive under the provisions of this policy.

27 - GRIEVANCE SETTLEMENT POLICY

27.1 Introduction:

PGJDC is committed for maintaining and enhancing fair, equitable and safe work practices but there is always the potential for conflict to arise in a workplace. Conflict can be negative if it creates an environment of tension, and can harm morale and productivity if it is not properly managed.

A work related grievance might flow from any aspect of a staff member's work experience at PGJDC that they believe to be unfair, unjust or unreasonable. The distinctive feature of the Grievance Procedure for staff aims to ensure that work-related grievances are addressed in a timely and confidential manner at the lowest appropriate management Level, in order to prevent minor problems or grievances from escalating.

27.2 Procedure

Step 1:

Any employee who wishes to file a grievance shall first discuss his/her grievance with his/her immediate supervisor. After the aforementioned discussion with the employee, the supervisor shall have five (5) working days in which to reply to the employee's grievance. If the supervisor fails to reply to the grievance or if his/her answer is not satisfactory to the employee, the employee may present his/her grievance at Step 2.

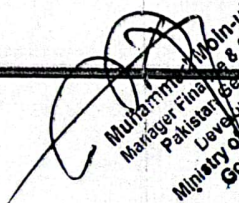
Step 2:

If the disposition of the grievance in Step 1 is not acceptable, the employee shall, within five (5) working days, prepare a written statement stating the basis for the grievance and a requested settlement. He/she shall then discuss his/her problem with the Departmental Head or HR Head (in cases where the Departmental Head is the direct supervisor), who shall have five working days in which to present a written reply to the employee's complaint. If a mutually acceptable settlement cannot be reached, the employee will have five working days in which to present his/her grievance in Step 3. The grievant should process his/her grievance to Step 3 through the office of CEO PGJDC.

Step 3:

If the disposition of the grievance in Step 2 is not acceptable and the employee wishes to have the grievance considered further, he/she shall submit his grievance to the representative appointed by the CEO PGJDC. The incumbent representative will investigate the allegations and make arrangements to hear the employee's complaint and the departmental charges if any. He/she shall provide a written response to the employee within five working days of the receipt of the grievance.


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If the response is not acceptable to the employee the grievance may be processed to Step 4 through the CEO PGJDC.

Step 4:

If the disposition of the grievance in Step 3 is not acceptable to the employee and he/she wishes to have the grievance given further consideration, he/she shall notify the CEO PGJDC in writing to that effect. It is up to the discretion of the CEO PGJDC to either investigate the allegation on his/her own or constitute a panel to hear out the grievant. Grievance processed to Step 4 shall be reviewed and a response shall be provided to the grievant within thirty days.

27.3 Exceptional Cases

In exceptional cases where the Departmental Head or Senior Level Officials reporting directly to the Organisational Head, wishes to file a grievance shall first discuss his/her grievance with the CEO PGJDC. If the Organisational Head fails to reply to the grievance or if his/her answer is not satisfactory to the employee, the officer may present his/her grievance to the Board member nominated by the Chairman of the Board. Grievances processed under such circumstances shall be reviewed and a response shall be provided within thirty (30) days.

28 - MISCONDUCT OR INDISCIPLINE

28.1 Conduct and Discipline

Management recognizes that the majority of its employees sincerely want to do what is required from them, are willing to accept leadership (management) and follow organizational rules. However, when the rules or policies are infringed upon or misconduct committed, the employee will be given an informal warning by the relevant General Manager, and HR will be informed immediately if it is a minor offence. In case of more serious or repeated minor offences, a written formal warning will be issued by the CEO.

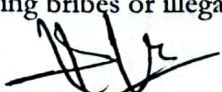
In spite of previous warning, an employee fails to reach the required standard; the disciplinary action may include punishment, suspension, and dismissal with/without notice.

Only respective Head of the Department can recommend dismissal/termination, which can be finalized with the approval of the Competent Authority after discussed with the Admin & HR Department. In all circumstances, an employee may appeal against the suspension, dismissal with notice. The employee has the right to appeal to the CEO.

28.2 Misconduct:

The following are the acts and omissions of misconduct on which disciplinary action can be initiated:

- a. Wilful insubordination or disobedience whether alone or in combination with others, to any lawful and reasonable order of a superior.
- b. Negligence, inefficiency, inattention or inordinate deliberate delay in the performance of duty.
- c. Theft, fraud or dishonesty in connection with PGJDC's business and property.
- d. Wilful damage to or loss of organization's goods or property.
- e. Taking or giving bribes or illegal gratification.


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- f. Bringing firearms or weapons onto PGJDC's premises.
- g. Habitual absence without leave or absence without leave for more than seven days.
- h. Excessive tardiness or abuse of break and lunch privileges.
- i. Continual breach of Rules or any Law applicable to PGJDC.
- j. Customary Late Attendance.
- k. Discourteous, riotous, violent or disorderly behaviour during working hours at the establishments of PGJDC or any act subversive of discipline.
- l. Chronic negligence.
- m. Making commitment(s) on behalf of PGJDC beyond the scope of the delegated authority.
- n. Making commitment known to be detrimental to the interests of PGJDC.
- o. Engaging directly or indirectly, without PGJDC's permission in any other business or paid occupation, whilst in the services of PGJDC.
- p. Joining PGJDC under false pretence.
- q. Divulging of confidential or other secret matters likely to affects PGJDC adversely.
- r. Violation of the corporate policy on technology use and privacy.
- s. Refusing to receive any official memorandum or communication addressed to her/him by PGJDC.
- t. Taking part in political activities.
- u. Conviction for a criminal offence involving moral turpitude.
- v. Wilful tempering with, forgery, theft or destruction of any record, documents or any property of the Company and its associated organizations.
- w. Restoring to favouritism or nepotism.
- x. Borrowing money on behalf of Company.

The rules set forth above are intended to provide employees with fair notice of what is expected from them. Necessarily, however, such rules cannot identify every type of conduct and performance. Therefore employees should be aware that conduct not specifically listed above but which adversely affects or is otherwise detrimental to the interests of other Employees, PGJDC, or Country may also result in disciplinary action.

28.3 Punishment for Misconduct or Indiscipline

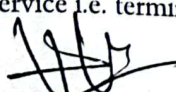
The following types of punishments, or any other punishment as the Competent Authority may determine, depending on the nature of each offence or charge, may be imposed for misconduct or indiscipline, namely:

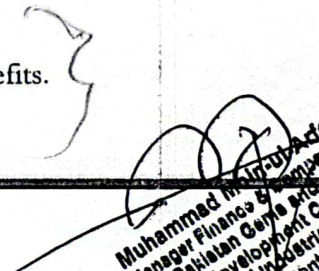
a. Minor Punishments:

- i) Censure
- ii) With-holding increments or benefits for a specified period.
- iii) Fine (recovery from pay of the whole or any part of any pecuniary loss caused to Company by negligence or breach of order).

b. Major punishments:

- i) Removal from Service i.e. termination with benefits.
- ii) Dismissal from service i.e. termination without any benefits.


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DISCIPLINARY ACTION POLICY

In the event of an employee being accused of committing an act of misconduct or indiscipline, the following procedure shall be adopted for taking disciplinary action against him.

An enquiry shall be conducted through an Inquiry Officer or Inquiry Committee nominated by the management.

On receipt of the report of the Inquiry Officer or Inquiry Committee with the explanation of the accused, the authorized officer shall determine whether the charge has been proved and forward the case to the authority along with the charge and statement of allegations served to the accused, the explanation of the accused, the findings of the Inquiry Officer or Inquiry Committee. The management shall pass such orders which in its opinion shall be deemed proper after recording reasons thereof.

The order of dismissal, removal or reduction in rank shall be passed against an employee with the grounds on which it is proposed to make such order, and has been afforded an opportunity of defending himself.

The employee shall be required to put in writing, within 07 days from the date of receipt of charge sheet, a statement of his defence and an opportunity shall also be given to him to be heard in person, if he so desires, and to make any oral statement.

The inquiry officer or inquiry committee appointed to hold open inquiry into the allegations and submit report to the Competent Authority within 10 days of concluding the inquiry.

9.1 Suspension Pending Inquiry

In case where an employee is accused of subversion, corruption, or misconduct, the authorized officer may recommend suspending him with the approval of the Competent Authority.

During the period of suspension as aforesaid the accused employee shall be entitled to receive his salary.

While under suspension the accused employee shall not leave his headquarters without the written permission of the Inquiry Officer or Committee, and shall daily report his attendance till the close of working hours.

An employee who has been charged for a criminal offence or debt and is committed to prison shall be considered as under suspension from the date of his arrest. In case such an employee is not arrested or is released on bail, the Competent Authority may suspend him, by specific order. During such suspension period such employee shall not be entitled to any remuneration or allowance.

There shall be no bar to the holding of a departmental inquiry against an employee who is being prosecuted in a criminal court. However, departmental inquiry can be deferred till the termination of criminal proceedings where the holding of departmental inquiry may affect impeding the course of justice or of prejudicing the trial.

In case the accused employee has been acquitted from a criminal case on technical grounds, the departmental proceedings on the same facts can be started.


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29.2 Procedure to be observed by the Inquiry Officer and Inquiry Committee

- i) Where an Inquiry Officer or the Inquiry Committee is appointed, the authorized officer shall frame a charge and communicate it to the accused together with statement of the allegations.
- ii) The accused shall be given a reasonable time, not less than seven days from the day the charge has been communicated to him to put in written defence.
- iii) The Inquiry Officer or the Committee shall inquire into the charges and may examine such oral or documentary evidence in support of the charge(s) or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him.
- iv) The Inquiry Officer or the Committee shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with the reasons there off, shall be reported to the Authorized Officer on the same day. Normally no adjournment shall be allowed for the period of more than a week.
- v) Where the Inquiry Officer or the Committee, is satisfied that the accused is hampering, or attempting to hamper the progress of the inquiry, he or it shall administer a warning, and if thereafter is satisfied that the accused is acting in disregard of the warning, shall record a finding to that effect and proceed to complete the inquiry in such manner as thinks best suited to do substantial justice.
- vi) The Inquiry Officer or the Committee, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit findings and ground thereof to the authorized officer.

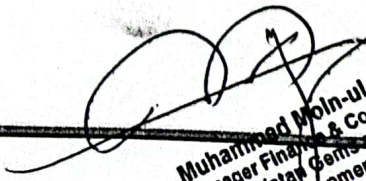
Note: The Competent Authority may lay down detailed instruction in writing for recording of evidence and submission of Inquiry Report to the authorized officer.

29.3 Re-instatement

When an employee is reinstated after suspension, he shall be entitled to payment as follows:

- a. If he is honourably acquitted of the charge(s), the full salary to which he would have been entitled when he has not been suspended.
- b. If otherwise, he will not be entitled to receive salary or allowances for the period of suspension.


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ANNEXURES

Annexure-I

<u>PGJDC ORGANIZATIONAL HIERARCHY (LEVELS)</u>	
<u>Levels</u>	<u>Designations</u>
I	CEO
II	General Manager
III	Manager/Company Secretary
IV	Assistant Manager/Regional Executive
V	Management Associates/Executive Secretary/Jr. Officer -I
VI	Jr. Officers-II /Office Assistant/Receptionist/ Telephone Operator.
VII	Driver/Generator Operator/Out Rider/Security Guards
VIII	Attendants/Helper/Janitorial Staff



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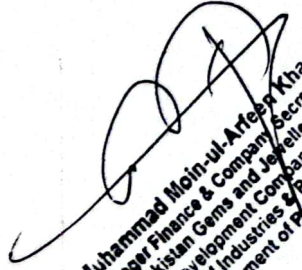


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DOMESTIC TRAVELLING

Levels	Hotel Class	Room Rent Entitlement (Rs.)	Reimbursement Entitlements if Own Arrangements (Rs.)
Level I	5 Star (Exec. Floor)	Actual	7,000
Level II	5 Star (standard Room)	Actual	5,000
Level III	-	7,000	3,500
Level IV	-	6,000	3,000
Level V	-	5,000	2,500
Level VI	-	3,000	1,500
Level VII	-	2,000	1000
Level VIII	-	1500	750


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INCIDENTAL / DAILY ALLOWANCES

Levels	Incidental Expenses Allowance (Rs.)	Travelling Class
Level I	4,000	Air Economy+
Level II	3,000	Air Economy
Level III	2,500	Air Economy
Level IV	2,000	FC Train/AC Bus
Level V	1,500	FC Train/AC Bus
Level VI	1,000	Economy Train/Bus
Level VII	800	Economy Train/Bus
Level VIII	500	Economy Train/Bus

- * In special circumstances, a prior approval for Air Travel may be granted for level IV by CEO.
- * DA will be paid on the basis of spending more than 8 hours or overnight stay.
- * Any employee availing own arrangement facility will also be entitled for full daily allowance.


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INTERNATIONAL TRAVELLING

Position	B/L (Accommodation, meal) For USA, Europe, Japan, Korea, Hongkong & UAE US \$	B/L (Accommodation, meal) For the rest of the world US\$	Inter/ Intra city Conveyance (US\$)	Air Ticket
Chairman/Directors, Chief Executive	400 as fixed amount	300 as fixed amount	50 as fixed amount	Air Economy
General Managers	250 as fixed amount	200 as fixed amount	30 or actual whichever is more	Economy
Managers & Below.	200 as fixed amount	150 as fixed amount	30 or actual whichever is more	Economy
Professionals	200 as fixed amount	150 as fixed amount	30 or actual whichever is more	Economy



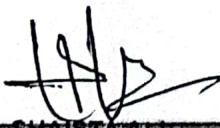
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VEHICAL & FUEL ENTITLEMENT

Org. Level	Designation	Engine Rating (cc)	Benchmark brand	Model	Fuel limit / month (in litres)
I	Chief Executive	1300	Toyota Corolla/City	AC	300
II	General Managers	1000	Suzuki Cultus	AC	250



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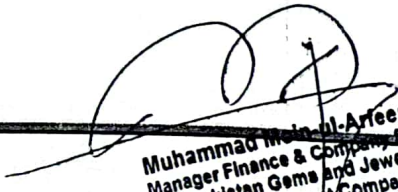
Annexure - VI

LEVEL & POSITION WISE PAY BRACKETS

Sr. No	Levels	Descriptions	Minimum (Rs.)	Maximum (Rs.)
1	I	CEO	300,000	450,000
2	II	General Managers	150,000	250,000
3	III	Managers/Company Secretary	80,000	120,000
4	IV	Assistant Manager/Regional Executives	40,000	70,000
5	V	Management Associates/Executive Secretary /Jr. Officer -I	30,000	55,000
6	VI	Jr. Officer – II/Office Assistant/Receptionist/ Telephone Operator.	20,000	30,000
7	VII	Driver/Generator Operator/Out Rider/Security Guards	15,000	20,000
8	VIII	Attendants/Helper/Janitorial Staff	13,000	18,000

Note: Negotiable on the basis of qualification and experience of the subject post.


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