

SOP OF HR -I SECTION

Main functions of HR-I Section are as under:-

- Personnel Management
- Recruitment/Appointment
- Promotion
- Posting/Transfer
- Labour Relations

2- The Standard Operating Procedure for each function is given below:-

RECRUITMENT

- (i) Prior to the year 2012 there was no sanctioned staff strength of TCP therefore, appointments were made on need basis. In its 280th meeting held on 10-08-2012 the Board of Directors approved the staff strength of each cadre totaling to 651. Now the vacancy position is determine on the basis of staff strength. The procedure for appointment is laid down in the TCP Service Rules (Recruitment Policy-2005).
- (ii) For appointment on deputation basis recommendations of the Selection Committee/Selection Board are called which are approved by the Chairman.
- (iii) No appointment on regular basis or temporary basis is made when appointments are banned by the Federal Government.

PROMOTION

- (i) As per TCP Service Rules (Recruitment Policy-2005) 75% quota is fixed for departmental promotion and 25% quota is meant for initial appointment/deputation.
- (ii) The vacancy position under departmental promotion quota is determining on the basis of staff strength.
- (iii) When any vacancy/vacancies occurs in departmental promotion quota, HR Section process the case for promotion.
- (iv) For promotions in staff cadre the case is referred to Selection Committee with the approval of Chairman for determining vacancy position and making recommendations.
- (v) For promotions in officers cadre the case is referred to Selection Board with the approval of Chairman for determining vacancy position and making recommendations.
- (vi) The recommendations of the Selection Committee/Selection Board are submitted to the Chairman for approval who is Competent Authority.
- (vii) With the approval of Chairman Office Orders for promotion are issued.

POSTING/TRANSFERS

- (i) Posting/transfers are made on need basis.
- (ii) Requisitions for posting of staff/officers are processed by HR-I Section and approval is sought from the Competent Authority.
- (iii) Transfer/postings orders are issued with the approval of Competent Authority.
- (iv) The authority in each case is provided in the Delegation of Power.

LABOUR RELATIONS

a) Management – CBA Agreement

- (i) The Management/CBA Agreement is concluded every year (financial year).
- (ii) CBA submits its Charter of Demand during the last week of June every year.
- (iii) For negotiations on the Charter of Demand with the CBA, a committee is constituted with the approval of Chairman.
- (iv) First meeting of the committee with the CBA is arranged by HR Section within 10 days.
- (v) On finalization of recommendations for settlement, the recommendations are submitted before the Board of Directors for approval.
- (vi) With the approval of BOD, Agreement is signed with the CBA.

b) Bonus

- (i) The request of CBA for payment of statutory bonus is processed by HR –I Section in the light of clause 10-C (1) of I.R.O.
- (ii) After having confirmation from the Finance Division regarding profit, the case is submitted to the Chairman for approval. Upon approval of Chairman, office order for disbursement of statutory bonus equal to one month gross salary is issued.
- (iii) The request of CBA for payment of profit bonus/customary bonus is also examined under Section 10-C (4) of I.R.O.
- (iv) After having approval of the Chairman, an agreement is signed with the CBA for disbursement of profit/customary bonus.

c) Other matters

All the matters relating to CBA are dealt by HR-I Section in the light of relevant rules.

TCP Officers Association

- (i) All the matters relating to Officers Association are dealt by HR-I Section in the light of relevant rules.
- (ii) The demand of TCP Officers Association for removal of anomalies is processed by HR –I Section.
- (iii) With the approval of Chairman, a committee is constituted to make recommendations.
- (iv) The recommendations of the committee are placed before the BOD for approval.
- (v) After approval of BOD, administrative order is issued by HR-I Section.

OTHER ISSUES

a) Leave

- (i) Applications received for all kind of leave are processed on the personal file of the concerned employee subject to title.
- (ii) After obtaining approval of the Competent Authority (as provided in the Delegation of Powers) office order for grant of leave is issued.

b) Leave Encashment

- (i) Applications received for encashment of leave are processed on the personal file of the concerned employee once in a calendar year.

- (ii) HR –I Section indicates the number of leaves (days) to be encashed after leaving 60 days in balance.
- (iii) Personal file with leave account is forwarded to HR-II Section enroute to Accounts Division for arranging payment.

c) Punctuality in attendance

- (i) The cases of punctuality are dealt in accordance with standing instructions on the basis of attendance report received from I.T. Cell every month.
- (ii) For late attendance in case of unionized employees, Cash Section is advised to deduct the amount from the salary of concerned employee proportionate to late attendance (hours and minutes).
- (iii) In case of late attendance of officers, one Casual leave is reduced in case of three late coming.

Disciplinary proceedings

- (i) Disciplinary proceedings against the unionized employees are initiated under the relevant provisions of Labour Laws.
- (ii) Disciplinary proceedings against the officers are initiated as per procedure laid down under TCP E & D Rules.

Training

- (i) Nominations of employees for different training/courses are made with the approval of Competent Authority i.e. Chairman.
- (ii) Expenditure approval is also obtained in each case.
- (iii) After training the bill is processed and forwarded to Accounts Division indicating budget position, for payment.