

**The Employee Service Rules of Ashuganj Power
Station Company Ltd. (APSCL)-2019**



ASHUGANJ POWER STATION COMPANY LTD.

(An Enterprise of Bangladesh Power Development Board)

ISO 9001:2015, ISO 14001:2015 & BS OHSAS 18001:2007 certified management system



আশুগঞ্জ পাওয়ার স্টেশন কোম্পানী লিঃ

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“শেখ হাসিনার উদ্যোগ, ঘরে ঘরে বিদ্যুৎ”

স্মারক নং: ০২/এপিএসসিএল/কোম্পানী এ্যাফেয়ার্স/২০১৯/১২২৮

তারিখ: ০৫ কার্তিক ১৪২৬ বঙ্গাব্দ
২০ অক্টোবর ২০১৯ খ্রিষ্টাব্দ

দপ্তরাদেশ

এতদ্বারা সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, প্রস্তাবিত আশুগঞ্জ পাওয়ার স্টেশন কোম্পানী লিঃ (এপিএসসিএল) এর সার্ভিস রুল “The Employee Service Rules of Ashuganj Power Station Company Ltd. (APSCl)-2019” গত ০৩/১০/২০১৯ইং তারিখে অনুষ্ঠিত ২৬০তম পর্ষদ সভায় অনুমোদিত হয়। অনুমোদিত সার্ভিস রুল “The Employee Service Rules of Ashuganj Power Station Company Ltd. (APSCl)-2019” এর মাধ্যমে পূর্বের সার্ভিস রুলটি বাতিল করা হলো, তবে এক্ষেত্রে সময়ে সময়ে পর্ষদ কর্তৃক যে সকল নীতিমালা ও নির্দেশনা প্রদান করা হয়েছে তা অনুমোদিত সার্ভিস রুলের সাথে সাংঘর্ষিক না হলে বহাল থাকবে।

“The Employee Service Rules of Ashuganj Power Station Company Ltd. (APSCl)-2019” গত ০৩/১০/২০১৯ইং তারিখ হতে কার্যকর হবে।

(মোহাম্মদ আবুল মনসুর, এফসিএমএ, এসিএস)

কোম্পানী সচিব

আশুগঞ্জ পাওয়ার স্টেশন কোম্পানী লিঃ।

অনুলিপিঃ

- ১) ব্যবস্থাপনা পরিচালক, এপিএসসিএল।
- ২) নির্বাহী পরিচালক (প্রকৌশল/পিএভপি/অর্থ), এপিএসসিএল।
- ৩) প্রধান প্রকৌশলী/ প্রকল্প পরিচালক (-----), এপিএসসিএল।
- ৪) তত্ত্বাবধায়ক প্রকৌশলী (-----)/উপ-মহাব্যবস্থাপক (অর্থ ও হিসাব), এপিএসসিএল।
- ৫) নির্বাহী প্রকৌশলী/ ব্যবস্থাপক (-----), এপিএসসিএল।
- ৬) উপ-ব্যবস্থাপক (ইন্টারনাল অডিট এন্ড কন্ট্রোল/নিরাপত্তা ও শৃঙ্খলা)/সিনিয়র মেডিকেল অফিসার/প্রধান শিক্ষক, এপিএসসিএল।
- ৭) দপ্তর নথি।

**The Employee Service
Rules of Ashuganj Power
Station Company Ltd.
(APSCL)-2019**

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CHAPTER - I

1.0 Preliminary

1.1 Short Title and Application

- (a) These rules shall be called The Employee Service Rules of Ashuganj Power Station Company Ltd. (APSCL).
- (b) These rules shall apply to all employees in the employment of the company except as specifically mentioned in the respective rules.
- (c) It shall come into force as soon as it is approved by the Board of Directors of the company and on due circulation of the approval for general information to the employees.
- (d) The Board of Directors of the company may change or amend or repeal these rules from time to time as it may deem fit.

1.2 Definitions

- (a) **"Appointing Authority"** means the authority empowered to make appointments i.e., the 'Board of Directors' regarding 'Managing Director, Executive Directors & Company Secretary' and Managing Director regarding all other employees recommended by the selection committee approved by the Board.
- (b) **"Authorized Medical Officer"** means a medical practitioner so designated by the Competent Authority from time to time and if there is no "Authorized Medical Officer" so designated, any registered medical practitioner.
- (c) **"Average pay"** means the average of pay earned during the twelve complete months immediately preceding the month in which the leave is taken or the pay of the employee drawn immediately before proceeding on leave which is more favorable to the employee.
- (d) **"Basic Pay"** means the pay, which has been sanctioned for a post held by an employee regularly or in an officiating capacity, or to which he/she is entitled to by reason of his/her position in the company.
- (e) **"Board"** means the Board of Directors of the Company which determines the policies, procedures, guidelines and directives for its overall management.
- (f) i) **"Core"** means a functional area of a technical services sanctioned by the Competent Authority.
ii) **"Non Core"** means a functional area of a non technical services sanctioned by the Competent Authority.

- (g) **"Company"** means Ashuganj Power Station Company Ltd (APSCL).
- (h) **"Competent Authority"** means the Board of Directors or the authority designated or delegated by the Board to be competent for the specific purpose.
- (i) **"Contract"** means an agreement between an employee and the company which lays down the terms of employment.
- (j) **"Controlling Officer"** means the officer declared to be the controlling officer for the purpose of administrative and financial and technical matters including traveling allowance and medical facilities of a particular employee or class of employees by the Board of Directors.
- (k) **"Day"** means a calendar day beginning and ending at midnight but an absence from headquarters, which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- (l) **"Dearness Allowance"** means the allowances made for the employees for compensating higher cost of living.
- (m) **"Deputation"** means duty of an employee outside the company but within the country with lien in the substantive post.
- (n) **"Duty"** includes-
- Service as a probationer and an apprentice provided such service is followed by an appointment on a permanent post;
 - Joining time;
 - The period spent on a duly authorized course of instruction, training or a visit including the time reasonably required for the journey to and from the place of such training and visit; and
 - Attendance at compulsory departmental examination/interview including a reasonable time required for the journey to and from the place of examination and the day or days of the examination.
- (o) **"Emolument"** means and includes-
- Pay;
 - Special pay, personal pay, technical pay, officiating pay and additional pay;
 - Compensatory allowances other than traveling and medical allowances;
 - Leave salary/ Leave encashment;
 - Any other payments and fees, if any, in the shape of fixed monthly

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addition to pay;

vi) Subsistence allowance; and

vii) Dearness allowance.

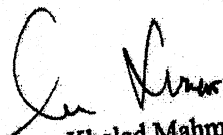
- (p) **"Employee"** means an officer or staff employed in the approved post of the company.
- (q) **"Expensive place"** means the city areas declared by the government and any other places declared from time to time.
- (r) **"Family"** means wife (s) or husband and legitimate children and parents dependent on the employee.
- (s) **"First entry post"** means post(s) or a percentage of posts as embodied in the schedule in a category which is filled up by direct recruitment.
- (t) **"Fringe Benefits"** means additional benefits that company gives to the employees as per approved fringe benefit policy.
- (u) **"Headquarters"** means such place as the Head of office may prescribe and in the absence of any order to the contrary, means the place where the office or the place of duty of an employee is located.
- (v) **"Holiday"** means a day declared as such by order of the Government/ Board of Directors of the company.
- (w) **"Honorarium"** means a recurring or non-recurring payment made to any employee by the company as remuneration for special work of an occasional character.
- (x) **"Hospital"** means any registered hospital/clinic at home and abroad for the treatment of the employees of the company and their family.
- (y) **"Incentive"** means any compensation scheme or plan made by the company to motivate the individual/the group for their improved performance.
- (z) **"Joining time"** means the time allowed to a person to enable him/her to join a new post on transfer and promotion.
- (aa) **"Misconduct"** means conduct prejudicial to good order or discipline or which is unbecoming of an employee or gentleman and includes contravention of any of the provisions of 7.1 and 7.2 of chapter VII of these rules.
- (bb) **"Month"** means a calendar month.
- (cc) **"Officer"** means the employee holding the post of the Sub-Assistant Engineer / Junior Assistant Manager or equivalent post up to the post of Managing Director.

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- (dd) **"Officiate"** means officiating in a post by an employee by discharging the duties of that post in which another person holds lien, or when he is appointed by an authority competent to make a regular appointment to the post to officiate in a vacant post to which no other person holds a lien.
- (ee) **"Pay"** means the basic pay which has been sanctioned for a post held by an employee or in an officiating capacity or to which he/she is entitled to by reason of his/her position in a cadre and includes special pay, personal pay and additional pay, if any, admissible under general or special order.
- (ff) **"Personal pay"** means an additional pay granted to an employee to save him/her from loss of pay in respect of a permanent post held by him/her due to a revision of pay or to reduction of such pay otherwise than as disciplinary measure or in exceptional circumstances, on other personal considerations;
- (gg) **"Selection Committee"** means a committee formed by the Board and will be responsible for recommendation for selection of employee for recruitment & promotion.
- (hh) **"Special pay"** means an addition in the nature of pay to the emolument of an employee granted in consideration of
- The especially arduous nature of the duties; or
 - A specific addition to the work or responsibility; or
 - The unhealthiness of the locality in which the work is performed
- (ii) **"Staff"** means an employee including an apprentice who is employed in the company in any position below the level of Sub-Assistant Engineer/Junior Assistant Manager (JAM) or equivalent.
- (jj) **"Subsistence Allowance"** means a monthly allowance made to an employee during the period he/she is under suspension;
- (kk) **"Transfer"** means the movement of an employee from one headquarters station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of his/her headquarters;
- (ll) **"Traveling"** means any travel undertaken/made for carrying out the activities of the company or for its interest.
- (mm) **"Year"** means a financial year for the purpose of accounts and finance and a calendar year for other purposes.

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Chairman
Ashuganj Power Station Co. Ltd.

CHAPTER - II

2.0 Posts

2.1 Creation of Posts

To manage the affairs of the company, posts shall be created by the management and approved by the Board of Directors considering the organizational structure, functional differentiation and job description.

2.2 Categories and Classification of Posts

The post shall be of the following categories, namely-

- (a) A Permanent post shall be a regular post carrying a definite pay grade approved by the Board of Directors deemed to be continued for an indefinite time and which is included in the organizational setup.
- (b) A temporary post shall be a post carrying a definite scale of pay deemed to be continued for a definite period of time and which is not included in the organizational setup. The temporary post should be approved by the Board of Directors.
- (c) Outsourcing of any task / job of a functional area may be made for the interest of company as per the role only through the approval of the Board of Directors.

The Board of Directors may create cadres with permanent posts having similar qualification requirements and job description. Seniority among employees appointed to posts in such cadres shall thereafter be regulated as per prescribed rules.

2.3 Filling up a Permanent Post

Appointment to all permanent posts shall be made

- a. by direct recruitment with provision lateral entry to all categories of posts, if necessary; or
- b. by promotion

Criteria/ guidelines of promotion for management and staff position shall be as per the schedule of recruitment and promotion.

2.4 Probation

Persons selected for appointment by direct recruitment in entry level to a permanent post shall be appointed on probation for a period of one year.

Provided that the appointing authority may, by an order in writing, extend the period of probation of any employee or terminate his service if his performance during that period is found unsatisfactory.

After successful completion of the period of probation including the extended period, if any, the incumbent will be appointed in the permanent post for contractual basis.

CHAPTER - III

3.0 Recruitment and Promotion

3.1 Recruitment Policies

3.1.1 Objectives of the recruitment policy

The objectives of recruitment of the company shall be

- (a) To provide the company with quality human resources to ensure health, survival and growth of the company.
- (b) To ensure adequate and consistent human resources for the effective operation of the company.
- (c) To establish a transparent recruitment system.

3.1.2 Scope of the recruitment policy

This policy shall be applicable to the company for the recruitment of its employees for all disciplines at all levels.

3.1.3 Strategies of the recruitment policy

- (a) There shall be a uniform practice of recruitment in the company.
- (b) Recruitment shall be undertaken at the entry level in conformity with the provisions of these rules.
- (c) Recruitment on immediate need or on emergency basis shall be avoided as far as possible and shall rather be based on human resources planning. Recruitment shall be made on functional/discipline basis such as Electrical Engineering, Mechanical Engineering, Accounting Service and Human Resources Management.
- (d) Recruitment shall be carried out most efficiently and effectively.
- (e) Emphasis shall be given to the development of team work in the company. Therefore, care shall be taken to recruit an employee having appropriate qualities and aptitude.
- (f) The criteria for screening shall be to determine technical ability and behavioral trait of the individual. The basic policy of recruitment shall be to recruit with total corporate performance in mind.
- (g) No discrimination shall be made in respect of sex, caste, creed, locality etc. while implementing the recruitment policy.
- (h) The primary objective of recruitment shall be to provide the company with human resource having high morale and discipline, sound mental and physical health and the requisite qualification.

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3.2 Recruitment Guidelines

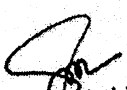
3.2.1 Invitation of Applications

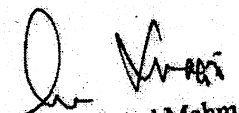
- (a) Efforts shall be made to ensure adequate number of job applicants having requisite qualification. It may be done through advertisement in the three reputed and well circulated national dailies (at least two), company website, e-mail notification etc.
- (b) Such advertisement shall contain all relevant information about the post including:
- designation
 - pay grade
 - educational qualification
 - age
 - experience in the relevant field
 - nationality
 - marital status
 - service conditions
 - last date for receiving applications
 - three recent passport size photographs
 - NID/Smart Card/Birth Certificate & any other documents the management deem fit.
- (c) Applications shall be received only at the Headquarters directly or through post or courier services, e-mail or online.
- (d) All applications received shall be given a scroll number and be immediately acknowledged.

3.2.2 Screening

- (a) The main purpose of the screening process shall be to identify the most suitable candidate for the company. This screening shall be carried out at the following stages for all categories of employees of the company.
- screening of eligible applications
 - screening through written test
 - screening through viva voce and interview
 - medical check up
- (b) All applications shall be scrutinized in respect of completeness and eligibility. Incomplete applications and those which do not fulfill the qualification criteria shall be rejected.

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Chairman
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- (c) Only the concerned committee authorized or the officer shall make screening of applications.
- (d) Written test shall be considered as an important screening device for all positions. Where number of applications received for any position except entry positions is so less that effective screening through viva-voce is possible, written test may not be considered for selection purpose. Only the acceptable applicants shall be allowed to sit for a written test. The marks distribution should be as follows:

Analytical ability	- 15 points
Relevant Subject matter	- 50 points
General knowledge	- 15 points
Bengali, English & Power Sector	- 20 points
Total	- 100 Points

- (e) Six (06) applicants securing highest points in order of merit against each position shall be called for the viva- voce. However, all applicants having same points/marks in the last position must be called for viva-voce. Any applicant securing less than 50% in the written test shall not be invited for the viva-voce.
- (f) 5-7 members' viva board for recruitment of officers from the position of Sub-Assistant Engineer, Junior Assistant Manager or equivalent to the Chief Engineer, General Manager or equivalent shall be constituted as per selection committee where at least one member from Power Division and one outside specialist should be included. The viva board will distribute marks for the assessment of candidate(s). Company may follow out sourcing for conducting written test.
- (g) A list of successful candidates shall be prepared by adding the scores secured in the written test and viva voce.
- (h) In case of recruitment of staff (not officers), 4-5 members viva voce board shall be constituted as per selection committee taking at least one member from the Power Division.
- (i) Candidates securing less than 60% marks in viva shall not be considered eligible for selection.
- (j) Successful candidates shall be requested to report to the Medical Officer of the company on a particular date and time for medical check-up before viva-voce.
- (k) 1. Candidates declared fit by the medical officer shall be issued

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appointment letters in order of merit to join the company on a particular date (authority may extend joining time maximum 30 days for valid reason) mentioning at least the following conditions:

2. a. It shall be on contractual basis.
2. b. Appointment regularization in the entry post shall be subject to following terms and conditions:
 - Successful completion of probation period.
 - Satisfactory Performance Report (Minimum 70 marks)
 - Satisfactory Police Verification Report.
 - Satisfactory Evaluation Report in the Departmental Foundation Training Course (Minimum 60 marks).
 - Satisfactory quota certificate verification report, if applicable.
- (l) Every employee shall, before joining service sign declaration of fidelity and secrecy in the prescribed form.
- (m) For the entry post job confirmation shall be subject to police verification. If the police verification is not favorable, the employment of the concerned employee shall stand canceled.
- (n) Written and viva-voce marks weightage will be 80% and 20%.

3.3 Promotion Policies and Guidelines

3.3.1 Objectives of the Promotion Policy

The main objectives of promotion policy of the company shall be

- (a) To ensure the promotion of competent personnel.
- (b) To encourage and create an internal environment for high morale and good performance of employees.
- (c) To create a sense of belongingness among the employees.
- (d) To have a stable, high quality and continuously improving workforce.

3.3.2 Scope of the Promotion Policy

This policy shall apply to all employees up to the level Chief Engineer/General Manager or equivalent.

3.3.3 Strategies of the Promotion Policy

- (a) Promotion shall be made keeping the long-term organizational and individual goal in view.
- (b) Promotion in the company shall be fair and free from any influence and biases.
- (c) The main purpose of promotion shall be to ensure the employee motivation

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to continue to make persistent efforts to improve them.

- (d) Promotion shall be administered against a vacancy with due consideration to the terms and conditions envisaged in the service rules.
- (e) Promotion in the company shall be given without any discrimination based on sex, caste, creed, locality etc.
- (f) Promotion to any post shall be on the basis of merit cum seniority and in this case, merit shall be determined through exam/interview or both. Company should prepare seniority list as per government rules which will be approved by the competent authority. Discipline wise seniority list of all employees shall be kept by the company. The promotion of employees should be considered only on discipline basis.

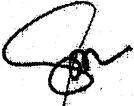
3.3.4 Promotion Guidelines

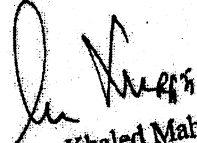
- (a) Promotion of all employees shall be subject to the fulfillment of required period of service as stipulated in the schedule of Recruitment and Promotion and the rating of performance appraisal.
- (b) Promotion to the post of Assistant Engineer, Assistant Manager and equivalent shall be subject to the fulfillment of conditions stipulated in the Schedule of Recruitment/promotion and the rating of the Performance Appraisal. However, promotion from a lower grade to a higher grade shall be considered on competitive basis and subject to approval of the Board based on the recommendation of the management. Each and every promotion shall be judged through an interview. The APSCL board shall approve the Interview board for promotion

3.3.5 Criteria of Promotion

Criteria of promotion of employees are laid down in the promotion guidelines and the recruitment and promotion schedule.

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CHAPTER - IV

4.0 General Conditions of Service

4.1 Certain Pre-Conditions of Service

- (a) Unless in any case it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Company and he/she may be employed in any manner in any place required by the Company.
- (b) Two or more employees shall not be appointed on a substantive basis to the same post at the same time.
- (c) An employee shall not be appointed to two or more posts at the same time.
- (d) Considering the technical nature of the company and employee motivation, career path needs to be established.
- (e) In case of promotion or direct appointment (applying through proper channel) of a permanent employee of the company to the higher post, his/her previous length of service shall be counted as continuous service for calculating the leave, provident fund, Gratuity and Other financial benefits.
- (f) An employee up to the post of Chief Engineer/General Manager shall get maximum 03 (three) years of contract on successful completion of probationary period (inclusive of probationary period).
- (g) At the end of each three-year's contract of an employee it may be renewed by the appointing authority subject to satisfactory performance.

4.2 Deputation for Foreign Training/Visits

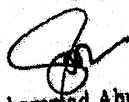
An employee may be allowed to visit overseas countries with the approval of the Managing Director in the case of all officers and staff up to the level of Chief Engineer/General Manager and with the approval of the Board of Directors in the case of Managing Director/Executive Director/Company Secretary for training, seminar, workshop, contract negotiation, witnessing testing, and inspection.

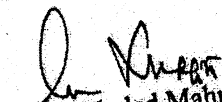
4.3 Transfer

An employee may be transferred from one post to another or from one jurisdiction to another jurisdiction of the Company. The transfer activities will be done following the approved "Transfer and Posting Policy of APSCL".

4.4 Pay and Allowances

An employee shall draw the pay and allowances attached to the post with effect from the date He/ She assumes the duties of that post and shall cease to draw the pay and allowances as soon as he ceases to discharge those duties.


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Note: In this rule, "date" means the forenoon of the day in question, for example, if charge is assumed or transferred before noon of a day, it shall take effect from that day and if charge is assumed or transferred in the afternoon, it shall take effect from the following day-

4.5 Pay

An employee while on duty shall draw the pay approved for his/her post, as fixed from time to time.

4.6 Initial Pay

- (a) The initial pay of an employee on first appointment shall be the grade of pay of the new post to which he/she is appointed.
- (b) The initial pay of an employee appointed on promotion shall be fixed at the stage of the grade of pay of the new post which is next above his/her basic pay including personal pay of the old post

Provided that if an employee has previously worked in the same post, or a contractual post on the same grade of pay, the initial pay shall not be less than the basic pay which he/she drew on the last month, and he/she shall count for an increment for the period during which he/she drew that pay on last month of before.

4.7 Annual Increment/Pay Raise

- (a) Annual increment/ Pay raise shall be based on the rating of the performance appraisal provided that the employee will get increment achieving at least 70 marks in Annual Performance report. Annual increment will be effective on 1st July of every calendar year and may be changed as per decision of the Board.
- (b) The conditions under which the service count for an increment to the grade of Pay of the post held by an employee are as follows:
 - (i) duty in the post;
 - (ii) service in another post, whether in substantive or officiating capacity or on deputation;
 - (iii) leave other than an extraordinary leave;
 - (iv) If an employee after officiating in a higher post is reverted to a lower post, the period of service in the higher post shall count for increment in the lower post; and
 - (v) when two posts are on identical grades of pay it should be held that the duties and responsibilities of the posts are not very different in nature irrespective of the fact whether the pay of the posts is borne in the permanent

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organizational setup or is paid from contingency and the duty rendered in any such post shall be allowed to count towards an increment.

- (c) An employee may, in the case of first appointment in recognition of special qualification or experience, and in other cases, in recognition of outstanding performance or merit, be granted one or more advance increments in a grade of pay, by the competent authority.
- (d) No additional allowance shall be allowed for holding the charge of a superior post which has never been filled up through an appointment.
- (e) For holding additional charge of another post, the employee shall draw the pay of his/her own post plus an additional Allowance as per Clause 6.6

4.8 Joining time

Joining time may be granted to an employee: to join a new post to which he/she is appointed on transfer or on promotion while on duty in his/her old post.

4.9 Pay during joining time

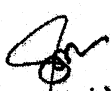
- (a) Joining time shall be regarded as on duty during joining time and shall be entitled to the pay of his/her old post.
- (b) An employee, who does not join his/her post within his joining time, shall not be entitled to any pay or leave salary on the expiry of joining time.

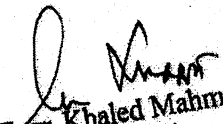
4.10 Period of joining time

- (a) The joining time admissible to an employee whose transfer does not involve a change of residence from one station to another is one day only, a holiday counting as a day for this purpose, provided if there be more than one holiday, he/she should join immediately after the holiday.
- (b) In case of transfer involving a change of residence from one station to another leave will be entitled as per Approved Transfer and Posting Rules of APSCL.
- (c) Travel by road not exceeding 5 miles to or from a railway or steamer station at the beginning of the journey shall not count for joining time.
- (d) The Appointing authority may, in the exigency of service, curtail, or in any special case, extend the period of joining time admissible under this rule.

4.11 Leave in transit

If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over the charge of his/her old post shall be included in his/her leave, unless the leave is taken on medical certificate. In the latter case, he/she may be allowed joining time in addition to leave.


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4.12 Liveries

Employees shall be provided with (02) two sets of uniform/dress in summer in every year and one set of winter dresses in every alternate year free of cost by the company. Under the provision, all officers shall be entitled to two sets of shirts and pants, a pair of shoes and a tie every year and a blazer in winter season in every alternate year. A security guard shall be entitled to two sets of pants and shirts, one belt, one cap, one pair of boots, a rain coat and a whistle in every year in summer season and over coat & full sleeve sweater in every alternate year. While a member of technical staff such as lineman, electrician, plumber, helper shall get two sets of pants and shirts, one pair of shoes/gum boots and a rain coat appropriate of his/her nature of job. The drivers, gardeners, MLSS etc., shall be provided with two sets of pants and shirts, one pair of shoes and a rain coat in a calendar year. Technical staff and drivers are also entitled one set of winter dresses in every alternate year free of cost by the company. The female employees are also entitled the above appropriate facilities.

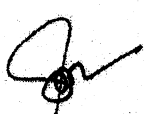
4.13 Washing Facilities

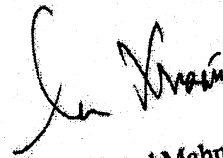
Employees entitled for liveries facility shall be provided washing allowance every month as approved by the board from time to time.

4.14 Income Tax

An employee shall pay income tax on his/her taxable income. Company shall deduct the income tax payable by him/her at source as per the Govt. Rules and pay the same to the Government exchequer.

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CHAPTER - V

5.0 Leave

5.1 Types of leave

Unless otherwise stated, leave of an employee shall be governed by the provisions laid down in this chapter.

Types of leave

- (a) Earned Leave.
- (b) Casual Leave.
- (c) Maternity Leave.
- (d) Extra-Ordinary Leave without pay.
- (e) Special Disability Leave.
- (f) Compensatory Leave.
- (g) Ex-Bangladesh Leave.
- (h) Quarantine Leave.
- (i) Medical Leave.
- (j) Study Leave.
- (k) Complementary Casual Leave.

5.2 General Conditions

- (a) Leave is a privilege; it cannot be claimed as a matter of right.
- (b) An incumbent shall be entitled to enjoy the leave admissible under the rule provided such leave is due to his/ her credit. An employee shall obtain the information regarding the status of his / her leave in the account from the HR department.
- (c) Any leave prayer may be rejected or the time and period of leave may be rearranged and granted in the interest of the company.
- (d) An employee shall not overstay without the prior approval of the competent authority after proceeding on leave.
- (e) If an employee fails to attend his/ her duty due to illness, the competent authority shall be informed of such illness either on the same day or on the next immediate day. If the period of absence due to illness exceeds 3 (three) days, the incumbent shall provide the medical certificate for the period of absence.
- (f) An employee may be recalled from leave to duty before the expiry of his/ her leave if the exigencies of service so warrants.
- (g) If an employee remains absent for more than 15 (fifteen) days without any permission, it shall be treated as misconduct.

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5.3 Leave Procedure

- (a) Leave account of every employee shall be maintained as per the rules and procedures of the company as laid down in this chapter.
- (b) All applications for leave shall be submitted to the competent authority in the prescribed form.
- (c) All types of leave to be enjoyed by the employee up to the level of Executive Director shall be approved by the Managing Director or by his/her delegated officials but leaves for Managing Director, Chairman of the Board will approve the leave.

5.4 Earned Leave

(a) Full average pay:

Leave on full average pay shall be earned at the rate of 1/11th of the period spent on duty and the maximum that may be accumulated shall be of 180 days at a time. But in case of refusal of earned leave, such rule shall not apply. The refused leave shall be added to the accumulated leave but encashment of 100% refused earned leave shall be admissible under this rule. The amount of leave on full average pay that may be taken at a time shall not exceed 60 days.

(b) Half average pay:

Leave on half average pay shall be earned by an employee at the rate of 1/12th of the period spent on duty and accumulation of such leave shall be without limit. It shall be permissible to convert leave so allowed into leave on full pay on submission of medical certificate up to a maximum period of 12 months exclusive of the encashment of the leave as mentioned in clause (a) above.

(c) Encashment:

- (i) An employee can encash 100% refused full average pay leave any time in his job tenure, but refused full average pay leave can be encashed maximum 60 days at a time.
- (ii) The unavailed earned leave referred to clauses (a) and (b) above may be encashed at the time of retirement or at the time of separation from the service with the company.

5.5 Casual Leave

- (a) An employee shall be granted 20 (Twenty) days of casual leave in each calendar year. Such leave may be availed by an employee with the approval of the competent authority. Casual Leave shall be change if the government order changed.
- (b) Casual Leave cannot be enjoyed for more than 10 (ten) days at a stretch.

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- (c) Casual leave shall not be enjoyed between leaves. However it can either be prefixed or suffixed
- (d) Casual leave cannot be carried forward to the next calendar year.

5.6 Maternity Leave

A female employee shall be entitled to maternity leave for a period of 6 (Six) months which is not debit able to the leave account.

A female employee shall not be entitled to such leave if the request for granting the leave is not suggested by a registered medical practitioner or retainer doctor appointed by the company.

A female employee of the company shall be entitled to maternity benefit up to two surviving children.

5.7 Extra ordinary Leave without pay

- (a) An extra ordinary leave without pay may be granted when an employee does not have any leave to his credit but when the employee concerned applies in writing for the grant of such leave.
- (b) The period of an extra ordinary leave without pay shall not be more than 3 (three) months at a time but such period may be extended under the following conditions:
 - i) When the employee is under medical treatment.
 - ii) When the competent authority is satisfied that the said employee is unable to attend his/ her duties due to unavoidable circumstances.
 - iii) When the competent authority may convert the period of absence without leave into extra-ordinary leave with retrospective effect.

5.8 Special Disability Leave

- (a) Special disability leave may be granted by the competent authority to an employee who is disabled by an injury received in the course of employment and out of employment

Provided that an employee shall be granted leave for accidental injury arising out of and in the course of employment for such a period as it incapacitates him/her to attend the duty subject to the submission medical certificate.

- (b) Special disability leave shall not be granted unless disability is manifested itself within three months of the occurrence to which it is attributable and the person disabled acts with due promptitude in bringing it to the notice of the competent authority.
- (c) The leave may be granted for the period as recommended by the doctor appointed for this purpose. Such leave shall not be extended without the certification of the

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doctor. The period of this leave will be 12 months but extraordinary up to 24 months.

- (d) Special disability leave may be combined with leave of any other kinds.
- (e) Special disability leave may granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but more than 24 months of such leave shall be granted in consequence of any one disability.
- (f) Special disability leave shall be treated as on duty and shall not be debited against the leave account.
- (g) An employee shall be entitled to full average pay as Leave salary during special disability period.

5.9 Ex-Bangladesh Leave

An employee may be allowed Ex-Bangladesh leave for purposes of pilgrimage, treatment, meeting or visiting close family members in abroad. In such cases, the maximum leave allowed shall not exceed 60 (sixty) days in a calendar year and shall be debited from earned leave or shall be counted as an extra-ordinary leave without pay. This leave up to Executive Directors shall be granted by the Managing Director and for the Managing Director by the Chairman of the Board.

5.10 Quarantine Leave

Quarantine Leave is the leave of absence from duty necessitated by the order not to attend the office in consequence of the occurrence of the infectious diseases in the family / household of an employee. Such leave may be granted by the head of the office on the certificate of a medical or a public health officer for a period not exceeding 21 days or, in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted where necessary, in continuation of other leave subject to the maximum amount of admissible under this rule. An employee on quarantine leave shall treated as on duty during the leave.

5.11 Medical Leave

- (a) Medical leave may be granted by the competent authority to an employee on acceptable medical ground. The leave may be granted for the period as recommended by the doctor appointed for this purpose. Such leave shall not be extended without the certification of the doctor. The period of this leave will be maximum 3 months.
- (b) Medical leave may be combined with leave of any other kinds.
- (c) Medical leave shall be treated as on duty and shall not be debited against the leave

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account.

- (d) An employee shall be entitled to full average pay as Leave salary during special disability period.

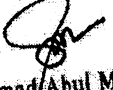
5.12 Study leave

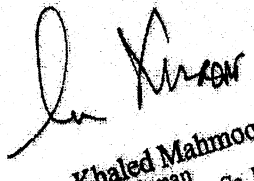
The company may approve 02 (two) years study leave without pay to an employee for home and abroad without hampering company's regular activities subject to the approval of the Board. If required the same authority may approve further extension for maximum 01(one) year with same condition.

5.13 Complementary Casual Leave (CCL)

When an officer works on a government holiday, B & C shift duty of general day shift on the directive of the competent authority, he/she is entitled to compensatory leave for those days/hours. He shall be allowed to enjoy this within a calendar year. But no encashment will be allowed.

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CHAPTER - VI

6.0 Honorarium, Bonus and Allowances

6.1 Honorarium

- (a) The Board may grant an honorarium to an employee for work performed which is not included in his/her job description and occasional in character and either so laborious or of such special merit as to justify a special reward.
- (b) The Board may, on a casual or intermittent basis, and under such conditions as it may prescribe, allow any of the employees, in individual cases or class of cases, to provide service to another organization at a fee prescribed by the appointing authority for work done or service rendered by him/her to such department or organization. A portion of the fee as decided by the appointing authority shall be paid to the concerned employee or employees.

6.2 Festival Allowances / Bonus

- (a) An employee shall be entitled to 2 (two) festival allowances equivalent to two months basic salary in a year.
- (b) The Board, in relation to a fiscal year, may provide performance incentive bonus to an employee at such rates and on such conditions as it may deem fit subject to the achievement of KPI and net profit. The government shall set and evaluate the KPI target and accordingly will approve the incentive bonus for the company.
- (c) Bangla New Year Allowance (Boishakhi Bhata) at the rate of 20% of basic once in a year.
- (d) KPI bonus/profit bonus will be applicable as per relevant decision/decision of the competent authority.

6.3 Overtime Allowance

Overtime shall be discouraged in principle. It shall be avoided where there is a shift operation. However, where manpower is less than the setup and/or in the event of emergency, overtime work may be allowed if the concerned controlling officer orders to do so. The total hours of overtime shall not exceed 8(eight) hours in a week; this limit may be relaxed in case of emergency with the consent of Managing Director. No overtime allowance shall be allowed, if an employee draws daily allowance for the period.

6.4 Shift Duty Allowance

When an employee (both the officer and the staff) is required to work regularly on rotating shifts, he/she shall be allowed the shift duty allowance at the rate of 15% of the

basic during the period of shift duty.

6.5 Power Plant allowance

When an employee is required to work and stay within the power house for the interest of the company, he/she shall be allowed 25% of the basic as the power house allowance during the period of his/her stay within the power house.

6.6 Charge allowance for combination of appointment

When an employee is assigned to perform duties of another post, in addition to his own duties, he/she may be allowed an additional allowance on the following terms and conditions, namely

- (a) there shall be a formal order of the Competent Authority for holding the additional post;
- (b) no additional allowance shall be allowed for holding an inferior post;
- (c) no additional allowance shall be allowed when the period of dual charge is less than 10 days or more than 12 months.
- (d) no additional allowance shall be allowed for holding the charge of a superior post which has never been filled up by appointment; and
- (e) for holding additional charge of another post, the employee shall draw the pay of his/her own post plus an additional 20% (not extending Tk. 5000) of his/her pay as charge allowance.

6.7 Travelling Allowance

An employee shall draw travelling and daily allowance as per APSCL TA/DA rules approved by the Board.

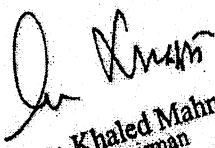
6.8 Medical Benefit / Allowance

An employee shall be allowed medical benefits /allowances as per APSCL Medical policy approved by the Board.

6.9 Fringe Benefits

An employee shall be entitled to fringe benefits against such items and at such rates as per decision of the company board.


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CHAPTER - VII

7.0 General Conduct and Discipline

7.1 Fidelity and Secrecy

- (a) Every employee shall maintain strict secrecy regarding the affairs of the company and shall not communicate directly or indirectly to any person the information which has come into his/her possession in the course of his/her duties whether from official sources or otherwise, unless he is required to do so by law or directed by a superior officer in the discharge of his/her duties.
- (b) Every employee shall before joining service, sign declaration of fidelity and secrecy in the prescribed form.

7.2 Conduct and Discipline

(a) Every employee shall-

- i) Conform to and abide by these rules;
- ii) Remain aligned to the company vision, mission, policies and goals;
- iii) Demonstrate and participate in the process and show commitment through performance;
- iv) Observe, comply with and obey all orders and directions which may, from time to time, be given by the Company and any person or persons under whose jurisdiction, superintendence or control he may be;
- v) Serve the Company and discharge his assigned duties faithfully, honestly and diligently;
- vi) Use his utmost endeavor to promote the interests of the Company;
- vii) Observe proper decorum, attend office / duty wearing uniform, use safety dresses and show courtesy in all matters to all concerned and the members of the public; and
- viii) Maintain strict secrecy regarding the affairs of the Company.

(b) No employee shall-

- i) Associate himself/herself with any political organization, front organization of political parties or otherwise take active part in politics or any political demonstration;
- ii) Absent himself/herself from duties, or leave his/her station without obtaining permission from his/her controlling officer;
- iii) Make any public statement through media such as press, radio or television or e-mail or internet or web-site, unless specifically authorized to do so by the Company excepting on Company's day to day routine matters.

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- iv) Accept or seek any other employment or office or part-time work, whether on payment, stipendiary or honorary, without previous sanction of the appointing authority.
- v) Engage in any trade or business without specific approval of the appointing authority.
- vi) Indulge in parochialism, favoritism, victimization, willful abuse of office, seizure (Gherao) of office or any officer or coercion to officer/staff in a body or individually.

Notwithstanding anything contained in clause (v) and (vi) of the above sub-rule, an employee may undertake occasional work of a purely professional, literary or artistic nature provided such work does not cause any embarrassment to the company.

(c) No employee or member of his family shall-

- i) Accept any gift or concession from any employee or person having or likely to have dealing with the company; and
- ii) Lend money to, or borrow money from, or place himself/herself under any pecuniary obligation to any person or firm having or likely to have dealings with the company.

(d) No employee shall be a member, office bearer or representative of any association or union other than a philanthropic, religious, social or professional organization unless such association or union is organized for the welfare and safeguard of the interest of the employees under the terms and conditions of the company rules and regulations in force.

7.3 Punishment and appeal

Grounds for penalty-Where an employee -

- (a) Is guilty of negligence to his duties; or
- (b) Is inefficient, or has ceased to be efficient; or
- (c) Is guilty of misconduct; or
- (d) Is corrupt, or may reasonably be considered corrupt because-
 - i) He/she is, or any of his dependents or any other persons through him/her or on his/her behalf. is in possession of wealth which is disproportionate to his/her known source of income; or
 - ii) He/she has assumed a style of living beyond his ostensible means; or

The authority may impose on him one or more penalties specified in clause 7.5 of this chapter.

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7.4 Penalties

- (a) There shall be the following penalties, namely: -
- i) Censure;
 - ii) Withholding, for a specified period, of increment or promotion.
 - iii) Recovery from pay of the whole or part of any loss caused to the company by the negligence or any other misconduct of the employee;
 - iv) Removal from service; and
 - v) Dismissal from service
- (b) Removal from service does not, but dismissal from service does, disqualify from future employment in the company.

7.5 Power to impose penalty

The power to impose penalty upon an employee shall vest in the authority competent to make appointment to the post or a delegated authority, which is held by the employee in the company.

7.6 Suspension

- (a) An employee may be placed under suspension, pending inquiry, for any offence. The power of suspending an employee shall normally vest in the Appointing authority or a delegated authority. But the Controlling officer may also exercise this power with the approval of the Appointing authority. Provided that the authority may, if it considers more expedient instead of placing such employee under suspension, by order in writing require him/her to proceed on such a leave as may be admissible to him/her from such a date as may be specified in the order.
- (b) During the period of suspension, an employee shall be entitled to a subsistence allowance at the rate of one-half of his/her basic. However, he/she shall be entitled to get all other allowances admissible under the rule in full. An employee shall not, while under suspension, leave the headquarters without prior permission of the authority.
- (c) An employee committed to prison on a criminal charge should be considered under suspension from the date of arrest and should be allowed the subsistence allowances until the termination of proceedings against him.

7.7 Inquiry procedure in cases of negligence, inefficiency, misconduct and corruption

- (a) When an employee is to be proceeded against under clause (a) or (b) or (c) or (d) under "punishment and appeal" (7.3), he shall be called upon to submit explanation in writing to the authority within ten days for the alleged offence.

- (b) When the explanation of the employee is not found satisfactory, the authority shall frame a charge.
- (c) The competent authority shall appoint an enquiry officer or constitute a committee consisting of three officers senior in rank to the accused in case of officer and form an enquiry committee as per Bangladesh Labor Act-2006 in case of staff to conduct the inquiry which/whom shall submit a report after giving the accused a personal hearing if so desired by him/her within two weeks (may be extended if so required) from the date of its constitution.
- (d) The competent authority shall consider the written statement submitted by the employee in his/her defense, the report of the enquiry officer / enquiry committee and other circumstances, if any, and impose such penalty as it may deem proper in the circumstances of the case;

The decision of the authority shall be communicated by an order in writing to the employee concerned. The proceedings under this rule shall be completed within four months from the date of framing charge against an employee.

7.8 Procedure for disposal of a case, where an employee has been convicted by a court of law

- (a) When an employee is convicted by a court of law on charge of a criminal offence, the competent authority may dismiss or remove him/her from the service of the company, or impose any other penalty upon him without following the inquiry procedure or may not impose any penalty, if the Appointing authority decides that the offence for which he/she is convicted is not liable to disciplinary action under these rules.
- (b) Any penalty imposed upon an employee shall take effect from the date of communication of the order of imposition of the penalty to the employee and not from the date of his/her conviction or suspension.

7.9 Summary proceedings

- (a) An employee found guilty of-
 - i) Habitual late attendance;
 - ii) Leaving place of duty without permission;
 - iii) Willful misrepresentation or suppression of fact;
 - iv) Misbehavior with other employees or members of the public; or
 - v) Unnecessary delay in disposal of files and records;
 - vi) Seizure, Coercion to any office or officer;
- shall be called upon to submit explanation to the authority within seven days as to why disciplinary action shall not be taken against him/her for the alleged offence.

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- (b) If the competent authority is, on such an inquiry, satisfied that the employee is guilty of any of the offences mentioned in above shall impose upon him/her such penalty as specified in 7.4 (a) & (b) of the "Penalties" Clause.

7.10 Appeal

- (a) An employee shall have the right to appeal once only against an order imposing any penalty specified in clause 7.4(a) & (b) of this chapter except censure to the authority next superior to the authority imposing the penalty, and where the penalty is imposed by an order of the Board of Directors, there shall ordinarily lie no appeal but the Board of Directors may review its own order suo moto or on receipt of representation from the employee concerned.
- (b) Every appeal shall comply with the following requirements, namely:-
- i) It shall contain all material statements and grounds relied upon and shall be complete in all respects;
 - ii) It shall specify the relief desired;
 - iii) It shall be submitted through proper channel;
 - iv) It shall not be couched in improper language; and
 - v) It shall be submitted within thirty days from the date of receipt of the order of penalty.
- (c) An appeal may be withheld by the authority imposing the penalty, if-
- i) it does not comply with the requirements of Appeal, it deals with matters, which are not relevant to the case;
 - ii) it is found to be a repetition of appeal withheld or rejected before by the appointing authority unless it discloses any new point or circumstances which afford grounds for reconsideration; or
 - iii) it is addressed to an authority to which no appeal lies under this rule.
- (d) In every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons thereof.

Provided that an appeal withheld under 7.10(c) may be re-submitted at any time within thirty days from the date on which the appellant has been informed of withholding of the appeal in a form, which compiles, with the provisions of appeal requirement mentioned in Clause 7.10(b).

- (e) The appellate authority shall examine-

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- i) Whether the facts on which the order of penalty is based have been established; and
- ii) Whether the penalty is adequate, inadequate or excessive, and after such examination shall pass such order as it considers proper.

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Company Secretary
Ashuganj Power Station Co. Ltd.
Ashuganj, Brahmanbaria

Engr. Khaled Mahmood
Chairman
Ashuganj Power Station Co. Ltd.

- (f) An appellate authority may call for the records of any case including an appeal withheld by an authority subordinate to it and may pass such orders thereon as it considers fit under the provisions of these rules.
- (g) Nothing in these rules shall preclude the Company Board from revising, whether on its own motion or otherwise, any order passed by an authority subordinate to it in exercise of powers conferred on such authority by these rules.

7.11 Reinstatement

When an employee who was dismissed, removed or suspended is reinstated, the punishing or appellate authority may grant him/her for the period of his/her absence from duty:

- (a) If he/she is honorably acquitted of the charge against him/her and is reinstated with retrospective effect, the full pay to which he/she would have been entitled had he/she not been dismissed, removed or suspended; or
- (b) If otherwise, such leave with full pay or with half-pay or without pay as the punishing or appellate authority may prescribe.

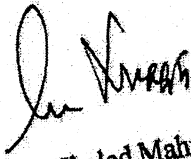
Explanation-Except in case of leave without pay, the subsistence allowance, if any paid to an employee during suspension shall be recovered from his/her salary on reinstatement.

7.12 Bar to resign or retire by employees under suspension

An employee under suspension or prosecution on charge of offences under these rules shall not resign or retire at his/her own option from service until the case is finalized.

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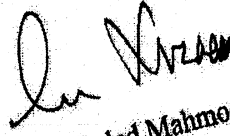
CHAPTER - VIII

8.0 Service Record

- (1) A record of service of each employee shall be maintained separately in the form prescribed by the company and the company shall preserve the specific service record.
- (2) An employee shall be allowed to go through his/her service record once in a year in presence of an authorized officer and he/she shall sign with date in that service record stating that matters endorsed in the service record is true and complete.
- (3) If an employee finds any omission or error in the service record, he/she shall communicate the matter in writing for correction to the officer having the authority within 15 (fifteen) days.

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CHAPTER - IX

9.0 Retirement, Termination and Resignation

9.1 Retirement

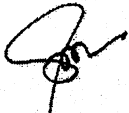
- (a) Normal retirement is mandatory upon the completion of 60 years of employee's age except Executive Director and above. Executive Director and Managing Director shall retire from service on his/her attainment of 62 years of age but the authority may extend their service up to the age of 65 years.
- (b) If any judicial proceedings instituted by the Company or any departmental proceedings are pending against an employee at the time of his retirement or as the case may be, ceasing to be in service, he shall not be entitled to any retirement benefits, except his own contribution to any fund and the interest thereon, till the end of such proceedings and the payment of any retirement benefit to him shall be subject to the findings of such proceedings. The proceeding shall be completed within the time schedule mentioned in relevant section of the rules.
- (c) Gratuity rate 2.5 times of basic for each served year.
- (d) While paying retirement benefits, advances/loans if any due shall be adjusted.

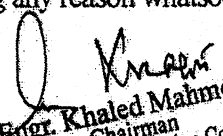
9.2 Resignation

- (a) Unless otherwise provided in the terms of employment or of any bond executed by an employee, a permanent employee may resign from the service after giving 2 (two) months' notice in writing or refunding two months' pay in lieu of such notice or for the period by which such notice falls short of 2 months and after repaying the dues of the Company if any.
- (b) A temporary employee/probationer may resign from the Company after giving one month's notice in writing or refunding one month's pay in lieu of such notice or for the period by which the notice falls short of one month and after repaying the dues of the Company, if any.

9.3 Termination

The competent authority may terminate the service of an employee by giving 4 (four) months' notice in case of permanent employees and 1 (one) months' notice in case of temporary employees/probationer or by paying an amount equivalent to 4 (four) months' or 1 (one) month's basic pay as the case may be without assigning any reason whatsoever.


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