

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY PROCEDURES			
	TITLE: PROCEDURE FOR HUMAN RESOURCE DEVELOPMENT								
Document No:	QP-HRM-1	Revision No.:	00	Effective Date:	01/01/13	Page:	1	of	4

1. Scope: Applies to the whole of POWER GRID COMPANY OF BANGLADESH LTD.					
2. Purpose: To run PGCB with a sound & appropriate Human Resource policy					
SL. No.	Activity (including check points)	Ref. Doc.	Responsibility	Freq. /Time	Output
0.0	HRM division deals with planning and development of human resources & their discipline, other services like security & safety, welfare, transport, accommodation, & industrial relation,	.			
1.0	Setup:				
1.1	In PGCB, an organogram has been prepared showing manpower requirement highlighting all the positions considering all activities at the inception of the company. It is periodically reviewed.	Document No. QD-HRM-01	Director (HRM) GM (P&A)	As and when required	
2.0	Job Description:				
2.1	Job Description and man specification are prepared for fixing duties & responsibilities of the employee with the assistance of concerned departmental Heads.	Document No. QD-HRM-01	Director (HRM) GM (P&A)	As and when required	
2.2	For every positions in PGCB, assessment of competence to perform tasks is made		DGMHRM		
3.0	Recruitment:				
3.1	Advertisement in the newspaper is made for filling up the sanctioned vacant posts as per requirement of departments.	Document No. QD-HRM-02	DGM (HRM) GM (P&A),	As and when required	QF-HRM-66
3.2	Selection: Selection of qualified candidate is made through written & viva-voce interview taken by approved committee. Individual rating sheet are compiled and processed. Recruitment proposal maintaining merit, district, women & other quotas as per order of GOB is placed for approval of M.D. for placement.	Document No. QD-HRM-02	MD D (HRM) DGM (HRM)	As and when required	QF-HRM-67 QF-HRM-104 QF-HRM-01 QF-HRM-02
4.0	Induction:				
4.1	Induction training is given to the newly recruited employees to acquaint themselves with the activities of company within shortest possible time.	Document No. QD-HRM-03	DGM (HRM) Man (Trg.)	As and when required	QF-HRM-03 QF-HRM-06 QF-HRM-07 QF-HRM-59
5.0	Placement:				
5.1	Placements of newly recruited employees are made as per requirement of vacant post of the concerned departments.	Document No. QD-HRM-02	DGM (HRM) Man (HRM)	As and when required	QF-HRM-15
5.2	After completion of provision period & police verification the service will be confirmed.	Document No. QD-HRM-02	DGM (HRM) Manager (HRM)	As and when required	QF-HRM-68 QF-HRM-69
5.3	Processing for nomination of CPF. Gratuity. Declaration of family members for medical reimbursement & children education allowance and for other benefits.	Document No. QD-HRM-02	DGM (HRM) Man (HRM)	As and when required	QF-HRM-04 QF-HRM-05 QF-HRM-55 QF-HRM-88 QF-HRM-89 QF-HRM-91

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6.0	Training		DGM (HRM)		
6.1	Training needs: 1.For proper development of the manpower, training needs are assessed at regular interval & on the basis of this assessment recommendation are invited from the department concerned. 2.Recommended training needs are received, compiled & developed into training policy. 3.Provisions for different modules of training with their time period are made. 4.Improving the competencies to perform tasks of the employees	Document No. QD-HRM-03	DGM (HRM) Man (Trg.)	As and when required	QF-HRM-24 QF-HRM-25 QF-HRM-26 QF-HRM-27 QF-HRM-28 QF-HRM-29
6.2	<u>Training Plan:</u> Training plan includes orientation, on the job, in house training as per training policy. It also includes programs those conducted by different institutions & consultants outside PGCB.	Document No. QD-HRM-03	DGM (HRM) Man (Trg.)	Yearly	QF-HRM-30 QF-HRM-31
6.3	<u>Nominations:</u> Training proposals are sent to different departmental/sectional head for nominations.	Document No. QD-HRM-03	DGM (HRM) Man (Trg.)		QF-HRM-32 QF-HRM-33 QF-HRM-34
6.4	Training records are maintained	Document No. QD-HRM-03	Man(Trg.)	As and when required	QF-HRM-35
6.5	<u>Evaluation:</u> Evaluation of training is done at the end of each programme.	Document No. QD-HRM-03	DGM (HRM) Man (Trg.)		QF-HRM-36 QF-HRM-63 QF-HRM-101
7.0	Performance Evaluation and Incentives				
7.1	<u>Performance Evaluation:</u> Performance of the employee is evaluated annually as per standard format. On that basis annual increment, service contract, selection grade & promotion activities are initiated. In order to fill up the higher post seniority of all is maintained cadre wise.	Document No. QD-HRM-02	GM (P&A) DGM (HRM)	As and when required	QF-HRM-10 QF-HRM-23 QF-HRM-12 QF-HRM-17 QF-HRM-18 QF-HRM-70 QF-HRM-73
7.2	<u>Promotion:</u> a) Promotion is given to the higher post on the basis of the recommendation of the Committee taking into consideration of the seniority & score of the Performance Appraisal Book/ACR. b) Due to shortage of vacant post if the promotion is not given then time scale will be provided on the recommendation of the committee. c) If required authority may give additional charge of an employee.	Document No. QD-HRM-02	Promotion Committee GM (P&A) DGM (HRM)	As and when required	QF-HRM-13 QF-HRM-14 QF-HRM-60 QF-HRM-61 QF-HRM-71 QF-HRM-72
8.0	Transfer & posting:				
8.1	Transfer & posting are done after a certain period to acquaint the concerned employee with various activities of the company for expanding area of knowledge.	Document No. QD-HRM-02	GM (P&A) DGM (HRM)	As and when required	QF-HRM-15 QF-HRM-56 QF-HRM-59 QF-HRM-57


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9.0	Leave Matters :				
9.1	Prepare attendants sheet, sanctioned all kind leave (earn leave, encashment, maternity, study,	Document No. QD-HRM-02	DGM (HRM) Man (HRM)	As and when required	QF-HRM-08 QF-HRM-09 QF-HRM-58 QF-HRM-74 QF-HRM-75 QF-HRM-76
10.0	Welfare:		DGM (HRM)		
10.1	For social & mental development as well as fostering community feelings among the employees, welfare activities like games, sports & annual drama are organized.	Document No. QD-HRM-02	DGM (HRM)	As and when required	
10.2	Distribution of WPPF		GM (P&D) DGM (HRM) DGM (F) CBA Representative	Yearly	QF-HRM-87 QF-HRM-90 QF-HRM-92 QF-HRM-93 QF-HRM-98
11.0	Security & safety:				
11.1	The importance of security & safety of man-material of PGCB is very high. So a nationwide well-organized security system is maintained through trained workforce. Threat of fire to the properties of the company is checked & controlled by installing fire fighting facilities in all offices/ installation. a) Security forces are trained periodically. b) Some employees are trained to handle the fire fighting. c) First aid arrangement is kept for urgent medical services. Necessary training are given to employees for emergency requirements. d) Engaged Ansar & private security in all installation.	Document No. QD-HRM-02	DGM (Service) Man (Security)	Always	QF-HRM-42 QF-HRM-95 QF-HRM-94 QF-HRM-96
12.0	Transport & Common Service:				
12.1	Transport services are provided to all senior & mid level officers. a) Regular repair & maintenance & servicing of vehicles are done. b) Levi & taxes are paid up annually c) POL slip is issued to the drivers.	Document No. QD-HRM-02	DGM (Service) Man (Service)	As and when required	QF-HRM-37 QF-HRM-38 QF-HRM-39 QF-HRM-40 QF-HRM-41 QF-HRM-97
12.2	a) Provide common services for the employees (Telephone, Fax, Mobile, Internet etc.) b) Engage Daily / Monthly basis employees	Document No. QD-HRM-02	DGM (Service) Man (Service)	As and when required	QF-HRM-44 QF-HRM-43 QF-HRM-54




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13.0	Residential Accommodation:				
13.1	Allotment for residential accommodation for employees residing in different installations of PGCB considering the status of the employers, are given after deciding their need and/or receiving application from them. If accommodation is not available, house rent are available as per company rule.	Document No. QD-HRM-02	Residential Accommodation Committee Headed by GM (Trans.-1) GM (Trans.-2)	As and when required	QF-HRM-64 QF-HRM-65 QF-HRM-86
14.0	Discipline:				
14.1	Disciplinary actions for illegal activities of employees are initiated and processed as per service rule. a) Explanation is sought for from accused. b) Charge sheet is issued if the care is of serious nature. c) Nomination of appointed IO & MR d) Analyze the report of IO & giving recommendation e) Innocent employees are acquitted from the charges and the delinquent is punished.	Document No. QD-HRM-02	GM (P&A) DGM HRM Man (HRM)	As and when required	QF-HRM-77 QF-HRM-78 QF-HRM-79 QF-HRM-80 QF-HRM-81 QF-HRM-82 QF-HRM-83
15.0	Industrial relation:				
15.1	Employee related issues like any disputes, wages, and welfare matters are settled down through discussion with the employee representatives (CBA) as per prescription of industrial relation ordinance (IRO) 1969.	Document No. QD-HRM-02	GM (P&A) DGM HRM Man (HRM)	As and when required	QF-HRM-105
16.0	Final Settlement				
16.1	a) Preparing lists of retired employees. b) Settlement for the final payment of retired Death & reign employees.	Document No. QD-HRM-02	DGM HRM Man (HRM)	As and when required	QF-HRM-84 QF-HRM-19 QF-HRM-16 QF-HRM-20 QF-HRM-21 QF-HRM-49 QF-HRM-85 QF-HRM-102
17.0	Other Service:				
17.1	A central receipt & dispatch center is maintained for quick movement of documents (within 20 hours) to the concerned offices. Outside mails are received & dispatched (within 20 hours) through courier & postal services. The internal document move through attendants.	Document No. QD-HRM-02	DGM (HRM) DGM (Service)	As and when required	QF-HRM-22 QF-HRM-11 QF-HRM-45 QF-HRM-46 QF-HRM-47 QF-HRM-48 QF-HRM-50 QF-HRM-51 QF-HRM-52 QF-HRM-53 QF-HRM-62 QF-HRM-99 QF-HRM-100 QF-HRM-103
18.0	Procedure for Human Resource Development and its effectiveness will be checked and reviewed during internal audits.		MR	At least 1 time in a year	Review of system
19.0	Actions will be taken to improve the system on the basis of review		MR	At least 1 time in a year	Improvement

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