

1. PROMOTION CRITERIA FOR INSTITUTIONAL MEDICAL OFFICERS

As desired by the Board in its 51st meeting held on dated 18th March 2020 a committee is hereby constituted to establish the promotion criteria of Medical Officers working in MTI, Abbottabad.

The decision of the BoG is reproduced as under:-

“The board discussed the issue in detail and approved the promotions. It was further decided that in future the promotions of medical officer shall not be made only on the basis of seniority and length of service rather a comprehensive promotion criteria shall be established by MD and shared with board for approval for future promotions”

Constitution of Committee:

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| 1. Prof. Dr. Saleem Wazir | Chairman |
| 2. Astd: Prof. Dr. Tahir Hussain Shah | Member |
| 3. Dr. Junaid Sarwar | Member |

The Committee has established promotion criteria for the promotion of institutional Medical Officers (Annex-A) and was placed before the IMC on its meeting 11-11-2020. IMC decided that: *The IMC resolved that the Medical Director will present the situation analysis of Medical Officers in the next IMC meeting for consideration. It was also decided that in future the induction of Medical Officer should be specialty/department based and they will be given specialty department fixed contract and their promotion will be linked to the achievements in that specialty.*

Promotion Policy for Medical Officers is attached at (Annex-B)

Current Situation of Institutional Medical Officers is attached at (Annex-C).

PROMOTION FOR MEDICAL OFFICERS OF GENERAL CADRE

Reference: Notification No.PS-MD/(MTI-ATD)/1077-81 dated 3rd August 2020. The following attended a series of meetings regarding promotion criteria of Medical Officer in Ayub Teaching Hospital Abbottabad.

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| 1. Prof. Muhammad Saleem Wazir | Chairman |
| 2. Dr. Tahir Hussain Shah | Member |
| 3. Dr. Junaid Sarwar | Member |

The committee deliberated upon the facts available to it and resolved to propose criteria which should be merit based and consonance with the needs of the institution i.e. serving the ailing humanity. The criteria should subscribe to modern needs of patient care, micromanagement required therein and facilitation of caregivers and to achieve: efficiency, effectiveness, performance and responsiveness of the health system as envisaged in MTI Act 2015.

Proposed Promotion Criteria:

1. The BOG, exercising its powers, may create, abolish, upgrade and downgrade posts of medical officers on need basis. The needs may be determined by officers qualifying for promotions; prospectively as per these recommend actions.
2. The qualification of medical officers to be considered for promotion must initially be determined by their regular years of service as per the following:
 - > BS-18 5years inBS-17
 - > BS-19 12years inBS17and 18
 - > BS-20 17years inBS17to19
3. The Institutional Promotion Board (IPB) maybe appointed by the BOG, headed by Medical Director, beside Finance Director, for BPS-20.MOand other members as may be deemed necessary.
4. The IPB will determine and approve cases for promotion as following:
 - i. Post(s) in the BS is available
 - ii. Seniority list as published last year is available.
 - iii. PERs are available and must have been allocated scores as per Comprehensive Efficiency Index (CEI)for the previous years of service rendered as per rules of the government of KPK for promotions forBS-18and above.
 - iv. Certificates of moral, financial and intellectual integrity must be issued by the Hospital Director and Medical Director.
 - v. Certificate mentioning pendency of inquiries or otherwise to be issued by the HD and MD.
 - vi. The establishment department of ATH must issue a certificate of penalties or otherwise based upon the records.
 - vii. The concerned officer (considered for promotion) must be asked to furnish requirements of training etc. Such letter must be issued to the concerned officers 15days before the meeting of IPB.
5. Concerned MOs shall not be required to submit a n application for the process. It shall be the duty of hospital authorities to initiate and complete the process.
6. The requirements beside seniority, length of service etc. should be one of the following during the grade officer he/she is serving in:
 - i. Obtaining a degree or diploma in clinical specialties, ethics, planning, management, public health research etc.

OR

- ii. CME equivalent to 08 credit hours

OR

- iii. A research paper (original article) based on data collected in ATH or district Abbottabad published in a peer reviewed medical journal within the first three authors.

OR

- iv. Certificate duly attested and verifiable of teaching in nursing school and paramedical institute submitted at the end of the academic years in these institutions (at least ten lectures of one hour)

7. The case of the MO for promotion may be deferred, if it could not be completed, due to a deficiency not attributable, to the officer.
8. A medical officer may be superseded if the deficiency is due to his/her fault.
9. A nomenclature is proposed for such posts:
- B5-17 Medical Officer
 - B5-18 Senior Medical Officer
 - BS-19 Additional Principal Medical Officer
 - BS-20 Principal Medical Officer
10. A post of administrative registrar may be named for posting of BS-18, BS-19 and BS-20 medical officers in clinical limits. The job description should include all administrative duties in the unit with full accountability. An attractive incentive package must be given for such posts. This will make management easy at all level.
11. It is also proposed that one post in BS-21 may be created. A panel of senior most in BS-20 (four) may be placed before BOG for promotion. This officer may be designated as Chief Medical Officer (CMO) and assigned duties of Additional Medical Director.
12. The same criteria may be applied in the case of dental-surgeons *mutatis mutandis*.
13. The above mentioned criteria is proposed for Medical Officers in general cadre. Medical Officers in Management Cadre may be managed through criteria already set by the Government of KPK or as directed by the BOG.

PROMOTION POLICY FOR MEDICAL OFFICERS

1. Short title, application and commencement

- 1.1 These rules shall be called the Medical Officer Promotion, (BPS-18 to BPS-21) Rules, 2021.

Approved in 61st BoG meeting Dated 02-04-2021

1.2 These rules shall apply for promotion of Medical Officers to all posts in Basic Pay Scales 18 to 21 for the time being reserved for promotion in their respective cadres or services.

1.3 These rules shall come into force at once.

2. Composition of Institutional Promotion Board (IPB).

2.1 The constitution of IPB shall be notified by the Medical Director, Medical Teaching Hospital, Ayub Teaching Hospital (MTI ATH) with the approval of Board of Governor, MTI ATH.

2.2 The IPB will constitute of

- a. Medical Director, MTI ATH
- b. Hospital Director, MTI ATH
- c. Finance Director, MTI ATH
- d. Head of Human Resource Department, MTI ATH

3. ELIGIBILITY CRITERIA FOR THE CONSIDERATION OF PROMOTION:

3.1 LENGTH OF SERVICE:

Fulfillment of length of service for promotion to any particular post or basic pay scale or grade is mandatory. Minimum length of regular service for promotion to posts in various basic scales will be as under:

- a. Basic Scale 18 : 05 years' service in BS-17
- b. Basic Scale 19 :
 - i. 07 years' service in BS-18 or
 - ii. 12 years' service in BS-17 & above
- c. Basic Scale 20 :
 - i. 03 years' service in BS-19 or
 - ii. 10 years' service in BS-18 or
 - iii. 17 years' service in BS-17 & above

3.2 SENIORITY:

Seniority list will be communicated by Human Resource Department on annual basis of each cadre. Officers will be considered for promotion on the basis of seniority.

3.3 Quantification Personal Evaluation Report (PER):

The PER will be quantify for each year as,

	Upto 11th June, 2008	After 11th June, 2008
Outstanding	-	10
Very Good	10	08
Good	07	07

Average	05	05
Below average	01	01

The outstanding grading shall be awarded to officers showing exceptional performance but in no case should exceed 10% of the officers reported on. The grading is not to be printed in the PER form but the reporting officer while rating an officer as “outstanding” may draw another box in his own hand in the form, initial it and write outstanding on the descriptive side. Convincing justification for the award shall be recorded by the reporting /countersigning officer. The discretion of awarding “outstanding” is to be exercised extremely sparingly and the award must be merited.

3.4 ADDITIONAL QUALIFICATION IN RELEVANT FIELD:

Additional qualification including degrees, diplomas, CMEs, workshop or course in relevant medicine or administration field will be given weightage as per following criteria,

- 3.4.1 For each Credit hour, earn in these activities, 02 marks will be awarded. Maximum 100 marks will be given. Then percentage will be calculated as per Point Allocation Criteria.
- 3.4.2 Only those educational activities will be counted for promotion that are earned after appointment, in case of first promotion (from BPS-17 to 18) or after last promotion.
- 3.4.3 Degrees & Diplomas must be awarded by Higher Education Commission (HEC) accredited institution with HEC approved curriculum. Courses, CMEs or workshops must be conducted by Government recognize institutes/bodies.
- 3.4.4 It is mandatory that candidate must obtain written permission and study leave if degree and diploma requires attendance of regular classes during hospital working hours. In case of evening or other off time classes, only permission from competent authority is required before joining of program.

3.5 CONTRIBUTION TO ORGANIZATION BESIDES DESIGNATED JOB:

The officers contributing their extra services like, working in different committees, fulfilling extra clinical, educational, research or administrative tasks, will be given extra weightage while quantification for promotion. The point allocation will be as below,

- 3.5.1 05 points will be given for working in one disciplinary committee
- 3.5.2 10points will be given for working in one administrative committee
- 3.5.3 Total 50 points will be given. Then percentage will be calculated for quantification.

3.6 POINT ALLOCATION:

S/No.	Factors	Weightage
1	Quantification of PERs	40%
2	Extra qualification in relevant field including Degree, Diploma, Courses, CMEs and Workshops	30%
3	Contribution in tasks/activities beyond designated job	20%
4	Litigation, pending inquiries, warning or disciplinary actions	10%
TOTAL Percentage		100%

3.7 DEFERMENT OF PROMOTION:

- 3.7.1.1 Promotion of an officer will be deferred, if
 - 3.7.1.2 His inter-se-seniority is disputed/sub-judice.
 - 3.7.1.3 Disciplinary or departmental proceedings are pending against him.
 - 3.7.1.4 The PER dossier is incomplete or any other document/ information required by the IPB for determining his suitability for promotion is not available for reasons beyond his control.
- 3.7.2 The officer whose promotion has been deferred will be considered for promotion as soon as the reasons for deferment cease to exist. The cases falling under any of the above three categories do not warrant pro forma promotion but the officer will be considered for promotion after determining his correct seniority over the erstwhile juniors.
- 3.7.3 If an officer is otherwise eligible for promotion but has been inadvertently omitted from consideration in the original reference due to clerical error or plain negligence and is superseded, he should be considered for promotion as soon as the mistake is noticed.
- 3.7.4 If and when an officer, after his seniority has been correctly determined or after he has been exonerated of the charges or his PER dossier is complete, or his inadvertent omission for promotion comes to notice, is considered by the IPB and is declared fit for promotion to the next higher basic scale, he shall be deemed to have been cleared for promotion along with the officers junior to him who were considered in the earlier meeting of the Departmental Promotion Committee. Such an officer, on his promotion will be allowed seniority in accordance with the proviso of sub-section (4) of Section 8 of the North-West Frontier Province Civil Servants Act, 1973, whereby officers selected for promotion to a higher post in one batch on their promotion to the higher post are allowed to retain their inter-se-seniority in the lower post. In case, however, the date of

continuous appointment of two or more officers in the lower post/grade is the same and there is no specific rule whereby their inter-se-seniority in the lower grade can be determined, the officer older in age shall be treated senior.

3.7.5 If an officer is recommended for promotion to the higher basic scale/post by the DPC and the recommendations are not approved by the competent authority within a period of six months from such recommendations, they would lapse. The case of such officer would require placement before the IPB afresh.

3.7.6 The officer deferred shall, immediately after the recommendations of the IPB have been approved by the respective appointing authority, invariably be informed about the reasons of their deferments.

3.8 CONDITIONS FOR SUPERSESSION:

A civil servant shall be recommended for supersession, if?

3.8.1 He/she does not meet the requisite threshold for promotion to a particular post or grade.

3.8.2 He/she fails to show any extra contribution or enhancement of qualification.

3.8.3 There is any other reason which shall be recorded in writing by the IPB as the case may be.

3.8.4 The officer superseded shall, immediately after the recommendations of the IPB have been approved by the respective appointing authority, invariably be informed about the reasons of their supersessions.

3.8.5 If an officer is superseded he shall not be considered for promotion until he earns one PER for the ensuing one full year.

The officer deferred or superseded shall, immediately after the recommendations of the IPC have been approved by the respective appointing authority, invariably be informed about the reasons of their deferments and supersessions.

Case is placed before board for consideration.

DECISION:

The board approved the promotion Criteria for Institutional Medical Officers and approved the following amendments in promotion Criteria:

1. Clause 6, sub clause ii, CME should be 30 credit hours per year.
2. Clause 6, sub clause iii, One (01) Research Paper every 02 years in an indexed journal and that the words "District Abbottabad" and "peer review" are to be removed from the criteria.

Approved in 61st BoG meeting Dated 02-04-2021

3. Clause 6, sub clause iv Certificate will be 10hours per year.
4. Clause 10, 11 to be abolished from the promotion criteria.