

**NORTHERN AREAS TRANSPORT CORPORATION
(NATCO)**



STAFF SERVICE REGULATIONS, 2025

THE NORTHERN AREAS TRANSPORT CORPORATION (NATCO)

STAFF SERVICE REGULATIONS, 2025

Dated: 6th November, 2025

NOTIFICATION

No.HO-Admin-1(2)/2025. In pursuance to the approval of the Board of Directors in its 135th Meeting held on 25th June 2025, the management of NATCO is pleased to notify the **NATCO Staff Service Regulations, 2025** for implementation with immediate effect across the organization.

CHAPTER -1

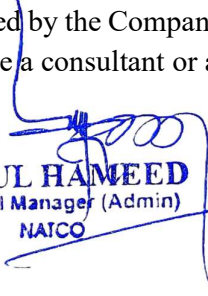
SCOPE AND APPLICABILITY

- 1.1 These Regulations shall be known as the “Northern Areas Transport Corporation (NATCO) Staff Service Regulations, 2025” and shall come into force with immediate effect.
- 1.2 These Regulations shall apply to all employees of the Company.
- 1.3 To supplement these Regulations, administrative instructions/orders, not inconsistent with these Regulations, may be issued as and when required. Such administrative instructions/orders shall have the same effect as provisions of these Regulations and shall not be issued except with the prior approval of the Managing Director.

CHAPTER – 2

DEFINITIONS

2. Unless there is anything repugnant in the subject or context, the terms used in these Regulations shall mean as defined hereinafter: -
 - 2.1. “**NATCO**” means the Northern Areas Transport Corporation (Pvt.) Limited.
 - 2.2. “**Board**” means the Board of Directors of the Corporation.
 - 2.3. “**Chairman**” means a person appointed as Chairperson of the Board of Directors of the Company.
 - 2.4. “**Competent Authority**” means the Board, the Chairman, the Managing Director or any other person legally authorised to perform a designated function.
 - 2.5. “**Managing Director**” means the Chief Executive of the Corporation.
 - 2.6. “**Employee**” means any person hired by the Company following prescribed procedure against any sanctioned post but does not include a consultant or a casual employee.


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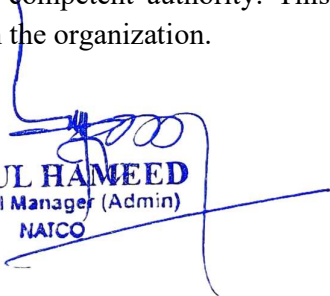
- 2.7. **"Permanent employee"** means any employees who is declared confirmed against a permanent post.
- 2.8. **"Regular service"** means service as prescribed under the Regulations.
- 2.9. **"Contract Employee"** means an employee engaged on a contract for a specified period whose terms and conditions of service are governed by the terms of the contract.
- 2.10. **"Casual Employee"** means a person appointed not against a permanent/temporary post, for a job which is casual in nature.
- 2.11. **"Daily Wages"** means the services of a person hired for daily fixed wages.
- 2.12. **"Salary"** means the amount of regular employment paid to employees for the services rendered by them, but does not include any other payments, such as other kinds of salary, special allowances in lieu of overtime, bonuses, reimbursements, or any benefits like medical allowance, housing allowance, travel allowance, or any other fringe benefits provided by the Corporation.
- 2.13. **"Special Allowance(s)"** means emoluments provided in place of overtime compensation, as determined by the Managing Director.
- 2.14. **"Family"** except as otherwise provided in these Regulations, means wife or husband of an employee, parents and his/her minor children and minor siblings including stepchildren, residing with and wholly dependent on the employee.
- 2.15. **"Project"** means any initiative or undertaking carried out and managed by the Corporation, which does not have a separate legal entity distinct from the Corporation itself.
- 2.16. **"Worker"** means an individual engaged in mobile duty within the Corporation, including a wide range of roles such as drivers, mechanics, clerks, helpers, checkers, and similar positions. This term applies to persons employed on a daily wage, contract, or regular basis, and includes all employees involved in operational tasks related to the Corporation's activities.
- 2.17. **"Trainee/Apprentice"** means an employee who is undergoing training or apprenticeship. During this period, the trainee/apprentice will receive an allowance or fixed pay, as determined by the company. The Corporation has no obligation to offer permanent employment to a trainee/apprentice, and any such employment will be at the sole discretion of the Corporation, based on qualification, experience, conduct, and the requirements of the company.
- 2.18. **"Proper Channel"** means the established hierarchical order in which officers are placed according to their authority within the administrative structure of the Corporation, including its divisions, departments, branches, or sections.
- 2.19. **"Employer"** means NATCO, represented by the Managing Director and the officers who function under the direct control and authority of the Corporation, overseeing its operations and activities.
- 2.20. **"Government"** means the Government of Gilgit-Baltistan, while "Federal Government" refers to the Government of Pakistan.
- 2.21. **"Public Interest"** means matters related to the Government and the services it provides that fall outside the scope of the Corporation's responsibilities and do not adversely affect its financial or administrative systems. In such cases, the Corporation reserves the right to take disciplinary action as deemed necessary to safeguard its operations, reputation, and overall best interests.
- 2.22. **"Exigency of Service"** means an urgent need or unforeseen situation that demands immediate action or attention in order to meet the critical operational requirements of the Corporation, ensuring its smooth functioning and continuity.


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- 2.23. **“Consultant”** means a person/firm temporarily engaged for rendering services to the Company in any specialised field for a specified period.
- 2.24. **“Day”** means a calendar day beginning and ending at midnight. But an absence from office on duty at on out-station which does not exceed twenty-four hours will also be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- 2.25. **“Deputationists”** means an employee whose services have been borrowed by the Company from Government or any other organisation on standard terms and conditions of deputation.
- 2.26. **“Deputation Allowance”** means an allowance admissible, to a person who is rendering his services in the Company on deputation, in addition to prescribed salary of the post.
- 2.27. **“Duty”** means functions performed in any post as per the prescribed job description
- 2.28. **“Sanctioned Posts”** in relation to the Company means the overall strength of employees sanctioned by the Board from time to time.
- 2.29. **“Holiday”** means public holidays declared by the Government.
- 2.30. **“Honorarium”** means payment granted to an employee as remuneration for special work of an occasional or intermittent nature at the discretion of the MD/Chairman/ Board.
- 2.31. **“Joining time”** means the period of time granted to an employee, as per the conditions outlined in these Regulations, to enable them to take up the post to which they have been appointed or transferred.
- 2.32. **“Leave”** means leave of absence from duty taken with the approval of the competent authority.
- 2.33. **“Leave Salary”** means the emolument payable to an employee while on leave.
- 2.34. **“Medical Board”** means a Medical Board constituted under the orders of the competent authority in respect of matters requiring medical opinion.
- 2.35. **“Mileage Allowance”** means the amount paid as allowance to meet cost of travel of a particular journey.
- 2.36. **“Officiate”** means performance of duties of a post other than the post in which a person is employed.
- 2.37. **“Operational personnel”** means officers and staff declared as operational personnel in relation to Company duties with the approval of Managing Director.
- 2.38. **“patient”** means an employee of the Company, or a member of his family as defined in the Regulations who is entitled to medical treatment.
- 2.39. **“pay”** means the amount drawn monthly by an employee as: -
- i. Fixed pay.
 - ii. Personal Pay.
 - iii. Any other emoluments which may be specially classified as pay by the Board.
- 2.35 **“Pay Group/PG”** means the classification assigned to an employee based on their designated pay scale, which also includes the categorization of the employee's emoluments, such as salary, allowances, and other financial benefits. This classification helps in determining the employee's financial standing within the organization.
- 2.36 **“Pay scale”** means a time scale of pay in which the pay rises by annual increments.
- 2.37 **“Permanent post”** means a post sanctioned without limit of time.


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- 2.38 **“Personal pay”** means an additional pay granted to an employee to save him from loss of pay in respect of a permanent post held by him due to revision of pay or reduction of such pay otherwise than a disciplinary measure.
- 2.39 **“Prescribed”** means specified or defined by the Regulations, or by administrative instructions/orders issued under these Regulations, which may be revised, amended, or updated periodically to ensure compliance with organizational standards and requirements.
- 2.40 **“Probationer”** means a person who is initially employed on probation or an employee who has been promoted to a higher position on probation, in accordance with the prescribed procedures and guidelines. During this period, the individual’s performance and suitability for the role are evaluated before confirming their permanent status.
- 2.41 **“Selection Board (SB)”** means a committee formed by the Appointing Authority to recommend suitable candidates for initial appointment to various posts, based on the qualifications, experience, and other relevant criteria.
- 2.42 **“Promotion”** means the advancement of an employee to a higher Pay Group, provided they meet the prescribed minimum qualifications, experience, length of service, mental and physical fitness required for promotion to that higher Pay Group, as defined by the Regulations.
- 2.43 **“Promotion Committee (PC)”** means a committee of officers constituted by the Appointing Authority to make recommendations for the promotion of eligible employees to higher Pay Groups. The committee evaluates the qualifications, experience, and other relevant criteria for promotion.
- 2.44 **“Public conveyance”** means any train, steamer, aeroplane, road transport, or other mode of transport that operates regularly for hire, specifically for the carriage of passengers.
- 2.45 **“Regular appointment in relation to an employee meant that: -**
i. He/she was recommended/selected by a properly constituted SB/PC and was approved by the competent authority.
ii. the appointment/promotion was made in a vacancy reserved for promotion or direct appointment, as the case may be;
iii. he/she fulfils the required qualifications/experience and other conditions prescribed for the post; and
iv. he/she has completed probationary period satisfactorily.
- 2.46 **“Regulations”** means the NATCO Staff Service Regulations or other regulation approved by the Board from time to time.
- 2.47 **“Service”** means service in the Northern Areas Transport Corporation (NATCO).
- 2.48 **“Temporary employee”** means an employee who is not confirmed against a permanent post or is employed against a temporary post or for a specified period.
- 2.49 **“Temporary post”** means a post sanctioned for a limited period.
- 2.50 **“Temporary duty/tour”** means the absence of an employee from his Headquarters on duty under the orders of the competent authority.
- 2.51 **“Transfer”** means the movement of an employee from one post or office to another, in accordance with a transfer order issued by a competent authority. This transfer may involve changes in location, department, or role within the organization.


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- 2.52 **“Travelling Allowance”** means a prescribed allowance granted to an employee when they are on temporary duty, intended to cover expenses incurred during travel for official purposes. This may include costs for transportation, accommodation, and other travel-related expenses as per the company policy.
- 2.53 **“Treatment”** means the use of all medical and surgical facilities available at the Approved Hospital/clinic where the patient is being treated. This includes the following:
- i. The use of necessary pathological, bacteriological, radiological, or other medical methods as deemed required by the Authorized Doctor/Medical Officer.
 - ii. The provision of medicines, vaccines, sera, or other therapeutic substances that are ordinarily available at the Approved Hospital, or those that the Authorized Doctor/Medical Officer certifies in writing as essential for the recovery or for preventing deterioration in the patient’s condition.

CHAPTER - 3

RECRUITMENT AND CONDITIONS OF SERVICE

3. GENERAL

- 3.1 The competent authority to approve the transfer of employees is assigned as follows: The Managing Director is authorized to approve transfer orders for employees in BS-15 and above. The General Manager (Admin) is responsible for approving transfers of employees from BS-01 to BS-15. However, in exceptional circumstances, the Managing Director may advise the General Manager (Admin) regarding the transfer of employees from BS-01 to BS-15 as a special case. These authorities ensure the proper management and administration of employee transfers across different levels of the organization.
- 3.2 Employees from one Branch/Station/Project may be transferred to another Branch/Station/Project within the Company, at the same scale of pay, as prescribed in these Regulations, provided they are deemed suitable and possess the necessary qualifications, experience, and capabilities for the post to which they are being transferred. Such transfers may be made in cases of exigency of service, administrative requirements, or on medical grounds.
- 3.3 In the case of a transfer of an employee from one Branch/Station/Project to another, as permitted under the preceding regulation, the terms and conditions of service, including seniority and basic pay, shall remain unchanged in the original Branch/Station/Project. The employee’s status in the original Branch/Station/Project will not be affected by the transfer.
- 3.4 No person shall be eligible for service in the Company unless they are a national of Pakistan. However, in the Company’s ventures outside the boundaries of the state, individuals who are not nationals of Pakistan may be appointed as employees or consultants. These individuals may advise the Company for the betterment of the venture within that country, outside that country, including Pakistan.


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- 3.5 The entire time of an employee shall be at the disposal of the Company, and the employee may be assigned to any duties or employed in any manner deemed necessary by the competent authority, in accordance with the requirements of their job and the Company's needs.
- 3.6 Save for the employment, rehabilitation, and welfare of disabled persons under the Disability Act, 2021, as amended from time to time;
- i. No person shall be eligible for appointment to any post or continue employment in the service of the Company unless they are medically fit according to the prescribed medical standards.
 - ii. Employees who have lost the medical category required for a certain post during the course of service but are still fit to perform other duties may be considered for alternative roles. These alternative roles would typically involve less physically demanding tasks or responsibilities that align with the employee's current medical condition and capabilities.
 - iii. Such employees may be transferred to another Branch/Station/Project with less physically demanding duties or discharged from service with admissible terminal benefits, as recommended by the Medical Board.

MEDICAL FITNESS CERTIFICATE

- 3.7 A medical certificate of fitness, as prescribed, shall be produced by every person seeking employment with the Company before joining service. However, the competent authority may allow the production of the medical fitness certificate after joining the post, but it must be submitted before the employee is permitted to draw their first month's salary.

AGE

- 3.8 A candidate shall not be less than eighteen (18) years of age and shall not exceed fifty-five (55) years of age, nor be older than the maximum prescribed age limit for appointment to a post in the service of the Company, except for those who have been appointed by the Board from Government Departments or appointed on deputation from Government Departments.

PROOF OF AGE

- 3.9 Only a Matriculation Certificate or its equivalent, issued by the Education Board constituted by the Government of Pakistan/Gilgit-Baltistan, or a certificate or any such document issued by foreign institutions recognized by the Government of Pakistan/Gilgit-Baltistan, shall be accepted as proof of date of birth for calculating the age limit. However, in the case of a non-matriculate;
- i. A Birth Certificate issued by the authorized officer of a local body of the Government of Gilgit-Baltistan/Pakistan or outside Pakistan shall also be accepted for this purpose.
 - ii. In the absence of a Birth Certificate, the opinion of a competent Medical Officer/Board may be sought.
 - iii. The age declared and accepted at the time of entry into service shall be considered final throughout the employee's tenure with the Company. No subsequent change in age shall be recognized for the purpose of terms and conditions of service.

DOMICILE


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- 3.10 Upon initial appointment to the service of the Company, an employee shall declare their domicile in writing and submit a valid domicile certificate issued by the competent authority. The domicile declared and accepted at the time of entry into service shall be considered final throughout the employee's tenure with the Company. No subsequent change in domicile shall be recognized for the purpose of terms and conditions of service.

DISQUALIFICATION FOR APPOINTMENT

- 3.11 No individual who has been dismissed from the service of the Company, or from any Government or Semi-Government Organization, or who has been convicted of an offense involving moral turpitude (actions that are considered seriously dishonest or unethical, such as financial corruption, theft or fraud etc.), shall be eligible for employment with the Company or for holding any position within its service.

VERIFICATION OF CHARACTER/SECURITY CLEARANCE

- 3.12 The appointment of an individual to a position within the Company shall be subject to the verification of their character, background, and antecedents. Additionally, security clearance may be required at any subsequent stage of employment, as deemed necessary by the Company.

COMMENCEMENT OF SERVICE

- 3.13 An employee's service with the Company shall commence on the working day they report for duty at the designated place and time, as notified by the competent authority. If the employee reports before noon on that day, their service will begin immediately. However, if the employee reports after noon, their service will commence on the next working day.

CLASSIFICATION OF EMPLOYEES

- 3.14 Employees of the Company are classified as follows:
- i. Transferees
 - ii. Permanent Employees
 - iii. Contract Employees
 - iv. Deputationists
 - v. Trainees
 - vi. Contingent Workers
 - vii. Daily Wages Workers

PERMANENT POSTS

- 3.15 Posts that carry a defined scale or group of pay and are created without a specified time limit are classified as permanent posts, excluding those on a casual basis. This also includes posts that have been approved from time to time by the Board and the competent authorities.

TEMPORARY POSTS


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- 3.16 Posts that carry a defined scale or group of pay but are sanctioned for a limited period are categorized as temporary posts. Notwithstanding the overall approved establishment, the Board may, in the exigencies of service, create temporary posts as needed.

CREATION AND ABOLITION OF POSTS

- 3.17 The following shall be the competent authorities responsible for creating and abolishing permanent posts of all categories within the overall establishment approved by the Board:

- i. For the existing employees who have been appointed before 15th January, 2025

(They are drawing BPS Based Salaries)

S.NO	COMPETENT AUTHORITY	POSTS
1	Chairman	BS-16 & above
2	Managing Director	BS-01 to BPS-15

- ii. For the employees who have been appointed after 15th January, 2025

(They will draw Pay Group (PG) Based Salaries)

S.NO	COMPETENT AUTHORITY	POSTS
1	Chairman	PG-8 & above
2	Managing Director	PG-01 to PG-7

- iii. On retirement of employees in “Category A”, it shall be converted into “Category B”. No post in Category A shall be created after 15th January, 2025. Board may appoint officers of Government Departments against any PG on administrative grounds.

APPOINTMENTS

- 3.18 Appointments to various posts may be made by the following methods:

- By direct appointment
- By promotion
- By deputation/transfer
- By contract or permanent employment
- By contingent appointment
- By daily hiring for daily wages/fixed pay

3.19 Appointment and Promotion Criteria for Company Staff

- The schedule for various posts, including the required age, qualifications, and experience for the appointment of employees/staff in the Company, is provided in **Appendix “A”** of these Regulations. The Appointing Authority may issue additional ancillary instructions, provided they are not inconsistent with these Regulations.
- The promotion of staff up to BS-19 shall be carried out by the Appointing Authority in the prescribed manner, following the established procedures and guidelines for such appointments and promotions. This case shall only be applied to the employees appointed upto 31st December, 2024.
- The initial appointment and promotion of staff up to PG-9 shall be carried out by the Appointing Authority in the prescribed manner, following the established procedures


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and guidelines for such appointments and promotions. This case shall be applied to all employees appointed from 1st January, 2025.

No promotion shall be made if the employee does not possess the minimum required qualification, has not attained the prescribed length of service, or has not completed the mandatory trainings/courses required for the post to which promotion is being considered. Promotion shall be subject to fulfillment of all these requirements and satisfactory annual performance reports for the relevant period, duly signed by the reporting and controlling officers of the respective grade/pay group.

- iv. Management shall devise proforma form(s) for evaluation of performance for different categories, which shall be a mandatory part of promotion process. No regular government department PERs shall be followed after commencement of these regulations; however, previously signed PERs/performance reports, if any, shall be considered.

APPOINTING AUTHORITY

- 3.20 The competent authorities for making appointments to various posts w.e.f 1st January, 2025 are as follows:

PAY GROUP

Managing Director/PG10
equivalent to BS-20
PG-08 to 09
PG-1 to 7

APPOINTING AUTHORITY

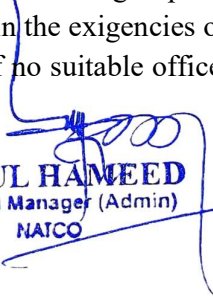
GB Government on recommendation of the Board

Chairman NATCO Board
Managing Director

INITIAL APPOINTMENTS

- 3.21 Initial appointment may be made by the following methods:

- i. Initial appointments shall be made at the minimum of the applicable scale of pay, except in the case of trainees/internees and contingent workers, who shall receive a fixed amount of emoluments for the duration of their training period and based on the work performed.
- ii. A serving employee shall be eligible to participate in open competition for a higher post, subject to possessing the prescribed qualifications and requisite experience for the position.
- iii. The Appointing Authority shall constitute Selection Committee(s) to assess and recommend candidates who are deemed suitably qualified for appointment to specific post(s).
- iv. Initial appointments to the officers' grade shall, as a general rule, be made only in Pay Group-7 or in such other scale/groups as may be specifically prescribed in these Regulations. However, in the exigencies of service, initial appointments may be made to higher scale/groups if no suitable officer, as per the prescribed criteria, is available


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to fill the vacancy through promotion. In such cases, appointments may be made either on a contract basis, in accordance with the prescribed procedure, or by deputing suitable officers from another department or organization under standard terms and conditions. However, on a need basis, the Board may make such appointments on an additional charge basis or through transfer from a government department.

- v. Regular direct appointments shall be made only after the respective posts have been duly advertised in leading newspapers, on the Company's website, or any other website deemed necessary by the Managing Director.
- vi. Appointments in PG-8 equivalent to BS-18 and above shall normally be made by the Board through the promotion of a suitable candidate from within the Company or by transferring a suitable officer on additional charge/transfer from a Government department. On a need basis, the Board may appoint an officer from a government department in PG-8.

POLICY FOR DEPUTATIONISTS

- 3.22 Employees of the Federal and Provincial Governments may be appointed on deputation to the Company in specialized areas at PG-7 and above, subject to the terms and conditions set forth herein. Such deputations shall be in line with the pay groups established by NATCO, corresponding to the employee's existing pay grade. The duration of deputation shall be for a period of three (3) years, extendable for an additional year(s), but in no case shall the total deputation period exceed five (5) years under any circumstances. Furthermore, employees serving on deputation shall not be eligible for permanent absorption into the Company. The terms of deputation are strictly temporary, and no Deputationist shall be considered for permanent employment within the Company.

CASUAL APPOINTMENT

- 3.23 Where it is deemed expedient to appoint an individual on a casual basis, not against a permanent or temporary post, to address an immediate or operational requirement, the Appointing Authority may appoint such individual for a period not exceeding eighty nine (89) days at a time. The pay for such appointment shall be the minimum wages defined by the country for that year. Further extension, if required, may be granted by the competent authority, provided that there is a one day gap between the date of the previous and the new appointment.
- 3.24 Such appointments shall not exceed a period of six (6) months and shall not be regularized under any circumstances. Appointments shall only be made through proper test and interview, strictly in accordance with the prescribed quota, qualification, and experience defined in these regulations. This regulation shall also be applicable to the existing staff appointed on daily wages basis, irrespective of the appointing authority, grade, or their job description.
- 3.25 Furthermore, any appointment made under these Regulations shall not confer any vested rights or entitlements in favor of the individual, nor shall it create any claim for permanent appointment or promotion within the service of the Company.


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- 3.26 The Managing Director may assign any officer a charge for a specific period of time, not exceeding six (6) months, on a need basis, with a specific nomenclature of the position which has not been permanently created. Such an appointment shall not confer any right for the creation of that position nor establish any claim for promotion.

EMPLOYMENT ON CONTRACT

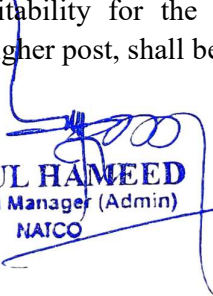
- 3.27 The Appointing Authority may appoint suitable individuals in PG-6 or above on a contract basis for an initial period of one (1) year or less through a test and/or interview. Such contracts may be extended for a further period, provided that the total duration of the contract, including extensions, shall not exceed three (3) years. These positions may be regularized only with the consent of the Board. All appointments and extensions shall be subject to the terms and conditions as determined by the Company. No appointment in PG-5 or below shall be made on contract basis under any circumstances. Such appointments (all categories) shall only be made through proper test and interview.

PROMOTION

- 3.28 The promotion of an employee to the next higher grade may be made, provided that the following conditions are fulfilled:
- i. The minimum length of service, along with the mandatory courses and other criteria, required for the consideration of promotion to the next higher Pay Groups/Scales shall be as outlined in **Appendix 'A'** to these Regulations.
 - ii. The Appointing Authority shall constitute a Promotion Committee (PC) responsible for evaluating and recommending suitable candidates for promotion to higher Pay Groups/Scales, in accordance with the established criteria and procedures.
 - iii. Promotion shall be subject to the availability of a vacancy in the relevant Pay Group/Scale.
 - iv. An employee who has been superseded shall be eligible for consideration for promotion at a later date, provided that such consideration occurs no earlier than two (2) years after the supersession, and subject to the employee's satisfactory performance and fulfilment of other relevant criteria.

PROMOTION CRITERIA

- 3.29 The criteria for promotion shall be as follows:
- i. Promotions shall be made on the basis of seniority-cum-fitness. Fitness shall be assessed in terms of the employee's ability to meet the prescribed qualifications, experience, and performance standards for the higher post. In addition to seniority, the individual's overall suitability for the role, including the fulfilment of specific requirements for each higher post, shall be taken into consideration.


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- ii. No employee shall have an automatic entitlement to a particular post solely on the basis of seniority. Promotion or appointment to any post shall be contingent upon the fulfilment of all prescribed criteria, including fitness for the role, performance, and other relevant qualifications for the higher grade.
- iii. Promotion shall be contingent upon the successful completion of any course(s) or training programs as may be prescribed by the Company, which are deemed necessary for the employee's advancement to the higher grade.

MOVE-OVER

- 3.30 Employees who have reached the ceiling of their current Pay Group/Scale and maintain a satisfactory record of service may be allowed a move-over to the next higher Pay Group/Scale, without an award of designation. Such move-over shall be permitted only if the employee has remained at the maximum of their existing Pay Group/Scale for a continuous period of ten (10) years, and it shall be subject to the approval of the competent authority for the appointment to the higher Pay Group/Scale.
- 3.31 Employees shall not be permitted to receive two successive move-overs. However, if an employee who has previously moved over to a particular Pay Group/Scale is later promoted to a post that carries the same Pay Group/Scale, they will become eligible for a further move-over, provided all other conditions and requirements outlined in these Regulations are met.

RETIREMENT FROM SERVICE AND ADMISSIBILITY OF TERMINAL BENEFITS

- 3.32 Employees of the Company shall be retired from service upon reaching the age of fifty-five (55). Any compulsory deductions made during the employee's tenure and transferred to an Insurance Company shall be paid to the employee upon retirement, in accordance with the terms and conditions agreed upon between the Company and the respective Insurance Company. The employee's rights to such payments shall be governed by the applicable agreements and policies in effect at the time of retirement.

LEAVE PREPARATORY TO RETIREMENT

- 3.33 An employee shall be entitled to leave preparatory to retirement, in accordance with the provisions set forth in the Leave Regulations. The company shall notify the employee of this leave at least one (1) year prior to their retirement. The duration and conditions of such leave shall be determined as per the relevant policies and guidelines applicable at the time of retirement.

EMPLOYMENT DURING LPR

- 3.34 An employee, during Leave Preparatory to Retirement (LPR), may seek employment outside the Company. However, the employee shall not commence such employment until after the official date of retirement from the Company.

PROBATION


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- 3.35 Persons appointed through direct appointment or promotion shall be placed on probation for a period of one (1) year, during which their performance and suitability for the position will be evaluated.
- 3.36 Upon the successful completion of the probationary period, the Appointing Authority shall issue a special order to formally terminate the probation. In the absence of such an order within one (1) year from the date of the initial appointment, the probationary period shall be deemed to have been extended for an additional year. Upon the expiration of the extended period, the probation shall be considered to have been completed satisfactorily, unless otherwise specified by the Appointing Authority.
- 3.37 In cases where the satisfactory completion of probation for a particular post requires the passing of a prescribed examination, test, course, or training, the following actions shall be taken if the probationer fails to pass such examination, test, course, or training, even after the extended probationary period:
- i. If the employee was appointed to the post through initial recruitment, their service shall be terminated.
 - ii. An employee reverted to a post due to non-completion of the probationary period satisfactorily shall not be considered for promotion for a minimum period of two (2) years from the date of reversion. If, upon subsequent evaluation, the employee fails to meet the required standards for promotion again, they shall be permanently debarred from further promotion opportunities within the Company.
- 3.35 In the case of an initial appointment to a post, an employee shall not be considered to have successfully completed their probationary period unless and until their character and antecedents have been verified as satisfactory, in accordance with the prescribed procedures and requirements. Only after such verification shall the probation be deemed satisfactorily completed.
- 3.36 Persons appointed on a contract basis or on deputation shall not be subject to a probationary period.
- 3.37 Upon the satisfactory completion of the probationary period, the employee shall become eligible for confirmation in their position. Until such confirmation is granted, the employee may be treated as a temporary employee.
- 3.38 The service of an employee appointed directly may be terminated at any time during the probationary period if their performance is deemed unsatisfactory. Such a determination will be based on a thorough evaluation of the employee's actual performance, conduct, and ability to meet the prescribed standards and expectations for the position.

TERMINATION

- 3.39 The service of a temporary employee with less than three (3) years of service may be terminated by the Appointing Authority by providing thirty (30) days' notice or payment in lieu thereof, in accordance with the applicable policies. The decision to terminate shall be at the discretion of the Appointing Authority, based on the employee's performance and the operational needs of the Company.


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- 3.40 The service of an employee may be terminated upon the submission of their resignation. The resignation shall be effective from the date specified by the employee, subject to approval by the Appointing Authority.

CONFIRMATION

- 3.41 An employee who has been either directly recruited or promoted shall be eligible for confirmation if the following conditions are met:
- i. He has been promoted or appointed in accordance with the prescribed method of recruitment, to a permanent post, as per the established policies and procedures.
 - ii. He is being confirmed in a position against an available post, in accordance with the Company's staffing requirements.
 - iii. He has satisfactorily completed the probationary period, meeting all the required performance and conduct standards.
- 3.42 If an employee, during the course of their service, was eligible for confirmation to any post but retires before such confirmation is granted, their retirement shall not, by reason of such retirement alone, result in the denial of confirmation to the post or the associated benefits. The employee shall still be entitled to the benefits and recognition that would have accrued had the confirmation occurred prior to retirement, provided all other criteria were met.
- 3.43 Confirmation of an employee shall take effect from the date of creation of a permanent post or from the date the employee was due for confirmation to such a post, whichever occurs later. No confirmation shall be granted against a temporary post or any position not classified as permanent. The confirmation process shall be in accordance with the Company's established procedures, and the employee shall be eligible for confirmation only upon fulfilling all relevant criteria for a permanent post, including satisfactory performance and completion of the probationary period.
- 3.44 Confirmation shall be made strictly based on seniority, ensuring that employees who have seniority are confirmed before their juniors, provided that both the seniors and juniors meet the eligibility criteria for confirmation. Under no circumstances shall juniors be confirmed in preference to their seniors if the seniors are equally eligible for confirmation, in accordance with the established guidelines and seniority principles.
- 3.45 An employee against whom disciplinary action is pending shall not be confirmed. In the event that a junior employee is eligible for confirmation and there are multiple vacancies available, one vacancy shall be reserved for the senior employee. The confirmation of the senior employee shall be deferred pending the resolution of the disciplinary proceedings. The final decision regarding their confirmation shall be made in light of the outcome of the disciplinary case, ensuring that the employee's eligibility is assessed only after the matter is conclusively settled.
- 3.42 Confirmation in promotional posts shall be made in ascending order of the posts. If an employee is eligible for confirmation in more than one post, the employee shall first be confirmed in the junior post, followed by confirmation in the higher posts in sequential order, based on the dates the employee is due for confirmation in each post. This ensures a systematic approach, with confirmation taking place in accordance with the employee's seniority and eligibility in each post.


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RESIGNATION

- 3.46 An employee of the company may resign, provided that the following conditions are fulfilled:
- i. A temporary employee may resign from the service by submitting a resignation letter to the Appointing Authority, provided that they give a notice period of one month in advance.
 - ii. A confirmed employee may resign from the service by submitting a resignation letter to the Appointing Authority, provided that they give a notice period of three months prior to their intended resignation date.
 - iii. Upon receipt of the resignation letter, the Appointing Authority shall have the discretion to either accept or reject the resignation. The Appointing Authority may also accept the resignation with immediate effect or prior to the completion of the notice period, provided the employee remits payment for the unexpired portion of the notice period.
 - iv. The resignation of an employee shall only be considered effective once accepted in writing and the employee has been formally relieved of their duties. Until such acceptance and relief, the employee shall remain in the employment of the Authority and shall continue to be governed by these Regulations.

EFFECT OF ABOLITION OF POSTS

- 3.46. In the event of the abolition of a post, the employee with the least seniority in the same group shall be affected and may be removed or re-assigned, as determined by the Authority.
- 3.47. If a post held by a temporary incumbent is abolished, the employee shall be discharged from service, provided that thirty (30) days' notice is given, or payment equivalent to the notice period is made in lieu thereof.
- 3.47. If the incumbent of the post is permanent, he shall be reassigned to another equivalent post for which he is qualified. If reassignment is not possible, he may be appointed to a post carrying the equivalent scale of pay, provided such a post is vacant and he is deemed suitable for that post. If the employee is not considered suitable for an equivalent post within the company, the company may offer him appointment to a lower post for which he is otherwise qualified, provided that the pay and allowances for the new post shall not be less favourable than those to which he was entitled while holding the previous post. If the employee declines such an appointment, the company may discharge him after providing at least three months' notice or payment in lieu thereof, along with any other admissible terminal benefits.
- 3.48. An employee who is discharged from service shall be entitled to the following benefits and entitlements:
- i. Leave accrued to the employee in accordance with these regulations shall be granted. The notice period for termination of service shall be considered as overlapping with the leave. If the leave available is insufficient to cover the full notice period, the employee shall receive payment for the remaining period of notice not covered by the leave.
 - ii. Pension and/or gratuity shall be granted in accordance with the applicable regulations. In cases where the employee has completed less than five (05) years of service, gratuity


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shall be payable at the rate of one month's pay for each completed year of qualifying service. Any shortfall in service, not exceeding three months, shall be condoned for the purpose of calculating the completed years of qualifying service.

- iii. Travelling allowance, in accordance with the applicable regulations, shall be provided to the employee and his family for travel from the station of his last posting to his hometown, as recorded in the official records.
- iv. The concessions outlined in (a) to (c) above shall also be granted to temporary employees, provided their continuous employment exceeds a period of three years.

CERTIFICATE OF SERVICE

- 3.49 In the event of termination of service or retirement, a certificate of service may be issued if requested by the employee, provided that the employee has not been terminated for corruption or serious misconduct. The certificate shall include the period of service, qualifications, courses attended, appointments held, reason for separation from the company, and a statement regarding the satisfaction of service. If requested by the employee, the certificate may also contain a "NO OBJECTION" to the employee's future employment elsewhere.

POSTING/TRANSFER

- 3.50 Every employee shall be liable for transfer to any location of the company, whether within Pakistan or outside Pakistan, in accordance with the company's business operations. On such transfer, the employee's pay shall be determined in accordance with the company policy applicable to the respective station and the pay scale/group the employee holds. No employee shall be entitled to claim additional benefits, such as allowances, accommodation, transport, or any other perks, unless specified under the company's policy for that station.

COMPETENT AUTHORITY TO ORDER TRANSFER

- 3.51 The following shall be the competent authority responsible for ordering transfers within the company:

Employee appointed before 31 st December, 2024	Employee appointed after 1 st January, 2025	COMPETENT AUTHORITY
BS-19 & above	PG-9 & above	Managing Director in consultation with Chairman (if necessary)
BS-11 to BS-18	PG-05 to PG-08	Managing Director
BS-1 to BS-10	PG-01 to PG-04	i. General Manager (Admin) within HQs or from one region/venture/project to another ii. General Manager of region from one district to another within the region


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OFFICIATING ARRANGEMENT

- 3.52 When the incumbent of a post is temporarily unavailable, such as being on leave or on duty abroad, the Managing Director may appoint a competent officer to officiate in their place. The officiating officer shall exercise full powers related to the position, but will not be entitled to any additional benefits. However, if the Board appoints an officer from any Federal or Provincial Government on an additional charge basis, the officer shall be entitled to receive one month's basic pay of his Government scale from the company.

CURRENT CHARGE

- 3.53 The current charge of duties for a higher vacant post may be assigned temporarily to the most suitable officer in a lower pay group by the Managing Director. However, in the case of vacancies in PG-7 and above, prior approval from the Chairman is required.
- 3.54 The current charge appointment shall not exceed one hundred and eighty days (six months). However, in exceptional cases where it is necessary to continue the current charge arrangement beyond one hundred and eighty days, fresh approval from the competent authority must be obtained. The officer assigned the current charge shall exercise the full powers of the post. However, no financial benefit shall be provided if the arrangement is for a period of less than thirty days.
- 3.55 The period for which an officer hold current charge, shall not be calculated for seniority in the higher grade. The officer shall also have no claim for promotion/appointment to that post on the basis of his carrying on the duties of the higher post on current charge basis.
- 3.56 The officer holding the current charge of a higher post shall be entitled to current charge pay shall be provided as per the rates outlined below:

PAY GROUPS (PG)	EQUIVALENT BASIC PAY SCALE (BPS)	Current Charge/Additional Charge Allowance
6	14, 15 & 16	8,000
7	17	12,000
8	18	15,000
9	19	20,000
10	20	20,000

- 3.57 Employees below the specified rank shall not be assigned additional or current charge under any circumstances.

ADDITIONAL CHARGES

- 3.58 Where it is not feasible to make current charge arrangements, the additional charge of the post may be entrusted to another suitable officer of the same status/pay group within the Company, with the prior approval of the Managing Director or Competent Authority. An additional pay, at


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the same rates as at current charge as per 3.56, shall be granted to the officer holding the additional charge. The additional charge arrangement shall not exceed 180 days at a time. If it is necessary to continue the arrangement beyond 180 days, fresh approval from the Managing Director or Competent Authority must be obtained. However, no financial benefit shall be admissible if the arrangement is for a period of less than 30 days.

DEPUTATION TO OTHER ORGANIZATION WITHIN COUNTRY

- 3.59 Deputation of employees of the Company to other organizations within the country shall be approved by the following competent authorities:

<u>EMPLOYEES IN PG</u>	<u>EMPLOYEES IN BPS</u>	<u>COMPETENT AUTHORITY</u>
PG-8 & above	BS-18 & above	Chairman
PG-1&7	BS-1 to BS-17	Managing Director

- 3.60 The deputation shall be governed by terms and conditions that are not less favourable than those to which the employee concerned is entitled under NATCO, and shall be subject to the employee's explicit consent.

CREATION OF POSTS OF OFFICER ON SPECIAL DUTY AND MAKING APPOINTMENTS THERETO

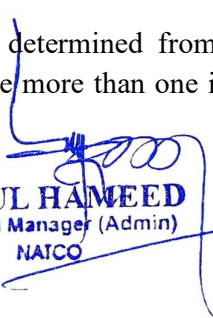
- 3.61 The competent authority may create the post of OSD for a period not exceeding one year, and the Managing Director may assign an officer to that post. The officer shall continue to draw the pay and allowances of their respective pay group/scale.

DEPUTATION OF EMPLOYEES TO INTERNATIONAL ORGANIZATION/ FOREIGN GOVERNMENT

- 3.62 Deputation of an employee of the Company to an international organization or foreign government shall be subject to approval by the Government of Gilgit-Baltistan.
- 3.63 The maximum period of deputation abroad shall ordinarily not exceed five years. In any exceptional case, an employee may retain their foreign assignment on the condition that they either seek retirement or resign from their post in NATCO.
- 3.64 After an employee proceeds on deputation abroad, the post vacated by the employee may be filled in accordance with the prescribed procedures, either by promotion or direct recruitment, as applicable, in compliance with the relevant regulations.

GENERAL PRINCIPLES OF SENIORITY

- 3.65 An employee's seniority shall be determined from the date of their regular appointment or promotion to a post. In cases where more than one individual is appointed directly on a regular


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basis, seniority shall be assigned in accordance with the order of merit determined by the Selection Board. Where only one individual is recommended by the Selection Board, their seniority shall be calculated from the date they assume duty.

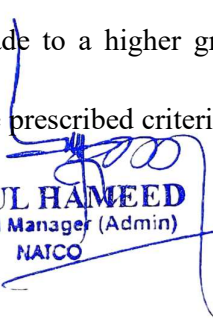
- 3.66 Where a serving employee is the sole individual selected by the Selection Board, their seniority shall be determined from the date the Appointing Authority approves the recommendations of the Selection Board, provided that the employee successfully completes any prescribed training or course, if such training or course is stipulated as a prerequisite for their appointment.

PREPARATION OF SENIORITY LIST

- 3.67 A seniority list of all regular employees shall be compiled, classified by branch, scale, or Pay Group, as applicable, for each category. The initial issuance of the seniority list shall be considered provisional and shall be circulated to the officers/staff concerned, inviting objections and representations. Any discrepancies or errors brought to the attention of the competent authority shall be corrected accordingly. Additionally, any general or specific issues raised in the representations shall be duly examined and resolved at the discretion of the competent authority. Upon completion of this process, the final seniority list shall be issued.

SENIORITY OF EMPLOYEES APPOINTED BY PROMOTION

- 3.68 Seniority and Promotion Guidelines for Employees shall be:
- i. Employees approved by the Appointing Authority for regular promotion to a higher grade shall be deemed senior to those approved for promotion later, regardless of the actual date of promotion.
 - ii. An employee who is eligible for promotion but was inadvertently omitted from consideration in the original reference and subsequently superseded, shall, upon being considered and approved for promotion later, retain seniority in accordance with the original batch.
 - iii. When, in a single reference, the Promotion Committee (PC) is tasked with recommending multiple candidates, and the recommendation for one or more individuals is delayed due to incomplete documentation or for reasons beyond the control of the concerned person(s), the recommendation for such individual(s), once made at a later time, shall be deemed to have been made on the same date as the original recommendation for the batch, preserving the seniority order of the original reference.
- 3.69 If two or more employees are promoted to a higher grade on the same date, their inter-se seniority shall be the same as it was in the lower grade. In cases where their continuous appointment in the lower grade also coincides with the same date, the employee who is older in age shall be treated as senior.
- 3.70 Regular promotion implies that: -
- i. The promotion was made to a higher grade in a vacancy specifically reserved for promotion.
 - ii. The employee meets the prescribed criteria for the post.


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- iii. The employee was recommended by the properly constituted Promotion Committee (PC) and was approved by the Appointing Authority.

EXPLANATION

- i. If an employee is promoted in excess of the prescribed quota for promotion to a particular post, the seniority of the employee(s) promoted in excess of the quota shall not be determined from the actual date of promotion. Instead, their seniority shall be determined from the date on which the promotion would have been granted had the prescribed quota been properly followed, ensuring that the order of seniority aligns with the correct application of the promotion criteria.
- ii. The period of ad hoc appointment shall not be considered for the purposes of seniority or length of service in relation to promotion. Only regular service, as per the established appointment, shall be considered for determining eligibility and seniority for promotion.

CHAPTER – 4

EMPLOYEES CONDUCT REGULATIONS

4.1 Unless the context otherwise requires, "family" of a NATCO employee includes:

- i. His wife, children, or stepchildren, whether residing with the employee or not, shall be considered part of the employee's family for the purposes of these regulations.
- ii. Any other relative of the employee or his wife, who resides with and is wholly dependent upon the employee for support, but does not include a wife legally separated from the employee, or a child or step-child who is no longer dependent upon the employee in any manner, or whose custody has been legally removed from the employee by law.

4.2 Reference to a wife in clause (a) of Regulation 4.1 shall be construed as a reference to a husband in cases where the employee is a woman, ensuring that the provision is applicable regardless of the gender of the employee.

INTIMATION OF INVOLVEMENT AND CONVICTION IN A CRIMINAL CASE

4.3 If an employee is involved as an accused in a criminal case, he shall promptly inform the Management or Managing Director about such involvement or conviction. If the employee is arrested and subsequently released on bail, he shall notify the Management or Managing Director immediately after his release.

UNAUTHORIZED COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION

4.4 No employee shall, except in accordance with any specific general order of the Managing Director, communicate directly or indirectly any official document or information to another Company employee who is not authorized to receive it, or to any other person, or to the press.


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APPROACH TO MEMBER OF ASSEMBLIES ETC

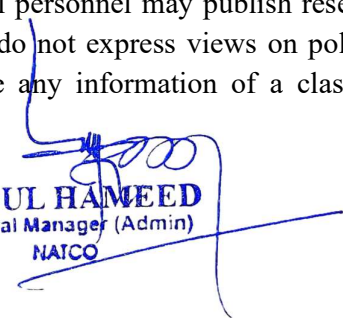
- 4.5 No employee of the Company shall, directly or indirectly, approach any official except through the proper channel, nor shall they seek the intervention of any member of the Provincial Assembly or any other political figure on their behalf in any matter, whether personal or professional.

RADIO BROADCASTS OR TELEVISION PROGRAMME AND COMMUNICATION TO THE PRESS

- 4.6 No employee shall:
- i. Except with the prior approval of the Managing Director, or any other authority empowered by him in this regard, no employee of the Company shall participate in a radio broadcast or television program, or contribute any article, letter, or communication, whether anonymously, in their own name, or in the name of any other person, to any newspaper or periodical, or make any statement about the Company. This includes any form of public communication that could be seen as representing the views or opinions of the employee, directly or indirectly, in connection with their role within or about the Company.
 - ii. Provided that such approval shall generally be granted when the broadcast, television program, article, letter, or contribution is not, and is not likely to be considered, harmful to the integrity of the Company or any of its operations, the security of Pakistan, or friendly relations with foreign states. It should also not offend public order, decency, or morality, nor amount to contempt of court, defamation, or incitement to an offense.
 - iii. Provided further that no such approval shall be required if the broadcast, television program, article, letter, or contribution is of a purely literary, artistic, or scientific character, and does not have any potential to compromise the interests, integrity, or reputation of the Company, its operations, or any other sensitive matters related to the Company or national interests.

PUBLICATION OF INFORMATION AND PUBLIC SPEECHES CAPABLE OF EMBARRASSING THE COMPANY

- 4.7 No employee shall:
- i. In any document published, communication made to the press, public utterance, television program, radio broadcast delivered by him, or in any social media posts (video, audio, or in writing), or through a comment on a post already circulating on any social media platform, no employee shall make any statement of fact or opinion that could potentially embarrass the Company, damage its reputation, or undermine its operations, objectives, standing, or the national interest in any manner.
 - ii. Provided that technical personnel may publish research papers on technical subjects, provided such papers do not express views on political issues or on the Company's policy, do not include any information of a classified nature, and do not contain


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- discussions about any security-related organization or matters that could compromise the Company's reputation or national interests.
- iii. Provided further that when a Company employee submits the draft of a literary, artistic, or scientific article or book for obtaining prior approval for its publication, the employee shall be informed within three months of submission whether such approval has been granted or not. If no communication is issued to the employee within this period, the employee shall be entitled to presume that the approval has been granted, and may proceed with the publication accordingly, unless the content violates any provisions as mentioned in 4.7 (i & ii) or any other applicable Company policies or legal regulations.

EVIDENCE BEFORE COMMITTEE

- 4.8 No employee shall give evidence before a public committee except with the prior approval of the Managing Director or any other person authorized by him. In addition, any employee who is permitted to provide such evidence shall refrain from criticizing the policies or decisions of the Federal Government, the GB Government, or the Company. The employee must ensure that their testimony remains neutral and does not reflect negatively on the authorities or the organization.

TAKING PART IN POLITICS AND ELECTION

- 4.9 No employee shall:
- i. Take part in, subscribe to, aid, or assist in any way any political activity in Gilgit-Baltistan/Pakistan or relating to the affairs of Gilgit-Baltistan/Pakistan. This includes any form of support, whether financial, public, or otherwise.
 - ii. Permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be subversive of the Company or the Government as by law established in Pakistan.
 - iii. No employee shall canvass, interfere, or use his influence in connection with, or take part in, any election to a legislative body, whether in Gilgit-Baltistan or elsewhere in Pakistan. However, an employee who is qualified to vote in such an election may exercise his right to vote. In doing so, the employee must ensure that no indication is given of the manner in which he proposes to vote or has voted, thereby maintaining neutrality and avoiding any potential conflict of interest.
 - iv. No employee shall permit any member of his family, who is dependent on him, to indulge in any political activity, including forming, joining, or supporting a political association or party. Such involvement may lead to a conflict of interest or undermine the impartiality of the employee in performing his duties.
 - v. If any question arises as to whether a movement or activity falls within the scope of this regulation, the decision of the Managing Director shall be final and binding. The Managing Director's determination will be conclusive, and no further appeal or discussion on the matter will be entertained.


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TAKING PART IN STRIKES ETC

- 4.10 No employee, individually or through any Union/Association, shall solicit, take any steps, or resort to strike or any form of work stoppage, protest, or disruption of operations. Such actions are prohibited and may lead to disciplinary measures, as they undermine the smooth functioning and operations of the Company.

PROPAGATION OF SECTARIAN CREEDS ETC

- 4.11 No employee shall promote or support sectarian beliefs, engage in sectarian disputes, or participate in sectarian activities or favouritism that may compromise their integrity or impartiality in carrying out their duties. Such actions are strictly prohibited if they are likely to cause embarrassment to the Company, disrupt the functioning of the Government (Federal or Provincial), local administration, or create discontent among the Company's employees or the public at large. These actions may also harm the overall reputation and harmony of the organization and society.

EXPRESSING VIEWS AGAINST IDEOLOGY OF PAKISTAN

- 4.12 No employee shall express views that are detrimental to the ideology, sovereignty, or integrity of Pakistan. Employees are prohibited from engaging in any actions, statements, or conduct that could harm the unity, stability, or national interests of Pakistan.

TAKING PART IN OR ASSIST ANY PUBLIC DEMONSTRATION AGAINST GOVERNMENT DECISION

- 4.13 No employee shall take part in, or in any manner assist, any public demonstration directed against a Government decision or policy, nor shall they permit any member of their family who is dependent on them to do so. Such actions are prohibited to maintain the integrity and impartiality of the employee and the organization.

NEPOTISM, FAVOURITISM AND VICTIMIZATION ETC

- 4.14 No employee shall indulge in provincialism, favouritism, victimization, or wilful abuse of office. Such behaviour is strictly prohibited as it undermines fairness, impartiality, and the integrity of the organization.

VINDICATION BY COMPANY EMPLOYEES OF THEIR PUBLIC ACTS OR CHARACTER

- 4.15 To regulate employees' public or legal defence to protect the Company's integrity:
- i. An employee may not, without the prior approval of the Managing Director or any other officer authorized by the MD, have recourse to any court or the press for the vindication of his public acts or character from defamatory attacks. Any such action must be authorized to ensure it does not harm the interests, reputation, or integrity of the Company.


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- ii. If approval is granted, the Authority may either cover the cost of the proceedings or allow the employee to bear the expenses. Should the employee initiate the proceedings at their own expense and secure a favourable decision, the Authority may reimburse them for all, or part of the costs incurred.
- iii. Nothing in this Regulation limits or otherwise affects the right of a Company employee to defend or vindicate their private or personal character, provided that such actions do not conflict with the interests or reputation of the Company or violate any other regulations.

USE OF POLITICAL OR OTHER INFLUENCE

4.16 No employee shall bring, directly or indirectly, political or any other internal or external influence or pressure to bear on the Company or any employee of the Company in support of any claim arising in connection with their employment or any term or condition of their employment, including but not limited to claims for promotion, posting, or transfer. Furthermore, no employee shall approach, directly or indirectly, any member of the Board, the National or Provincial Assembly, Senate, or any public functionary or official for such purposes. Such actions are strictly prohibited to maintain the integrity, impartiality, and fairness of the Company's operations.


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LOSS OF SECURITY PASS ISSUED BY NATCO OR GOVERNMENT OF GILGIT-BALTISTAN EMPLOYEES CONDUCT REGULATIONS

- 4.17 An employee in possession of a security pass issued by or on behalf of the Company or Government shall ensure its safe custody. In the event of loss, the employee must immediately report the matter to the local police station and to the Management of NATCO, as applicable.

PERSUASION OF STUDIES

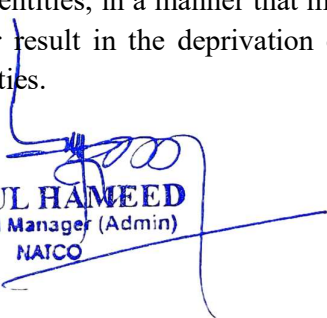
- 4.18 An employee intending to pursue a relevant course of study at an educational or professional institution shall be required to:
- i. Obtain prior permission from the Managing Director before undertaking the relevant course of study.
 - ii. Permission to pursue studies aimed at improving educational or professional qualifications shall be granted only when the competent authority is satisfied that such studies will enhance the employee's professional skills and knowledge, and will not interfere with their official duties. Permission granted may be revoked if the competent authority determines that the studies are adversely affecting the satisfactory performance of the employee's duties.
 - iii. Employees who are pursuing studies with prior permission from the competent authority shall not be required to seek additional approval to appear for examinations related to the course of study.
 - iv. Employees who wish to pursue studies in their spare time without attending an institution shall not require permission to appear for examinations. The Managing Director, NATCO may grant leave to the employee, provided their absence will not adversely affect the work or operations of the Company.

TAMPERING WITH RECORD

- 4.19 No employee shall tamper with, alter, interfere with, or destroy their own service record, the service record of any other employee, or any other official record, whether physical or electronic, under any circumstances. In the event of such actions, it will be considered misconduct or fraudulent practice. In case of any error or mistake in the record, the record shall be corrected with the approval of the Managing Director, provided that all relevant proof or documents supporting such error or mistake are submitted.

MISUSE OF OFFICIAL POSITION

- 4.20 No employee shall use or attempt to use their official position to bestow patronage upon, or confer favors to, any employee or category of employees, trading firms, manufacturers, agents, business organizations, or any other similar entities, in a manner that may adversely affect the interests of the Company or its employees, or result in the deprivation of due benefits or entitlements to deserving employees, firms, or entities.


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BRIEF AND ILLEGAL GRATIFICATION

- 4.21 No employee shall offer, attempt to offer, accept, or solicit a bribe or any form of illegal gratification, nor shall they abet, induce, or attempt to induce any individual or entity to offer or accept such bribe or illegal gratification, with the intent that, in the course of the transaction of business of the Company, any undue favor or disfavour shall be conferred or withheld for the benefit of any person or entity.

BAR ON DIRECT REPRESENTATION

- 4.22 No employee shall:
- i. Make any representation directly to the Federal Government, the Provincial Government, the Chairman, the Managing Director of NATCO, or any higher authority, nor shall they submit an advance copy of such representation to these authorities. All representations must be submitted through the proper channel in accordance with established procedures and protocols.
 - ii. Joint or anonymous representations are strictly prohibited and shall not be entertained under any circumstances.
 - iii. No employee shall approach any external agency, including courts or any other authority, regarding any matter related to their service, without first exhausting all available remedies and following the prescribed procedures within the Company.

EMPLOYEES NOT TO LEAVE PLACE OF DUTY

- 4.23 No employee shall absent themselves from duty or leave their place of duty without prior written approval from the competent authority, except in cases of emergency, provided that proof of such emergency must be provided to the competent authority within a week of the absence.

COMPLIANCE WITH ORDERS & INSTRUCTIONS

- 4.24 No employee shall disobey or refuse to comply with lawful orders or instructions issued by or on behalf of the Managing Director, or by any authority duly empowered to issue such orders or instructions, in the course of their duties.

DELEGATION OF POWER

- 4.25 The Managing Director may, by general or special order, delegate all or any of his powers and responsibilities to any officer subordinate to him, as he deems necessary, for the efficient administration and operation of the Company. Such delegation shall be subject to the conditions and limitations outlined in the order.


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CHAPTER – 5
EFFICIENCY & DISCIPLINE REGULATIONS

- 5.1. The regulations in this chapter shall apply to all employees of the Company, except Deputationists or any officer/official appointed by the Board from a Government Department against a sanctioned post of the Company. In the event that a Deputationist or such an officer/official is found guilty of misconduct requiring disciplinary action, the matter shall be reported to the relevant Government authority, alongwith all necessary details and documentation, for further review and appropriate action in accordance with applicable rules and procedures.

DEFINITIONS

EFFICIENCY & DISCIPLINE REGULATIONS

- 5.2. In this Chapter, unless the context otherwise requires:
- i. **“Accuse”** means an employee against whom disciplinary action is taken under the provisions of this Chapter.
 - ii. **“Authorised Officer”** means an officer who has been duly authorized by the competent authority to perform the functions and duties of an Authorized Officer under these regulations.
 - iii. **“Competent Authority”** means the Chairman or an officer of the Company designated by the Chairman to exercise the powers of the competent authority under this Chapter.
 - iv. **“Inquiry Officer”** means an officer appointed to investigate allegations against an accused under this Chapter. This term also includes an Inquiry Committee, where applicable, and such officer or committee shall not be junior in Pay Group or seniority to the accused.
 - v. **“penalty”** means any penalty that may be imposed under the provisions of this Chapter.
 - vi. **“Misconduct”** includes:
 - a. Violation of lawful orders or instructions issued by or on behalf of the Managing Director, or by any authority duly empowered to issue such orders or instructions.
 - b. Insubordination or disobedience of a lawful order, including any refusal to comply with instructions or directives issued by a superior authority.
 - c. Wilful or negligent damage to, loss of, or misuse of the property of the Company, including any equipment, assets, or resources entrusted to the employee.
 - d. Absence without leave or overstaying leave beyond the approved period, without prior authorization from the competent authority.
 - e. Theft, misappropriation, or the commission of any offense involving moral turpitude, whether committed during the course of official duties or outside of work, which reflects adversely on the employee’s integrity and character.


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- f. Submission of any representation, whether written or verbal, to a higher authority, except through the proper channel, in contravention of the prescribed procedures and without prior approval from the relevant authority.
- g. Giving false information regarding name, age, parentage, educational qualifications, experience, domicile, previous service, or any other personal information at the time of joining the service of the Company, or at any time during the course of such service.
- h. An act or omission that causes embarrassment to the Company, the Government, or any other Government Department or Government organization, undermines its authority, or damages its reputation, integrity, or public image in any manner.
- i. Conduct that disrupts good order and discipline within the service, or behavior that is unprofessional or improper for an officer or employee, which harms the reputation or functioning of the Company.
- j. Conduct that is contrary to any provision of Chapter-4 of these Regulations, including any actions that violate the rules and guidelines outlined in that chapter.
- k. Unauthorized disclosure of any information or unauthorized communication of any document relating to the affairs of the Company, which is confidential or sensitive in nature.
- l. Inefficiency or negligence in the performance of duties, resulting in substandard work, failure to meet established standards, or disregard for responsibilities.
- m. Corruption or actions that may reasonably be considered corrupt because an employee:
 - (i) is, or any of his dependents, or any other person, through him or on his behalf, in possession of pecuniary resources or property disproportionate to his known source of income, and for which he cannot reasonably account, raising suspicion of illicit or improper gain.
 - (ii) has assumed a style of living beyond his apparent or ostensible means, suggesting the possibility of unexplained or illicit sources of income.
 - (iii) has a persistent reputation of being corrupt, characterized by consistent behaviour or actions that suggest dishonesty or unethical conduct.
 - (iv) is engaged, or reasonably suspected of being engaged, in subversive activities, or has associations with individuals involved in such activities, or has disclosed official secrets to unauthorized persons, making his continued service a threat to the Company or national security.

GROUND FOR PENALTY


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- 5.3. Where, in the opinion of the Authorized Officer or the Competent Authority, an employee is found guilty of misconduct, such authority may, in accordance with the provisions of this Chapter, impose one or more penalties on the employee, which may include but are not limited to warnings, salary deductions, suspension, demotion, or termination from service, depending on the severity of the misconduct.

PENALTIES

- 5.4. The following are the minor and major penalties, namely: -

(a) MINOR PENALTIES

- i. Censure.
- ii. Withholding, for a specific period not exceeding two years, of an increment or promotion, other than for unfitness for promotion.
- iii. Recovery from the pay, either in whole or in part, of any pecuniary loss caused to the Company by negligence or breach of orders.

(b) MAJOR PENALTIES

- i. Reduction to a lower stage, not exceeding two stages, in the pay scale.
- ii. Reduction to the next lower Pay Group.
- iii. Compulsory retirement.
- iv. Removal from service.
- v. Dismissal from service.

Explanation

Removal from service does not disqualify an employee from future employment, but dismissal from service does disqualify the employee from being considered for future employment.

Explanation-2

Removal or dismissal from service does not include the discharge of a person:

- i. Appointed on probation or for initial training, during the period of probation or training, in accordance with the terms of probation or training applicable to him, as the case may be;
- ii. Appointed otherwise than under contract, to hold a temporary appointment, upon the expiration of the appointment; or
- iii. Engaged under a contract, in accordance with the terms of the contract.

Explanation-3


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The amount of recovery shall be deducted from the pay of the employee in instalments, not exceeding one-third of his monthly pay, unless otherwise determined by the competent authority. This deduction will continue until the full amount is recovered.

SUSPENSION

5.5. Suspension of an employee may be carried out in the following manners:

- i. Subject to Regulation 5.6, the Authorized Officer may require an employee to proceed on leave or, with the approval of the competent authority, suspend him by order in writing. Provided that any continuation of such suspension or leave shall require the written approval of the competent authority if it exceeds a period of ninety days. While under suspension, the competent authority may either continue the pay of the employee or stop the pay, as deemed appropriate, subject to the applicable regulations. Provided further, that the employee who has been placed under suspension or forced to proceed on leave shall be deemed to have been reinstated unless, before the expiry of the suspension period, the approval of the competent authority to continue the suspension or forced leave has been obtained.
- ii. Where the employee is suspended on account of arrest by the police or committal to prison on a criminal charge, he shall not be entitled to pay for the period of such suspension. However, if the employee is acquitted or the charges are dropped, he may be entitled to reinstatement and payment of any withheld pay, subject to the competent authority's decision.
- iii. Where an employee accused of an offense is absolved of it or his suspension is held unjustifiable by the Appellate Authority, he shall be entitled to the payment of salary and allowances for the period of suspension. This payment shall include any allowances or benefits that would have been applicable during the suspension period, subject to the approval of the competent authority.

5.6 An employee against whom action is proposed to be taken for inefficiency or minor offenses of misconduct should not be sent on leave or placed under suspension. Suspension or forced leave may be resorted to only if:

- i. There is a strong prima facie case against the accused, and the offense is of such a severe nature that dismissal is likely to be the probable punishment. In such cases, suspension or forced leave may be deemed necessary to prevent the accused from influencing the investigation or disrupting the functioning of the Company during the disciplinary process.
- ii. There is strong reason to believe that his continuance in the appointment would hamper or frustrate the course of justice, or that it may negatively impact the integrity of the investigation or disciplinary proceedings.
- iii. He wilfully and obstinately refuses to carry out a lawful order, thereby obstructing the proper functioning of the Company, showing disregard for Company and discipline, and demonstrating a lack of respect for organizational protocols.


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- iv. He is in police custody or is under detention under Public Safety Law or any similar law, which impedes his ability to perform his duties or undermines the integrity of the Company.
 - v. He is committed to prison on a criminal charge, which not only affects his ability to perform his duties but also brings disrepute to the Company and undermines the trust placed in him by the organization.
- 5.7 During suspension, the employee shall not leave station without permission of the Authorised Officer to whom he shall report as may be required.

DISCIPLINARY ACTION PROCEDURE

- 5.8 When, as a result of preliminary investigation or otherwise, an employee is suspected of having committed an act or omission that constitutes misconduct, the Authorized Officer shall assess whether, based on the facts of the case and in the interest of justice, an inquiry should be conducted through an Inquiry Committee. If the Authorized Officer determines that an inquiry is warranted, the procedure outlined in Section 'A' for conducting the inquiry shall apply. If not, the procedure specified in Section 'B' for issuing a show cause notice shall be followed to address the matter.

Explanation

Unless the context otherwise suggests, the term "Inquiry Officer" shall be construed to include the "Inquiry Committee," which shall perform the functions and duties of the Inquiry Officer in cases where a committee is appointed to conduct the inquiry.

SECTION – 'A': INQUIRY PROCEDURE

- 5.6. Where an Inquiry Officer or Inquiry Committee is appointed, the Authorized Officer shall:
- i. Formulate and frame a formal charge and communicate it to the accused, along with a comprehensive statement of allegations that details the nature of the charge, any relevant facts or circumstances to be considered, and the name and designation of the appointed Inquiry Officer. The communication shall ensure that all necessary information is provided, enabling the accused to adequately respond to the charge.
 - ii. Require the accused, within a reasonable period, which shall not be less than seven (7) days nor more than fourteen (14) days from the date the charge has been communicated to them, to submit a written defense to the Inquiry Officer. The accused shall also be required to indicate, at the time of submission, whether they wish to be heard in person during the proceedings.
 - iii. Forward to the Inquiry Officer all documents pertinent to the inquiry, including the charge and the statement of allegations, ensuring that all relevant materials are provided to facilitate a thorough and impartial examination of the matter.

- 5.7. The Inquiry Officer Shall:


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- i. Notify the accused of the time, date, and place of the inquiry, and provide them with the opportunity to cross-examine the witnesses against them, make their own statement, and examine such witnesses as they may wish to produce in their defence.
 - ii. Before recording the evidence, read the charge to the accused and ask whether they plead guilty or not guilty. If the accused pleads guilty, no evidence will be recorded, and the signed admission of guilt, along with relevant documents, shall be submitted to the Authorized Officer with the Inquiry Officer's recommendations. If the accused pleads not guilty to some or all charges, such plea shall be recorded and signed by the accused, and further proceedings will continue only for the charges to which the accused pleads not guilty.
 - iii. Collect and record evidence relevant to the charges and, if the accused so desires, the evidence in their defence.
 - iv. Hear the case on a daily basis and maintain a record of the proceedings. No adjournment shall be granted except for reasons that are to be recorded in writing. Any adjournment, along with the reason, shall be promptly reported to the Authorized Officer. In general, no adjournment shall exceed one week.
- 5.8. The evidence of witnesses shall be taken on oath in the presence of the accused. In the event the accused is absconding or fails to appear before the Inquiry Officer, the proceedings may continue in their absence.
- 5.9. The proceedings of the Inquiry Officer, along with their findings and recommendations, shall be submitted by the Inquiry Officer to the Authorized Officer without delay.
- 5.10. The Authorized Officer may direct the Inquiry Officer to record any additional evidence that may be relevant and necessary and to revise their findings and recommendations in light of the additional evidence.
- 5.11. Upon receipt of the Inquiry Officer's report, the Authorized Officer shall determine whether the charge(s) have been proved based on the evidence or the plea of guilty. If proven and a minor penalty is to be imposed, the Authorized Officer shall pass orders and inform the accused. If a major penalty is proposed, the case shall be forwarded to the competent authority with the charge-sheet, statement of allegations, inquiry proceedings, and recommendations. The competent authority may issue orders as deemed appropriate, and the decision will be communicated to the accused.

SECTION – 'B' – SHOW CAUSE NOTICE PROCEDURE

- 5.12. If the Authorized Officer decides that an inquiry through an Inquiry Officer or Inquiry Committee is not necessary, they shall:
- i. By order in writing, give notice to the accused of the proposed action to be taken against them, along with the grounds for such action;
 - ii. Provide the accused with a reasonable opportunity to show cause against the proposed action, which shall not be less than four (4) days nor more than fourteen (14) days from the date the order mentioned in clause (a) above has been communicated.


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5.13. The Authorized Officer:

- i. Upon receipt of the accused's explanation, unless acting under clause (b), shall determine whether the allegation(s) are proven. If not proven, the accused shall be informed. If proven and a minor penalty is proposed, the Authorized Officer shall pass orders accordingly. If a major penalty is proposed, the case shall be forwarded to the Competent Authority with the show cause notice, the accused's explanation, and the Authorized Officer's recommendations. The Competent Authority shall pass appropriate orders, and the decision will be communicated to the accused.
- ii. Upon receiving the explanation of the accused or otherwise, decides that an inquiry into the case is necessary in the interest of justice, he shall not take further action on the show cause notice and shall instead order an inquiry. In such a case, the procedure outlined in Section 'A' shall apply.

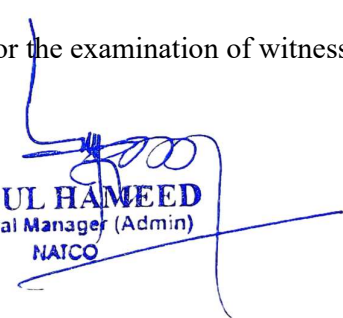
EXPLANATION AS TO THE PROCEDURE OUTLINES IN SECTION 'A' & 'B'

- i. The Authorized Officer shall decide whether to appoint an Inquiry Officer or Inquiry Committee based on the interest of justice and the nature of the allegations. If the accused can be reasonably given an opportunity to show cause through a summary review of the record, the procedure in 'B' shall apply. Otherwise, an inquiry through an Inquiry Officer, as outlined in 'A', shall be ordered.
- ii. The accused, unless absconding, shall be given an opportunity to be heard in person by the Authorized Officer before a minor penalty is imposed or the case is forwarded to the Competent Authority for the imposition of a major penalty. If an inquiry has been conducted, a copy of the inquiry proceedings shall be provided to the accused before the personal hearing. The Competent Authority may, if deemed necessary in the interest of justice, also grant a personal hearing to the accused before imposing any penalty, whether minor or major, based on its judgment of the case.
- iii. The show cause notice or charge sheet shall specify the particulars of the circumstances regarding the misconduct, enabling the accused to understand every act, neglect, or omission intended to be proven against them. If damage or loss has occurred due to the misconduct, the particulars should also include the amount of loss or damage. Every charge sheet must be accompanied by a statement of allegations.

POWERS OF INQUIRY OFFICER OR INQUIRY COMMITTEE

5.14. For the purpose of an inquiry under this Chapter, the Inquiry Officer shall have the powers of a civil court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908) in respect of the following matters:

- i. Summon and enforce the attendance of any person and examine them on oath;
- ii. Requiring the discovery and production of documents;
- iii. Receiving evidence;
- iv. Issuing commissions for the examination of witnesses or documents.


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- 5.15. The proceedings under these Regulations shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).
- 5.16. Nothing in Regulations 5.8 to 5.16 shall apply to a case:
- i. Where the accused is dismissed or removed from service, or reduced in rank, on the grounds of conduct that has led to a sentence of fine or imprisonment; or
 - ii. Where the Competent Authority to dismiss or remove a person from service, or to reduce a person in rank, is satisfied, for reasons to be recorded in writing, that it is not reasonably practicable to give the accused an opportunity to show cause.

PROCEDURE FOR SERVICE OF SHOW CAUSE NOTICE OR CHARGE SHEET

- 5.17. The order mentioned in clause (a) of Regulation 5.15 or the letter communicating the charge etc. to an accused under clause (a) of Regulation 5.9 shall be handed over to him personally or sent to him at his last known address under a registered cover, acknowledgment due. In case he refuses to receive the letter or it is received by a member of his family or it is not returned within a period of ten days from the date of its issue, it shall be presumed that such order or letter has been duly served on the accused. In case the letter is returned undelivered, it shall be sent to him again under a registered cover acknowledgment due at his last known address and irrespective of whether it is received by him or not it shall be presumed to have been duly served.

ELIGIBILITY OF INQUIRY OFFICER OR CHAIRMAN OF THE INQUIRY COMMITTEE

- 5.18. An Inquiry Committee shall consist of two or more members, with the senior member acting as the President of the Committee. The President of the Committee or the Inquiry Officer, in the case of a single officer conducting the inquiry, shall not be junior in Pay Group or seniority to the accused.

APPEARANCE OF COUNSEL

- 5.19. Neither party to any proceeding under these Regulations shall be permitted to be represented by counsel or any other representative during the inquiry or proceedings.

REVISION

- 5.20. The Appellate Authority may, at its discretion, call for the record of any case pending before or disposed of by the Authorized Officer or Competent Authority and pass such orders in relation to the case as it deems appropriate. Likewise, the Competent Authority may call for the record of any case pending before or disposed of by the Authorized Officer and issue such orders as it considers necessary or appropriate in relation to the case.
- 5.21. The Chairman of the NATCO Board of Directors or Managing Director NATCO may review his own orders and pass such orders in relation thereto as he deems fit.


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APPEAL AND APPLICATION FOR REVIEW

- 5.22. Every employee shall be entitled to one appeal to the Appellate Authority in accordance with the procedure prescribed in Chapter-VI, against an order imposing a penalty on him under this Chapter.

SCOPE OF DEPARTMENTAL PROCEEDING IN CASES REFERRED TO THE COURTS

- 5.23. There is no legal bar to the holding of a departmental inquiry against an employee who is being prosecuted in a court of law, as long as such proceedings do not interfere with or impede the course of justice, nor prejudice the ongoing trial. The departmental inquiry may proceed independently, provided it does not disrupt the legal process.
- 5.24. In cases where an employee is acquitted by a court of law on technical grounds, or where prosecution in a criminal case is not pursued due to technical reasons, disciplinary action under this Chapter may still be initiated against the employee. The acquittal or inability to prosecute does not preclude the organization from taking appropriate action based on the facts and circumstances of the case.

COMPULSORY RETIREMENT OR REMOVAL FROM SERVICE

- 5.25. The Grounds for Compulsory Retirement or Removal from Service shall be:

- i. Notwithstanding anything contained in these Regulations, or any other Regulations framed under the Ordinance, or in the terms and conditions of service of any person employed by or serving under the Company, the following authorities, if satisfied that reasonable grounds exist for retiring or removing any employee from service, may, at any time, compulsorily retire or remove such employee from service after giving him an opportunity to be heard in person and providing him with not less than ninety (90) days' notice or pay in lieu of the notice for the period by which such notice falls short of ninety (90) days:

CATEGORY OF EMPLOYEE

BS-17/PG-07 & above

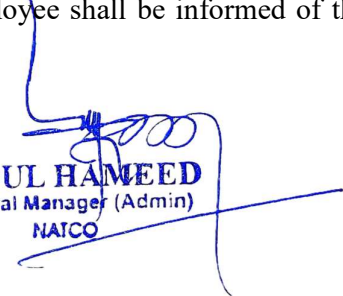
BS-1 to BS-16/PG-01 to PG-06

AUTHORITY

Chairman

Managing Director

- ii. The said Authority shall notify the employee of the time, date, and place of the personal hearing. After providing the employee with a reasonable opportunity to be heard in person, the Authority shall consider the employee's representation and pass a reasoned order regarding their retirement or removal from service.
- iii. The decision of the said Authority shall be communicated to the employee in writing. The communication shall be made without the necessity of providing reasons for the decision, and the employee shall be informed of the outcome in a clear and concise manner.


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- iv. An employee aggrieved by an order of retirement or removal from service may, in accordance with the prescribed procedure, submit a petition to the Chairman if the order was passed by the Managing Director, or request a review by the Chairman if the order of removal/retirement was passed by him.


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CHAPTER-6

APPEALS AND PETITIONS

DEFINITIONS

6.1 **Appellate Authority** means: -

- i. The Director, in the case of staff where the penalty is not awarded by him;
- ii. The MD NATCO, in the case where the penalty is awarded by the Director; and
- iii. The Chairman, in the case where the penalty is awarded by the Managing Director.

Provided that where the penalty is imposed by the Chairman, no departmental appeal will be entertained, but the employee may seek a review of the Chairman's order.

6.2 **“Appeal”** means a submission made by an employee to the Appellate Authority, seeking to have a penalty imposed on him set aside or modified.

APPEALS

6.3 An employee shall be entitled to appeal to the Appellate Authority against an order imposing a penalty on him, within thirty days of the receipt of the order.

6.4 Every person preferring an appeal shall do so individually, in his own name. No anonymous or joint appeals shall be entertained.

6.5 An appeal shall be submitted in writing, containing all material statements and arguments relied upon by the appellant. It shall not contain any disrespectful, improper, or intemperate language. The appeal shall be complete in itself and include a specific prayer for relief.

6.6 On receipt of an appeal, the Appellate Authority shall consider the following:

- i. Whether the facts on which the order appealed against was based are fully proven/established by evidence;
- ii. Whether the said established/proven facts afford sufficient grounds for taking action; and
- iii. Whether the penalty is excessive or adequate.

6.7 The Appellate Authority:

- i. Shall pass such order as, having regard to all the circumstances of the case, appears to be just and equitable. He may confirm, modify, reduce, or set aside the penalty.
- ii. May when the penalty is set aside purely on procedural or technical grounds, order that fresh disciplinary action be taken against the accused on the same charge or allegations.

6.8 The authority against whose order an appeal is preferred under these regulations shall implement and give full effect to any order made by the Appellate Authority, ensuring compliance with the decision.


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WITH-HOLDING OF APPEAL

- 6.9 An appeal may be withheld by an authority not lower than the authority against whose order it is preferred, if:
- i. It is an appeal in a case in which no appeal lies under these Regulations; or
 - ii. It does not comply with the provisions of these Regulations; or
 - iii. It is not preferred within thirty days of the issuance of the orders appealed against, and no reasonable grounds exist for the delay; or
 - iv. It is addressed to an authority to which no appeal lies under these Regulations; or
 - v. It is substantially a repetition of a previous appeal and is made to the authority that had given a decision on a similar appeal previously, with no new facts or circumstances introduced that would require reconsideration of the case.
- 6.10 If the appeal is withheld due to lack of sufficient material, non-submission through the proper channel, or submission to an authority to whom the appeal does not lie, it may be resubmitted in the proper manner within one month of the date on which the appellant is informed about the withholding of the appeal. If resubmitted properly, it shall not be withheld.
- 6.11 No appeal shall lie against the withholding of an appeal by an authority competent to do so.
- 6.12 Every appeal that is not withheld under these regulations shall, without delay, be forwarded to the Appellate Authority along with an expression of opinion from the authority against whose orders the appeal is preferred.
- 6.13 A list of appeals withheld, along with the reasons for withholding them, shall be submitted quarterly by the withholding authority to the Managing Director.
- 6.14 An Appellate Authority may call for an appeal admissible under these Regulations that has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

ADVANCE COPIES

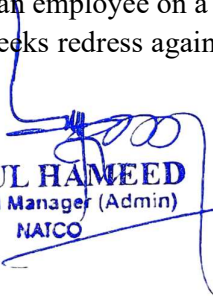
- 6.15 Submission of advance copies of appeals to higher authorities is not permissible. Non-compliance with this regulation shall be regarded as misconduct.

GENERAL

- 6.16 All appeals pending immediately before the coming into force of these Regulations shall be deemed to be appeals under these Regulations.
- 6.17 All decisions relating to an appeal, including its withholding, if any, shall be conveyed in writing to the appellant.
- 6.18 The Appellate Authority may, in the interest of justice, call any appellant for a personal hearing.

PETITION

- 6.19 “**Petition**” means a submission by an employee on a matter other than a penalty, where he deems himself wronged by a superior or seeks redress against an order that adversely affects his service interests.


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6.20 Submission of Petitions by Employees:

- i. An employee is entitled to submit a petition to the Director on matters specified in Regulation 6.19.
- ii. When the officer complained against is the officer to whom the petition should be referred under clause (a), the petition shall be submitted to the next higher authority. If the petitioner considers himself wronged by such higher authority, he may submit his petition to the Managing Director or the Chairman, as applicable. Provided that no petition shall be entertained on matters relating to the determination of fitness for holding a particular post or for promotion to a higher post or Pay Group.

6.21 The petition shall be submitted in writing through the proper channel within thirty (30) days from the occurrence of the cause of the grievance. The Competent Authority shall communicate its decision in writing to the employee within ninety (90) days of receiving the petition.

6.22 Regulations 6.3 to 6.17 shall apply mutatis mutandis to the petitions.

SPEEDY DISPOSAL OF APPEALS AND PETITIONS

6.23 Appeals and petitions shall be attended to promptly at all levels, and the concerned authority shall ensure that a response is provided to the appellant/petitioner without unnecessary delay, ensuring transparency and timely resolution of the matter.

CHAPTER -7

LEAVE REGULATIONS

LEAVE ENTITLEMENT

7.1 Leave is considered a privilege and not an automatic right. The competent authority, in view of the operational needs of the service, reserves the right to refuse the granting of leave, deny requests for an extension, cancel leave that has already been approved, alter the type of leave, or recall an employee before the scheduled end of their leave period. All leave requests must be submitted and approved in terms of specific days, and the authority has the discretion to manage leave based on the needs of the organization.

7.2 The Leave Rules as applicable to the employees of the Government of Gilgit Baltistan shall, with necessary modifications, apply to the employees of the Company, ensuring consistency with the organization's operational requirements and policies.


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CHAPTER 8

MEDICAL REGULATION

PROVISION OF HEALTH CARE BENEFITS THROUGH HEALTH INSURANCE:

- 8.1 Health related benefits for NATCO employees and their eligible family members shall be provided through a cashless mechanism by a Third Party Insurance Company. These benefits will be accessible at hospitals within the network of facilities empanelled by the Insurance Company.

ENTITLED FAMILY MEMBERS

- 8.2 The term "family" of the employee includes the employee's spouse (husband or wife), children, including stepchildren (sons under the age of 21 years and daughters until marriage), minor siblings, and parents (father and mother), provided that such individuals are residing with and are wholly dependent on the employee.

CONTRIBUTION BY NATCO EMPLOYEE FOR PAYMENT OF HEALTH INSURANCE PREMIUM:

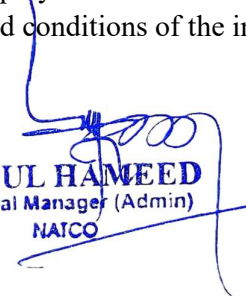
- 8.3 The NATCO employee shall be required to contribute towards the health insurance premiums, with the contribution amount to be determined in accordance with the applicable terms and conditions set by the company and the selected insurance provider.
- 8.4 The amount of contribution to be made by the NATCO employee shall be determined in accordance with the annual premiums quoted by the selected insurance company. The contribution amount will be based on the premium applicable to each employee, as categorized by the insurance company, and may vary depending on the employee's specific category.
- 8.5 The annual premiums quoted by the insurance company for each employee shall be deducted from the employee's salary in accordance with the applicable terms and conditions. The deduction will be made on a regular basis as determined by the company and the selected insurance provider.

SELECTION OF INSURANCE COMPANY: -

- 8.6 In order to provide health insurance services to employees, the insurance company shall be selected in accordance with the GB Public Procurement Rules. The selection process will adhere to the established procedures and guidelines outlined in the applicable procurement regulations.

SELECTION OF HOSPITALS: -

- 8.7 Inpatient secondary and tertiary healthcare services shall be provided to the insured employee on a cashless basis. These services will be available at hospitals that are empanelled with the insurance company, ensuring that the employee does not incur out-of-pocket expenses for covered treatments, subject to the terms and conditions of the insurance policy.


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- 8.8 The selected insurance company shall evaluate public and private hospitals based on predefined criteria for empanelment, ensuring that only those meeting the required standards are included in the network for providing cashless healthcare services to insured employees.
- 8.9 The list of proposed hospitals will be submitted to the Managing Director for approval prior to empanelment.

TREATMENT BENEFIT PACKAGE:

- 8.10 Employees will be entitled to the following healthcare benefit package:

HEALTH INSURANCE BENEFIT PACKAGE		
Benefit Package	Secondary Level and Tertiary Level Health Care Services Package included in Essential Packages of Healthcare Services (EPHS) & beyond	
Services Offered:	Only Hospitalization Services (Required inpatient & day care) and Specialized Investigations in OPD	
	CAT: A	CAT: B
	PG-07 & above (BS-17 & above)	PG-01 to PG-06 (BS-01 to BS-16)
Secondary Care Treatment Package	Rs. 200,000/family/year	Rs.150,000/family/year
Tertiary Care Treatment Package	Rs. 1,000,000/family/year	Rs.800,000/family/year
Ward/Room	Private Room	General Ward
Post Discharge and Pre-Admission Medicine	1 day prior to admission and 5 days after discharge	
MATERNITY BENEFITS (Per Pregnancy per Year)		
Normal Delivery	Rs. 50,000	Rs. 50,000
Complicated Delivery (C-Section)	Rs. 100,000	Rs. 80,000
Day-care surgeries & specialized investigations in Outpatient Settings Including but not Limited To; MRI, CT SCAN, Endoscopy, Thallium Scan, Angiography, Dialysis, Cataract Surgery, Emergencies not leading to admissions, Emergency Dental treatment due to accidental injuries within 48 Hrs but does not include replacement of teeth.		FULLY COVERED

CHAPTER 9

PAY & ALLOWANCES

- 9.1 Pay, allowances, and any other ancillary benefits that may be applicable to the employee shall be determined by the NATCO Board, from time to time. Increases in pay and allowances made by the Federal Government or the GB Government shall not be applicable under any circumstances.
- 9.2 The Pay Groups/Scales of the employees shall be determined by the NATCO Board, from time to time. The Board reserves the right to revise or adjust these pay groups/scales as deemed necessary based on organizational requirements and financial considerations.
- 9.3 The entitlement to allowances and ancillary benefits shall be determined by the NATCO Board, from time to time, based on the organization's policies and operational requirements.
- 9.4 The Managing Director shall be the controlling officer, authorized to approve and authorize the movement of employees on tours both within the country and abroad. The Managing Director may delegate these powers to other officers as deemed appropriate.


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- 9.5 TA/DA for duty abroad shall be admissible in accordance with the rates established by the Federal/GB Government, as applicable from time to time, subject to prior approval of the Board.
- 9.6 The rates of daily outstation allowance for various categories of employees shall be determined by the Board, from time to time. Government rates shall not be directly applicable without the prior approval of the Board.

An honorarium may be granted to an employee by the Managing Director or an officer authorized by him for any of the following reasons, subject to a maximum limit of the employee's one basic pay. However, the authority may grant an appropriate honorarium not exceeding three gross pays in the case of outstanding service delivered by the employee, provided that the service delivered is properly documented:

- i. More efficient maintenance of equipment/vehicles or any other asset, resulting in cost savings and/or reduced wear and tear.
- ii. Improvement in financial and administrative efficiency, leading to direct savings in time, staff, or money, and contributing to overall operational effectiveness and cost reduction.
- iii. Extraordinary service to the Company that leads to a significant increase in revenue, enhances operational performance, or contributes substantially to the overall growth and financial success of the organization.
- iv. Exceptional devotion to duty, demonstrated through outstanding commitment, performance, and consistent excellence in the execution of responsibilities.
- v. Performed and completed any special task assigned by the competent authority within the specified time frame and in an exceptional manner.

CHAPTER-10

MISCELLANEOUS PROVISIONS

- 10.1 If any difficulty arises in giving effect to any of the provisions of these Regulations, the Managing Director may issue such orders, not inconsistent with the provisions of these Regulations, as may be necessary to remove the difficulty and ensure the proper implementation of the Regulations.
- 10.2 For any matter not explicitly addressed in these Regulations, the provisions of the Federal/GB Government rules, as applicable in GB, on the subject shall apply mutatis mutandis, ensuring consistency with the intent and framework of these Regulations.
- 10.3 The Board may amend these Regulations from time to time, as it deems necessary, to ensure their alignment with evolving requirements, policies, and operational needs.


ABDUL HAMEED
General Manager (Admin)
NATCO

APPENDIX-A

PAY SCALE EQUIVALENCE FORMULA AND REMUNERATION

PAY GROUPS (PG)	EQUIVALENT BASIC PAY SCALE (BPS)	PAY AND ALLOWANCES (Management nature/desk/managerial/cleric al positions)	PAY AND ALLOWANCES (Operational nature Drivers & Crew/Mechanic/Fillers etc)
1	2	3	4
1	1&2	30000	20000 plus 8 % Commission on Gross Income
2	3 & 4	35000	25000 plus 8 % Commission on Gross Income
3	5 & 6	40000	30000 plus 8 % Commission on Gross Income
4	7, 8 & 9	45000	35000 plus 8 % Commission on Gross Income
5	10, 11, 12 & 13	55000	40000 plus 8 % Commission on Gross Income
6	14, 15 & 16	80000	Not Applicable
7	17	150,000	
8	18	250,000+ Official Vehicle alongwith POL as per prescribed ceiling, Repair & Maintenance and driver	
9	19	350,000+ Official Vehicle alongwith POL as per prescribed ceiling, Repair & Maintenance and driver	
10	20	500000+ Official Vehicle alongwith POL as per prescribed ceiling, Repair & Maintenance and driver	

Note:


ABDUL HAMEED
 General Manager (Admin)
 NATCO

- i. The increment shall be made on yearly basis (2% to 5%) in the month of December each year on 30% of their fixed pay subject to performance of every employee as per his/her job description and revenue of the Company.
- ii. If an employee is appointed to a position listed in Column-3 from Column-4, or vice versa, their pay shall be adjusted accordingly.
- iii. POL shall only be provided to officers entitled to an official vehicle as specified above, in accordance with the ceiling prescribed in the Vehicle Management Policy (VMP) notified by the Company.
- iv. If any other officer of BS-17/PG-7 is assigned an official vehicle based on their job description, they shall be eligible for POL as notified by the competent authority at that time. Upon the officer's transfer from that position, the vehicle shall be surrendered, and the POL entitlement shall be deemed ceased. Furthermore, no officer in BS-17/PG-7 shall be allowed to retain an official vehicle upon transfer to a new station unless explicitly authorized by the competent authority.
- v. The vehicle entitlement for officers in BS-17/PG-7 shall be determined jointly by the General Manager (Finance), General Manager (Admin), and the respective General Manager of the relevant operation, under the chairmanship of the Managing Director. The decision shall be based on the job responsibilities, operational requirements, and the specific needs of the position.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION,
REPORTING CHANNEL, QUALIFICATION, COMPETENCIES,
MODE OF APPOINTMENT AND SALARY


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: **Managing Director (MD) Northern Areas Transport Corporation Gilgit-Baltistan**

Reports To: **NATCO Board**

Purpose of the Position:

The Managing Director (MD) is in charge of NATCO and is responsible for overseeing and ensuring the successful execution and operations of all its activities in accordance with the desired standards. The MD shall be accountable for the overall management of the Company and shall exercise complete control over its execution and operations. In all actions, the MD shall remain responsible and accountable to the Board of Directors (BoDs).

Areas of Responsibilities:

- The MD shall be the Chief Executive and the Principal Accounting Officer (PAO) of NATCO.
- Develop and deliver on the Company's strategic plan in the most effective and efficient manner.
- Implement the Board's policies and strategies.
- Manage resources efficiently and effectively to achieve the Company's objectives.
- Take a leadership role in establishing and fostering the Company's culture and values.
- Manage, motivate, develop, and lead members of the Management Team. The MD shall ensure that the team operates cohesively, drives performance, and consistently works towards achieving the Company's goals and objectives;
 - i. The Company's activities are effectively planned and directed to achieve established targets and standards, ensuring desired performance, quality, organizational culture, and adherence to relevant legislation.
 - ii. Decisions of the Board of Directors are communicated promptly and clearly to all levels of the Company, ensuring that they are understood and effectively implemented across the organization to align with the Company's objectives and operational strategies.
 - iii. All assets are effectively utilized and properly safeguarded to ensure their longevity and prevent misuse or loss.
 - iv. Staff motivation and loyalty are strengthened through effective leadership, recognition, and development initiatives, aiming to minimize staff turnover and enhance overall employee satisfaction and engagement.
 - v. Any other task or responsibility as may be assigned from time to time, in accordance with the needs of the Company.

Qualification and Experience:


ABDUL HAMEED
General Manager (Admin)
NATCO

- The candidate should be a senior civil servant, a government officer in BS-19/20, or an officer of NATCO Service in BS-19/PG-09, or a reputed professional with at least seventeen years of post qualification experience, preferably in the public sector
- The candidate should possess strong leadership qualities and demonstrate the ability to make effective decisions.
- Should be enthusiastic and capable of motivating employees to achieve their best performance.
- Must be ready to take on challenges and handle difficult situations with resilience and composure.
- Should be willing to work extended hours and possess expert management skills to drive organizational success.

Competencies & Personal Attributes:

- Strong leadership and management skills.
- Effective relationship management and communication skills.
- Excellent interpersonal skills for team collaboration and conflict resolution.
- Strong analytical skills to evaluate and solve complex problems.
- Proficient presentation skills for clear and impactful communication.
- In-depth knowledge of government procurement and contract regulations.
- A solid understanding of IT systems and their application in organizational operations.

Mode of appointment:

- i. Government Officer of BS-19/20 or a Senior Officer of NATCO Service as appointed by Board.
- ii. The appointment will initially be made for a period of 3 years with eligibility for reappointment. However, the total tenure shall not exceed 5 years. The Board in on need basis can appoint an MD for period of more three years, thus the total tenure shall be eight years.

Salary and Benefits:

BPS-19/20 Pay & Allowances + NATCO allowance + 2 Official vehicles with POL ceiling as mentioned NATCO Vehicle Management Policy.


ABDUL HAMEED
 General Manager (Admin)
 NATCO

JOB DESCRIPTION

Position Title: Deputy Managing Director (DMD)

Reports To: MD NATCO

Purpose of the Position:

The person will work under the supervision of the Managing Director (MD) and will assist the MD in coordinating the activities of NATCO with regards to the operations of the Company. His place of posting shall preferably be the NATCO South Office in Islamabad.

Areas of Responsibilities:

With the assistance of the General Managers (GMs), the Deputy Managing Director (DMD) will develop standard operating procedures (SOPs), guidelines for transport operations, and various regulations, while supervising the overall fleet management, logistics, and transport services in compliance with relevant industry standards and regulations.

Qualification and Experience:

- At least 16 years of education.
- At least 10 years of relevant experience in the Government or Private Sector.
- Proficient in the use of IT.
- Written and oral

Competencies & Personal Attributes:

- Leadership/Management skills.
- Relationship management & Communication skills.
- Strong interpersonal skills.
- Analytical skills with the ability to evaluate complex data.
- Excellent presentation skills.
- A solid understanding of IT systems and applications.
- Certification in Public Procurement.

Mode of Appointment:

- i. Government Officer BS-18/19 or a Senior Officer of NATCO Service as appointed by Board.
- ii. The appointment will initially be made for a period of 3 years, extendable based on satisfactory performance. However, the appointment can be terminated at any time if the service delivery is deemed unsatisfactory.

Salary and Benefits:

BS-18/19 Pay & Allowances + NATCO allowance + One Official vehicles with POL ceiling as mentioned NATCO Vehicle Management Policy.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: General Manager (FINANCE)
Reports To: MD/DMD

Purpose of the Position:

The General Manager (Finance) shall work under the supervision of the Managing Director (MD) / Deputy Managing Director (DMD) and be responsible for overseeing the financial management, budgeting, accounting, taxation, and financial reporting functions of NATCO. The incumbent shall ensure compliance with financial regulations, corporate governance standards, and organizational policies while implementing effective financial controls, risk management strategies, and cost optimization measures to enhance the corporation's financial stability, profitability, and sustainability.

Areas of Responsibilities:

- Oversee overall financial management of NATCO, ensuring transparency, efficiency, and accountability.
- Develop and implement financial policies, procedures, and internal controls in line with corporate governance and regulatory requirements.
- Prepare, monitor, and manage the annual budget, ensuring efficient allocation and utilization of financial resources.
- Supervise accounting operations, including bookkeeping, financial statements, and periodic audits.
- Ensure compliance with taxation laws, including income tax, sales tax, and other applicable financial regulations.
- Develop financial strategies to enhance revenue generation, cost control, and long-term financial sustainability.
- Conduct financial analysis, forecasting, and risk assessment to support strategic decision-making.
- Ensure timely preparation and submission of financial reports to management, regulatory authorities, and relevant stakeholders.
- Manage relationships with banks, financial institutions, auditors, and regulatory bodies to facilitate smooth financial operations.
- Oversee payroll management, employee benefits, and financial compensation structures.
- Implement cost optimization strategies to improve financial efficiency and reduce unnecessary expenditures.
- Ensure compliance with procurement and financial management policies, including GB PPRA Rules, 2022.
- Monitor cash flow, investments, and fund management to maintain financial liquidity and operational continuity.
- Provide financial guidance and recommendations to management for business expansion and operational improvements.


ABDUL HAMEED
General Manager (Admin)
NATCO

- Coordinate with internal and external auditors for financial audits, ensuring compliance with legal and regulatory frameworks.
- Develop and maintain financial risk management strategies to mitigate financial losses and enhance fiscal discipline.
- Ensure proper record-keeping, documentation, and financial data security in accordance with best practices.

Qualification and Experience:

- Chartered Accountant (CA), Cost and Management Accountant (CMA), ACCA, or Master's degree in Finance, Accounting, Commerce (M.Com), Business Administration (MBA - Finance), or Economics from an HEC-recognized institution.
- At least 12 years of relevant experience in the Government or Private Sector.
- Proficient in the use of IT.
- Written and oral

Competencies & Personal Attributes:

- Strong financial management and analytical skills
- Expertise in budgeting, forecasting, and financial planning
- In-depth knowledge of financial regulations and compliance
- Proficiency in accounting software and ERP systems
- Strong leadership and decision-making abilities
- High level of integrity, ethics, and financial transparency
- Effective communication and stakeholder management skills
- Should possess understanding of IT.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted by the MD/Board. The Board may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

BPS-19/PG-9 pay + official vehicle and POL ceiling etc.


ABDUL HAMEED
 General Manager (Admin)
 NATCO

JOB DESCRIPTION

Position Title: General Manager (Audit)
Reports To: MD/DMD

Purpose of the Position:

The General Manager (Audit) shall work under the supervision of the Managing Director (MD) / Deputy Managing Director (DMD) and be responsible for overseeing the financial management, budgeting, accounting, taxation, and financial reporting functions of NATCO. The incumbent shall ensure compliance with financial regulations, corporate governance standards, and organizational policies while implementing effective financial controls, risk management strategies, and cost optimization measures to enhance the corporation's financial stability, profitability, and sustainability.

Areas of Responsibilities:

- Oversee overall financial management of NATCO, ensuring transparency, efficiency, and accountability.
- Develop and implement financial policies, procedures, and internal controls in line with corporate governance and regulatory requirements.
- Prepare, monitor, and manage the annual budget, ensuring efficient allocation and utilization of financial resources.
- Supervise accounting operations, including bookkeeping, financial statements, and periodic audits.
- Ensure compliance with taxation laws, including income tax, sales tax, and other applicable financial regulations.
- Develop financial strategies to enhance revenue generation, cost control, and long-term financial sustainability.
- Conduct financial analysis, forecasting, and risk assessment to support strategic decision-making.
- Ensure timely preparation and submission of financial reports to management, regulatory authorities, and relevant stakeholders.
- Manage relationships with banks, financial institutions, auditors, and regulatory bodies to facilitate smooth financial operations.
- Oversee payroll management, employee benefits, and financial compensation structures.
- Implement cost optimization strategies to improve financial efficiency and reduce unnecessary expenditures.
- Ensure compliance with procurement and financial management policies, including GB PPRA Rules, 2022.
- Monitor cash flow, investments, and fund management to maintain financial liquidity and operational continuity.
- Provide financial guidance and recommendations to management for business expansion and operational improvements.


ABDUL HAMEED
General Manager (Admin)
NATCO

- Coordinate with internal and external auditors for financial audits, ensuring compliance with legal and regulatory frameworks.
- Develop and maintain financial risk management strategies to mitigate financial losses and enhance fiscal discipline.
- Ensure proper record-keeping, documentation, and financial data security in accordance with best practices.

Qualification and Experience:

- Chartered Accountant (CA), Cost and Management Accountant (CMA), ACCA, or Master's degree in Finance, Accounting, Commerce (M.Com), Business Administration (MBA - Finance), or Economics from an HEC-recognized institution.
- At least 12 years of relevant experience in the Government or Private Sector.
- Proficient in the use of IT.
- Written and oral

Competencies & Personal Attributes:

- Strong financial management and analytical skills
- Expertise in budgeting, forecasting, and financial planning
- In-depth knowledge of financial regulations and compliance
- Proficiency in accounting software and ERP systems
- Strong leadership and decision-making abilities
- High level of integrity, ethics, and financial transparency
- Effective communication and stakeholder management skills
- Should possess understanding of IT.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted by the MD/Board. The Board may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

BPS-18/PG-8 pay + official vehicle and POL ceiling etc.


ABDUL HAMEED
 General Manager (Admin)
 NATCO

JOB DESCRIPTION

Position Title: General Manager Administration/General Manager (Admin)
Reports To: MD/DMD

Purpose of the Position:

The General Manager (Admin) shall work under the supervision of the Managing Director (MD) / Deputy Managing Director (DMD) and be responsible for overseeing administrative affairs, human resource management, general services, and operational support functions of NATCO. The incumbent shall ensure compliance with organizational policies, labor laws, and corporate governance standards while implementing efficient administrative controls and workforce management strategies. The General Manager (Admin) shall oversee and ensure the execution of all procurement processes, ensuring compliance with applicable rules and regulations, with all procurement activities being conducted under his/her supervision.

Areas of Responsibilities:

- Oversee all administrative functions, ensuring smooth operations and compliance with organizational policies.
- Manage human resource functions, including recruitment, training, performance evaluation, and employee relations.
- Supervise general services such as office management, security, transportation, and facility maintenance.
- Ensure compliance with Labor laws, corporate governance standards, and workplace regulations.
- Oversee and ensure the execution of all procurement processes, ensuring transparency and adherence to applicable rules and regulations.
- Manage the selection of vendors for all procurement of goods and services, ensuring quality, cost-effectiveness, and compliance with procurement policies.
- Develop and implement administrative policies, procedures, and operational frameworks to enhance efficiency.
- Ensure proper record-keeping and documentation of administrative and procurement activities.
- Handle contracts, agreements, and regulatory compliance related to administrative and procurement matters.
- Coordinate with relevant departments to ensure effective procurement planning and execution.
- Supervise inventory management, asset tracking, and resource allocation for operational efficiency.
- Prepare reports and recommendations for management regarding administrative improvements and procurement strategies.


ABDUL HAMEED
General Manager (Admin)
NATCO

Qualification and Experience:

- At least 16 years of education preferably MBA/MPA or equivalent.
- At least 8 to 10 years of relevant experience in the Government or Private Sector.
- Proficient in the use of IT.
- Written and oral

Competencies & Personal Attributes:

- Leadership and team management
- Human resource management and staff supervision
- Procurement and vendor management
- Regulatory compliance and policy enforcement
- Strategic planning and organizational development
- Communication and negotiation skills
- Crisis management and problem-solving
- Should possess understanding of IT.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted by the MD. The Board may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

BPS-18/PG-8 pay + official vehicle and POL ceiling etc.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: General Manager Works /GM (W)
Reports To: MD/DMD

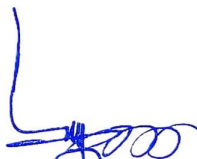
Purpose of the Position:

The General Manager (Works) shall work under the supervision of the Managing Director (MD) / Deputy Managing Director (DMD) and be responsible for overseeing the maintenance, repair, and operational efficiency of NATCO's vehicle fleet. The incumbent shall develop and implement vehicle maintenance policies, ensure the timely repair and servicing of all vehicles, manage workshops and technical staff, and supervise all mechanical and technical operations. Additionally, the GM Works shall ensure compliance with safety standards, regulatory requirements, and organizational policies to enhance fleet performance and reliability.

Areas of Responsibilities:

- Oversee maintenance, repair, and servicing of NATCO's vehicle fleet to ensure efficiency and reliability.
- Develop and implement preventive maintenance policies and schedules to minimize vehicle downtime.
- Supervise all mechanical and technical repairs, ensuring compliance with quality and safety standards.
- Conduct periodic inspections and technical evaluations to assess vehicle performance and condition.
- Manage NATCO's workshops, including supervision of technical staff, mechanics, and support personnel.
- Ensure availability and proper utilization of tools, equipment, and spare parts for maintenance.
- Monitor inventory levels and coordinate with Admin for timely initiate the procurement process for the timely acquisition of spare parts, lubricants, and other maintenance supplies.
- Oversee third party maintenance contracts and ensure compliance with service agreements.
- Ensure compliance with safety regulations, environmental standards, and transport laws.
- Implement safety protocols and best practices to prevent accidents and reduce risks.
- Maintain proper documentation of maintenance records, vehicle logs, and repair histories.
- Monitor fleet performance, fuel efficiency, and maintenance costs to optimize operational expenditures.
- Develop cost-effective strategies for fleet maintenance and resource allocation.
- Provide technical recommendations to management for fleet upgrades, replacements, and operational improvements.

Qualification and Experience:


ABDUL HAMEED
General Manager (Admin)
NATCO

- At least 16 years of education or B. Tech/DAE (Automobile/Mechanical).
- At least 8 years of relevant experience in the Government or Private Sector.
- Proficient in the use of IT.
- Written and oral

Competencies & Personal Attributes:

- Strong technical knowledge of vehicle repair, maintenance, and diagnostic procedures.
- Expertise in fleet maintenance planning, cost control, and workshop management.
- Ability to analyse vehicle performance data and optimize maintenance schedules.
- Strong leadership, decision-making, and problem-solving skills.
- Proficiency in maintenance management software and ERP systems.
- Excellent communication and team management abilities.
- Thorough knowledge of Market.
- Should possess understanding of IT.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted by the MD. The Board may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

BPS-18/PG-8 pay + official vehicle and POL ceiling etc.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: General Manager Cargo Operations/GM (C) Ops
Reports To: MD/DMD

Purpose of the Position:

The General Manager (Cargo) shall work under the supervision of the Managing Director (MD) / Deputy Managing Director (DMD) and be responsible for the overall planning, execution, and management of NATCO's cargo operations. The incumbent shall ensure the efficient handling, transportation, and delivery of goods while optimizing revenue, streamlining logistics, and enhancing operational efficiency. The GM Cargo shall also be responsible for developing business opportunities, ensuring compliance with transport regulations, and maintaining strong relationships with clients, vendors, and regulatory authorities.

Areas of Responsibilities:

- Oversee and manage all cargo operations, ensuring efficient handling, loading/unloading, transportation, and timely delivery of goods.
- Develop and implement strategies to optimize cargo revenue, reduce operational costs, and enhance service efficiency.
- Supervise logistics, warehousing, and distribution activities to ensure smooth cargo operations.
- Ensure compliance with transport laws, customs regulations, safety standards, and environmental policies.
- Identify and develop new business opportunities, partnerships, and client relationships to expand cargo services and increase market share.
- Manage contracts and agreements with vendors, transporters, and logistics service providers while ensuring cost effectiveness and service quality.
- Monitor cargo fleet performance, fuel efficiency, route optimization, and maintenance schedules to ensure uninterrupted and cost effective operations.
- Implement and oversee digital tracking systems for cargo monitoring, customer updates, and operational transparency.
- Coordinate with internal departments, including Finance, Admin, and operations, to streamline cargo processes and resolve logistical challenges.
- Ensure proper documentation, invoicing, and record keeping of cargo transactions, shipments, and revenue generation.
- Conduct market analysis, competitor benchmarking, and pricing strategies to improve cargo business profitability.
- Develop and implement risk management strategies to address potential operational disruptions, cargo damages, or delays.
- Prepare reports, forecasts, and strategic recommendations for senior management regarding cargo operations, market trends, and business growth opportunities.


ABDUL HAMEED
General Manager (Admin)
NATCO

- Lead, train, and supervise cargo staff to enhance productivity, operational efficiency, and customer satisfaction.

Qualification and Experience:

- At least 16 years of education.
- At least 8 years of relevant experience in the Government or Private Sector.
- Proficient in the use of IT.
- Written and oral

Competencies & Personal Attributes:

- Logistics and supply chain management
- Strategic planning and business development
- Financial oversight and cost control
- Regulatory compliance and risk management
- Leadership and team management
- Thorough knowledge of Market.
- Should possess understanding of IT.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted by the MD. The Board may appoint an officer from any government department on an additional charge or deputation basis if deemed appropriate.

Salary and Benefits:

BPS-18/PG-8 pay + official vehicle and POL ceiling etc.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

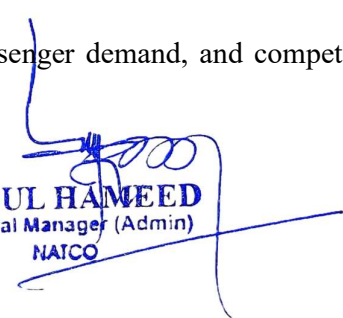
Position Title: General Manager Passenger Operations/GM (P) Ops
Reports To: MD/DMD

Purpose of the Position:

The General Manager (Passenger Operations) shall work under the supervision of the Managing Director (MD) / Deputy Managing Director (DMD) and be responsible for the overall planning, execution, and management of NATCO's passenger transport services, ensuring safe, reliable, and customer-focused operations. The incumbent shall oversee fleet utilization, scheduling, route optimization, and service quality while enhancing passenger experience, revenue growth, and operational efficiency. The GM Passenger Operations shall also be responsible for expanding ridership, ensuring compliance with transport regulations, and maintaining strong coordination with regulatory authorities, stakeholders, and service partners.

Areas of Responsibilities:

- Oversee and manage all passenger transport operations, ensuring efficiency, safety, and customer satisfaction.
- Develop and implement strategies for route optimization, fleet utilization, and service expansion.
- Ensure compliance with transport laws, safety regulations, and service standards.
- Supervise scheduling, ticketing, and passenger service systems to enhance operational efficiency.
- Monitor fleet performance, fuel consumption, and vehicle maintenance to minimize downtime.
- Implement passenger feedback mechanisms and service improvement initiatives.
- Develop marketing and business strategies to increase ridership and revenue.
- Coordinate with regulatory authorities, government agencies, and stakeholders for operational approvals and compliance.
- Manage contracts, agreements, and partnerships with vendors, service providers, and terminal operators.
- Ensure proper financial oversight, including fare structuring, cost control, and revenue collection.
- Lead and train operational staff to enhance performance and service delivery.
- Implement digital transformation initiatives such as online booking and tracking systems.
- Handle crisis management, emergency response planning, and risk mitigation strategies.
- Develop and enforce policies for passenger safety, security, and complaint resolution.
- Oversee the allocation and deployment of buses to maximize efficiency and service coverage.
- Analyze market trends, passenger demand, and competitor strategies to drive operational improvements.


ABDUL HAMEED
General Manager (Admin)
NATCO

Qualification and Experience:

- At least 16 years of education.
- At least 8 years of relevant experience in the Government or Private Sector.
- Proficient in the use of IT.
- Written and oral

Competencies & Personal Attributes:

- Leadership and team management
- Route planning and fleet optimization
- Passenger service and customer relationship management
- Regulatory compliance and safety enforcement
- Crisis management and problem-solving
- Financial oversight and revenue optimization
- Thorough knowledge of Market.
- Should possess understanding of IT.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted by the MD. The Board may appoint an officer from any government department on an additional charge or deputation basis if deemed appropriate.

Salary and Benefits:

BPS-18/PG-8 pay + official vehicle and POL ceiling etc.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: General Manager South Office, Islamabad/ GM(South)
Reports To: MD/DMD

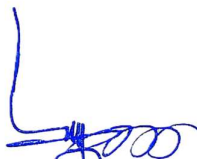
Purpose of the Position:

The General Manager (GM) South, based in Islamabad, is responsible for supervising transport operations in Islamabad, Rawalpindi, and managing affairs from Bisham to Karachi. This includes overseeing passenger and cargo services, ensuring efficient route operations, supervising fleet repairs in Islamabad, handling en-route breakdowns, and maintaining service quality across the region. The GM South is also responsible for optimizing routes, coordinating with relevant teams, liaising with relevant ministries and other departments in Islamabad, and ensuring smooth transport operations across Islamabad, Rawalpindi, and other down country locations.

Areas of Responsibilities:

- Oversee transport operations in Islamabad, Rawalpindi, and manage affairs from Bisham to Karachi.
- Ensure smooth and efficient passenger and cargo services in the assigned regions.
- Supervise fleet repairs in Islamabad and handle enroute breakdowns to minimize service disruptions.
- Plan and implement strategies to enhance route efficiency and service quality.
- Liaise with relevant ministries and other departments in Islamabad for operational and regulatory matters.
- Maintain high standards of transport service and customer satisfaction.
- Work closely with operations, maintenance, and logistics teams to ensure seamless execution of transport services.
- Monitor fleet utilization, fuel efficiency, and overall cost management.
- Ensure compliance with government regulations, safety standards, and company policies.
- Oversee terminal and depot operations within the assigned region.
- Manage scheduling and deployment of vehicles for optimal operational efficiency.
- Identify and address operational challenges, including road conditions, weather disruptions, and unforeseen delays.
- Supervise staff performance, provide guidance, and ensure workforce discipline.
- Develop and implement strategies to improve customer experience and operational reliability.
- Coordinate with financial and administrative teams for budgeting and resource allocation.
- Represent the company in meetings, negotiations, and collaborations with relevant authorities and stakeholders.

Qualification and Experience:


ABDUL HAMEED
General Manager (Admin)
NATCO

- At least 16 years of education.
- At least 8 years of relevant experience in the Government or Private Sector.
- Proficient in the use of IT.
- Written and oral

Competencies & Personal Attributes:

- Strong leadership and decision-making skills.
- In-depth knowledge of transport operations and fleet management.
- Coordination with ministries, regulatory bodies, and stakeholders.
- Crisis management and problem-solving abilities.
- Financial management, budgeting, and cost control.
- Safety regulations, risk management, and operational security.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted by the MD. The Board may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

BPS-18/PG-8 pay + official vehicle and POL ceiling etc.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: **Manager Administration**
Reports To: **General Manager (Admin)**

Purpose of the Position:

The Manager Administration is responsible for managing office operations, ensuring compliance with company policies, and supporting the procurement process, facility management, and staff coordination. Key duties include handling administrative tasks, maintaining records, overseeing office supplies, and coordinating with departments. The role also involves supervising support staff, managing correspondence, issuing office orders, circulars, and notifications as approved by senior management, assisting in fleet and asset management, and overseeing security and maintenance services. Additionally, the Manager Administration is responsible for ensuring an organized work environment and adherence to company regulations.

Areas of Responsibilities:

- Oversee daily administrative activities to ensure efficiency and smooth workflow.
- Implement and enforce organizational policies, rules, and regulations.
- Assist in purchasing office supplies, equipment, and managing office facilities.
- Organize and update official records while ensuring the availability of necessary office materials.
- Facilitate communication and coordination between different departments.
- Oversee clerical and support staff, ensuring assigned tasks are completed efficiently.
- Handle letters, emails, and other official documents for internal and external communication.
- Draft and circulate official directives, office orders, circulars, and notifications as approved by senior management.
- Support the administration of company vehicles and fixed assets.
- Ensure office security, facility upkeep, and adherence to safety protocols.
- Assist in employee record keeping, attendance management, and staff-related administrative matters.
- Maintain office discipline, cleanliness, and operational efficiency.

Qualification and Experience (If hired from market):

- 2nd Class or Grade-C Bachelor's degree in management sciences, Arts, International Relations, Public Administration, Social Sciences, Communications.
- At least 3 years relevant experience in the Government /Public Sector Organizations or private sector.
- Proficient in IT and content development of capacity building.
- Written and oral fluency in English, Urdu and local languages.

Competencies & Personal Attributes:


ABDUL HAMEED
General Manager (Admin)
NATCO

- Strong organizational and administrative skills.
- Excellent communication and coordination abilities.
- Attention to detail and accuracy in documentation.
- Ability to multitask and work under pressure.
- High level of integrity and professionalism.
- Proactive and problem-solving mindset.
- Presentation skills.
- IT Skills

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one year's extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: **Manager Operations (South)**
Reports To: **General Manager (South)**

Purpose of the Position:

Manager Operations (South) is responsible for assisting GM (South) in overseeing transport, cargo, fleet maintenance, and HR-related operations in the southern region. The role includes managing passenger and cargo services, ensuring operational efficiency, and maintaining service quality standards. Manager Operations (South) will coordinate with station managers, supervisors, and workshop teams to streamline daily operations, address challenges, and enhance customer satisfaction. The position is responsible for monitoring fleet availability, schedule management, and compliance with company policies and regulatory requirements. Manager Operations (South) is also responsible for HR matters, including staff management, performance monitoring, and ensuring adherence to operational protocols of the areas falling under the south region.

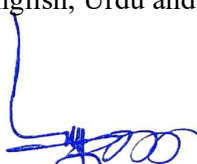
Areas of Responsibilities:

- Develop and implement strategies to enhance operational efficiency in the southern region.
- Coordinate with relevant departments for smooth execution of transport and cargo services.
- Ensure timely maintenance and servicing of the fleet to minimize downtime.
- Monitor financial performance and control operational costs.
- Improve customer service standards by addressing passenger and cargo-related concerns.
- Oversee fuel management and resource allocation for optimal efficiency.
- Maintain records and prepare reports on operations, fleet performance, and workforce management.
- Liaise with regulatory authorities to ensure compliance with transportation laws and safety protocols.
- Assist in the expansion and development of NATCO's services in the southern region.
- Handle correspondence with NATCO headquarters and other departments to ensure effective communication and coordination.

Qualification and Experience (If hired from market):

- 2nd Class or grade-C bachelor's degree in management sciences, Arts, International Relations, Public Administration, Information Technology, social sciences, communications.
- At least 3 years relevant experience in the Government /Public Sector Organizations or private sector.
- Proficient in IT and content development of capacity building.
- Written and oral fluency in English, Urdu and local languages.

Competencies & Personal Attributes:


ABDUL HAMEED
General Manager (Admin)
NATCO

- Strong organizational and administrative skills.
- Excellent communication and coordination abilities.
- Attention to detail and accuracy in documentation.
- Ability to multitask and work under pressure.
- High level of integrity and professionalism.
- Proactive and problem-solving mindset.
- Presentation skills.
- IT Skills

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge or deputation basis if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one year's extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: **Manager Finance**
Reports To: **General Manager (Finance)**

Purpose of the Position:

The Manager Finance is responsible for overseeing financial management, budgeting, and accounting functions to ensure financial integrity and compliance. This includes managing financial records, supervising the accounting cycle, preparing financial statements, monitoring cash flow, and implementing internal controls. The role also involves financial planning, forecasting, taxation, expenditure control, and cost management. Additionally, the Manager Finance handles bank-related activities such as fund management, bank reconciliations, loan processing, and liaising with financial institutions. The role also includes coordinating with regulatory authorities and internal departments for budgeting and funding allocation while ensuring timely financial reporting to the GM Finance.

Areas of Responsibilities:

- Oversee financial management, budgeting, and accounting to ensure smooth financial operations.
- Maintain financial records, bookkeeping, and the full accounting process to ensure accuracy.
- Prepare financial statements and reports to reflect the company's financial position.
- Monitor cash flow, manage funds, and control expenses to ensure financial stability.
- Handle bank related tasks such as reconciliations, loan processing, and communication with banks.
- Implement internal controls to prevent errors, fraud, and financial risks.
- Manage taxation, ensuring timely payments and compliance with tax laws.
- Implement financial policies and ensure adherence to company regulations.
- Coordinate with government authorities to meet financial regulations.
- Work with different departments to prepare budgets and allocate funds properly.
- Ensure all financial reports are submitted to the GM Finance on time.
- Suggest improvements for financial growth and better financial management.

Qualification and Experience

- Master's degree in Finance, Accounting, M.Com, MBA Finance or equivalent.
- Professional certification such as CA, ACCA, CMA, or CFA is preferred but not mandatory.
- Strong knowledge of financial management, accounting standards, and taxation.
- Proficiency in financial reporting, budgeting, and bank-related activities.
- Experience with financial software and ERP systems.
- Minimum 3 years of relevant experience in finance and accounting, preferably in the transport or logistics sector.

Competencies & Personal Attributes:


ABDUL HAMEED
General Manager (Admin)
NATCO

- Analytical and problem-solving skills.
- Excellent financial management and decision-making abilities.
- Leadership and team management skills.
- Effective communication and coordination abilities.
- High level of integrity, professionalism, and confidentiality.
- Attention to detail and accuracy in financial reporting.
- Ability to work under pressure and meet deadlines.

Mode of Appointment

- Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one years extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: **Manager Audit**
Reports To: **GM (Audit)**

Purpose of the Position:

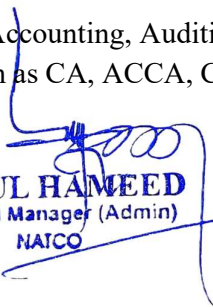
The Internal Audit Manager is responsible for overseeing and conducting independent audits to assess the effectiveness of internal controls, risk management, and compliance with company policies and regulatory requirements. This role involves evaluating financial records, operational processes, and internal systems to identify discrepancies, inefficiencies, and potential risks. The Internal Audit Manager ensures that company assets are safeguarded, financial transactions are accurately recorded, and operational procedures align with industry standards and best practices. Additionally, the role includes preparing audit reports with findings and recommendations, ensuring corrective actions are implemented, and advising management on improvements for governance and internal controls.

Areas of Responsibilities:

- Conduct independent audits to assess financial, operational, and compliance risks, ensuring transparency in company processes.
- Evaluate the effectiveness of internal controls and recommend improvements to strengthen governance.
- Review financial records, transactions, and reports to ensure accuracy, compliance, and adherence to accounting standards.
- Identify discrepancies, inefficiencies, and risks in internal processes, suggesting corrective measures.
- Ensure company assets are safeguarded, and financial integrity is maintained through proper checks and controls.
- Monitor adherence to company policies, industry standards, and regulatory requirements to prevent non-compliance.
- Prepare detailed audit reports outlining findings, recommendations, and necessary corrective actions.
- Oversee the implementation of corrective measures and follow up on compliance to ensure improvements are made.
- Provide advisory support to management on governance, risk management, and operational efficiency.
- Coordinate with external auditors and regulatory authorities when required to facilitate external audits and ensure compliance.

Qualification and Experience

- Master's degree in Finance, Accounting, Auditing, M. Com, MBA Finance or equivalent
- Professional certification such as CA, ACCA, CMA, or CIA is preferred but not mandatory.


ABDUL HAMEED
General Manager (Admin)
NATCO

- In-depth knowledge of auditing standards, internal controls, and financial regulations.
- Proficiency in financial reporting, risk assessment, and compliance auditing.
- Strong IT skills, including experience with audit software and financial systems.
- Minimum 3 years of relevant experience in internal auditing, preferably in the transport or logistics sector.

Competencies & Personal Attributes:

- Analytical and problem-solving skills.
- Knowledge of auditing standards, internal controls, and risk management.
- High level of integrity, professionalism, and ethical conduct.
- Attention to detail and accuracy in financial analysis.
- Effective communication and report writing skills.
- Ability to work independently and make objective decisions.
- Ability to identify financial discrepancies and assess risks.
- Proficiency in audit techniques, procedures, and compliance evaluation.
- Strong IT skills, including experience with audit software and financial systems.

Mode of Appointment

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
 General Manager (Admin)
 NATCO

JOB DESCRIPTION

Position Title: **Manager Operations Mountain Filling Stations/ Manager Ops MFS**
Reports To: **General Manager (Finance)**

Purpose of the Position:

The Manager Operations – Mountain Filling Stations (MFSs) will be responsible for overseeing the overall operations, efficiency, and profitability of the Corporation's fuel stations, ensuring smooth day-to-day functioning, fuel inventory management, sales performance monitoring, and high service standards. The incumbent will ensure compliance with safety, environmental, and regulatory requirements while implementing measures to enhance operational efficiency and customer satisfaction. Additionally, the Manager Operations will supervise staff to ensure optimal performance and adherence to corporate policies. The role also involves financial oversight, reporting, supplier coordination, fuel procurement, pricing strategy optimization, and ensuring the upkeep and security of station assets, all aimed at maximizing revenue and operational effectiveness. Furthermore, he will also be responsible for managing and handling the affairs of allied facilities associated with the fuel stations.

Areas of Responsibilities: -

- Oversee the daily operations of all fuel stations to ensure smooth and efficient functioning.
- Monitor fuel stock levels, coordinate procurement, and prevent shortages or excess inventory.
- Implement strategies to enhance fuel sales and revenue generation while ensuring competitive pricing.
- Ensure adherence to safety protocols, environmental regulations, and legal requirements at all stations.
- Manage and lead station staff, ensuring proper training, performance monitoring, and discipline.
- Monitor financial transactions, sales reports, and expenses to maintain profitability and prevent losses.
- Maintain high service standards, address customer complaints, and enhance the overall customer experience.
- Oversee the upkeep, repair, and security of station infrastructure, fuel dispensers, and allied facilities.
- Liaise with fuel suppliers, regulatory bodies, and other stakeholders to ensure uninterrupted operations.
- Handle operations and affairs of any additional facilities associated with the fuel stations, such as convenience stores, service areas, or vehicle maintenance services.

Qualification and Experience:


ABDUL HAMEED
General Manager (Admin)
NATCO

- Master's degree in accounting, Finance, Social Sciences, Management Sciences, Business Administration, or a related field from a recognized institution.
- At least 3 years relevant experience in the Government or Private Sector;
- Proficient in use of IT.
- Written and oral fluency in English, Urdu and local languages.

Competencies & Personal Attributes:

- Strong leadership and team management skills.
- Excellent analytical and problem-solving abilities.
- Effective communication and interpersonal skills.
- Strong financial and business acumen.
- High level of integrity, professionalism, and accountability.
- Customer-focused mindset with a commitment to service excellence.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, or deputation basis, from the open market if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: **Manager Passenger Operations**
Reports To: **General Manager Passenger Operations**

Purpose of the Position:

The Manager Passenger Operations will be responsible for overseeing and coordinating passenger transport operations at the head office level, ensuring efficiency, compliance, and service quality across all routes. Reporting to the GM Passenger Operations, he will monitor scheduling, route planning, fleet utilization, and staff performance to optimize service delivery. He will ensure adherence to transport regulations, corporate policies, and safety standards while addressing operational challenges and passenger concerns. The role also involves analyzing performance data, overseeing revenue collection processes, controlling operational costs, and developing strategies to enhance customer experience and increase ridership. Additionally, the Manager Passenger Operations will collaborate with regional offices, liaise with stakeholders, and contribute to policy development and operational improvements to strengthen NATCO's passenger transport services.

Areas of Responsibilities: -

- Oversee and coordinate passenger transport operations at the head office level to ensure efficiency and service quality.
- Monitor scheduling, route planning, fleet utilization, and staff performance to optimize operations.
- Ensure compliance with transport regulations, corporate policies, and safety standards.
- Analyse operational data, passenger feedback, and service performance to identify areas for improvement.
- Supervise revenue collection processes, control operational costs, and implement measures to enhance financial efficiency.
- Address operational challenges, passenger concerns, and service disruptions in coordination with relevant departments.
- Develop and implement strategies to improve customer experience and increase ridership.
- Collaborate with regional offices to ensure uniform service standards and operational effectiveness.
- Liaise with government authorities, regulatory bodies, and other stakeholders on transport-related matters.
- Contribute to policy development, strategic planning, and continuous improvement of passenger transport services.

Qualification and Experience:

- Master's degree in accounting, Finance, Social Sciences, Management Sciences, Business Administration, or a related field from a recognized institution.
- At least 3 years relevant experience in the Government or Private Sector;


ABDUL HAMEED
General Manager (Admin)
NATCO

- Proficient in use of IT.
- Written and oral fluency in English, Urdu and local languages.

Competencies & Personal Attributes:

- Leadership and team management skills.
- Excellent analytical and problem-solving abilities.
- Effective communication and interpersonal skills.
- Decision-making and crisis management capabilities.
- High level of integrity, professionalism, and accountability.
- Customer-focused mindset with a commitment to service excellence.
- Ability to work under pressure and manage multiple operational challenges effectively.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: **Manager Cargo Operations**
Reports To: **General Manager Cargo Operations**

Purpose of the Position:

The Manager Cargo Operations will be responsible for overseeing and coordinating passenger cargo operations at the head office level, ensuring efficiency, compliance, and service quality across all routes. Reporting to the GM Cargo Operations. He will ensure adherence to transport regulations, corporate policies, and safety standards while addressing operational challenges and cargo concerns. The role also involves analysing performance data, overseeing revenue collection processes, controlling operational costs, and developing strategies to enhance customer experience and increase ridership. Additionally, the Manager Cargo Operations will collaborate with head office, liaise with stakeholders, and contribute to policy development and operational improvements to strengthen NATCO's cargo services.

Areas of Responsibilities: -

- Oversee and coordinate passenger transport operations at the head office level to ensure efficiency and service quality.
- Monitor scheduling, route planning, fleet utilization, and staff performance to optimize operations.
- Ensure compliance with transport regulations, corporate policies, and safety standards.
- Analyse operational data, passenger feedback, and service performance to identify areas for improvement.
- Supervise revenue collection processes, control operational costs, and implement measures to enhance financial efficiency.
- Address operational challenges, passenger concerns, and service disruptions in coordination with relevant departments.
- Develop and implement strategies to improve customer experience and increase ridership.
- Collaborate with regional offices to ensure uniform service standards and operational effectiveness.
- Liaise with government authorities, regulatory bodies, and other stakeholders on transport-related matters.
- Contribute to policy development, strategic planning, and continuous improvement of passenger transport services.

Qualification and Experience:

- Master's degree in accounting, Finance, Social Sciences, Management Sciences, Business Administration, or a related field from a recognized institution.
- At least 3 years relevant experience in the Government or Private Sector;
- Proficient in use of IT.


ABDUL HAMEED
General Manager (Admin)
NATCO

- Written and oral fluency in English, Urdu and local languages.

Competencies & Personal Attributes:

- Leadership and team management skills.
- Excellent analytical and problem-solving abilities.
- Effective communication and interpersonal skills.
- Decision-making and crisis management capabilities.
- High level of integrity, professionalism, and accountability.
- Customer-focused mindset with a commitment to service excellence.
- Ability to work under pressure and manage multiple operational challenges effectively.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO



ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: **Manager (Works)**
Reports To: **General Manager (Works)**

Purpose of the Position:

The Manager Works will report to the GM Works and be responsible for overseeing all workshop-related matters within the transport corporation. Key responsibilities include managing vehicle maintenance and repair, implementing preventive maintenance schedules, and minimizing downtime. The role involves supervising workshop staff, monitoring inventory and procurement of spare parts, and ensuring compliance with safety and regulatory standards. Additionally, the Manager Works will maintain repair records, coordinate with vendors, and optimize cost-effective solutions for fleet upkeep. The position requires technical expertise, leadership skills, and the ability to implement best practices in workshop management to support efficient transport operations.

Areas of Responsibilities: -

- Oversee daily workshop operations, ensuring efficient and timely maintenance and repair of the transport fleet.
- Implement preventive and corrective maintenance programs to enhance vehicle reliability and safety.
- Supervise workshop staff, including mechanics and technicians, to ensure productivity and adherence to performance standards.
- Monitor spare parts, tools, and equipment, coordinating procurement to prevent shortages and minimize costs.
- Control maintenance expenses by implementing cost effective repair solutions and negotiating with vendors.
- Ensure compliance with safety regulations, company policies, and transport industry standards.
- Maintain detailed logs of repairs, servicing schedules, and expenses while generating reports for management review.
- Liaise with external service providers, workshops, and suppliers to ensure quality service and timely deliveries.
- Identify and implement best practices to enhance workshop efficiency and reduce downtime.
- Develop contingency plans and respond effectively to urgent maintenance issues to keep operations running smoothly.

Qualification and Experience:

- Master's degree in accounting, Finance, Social Sciences, Management Sciences, Business Administration or a related field from a recognized institution.


ABDUL HAMEED
General Manager (Admin)
NATCO

- Preferably a bachelor's in mechanical or automotive engineering. A DAE in Mechanical/Automotive with relevant experience may also be considered.
- At least 3 years relevant experience in the Government or Private Sector.
- Proficient in use of IT.
- Written and oral fluency in English, Urdu and local languages.

Competencies & Personal Attributes:

- Leadership and team management skills.
- Indepth technical knowledge of vehicle maintenance and repair.
- Effective problem solving and decision-making abilities.
- Cost optimization and efficiency improvement mindset.
- Proficiency in record-keeping and reporting.
- High integrity, professionalism, and compliance focus.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
 General Manager (Admin)
 NATCO

JOB DESCRIPTION

Position Title: **Manager (Cargo)**
Reports To: **General Manager (Cargo)**

Purpose of the Position:

The Manager Cargo will work under the GM Cargo and be responsible for overseeing cargo operations at their assigned station (Gilgit & Juglote). Their primary duties include managing cargo handling, storage, and dispatch to ensure smooth and efficient logistics. They will monitor freight movement, coordinate with transport teams, and ensure timely deliveries while maintaining customer satisfaction. The role involves supervising staff, optimizing operational efficiency, and implementing cost-effective measures. Additionally, the Manager Cargo will ensure compliance with safety regulations, maintain accurate records of shipments, and liaise with clients, vendors, and regulatory authorities. While Managers Cargo will be stationed at different locations, the one posted in Gilgit will act as the Manager Cargo Operations and will be the coordinating head, directly under the GM Cargo, to streamline processes and enhance service quality all over.

Areas of Responsibilities: -

- Oversee cargo handling, storage, and dispatch operations at the assigned station.
- Ensure timely and efficient transportation of goods while maintaining service quality.
- Supervise staff involved in cargo operations and ensure adherence to performance standards.
- Monitor freight movement, coordinate with transport teams, and address operational challenges.
- Maintain accurate records of shipments, inventory, and logistics documentation.
- Implement cost effective measures to optimize cargo operations and reduce inefficiencies.
- Ensure compliance with safety regulations, company policies, and industry standards.
- Liaise with clients, vendors, and regulatory authorities to facilitate smooth cargo operations.
- Develop and implement strategies to improve operational efficiency and customer satisfaction.
- The Manager Cargo in Gilgit & Juglote will coordinate with station-based managers/supervisors to ensure uniformity in processes and service delivery across all locations.

Qualification and Experience:

- 16 years of education in accounting, Finance, Social Sciences, Management Sciences, Business Administration, or a related field from a recognized institution.
- At least 3 years relevant experience in the Government or Private Sector.
- Proficient in use of IT.
- Written and oral fluency in English, Urdu and local languages.

Competencies & Personal Attributes:

ABDUL HAMEED
General Manager (Admin)
NATCO

- Leadership and team management skills.
- Understanding of cargo handling, logistics, and transportation operations.
- Effective problem solving and decision making abilities.
- Excellent organizational and multitasking skills.
- Communication and coordination skills.
- Ability to optimize costs and improve operational efficiency.
- High integrity, professionalism, and compliance with industry standards.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: **Manager (Marketing)**

Reports To: **GM (Admin)**

Purpose of the Position:

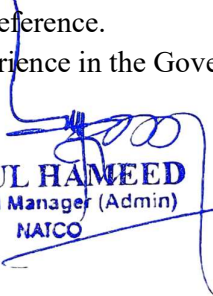
The Manager Marketing will be responsible for developing and implementing marketing strategies to promote passenger and cargo operations, as well as VIP services, including coaster and van services for tourists. The role involves market research, brand positioning, and customer engagement to enhance service visibility and attract new business. They will oversee advertising campaigns, digital marketing, and partnerships to increase ridership and cargo bookings. The Manager Marketing will coordinate with operations teams to design customer centric promotional offers and ensure high service standards. Building strong relationships with corporate clients, travel agencies, and freight partners will be a key aspect of the role. They will also analyse market trends, monitor competitors, and develop pricing strategies to maximize revenue. The position requires creativity, strategic planning, and effective communication to drive business growth and strengthen the corporation's market presence.

Areas of Responsibilities: -

- Develop and implement marketing strategies for passenger, cargo, and VIP services.
- Conduct market research to identify customer needs, trends, and competitive insights.
- Design and execute advertising campaigns across digital, print, and social media platforms.
- Manage social media presence, create engaging content, and run targeted digital marketing campaigns to increase brand awareness.
- Utilize Search Engine Optimization (SEO), online advertising, and email marketing to enhance customer outreach and bookings.
- Build partnerships with corporate clients, travel agencies, and freight companies to enhance business opportunities.
- Create and manage promotional offers to attract passengers and cargo clients.
- Develop branding and positioning strategies to enhance service visibility and reputation.
- Collaborate with operations teams to ensure seamless service delivery and customer satisfaction.
- Monitor and analyse sales performance, customer feedback, and marketing effectiveness.
- Oversee pricing strategies to optimize revenue and maintain competitiveness.
- Organize events, sponsorships, and tourism collaborations to promote VIP services.

Qualification and Experience:

- 16 years of Education in marketing, Business Administration, or a related field, Master's degree will be preferred. Candidates with expertise in Digital Marketing, SEO, or Brand Management will be given preference.
- At least 3 years relevant experience in the Government or Private Sector.


ABDUL HAMEED
General Manager (Admin)
NATCO

- The ability to analyse financial data including but not limited to creating spreadsheets, explaining variances, identifying issues, and making appropriate recommendations etc.
- Excellent knowledge of English (written and oral).
- Good knowledge of MS office and other tools (Excel, Word, Outlook, Internet).

Competencies & Personal Attributes:

- Leadership and strategic planning skills.
- Understanding of digital marketing, social media, and SEO.
- Excellent communication and negotiation abilities.
- Creativity in designing marketing campaigns and promotional strategies.
- Analytical skills to assess market trends, customer behaviour, and campaign performance.
- Ability to build and maintain partnerships with corporate clients and travel agencies.
- Adaptability to changing market dynamics and customer preferences.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
 General Manager (Admin)
 NATCO

JOB DESCRIPTION

Position Title: **Manager (IT)**
Reports To: **GM (Admin)**

Purpose of the Position:

Manager (IT) will be responsible for overseeing and managing all IT related functions within the transport company, ensuring the implementation of modern technological solutions to enhance operational efficiency. This role involves developing and maintaining IT infrastructure, managing software and hardware systems, and ensuring data security and integrity. Manager (IT) will oversee network administration, digital transformation initiatives, and automation of business processes, including ticketing, cargo tracking, and customer service solutions. The role also includes managing cybersecurity protocols, ensuring compliance with industry standards, and providing IT support to various departments. Manager (IT) will also be responsible for vendor management, system upgrades, and implementing innovative solutions to improve overall business performance.

Areas of Responsibilities: -

- Oversee the development, maintenance, and security of IT infrastructure, including networks, servers, and databases.
- Implement and manage digital transformation initiatives, including automated ticketing, cargo tracking, and customer service systems.
- Ensure data security, cybersecurity measures, and compliance with industry standards to protect company information.
- Provide IT support and troubleshooting services to various departments to ensure smooth operations.
- Manage software and hardware procurement, upgrades, and vendor relationships for IT related services.
- Develop and implement IT policies, strategies, and disaster recovery plans to minimize risks.
- Monitor system performance, optimize IT resources, and introduce innovative technology solutions for operational efficiency.
- Coordinate with management to align IT solutions with business goals and future technological advancements.

Qualification and Experience:

- Bachelor's degree in Computer Science, Information Technology, or a related field. A Master's degree will be preferred. Certifications in networking, cybersecurity, or IT project management (such as CCNA, CISSP, PMP) will be an added advantage.
- At least 3 years relevant experience in the Government or Private Sector.
- Excellent knowledge of English (written and oral).


ABDUL HAMEED
General Manager (Admin)
NATCO

Competencies & Personal Attributes:

- Strong problem-solving skills
- Expertise in IT infrastructure and security
- Ability to manage multiple projects
- Effective communication and coordination
- Leadership in IT team management
- Strategic alignment with company goals
- Adaptability to evolving technologies

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

- BPS-16/17 or PG-6/7 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: Station Manager

Reports To: Manager Passenger Operations/GM Passenger Operations

Purpose of the Position:

The Station Manager will be responsible for managing passenger services and Cargo & Courier operations related to bus, coaster, van, etc.-based services at their assigned station. Their key responsibilities include managing ticketing, passenger facilitation, and ensuring smooth departures and arrivals. They will supervise station staff, maintain service quality, and address customer concerns to enhance the travel experience. The Station Manager will be responsible for managing the handling, dispatch, and delivery of courier and cargo transported via buses, coasters, vans, and similar vehicles, ensuring timely and secure transit. They will coordinate with drivers, conductors, and operational teams to streamline station activities while ensuring compliance with safety and regulatory standards. This role does not involve truck operations or cargo handling on trucks but focuses solely on bus, coaster, and van-based passenger and courier services.

Areas of Responsibilities: -

- Manage passenger services, including ticketing, boarding, and customer facilitation.
- Ensure smooth arrivals and departures of buses, coasters, vans, and other passenger vehicles.
- Oversee Cargo & Courier operations handled through buses, coasters, and vans, ensuring timely dispatch and secure delivery.
- Supervise station staff, ensuring efficient workflow and high service standards.
- Address passenger complaints and operational issues to enhance customer satisfaction.
- Coordinate with drivers, conductors, and operational teams for seamless station management.
- Monitor and enforce safety, security, and regulatory compliance at the station.
- Maintain records of passenger flow, cargo bookings, and courier dispatch for reporting and analysis.
- Optimize station operations to improve efficiency and revenue generation.
- Collaborate with marketing and operations teams to implement promotional strategies for increased ridership and cargo bookings.

Qualification and Experience:

- Minimum bachelor's degree in Business Administration, Marketing, Social Science, Transport Management, Logistics, or a related field, Master's degree will be preferred.
- Candidates with experience in passenger operations, cargo & courier management, or transport industry operations will be given preference.
- Strong knowledge of customer service, station management, and regulatory compliance is desirable.
- At least 2 years relevant experience.


ABDUL HAMEED
General Manager (Admin)
NATCO

- Having good IT knowledge and communication skill.

Competencies & Personal Attributes:

- Leadership and team management skills.
- Strong communication and customer service abilities.
- Problem solving and decision-making capability.
- Ability to handle high-pressure situations and resolve operational challenges.
- Organizational and multitasking skills to manage station activities efficiently.
- Knowledge of transport regulations, safety standards, and operational procedures.
- Adaptability to changing schedules, workloads, and customer demands.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from any government department on an additional charge, deputation basis, or from the open market if deemed appropriate.

Salary and Benefits:

- BPS-15 to BS-17/PG-6 to PG-7 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: Supervisor Mountain Filling Station/ Supervisor MFS (with location name of the pump)
Reports To: Manager Operations MFS

Purpose of the Position:

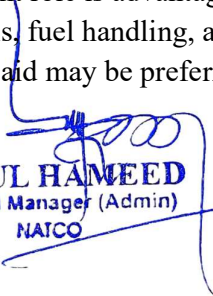
The MFS Station Supervisor is responsible for managing the daily operations at Mountain Filling Station, including overseeing fuel dispensing, staff management, and customer service. They will ensure compliance with safety, environmental, and regulatory standards while managing stock levels and making sure fuel is available at the pump. The Supervisor will handle customer concerns, coordinate station maintenance, and implement promotional activities to enhance performance. They will also manage administrative tasks such as staff scheduling and record-keeping. Additionally, the Supervisor will maintain the cleanliness and presentation of the station, ensuring a safe and efficient working environment.

Areas of Responsibilities: -

- Oversee daily operations of Mountain Filling Station, ensuring smooth fuel dispensing and customer service.
- Manage stock levels, ensuring fuel availability at the pump and ordering supplies as needed.
- Supervise station staff, ensuring adherence to operational guidelines and high service standards.
- Ensure compliance with safety, environmental, and regulatory standards during fuel handling and dispensing.
- Address customer complaints and concerns promptly to ensure satisfaction.
- Coordinate maintenance of pumps, equipment, and station infrastructure, arranging for repairs and servicing as needed.
- Implement promotional activities and sales strategies to improve station performance.
- Maintain accurate records of transactions, inventory, and maintenance activities.
- Oversee cleanliness and presentation of the station, ensuring a safe and well maintained environment.
- Manage administrative tasks, including staff scheduling, payroll, and daily activity logs.

Qualification and Experience:

- Bachelor's degree in Business Administration, Management, or a related field, Masters degree will be preferred.
- At least 2 years relevant experience in fuel station operations or a similar customer service/operations management role is advantageous.
- Knowledge of safety protocols, fuel handling, and regulatory standards would be an asset.
- Certification in safety or first aid may be preferred.


ABDUL HAMEED
General Manager (Admin)
NATCO

- Excellent report writing and communication and IT skills.

Competencies & Personal Attributes:

- Leadership and team management skills.
- Customer service and communication abilities.
- Attention to detail and ability to maintain operational standards.
- Problem solving and decision-making skills.
- Knowledge of safety, environmental, and regulatory standards in fuel dispensing.
- Ability to manage stock levels and ensure fuel availability.
- Ability to work under pressure and handle multiple tasks efficiently.
- schedules, workloads, and customer demands.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint from open market if deemed appropriate.

Salary and Benefits:

- BPS-15 to BS-17/PG-6 to PG-7 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: Accountant
Reports To: Assistant Manager (Accounts)/Assistant Manager (Finance), Assistant Manager (Audit)/Manager (Finance)/GM (Finance)/GM (Admin) or any other or Manager under whom they are posted

Purpose of the Position:

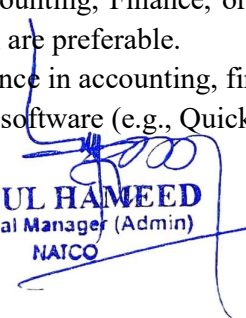
Accountant will be responsible for maintaining accurate financial records and ensuring the integrity of financial transactions within the organization. They will assist in preparing monthly, quarterly, and annual financial statements, and work closely with the accounting team to ensure that all transactions are properly recorded and reconciled. Accountant will be responsible for reconciling bank statements, managing accounts payable and receivable, and ensuring compliance with all accounting standards, tax laws, and company policies. In addition, Accountant will coordinate with internal and external auditors to facilitate the audit process and provide the necessary documentation. They will assist with budgeting, forecasting, and ensuring the financial accuracy of company expenses and revenue. The role will also involve suggesting improvements in accounting processes and systems to enhance efficiency and effectiveness. As a support function, Accountant will provide administrative assistance to the finance and accounting teams to ensure smooth daily operations.

Areas of Responsibilities:

- Maintain accurate financial records and ensure proper documentation of all transactions.
- Assist in preparing monthly, quarterly, and annual financial statements in compliance with accounting standards.
- Reconcile bank statements, accounts payable, and accounts receivable to ensure accuracy.
- Coordinate with internal and external auditors to support the audit process and provide required documentation.
- Ensure compliance with company policies, tax laws, and relevant accounting regulations.
- Assist in budgeting and forecasting activities, providing accurate financial data for decision making.
- Identify opportunities for process improvement and recommend solutions to enhance financial operations.
- Provide general administrative support to the accounting and finance team to ensure efficient operations.

Qualification and Experience:

- A Bachelor's degree in Accounting, Finance, or a related field. Professional certifications such as ACCA, CA, or CPA are preferable.
- At least 2-3 years of experience in accounting, finance, or related roles.
- Familiarity with accounting software (e.g., QuickBooks, SAP, or Tally).


ABDUL HAMEED
General Manager (Admin)
NATCO

- Strong knowledge of accounting principles, tax regulations, and financial reporting.
- Prior experience in audit support and financial reconciliation is a plus.
- Excellent knowledge of English (written and oral).

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint an officer from the open market if deemed appropriate.

Salary and Benefits:

- BPS-11 to BS-16/PG-5 to PG-6 pay
- In case of direct induction, appointment will initially be made in PG-6 for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: Senior Auditor
Reports To: Manager Audit

Purpose of the Position:

Senior Auditor will assist in conducting internal audits to assess the financial, operational, and compliance aspects of the transport corporation. The role includes supporting the evaluation of internal controls, risk management practices, and adherence to company policies and regulatory requirements. Senior Auditor will review financial records, operational processes, and transaction accuracy to identify discrepancies and areas for improvement. Additionally, Senior Auditor will help in preparing audit reports, highlighting findings, and recommending corrective actions, working under the guidance of Manager (Audit) to ensure effective audit procedures and contribute to enhancing transparency and efficiency in organizational operations.

Areas of Responsibilities: -

- Assist in planning and executing internal audits of financial, operational, and compliance areas.
- Review financial records, transactions, and operational processes to identify discrepancies or inefficiencies.
- Evaluate the effectiveness of internal controls and risk management practices.
- Ensure compliance with company policies, regulatory requirements, and industry standards.
- Prepare audit reports highlighting findings, issues, and recommendations for improvement.
- Assist in the follow up of corrective actions taken in response to audit findings.
- Support the Manager (Audit) in preparing audit documentation and audit trails.
- Participate in the evaluation and testing of internal control systems.
- Collaborate with departments to ensure understanding and adherence to audit requirements.
- Maintain confidentiality of sensitive information and adhere to ethical standards in all audit-related tasks.

Qualification and Experience:

- Minimum bachelor's degree in accounting, finance, or a related field. Master's degree will be preferred.
- Strong knowledge of accounting principles, financial reporting, and tax regulations.
- Proficiency in accounting software and financial management systems will be an additional edge.
- 3 years' experience in Government / Private Sector in the field of Prior experience in accounting, auditing, or financial management is desirable.
- Interpersonal communication and IT skills.
- Written and oral proficiency in Urdu and English.


ABDUL HAMEED
General Manager (Admin)
NATCO

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint from the open market if deemed appropriate.

Salary and Benefits:

- BS-16/PG-6 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.



ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: Supervisor (Works)
Reports To: Manager (Works)

Purpose of the Position:

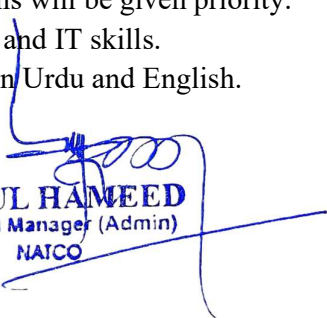
Supervisor (Works) will work under Manager (Works) and be stationed at a specified workshop location, such as Gilgit, Islamabad, or other designated sites, overseeing fleet maintenance-related tasks. The role involves supervising daily repair and maintenance activities, ensuring timely servicing of vehicles, and coordinating with mechanics and technical staff for efficient workflow. Supervisor (Works) will be responsible for monitoring the availability of spare parts, maintaining workshop equipment, and ensuring compliance with safety and operational standards. The role also includes maintaining maintenance records, reporting vehicle performance issues, and implementing preventive maintenance schedules to enhance fleet reliability. Supervisor (Works) will assist in quality control, cost management, and ensuring that all repair work meets the required standards.

Areas of Responsibilities:

- Supervise and oversee fleet maintenance and repair activities at the assigned workshop location.
- Ensure timely servicing and repairs of vehicles to maintain operational efficiency.
- Coordinate with mechanics, technicians, and workshop staff for smooth workflow.
- Monitor the availability of spare parts and ensure proper inventory management.
- Maintain workshop equipment and ensure compliance with safety and operational standards.
- Keep records of maintenance activities, vehicle performance issues, and repair history.
- Implement preventive maintenance schedules to reduce vehicle downtime and improve reliability.
- Assist in quality control to ensure all repair and maintenance work meets required standards.
- Manage cost effective repairs and resource utilization within the workshop.
- Report operational and technical issues to Manager (Works) for resolution.

Qualification and Experience:

- Minimum bachelor's degree in any discipline, preferably in Mechanical Engineering, Automotive Technology, or a related field.
- A diploma in Mechanical or Automobile Engineering with relevant experience in fleet maintenance will be preferred.
- 3 years' experience in Government / Private Sector in transport workshop management and vehicle maintenance operations will be given priority.
- Interpersonal communication and IT skills.
- Written and oral proficiency in Urdu and English.


ABDUL HAMEED
General Manager (Admin)
NATCO

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint from the open market if deemed appropriate.

Salary and Benefits:

- BPS-15 to BS-16/PG-6 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: Supervisor NATCO Lines
Reports To: Manager Passenger Operations

Purpose of the Position:

Supervisor NATCO Lines will be responsible for overseeing city transport operations in the assigned location, ensuring smooth and efficient passenger services. They will manage daily operations, including scheduling, route management, and coordination with drivers and staff to maintain service quality. They will ensure adherence to safety, operational, and customer service standards while addressing passenger concerns and operational challenges. They will report to Manager Passenger Operations and GM Passenger Operations, with the flexibility to report to Regional Managers when required. They will monitor revenue collection, operational expenses, and fleet utilization to enhance service efficiency and passenger satisfaction.

Areas of Responsibilities:

- Oversee daily city transport operations, ensuring efficient scheduling and route management.
- Supervise drivers and staff to maintain service quality and adherence to operational standards.
- Ensure compliance with safety regulations and customer service protocols.
- Address passenger concerns and operational challenges to improve service delivery.
- Monitor revenue collection, ticketing, and operational expenses for financial efficiency.
- Coordinate with Manager Passenger Operations, GM Passenger Operations, and Regional Managers as needed.
- Conduct inspections and ensure proper maintenance of buses for uninterrupted service.

Qualification and Experience:

- Bachelor's degree in any discipline, preferably in Business Administration, Public Administration, Finance, or a related field; higher qualifications will be preferred.
- Candidates with experience in public transport operations or fleet management will be given preference.
- Strong understanding of passenger service management, route planning, and modern transport operations.
- Knowledge of IT applications for marketing and enhancing operational efficiency.
- Interpersonal communication skills.
- Written and oral proficiency in Urdu and English.

Mode of Appointment:


ABDUL HAMEED
General Manager (Admin)
NATCO

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint from open market if deemed appropriate.

Salary and Benefits:

- BPS-15 to BS-16/PG-6 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: Terminal Supervisor
Reports To: Station Manager

Purpose of the Position:

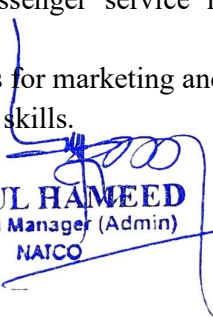
Terminal Supervisor role is designed for locations where management deems there is no immediate need for a Station Manager due to the small size of the business or population, where vehicles are not allotted, and only booking facilities are available. This position, with a lower grade than the Station Manager, is responsible for overseeing day-to-day operations, ensuring smooth service delivery, and reporting directly to the Station Manager for all operational and administrative affairs. Terminal Supervisor will manage the loading and unloading of cargo, ensure passenger safety, maintain terminal cleanliness and functionality, and supervise staff performance. Terminal Supervisor will also monitor customer service standards, resolve issues, ensure compliance with safety protocols, and maintain records of daily activities. Terminal Supervisor will assist in inventory control, manage schedules, and liaise with vendors or contractors for maintenance or operational needs.

Areas of Responsibilities:

- Oversee day-to-day operations of the terminal, ensuring smooth service delivery.
- Manage the loading and unloading of cargo, ensuring timely and efficient handling.
- Ensure passenger safety and comfort, adhering to safety regulations and protocols.
- Supervise terminal staff, ensuring they meet performance and service standards.
- Maintain cleanliness, organization, and functionality of the terminal.
- Monitor customer service standards, resolve issues, and ensure customer satisfaction.
- Keep records of daily activities, including cargo, passenger, and operational data.
- Assist in inventory control, ensuring adequate supplies and equipment are available.
- Manage terminal schedules, ensuring timely operations and adherence to timelines.
- Liaise with vendors, contractors, and other relevant parties for terminal maintenance and operational needs.
- Report directly to the Station Manager regarding all terminal operations and affairs.

Qualification and Experience:

- Bachelor's degree in any discipline, preferably in Business Administration, Public Administration, Finance, or a related field; higher qualifications will be preferred.
- Candidates with experience in public transport operations or fleet management will be given preference.
- Strong understanding of passenger service management, route planning, and modern transport operations.
- Knowledge of IT applications for marketing and enhancing operational efficiency.
- Interpersonal communication skills.


ABDUL HAMEED
General Manager (Admin)
NATCO

- Written and oral proficiency in Urdu and English.

Mode of Appointment:

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint from open market if deemed appropriate.

Salary and Benefits:

- BPS-11 to BS-16/PG-5 to PG-6 pay
- In case of direct induction, appointment will initially be made for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

JOB DESCRIPTION

Position Title: IT Administrator
Reports To: Manager IT/General manager (Admin)

Purpose of the Position:

IT Administrator will work under Manager IT and report to GM Admin on IT matters. The role involves executing all IT-related initiatives as directed by the management, maintaining IT infrastructure, ensuring network security, and providing technical support for seamless digital operations. IT Administrator will be responsible for troubleshooting system issues, managing software and hardware installations, and ensuring data security. IT Administrator will proactively suggest improvements and advancements in IT related matters to the management, aligning technology solutions with the company's operational needs.

Areas of Responsibilities:

- Execute IT-related initiatives and tasks as directed by Manager IT and report to GM Admin on IT matters.
- Maintain and manage the organization's IT infrastructure, including servers, networks, and hardware.
- Ensure network security by implementing proper security measures and monitoring for potential threats.
- Provide technical support to staff, resolving hardware and software issues promptly.
- Install, configure, and upgrade software and hardware systems as needed.
- Ensure the smooth operation of all IT systems, including backup and recovery procedures.
- Manage IT inventory, including tracking and maintaining software licenses and hardware assets.
- Proactively suggest improvements to IT systems, recommending technology solutions to enhance operational efficiency.
- Monitor and troubleshoot network issues, ensuring minimal downtime for operations.
- Assist in implementing and managing cloud based systems and storage solutions.
- Collaborate with other departments to ensure the integration of IT systems with business operations.

Qualification and Experience:

- Bachelor's degree in Computer Science, Information Technology, or a related field. A Master's degree will be preferred. Certifications in networking, cybersecurity, or IT project management (such as CCNA, CISSP, PMP) will be an added advantage.
- At least 03 years relevant experience in the Government or Private Sector.
- Excellent knowledge of English (written and oral).

Mode of Appointment:


ABDUL HAMEED
General Manager (Admin)
NATCO

Preferably, an officer of NATCO service with the above qualifications shall be posted with the approval of MD. The MD may appoint from open market if deemed appropriate.

Salary and Benefits:

- BPS-11 to BS-16/PG-5 to PG-6 pay
- In case of direct induction, appointment will initially be made in PG-6 for one year extendable on satisfactory performance.


ABDUL HAMEED
General Manager (Admin)
NATCO

METHOD OF APPOINTMENT

Name of Post/PG	Age Limit		PERCENTAGE/ QUALIFICATION/EXPERIENCE		
	Min	Max	Direct	By Promotion	By Transfer
Managing Director / PG-9/10 or BS-19/20	40 yrs	55 yrs	A reputed professional with at least seventeen years of post qualification experience, preferably in the public sector	An officer of NATCO Service in BS-19/PG-9	A senior civil servant / government officer in BS-19/20
Deputy Managing Director / PG-9 or BS-19	35 yrs	50 yrs		A Senior Officer of NATCO Service BS-18/19-PG-8/9 having: i. 5 years of relevant Experience ii. 3 years' experience in NATCO Business Operation like Cargo, Passenger Operations etc	A Government Officer BS-18/19
General Manager (Finance) / PG-9 or BS-19	35 yrs	50	50 % i. Chartered Accountant (CA), Cost and Management Accountant (CMA), ACCA, or Master's degree in Finance, Accounting, Commerce (M.Com), Business Administration (MBA Finance), or Economics from an HEC recognized institution. ii. At least 12 years of relevant experience in the Government or Private Sector. iii. Proficient in the use of IT.	45% From Managers with min. 10 yrs service in PG-8 having: i. Chartered Accountant (CA), Cost and Management Accountant (CMA), ACCA, or Master's degree in Finance, Accounting, Commerce (M.Com), Business Administration (MBA Finance), or Economics from an HEC recognized institution. ii. At least 7 years of relevant experience in NATCO with at least 3 certified courses/trainings	5% From Govt. Officers BS-18/19 having degree in relevant field
General Manager (Audit) / PG-8 or BS-18	35 yrs	50 yrs	40 % i. Chartered Accountant (CA), Cost and Management Accountant (CMA), ACCA, or Master's degree in Finance, Accounting, Commerce (M.Com), Business Administration (MBA Finance), or Economics from an HEC recognized institution. ii. At least 8 years of relevant experience in the Government or Private Sector.	55% From Managers with min. 10 yrs service in PG-8 having: i. Chartered Accountant (CA), Cost and Management Accountant (CMA), ACCA, or Master's degree in Finance, Accounting, Commerce (M.Com), Business Administration (MBA Finance), or Economics from an HEC recognized institution. ii. At least 5 years of relevant experience in NATCO. with at least 3 certified courses/trainings	5% From Govt. Officers BS-17/18 having degree in relevant field
General Managers (Administration / Works / Passenger Ops / Cargo Ops / South) / PG-8 or BS-18	35 yrs	50 yrs	30% i. At least 16 years of Education in relevant field. Or bachelor's in mechanical/Automobile Engineering/ B.Tech/ DAE (Automobile/ Mechanical) for GM (Works) only ii. At least 7 years of relevant experience in relevant field.	60% From Managers with min. 5 yrs service in PG-7 having: i. 4 years' general experience ii. 3 years' experience in Field Operations in NATCO. A written test(relevant filed plus general)as designed by the Management & PER with ranking Good through out service as mentioned above with at least 3 certified courses/trainings	10% From Govt. Officers BS-17/18 in relevant field
Manager (Finance / Accounts / Audit) PG-7 or BS-17	28 yrs	45 yrs	40 % i. Master's degree in Finance, Accounting, Commerce (M.Com), Business Administration (MBA Finance), or Equivalent from an HEC recognized institution.	60% From Accountants/Senior Auditor with min. 5 yrs service in PG-6 having i. Degree in relevant field ii. At least 5 years of relevant experience in NATCO with at	

ABDUL HAMEED
General Manager (Admin)
NATCO

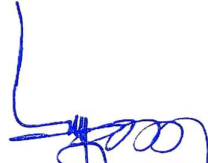
			ii. Professional certification such as CA/ACCA/CMA or CFA is preferred but not mandatory. iii. At least 3 years of relevant experience in the Government or Private Sector.	least 3 certified courses/trainings	
Manager (Administration/Procurement/ Works / Cargo Ops / Cargo/Passenger Ops / Marketing / South / MFS Ops/Station) / PG-7	28 yrs	45	40% i. At least 16 years of Education in relevant field. Or Bachelors in Mechanical/Automobile Engineering/ B.Tech/ DAE (Automobile/ Mechanical) for Manager (Works) only. ii. At least 5 years of relevant experience in relevant field.	60% From Supervisor/ Superintendent / Terminal Incharge/ Store Supervisor/PS to MD/ with minimum 5 yrs service in PG-6 having: i. 3 years' general experience ii. 2 years' experience in Field Operations in NATCO with at least 3 certified courses/trainings.	
IT Administrator / PG-7	28 yrs	45 yrs	50% i. Bachelor's degree in computer science, Information Technology, or a related field. A Master's degree will be preferred. Certifications in networking, cybersecurity, or IT project management (such as CCNA, CISSP, PMP) will be an added advantage. ii. At least 03 years relevant experience in the Government or Private Sector.	50% From IT Assistants / DEOs with 5 years service in PG-6 with at least 2 certified courses/trainings	
Supervisor/Superintendent/ Terminal Incharge / Store Supervisor/PS to MD/ PG-6 or BS-16	28 yrs	40 yrs	30% i. At least 16 years of Education in relevant field. ii. At least 1 years of relevant experience in relevant field.	70% From Office Assistant/Field Assistant with 5 yrs service with at least 2 certified courses/trainings	
Accountant / Senior Auditor / PG-6 or BS-16	28 yrs	40 yrs	50% Master's degree in Finance, Accounting, Commerce (M.Com), Business Administration (MBA Finance), or Equivalent from an HEC recognized institution. i. Professional certification such as CA/ACCA/CMA or CFA is preferred but not mandatory. At least 3 years of relevant experience in the Government or Private Sector.	50% From Accounts Assistants / Jr. Auditors with 5 yrs service with at least 2 certified courses/trainings	
Office Assistant Field Assistant / PG-6 or BS-14	25 yrs	35 yrs	50% i. Minimum bachelor's degree in any discipline ii. At least 1 years of relevant experience	50 % From Senior Clerks having 3 years service with at least 2 certified courses/trainings	
IT Assistant / DEO / PG-6 or BS-14	25 yrs	35 yrs	100% i. Minimum bachelor's degree in Computer Science, IT, Business, Commerce or equivalent ii. At least 1 years of relevant experience		
Accounts Assistant / Junior Auditor / PG-5 or BS-11	25 yrs	35 yrs	100% i. Minimum bachelor's degree in commerce/ finance/business administration or equivalent ii. At least 1 years of relevant experience		
Senior Clerk / PG-5 or BS-11	21 yrs	30 yrs	50% Minimum bachelor's degree in any discipline	50% From Junior Clerks having 3 years' service	—
Junior Clerk / PG-4 or BS-9	18 yrs	28 yrs	80% i. At least intermediate Degree	20%	—


ABDUL HAMEED
 General Manager (Admin)
 NATCO

			ii. Computer Diploma iii. Typing speed 30 w.p.m	From Staff below PG-04 or BS-09 having i. Minimum 3 years' services ii. At least intermediate Degree iii. Computer Diploma iv. Typing speed 30 w.p.m	
Drivers PG-03 or BS-05	18 yrs	30 yrs	100% Minimum Matric Driving License (HTV for Heavy Duty Vehicles with minimum 3 years' experience in transport Sector & LTV for Official Vehicles with 2 year's experience in any organization) Physical fitness	—	—
Technical Staff (mechanics/electrician Cook, Conductor etc) / PG-03 or BS-05	18 yrs	30 yrs	100% Minimum Middle with 3 year's experience in relevant trade		
Conductor/Fillers/Helpers PG-2 or BS-03	18 yrs	30 yrs	100% Minimum Middle with 2 year's experience in relevant field		
Peon/ Mali/PG-1 or BS-01	18 yrs	30 yrs	100% Minimum Primary with 2 year's experience in relevant field		
Security & Other Janitorial Services	From Government/Private service providers of relevant field				

Note:

- i. For ensuring uniformity in Job Descriptions across all segments of NATCO, the nomenclature of various positions has been standardized. Certain pay scales have been abolished, and the corresponding posts have been upgraded to the next higher grade.
- ii. The Corporation shall notify the upgradation of posts/incumbents in accordance with their existing seniority. The number of such upgraded positions shall not be counted for future promotion purposes and shall stand abolished upon the retirement of the incumbents. The seniority of these upgraded incumbents shall be placed at the bottom of the respective seniority list.
- iii. For the purpose of next promotion or move-over, the concerned employees shall be required to complete the prescribed length of service and fulfill all other requisite conditions applicable to the higher grade.


ABDUL HAMEED
 General Manager (Admin)
 NATCO