



Nuclear Power Plant Company Bangladesh Limited (NPCBL)
4 Kazi Nazrul Islam Avenue, Dhaka-1000

03 September 2023

NPCBL Promotion Policy 2023

No. 39.10.0000.104.22.001.20- 799. – In exercise of the powers conferred by Article 119 of the Articles of Association of Nuclear Power Plant Company Bangladesh Limited (NPCBL), the Board of Directors of NPCBL is pleased to make the following policy :

1. Short Title and Date of Effect :

- 1.1. This Policy may be called as “NPCBL Promotion Policy 2023”.
- 1.2. This Policy shall come into force immediately.

2. Introduction :

NPCBL believes that employees are valued assets. An organization remains committed to promoting employees in positions best suited to their talents, skills, and abilities to benefit both the organization and the employees. A Promotion Policy contributes to foster the advancement of its employees. NPCBL has laid down this policy to provide guidelines for promotion of its employees.

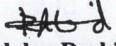
3. Objectives of the Policy :

The main objectives of promotion policy of NPCBL shall be -


- (1) To ensure the promotion of competent personnel;
- (2) To create an internal environment for ensuring high morale and good performance;
- (3) To create loyalty (a sense of belongingness) of the employees; and
- (4) To have a stable, high quality and continuously improving workforce.


4. Principles of the Policy :

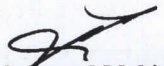
- 4.1. This policy shall apply to all employees of NPCBL;
- 4.2. Promotion shall be made keeping in view the long-term organizational and individual goals;
- 4.3. Promotion shall be given without any discrimination based on sex, caste, creed, locality etc.;
- 4.4. Promotion shall be considered based on subject/discipline/category of posts;

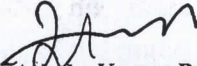

S. Abdur Rashid FCS
Retainer Company Secretary, NPCBL


Dr. Mohammad Shawkat Akbar
Managing Director, NPCBL


A. K. M Gause Mohiuddin Ahmed
Director, NPCBL


Nur Ahmed
Director, NPCBL



Dr. Mohammad Mohiuddin
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Dr. Ashoke Kumar Paul
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Md. Mahbur Rahman
Director, NPCBL


Mohammad Manzarul Mannan
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Md. Moinul Islam Titas
Director, NPCBL


Ziaul Hasan ndc
Chairman, NPCBL



- 4.5. Promotion shall be administered against a vacancy with due consideration of relevant factors;
- 4.6. Promotion to any post shall be based on merit cum seniority;
- 4.7. Mere fulfillment of qualifying period shall not confer any right for promotion; and
- 4.8. Promotion of an employee shall take into effect from the date of joining.

5. Promotion Procedure :

5.1. Preparation for Promotion :

5.1.1. Prior to initiating a process for promotion, Human Resource Division shall -

- determine the posts and positions (with numbers) to which promotion to be made;
- prepare a list of the employees for specific promotion process;
- forward specific proposal to the Managing Director for initiating the process.

5.1.2. The Managing Director shall consider the proposal and, upon his/her satisfaction, place the matter before the Board for approval for initiating the process.

5.2. Eligibility for Promotion :

An employee shall be eligible for promotion if he/she -

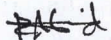
- attains the required length of service as approved by the Board; and
- maintains satisfactory service record.

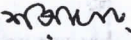
5.3. Distribution of Marks for Promotion :


5.3.1. Distribution of Marks Distribution against different Evaluation Criteria shall be as stated below :


Sl. No.	Evaluation Criteria	Allotted Marks	Minimum Requirements
1	Annual Performance Appraisal/ ACR	50	85%
2	Internal Evaluation	30	75%
3	Evaluation by Promotion Interview Committee	20	50%
Total		100	


5.3.2. To become eligible for Promotion, an employee must satisfy Minimum Requirements as mentioned in the Table under 5.3.1. above.

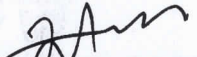

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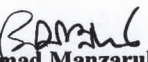

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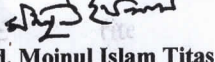

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5.3.3. Marks Allocation based on ACR :

For allocation of marks under this criterion, marks obtained by an employee in ACRs of last 3 (three) years shall be converted.

5.3.4. Marks Allocation by Internal Evaluation :

The Board shall constitute or approve an Internal Evaluation Committee which shall allocate marks based on evaluation of performances as stated below :

- ✓ Level of Involvement in Respective Assigned Activities : 20
- ✓ Services Provided as a Member of Working Group / Sub-group : 05
- ✓ Other Contributions (Special Assignment, Reporting, Publication, etc.) : 05

5.3.5. Evaluation by Promotion Interview Committee :

The Board shall constitute a Promotion Interview Committee which shall conduct evaluation and allocate marks based on interview.

5.4. Recommendation for Promotion :

The Appointment and Remuneration Committee shall consolidate the marks and make its recommendations for consideration by the Board.

5.5. Approval of Promotion :

The Board shall be the authority to approve the matters of promotion.

5.6. Implementation of Promotion :

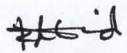
Promotion Order(s) shall be issued immediately after approval of the Board.

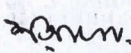
6. Review and Amendment :

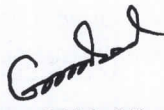
The Board may review and amend this Policy as and when necessary.


By Order of the Board of Directors of NPCBL

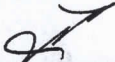
Managing Director
NPCBL

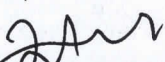

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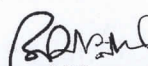

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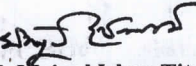

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