



No. AAO106-22(iii)

12th December 2023

Subject: **GRANT OF AWARD ON START OF COMMERCIAL PRODUCTION FROM SULEMAN FIELD (KHEWARI BLOCK)**

The MD/CEO has been pleased to approve an award equivalent to one (01) month basic pay for disbursement to the employees (officers/staff) on the payroll of the Company as on 11th December 2023 on start of commercial production at Suleman Field (Khewari Block) during the year 2023-24.

02. All employees of the Company (including deputationists and employed on contract basis) will be entitled to the award, subject to the following conditions:

- i) Employees who have completed at least one-year service with the Company as on 11th December 2023 will be eligible to full amount of the award.
- ii) The Basic Pay of employees on consolidated salary basis will be entitled to the award equivalent to the highest monthly basic pay of the employees in the equivalent regular grade of the Company.
- iii) All casual/man-days/work charge/daily wager employees would be entitled to their half (1/2) month gross wages.
- iv) Employees who have less than one year but six months and above service with the Company as on 11th December 2023 will be entitled to the amount of award on pro-rata basis.
- v) Employees who have less than six months service with the Company on 11th December 2023 will not be eligible for the award.
- vi) Employees who remained on leave without pay during the year ended on 11th December 2023 would be paid award for the period of their actual attendance on pro-rata basis.
- vii) The following employees shall not be eligible for award:
 - a) Against whom disciplinary proceedings are pending on or before 11th December 2023;
 - b) Against whom criminal prosecution has been initiated in connection with their official functions or actions and case is pending before any Court.Upon honorable acquittal by the competent authority or the Court, eligibility to receive award shall stand restored provided other conditions of eligibility are met.
- viii) Employees whose services were terminated or who were dismissed or removed from service up to 11th December 2023 will also not be eligible for the award.


(Ghulam Saqlain)
Chief H.R Officer (Policy)
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Distribution:

All Employees