

# **MEPCO Hafiz-e-Quran Recognition & Reward Policy-2025**

**1. Policy Title:** This policy shall be called “MEPCO Hafiz-e-Quran Recognition & Reward Policy-2025”.

**2. Scope:** This policy shall be applicable to all serving employees of MEPCO, including regular, contractual, and lump sum pay package across all operational regions and cadres who are certified Hafiz-e-Quran, regardless of their job role or grade, subject to the fulfillment of defined conditions and successful verification.

**3. Commencement and Applicability:** This policy shall come into effect from the date of approval of MEPCO BOD as notified by office of Company Secretary MEPCO.

**4. Purpose:** The purpose of this policy is to formally recognize, appreciate, and financially incentivize MEPCO employees who have memorized the Holy Quran and hold a valid certification from a government recognized religious institutions. This initiative aims to foster spiritual values within the organizational culture and motivate employees toward personal and religious development.

**5. Eligibility Criteria:** Employees shall be deemed eligible for recognition and reward under this policy if:

- 5.1 They are in active service at MEPCO and have completed a minimum of 02 x years of continuous service.
- 5.2 They have memorized the entire Holy Quran.
- 5.3 They possess a valid Hafiz-e-Quran certificate issued by a Government-recognized Madarsa or an institute registered with any board recognized by Government of Pakistan like Wafaq-ul-Madaris etc.
- 5.4 They have not previously availed of this benefit.

**6. Policy Benefits:** Eligible employees under this policy shall be entitled to the following benefits:

**6.1 Advance Increment:**

- i. A one-time advance increment in the employee's current basic pay scale.
- ii. The increment shall be applicable from the subsequent month following the approval.

**6.2 Certificate of Honor:**

- i. A formal “Certificate of Recognition” shall also be awarded by MEPCO during the annual Employee Appreciation Ceremony or a designated event.

## **7. Verification & Approval Process:**

### **7.1 Application Submission:**

- i. The eligible employee shall submit an application through his/her respective office to the office of Director General (HR&Admn) MEPCO.
- ii. The application must include the Hafiz-e-Quran certificate, employee service record, and a valid CNIC copy.

### **7.2 Verification Procedure:**

- i. The HRM Directorate shall authenticate the certificate through the relevant Religious Affairs Department or recognized religious board as the case may be.
- ii. In case of ambiguity, MEPCO may constitute a Qirat Verification Committee comprising of two qualified scholars.

### **7.3 Final Approval:**

- i. Upon successful verification, the HRM Directorate shall process the case for grant of one advance increment. After approval, the case will be forwarded to the Finance Directorate for processing the financial benefits.
- ii. HRM Directorate will issue a “Certificate of Honor” and include the employee in the annual recognition event.

## **8. Documentation & Records:**

- i. All applications, verifications, approvals, and disbursements shall be duly recorded and maintained in employee personal files.
- ii. A separate register/database shall be maintained by HRM Directorate for monitoring and reporting purposes.