

FATIMA JINNAH INSTITUTE OF DENTAL SCIENCES LAHORE

No. 3516 /FJIDS, LHR
Dated 14/10 /2025



HUMAN RESOURCE POLICY

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Human Resource (HR) Policy

1. Introduction

The Human Resource (HR) Policy outlines the framework for effective management of faculty, clinical, administrative, and support staff at the Fatima Jinnah Institute of Dental Sciences, Lahore.

This policy ensures that recruitment, appointment, service structure, performance management, and welfare of employees comply with Government of Pakistan rules and regulations, guidelines, and Pakistan Medical & Dental Council (PMDC) standards.

2. Objectives

- Ensure transparent, merit-based recruitment and appointments under government rules.
- Define service structures and career progression for all cadres.
- Promote professionalism, accountability, and ethical conduct.
- Establish mechanisms for training, development, and capacity building.
- Provide clear guidelines for performance evaluation, disciplinary procedures, and grievance redressal.

3. Scope

This policy applies to:

- Teaching faculty (Basic Medical & Dental & Clinical Sciences).
- Clinical and hospital staff.
- Administrative officers and staff.
- Technical and support staff.
- Contractual and temporary employees.

4. Recruitment & Appointment

Recruitment and appointment shall primarily be carried out by the Government of Punjab/Government of Pakistan in accordance with civil service rules, service structure regulations, and PMDC/HED requirements.

4.1 Recruitment Process

- Recruitment shall be conducted in line with government rules through the Punjab Public Service Commission PPSC
- Vacancies shall be advertised publicly in national newspapers and/or official government websites.
- A transparent merit-based process shall be followed, including eligibility verification, written tests/interviews, and selection board recommendations.

4.2 Appointment Procedures

- All appointments shall be made by the competent government authority (Health Department).
- Recommendations of selection committees shall be forwarded for government notification.
- Appointment letters shall state designation, cadre, terms of service, probation period, and employment conditions.

4.3 Equal Opportunity Policy

- The Institute shall provide equal employment opportunities regardless of gender, religion, ethnicity, or disability.
- Government employment quotas for women, minorities, and differently abled persons shall be implemented.

4.4 Contractual Appointments

- Where permanent posts are unavailable, contractual appointments may be made with government approval.
- Contracts shall specify duration, salary, responsibilities, and termination clauses.
- Renewal shall depend on performance evaluation and government approval.

5. Service Structure & Cadre

The service structure shall follow approved government service rules for medical/dental colleges and hospitals.

5.1 Teaching Faculty

Appointments, promotions, and service conditions shall follow PMDC regulations, service rules, and government pay scales.

5.2 Clinical Staff

Clinical staff appointments and service structures shall follow Punjab Health Department rules and hospital regulations.

5.3 Administrative Staff

Administrative officers and staff shall be appointed under civil service rules and regulations of the Punjab Government.

5.4 Technical & Support Staff

Technical and support staff shall be recruited as per government service rules and contractual requirements where applicable.

6. Performance Management

Performance management shall ensure accountability, merit-based promotions, and recognition of contributions.

6.1 Evaluation System

- Performance of all employees shall be evaluated annually.
- Evaluation will consider teaching effectiveness, research, clinical services, and administrative efficiency.

6.2 Annual Confidential Reports (ACRs)

- ACRs shall be maintained for all employees as per government rules.
- ACRs will be used for promotions, confirmations, and extensions.

6.3 Promotion & Recognition

- Promotions shall be based on seniority-cum-fitness and merit as per government rules.
- Recognition awards may be given for outstanding performance.

6.4 Disciplinary Actions for Non-Performance

- Non-performance may lead to warnings, withholding of increments, demotion, or termination, as per rules.

7. Training & Development

The institute shall provide continuous professional development opportunities.

7.1 Faculty Development

Workshops, seminars, and training programs shall be arranged to improve teaching and research skills.

7.2 Clinical Skills Training

Clinical staff shall receive periodic training on new procedures, infection control, and patient safety.

7.3 Administrative Capacity Building

Training sessions for administrative staff shall focus on management, communication, and IT skills.

8. Code of Conduct

Employees are expected to uphold the highest standards of professionalism and ethics.

8.1 Professional Ethics

Employees must maintain integrity, honesty, and confidentiality in their professional duties.

8.2 Harassment Policy

Any form of harassment is strictly prohibited and shall be dealt with under government laws and institutional policies.

8.3 Conflict of Interest

Employees must disclose any conflict of interest in administrative, academic, or financial matters.

8.4 Dress Code & Professionalism

Employees shall follow professional dress codes appropriate to their role (clinical coats, uniforms, formal attire).

9. Leave Policy

Leave rules shall follow government regulations.

9.1 Casual Leave

Casual leave shall be granted as per service rules.

9.2 Earned Leave

Earned leave shall accumulate and be availed according to government policies.

9.3 Medical & Maternity Leave

Medical leave and maternity leave shall be provided in line with government service rules.

9.4 Academic Leave

Study leave may be granted with government approval for higher studies or training.

10. Disciplinary Procedures

Employees must adhere to institutional policies; violations shall invoke disciplinary measures.

10.1 Misconduct Definition

Misconduct includes negligence, insubordination, harassment, corruption, or violation of institutional policies.

10.2 Disciplinary Committee

A Disciplinary Committee shall investigate and recommend actions to the competent authority.

10.3 Appeal Process

Employees shall have the right to appeal decisions as per government rules.

11. Health & Safety

The Institute shall ensure a safe working environment and compliance with health regulations.

11.1 Infection Control

Strict infection control protocols shall be followed in clinical and laboratory areas.

11.2 Occupational Safety

Employees shall be provided safety training and guidelines for workplace hazards.

11.3 PPE Provision

The Institute shall provide personal protective equipment (PPE) for clinical and technical staff.

11.4 Accident Reporting

All workplace accidents shall be reported immediately to administration and documented properly.

12. Grievance Redressal

A structured mechanism shall be available for addressing employee grievances fairly.

12.1 Grievance Committee

A Grievance Committee shall be constituted to review complaints and disputes.

12.2 Complaint Procedures

Employees may file written complaints confidentially for fair review.

12.3 Escalation Mechanism

If unresolved, grievances may be escalated to the higher authorities or government bodies.

13. Retirement & Pension

Retirement and pension shall be governed by government rules.

13.1 Retirement Age

Employees shall retire at the age prescribed by Government of Pakistan regulations.

13.2 Pension Rules

Pension benefits shall be granted in accordance with government service rules.

13.3 Post-Retirement Benefits

Eligible employees shall be entitled to post-retirement benefits such as pension, gratuity, and medical coverage as per rules.

14. Policy Review

The HR Policy shall be reviewed periodically to remain aligned with government regulations and institutional needs.

14.1 Review Cycle

The policy shall be reviewed every 3 years or earlier if required by regulatory changes.

14.2 Authority for Amendments

Amendments may be proposed by the HR Committee and approved by the Competent Government Authority.

Note: While utmost care has been taken in formulation of these policies to ensure that they are in accordance with the policies of government of Punjab and SHC&ME department. In case of any disparity, the policies laid out by government of Punjab and SHC&ME department shall be considered as final and followed.