Minutes of the 31st Meeting of General Council of National Computing Education Accreditation Council, HEC, Islamabad

The 31st meeting of General Council of National Computing Education Accreditation Council (NCEAC) was held on Thursday, 17th January 2019 at 11:30 am in Data Center Hall, HEC, H-9, Islamabad.

The following attended:
1. Dr Ayub Alvi, Chairman NCEAC
2. Dr Shoab A Khan, Vice Chairman, NCEAC
3. Dr Faisal Ahmad Khan Kakar, Dean, Faculty of Sciences, BUITEMS, Quetta
4. Dr Jamil Ahmad, Vice Chancellor, Kohat University of Eng. Science & Tech, Kohat
5. Dr Manzoor Ilahi Tamimy, Associate Professor, CIIT, Islamabad
6. Dr Muhammad Ali Maud, CS & E Department, UET, Lahore
7. Dr Muhammad Jamil Sawar, Director, MTBC, Rawalpindi
8. Mr Muhammad Raza Chohan, DG, QAA, HEC
9. Ms Humaira Quddus, Deputy Director, QAA, HEC
10. Mr Fahad Saeed Warsi, VC Engineer, Information Science & Tech. Dept. Sindh
11. Mr Naseem Haider, Deputy Electronic Adviser, Ministry of Sci. & Tech. Islamabad

The following could not attend:
1. Dr Zartash Afzal Uzmi, Confiz Solution, Lahore
2. Dr Sayeed Ghani, Associate Dean, IBA, Karachi
3. Chairman, Punjab IT Board
4. Secretary, Ministry of Education, Gilgit Baltistan
5. Managing Director, Pakistan Software Export Board, Islamabad
6. President, PASHA
7. Secretary, IT Dept., Govt. of Balochistan
8. Secretary, Ministry of IT & Telecom, Islamabad

Meeting of the General Council started with recitation of verses from Holy Koran by Dr Manzoor Ilahi Tamimy.

Chairperson NCEAC welcomed and thanked the members for attending this meeting.

Agenda Item no. 1   Approval of Minutes of the 30th Meeting

There were no observations on the minutes of the 30th Meeting of NCEAC. The minutes were approved unanimously.

Agenda Item no. 2   Action Report - Progress on the decisions of NCEAC 30th General Council Meeting held on Friday, October 12, 2018

Implementation status of the decisions of the 30th meeting of NCEAC were noted with satisfaction:

Agenda Item	Decision	Action Taken

Item No. 8:
Any new matters with the permission of Chair
	It was decided that NCEAC secretariat will present information about the following in the next meeting of the General Council:
	  i. List of Chartered institutes
	  ii. List of campuses of Chartered institutes
	  iii. List of affiliated institutes
	  iv. List of accredited institutes
	  v. List of institutes who's accreditation has been expired
	  vi. List of institutes who applied for accreditation
	  vii. Any other relevant information
		Information was presented during the meeting

Agenda Item no. 3   **Approval of Minutes of the 26th Meeting of Accreditation and Standards Committee (ASC) of NCEAC**

A report on the Thirty Six (36) recently evaluated programs was presented, along with recommendations of the 26th meeting of ASC (Accreditation and Standards Committee), which was held earlier (at 9 am) on Thursday January 17, 2019.

The following Computing Programs offered by Institutes were considered regarding their infrastructure and resources. Decision taken on each program is stated in the following table:

Program	University	Proposed by **Visiting Team**	**Accreditation Standards Committee (ASC) Recommendation**	Decision of **NCEAC General Council**
1. BS (Software Engineering)	Abasyn University, Islamabad	One Batch Fall 2014	One Batch Fall 2014	Approved
2. BS (Computer Science)	Balochistan University of Engineering & Technology, Khuzdar	One Batch Spring 2014	One Batch Spring 2014	Approved
3. BS (Software Engineering)	Capital University of Science & Technology (CUST), Islamabad	Interim Visit	**Before the Interim visit (due in 2019-2020), the University must overcome the deficiencies, reported in the AIC report**	Approved
4. BS (Computer Science)	Capital University of Science & Technology, Islamabad	1 or 2 Batches Fall 2014 Spring 2015	2 Batches Fall 2014 Spring 2015	Approved
5. BS (Computer Science)	City University of Sci. & Tech, Peshawar	One Batch Fall 2014	1 Batch Fall 2014	Approved
6. BS (Software Engineering)	City University of Sci. & Tech, Peshawar	One Batch Fall 2014	1 Batch Fall 2014	Approved
7. BS (Computer Science)	Comsats University, Abbottabad Campus	Two Batches Spring 2014 Fall 2014	2 Batches Spring 2014 Fall 2014	Approved

Program	University	Proposed by **Visiting Team**	**Accreditation Standards Committee (ASC) Recommendation**	Decision of **NCEAC General Council**
8. BS (Software Engineering)	Comsats University, Abbottabad Campus	Two Batches Spring 2014 Fall 2014	2 Batches Spring 2014 Fall 2014	Approved
9. BS (Computer Science)	Comsats University, Attock Campus	Two Batches Fall 2014 Spring 2015	2 Batches Fall 2014 Spring 2015	Approved
10. BS (Software Engineering)	Comsats University, Attock Campus	Two Batches Fall 2014 Spring 2015	2 Batches Fall 2014 Spring 2015	Approved
11. BS (Computer Science)	Comsats University, Lahore Campus	Two Batches Fall 2014 Spring 2015	2 Batches Fall 2014 Spring 2015	Approved
12. BS (Computer Science)	Dawood University of Engineering & Technology, Karachi	Zero Visit	**Evening Program is not allowed**	Approved
13. BS (Computer Science)	DHA Suffa University, Karachi	Two Batches Fall 2014 Spring 2015	2 Batches Fall 2014 Spring 2015	Approved
14. BS (Software Engineering)	Foundation University, Rawalpindi Campus	Two Batches Fall 2014 Fall 2015	2 Batches Fall 2014 Fall 2015	Approved
15. BS (Computer Science)	IQRA University, Karachi Campus	Three Batches Fall 2014 Spring 2015 Fall 2015	3 Batches Fall 2014 Spring 2015 Fall 2015	Approved
16. BS (Info. Tech)	KICSIT, Kahuta	Two Batches Fall 2014 Spring 2015	2 Batches Fall 2014 Spring 2015	Approved
17. BS (Computer Science)	Muhammad Nawaz Sharif University of Agriculture, Multan	One Batch Fall 2014	1 Batch Fall 2014	Approved
18. BS (Computer Science)	National University of Modern Languages, Islamabad	One Batch Fall 2014	1 Batch Fall 2014	Approved
19. BS (Computer Science)	PAF-Karachi Institute of Economics & Technology (Main Campus), Karachi	Two Batches Fall 2014 Fall 2015	2 Batches Fall 2014 Fall 2015	Approved
20. BS (Computer Science)	PAF-Karachi Institute of Economics & Technology (North Campus), Karachi	One Batch Fall 2014	**1 Batch, if north campus has the permission from HEC to open this campus**	Approved
21. BS (Computer Science)	Rachna College of Engineering & Technology, Gujranwala	One Batch Fall 2014	1 Batch Fall 2014	Approved
22. BS (Software Engineering)	Riphah International University, Islamabad	Two Batches Fall 2015 Spring 2016	2 Batches Fall 2015 Spring 2016	Approved
23. BS (Computer Science)	Shaheed Benazir Bhutto Women University, Peshawar	Two Batches Fall 2014 Fall 2015	**1 Batch Fall 2014**	Approved

Program	University	Proposed by **Visiting Team**	Accreditation Standards Committee (ASC) Recommendation	Decision of **NCEAC General Council**
24. BS (Computer Science)	Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology, Hyderabad Campus	Two Batches Fall 2014 Fall 2015	**1 Batch Fall 2014**	Approved
25. BS (Computer Science)	Sukkur IBA, Sukkur	Confirmatory Visit	**3 Batches (Fall 2013, Fall 2014, Fall 2015 on the basis of previous report**	Approved
26. BS (Software Engineering)	Sukkur IBA, Sukkur	Confirmatory Visit	**3 Batches Fall 2013, Fall 2014, Fall 2015 on the basis of previous report**	Approved
27. BS (Computer Science)	University of Azad Jammu & Kashmir, Muzafarabad	Two Batches Fall 2013 Fall 2014	2 Batches Fall 2013 Fall 2014	Approved
28. BS (Software Engineering)	University of Azad Jammu & Kashmir, Muzafarabad	Two Batches Fall 2013 Fall 2014	2 Batches Fall 2013 Fall 2014	Approved
29. BS (Computer Science)	University of Engineering & Technology, Peshawar	Two Batches Fall 2014 Fall 2015	2 Batches Fall 2013 Fall 2014	Approved
30. BS (Computer Science)	University of Lahore, Lahore Campus	Two Batches Fall 2014 Spring 2015	2 Batches Fall 2014 Spring 2015	Approved
31. BS (Software Engineering)	University of Malakand, Dir	Two Batches Fall 2014 Fall 2015	2 Batches Fall 2014 Fall 2015	Approved
32. BS (Computer Science)	University of Management & Technology, Lahore	Two Batches Fall 2014 Spring 2015	2 Batches Fall 2014 Spring 2015	Approved
33. BS (Software Engineering)	University of Management & Technology, Lahore	Two Batches Fall 2014 Spring 2015	2 Batches Fall 2014 Spring 2015	Approved
34. BS (Inf. Tech)	University of Management & Technology, Lahore	Two Batches Fall 2014 Spring 2015	2 Batches Fall 2014 Spring 2015	Approved
35. BS (Software Engineering)	University of Sindh, Jamshoro Campus	Two Batches Fall 2014 Fall 2015	2 Batches Fall 2014 Fall 2015	Approved
36. BS (Info. Tech)	University of Sindh, Jamshoro Campus	Two Batches Fall 2014 Fall 2015	2 Batches Fall 2014 Fall 2015	Approved

Agenda Item no. 4   Students Registration Policy

The General Council approved the revised Computing Professional Registration Policy (CPRP) which is attached as **Annexure-A.**

It was also decided that this policy will be implemented on those graduates who will graduate from January 1, 2021 and onwards.

Registration of the computing professionals and computing fellows will start as soon as possible.

The Director A&A HEC informed that attestation of degrees of Doctors and Engineers by HEC is subject to presentation of registration certificate/card issued by their respective professional council (PMDC or PEC). He advised that NCEAC could start the same practice.

Agenda Item no. 5   NCEAC Employees Service Structure

The General Council approved recommendations of its Committee comprising the following members:

1. Dr Shoab Khan
2. Dr Zartash Afzal Uzmi

The Committee proposed that NCEAC should adopt the pay package for Public Sector Development Program (PSDP) staff, published by Finance Division (Regulation Wing) Government of Pakistan, vide office memorandum no. F. 4(9) R-14/2008 dated July 19, 2017. The Council decided to allow the following salaries to its staff, with effect from January 1, 2019. The Leave Rules and Gratuity were not discussed in the meeting, and hence do not stand approved.

Revised salaries of the NCEAC staff:

Name	Designation	PPS	BPS Equivalent	Salary
1. Muhammad Jawad Hussain Bukhari	Program Manager	8	18	Rs 125,000
2. Sumaira Hafeez	Program Coordinator	7	17	Rs 90,000
3. Arslan Butt	Software Engineer	7	17	Rs 90,000
4. Adnan Mansha	Software Engineer	7	17	Rs 90,000
5. Mahnoor Fatima	Associate Software Engineer	7	17	Rs 90,000
6. Adeel Aftab	Assistant Software Engineer	6	16	Rs 60,000
7. Syed Usama Ali	Assistant Software Engineer	6	16	Rs 60,000
8. Muhammad Tanveer	Photocopier Machine Operator	2	5	Rs 20,000

Report of the Committee is attached as **Annexure-B**.

Agenda Item no. 6   Action Plan – Meeting of Councils Chairmen with HEC Chairman
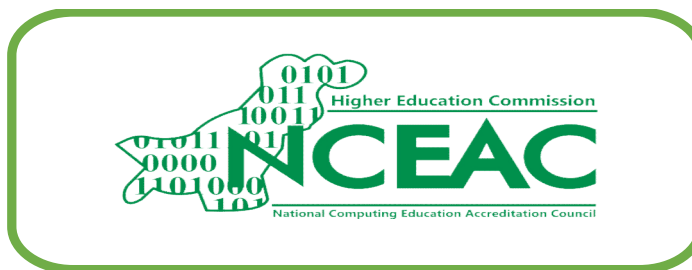
The General Council decided to get membership of the Seoul Accord. In this regard, a committee was constituted under the convenorship of Dr Shoab Ahmad Khan, Vice Chairman, NCEAC with the following members:

i.	Dr Shoab Khan,	Chairman of Committee
ii.	Dr M Ayub Alvi	Member
iii.	Dr Jamil Sawar,	Member
iv.	Dr Manzoor Ilahi Tamimy,	Member

Agenda Item no. 7   Any new matters with the permission of Chair

The General Council decided as follows:

- Lab manuals may be implemented in the institutes with different codes.

- Institutes must publish information about their Faculty on their website (Name, Designation, Degrees, Year of award of degree, Picture, email address, etc.).

- Faculty member will be treated as full time if he / she is teaching at-least THREE courses in a year, to students of the degree program under evaluation. If a faculty member has administrative responsibilities (such as HoD, Dean etc.), then he / she will be counted as full time even teaches only one course in a semester.

Registration Policy for the Computing Graduates of Accredited Programs

National Computing Education Accreditation Council (NCEAC), Higher Education Commission (HEC), Pakistan

14th November 2018

Contact Person:
Coordinator of NCEAC, HEC, H-9, Islamabad

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Preamble

National Computing Education Accreditation Council (NCEAC) was established in 2004 to promote Computing education in the country. It was the first council to be established by HEC for accreditation of academic programs. The Council has made substantial progress since then. So far nearly 400 computing related programs in the country have been accredited and/or re-accredited by the Council. The Council is now moving forward to develop a database of all computing professionals and graduates of Pakistan. For this, the Council has developed membership policy for computing professionals and students.

1.0   Definitions

a) "HEC" means 'Higher Education Commission of Pakistan'
b) "NCEAC" means 'National Computing Education Accreditation Council'
c) "the Council" means 'National Computing Education Accreditation Council'
d) "Accredited Program" means a 'computing program accredited by NCEAC'
e) "University" means an HEC recognized University
f) "Institute" means an HEC recognized degree awarding Institute
g) "Computing Graduate" means an individual holding a 16 years equivalent degree in any of the Computing disciplines, from a university/institute recognized by HEC
h) "CG" means 'Computing Graduate'
i) "CP" means 'Computing Professional'
j) "PCE" means 'Professional Competence Examination'
k) "PFC" means 'Professional Fellow of Computing'

2.0 Introduction to NCEAC:

Higher Education Commission (HEC) was constituted on 11th September, 2002 through Ordinance F. No. 2(1)/2002.Pub. It was authorized under article 10 Sub-Section (e) to set up national or regional evaluation councils or authorize any existing council or similar body to carry out accreditation of Institutions including their departments, faculties and disciplines by giving them appropriate ratings. The Commission shall help build capacity of existing councils or bodies in order to enhance the reliability of the evaluation carried out by them.

Realizing the need for accreditation councils, the National Curriculum Revision Committee of Computer Science-2003, met in December 2003 and March 2004, recommended establishment of National Computing Education Accreditation Council for accreditation of degrees in Computing in Pakistan.

NCEAC was established with a mandate given by HEC to accredit Computing degree programs, offered by a university or institute in Pakistan. It ensures the quality of education received by students. It encourages maintenance and improvement of delivering quality education in computing. NCEAC serves the public through the promotion and advancement of education.

2.1 Objectives of NCEAC:
- To ensure quality in computing degree programs offered by educational institutions. It requires universities offering computing programs to meet standards and criteria laid down by NCEAC.
- Accreditation by NCEAC is mandatory for all computing programs, offered by public as well as private sector universities.
- Fostering intellectual development of students interested in pursuing computing profession.

3.0   Type of Registration

The Council shall register computing professionals in Pakistan, under the following categories of membership.
1. Student Member (SM)
2. Computing Graduate (CG)
3. Computing Professional (CP)
4. Computing Fellow (CF)
5. Computing Associate (CA)

3.1 Student Member

A student enrolled in an accredited computing program is eligible to register as **Student Member**.

3.2 Computing Graduate

Computing Graduate (CG) should have graduated from an accredited computing program from Pakistan, or from an HEC recognized foreign university

3.3 Computing Professional

A Computing Professional (CP) must satisfy any of the following conditions:
a) Earned five (5) years of relevant computing experience, after completing 16 years of education from an **accredited** program
b) Earned seven (7) years of relevant computing experience, after completing 16 years of education from a **non-accredited** program
c) Earned five (5) years of relevant computing experience and must have passed 'Professional Competence Exam' conducted by NCEAC

3.3.1   Professional Competence Exam

NCEAC will arrange a Professional Competence Exam (PCE) as per schedule available on its website, for computing graduates from unaccredited programs.

3.4   Computing Fellow (CF)

Fellowship is awarded by the Council to individuals who have demonstrated significant contribution to the field of Computing or/and sustained achievement in their profession. Nominations and applications for the award of CF shall base on the following criteria:
   a) Applicant should demonstrate his/her contribution to the field of Computing as a professional, and/or as an entrepreneur, or as an educationist, irrespective of the

applicant's field at the time of graduation. The council will assess the academic/ professional achievements of the applicant while deciding for this category.
b) That the individual has remained a RCP for a minimum period of ten years and have demonstrated excellence in his profession.

3.5 Computing Associate (CA)

Computing professionals who do not possess graduate qualification in Computing but are contributing to the field of computing as computer operators or as computing associates in the computing industry or the field of computing are eligible to apply for registration as Registered Computing Associates (RCA). They are required to furnish necessary proof to support their application.

4.0 Membership Fee

Registration fee for different categories is stated below:

Table no. 1 Fee Structure of Various Categories

Category	Annual Fee	Life Membership
1. SM	Rs 200	Rs 500
2. CG	Rs 500	Rs 5,000
3. Upgrading from CG to CP	Rs 5,000	-
4. CP if not a CG	Rs 10,000	
5. PCE	Rs 2,000 for each attempt	-
6. CF	Rs 3,000	Rs 15,000
7. CA	Rs 1,000	Rs 10,000

5.0 Registration Procedure

Those wishing to register with Computing Council are required to follow instructions provided by the online Registration Portal. After filling the online form, and approval of registration, a unique membership number will be allocated.

5.1 Data and Information (Requires more homework to cater for all categories of registrations)

Some of the important information such as HEC recognized degree awarding universities and/or Institutions, council approved programs, and others must be available at the Registration Portal. However, the applicants will be required to furnish the following information before processing the application.

Name: _____
Father name: _____
NIC number: _____
Province: _____ {drop-down menu with all possible options}
City: _____ {drop-down menu with all possible options}
Address Line 1_____
Address Line 2:_____
Address Line 3:_____
Email:_____
Cell no._____
Title of Highest degree/ diploma/ certificate: _____ {drop-down menu with options}
Name of the University/Institute/College:_____ {drop-down menu with all possible options}

Name of the Campus:_____ {drop-down menu with all possible options}
(Following information is required, if applicable).
Year of admission to the Bachelor program: _____{drop-down menu – to restrict year}
Year of Completion: _____{drop-down menu – to restrict year}
Degree Award Date: _____ {drop-down menu – to restrict year}
Fee receipt:_____ { to be uploaded}

For Official use:
Verification of the accreditation status of the university, program and batch: Yes/No
Verification of data entered in the form:
Decision: _____approved/declined (in case of decline, reason will be shared with the applicant)
Membership Number:_____ (system generated Membership Number)
Period: _____{auto from a drop down menu}

6.0   Design and Format of the Registration card:

The following information will be printed on the Registration card which will be generated through the portal in soft-form and send to the successful applicants by email and/or downloadable from the Registration Portal. The card can be printed by the Council and sent to the applicant by post.

Front Side:

Back side:

7.0   Registration Record and Issuance of Registration Card:

After approval, applicant's data shall be saved in NCEAC records. Subsequently a Registration Card shall be issued. In case of loss of the card, a duplicate will be issued after submission of a police report confirming loss of card.

Working paper

Submitted to: **NCEAC General Council**
Subject: **Working Paper of NCEAC Secretariat Staff Service Structure**
Submitted by: **Dr Shoab A Khan, Vice Chairman, NCEAC**
Dr Zartash Afzal Uzmi, Member, NCEAC General Council

Background

General Council Decision

"NCEAC service structure was discussed in NCEAC 29th General Council meeting and a committee, comprising the following two members was constituted by the Council.

1. Dr Shoab A Khan
2. Dr Zartash Afzal Uzmi

Committee should present their recommendations in the next Council meeting for approval."

Working

Dr Shoab A Khan and Dr Zartash Afzal Uzmi discussed the service structure of the current employees of NCEAC. After some deliberation it was found that there already exist multiple models being practices in Higher Education Commission. Committee discussed all the existing models for the suitability for the computing council. .

The following three models are considered in the order of priority for approval.

Model 1:

HEC Contract Employees under funded projects by Public Sector Development Program (PSDP)

This model was developed by Govt. of Pakistan for contract project employees working in the government sector and it was notified by Ministry of Finance.

In this model Basic Pay Scales (BPS) are equated with Project Pay Scales (PPS) and mentioned their salaries and increments accordingly. This model of GoP is implemented on project employees who are directly recruited from open market on contract basis, there it best suits the council to treat its employees as this type of contract workers.

This model equates different pay packages with regular BPS scale. Based on this equivalence, we suggest the following:

1. Mr Muhammad Jawad Hussain Bukhari on PPS-8 that is equivalent to BPS-18 with a salary of PKR 125,000 with eligible for annual increment of 5% minimum.
2. Ms Sumaira Hafeez on PPS-7 that is equivalent to BPS-17 with a salary of PKR 90,000 with eligible for annual increment of 5% minimum.
3. Mr Arslan Antique on PPS-7 that is equivalent to BPS-17 with a salary of PKR 90,000 with eligible for annual increment of 5% minimum.

4. Mr Adnan Mansha on PPS-7 that is equivalent to BPS-17 with a salary of PKR 90,000 with eligible for annual increment of 5% minimum.
5. Ms Mahnoor Fatima on PPS-7 that is equivalent to BPS-17 with a salary of PKR 90,000 with eligible for annual increment of 5% minimum.
6. Mr Adeel Aftab on PPS-6 that is equivalent to BPS-16 with a salary of PKR 60,000 with eligible for annual increment of 5% minimum.
7. Mr Syed Usama Ali on PPS-6 that is equivalent to BPS-16 with a salary of PKR 60,000 with eligible for annual increment of 5% minimum.
8. Mr Muhammad Tanveer on PPS-2 that is equivalent to BPS-5 with a salary of PKR 20,000 with eligible for annual increment of 5% minimum.

All the terms and conditions will be the same as set by HEC for these employees. (Attached Annex- D-1)

Model 2:

Government of Pakistan Basic Pay Scale
This model is developed for GoP employees who are hired according to the rules of GoP and implemented in all government of Pakistan departments.

A draft recruitment rules and salary according to the rules of GoP was designed with the help of HR and finance department of HEC and it is attached as Annex – D-2

Model 3:

Existing Contract Employees Hired by Different Councils
The team has also considered the practice being followed by different councils operating under HEC. These councils have varying pay scales and percentage annual increments.

The best council to follow is the Business Council. The council pays PKR 190,000 to the program director (Equivalent to BPS 18). The program manager (Equivalent to BPS 17) in the council is payed PKR 145,000.

Similarly NTC also pays around PKR 150,000 (Secretary) to PKR 25,000 (Naib Qasid).

These councils also apply all existing HEC financial privileges to their employees, like three bonuses every year.

Recommendations

The committee after thorough deliberation **recommends** "**Model 1**" with all existing HEC financial privileges to their employees like bonuses for adoption by NCEAC. Committee also recommends the following.

Name	Designation	Experience	PPS	BPS Equivalent	Salary
1.Muhammad Jawad Hussain Bukhari	Program Manager	10 years	8	18	Rs 125,000
2.Sumaira Hafeez	Program Coordinator	10 years	7	17	Rs 90,000
3.Arslan Butt	Software Engineer	1.5 years	7	17	Rs 90,000

4.Adnan Mansha	Software Engineer	1.5 years	7	17	Rs 90,000
5.Mahnoor Fatima	Associate Software Engineer	1.2 years	7	17	Rs 90,000
6.Adeel Aftab	Assistant Software Engineer	1 year	6	16	Rs 60,000
7.Syed Usama Ali	Assistant Software Engineer	6 Months	6	16	Rs 60,000
8.Muhammad Tanveer	Photocopier Machine Operator	5 years	2	5	Rs 20,000

1. **Increment:** Increment in standard pay package shall be admissible on completion of one year continuous service from the date of adaptation of this policy on the relevant post and also in the subsequent years in the same manner. The increment will be @ 5% minimum.
2. **Promotion Policy:** Promotion policy may be adopted as per Government of Pakistan service rules e.g.
   i. Officer who is working scale 16 and fulfill the qualification requirements for the higher post may be considered for promotion in scale 17.
   ii. Officers in scale 17 having 5 years continuous service and required qualifications may be considered for promotion in scale 18.
   iii. Officers in scale 18 having 12 years continuous service in scale 17 and above or 7 years continuous service in scale 18 and required qualifications may be considered for promotion in scale 19.
   iv. Officers in scale 19 having 17 years continuous service in scale 17 and above or 5 years continuous service in scale 19 and required qualifications may be considered for promotion in scale 20.
3. **Others:** Adopts all HEC financial rules which applies on the contract employees of the HEC like bonuses etc.
4. **Leaves (as approved by the General Council in its 27th meeting):**
   i. Staff shall be entitled to 12 (Twelve) days of casual leaves in each calendar year
   ii. Staff shall be entitled to 12 (Twelve) days of medical leaves in each calendar year
   iii. Staff shall be entitled to 15 (Fifteen) days of earned leaves upon completion of each year of service. Earned leaves can be accumulated for a maximum of 45 days. Earned leaves will not be granted for less than seven days (one week).
5. **Gratuity (as approved by the General Council in its 27th meeting):**
   i. Staff shall be entitled gratuity upon leaving NCEAC, which shall be equal to one month's salary for each completed year of service. For the purpose of working out the gratuity, monthly salary shall be the average of salary paid for the most recently completed twelve months. Gratuity become payable at the time of separation from services which could be:
   ii. By resignation of the employee
   iii. Termination of services by employer due any reason other than misconduct (in case of proved misconduct employer is not bound to pay gratuity.)
   iv. In case of death, and
   v. Retirement or superannuation of employee
   vi. Gratuity shall be paid upon clearance of all matters with NCEAC.