



巴方员工考核管理办法

Pakistani Staff Assessment and Management Measures

第一章 总则

Chapter I General Provisions

第一条 目的

Article 1 Purpose

为建立运转通畅、职责明确的巴方员工管理体系，制定《巴方员工考核管理办法》，旨在充分调动巴方员工的工作积极性，完善激励与约束机制，促进换流站各项工作有序开展。

In order to establish a Pakistani staff management system with smooth operation and clear responsibilities, the "Pakistan Staff Assessment and Management Measures" was formulated to fully mobilize the work enthusiasm of Pakistani staff, to improve the incentive and restraint mechanism, and to promote the orderly development of the work of the converter station.

第二条 原则

Article 2 Principle

严格遵循“公平、公正、公开、科学”的原则，在中方员工的监督指导下开展考核工作，真实反映巴方员工的实际情况，避免因个人和其他主观因素影响考核结果。





Strictly follow the principles of "fairness, impartiality, openness, and science", and carry out the assessment work under the supervision and guidance of Chinese employees to truly reflect the actual situation of Pakistani employees and avoid personal and other subjective factors affecting the assessment results.

第三条 适用范围

Article 3 Scope of application

本办法适用于拉合尔换流站全体巴方员工（含巴方工程师和实习工程师）。

This method is applicable to all Pakistani employees (including Pakistani engineers and trainee engineers) of Lahore converter station .

第二章 管理办法

Chapter II Management Measures

第四条 管理方式

Article 4 Management style

1. 制定《巴方员工管理制度》，规范作息时间，加强卫生防疫和工作纪律管理。

1. Formulate the "Pakistan Staff Management Regulations", to standardize work and rest time, and to strengthen epidemic prevention and work discipline management.





2. 制定《拉合尔换流站巴方新员工培训方案》，加强培训考试管理，使巴方新员工不断成长，掌握换流站业务技能，快速融入运检团队。

2. The "Lahore Converter Station Training scheme for Pakistan's new employees" was formulated, and the management of training and examination was strengthened to make the Pakistan's new employees grow up continuously, master the business skills of the converter station, and quickly integrate into the inspection team..

3. 充分发挥巴方调度工程师的作用，在中方人员的指导下，分别负责巴方员工的卫生防疫、培训考试、工作纪律日常管理，从巴方新员工中选取生活组长、学习组长和纪律组长配合日常管理工作。

3. Give full play to the role of the Pakistani dispatch engineer, and under the guidance of the Chinese personnel, are responsible for the daily management of the epidemic prevention, training and examination, and work discipline of the Pakistani employees. We will select life team leader, study team leader and discipline team leader from new employees in Pakistan to cooperate with daily management work

序号 Serial number	管理工作 Management work	负责人 principal	组长 Team leader	负责内容 Responsible for content
1	卫生防疫	Sarfraz	Zubair	日常监督，每周开展卫生防





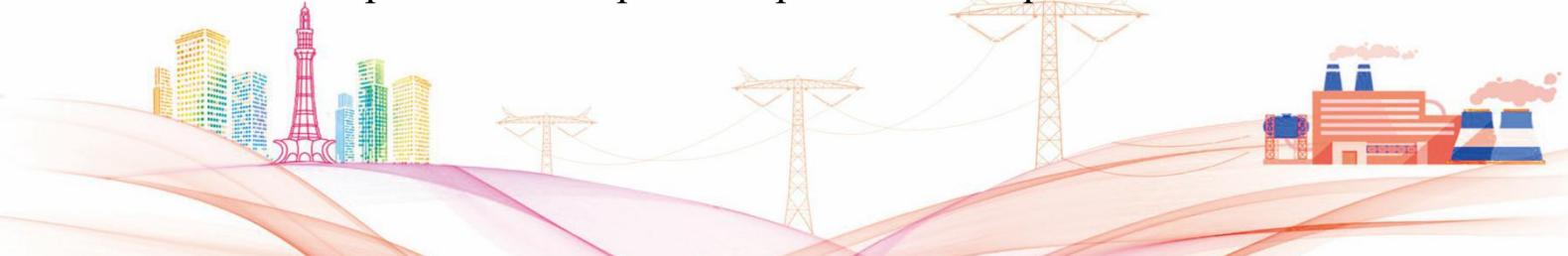
序号 Serial number	管理工作 Management work	负责人 principal	组长 Team leader	负责内容 Responsible for content
	Epidemic prevention	Ashraf	Tufail	疫检查评比. Daily supervision, weekly epidemic prevention inspection and evaluation
2	培训考试 Training exam	Asrar Ashraf	Rana Shaheer Mehmood	培训计划执行，组织每周考试和成绩公布 Implementation of training plan, organization of weekly examinations and results announcement
3	工作纪律 Work discipline	Muhammad Usman	Abu Bakar Abid	工作培训考勤，活动组织，每月大讲堂 Work training, attendance, event organization, monthly lecture hall

第五条 卫生防疫管理

Article 5 Epidemic Management (Sarfraz Ashraf)

1. 严格执行《巴方员工管理制度》中卫生防疫管理要求，落实卫生防疫纪律。传达并落实拉合尔换流站卫生防疫要求，对巴方员工执行情况开展日常监督，对执行不到位的进行劝诫考核。

1. Strictly implement the epidemic prevention management requirements in the "Pakistan Staff Management Regulations" and implement epidemic prevention disciplines. Communicate and implement the epidemic prevention requirements of the





Lahore converter station, carry out daily supervision of the implementation of the Pakistani staff, and conduct exhortation and assessment for those who are not fully implemented.

2. 负责巴方员工工作、生活和防疫物资需求统计、提报和分发工作。

2. Responsible for the work and living of Pakistani staff and the statistics, submission and distribution of epidemic prevention materials.

3. 定期检查食堂卫生及防疫落实情况。

3. Regularly check the sanitation and epidemic prevention of the canteen.

4. 每周开展一次卫生防疫检查评比，包括宿舍卫生、个人生活习惯、防疫落实情况等。并将检查报告在群内公布，检查结果按得分顺序排列，前三名各加5分，后三名各减5分，列入月度考核。

4. Conduct a weekly health and epidemic prevention inspection and evaluation, including dormitory hygiene, personal living habits, and implementation of epidemic prevention, etc. The inspection report will be published in the group, and the inspection results will be arranged in order of scoring. The top three are each added 5 points, and the bottom three are each deducted 5 points, which are included in the monthly assessment.





第六条 培训考试管理 (Asrar Ashraf)

Article 6 Training and Examination Management (Asrar Ashraf)

1. 制定培训计划，每周一、三晚上组织开展集中培训。需提前确定培训内容，并安排巴方调度工程师和学生轮流讲课，根据效果酌情加1-3分。

1. Develop a training plan and organize centralized training every Monday and Wednesday nights. It is necessary to determine the training content in advance, and arrange for Pakistani dispatch engineers and students to give lectures in turn, adding 1-3 points as appropriate according to the effect.

2. 每周一划定本周学习内容，周日晚上组织开展集中考试，将考试成绩在群内公布，并列入月度考核，前三名分别加6、4、2分，后三名分别减6、4、2分。

2. The study content of the week is defined every Monday, and a centralized examination is organized on Sunday evening. The test results will be announced in the group and included in the monthly assessment. The top three will be added 6, 4, and 2 points respectively, and the last three will be reduced 6, 4, 2 points respectively.

3. 每周组织汇总报送周计划，并做好审核工作。

3. Organize and submit weekly plans every week, and do a good job of reviewing.





第七条 工作纪律管理 (Muhammad Usman)

Article 7 Work Discipline Management (Muhammad Usman)

1.严格执行《巴方员工管理制度》中作息时间和工作纪律管理要求，负责考勤管理，对迟到、未到人员进行统计，迟到每次扣2分，未到每次扣5分，列入月度考核。

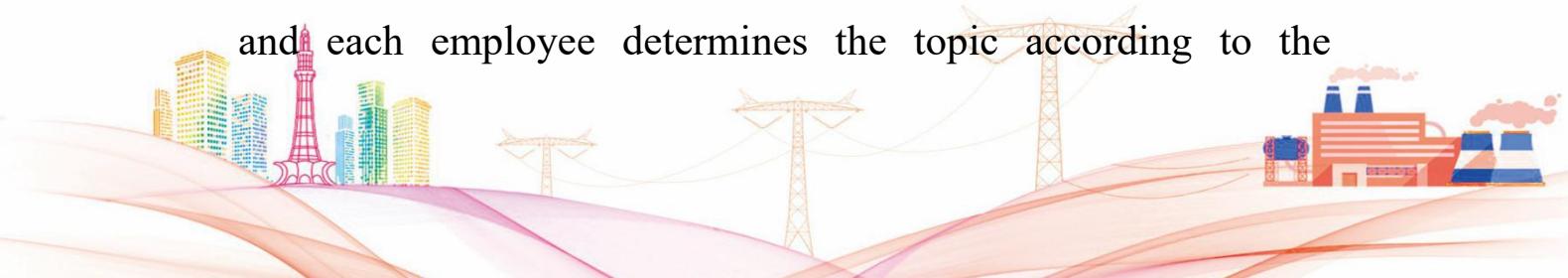
1. Strictly implement the schedule and work discipline management requirements of the "Pakistan Staff Management Regulations", be responsible for attendance management, and count 2 points will be deducted for each late arrival and 5 points will be deducted for each non-arrivals. Monthly assessment.

2.要求每名员工（含巴方工程师）每月需完成至少2篇技术总结，统一格式，定期收集并汇编成册。

2. Every employee (including Pakistani engineers) is required to complete at least 2 technical summaries every month, in a unified format, and regularly collect and compile them into a book.

3.每月组织开展一次技术大讲堂，每名员工根据所学内容和掌握的知识确定课题，制作PPT并讲解。组织开展员工互评，将结果纳入月度考核，前三名分别加10、6、4分，后三名分别减10、6、4分。

3. Organize and carry out a technical lecture once a month, and each employee determines the topic according to the





content and knowledge he has learned, produces PPT and explains it. Organize and carry out employee mutual evaluation, and incorporate the results into the monthly assessment. The top three will add 10, 6, and 4 points respectively, and the last three will be deducted 10, 6, and 4 points respectively.

4.每周二、五、六晚自习期间，在做好防疫措施的前提下，可有序组织员工活动，包括交流座谈、技术讨论以及跳绳、羽毛球、篮球等运动。

4. During the self-study every Tuesday, Friday, and Saturday nights, under the premise of taking preventive measures, staff activities can be organized in an orderly manner, including exchanges, seminars, technical discussions, and rope skipping, badminton, basketball and other sports.

第三章 考核办法

Chapter III Assessment Methods

第八条 月度考核

Article 8 Monthly assessment

1.每月进行总体评比，其中卫生防疫、培训考试和工作纪律基本分均为100分，权重分别为25%、50%、25%。由负责人汇总本月考核情况并上报。

1. The overall evaluation is carried out every month. The basic scores for epidemic prevention, training examinations and





work discipline are all 100 points, and the weights are 25%, 50%, and 25% respectively. The person in charge will summarize the assessment situation this month and report it.

考核内容 Examination content	负责人 principal	基本分 Basic score	权重 Weights	评比得分 Rating score
卫生防疫管理 Epidemic prevention management	Sarfraz Ashraf	100	25%	评比得分 = 卫生防疫 * 25% + 培训考试 * 50% + 工作纪律 * 25%
培训考试管理 Training exam management	Asrar Ashraf	100	50%	Evaluation score = epidemic prevention * 25% + training exam * 50% + work discipline * 25%
工作纪律管理 Work discipline management	Muhammad Usman	100	25%	

2. 加分项：若巴方员工在创新创效、培训学习、日常工作上取得优异成绩，由中方管理人员进行评定并酌情加分。比如完成论文并发表，学习成绩突出，发现重要缺陷，完成重要工作等。

2. Bonus points: If Pakistani employees have achieved excellent results in innovation and efficiency, training and learning, and daily work, the Chinese management personnel will evaluate and add points as appropriate. For example, complete the paper and publish it, outstanding academic performance, find important defects, complete important work, etc.

3. 减分项：若巴方员工在卫生防疫、培训考试、工作





纪律等方面不遵守劳动纪律及管理规章制度，受到考核后屡次再犯或者不服从管理的，由中方管理人员进行评定并根据严重情况减分。

3. Sub-item reduction: If a Pakistani employee does not abide by labor discipline and management rules and regulations in sanitation and epidemic prevention, training and examination, work discipline, etc., if he repeatedly commits a crime or does not obey the management after being assessed, the Chinese management personnel shall evaluate the Circumstances deduct points.

4.造成重大过失的，将从严从重处罚，直至开除。比如不遵守防疫规定导致感染，违反现场安全规程擅自操作，未经允许外出等。

4. Those who cause gross negligence will be severely punished until expelled. For example, non-compliance with epidemic prevention regulations leads to infection, violation of on-site safety regulations and unauthorized operation, and going out without permission.

5.综合考核得分=评比得分+加分项-减分项。

5. Comprehensive assessment score = appraisal score + extra points-minus points.

第九条 考核方式

Article 9 Assessment methods





1. 每月将考评成绩上报项目公司，与月度工资和绩效奖金挂钩；计算年度平均分，与等级评定和年终奖金挂钩。

1. Report the evaluation results to the project company every month, which is linked to the monthly salary and performance bonus; calculate the annual average score, which is linked to the grade evaluation and year-end bonus.

2. 每月得分前三名的员工评为优秀，得分在后两名的员工为不称职。对连续两月倒数第一的员工延长实习期，对连续三月倒数第一的员工予以开除。

2. The top three employees with monthly scores are rated as excellent, and the employees with the bottom two scores are considered incompetent. Extend the internship period for the employee who is the last in two consecutive months, and the last employee in three consecutive months will be fired.

3. 巴方调度工程师和组长应切实履行职责，严格按照要求开展考评工作，若有瞒报漏报等情况，将联责从重处罚。

3. The Pakistani dispatch engineer and team leader should earnestly perform their duties and carry out the evaluation work strictly according to the requirements. If there is any concealment or omission, the joint responsibility will be severely punished.

