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No.G.M(TV/11951(84)/SOP/3766-3805

All Chief Executive Officers DISCO's.  
All Chief Executive Officers GENCO's.  
The Chief Executive Officer (NTDC) WAPDA House, Lahore.  
All General Managers

26 JUL 2008	
Date	
OFFICE OF THE GENERAL MANAGER (TRAINING) WAPDA-326, WAPDA HOUSE, CEO LAHORE	
Tech Dir/CE	
Oper Date	18 July 2008
CS Dir	19
HR & Admn Dir	
Finance Dir	
Duty No	17703

Subject: STANDING OPERATING PROCEDURE (SOP) FOR ISSUANCE OF DUPLICATE CERTIFICATES

*(Handwritten notes: n/are, AM (MP-), 2, DISC (MP-), FA, 2/1/08)*

On completion of training at WAPDA Administrative Staff College Islamabad and WAPDA Engineering Academy, Faisalabad a certificate is issued to the successful participants of the course. It has been noticed that a large number of applications are being received for issuance of duplicate certificates on the plea that the original is not traceable due to one reason or the other

Keeping in view the following SOP has been devised for issuance of duplicate certificates.

- 1- The application for duplicate certificate should be routed through the Head of Department/C.E./O/HR Director.
- 2- In order to avoid misuse of original certificate an undertaking on non judicial paper of Rs.20/- duly signed by the applicant and countersigned by his Head of Department that in case the original certificate is traced/found at any later stage the duplicate certificate will be returned to Principal WSC Islamabad/ WEA Faisalabad.
- 3- The applicant will provide an attested photo copy of the lost certificate (if possible).
- 4- The applicant will attach Pay Order/Demand Draft of Rs.300/- (Rupees Three Hundred only) in favour of Principal, WAPDA Staff College Islamabad/WAPDA Engineering Academy, Faisalabad as processing fee for issuance of duplicate certificate.

This issues with the approval of General Manager (Training).

*(Handwritten signature: Zahid Ali)*  
(ZAHID ALI)  
Director (Training)