



Pakistan Electric Power Company (Pvt.) Limited

O/O General Manager (Human Resources)
189-WAPDA House, Shahrah-i-Quaid-i-Azam, Lahore.
Tel: (042) 99201989 & 99202211/2189
Fax: (042) 99202402, Email: saqlainraja@hotmail.com



Ref.# GM(HR)/HRD/A-693/17384-421

Date: May 27, 2010

OFFICE MEMORANDUM

PEPCO management has been pleased to extend the facility of Time Scale Up-gradation, as decided in 45th BOD Meeting dated 25.04.2010 of PEPCO BOD, to all Officers working in Companies and Head Office PEPCO, as under:

1. Time Scale up-gradation will be admissible only on qualifying the following criteria:
- (i) Fulfillment of prescribed length of service in the Basic Pay Scale mentioned against each, as under:

Sr. No.	Scale	Prescribed span of service for Up-gradation
a.	BPS-17 to BPS-18	After 10 years service in BPS-17
b.	BPS-18 to BPS-19	After 10 years service in BPS-18
c.	BPS-19 to BPS-20	After 05 years service in BPS-19

- (ii) Meeting the minimum eligible threshold of marks for promotion to various scales mentioned in PEPCO Promotion Policy.
- (iii) Satisfactory completion of mandatory trainings has been relaxed till 30.06.2011, marks on account of training evaluation shall, however, be calculated for the officers, who have not done the requisite mandatory Management Training, in accordance with the mechanism given in the PEPCO Promotion Policy for the Officers exempted from training.
- (iv) The cut off date for relaxation of training shall be reviewed on 30.06.2011.
- (v) No pendency of Enquiry/Departmental Proceedings/Audit Paras against the Officer.
2. Time-Scale Up-gradation for Officers in BPS-17 to BPS-18 shall be decided by the respective Company, through a Committee so approved by the BoD concerned.
3. The up-gradation for Officers in BPS-18 and BPS-19 in the next respective higher scales shall be decided at PEPCO Head Office on interim basis until powers are devolved to Companies, through following Selection Boards:-

a) **Selection Board for Officers in BPS-19 for upgradation in BPS-20**

Managing Director PEPCO Convenor
Chief Financial Officer Member
SGM (T&P) PEPCO Member
GM (HR) PEPCO Member
Director (CM) concerned Secretary

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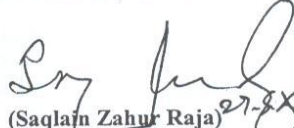
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b) **Selection Board for Officers in BPS-18 for upgradation in BPS-19**

Chief Financial Officer	Convenor
SGM (T&P) PEPCO	Member
GM (HR) PEPCO	Member
Director (CM) concerned	Secretary

4. Successive two steps time-scale up-gradation is not admissible in one rank.
5. The upgraded Officer shall continue to hold the same post but with a changed designation, i.e. the designation of the next higher post in line, by prefixing the word "Additional" thereto e.g. Additional Deputy Manager, Additional Manager and Additional Chief Engineer, and Additional Director General *etc.*
6. The Up-graded Officer shall continue to remain under the administrative control of his original administrative authority.
7. The Officers so Upgraded, if they were already exercising financial powers, shall exercise enhanced financial powers i.e., enhanced by 50% of the difference between the financial powers, under relevant Book of Financial Powers, as available at their original post and the financial powers available to the next higher post in line.
8. The above-said provisions shall be incorporated in the relevant rules and books of financial powers of PEPCO/corporatized entities with the approvals of their respective Boards of Directors, accordingly.
9. The officer on foreign deputation and on Long leave (more than three months) (local and foreign) will not be upgraded during the currency of deputation or leave period.

The service rules concerned and Books of Financial Powers of DISCOs, GENCOs & NTDC shall be modified accordingly.


(Saqlain Zahur Raja) 27-8X
HR Director PEPCO

cc to:-

1. Advisor PEPCO
2. CFO PEPCO
3. Sr.GM/GMs PEPCO
4. All CEOs DISCOs/ GENCOs & NTDC.
5. ED (L&CA)/Company PEPCO w/r to minutes of meeting circulated vide No.461-66/ Secy/PEPCO/BOD/M-45/I-14 dated.11.05.2010.
6. Chief Auditor PEPCO
7. C.E(Admn) Power PEPCO
8. All DGs PEPCO
9. Directors (CMs) PEPCO
10. Sr.B&AO PEPCO
11. SO to MD PEPCO