



Ref.# GM (HR)/HRD/A-435/15-45
Date: 07 January, 2013

OFFICE MEMORANDUM

Subject: Devolution of Administrative & HR Functions to Companies Being Performed by PEPCO.

1. PEPCO BOD in its meeting held on 22.12.2012 has decided to discontinue the following Administrative and HR functions from PEPCO Head Office with immediate effect and will stand devolved to companies:-

- (i) Approval for deputation (local & abroad) for all officers. ✓
- (ii) Various administrative powers indicated in the HR Policies like retirement, encashment and recall from LPR, Leave Rules etc. ✓
- (iii) Relaxation concerning allotment and retention of residential and official accommodations. ✓
- (iv) Sanction of Pension Papers for all officers including BPS-20 officers. ✓
- (v) Old / leftover cases regarding Moveover / Selection Grade/Seniority re-fixation upto BPS-17. ✓
- (vi) Ratification of Promotion Boards of employees upto BPS-17. ✓
- (vii) Handling of FIA, NAB and Wafaqi Mohtasib cases.

2. Henceforth, no further administrative and HR related cases be sent to PEPCO Head Office on the functions noted in para-1 even for the past periods/decided cases, except those references which have already received in PEPCO will be decided in the shortest possible time to clear the backlog.

3. All the companies should formulate uniform and fair arrangements for intra and inter-company requirements on Administrative & HR matters, preferably the arrangements be developed in consultation with sister-companies on priority basis

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Sd/-
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to have consistent application across the companies, since majority of the employees come from WAPDA's background under Manpower Transition.

(Zargham Eshaq Khan)
Managing Director

cc:

1. Secretary, Ministry of Water & Power.
2. Joint Secretary (A&C), Ministry of Water & Power
3. Joint Secretary (DISCOS), Ministry of Water & Power.
4. CFO PEPCO
5. SGM (T&P)
6. Legal Advisor PEPCO.
7. Managing Director NTDC
8. Chief Executive Officers GHCL /DISCOs/GENCOs/PITC
9. Company Secretary PEPCO for information of BOD PEPCO.
10. All GMs/DGs/Chief Engineers/Directors PEPCO with the direction to hand over the relevant record to the concerned Companies on priority basis to representatives nominated by the Companies.



ISLAMABAD ELECTRIC SUPPLY COMPANY
HR & ADMN DIRECTORATE, IESCO H/O ST 40, G-7/4, ISLAMABAD

Endst: No. 2554-2699 IESCO/M (HRM)

Date: 16-01-13

Copy of above is forwarded to the following for information, record and necessary action please: -

1. General Manager (Dev) IESCO Head Office Islamabad
2. General Manager (O&M) T&G IESCO Islamabad
3. ~~Chief Eng:~~ /Technical Director IESCO Islamabad
4. CE/Operation Director IESCO Islamabad
5. M. (MM) IESCO Head Office Islamabad
6. CE/Customer Services Director IESCO Islamabad
7. DG (Admn & Services) IESCO H/O Islamabad
8. DG (HR) IESCO H/O Islamabad
9. Finance Director IESCO Islamabad
10. Company Secretary IESCO Islamabad.
11. Executive Director (L&C) IESCO Islamabad.
12. Manager (C&C) IESCO Islamabad.
13. Manager (Admn) IESCO Islamabad
14. Manager (Coordination) IESCO H/O Islamabad.
15. Regional Manager (M&T) IESCO Islamabad
16. Addl: DG (IS) IESCO Computer Centre Islamabad
17. All Managers IESCO Head Office.
18. All Managers (Opr) under IESCO Islamabad.
19. Project Director (Const/Opr) IESCO Islamabad
20. Project Director (GSC) IESCO Islamabad
21. SE (GSO) Circle IESCO Islamabad
22. Manager (Surveillance) IESCO Islamabad
23. Manager (Internal Audit) IESCO Islamabad
24. Medical Superintendent Wapda Hospital Rawalpindi.
25. All Dy: Manager's of IESCO Islamabad
26. Dy: Manager (Civil) IESCO Islamabad.
27. All Assistant Managers of IESCO Islamabad.
28. MIS Section IESCO H/O Islamabad

(M. FASHID QURESHI)
Dy. MANAGER (HRM)

ALL