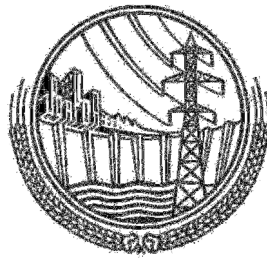


# **WATER & POWER DEVELOPMENT AUTHORITY**



**Training Courses**

**SOP 2015**

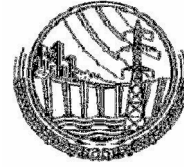
**( BPS-5 to BPS-16 )**

**For**

**Promotion / Time Scale Up-Gradation  
/ Tech. Skills**

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## **PREFACE**

The Office of General Manager Training was established to conduct training courses and Exams for all categories of WAPDA / PEPCO employees. The Training and Promotion Policy for officers & staff was introduced w.e.f. 1<sup>st</sup> July, 2000. The Departmental Promotion Examination was mandatory for BPS-5 and above. The Authority in its bipartite meeting with CBA held on 17.12.2013 has waived off the Departmental Promotion Examination for BPS-5 to BPS-16. The promotion policy BPS-5 to 16 has been amended accordingly. This amendment will be applicable from the date of approval i.e. 17.12.2013.

The syllabi of training courses have been developed by incorporating syllabi of Departmental Promotion Examination in existing syllabi of training courses after thorough scrutiny. These Courses are mandatory for promotion/Time Scale Up-Gradation of staff from BPS-5 to 16. This SOP aims at conveying up-to-date information in concise form for the benefit of all categories of WAPDA employees. The SOP comprehensively covers various aspects related to Training Courses. It is being published to enhance awareness amongst all ranks of WAPDA employees in BPS-5 to 16.

It is hoped and our firm belief that the policy of Training Courses for BPS-5 to 16 will INSHA-ALLAH help all employees to improve their professional skills and qualify them for promotion in their respective careers. This SOP has been articulated to achieve our capacity building objectives of staff to run the affairs of the organization where they are serving efficiently and effectively.

June - 2015

**(Ms Riffat Ara Qureshi)**  
**General Manager (Training)**  
**WAPDA**

**TRAINING COURSES**  
**STANDARD OPERATING PROCEDURE-2015**

1. **General.**

- a. WAPDA being one of the largest public sector organization of Pakistan is performing multifarious tasks to help the economy of country in achieving its goals and providing vital energy for annual growth. Its manpower needs to be continuously trained at all times to remain efficient and provide round the clock service. The training needs to be made competitive to help promotion of the right man for the right job who should be able to handle enhanced responsibilities.
- b. The policy guidelines have been formulated to conduct Promotion Training courses for various categories of employees, in BPS-05 to 16 which would help in promotion of trained manpower. The success of the policy rests with each wing which has to ensure its implementation in letter and spirit. These organizations will not only have to ensure awareness about the policy for employees in BPS-05 to 16 but also have to track the individuals for training on course and ensure efficient record keeping, culminating into promotion during different stages of the career.
- c. It must be kept in view by the employees that qualifying the training courses does not automatically mean promotion. But it is mandatory for Time Scale Up gradation and elevation to the next rank. All officials after qualifying the Departmental Promotion Training Course will be considered for promotion in next rank by their respective Promotion Boards keeping in view their ACRs, attainment of efficiency in their cadres, seniority and availability of vacancies and other Parameters required for promotion.

**Administrative and Technical Control of Training Institutions.**

The following training institutes are being administratively controlled by the organizations / offices as given against each. However, Technical Control and any guidance required would be provided by the office of General Manager (Training) WAPDA:-

- a. WAPDA Engineering Academy GM (Training)  
Faisalabad
- b. Regional & Circle Training Respective CEOs of  
Centers DISCOs
- c. Technical Services Group Institutions – CEO NTDC  
Lahore, Tarbela & Faisalabad
- d. Thermal Training Centre Guddu GM (Thermal)
- e. Hydrel Training Centre Mangla GM (Hydel)

### 3. Training Courses

#### a- Promotion / TSU

- i. The employees in BPS-05 to 16 eligible for promotion including Admn, Finance & Accounts staff etc. will undergo training courses at their respective training institutions under the company / wing.
- ii. For specialized training like P&I, Grid Maintenance etc. officials will also attend courses at institutions controlled by TSG.
- iii. Similarly for IT (Information Technology).
- iv. All employees BPS-05 to 16 must attend courses for upgrading knowledge and qualifying for further promotion/TSU.
- v. The Minimum pass percentage in training courses Exam is 50%. All those trainees who do not secure at least 50% marks at training institutes will be declared "FAIL" in training for promotion/TSU purposes. They will repeat training at their own expenses.
- vi. Dedicated computer courses shall be conducted in all training centers of WAPDA henceforth with. Field formation training centers may engage local computer institutes for imparting computer training on payment from the market or this training may be arranged with the expertise and equipment available with the field formations themselves out of available resources under guidance of General Manager (Training)
- vii. The schedule of courses will be published on yearly basis by the controlling office of the concerned institution under imitation to GM (Training) WAPDA. These must be issued to all concerned by 31<sup>st</sup> Oct every year. The concerned institutes will also reflect the pre-requisite of courses

#### Induction Course

All officials inducted in WAPDA would be required to undergo Training Induction courses as follows:-

- i- The services of new inductees who are declared "fail" during induction course. Their contract period will be extended for another one year.
- ii- The duration of their Induction Course would be 04 weeks.

a. **Courses Policy**

Based on schedule of courses/concerned branches / departments of individuals will place demand the candidates/participants along with standby nominations. Training demands challenge, hard work and dedication which WAPDA/PEPCO staff normally avoids, usually the nominees either do not report in time or succeed in getting their names deleted. In future following policy will be strictly implemented without any discrimination.

- a. After the receipt of schedule of courses, the demand of vacancies will be worked out by each company / wing / formation and intimate to respective Admn Directorates.
- b. The Admn Directorate of concerned company/wing shall forward consolidated lists of nominees to Training Institutions at least 4 weeks in advance to the training schedule. In case of late issuance of lists, concerned officer will be held responsible and subjected to disciplinary action by the respective competent authorities.

- (c) Before the commencement of the course, if some individual falls sick or due to some genuine reasons is un-able to attend the course, the permission will be sought from concerned GM through Admn Directorate of company/wing. The Admn Directorate will process the case and get the decision on priority. In case, Admn Directorate exempts the individual, it will nominate the standby individual and intimate to all concerned. It will be obligatory upon the formation and standby individual to timely join the course.
- (d) In case the official detailed for the course fails to join or absents him / herself from the course, severe disciplinary action will be taken against him/her. The punishment as deemed fit by competent authority, which will be intimated to all concerned within one month of the absentee report. Besides concerned Directors, HR will also be subjected to disciplinary action, if any lapse is observed on their part. The punishment should only be awarded if the official him/herself refuses / avoids to attend the training course. In case the official is not relieved by his office in the interest of work, no action should be taken against him/her but explanation called from the concerned office. However, if subsequently it is proved that the official has not attended the course with the connivance of his/her superior officers, action may be taken against both.



- e. Any participant joining the course late by more than two days would not be allowed to attend the course and would be returned to his parent formation.
- f. Any participant missing the studies/activities more than 10 percent in a course would be declared “Fail”.

5. **Grading / Course Reports**

- a. All individuals will be graded according to the aggregate of marks secured in theory & practical. The individual who secure less than 50 % shall be declared fail.

The grading shall be as under:-

<b>Theory &amp; Practical</b>		
Sr. No	% Obtained	Grade
(1)	75% & above	A
(2)	63 to 74.9%	B
(3)	50 to 62.9%	C
(4)	Less than 50 %	Fail

- b. One advance increment to the individual who stands 1<sup>st</sup> in the Training course shall be admissible on securing 80% and above marks.
- c. On completion of each course a course report shall be generated by the heads of the institutions / course Directors. It should be comprehensive, covering professional knowledge, ability to apply it in the field, instructional ability, strong points and weaknesses of individual, future employment and suitability for promotion. All heads of Training Institutions must implement it.
- d. All course reports should be sent to respective Admn Directorates of company/wing (whichever applicable) and to G.M (Training) within one week after completion of the courses by heads of institutions/Directorate.

6. **Failed Trainee**

The trainee who fails in promotion / TSU training will have to undergo next training course at his own expenses.

7. **Training Criteria** Minimum Service limit for promotion of the official as prescribed in the relevant Service Rules is the requisite criteria for eligibility/selection for promotion training.

The employee fulfilling requisite criteria shall be nominated for training in the order of Seniority of the employees.

8. **Training Schedule:** Yearly Training Schedules for conducting training courses at WAPDA/Company training centers will be issued by the concerned training intuitions by 31<sup>st</sup> Oct. every year, the latest.

9. **Instructors.** Capable, industrious and enterprising officers and staff be selected as instructors in all the training institutions.

10. **Medical.** It has been observed and experienced that in order to skips Training nominees get medical certificate of illness. DG Medical Services must issue strict instructions to examine nominees by a Board of Medical Officers before issuing the medical certificate.

11. **Conclusion.** The SOP has been formulated to educate all concerned regarding training courses need to be undergone and qualify for TSU timely promotion to next rank. Although efforts have been made to include as much information as possible in this SOP, yet in case of any short coming or ambiguity, GM (Training) WAPDA may be approached.

Sr.#	<b>EXISTING PROMOTION TRAINING COURSES FOR STAFF</b>		
	<b>Name of Course</b>	<b>Duration</b>	<b>Responsibility</b>
1.	Jr.Clerk to Sr. Clerk (BPS-7 to 9)	3 Weeks	HTC Mangla / RTC
2.	Sr Clerk to Assistant (Gr 9 to 14)	3 Weeks	HTC Mangla / RTC
3.	Jr Supdt to Sr Supdt (Gr 15 to 16)	3 Weeks	HTC Mangla / RTC
4.	Steno-II to Steno-I (Gr 14 to 16)	2 Weeks	HTC Mangla / RTC
5.	Copy Holder to Proof Reader BPS 5 to 7	3 Weeks	
6.	Proof Reader to Work Supervisor (BPS-7 to 9)	3 Weeks	
7.	Dark Room Assistant to Camera Operator (BPS-5 to 9)	3 Weeks	
8.	Matriculate Camera Opr/Jr.Artist to Works Supervisor (BPS-9 to 11)	3 Weeks	
9.	Matriculate Sr. Machine Man with 5- year experience to works Supervisor (Offset/Rotary) (BPS-7 to 9)	3 Weeks	
10.	Matriculate plate maker/Assistant Computer Opr/Proof Reader to Jr. Artist/Camera Opr (BPS-7 to 9)	3 Weeks	
11.	Matriculate copy holder/Assistant Plate maker/Dark Room Assistant/Junior Machine Man and Electrician with 6-months certificate of MS office to Assistant Computer operator (BPS-5 to 7)	3 Weeks	
12.	Matriculate Assistant Plate Maker to Plate Maker (BPS-5 to 7)	3 Weeks	
13.	Jr. Machine Man to Sr. Machine Man (BPS-5-6 to 8)	3 Weeks	
14.	Matriculate Helper to Copy Holder/Assistant Plate Maker/Dark Room assistant/Junior Machine (Offset/Rotary) (BPS-3 to 5-6)	3 Weeks	
15.	Press Machine Maintenance Incharge to Assistant Foreman (BPS-7 to 11)	3 Weeks	
16.	Electrician to press Machine Maintenance Incharge (BPS-5 to 7)	3 Weeks	
17.	Sr. Book Binder to Binding Supervisor (BPS-7 to 9)	3 Weeks	
18.	Jr. Book Binder to Sr. Book Binder (BPS-5 to 7)	3 Weeks	
19.	Bus Conductor to Garage Incharge (BPS 3 to 9)	2 Weeks	
20.	Helper to Auto Mechanic (Petrol/Diesel) (BPS-3 to 9)	2 Weeks	
21.	Garage Incharge to Vehicle Supervisor (BPS 9 to 11)	2 Weeks	
22.	Vehicle Supervisor to Transport Supervisor (BPS 11 to 14)	2 Weeks	
23.	Mechanic G-I (Diesel / Petrol) to Auto Fitter G-I (BPS-09 to 11)	2 Weeks	

24.	Driver for Time Scale Up-Gradation (BPS-06 to 08) & (BPS-7 & 9)	2 Weeks	
25.	Auto Electrician for Time Scale Up-Gradation (BPS-9 to 11)	2 Weeks	
26.	Data Entry Opr to Data Entry Supervisor/PC Opr (BPS 15 to 16)	3 Weeks	
27.	Basic Operation Course SSA to SSO-II (Gr 5 to 7)	7 Weeks	GSO Lahore and Grid Station Faisalabad.
28.	Advance Operator Course SSO-II to SSO-I (Gr 7 to 12)	7 Weeks	GSO Lahore and Grid Station Faisalabad.
29.	Works Supervisor to Assistant Press Manager BPS 11 to 16	5 Weeks	
30.	Security Sergeant to Sec. Inspector BPS 5/7 to 10	3 Weeks	
31.	Fireman to Head Fireman BPS 5 to 7	3 Weeks	
32.	H.Fireman to Leading F/Man BPS 7 to 10	3 Weeks	
33.	Leading Firemena to Fire Protection officer (BPS-10 to 16)	3 Weeks	
34.	Security Guard to Security Sergeant (BPS-3 to 5)	3 Weeks	
35.	Security Sergeant to Security Inspector (BPs-5-7 to 10)	3 Weeks	
36.	Inspector to Security Officer (BPS-10 to 16)	3 Weeks	
37.	Staff Nurse to Ward Sister BPS-14 to 16	3 Weeks	DG
38.	Dispenser to Head Dispenser BPS 6 to 8	4 Weeks	DG
39.	Jr. Store Keeper (Med) to Sr. Store Keeper (Med) BPS 6 to 7	4 Weeks	DG
40.	O.T. Asstt to O.T. Technician BPS 6 to 9	3 Weeks	DG
41.	Anesthesia Assistant to Anesthesia Technician		
42.	Lab Asstt to Lab Technician BPS 5 to 9	3 Weeks	DG
43.	O.T. Asstt to Anaesthesia Tech BPS 6 to 9	3 Weeks	DG
44.	Dark Room Asstt to Radiographer BPS 5 to 9	3 Weeks	DG
45.	Dark Room Assistant to Photographer (BPS-6 to 11)		
46.	Asstt to Jr. Superintendent to Sr. Supdt. BPS 11 to 14 to 16	3 Weeks	HTC Mangla
47.	Jr. Clerk to Accounts / Audit Assistant BPS-7 to 14	3 Weeks	HTC Mangla/RTC
48.	Accounts / Audit Asstt / Stock Verifier /Divisional Accountant to AB&AO / AAO /Divisional Accountant Reg: BPS 11 - 16	3 Weeks	HTC Mangla/RTC
49.	Circle Draftsman to Chief Head Draftsman	3 Weeks	GM CDO
50.	Divisional Draftsman to Circle Draftsman	3 Weeks	RTC / CDO
51.	Draftsman to Head Draftsman	3 Weeks	RTC / CDO
52.	Tracer to Draftsman	3 Weeks	RTC / CDO

53.	Driller Grade B to Grade-A	3 Weeks	CE P&I
54.	Asstt. Forman to Forman	4 Weeks	CE p&i
55.	Plumber to. Forman	3 Weeks	CDO (Water)
56.	Fitter Grade-II to Grade-I	2 Weeks	PD Building Circle0
57.	Electrician to Asstt. Forman	2 Weeks	Base Workshop
58.	Welder Grade-II to Grade-I	3 Weeks	Base Workshop
59.	Telecommunication Supervisor to Telecommunication Officer	2 Weeks	CE PITC
60.	Telecommunication Mech G-II to G-I	3 Weeks	CE PITC
61.	Wireless Operator to Telecommunication Supervisor	3 Weeks	CE PITC
62.	Librarian G-II to Grade-I	3 Weeks	
63.	Librarian to G-II	3 Weeks	
64.	Field Assistant to Watershed Management Assistant	3 Weeks	
65.	Naib Tehsildar to Tehsildar	4 Weeks	
66.	Girdawar / Qanoongo to Naib Tehsildar	3 Weeks	
67.	Patwari to Qanoongo	3Weeks	
68.	Telephone Staff (All Category)	2 Weeks	
69.	Store Supervisor to Store Assistant	3 Weeks	
70.	Jr. Store Keeper to Sr. Store Keeper	3 Weeks	
71.	Hydrographer to Research Assistant	3 Weeks	
72.	Research Assistant to Assistant Research/Officer (Hydrology, Soil, Cement and Concrete, Economics, Statistic / Math)	4 Weeks	
73.	Silt Observers, Field Assistants, Laboratory Assistant, Sr. Laboratory Assistant, Surveyors, Hydrographer to Research Assistant	3 Weeks	PD CMTL
74.	Laboratory/Junior Laboratory Assistants to Senior Laboratory Assistant	3 Weeks	PD CMTL
75.	Silt and Gauge Observers to Surveyor	3 Weeks	PD CMTL
76.	Assistant Laboratory Technicians to Laboratory Technician	3 Weeks	PD CMTL

The Training Courses of common categories of officials are being conducted at different Training institutions i.e. Hydel Training Center Mangla, WAPDA Engineering Academy Faisalabad & Regional Training Centers of DISCO/GENCOs. The Training courses of specific categories being not conducted in any Training Institute. Consequent upon becoming mandatory for promotion / time scale up-gradation, the training courses of these categories are also to be conducted. Following committees are framed and formulated training courses internally at their own level for those categories whose training courses are not presently conducted by any Institute.

- a. **Medical Services Directorate General**
- 1) DGMS or Grade-19 Officer nominated by DGMS Convener
  - 2) Director (Education) Member
  - 3) Director (Training) Member
- b. **Establishment Directorate HR&A**
- 1) Director (Estab.) HR&A Convener
  - 2) Director (Education) Member
  - 3) Dy. Director HR & Admn. (E-II) Member
- c. **Security Directorate**
- 1) Director Security Convener
  - 2) Director (Education) Member
  - 3) Director (Training) Member
- d. **Transport Directorate**
- 1) Director Transport Convener
  - 2) Director (Education) Member
  - 3) Dy. Director HR & Admn. (E-II) Member
- e. **Printing Press**
- 1) Director (Education) Convener
  - 2) Press Manager Member
  - 3) Dy. Director HR & Admn. (E-II) Member
- f. **Water Wing Office**
- 1) General Manager (C&M) Convener
  - 2) Director Admn (Water) Member
  - 3) Director (Training) Member
- g. **G.M (P) N**  
**G.M (N.A)**  
**G.M (Tarbela)**  
**G.M Ghazi Barotha**
- 1) General Manager (Concerned) Convener
  - 2) Chief Engineer (Concerned) Member
  - 3) Dy. Dir. Admn (Concerned) Member
- h. **G.M (P) South**
- 1) General Manager (P) South Convener
  - 2) Chief Engineer HQ Member
  - 3) Dy. Director (Admn) Member

**The End of SOP**