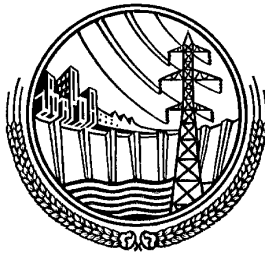


WATER & POWER DEVELOPMENT AUTHORITY



Training Courses & Promotion Exams

**SOP
2005
(Amended up to 2009)**

INDEX

Sr. No.	Topics	Page
1.	Preface	3
2.	Distribution List	
3.	General	4
4.	Training Institutions	5
5.	Institution's Responsibility	5
6.	Training Courses	5
7.	Courses Policy	7
8.	Grading of Trainees	9
9.	Promotion Exams	11
10.	Mandatory Courses / Prom Exams– Officers	16
11.	Mandatory Courses / Prom Exams – Staff	18
12.	Incentive Promotions	18
13.	Management Sciences	19
14.	Selection Criteria for Management Sciences Courses	20
15.	Training Schedule	21
16.	Instructions	22
17.	Medical	22
18.	Conclusion	22
19.	Annexure	23



PREFACE

WAPDA Training Directorate was established to organize training courses and hold Prom Exams for all categories of officers and staff. The Training and Promotion Policy was introduced w.e.f. 1st July, 2000. It has been amended now with the approval of Authority in its various meetings last of which was held on 21st July 2004. The amendments will be applicable from the date of approval and not with retrospective effect. These Courses and Exams are mandatory for promotion of both officers and staff. This book-let 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 and Promotion Examinations. It has been published to enhance awareness amongst all ranks of WAPDA employees.

It is hoped and is our firm belief that the revised policy of Training Courses and Promotion Examinations will INSHA-ALLAH help all employees to improve their professional skills and qualify them for promotion in their career. This policy has been articulated to achieve our set-objectives of Training, quality officers and staff to efficiently run the affairs of the organization in which they are serving.

April 2005

(Muhammad Tariq Malik)
GM (Training)

TRAINING COURSES / PROMOTION EXAMINATIONS
STANDARD OPERATING PROCEDURE-2004

1. **General.**

- a. WAPDA is the second largest organization in Pakistan. It is performing multifarious tasks to keep the economy of country on the track and provides 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 selection of the right man for the right job who should be able to handle enhanced responsibilities.
- b. The policy guidelines have been formulated for conduct of courses and promotion examinations for various categories of employees, which would help in selection of quality and trained manpower. The success of the policy revolves around each Wing / Company of WAPDA which has to ensure its implementation in letter and spirit. These organizations will not only have to ensure awareness about the policy in all ranks but also have to track the individuals for nomination on courses and examinations and ensure efficient record keeping, culminating into promotion during different stages of the career. Policy on courses and examinations was initially promulgated on. 1st July 2000. Since then it was under constant analytical study for its improvement. Resultantly, certain changes were considered essential which have been incorporated in this addition for implementation.
- c. It must be kept in view by all officers and staff that qualification in training courses and promotion examinations does not automatically mean promotion. These are just two major criteria to achieve elevation to the next rank. All officers / staff qualifying in these courses and examinations are then considered for promotion by their respective Promotion Boards by reviewing their ACRs, attainment of efficiency in their cadres, seniority and availability of vacancies. All those who are considered fit for promotion by the Boards are approved for promotion to the next rank.

2. **Training Institutions:** The Prime Trg Organization is composed of GM (Training), Director (Training), Director (Exam), Admn Section and Accounting Unit in Head Office. Wapda Staff College, Islamabad and Wapda Engineering Academy, Faisalabad are directly functioning under GM (Training). Besides these, there are a number of other training institutions, which are reflected on the chart at Annexure 'A'.

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

The under mentioned training institutions are being administered and controlled by the organization / office as given against each. However, Technical Control and any assistance required would be rendered by General Manager (Training) :-

a.	WAPDA Staff College, Islamabad	 GM(Training)
b.	WAPDA Engineering Academy Faisalabad	
c.	Regional & Circle Training Centers	Respective CEO DISCOs
d.	Technical Services Group Institutions – Lahore, Tarbela & Gatti	CEO NTDC
e.	Thermal Training Centre Guddu	GM (Thermal)
f.	Hydel Training Centre Mangla	GM (Hydel)

4. **Training Courses**

a. All officers and staff inducted in WAPDA would be required to undergo courses at WAPDA Engineering Academy, Faisalabad, WAPDA Staff College, Islamabad or Training Institutions of various Companies / Wings as under:-

- (1) All officers and Upper Subordinates (for promotion to BPS 17) will undergo training courses at WEA and WSC.

- (2) Lower staff i.e. for promotion upto grade 16 including Admn, Finance & Accounts staff etc. will undergo training courses at their respective training institution operating under company / wing.
 - (3) For specialized training like P&I, Grid Maintenance etc officers will also attend courses at institutions controlled TSG.
- b. Maximum Officers and staff must attend courses for upgrading knowledge and qualifying for further promotion.
 - c. The Minimum pass percentage in courses is 45%. All those students who do not secure at least 45% marks at training institutes would be declared “FAILURE” and given 3 marks penalty for promotion purposes.
 - d. The service of new inductees who are declared “failure” during induction course would be terminated after observing departmental formalities, unless it was beyond the control of concerned individual.
 - e. The duration of Management Induction Course for Junior Engineers of Distribution will be 10 weeks, while for all other categories it will be 8 weeks. The last 2 weeks of the course for Junior Engineers of Distribution will be utilized for “On The Job Training” to be conducted by WAPDA Staff College, Islamabad in coordination with Islamabad Electricity Supply Company (IESCO).
 - f. No dedicated computer courses would be conducted in Wapda Engineering Academy, Faisalabad or Wapda Staff College, Islamabad henceforthwith. Field formation training centers would 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.

- g. The forecast of courses will be published on yearly basis by GM (Training), GM (Hydel), GM (Thermal), CEO (NTDC) and CEO DISCOs for their respective training institutions. These must be issued to all concerned by 15th Oct every year. The concerned institutes will also reflect the pre-requisite of courses.
- h. Training demands hard work and dedication which WAPDA officers / staff normally avoid. 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.

5. **Courses Policy**

Based on schedule of courses / trainings CM Cells, DISCOs, GENCOs, NTDC and concerned branches / departments of individuals will place demand of the vacancies to the following along with standby nominations:-

- (a) After the receipt of schedule of courses, the demand of vacancies will be worked out by each company / wing / formation and intimated to respective CM Cells.
- (b) The CM Cells will forward consolidated lists of nominees to Trg Institutions with copy to GM (Trg) at least 4 weeks in advance. In case of late issuance of lists, concerned officer will be held responsible and subjected to disciplinary action by his Competent Authority.

- (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 Member through CM Cell. The CM Cell will process the case and get the decision on priority. In case, CM Cell exempts the individual, it will nominate the standby individual and intimate to all concerned. It will be incumbent upon the formation / standby individual to timely join the course.

- (d) In case the officer / official detailed for the course fails to join and absents himself from the course, severe disciplinary action will be taken against him. The minimum punishment will be one-step demotion, which will be intimated to all concerned within one month of the absentee report. Besides concerned Directors CM Cell will also be subjected to disciplinary action, if any lapse is observed on their part. The punishment should only be awarded if the officer / official himself refuses / avoids to attend the training course. In case the officer is not relieved by his office in the interest of work, no action should be taken against him but explanation called from the concerned office. However, if subsequently it is proved that the Officer has not attended the course with the connivance of his superior officers, action may be taken against both.

- (e) Any participant joining the course late by more than three days would not be allowed to attend the course and would be returned to his parent formation.
- (f) Any participant missing the studies by more than 10 percent in a course would be returned ungraded.
- (g) The details of courses are given at Anx B&C as below:-

- (1) Courses - Officers Anx B
- (2) Courses - Staff Anx C

6. **Grading / Course Reports**

- a. All individuals will be graded according to the aggregate of marks secured in theory & practical Besides this, the participants during training courses of seven weeks and more (except Induction Courses) will also be assessed for instructional aspects through lectures on the subject already covered during the course, presentation of Individual Research Paper (IRP), Tour notes, Group Research Paper (GRP), Book Review etc. A Board of minimum two officers will assess every participant in this aspect and grade them as under. Grading of both aspects will be reflected in their course reports. CM Cells will ensure that only those officers are posted as Instructors who obtain minimum B+, Y+ Grade.

		Grade	
		Theory & Practical	Instructional Ability
(1)	75% & above	A	X
(2)	63 to 74.9%	B+	Y +
(3)	50 to 62.9%	B	Y
(4)	45 to 49.9%	B (Minus)	Y -
(5)	Less than 45%	Fail	-

- b. Those individuals who secure aggregate marks of 80% and above would be awarded one point while calculating over-all scores of ACRs. The award of one advance increment to the individual who stands 1st in courses with minimum six weeks duration was withdrawn with the introduction of new scales on 01.12.2001. Now the Authority in its meeting held on 10th Feb. 2005, approved grant of one advance increment to the trainee / participant who stand 1st in any training course of atleast eight weeks or above duration for officers and six week or above duration for officials.
- c. The course reports must be comprehensive, cover 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 courses reports must be sent to CM Cells or Admn Branch (whichever applicable) within 2-3 weeks after termination of the courses by heads of institutions. The CM Cells or Admn Branch will send it to the concerned department of the individual for signatures and return within a fortnight.

7. **Promotion Exams**

- a. All promotion exams for promotion to Grade-17 and above for various categories of WAPDA Officers and staff will be conducted by Director Exams, G.M. (Trg) Branch. Exams for promotion up to Grade-16 will be conducted by respective Companies / Wings.
- b. The existing structure of various exams has been changed with the approval of Authority. The revised Exam Policy is given as below:-

(1) **Junior Engineer to Senior Engineer:-**

(a) **Paper-I (Commercial & Accounts)** Total Marks 100, Pass Marks 50%.

(b) **Paper-II**

i. **Part-I (Current Affairs)**. Total Marks 33, Passing Marks 40%.

ii. **Part-II(WAPDA Rules & Regulations)**. Total Marks 67, Passing Marks 50%.

Note:- Candidates shall pass both parts independently.

(c) **Paper-III (Technical)**. Total Marks 100, Passing Marks 50%

(2) **Senior Engineer to Superintending Engineer**

(a) **Paper-I**

(i) **Part-I (Current Affairs)**. Total Marks 33, Passing Marks 40%

(ii) **Part-II (Rules & Regulations)**. Total Marks 67, Passing Marks 50%

Note: Candidates shall pass both parts independently.

(b) **Paper-II (Technical)**. Total Marks 100, Passing Marks 50%

(3) All those other than mentioned at Para 7 b (1) & (2) ante, who were to appear as per previous policy either in General Knowledge / Current Affairs paper or Rules paper of 100 marks will now be required to appear in 100 marks combined paper of Rules and Current Affairs bifurcated as under:-

Part-I (Current Affairs): Total Marks 50, Passing Marks 50%.

Part-II (Rules): Total Marks 50, Passing Marks 50%.

Note: Candidates shall have to pass both Parts Independently.

- c. For Technical and Non-Technical employees in BPS 5-15, the paper of Current Affairs has been deleted except Assistant / Commercial Assistant, Stenos, Junior Superintendents and other such categories.
- d. One advance increment will be awarded to the individual who secures first position in DPE but only once in career in the following circumstances:-
- (1) The candidate should clear the exam in one attempt.
 - (2) The candidate should secure atleast 70% Marks.

(3) The number of participants is not less than three.

(4) In case of tie in the 1st position both candidates should be declared 1st and given the increment.

- e. **Passing papers in parts:-** Condition of clearing atleast 50% of papers to be declared as part failure is withdrawn. An employee clearing even one paper will be declared as part failure and would be required to reappear only in those papers, which he could not clear.
- f. **Option to solve the paper:-** Employees in BPS 5-10 (Tech / Non-Tech) are allowed to solve papers in Urdu. However, Stenos, Assistants / Commercial Assistants and Superintendents will not be allowed to solve paper in Urdu.
- g. All officials working in workmen categories (BPS 5 to 15) like ALM, LM, Line Foremen, Carpenters, Electricians, Plumbers, Drivers & Crane Operators etc. who are uneducated / illiterate and not in possession of minimum prescribed educational qualification (as per their Service Rules) are exempted from Departmental Promotion Exam. All such officials are required to undergo training courses and to be examined in their Trade Proficiency Tests / Practical Tests according to their jobs as per SOPs to be prepared for such category by the respective Head of Companies / Formations. However, this test must also be supplemented with their performance and conduct during the Training Programme.
- h. Separate Technical Paper for promotion Exam from Junior Engineers to Senior Engineers would be

conducted for Generation and Non-Generation Engineers of Power Wing.

- i. Employees are allowed to pass DPE in three chances during continuous six years from the date of their eligibility to appear in DPE. If during these six years, a junior is promoted, the senior who clears the exam in maximum three attempts but promoted later will retain the inter se seniority after his promotion.
- j. Exemption for appearing in a particular exam will be allowed on the following grounds and that particular chance will not be considered for count down of three chances:-
 1. If a candidate falls seriously sick on the date of commencement of exam and produces a certificate from the Medical Board of Wapda Hospital, duly countersigned by DG (MS) and also approved by the concerned Member of the Authority.
 2. Death of close relatives like father, mother, brother, sister, wife, husband or child on the date of commencing of exam. Candidate will produce death certificate of local Councilor. Approval of concerned Member of the Authority will also be obtained by the formation of the candidate.
 3. Performance of Haj. Approval of concerned Member of the Authority will also be required.
- k. Policy of weeding out of an individual for not passing DPE in three consecutive chances has been withdrawn. Such an employee, who does not pass DPE in three chances in first six years, can continue to appear / pass DPE without restriction on number

of chances. However, he will not maintain his original inter se seniority on promotion. Further, an employee who does not pass DPE till completion of twenty years service, his case will be included for consideration of premature retirement by the Review Committee on completion of twenty years service qualifying for pension.

- l. Directors Examination will issue schedule of Promotion exams for officers and staff on calendar year basis by 15 Oct each year. There must be one exam each for every Grade in a year. However, frequency can be increased, if required, on the orders of concerned Member & CEO for officers and staff respectively.
- m. Promotion Examination results pertaining to officers on finalization will be put up to Chairman in summarized form. The results must be compiled within 4 weeks and published.
- n. It is the responsibility of every officer / staff to apply and qualify in concerned promotion exam. They must apply timely and appear in the promotion exam.
- o. No examination fee will be charged from the candidates.
- p. The Service limit for appearing in promotion exam will be **three (3)** year in a particular rank.
- q. Clearance of exam would be mandatory to undergo Promotion Training Management Course.
- r. The promotion examinations are divided in four groups:-
 - (1) **Power Wing.** Junior Engineers, Senior Engineers, Revenue Officers & Field Store Managers
 - (2) **Water Wing.** Junior Engineers, Senior Engineers & Research Scientific Officers etc.

(3) **Common Services (Gen /Admn & Fin).**
AD/DD (Admn), AD/DD Fin, Doctors &
Profs. etc.

(4) Misc Exams of remaining cadres.

- s. Details of Prom Exams are given at Anx D&E.
- t. Director Exam will conduct promotion exams according to the schedule issued by their offices. They would ensure complete secrecy and adopt fool-proof measures in this regard. In case of any secrecy lapse strict disciplinary action will be taken against the officers / staff. The syllabus may be reviewed after every three years. It will be issued to all Heads of Formations with the schedule of examinations.

8. **Mandatory Courses/Exams for Officers** All Officers will undergo following courses after joining WAPDA for further career projection:-

- a. **Induction Course.** All officers on joining WAPDA in any category e.g. Engineers, Revenue Officers, Common Services, Budget & Accounts Group, Computer Services etc. would undergo induction courses as under:-

(1) **Engrs.** 6 weeks Technical Training at Wapda Engineering Academy, Faisalabad followed by 6 weeks Management Training at Wapda Staff College, Islamabad. However, officers of Distribution (DISCOs) will undergo two weeks additional “ON JOB” training under WAPDA Staff College in IESCO.

(2) **Non-Engrs.** 6 weeks Induction Course at Wapda Staff College, Islamabad

Note: The CM Cells will inform GM (Trg) for organizing induction course atleast 4 weeks prior to

their joining WAPDA / DISCOs.

- b. **Promotion from Grade 17 to 18.** All categories of officers will only be promoted after qualifying in the following.
- (1) **Basic Induction Course:** As per Para 8 'a' ante.
 - (2) **Sector Specific Course:** 9 weeks course at WEA except for Non Engineers. CM Cell / Companies to nominate officers with minimum five years service.
 - (3) **Promotion Exams.** Under arrangements of Director Exam. Every officer will be allowed chances as laid down under the heading **PROMOTION EXAMS** in Paras g , h & i . Individual officers to apply through their own Company / CM Cells to appear in the exams.
 - (4) **Jr. Management Course:** 9 weeks Jr. Management Course at Staff College. CM Cells to nominate the officers. Only those Jr. Engineers will be nominated for Basic Management Course who have cleared the DPE.
- c. **Promotion From Grade 18 To 19.** All categories of officers will only be promoted after qualifying:-
- (1) **Refresher Course:** 4 weeks course for Engineers at WAPDA Engineering Academy. CM Cells / Companies to nominate the officers with minimum four years service in Grade 18.
 - (2) **Promotion Exams.** Under arrangements of Director Exams. Individual officers to apply through DISCOs / CM Cells to appear in the exams.
 - (3) **Middle Management Course.** 9 weeks Middle Management Course at Staff College. CM Cells / Companies to nominate the officers having cleared Promotion Exam.
- d. **Promotion From Grade 19 to 20.** All categories of officers will only be promoted after they qualify:-

(1) **Senior Management Course.** 11 weeks at WAPDA Staff College, Islamabad CM Cells to nominate the officers.

(2) **SEs Refresher Course.** Having done Senior Management Course, all Grade 19 Engineers to undergo two weeks SE Refresher Course at WAPDA Engineering Academy, Faisalabad while non-Engineer Officers to undergo similar training at Wapda Staff College, Islamabad.

e. **Exemption From Mandatory Training:** The mandatory training requirement of courses in a certain training institution for promotion will be waived off for officers / staff who have served as the Directing Staff of that particular Training Institution for at least two years or have exceeded 56 years of age.

Note: It is clarified that there is no exemption from passing the DPE even if an officer / staff has served as Directing staff for two years and exceeded 56 years of age.

9. **Mandatory Courses/Exams for Staff.** Like officers, all staff members of WAPDA must undergo regular courses to attain higher qualifications and become eligible for promotion as given at Anx B. Condition of passing promotion exam prior to attending Mandatory Course is also applicable to them.

10. **Incentive Promotions.** Some disciplined, capable, trained and efficient individuals do not get promotion due to various reasons. Despite being superseded, such individuals being conscientious workers continue giving their best demonstrated performance both in the field as well as staff duties. A need has been felt to evolve an incentive package for such superseded

officers / staff and recognize their services by giving promotion before retirement. In this regard following policy will be adhered:-

- a. All superseded individuals will be re-considered for promotion after 3 years by CM Cell.
- b. CM Cell will review their ACRs.
- c. All individuals with at least Good and above graded ACRs will be considered for promotion by a Promotion Review Board.
- d. The board of officers will consider their performance and recommend to the Authority, for promotion of deserving individuals.
- e. Individuals rejected by the Promotion Review Board will not be re-considered for incentive Promotion.
- f. Incentive Promotee Officer will be eligible for maximum of two steps promotion in his career i.e. SDO may be ultimately promoted as SE in due course after promotion to XEN.

11. **Management Sciences.** The managerial skills of Senior Officers need improvement. In order to ensure trained manpower, Jr. Engineers, Sr. Engineers and Officers of Common Wing will be given opportunities to acquire higher qualification in Management Sciences. CM will select every year 4-6 Engineers from Power Wing, one Engineer from Water Wing and one officer from Common Services and Finance to attend post graduation classes at LUMs, Department of Business Administration, Punjab University Lahore, University of Lahore, Raiwind Road, Lahore, IBA Karachi and Lahore School of Economics, Lahore or any other institution approved by the Authority. WAPDA will bear all the expenses. Their selection must be completed atleast 6 months before the commencement of classes.

12 **Selection Criteria**

- a. The nominations of the officers will be subject to following terms and conditions:-
- (1) Minimum service should not be less than 6 years and should not be of more than 51 years of age.
 - (2) Should not have any ACR will less than “Good” Grade.
 - (3) The period of study will be treated as on duty.
 - (4) All expenses like Tuition Fee, Books, Boarding & Lodging etc will be borne by the respective controlling officers.
 - (5) The nominee officer will also draw his/her salary from the office he/she will proceed to attend the course.
 - (6) The nominee officer will execute a surety bond on non-judicial paper of Rs.100/- duly attested by a 1st Class Magistrate that he/she will return to the Authority all the money spent on his course in addition to salary drawn as liquidated damages and not as penalty for failure to report for duty after completion of the course.
 - (7) The nominee officer will serve the Authority for a minimum further period of five years after return from study, failing which will have to return the amount as given in sub Para 12a (6) ante.
 - (8) CM Cells must consider the age limit of the officer and duration of the course before nominating him.

- (9) If the officer attending the course leaves it at any stage before completion and rejoins the department he will return the amount of money spent on his course to his department.
- b. The officers will be selected by the respective Member purely on merit based on their career profile according to the following vacancies:-
- (1) **Power Wing** 2 to 3 Jr and 2 to 3 Sr. Engrs
 - (2) **Water Wing** 1 Jr / Sr Engr
 - (3) **Finance Wing** 1AD / DD(F)
 - (4) **Common Services** 1AD / DD
- c. The officers will be selected alongwith 100% alternate / standby candidate to meet any unforeseen contingencies. The nominated / standby officer will not be detailed on any other duty. The alternate officer will be detailed where the nominated officer is unable to attend the course due to reasons beyond his control and Permission will be sought from concerned Member.
- d. The nominated officers alongwith the institutions earmarked will be forwarded to GM (Trg) at least six months in advance for final liaison / coordination. The course schedule will be obtained by GM (Training) and intimated to all concerned
13. **Training Schedule:** Yearly Training Schedules for conducting training courses at WAPDA Engineering Academy, Faisalabad and WAPDA Staff College, Islamabad will be issued by GM (Trg) by 30th Oct the latest.

14. **Instructors.** Capable, industrious and enterprising officers and staff with minimum B+, Y+ grade obtained in Training Course be selected as instructors in all the training institutions. CM Cells must consult GM (Trg) before posting principal / instructors at WAPDA Staff College, Islamabad and WAPDA Engineering Academy, Faisalabad.

15. **Medical.** It has been experienced that officers / staff not interested to undergo courses get medical relief and avoid training. DG Medical Services must issue strict instructions to examine training nominees by a Board of Medical Officers before declaring them unfit for the course. DG Medical Services must personally intervene for atleast grade 18 and above officers.

16. **Authority.** This policy is issued with the approval of Authority.

17. **Conclusion.** The SOP has been formulated to educate all concerned regarding courses they need to undergo and examinations they have to qualify for 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 ambiguity, GM (Training) may be approached for clarification.

Anx A

EXISTING INDUCTION & PROMOTION COURSES

	Name of Course		Duration	Responsibility
a.	INDUCTION COURSES			
	1.	For Jr. Engineer (Newly Inducted)	6 Weeks	WAPDA Engineering Academy, Faisalabad
	2.	For Jr. Engineer (Newly Inducted)	6 to 8 Weeks	WAPDA Staff College, Islamabad
b.	PROMOTION COURSES			
	1.	Junior Management (Gr 17 to 18)	9 Weeks	Staff College, Islamabad-PC
	2.	B&AO to Sr B&AO (Gr 17 to 18)	7 Weeks	Staff College, Islamabad-PC
	3.	Middle Management (Gr 18 to 19)	9 Weeks	Staff College, Islamabad-PC
	4.	Sr Management (Gr 19 to 20)	11 Weeks	Staff College, Islamabad-PC

EXISTING DEPARTMENTAL PROMOTION EXAMINATIONS

Promotion Exams Officers & Officials: From 17-22 Jan.		No. Of Papers	Application To Be Submitted Through by 17 Dec.
1.	Assistant Programmer to Assistant Director (P/SA) / Jr. Programmer (Water Wing) BPS-16 to 17	3	DG (IS) / Director (CM) Water
2.	Water Wing Jr. Engr. (Civil, Mech, Agriculture) to Sr. Engr. (Civil, Mech, Agriculture) BPS-17 to 18	3	Director (CM) Water
3.	Water Wing Sub-Engr. to Jr. Engr. (Civil, Mech) BPS-11 to 17	3	Director (CM) Water
4.	Sr. Engr. (Civil) to SE (Water Wing) BPS-18 to 19	2	Director (CM) Water
5.	Sr. Engr. (Mech) to SE (Water Wing) BPS-18 to 19	2	Director (CM) Water
6.	Sr. Engr. (Agriculture) to SE (Water Wing) BPS-18 to 19	2	Director (CM) Water
7.	Assistant Director (P/SA) / Jr. Computer Programmer (Water Wing) to Dy. Director BPS-17 to 18	3	DG (IS) / Director (CM) Water
8.	Combined Cadre BPS-16 to 17	3	DG (S&GA)
9.	Doctors BPS-17 to 18	2	DG (MS)
10.	Dy. Director (PR) to Director (PR) (BPS-18 to 19)	2	Director (PR)
11.	Dy. Director (P/SA) to Director (P/SA) BPS-18-19	2	DG (IS)
12.	Field Store Manager to Regional Store Manager BPS-16 to 17 & Store System Supervisor to Assistant Manager to Assistant Manager BPS-14 to 17)	3	CE (Admn) Power
13.	Field Store Manager to Regional Store Manager BPS-17 to 18	3	CE (Admn) Power
14.	Revenue Officer BPS-16 to 17	3	CE (Admn) Power
15.	Revenue Officer BPS-17 to 18	3	CE (Admn) Power
16.	Diver BPS 15 to 17	1	CE (A) Water
Promotion Exams Officers & Officials: from 14-19 March		No. Of Papers	Application To Be Submitted Through by 14 Feb.
17.	Sr. Engineer / Deputy Director (Telecom) to Director (Telecom) BPS-18 to 19	2	Director CM (Power)
18.	XEN to SE (Power) (Non Gen.) BPS-18 to 19	2	Director CM (Power)
19.	XEN to SE (Power) (Thermal) BPS-18 to 19	2	Director CM (Power)
20.	XEN to SE (Power) (Hydel) BPS-18 to 19	2	Director CM (Power)
21.	AD (Admn) to DD (Admn) BPS-17 to 18	3	DG (S&GA)

22.	AD (Fin.) / AO / B&AO to DD (Fin.) / Sr. AO / Sr. B&AO (BPS-17 to 18)	3	DG Fin. (B&C)
23.	Graduate Assistant to Assistant Director (Finance)(BPS-11 to 17)	3	DG Fin. (B&C)
24.	DD (Fisheries) to Director (Fisheries) BPS-18 to 19	2	Director (CM) Water
25.	Sr. Supdt./Steno-1 to AD (Admn) BPS-16 to 17	2	DG (S&GA)
26.	Fire Protection Officer to Fire Fighting Officer BPS-16 to 17	2	Director (Security)
27.	Fire Fighting Officer to Sr. Fire Fighting Officer BPS-17 to 18	3	Director (Security)
28.	Sr. Fire Fighting Officer BPS-18 to 19	2	Director (Security)
29.	DD (Legal) to Director (Legal) BPS-18 to 19	2	DG (S&GA)
30.	AD (CC) Armed Forces to DD (CC) Armed Forces BPS-17 to 18	3	DG (S&GA)
31.	Doctors BPS-18 to 19	2	DG (MS)
32.	Upper Technical Subordinate Staff to Junior Engineer (Diploma / Non Diploma / B.Tech Honours) BPS-16 to 17	1	CE (Admn) Power
33.	Upper Technical Subordinate Staff to Junior Engineer (Telecom) BPS-16 to 17	1	CE (Admn) Power
34.	AD (Legal) to DD (Legal) (BPS-17 to 18)	3	DG (S&GA)
35.	Dy. Press Manager to Press Manager (BPS-17 to 18)	2	DG (S&GA)
Promotion Exams Officers & Officials: From 9-14 May		No. Of Papers	Application To Be Submitted Through by 09 March
36.	Sr. Geologist to Supdt. Geologist (BPS-18 to 19)	2	Director CM (Water)
37.	Sr. Seismologist to Supdt Seismologist (BPS-18 to 19)	2	Director CM (Water)
38.	Sr. Geophysicist to Supdt. Geophysicist (BPS-18 to 19)	2	Director CM (Water)
39.	Sr. Economist to Director Economist (BPS-18 to 19)	2	Director CM (Water)
40.	SRO (Soil Chemist) to Director (Soil Chemist) (BPS-18 to 19)	2	Director CM (Water)
41.	SRO (Agronomist) to Director (Agronomist) (BPS-18 to 19)	2	Director CM (Water)
42.	SRO (Env) to Director (Env) (BPS-18 to 19)	2	Director CM (Water)
43.	SRO (Sociology) to Director (Sociology) (BPS-18 to 19)	2	Director (CM) Water
44.	SRO (GWH) to Director (GWH) (BPS-18 to 19)	2	Director (CM) Water
45.	SRO (W.Chemist) to Director (W.Chemist) (BPS-18 to 19)	2	Director (CM) Water
46.	SRO (Stat / Math) to Director (Stat / Math) (BPS-18 to 19)	2	Director (CM) Water
47.	Ex-Cadre SRO (RTL) for Time Scale Upgradation from BPS-18 to 19	2	Director (CM) Power

48.	RO (Agronomy) to SRO (Agronomy) (BPS-17 to 18)	2	Director (CM) Water
49.	RO (Env) to SRO (Env) (BPS-17 to 18)	2	Director (CM) Water
50.	RO (Stat / Math) to SRO (Stat / Math) (BPS-17 to 18)	2	Director (CM) Water
51.	RO (Economics) to SRO (Economics) (BPS-17 to 18)	2	Director (CM) Water
52.	RO (MS&F) to SRO (MS&F) (BPS-17 to 18)	2	Director (CM) Water
53.	RO (C&C) to SRO (C&C) (BPS-17 to 18)	2	Director (CM) Water
54.	RO (Sociology) to SRO (Sociology) (BPS-17 to 18)	2	Director (CM) Water
55.	RO (GWH) to SRO (GWH) (BPS-17 to 18)	2	Director (CM) Water
56.	RO (Soil Chemist) to SRO (Soil Chemist) (BPS-17 to 18)	2	Director (CM) Water
57.	RO (SWH) to SRO (SWH) (BPS-17 to 18)	2	Director (CM) Water
58.	RO (W.Chemist) to SRO (W.Chemist) (BPS-17 to 18)	2	Director (CM) Water
59.	RO (Hydraulics) to SRO (Hydraulics) (BPS-17 to 18)	2	Director (CM) Water
60.	Jr. Geologist to Sr. Geologist (BPS-17 to 18)	2	Director (CM) Water
61.	Jr. Seismologist to Sr. Seismologist (BPS-17 to 18)	2	Director (CM) Water
62.	Jr. Geophysicist to Sr. Geophysicist (BPS-17 to 18)	2	Director (CM) Water
Promotion Exams Officers & Officials: From 22-27 Aug.		No. Of Papers	Application To Be Submitted Through by 22 July
63.	ARO (SWH) to RO(SWH) (BPS-16 to 17)	2	Director (CM) Water
64.	ARO (Stat / Math) to RO (Stat / Math) (BPS-16 to 17)	2	Director (CM) Water
65.	ARO (Economics) to RO (Economics) (BPS-16 to 17)	2	Director (CM) Water
66.	ARO (MS&F) to RO (MS&F) (BPS-16 to 17)	2	Director (CM) Water
67.	ARO (C&C) to RO (C&C) (BPS-16 to 17)	2	Director (CM) Water
68.	ARO (GWH) to RO (GWH) (BPS-16 to 17)	2	Director (CM) Water
69.	ARO (Soil Chemist) to RO (Soil Chemist) (BPS-16 to 17)	2	Director (CM) Water
70.	ARO (Agronomy) to RO (Agronomy) (BPS-16 to 17)	2	Director (CM) Water
71.	ARO (W.Chemist) to RO(W.Chemist) (BPS-16 to 17)	2	Director (CM) Water
72.	ARO (Hydraulics) to RO (Hydraulics) (BPS-16 to 17)	2	Director (CM) Water
73.	Asstt: (Fisheries) to AD (Fisheries) (BPS-12/13 to 17)	2	Director (CM) Water
74.	AD (PR) to DD (PR) (BPS-17 to 18)	3	Dir. (PR) / DG (S&GA)

75.	AD (Costing) to DD (Costing) (BPS-17 to 18)	2	DG (CAC)
76.	AD (L&W) to DD (L&W) (BPS-17 to 18)	3	Dir. (L&W) / DG (S&GA)
77.	DD (L&W) to Director (L&W) (BPS-18 to19)	2	Dir. (L&W) / DG (S&GA)
78.	Asstt: Chemist to Junior Chemist (BPS-14 to 17)	2	CE (Admn) Power
79.	Jr. Chemist to Sr. Chemist (BPS-17 to 18)	2	CE (Admn) Power
80.	DD (CC) Armed Forces to Dir. (CC) Armed Forces (BPS-18 to 19)	2	DG (S&GA)
81.	AB&AO / AAO to B&AO / AO (BPS-16 to 17)	3	GM (Fin.) Concerned / Chief Auditor
82.	Supervisor (Data Entry) / Supervisor (Data Coder) / Computer Operator to AD (Computer) (BPS-14 to 17)	2	DG (IS)
83.	Asstt: Press Manager to Dy. Press Manager, BPS-16 to 17	2	Press Manager
84.	Lecturer to Assistant Professor BPS-17 to 18	2	Director (Education)
85.	Asstt: Professor to Associate Professor BPS-18 to 19	2	Director (Education)
86.	Sr.Teacher to Headmaster / Headmistress BPS-16 to 17	3	Director (Education)
87.	Ex-CadreHeadmaster for Time Scale Upgradation from BPS-17 to 18	2	Director (Education)
88.	Ex-Cadre Coordination Officer for Time Scale Upgradation from BPS-17 to 18	2	Director (Admn) Water
89.	Ex-Cadre SRO (RTL) for Time Scale Upgradation from BPS-18 to 19	2	Director (CM) PEPCO
Promotion Exams Officers & Officials: From 21-26 Nov.		No. Of Papers	Application To Be Submitted Through by 21 Oct.
90.	Jr. Engr. to Sr. Engr. (Power Wing) (BPS-17 to 18)	3	CE (Admn) Power
91.	AD (Fisheries) to DD (Fisheries) (BPS-17 to 18)	3	Director (CM) Water
92.	DD (Admn) to Director (Admn) BPS-18 to 19	2	DG (S&GA)
93.	Sr. Audit Officer to Dy. Chief Auditor, DD (Fin.) to Director (Fin.) & Sr. B&AO to Director (B&A) BPS-18 to 19	2	GM Finance Concerned / Chief Auditor
94.	DD (Comm) / Dy. Commercial Manager to Director (Comm) BPS-18 to 19	2	GM (CS)
95.	DD (Costing) to Director (Costing) BPS-18 to 19	2	DG (CAC)
96.	DD (IC) to Director (IC) BPS-18 to 19	2	Dir (CM) Power
97.	Sr. Chemist / DD (Chemical) to Dir. (Chemical) BPS-18 to 19	2	GM (Thermal)
98.	Comm: Supdt to R.O. BPS-15 to 17	3	CE (Admn) Power
99.	Ward Sister to Nursing Supdt. BPS 16 to 17	2	DG (MS)
100.	Dy. Director (Architecture) to Director (Architecture) BPS 18 to 19	2	CE (Admn) Water / CE (CDO)

101.	Asstt: Information officer to AD (PR) BPS-16 to 17	3	Dir (PR)
102.	AD (Architect) to DD (Architect) BPS-17 to 18	2	CE (Admn) Water / CE (CDO)
103.	Staff Nurse to Ward Sister, BPS-16 to 17	01	DG (MS)

Anx C

EXISTING PROMOTION COURSES FOR STAFF

	Name of Course	Duration	Responsibility
a.	LS Tech (T-500) LS-II to LS-I	7 Weeks	RTC-PC
b.	Basic Craftsmen Course (Gr 5-11)	13 Weeks	Thermal Trg Centre-PC
c.	Basic Operator Course (Gr 5-11)	7 Weeks	Thermal Trg Centre-PC
d.	Advance Operator Course (Gr 11-12)	7 Weeks	Thermal Trg Centre-PC
e.	AB&AO to B&AO (Gr 16 to 17)	7 Weeks	WAPDA Staff College, Islamabad-PC
f.	Basic Chemical Course (Gr 11 to 12)	8 Weeks	Thermal Trg Centre Guddu- PC
g.	Advance Chemical Course (Gr 11 to 12)	8 Weeks	Thermal Trg Centre Guddu- PC
h.	ALM to LM (T-100) (Gr 5 to 7)	5 Weeks	RTC-PC
j.	LM-II to LM-I (T-300) (Gr 7 to 11)	8 Weeks	RTC-PC

ADDITIONAL PROMOTION COURSES FOR STAFF

Courses				Responsibility
1.	Bill Distributor to MR (Gr 3 to 5)	2 Weeks	RTC-Addl PC	
2.	Meter Reader to Meter Inspector-II	3 Weeks	RTC-Addl PC	
3.	Jr Clerk to Sr Clerk	3 Weeks	RTC/Staff College Islamabad -Addl PC	
4.	Jr Clerk to Commercial Clerk / Assistant (Gr 5 to 7 & 5 to 11)	3 Weeks	RTC-Addl PC	
5.	Sr Clerk to Assistant (Gr 7 to 11)	3 Weeks	WAPDA Staff College, Islamabad- Addl PC as well as concerned RTC.	
6.	Jr Supdt to Sr Supdt (Gr 15 to 16)	3 Weeks	WAPDA Staff College, Islamabad- Addl PC as well as concerned RTC.	
7.	Steno-II to Steno-I (Gr 12 to 15)	2 Weeks	WEA Faisalabad/ Wapda Staff College, Islamabad-Addl PC as well as concerned RTC	
8.	Basic Operation Course SSA to SSO-II (Gr 5 to 7)	7 Weeks	GSO Lahore and Gatti-Addl PC	
9.	Advance Operator Course SSO-II to SSO-I (Gr 7 to 12)	7 Weeks	GSO Lahore and Gatti-Addl PC	

EXISTING DEPARTMENTAL PROMOTION EXAMINATIONS
UDER GM (ADMN) / COMMON SERVICES

To Be Held Every Year In Nov. & Dec.		No. of Papers	Application To Be Submitted Through
1.	Jr. Clerk to Sr. Clerk BPS-5 to 7	1	Concerned Office a month earlier
2.	Sr. Clerk to Assistant BPS 7 to 11	1	Concerned Office a month earlier
3.	Steno G-II to Steno G-I BPS-12 to 15	2	Concerned Office a month earlier
4.	Copy Holder to Proof Reader BPS 5 to 7	1	Concerned Office a month earlier
5.	Works Supervisor to APM BPS 11 to 16	2	Concerned Office a month earlier
6.	Security Sergeant to Sec. Inspector BPS 5/7 to 10	1	Concerned Office a month earlier
7.	Fireman to Head Fireman BPS 5 to 7	1	Concerned Office a month earlier
8.	H.Fireman to Leading F/Man BPS 7 to 10	1	Concerned Office a month earlier
9.	Staff Nurse to Ward Sister BPS 14 to 16	2	Concerned Office a month earlier
10.	Dispenser to Head Dispenser BPS 6 to 8	1	Concerned Office a month earlier
11.	Jr. Store Keeper (Med) to Sr. Store Keeper (Med) BPS 6 to 7	1	Concerned Office a month earlier
12.	O.T. Asstt to O.T. Technician BPS 6 to 9	1	Concerned Office a month earlier
13.	O.T. Asstt to Anaesthesia Tech BPS 6 to 9	1	Concerned Office a month earlier
14.	Lab Asstt to Lab Technician BPS 5 to 9	1	Concerned Office a month earlier
15.	Dark Room Asstt to Radiographer BPS 5 to 9	1	Concerned Office a month earlier

EXISTING DEPARTMENTAL PROMOTION EXAMINATIONS
UDER CHIEF ENGINEER (ADMN) POWER FOR STAFF

To Be Held Every Year In March		No. of Papers	Application To Be Submitted Through
1.	Jr. Clerk to Sr. Clerk BPS-5 to 7	1	Concerned Office a month earlier
2.	Sr. Clerk to Assistant BPS 7 to 11	1	Concerned Office a month earlier
3.	Steno G-II to Steno G-I BPS-12 to 15	2	Concerned Office a month earlier

To Be Held Every Year In Nov.		No. of Papers	Application To Be Submitted Through
4.	Asstt to Jr. Superintendent to Sr. Supdt. BPS 11 to 14 to 16	2	Concerned Office a month earlier

To Be Held Every Year In Dec.		No. of Papers	Application To Be Submitted Through
5.	Jr. Clerk (Revenue) to Commercial Asstt: BPS 7 to 11	1	Concerned Office a month earlier
6.	Commercial Asstt to Commercial Supdt. BPS 11 to 16	2	Concerned Office a month earlier

EXISTING DEPARTMENTAL PROMOTION EXAMINATIONS
UDER GENERAL MANAGER (FIN) POWER FOR STAFF

To Be Held Every Year In July		No. of Papers	Application To Be Submitted Through
1.	Jr. Clerk to Accounts / Audit Assistant BPS-5 to 11	3	Concerned Office a month earlier

To Be Held Every Year In Dec.		No. of Papers	Application To Be Submitted Through
2.	Accounts / Audit Asstt / Stock Verifier / Divisional Accountant to AB&AO / AAO / Divisional Accountant Reg: BPS 11 to 16	3	Concerned Office a month earlier

**EXISTING DEPARTMENTAL PROMOTION EXAMINATION OF
WATER WING STAFF**

To Be Held Every Year In Jan.		No. of Papers	Application To Be Submitted Through
1.	Assistant / Jr. Supdt. To Sr. Supdt	2	Concerned Office a month earlier
2.	Steno G-II to Steno G-I	2	Concerned Office a month earlier
3.	Sr. Clerk to Assistant	1	Concerned Office a month earlier
4.	Jr. Clerk to Sr. Clerk	1	Concerned Office a month earlier

To Be Held Every Year In March		No. of Papers	Application To Be Submitted Through
1.	Circle Draftsman to Chief Head Draftsman	2	Concerned Office a month earlier
2.	Divisional Draftsman to Circle Draftsman	1	Concerned Office a month earlier
3.	Draftsman to Head Draftsman	1	Concerned Office a month earlier
4.	Tracer to Draftsman	1	Concerned Office a month earlier

To Be Held Every Year In May		No. of Papers	Application To Be Submitted Through
1.	Telecommunication Supervisor to Telecommunication Officer	2	Concerned Office a month earlier
2.	Telecommunication Mech G-II to G-I	1	Concerned Office a month earlier
3.	Wireless Operator to Telecommunication Supervisor	1	Concerned Office a month earlier
4.	Librarian G-II to Grade-I	2	Concerned Office a month earlier
5.	Librarian to G-II	1	Concerned Office a month earlier
6.	Field Assistant to Watershed Management Assistant	1	Concerned Office a month earlier

To Be Held Every Year In Sept.		No. of Papers	Application To Be Submitted Through
1.	Naib Tehsildar to Tehsildar	1	Concerned Office a month earlier
2.	Girdawar / Qanoongo to Naib Tehsildar		Concerned Office a month earlier
3.	Patwari to Qanoongo		Concerned Office a month earlier

To Be Held Every Year In Oct.		No. of Papers	Application To Be Submitted Through
1.	Telephone Staff (All Category)		Concerned Office a month earlier

2.	Store Supervisor to Store Assistant		Concerned Office a month earlier
3.	Jr. Store Keeper to Sr. Store Keeper		Concerned Office a month earlier
4.	Hydrographer to Research Assistant		Concerned Office a month earlier

To Be Held Every Year In Nov.		No. of Papers	Application To Be Submitted Through
1.	Research Assistant to Assistant Research Officer (Hydrology, Soil, Cement and Concrete, Economics, Statistic / Math)		Concerned Office a month earlier

The End SOP

CONTEXT

<u>Sr.No.</u>	<u>Name of Topic</u>	<u>Page No.</u>
1.	General	1
2.	Training Courses	1
3.	Courses Policy	2
4.	Grading of Trainees	4
5.	Promotion Exams	5
6.	Mandatory Courses/Exams for Officers	7
7.	Staff Mandatory Courses/Exams	8
8.	Incentive Promotions	9
9.	Management Sciences	9
10.	Selection Criteria	10
11.	Instructors	11
12.	Medical	11
13.	Authority	11
14.	Conclusion	11
15.	Annexures	12

LIST OF OFFICERS/STAFF

<u>Sr No.</u>	<u>Name of Office</u>	<u>Officers</u>	<u>Staff</u>	<u>Total</u>
1.	LESCO	340	14514	14854
2.	GEPCO	205	9489	9694
3.	FESCO	259	11259	11518
4.	IESCO	218	7363	7581
5.	QESCO	131	3078	3209
6.	HESCO	320	10258	10578
7.	MEPCO	250	12764	13014

8.	PESCO	303	16525	16828
9.	GM (Generation)	1264	14532	15796
10.	NTDC	1258	24798	26056
11.	Common Services	732	3714	4446
12.	Water Wing	1453	8995	10448
	Total	6783	137434	144217

LIST OF OFFICERS FROM GRADE 16 TO 22

BPS	Regular Sanction Strength	Regular Working Strength
16	2242	1987
17	4061	3473
18	1944	1796
19	541	488
20	140	125
21	6	6
22	1	1
Total	8935	7876

**DISTRIBUTION LIST OF OFFICERS/OFFICES
TRG COURSES/PROM EXAM**

Sr No	Name of Office	Officers	Offices	Total
1.	LESCO	340	254x2=508	848
2.	GEPCO	205	151x2=302	507
3.	FESCO	259	143x2=286	545
4.	IESCO	218	121x2=242	460
5.	QESCO	131	60x2=120	251
6.	HESCO	320	212x2=424	744
7.	MEPCO	250	173x2=346	596

8.	PESCO	303	$196 \times 2 = 392$	695
9.	GM (Thermal)	1097	$249 \times 2 = 498$	1595
10.	GM (Hydel)	342	$68 \times 2 = 136$	478
11.	NTDC	1300	$691 \times 2 = 1382$	2682
12.	Common Services	532	$462 \times 2 = 924$	1456
13.	Water Wing	1503	$355 \times 2 = 710$	2213
14.	Authority	200	$216 \times 2 = 432$	632
15.	All GMs	25	$25 \times 3 = 75$	100
16.	Academy/Staff College	64	$30 \times 2 = 60$	124
	Total	7089	6837	13926
17.	Reserve with GM (Training)	-	-	1074
			Grand Total	15000

DISTRIBUTION LIST OF OFFICERS / OFFICES
TRAINING COURSES / PROMOTION EXAMS SOP

Sr. No.	Offices	Officers	Offices	Total
1.	LESCO	340	255x2 = 510	850
2.	GEPSCO	208	151x2 = 302	510
3.	FESCO	260	145x2 = 290	550
4.	IESCO	218	126x2 = 252	470
5.	MEPCO	250	175x2 = 350	600
6.	PESCO	304	198x2 = 396	700
7.	HESCO	320	215x2 = 430	750
8.	QESCO	132	64x2 = 128	260
9.	NTDC	1300	695x2 = 1390	2690
10.	G.M. (Thermal)	1098	251x2 = 502	1600
11.	G.M. (Hydel)	342	69x2 = 138	480
12.	Water Wing	1504	358x2 = 716	2220
13.	Comm: Services	432	374x2 = 748	1180
14.	Finance Wing	110	95x2 = 190	300
15.	Authority	200	220x2 = 440	640
16.	All G.Ms	26	28x3 = 84	110
17.	Academy / Staff College	64	33x2 = 66	130
	Total	7108	6932	14040
18.	Reserve with GM (Trg)	-	-	960
			Grand Total	15000