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Office of the General Manager (Human Resources)
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Ref.# GM(HR)/HRD/A-332/

3494-3520

Date: 05/10/2016

OFFICE MEMORANDUM

Subject: UP-GRADATION OF MINISTERIAL POSTS-AMENDMENT IN SERVICE RULES OF MINISTERIAL STAFF

Reference: Decision of BoD PEPCO in agenda item No.13 in its 61st Meeting held on 23.09.2016.

1. BoD PEPCO has been pleased to grant of up-gradation of Ministerial Posts and Amendment in Service Rules of Ministerial Staff w.o.f 01.07.2016 as under:-

(a) Existing Incumbents

Designation of the post	Existing pay scales	Up-graded pay scales	Remarks
Jr.Superintendent	BPS-15	-	The existing incumbents are granted BPS-16 as one time dispensation.
Assistant	BPS-14	BPS-15	The existing incumbents are allowed grant of BPS-16 as one time dispensation
Sr.Clerk/ Upper Division Clerk	BPS-09	BPS-11	-
Jr.Clerk/Lower Division Clerk	BPS-07	BPS-09	-

Note: The above said Incumbents shall be entitled to annual increment falling due on 1st December 2016 if they were on pay roll as on 31.05.2016.

(b) Criteria for promotion/appointments in future:-

Sr. No.	Designation and BPS of the post	Additional condition for promotion/ initial appointment
1	Assistant (15)	6 Weeks Basic IT Training Course (including MS Office) conducted by NITB/TEVTA/ Institutions affiliated with/ recognized by Board of Technical Education/Higher Education Commission.
2	Sr.Clerk/Upper Division Clerk(BPS-11)	3 Weeks Basic IT Training Course (including MS Office) conducted by NITB/TEVTA/ Institutions affiliated with/ recognized by Board of Technical Education/Higher Education Commission.
3	Jr.Clerk/Lower Division Clerk(BPS-09)	3 Weeks Basic IT Training Course (including MS Office) conducted by NITB/TEVTA Institutions affiliated with/ recognized by Board of Technical Education/Higher Education Commission.

2. The relevant Service Rules stand amended with immediate effect to the above effect.

(Saghir Ahmad)
DG(HR) PEPCO

c.c.to:-

- All GMs PEPCO
- MD NTDC PEPCO
- All CEOs, DISCOs/ GHCL/GENCOs & PITC
- Chief Auditor PEPCO
- Company Secretary PEPCO w/r to his office letter No.1110-14/Secy/PEPCO/ROD/M-51/Item-13 dated 03.10.2016
- SO to MD PEPCO