



GUJRANWALA ELECTRIC POWER COMPANY

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OFFICE OF THE CHIEF EXECUTIVE OFFICER

GEPCO H.QS, 565-A MODEL TOWN G.T ROAD GUJRANWALA.

(PROMOTION CELL)

No. 34510-2P EG-55/B

Dated 14/10/2021

1. All Managers (Operation / GSO / GSC / MIS / M&T) under GEPCO.
2. P.D (GSC / Const) under GEPCO.
3. Medical Superintendent WAPDA Hospital Gujranwala.
4. Dy. Managers (Civil / PMC / TPT / A&S / RTC) under GEPCO.

Subject: - **COMPLETION OF RECORD FOR PROMOTION.**

1. The following information / documents in respect of employees as per lists attached working under your administrative control is required before **25.10.2021** through special messenger positively.

- ✧ Work and conduct report.
- ✧ No inquiry / disciplinary case pending certificate(s) **from all the offices wherefrom the official has worked in the capacity of present cadre separately. (If pending provide the copy of LOE).**
- ✧ Detail of penalties imposed during the present cadre.
- ✧ ACRs for the years 2016 to 2020 **duly completed / written by the concerned IO / SRO along with certificate regarding the correctness of reporting channel of ACRs duly signed by respective Manager.**
- ✧ Status of Out-standing Inspection Report / Audit Para / Summary Para / Draft Para duly signed by Divisional Account Officer / Accounts Officer and Assistant Manager / Dy. Manager concerned **(from all the offices wherefrom the official has worked in the capacity of present cadre separately).**
- ✧ Attested copy of result notification of DPE / DPT / PTE. (If not passed / undergone provide the undertaking on non-judicial stamp paper with the reason of non-appearing).
- ✧ 3/6 weeks IT training certificate from TEVTA where applicable.
- ✧ Copy of Matric certificate / Bachelor / Master degree(s) duly verified from concerned Board / HEC. (whichever is applicable)
- ✧ Attested copy of service book related to the period of the present cadre.

2. Information / documents in respect of those officials who are seniors but missing amongst the lists (if any), may also supply within prescribed time limit.

3. Mis-statement / concealment of facts may be treated as **Misconduct under the Pakistan WAPDA Employees (E&D) rules-1978.**

NOTE: - Each employee documents should be archived in a separate file.

D.A / 15-list attached

- (1. UDC 2.LDC (Opr) 3. Account Assistant 4.LDC (Accounts) 5.Audit Assistant 6. Data Coder / Date Entry Operator to Sup (DE) / DC / Computer Operator 7. Commercial Assistant 8. LDC (RO) 9. HDM-B 10. ADM 11. MRS-II 12. Meter Reader 13. SSO-II 14.SSK 15. JSK 16.Helper (M&T) 17.Qanoongo 18.LFM-II)


(DR. GHULAM RASOOL)
MANAGER (HR) GEPCO

C.C.

- ✧ Dy. Manager (Public Relation) GEPCO for publication in GEPCO current affairs.
- ✧ Assistant Manager (HR) Confidential Section GEPCO H.Qs, Gujranwala for provision of No Inquiry / Disciplinary case pending certificate in respect of employee as per list attached.
- ✓ Web Master for uploading in GEPCO website.
- ✧ Master file.