



ISLAMABAD ELECTRIC SUPPLY COMPANY LIMITED

No. IT(HQ)/IESCO/ 1929 - 42

Dated: 17/06/2025

Deputy Director (MM)
IESCO Regional Store
H-8, Islamabad

Subject: **ALLOCATION OF PRINTERS (HP LASER JET PRO 4003DW) TO HEAD QUARTER & ALLIED OFFICES IESCO**

Worthy Chief Executive Officer, IESCO has very kindly approved the allocation of Printer (HP LaserJet Pro 4003DW) to the following offices of IESCO with detail as mentioned below.

Sr. No.	Office	Equipment	Qty.	Remarks
01	Head Quarter & Allied Offices (List attached)	Printers (HP LaserJet Pro 4003 dw)	56	MM Directorate PO No. 2846-48/DD(IM)/ CE(MM)/IESCO Dated: 24-03-2025

You are requested to arrange the issuance of the equipment as per the above-mentioned detail, after completing all necessary formalities under intimation to this office.

Note:

- The HP LaserJet Pro 4003DW is a network/Wi-Fi-enabled printer. The Officer In-Charge must ensure its installation at a central location for shared use by all sections. Individual section-wise installations are discouraged.
- This allocation is valid for **06 months** only. Printers not withdrawn within this period will be reallocated to other offices.


Dy. Director (CO)
IESCO, Islamabad

Copy to:

1. CE (Dev), CE (MM) & CE (P&E), CE(O&M) T&G, IESCO Islamabad.
2. Dy. G.M (Finance), IESCO Islamabad.
3. Director General (HR), IESCO Islamabad.
4. Chief Internal Audit, IESCO Islamabad.
5. Regional Manager (M&T), IESCO Islamabad.
6. Directo (MIS), IESCO Islamabad.
7. Principal RTC, IESCO Islamabad.
8. P.D (Construction), IESCO Islamabad.
9. S.E (GSO), IESCO Islamabad.
10. Caretaker IESCO Head Office for necessary action please.
11. Office Copy

For intimation to the concerned to withdraw the aforementioned equipment as per list attached.

Allocation List of Printers (HP LASER JET PRO 4003DW) for Head Quarter & Allied Offices IESCO (Fy 2024-2025)

Sr. No	Office Name	Department	Sub Office	Letter No.	Qty.
1	Head Quarter and Allied Offices	HR	DG (HR) office	DG(HR), letter No. 10197-10201/IESCO/HRIS, Dated: 13-03-24	2
		MM	IM office	DD(IM) Letter No. 2107-08/MMM/IESCO, Dated 04-03-2024	2
			All Stores	DD(IM) Letter No. 8494-95/MM/IESCO, Dated 09-08-2024	9
			FD	FD Admn & Consol Section	DD A/Cs (Admn), letter No. 5102-03/IESCO/FDI/ ADMN/ 547, Dated: 02-04-2024 & Office Note, Dated: 13-06-2025
		Internal Audit	Chief Internal Auditor Office	DD(IA), Letter No. 2521/DCAr/IBD/Admn/, Dated: 22-03-2024	3
		IT	DG (IS) Office	Demand received 27-03-2024	1
		RTC	RTC Office	Principle RTC Letter No. RTC/Admn/780, Dated: 08-05-2024	2
		Development	PMU	Office Note, Dated: 06-05-2025	1
		P&E	P&E Section	Office Note, Dated: 07-0-2025	1
		Civil Division	Xen Civil	Addl: D (Civil) Letter No. XEN/CIVIL/854/, Dated: 12-03-2024	1
		O&M / T&G	O&M / T&G	CE(O&M) Letter No. 745/C.E(O&M)T&G/IESCO/F-10, Dated: 29-05-2023	1
			T&G Division	Addl. PD (T&G) Letter No. 95-99, Dated: 28-03-2024	2
		M&T (RD (R&M))	R.M Islamabad	RM(M&T) Letter No. 1769-76/RM/M&T/, Dated: 15-03-2024	1
			C.M Islamabad		1
			C.M City Rawalpindi		1
			C.M Cantt Rawalpindi		1
			C.M Jhelum		1
			C.M Attock		1
			C.M Chakwal		1
			TRW New Wah	RM(M&T) Letter No. 1846-48/RM/M&T/, Dated: 19-03-2024	1
			TRW Rajjar Jhelum		1
GSO	SS&TL Division IBD (All Subject Divisions)	Addl: SE SS&TL IBD, Letter No. 1952-59/SS&TL/DIV/ IBD/DRG /GEN, Dated: 25-03-2024	2		
	Division (Sub offices)	SE GSO, Letter No. 5263-67/SE/GSO/ISD, Dated: 25-03-2024	12		
PD Construction	Safety / Monitoring	P.D (CO) Letter No. PD/CO/9574, Dated: 05-08-2024	1		
	City Const Division	P.D (CO) Letter No. 4524-25/PD/CO/, Dated: 10-04-2025	4		
Total					56