

## ISLAMABAD ELECTRIC SUPPLY COMPANY LTD

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Company Secretary Office  
Head Office, Street 40, G-7/4,  
Islamabad

No: 10607-07/CS/BoD


March 10, 2023

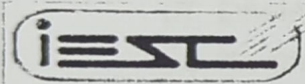
Director General (HR),  
IESCO Head Office,  
Islamabad.

Subject: **IESCO DEPUTATION POLICY-2023**

Further to this office letter No. 10393-96 dated 06.02.2023, enclosed find herewith Record Note and IESCO Deputation Policy 2023 duly approved and signed by the Chairman Board of Directors.

2. Submitted for information and necessary action please.

  
Muhammad Nadeem Aslam  
Company Secretary  
IESCO Islamabad



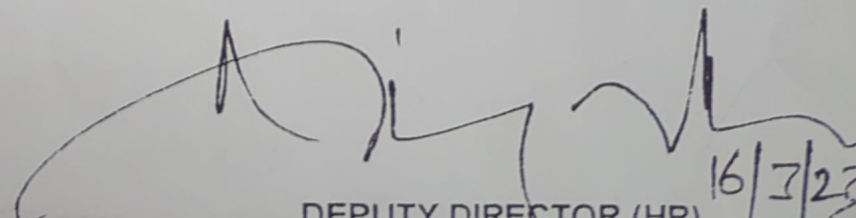
## ISLAMABAD ELECTRIC SUPPLY COMPANY

Endst No. 12521-53 /IESCO/DG(HR)

Date: 16 .03.2023

Copy of the above is forwarded for information and further necessary action, please.

1. All GM's IESCO Islamabad.
2. CFO/CLO IESCO Islamabad.
3. All C.E's IESCO Islamabad
4. Director General (A&S) IESCO HQ Islamabad.
5. DG (IS) IESCO Islamabad.
6. Director (Surveillance & Investigation) IESCO Islamabad.
7. Director (Technical Services) M&T IESCO Islamabad.
8. S.E (Opr) IESCO Circle Islamabad/Cantt Circle Rwp/City Circle Rwp/ Attock/Chakwal/Jhelum.
9. PD (Construction/Opr) IESCO Islamabad.
10. PD (GSC) IESCO Islamabad.
11. SE (GSO) IESCO Islamabad.
12. M.S Wapda Hospital Rawalpindi.
13. Director (Internal Audit) IESCO Islamabad.
14. Director (Safety) IESCO Islamabad
15. Addl: Director (Security) IESCO Islamabad
16. Medical Officer IESCO / WAPDA Dispensary Islamabad.
17. Deputy Director (RTC) IESCO Islamabad.
18. Deputy Director (Civil) IESCO Islamabad.
19. Deputy Director (PR) IESCO Islamabad
20. Master File.

  
DEPUTY DIRECTOR (HR)  
IESCO ISLAMABAD

16/3/23



DEPUTATION POLICY  
IESCO-2023

Title -

This policy may be called as "IESCO Deputation Policy-2023"

Commencement & Applicability -

This Policy will come into effect from the date of notification after its approval from Competent Authority i.e. BoD IESCO. This policy shall apply to all IESCO employees only (Regular/Contract). After commencement of this policy, all the Rules governed by PEPCO, WAPDA and other Authorities will be superseded.

**1 GENERAL CONDITIONS**

Eligibility and Deputation Period

IESCO Employees will be allowed deputation within country (DISCOs/NTDC/GENCOS/PPMC/WAPDA/Govt Departments/ Semi Govt Department/ Autonomous bodies) and abroad (Government controlled organizations / Private firms) subject to fulfillment of following eligibility criteria -

**A For Deputation from IESCO to other Organizations**

None pendency of any Audit para / inquiry / disciplinary case / FIA / NAB case involving financial obligation and completion of all clearance formalities from IESCO

**B For Deputation from Other organizations to IESCO**

- (i) Employees with bad service record will not be considered for deputation
- (ii) No enquiry / disciplinary case involving financial obligation is pending
- (iii) No Major penalty has been imposed on him during last 03 years

C Employees with less than three years of service or on probation shall not be eligible to apply for deputation

D Deputation Local/Foreign will be allowed for 03 years initially Extendable for another period of 02 years, with the prior approval of competent authority

E On completion of the maximum period of 05 years both the lending and borrowing company should ensure the immediate repatriation of the deputationist

F Not more than 5% employees in Engineering Cadre and 10% of non engineering cadres will be allowed to take up overseas / local employment on deputation

G The employee who has executed a surety bond for a specified period shall not be eligible to apply for deputation abroad before he/she has rendered the minimum service prescribed in the surety bond. However, where an employee wants to go on



deputation abroad during the surety bond period, his case may be considered provided the surety bond money is paid in lump sum for the remaining surety bond period on prorata basis

- H Ordinarily employee allowed deputation will not change the firm/organization. However in case of change of firm/organization employee will intimate immediately and refer the case to respective competent authority for regularization of the same
- I Following preventive measures should be adopted while processing the foreign deputation cases of the employees with the special attention in the countries like Canada, USA, Britain, European Union and Australia etc -
- a The offer of employment from foreign employer provided by the employee must be got verified from embassy of the respective country
  - b If not possible, the concerned foreign company may be approached secretly through authentic source of electronic media such as telephone/video call and email, etc without involving the employee seeking deputation
  - c Get verification from borrowing Foreign Company annually that the employee is still working there physically through confidential electronic media
  - d All the above correspondence should be made confidentially without involving the employee concerned and the staff of the respective office

If at any belated stage such maneuvering is pointed out, the concerned deputationist will be held responsible and action under relevant disciplinary rules will be initiated against him

## 2 COMPETENT AUTHORITIES

Request for deputation shall be forwarded through proper channel. Permission to forward applications and approval of deputation will be given by the following keeping in view the availability of the employee and the interest of Company. The deputation for a maximum period of 5 years will be granted by following authorities

(i)	For employees in BPS-1 to 16	DG (HR)
(ii)	For employees in BPS-17 & 18	Chief Executive Officer
(iii)	For officer working in BPS-19 & above	Chairman BoD

## 3 CONDITIONS AFTER PROCEEDING ON DEPUTATION

- A Employees on deputation shall resume their duty at the end of the approved deputation period. The employees who fail to report back on completion of their initially approved/extended period of deputation shall be treated as absent from duty and will be liable for disciplinary action under the relevant Rules
- B IESCO employees will be paid salary by the company till the date they are relieved for proceeding on deputation and with effect from the date they report back for duty



- C During the period of deputation, the IESCO employees will not be entitled to medical facilities in respect of themselves and family members
- D In case of death / injury at work during deputation, the compensation will be paid by borrowing company/organization, however, other service benefits will be paid by parent company
- E In case of natural death during deputation, the compensation & benefits will be paid by parent company if not paid by borrowing company/organization
- F The employee who have been allotted IESCO / acquired accommodation will be required to vacate the same before proceeding on deputation
- G During the period of deputation, the IESCO employees will not be entitled to free supply of electricity Whereas in case of local deputationist can have free supply facility provided that borrowing company will pay the charges of it as per his entitlement
- H Borrowing organization/departments or the employee shall pay/remit the pension contribution, EPF/GPF, WWF and GLI (if applicable) for the period of deputation on yearly basis at the salary admissible to the employee in IESCO
- I In addition to contribution mentioned in sub Para-D above, the employee concerned shall pay an amount as foreign contribution in foreign currency in which he is receiving salary equivalent to US Dollars given below per month on annual basis

Basic Pay Scale		Rate of employees on deputation abroad with Govt Organization	Rate of employees on deputation abroad with private organization / firm
(i)	BPS-20	US\$ 140/- P/month	US\$ 150/- P/month
(ii)	BPS-19	US\$ 120/- P/month	US\$ 130/- P/month
(iii)	BPS-18	US\$ 100/- P/month	US\$ 110/- P/month
(iv)	BPS-17	US\$ 85/- P/month	US\$ 95/- P/month
(v)	BPS-16	US\$ 70/- P/month	US\$ 80/- P/month
(vi)	BPS-15	US\$ 60/- P/month	US\$ 70/- P/month
(vii)	BPS-14	US\$ 50/- P/month	US\$ 60/- P/month
(VIII)	BPS-11-13	US\$ 40/- P/month	US\$ 50/- P/month
(ix)	Others	US\$ 30/- P/month	US\$ 40/- P/month

**Enhanced Rate/Ratio**

(x)	3 <sup>rd</sup> Year	Amount of 2 <sup>nd</sup> Year + 05%
(xi)	4 <sup>th</sup> Year	Amount of 3 <sup>rd</sup> Year + 05%
(xii)	5 <sup>th</sup> Year	Amount of 4 <sup>th</sup> year + 10%



- J The above amount shall be remitted to the Finance Director IESCO Islamabad annually during deputation period. The employee who fails to remit the same after one year, his deputation shall be liable to be cancelled and he/she will be directed to report back for duty in IESCO.
- K The leave terms of the employee during the period of his deputation will be regulated according to the rules of, or the terms and conditions offered by, the borrowing government/ Organization.
- L The leave salary due in respect of such leave will be payable by the borrowing Government or Organization to the person concerned.
- M No part of leave earned by him during the period of deputation will be credited to his leave account with IESCO nor will any liability in respect of leave salary on account of such leave devolve on IESCO. IESCO will not recover any leave salary contribution from the borrowing Government/ Organization or the employee.
- N On the expiry of approved deputation period, the employee will report his arrival in IESCO and a certificate will be obtained within a period of one month from the Finance Director IESCO, to the effect that foreign contribution, pension contribution EPF/GPF, WWF and GLI (if applicable) has been paid in full by the employee and issuance of this certificate will not be delayed by the office of Finance Director IESCO.

4 SENIORITY AND PROMOTION

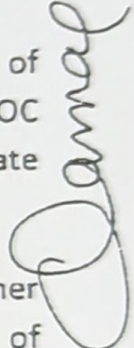
- A (i) An IESCO employee on deputation will be considered for promotion only after he/she resumes duty on return to Company and earns a Performance Evaluation Report/ACR for full one year. An employee who is falling within promotion zone, will be given due intimation to return to IESCO, so that he can earn at least one full year Performance Evaluation Report/ACR and work & conduct before his case came up for consideration by the respective Selection Board. PERs/ACRs of employees for the period they remain on deputation to the foreign Govt /International Agencies etc will not be called and the work and performance of such employees will be deemed to be very good as long they continue to work in those organization.
- (ii) The PERs/ACRs of the employees working on deputation with IESCO, will be appraised by IESCO Officers on annual basis with whom he/she perform duty.
- B If an employee returns to IESCO, he will be considered for promotion in normal course. If he does not return in response to an intimation by IESCO, his case will be deferred till he returns to IESCO on completion of Deputation period, and earns performance evaluation Report/ACR and work & conduct for full one year after he resumes duty. If approved for promotion, he will regain his original seniority.



- C No deputation allowance will be paid to the employee seeking deputation in IESCO, however deputationist already serving in IESCO will continue receiving their deputation allowance till expiry of their current term of three years or two years as the case may be. After expiry of current term of his/her deputation period is extended he/she will not be entitled to any such allowance.

5 REPATRIATION AND PERMANENT ABSORPTION

- A Employees who are on deputation in IESCO or vice versa for 3 years or more will be eligible for permanent absorption, if desired by the deputationist and agreed by the lending and borrowing organizations. The permanent absorption in IESCO will be at the discretion of IESCO and it may be considered only in case of satisfactory performance of the employee desirous of absorption. However seniority of the absorbing employee will be placed at the bottom of his cadre along with pay protection.
- B Regional/interprovincial quota will be observed in case of absorption of the deputationist and will be considered in subsequent induction quota.
- C In case the borrowing organization forwards requisition, supported by the option of the deputationist, for permanent absorption of a IESCO employee, it will require NOC from IESCO. The lien of IESCO Employee will be terminated with effect from the date of absorption in the borrowing organization.
- D An employee on deputation within country who is due to retire from service either on completion of 31 years of qualifying service or on attaining the age of superannuation, may draw the encashment of LPR from borrowing organization, if he continues to work during the period of LPR / last year of his service, without repatriation of his services.



6 Deputation cases of female employees applying on wedlock basis will be given due consideration under this Policy.

7 The competent authority may amend or modify or relax any of the above provision in Company interest. In case of any contradiction/confusion in the policy, the decision of the competent authority shall be final.