



GUJRANWALA ELECTRIC POWER COMPANY LIMITED

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OFFICE OF CHIEF EXECUTIVE OFFICER, GEPKO LTD.
565-A, MODEL TOWN GEPKO HEADQUARTERS G.T. ROAD GUJRANWALA
HUMAN RESOURCE & ADMINISTRATION DIRECTORATE

No. 34393-445

Dated: 13/10/2017

NOTIFICATION

In order to document the identification of Company employee and catering the security measures. GEPKO Management is pleased to introduce a high-tech computerized identity cards for all GEPKO employees.

Accordingly a uniform policy is designed and approved for issuance of Computerized GEPKO ID card to all GEPKO officers/officials as below:-

- i) The new ID Cards will be issue to individuals by filling up a Performa (attached) dully signed by concerned head of department. The same can also be download from company web site at link: www.gepco.com.pk/Download/ApplicationForm-IDCard.docx
- ii) The request of Card be addressed to D.G HR & Admin GEPKO HQ and managed/issued to formations/individuals by Dy. Manager A&S GEPKO HQ free of cost 1st time only by the Company.
- iii) The Cards data will be managed at centralized level by GEPKO ERP Project Management and Implementation Team GEPKO for printing and issuance with the signature of Director General HR & Admin GEPKO.
- iv) Duplicate Card: In case of loss of card or any change on request of employee should be reproduced on cost Rs.300/- 1st time and 500/ for each next time.
- v) New Updated Card: New card will be issued on Promotion only by the company.

For issuance of new computerized ID Cards, All GEPKO Officers BPS-17 and above are requested to present the filled application form to this office upto October 18, 2017. Moreover all employees posted in GEPKO Head Quarter are directed to submit application forms upto October 20, 2017.


(Muhammad Anwar Saeed Kailvi)
Director General (HR&Admin) GEPKO

Copy for information:-

- General Manager Operation GEPKO HQ Gujranwala.
- All Chief Engineers/D.Gs/Addl. D.Gs GEPKO HQ Gujranwala.
- Chief Financial Officer GEPKO/Chief Internal Audit GEPKO.
- Company Secretary GEPKO HQ Gujranwala.
- All Managers/Dy. Managers/Assistant Managers of GEPKO.
- Project Manager ERP Project Management & Implementation Team GEPKO Gujranwala for necessary action.
- Dy. Manager (A&S) with directions to make necessary arrangements.
- Web Master/Coordinator, GEPKO HQ Gujranwala for uploading on company web site.
- Master file.