



GUJRANWALA ELECTRIC POWER COMPANY

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Office of the Chief Executive Officer, GEPSCO,
565-A, Model Town, Gujranwala
(HRM Section)

No. 48419-625 /File No.

Dated: 01/01/2018


NOTIFICATION

It has been observed / noticed by the competent authority that most of the leave applications of employees (Officers / Officials) are being sent to this office without any leave arrangement during the leave period of leave applicant.

Hence forth, all the functional heads are hereby advised to ensure / mention the name of substitute in leave applications (if necessary / needed) before furnishing to this office with the minimum grace period of **15 working days** (before commencement of leave).

Any leave application forwarded without leave arrangement received in this office, will not be entertained / processed.

Any deviation / slackness in this regard will not be acceptable, and will be viewed Seriously under E&D Rules.


(BILAL IRSAHD)
D.G (HR & ADMN) GEPSCO

Copy to:-

1. All General Managers of GEPSCO H/Q, Gujranwala.
2. All Chief Engineers of GEPSCO, Gujranwala.
3. Chief Internal Auditor GEPSCO H/Q, Gujranwala.
4. Chief Financial Officer GEPSCO H/Q, Gujranwala.
5. The Company Secretary GEPSCO H/Q, Gujranwala.
6. All Addl. D.Gs / Managers / PDs of GEPSCO.
7. Medical Superintendent, WAPDA Hospital, Gujranwala.
8. Head Mistress, GEPSCO Grammar High School, Gujranwala.
9. All Dy. Managers / Assistant Managers of GEPSCO.
10. APS to CEO / D.G (HR/Admn) Manager (HR/Admn) GEPSCO H/Q, Gujranwala.
11. Web Master / HRMIS Cell, GEPSCO H/Q, Gujranwala.
12. Master file.