



GUJRANWALA ELECTRIC POWER COMPANY LIMITED

Ph#055-9200519-26

Fax:055-9200122

www.gepco.com.pk

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

No. 1215-90 /GA-142

Dated: 10/07/2018

To,
All Managers/PDs under GEPCO
All Deputy Managers / ROs under GEPCO

Reminder-I

Subject: NON-PROVISION OF APPLICATION FORMS FOR ISSUANCE OF NEW GEPCO ID CARDS

Reference this office letter No. 92725-805/GA-142 Dated: 30-03-2018.

In order to document the identification of company employee and catering the security measures. GEPCO Management introduced high-tech computerized identity cards for all GEPCO employees.

Accordingly you were requested to supply office wise card application form (with copy of CNIC) of the employees under your control on prescribed format available on GEPCO web site complete in all aspects to HRMIS Cell GEPCO HQ upto 30-04-2018, vide referred letter, but most of the employee data forms of your office have not been received from your end so far.

It is finally directed to look into the matter personally and ensure the submission of forms of all GEPCO employees under your control to this office upto 31-07-2018, else matter will be put-up to higher-ups. After this date no forms will be entertained.

Note: All old cards will stand cancelled w.e.f: 31-07-2018.


(Shahid Pervaiz)
Manager (HRM) GEPCO

Copy for information:-

- PSO to Chief Executive Officer GEPCO HQ, Gujranwala.
- Dy. Manager A&S GEPCO HQ Gujranwala to ensure strict compliance.
- Addl. Assistant Manager (MIS), HRMIS Cell GEPCO to report status on daily basis.



Gujranwala Electric Power Company Limited

GEPCO Head Quarters, 565-A, Model Town, G.T Road, Gujranwala.

(Card No.)

APPLICATION FORM

Recent
Passport Size
Picture
(With white
background
only)

FOR ISSUANCE OF GEPCO EMPLOYEE COMPUTERIZED ID CARD

A.	NEW REGISTRATION	DUPLICATE	ON PROMOTION
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(Please tick the relevant)

B. PERSONAL PARTICULARS	
1.	Parent Cadre : _____
2.	Name of Employee : _____
3.	Designation : _____
4.	Current BPS : _____
5.	HR Code : _____
6.	Father's/Husband/ Name : _____
7.	CNIC No. : _____
8.	Blood Group : _____
9.	Emergency Contact No. : _____ (i.e Cell Num of wife, Son, Brother etc)
10.	Office : _____
11.	Date of Birth : _____
12.	Date of Appointment : _____
13.	Date of Promotion : _____
14.	Date of Present Posting : _____
The undersigned solemnly declare that the above mentioned information is correct.	
Date: _____	Signature of Employee: _____

C. TO BE USED BY THE CONCERNED OFFICE

Certified that the particulars given at 'B have been verified and found correct. Therefore forwarded to Director General HR & Admin GEPCO, GEPCO HQ, Gujranwala for issuance of ID Card to the above officer/official.

Sign & Stamp of Officer
(BPS-18 and above)

Endst No. _____

Dated: _____

D. PROCESSING AT GEPCO HQ	
i.	Received Date at HQ _____ / DM A&S GEPCO
ii.	Data verification from HRMIS Cell GEPCO HQ _____ / A.M HRMIS Cell
iii.	Approved by DG HR&Admin GEPCO and ordered to PM&I Team GEPCO for issuance of ID Card to above GEPCO Employee _____ / DG HR&A GEPCO
iv.	Received on _____ / PM&I Team GEPCO
v.	Data verification Status _____
vi.	Card No. & Card Issuance Date _____
vii.	Card Handed over to DM A&S GEPCO HQ _____ / PM&I Team GEPCO

NOTE: PLEASE ATTACHE PHOTOCOPY OF CNIC