

MULTAN ELECTRIC POWER COMPANY

No. 4586-4603/Company Secy:

Dated 11-5-23

1. Sardar Muhammad Jamal Khan Leghari,
Ex President House Choti Zerine,
District D.G Khan.
2. Mr. Allahyar Khan,
Chief Executive Officer,
MEPCO Multan.
3. Mr. Zafar Abbas,
Additional Secretary-II,
Ministry of Energy (Power Division),
Block-A, Pak Secretariat, Islamabad.
4. Mr. Javed Iqbal Khan,
Joint Secretary, Finance Division
Room 326, Block D
Pak Secretariat, Islamabad
5. Mr. Fazalullah Durrani,
House No. 16, Faisal Bagh,
Stadium Road, Bahawalpur.
6. Muhammad Nawazish Ali Pirzada,
Pirzada House, Airport Road,
Bahawalpur.
7. Mr. Khurram Mushtaq,
House No. 373, overseas B extension,
Bahria Town, Lahore.
8. Mr. Asghar Leghari
12-B-2, Off Zafar Ali Road, Gulberg V,
Lahore.
9. Mian Shahid Iqbal,
Rehman Villas, Bohar Gate Model Town B,
Multan Road, Camp Office, Governor
House, Bahawalpur.
10. Mr. Amad ud Din,
129 Model Town A, Khanpur, District
Rahimyar Khan.
11. Muhammad Jabir,
House No. 2, Street No. 2, Eden Palace
Villas, Raiwand Road, Opposite Etehad
Town, Lahore.
12. Rana Yasir Rauf,
House No. 315, F1 Block, Johar Town,
Lahore.

Sub:- MINUTES OF 199TH BOARD MEETING HELD ON 28-04-2023.

Enclosed please find herewith Minutes of 199th BOD Meeting held on 28-04-2023
(Tuesday) at 11:00 AM in Board's Meeting Room MEPCO H/Qs Khanewal Road Multan,
for kind information and necessary action please.

DA/as above

CC:-

1. Finance Director, MEPCO Ltd Multan.
2. All D.Gs under MEPCO Ltd Multan.
3. All G.Ms under MEPCO Ltd Multan.
4. All Chief Engineers under MEPCO Ltd Multan.
5. All Managers / Directors MEPCO HQs Multan.
6. The Staff Officer to CEO MEPCO H/Q Multan.


COMPANY SECRETARY MEPCO

For kind information and
further necessary action
please.

Meeting Date: 28-04-2023 (Friday)

Meeting Time: 11:00 AM

Location: Board's Room MEPCO H/Q Khanewal Road Multan

In attendance:

- | | | |
|-----|------------------------------------|-------------------------------|
| 1. | Sardar Muhammad Jamal Khan Leghari | Chairman |
| 2. | Mr. Allahyar Khan | CEO/Director |
| 3. | Mr. Javed Iqbal Khan | Director (Through Video Link) |
| 4. | Mr. Fazalullah Durrani | Director |
| 5. | Muhammad Nawazish Ali Pirzada | Director(Through Video Link) |
| 6. | Mr. Khurram Mushtaq | Director (Through Video Link) |
| 7. | Mian Shahid Iqbal | Director |
| 8. | Mr. Amad ud Din | Director |
| 9. | Mr. Asghar Leghari | Director (Through Video Link) |
| 10. | Rana Yasir Rauf | Director |
| 11. | Muhammad Jabir | Director |
| 12. | Mr. Sajid Yaqoob | Company Secretary |

Following MEPCO officers attended the Meeting on call.

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|----|---------------------------------|--------------------------|
| 1. | Mian Ansar Mahmood | Finance Director |
| 2. | Engr. Jam Gul Muhammad Zahid | General Manager (CS) |
| 3. | Engr. Noor Ul Hassan Dogar | Chief Engineer (P&E) |
| 4. | Engr. Javed Iqbal Gill | Chief Engineer (Dev) PMU |
| 5. | Mr. Khalid Mehmood | D.G (HR & Admin) |
| 6. | Mr. Waqas Masood Amjad Chughtai | Director (HRM) |

Meeting started under the Chairmanship of Sardar Muhammad Jamal Khan Leghari. The Chair noted the quorum to be in order. Proceedings commenced with recitation of Verses from the **Holy Quran** by Mr. Sajid Yaqoob. The Members and key management personnel declared that they are not directly or indirectly, concerned / interested in any contract or arrangement being considered in this Board meeting.

Following agenda items were presented to the Board, the resultant discussions and decisions of the BOD are narrated as under:-

Agenda item-1 Leave of absence of Honorable Members.

The Company Secretary informed the Board that Mr. Zafar Abbas has expressed his inability to attend the Board meeting.

After due consideration, it was resolved that leave of absence from 199th meeting of Board of Directors be and is hereby granted to Mr. Zafar Abbas who had requested for the same.

Agenda item-2 To consider and confirm the minutes of the 198th BOD Meeting held on 21-03-2023.

Company Secretary apprised that the minutes of 198th BOD meeting held on 21-03-2023 duly endorsed by Chairman BOD were circulated among all Board Members. With consent of the Chair, Company Secretary presented the summary of minutes with salient features of the discussions, directions and resolutions of the Board. The Chairman invited the attention of all members for

offering any reservation(s)/comments(s) regarding approval of minutes. Since, there were no comments received from any of the directors, the proceedings were confirmed as correctly recorded.

After due consideration, the Board unanimously resolved as follows.

Resolution

199-BOD-R1 There being no objection from the house, **RESOVLED that** the minutes of 198th BOD meeting held on 21-03-2023 be and is hereby confirmed as true record of the proceedings of the meetings.

Agenda item-3 Matters relating to Procurement & Disposal Committee.

a Approval for procurement of Single Phase Energy Meters T/No. 60/23 opened on 23.02.2023 (Bid Validity is up to 21.05.2023).

Proceedings:

With permission of the Chair, agenda was presented by Chief Engineer (P&E). He informed the Board that matter regarding procurement of Single Phase Energy Meters was presented in 6th Procurement & Disposal Committee meeting held on 05-04-2023 wherein, the Committee has recommended the case to Board for approval to scrap the subjected tender with the instructions to re-tender the same to ensure competition and price reasonability.

The Chair desired explanation with the observation that why selective posturing is observed in cases of single bidder. The Chairman Procurement and Disposal Committee explained that decision is being taken in different scenarios emerging in case of single bidder. Some tenders are awarded to single bidder keeping in view the shortage of material and price justification while in other cases; it has been learnt that single manufacturer or distributor of material is available for some material.

Upon query of the Chair, Chief Engineer (P&E) explained the members that keeping in view the availability of sufficient quantity of subjected material for coming months and extra ordinary high quoted rate by single bidder, the Procurement and Disposal Committee was of unanimous view that tender should be scrapped. C.E (P& E) presented price comparison with MEPCO & other DISCOs' last purchase rates along with dollar rate. The analysis exhibited that above tender rate is 41.59%, 3.31%, 8.29%, 31.06% & 7.47% on higher side as compared with the tender / previous purchase rate of MEPCO, SEPCO, LESCO, IESCO & FESCO respectively, whereas; at par with the latest tender rate of HESCO. There is strong possibility that the rate will increase in case of retendering, he apprehended.

While going through the comparative analysis of different DISCOs, the members observed that a firm quoted Rs. 3,239 on 21-11-2022 in IESCO, whereas; the same firm has quoted Rs. 4,109 on 16-11-2022 in SEPCO, which is astronomical difference. While observing relevance of US Dollar rate, the members noted that US Dollar rate in case of MEPCO was Rs. 261.18, whereas; the same rate of Rs. 4,245 emerged in HESCO when US Dollar rate was Rs. 226.40. The members also considered the position of material in stock and pipeline. The members observed that sufficient quantity is available to meet with the requirement of Company in future.

Participating into discussion, one member commented that presented data reflects potential cartelization on the part of suppliers. He recalled the earlier directions of the Board that management should analyze and present the bid rigging patterns of the suppliers in MEPCO & other DISCOs. In this regard, guidelines for detecting, mitigating & fighting bid rigging in Public Procurement were also shared with the management. But compliance is still awaited. The Members agreed with the

observations of honorable member and re-iterated to thrash out the matter in detail. It was further directed that if cartelization is observed in MEPCO, the matter needs to be taken up with the PPMC for centralized data collection from all DISCOs to trace out the bid rigging patterns so that a consolidated reference can be made to Competition Commission of Pakistan. The management noted the directions for compliance.

After due diligence, the members were of considered opinion that although the chance of emerging higher rates exist, but the increasing trend of potential cartelization and bid rigging in tenders should be discouraged. The members agreed to endorse recommendations of Procurement & Disposal Committee and the following resolution was passed unanimously.

Resolution

199-BOD-R2 Considering the recommendations of Procurement & Disposal Committee, **RESOLVED that** approval to scrap the Tender No. 60/23 is hereby accorded with the instructions to re-tender the same to ensure competition and price reasonability.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.
- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

b Approval for procurement of 80 Nos. Insulated Bucket Mounted Trucks under Electricity Distribution Efficiency Improvement Project financed by World Bank against Tender No. RFB No. PK-MEPCO-323976-GO-RFB (Bid Validity is up to 22.07.2023).

Proceedings:

With permission of the Chair, agenda was presented by Chief Engineer (Dev) PMU. He informed the Board that matter regarding procurement of 80 Nos. Insulated Bucket Mounted Trucks under Electricity Distribution Efficiency Improvement Project financed by World Bank against Tender No. RFB No. PK-MEPCO-323976-GO-RFB was presented in 6th Procurement & Disposal Committee meeting held on 05-04-2023 wherein, the Committee has recommended the case to Board for approval with the direction that the management shall provide price reasonability while presenting the case to the Board.

When presenting compliance of instructions of Procurement & Disposal Committee, Chief Engineer (Dev) PMU demonstrated comparative analysis of MEPCO rate and exchange rate on MEPCO tender opening date with other DISCOs. The analysis exhibited that above tender rate is 0.12%, 11.64% & 11.64% on higher side as compared with the tender / previous purchase rate of GEPCO, TESCO & HESCO respectively. The price is expected to be higher in future, he informed. He argued that the quoted price is justified in view of US\$ escalation. He briefed that the reasonability assessment was also part of evaluation report and was considered by World Bank. The meeting was held on 17.04.2023 in the office of GM (Tech) MEPCO with representatives of M/s Meraj Limited regarding price reasonability. Meeting with the bidder was conducted by Chief Engineer (Dev) PMU to access price justification. Bidder took the stance that due to dollar exchange rate, prices have further increased. So, the rate offered by the bidder in view of market fluctuations in dollar rate by

comparing it with contemporary / previous market rates of insulated Bucket Mounted Vehicles is reasonable and most advantageous, C.E (Dev) PMU asserted. During the course of discussion, Chief Engineer (Dev) PMU intimated that NTDC has revised specification on 13-04-2023. In response of Chief Engineer (Dev) PMU office letter No. 2950 dated 18-04-2023, the firm certified that his offered vehicles are fully compliant with NTDC revised specification DDS 19:2023 vide his letter No. MPD-18042023 dated 18.04.2023.

After due consideration, the members agreed to endorse recommendations of Procurement & Disposal Committee and following resolution was passed unanimously.

Resolution

199-BOD-R3 Considering the request of Chief Engineer (Dev) PMU and recommendations of Procurement & Disposal Committee, **RESOLVED that** approval to issue NOA/Contract in favor of M/s Meraj Ltd Karachi for supply of 80-No. insulated Bucket Mounted Truck amounting to Rs. 1,653,914,531/-(including transportation charges & 18% GST) under MEPCO World Bank Loan against Tender No. RFB No. PK-MEPCO-323976-GO-RFB is hereby accorded.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working paper represents all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) That there is no conflict of interest of any member/Officer of MEPCO.
- d) MEPCO has complied with the PPRA rules and procedures related to such procurement.
- e) Technical and financial evaluation of the bid submitted for the said procurement have been carried out correctly on the basis of true facts of each bid submitted by the bidders.
- f) The recommendations of Bid Evaluation Committee are unconditional and no grievances have been received from any Bidder.
- g) The procurement will be in accordance with the approved financial budget and procurement plan.
- h) Previously, there is no issue on supplier side from which this procurement is being made.
- i) The supplier from which this procurement is being made is neither involved in litigation nor black listed in any other DISCO and fulfils all pre-requisites mentioned in tender documents.
- j) There is no violation of SOPs of MEPCO for environmental and social safeguard.
- k) Certified that the case has been checked by the sponsoring officer and is complete in all respect for consideration of Board of Directors, MEPCO.
- l) Any misstatement of the facts and figures in the working paper would make MEPCO management liable for the consequences.

c **Approval for procurement of Landative Type Tower ZM-60 (Item No. 2) against MEPCO Tender No. 40/2022-23 (NCB) opened on 15.02.2023 under MEPCO deposit works (Bid Validity is up to 16.05.2023).**

Proceedings:

With permission of the Chair, agenda was presented by Chief Engineer (Dev) PMU. He informed the Board that matter regarding procurement of Landative Type Tower ZM-60 (Item No. 2) against

MEPCO Tender No. 40/2022-23 (NCB) opened on 15.02.2023 under MEPCO deposit works was presented in 6th Procurement & Disposal Committee meeting held on 05-04-2023 wherein, the Committee has recommended the case to Board for approval with the direction that the management shall provide price reasonability while presenting the case to the Board.

While submitting the compliance of directions of Procurement and Disposal Committee, Chief Engineer (Dev) PMU informed that M/s Spleen Manufacturer (Pvt) Ltd. Lahore declared as single evaluated responsive bidder had quoted per unit EXW price of Rs. 3,320,000. Now, the firm has voluntarily reduced the per unit EXW rate to Rs. 3,240,000. He presented comparative analysis of MEPCO rate and exchange rate on MEPCO tender opening date with other DISCOs. He emphasized that quoted rates with MEPCO & FESCO previous purchase rates and US\$ Exchange rates, Landative type towers ZM-60 quoted rates by the bidder M/s Spleen Manufacturing Ltd Lahore in current tender seems reasonable. If the current tender is scrapped, the rates of Landative Type towers ZM-60 may increase due to increasing trend of US\$ Exchange rate and Deposit works i.e. 132KV Grid Station Nishter-II will also be delayed, he asserted.

During the course of discussion, Finance Directed highlighted that the proposed procurement is against deposit work, so the management should ensure that mentioned cost of subjected material in demand notice issued to the sponsor of work is in line with the approved rate. Chief Engineer (Dev) PMU ensured that any deviation will be incorporated as per departmental rules in vogue.

After due consideration, the members agreed to endorse the recommendations of Procurement & Disposal Committee and following resolution was passed unanimously.

Resolution

199-BOD-R4 Considering the request of Chief Engineer (Dev) PMU and recommendations of Procurement & Disposal Committee, **RESOLVED** that approval for issuance of L.O.A / P.O for the supply of 24 No. Landative Type Tower ZM-60 amounting to Rs. 78,480,000/- (excluding GST & including inland transportation charges) in favor of M/s Spleen Manufacturing (Pvt) Ltd. Lahore against Tender No. 40/2022-23 (Item No.2) is hereby accorded.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working paper represents all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) That there is no conflict of interest of any member/Officer of MEPCO.
- d) MEPCO has complied with the PPRA rules and procedures related to such procurement.
- e) Technical and financial evaluation of the bid submitted for the said procurement have been carried out correctly on the basis of true facts of each bid submitted by the bidders.
- f) The recommendations of Bid Evaluation Committee are unconditional and no grievances have been received from any Bidder.
- g) The procurement will be in accordance with the approved financial budget and procurement plan.
- h) Previously, there is no issue on supplier side from which this procurement is being made.



- i) The supplier from which this procurement is being made is neither involved in litigation nor black listed in any other DISCO and fulfils all pre-requisites mentioned in tender documents.
- j) There is no violation of SOPs of MEPCO for environmental and social safeguard.
- k) Certified that the case has been checked by the sponsoring officer and is complete in all respect for consideration of Board of Directors, MEPCO.
- l) Any misstatement of the facts and figures in the working paper would make MEPCO management liable for the consequences.

d

Approval of bid for leasing out MEPCO owned PC Pole Plant Lodhran for three years for manufacturing and supply of pre-stressed cement concrete spun hollow poles including installation of additional equipment / machinery required for manufacturing of Spun Hollow PC Poles.

Proceedings:

With permission of the Chair, agenda was presented by Manager (Civil). He informed the Board that matter regarding leasing out MEPCO owned PC Pole Plant Lodhran for three years for manufacturing and supply of pre-stressed cement concrete spun hollow poles including installation of additional equipment / machinery required for manufacturing of Spun Hollow PC Poles was presented in 6th Procurement & Disposal Committee meeting held on 05-04-2023 wherein, the Committee has recommended the case to Board for approval. While explaining the background of the case, he briefed that after technical and financial evaluation, M/S GMR (Joint Venture) Lahore was declared as lowest evaluated responsive bidder.

Moving on, Manager (Civil) informed that after notification of bid evaluation report, the 2nd lowest responsive bidder, M/S Unze Trading (Pvt) Ltd Lahore submitted grievance application against evaluation report to MEPCO Grievance Committee against the responsiveness of M/S GMR (Joint Venture) Lahore. After detailed hearing and correspondence with related parties, the MEPCO Grievance Committee has decided vide letter dated 22-03-2023 that decision of Bid Evaluation Committee to declare M/S GMR (Joint Venture) Lahore as responsive is not correct and hence; set aside due to violating clause-IB-26.2 and Appendix-K (evidence of bidder capability) of bidding documents. Furthermore, Manager (Civil) informed that 1st lowest bidder i.e. M/S GMR (Joint Venture) Lahore has intimated vide letter No. GMR/MEPCO/Lodhran/10 dated 27-03-2023 (received on 31-03-2023) that an appeal in PPRA against decision of MEPCO grievance committee has been filed by the firm, however no any notice / call upon letter has been received from PPRA to MEPCO so far to stop the process.

After declaration of 1st lowest bidder i.e. M/S GMR (Joint venture) Lahore as non responsive, the 2nd lowest responsive bidder i.e. M/S Unze Trading (Pvt) Ltd. Lahore is found as most advantageous bidder, as per bidding document clause-26.3 stating that "An affirmative determination will be a pre-requisite for award of the lease / contract to the lowest evaluated bidder. A negative determination will result in rejection of the bidder's bid, in which even, the Employer will proceed to next lowest evaluation bid to make a similar determination of the bidder's capabilities to perform satisfactorily".

While providing justification of the quoted price, Manager (Civil) verbally informed that presently rate of 31 ft Spun Hollow PC Pole is Rs. 25,700/-, rate of 36 ft Spun Hollow PC Pole is Rs. 38,500/- and approximate rate of 45 ft Spun Hollow PC Pole is Rs. 89,900/-. He apprised that rates quoted by the 2nd advantageous bidder is reasonable, therefore; advocated that proposed procurement is

beneficial for the Company. While asserting for proposed award of tender, Manager (Civil) emphasized that the subjected procurement is very beneficial, critical to the operations of the Company to meet with the requirement of Company for completion of village electrification targets, tube well connections, feeders & HT/LT proposals and to keep the plant operational. He further stressed that any delay will cause significant loss to the Company as prices are escalating continuously.

After due consideration, the members agreed to endorse recommendations of Procurement & Disposal Committee and following resolution was passed unanimously.

Resolution

199-BOD-R5 Considering the request of Manager (Civil) and recommendations of Procurement & Disposal Committee, **RESOLVED** that approval for leasing out MEPCO owned PC Pole Plant Lodhran for three years for manufacturing and supply of pre-stressed cement concrete spun hollow poles including installation of additional equipment / machinery required for manufacturing of Spun Hollow PC Poles and 1st year purchase order for 12000 Nos. LT 31' @ Rs. 18175/-, 12000 Nos. HT 36' @ Rs. 25400/- and 3000 Nos. HT 45' @ Rs. 49,000/-, amounting to Rs. 669.900 Million (without GST) to M/S Unze Trading (Pvt) Ltd Lahore without price adjustment is hereby accorded. Moreover, Purchase Order for 2nd year will be subject to satisfactory performance of 1st year and the quantities for 2nd & 3rd year will be as per requirement of MEPCO. The price adjustment formula / escalation will be applicable for 2nd & 3rd year as per Clause-19.1 of bidding documents.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working paper represents all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) That there is no conflict of interest of any member/Officer of MEPCO.
- d) MEPCO has complied with the PPRA rules and procedures related to such procurement.
- e) Technical and financial evaluation of the bid submitted for the said procurement have been carried out correctly on the basis of true facts of each bid submitted by the bidders.
- f) The procurement will be in accordance with the approved financial budget and procurement plan.
- g) Previously, there is no issue on supplier side from which this procurement is being made.
- h) The supplier from which this procurement is being made is neither involved in litigation nor black listed in any other DISCO and fulfils all pre-requisites mentioned in tender documents.
- i) There is no violation of SOPs of MEPCO for environmental and social safeguard.
- j) Certified that the case has been checked by the sponsoring officer and is complete in all respect for consideration of Board of Directors, MEPCO.
- k) Any misstatement of the facts and figures in the working paper would make MEPCO management liable for the consequences.



e Approval for initiation of Procurement of Electricity Bill Forms on contingency basis

Proceedings:

With permission of the Chair, agenda was presented by Director General (IT). He informed the Board that matter regarding initiation of procurement process of Electricity Bill Forms on contingency basis was presented in 6th Procurement & Disposal Committee meeting held on 05-04-2023 wherein, the Committee has recommended the case to Board for approval.

At the very outset of discussion, D.G (IT) informed that previously a Purchase Order for procurement of Electricity Bill Forms (24800 boxes of General & 400 boxes of MDI) was issued to M/S UBC Convertec. The firm provided 3500 boxes of General bill forms and 200 boxes of MDI bill forms. Afterwards, the firm failed to provide due supply of remaining boxes as per delivery schedule and intimated for cancellation of Purchase Order vide letter dated 28-02-2023, claiming force majeure situation. However, procurement department is under correspondence with M/s UBC Convertec regarding pending supply, fate of which is uncertain. D.G (IT) informed that in order to meet with this urgency, a Purchase Order was awarded to M/s TCS (Pvt.) Ltd under PPRA rules, clause 42 (d) (iii) for supply of 11,500 boxes (each box contains 2000 sheets) of A-5 (General) Bill forms, which will be sufficient up to 19-05-2023.

Continuing with his briefing, D.G (IT) proposed that due to uncertain market situation, after consumption of 11,500 General boxes (23 Million No.) of A-5 size electricity bill forms, the electricity bill form may not be available. Therefore, as a buffer stock to meet with any emergency, the quantity 46 Million General bill forms (23000 boxes) and 1.2 Million MDI bill forms (600 boxes) may be allowed to procure as contingency plan of 06 months for Electricity Bill Printing.

After due consideration, the members agreed to endorse recommendations of Procurement & Disposal Committee and following resolution was passed unanimously.

Resolution

199-BOD-R6 Considering the request of Director General (IT) and recommendations of Procurement & Disposal Committee, **RESOLVED that** approval for initiation of procurement process for purchase of A-4 size 46 Million General bill forms (23000 boxes) and 1.2 Million MDI bill forms (600 boxes) from local market, on contingency basis by floating open tender through the office of Director (Procurement) Distribution MEPCO is hereby accorded.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working paper represents all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) That there is no conflict of interest of any member/Officer of MEPCO.
- d) The procurement will be in accordance with the approved financial budget and procurement plan.
- e) There is no violation of SOPs of MEPCO for environmental and social safeguard.
- f) Certified that the case has been checked by the sponsoring officer and is complete in all respect for consideration of Board of Directors, MEPCO.
- g) Any misstatement of the facts and figures in the working paper would make MEPCO management liable for the consequences.

Agenda item-4 Matters relating to HR & Nomination Committee.**a Approval for creation of posts at 05 Nos. newly constructed and energized Grid Stations under MEPCO GSO Circles Multan & Sahiwal.****Proceedings:**

With permission of the Chair, agenda was presented by D.G (HR & Admin). He informed the Board that matter regarding creation of posts at 05 Nos. newly constructed and energized Grid Stations under MEPCO GSO Circles Multan & Sahiwal was presented in 9th HR & Nomination Committee meeting held on 21-03-2023 wherein, the Committee has recommended the case to Board for approval.

D.G (HR & Admin) informed that captioned grid stations have been energized and requirement of staff has been fulfilled by deputing the staff from other grid stations which is creating problems for smooth working of these grid stations. While elaborating the proposed creation of different number of posts on above mentioned grid stations, D.G (HR & Admin) briefed that grid stations have been categorized as very small, small and large as per MEPCO yardstick-2018. This categorization is carried out on the basis of installed MVA capacity and number of transmission lines in and out from the respective grid. The number of posts in each grid stations varies, based on category of the grid station. He informed that HR & Nomination Committee had detailed deliberation regarding outsourcing of posts of Mali and Sweeper and agreed that same shall be created for posting purpose but decided that no recruitment shall be carried out against these posts.

Chief Executive Officer informed the members that post of Mali is a regular post and one cannot be posted as Part Time Mali. He requested that post of Mali should not be out sourced. After due consideration, the members acceded the request. While interjecting the discussion, Chair observed that number of posts of Mali at different grid stations is too high, keeping in view the volume of work. He proposed that only one post of Mali should be created at each grid stations. All members appreciated the observation and agreed with proposal of honorable Chairman.


After due consideration, the Board unanimously resolved as follows.

Resolution

199-BOD-R7 Considering the request of DG (HR & Admin) and recommendations of HR & Nomination Committee, **RESOLVED** that approval for the following is hereby accorded subject to concurrence of Ministry of Energy (Power Division), Islamabad in the interest of work:-

- i. Creation of 89 Nos. posts at newly constructed / energized grid stations with one post of Mali at each grid station as follows:-
 - a. 16 Nos. post at 132 KV Grid Station Sanjar Pur
 - b. 19 Nos. post at 132 KV Grid Station B/Nagar-II
 - c. 16 Nos. post at 132 KV Grid Station Kassowal
 - d. 19 Nos. post at 132 KV Grid Station Khan Pur Bagga Sher
 - e. 19 Nos. posts at 132 KV Grid Station Buch Villas
- ii. To carry out recruitment against the above mentioned newly created posts except for the post of Sweeper.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO. 

- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

b Approval for increase in stipend of MEPCO players.

Proceedings:

With permission of the Chair, agenda was presented by President MEPCO Sports. He informed the Board that matter regarding increase in stipend of MEPCO players was presented in 9th HR & Nomination Committee meeting held on 21-03-2023 wherein, the Committee has recommended the case to Board for approval with the direction that the management shall highlight player wise performance while presenting the case to Board.

While providing justification for proposed increase in stipend, President MEPCO Sports argued that reasonable increase in salaries of regular employees has been observed during past years and minimum wage / rate has been fixed as Rs. 25,100/- for part timers. He also informed that FESCO has enhanced the stipend of sports players @ Rs. 30,000/- and NTDC has also issued orders to appoint sports players on a stipend @ Rs. 40,000/- to Rs. 65,000/- He requested the members to endorse the recommendations of HR & Nomination Committee. With regards to performance of players and MEPCO Policy, D.G (HR & Admin) informed that a presentation in this regard is ready for presentation in HR & Nomination Committee.

After due consideration, the members agreed to endorse recommendations of HR & Nomination Committee and following resolution was passed unanimously.

Resolution

199-BOD-R8 Considering the request of President MEPCO Sports and recommendations of HR & Nomination Committee, **RESOLVED** that approval to increase the stipend of following MEPCO players to Rs. 35,000/- per month is hereby accorded.

Sr. No.	Name of Player	Father's Name
1	Faisal Iqbal	Muhammad Iqbal
2	Abdullah Muhammad	Naeem Shoukat
3	Kainat Fatima	Muhammad Ashiq
4	Binish Muneer	Muneer Ahmed
5	Noman Saleem	Muhammad Saleem
6	Zahidullah	Azbar Khan
7	Sawood Khan	Aurangzeb Afridi
8	Usama Khan	Muhammad Akram
9	Waqas Tabasum	Nazir Ahmed
10	Asif Zahoor	Zahoor Ahmad

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.
- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

c Approval for engagement of 01 sports person on stipend basis.**Proceedings:**

With permission of the Chair, agenda was presented by D.G (HR & Admin). He informed the Board that matter regarding engagement of 01 No. sports person on stipend basis was presented in 9th HR & Nomination Committee meeting held on 21-03-2023 wherein, the Committee has recommended the case to Board for approval.

While briefing the members about background of the case, D.G (HR & Admin) informed that 49th WAPDA Inter Unit Volley Ball Competition was held at Peshawar from 06-12-2022 to 12-12-2022 and 10 players out of sanctioned strength of 14 were playing in MEPCO Volley Ball Team. In order to fulfill the deficiency of the players, Mr. Ahmad Khan S/O Malik Ayaz Khan was engaged on stipend basis for one year on the recommendation of MEPCO Sports Association, subject to ratification from MEPCO BOD on the terms & conditions as per office order No. 89-IC dated 01.12.2022.

The members observed that presented case is an ex-post facto approval as the management has already exercised the powers of Board by engaging a player without approval of Board. The members expressed their displeasure and unanimously resolved to regret the proposal.

Resolution

199-BOD-R9 RESOLVED that subjected case is hereby regretted.

d To consider the request for extension in service contract in respect of Mr. Muhammad Irfan Zafar Awan, Assistant Manager (IT) MEPCO IT Centre Multan.**Proceedings:**

With permission of the Chair, agenda was presented by D.G (HR & Admin). He informed the Board that matter regarding extension in service contract in respect of Mr. Muhammad Irfan Zafar Awan, Assistant Manager (IT) MEPCO, IT Centre Multan was presented in 9th HR & Nomination Committee meeting held on 21-03-2023 wherein, the Committee has recommended the case to Board for approval.

While briefing the members about background of the case, D.G (HR & Admin) apprised that an agenda item note was presented in 7th meeting of HR & Nomination Committee held on 02-02-2023 wherein, the case was referred to Legal Committee of MEPCO BOD to thrash out the legal proceedings of the case and give its recommendation accordingly. Legal Committee of MEPCO BOD in its 3rd meeting has deliberated the case and referred the matter to HR & Nomination Committee with following recommendations:-

“As per legal context, Management still has option to initiate fresh legal proceedings against the officer and it is mandate of HR & Nomination Committee to make decision regarding further extension in contract. However, the Legal Committee does not encourage the extension in contract. Though, there is no legal hindrance if the competent forum deems appropriate to extend the contract. This shall not be deemed to be the endorsement of the case by the Legal Committee. If the competent forum i.e. HR & Nomination Committee or Board goes either way, it will have to comply with the orders of the Court which is very clear that they will have to follow entire legal procedure otherwise contempt of court will be in effect.”



Continuing with his briefing, D.G (HR & Admin) informed that the case was presented in 9th HR & Nomination Committee meeting along with the recommendations of Legal Committee wherein, the Committee has recommended the case for Board's approval. After due consideration, the Board unanimously resolved as follows.

Resolution

199-BOD-R10 Considering the request of D.G (HR & Admin) and recommendations of HR & Nomination Committee, **RESOLVED that** approval regarding extension in service contract period in respect of Mr. Irfan Zafar Awan, Assistant Manager (Computer/IT) MEPCO from 15-03-2013 to 30-06-2023 to regularize the matter is hereby accorded as the case remained subjudice before Hon'able Lahore High Court Bench at Multan.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.
- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

e Approval for amendment in MEPCO Reward & Reprimand Policy.

Proceedings:

With permission of the Chair, agenda was presented by General Manager (OP). He informed the Board that matter regarding amendment in MEPCO Reward & Reprimand Policy was presented in 2nd Customer Services, HSE & Quality Assurance Committee meeting held on 26-10-2022 wherein, the Committee has recommended the case to Board for approval.

Continuing with his briefing, GM (OP) apprised that there are some ambiguities in the definitions and responsibility matrix in already approved Reward and Reprimand Policy. He informed that usually staff challenged the decisions due to these ambiguities. He informed that revised policy has been proposed to be amended after removal of ambiguities with clear definitions, proper guidelines, complete list of injuries & accidents and category wise reprimand. Upon query of the Chair, GM (OP) highlighted the proposed amendments. After due consideration, the Board unanimously resolved as follows.

Resolution

199-BOD-R11 RESOLVED that considering the request of General Manager (OP) and recommendations of Customer Services, HSE & Quality Assurance Committee, approval for revised reward and reprimand policy 2021 (**Attached as Annexure-A**) is hereby accorded.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.

- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

f

To consider the representation of Mr. Sohail Ahmed Bhatti, Manager (Forecasting).

Proceedings:

With permission of the Chair, agenda was presented by D.G (HR & Admin). He informed the Board that matter regarding representation of Mr. Sohail Ahmed Bhatti, Manager (Forecasting) was presented in 6th HR & Nomination Committee meeting held on 25-01-2023 wherein, the Committee had principally resolved to recommend the Board that matter should not be re-opened considering that considerable time has elapsed since start of this process. A new advertisement should be published with revised terms and conditions addressing all issues faced during this process. However, the Committee referred the case to Board with the instructions to management to provide all relevant record along with legal opinion to Mr. Asghar Leghari & Muhammad Nawazish Ali Pirzada being legal expert for providing their input in Board meeting.

The Chair invited Mr. Asghar leghari for his comments in this regard. The Honorable Member commented that there is no legal bar if the Board decides to reopen/ reverse the decision of previous BOD. However, he was of the view that considering the practical concerns of the issue, new advertisement should be published with revised terms and conditions addressing all issues faced during this process and endorsed the recommendations of HR & Nomination Committee.

D.G (HR & Admin) informed the members that matter regarding hiring of D.G (MIRAD) from open market is pending since long and relevant authorities are pressing very hard for completion of recruitment process at earliest. He therefore, requested the members to consider the revised advertisement through Circular Resolution.

After due consideration, the members acceded the request and resolved as follows.

Resolution

199-BOD-R12 Considering the recommendations of HR & Nomination Committee, **RESOLVED that** representation of Mr. Sohail Ahmad, Manager (Forecasting) is hereby regretted.

FURTHER RESOLVED that approval to initiate the recruitment process for the post of D.G (MIRAD) from open market is hereby accorded and draft advertisement be presented to Members for their consideration through Circular Resolution.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.
- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

To deliberate upon recommendations of HR & Nomination Committee regarding Employees Grievances Committee.

Proceedings:

With permission of the Chair, agenda was presented by Company Secretary. He informed the Board that matter regarding recommendations of Employees Grievances Committee was presented in 8th HR & Nomination Committee meeting held on 12-03-2023 wherein, the Committee has referred the matter to Board for its collective deliberation in light of different proposals from members. The Committee had also resolved to refer the recommendations of Employees Grievances Committee to D.G (HR & Admin) with the direction to present the recommendations of 1st Employees Grievances Committee along with the comments by management on each case.

The Board was requested to consider the following.

- (i) To refer the recommendations of 1st Employees Grievances Committee to D.G (HR & Admin) in the light of recommendations of HR & Nomination Committee in its 8th meeting.
- (ii) To decide employees' grievance handling mechanism for the representation being made by employees to Honorable Chairman / Members of the Board.

The members deliberated upon the matter at length and after due consideration, agreed to approve point (i) of the request. However, deliberation upon point (ii) was deferred to next meeting. The Board resolved as follows.

Resolution

199-BOD-R13 Considering the recommendations of HR & Nomination Committee, **RESOLVED that** the recommendations of 1st Employees Grievances Committee are hereby referred to D.G (HR & Admin) with the direction to present the recommendations of Grievances Committee to HR & Nomination Committee along with the comments by management on each case.

FURTHER RESOLVED that deliberation upon employees' grievance handling mechanism for disposal of the representations being made by employees to Honorable Chairman / Members of the Board is hereby deferred to next meeting.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.
- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

h Approval for provision of regular appointment under the item "Employment" in Prime Minister's Assistance Package for the families of Government Employees who die in service.

Proceedings:

With permission of the Chair, agenda was presented by D.G (HR & Admin). He informed the Board that matter regarding non-issuance of regularization orders of contractual employees appointed under deceased employee's children quota and issuance of offer of appointments under deceased

employee's children quota on contract basis to the children of employees who died during service was presented in 10th HR & Nomination Committee meeting held on 27-04-2023 wherein, the Committee has recommended the case to Board for approval.

Upon query of one of members, D.G (HR & Admin) briefed that MEPCO BOD through Circular Resolution No. 03/2023 dated 10-02-2023, had accorded approval for adoption of Cabinet Secretariat, Establishment Division's O.M dated 23-12-2022 received through Ministry of Energy (Power Division) Islamabad vide letter dated 29-12-2022 regarding appointment on regular basis under PMAP-2015 and regularization of contract employees appointed under PMAP-2006 & PMAP-2015 and are still working under the existing contract. Consequently, documents for regularization of such employees were called for from lower formations and Regularization Board has been held & Board's proceedings were under approval of competent authority. Meanwhile, Ministry of Energy (Power Division) Islamabad vide letter dated 16-03-2023 has intimated that Establishment Division vide O.M dated 03-03-2023 has clarified that the provision of Prime Minister Assistance Package for the Families of Government Servant who die in service are not binding on Autonomous Bodies / Semi-Autonomous Bodies / Corporations as their employees are not Civil Servants in terms of Section-2(1)(b) of Civil Servants Act, 1973. The Ministry has reiterated its earlier instructions issued vide letter dated 22-11-2021 that no employee working on contingent / daily wages / contractual basis etc. in any DISCOs may be regularized.

Continuing with his briefing, D.G (HR & Admin) informed that Selection Boards have been conducted on various dates for appointment of children of employees who died during service. 56 No. offer of appointment letters are to be issued on contract basis with lump sum salary / pay equivalent to initial pay scale (IPS) of the post prevalent in MEPCO. In the light of clarification / directions received from Ministry of Energy (Power Division), Islamabad vide letter dated 16-03-2023, D.G (HR & Admin) requested the members to approve the recommendations of HR & Nomination Committee.

After due consideration, the Board unanimously resolved to endorse the recommendations of HR & Nomination Committee as follows.

Resolution

199-BOD-R14 Considering the request of D.G (HR & Admin), recommendations of HR & Nomination Committee and clarification / directions received from Ministry of Energy (Power Division), Islamabad vide letter dated 16-03-2023, **RESOLVED** that approval of the followings is hereby accorded:-

- i. Regularization orders of contractual employees appointed under deceased employee's children quota shall not be issued.
- ii. Offer of appointments to the children of employees who died during service be issued under deceased employee's children quota on contract basis.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.
- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

i Approval for enhancement in messing allowance of trainees.**Proceedings:**

With permission of the Chair, agenda was presented by D.G (HR & Admin). He informed the Board that matter regarding enhancement in messing allowance of trainees was presented in 10th HR & Nomination Committee meeting held on 27-04-2023 wherein, the Committee has recommended the case to Board for its approval.

D.G (HR & Admin) briefed the members that Messing allowance is admissible to the trainees, while proceeding on training, for the entire duration of the training beyond the period of 10 days. The existing rates of Messing Allowance are as per TA rules i.e. for BPS-17 to 20, Rs. 400/- per day and for BPS-16 and below, Rs. 300/- per day. He argued that rate for Messing Allowance does not fulfill the requirement of trainees due to inflation in rates and required to be revised after almost 14 years at MEPCO level. An agenda item note was presented before HR & Nomination Committee in its 10th meeting wherein, the Committee has recommended the case for Board's approval to revise the rates of Messing Allowance with immediate effect for all Training Institutes.

After due consideration, the Board unanimously resolved to endorse the recommendations of HR & Nomination Committee as follows.

Resolution

199-BOD-R15 Considering the request of D.G (HR & Admin) and recommendations of HR & Nomination Committee, **RESOLVED** that approval for revising the rates of Messing Allowance with immediate effect for Trainees of all Training institutes as given below is hereby accorded:-

Basic Pay Scale	Existing Rates (Rs.)	Revised Rates (Rs.)
BPS 17 to 20	400/-	1000/-
BPS 16 & below	300/-	700/-

The resolution is based on the following confirmations by the management.

- No material information has been withheld and the working papers represent all facts of the case.
- All legal and codal formalities have been complied with.
- There is no conflict of interest of any officer of the MEPCO.
- Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

j Approval regarding decision of pending appeals where Chief Executive Officer MEPCO imposed penalty upon accused officers / officials.**Proceedings:**

With permission of the Chair, agenda was presented by D.G (HR & Admin). He apprised that MEPCO Board of Directors in its decision taken in 190th BOD meeting held on 14-09-2022 against agenda Item No. 7 (e) has accorded approval of matrix for decentralization of administrative powers for taking disciplinary action against officers / officials. He informed that approved authority matrix is silent about the appellate authority where Chief Executive Officer MEPCO has already awarded punishments to the accused officers whose previous appellate authority was Managing Director

(PEPCO). The case was presented before HR & Nomination Committee and the Committee has recommended that Chief Executive Officer MEPCO will examine / analyze the instant cases after affording opportunity of personal hearing to the appellants and present his report to HR & Nomination Committee for final decision in such cases. He requested the members to accord approval of the recommendations of HR & Nomination Committee.

After due consideration, the Board unanimously resolved to endorse the recommendations of HR & Nomination Committee as follows.

Resolution

199-BOD-R16 Considering the request of D.G (HR & Admin) and recommendations of HR & Nomination Committee regarding decision of pending appeals where Chief Executive Officer MEPCO has already imposed penalty upon accused officers / officials whose previous appellate authority was Managing Director (PEPCO), **RESOLVED that** Chief Executive Officer is hereby authorized to examine / analyze the cases, after affording opportunity of personal hearing to the appellants and present his report to HR & Nomination Committee for final decision in such cases.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.
- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

k Approval for recruitment of Chief HSE Officer in MEPCO.

Proceedings:

With permission of the Chair, agenda was presented by D.G (HR & Admin). He informed the Board that MEPCO BOD in its 183rd meeting held on 16-04-2022 has accorded approval to publish revised advertisement for the post of Chief (HSE) Officer. Accordingly, advertisement was published in daily newspapers on 29-04-2022 with closing date 16-05-2022. The Scrutiny Committee under the Convenership of G.M (Tech) scrutinized / screened out the applications received for the said post and recommended the eligible candidates who fulfill the criteria and other conditions laid down in the advertisement. The Scrutiny Committee has recommended 2 Nos. candidates who fulfilled the criteria mentioned in the advertisement. The case was presented in 7th HR & Nomination Committee held on 02-02-2023 and as per direction of Committee, comparison of both advertisement as well as complete profiles of shortlisted candidates were presented in 10th HR & Nomination meeting held on 27-04-2023. After going through the profile of the candidates, the HR & Nomination Committee has recommended to carry out interview process of both candidates, he informed.

D.G (HR & Admin) also informed that Ministry of Energy (Power Division) Islamabad vide letter dated 23-09-2022 directed to continue the recruitment process against the posts of A.M/SDO/J.E/RO (BPS-17). For all other positions, separate instruction shall be conveyed in due course. Recently, in continuation of letter dated 28-05-2022, Ministry of Energy (Power Division) Islamabad vide letter dated 21-03-2023 has reconstituted a committee to consider cases of critical requirement in DISCOs

against any of the category of post i.e. Assistant Manager / Jr. Engineer / SDO / Revenue Officer (CS), LS-II, Meter Reader, Bill Distributor, ALM.

The members overviewed the record of both candidates and after due consideration, the Board unanimously resolved as follows.

Resolution

199-BOD-R17 Considering the request of D.G (HR & Admin) and recommendations of HR & Nomination Committee, **RESOLVED that** approval for constitution of following Selection Board to conduct the interview of eligible candidates for the post of Chief (HSE) Officer and presented interview marks matrix sheet is hereby accorded.

1.	Sardar Muhammad Jamal Khan Leghari	Convener
2.	Mr. Zafar Abbas	Member
3.	Mr. Javed Iqbal Khan	Member
4.	Mr. Allahyar Khan	Member
5.	Mr. Fazalullah Durrani	Member
6.	Mr. Amad ud Din	Member
7.	Dy. Director (T&MP)	Secretary

FURTHER RESOLVED that Selection Board will conduct interview on 9th May, 2023 (Tuesday) at Islamabad and the recommendations of Selection Board will be submitted to Board for its consideration.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.
- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

Agenda item-5

Approval for grant of Honorarium / Bonus to staff working in the then Ministry of Water and Power, Government of Pakistan, Islamabad.

Proceedings:

Before start of formal presentation of the agenda, one of the members pointed out that the matter has been presented to the Board without recommendations of relevant Committee. However, the contents of the working paper indicate that the case is related to ex-post facto ratification of Honorarium / Bonus paid to the officers / officials working in the then Ministry of Water and Power.

While informing the members about background of the case, D.G (HR & Admin) informed that Section Officer (Admn) of the then Ministry of Water and Power, Govt. of Pakistan Islamabad vide his letter dated: 21.06.2017 conveyed the approval of the then Hon'able Minister of Water and Power, Govt. Of Pakistan Islamabad for grant of Honoraria equal to maximum four (04) basic salaries to officers / officials working in the then Ministry of Water and Power.

In compliance of the directions, the then Chief Executive Officer MEPCO accorded approval for grant of honorarium / bonus equal to four (04) basic salaries from MEPCO to 111 No. officers and officials working in the then Ministry of Water and Power, Govt. Of Pakistan Islamabad vide office

orders dated: 22.06.2017, 23.06.2017, and 19.07.2017, subject to ratification by MEPCO Board of Directors. An item note was presented before HR Committee of MEPCO BOD in its meeting held on 29.07.2017 who deferred the case. The same was presented before MEPCO BOD in its 125th meeting held on 29.07.2017 against agenda item No. 5 (iii) but the agenda was deferred on the recommendation of HR Committee of MEPCO BOD. DG (Audit) has framed Draft Para No. 720/2017-18 (IR-8) regarding unjustified expenditure on account of payment of honoraria to the employees of Ministry. During the discussion of said draft para in DAC meeting held on 22.12.2022, case is being submitted to MEPCO BOD for its approval/ratification.

Continuing with his briefing, D.G (HR & Admin) apprised that similar practice was carried out in other DISCOs and the respective DISCOs have obtained approval from their Board and settlement of the Audit Para is under consideration of PAC. One of the members interjected with the query that whether PAC has settled the Draft Para or otherwise. D.G (HR & Admin) responded that the case will be considered in upcoming PAC meeting.

After due consideration, the members were of unanimous view that the matter needs to be thrashed out in Audit & Finance Committee meeting before proceeding in this matter.

Resolution

199-BOD-R18 RESOLVED that the subjected agenda is hereby referred to Audit & Finance Committee for its detailed deliberation.

Agenda item-6 To review the compliance status on the directions issued by BOD during its 188th, 189th, 190th, 191st, 192nd, 193rd, 194th, 195th, 196th, 197th & 198th Meeting held on 05-08-2022, 17-08-2022, 14-09-2022, 06-10-2022, 14-10-2022, 25-11-2022, 31-12-2022, 12-01-2023, 02-02-2023, 12-03-2023 & 21.03.2023 respectively.

Resolution

199-BOD-R19 RESOLVED that the subjected agenda is hereby deferred to next meeting due to time constraints.

Agenda item-7 Any Other Points with the permission of Chair.


a To consider the request for grant of deputation in respect of Mr. Zain-ul-Abidin, AM (GC) GSC 1st Sub Division Multan from MEPCO to IESCO, Islamabad.

Proceedings:

With permission of the Chair, agenda was presented by D.G (HR & Admin). He informed the Board that matter regarding request for grant of deputation in respect of Mr. Zain-ul-Abidin, AM (GC) GSC 1st Sub Division Multan from MEPCO to IESCO, Islamabad was presented in 10th HR & Nomination Committee meeting held on 27-04-2023 wherein, the Committee has recommended the case to Board for approval.

After due consideration, the Board unanimously resolved to endorse the recommendations of HR & Nomination Committee as follows.

Resolution

199-BOD-R20 RESOLVED that considering the request of D.G (HR & Admin) and recommendations of HR & Nomination Committee approval for grant of deputation in respect of Mr. Muhammad Zain-ul-Abidin, SDO (GC) GSC, MEPCO 1st Sub Division Multan from MEPCO to IESCO, Islamabad in the light of MEPCO Deputation Policy-2022 for a period of one year is hereby accorded. 

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.
- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

b

To consider order dated 20-12-2022 passed by Honorable Lahore High Court Bench at Multan request in writ petition filed by Mr. Ghulam Asghar, SDO (TRW) MEPCO Multan.

Proceedings:

With permission of the Chair, agenda was presented by D.G (HR & Admin). He informed the Board that subjected agenda was presented in 195th Board meeting wherein, it was resolved to refer the cases along with all details to Employees Grievances Committee with the advice to grant personal hearing to the petitioners and give its recommendations accordingly. Consequently, the matter was presented in 1st Employees Grievances Committee which has given its recommendations. On the direction of the Chair, recommendations were displayed for members' consideration as follows.

- (1) Uploading of picture when the same event has been conducted officially and the picture uploaded was taken in the office of CEO MEPCO with his consent, thereby; stating that this falls into the category of misconduct is beyond understanding of this Grievance Committee. Therefore, it is recommended that all actions taken including suspension & withdrawal of commendation certificate be reversed and the recommendations given by the enquiry committee report vide No. 68355-56 Dated: 06-09-2022 be adopted as it is. Furthermore, it is on the complete discretion of the management to file any complaint on the basis of that alleged audio at the proper forum and that proper forum can further investigate into it and reach to the conclusion. The petitioner is also directed that if management takes such action, he will voluntarily appear before such investigating agency to prove his innocence and cooperate fully in investigation, if carried out.
- (2) The question which needs to be determined at this stage as per the directions of the High Court that whether a successive enquiry in the absence of any new evidence coming to light can be initiated, if so, under which provision of law & policy of the Company.
- (3) What are the TORs of any successive enquiry, if allowed under the policy?
- (4) While going through the letter Diary No. 5231 dated: 06-09-2022, there was a noting by the CEO that the enquiry conducted has already been approved and the officer had been re-instated. Therefore, the committee doesn't find any legality in constituting another enquiry until & unless there is a specific policy in this regard and in absence of policy, it is recommended that the policy should be constituted and re-enquiry should only be carried out if a case has been not approved with reasoned & speaking order. It is also recommended that the management should also draft TORs for the purpose of re-enquiry so that the word used as "higher ups" is totally against the proper governance of a corporate company. Hence, such enquiries on whims & wishes cannot be allowed to be in practice.

The members had detailed discussion on the presented recommendations and after due consideration, it was unanimously agreed that it should be added in approved recommendations of Employees Grievances Committee that uploading of photograph of CEO on social media with "any malafide

intention” does not augur well for healthy & smooth running of MEPCO affairs. Upon query of the Chair, D.G (HR & Admin) informed that prayers of the petitioner before Honourable Court are ;

- a) Impugned orders dated 11.10.2022, 20.10.2022 & 04.11.2022 may be declared illegal and void ab-initio.
- b) The petitioner may be reinstated with immediate effect without loss of further time. He stated that the petitioner has been reinstated and other prayers mentioned in writ petition will be redressed in due course of time.

After detailed deliberation and discussion, the members agreed to approve the recommendations of Employees Grievances Committee with above mentioned amendment. The members also resolved to authorize D.G (HR & Admin) to issue speaking order in consultation with Mr. Asghar Leghari, Honourable Member of Board. In pursuance of order dated 20-12-2022 passed by Honorable Lahore High Court Bench at Multan, D.G (HR & Admin) shall ensure that all legal formalities are fulfilled in this regards. The Board unanimously resolved as follows.

Resolution

199-BOD-R21 RESOLVED that approval for following recommendations of Employees Grievances Committee with aforementioned amendment with respect to writ petition filed by Mr. Ghulam Asghar, SDO (TRW) is hereby accorded:-

- 1) Uploading of picture when the same event has been conducted officially and the picture uploaded was taken in the office of CEO MEPCO with his consent, thereby; loading of photograph of CEO on social media with “any malafide intention” does not augur well for healthy smooth running of affairs of MEPCO.
- 2) It is recommended that all actions taken including suspension & withdrawal of commendation certificate be reversed and the recommendations given by the enquiry committee report vide No. 68355-56 Dated: 06-09-2022 be adopted as it is. Furthermore, it is on the complete discretion of the management to file any complaint on the basis of that alleged audio at the proper forum and that proper forum can further investigate into it and reach to the conclusion. The petitioner is also directed that if management takes such action, he will voluntarily appear before such investigating agency to prove his innocence and cooperate fully in investigation, if carried out.
- 3) The question which needs to be determined at this stage as per the directions of the High Court that whether a successive enquiry in the absence of any new evidence coming to light can be initiated, if so, under which provision of law & policy of the Company.
- 4) What are the TORs of any successive enquiry, if allowed under the policy?
- 5) While going through the letter Diary No. 5231 dated: 06-09-2022, there was a noting by the CEO that the enquiry conducted has already been approved and the officer had been re-instated. Therefore, the committee doesn’t find any legality in constituting another enquiry until & unless there is a specific policy in this regard and in absence of policy, it is recommended that the policy should be constituted and re-enquiry should only be carried out if a case has been not approved with reasoned & speaking order. It is also recommended that the management should also draft TORs for the purpose of re-enquiry so that the word used as “higher ups” is totally against the proper governance of a corporate company. Hence, such enquiries on whims & wishes cannot be allowed to be in practice.



FURTHER RESOLVED that D.G (HR & Admin) is hereby authorized to issue speaking order in consultation with Mr. Asghar Leghari, Honourable Member of Board in pursuance of order dated 20-12-2022 passed by Honorable Lahore High Court Bench at Multan. D.G (HR & Admin) shall ensure that all legal formalities are fulfilled in this regards.

The resolution is based on the following confirmations by the management.

- a) No material information has been withheld and the working papers represent all facts of the case.
- b) All legal and codal formalities have been complied with.
- c) There is no conflict of interest of any officer of the MEPCO.
- d) Certified that the case has been checked by the sponsoring officer and is complete in all respects for consideration of Board of Directors, MEPCO.
- e) Concerned official/officer of MEPCO's management would be liable for any omission/misstatement of the facts and figures in the working papers.

The meeting ended with thanks to and from the chair.


(Engr. Sajid Yaqoob)
Company Secretary MEPCO

REWARD & REPRIMAND POLICY-2021 (REVISED)

➤ MEPCO SAFETY POLICY

"NO OPERATING CONDITIONS OR URGENCY OF SERVICE CAN EVER JUSTIFY ENDANGERING THE LIFE OF ANYONE"

➤ MEPCO HSE VISION

"To develop a deep-rooted culture of safety whereby all MEPCO employees & contracted staff consider safety as cardinal in their lives and aim for zero accidents and injuries with or without oversight. Further to enable such a robust state of our electrical infrastructure so that we obviate any public casualties on its account."

➤ OBJECTIVE

"ZERO ACCIDENTS"

➤ PURPOSE

This policy defines a system of reward in recognition of best safety practices adopted by employees of Operation / Grid System Operation (GSO) / Grid System Construction (GSC) / Construction and reprimands in case of safety violations.

From the last few years, large numbers of fatal / non-fatal accidents are being occurred repeatedly time and again which is causing heavy loss to the company in the shape of shortage of skilled / trained manpower as well as financial loss in the shape of compensation grants i.e ex-gratia grant. Besides, shortage of skilled / already trained manpower is matter of concern for organization.

To overcome the said issue, there is need to develop a mechanism which motivates / encourages the employees / line staff to adopt safety measures for saving their precious lives for the department and their families as well.

➤ SCOPE

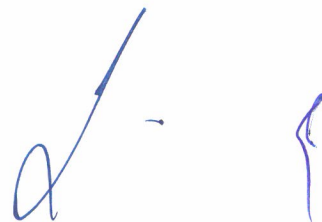
The scope of this policy is to ensure safe system of work within the Distribution System of MEPCO to ensure safety of MEPCO employees and general public.

➤ GUIDELINES

- Violation of SOP at any level will be directly involving creating unsafe condition.
- Normally all sorts of hazards & unsafe conditions are patrolled / surveyed by SDOs / LSs / LM deputed at feeders time and again & removed accordingly as per their risk factor.
- A permanent record will be maintained at sub divisional level depicting all types of hazards.
- Annual Scheduled Maintenance is carried out every year during September & October and hazards must be removed to provide safe conditions and decreasing number of faults.
- Daily safety activities should be carried out as per Safety Manual & Safety Code such as safety walk, safety talk, surprise visits with actions against the violators & appreciate good workers.
- Ensure presence of safety supervisor during work on HT line and sub stations.
- Prepare planning sheet during emergent PTW & shutdowns on daily basis.
- Ensure all availability of T&P / PPEs

DEFINITIONS

- **Incident / Accident**- An unplanned event in which an adverse or undesirable consequence of workplace injury, fire, explosion, damage, or an environmental impact could occur. Undesirable consequences related to such incidents include but are not limited to the following:
 - Fires
 - Work-related injuries
 - Process safety incidents
 - Property or equipment damage.
 - Unfavorable impact on the general public.
 - Shortness of breath due to oxygen deficiency.
- **Fatal Accident**:An accident resulting in death of an employee.
- **Non-Fatal Accident**:
 - a. **Major Accident**: Damage that permanently alters a person's life or future (e.g. disablement, disfigurement, psychological disturbance, amputations, spine injury etc.), Second/third degree burns, which prevents the person from resuming designated work.
 - b. **Minor Accident**: Damage that causes Temporary inconvenience to the individual (e.g. minor cuts, bruises, sprains etc.), First degree burns and First aid treatment injury.
- **Significant Near Miss**: Incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have caused a major or fatal accident.
- **Near Miss**: Incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury could have easily occurred.
- **First Aid Injury or illness** - Minor on-job injury or illness requiring one-time treatment, subsequent observation and consultation post-injury during a visit to the medical facility. The treatment, even if administered by a physician, does not require medical or surgical follow-up intervention.
- **Medical Treatment Injury or illness** - An on-job injury or illness that is more serious than First Aid injury or illness.
- **Restricted Duty Injury or Illness** - An on-job injury or illness that results in restricted work or job transfer. The employee/contractor cannot perform an activity he regularly performs.
- **Disability Injury Accident**– The one which requires medical professional treatment and loss of work beyond shift.
- **Property Damage Accident**– The one which results in damage to property of general public, including animals.
- **Unsafe Act** –An unsafe act is a violation of an accepted safe procedure which could permit the occurrence of an accident.



➤ **Prevention of UNSAFE ACTS**

- i. **Operating without authority or warning** such as closing switches without authority, operating hoists and trucks without warning, failure to place warning signs or signal persons where needed, failure to block or guard equipment against unexpected movement.
- ii. **Operating or Working at unsafe speed** such as too fast throwing material or tools to another person, jumping from vehicles or platforms, running or unnecessary haste.
- iii. **Unsafe Loading** such as overloading cranes and winches or carrying too heavy load.
- iv. **Making Safety Devices Inoperative** such as removing guards from machines, using oversize fuses, blocking safety valves, isolating fire protection, blocking control inter locks.
- v. **Using unsafe Equipment or Using Equipment Improperly** such as dull cutting tools, mushroom-head chisels, pipe extensions on wrenches not designed for them, or the wrong tool for the job or using hand instead of tools.
- vi. **Unsafe Placing or Mixing** – Leaving objects where they are likely to fall such as improper packaging or improper fixing.

Unsafe Conditions – An unsafe condition is a hazardous physical condition or circumstances which could directly permit the occurrence of an accident.

➤ **Elimination of UNSAFE CONDITIONS**

- i. **Improper guarding** such as unshielded moving parts of machines, un-barricaded floor openings and excavation, unclosed high-voltage equipment, lack of protective equipment, insufficient warning signs etc.
- ii. **Defective Material or Equipment** such as mushrooms chisels, split handles, broken poles, poorly constructed or weak equipment, ladders with broken rungs and punctured rubber gloves.
- iii. **Improper Illumination** such as insufficient light, unsuitable location producing glare or objectionable shadows.
- iv. **Hazardous arrangements** such as those due to poor housekeeping, unsafe planning, inadequate working space or unattended substation.
- v. **Improper Ventilation** such as insufficient change of air or the presence of harmful vapor, dust or gas.
- vi. **Unsafe Clothing** such as neckties or jewelry when worn near machinery, and failure to use goggles, proper shoes, respirators, insulated gloves or sleeves.
- vii. **Unsafe Design or Construction** such as stairs, doorways, offices and other facilities, trucks, tools and equipment, structures, machinery etc.

➤ **Direct Responsible:**

- i. A person or individual who violates departmental Safety SOPs.
- ii. A person who indulges himself in unsafe act
- iii. A person responsible in the leading cause of accident.
- iv. An individual who causes the accident or fails to remove cause of accident

➤ **Indirect Responsible:**

- i. An individual who fails to promote safety culture & implementation of Safety SOPs.
- ii. A person or individual fail to provide safe working environment.

➤ **Main causes of Accidents**

- a) Poor Maintenance Culture
- b) Higher Fault Ratio causes more accidents
- c) Summer & Rainy Season is where most accidents occur
- d) Unauthorized Works
- e) Need of Qualitative Trainings
- f) Shortage of Staff
- g) Violation of Safety SOP

All (OP) SDOs / XENs are advised to show “Zero Tolerance” on safety and must enforce the following measures / recommendations:-

Due to non-obtaining of Permit to work (PTW) and not providing temporary earthing on both sides of work place, if fatal / non-fatal accident of employee occurs, LS/ SDO / XEN & SE concerned will be responsible and strict disciplinary action will be initiated against them. The penalty will not be less than major penalty.

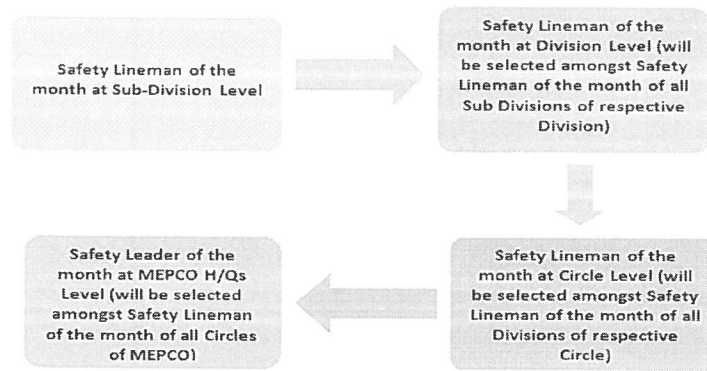
➤ **Measures to be taken to avoid Fatal / Non-Fatal Accidents**

- a) The lineman who appears to be sick or disturbed due to any reason may not be allowed to work on line till he is found fit for duty in all respects.
- b) Line Superintendent should never be allowed to obtain PTW at a time on more than one feeder at different locations for effective supervisory control.
- c) Presence of supervisor on all major break downs may be ensured. SDO concerned should also visit the site of work at random to ensure that all safety precautions are adopted by the line staff and no compromise on safety even in emergency conditions.
- d) No work should be executed on HT line / transformer sub- station without obtaining PTW. Proper earthing be provided before starting of any work on distribution system.

➤ **SAFETY REWARDS & PRIVILEGES**

Following awards will be given to the line staff who adopt all safety measures throughout the month, on the recommendations of SDO, XEN & SE / PD on monthly basis at Sub Division, Division, Circle & MEPCO HQ Level:

- i. An employee will be declared “**Safety Lineman**” of the month at each Sub Division Level & he will be awarded Appreciation Certificate with Cash prize of Rs. 5000/- as well as his safety achievements and photograph will be placed on the notice board of respective Sub-Division Office for one month.
- ii. An employee will be declared “**Safety Lineman**” of the month at each Division Level & he will be awarded Appreciation Certificate with Cash prize of Rs. 5000/- as well as his safety achievements and photograph will be placed on the notice board of respective Division Office for one month.
- iii. An employee will be declared “**Safety Lineman**” of the month at each Circle Level & he will be awarded Appreciation Certificate with Cash prize of Rs. 5000/- as well as his safety achievements and photograph will be placed on the notice board of respective Circle Office for one month.
- iv. In addition to above, following criteria will be observed to announce “**MEPCO’s Safety Leader**” of the month for the whole company.



- v. SDO will announce the “**Safety Lineman**” of the month up to 05th of each month and forward the same to XEN who will announce the same up to 08th of each month and forward the same to SE. Similarly SE concerned will announce the same up to 10th of each month and send the same to MEPCO HQs Multan, “**Safety Leader**” of the month at MEPCO level will be announced up to 15th of each month after scrutiny / interview by the following committee:-

- GM (Operation) Convener
- CE (O&M) Distribution Member
- Director (HSE) Member

- vi. A certificate from Chief Executive Officer will be awarded by announcing his name as “**MEPCO’s Safety Leader**” of the month. Copy of the same will be placed in his personal file / dossier.

➤ **SAFETY REWARDS & PRIVILEGES**

- a) Cash Award of Rs. 10,000/- (Rupees Ten Thousand only).
- b) “**MEPCO’s Safety Leader**” of the month “Shield & Badge” as well as “Green Helmet” to be conferred by Chief Executive Officer.
- c) Safety achievements, photograph, name and month of award displayed on notice board at MEPCO HQs Multan as well as in the office of concerned employee.
- d) Safety achievements, photograph of “**MEPCO’s Safety Leader**” of the month” will be uploaded on MEPCO website and also published in MEPCO magazine.

➤ **Safety Employee & Group of the Year**

A committee comprising upon following officers will assess & declare the Safety Employee & Safety Group of the year:-

- GM (CS) Convener
- GM (OP) Member
- CE (O&M) Distn. Member
- CE (O&M) T&G Member
- Director (HSE) Member

➤ **Safety Employee of the Year**

- i. An employee will be declared “**Safety Employee**” of the Year from amongst the safety leader of the month at Company level & he will be awarded Appreciation Certificate with Safety Trophy by CEO MEPCO.
- ii. Cash prizes of Rs. 30,000/- & 20,000/- will be awarded to safety leaders of the year who will stand Winner & Runner Up respectively as result of safety competition amongst all circles /

8

groups / teams in entire year besides placing their photographs with write up on notice board at MEPCO HQs Multan as well as in the office of concerned employee for whole year. Copy of the same will be placed in his personal file / dossier.

➤ **Safety Group of the Year**

- i. A Group will be declared “**Safety Group**” of the Year as result of safety competition amongst all groups / teams in entire year at Company level & Group will be awarded Appreciation Certificate with Safety Trophy by CEO MEPCO in a Grand Ceremony served with Lunch / Dinner at Circle level.
- ii. Cash prize of Rs. 150,000/- will be awarded to Safety Group of the year that will stand Winner as result of safety competition amongst all groups / teams in entire year besides placing group photograph with write up on notice board at MEPCO HQs Multan as well as in the circle office of concerned group for whole year.

➤ **Zero Accident Achievement - Reward:**

If no accident (Fatal / Non Fatal) occurred for 365 days continuously in a calendar year at Sub-Division level, a financial reward will be given for Safety Promotional purposes as follows:-

- Concerned SE Appreciation Letter
- Concerned XEN Appreciation Letter
- Concerned SDO Rs. 10,000/-
- AM (HSE) Appreciation Letter

➤ **Evaluation of Safety Performance**

To evaluate the safety performance, a scoring system designed on the basis of Safety Initiatives undertaken (Trainings, Safety Audits, Safety Walks, Toolbox Talks and Accident / Incident Occurrence etc.) and improvements achieved in safety performance as a result of efforts and initiatives.

➤ **Selection Criteria for Safety Leader of the Month**

Sr.No.	Criteria	Details	Marks
1.	Non Compliance	No non-compliance should have been reported against the said nominee during HSE field inspections in the same month.	10
2.	Saving of MEPCO Assets	Has saved MEPCO Assets from any sort of damage.	15
3.	Public Safety	Has saved harm to any consumer.	15
4.	Initiatives	Implementing initiatives for the workplace.	10
		Initiative taken is fruitful for entire MEPCO system.	10
5.	Safety Enhancement	Making an extra effort to improve existing Safety practices in the workplace.	10
6.	Activity type	The activity performed is not included in his routine activity.	15
7.	Hazard	Hazard mitigation performed is permanent in nature.	10 (for permanent mitigation)
		Did the nominee mitigated the Hazard completely by himself or by coordinating with concerned departments.	05

➤ SAFETY VIOLATIONS / REPRIMANDS

Sr. No.	Category	Reprimands	Remarks
1 (a)	Fatal Accident (Directly responsible employee)	Major penalty	Disciplinary Action will be initiated
1 (b)	Fatal Accident (Indirectly responsible employee)	1st Time Minor penalty	Disciplinary Action will be initiated
		2nd Time Major penalty	
2(a)	Non-Fatal Accident (Major) (Directly responsible employee)	Major penalty	Disciplinary Action will be initiated
2(b)	Non-Fatal Accident (Major) (Indirectly responsible employee)	1st Time Minor penalty	Disciplinary Action will be initiated
		2nd Time Major penalty.	
3(a)	Non-Fatal Accident (Minor) (Directly responsible employee)	1st Time Minor penalty	Disciplinary Action will be initiated
		2nd Time Major penalty.	
3(b)	Non-Fatal Accident (Minor) (Indirectly responsible employee)	1st Time Minor penalty	Disciplinary Action will be initiated
		2nd Time Minor penalty	
		3rd Time Major penalty.	
4(a)	Significantly near miss Violation / Non Adherence to MEPCO Procedures	"Caution"	<p>i. Significant Safety Violation means "any violation which can result in a fatality & major accident e.g.: -none or Incomplete line isolation (shutdown) including line short & ground LT not isolated. Not using live line tester / beeper for absence of supply. Non-usage of rubber gloves / use of rubber glove in one hand and non-use of safety helmet.</p> <p>ii. The significantly near miss will be reported by relevant HSE Team by itself and / or as reported by concerned formation.</p>
4(b)	Other safety Violations / Non adherence to MEPCO Safety Procedures (Note: Includes all Violations other than 3(a) above.	1st Time " Deduction of 05 points in relevant safety column of PER"	Disciplinary Action will be initiated on the recommendations of HSE Directorate and / or as reported by concerned formation.
		2nd Time " Deduction of 10 points in relevant safety column of PER"	
		3rd Time Recorded Warning	

Note: All Disciplinary Actions will be initiated under E&D Rules.

➤ **Non-Reporting / Misreporting / Late Reporting**


It has been observed that whenever Fatal / Non-Fatal accidents occurs, mostly concerned officers / officials try to hide the facts & misguide / submit report at belated stage to save them from disciplinary proceedings. In order to eliminate these issues, delinquents / responsible for non-reporting / misreporting / late reporting will also be dealt under the Rules in vogue and following penalties will be imposed: -

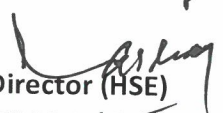
Sr. No.	CATEGORY	HSE Proposal	Remarks
5(a)	Non Reporting / Misreporting	1st Time Minor penalty	i. Disciplinary Action will be initiated on the recommendations of HSE Directorate. ii. The incident will be verbally reported immediately but not later than one hour. iii. Preliminary report will be submitted within 08 x hours. iv. Accident must be reported within Four (04) hours. If reported after (04) hours and within eight (08) hours of occurrence, it will be considered as late reporting . After eight (08) hours, it will be considered as non-reporting .
		2nd Time Major penalty.	
5(b)	Late Reporting	1st Time Warning	
		2nd Time Minor penalty	
		3rd Time Major penalty	

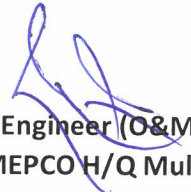
Note: - Any safety violation pointed out by the HSE Directorate / concerned formation will be depicted / recorded in relevant column of the Performance Evaluation Report (PER) of officer / official.

➤ **REFERENCES**

- NEPRA SAFETY CODE – 2021
- MEPCO SAFETY MANUAL
- MEPCO HSE MANUAL
- WAPDA TRAINEE MANUAL (T-800)


General Manager (OP)
MEPCO H/Q Multan


Director (HSE)
MEPCO H/Q Multan


Chief Engineer (O&M) Distn.
MEPCO H/Q Multan