

MEPCO DEPUTATION POLICY-2025

Preamble

The *MEPCO Deputation Policy 2025* has been formulated to create structured opportunities for MEPCO officers and officials to serve on deputation in other Distribution Companies, public-sector institutions, international organizations etc, and to host capable deputationists (officers / officials) from such organizations.

The core purpose of this policy is to broaden the professional exposure of MEPCO employees and enable them to acquire advanced technical, managerial, cultural and operational experience / knowledge that “sometimes” might not be available within MEPCO. Such cross-organizational engagement will enhance their understanding of modern utility practices and strengthen their ability to contribute more effectively to MEPCO’s ongoing modernization efforts on their repatriation.

This initiative aims to build a knowledgeable, skilled, and forward-looking workforce capable of meeting future technological and organizational challenges. Employees returning from deputation will bring new insights, innovative ideas, and sectoral best practices that will contribute to MEPCO’s efficiency, service quality, and institutional growth, fostering MEPCO’s evolution into a progressive, knowledge-driven organization.

By implementing this policy, MEPCO reaffirms its commitment to continuous learning, flexibility, and capacity development, ensuring that its human resources remain adaptive, competent, and aligned with the evolving dynamics of the power sector.

1. POLICY TITLE:

This policy will be called as “**MEPCO Deputation Policy-2025**”.

2. COMMENCEMENT:

This policy shall come into effect from the date of its notification by the Company Secretary, followed by the approval of the MEPCO Board of Directors (BOD).

3. SCOPE

- Applies to all MEPCO employees (regular, contract, lump-sum) for domestic and foreign deputation.
- Covers all forms of deputation (Domestic & Foreign), transfer under wedlock and permanent absorption.
- Applies to both outgoing and incoming deputationists.

4. OBJECTIVE:

- To establish clear, transparent, and equitable guidelines for all forms of deputation, transfer under wedlock, and professional mobility.
- To ensure organizational flexibility and operational effectiveness.
- To anticipate and accommodate future workforce keeping in view the forthcoming technological and organizational challenges.

5. COMPETENT AUTHORITIES:

Request for deputation shall be forwarded through proper channel. Permission to forward applications / NOCs and approval of deputation/inter company transfer on wedlock basis (female employees only), will be given by the following competent authorities keeping in view the availability of the post under direct quota. **However, the issuance of NOC for deputation and subsequent absorption in the company will be the sole discretion of the relevant competent authority keeping in view the interest of MEPCO. The deputation (local/foreign) for a maximum period of (Local 03/ Foreign 05) x years in the whole service will be granted.**

Following authorities shall be competent to grant deputation: -

(i)	For Employees in BPS-1 to 17	Chief Executive Officer
(ii)	For Employees in BPS-18 & above	BOD, MEPCO.

6. DEPUTATION ALREADY AVAILED:

Any period of deputation (Local / Foreign) already availed by an employee before approval of this deputation policy with any company / organization / Government Agency shall be considered as availed to that extent under this policy.

7. LOCAL DEPUTATION

7.1 ORGANIZATIONS:

MEPCO employees will be allowed deputation (Domestic & Foreign) with the following organizations: -

- DISCOs / NGC/ISMO/EIDMC (Former NTDC)/ PPMC / WAPDA
- Federal/Punjab Government Departments
- Semi Government Departments
- Autonomous/ Semi-Autonomous Bodies/Departments.
- Foreign Government Agencies working inside Pakistan.
- United Nation Agencies working inside Pakistan.

NOTE: -

MEPCO employees allowed deputation shall not be entitled / allowed to work in MEPCO during their period of deputation with these organizations.

7.2 ELIGIBILITY AND DEPUTATION PERIOD:

Following criteria for Local Deputation will be observed:-

- a) No FIA/NAB/Police or Departmental inquiry including disciplinary case is pending.
- b) Neither Major penalty under E&D Rules has been imposed on Employee during last 01 x year nor he/she should be under the operation of major penalty at the time of submission of application (MEPCO Employee/ Employee seeking Deputation with MEPCO).
- c) Minimum 02 x years qualifying service subject to 02 full years PERs / ACRs, for MEPCO employees and 01x year qualifying service subject to 01 full year PER / ACR, for other than MEPCO employees seeking deputation in MEPCO.
- d) MEPCO Female employees (Officer/Official) having minimum 02 x years qualifying service subject to 02 full years PERs / ACRs at her credit is eligible for permanent intercompany transfer on wedlock basis, subject to NOC of borrowing organization.
- e) More than 09 months PER / ACR in a Calendar year, shall be considered as one full year PER / ACR.
- f) No adverse remarks have been communicated in the PER / ACR during last 2 years.
- g) The Deputation shall not be granted for more than 03 x years period.
- h) On completion of the maximum period of 03 x years both the lending and borrowing organization shall ensure the immediate repatriation of the employee on deputation.
- i) The incoming deputationist shall apply / opt for permanent absorption in MEPCO after earning of 02 full calendar year PERs / ACRs during deputation period. Such cases will be submitted to relevant competent authorities for approval. However, in case of absorption, absorbed employee will be placed at the bottom of the seniority of respective cadre and his / her lien with the previous parent organization will be terminated.
- j) Deputation allowance @ 20% of basic pay not exceeding to **Rs. 20,000/-** per month will be allowed to the deputationist who had been allowed deputation in MEPCO on the request of

the Company. However, deputation allowance will not be allowed to the deputationist who joins MEPCO on his own request / compassionate ground and this clause should be clearly mentioned while issuing NOC for deputation.

- k) The borrowing agencies / departments shall be advised to arrange for absorption of the deputationist after completion of first 02 years deputation period, (if the borrowing agency so requires), provided that employee also opts so, and the lien with MEPCO shall be terminated.
- l) It will be the responsibility of borrowing company / agency / Government to repatriate the employee at the request of lending Company (at any time) or after completion of Deputation period.
- m) Absorption of any deputationist in MEPCO shall only be considered if he/she earns PERs/ACRs at least “Good” during the period of his deputation in MEPCO.

7.3 OTHER CONDITIONS

- a) Employees on deputation within the country shall resume duty at the end of the approved deputation period.
- b) The employees who fail to report back on completion of their approved deputation period, disciplinary action against him/her will be initiated and completed within specified time period.
- c) Employees will be paid salary by MEPCO till the date they are relieved for proceeding on deputation and with effect from the date they report back for duty.
- d) Deputationist with borrowing organization will not be entitled to medical facilities in respect of himself/herself and family members at the expense of MEPCO.
- e) Borrowing organization / department or the employee shall remit the pension contribution, EPF/GPF/CPF, WWF and GLI for the period of deputation on yearly basis at the rate specified by Finance Directorate MEPCO.
- f) The leave terms of the employee during the period of his deputation will be regulated according to the rules or the terms and conditions offered by the borrowing Organization. Leave salary due in respect of such leave will be payable by the borrowing Organization to the deputationist concerned.
- g) Neither any part of leave earned by the employee during the period of deputation will be credited to his leave account with MEPCO nor will any liability accrue in respect of leave salary on account of MEPCO.
- h) MEPCO will not recover any leave salary contribution from the borrowing Organization or from the employee.
- i) On the expiry of approved deputation period, the employee will report back his arrival in MEPCO and a certificate to the effect will be obtained within a period of 03 months from the Finance Directorate MEPCO that pension contribution, EPF/GPF/CPF, WWF and GLI has been paid in full by the employer.
- j) An employee on deputation within country who is due to retire from service either on completion of 31 years of qualifying service or on attaining the age of superannuation, may draw the encashment of LPR from borrowing organization, if he continues to work during the whole period of LPR / last year of his service, without repatriation to MEPCO.

- k) Deputation will automatically be stand cancelled upon completion / termination of contract period of the deputationist.
- l) No officer/official on deputation will be absorbed if direct quota post of relevant cadre is not available.
- m) If during the deputation period, a disciplinary action is required to be initiated, the same will be initiated and finalized by the organization where the employee is performing his/her duties.
- n) The condition for maximum period of 03 x years of local deputation during entire service may be re-considered only to the extent of deputation of MEPCO employees with Ministry of Energy (Power Division) / PPMC by MEPCO BOD on case-to-case basis.
- o) The compensation & benefits of the employee on deputation in MEPCO will be protected as entitled in his parent organization.
- p) The officers working on tenure terms/posts who are exclusively appointed to serve MEPCO and whose services are indispensable during their contract period i.e., C-Level Positions including Director (S&V), they will not be allowed foreign/local deputation in any circumstances during their contract agreement.
- q) During the period of local deputation, MEPCO employees or their families will not be entitled to free electricity supply, medical facility and official accommodation etc.

8. FOREIGN DEPUTATION

8.1 ELIGIBILITY AND FOREIGN DEPUTATION PERIOD:

- a) Employees with less than 05 x years of service (on regular / Contract/ Lumpsum basis) shall not be eligible to apply for **foreign** deputation.
- b) Maximum period of foreign deputation can be 05 years in whole service (03x years initial and 02x years extendable).
- c) Following criteria will be observed: -
 - (i) No disciplinary case should be pending against the employee at the time of submitting application for foreign deputation.
 - (ii) Neither major penalty under E&D Rules 1978 has been imposed on Employee during last 01 x year nor he/she should be under the operation of major penalty at the time of submission of application.
 - (iii) No adverse remarks have been communicated in the PER / ACR during last 2 years.
- d) Those who are under any surety bond for a specific period shall not be eligible to apply for foreign deputation unless otherwise he/she pays full bond money.

- e) MEPCO Officers/Officials will be allowed foreign deputation (per annum) as per following: -

Sr. No.	BPS	Technical (P.A)	Non-Technical (P.A)
1.	19	1	1
2.	18	2	2
3.	17	3	3
4.	07-16	5	5

- f) Change of Firm / Organization by the Deputationists will be allowed, however, employee will inform the Management within 03 months of change of Firm/Organization.
- g) The case for extension in foreign deputation period must be received three months before the expiry of approved period.

8.2 OTHER CONDITIONS:

- a) Employees on foreign deputation shall resume duty at the end of the approved deputation period.
- b) On expiry of foreign deputation period, if the Officer / Official fails to report back for duty, disciplinary action under E&D rules will be initiated.
- c) MEPCO employees will be paid salary till the date they are relieved to proceed on foreign deputation and with effect from the date they report back for duty.
- d) Borrowing organization/departments or the employee shall pay / remit the pension contribution, EPF/GPF/CPF, WWF and GLI for the period of foreign deputation on yearly basis at the salary admissible to the employee in MEPCO. The contribution will be paid in the currency in which the employee draws his salary abroad and after one year, borrowing agency shall certify that the employee is still working in the same organization.
- e) In addition to contribution mentioned in sub para (d) above, the employee concerned shall pay an amount in foreign currency in which he is receiving salary equivalent to U.S. Dollars given below per month on annual basis, for an initial period of two years.
Detail is as under: -

Basic Pay Scale		Rate for Employees on Deputation Abroad
(i)	BPS-18 & above	US \$ 100/- P/Month
(ii)	BPS-17	US \$ 90/- P/Month
(iii)	BPS-16	US \$ 80/- P/Month
(iv)	BPS-15	US \$ 70/- P/Month

(v)	BPS-14	US \$ 60/- P/Month
(vi)	BPS-11 - 13	US \$ 50/- P/Month
(vii)	Others	US \$ 40/- P/Month

Enhanced Rate / Ratio:

After 02 x years of foreign deputation, the contribution rates will be enhanced as per following details: -

(viii)	3rd Year	Amount of 2nd Year + 10%
(ix)	4th Year	Amount of 3rd Year + 10%
(x)	5th Year	Amount of 4th Year + 10%

- f)** The above amount shall be remitted to the Finance Directorate MEPCO Multan annually during foreign deputation period.
- g)** The employee who fails to remit the same after one year, his foreign deputation shall be liable to be cancelled and he / she will be directed to report back to duty in MEPCO.
- h)** The leave terms of the employee during the period of his foreign deputation will be regulated according to the rules of, or the terms and conditions offered by, the borrowing Government/Organization.
- i)** Leave salary due in respect of such leave will be payable by the borrowing Government or Organization to the person concerned.
- j)** Neither any part of leave earned by the employee during the period of foreign service will be credited to his leave account with MEPCO nor will any liability accrue in respect of leave salary on account of MEPCO.
- k)** MEPCO will not recover any leave salary contribution from the borrowing Government/Organization or the employee.
- l)** On the expiry of approved foreign deputation period, the employee will report his arrival in MEPCO and a certificate will be obtained within a period of three months from Finance Directorate MEPCO to the effect that foreign contribution, pensionary contribution, EPF/GPF/CPF, WWF and GLI have been paid in full by the employee and issuance of this certificate will not be delayed by the Finance Directorate, MEPCO.
- m)** During the period of foreign deputation, MEPCO employees or their families will not be entitled to free electricity supply, medical facility and official accommodation etc.

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