

→ The Addl. DG (MIS)
HESCO Hyderabad.

Subject: UPLOADING MASTER SCHEDULE / SOP IN CONNECTION WITH
PROMOTION / TIME SCALE UP-GRADATION TRAININGS AT HESCO
LEVEL FOR THE YEAR 2020

In order to acquaint the employees of HESCO with timely information regarding their trainings to be held at RTC HESCO Jamshoro required for their Promotion / Time Scale Up-gradations, the Master Schedule / SOP regarding Trainings for the year 2020 received from Principal RTC HESCO Jamshoro is hereby sent with the advice to upload it on the website of HESCO in the general interest of the employees.

The status of its uploading may kindly be conveyed to this office by Monday 09.03.2020 positively.

DA / As Above


(SYED IMRAN ALI ASKARI)
DG / ADMN & HR DIRECTOR
HESCO, HYDERABAD

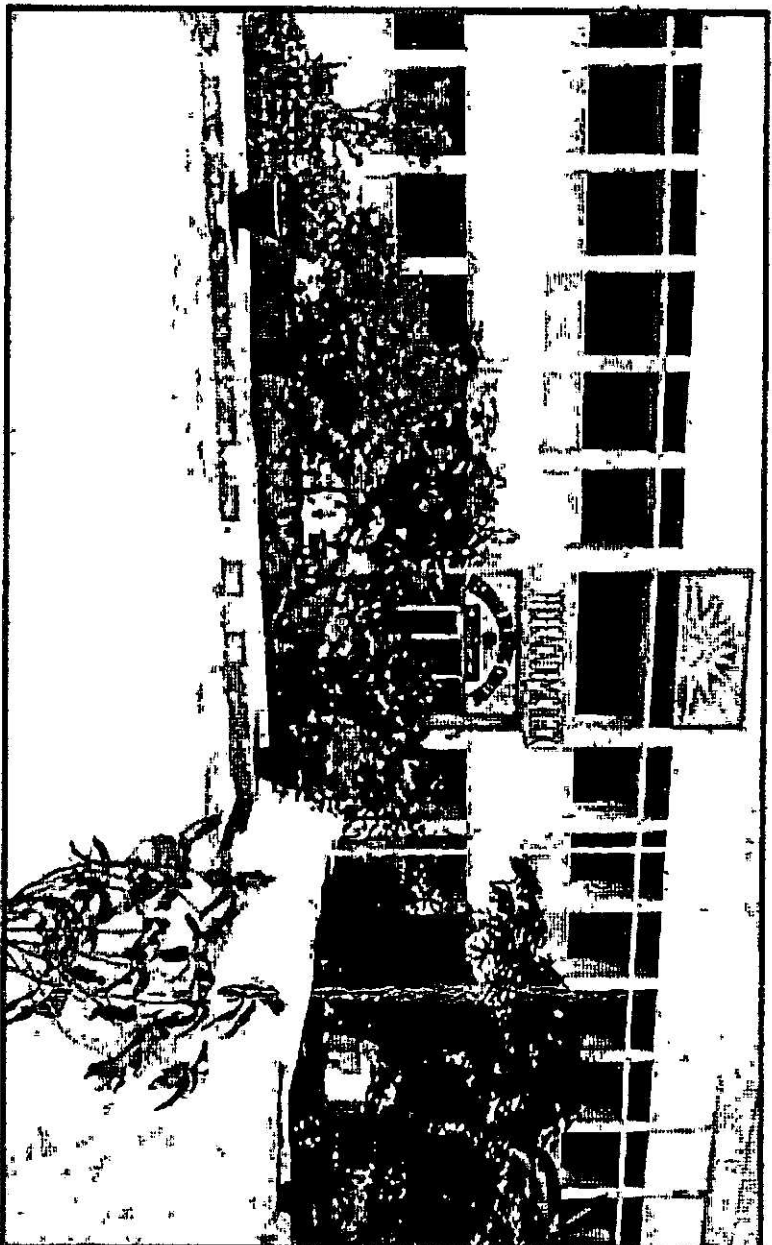
Copy for Information:

- Chief Operating Officer HESCO Hyderabad,.
- Chief Technical Officer HESCO Hyderabad.
- Chief Commercial Officer HESCO Hyderabad.
- Manager (HRM) HESCO Hyderabad.
- Manager CM&OP HESCO Hyderabad.
- Principal RTC HESCO Jamshoro. He is also advised to coordinate with MIS Directorate in future in this connection.
- PSO to CEO HESCO Hyderabad.
- Master file.



REGIONAL TRAINING COLLEGE
HESCO JAMSHORO

PROMOTION / TIME SCALE UP-GRADATION TRAINING



MASTER SCHEDULE 2020

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"PREFACE"

❖ Alhamdulillah with the grace of ALLAH, Subhanahu-wa-Taala, most merciful, most beneficial, the undersigned is issuing the 18th Master Schedule for training courses Promotion/Time Scale up-gradation of Employees from BPS-05 to BPS-16 as replacement of DPE at RTC HESCO Jamshoro for Year 2019. This schedule has been prepared in the light of vide office order No. CEO/HESCO/ADMN&HR Dir/TMP/CP-1/RR&P/VOL-1/32120-39 Dated: 06.09.2016 for the adoption of "New S.O.P."

- ❖ This booklet provides schedule of training courses for Promotion/Time Scale up-Gradation for the year 2020 will be conducted at Regional Training College (RTC) HESCO Jamshoro and Circle Training Centres (CTCs) at Tandolam, Laar and Nawabshah for the year 2020.
- ❖ The schedule is prepared to conduct Promotion training courses for various categories of employees for promotion/Time Scale Up Gradation from BPS-05 to BPS-16 considering the training needs in the year 2020 by forecasting the upcoming stream of employees to be upgraded in different circles, and has been tailored to meet the requirement to nominate the candidates of the field formation well before the start of training. Moreover, it will be compulsory for all the said employees to attend training courses for enhancing skills, expertise and knowledge in their relevant field and then to qualify the examination for further Promotion/Time Scale Up-Gradation (TSU).
- ❖ The aim of the RTC and CTCs is to equip the Manpower with Skill, Knowledge and Required Attitude about work to enhance professional competence and efficiency of the Technical & commercial Staff to achieve optimum operational worthiness.
- ❖ The Core values of the training will be Integrity, Discipline, Stewardship, Responsibility, accountability, Respect, Professionalism & to create power safety awareness & safety culture.
- ❖ The RTC HESCO Jamshoro is equipped with Information Technology (IT) Lab. IT Courses are being introduced for different categories including lower Management Staff with collaboration & affiliation with Sindh board of technical education.
- ❖ The subjects like, Customer Services, Gender Equity, I.T, Health & Safety Enhancing training (HSE) etc. are being introduced to cope with current requirements of job at work place.
- ❖ Training courses listed in this booklet are those currently scheduled for the next calendar year. Any additions will be announced separately to the field formation.
- ❖ The promotion/Time Scale up-gradation trainings of ALMs & LM-II/LM-I are being continued as usual at Circle Training Centres.

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(Engr. Zufigar Ali Memon)
Principal
Regional Training College
HESCO, Jamshoro

INSTRUCTIONS

- * It is required that the Admn & HR Director HESCO/Concerned S.E will forward consolidated lists of nominees to RTC/CTC HESCO at least 04 weeks in advance to the training schedule.
- * The candidates nominated for the Promotion/Time Scale up-gradation Trainings should submit Application form with latest photograph of Nominee & copy of computerized National Identity Card and HESCO Card.
- * All candidates nominated for training courses for Promotion/Time Scale up-gradation Trainings may be directed to bring their Application Form of Promotion / Time Scale up-gradation Trainings (DPT Performa) specimen shown in this booklet properly filled and duly signed by their Controlling Officer.
- * The minimum pass percentage in training courses Examination is 50%. All those trainees who do not secure at least 50% marks at RTC & CTC, will be declared "FAIL" in training for Promotion/TSU. They will repeat training at their own expenses as per new SOP PARA No.2 (iii).
- * The candidates nominated for training courses for Promotion/TSU should be directed to observe the following policy as per new SOP PARA-2(a), failing which they will be treated as per SUB-PARAS (e) & (f):-
Sub-Para (e):-Any participant joining the course late by more than two days would not be allowed to attend the course and would be returned to his/her parent formation.
Sub-Para (f):-Any participant missing the studies /activities by more than 10 percent in a course would be declared as "Fail".
- * Training Charges for Non-HESCO employees:-
 From BPS-5 to 16 Rs.13480/- Per week per Trainee. They should bring the cheque with name of Principal Regional Training College HESCO Jamshoro official Bank A/C NO.673-7 (NBP Shahbaz Building Branch Hyderabad) on very first day of joining at RTC failing which they will not be entertained.
 HESCO employees: who reappear in Departmental Promotion Training / Time Scale Up-Gradation Training as per office order No.CEO/HESCO/Admn & HR/TMP/CP (Cell)/Gen./7218-7285 dated 30.04.2019 is under.

1 st Attempt	2 nd Attempt	3 rd Attempt
Free	Rs.3000/- Per Week	Same as per SOP prescribed by General Manager (HR) PEPCO Lahore in light of replacement policy of DEP from BPS-05 to 16 circulated vide GM (HR) PEPCO O/M No.GM/HR/HRD/A-398/138-62 dated 25.01.2016. Clause-5 "the trainee who falls in promotion / TSU training will have to undergo next training course at this his own expenses."



REGIONAL TRAINING COLLEGE HESCO JAMS
ANNUAL SCHEDULE FOR YEAR 2020

(TIME SCALE UPGRADATION / PROMOTION TRAININGS / BASIC IT COURSE / INDUCTION COURSE / SKILLS ENHANCEMENT COURSES / SAFETY WORKSHOP / SEMINAR)

S.#	COURSE TITLE	COURSE CODE	ENRSE CAPACITY	DURATION (WEEKS)	2020											
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Bill Distributor to Meter Reader	C-200	20	2	6<=>17											
2	Meter Reader to MS-I	C-500	20	3	20<=>7											
3	MS-I to MS-I	C-500 S-100	20	3	10<=>28											
4	MS-I to MRSS	C-500 M-200	20	4	2<=>27											
5	LDC to Commercial Assistant	C-370	20	3				6<=>24								
6	Commercial Assistant to Commercial Supdt	C-470	20	3				4<=>22								
7	LDC to Steno-II	-	10	3	20<=>7											
8	Steno-II to Steno-I	-	10	2												7<=>18
9	LDC to UDC	C-300	10	3	20<=>7											
10	UDC to Assistant	C-400	10	3	10<=>28											
11	Assistant to Office Superintendent	-	10	3			2<=>20									
12	Jr. Clerk to Accounts / Audit Assistant	-	10	3												
13	Accounts / Audit Assistant / Stock Verifier / Divisional Accountant to AB & AO / AAO / Divisional Accountant Reg.	-	20	3												
14	Data Coder / Data Entry Operator to D.C / D.E Supervisor	-	20	3												
15	Security Guard to Security Sergeant	-	20	3												
16	Security Sergeant to Security Inspector	-	10	3												
17	Gate Clerk to Stock Clerk	-	10	2												
18	Stock / Store Clerk to Jr. Store Keeper	-	10	3												

S#	COURSE TITLE	COURSE CODE	INITIAL CAPACITY	DURATION (WEEKS)	2021											
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
19	Jr. Store Keeper to Sr. Store Keeper		10	3							6 ← 24					
20	Sr. Store Keeper to Store System Supervisor		10	4							27 ← 21					
21	Tracer to ADM	C-10	10	3						4 ← 25	1 ← 19					
22	ADM to DM Grade-B		10	3							6 ← 24					
23	DM Grade-B to DM Grade-A	C-11	10	3										5 ← 23		
24	Helper to Meter Mechanic (M&T) Meter Section		10	3										9 ← 27		
25	Meter Mechanic to Test Assistant (M&T) Meter Section		10	3										30 ← 18		
26	Test Assistant to Test Inspector (M&T)		10	3										5 ← 23		
27	Helper to Fitter (M&T) T.F. Section		5	3										9 ← 27		
28	Fitter to AFM (M&T) T.F. Section		10	3										30 ← 18		
29	AFM to FM (M&T)	T-500 S-100	20	10						6 ← 12						
30	LM-I to LS-II / ALFM (Opr. Const)	T-500 S-100	20	7										19 ← 4		
31	LS-II / ALFM to LS-I / LFM (Opr. Const)		20	5	6 ← 7											
32	ASSA to SSA (GSO)		20	7				9 ← 24								
33	SSA to SSO-II (GSO)		20	5				27 ← 29								
34	ALM / Helper to LM-II / Fitter-II (GSO, GSC)		20	5						1 ← 3						
35	LM-II to LM-I (GSO, GSC)		20	7							6 ← 21					
36	LM-I to LS-II / ALFM (GSO, GSC)		10	5	6 ← 7											
37	ASSA / Helper to Meter Mechanic / Fitter / Machine Attendant (GSO, GSC) (P&L, T&L)		10	3	17 ← 6											
38	Meter / Relay Mechanic / Machine Attendant to Lab Assistant (GSO, GSC) (P&L, T&L)		10	3												

S.#	COURSE TITLE	COURSE CODE	INITIAL CAPACITY	DURATION (WEEKS)	2020											
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
39	Filter-II to Filter-I (GSO, GSC) (P&I, T&I)	-	20	5								24	25			
40	Filter to AFM (GSO, GSC) (P&I, T&I)	-	20	7									28			13
BASIC IT COURSE																
1	Basic IT Training (MS Office)	IT	24	8	6	19	19		8	1	24	3	25	19		11
1	ALM (Newly Inducted)	T-50 S-100	20	4										7	2	
SKILLS ENHANCEMENT / REFRESHER COURSES																
1	BIM Distributor	-	20	1												7
2	Meister Reader	-	20	1												7
3	Supervisory Staff	-	20	1												14
4	LS-II & LS-I (Commercial)	C-500 S-100	20	3					4	22						18
5	LS-II & LS-I (Basic Supervision)	M-200 S-100	20	3									7	26		
SAFETY WORKSHOP / SAMINAR																
1	Safety Workshop for ALM & LMs (GSO, GSC) (P&I, T&I)	SW-100	30	1 Day	13		9		11		13		14		9	
2	Safety Workshop for LSe, AI	SW-200	30	1 Day		10		13		15		10		12		7
3	Safety Seminar	SS-100	30	1 Day												

Holidays-2020				
1	Kashmir Day	05 Feb, 2020	6	Independence Day
2	Pakistan Day	23 Mar, 2020	7	Ashura *
3	Labour Day	01 May, 2020	8	Milad un nabi *
4	Eid ul Fitr *	24-26 May, 2020	9	Quaid Day
5	Eid ul Azha *	31 July-02 Aug, 2020	* subject to the appearance of moon	
				14 Aug, 2020
				29-30 Aug, 2020
				10 Oct, 2020
				25 Dec, 2020



CRICKET TRAINING CENTRE HESCO JAMSHORO / TANDOJAL AWABSHAH
ANNUAL SCHEDULE FOR YEAR 2020
(TIME SCALE UPGRADATION / PROMOTION TRAININGS / TECHNICAL SKILLS ENHANCEMENT COURSES / SAFETY WORKSHOP)

S.#	COURSE TITLE	COURSE CODE	INTAKE CAPACITY	DURATION (WEEKS)	2020											
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TIME SCALE UPGRADATION / PROMOTION TRAININGS																
1	ALM to LM-II	T-200 S-100	20	5		10	13	11	12		7	9				
2	LM-II to LM-I	T-300 S-100	20	8		16	8		13		4	12		4		
TECHNICAL SKILLS ENHANCEMENT COURSES																
1	ALM	-	20	2	6 17				15 26							
2	LM-II	-	20	2	20 31				29 10							
3	LM-I	-	20	2	27 7									7 18		
SAFETY WORKSHOP																
1	Safety Workshop for ALM & LMs	SW-100	30	1 Day	13	10	9	13	11	15	13	10	14	12	9	7

Holidays-2020				
1	Kashmir Day	05 Feb, 2020	8	Independence Day
2	Pakistan Day	23 Mar, 2020	7	Ashura *
3	Labour Day	01 May, 2020	8	Milad un nabi*
4	Eid ul Fitar*	24-26 May, 2020	9	Qusaid Day
5	Eid ul Azha*	31 July-02 Aug, 2020	* subject to the appearance of moon	



APPLICATION FORM FOR PROMOTION / TIME SCALE UP GRADATION

ATTACH
PHOTOGRAPH

1. Name of Candidate _____
2. Father's Name _____
3. CNIC No. _____
4. EPF No. _____
5. Qualification/ BPS _____
6. Date of Birth /Age _____
7. Full Designation _____
8. Complete Address _____
9. Date of Appointment _____
10. Date of Last Promotion. _____
11. Total Service in Cadre _____
12. Nominated Letter. # _____ Dated _____
13. Mobile / T&T.# (Res + Office) _____
14. Eligibility to Appear in Training _____
15. Fresh or Failure _____
16. Which chance candidate is availing and about fee? _____

No of Chance-	1st	2nd	3rd
Training fee paid by HESCO Employee	Nil	3000/= Per week by Trainee	Same as per SOP prescribed by General Manager (HR) PEPCO Lahore in light of replacement policy of DPE from BPS-05 to 16 circulated vide GM (HR) PEPCO O/M No.GM/(HR)/HRD/A-398/138-62 dated 25.01.2016. Clause-5 "the trainee who falls in promotion / TSU training will have to undergo next training course at this his own expenses.
Training fee paid by Non-HESCO Employee	13480/= Per week by Concerned Office	13480/= Per week by Trainee	13480/= Per week by Trainee

Above Promotion /Time scale Up-Gradation Training Fees to be deposited in Principal Regional Training College HESCO Jamshoro official Bank A/C NO.673-7 (NBP Shahbaz Building Branch Hyderabad) in the name of Principal Regional Training College HESCO Jamshoro. Application without above fee will not be entertained.

CERTIFICATE BY CANDIDATE

Certify that I have filled in all the columns in completely and no wrong or incomplete information has been given by me to the best of my knowledge. If anything, wrong or incomplete is found, I shall be liable to disciplinary action under WAPDA (E&D Rules)

Signature of Candidate

CERTIFICATE BY HEAD OF OFFICE

Certify that _____ S/O/M/O/D/O _____
Working at _____ is eligible to appear Promotion /Time scale Up-
Gradation Training from _____ to _____ at _____ in
accordance with the instruction contained in New SOP.

Executive Engineer
or above
Controlling Officer