



PESHAWAR ELECTRIC SUPPLY COMPANY

PESCO DEPUTATION POLICY-2023

Title

The policy shall be called as “**PESCO Deputation Policy-2023**”.

Scope

It shall be applied to all regular officers / staff of PESCO.

Effective

This deputation policy shall be effective from the date of approval accorded by the Board of Directors and the policy will supersede all previous deputation policies, various orders and instructions issued by BoD PESCO/PEPCO/WAPDA etc. from time to time, and those employees of other organizations who are already working on deputation as per previous policy will also be governed under this policy after expiry of their current allowed deputation period.

A. Foreign Deputation

1. GENERAL CONDITIONS

- (a) PESCO employees will normally apply against the Government posts advertised by the Bureau of Emigration and Overseas Employment Corporation by providing Offer Letter with complete details (i.e. address, contact number, email address, Head office detail etc.).
- (b) They can also apply for posts with Government controlled organizations advertised even by private recruiting agencies.
- (c) They will also be eligible to apply for posts advertised by the Government/Semi Government Departments and Autonomous Bodies.
- (d) An employee who receives a direct offer from a Government/ Semi Government department; or
- (e) PESCO employee shall be eligible to apply for deputation with Engineering Consultants abroad having no contractual affiliation with PESCO.
- (f) PESCO employee may also seek employment in private organizations/companies abroad subject to the conditions that such organization / company is registered as Private / Public company.
- (g) Its acceptance will not be delayed or withheld unreasonably by the competent authority.

2. Competent Authorities

Request for deputation shall be forwarded through proper channel. Permission to forward applications and approval of deputation abroad and further extension in deputation (if deemed appropriate by the competent authority) will be given by the following officers, keeping in view the availability of the employee and the interest of company.

S.No.	BPS	Competent Authority
1	BPS-17 & below	CEO
2	BPS-18 to 20	BoD

3. Eligibility and Deputation Period

- A.
- i. There should be no enquiry / disciplinary case pending against the employee requesting for deputation.
 - ii. No penalty under E&D Rules has been imposed on an employee during last 5 years' service less minor penalty of "Censure".
 - iii. The employee shall provide an undertaking on non-judicial stamp paper that no NAB/FIA / any other agency inquiry is pending against him/her.
 - iv. PERs/ACRs for the last five years at least "Good" duly completed in all respect at the time of request for deputation must be provided/ available on the record. There should be no adverse remarks in the PER/ ACR during the last 5 years.
 - v. An employee must provide No Audit Para Pending Certificate from the office of **Head of Internal Audit PESCO** Peshawar.
 - vi. No Demand Certificate has to be provided.
 - vii. The employee shall provide an undertaking on non-judicial stamp paper that no FIR / criminal proceedings are pending against him/her.
- B. Employees with less than two years of continuous service on regular cadre shall not be eligible to apply for deputation. Contractual / Lump sum / Pay Package / Fixed Pay employees shall not be considered for deputation.
- C. Deputation abroad shall be allowed for an initial period of 03 years. However, extendable upto maximum period of five years for which employee have to provide employment contract renewal proof from borrowing company.
- D. Employees who have been on deputation abroad shall not be eligible for deputation again unless they put in 3 years satisfactory service after their repatriation from foreign deputation.

- E. The employee who has executed a bond for a specified period shall not be eligible to apply for deputation abroad before he has rendered the minimum service prescribed in the bond. However, where an employee wants to go on deputation abroad during the bond period, his/her case may be considered subject to that the bond money is paid for the remaining period on prorata basis.
- F. No more than 10% of Engineers in a pay scale to be on deputation at a time. However, the request of other cadre shall be considered on case-to-case basis by keeping in view the requirement of the business and overall interest of PESCO.
- G. Ordinarily employee allowed deputation abroad shall not change the firm/ organization. However, in case of change in the firm / organization, the concerned employee will intimate and refer the case to respective competent authority for approval before making such move for issuance of amendment in allowed deputation. In case of change without permission shall lead to termination of deputation and initiation of disciplinary action against the concerned employee.
- H. Following preventive measures should be adopted while processing the foreign deputation cases of the employees with the special attention in the countries like Canada, USA, Britain, European Union and Australia etc: -
- a. The offer of employment from foreign employer provided by the employee must be got verified from the concerned foreign company secretly through authentic source of electronic media such as telephone/video call and email, etc. without involving the employee seeking deputation.
 - b. The borrowing Foreign Company will inform the PESCO immediately if the employee leaves the company before completion of allowed deputation or the contract of the employee has been termination or contract not renewed for further period by their end.
 - c. At the time of processing foreign deputation cases, embassy of the respective country should also be taken on board and it should be ensured that the employee is not proceeding to that country on immigration visa. All the above correspondence should be made confidentially without involving the employee concerned and the staff of the respective office.
 - d. The request for extension in deputation shall be forwarded to PESCO atleast 3 months prior to the expiry of the allowed deputation period and the employee should provide attested copy of all pages of passport(s), and should reflect the visa duly stamped / electronic visa, exit/ entry stamps etc. as well as proof of payment of foreign service contribution, pension contribution, EPF/GPF, WWF and GLI, if applicable.

If at any belated stage such maneuvering is pointed out, the concerned deputationist and the dealing office will be held responsible and action under relevant disciplinary rules will be initiated against them.

4. **Seniority and Promotion**

- A. A PESCO employee (officer/official) on deputation abroad will be not be eligible for promotion/Time Scale Upgradation during deputation period and his seniority will be placed on a separate static list.
- B. If a PESCO officer (BPS-17 & above) returns to PESCO within 5 years of deputation period, he will be considered for promotion in normal course subject to earning of Performance Evaluation Report (PER) / ACR for at least one full year and will regain his original seniority, if recommended by the board and approved by the competent authority.
- C. The Seniority of employees in BPS-16 & below, on deputation will be placed on a separate static list, i.e. from the date of departure / relieving of the employee for deputation and shall not be considered in promotion boards and will be deemed superseded/unfit from promotion with no claim of promotion or seniority over his junior(s) who may have been promoted during his deputation period. The employee shall be considered for promotion only after resumption of duty in PESCO and subject to earning of a Performance Evaluation Report / ACR for at least one full year. He will be assigned seniority in the higher post only from the date he assumes the charge after his/her promotion.
- D. The work and performance i.e. PER/ACR of such employees (officers & officials) on deputation shall deemed to be considered as “**Very Good**” as long as they continue to work on deputation abroad.

5. **Other Conditions**

Employees on deputation shall resume duty at the end of the approved deputation period. The employees who fail to report back on completion of their initially approved/extended period of deputation shall render themselves liable to disciplinary action under relevant rules of the company.

PESCO employees will be paid salary by the company till the date they are relieved for proceeding on deputation and with effect from the date they report back for duty.

During the period of deputation, the PESCO employees will neither be entitled to medical facilities/ Cash Medical Allowance in respect of themselves or family members at the expense of PESCO. To this effect the employees will provide a certificate duly counter signed from concerned WAPDA Hospital or controlling officer at the time of submission of request for deputation. During deputation the employee shall not be entitled for marriage grant facility for themselves or family members.

FSC Rate for the 1st two years

(i)	BPS-18 & above	US\$ 113/- PM
(ii)	BPS-17	US\$ 101/- PM
(iii)	BPS-16	US\$ 90/- PM
(iv)	BPS-15	US\$ 79/- PM
(v)	BPS-14	US\$ 68/- PM
(vi)	BPS-11 – 13	US\$ 56/- PM
(vii)	Others	US\$ 45/- PM

Enhanced FSC Rate/Ratio beyond two years deputation

(i)	3 rd Year	Amount of 2 nd Year + 05%
(ii)	4 th Year	Amount of 3 rd Year + 05%
(iii)	5 th Year	Amount of 4 th Year + 05%

The above amount shall be remitted in the Finance Director PESCO Account titled “**PESCO Foreign Service Contribution**” maintained at Allied Bank of Pakistan Branch, Saddar, Peshawar Account Number No. **0010005035610018** by the **15th of each month.**

- F. (i) Leave Rules and Terms & Conditions of the borrowing company / Govt. Dept. will be applicable on the employee during deputation period. Leave salary due in respect of such leave will be payable by the borrowing Government or Organization to the person concerned as per applicable rules. The competent authority will decide the leaves on case to case basis in the interest of company's work.
- (ii) The leave earned by the employee during the period of foreign deputation will not be credited on his leave account with PESCO nor any liability in respect of leave salary will be reserved with PESCO. The department will not recover any leave salary contribution from the borrowing Government/ Organization or the employee.
- G. After resuming the duty by the employee from deputation, a certificate will be obtained from the Finance Director PESCO to the effect that pension contribution, EPF/GPF, WWF and GLI (if applicable) as well as Foreign Service Contribution for complete period of deputation has been paid in full by the employee and issuance of this certificate will not be delayed by the concerned Accounts formation.
- H. The employees who have been allotted PESCO official / acquired accommodation, will be required to vacate the same before proceeding on deputation. Concerned office will be responsible for vacating the official accommodation / cancellation of lease agreement under intimation to all concerned before departure of the employee.

- I. During the period of deputation, the PESCO employees will not be entitled to free supply of electricity. Concerned office will be responsible for cancellation/deletion of free electricity facility against the relevant account number from the date of departure of the employee under intimation to all concerned.
- J. PESCO reserves the right to recall / cancel the deputation of the employee on requirement basis at any stage before completion of the allowed deputation period and the deputationist is bound to join duty immediately failing which disciplinary action under E&D Rules will be initiated.

Local Deputation

1. General Conditions

- (i) PESCO employees will be allowed deputation within the country against the posts with the:
 - (a) Government Department
 - (b) Semi Government Departments
 - (c) Autonomous Bodies; and
 - (d) DISCOs
- (ii) PESCO employees shall not be allowed deputation to private organizations within country.
- (iii) An employee of other DISCOs will only be allowed local deputation within PESCO against a sanctioned and vacant post reserved for direct induction in the interest of company's work.

2. Competent authorities

Request for deputation shall be forwarded through proper channel. Permission to forward applications and approval of deputation will be given by the following competent authorities keeping in view the separability of the employee and the interest of the company:

S.No.	BPS	Competent Authority
1	BPS-17 & below	CEO
2	BPS-18 to 20	BoD

3. **Eligibility and Deputation Period**

- A. Employees with bad service record shall not be considered for deputation i.e.
- (i) No enquiry / disciplinary case should be pending against the concerned employee requesting for deputation.
 - (ii) No penalty under E&D Rules has been imposed on him during last 5 years less minor penalty of “**Censure**”.
 - (iii) No adverse remarks have been communicated in the ACR during last 5 years.
- B. Employees with less than two years of continuous service on regular cadre shall not be eligible to apply for deputation. Contractual / Lump sum / Pay Package / Fixed Pay employees shall not be considered for deputation.
- C. Deputation within the country will be allowed to PESCO employees for an initial period of two years extendable up to a maximum period of 05 years with the approval of the competent authority subject to satisfactory performance / service.
- D. Employees who have been on deputation within the country shall not be eligible for deputation again unless they serve PESCO for 03 years after their repatriation.
- E. The employee who has executed a bond for a specified period shall not be eligible to apply for deputation within the country under any local organization before he has rendered the minimum service prescribed in the bond.
- F. The request for extension in deputation shall be forwarded to PESCO at least 3 months prior to the expiry of the allowed deputation period.

4. **Seniority and Promotion**

- A. A PESCO officer (BPS-17 & above) on deputation within the country will not be eligible for promotion during deputation period, shall be deemed deferred and his seniority will be placed on a separate static list. He shall be considered for promotion only after resumption of duty in PESCO and will regain his original seniority position on resumption of duty. A PESCO deputationist official (BPS-1 to BPS-16) on deputation within the country will not be eligible for promotion during deputation period, shall be deemed unfit/ superseded in the promotion board with no claim of retrospective promotion or to seniority over his junior who may have been promoted during his deputation period. The name of such an employee would be brought back on the seniority list only after the employee resumes duty on return for duty in PESCO.

5. **Other Conditions**

- A. Employees on deputation within the country shall resume duty at the end of the approved deputation period. The employees who fail to report back

on completion of their initially approved/extended period of deputation shall render themselves liable to disciplinary action under relevant rules.

- B. Employees will be paid salary by the company till the date they are relieved for proceeding on local deputation and with effect from the date they report back for duty.
- C. During the period of local deputation, the employees will not be entitled to medical facilities in respect of themselves and family members at the expense of PESCO.
- D. Borrowing organization/departments or the employee shall remit the pension contribution, EPF/GPF, WWF and GLI (if applicable) for the period of deputation on yearly basis at the salary admissible to the employee in PESCO after one year borrowing agency shall certify that the employee is still working in the same organization.
- E.
 - (i) Leave Rules and Terms & Conditions of the borrowing company / Govt. Dept. will be applicable on the employee during deputation period. Leave salary due in respect of such leave will be payable by the borrowing Government or Organization to the person concerned as per applicable rules. The competent authority of the borrowing department will decide the leaves on case to case basis in the interest of company's work.
 - (ii) The leave earned by the employee during the period of deputation will not be credited on his leave account with PESCO nor any liability in respect of leave salary will be reserved with PESCO. The department will not recover any leave salary contribution from the borrowing Government/ Organization or the employee.
- F. On the expiry of approved deputation period, the employee will report for duty in PESCO and a certificate will be obtained from the Finance Director PESCO to the effect that pension contribution, EPF/GPF, WWF and GLI for complete deputation period has been paid in full by the employee or borrowing department / organization and issuance of this certificate will not be delayed by the concerned Accounts formation.
- G. The employees who have been allotted PESCO official / acquired accommodation, will be required to vacate the same before proceeding on deputation. Concerned office will be responsible for vacating the official accommodation / cancellation of lease agreement under intimation to all concerned before departure of the employee.
- H. During the period of deputation within country, the PESCO employee will be entitled to free supply of electricity, if otherwise allowed, up to the extent prescribed by the authority and its cost will be borne by borrowing agency subject to written consent of borrowing agency. Concerned office will be responsible for credit / debit of the amount of free electricity supply to deputationist and if the borrowing department / organization is not in the consent of free supply of electricity, cancellation/deletion of free electricity facility against the relevant account number from the date

of departure of the employee under intimation to all concerned.

- I. 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 of his services.
- J. The parent department / organization reserves the right to recall / cancel the deputation of the employee on requirement basis at any stage before completion of the allowed deputation period and the deputationist is bound to join duty immediately failing which disciplinary action under E&D Rules will be initiated.

6. **Repatriation and Permanent Absorption**

- A. Permanent absorption cannot be claimed as a right by an employee working on deputation in PESCO or PESCO employee working on deputation in other DISCOs. However, the competent authority who is empowered to allow the deputation may consider the request of an employee for permanent absorption on case-to-case basis subject to the following terms & conditions:
 - i. To justify absorption, the borrowing department shall prove that there is no suitable candidate with such matching qualification and absorption is required on the term “Exigency of service” and if the deputationist is not absorbed, the typical day-to-day working of the borrowing department will be effected.
 - ii. The permanent absorption in DISCO will be considered only if relevant service rules have a provision of induction against that post in direct quota and it will be treated as an appointment afresh with pay protection.
 - iii. After permanent absorption, the concerned employee shall be placed at the bottom of seniority list of the respective cadre.
 - iv. The agreement of Lending and Borrowing organization shall be mandatory. No case shall be considered without NOC from both organizations.
 - v. The employee requesting for permanent absorption in PESCO must have satisfactory performance.
 - vi. It will be obligatory for the employee requesting for permanent absorption in PESCO to report back to his parent organization on expiry of deputation period, irrespective of his/her being relieved by PESCO and vice versa.
 - vii. In case a deputationist is proposed to be permanently absorbed by the borrowing organization, such proposal shall be initiated at-least six months before the expiry of deputation period.
 - viii. There should be no major penalty imposed upon the employee during period of deputation in PESCO.
 - ix. Employee should not be involved in any type of embezzlements, fraudulent activities and there should be no NAB/FIA case pending against the concerned employee.
 - x. The employee working on deputation in PESCO shall not claim

promotion in their parent organization. In case of promotion, they shall be repatriated to their parent organization. They will have to complete minimum three years' service in their parent organization so as to be reconsidered for deputation in PESCO.

- xi. On completion of five years of deputation, the borrowing agencies/departments may within reasonable time forward the case to parent department for absorption of the deputationist, along with option of the employee for requisite NOC.
- xii. After absorption in borrowing department, the lien of employee with parent department shall be terminated. If the employee is unwilling to do so, then deputationist shall invariably rejoin or shall be recalled to join back duty in parent department. However, it will be the prime responsibility and duty of borrowing agency to repatriate the employee within stipulated time period.
- xiii. No employee of other organizations (except DISCOs) working in PESCO before implementation of this deputation policy shall be absorbed in PESCO.

1 **Other Requirements / Conditions for Deputation in PESCO**

- i. Regular employees of other DISCOs and only Tehsildars of Government of Khyber Pakhtunkhwa (as a Recovery Tehsildar), having minimum two years regular service may be considered for deputation in PESCO subject to availability of vacancy under direct recruitment quota.
- ii. The lending orders will be issued by the parent organization.
- iii. Only Recovery Tehsildar/Magistrate, where their services are requisitioned by PESCO, shall be eligible for deputation allowance.
- iv. Permanent absorption will be one time arrangement in entire service of the employee.
- v. Pay, pension & other dues will be protected in the new organization. Payment of actuarial liability for his pension shall be made by the parent organization to the new organization.
- vi. Lien of employee with their parent organization shall stand served on absorption.

The Board of Directors may amend, modify or relax any of the above provisions in the interest of company.