



Pakistan Electric Power Company (Pvt.) Limited
Office of the General Manager (Human Resources)
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A-704 2522-97
Ref.# GM(HR)/HRD/
Date: October 18-X, 2011

OFFICE ORDER


SUBJECT: RATIONALISING THE CONTROL AND USAGE OF TRANSPORT

1. The austerity measures prescribed by the Finance Division, GoP from time to time invariably point out reckless and imprudent use of transport facility and Government Audits have also been apprehensive of the misuse of transport facilities and observing for passing strict measures and directions for improving the control and usage of transport facilities.

2. The above state of affairs calls for rationalizing the transport facilities. It has, therefore, been decided that:-

- (i) The officers, who are enjoying Option-I vehicle facility will not be entitled to a separate transport from the Pool for performing outstation journeys. In case the vehicle dedicated for official duties is not worthy of outstation journeys, the officer may surrender that vehicle and opt for utilizing the pool for his outstation moves.
- (ii) The officers, who are in receipt of transport subsidy, be checked for manipulating the transport record / log books for availing the official transport simultaneously. This defeats the very purpose of instituting the scheme of transport subsidy. All concerned must discontinue it forthwith or be ready for departmental actions.
- (iii) In order to facilitate the officers, a simple proforma is being institutionalized for seeking approvals of the competent authority, to be filled in by the touring officers for quick and ready use.
- (iv) In future, all TA / DA claims without formal permission on the form will not be entertained for payment purposes.

3. This issues with the approval of competent authority.


(Saqlain Zahur Raja)
HR Director PEPCO

C.C to:-

- SGM PEPCO
- Legal Advisor PEPCO
- All GMs PEPCO
- All CEs / DGs PEPCO
- CEO PITC with request to put in place format in PEPCO Website for getting print of format.
- Chief Auditor PEPCO
- Dir. (M&PR) / CSO / Sr.B&AO PEPCO
- SO to MD PEPCO
- Master File.