



# GUJRANWALA ELECTRIC POWER COMPANY

Tele: 0559200519-26 (220)  
Fax: 0559200122  
www.gepco.com.pk

**Office of the Chief Executive Officer,  
GEPCO,  
565-A, Model Town, Gujranwala  
(HRM Section)**

No. 3681/81701-13 /File No.PF-

Dated: 02 / 03 / 2018

## OFFICE ORDER

Mr. Muhammad Zeeshan Sattar, Manager (Admn), GEPCO Gujranwala is hereby ordered to perform his duty as compliance coordinator for HR Committee in addition to his own duties.

### Note:-

- He will be responsible to assist D.G (HR&Admn) GEPCO H/Qs, Gujranwala in all HR/Admn Directorate matters and liaison with concerned offices in order to streamline the all functions.
- He will be responsible to be abreast with sub-committee / BOD GEPCO's issues for the communication / presentation of requisite information to the compliances and follow ups thereof.
- He has to upkeep the deadlines / time limits while observing codal formalities.

This is issued with the approval of Chief Executive Officer, GEPCO.

  
(M ANWAR SAEED KAILVI)  
D.G (HR & ADMN) GEPCO

### Cc:-

- Chief Financial Officer GEPCO, Gujranwala.
- The Company Secretary, GEPCO Gujranwala.
- APS to CEO / all CEs / DG (HR&Admn) of GEPCO.
- ✓ Web Master / HRMIS Cell GEPCO H/Q, Gujranwala.
- Officers concerned.
- Master file.