

No.1(1)/2023-DISCOs-I  
Government of Pakistan  
Ministry of Energy  
(Power Division)

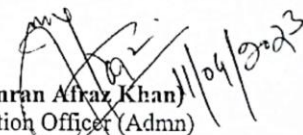


Islamabad the 11<sup>th</sup> April 2023

**OFFICE ORDER**

The Secretary Power Division has been pleased to approve the reorganization and redistribution of the work of the Entities & DISCOs (E&D) Wing, Power Division as under:-

- i. The E&D Wing may be renamed as Corporate Affairs and DISCOs (CAD) Wing.
- ii. The Deputy Secretary (DISCOs) will continue to look after the existing two Sections i.e. DISCOs-I and DISCOs-II with job description at **Annex-I**.
- iii. The post of Deputy Secretary (Entities) may be renamed as Deputy Secretary (Corporate Affairs).
- iv. The existing DISCOs-III Section may be renamed as Corporate Affairs-I Section and shifted under Deputy Secretary (Corporate Affairs) with job Description at **Annex-II**.
- v. The existing Entities Section may be renamed as Corporate Affairs-II Section and will be looked after by Deputy Secretary (Corporate Affairs) with job description at **Annex-II**.

  
(Imran Afrax Khan)  
Section Officer (Admn)  
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**Distribution:**

1. Additional Secretary (I), Power Division, Islamabad.
2. Additional Secretary (II), Power Division, Islamabad.
3. Additional Secretary (III), Power Division, Islamabad.
4. All Senior Joint Secretaries/Joint Secretaries, Power Division, Islamabad.
5. PS to Minister for Power Division, Islamabad.
6. SO to Secretary, Power Division, Islamabad.
7. All the CEOs/M.Ds of Organizations/Entities under Power Division.

**Deputy Secretary (DISCOs)****Section Officer (DISCOs-I)**

- All HR related matters of DISCOs, such as recruitments, promotions, transfers, remuneration, discipline/ misconduct etc.
- Compliance of Labour laws and matters ancillary thereto
- All administrative matters of DISCOs excluding visits abroad of officers
- Reports of approval of annual budget from BoDs
- Compliance of PPRA's regulatory framework
- Matters relating to AMI meters of DISCOs
- Performance Agreements with Boards of DISCOs
- Fatal/ Non-fatal accidents
- Meetings on performance review/ recovery/ remittances/ financial health with respect to DISCOs
- Matters relating to recoveries from government departments/ provincial governments
- Arrangements with regard to conducting of high level meetings on matters pertaining to DISCOs including taking minutes of meetings
- Complaints/ petitions from private sector on matters relating to DISCOs
- Court cases, assembly questions and matters received from PM's office, President's Secretariat, Wafaqi Mohtasib, AGP office, NAB/FIA or any other forum regarding above

**Section Officer (DISCOs-II)**

- All technical/ operational matters of DISCOs
- Electricity Distribution and Efficiency Improvement Project (EDEIP) funded by World Bank
- Outsourcing/ Privatization/ Provincialization of DISCOs
- Coordination with other Ministries/ Divisions/ Departments/ Organizations/ Provincial Governments
- Preparation of Briefs/ Working papers for various meetings
- Matters relating to load management/ uninterrupted power supply
- Matters relating to Khuli Kacheries
- Connectivity of Captive power plants with DISCOs
- Compliance of NEPRA's regulatory framework
- Court cases, assembly questions and matters received from PM's office, President's Secretariat, Wafaqi Mohtasib, AGP office, NAB/FIA or any other forum regarding above

**Deputy Secretary (Corporate Affairs)****Section Officer (Corporate Affairs-I)**

- Any matter arising out of the appointment of CEOs of DISCOs, PPMC, PITC, AEDB/PPIB and NESPAK
- All matters relating to appointment of BoDs of DISCOs, PPMC, PITC AEDB/PPIB and NESPAK
- Matters pertaining to SOEs (Governance & Operations) Act, 2023 and Companies Act, 2017
- Secretariat work relating to Board Nominations Committee
- Scrutiny/ Examination of minutes of the meetings of BoDs of DISCOs
- Compliance of SECP's regulatory framework
- Annual General Meetings
- Court cases, assembly questions and matters received from PM's office, President's Secretariat, Wafaqi Mohtasib, AGP office, NAB/FIA or any other forum regarding above

**Section Officer (Corporate Affairs-II)**

- All the HR related matters of AEDB/PPIB, PITC, PPMC and NESPAK such as recruitments, promotions, transfers, remuneration, discipline/ misconduct etc.
- All administrative matters of AEDB/PPIB, PITC, PPMC and NESPAK excluding visits abroad of officers
- All the operational/ functional matters of AEDB/PPIB, PITC, PPMC and NESPAK
- Coordination within the Wing
- Matters relating to Energy efficiency and conservation
- All correspondence related to the above functions with the Ministries/ Divisions/ Departments/ Organizations
- Court cases, assembly questions and matters received from PM's office, President's Secretariat, Wafaqi Mohtasib, AGP office, NAB/FIA or any other forum regarding above