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NOTIFICATION

It is intimated to all concerns that Training Syllabus of all the trainings conducted at IESCO level (RTC/CTCs) has been revised. The approved copies of **Revised Syllabus-2025** are now available at RTC/CTCs and Training & Development Cell IESCO, Islamabad.

Moreover, in order to facilitate employees at their door step, Revised Syllabus 2025 is also uploaded on IESCO website and can be access it through following steps:

- i) log on to www.iesco.com.pk
- ii) Click departments on home page
- iii) Click Regional Training Centre
- iv) Click Revised Syllabus-2025


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IESCO Islamabad

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ISLAMABAD ELECTRIC SUPPLY COMANY



Trains to Serve

REVISED SYLLABUS-2025

**TRAINING & DEVELOPMENT CELL
IESCO ISLAMABAD**

PREFACE

It is with great pleasure that we present the **Revised Syllabus-2025** of Trainings conducted at RTC & CTCs under IESCO, designed to meet the evolving demands of the power sector and equip our workforce with the necessary technical and managerial skills. As the Director General of Human Resources, I firmly believe that continuous learning and skill enhancement are pivotal in ensuring efficient, safe, and sustainable electricity distribution.

The power sector is undergoing through rapid transformation, driven by advancements in technology, the increasing demand for reliable power, and the need for enhanced operational efficiency. To address these challenges, we have meticulously reviewed and updated our training curriculum to ensure alignment with best practices, regulatory requirements, and emerging trends. The revised syllabus integrates cutting-edge knowledge, practical exposure, and competency-based learning to empower our workforce in managing distribution systems effectively.

This syllabus revision is the result of extensive consultations with all formations, senior engineers, training professionals, and feedback from employees who have undergone previous training programs. The primary objective of this revision is to bridge skill gaps, improve service quality, and enhance safety standards in Distribution System. Another aspect of this syllabus places significant emphasis on safety regulations, risk assessment, and emergency response measures.

Our vision is to cultivate a culture of continuous improvement, innovation, and excellence within our organization. By equipping our workforce with updated knowledge and modern technical skills, we aim to enhance operational efficiency, reduce system losses, and ensure the reliable distribution of electricity to our valued customers. The revised syllabus is not merely a structured training guide but a strategic initiative to strengthen our organization's human capital and contribute to the national goal of sustainable power development.

I extend my heartfelt gratitude to all stakeholders, training faculty, and experts who have contributed to this initiative. Their valuable insights and dedication have been instrumental in shaping this comprehensive training program. I also encourage all employees and trainees to actively engage in these learning opportunities and make the most of the resources available to them. Together, let us build a competent, safety-conscious, and future-ready workforce for IESCO.

JAVED IQBAL
Director General HR

LIST OF COURSES OFFERED AT RTC & CTCs
ACCORING TO REVISED SYLLABUS-2025

Sr.#	Title of Course	Course Code	Duration	Page No.
SAFETY COURSES				
1	Special Safety Training of Line Staff **	S-25	1 Day	1
2	Quick Impact Linemen Safety Training **	S-50	02 Days	2
3	Quick Impact Safety Training for Newly Inducted ALMs **	S-50	03 Days	3
4	Quick Impact Safety Training for ALM(Certified), LM-II & LM-I **	S-60	03 Days	4
5	Quick Impact Safety Training for Line Supervisors & SDOs **	S-75	02 Days	5
6	General Safety/First Aid & Fire Fighting Course **	S-100	01 Week	6
7	General Safety/First Aid & Fire Fighting Course for GSO/GSC Staff	S-150	01 Week	7
8	Quick Impact Safety Training for M&T Staff	S-160	02 Days	8
9	Quick Impact Safety Training for Cable Jointing Staff	S-170	02 Days	9
10	Accident Prevention Course	S-200	01 Week	10
REFRESHER COURSE				
11	Refresher Course for Line Supervisory Staff	S-300	02 Weeks	11
INDUCTION / PROMOTION COURSES FOR LINE STAFF (OPER & CONST)				
12	Induction Course for Newly appointed ALM *	T- 50	02 Weeks	12
13	Promotion Course for ALM to LM-II *	T-100	05 Weeks	13
14	Induction Course for Newly Inducted LS-II	T-150	04 Weeks	14
15	Promotion Course for LM-II to LM-I *	T-300	07 Weeks	15
16	Promotion Course for LM-I to LS-II	T-400	08 Weeks	16
17	Promotion Course for LM-I (illiterate) to LFM-II	T-450	04 Weeks	17
18	Promotion Course for LFM-II to LFM-I	T-475	04 Weeks	18
19	Promotion Course for LS-II to LS-I	T-500	09 Weeks	19
PRACTICAL TRAININGS FOR LINE STAFF (OPER & CONST)				
20	Practical Training Course for Newly Appointed ALM*	PR-25	01 Week	20
21	Practical Training Course for Certified ALM*	PR-50	01 Week	21
22	Practical Training Course for LM-II*	PR-75	01 Week	22
23	Practical Training Course for LM-I	PR-100	01 Week	23

Sr.#	Title of Course	Course Code	Duration	Page No.
REFRESHER COURSES FOR READING STAFF				
24	Refresher Course for M.R *	C-75	01 Week	24
25	Refresher Course for MRS-II, MRS-I & MRSS **	C-100	01 Week	25
26	Refresher Course for Meter Readers	C-200	02 Weeks	26
PROMOTION COURSES FOR READING STAFF				
27	Promotion Course for B.D to M.R	C-150	02 Weeks	27
28	Promotion Course for M.R to MRS-II	C-250	03 Weeks	28
29	Promotion Course for MRS-II to MRS-I	C-500	04 Weeks	29
30	Promotion Course for MRS-I to MRSS	C-650	04 Weeks	30
PROMOTION COURSES FOR STORES STAFF				
31	Promotion Course for Gate Clerk to Store Clerk	GC-100	03 Weeks	31-32
32	Promotion Course for Store / Stock Clerk to JSK	JSK-50	03 Weeks	33-34
33	Promotion Course for JSK to SSK	JSK-100	03 Weeks	35-36
34	Promotion Course for SSK to SSS	SSK-100	04 Weeks	37-38
PROMOTION COURSES FOR ACCOUNTS / AUDIT STAFF				
35	Promotion Course for LDC (Accounts/ Audit) to Accounts / Audit Assistant	A-100	03 Weeks	39
36	Promotion Course for Accounts / Audit Assistant to AAO /DAO / AB& AO	A-200	05 Weeks	40
PROMOTION COURSES FOR MINISTERIAL STAFF				
37	Promotion Course for LDC to UDC	C-300	03 Weeks	41
38	Promotion Course for UDC to Assistant (Admn)	C-400	03 Weeks	42
39	Promotion Course for Assistant to Supdtt. (Admn)	A-400	04 Weeks	43
40	Promotion Course for LDC to Steno-II	SG-100	03 Weeks	44
41	Promotion Course for Steno-II to Steno-I	SG-200	03 Weeks	45
REFRESHER COURSES MINISTERIAL STAFF				
42	Refresher Course for LDC/UDC	C-50	01 Week	46
43	Refresher Course for Assistant /Supdtt. (Admn)	C-450	01 Week	47

Sr.#	Title of Course	Course Code	Duration	Page No.
PROMOTION COURSES FOR DRAWING STAFF				
44	Promotion Course for Tracer to ADM	ADM-50	03 Weeks	48
45	Promotion Course for ADM to HDM-B	HDM-50	03 Weeks	49
46	Promotion Course for HDM-B to HDM-A	HDM-100	04 Weeks	50
PROMOTION COURSE FOR CIVIL STAFF				
47	Promotion Course for Surveyor to Sub Engineer	SRV-100	04 Weeks	51
PROMOTION COURSE FOR TELEPHONE STAFF				
48	Promotion Course for Telephone operator to Telephone Supervisor	TS-100	03 Weeks	52
PROMOTION COURSES FOR SECURITY STAFF				
49	Promotion Course for Security Guard to Security Sargent	SEC-100	02 Weeks	53
50	Promotion course for security Sargent to security inspector	SEC-200	03 Weeks	54
51	Promotion Course for Security Inspector to Security Officer	SEC-300	03 Weeks	55
REFRESHER COURSE FOR COMMERCIAL STAFF				
52	Refresher Course for Commercial Assistants & Commercial Superintendent	C-350	01 Week	56
PROMOTION COURSES FOR COMMERCIAL STAFF				
53	Promotion Course for LDC (Commercial) to Commercial Assistant	C-370	03 Weeks	57
54	Promotion Course for Commercial Assistant to Commercial Superintendent	C-470	04 Weeks	58
IT TRAININGS FOR MINISTERIAL, ACCOUNTS, AUDIT & COMMERCIAL STAFF				
55	Basic IT training of Assistant (Admn) / Accounts/Audit Assistant & Commercial Assistant	IT-100	06 Week	59-60
56	Basic IT training of LDC / UDC (Ministerial/Accounts / Audit staff)	IT-50	03 Weeks	61-62
PROMOTION COURSE FOR COMPUTER STAFF				
57	Promotion Course for DEO/DC to DE/DC Supervisor	Comp-100	04 Weeks	63

Sr.#	Title of Course	Course Code	Duration	Page No.
PROMOTION COURSES FOR M & T STAFF				
58	Promotion Course for Winder / Welder / Oven Operator & Oil Plant Operator	M&T-50	03 Weeks	64
59	Promotion Course for Fitter Helper to Fitter	M&T-100	03 Weeks	65
60	Promotion Course for Meter Mechanic Helper to Meter Mechanic	M&T-150	03 Weeks	66
61	Promotion Course for Meter Mechanic to Lab / Test Assistant	M&T-200	03 Weeks	67
62	Promotion Course for AFM to Foreman	M&T-250	03 Weeks	68
63	Promotion Course for Lab / Test Assistant to Test Inspector	M&T-400	04 Weeks	69
PROMOTION COURSES FOR CABLE JOINTING STAFF				
64	Promotion Course for Cable Jointer Helper to Cable Jointer-II	CJ-100	04 Weeks	70
65	Promotion Course for Cable Jointer-II to Cable Jointer-I	CJ-200	04 Weeks	71
REFRESHER COURSES FOR CABLE JOINTING STAFF				
66	Fault Location in HT/LT Underground cables	FL-50	01 Week	72
67	Under Ground LT/HT System	UG-100	03 Weeks	73
INDUCTION / PROMOTION COURSES FOR GSO STAFF				
68	Induction Course for Newly Inducted ASSA	GS-75	02 Weeks	74
69	Induction Course for Newly Inducted SSA	GS-100	02 Weeks	75
70	Induction Course for Newly Inducted SSO-II	GS-125	02 Weeks	76
71	Promotion Course for ASSA to SSA	GS-200	06 Weeks	77
72	Promotion Course for SSA to SSO-II	GS-300	06 Weeks	78
73	Promotion Course for SSO-II to SSO-I	GS-400	06 Weeks	79
74	Promotion Course for ASSA to Fitter-II / Electrician-II	MS-100	06 Weeks	80
75	Promotion for Fitter-II / Electrician-II to Fitter-I / Electrician-I	MS-200	06 Weeks	81
76	Promotion Course for Fitter-I / Electrician-I to AFM	MS-300	06 Weeks	82
77	Promotion Course for AFM to FM-I	MS-400	06 Weeks	83
78	Promotion Course for ALM to LM-II	TL-100	06 Weeks	84

Sr.#	Title of Course	Course Code	Duration	Page No.
79	Promotion Course for LM-II to LM-I	TL-200	06 Weeks	85
80	Promotion Course for LM-I to LS-II / LFM-II	TL-300	06 Weeks	86
81	Promotion Course for LS-II / LFM-II to LS-I / LFM-I	TL-400	06 Weeks	87
REFRESHER COURSES FOR GSO STAFF				
82	Refresher Course for ASSA & SSA	GS-25	02 Weeks	88
83	Refresher Course for SSO-II & SSO-I	GS-50	02 Weeks	89
PROMOTION COURSES FOR GSC STAFF				
84	Promotion Course for ALM to LM-II	GL-100	06 Weeks	90
85	Promotion Course for LM-II to LM-I	GL-200	06 Weeks	91
86	Promotion Course for LM-I to LS-II /AFM / LFM-II	GL-300	06 Weeks	92
87	Promotion Course for LS-II / AFM / LFM-II to LS-I / FM-I / LFM-I	GL-400	06 Weeks	93

***indicates that courses are conducted at CTCs**

**** indicates that courses are conducted both at RTC & CTCs**

REVISED SYLLABUS (2025)

SPECIAL SAFETY TRAINING FOR LINE STAFF (S-25)

STATUS: APPROVED

DURATION: 01 DAY

DAY-I

1. Introduction to Safety, importance of Safety & NEPRA Safety Code
2. Use / Handling / Checking & Testing of PPE / T&P items
3. Use of Hand Line
4. Electrical Hazards, Accident Prevention & Discussion on causes of different accidents occurred in IESCO
5. PTG & Installation of PTG
6. Individual duties & responsibilities as per IESCO Safety Manual

REVISED SYLLABUS (2025)
QUICK IMPACT SAFETY TRAINING (S-50)
NEWLY INDUCTED ALMs (not certified)

STATUS: APPROVED

DURATION: 02 DAYS

DAY-I

1. Introduction to Safety, Importance of Safety & NEPRA Safety Code
2. Duties & Responsibilities of ALM
3. Electrical Hazards
4. Individual duties & responsibilities as per IESCO Safety Manual

DAY-II

5. PTW procedure, Line Teasing & installation of PTG
6. First Aid Skills & Practices (Theory)
7. First Aid Skills & Practices (Practical)
8. Pole Top Rescue Method

REVISED SYLLABUS (2025)
QUICK IMPACT LINEMEN SAFETY TRAINING (S-50)

STATUS: APPROVED

DURATION: 02 DAYS

DAY-I

1. Introduction to Safety, Importance of Safety & NEPRA Safety Code
2. Use / Handling / Checking & Testing of PPE / T&P items
3. Types of Ropes, Knots & Hitches and Use of Hand Line
4. Electrical Hazards & Accident Prevention

DAY-II

5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Pole Top Rescue Method
8. PTG & Installation of PTG
9. Individual duties & responsibilities as per IESCO Manual

REVISED SYLLABUS (2025)
QUICK IMPACT SAFETY TRAINING FOR LINE STAFF (S-60)
ALM (certified), LM-II & LM-I

STATUS: APPROVED

DURATION: 03 DAYS

DAY-I

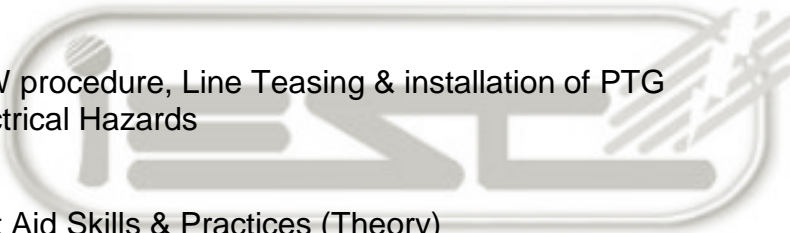
1. Introduction to Safety, Importance of Safety & NEPRA Safety Code
2. Use / Handling / Checking & Testing of PPE / T&P items
3. Individual duties & responsibilities as per IESCO Safety Manual

DAY-II

4. PTW procedure, Line Teasing & installation of PTG
5. Electrical Hazards

DAY-III

10. First Aid Skills & Practices (Theory)
11. First Aid Skills & Practices (Practical)
12. Pole Top Rescue Method



REVISED SYLLABUS (2025)
QUICK IMPACT SAFETY TRAINING (S-75)
LINE SUPERVISORS & SDOs

STATUS: APPROVED

DURATION: 02 DAYS

DAY-I

1. Introduction to Safety, Importance of Safety & NEPRA Safety Code
2. Use / Handling / checking & Testing of PPE / T&P items
3. Use of Hand line
4. Electrical Hazard, Accident Prevention & discussion of causes of different accidents occurred in IESCO
5. Individual duties & responsibilities as per IESCO Safety Manual

DAY-II

6. PTW procedure, Line Teasing & installation of PTG
7. First Aid Skills & Practices
8. Pole Top Rescue Method

REVISED SYLLABUS (2025) GENERAL SAFETY /
FIRST AID & FIRE FIGHTING COURSE FOR LINE STAFF (S-100)

STATUS: APPROVED

DURATION: 01 WEEK

1. Introduction to Safety, importance of Safety & NEPRA Safety Code
2. WAPDA Safety Policy & Safety Principles
3. Safety & Safety Equipment
4. First Aid Skills & Practices (Theory)
5. Fire Fighting & Fire Fighting Extinguisher
6. Electrical Hazards
7. Accident Prevention
8. Individual duties & responsibilities as per IESCO Manual

PRACTICAL

1. Types of Ropes, Knots & Hitches
2. Use of Hand Line
3. Pole Top Rescue Methods
4. Testing & Measuring Instruments
5. PTG & Installation of PTG
6. First Aid Skills & Practices (Practical)

REVISED SYLLABUS (2025) FOR GENERAL SAFETY /
FIRST AID & FIRE FIGHTING COURSE GSO / GSC STAFF (S-150)

STATUS: APPROVED

DURATION: 01 WEEK

7. Introduction to Safety, importance of Safety & NEPRA Safety Code
8. WAPDA Safety Policy & Safety Principles
9. Safety & Safety Equipment
10. First Aid Skills & Practices (Theory)
11. Fire Fighting & Fire Fighting Extinguisher
12. Electrical Hazards
13. Accident Prevention
14. Individual duties & responsibilities as per IESCO Safety Manual

PRACTICAL

1. Types of Ropes, Knots & Hitches
2. Use of Hand Line
3. Pole Top Rescue Methods
4. Testing & Measuring Instruments
5. PTG & Installation of PTG
6. First Aid Skills & Practices (Practical)
7. PTW

SYLLABUS (2025) QUICK IMPACT SAFETY TRAINING
FOR M&T STAFF (S-160)

STATUS: APPROVED

DURATION: 02 DAYS

DAY-I

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)

DAY-II

6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Electrical Hazards
9. Workplace Safety (Slips, Trips, Falls) & Chemical safety
10. Forklift Safety and Material Handling

SYLLABUS (2025) QUICK IMPACT SAFETY TRAINING
FOR CABLE JOINTING STAFF (S-170)

STATUS: APPROVED

DURATION: 02 DAYS

DAY-I

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)

DAY-II

6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Electrical Hazards
9. Workplace Safety (Slips, Trips, Falls) & Chemical safety
10. Safe working procedure in confined spaces
11. Safety Practices during use of Fault Locator

REVISED SYLLABUS (2025)
ACCIDENT PREVENTION COURSE (S-200)

STATUS: APPROVED

DURATION: 01 WEEK

1. Introduction to Safety, Importance of Safety & NEPRA Safety Code
2. WAPDA Safety Policy & Safety Principles
3. Safety & Safety Equipment
4. First Aid Skills & Practices (Theory)
5. Fire Fighting & Fire Fighting Extinguisher
6. Electrical Hazards
7. Accident Prevention
8. Accident & Investigation & Assignment
9. Individual duties & responsibilities as per IESCO Manual

PRACTICAL

1. Types of Ropes, Knots & Hitches
2. Use of Hand Line
3. Pole Top Rescue Methods
4. Testing & Measuring Instruments
5. PTG & Installation of PTG
6. First Aid Skills & Practices (Practical)

REVISED SYLLABUS (2025) REFRESHER COURSE
FOR LINE SUPERVISORY STAFF (S-300)

STATUS: APPROVED

DURATION: 02 WEEKS

1. Importance & Role of Line Superintendent
2. Elements of Electric Power System
3. Introduction to Safety, Importance of Safety, Safety Principles & NEPRA Safety Code
4. Line Configuration and SDI
5. Electrical Hazards & Promotion of Safety Culture
6. Accident Prevention
7. Accident Investigation & Assignment
8. Types of Tariff, Line Losses, Load Factor & M.F
9. Capacitors & Power Factor
10. Description of T/F and Line Maintenance
11. Use & Care of T&P
12. First Aid Skills & Medical Emergencies (Theory)

PRACTICAL

1. Types of Ropes, Knots & Hitches
2. Use of Hand Line
3. Pole Top Rescue Methods
4. Testing & Measuring Instruments
5. Fire Fighting & Fire Fighting Extinguishers
6. PTG & Installation of PTG
7. First Aid Skills & Medical Emergencies (Practical)

**REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FROM LDC (ACCOUNTS / AUDIT) TO ASSISTANT
/ AUDIT ASSISTANT (A-100)**

STATUS: APPROVED

DURATION: 03 WEEKS

1. Organizational Structure of IESCO
2. Basic Accounting
3. Planning Budgeting & Forecasting
4. Purchasing & Payables
5. Introduction & Kinds of Audit
6. Audit of IOT, Expenditure & Works Accounting
7. IOT & Bank Reconciliation
8. Capital & Revenue Expenditure
9. Tax, kinds of taxes and procedure
10. Grant of Advance for purchase of Plot / Car & Motor Cycle
11. Introduction of WWF, EPF & GLI Rules
12. Different facilities and benefits allowed to IESCO employees
13. Introduction of WAPDA E&D Rules
14. Introduction of Industrial relations ordinance 2000
15. Dealing with legal issue / cases & their perusal
16. Human Relations

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FROM ACCOUNTS ASSISTANT / AUDIT
ASSISTANT TO AAO / DAO / AB&AO (A-200)

STATUS: APPROVED

DURATION: 05 WEEKS

1. Organization Structure of IESCO
2. Basic accounting
3. Cash Treasury management
4. Planning budgeting and forecasting
5. Purchasing & Payables
6. Introduction to Audit & kinds of Audit
7. Audit of IOT, Expenditure & Works Accounting
8. IOT & Bank Reconciliation
9. Capital and revenue expenditure
10. Fund Transfer Mechanism
11. Nature of Accounts
12. Maintenance of cash book
13. Fixed assets management
14. Budgeting
15. Basic of PPRA Rules
16. Tax, kinds of taxes and procedure
17. Delegation of IESCO book of Financial Power-2018
18. Different facilities and benefits allowed to IESCO employees
19. Grant of Advance for purchase of Plot / Car & Motor Cycle
20. WAPDA Pension rules
21. WAPDA Leave Rules
22. WAPDA TA/DA Rules
23. IESCO Deputation Policy
24. IESCO Promotion Policy
25. WAPDA Date of Birth Rules
26. WWF, EPF & GLI Rules
27. Guidelines for enforcing the responsibility for losses sustained by the Authority through fraud or negligence of individuals.
28. Introduction of Medical Rules
29. Introduction of WAPDA E&D Rules
30. Introduction of Industrial relations ordinance 2000
31. Dealing with legal issue / cases & their perusal
32. Role & importance of ERP
33. Human Relations

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION TRAINING **COURSE FROM TRACER TO ADM (ADM-50)**

STATUS: APPROVED

DURATION: 03 WEEKS

1. Introduction to Organization Structure of IESCO.
2. Duties and responsibilities of Assistant Draftsman
3. Introduction to basic electricity (Current, Voltage, Electric Power)
4. Introduction to components of Electric Power System (Generation, Transmission and distribution)
5. Introduction to Drawing T&P stationary, (Tracing Tools, Drawing Boards, Kinds of Lead Pencils and selection of suitable scales for preparation of maps.)
6. Preparation of Single Line Diagram of 11KV Feeders
7. Preparation of Staking Sheets for Analysis of 11 KV Feeders and LT Net Work
8. Preparation of Sample Sketch of Existing / Proposed T/Fs for LT Proposals
9. Preparation of Maps showing the existing and proposed Electric System with symbols as per IESCO / WAPDA Design Books
10. Preparation of Estimate from a sketch for a work to be executed.
11. Introduction of Departmental Charges (Installation Charges, Store Charges, Dismantling Charges, Consultancy Charges) to be levied in estimate as per NEPRA CSM-2021
12. Introduction of all kinds of Electric material used in GSO and Distribution Network.
13. Introduction of basic data required from Operation S/Divisions for preparation of LT and HT proposals and preparation of Staking Sheet.
14. Introduction of all kinds of monthly returns/statements (used in Operation, Construction, GSO and GSC) and their consolidation.
15. Introduction of procedure involved in Departmental Approvals of works (Book of financial powers, Admin approval, Technical Sanction)
16. Calculation of Voltage drop, Line Losses & BC Ratio
17. Tariff, types of tariff and its sanctioning authority
18. Human Relations

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION TRAINING COURSE FROM ADM TO HDM-B (HDM-50)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Introduction to Organization Structure of IESCO
2. Duties and responsibilities of HDM-B
3. Basic electricity concepts
4. Introduction to components of Electric Power System (Generation, Transmission and distribution)
5. Planning guide for HDM
6. Introduction to all kinds of Electric material / equipment used in GSO, GSC and Distribution System.
7. Delegation of IESCO book of Financial Power-2018
8. Introduction to basic data require from Operation Sub Division for preparation of LT & HT proposals
9. Introduction of Departmental Charges (Installation Charges, Store Charges, Dismantling Charges, Consultancy Charges) to be levied in estimate as per NEPRA CSM-2021
10. Mapping of distribution systems on GIS
11. Introduction to all kinds of monthly returns / statements (used in Operation, Construction, GSO GSC) and their consolidation
12. Tariff, type of tariff and its sanctioning authority
13. Current Carrying capacity of all conductors and cables used in GSO, GSC and Distribution System.
14. Current Carrying capacity of all transformers used in GSO and Distribution System.
15. Calculation of Voltage drop, Line Losses & BC Ratio
16. Calculation of concrete foundation of all kinds of HT/LT steel structures.
17. Selection of suitable CTs with capacity
18. Size of LT & HT Capacitors required in various electric connections.
19. IESCO Standard Design Instructions and Specifications
20. Introduction SAIFI, SAIDI, GIS Mapping, AMI and net Metering
21. Introduction of NEPRA Consumer Service Manual
22. Commercial Procedures
23. Role and importance of ERP
24. Human Relation

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION TRAINING COURSE FROM HDM-B TO HDM-A (HDM-100)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Introduction to Organization Structure of IESCO
2. Duties and responsibilities of HDM-A
3. Basic of electricity
4. Introduction to components of Electric Power System (Generation, Transmission and distribution)
5. Planning guide for HDM
6. Introduction to all kinds of Electric material / equipment used in GSO, GSC and Distribution System.
7. Preparation of estimates
8. Delegation of IESCO book of Financial Power-2018
9. Introduction of Departmental Charges (Installation Charges, Store Charges, Dismantling Charges, Consultancy Charges) to be levied in estimate as per NEPRA CSM-2021
10. Admin approval, Technical Sanction involved in Departmental approvals of works.
11. Introduction to basic data require from Operation Sub Division for preparation of LT & HT proposals
12. Mapping of distribution system on GIS
13. Introduction to all kinds of monthly returns / statements (used in Operation, Construction, GSO GSC) and their consolidation
14. Introduction to MDI, CT Ratio, Multiplying factor, Power factor.
15. Calculation of Voltage drop, Line Losses & BC Ratio
16. Selection of suitable CTs with capacity for load
17. Size of LT & HT Capacitors required in various electric connections.
18. Current Carrying capacity of all conductors and cables used in GSO and Distribution Network.
19. Current Carrying capacity of all transformers used in GSO and Distribution Network.
20. Calculation of concrete foundation of all kind of HT/LT steel structures.
21. Tariff, Types of Tariff & its sanctioning authority
22. Introduction of NEPRA Consumer Service Manual.
23. Commercial Procedures
24. Introduction SAIFI, SAIDI, GIS Mapping, AMI and net Metering
25. IESCO Standard Design Instructions and Specifications
26. Analysis of Synergy tools
27. Role and importance of ERP
28. Dealing with legal issue / cases & their perusal
29. Human Relation

**REFRESHER COURSE (2025) FOR COMMERCIAL ASSISTANT &
COMMERCIAL SUPERINTENDENT (C-350)**

STATUS: APPROVED

DURATION: 01 WEEK

1. Commercial Procedure (Computer Billing)
2. New Connection Procedure
3. Extension, Reduction of Load, Change of Name
4. Tariff, Types of Tariff & its sanctioning authority
5. Reading control procedure, Monitoring of meter snaps & its accuracy
6. AMI & Net metering
7. CP format, its usage and time period to retain in RO office
8. Kind of disconnection, Disconnection procedure
9. Procedure for RCO, ERO, MCO
10. Reconnection policy & procedure

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FROM LDC (COMMERCIAL) TO
COMMERCIAL ASSISTANT (C-370)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Organizational Structure of IESCO / XEN / RO
2. Duties & Responsibilities of Commercial Assistant
3. Billing Section & it's working
4. Techniques of Noting & Drafting
5. Preparation & Maintenance of Service Book
6. Record Maintenance & Office Safety
7. Introduction to WAPDA Leave Rules
8. Introduction to WAPDA TA/DA Rules
9. Recording, Checking and Dispatch of Meter Reading Lists (including mobile reading batches)
10. Preparation of General Bills
11. CP Formats and its usage in RO office
12. Collection of Bills from Computer Centre, its checking & dispatch to SDO office
13. Procedure and computer input of New Connection, Change of Meter, Name, Tariff
14. Unidentified cash / wrong posting & its clearance
15. Checking of Govt. ledger and reconciliation with Govt. Departments
16. Procedure for DCO, RCO, ERO & MCO
17. Tariff, Types of Tariff & its sanctioning authority
18. Preparation of Bank reconciliation statement
19. Dealing with legal issue / cases & their perusal
20. Dead defaulter recovery and demand creation process
21. WAPDA employees Free Electricity
22. Checking of M&T data retrieval reports
23. Consumer complaints and monitoring system
24. Consumer Relations
25. AMI & Net metering
26. Use of Different Web Sites

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FROM COMMERCIAL ASSISTANT TO
COMMERCIAL SUPERINTENDENT (C-470)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO / XEN / RO
2. Duties & Responsibilities of Commercial Superintendent
3. Duties of Billing Control Supervisor & Debtor Control Supervisor
4. Communication & its types
5. Commercial Procedure (Computer Billing)
6. New Connection Procedure
7. Extension, Reduction of Load, Change of Name
8. Tariff, Types of Tariff & its sanctioning authority
9. Reading control procedure, Monitoring of meter snaps & its accuracy
10. AMI & Net metering
11. Assessment, collection, arrear analysis, preparation of General & MDI bills and checking of MDI Ledger / Bills
12. CP format, its usage and time period to retain in RO office
13. Kind of disconnection, Disconnection procedure
14. Procedure for RCO, ERO, MCO
15. Reconnection policy & procedure
16. Preparation of Detection Bill for all Tariffs
17. Detection Bill Policy and procedure
18. Bills adjustment and its checking
19. Checking of M&T data retrieval reports
20. Financial Reporting, Preparation of Weekly & Monthly Statements
21. Dead Defaulter Recovery and demand creation process
22. Un identified cash / wrong posting and its clearance
23. Checking of Govt. ledger and reconciliation with Govt. Departments
24. Audits, objective, Kinds, function and spirit of audit
25. Writing off irrecoverable amount & its procedure
26. Consumer complaints and monitoring system
27. Usage of WEB sites
28. Delegation of IESCO book of Financial Power-2018
29. Dealing with legal issue / cases & their perusal
30. Introduction of WAPDA E&D Rules
31. Introduction of Industrial relations ordinance 2000
32. Role & importance of ERP
33. Consumer Relations

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FROM CABLE JOINTER HELPER TO
CABLE JOINTER-II (CJ-100)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO
2. Basic Electricity Concepts
3. Methods of laying the Power Cables
4. Tools & Equipment used in Cable Jointing
5. Soldering & Joints of Power Cables
6. Maintenance of Cables
7. Types & Size of Cables & their current carrying capacity
8. Measuring Instruments
9. Types of Joints & Calculating the size of cable according to load
10. Underground Cable System
11. Cable Fault Location Procedure

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE FOR CABLE
JOINTER (S-170)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Electrical Hazards
9. Workplace Safety (Slips, Trips, Falls) & Chemical safety
10. Safe working procedure in confined spaces
11. Safety Practices during use of Fault Locator

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FROM CABLE JOINTER JOINTER-II TO
CABLE JOINTER-I (CJ-200)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO
2. Basic Electricity Concepts
3. Methods of laying the Power Cables
4. Tools & Equipment used in Cable Jointing & Termination
5. Configuration of HT/LT Power Cables
6. Termination & Jointing of Power Cables
7. Maintenance of Power Cables
8. Types / Sizes of HT/LT Power Cables & their current carrying capacity
9. Testing / Measuring Instruments & their uses
10. Cable Fault Location Procedure
11. Load Calculation for selection of Power Cables

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE FOR CABLE
JOINTER (S-170)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Electrical Hazards
9. Workplace Safety (Slips, Trips, Falls) & Chemical safety
10. Safe working procedure in confined spaces
11. Safety Practices during use of Fault Locator

REVISED SYLLABUS (2025) FOR
FAULT LOCATION IN HT UNDERGROUND CABLES (FL-50)

STATUS: APPROVED

DURATION: 01 WEEK

1. Introduction to Fault Locator
2. Types of Cables used in HT Distribution System & their characteristics
3. Types of Faults occurred on HT Cables
4. Cable Fault Location Procedure
5. Cable Fault Pre-Location
6. Cable Root Tracing
7. Cable Fault Pin Pointing
8. Practical (Cable Fault examples / OJT)
9. Safety Practices during use Fault Locator
10. Individual duties & responsibilities as per IESCO Safety Manual
11. NEPRA Safety Code

REVISED SYLLABUS (2025) FOR
UNDERGROUND LT/HT SYSTEM (UG-100)

STATUS: PROPOSED

DURATION: 03 WEEKS

1. Introduction to Underground System
2. Types of Cables used in HT/LT Distribution System & their characteristics
3. Introduction to Fault Locator used in HT/LT Network
4. Types of Faults occurred on HT/LT Cables
5. Cable Fault Location Procedure
6. Cable Fault Pre-Location
7. Cable Root Tracing
8. Cable Fault Pin Pointing
9. Methods of Cable Laying & different duct types
10. Introduction of Pad Mounted Distribution T/F
11. Introduction to LBS & LT DB
12. Different Types of Cable Joints used in HT/LT Network
13. Safety Practices of underground system
14. OJT for installation of HT/LT Network, T/Fs & LBS
15. OJT for Operation of underground system
16. OJT for Cable Fault Location (Practical)

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FROM DEO / DC TO DE / DC SUPERVISOR
(COMP-100)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO
2. Job Description & KPIs of DE / DC Supervisor
3. Billing System General and MDI & Level-I including
 - ATL Files
 - Wheeling Concept
 - Net Metering
 - Adjustments
4. Real time cash management system & 1-Link one bill payment Services
5. Computer Skills including
 - Operating Systems
 - VMs
 - RAIDs
 - Storage & Clouds
6. Weekly & Monthly Cash Processing including CP-139 and Cash Adjustors
7. ERP Solutions & GIS
8. Bar Coding System Concepts including OCR
9. Monthly Reporting System
10. Networking including
 - FTP
 - Wi-Fi Protocols (2.4/5G) a/b/g/n
 - Fiber connectivity
 - Radio Links
11. MIS Monthly Reporting
12. Re-Routification / Re-Batching and Change of Reference Nos.
13. Machine Room Working
14. Mobile Meter Reading including AMR
15. AMI
16. Human Relations
17. Office upkeep, Safety & Security

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM ALM TO LM-II GSC (GL-100),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO / GSC
2. Duties & Responsibilities of LM-II
3. Basic Electricity Concepts
4. Elements of Electric Power System
5. Line Hardware
6. Identification of Tools
7. Use & care of Hand Hoist
8. Properties & Kinds of Conductor
9. Insulator & It's properties
10. Knowledge of Ropes & Ladder
11. Voltage Identification
12. Use of Vibration Damper
13. Inspection of Parachute Harness & it's care
14. Safe Climbing Procedure
15. Types / Erection of T/Line Tower
16. Inspection of Tower
17. Replacement of Vibration Damper from 132KV T/Line
18. Replacement of Insulator String from 132KV T/Line
19. Knowledge of Knots, Hitches & Slings
20. Rigging
21. Knowledge of T/Line Clearance
22. Knowledge of MS Joint & Repair Sleeve Joint
23. Use of Rope Ladder
24. Lowering of Conductor to Ground by Truck

PRACTICAL

1. Use of AVO meter
2. Earth Resistance Test
3. Meggaring of Insulator String
4. Pole Top Rescue
5. Installation of PTG

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LM-II TO LM-I GSC (GL-200),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO / GSC
2. Duties & Responsibilities of LM-I
3. Basic Electricity Concepts
4. Elements of Electric Power System
5. Line Hardware
6. Identification of Tools
7. Job Planning & its benefits
8. Use & care of Hand Hoist
9. Properties & Kinds of Conductor
10. Insulator & its properties
11. Knowledge of Ropes & Ladder
12. Voltage Identification
13. Use of Vibration Damper
14. Inspection of Parachute Harness & it's care
15. Safe Climbing Procedure
16. Types / Erection of T/Line Tower
17. Knowledge of Sag
18. Inspection of Tower
19. Replacement of Vibration Damper from 132KV T/Line
20. Replacement of Insulator String from 132KV T/Line
21. Knowledge of Knots, Hitches & Slings
22. Rigging
23. Knowledge of T/Line Clearance
24. Use of Rope Ladder
25. Knowledge of MS Joint & Repair Sleeve Joint
26. Lowering of Conductor to Ground by Truck

PRACTICAL

1. Use of AVO meter
2. Earth Resistance Test
3. Meggaring of Insulator String
4. Pole Top Rescue
5. Installation of PTG

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LM-I TO LS-II/AFM/LFM-II GSC (GL-300),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO / GSC
2. Duties & Responsibilities of LS-II
3. Basic Electricity Concepts
4. Elements of Electric Power System
5. Line Hardware
6. Identification of Tools
7. Job Planning & its benefits
8. Use & care of Hand Hoist
9. Properties & Kinds of Conductor
10. Insulator & its properties
11. Importance of Earthing & Earthing Mesh
12. Voltage Identification
13. Use of Vibration Damper
14. Inspection of Parachute Harness & it's care
15. Safe Climbing Procedure
16. Types / Errection of T/Line Tower
17. Sag & Its Calculation
18. Protection of Transmission Line
19. Mechanical Design of 132KV Towers
20. Inspection of Tower
21. Replacement of Vibration Damper from 132KV T/Line
22. Replacement of Insulator String from 132KV T/Line
23. Knowledge of Knots, Hitches & Slings
24. Rigging
25. Knowledge of T/Line Clearance
26. Procedure for Drawing Material from Store
27. Knowledge of MS Joint & Repair Sleeve Joint
28. Inspection of T/Line /Commissioning

PRACTICAL

1. Use of AVO meter
2. Earth Resistance Test
3. Meggaring of Insulator String
4. Pole Top Rescue
5. Installation of PTG
6. Installation of Mid span Joint
7. Installation of Repair Sleeve Joint
8. Use of Hydraulic Press Machine

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

**REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LS-II/AFM/LFM-II TO LS-I/FM/LFM-I GSC (GL-400),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)**

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO / GSC
2. Duties & Responsibilities of LS-I
3. Basic Electricity Concepts
4. Elements of Electric Power System
5. Line Hardware
6. Identification of Tools
7. Job Planning & its benefits
8. Use & care of Hand Hoist
9. Properties & Kinds of Conductor
10. Insulator & its properties
11. Voltage Identification
12. Use of Vibration Damper & Types
13. Importance of Earthing & Earthing Mesh
14. Inspection of Parachute Harness & it's care
15. Safe Climbing Procedure
16. Types / Erection of T/Line Tower
17. Sag & Its Calculation
18. Protection of Transmission Line
19. Mechanical Design of 132KV Towers
20. Inspection of Tower
21. Replacement of Vibration Damper from 132KV T/Line
22. Replacement of Insulator String from 132KV T/Line
23. Knowledge of Knots, Hitches & Slings
24. Rigging
25. Knowledge of T/Line Clearance
26. Procedure for Drawing Material from Store
27. Preparation of Auditable Record /Maintaining the Record
28. Knowledge of MS Joint & Repair Sleeve Joint
29. Inspection of T/Line /Commissioning

PRACTICAL

1. Use of AVO meter
2. Earth Resistance Test
3. Meggaring of Insulator String
4. Pole Top Rescue
5. Installation of PTG
6. Installation of Mid span Joint
7. Installation of Repair Sleeve Joint
8. Use of Hydraulic Press Machine

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

INDUCTION COURSE (2025)
FOR NEWLY INDUCTED ASSA (GS-75)
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 02 WEEKS

1. Organizational Structure of IESCO / GSO
2. Basic Electricity
3. Elements of Electric Power System
4. Duties & Responsibilities of ASSA
5. Record keeping & Message Book, Log Sheet & Check List
6. Introduction of Grid Station Equipment
7. Introduction of Power T/F, Tap Changer
8. Introduction of Circuit Breaker
9. 11KV Breaker Tripping
10. T/F controlling Breaker Tripping
11. Introduction of DC Battery & Rectifier
12. Introduction of Bus Bar & Bus Bar Schemes

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE

1. Introduction of Safety, Importance of Safety & NEPRA Safety Code
2. WAPDA Safety Policy & Safety Principles
3. First Aid Skills & Practices (theory)
4. First Aid Skills & Practices (practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO Safety Manual

INDUCTION COURSE (2025)
FOR NEWLY INDUCTED SSA (GS-100)
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 02 WEEKS

1. Organizational Structure of IESCO / GSO
2. Basic Electricity
3. Elements of Electric Power System
4. Duties & Responsibilities of SSA
5. Introduction of Grid Station Equipment
6. Introduction of Power T/F, Tap Changer
7. Introduction of Circuit Breaker
8. Line Breaker /11KV Breaker Tripping
9. T/F controlling Breaker Tripping & Log Sheet
10. Introduction of DC Battery & Rectifier
11. Control / Relay Panels
12. Protection of GSS
13. Bus Bar & Bus Bar Schemes

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE

1. Introduction of Safety, Importance of Safety & NEPRA Safety Code
2. WAPDA Safety Policy & Safety Principles
3. First Aid Skills & Practices (theory)
4. First Aid Skills & Practices (practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO Safety Manual

INDUCTION COURSE (2025)
FOR NEWLY INDUCTED SSO-II (GS-125)
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 02 WEEKS

1. Organizational Structure of IESCO / GSO
2. Basic Electricity
3. Elements of Electric Power System
4. Duties & Responsibilities of SSO-II
5. Record keeping & Message Book, Log Sheet & Check List
6. Introduction of Grid Station Equipment
7. Introduction of Power T/F, Tap Changer
8. Introduction of Circuit Breaker
9. Line Breaker/11KV Breaker Tripping/ T/F controlling Breaker Tripping
10. Introduction of DC Battery & Rectifier
11. Protection of GSS
12. Bus Bar & Bus Bar Schemes

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE

1. Introduction of Safety, Importance of Safety & NEPRA Safety Code
2. WAPDA Safety Policy & Safety Principles
3. First Aid Skills & Practices (theory)
4. First Aid Skills & Practices (practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO Safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM ASSA TO SSA (GS-200),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO / GSO
2. Basic Electricity
3. Elements of Electric Power System
4. Duties & Responsibilities of SSA
5. Types of forms / documents used in Grid Station
6. Record keeping & Message Book
7. Log Sheet & Check List
8. T&P available at GSS
9. Introduction of Grid Station Equipment
10. Introduction of Power T/F
11. Visual Inspection of Power T/F, Tap Changer
12. Introduction HV Circuit Breaker
13. Visual Inspection of Circuit Breaker
14. 11KV Line Breaker Tripping
15. Monthly Statements
16. T/F controlling Breaker Tripping
17. Bus Bar & Bus bar Schemes
18. Introduction of DC Battery & Rectifier
19. Visual Inspection of Battery & Battery Room
20. Introduction of CT & PT
21. Visual Inspection of CT & PT
22. Control / Relay Panels
23. Visual Inspection of Line / Bus bar Isolator
24. Grid Security Measures

Practical

1. Use of AVO Meter
2. Use of Hydro Meter
3. Earth Resistance Test
4. 11kv Circuit Breaker Trolley Racked IN /OUT
5. Installation of PTG

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM SSA TO SSO-II (GS-300),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO / GSO
2. Basic Electricity
3. Elements of Electric Power System
4. Duties & Responsibilities of SSO-II
5. Job Planning
6. Introduction of T&P available in Grid Station
7. Introduction of Grid Station Equipment
8. Types of forms / documents used in Grid Station
9. Introduction of Power Transformer / Tap Changer
10. Visual Inspection of Power T/F
11. HV Circuit Breaker & its visual inspection
12. Recording of daily loading data
13. Earthing & Earthing Mesh
14. Transmission Line Breaker Tripping
15. Drawing Material from Store
16. Preparation of Monthly Statement
17. Major Event Report, MCR, Dismantle Register
18. Introduction of Protection Relays
19. Metering & Multiplying Factor
20. Introduction of Rectifier & Batteries / Visual Inspection
21. Bus Bar & Bus Bar Schemes / Visual Inspection
22. Lightning Arrester & Capacitor Bank / Visual Inspection
23. Relay Panel, Control Panel
24. Station Supply System
25. Log Sheet, Check List
26. 11KV Breaker Tripping & Operation
27. Operation of T/F controlling Breaker
28. Grid Security Measures

Practical

1. Use of AVO Meter
2. Use of Hydro Meter
3. Use of Megger Test set
4. Earth Resistance Test
5. 11kv Circuit Breaker Trolley Racked IN /OUT
6. Installation of PTG

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM SSO-II TO SSO-I (GS-400),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO / GSO
2. Basic Electricity Concepts
3. Elements of Electric Power System
4. Duties & Responsibilities of SSO-I
5. Job Planning
6. Types of Form, Documents used in GSS
7. Preparation of Log Sheet & Check List
8. Function of Grid Sub Station / Introduction of GSS Equipment
9. Maintaining the auditable record & Stock Verification
10. Introduction of Power Transformer
11. Visual Inspection of Power Transformer
12. Tap Changer & it's working principle
13. Introduction of HV Circuit Breaker & it's working principle
14. Visual Inspection of HV Circuit Breaker
15. DC Battery & Rectifier
16. Visual Inspection of DC Battery & Battery Room
17. Grid Sub Station Supply System for auxiliary use
18. 11KV Circuit Breaker Operation
19. Line Breaker Operation as per the direction of RCC
20. Procedure for drawing material from Stores
21. Message Book / Major Event Report/ MCR, Dismantle Register
22. Introduction of CT, PT & Isolator
23. Visual Inspection of CT, PT & Isolator
24. Preparation of Monthly Statements
25. Bus Coupler & Auxiliary Switches
26. Bus Bar & Bus Bar Schemes
27. Introduction of Lightning Arrestor & Capacitor Bank
28. Grid Sub Station Protection
29. Control & Relay Panel
30. Introduction of Test sets available at GSS
31. Monitoring the Annual Maintenance of GSS Equipment
32. Grid Security Measures

Practical

1. Use of AVO Meter
2. Use of Hydro Meter
3. Use of Megger Test set
4. Earth Resistance Test
5. Installation of PTG

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

**REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM ASSA TO FITTER-II / ELECTRICIAN-II (MS-100),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)**

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO / GSO
2. Duties & Responsibilities of Fitter-II
3. Basic Electricity
4. Elements of Electric Power System
5. Introduction of Grid Station Equipment
6. Job Planning & Auxiliary T/F
7. Introduction of Power Transformer
8. Introduction of Tap Changer
9. Visual Inspection of Power T/F
10. Earthing & Earthing Mesh
11. Care & Handling of Tools
12. Maintenance of Power Transformer/ Tap Changer
13. Introduction of Circuit Breaker
14. Introduction Test Performed on Circuit Breaker/Maintenance
15. Visual Inspection of Circuit Breaker
16. Introduction of Battery & Rectifiers
17. Maintenance of Battery & Rectifiers
18. Introduction of Power Cable
19. Lightning Arresters
20. Safety Precautions during the Annual Maintenance
21. Maintenance of 11KV Circuit Breaker

Practical

1. Use of AVO Meter
2. Use of Hydro Meter
3. Use of Megger Test set
4. Earth Resistance Test
5. Checking of Capacitor
6. Installation of PTG

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM FITTER-II /ELECTRICIAN-II TO FITTER-I /
ELECTRICIAN-I (MS-200),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO / GSO
2. Basic Electricity Concepts
3. Elements of Electric Power System
4. Duties & Responsibilities of Fitter-II
5. Introduction of Grid Station Equipment
6. Job Planning
7. Introduction of Power Transformer
8. Visual Inspection of Power Transformer
9. Test Performed on Power Transformer/ Tap Changer & Maintenance
10. Bus Bar & Bus Bar Schemes
11. Introduction of CT & PT
12. Visual Inspection of CT & PT
13. Introduction of DC Battery & Rectifier
14. Visual Inspection of DC Battery & Battery Room
15. Maintenance of DC Battery & Rectifier
16. Auxiliary AC / DC Distribution
17. Introduction & Maintenance of Power Cables
18. Care, Handling & Storing of Tools
19. Introduction of HV Circuit Breaker
20. Visual Inspection of HV Circuit Breaker
21. Different test Performed on HV Circuit Breaker/ Maintenance
22. Isolator & Lightning Arresters
23. Introduction of Capacitor Banks
24. Earthing & Earthing Mesh
25. Control Panel & Relay Panel
26. Visual Inspection of Capacitor Banks
27. Study of Wiring and Schematic Drawings
28. Use of Megger & Earth Resistance Tester / AVO Meter

Practical

1. Use of AVO Meter
2. Use of Hydro Meter
3. Use of Megger Test set
4. Earth Resistance Test
5. Oil Testing (DES)
6. Checking of Capacitor
7. Installation of PTG

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM FITTER-I / ELECTRICIAN-I TO AFM (MS-300),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO /GSO
2. Basic Electricity Concepts
3. Elements of Electric Power System
4. Duties & Responsibilities of AFM
5. Job Planning & its benefits
6. Introduction of Grid Station Equipment
7. Care, Handling & Storing of Tools
8. Introduction to Power Transformer
9. Visual Inspection of Power Transformer
10. Tests performed of Power Transformer
11. Tap Changer & it's maintenance
12. Introduction of HV Circuit Breaker
13. Visual Inspection of HV Circuit Breaker
14. Test performed on HV Circuit Breaker
15. DC Battery & Rectifier
16. Visual Inspection & Maintenance of DC Battery & Battery Room
17. Procedure for drawing material from Stores
18. Bus Bar & Bus Bar Schemes
19. CT, PT & Lightning Arresters
20. Visual Inspection of CT, PT & Lightning Arresters
21. Isolator & Capacitor Banks
22. Maintenance of Isolator & Earthing
23. Visual Inspection of Isolator & Capacitor Banks
24. Protection of GSS Equipment
25. Study of Wiring and Schematic Drawings
26. Introduction of D-Hydration Plant
27. 11KV Circuit Breaker Maintenance
28. Introduction to Control & Relay Panel
29. Importance of Earthing System & It's advantages
30. Introduction & Maintenance Power Cables
31. Measuring Instruments (AVO Meter, Meggar, E/Tester & HV Detector) Theory

Practical

1. Use of AVO Meter
2. Use of Hydro Meter
3. Use of Megger Test set
4. Earth Resistance Test
5. Oil Testing (DES)
6. Contact Resistance Test
7. Checking of Capacitor
8. Installation of PTG

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM AFM TO FM-I (MS-400),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO / GSO
2. Basic Electricity Concepts
3. Elements of Electric Power System
4. Duties & Responsibilities of FM-I
5. Introduction of Grid Station Equipment
6. Job Planning & its benefits
7. Introduction to Power Transformer
8. Visual Inspection of Power Transformer
9. Tests performed on Power Transformer
10. Tap Changer & it's overhauling
11. Introduction of HV Circuit Breaker
12. Visual Inspection of HV Circuit Breaker/Test Performed on C.B
13. Importance of Earthing System & It's advantages
14. DC Battery & Rectifier
15. Visual Inspection & Maintenance of DC Battery & Battery Room
16. Procedure for drawing material from Stores
17. Introduction of D-Hydration Plant & process
18. CT, PT & Lightning Arresters
19. Visual Inspection of CT, PT & Lightning Arresters/ Maintenance
20. Isolator & Capacitor Banks
21. Visual Inspection of Isolator & Capacitor Banks
22. 11KV Circuit Breaker Maintenance
23. Introduction to Control & Relay Panel
24. Introduction & Maintenance of Power Cables
25. Protection of GSS Equipment
26. Knowledge of Wiring & Schematic Diagrams
27. Bus Bar & Bus Bar Schemes
28. Safety Precautions during Annual Maintenance
29. Measuring Instruments (AVO Meter, Meggar, E/Tester & HV Detector) Theory

Practical

1. Use of AVO Meter
2. Use of Hydro Meter
3. Use of Megger Test set
4. Earth Resistance Test
5. Oil Testing (DES)
6. Contact Resistance Test & Vidar Test
7. Checking of Capacitor
8. Installation of PTG

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM ALM TO LM-II (TL-100),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO /GSO
2. Basic Electricity Concepts
3. Elements of Electric Power System
4. Duties & Responsibilities of LM-II
5. Line Hardware
6. Job Planning & its benefits
7. Identification of Tools
8. Use & care of Hand Hoist
9. Types of Tower/Pole
10. Transmission Line Clearances
11. Inspection of Tower
12. Voltage Identification
13. Inspection of Parachute Harness & it's care
14. Safe Climbing Procedure
15. Use of Vibration Damper
16. Replacement of Vibration Damper from 132KV T/L
17. Replacement of Insulator String from 132KV T/L
18. Knowledge of MS Joint & Repair Sleeve Joint
19. Lowering of Conductor to Ground by Truck
20. Properties & Kinds of Conductor
21. Insulator & It's properties
22. Rigging
23. Types of Patrolling & Preparation of Patrolling Performa
24. Knowledge of Ropes & Ladder

Practical

1. Use of AVO meter
2. Earth Resistance Test
3. Meggaring of Insulator String
4. Pole Top Rescue
5. Installation of PTG
6. Installation of Rope Ladder

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LM-II TO LM-I (TL-200),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO /GSO
2. Basic Electricity Concepts
3. Elements of Electric Power System
4. Duties & Responsibilities of LM-I
5. Line Hardware
6. Job Planning & its benefits
7. Identification of Tools
8. Use & care of Hand Hoist
9. Inspection of Parachute Harness & it's care
10. Safe Climbing Procedure
11. Types of Tower
12. Voltage Identification
13. Replacement of Vibration Damper from 132KV T/L Suspension / Tension Tower
14. Replacement of Insulator String from 132KV T/L Suspension / Tension Tower
15. Lowering of Conductor to Ground by Truck
16. Use of Rope Ladder
17. Transmission Line Clearances
18. Tower Inspection
19. Properties & Kinds of Conductor
20. Insulator & It's properties
21. Use of Vibration Damper
22. Rigging
23. Introduction of Sag
24. Protection of T/Line
25. Types of Patrolling & Preparation of Patrolling Performa
26. Knowledge of Ropes, Knots, Hitches & Slings

Practical

1. Use of AVO meter
2. Earth Resistance Test
3. Meggaring of Insulator String
4. Pole Top Rescue
5. Installation of PTG
6. Installation of Mid span Joint
7. Installation of Repair Sleeve Joint
8. Use of Hydraulic Press Machine
9. Installation of Rope Ladder

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LM-I TO LS-II / LFM-II (TL-300),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

1. Organizational Structure of IESCO /GSO
2. Basic Electricity Concepts
3. Elements of Electric Power System
4. Duties & Responsibilities of LS-II / LFM-II
5. Line Hardware
6. Job Planning & its benefits
7. Identification of Tools
8. Use & care of Hand Hoist
9. Inspection of Parachute Harness & it's care
10. Use of Vibration Damper
11. Replacement of Vibration Damper from 132KV T/Line
12. Replacement of Insulator String from 132KV T/Line
13. Voltage Identification
14. Insulator & It's properties
15. Rigging
16. Knowledge of T/Line Clearance
17. Preparation of Auditable record
18. Procedure for drawing material from Store
19. Properties & Kinds of Conductor
20. Inspection / Commissioning of T/Line
21. Protection of T/Line
22. Lowering of Conductor to Ground by Truck
23. Safe Climbing Procedure
24. Erection of T/Line Tower
25. Mechanical design/Types of Tower
26. Knowledge of Knots, Hitches & Slings
27. Sag & it's calculation
28. Types of Patrolling & Preparation of Patrolling Performa

Practical

1. Use of AVO meter
2. Earth Resistance Test
3. Meggaring of Insulator String
4. Pole Top Rescue
5. Installation of PTG
6. Installation of Mid span Joint
7. Installation of Repair Sleeve Joint
8. Use of Hydraulic Press Machine
9. Installation of Rope Ladder

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LS-II / LFM-II TO LS-I / LFM-I (TL-400),
GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

STATUS: APPROVED

DURATION: 06 WEEKS

Organizational Structure of IESCO /GSO
Basic Electricity Concepts
Elements of Electric Power System
Duties & Responsibilities of LS-I / LFM-I
Line Hardware
Job Planning & its benefits
Identification of Tools
Use & care of Hand Hoist
Inspection of Parachute Harness & it's care
Use of Vibration Damper
Replacement of Vibration Damper from 132KV T/Line
Replacement of Insulator String from 132KV T/Line
Tower Inspection
Voltage Identification
Insulator & It's properties
Rigging
Knowledge of T/Line Clearance
Preparation of Auditable record & Maintaining Record
Procedure for drawing material from Store
Properties & Kinds of Conductor
Inspection / Commissioning of T/Line
Protection of T/Line
Lowering of Conductor to Ground by Truck
Safe Climbing Procedure
Types of T/Line Tower/Erection of T/Line Tower
Knowledge of Knots, Hitches & Slings
Sag & it's calculation
Types of Patrolling & Preparation of Patrolling Performa

Practical

1. Use of AVO meter
2. Earth Resistance Test
3. Meggaring of Insulator String
4. Pole Top Rescue
5. Installation of PTG
6. Installation of Mid span Joint
7. Installation of Repair Sleeve Joint
8. Use of Hydraulic Press Machine
9. Installation of Rope Ladder

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-150)

1. Introduction of Safety & Importance of Safety & NEPRA safety Code
2. WAPDA / PEPCO Safety Policy & Safety Principles
3. First Aid Skills & Practices (Theory)
4. First Aid Skills & Practices (Practical)
5. PTG
6. PTW
7. Fire Fighting & Fire Fighting Extinguishers
8. Individual duties & responsibilities as per IESCO safety Manual

REFRESHER COURSE (2025)
FOR ASSA / SSA (GS-25)

STATUS: APPROVED

DURATION: 02 WEEKS

1. Basic Electricity
2. Elements of Electric Power System
3. Duties & Responsibilities of ASSA/SSA
4. Introduction of Grid Station Equipment
5. Introduction of Power T/F, Tap Changer
6. Introduction of Circuit Breaker
7. Introduction of DC Battery & Rectifier
8. T/F controlling Breaker Tripping
9. Introduction of Bus Bar & Bus Bar schemes
10. Protection of GSS
11. Capacitor Banks & Lightning Arrestor
12. Importance of Safety & Safety Principles
13. First Aid Skills & Practices

REFRESHER COURSE (2025)
FOR SSO-II / SSO-I (GS-50)

STATUS: APPROVED

DURATION: 02 WEEKS

1. Basic Electricity
2. Elements of Electric Power System
3. Duties & Responsibilities of SSO
4. Introduction of Grid Station Equipment
5. Introduction of Power T/F, Tap Changer
6. Introduction of Circuit Breaker
7. Introduction of DC Battery & Rectifier
8. Introduction of CT, PT
9. T/F /Line & 11KV Circuit Breaker Tripping
10. Introduction of Bus Bar & Bus Bar schemes
11. Protection of GSS
12. Capacitor Banks & Lightning Arrestor
13. Importance of Safety & Safety Principles
14. First Aid Skills & Practices

**REVISED SYLLABUS (2025) FOR BASIC IT TRAINING OF Assistant
(Admn) / Accounts / Audit Assistant & Commercial Assistant Staff**
IT-100

STATUS: APPROVED

DURATION: 06 WEEKS

1. Introduction to Computer

- Types of Computer
- Parts of Computer
- Software
- Operating System
- Memory
- Data Storage
- Input / Output Devices
- Networks
- Computer Performance
- Typing Tutor

2. Operating System including Installation

3. Micro Soft Word (MS-Word)

- Type a document
- Setup a page in word document
- Edit word document
- Format word document
- Save word document
- Insert in a word document
- Table Drawing
- Import document
- Protect word document
- Spell check
- Hyper link data in a word document
- Perform mail merge in a word document
- Insert Header / Footer in a word document
- Insert Section Break in a word document
- Print commands
- Urdu Typing

4. Micro Soft Excel (MS-Excel)

- Prepare Spread Sheets
- Create Work Book
- Insert Sheet
- Apply Basic Functions
- Create Charts / Graphs
- Filter Data
- Format Cell
- Edit Work Sheet
- Insert Page Break
- Split / Merge Cells

5. Micro Soft Power Point (MS-Power Point)

- Prepare Power Point Presentation
- Prepare Master Slide
- Insert Slide
- Design Slide
- Apply Animation
- Apply Sound Effects
- Format Slide Master

6. E-mail / Internet

- Configure E-mail account
- Sort out E-mails
- Manage Address Book
- Archive E-Mail Data
- Perform Browsing
- Download data
- Send / receive E-mail

7. Manage Information System

- Perform data entry
- Manage File / Folder
- Perform Scanning
- Maintain office Record
- Perform Printing
- Search Files & Folders
- Convert Files

8. Maintain Computer System

- Install Operating System
- Configure Peripheral Devices
- Install Peripheral Devices
- Update / upgrade Software Applications
- Perform Windows Scan
- Format External Mass Storage
- Troubleshoot Basic Software Errors
- Troubleshoot Basic Hardware Faults

9. Virus & virus protection

10. Health Safety & Environmental Issues

- Ergonomics
- Repetitive Strain Injury (RSI)
- Lighting Issues when using a computer
- Screen & Key board positioning
- Seating Issues when using a computer
- Power Point Issues

REVISED SYLLABUS (2025) FOR BASIC IT TRAINING OF LDC/UDC
(Ministerial / Accounts / Audit Staff) IT-50

STATUS: APPROVED

DURATION: 03 WEEKS

1. Introduction to Computer

- Types of Computer
- Parts of Computer
- Soft wares
- Operating System
- Memory
- Data Storage
- Input / Output Devices
- Typing Tutor

2. Operating System with Installation

3. Micro Soft Word (MS-Word)

- Type a document
- Setup a page in word document
- Edit word document
- Format word document
- Save word document
- Insert in a word document
- Table Drawing
- Import document
- Protect word document
- Spell check
- Hyper link data in a word document
- Perform mail merge in a word document
- Insert Header / Footer in a word document
- Insert Section Break in a word document
- Print commands

4. Micro Soft Excel (MS-Excel)

- Prepare Spread Sheets
- Create Work Book
- Insert Sheet
- Apply Basic Functions
- Create Charts / Graphs
- Filter Data
- Format Cell
- Edit Work Sheet
- Insert Page Break
- Split / Merge Cells

5. Micro Soft Power Point (MS-Power Point)

- Prepare Power Point Presentation
- Prepare Master Slide
- Insert Slide
- Design Slide
- Apply Animation
- Apply Sound Effects
- Format Slide Master

6. E-mail / Internet

- Configure E-mail account
- Sort out E-mails
- Manage Address Book
- Archive E-Mail Data
- Perform Browsing
- Download data
- Send / receive E-mail

7. Virus & virus protection



REVISED SYLLABUS (2025) FOR INDUCTION TRAINING COURSE
OF NEWLY APPOINTED ASSISTANT LINE MAN (T-50)
(To be conducted at Circle Training Centres)

STATUS: APPROVED

DURATION: 02 WEEKS

1. Organizational Structure of IESCO
2. Introduction to the Distribution System
3. Role & Function of ALM
4. Basic Electricity Concepts
5. Handling & Storing of Line Material
6. Kind of Ropes, Knots & Hitches
7. Use and Care of T&P
8. Material used for Construction of Line
9. Excavation & Trenches
10. Use & Care of Ladder
11. Patrolling of Lines
12. Tree Trimming & Cutting of Trees

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-100)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy , Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipments
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Accident Prevention
9. Electrical Hazards
10. Installation of PTG
11. Pole Top Rescue Method

PRACTICALS

- (1)** Use of AVO Meter & Power Meter. **(2)** Checking / Testing of PPE/T&P items.
- (3)** Tree Trimming & Cutting of Trees. **(4)** Use of Hand Line
- (5)** Use of Ropes, Knots, Hitches & Slings **(6)** Line Patrolling
- (7)** Excavation & Trenches **(8)** Erection of Pole / Structure

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM ALM TO LM-II (T-100), GENERAL SAFETY
FIRST AID & FIRE FIGHTING COURSE (S-100)
(To be conducted at Circle Training Centres)

STATUS: APPROVED

DURATION: 05 WEEKS

1. Organizational Structure of IESCO
2. Basic Electricity Concepts
3. Introduction to the Distribution System
4. Duties & Responsibilities of LM-II
5. Handling & Storing of Line Material
6. Use and Care of T&P
7. Material used for Construction of Line
8. Excavation & Trenches
9. Erection of Pole / Structure
10. Climbing of Pole / Structure
11. Installation of Conductor
12. Splicing of Conductor
13. Introduction to T/F, Types, Installation & its protection
14. Installation of Earth System
15. Guys & Installation of Guys
16. Service Installation
17. Patrolling of Lines
18. Kind of Ropes, Knots & Hitches
19. Energy Meters, Types & its Installation
20. Tree Trimming & Cutting of Trees

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-100)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Accident Prevention
9. Electrical Hazards
10. Installation of PTG
11. Pole Top Rescue Method

PRACTICALS

(1) Use of AVO Meter & Power Meter. (2) Checking / Testing of PPE/T&P items.
(3) Use of Earth Resistance Tester Use of Meggar (4) Stringing, Sagging and Tying of Conductors. (5) Splicing of Conductor (6) Maintenance of Distribution T/Fs. (7) Tree Trimming & Cutting of Trees (8) Use of Hand Line. (9) Use of HV Detector & Installation of PTG (10) Use of Ropes, Knots, Hitches & Slings (11) Line Patrolling (12) Construction of Line Assemblies. (13) Installation of Guys (14) Replacement of Pin Insulator, Suspension Insulator, Spool Insulator & Cross Arms (15) Erection of Pole / Structure

REVISED SYLLABUS (2025) FOR INDUCTION TRAINING COURSE OF NEWLY APPOINTED/INDUCTED LS-IIs (T-150)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO
2. Introduction to the Distribution System
3. Role & Function of LS-II
4. Basic Electricity Concepts
5. Selected WAPDA Distribution System Standards / Specification
6. Measuring & Testing Equipment and their usage
7. Handling & Storing of Line Material
8. Use and Care of T&P
9. Material used for Construction of Line
10. Introduction to T/F, its installation & Protection
11. Erection of Pole / Structure
12. Line Configuration & Installation of Conductor
13. Splicing of Conductor
14. Installation of Earth System
15. Energy Meters, its types, installation & checking of Energy Meters
16. Location of Faults & Consumer Complaints
17. Job Planning & its benefits
18. Patrolling of Lines
19. Tree Trimming & Cutting of Trees
20. Main Factors of Distribution System Operation

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-100)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Accident Prevention
9. Electrical Hazards
10. Installation of PTG
11. Pole Top Rescue Method

PRACTICALS

- (1) Use of AVO Meter & Power Meter. (2) Checking / Testing of PPE/T&P items.
- (3) Use of Earth Resistance Tester Use of Meggar. (4) Accuracy Checking of Energy Meters.
- (5) Stringing, Sagging and Tying of Conductors. (6) Splicing of Conductor.
- (7) Maintenance of Distribution T/Fs. (8) Tree Trimming & Cutting of Trees.
- (9) Use of Hand Line. (10) Use of HV Detector & Installation of PTG.
- (11) Use of Ropes, Knots, Hitches & Slings (12) Line Patrolling.
- (13) Construction of Line Assemblies.

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LM-II TO LM-I (T-300), GENERAL SAFETY /
FIRST AID & FIRE FIGHTING COURSE (S-100)

STATUS: APPROVED

DURATION: 07 WEEKS

1. Organizational Structure of IESCO
2. Basic Electricity Concepts
3. Introduction to the Distribution System
4. Duties & Responsibilities of LM-I
5. Measuring & Testing Equipment & their use
6. Material used in Line Construction
7. Selected WAPDA Distribution System Standards / Specification
8. Use and Care of T&P
9. Job Planning & It's benefits
10. Handling & Storing of Line Material
11. Guys & Installation of Guys
12. Line Configuration & Installation of Conductor
13. Splicing of Conductor
14. Climbing of Pole / Structure
15. Errection of Pole / Structure
16. Stringing of Conductor
17. Installation of Earth System
18. Introduction to T/F, Installation of T/F & its Protection
19. Service Installation
20. Energy Meters, Types, its installation & Checking of Energy Meters
21. Maintenance of Distribution System
22. Patrolling of Lines
23. Tree Trimming & Cutting of Trees
24. Voltage Improvement Devices i.e. Capacitors & Regulators
25. Circuit Breaker & Types of Circuit Breakers
26. Auto Recloser / Sectionalizer
27. Location of Faults & Consumers complaints

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-100)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Accident Prevention
9. Electrical Hazards
10. Installation of PTG
11. Pole Top Rescue Method

PRACTICALS

- (1) Use of AVO Meter & Power Meter. (2) Checking / Testing of PPE/T&P items.
- (3) Use of Earth Resistance Tester Use of Meggar. (4) Accuracy Checking of Energy Meters.
- (5) Stringing, Sagging and Tying of Conductors. (6) Splicing of Conductor.
- (7) Maintenance of Distribution T/Fs. (8) Tree Trimming & Cutting of Trees.
- (9) Use of Hand Line. (10) Use of HV Detector & Installation of PTG.
- (11) Use of Ropes, Knots, Hitches & Slings (12) Line Patrolling.
- (13) Construction of Line Assemblies. (14) Installation of Guys
- (15) Replacement of Pin Insulator, Suspension Insulator, Spool Insulator & Cross Arms
- (16) Errection of Pole / Structure

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LM-I TO LS-II (T-400), GENERAL SAFETY /
FIRST AID & FIRE FIGHTING COURSE (S-100)

STATUS: APPROVED

DURATION: 08 WEEKS

1. Organization Structure of IESCO
2. Introduction of Distribution System
3. Overview of the Role & Function of LS-II
4. Basic Electricity Concepts
5. Measurement & Testing instruments and their use
6. Selected WAPDA's Distribution System Standards / specification
7. Material used in Line Construction
8. Use and Care of T&P
9. Job Planning & its benefits
10. Handling & Storage of line Material
11. Distribution System Planning
12. Erection of poles / structures
13. Guys and their installation
14. Line Configuration & Installation of Conductor
15. Splicing of Conductor
16. Installation of Earth System
17. Main Factors of Distribution System Operation
18. Introduction to Transformer, its installation & Protection of T/F
19. Service Installation
20. Energy Meters, Types, it's installation & checking of Energy Meters
21. Equipment for voltage improvement i.e. Capacitors & Regulators
22. Distribution System Maintenance
23. Patrolling of Lines
24. Tree Trimming & Cutting of Trees
25. Location of Faults & Consumer Complaints
26. Circuit Breakers & its types
27. Auto Recloser / Sectionalizer
28. Voltage Drop Calculations
29. Preparation of HV / LV Proposals
30. Preparation of Auditable record related to LS
31. Special Problems of PEPCO Distribution System
32. Introduction of Net Metering
33. Preparation of Estimates & BOQs

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-100)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Accident Prevention
9. Electrical Hazards
10. Installation of PTG
11. Pole Top Rescue Method

PRACTICALS

- (1) Use of AVO Meter & Power Meter. (2) Checking / Testing of PPE/T&P items. (3) Use of Earth Resistance Tester Use of Meggar. (4) Accuracy Checking of Energy Meters (5) Stringing, Sagging and Tying of Conductors. (6) Splicing of Conductor. (7) Maintenance of Distribution T/Fs. (8) Tree Trimming & Cutting of Trees (9) Use of Hand Line. (10) Use of HV Detector & Installation of PTG. (11) Use of Ropes, Knots, Hitches & Slings (12) Line patrolling (13) Construction of Line Assemblies.

**REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LM-I TO LFM-II (T-450), GENERAL SAFETY /
FIRST AID & FIRE FIGHTING COURSE (S-100)**

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO
2. Duties & Responsibilities of LFM-II
3. Introduction to Distribution System
4. Basic Electricity Concepts
5. Measuring & Testing Equipment & their use
6. Material used in Line Construction
7. Use and Care of T&P
8. Job Planning & It's benefits
9. Handling & Storing of Line Material
10. Guys & Installation of Guys
11. Line Configuration & Installation of Conductor
12. Splicing of Conductor
13. Distribution System Maintenance
14. Selected WAPDA's Distribution System Standards / Specifications
15. Errection of Pole / Structure
16. Installation of Earth System
17. Introduction to T/F, Installation of T/F & its Protection
18. Service Installation
19. Energy Meters, Types, its installation & Checking of Energy Meters
20. Patrolling of Lines
21. Tree Trimming & Cutting of Trees
22. Voltage Improvement Devices i.e. Capacitors & Regulators
23. Auto Recloser / Sectionalizer
24. Location of Faults & Consumers complaints

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-100)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Accident Prevention
9. Electrical Hazards
10. Installation of PTG
11. Pole Top Rescue Method

PRACTICALS

- (1) Use of AVO Meter & Power Meter. (2) Checking / Testing of PPE/T&P items.
(3) Use of Earth Resistance Tester Use of Meggar. (4) Accuracy Checking of Energy Meters. (5) Stringing, Sagging and Tying of Conductors. (6) Splicing of Conductor.
(7) Maintenance of Distribution T/Fs. (8) Tree Trimming & Cutting of Trees.
(9) Use of Hand Line. (10) Use of HV Detector & Installation of PTG.
(11) Use of Ropes, Knots, Hitches & Slings (12) Line Patrolling.
(13) Construction of Line Assemblies.

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LFM-II TO LFM-I (T-475),
GENERAL SAFETY /FIRST AID & FIRE FIGHTING COURSE (S-100)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO
2. Duties & Responsibilities of LFM-I
3. Basic Electricity Concepts
4. Measuring & Testing Equipment & their use
5. Material used in Line Construction
6. Use and Care of T&P
7. Job Planning & its benefits
8. Handling & Storing of Line Material
9. Guys & Installation of Guys
10. Line Configuration & Installation of Conductor
11. Splicing of Conductor
12. Stringing of Conductor
13. Climbing of Pole / Structure
14. Erection of Pole / Structure
15. Installation of Earth System
16. Introduction to T/F, Installation of T/F & its Protection
17. Service Installation
18. Energy Meters, Types, its installation & Checking of Energy Meters
19. Patrolling of Lines
20. Tree Trimming & Cutting of Trees
21. Auto Recloser / Sectionalizer
22. Voltage Improvement Devices i.e. Capacitors & Regulators
23. Location of Faults & Consumers complaints

GENERAL SAFETY / FIRST AID & FIRE FIGHTING COURSE (S-100)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Accident Prevention
9. Electrical Hazards
10. Installation of PTG
11. Pole Top Rescue Method

PRACTICALS

- (1) Use of AVO Meter & Power Meter. (2) Checking / Testing of PPE/T&P items.
(3) Use of Earth Resistance Tester Use of Meggar. (4) Accuracy Checking of Energy Meters. (5) Stringing, Sagging and Tying of Conductors. (6) Splicing of Conductor.
(7) Maintenance of Distribution T/Fs. (8) Tree Trimming & Cutting of Trees.
(9) Use of Hand Line. (10) Use of HV Detector & Installation of PTG.
(11) Use of Ropes, Knots, Hitches & Slings (12) Line Patrolling.
(13) Construction of Line Assemblies.

**REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM LS-II TO LS-I (T-500) & ACCIDENT PREVENTION
COURSE (S-200)**

STATUS: APPROVED

DURATION: 09 WEEKS

1. Organization Structure of IESCO
2. Introduction of Distribution System
3. Overview of the Role & Function of LS
4. Basic Electricity Concepts
5. Measurement & Testing instruments and their use
6. Selected WAPDA's Distribution System Standards / specification
7. Job Planning & its benefits
8. Material used in Line Construction
9. Use and Care of T&P
10. Handling & Storage of line Material
11. Distribution System Planning
12. Erection of poles / structures
13. Guys and their installation
14. Line Configuration & Installation of Conductor
15. Splicing of Conductor
16. Installation of Earth System
17. Main Factors of Distribution System Operation
18. Introduction to Transformer, its installation & Protection of T/F
19. Service Installation
20. Energy Meters, Types, its installation & checking of Energy Meters
21. Equipment for voltage improvement i.e. Capacitors & Regulators
22. Distribution System Maintenance
23. Patrolling of Lines
24. Tree Trimming & Cutting of Trees
25. Location of Faults & Consumer Complaints
26. Special Problems of WAPDA Distribution System
27. Circuit Breakers & its types
28. Auto Recloser / Sectionalizer
29. Voltage Drop Calculations
30. Preparation of HV / LV Proposals
31. Preparation of Auditable record related to LS & Preparation of Record related to LS
32. Special Problems of WAPDA Distribution System
33. Mapping of Distribution System
34. Commercial Procedure regarding New Connection
35. Tariff, Types of Tariff & its sanctioning Authority

ACCIDENT PREVENTION COURSE (S-200)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety equipment
5. First Aid Skills & Practices
6. Fire Fighting & Fire Fighting Extinguishers
7. Accident Prevention / Pole Top Rescue Method
8. Accident Investigation
9. Electrical Hazards
10. Introduction of Net Metering
11. Preparation of Estimates & BOQs

PRACTICALS

- (1) Use of AVO Meter & Power Meter. (2) Checking / Testing of PPE/T&P items.
(3) Use of Earth Resistance Tester Use of Meggar. (4) Accuracy Checking of Energy Meters.
(5) Stringing, Sagging and Tying of Conductors. (6) Splicing of Conductor. (7) Maintenance of Distribution T/Fs. (8) Tree Trimming & Cutting of Trees (9) Use of Hand Line. (10) Use of HV Detector & Installation of PTG (11) Use of Ropes, Knots, Hitches & Slings (12) Line Patrolling (13) Construction of Line Assemblies.

**REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FOR WINDER / WELDER / OVEN OPERATOR &
OIL PLANT OPERATOR (M&T-50)**

STATUS: APPROVED

DURATION: 03 WEEKS

1. Organizational Structure of IESCO / M&T
2. Basic Electricity Concept
3. Introduction of T/F, Working Principle of T/F, Parts of T/F& Types of T/F
4. Connection of T/Fs (vector group)
5. Tap Changer
6. Power Loss of T/F
7. Different Tests of T/F
8. Size of Wire used for LT / HT Winding
9. Repairing of Core & Winding
10. Testing Equipment
11. Application of Oven
12. Oil Plant Operation
13. Introduction to Welding & Welding Techniques
14. Maintenance and Repair Welding

QUICK IMPACT SAFETY TRAINING (S-160)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Electrical Hazards
9. Workplace Safety (Slips, Trips, Falls) & chemical safety
10. Forklift Safety and Material Handling

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION **TRAINING COURSE FOR FITTER HELPER TO FITTER (M&T-100)**

STATUS: APPROVED

DURATION: 03 WEEKS

1. Organizational Structure of IESCO / M&T
2. Basic Electricity Concepts
3. Testing & Measuring Instruments (Theory & Practical)
4. Introduction of Transformers
5. Internal Connections of Distribution T/F
6. Dis-Assembly & Assembly of different Internal Parts of T/F
7. Methods of Checking & Location of Parts in the Distribution T/F
8. Different Tests of Distribution T/F
9. D-Hydration process of T/F Oil
10. Different Parts of D-Hydration Plant / Filters
11. Oven Application

QUICK IMPACT SAFETY TRAINING (S-160)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Electrical Hazards
9. Workplace Safety (Slips, Trips, Falls) & chemical safety
10. Forklift Safety and Material Handling

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FOR METER MECHANIC HELPER TO
METER MECHANIC (M&T-150)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Organizational Structure of IESCO / M&T
2. Basic Electricity Concepts
3. Elements of power system
4. Testing & Measuring Instruments (Theory & Practical)
5. Types of Energy Meters
6. Introduction of Net metering
7. Introduction to AMI Meters
8. Parts of Single Phase & 3-Phase Energy Meters
9. Instrument Transformers
10. Common defects of Energy Meters
11. Testing & Checking of Energy Meters
12. Testing of HT / LT CTs & PTs

QUICK IMPACT SAFETY TRAINING (S-160)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Electrical Hazards
9. Workplace Safety (Slips, Trips, Falls) & chemical safety
10. Forklift Safety and Material Handling

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FOR METER MECHANIC TO
LAB / TEST ASSISTANT (M&T-200)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Organizational Structure of IESCO / M&T
2. Basic Electricity Concepts
3. Testing & Measuring Instruments (Theory & Practical)
4. Energy Meters Working Principle & Types
5. Meter Construction / Parts of Energy Meters (All Types)
6. Methods for checking the accuracy of different Types of Meters on Test Bench
7. Testing / Checking Energy Meters at site
8. Testing of LT CTs
9. Testing of HT CTs & PTs
10. Installation of Single Phase, 3-Phase & LT MDI Meters
11. Theft & Theft Modes and its remedies
12. Introduction to Net Metering
13. Introduction to AMI Meters

QUICK IMPACT SAFETY TRAINING (S-160)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Electrical Hazards
9. Workplace Safety (Slips, Trips, Falls) & chemical safety
10. Forklift Safety and Material Handling

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FOR AFM TO FOREMAN (M&T-250)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Organizational Structure of IESCO / M&T
2. Basic Electricity Concepts
3. Testing & Measuring Instruments (Theory & Practical)
4. Installation of Different Types of Meters at site
5. Introduction of Transformers
6. Methods of Checking & Location of Parts in the Distribution T/F
7. Dis-Assembly and Assembly of Distribution T/F
8. Basic Information of T/F Oil
9. Working of D-Hydration Plant, Replacement of its different parts
10. Checking of Filtration Process of D-Hydration Plant & Replacement of Filters
11. Use of Oven
12. Checking of T/F at Site
13. Different Tests of Distribution T/F
14. Wiring of HT Metering & Protection Panel
15. Location of HT Panel / Metering Parts and their Installation/ removal

QUICK IMPACT SAFETY TRAINING (S-160)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Electrical Hazards
9. Workplace Safety (Slips, Trips, Falls) & chemical safety
10. Forklift Safety and Material Handling

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FOR LAB / TEST ASSISTANT TO
TEST INSPECTOR (M&T-400)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO / M&T
2. Basic Electricity Concepts
3. Testing & Measuring Instruments (Theory)
4. Testing & Measuring Instruments (Practical)
5. Types of Energy Meters
6. Installation of Different Types of Meters at site
7. Introduction to Net Metering
8. Introduction to AMI Meters
9. Tariff & Types of Tariff
10. Testing of all Types of Energy Meters in Lab
11. Testing of all Types of Energy Meters at Site
12. Wiring of HT Metering & Protection Panel
13. Location of HT Panel / Metering Parts and their Installation/ removal
14. Testing of HT / LT CTs & PTs

QUICK IMPACT SAFETY TRAINING (S-160)

1. Introduction to Safety & Importance of Safety
2. IESCO Safety Policy, Safety Principles & NEPRA Safety Code
3. Individual duties & responsibilities as per IESCO Safety Manual
4. Safety & safety Equipment
5. First Aid Skills & Practices (Theory)
6. First Aid Skills & Practices (Practical)
7. Fire Fighting & Fire Fighting Extinguishers
8. Electrical Hazards
9. Workplace Safety (Slips, Trips, Falls) & chemical safety
10. Forklift Safety and Material Handling

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
LDC TO UDC (C-300)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Introduction to IESCO, Organizational Structure of IESCO and Different Directorates.
2. Job Description & KPIs of UDC in Sub Division, Division, Circle and Head Office.
3. Online Electricity Connection Procedure (ENC Portal), Preparation of Monthly Statements.
4. Filling Method, Record Keeping and its disposal, dairy and dispatch, Maintaining Incumbency Register.
5. Written Communication Skills, Noting & Drafting.
6. SOP/Rules for different Facilities & Benefits allowed to IESCO employees.
7. Preparation/ Maintenance of Different Registers, Service Books and Leave Account
8. TA/DA Rules, IESCO Shaheed Package-2023, IESCO Assistance Package-2023
9. Medical Attendance Rules and IESCO Health Care Policy.
10. Determination of correct Date of Birth with Rules/SOP.
11. Maintaining Imprest Cash & Preparation of Pay bills and payment of Monthly Pension.
12. Leave Rules.
13. Preparation of Seniority Lists and Promotion/Up gradation cases.
14. Basics of Conduct / E&D Rules / Pakistan Industrial and Commercial Employees Relation Ordinance.
15. Admissibility and Preparation of Pension cases, Preparation of Asset Declaration Form
16. Introduction of Audit, Types of Audit, Procedure of conducting Audit.
17. Introduction & use of ERP (Enterprise Resource Planning), its advantages and Disadvantages.
18. Introduction to MS Office.
19. Introduction of Microsoft out-look / E-Office and its essential.
20. Office Management, Human Relations, Customer Relations, Time Management. Conflict Management, Stress Management & Office Safety / Security.

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
UDC TO ASSISTANT (C-400)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Introduction to IESCO, Organizational Structure of IESCO and Different Directorates & Role of BoD.
2. Job Description & KPIs of Assistant in Sub Division, Division, Circle and Head Office.
3. Online Electricity Connection Procedure (ENC Portal), Preparation of Monthly Statements.
4. Filing Method, Record Keeping and its disposal, Dairy/Despatch, Maintaining Incumbency Register.
5. Written Communication Skills, Noting & Drafting.
6. SOP/Rules for different Facilities & Benefits allowed to IESCO employees.
7. Preparation/ Maintenance of Different Registers, Service Books and Leave Account.
8. TA/DA Rules, IESCO Shaheed Package-2023, IESCO Assistance Package-2023
9. Medical Attendance Rules, IESCO Health Care Policy.
10. Determination of correct Date of Birth with Rules/SOP.
11. Leave Rules.
12. Promotion/ Up gradation Policy.
13. Introduction of Conduct/E&D Rules/Pakistan Industrial and Commercial employee Relation Ordinance.
14. Admissibility and Preparation of Pension Cases, Preparation of Asset Declaration Form
15. Delegation of Administrative and Financial Powers of IESCO -2018.
16. Budgeting, Financial impact, Maintaining Imprest Cash & Preparation of Pay Bills.
17. Introduction of Audit, Types of Audit, Procedure of conducting Audit
18. Introduction & use of ERP (Enterprise Resource Planning), its advantages and Disadvantages.
19. Introduction to MS Office, Effective use of AI Softwares like Chatgpt, Meta, Google etc.
20. Introduction of Microsoft out-look / E-Office and its essential.
21. Office Management, Human Relations, Customer Relations, Time Management. Conflict Management, Stress Management & Office Safety/Security.

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
ASSISTANT TO SUPERINTENDENT (Admn) A-400

STATUS: APPROVED

DURATION: 04 WEEKS

1. Introduction to IESCO, Organizational Structure of IESCO and Different Directorates & Role of BoD.
2. Job Description & KPIs of Office Superintendent in Division, Circle and Head Office.
3. Written Communication Skills, Precis Writing, Noting & Drafting, Preparation of Item Note for Authority / BoD.
4. SOP/Rules for Different Facilities & Benefits allowed to IESCO employees.
5. TA/DA Rules, IESCO Shaheed Package-2023, IESCO Assistance Package-2023
6. Medical Attendance Rules, IESCO Health Care Policy.
7. Determination of correct Date of Birth with Rules/SOP.
8. Leave Rules.
9. Promotion/ Up gradation Policy.
10. IESCO Deputation Policy.
11. Introduction of Conduct / E&D Rules / Pakistan Industrial and Commercial employee Relation Ordinance.
12. Guidelines for writing of ACRs/PERs.
13. Admissibility and Preparation of Pension cases, Preparation of Asset Declaration Form.
14. Delegation of Administrative and Financial Powers of IESCO -2018.
15. Budgeting, Financial impact, Maintaining Imprest Cash & Preparation of Pay Bills.
16. Tender & Tendering Procedure.
17. Introduction of Audit, Types of Audit, Procedure of conducting Audit.
18. Employee's Labor Laws, Handling of Court Cases.
19. Introduction & use of ERP (Enterprise Resource Planning), its advantages and Disadvantages.
20. Introduction to MS Office, Effective use of AI Softwares like Chatgpt, Meta, Google etc.
21. Introduction of Microsoft out-look / E-Office and its essential.
22. Office Management, Human Relations, Customer Relations, Time Management. Conflict Management, Stress Management & Office Safety / Security.

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
LDC/UDC TO STENO-II (SG-100)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Introduction to IESCO, Organizational Structure of IESCO and Different Directorates & Role of BoD.
2. Effective Written Communication Skills and all essential subjects as below:
 - Precis Writing
 - Techniques of Noting & Drafting
 - Speed Typing & Dictation Techniques
 - Report, Types of Reports & some essential Reports Writing Skills & Techniques, Inquiry Reports
3. Job Description & KPIs Steno-II
4. Preparation of Item Note for Authority / BoD
5. Maintaining Confidential Record
6. TA/DA Rules, IESCO Shaheed Package-2023, IESCO Assistance Package-2023
7. Medical Attendance Rules, IESCO Health Care Policy.
8. Leave Rules, Preparation of Asset Declaration Form
9. Promotion/ Up gradation Policy.
10. Introduction of Conduct/E&D Rules/Pakistan Industrial and Commercial employee Relation Ordinance.
11. Delegation of Administrative and Financial Powers of IESCO -2018.
12. Introduction of Audit, Types of Audit, Procedure of conducting Audit
13. Introduction & use of ERP (Enterprise Resource Planning), its advantages and Disadvantages.
14. Introduction to MS Office, Effective use of AI Softwares like Chatgpt, Meta, Google etc.
15. Introduction of Microsoft out-look / E-Office and its essential.
16. Office Management, Human Relations, Customer Relations, Time Management. Conflict Management, Stress Management & Office Safety / Security.

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
STENO-II TO ASSISTANT PRIVATE SECRETARY (SG-200)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Introduction to IESCO, Organizational Structure of IESCO and Different Directorates & Role of BoD.
2. Effective Written Communication Skills and all essential subjects as below:
 - Precis Writing
 - Techniques of Noting & Drafting
 - Speed Typing & Dictation Techniques
 - Report, Types of Reports & some essential Reports Writing Skills & Techniques, Inquiry Reports
3. Job Description & KPIs Assistant Private Secretary
4. Preparation of Item Note for Authority / BoD
5. Maintaining confidential record
6. SOP/Rules for Different Facilities & Benefits allowed to IESCO employees.
7. TA/DA Rules, IESCO Shaheed Package-2023, IESCO Assistance Package-2023
8. Medical Attendance Rules, IESCO Health Care Policy.
9. Leave Rules, Preparation of Asset Declaration Form
10. Promotion/ Up gradation Policy.
11. IESCO Deputation Policy.
12. Introduction of Conduct / E&D Rules / Pakistan Industrial and Commercial employee Relation Ordinance.
13. Guidelines for writing of ACRs/PERs.
14. Delegation of Administrative and Financial Powers of IESCO -2018.
15. Budgeting, Financial impact, Maintaining Imprest Cash & Preparation of Pay Bills.
16. Introduction of Audit, Types of Audit, Procedure of conducting Audit.
17. Employee's Labor Laws, Handling of Court Cases.
18. Introduction & use of ERP (Enterprise Resource Planning), its advantages and Disadvantages.
19. Introduction to MS Office, Effective use of AI Softwares like Chatgpt, Meta, Google etc.
20. Introduction of Microsoft out-look / E-Office and its essential.
21. Office Management, Human Relations, Customer Relations, Time Management. Conflict Management, Stress Management & Office Safety / Security.

REFRESHER COURSE (2025) FOR LDC / UDC C-50

STATUS: APPROVED

DURATION: 01 WEEK

1. Introduction to IESCO, Organizational Structure of IESCO and Different Directorates.
2. Job Description & KPIs LDC/UDC
3. Written Communication Skills, Noting & Drafting.
4. SOP/Rules for different Facilities & Benefits allowed to IESCO employees.
5. Preparation/ Maintenance of Different Registers, Service Books and Leave Account
6. Different facilities & benefits allowed to IESCO employees
7. Maintaining Imprest Cash & Preparation of Pay bills and payment of Monthly Pension.

REFRESHER COURSE (2025) FOR
ASSISTANT ADMIN / SUPERINTENDENT ADMIN (C-450)

STATUS: APPROVED

DURATION: 01 WEEK

1. Introduction to IESCO, Organizational Structure of IESCO and Different Directorates & Role of BoD.
2. Job Description & KPIs of Office Superintendent in Division, Circle and Head Office.
3. Written Communication Skills, Precis Writing, Speed Typing Noting & Drafting, Preparation of Item Note for Authority / BoD.
4. SOP/Rules for Different Facilities & Benefits allowed to IESCO employees.
5. Introduction of all Rules and other SOPs
6. Guidelines for writing of ACRs/PERs
7. Introduction of Conduct / E&D Rules / Pakistan Industrial and Commercial employee Relation Ordinance.
8. Office Management, Safety / Security

**SYLLABUS (2025) PRACTICAL TRAINING COURSE FOR NEWLY
APPOINTED / NOT CERTIFIED ASSISTANT LINE MAN (PR-25)**
(To be conducted at Circle Training Centres)

STATUS: APPROVED

DURATION: 01 WEEK

PRACTICAL

1. Introduction to Safety & Importance of Safety
2. Use of AVO Meter & Power Meter.
3. Checking / Testing of PPE/T&P items.
4. Tree Trimming & Cutting of Trees.
5. Use of Hand Line.
6. Use of Ropes, Knots, Hitches & Slings
7. Line Patrolling.
8. Excavation & Trenches
9. Erection of Pole / Structure

SYLLABUS (2025) PRACTICAL TRAINING COURSE
FOR ALM CERTIFIED (PR-50)
(To be conducted at Circle Training Centers)

STATUS: APPROVED

DURATION: 01 WEEK

PRACTICAL

1. Introduction to Safety & Importance of Safety
2. Use of AVO Meter & Power Meter.
3. Checking / Testing of PPE/T&P items.
4. Use of Earth Resistance Tester Use of Megger.
5. Stringing, Sagging and Tying of Conductors.
6. Splicing of Conductor.
7. Maintenance of Distribution T/Fs.
8. Tree Trimming & Cutting of Trees.
9. Use of Hand Line.
10. Use of HV Detector & Installation of PTG.
11. Use of Ropes, Knots, Hitches & Slings
12. Line Patrolling.
13. Construction of Line Assemblies.
14. Installation of Guys
15. Replacement of HT/LT Insulators & Cross Arms
16. Erection of Pole / Structure

SYLLABUS (2025) PRACTICAL TRAINING COURSE
FOR LM-II (PR-75)
(To be conducted at Circle Training Centers)

STATUS: APPROVED

DURATION: 01 WEEK

PRACTICAL

1. Introduction to Safety & Importance of Safety
2. Use of AVO Meter & Power Meter.
3. Checking / Testing of PPE/T&P items.
4. Use of Earth Resistance Tester Use of Megger.
5. Stringing, Sagging and Tying of Conductors.
6. Splicing of Conductor.
7. Maintenance of Distribution T/Fs.
8. Tree Trimming & Cutting of Trees.
9. Use of Hand Line.
10. Use of HV Detector & Installation of PTG.
11. Use of Ropes, Knots, Hitches & Slings
12. Line Patrolling.
13. Construction of Line Assemblies.
14. Installation of Guys
15. Replacement of HT/LT Insulators & Cross Arms
16. Erection of Pole / Structure

SYLLABUS (2025) PRACTICAL TRAINING COURSE
FOR LM-I (PR-100)
(To be conducted at Regional Training Centre)

STATUS: APPROVED

DURATION: 01 WEEK

PRACTICAL

1. Introduction to Safety & Importance of Safety
2. Use of AVO Meter & Power Meter.
3. Checking / Testing of PPE/T&P items.
4. Use of Earth Resistance Tester Use of Megger.
5. Stringing, Sagging and Tying of Conductors.
6. Splicing of Conductor.
7. Maintenance of Distribution T/Fs.
8. Tree Trimming & Cutting of Trees.
9. Use of Hand Line.
10. Use of HV Detector & Installation of PTG.
11. Use of Ropes, Knots, Hitches & Slings
12. Line Patrolling.
13. Construction of Line Assemblies.
14. Installation of Guys
15. Replacement of HT/LT Insulators & Cross Arms
16. Erection of Pole / Structure

REFRESHER COURSE (2025) FOR METER READER (C-75)

STATUS: APPROVED

DURATION: 01 WEEK

1. Organization Structure of SE, XEN, SDO, RO
2. Duties and responsibilities of Meter Reader
3. Different types of Single Phase and 3/Phase Meters, their readings & calculation of accuracy of meters
4. Physical defect of meter, Stealing of energy
5. Commercial procedure (CPs)
6. Tariff and its types
7. Digital Meter Reading System (Theory and practical)
8. AMI & Net Meter
9. Various methods of stealing electricity
10. Attending consumer complaints
11. Human Relations

REFRESHER COURSE (2025) FOR MRS-II, MRS-I & MRSS (C-100)

STATUS: APPROVED

DURATION: 01 WEEK

1. Duties and responsibilities of MRS-II, MRS-I & MRSS
2. Different types of Single Phase and 3/Phase energy meters, and their readings.
3. Accuracy of meters
4. Commercial procedure (CPs)
5. Policies for MCO, RCO, ERO
6. Digital Meter Reading System (Theory and practical)
7. Smart Meter
8. Tariff and its types
9. Calculation of load factor, power factor & M.F
10. Preparation of Line Losses Statements
11. Types of stealing energy
12. AMI & Net Meter
13. Human Relations

REFRESHER COURSE OF METER READERS (C-200)

STATUS: APPROVED

DURATION: 02 WEEKS

1. Organizational Structure of IESCO / SDO office
2. Duties and responsibilities of Meter Reader
3. Introduction, main parts & function of Static Meters (Single Phase, 3Phase)
4. Physical Defects / Faults in KWH Meters
5. Allotment of Reference Number, Routification & Re-numbering
6. Commercial procedure (CPs)
7. Policies of MCO, ERO, RCO, Maintaining of discrepancy register
8. Mobile Meter Reading
9. Digital Meter Reading System (Theory and practical)
10. Tariff & Misuse of Tariff
11. Safety for Non-Technical Supervisor
12. Consumer relations
13. Human Relations & Ethics

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING COURSE FROM BILL DISTRIBUTOR TO METER
READER (C-150)

STATUS: APPROVED

DURATION: 02 WEEKS

1. Organizational Structure of IESCO / SDO office
2. Duties & Responsibilities of Meter Reader
3. Basic Electricity concepts
4. Different types of Single Phase & 3/Phase energy meters and their reading procedure
5. Introduction, main parts & function of different types of meters
(single phase & 3-Phase)
6. Different types of defects in the meter
7. Commercial procedure (CPs)
8. Maintaining of discrepancy register
9. Digital Meter Reading System (Theory and practice)
10. AMI & Net metering
11. Tariff & Types of Tariff
12. Various methods of stealing of electricity
13. Cell phone and PC application (Theory and computer practical)
14. Human Relations

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION TRAINING COURSE FROM METER READER TO MRS-II (C-250)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Organizational Structure of IESCO/ XEN, SDO, RO
2. Duties & Responsibilities for MRS-II
3. Basic Electricity Concepts
4. Different types of Single Phase and 3/Phase Meters, their readings & calculation of accuracy of meters
5. Introduction, main parts & function of Static Meters (Single Phase, 3-Phase)
6. Physical defects in energy meter
7. Digital Meter Reading System (Theory and practical)
8. AMI & Net metering
9. Allotment of Reference Number, Routification & Re numbering
10. Tariff, Types of Tariff & Misuse of Tariff
11. Billing procedure, commercial procedure (CPs)
12. Calculation of Load Factor, Power Factor, Multiplying Factor
13. Preparation of losses statements
14. Policies for MCO, RCO, ERO
15. One Window Operation & Function of Customer Services Centre.
16. Safety for Non-Technical Supervisor
17. Relation with Consumers and Attending Consumer Complaints
18. Various methods of stealing electricity and their detection, method of charging for the misuse of electricity energy (A-1 & A-2)
19. Cell phone and PC application (Theory and computer practical)
20. Reporting system, printing and image compression tools under new meter reading application (Theory and computer practical)
21. Human Relations
22. Use of different Web Site

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION TRAINING COURSE FROM MRS-II TO MRS- I (C-500)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO/ XEN, SDO, RO
2. Duties & Responsibilities for MRS-I
3. Basic Electricity Concepts
4. Different types of Single Phase & 3/Phase energy meters and their reading procedure
5. Introduction, main parts & function of Static Meters (Single Phase, 3-Phase)
6. Knowledge & Calculation of accuracy of meters
7. Physical Defects in Energy Meters,
8. Digital Meter Reading System (Theory and practical)
9. AMI & Net metering
10. Allotment of Reference Number, Routification & Re numbering
11. Tariff, Types of Tariff & its sanctioning authority
12. Misuse of Tariff
13. Billing procedure & commercial procedure (CPs)
14. Checking of Heavy / credit balance & estimated / same to same billing
15. Calculation of Load Factor, Power Factor, Multiplying Factor
16. Preparation of Line Losses Statements
17. One Window Operation & Function of Customer Services Centre.
18. Safety for Non-Technical Supervisor
19. Relation with Consumers and Attending Consumer Complaints
20. MCO, RCO, ERO Record and its procedure
21. Types of stealing energy and their detection, calculation & preparation of detection bills
22. Cell phone and PC application (Theory and computer practical)
23. Reporting system, printing and image compression tools under new meter reading application (Theory and computer practical)
24. Use of Web Sites (iesco.com.pk) PITC, NEPRA etc.
25. Training of subordinates
26. Human Relations
27. Use of different Web Sites

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION TRAINING COURSE FROM MRS-I TO MRSS (C-650)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO/ XEN, SDO, RO
2. Duties & Responsibilities for MRSS
3. Basic Electricity Concepts
4. Different types of Single Phase & 3/Phase energy meters and their reading procedure
5. Introduction, main parts & function of Static Meters (Single Phase, 3-Phase)
6. Knowledge & Calculation of accuracy of meters
7. Physical Defects in Energy Meters
8. Digital Meter Reading System (Theory and practical)
9. AMI & Net metering
10. Allotment of Reference Number, Routification & Re numbering
11. Tariff, Types of Tariff & its sanctioning authority
12. Misuse of Tariff
13. Billing procedure & commercial procedure (CPs)
14. Preparation of Electricity Bills General and MDI
15. Bill Adjustment
16. Checking of Heavy / credit balance & estimated / same to same billing
17. Calculation of Load Factor, Power Factor, Multiplying Factor & connected load.
18. Preparation of Losses Statement
19. One Window Operation & Function of Customer Services Centre.
20. Safety for Non-Technical Supervisor
21. Relation with Consumers and Attending Consumer Complaints
22. Types of stealing energy and their detection, calculation & preparation of detection bills
23. MCO, RCO, ERO Record and its procedure
24. Cell phone and PC application (Theory and computer practical)
25. Reporting system, printing and image compression tools under new meter reading application (Theory and computer practical)
26. Use of Web Sites (iesco.com.pk) PITC, NEPRA etc.
27. Training of subordinates
28. Human Relation

**REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM SECURITY GUARD TO SECURITY SARGENT
(SEC-100)**

STATUS: APPROVED

DURATION: 02 WEEKS

1. SECURITY OF PERSONAL (HUMAN BARRIERS)

- Overview of security roles and responsibilities
- Classification of Security & Key Points.
- Maintenance of register in duty room
- Discipline and checking of Shift staff
- Procedure for handing / taking over of charge during shift change
- Physical fitness of security staff

2. Physical Security

- Perimeter security (fences, gates, barriers, Boundary Wall, Watch tower, erection of Razor Wire etc.)
- Surveillance systems (CCTV operations)
- Risk assessment and vulnerability analysis
- Patrolling

3. ARMS HANDLING AND PHYSICAL TRAINING

- Types of Weapon / Firearms
- Firearms training (usage, maintenance, and safety)
- Daily / Weekly maintenance

4. SECURITY OF INSTALLATION

- Use of Security Equipment /Electronic Devices
- Checking of IN/OUT material / store.
- Handling of Hydraulic barrier.
- Counting system of material lying at store / yard / inside the building
- Checking of razor wire, Security lights CCTV Camera
- Use of Torch, Whistles & Watch tower.
- Appropriate deployment of Security Guard.

5. FIRE FIGHTING TRAINING

- Fire, types of fire & fire Fighting equipment.
- Fire Fighting technique / procedure
- Introduction to Safety & Importance of Safety
- First Aid Skills & Practices

6. Real-world security scenarios

- Drills and Patrolling.
- Action to be taken when a person is under the control of terrorist
- Methods to prevent from terrorism
- Self-defense training

7. PRACTICAL TRAINING / PRACTICE

- Kinds, function of electronic devices and its use / handling
- Striping / Assembling of all types of weapons.
- Dummy Drill for Firing
- Mock Exercise
- Security related practical Training at Girds / Stores etc.

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION
TRAINING FROM SECURITY SARGENT TO SECURITY
INSPECTOR (SEC-200)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Introduction to Security Management

- Overview of security roles and responsibilities
- Classification of Security & Key Points.
- Discipline and checking of Shift staff
- Security plan of Grid Station / Installation.
- Recall from leave during emergency
- Physical fitness and endurance training

2. Physical Security

- Perimeter security (fences, gates, barriers, Boundary Wall, Watch tower, erection of Razor Wire etc.)
- Surveillance systems (CCTV operations)
- Risk assessment and vulnerability analysis

3. Emergency Response and Crisis Management

- Fire safety and evacuation drills
- First aid and basic life support
- Handling natural disasters

4. Law Enforcement Liaison

- Coordination with police and other law enforcement agencies
- Rumors-passing the information to the in-charge & Precaution against rumors
- Methods to control the crowd & Reaction against any untoward situation.

5. Investigation Techniques

- Conducting internal investigations

6. Arms Handling and Physical Training

- Types of Weapon / Firearms
- Firearms training (usage, maintenance, and safety)

7. Real-world security scenarios

- Drills and Patrolling.
- Mock threat and risk management exercises
- Action to be taken when a person is under the control of terrorist
- Methods to prevent from terrorism
- Self-defense training

PRACTICAL TRAINING / PRACTICE

1. Kinds, function of electronic devices and its use / handling
2. Striping / Assembling of all types of weapons.
3. Mock Exercise
4. Checking of razor wire, Security lights & CCTV Camera
5. Security related practical Training at Grids / Stores/Power house etc.

REVISED SYLLABUS (2025) FOR DEPARTMENTAL PROMOTION TRAINING FROM SECURITY INSPECTOR TO SECURITY OFFICER (SEC-300)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Introduction to Security Management

- Overview of security roles and responsibilities
- Classification of Security & Key Points.
- Discipline and checking of Shift staff
- Security plan of Grid Station / Installation.
- Recall from leave during emergency
- Physical fitness and endurance training

2. Physical Security

- Perimeter security (fences, gates, barriers, Boundary Wall, Watch tower, erection of Razor Wire etc.)
- Surveillance systems (CCTV operations)
- Risk assessment and vulnerability analysis
- Building and facility security procedures

3. Emergency Response and Crisis Management

- Fire safety and evacuation drills
- First aid and basic life support
- Handling natural disasters

4. Law Enforcement Liaison

- Coordination with police and other law enforcement agencies
- Rumors-passing the information to the in-charge & Precaution against rumors
- Methods to control the crowd & Reaction against any untoward situation.

5. Investigation Techniques

- Conducting internal investigations
- Report writing and documentation
- Punishment on misconduct
- Key point Re-Survey report

6. Arms Handling and Physical Training

- Types of Weapon / Firearms
- Firearms training (usage, maintenance, and safety)

7. Real-world security scenarios

- Drills and Patrolling.
- Mock threat and risk management exercises
- Action to be taken when a person is under the control of terrorist
- Methods to prevent from terrorism
- Self-defense training

PRACTICAL TRAINING / PRACTICE

1. Kinds, function of electronic devices and its use / handling
2. Striping / Assembling of all types of weapons.
3. Dummy Drill for Firing
4. Mock Exercise
5. Security related practical Training at Grids / Stores/Power house etc.

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
SURVEYOR TO SUB ENGINEER (SRV-100)

STATUS: APPROVED

DURATION: 04 WEEKS

1. Organizational Structure of IESCO
2. Duties & Responsibilities of Sub Engineer
3. Basic electricity concepts
4. use of measurement instruments
5. Type and use of compass
6. Kind of surveying, field book
7. Survey data records
8. Leveling
9. Mapping of distribution system & its Advantages
10. Calculation of BC ratio
11. Preparation of estimates
12. Preparation of Bill and rate analysis.
13. Using electronic distance measuring instruments and data collector
14. Measurement of Area
15. Use of surveying instruments and symbols
16. Supervision of civil work
17. Survey of Grid Station /site/ extension
18. Survey of all Electric Transmission Line
19. Feasibility report of village electrification
20. IESCO Standard Design Instructions and Specifications
21. Dealing with legal issue / cases & their perusal
22. NEPRA consumer service manual
23. Human Relations

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
GATE CLERK TO STORE / STOCK CLERK (GC-100)

STATUS: APPROVED

DURATION: 03 WEEKS

Introduction to Store Management & ERP Basics

1. Introduction to Store & Stock Clerk Role

- Organizational Structure of IESCO and MM-Directorate.
- Duties and responsibilities of a Store / Stock Clerk.
- Role of ERP in modern store management.

2. ERP MM Module Overview

- Introduction to the ERP system and the MM (Material Management) module.
- Navigating the ERP interface and basic functionalities.

3. Material Master Data Management

- Material master: Structure, views, and fields.
- Creation and maintenance of material master records in ERP.
- Material types, groups, and classifications.

4. Vendor Master Data

- Maintaining vendor master data in the ERP system.
- Linking vendor information to material management and procurement.

Procurement, Inventory & Stock Management in ERP

5. ERP-Based Procurement Process

- Purchase Requisition (PR): Creation, approval process, and tracking.
- Purchase Order (PO) creation based on requisitions.
- Goods Receipt (GR) posting and quality checks in ERP.
- Linking PO to GR and vendor invoice.

6. Inventory Management & Stock Control

- Understanding various T-Codes and Movements Types in ERP and their functionalities.
- Understanding various GL Accounts / Account Heads and their functionalities.
- Understanding Company, Cost Center, Profit Center, Plant, Storage Location etc.
- Stock overview and types (unrestricted, blocked, quality inspection stock).
- Goods issue process: Posting goods issues for production or internal consumption.
- Stock updates, availability checks, and stock reporting.

7. Stock Issuance and Receipt

- Stock issuance techniques in ERP (FIFO, LIFO).
- Stock receipt mechanism.

Advanced ERP Functions, Reporting & Compliance

8. Material Requirement Planning (MRP)

- Introduction to MRP in the MM module.

9. Physical Inventory & Stocktaking

- Conducting physical inventory using ERP tools.

10. Reporting & Analytics in ERP MM Module

- Generating standard and custom reports for stock management.
- Key reports: Stock overview, consumption reports, purchase order tracking, etc.

11. Compliance & Security in ERP

- Ensuring data accuracy and security in the ERP system.
- ERP access control and maintaining store documentation.

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
STORE / STOCK CLERK TO JUNIOR STORE KEEPER (JSK-50)

STATUS: APPROVED

DURATION: 03 WEEKS

Advanced Store Management & ERP Fundamentals

1. Introduction to the Role of Junior Store Keeper

- Key responsibilities and duties in IESCO's store management hierarchy.
- Role of Junior Store Keeper in managing store operations and resources.

2. Overview of ERP MM Module

- Introduction to advanced ERP Material Management (MM) functionalities.
- Review of essential ERP navigation and tools.
- Understanding how the ERP MM module supports store management operations.

3. Material Master Data Management in ERP

- Creating and managing material master records with advanced fields (storage location, batch management, etc.).
- Material classifications, groups, and attributes.
- Understanding material valuation in ERP MM.

4. Vendor Master Data in ERP

- Advanced vendor management: Adding new vendors, maintaining relationships, and handling vendor evaluation within the system.
- Linking vendor master data to procurement, invoicing, and payment processes.

Procurement, Inventory Management, and Stock Auditing

5. Advanced Procurement Processes in ERP

- Understanding the complete procurement cycle in ERP.
- Managing Purchase Orders (POs) with multiple line items and delivery schedules.
- Purchase Order tracking, vendor performance evaluation, and goods receipt posting.

6. Inventory Management in ERP

- Handling complex stock movements (transfer postings, stock transfers between storage locations).
- Implementing batch management and serial number tracking.
- Monitoring stock availability, stock reservations, and backorders.
- Understanding inventory status and conducting internal audits using ERP.

7. Goods Receipt and Goods Issue in ERP

- Managing goods receipts with multiple valuation types.
- Issuing materials for internal use and monitoring consumption.
- Handling discrepancies and returns.

Advanced ERP Functions, Stock Reconciliation & Reporting

8. Physical Inventory & Stocktaking with ERP

- Advanced physical inventory processes in ERP.
- Carrying out cycle counting and full inventory audits.
- Recording, posting, and adjusting inventory discrepancies.

9. Material Requirement Planning (MRP) in ERP

- Using ERP MM for automated stock replenishment.
- Running MRP to generate planned orders and purchase requisitions.
- Configuring reorder points, safety stock, and lead times in ERP.

10. Stock Valuation & Accounting Integration

- Understanding stock valuation methods (FIFO, LIFO, weighted average) in ERP.
- Posting material movements to financial accounts.
- Integrating ERP MM with the financial (FI) module for stock valuation and reporting.

11. Reporting & Analytics in ERP MM Module

- Generating advanced reports for stock control, procurement, and vendor performance.
- Custom reporting using ERP queries and analytics tools.
- Interpreting stock turnover reports, dead stock analysis, and procurement effectiveness.

12. Compliance, Security & Data Integrity

- Ensuring compliance with IESCO's procurement and inventory policies.
- Data accuracy, integrity, and system security within the ERP MM module.
- Maintaining audit trails and managing user access for store operations.

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
JUNIOR STORE KEEPER TO SENIOR STORE KEEPER (JSK-100)

STATUS: APPROVED

DURATION: 03 WEEKS

Advanced Store Management & ERP Master Data

1. Introduction to the Senior Store Keeper Role

- Organizational Structure of IESCO and MM-Directorate.
- Duties and responsibilities of a Senior Store Keeper.
- Strategic role in managing store operations, resources, and teams.

2. Advanced Material Master Data Management in ERP

- Understanding material master data fields (valuation class, procurement type).
- Understanding batch management, serial number tracking, and their importance.

3. Vendor Master and Source List Management

- Creating and managing vendor master records.
- Vendor evaluation and performance monitoring in ERP.

4. Material Groups & Document Types

- Classification of materials using material groups.
- Using document types for various store and stock transactions (PR, PO, and GR).

Advanced Procurement, Inventory, and Stock Valuation in ERP

5. Advanced Procurement and Purchase Order Management

- Complex POs with delivery schedules.
- Monitoring vendor performance through ERP-generated reports and analytics.

6. Goods Receipt (GR) and Goods Issue (GI) in ERP

- Managing partial receipts and under-deliveries in ERP.
- Handling special procurement types (subcontracting, stock transport orders).
- Goods issue processes linked to internal orders and cost centers.

7. Stock Valuation & Accounting in ERP

- Advanced stock valuation techniques (moving average, standard price).
- Handling stock revaluation and adjusting stock values during physical audits.

8. Inventory Management and Stock Transfers

- Stock transfers between different Plants, Storage Locations and DISCOs in ERP.
- Special stocks (consignment stock, project stock, and subcontracting stock).
- Stock levels and optimizing storage capacities.

Material Planning, Auditing, and Reporting

9. Material Requirement Planning (MRP) for Senior Store Keepers

- Understanding MRP Process.

10. Physical Inventory

- Planning and conducting annual physical inventory in ERP.
- Cycle counting procedures and inventory reconciliation.
- Store safety measures.
- Custodian of the Store Material and Annual or Periodical Stock Taking.
- Disposal Procedure
- Store/DISCO to Store/DISCO Transfer of Material.
- Depreciation of Material
- Inspection and Inventory of Damaged Transformers
- Receipt of material and checking of material as per IC.
- Stacking of material.

11. ERP-Based Reporting, Analytics and Survey Reports

- Advanced reporting techniques for procurement, inventory, and valuation.
- Customizing ERP reports for detailed analysis of stock levels and consumption.

12. Compliance, Security, and Data Integrity in ERP

- Ensuring compliance with internal and regulatory policies related to procurement and inventory management.
- Best practices for maintaining store-related documents and records in ERP.

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
SENIOR STORE KEEPER TO SSS (SSK-100)

STATUS: APPROVED

DURATION: 04 WEEKS

Strategic Store Management & ERP System Overview

1. Role of Store System Supervisor (SSS)

- Organizational Structure of IESCO and MM-Directorate
- Duties and responsibilities of SSS.
- Strategic and system oversight for inventory control.

2. Overview of ERP MM Module

- Advanced understanding of ERP Material Management (MM) functionalities.
- Integration of MM with other ERP modules (FICO, and PS).
- Overview of ERP system architecture and its role in store operations.

3. Advanced Material Master Data Management

- Managing complex material data, such as configurable materials, hazardous materials, and critical stock items.
- Implementing serial numbers and classifications for high-value items.

4. Vendor Master Data and Source List Management

- Advanced vendor management.

Procurement, Inventory Control, and Warehouse Management

5. Advanced Procurement Processes in ERP

- Comprehensive purchase order lifecycle management.

6. Warehouse Management & Stock Control

- Setting up and managing warehouse structures within ERP (storage locations).
- Advanced stock movements including stock transfers, consignment stock, and special stock handling.
- Warehouse operations: Issuance and Receipt of Material.
- Disposal Procedure
- Annual Stock Taking
- Evaluation and depreciation of material.
- Reserve Stock Limit

7. Stock Valuation & Integration with Financial Accounting (FI)

- Understanding the financial impact of stock movements.
- Understanding stock valuation methods.

8. Goods Receipt (GR) and Goods Issue (GI) in ERP

- Managing goods receipt and issue for complex scenarios (split deliveries, return orders) and Sub-Contracting.

Material Requirement Planning (MRP), Audits, and Compliance

9. Material Requirement Planning (MRP) and Inventory Optimization

- MRP parameters.

10. Physical Inventory Management

- Understanding various T-Codes and Movements Types in ERP and their functionalities.
- Understanding various GL Accounts / Account Heads and their functionalities.
- Understanding Company, Cost Center, Profit Center, Plant, Storage Location etc.
- Stock overview and types (unrestricted, blocked, quality inspection stock).
- Goods issue process: Posting goods issues for production or internal consumption.
- Stock updates, availability checks, and stock reporting.
- Goods receipt mechanism.

11. Compliance, Security, and Data Integrity

- Ensuring ERP system compliance with organizational policies.
- Data accuracy and best practices for maintaining system integrity.

12. Handling Special Scenarios

- Managing subcontracting, third-party orders, and consignment stock, Inter-DISCOs Transfer (Loan/Cash/Barter).
- Handling project stock for large-scale utility projects in ERP.
- Managing obsolete or slow-moving stock.

ERP Reporting, Analytics, and Leadership in Store Management

13. ERP-Based Reporting & Data Analytics

- Advanced reporting techniques using ERP (stock reports, inventory turnover).
- Customizing and creating reports using ERP queries and transaction codes.

14. Decision-Making Using ERP Data

- Using ERP data for forecasting and decision-making in store operations.
- Creating dashboards for real-time monitoring of stock levels, procurement status, and vendor deliveries.

15. Communication for Store System Supervisors

- Team management skills for effective store system supervision.
- Managing inter-departmental communication and coordination for smooth operations.

16. Change Management & ERP Implementation

- Overseeing the implementation of ERP updates and training of staff on new processes.
- Aligning ERP processes with organizational goals and efficiency targets.

REVISED SYLLABUS (2025) FOR
DEPARTMENTAL PROMOTION TRAINING COURSE FROM
TELEPHONE OPERATOR TO TELEPHONE SUPERVISOR (TS-100)

STATUS: APPROVED

DURATION: 03 WEEKS

1. Organizational Structure of IESCO
2. Duties & Responsibilities of Telephone Supervisor
3. Professional Ethics of a Telephone Supervisor
4. Parts of Telephone
5. Circuit Diagram of Telephonic System
6. Basic Electronics-I (Ohms law, Kirchof law, Faradays law etc. Resistor Color Coding)
7. Basic Electronics-II (Diodes, Transistors, Capacitors, ICs, Circuits, logic gates etc.)
8. Testing & Measuring Instruments
9. Different Modes of Telecommunication
10. Wireless Telecommunication
11. Advantages of Digital Telephone Set over Non-Digital Telephone Set
12. Layout of Subscriber Telephone Line
13. Circuit Symbols of telecommunication system
14. Series & Parallel Connections of Telephonic Circuit
15. Major components of Telephone Bills
16. Common abbreviation (NWD, STD, Non-STD, CLI, MDF etc.) used in communication system
17. Maintenance Requirement of a Telephone Exchange
18. Introduction to DC Power Supply System
19. Batteries & Rectifier
20. Office Safety
21. Fire Fighting & Fire Fighting Extinguishers
22. First Aid Practices & Skills