

No. KAPCO/PF-211475/23479

**To Whom It May Concern**

This is to certify that Mr. Muhammad Shahid S/O Mr. Rana Muhammad Khalil (PID # 211475) (CNIC# 36103-4584230-9) has worked as permanent, full-time employee of **Kot Addu Power Company Limited**. He held last position as Principal Engineer (Shift Operations). He resigned from KAPCO employment w.e.f 01-Jul-2023 at his own will.

Detail of his employment is as follows:

Role/ Position	Period	Duration	Employment Status	Weekly Working Hrs
Trainee Engineer	16-07-2008 to 30-06-2009	1 Year	Fix Contract	42 hours
Engineer (Planning)	01-07-2009 to 30-11-2018	9 Years-5 Months	Permanent Full Time	42 hours
Principal Engineer (Services)	01-12-2018 to 31-01-2022	3 Years-2 Months	Permanent Full Time	42 hours
Principal Engineer (Shift Operations)	01-02-2022 to 01-07-2023	1 Year-5 Months	Permanent Full Time	42 hours

**Other Benefits & Facilities**

Besides the gross salary, the incumbent was entitled to following

- Provident Fund.
- Performance bonus.
- Discretionary Corporate bonus.
- Leave Fair Assistance (LFA).
- Free electricity.
- Free education for all children up to matric/ O' Level.
- Medical facility for self and family with additional Medical allowance.
- Group life insurance.
- Entitled for Car Fuel and Car Maintenance allowance.
- Entitled for company maintained Car.
- Free family accommodation in the KAPCO Community with membership of Officers club facility.
- Home assistance Loan with 5% subsidy.
- Annual leave and sick leaves.

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**Duties and Responsibilities****1. Trainee Engineer (16-07-2008 to 30-06-2009)**

Went through extensive training as per Plan in area of Shift Operations and Plant Maintenance (I&C) and gained in-depth knowledge and practical experience related to following:

- i. Plant Daily Logs, Shift Logs, Startup/Shutdown Reports, Outage Reports & Planning Reports.
- ii. Maintenance regimes followed on site and workflows of Preventive / Corrective maintenance jobs.
- iii. Safety system practiced on site.
- iv. IMS system implemented on site including OH&S, EMS and QMS standards.

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**2. Engineer (Planning) (01-07-2009 to 30-11-2018)**

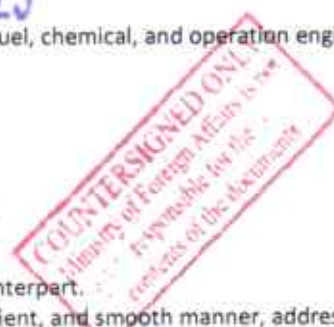
- I. Prepare and release outage plan in collaboration with maintenance sections, and monitor progress while updating stakeholders.
- II. Utilize Q4w CAMM software to release job cards, handle minor troubleshooting, manage stock at the super-user level, and prepare and release various reports promptly.
- III. Facilitate meetings during outages to address and resolve bottlenecks, and collect test results for outage document preparation.
- IV. Conduct daily planning meetings to ensure smooth coordination between operation and maintenance teams, addressing issues and issuing work plans for critical activities.
- V. Generate monthly Q4w CAMM reports promptly, ensuring data consistency and optimal utilization of the system.
- VI. Conduct training sessions for maintenance and operation engineers on Q4w CAMM.
- VII. Develop preventative maintenance routines in consultation with maintenance sections, and implement IMS in designated areas.

**3. Principal Engineer (Services) (01-12-2018 to 31-01-2022)**

- I. Develop and maintain physical assets in Civil Engineering, Mechanical Engineering, Electrical Engineering, Fire Fighting System, Scaffolding, Rigging, Mobile Cranes, Electrical Distribution Network, HVAC system, and associated auxiliaries within available budget and manpower resources to achieve power station production objectives.
- II. Prepare budgets and handle procurement matters for the Services Department.
- III. Identify strategic maintenance activities, CAPEX/MRR projects, contract jobs, and services required for the next five years.
- IV. Prepare specifications, initiate, evaluate, follow up, and execute CAPEX/MRR projects.
- V. Act as Acceptor/Issuer as per KAPCO Safety Rules, subject to nomination/authorization.
- VI. Ensure awareness and implementation of KAPCO safety rules in maintenance activities within the sectional team.
- VII. Provide technical support and long-term engineering solutions to Engineers/Supervisors of subsections under the Services Section.
- VIII. Supervise and monitor day-to-day and long-term maintenance activities, ensuring adherence to technical standards.
- IX. Manage and control human and material resources cost-effectively.
- X. Monitor stock levels and raise requisitions for spares.
- XI. Coordinate/liaise with all Blocks Maintenance Engineers, fuel, chemical, and operation engineers to provide technical support.
- XII. Implement IMS in designated areas of responsibilities.

**4. Principal Engineer (Shift Operations) (01-12-2018 to 31-01-2022)**

- I. Take over charge of the plant from the outgoing shift counterpart.
- II. Manage plant operations during shift hours in a safe, efficient, and smooth manner, addressing load demand, OEM recommendations, DOPs, and local procedures/instructions.
- III. Maintain effective communication with NPCC, RCC, SNGPL, etc., adhering to routine during shift hours.
- IV. Ensure accurate recording of parameters as per log sheets and monitor them accordingly.
- V. Analyze plant operating parameters and predict potential faults, initiating remedial actions as appropriate.







- VI. Ensure timely raising of job cards and participate in fault investigations, proposing remedial measures.
- VII. Foster good coordination with maintenance and other sections.
- VIII. Enforce KAPCO safety rules during the shift and prepare safety documents as authorized.
- IX. Prepare shift reports and other required sheets according to the shift routine.
- X. Execute periodic checks and stand-by changeovers.
- XI. Hand over plant charge to the incoming shift counterpart.
- XII. Attend and provide plant status briefings in daily morning production meetings.
- XIII. Ensure the shift representative's participation in daily planning meetings.
- XIV. Monitor plant integrity through regular walks and monitoring.
- XV. Act as incident controller during shift hours.
- XVI. Prepare a flexible workforce by enhancing plant knowledge within the shift team and managing resources appropriately.
- XVII. Implement IMS in designated areas of responsibility.

This letter is issued on the request of employee concerned.

Yours Sincerely,

  
**Muhammad Nawaz**

Manager HR & CS


Kot Addu Power Limited

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Checked by **Shabbir Ahmad**  
Private Secretary 

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