Directorate of Rules (HR&A) WAPDA

VIII (Edition)

Pakistan
Water And Power
Development authority

WAPDA MANUAL OF GENERAL RULES

(AS AMENDED UPTO 05.04.2019)

PUBLICATION NO.

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Directorate of Rules (HR&A) WAPDA
Publication No.1
VIII (Edition)

Pakistan
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The Pakistan Wapda Employees (Efficiency And Discipline) Rules, 1978

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 69911/423 304-Wapda House,
Telegrams: WAPDA,LAHORE Lahore
No. S/SO(RCM)24(E&D)2273-23331 11th February, 1978

In exercise of the powers conferred by Section 18 of the Pakistan Water and Power Development Authority Act, 1958, (West Pakistan Act No. XXXI of 1958), the Pakistan Water and Power Development Authority is pleased to make the following rules, namely:

THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY AND DISCIPLINE) RULES, 1978

1. Short Title, Application and Commencement

1. These rules may be called The Pakistan Wapda Employees (Efficiency and Discipline) Rules, 1978.

2. They shall apply to all Wapda Employees except those on probation and those borne on work charged establishment.

3. They shall come into force at once.

2. Definitions

In these rules, unless there is anything repugnant in the subject or context:

1. "Authority" means the Pakistan Water and Power Development Authority.

2. "Appointing authority" means the officer designated as such by any rules or by any orders of the Authority.

3. *[1]"Competent authority" means the Authority or the appointing authority, or an officer to whom the appointing authority is subordinate, or an officer designated by the Authority to exercise powers of the competent authority.

   *[2] Competent Authority who had once initiated disciplinary action under the Rules then he alone should continue with the proceedings till final disposal.

   *[2] Explanation:- Added vide O.M. No. D. (R)/07456/20/IX/16547-17847, dated 13-05-1998

4. "Employee" means a person who has been directly recruited by the Authority or who has been absorbed in the service of the Authority on transfer from, or on termination of his lien in his parent department/ organization.

*[3]4a "Enquiry Committee" means the Enquiry Committee appointed by the "Competent authority" and includes the Special Enquiry Committee.

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*[1]Added vide No. D/DD (Rules)/07474/Vol-V/20705-21304 dt. 21-11-81 (Annex-VI)
*[2]Deleted vide O.M. No. GM(A)/D/DD(R)/07456/20/XI/2337-986, dated. 03-02-2000 (Annex-XL)
*[3]Added vide No. GM(A)/DD(R)/07456/20/32513-33813 dated 03-07-1995. (Annex-XXXII)

Note : The competent authorities notified from time to time given at (Annex-LIII to LXXXVII)

5. **"Misconduct" includes:**

(i) Breach of service discipline or instructions issued by the Authority;
(ii) Commission of theft, fraud, dishonesty or any other offence involving moral turpitude;
(iii) Willful insubordination or disobedience, whether alone or in combination with others, to any la`wful and reasonable order of a superior;
(iv) Willful damage to or loss of the Authority's goods or property;
(v) Habitual absence without leave or habitual late attendance;
(vi) Riotous or disorderly behaviour during working hours;
(vii) Habitual negligence or neglect of work;
(viii) Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law;
(ix) Participation in, or subscribing in aid of any political movement in Pakistan or relating to the affairs of Pakistan;
(x) Canvassing or otherwise interfering or using influence in connection with or participating in any election to a legislative body, whether in Pakistan or elsewhere, except to the extent of exercising the right to vote, if otherwise qualified to do so, but without giving any indication of the manner in which it is proposed to vote;
(xi) Failure to repay house building or any other loans and advances
(xii) Conduct prejudicial to good order or service discipline or contrary to Wapda Employees (Conduct) Rules or unbecoming of an employee and a gentleman and includes any act on the part of a Wapda employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Authority or any officer of the Authority in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of a Wapda employee.
*[1](xiii) Non initiation / countersigning of ACRs in accordance with the time frame specified in para 18 of the Guidelines for Completion of ACR.
*[1] (xiv) Non dispatching of ACRs to next reporting officer within seven days of its receipt.

6. "Penalty" means a penalty which may be imposed under these rules.

3. Grounds for Penalty

Where an employee, in the opinion of the competent authority;

(a) is inefficient or has ceased to be efficient, or
(b) is guilty of misconduct; or
(bb) is guilty of laxity in control over his subordinates, which facilitated or encouraged the commission of misconduct or other offences by them;
(c) is corrupt or may reasonably, be considered corrupt because:-

(i) He is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or

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*[1]Added vide OM No. DG(S&GA)/D(Rules)/07456/20/XIV/27021-28321 dt. 05.07.2001 (Annex-XLIV)

(ii) He has assumed a style of living beyond his ostensible means; or
(iii) He has a persistent reputation of being corrupt; or

(d) (a) Is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person and his retention in service is therefore prejudicial to national security.

*[1](b) "Provided that an employee is found involved in leakage of secret information regarding tenders/bids, evaluation report and the proceedings for award of contracts, the competent authority shall impose penalty not less than compulsory retirement/removal from service as mentioned under Rule 4 (1) (b) ii & iii of these Rules"

(e) The competent authority may impose on him one or more penalties. *[2]"Provided that where an employee is found involved in theft of energy as envisaged by Section 39 of the Electricity Act, 1910, the competent authorities shall impose penalty not less than dismissal from service as mentioned under Rule 4 (1) (b) IV of these Rules."

*[3](f) Serving officers who have failed to initiate / countersign and forward ACRs as per schedule for completion of ACRs may be proceeded against under the Pakistan WAPDA (E&D) Rules, 1978 and penalty imposed shall not be less than the major penalty. In cases of Deputationists the report shall be made to their parent department to proceed against them appropriately.

***[4] 4. Penalties**

1. The following are the minor and major penalties namely:

(a) Minor Penalties

(i) Censure;
*[5](ii) withholding for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service or post.
(iii) Deleted Vide O.M. No. S/DD (R)/07456/20/Vol. VI/96845-97624 dated 19-11-1983.
(iv) Recovery from pay of the whole or any part of any pecuniary loss caused to Wapda by negligence or breach of orders.

(b) Major Penalties

(i) Reduction to a lower post or time-scale; or to a lower stage in a time scale:
(ii) Compulsory retirement;
(iii) Removal from service; and
(iv) Dismissal from service.

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*[1] Added vide O.M. No. DG(S&GA)/DD (R)/07456/20/XI/l9719-20318, dated 15-06-99. (Annex-XXXVIII)
*[2] Added vide O.M. No. DG (S&GA)/D (R)/07456/20/X/27337-28637, dated 25-06-98. (Annex-XXXV)
*[3] Added vide O.M No. DG(S&GA)/DD(Rules)/07456/20/XIV/25720-27020 dt. 05.07.2001 (Annex-XLIII)
*[4]Instructions regarding uncommon Penalties-Exoneration of accused found guilty in enquiries issued vide O.M No. GM (A)/DG (S&GA)/D(Rules)/07456/20/18343-993 dt 8/9 -3-2006 (Annex-XLVII)
*[5]Instructions regarding stoppage of increment issued vide O.M No. DG (S&GA)/DD (Rules)/07456/20/3403-4362 dt 19-01-1987 (Annex-XXV)

2. Removal from service does not, but dismissal from service, does disqualify for future employment.

3. In this rule removal or dismissal from service does not include the discharge of a person:

   (a) Appointed on probation, during the period of probation or in accordance with the probation or training rules applicable to him; or

   (b) Appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or

   (c) Engaged under a contract, in accordance with the terms of the contract.

4. No officer subordinate to the appointing authority, and no officer subordinate to that specifically designated by the Authority as the competent authority to exercise powers under these rules shall be competent to impose a penalty on an employee.

***[1] 5. Inquiry Procedure**

The following procedure shall be observed when a Wapda employee is proceeded against under these rules:-

(i) In case where a Wapda employee is accused of subversion, corruption or mis-conduct, the competent authority may require him to proceed on leave or, suspend him, provided that any continuation of such leave or *[2]suspension shall require approval of the next higher authority after every three months.

*[3] (ii) While under suspension, as aforesaid, the employee shall inform the appointing authority about his movements and shall not leave his station/place of posting without permission in writing of the appointing authority.

*[3] (iii) The competent authority shall decide whether in the light of facts of the case or the interest of justice an inquiry should be conducted through an Inquiry Officer, or Inquiry Committee. If he so decides, the procedure indicated in Rule 6 shall apply.

*[3] (iv) If the competent authority decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall.

   (a) by order, in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action: and

   *[4](b) give him an opportunity to submit a written explanation against the action proposed to be taken, within a period of not more than 14 days from the day the explanation letter has been communicated to him, and will also require the accused to state at the same time in his written explanation whether he desires to be heard in person.

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*[1]Detailed instructions for Competent authorities and Inquiry officers are issued vide o/o No. D/DD (Rules)/07456/21/7193-7542 dt 14-05-1981 (Annex-IV).

*[2] Guidelines for suspension from service issued vide o/o No. GM (A)/DD (R)/07456/3/82364-83483 dated 18/20.06.1988 (Annexure-XXVII)

*[3] Added and renumbered vide O/O No. SO(R)24(E&D)/4285-4884 dt. 14.02.1980. (Annexure-II)

*[4]Substituted Vide O.M. No. S/DD (Rules)/07456/20/86113-86933 dated 5-11-1985 (Annexure-XXIII)

Provided that no such opportunity shall be given where the competent authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.

*[1] (v) a. On receipt of the report of Enquiry Officer or Enquiry Committee; the competent authority shall consider the same and if on such consideration he is of the tentative opinion that a penalty be imposed upon the accused he shall provisionally determine penalty to be imposed, and shall so inform the accused, supply him a copy of the report, and call upon him to show cause within a reasonable time not less than seven days and not more than fourteen days from the day the notice has been served on him, why the penalty proposed be not imposed. The competent authority shall take into consideration the cause shown by the accused, hear him in person, and determine whether charge has been proved and then notwithstanding anything contrary in any other rule, office order or instructions shall pass such orders as he may deem proper.

*[2]**Note :** Competent authority have the power to accept or reject the report of Enquiry Officer exonerating the accused official and order fresh enquiry. There is no prohibitory provision in the rules express or implied to bar fresh enquiry on the same facts. The Enquiry officer will be substituting the Competent authority if formers report was held to be final and binding on the later.

b. The above procedure of determining provisionally penalty to be imposed, asking the accused to show cause, and affording him an opportunity of personal hearing shall also apply to cases where the accused was issued Explanation Letter under Rule 5(iv) and the explanation submitted by him was found unsatisfactory.

5.A Procedure for dealing with-inefficient and habitual malingerers

If an employee does not perform his duties diligently or is an inefficient worker, or is a habitual malingerer, that, is, a late comer, a willful absentee from duty, or avoids his duties on false pretences a written warning shall be given to him by his immediate superior and if he fails to reform himself, a report shall be made within a period of two months from the date of the notice of warning to the officer named below, who may, without prejudice to the provisions of Rules 5 and 6 after obtaining his explanation, impose on him the penalty of stoppage of increment, for a period of one year, without cumulative effect:-

(a) For officials of Grade 1 to 15 by the superior officer, of Grade-17 and higher grades.

(b) For officers of Grade-16 and above by the superior officer, who is two steps higher in grade to the employee.

***[3]6. Procedure to be observed when an Inquiry Officer or an Inquiry Committee is to be appointed**

Where an Inquiry Officer or an Inquiry Committee is to be appointed, the competent authority shall:-

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*[1]Substituted vide O.M. No. S/DD (Rules)/07456/20/86113-86933 dated 5-11-1985 (Annex-XXIII)

*[2]Instruction issued vide O.M No. D (Rules)/07474/Vol-V/21310-21909 dt. 23-11-1981

*[3]Clarified vide O/O No. GM (Admn) DD (Rules)/07474/Vol-III/13838-14337 dated 16-08-81 (Annex-V), O.M No. D/DD (Rules)/07474/Vol-III/26385/26984 dt. 15-12-81 (Annex-IX), O.M. No. D/DD (Rules)/07456/ 21/7193-7542 dt 18-1-83 (Annex-XIV)

(1) Frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.

(2) Require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day of charge has been communicated to him, to put in a written defence and to state at the same time whether he desires to be heard in person.

(3) The Inquiry Officer or the Committee, as the case may be, shall inquire into the charge/or circumstances and may examine such oral or documentary evidence in support of the charge/plea or in defence of the accused, as may be considered necessary, and the accused shall be entitled to cross-examine the witness evidence against him.

(4) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment with reasons therefore shall be reported forthwith to the competent authority. Normally, no adjournment shall be for more than a week.

(5) Where the Inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper the progress of the inquiry, he or it shall administer a warning and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.

(6) The Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the competent authority submit his or its findings and the grounds thereof to the competent authority.

***[1]6.A. Procedure for service of show cause notice or charge-sheet in certain eventualities.**

"The letter calling for explanation of the accused under Rule 5 or the letter communicating the charges*[2] to the accused under Rule 6, shall be sent to him at the last known address through courier service if such service is not available at the place of sender or addressee, then under Registered Cover, acknowledgement due. In case the letter is received back with a report of refusal, or with a report that it has been received by a member of the family or it is not returned within a period of 10 days from the date of its issue, it shall be presumed that the notice has been duly served on the accused."

7. Powers to order medical examination as to mental or bodily infirmity

1. Where it is proposed to proceed against an employee on the ground of inefficiency by reason of infirmity of mind or body, the competent authority may, at any stage, require, an employee to undergo a medical examination by a Medical Board or the Medical Officer of the Authority. The competent authority may remove or retire an employee

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*[1]Amended vide O.M. No. DG (S&GA)/D(Rules)/07456/20/XI/17919-18568, dated 26-5-99 (Annexure-XXXVI)

*[2]Detailed instructions regarding serving letter under (E&D) Rules issued vide O/O No. S/SO (R)24/Vol-I/18144- 18743 dt. 10.07.80 (Annexure-III)

from service on the report of the Medical Board or the Medical Officer by giving him a reasonable opportunity of showing cause, within a period of not less than seven days and not more than fourteen days. A copy of the medical report will form part of such proceedings.

2. If the employee refuses to undergo of such an examination, his refusal may, subject to any grounds that he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of the examination would prove unfavourable to him.

8. Rule 5 not to apply in certain cases

Nothing in Rule 5 shall apply to a case:

(a) Where the accused is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence of fine or of imprisonment; or

(b) Where the authority competent to dismiss or remove a person from service or to reduce a person in rank, is satisfied that for reasons to be recorded in writing by that authority it is not reasonably practicable to give the accused an opportunity of showing cause.

9. Procedure of Inquiry against Officer lent to Provincial/Central Government etc.

1. Where the services of a Wapda employee to whom these rules apply are lent to a Provincial/Central Government or to a local or other authority, in this rule referred to as the borrowing authority, the borrowing authority shall have the powers of the competent authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these rules:

   Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter in this rule referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be:

   Provided further that the borrowing authority shall obtain prior approval of the Wapda before taking any action under these rules against a Wapda employee of BPS-17 or above.

2. If, in the light of the findings in the proceedings taken against the Wapda employee in terms of sub-rule (1), the borrowing authority is of opinion that any penalty should be imposed on him, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action as prescribed in these rules.

10. Reinstatement

1. Reinstatement in service after suspension shall be regulated by such rules, orders or instructions as issued by the Authority from time to time.

2. If an employee proceeding on leave, in pursuance of an order issued under sub rule (i) of Rule 5, is exonerated from the allegations or charges levelled against him, he shall be reinstated in service, or as the case may be, restored to his rank or given an equivalent rank, and the period of such leave shall be treated as duty on full pay.

***[1] 11. Appeal**

1. "An employee, on whom a penalty is imposed, shall have a right to appeal to the authority next above the competent authority Appellate authority may enhance, remit or reduce the penalty imposed by the competent authority. An employee, on whom the appellate authority has imposed higher penalty than the one appealed against, shall have a right of further appeal to the next higher officer and, in the absence of the next higher officer, to the Authority."

2. The appeal shall comply with the following requirements:

    (a) It shall contain all material statements and grounds relied upon, and shall be complete in itself.
    (b) It shall specify the relief desired.
    (c) It shall be submitted through proper channel.
    (d) It shall be made within two months of the date on which orders were passed under Rule 5.

3. The appeal shall be forwarded, as soon as possible, to the appellate authority with all relevant records and with the comments of the officer against whose order the appeal has been filed.

4. The appellate authority shall consider:

    (a) Whether the facts on which the orders were based have been established;
    (b) Whether the facts established afford sufficient ground for taking action;
    (c) Whether the penalty imposed is excessive, adequate or inadequate; and
    (d) There has been substantial compliance of these rules and after such consideration shall pass such orders as it thinks proper.

    *[2] Note: In cases where the appellate authority decides to enhance the penalty imposed by the competent authority, a Show Cause Notice will be issued and the accused/appellant will be given an opportunity of being heard in person."

5. Subject to the provisions of Rule 12, an order passed on appeal shall be final.

***[3,4] 12. Revision**

"The following authorities may, either on receipt of a specific reference or of their own motion, at any time, call for any case in which proceedings may have been instituted under these rules, and pass such orders including orders reversing acquittal or enhancing the penalty imposed as they may deem fit, and orders so passed shall be final :

a.	Authority	Disciplinary cases relating to General Managers, Chief Engineers, Superintending Engineers, Senior Engineers and Officers of equivalent status.

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*[1]Substituted vide O.M. No. MD(A)/DD(R)/07456/47/811-1929 dated 16-1-1990 **(**Annex-XXX)
*[2]Added vide O.M No. S/DD (Rules)/07456/20/Vol. VI/48975-49944, dt. 11.6.1986 **(**Annex-XXIV)
*[3]Substituted vide O.M No. MD(A).DD (R)/07456/20/IV/9820-10925 dt. 11.3.1991. (Annex-XXXI)
*[4]Clarification on WAPDA E&D Rule 12 Issued Vide office order No. D/DD/(Rules)/07456/21/V/22211-260 dt.08-10-10 (Annex-LI)

b.	Respective Members/ Managing Directors	Disciplinary cases concerning Junior Engineers and Officers of equivalent status and all employees in BPS-1-16.

*[1]**Note :** In cases where the above authorities decide to enhance the penalty imposed by the competent authority, a Show Cause Notice will be issued and the accused given an opportunity of being heard in person.

*[2]**13**. Notwithstanding anything contained in these Rules orders and instructions issued from time to time, the Chairman, Member or Managing Director may at his discretion at any time refer any case to a Special Enquiry Committee regarding misconduct of any employee irrespective of grade and in that case, shall exercise all the powers of the "competent authority".

Note
"For appeal purposes Rule 11 will be applicable. However, if any penalty is imposed by the Chairman as competent authority the appeal shall lie before the Authority whose decision shall be final."

Repeal

14. The Pakistan Wapda Employees (Efficiency and Discipline) Rules 1975 as amended from time to time, are hereby repealed, but the repeal thereof shall not affect any action taken or anything done or suffered there under.

BY ORDER OF THE AUTHORITY

Sd/-
(Kazim Ali Khan)
Section Officer (R&CM)

*[1]Added vide O.M. No. S/DD(R)/07456/20/Vol-VI/148975-49944 dt 11-06-86 (Annex XXIV)
*[2]Added vide No. (A)/DD (R)/07456/20/32513-33813 dated 3.7.1995 (Annex-XXXII)

ANNEXURE-I

Copy of Office Order No. SO (R) 6 (44) R&R/2982 Dated 29-4-1969

Subject : INTERPRETATION OF THE TERM 'APPOINTING AUTHORITY'

A case has been referred to the Authority as to whether disciplinary action can be taken by the Chief Engineer against a Junior Engineer who is working under his administrative control, but has not been appointed by him. In this connection it is clarified that as per Section 15 of the General Clauses Act (VI of 1956) read in conjunction with West Pakistan Wapda Act, 1958, Chief Engineer under whom a Junior Engineer is working whether appointed by himself or is a transferee from another Division, exercises all administrative powers of the appointing authority and is competent to take disciplinary action against him provided the Junior Engineer to be proceeded against is a direct Wapda Employee.

Sd/-
(Shafiq-ur-Rahman Khan)
Section Officer (Rules)
for Secretary Wapda

ANNEXURE-II

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 7/5/79-D.I. Rawalpindi, the 4th Feb, 1980

OFFICE MEMORANDUM

Subject: RULES RELATING TO APPOINTMENT, CONDUCT AND DISCIPLINARY ACTION RELATING TO CORPORATIONS OF OTHER BODIES OR ORGANIZATIONS SET UP BY GOVERNMENT UNDER ANY LAW OR WORKING UNDER THE ADMINISTRATIVE CONTROL OF THE FEDERAL GOVERNMENT.

The undersigned is directed to say that instances have come to the notice of the Establishment Division that some of the Corporations and other bodies set up by Government under any law or working under the Federal Government do not have any rules to govern appointment, conduct and discipline of their employees. In the absence of any rules, great difficulty is faced in dealing with proposals for or problems relating to an appointment to a post in such a body or in taking action against an existing employee who has committed breach of good conduct or discipline.

2. Ministries / Divisions are requested to please ensure that all autonomous bodies working under them competently frame rules to regulate appointment / conduct and discipline of their employees if no such rules already exist.

3. Necessary action in the matter may kindly be taken within a month of the date of issue of these instructions. A compliance report may please be sent to the Establishment Division within a week of the expiry of the target date.

Sd/-
Mashkoor Ahmad Khan
Joint Secretary
4/2

No. CDN-3(3)/77-VI
Government of Pakistan
Ministry of Water and Power

Islamabad, February 10, 1980.

Copy forwarded for information and necessary action to:

1. All the Heads of Attached Departments.
2. Chairman WAPDA, Lahore.
3. All the Managing Directors, Corporations.
4. Section Officers (Admn), (WAPDA), (W-I), (P-II) and (P-III), M/W&I.

It is requested that the instructions as at para-2 of the above O.M may please be carried out and the compliance report be furnished to this Ministry by the 4th March, 1980, positively.

Sd/-
(Khalid Naseem)
Senior Fuel Economy Officer

ANNEXURE-III

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 69911/296 331-WAPDA HOUSE,
Telegrams : WAPDA LAHORE Lahore

No.SO(R)24(E&D)/4285-4884 Dated : 14.02.1980

OFFICE MEMORANDUM

Subject:- AMENDMENT IN THE WEST PAKISTAN WAPDA EMPLOYEES (E&D) RULES, 1978.

The Authority is pleased to make the following amendment in the West Pakistan Wapda Employees (Efficiency & Discipline) Rules 1978 promulgated vide Office Order No. S/SO(R&CM) 24 (E&D) 22731/23331 dated 11th February, 1978 :-

1) To add the following as sub rule (ii) after sub rule (i) of Rule 5,

"(ii) while under suspension, as aforesaid, the employee shall inform the appointing authority about his movements and shall not leave his station/place of posting without permission in writing of the appointing authority".

2) To re-number existing sub rules (ii) and (iii) under rule 5 as sub rules (iii) and (iv) under Rule 5.

Sd/-
(FARMAN ALI SHAH)
Deputy Secretary (R&CM)
WAPDA

DA/Nil

Distribution :

As per list 'D'.

ANNEXURE-IV

No. S/SO (R) 24/Vol-1/18144-18743 10th July, 1980

OFFICE ORDER

Subject :- PROCEEDINGS UNDER THE WEST PAKISTAN WAPDA EMPLOYEES (E&D) RULES

Under the amended Rule 5, the 'competent authority' is empowered to decide, at the initial stage, whether an enquiry should be conducted through an Enquiry Officer or an Enquiry Committee. If it is decided that no Enquiry is to be conducted, an order in writing informing the accused of the action proposed to be taken against him and the grounds of the action is to be issued. The competent authority is also required to give the accused an opportunity to submit an explanation, against the action proposed to be taken and to give him personal hearing, if the accused so desires.

2. If the competent authority decides that an inquiry through an Enquiry Officer or Enquiry Committee shall be conducted, a proper charge-sheet is to be drawn up and communicated to the accused alongwith a statement of the allegations as per Rule 6 of the E&D Rules. The competent authority will then require the accused to put in written defence within a period of not less than seven days and not more than 14 days and also to state whether he desires to be heard in person or not.

3. It some times happens that letters issued under Rule 5 calling for the explanation of the accused, or the letters under Rule 6 communicating the charges to the accused, are not received personally and are returned with the following reports:

(a) The Addressee has refused to accept it.

(b) A member of the addressee's family has received it, as the addressee was not available.

4. In all these cases, if the letter was despatched through Registered Post it shall be presumed under Section 114 (f) of the Evidence Act, that it was duly delivered. If the letter is not returned with any report and the accused on the due date does not appear before the, Enquiry Officer, Enquiry Committee or the competent authority, the same presumption of due delivery can be raised and ex-parte action may be taken without issuing other notice to him.

5. Some times such letters are received with the report that whereabouts of the addressee are not known and, therefore, the letters could not be delivered to him. In all such cases a notice may be issued in the Wapda 'Khabarnama' or any other newspaper, in the prescribed form, informing the accused of the proceedings and calling upon him to attend the proceedings on the date fixed for this purpose.

6. Wapda E&D Rules 1978 are being amended to this extent to avoid any legal objections. The procedure laid down in the above-mentioned Rules should be read carefully and strictly followed.

Sd/-
Colonel
(Idrees Mohsin)
Secretary, Wapda

ANNEXURE-V

No. DD (C)/AD (E-IB)/24/R&R/Vol. III/7697-8196 14th May, 1981

OFFICE ORDER

Subject:- THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY AND DISCIPLINE) RULES, 1978.

1. The Authority has observed with deep concern that quite a few officers are disregarding the provisions of E&D Rules, while dealing with disciplinary cases, which may be due to the lack of knowledge of these rules or for want of their correct interpretation or for fear of reaction from the employees, particularly where the officer concerned has Weaknesses which are known to the employees.

2. The following common irregularities have come to the notice of the Authority in dealing with the disciplinary cases under the Pakistan Wapda Employees (Efficiency and Discipline) Rules of 1978:

a. **Extension of Suspension Period:** Under Rule 5 (i) of the Pakistan Wapda Employees (E&D) Rules 1978, it is the 'competent authority' (as defined under sub-rule (3) of rule 2 of the said Rules) who can require an accused to proceed on leave or suspend him where the accused is being proceeded against for subversion or corruption or misconduct, provided that any continuation of such leave or suspension shall require prior approval of the next higher authority after every 3 months.

It has been noticed that either approval of the next higher authority for continuation of suspension period beyond 3 months is not obtained in time or the competent authority which had initially ordered suspension, approves continuation of suspension beyond 3 months which is in violation of the above rule. All competent authorities should, therefore, ensure that enquiry cases in which an accused employee has been placed under suspension or has been allowed to proceed on leave, are finalized within 3 months. In case the enquiry proceedings are not finalized within the stipulated period, then approval of the next higher authority for continuation of suspension or leave beyond 3 months should be obtained well in advance, so that the enquiry proceedings are not challenged in a Court of Law for non-compliance of the provisions of the E&D Rules.

b. **Difference in Procedure for Charge-sheet Cases and 'Explanation':** Rule 5 (iii) makes it incumbent upon the 'competent authority' to decide whether in the light of the facts of the case or in the interest of justice an enquiry should be conducted through an Enquiry Officer/Enquiry Committee. If he so decides, the procedure indicated in Rule 6 shall apply i.e. a charge-sheet will be served and the enquiry will be conducted by an Enquiry Officer / Enquiry Committee in the presence of the accused and the accused will be provided an opportunity to cross-examine the witnesses. It has been noticed that in some cases either this decision was taken by a person other than the 'competent authority' or the 'competent authority' did not apply its mind judiciously. It is, therefore necessary that the competent authority should decide in writing in the light of the facts of the case whether an enquiry should be conducted through an Enquiry Officer/ Enquiry Committee or the employee is to be served with an 'Explanation' letter. In the first case i.e. if the decision is taken to refer the case to an Enquiry Officer/ Enquiry Committee, then the accused employee will be served with a charge-sheet alongwith a statement of the allegations but if the competent authority decides to dispense with the enquiry then the employee will be asked to submit his explanation under Rule 5 (iv).

c. **Explanation Procedure:** In case the 'competent authority' decides to issue explanation letter to the accused Wapda Employee, under Rule 5 (iv), then it should be issued under his signatures. It has been noticed that in a large number of cases the explanation letter was issued under the signatures of an officer other than the 'competent authority' which is illegal. It has also been noticed in a number of cases that the action proposed to be taken against the accused and grounds thereof are not stated in the explanation letter. The competent authorities refer cases to enquiry officers in which an accused employee was served with an explanation letter which is not correct. It should be kept in mind that in cases in which an accused employee has been served with an explanation letter, then the competent authority is not required to refer the case to an Enquiry Officer or Enquiry Committee. On the receipt of the reply to the explanation letter and after giving a personal hearing, if the competent authority feels that the ends of justice in a particular case could be met with more appropriately if the case is entrusted to an Enquiry Officer or Enquiry Committee, it may issue a fresh charge-sheet and statement of allegations and follow the procedure laid down in sub-para (d) below.

d. **Procedure when Charge-sheet is served:** In case the 'competent authority' decides to hold an enquiry through an Enquiry Officer / Enquiry Committee it may pass an order to this effect in writing, then the accused employee should be charge-sheeted and supplied with a 'statement of the allegations'. Once an employee has been charge-sheeted, then the competent authority cannot drop the case after obtaining defence reply from the accused or after giving him personal hearing unless the findings of the Enquiry Officer/Enquiry Committee were obtained. In this connection attention is invited to sub-rule 5 (v) ibid in which it is clearly mentioned that the 'competent authority' will determine whether the charge has been proved, after the receipt of the report of Enquiry Officer or Enquiry Committee. Competent authorities should pay special attention to this aspect and should not drop enquiry cases in which charge-sheet has been served, without obtaining the findings of Enquiry Officer/ Enquiry Committee.

e. **Contents of Charge-sheet-preparation of** Under Rule 6 (1) a competent authority is required to frame a charge-sheet and prepare 'Statement of the Allegations' for service on the accused employee. It has been observed in some cases that the charge-sheet/statement of allegations was signed by an officer other than the competent authority which is not correct. In some cases the charge sheet/statement of allegations is vague and verbose. This gives chance to the accused to indulge in vague replies and wastes time.

f. **Enquiry Procedure:** Under Rule 6 (4), the Enquiry Officer or the Enquiry Committee, as the case may be, is required to hear the case from day to day and no adjournment is to be given except for reasons to be recorded in writing. However, every, adjournment with reasons therefore are to be reported forthwith to the competent authority. No adjournment is to be for more than a week. In spite of clear provisions of this rule, following irregularities have been observed:

(a) Enquiry proceedings are not conducted by the Enquiry Officers on day to day basis;

(b) Reasons of adjournment, if any, are not regularly reported to the competent authority;

(c) The period of adjournment goes beyond a week; and

(d) In many cases the Enquiry Officers go on to the side of the accused and do not do justice to their job. These delays must be avoided, particularly in cases in which the employee is under suspension as the delay in enquiry proceedings, apart from causing hardship to the accused employee, also requires prior approval of the next higher authority for the continuation of suspension beyond 3 months.

g. **Recommendations by Enquiry Officers:** It has been generally found that Enquiry Officers, at times, also make their recommendations regarding the imposition of a major or minor penalty which is not proper. This should be left to the discretion of the competent authority.

h. **Personal Hearing:** Under Rules 5 (iv) (b) and 6 (2), the competent authority has to afford the opportunity of personal hearing to the accused employee, if such opportunity is claimed, before deciding to impose one or more of the minor/major penalties or before referring the case to Enquiry Officer / Enquiry Committee as the case may be. It has been observed that this opportunity of personal hearing is confused with the hearing given by the Enquiry Officer/ Enquiry Committee during the course of enquiry proceedings. These are the two separate hearings to which the accused is entitled.

j. **Ex-parte Action:** Under Rule 5 (iv) (b) and 6 (2), an accused employee is required to furnish his defence reply to the explanation letter or charge-sheet, as the case may be, within a period of not more than 14 days of the receipt thereof. In case the accused employee does not furnish his defence reply within the stipulated period, then he is to be proceeded against ex-parte and this is made amply clear to the accused employee in the explanation letter/charge-sheet. It has been noticed that the competent authorities keep on reminding the accused employee for the submission of his defence reply after the expiry of the prescribed period which is not correct and results in unnecessary delay in the finalization of enquiry cases. The competent authorities are, therefore, advised to proceed ex-parte against the accused employee if he fails to furnish his defence reply within the period laid down in the explanation letter/charge-sheet without plausible reasons.

k. **Refusal to receive explanation letter/charge-sheet.** Sometimes explanation letter/charge-sheet is not received by the accused or cannot be delivered to him for any of the following reasons:

(a) the accused employee has refused to receive it; or
(b) the accused employee was not available at his given/last known address and a member of his family received it.

In all these cases, if the letter was despatched through Registered Post, it should be presumed under section 114 (f) of the Evidence Act that it was duly delivered. If the letter sent through Registered Post is not returned with any report and the accused employee does not furnish his defence reply on the due date, the same presumption of due delivery can be raised and ex-parte action may be taken without resorting to issuing fresh explanation letter/charge -sheet.

Some times such letters are received with the report that whereabouts of the accused employee are not known and, therefore, the letter could not be delivered to him. In all such cases a notice may be published in the 'Wapda Khabarnama'/ 'Wapda News' or any other newspaper, in the prescribed form, informing the accused employee of the

allegations and calling upon him to furnish defence reply by the date fixed for this purpose. If an accused employee still fails to furnish his defence reply within the stipulated period, then the competent authorities should not hesitate in proceeding ex-parte against him as their action will be covered by law. Attention is drawn to Authority's Office Order No. S/SO (R) 24/ Vol. 1/18144-18743, dated 10-7-1980.

I. <u>Role of Directorate of Complaints and Investigations in Relation to Disciplinary Cases under Wapda Employees (Efficiency and Discipline) Rules, 1978:-</u>

(a) Framing of charge-sheet and the drawing up of statement of allegations to be served on official desired to be proceeded against under the Pakistan Wapda Employees (Efficiency and Discipline) Rules, 1978, is primarily the responsibility of the "competent authority", as defined in these Rules. The "competent authority" may, however, seek the assistance of the Directorate of Complaints and Investigations or its representative who had held initial investigation, for checking of charge-sheet and statement of allegations to ensure its completeness;

(b) Practice of asking Director (Complaints and Investigations) or his representative to offer his comments on the reply filed by the accused official shall be discontinued forthwith; and

(c) The practice of associating prosecuting Deputy Superintendent of Police with the enquiry proceedings to assist the Enquiry Officer may continue to be followed in accordance with the instructions contained in the Authority's Office Memorandum No. S/SO(1)-4(67) G/75/30213-320 dated 29-7-1975.

3. The irregularities mentioned above are of grave nature and failure to comply with the requirements of the Pakistan Wapda Employees (Efficiency and Discipline) Rules 1978, vitiate the disciplinary proceedings and the order imposing a penalty on an accused is likely to be set aside on appeal or if challenged in a Court. These irregularities are, the frequent causes to set aside the penalties awarded by competent authorities when the case is taken before the Courts / Tribunals.

4. All the competent authorities are, therefore, required to have clear understanding and a thorough knowledge of the Pakistan Wapda Employees (Efficiency and Discipline) Rules 1978. The Rules are brief, clear and easy to understand; all that one is required to do is to apply ones mind ardently before taking a decision. The Authority can ill afford the reversal of decisions by Civil Courts, which are important for maintaining the efficiency and discipline of this organization.

5. In future if it is found that an accused, against whom serious charges exist or are beyond doubt proven, and the competent authority or the Enquiry Officer has erred, he will be proceeded against under the E&D Rules and he will have to face the consequences. Discipline is very important function of Administration and Management and we cannot allow to close our eyes to this vital aspect any longer.

Sd/-
Brig. General Manager (Admn.)
(Asad Ullah Khan)

ANNEXURE-VI

No. GM (Admn)/DD (Rules)/07474/Vol-III/13838-14337 16th August, 1981

OFFICE ORDER

Subject : THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY AND DISCIPLINE) RULES 1978.

Ref: In continuation of Office Order No. DD (C)/AD (E.IB)/24/R&R/Vol.III/ 7697 -8196, dated 14th May 1981.

It has been observed that enquiry proceedings against Wapda employees under E&D Rules tend to be unduly protracted for various avoidable reasons, causing hardship to the effected employees on the one hand, and defeating the purpose of speedy disposal of cases, on the other hand.

2. The Authority has, therefore, decided that in all disciplinary cases, in addition to strict observance of the provisions of Rule 6 of the Wapda Employees (E&D) Rules, 1978 and the instructions already issued vide Office Order referred to above, the following measures should be strictly observed:-

a. The Enquiry Officer, if appointed from within the Office/Division, should be carefully selected for his competence and capability to hold the enquiry.

b. A time limit should also be prescribed for the Departmental Enquiry Officers nominated by the competent authorities for the completion of the enquiry.

c. Until the enquiry is completed, the Departmental Enquiry Officer, the accused, as well as the witnesses concerned should not be permitted to proceed on leave, training or transfer.

d. A check-list, recording the day to day process, should be maintained by the Departmental Enquiry Officer and annexed with the proceedings.

e. On receipt of the enquiry, the case should be processed expeditiously by the competent authority concerned.

f. It should be impressed upon the Departmental Enquiry Officer that the quality of work produced by him will reflect on his efficiency which will be recorded in his ACR.

g. The competent authority should record its assessment of the Enquiry Officer's performance in the ACR, if he happens to be his IO, TRO, SRO or NSRO.

Sd/-
(A. H. NASEEM)
Actg. General Manager (Admn.) Wapda

ANNEXURE-VII

No. D/DD (Rules)/07474/Vol-V /20705-21304 21st November, 1981

OFFICE ORDER

Subject:- E&D RULES - CLARIFICATION

"Competent Authority" as defined in Rule 2 (3) of Pakistan Wapda Employees (E&D) Rules, 1978 means the Authority, or the appointing authority, or an officer to whom the appointing authority is subordinate or an officer designated by the Authority to exercise powers of the competent authority. A question has been raised whether the appointing authority ceases to act as "competent authority" if the employee to be proceeded against, at the time of initiation of disciplinary action against him under the said Rules, is serving under administrative control of another officer designated as "competent authority". In amplification of Office Order No. SO (R) 6 (44) R&R/2982, dated 29th April 1969, (Annex-I) it is clarified that any of the competent authorities as per above definition is equally empowered to initiate proceedings under Rule 5 or Rule 6 of the E&D Rules as the case may be. The fact that the employee to be proceeded against was serving under the administrative control of an officer also designated as "competent authority" does not thus by itself bar the appointing authority to proceed against him. However, the competent authority who had once initiated disciplinary action under the Rules, then he alone should continue with the proceedings till final disposal.

Sd/-
(S. M. Kamal)
Director (Rules), Wapda

ANNEXURE-VIII

No. D (Rules)/07474/Vol-V /21310-21909 23rd November, 1981

OFFICE MEMORANDUM

Subject:- PAKISTAN WAPDA EMPLOYEES (E&D) RULES, 1978

This is to inform all officers empowered to act as "Competent Authority" under Rule 2 (3) of the Pakistan Water and Power Development Authority (Efficiency & Discipline) Rules 1978, that under Rule 5 (v) they have the powers to accept or reject the report of Enquiry Officer exonerating the accused official and order fresh enquiry. There is no prohibitory provision in the rules express or implied to bar fresh enquiry on the same facts. The Enquiry Officer will be substituting the "Competent Authority" if former's report was held to be final and binding on the latter.

Sd/-
(S.M. Kamal)
Director (Rules),
Wapda

ANNEXURE-IX

No. D/DD (Rules)/07474/Vol.V/23946-24545 6th December, 1981

OFFICE MEMORANDUM

Wapda Employees charged with misconduct as defined in Rule 2 (5) of the Wapda Employees (E&D) Rules 1978 can only be awarded one or more of the penalties enumerated in Rule 4 of these Rules. Order imposing penalty of termination of service or any other penalty which is not covered by Rule 4 is, therefore, illegal.

2. Officers exercising the powers of 'competent authority' in terms of the Wapda Employees (E&D) Rules 1978 are advised that punishment to be inflicted under the Wapda Employees (E&D) Rules 1978 should be one or more of the penalties included in Rule 4 as facts of the case and the nature of the charge may demand.

3. It is, however, further clarified that as per Authority's Office Order No. SO (E-II) 1 (89-B) Admn/19212-772, dated 13-2-1978, the appointment of a Wapda Employee may be terminated:

a. Without notice during the initial or extended period of his probation, if appointed direct against a regular post, in accordance with his letter of appointment;
b. On one month's notice or pay in lieu thereof and without assigning any reason in case of a direct recruit appointed against a temporary post in accordance with his letter of appointment; and
c. On one month's notice or pay in lieu thereof without assigning any reason and without any financial liability on the part of the Authority in case of an employee appointed on contract basis in accordance with his letter of appointment.

Sd/-
(S. M. Kamal)
Director (Rules) Wapda

ANNEXURE-X

No. D/DD (Rules)/07474/Vol-III/26385-26984 15th December, 1981

OFFICE MEMORANDUM

Subject :- GUIDELINES FOR HOLDING FORMAL ENQUIRY BY AN ENQUIRY OFFICER/ ENQUIRY COMMITTEE UNDER WAPDA EMPLOYEES (E&D) RULES, 1978.

Reference:- In continuation of this Office Order No. GM (Admn)/DD (Rules)/07474/ Vol-III/13838-14337, dated 16-8-1981.

1. When a case is referred to an Enquiry Officer or an Enquiry Committee for holding formal enquiry under Rule 6 of the WAPDA (E&D) Rules, 1978, it may be ensured that:

a. The charge-sheet served on the accused employee and the statement of allegations were duly signed by the competent authority and served upon the accused employee;

b. Defence reply of the accused was received except in the case where ex-parte action is to be taken;

c. The accused employee was given personal hearing if requested by him; and

d. *[1]Enquiry Officer, or in the case of Enquiry Committee, the Convener of the Enquiry Committee, is not inferior in rank and is also senior in length of service to the accused employee.

2. Enquiry Officer or Enquiry Committee, on receipt of reference from the competent authority for holding a formal enquiry, will also ensure that the following documents have been supplied to him:

a. A copy of the charge-sheet and statement of allegations duly signed by the competent authority;
b. Defence reply to the accused, except in ex-parte proceedings;
c. List of prosecution witnesses with a gist of their statements and their present addresses;
d. List of documents to be relied upon and to be proved/tendered in evidence in support of the charge; and
e. Name of departmental representative deputed to assist the Enquiry Officer/Enquiry Committee in case, where preliminary investigation/enquiry was conducted departmentally.

In case, where preliminary investigation was held by C&I Directorate, request will be sent to the Director by the competent authority well in time to depute an officer from his prosecution branch to assist the Enquiry Officer in the enquiry proceedings.

3. After the Enquiry Officer or Enquiry Committee has ensured that the requisite formalities as laid down in the E&D Rules were observed and that the requisite documents have been made available as per details above, the Enquiry Officer/Enquiry Committee will proceed as under:

a Summonses will be issued to the accused, witnesses and departmental representative or an officer from the prosecution branch of C&I Directorate as the case may be, to appear before the Enquiry Officer/Enquiry Committee on a given time and date. The authority entrusted with the service of summonses shall be asked to return the summonses duly

*[1]Subsitituted Vide O.M. No. GM (A)/DD(R)/07456/20/III/3266-4266 dt 19-01-1982.

served by a date well ahead of the date fixed for proceedings before the Enquiry Officer/Enquiry Committee. Interim date for return of summonses will be noted on the file for scrutiny of summonses received back. Process will be repeated to the witnesses for the date already fixed for evidence whose summonses were returned un-served. The reasons for non-service of witnesses will be notified to the competent authority;

b Evidence will be recorded in the presence of the accused (except in ex-parte proceedings) and the accused will be given an opportunity to cross-examine the prosecution and Court witnesses, if any.

Departmental enquiry and judicial proceedings are akin in character and nature. All material facts bearing on the veracity or otherwise of the charge against the accused should be brought out in the evidence of witnesses to ensure fairness to both the sides. Examination of evidence should be complete in all respects leaving no room for order remanding the proceedings for further enquiry;

c. Proceedings shall be held day to day. Adjournment not exceeding a maximum period of one week may, for reasons to be recorded, be allowed for 'sufficient cause'. A copy of the order allowing adjournment shall be sent to the competent authority.

Explanation 'sufficient cause' means that the party had been diligent and was not to blame for the cause of adjournment;

d. After the conclusion of prosecution evidence, reasonable opportunity will be provided to the accused to produce defence witnesses, if so desired by him.

The order for hearing day to day and the limitation on the ground of adjournment as indicated in the foregoing sub-para (c) shall apply equally at this stage also;

e. After recording all the evidence, the accused will be asked if he wishes to submit additional written defence statement. If so, he will be given reasonable time not exceeding 7 days, for the submission of additional defence statement; and

f. After receipt of additional defence statement, if any, the Enquiry Officer / Enquiry Committee will write the 'findings' of the enquiry which must conform to the following:

(1) A concise resume of the charges levelled against the accused with a proper narrative of background of the case;
(2) Summary of prosecution and defence evidence;
(3) Summary of defence reply submitted by the accused initially to the competent authority as well as the additional defence statement, if any, filed during the enquiry; and
(4) The conclusions arrived at must be unambiguous and specific in relation to each charge, based on a lucid discussion of inferences deducible from the relevant facts and must reveal conscious application of mind and a judicious appreciation of the circumstances for a real and substantial justice to either side.

This issues with the approval of the Authority.

Sd/-
(S. M. Kamal)
Director (Rules), Wapda

ANNEXURE-XI

No. S/DD (Rules)/07474/Vol-V/28820-29419 23rd December, 1981

OFFICE MEMORANDUM

Subject:- DISMISSAL/REMOVAL FROM SERVICE OR REDUCTION IN RANK ON CONVICTION BY A COURT OF LAW

A question has been raised whether a Wapda Employee who has been convicted by a Court of law (with imprisonment or imposition of fine or both) can be removed or dismissed from service or reduced in rank straightway or it is necessary to give him show cause notice before passing a final order in the matter.

2. After careful consideration the Authority has decided that as a general principle if a Wapda Employee is convicted in a Court of law he does not automatically lose his appointment under the Authority. But if in the opinion of the authority competent to pass orders of dismissal, removal or reduction in rank, grounds which lead to his conviction are good and sufficient for imposing any of these penalties that authority can pass such an order. If, however, the competent authority considers that a lesser penalty or no penalty at all is called for in the circumstances of the case (such as of minor or technical nature) there is no bar to that authority taking a decision accordingly.

3. If it is decided to award the penalty of dismissal, removal or reduction in rank, it is not necessary to give a show-cause notice to the employee concerned. The orders of removal/dismissal or reduction in rank can be passed by the competent authority after taking into consideration the grounds or conduct which lead to the conviction of the Wapda Employee concerned in Court of law, without observing the procedure for a detailed enquiry as laid down in E&D Rules, applicable to the employee. The removal, dismissal or reduction in rank in such cases shall take effect from the date of orders passed by the competent authority and not from the date of verdict passed by the Court of law.

Sd/-
Colonel
(Idrees Mohsin)
Secretary Wapda

ANNEXURE-XII

No. D/DD (Rules)/07456/20/Vol/III/3666-4266 19, January, 1982

OFFICE MEMORANDUM

Subject :- GUIDELINES FOR HOLDING FORMAL ENQUIRY BY AN ENQUIRY OFFICER/ ENQUIRY COMMITTEE UNDER WAPDA EMPLOYEES (E&D) RULES, 1978.

The Authority is Pleased to Substitute sub-Para 1 (d) of Office Memorandum No. D/DD(Rules) 07474/Vol/III/26385-26984 dated 15th December 81 by the following:-

1(d) Enquiry officer or in the case of Enquiry Committee, he Convener of the Enquiry Committee is Not inferior in rank and is also senior in length of service to the accused employee.

Sd/-
Brig:
General Manger (Admn)
(Asad Ullah Khan)

Distribution as per List 'D'.s

ANNEXURE-XIII

No. D/DD (Rules)/07456/20/Vol. IV/4895-5495 24th January, 1982

OFFICE MEMORANDUM

Subject:- PROMOTION OF PERSONS PENALISED UNDER (E&D) RULES

The following penalties, inter-alia, can be imposed by a competent authority on a Wapda employee under Wapda Employees (E&D) Rules, 1978:

a. Withholding for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service or post;

b. Stoppage, for a specific period, at any efficiency bar in the time-scale, otherwise than for unfitness to cross such bar; and

c. Reduction to a lower post or time-scale; or to a lower stage in a time-scale.

2. A doubt was expressed by certain quarters as to the effect of the penalty imposed on an employee on his future promotion. The Ministry of Water and Power, Government of Pakistan, was also consulted in the matter and it is clarified that:

a. If promotion is withheld for a specified period it has got nothing to do with the stoppage of increments and official concerned would continue to draw increments on due dates. Similarly, if increments are withheld for a specified period this does not necessarily entail withholding of promotion if the person concerned is otherwise considered fit by the Departmental Promotion Committee/Selection Board/competent authority. In fact, a person cannot be punished twice for the same offence. Either his promotion can be withheld for a specified period or his increments can be stopped without effecting the increments or promotion and vice-versa.

b. It is also imperative for the competent authority to specify the period for which any penalty mentioned in Rule 4 (1) (a) (ii) and (iii) and 4 (1) (b) (i) of Wapda Employees (E&D) Rules, 1978, shall be effective under F.R. 29, which reads as under:-

F .R. 29.-If a Government Servant is, on account of misconduct or inefficiency, reduced to a lower grade or post, or to a lower stage in his time-scale, the authority ordering such reduction shall state the period for which it shall be effective and whether, on restoration, it shall operate to postpone future increments and if so, to what extent.

c. *"Where the competent authority has laid down the period for which penalty of with holding of promotion or penalty of reduction to lower post or time scale or to lower stage in the time scale is imposed against an employee, the Selection Board/the Departmental Promotion Committee or the competent authority may not consider such employee for promotion till expiry of the so specified period."

Sd/-
(S. M. Kamal)
Director (Rules), Wapda

*Substituted vide letter dated 07.08.1989.

ANNEXURE-XIV

No. D/DD (Rules)/07456/20/Vol-III/11411-12011 13th February, 1982

OFFICE MEMORANDUM

Subject:- SPECIFICATION OF PENALTY IN THE CHARGE-SHEET OR EXPLANATION LETTER UNDER THE PAKISTAN WAPDA EMPLOYEES (E&D) RULES, 1978

It has generally been observed that the accused official is issued a charge-sheet or an explanation letter specifying therein penalty proposed to be imposed on him on the basis of the tentative conclusion derived by the competent authority. While this is correct it has sometime been found that on finalization of the disciplinary proceedings against the accused, the guilt proved against him warranted the imposition of a higher penalty than the one proposed to be imposed in the charge-sheet or in the explanation letter, as the case may be. In that event it does not become legally possible to impose a higher penalty on the accused. It is, therefore, advised that in future while issuing a charge-sheet or an explanation letter to an accused under the Pakistan Wapda Employees (E&D) Rules, 1978, it should be mentioned in the 'charge-sheet' or 'explanation letter', 'as to why one or more of the minor or major penalties as defined in Rule 4 should not be imposed; Once this is done the penalty of the highest order under the Rules can be imposed, and there can be no legal objection to the imposition of a lesser penalty/penalties if subsequently so warranted on finalization of the disciplinary case.

Sd/-
(S. M. Kamal)
Director (Rules), Wapda

ANNEXURE-XV

No. S/DD (Rules)/07456/39/12050-12650 20/22 February, 1982

OFFICE MEMORANDUM

Subject:- DELEGATION OF POWERS UNDER WAPDA EMPLOYEES (E&D) RULES, 1978.

The Authority is pleased to designate Principals of the following institutes under the Authority:

a. Wapda Administrative Staff College, Tarbela.
b. Accounts Training Institute, Lahore.
c. Training Institute (Electricity) Wapda, Faisalabad.
d. Line Men Training Institutes.
e. Junior Wapda Academy, Tarbela.

to exercise powers of the "competent authority" under Rule 2 (3) of Pakistan Wapda (E&D) Rules, 1978, in respect of Wapda Employees lower in rank to the Principals for the period of their stay and training in these Institutions.

2. The Authority is also pleased to designate Medical Superintendent / Incharge of a Wapda Hospital to exercise powers of "competent authority" under Rule 2 (3) of the said Rules in respect of Wapda Employees lower in rank to the Medical Superintendent/Incharge of Wapda Hospital for the period of their stay in the Hospital for indoor treatment.

Sd/-
Colonel
(Idrees Mohsin)
Secretary Wapda

ANNEXURE-XVI

NO. D/DD(Rules)/07456/21/7193-7542 18th January, 1983

OFFICE MEMORANDUM

Subject:- ENQUIRY UNDER RULE 5(v) OF PAKISTAN WAPDA EMPLOYEES (EFFICIENCY AND DISCIPLINE) RULES, 1978.

It has been observed that a large number of disciplinary cases are pending in various formations awaiting enquiry by the Enquiry Officers to be appointed by the competent authorities. The matter was discussed at length during the Administration Conference held on 5th October, 1982 by General Manager (Admn). It was suggested by some quarters that cases in which competent authority feels that the charges are of minor nature may be disposed of without following the enquiry procedure. Attention is invited to para 2 (d) of this Office Order No. DD(C)/AD(E-IB)/24/ R&R/Vol-111/7697-8196, dated 14-5-1981, which reads as under:-

> **"2(d). Procedure when charge-sheet is served.**
> In case the 'competent authority' decides to hold an enquiry through an Enquiry Officer/Enquiry Committee it may pass an order to this effect in writing, then the accused employee should be charge-sheeted and supplied with a 'statement of the allegations'. Once an employee has been charge-sheeted, then the competent authority cannot drop the case after obtaining defence reply from the accused or after giving him personal hearing unless the findings of the Enquiry Officer/Enquiry Committee are obtained. In this connection attention is invited to Rule 5 (v) ibid in which it is clearly mentioned that the 'competent authority' will determine whether the charge has been proved, after the receipt of the report of Enquiry Officer or Enquiry Committee. Competent authorities should pay special attention to this aspect and should not drop enquiry cases in which charge-sheet has been served, without obtaining the findings of Enquiry Officer / Enquiry Committee.

It is clear from the above that once the charge-sheet and statement of allegations have been issued, the competent authority can only decide the case after the receipt of report of the Enquiry Officer or Enquiry Committee.

2. The charge-sheet can be withdrawn by the competent authority at the time of granting personal hearing if the competent authority is of the opinion that charge-sheet suffered from technical flaw which goes to the root of the case, or it appeared from the defence reply filed by the accused or from the points raised by him during personal hearing that the charge was patently not substantiated or the question of innocence of the accused was clear from the record/documents, or the case was that of mistaken identity.

3. With a view to clear the back-log of cases, competent authority may appoint Directors or Technical Officers/Senior Engineers as Enquiry Officers ensuring at the same time that Enquiry Officer is not inferior in the rank and is also senior in length of service to the accused employee. In cases involving technical points for determination of veracity or otherwise of the charges against the accused, Technical Officer/Engineer should preferably be the Enquiry Officer.

4. It is re-iterated that instructions contained in Office Order dated 14.5.81 as amended from time to time referred to above and Office Memorandum No. D/DD(Rules)/07474/ Vol-1II/26385-26984, dated 15-12-81, as modified from time to time etc. be please strictly followed in disposing of enquiry cases.

Sd/-
(S. M. Kamal)
Director (Rules), Wapda

ANNEXURE-XVII

No. D/DD(R)/07456/21/32392-741 6th April, 1983.

OFFICE MEMORANDUM

Subject:- ENQUIRY UNDER RULE 5 (v) OF PAKISTAN WAPDA EMPLOYEES (E&D) RULES, 1978

Para 3 of this Office Memorandum No. D/DD (Rules)/07456/21/7193-7543, dated 18-1-1983, may please be read with Authority's Office Order No. SO(E) 4 (103)/G/79/ 53718-898, dated 15-11-1979, which means that "competent authority" may appoint Directors or Technical Officers/Senior Engineers as Enquiry Officers in cases of officials of Grades -12 and below. The cases of officials and officers in Grades 13 to 18 be referred to Director (Enquiries) Wapda for enquiry in accordance with the procedure laid down in Office Order No. SO (E) 4 (l03)/G/79/53718-898, dated 15-11-1979.

Sd/-
(S. M. Kamal)
Director (Rules), Wapda

ANNEXURE-XVIII

No. D/DD(Rules)/07456/20/Vol. VI/35204-983 28th March, 1984

1. The Chief Engineer (Admn) Power.
2. The Chief Engineer (Coord) Water.
3. The Manager Finance (Coord).
4. The Director (Establishment) S&GA.

Subject:- PROMOTION OF PERSONS PENALISED UNDER THE E&D RULES.

A competent authority is empowered to impose, inter alia, the following penalties on a Wapda employee in accordance with the procedure laid down in the Pakistan Wapda Employees (E&D) Rules, 1978.

a. Withholding for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service or post; and

b. Reduction to a lower post or time-scale; or to a lower stage in a time-scale.

2. While awarding any such penalty it is imperative for the competent authority to specify the period for which the penalty shall be effective; and in case of penalty pertaining to the increment, it is essential for the competent authority to indicate in the order whether on restoration it shall operate to postpone future increments, and if so, to what extent.

3. The instructions contained in this O.M. NO. D/DD(Rules)/07456/Vol. IV/4895- 5495, dated 24-1-82 (Annexure-IX to Pakistan Wapda Employees (E&D) Rules 1978-II-Edition) Publication No.1 of Directorate of Rules (S&GA) WAPDA are, therefore, reiterated for the guidance of all competent authorities.

4. It is, therefore, suggested that as and when any punishment awarded by the competent authority under the above rules comes to your notice it may please be checked and ensured that the competent authority has awarded the above penalties in accordance with the instructions referred to in paras 2 & 3 above.

5. This issues with the approval of General Manager (Admn)

Sd/-
(S. M. Kamal)
Director (Rules), Wapda

ANNEXURE-XIX

No. GM (Admn)/DD (Rules)/07456/20/Vol. VI/50209-988 15th May, 1984

OFFICE MEMORANDUM

Subject:- ROLE OF DIRECTOR, COMPLAINTS AND INVESTIGATION IN RELATION TO DISCIPLINARY CASES UNDER THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES, 1978

In continuation of this Office Memorandum No. D/DD (Rules) 07456/20/2461-3061, dated 16-1-1982 with regard to role of Director Complaints and Investigation in relation to disciplinary cases under Wapda Employees E&D Rules, 1978, it has been decided that following points should invariably be kept in view by the competent authorities while dealing with such cases:

1. The present strength of staff of Director (Complaints and Investigation) is not sufficient enough to detail a police officer to lead prosecution in each and every case, even when the initial investigation was conducted by them. They may, be called upon to lead the prosecution evidence in important cases only, in consultation with Director/SP (Complaints and Investigation). The C&I staff will however, provide all possible assistance to the formation concerned in proper presentation of the case before the Enquiry Officer/Enquiry Committee by the officer who is leading the prosecution evidence.

2. It falls within the jurisdiction of a competent authority to clear his Formation of negligent and incorrigible employees and it is his responsibility to see that proceedings under (E&D) Rules are carried out properly and expeditiously against the defaulter even if the case was initially investigated by Director (Complaints and Investigation). The competent authority should also ensure that proper evidence is laid before the Enquiry Officer to establish the case against the accused employees. Where in his opinion, the evidence recorded is incomplete or the reliance has been placed on heresay, he should either return the proceedings to the Enquiry Officer for the recording of additional evidence or order a de novo enquiry.

Sd/-
Brig. (Retd)
(Asad Ullah Khan)
General Manager (Admn)

ANNEXURE-XX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 304488 & 69911/204
Telegrams: WAPDA LAHORE

740-Wapda House,
Lahore.

No. S/DD (Rules)/07456/16/55314-56093

Dated 31st May, 1984.

OFFICE MEMORANDUM

Subject: PAKISTAN WAPDA EMPLOYEES (POWER WING) DELEGATION OF POWERS RULES, 1971-AMENDMENTS.

In exercise of power conferred on it by Sections 18 and 20 of Pakistan Water and Power Development Authority Act 1958, the Authority is pleased to substitute with immediate effect the existing entries in respect of Accounts Officers and Staff in Pakistan Wapda Employees (Power Wing) Delegation of Powers Rules, 1971 and delete columns Nos. 4/5 in the existing orders, by the enclosed Annexure to this Office Memorandum.

Encl: Annexure.

Sd/-
Colonel
(Idrees Mohsin)
Secretary-Wapda.

Distribution

As per List 'D'

ANNEXURE-XXI

PAKISTAN WAPDA EMPLOYEES (POWER WING) DELEGATION OF POWER RULES 1971 (ACCOUNTS OFFICERS/STAFF)

Sr. NO.	Name of the post/Basic Scale of Pay	Appointing Authority	Appellate authority under WAPDA Employees (E&D) Rules	Transferring authority
1	2	3	4	5
1	Manager Finance/Director Accounts and Officers of equivalent status (BPS-19)	Member (Finance)	Chairman	Member (Finance)
2.	Senior Budget and Accounts Officer/Deputy Director and Officers of equivalent status (BPS-18)	Member (Finance)	Chairman	General Manager Finance (Power)
3.	Budget and Accounts Officer and Officers of equivalent status (BPS-17)	General Manager (Finance) Power	Member (Power)	General Manager Finance (Power)
4.	Accounts Manager (BPS-17)	-do-	-do-	Managers Finance within the area of his jurisdiction
5.	Assistant Budget and Accounts Officer (BSP-16)	-do-	-do-	General Manager Finance (Power)
6.	Divisional Accountant (BPS-12)	Manager Finance/Director Accounts/Director *Accounts (Admn) Power within their jurisdiction	General Manager (Finance) Power	Appointing authorities within their area of jurisdiction/Deputy General Manager Finance (Distribution) from one Area Board to another. General Manager (Finance) Power from one formation to another.
7.	Accounts Assistant (BPS-11)	-do-	-do-	-do-
8.	Accounts Clerk (BPS-7)	-do-	-do-	-do-
9.	Junior Clerk (BPS-5)	-do-	-do-	-do-
10.	Naib Qasid/Chowkidar/Daftri/Khalasi and employees of equivalent status (BPS-1)	-do-	-do-	-do-

Note: Appointing authorities as indicated at sr. Nos. 7, 8, 9 & 10 above shall make recruitment only with the prior clearance from General Manager Finance (Power) as to availability of posts to be filled in by direct recruitment. Promotions shall be regulated by WAPDA Accounts Service Rules of 1966 as amended. The clearance shall be given within a period of 3 (three) months.

*Amended vide Corrigendum No. S/DD (Rules)/07456/16/63833-64612 dated 26-06-1984

ANNEXURE-XXII

No. DG (S&GA)/DD (Rules)/07456/21/Vol.II/103052-103401 18th November, 1984

OFFICE MEMORANDUM

Subject:- ENQUIRY UNDER SUB-RULE (V) (A) OF RULE 5 OF THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES, 1978

While carrying out O&M Studies in the Field, particularly in Area Electricity Boards, it was observed that at times, "competent authorities" after passing orders under sub-rule (v) (a) of Rule 5 of the Pakistan Wapda Employees (Efficiency and Discipline) Rules, 1978, review their orders subsequently on a reference or appeal. The matter was referred to the Legal Advisor Wapda who has clarified that it is not open to competent authority to recall or rescind or modify the orders passed by him, which were subsequently made subject matter of appeal or some other reference. This means that once the orders are passed they become effective and the irrevocable for 'competent authority'

In view of the above, all the 'competent authorities' are advised to refrain from reviewing their orders, subsequently on a reference or appeal.

Sd/-
Lt. Col.(Retd)
(Bashir Ahmad Kaif)
DG (S&GA) Wapda

ANNEXURE-XXIII

No. DG(S&GA)/DD (Rules)/07456/20/103649-104428 19th November, 1984

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES, 1978

The Authority has taken serious view of the delays that occur in finalization of the disciplinary cases and has directed that the procedure should be streamlined to ensure expeditious disposal of such cases. In this connection attention is invited to the instructions issued vide Office Order No. GM (Admn)/DD (Rules)/07474/Vol-III/13838-14337, dated 16-8-1981 (Annexure-III). It is imperative that these instructions should be strictly followed in dealing with disciplinary cases of the officers/employees.

2. The competent authority should ensure that no avoidable delay occurs during any stage of disciplinary cases. While appointing the Enquiry Officer, the competent authority should specifically direct the former to complete the enquiry within the prescribed period. After the enquiry report is submitted, the competent authority should finalize the case quickly. In no case it should take more than 3 months to pass final orders as prescribed by the Authority.

Sd/-
Lt. Col. (Retd)
(Bashir Ahmad Kaif)
Director General (S&GA),
Wapda

ANNEXURE-XXIV

No. DE/16525/Vol.II/110/ Dated: 17.1.1985

Subject: GUIDELINES FOR HOLDING FORMAL ENQUIRY BY AN ENQUIRY OFFICER/ENQUIRY COMMITTEE UNDER WAPDA EMPLOYEES (E&D) RULES, 1978

It has been observed that enquiry proceedings against Wapda Employees under E&D Rules particularly conducted by Junior Engineers who are generally not well conversant with the procedure/techniques of conducting enquiries are unnecessarily delayed in their finalization besides entailing certain legal flaws likely to be challenged in the Service Tribunal. This not only defeats the purpose of speedy disposal of case but also affects the state of discipline in an organization. To overcome these shortcomings, a comprehensive format / guidelines for holding formal enquiry by an enquiry officer/enquiry committee under Wapda E&D Rules, 1978 is circulated for guidance and compliance.

Sd/-
Lt Col (Retd)
(Syed Ali Tahir Bokhari)
(Director Enquiries) Wapda

FORMAT FOR HOLDING A FORMAL DEPARTMENTAL ENQUIRY AGAINST THE ACCUSED UNDER WAPDA E&D RULES 1978

Questionnaire to the accused (without oath)

On first appearance, a questionnaire is put to the accused with regard to charge sheet (see questionnaire attached as Appendix-A).

PROCEEDINGS AGAINST THE ACCUSED

1. Statement of *PW1 on solemn affirmation

   Name, designation and present address.
   I am SDO Chiniot_____

2. Examination-in-chief by the Enquiry Officer

3. Cross-examination by the accused

   Q._____ (in case of no question, it may be recorded as "Nil".
   Opportunity A._____ given ")

**RO&AC

Enquiry Officer
Date

4. Statement of PW2 on S.A. In the same manner as above

RO&AC

Enquiry Office
Date

5. Statement of PW 3,4,5-In the same manner as above

RO&AC

Enquiry Officer
Date

6. Statement of PDSP/C&I / FIA (if any)
   In the same manner as above.

7. Statement of DWI on SA. (if any) In the same manner as above.

RO&AC

Enquiry Officer
Date

---

* PW - means prosecution witness.
** RO&AC Means Read over & accepted correct.

8. Additional defence written statement duly signed by the accused
(This statement is to be taken on separate sheet as per format attached at Appendix–B)

Note: If the accused wishes to make oral statement, it should be recorded by the Enquiry Officer.

In conclusion of my findings, I proceed to hold that charges No.1 & 2 stand proved/ not proved against the accused whereas charges No.3 & 4 have been/not have been proved against the accused.

Enquiry Officer
Date

Certified that this enquiry report contains fifteen pages and that each page has been duly signed by me.

Enquiry Officer
Date

Note:

1. Day to day proceedings may be recorded on a separate Order sheet as per specimen attached at Appendix-C.
2. Attach list of exhibits produced by the PWs, DWs and accused etc. in the following manner ;

(i) Charge sheet - Exh-PA
(ii) Defence reply - Exh-PB
(iii) Documents produced by PW -1- Exh-PW1/1, 2, 3, _____
(iv) Documents produced by PW.2 - Exh-PW2/1, 2, 3,_____
(v) Documents produced by DW.1 - Exh-DW1/l, 2, 3, _____
(vi) Documents produced by the accused Exh-D1/1, 2, 3,_____

FINDINGS OF THE ENQUIRY OFFICER

Findings of the enquiry must conform to the following:

(1) A concise resume of the charge levelled against the accused with a proper narrative of the background of the case.
(2) Summary of prosecution and defence evidence. Example:

CHARGE NO.1

(i) PW -1 has stated that (give gist of his statement).
(ii) PW -2 has stated that (give gist of his statement).
(iii) In rebuttal, DW -1 has deposed that the accused officer/official was . . . . . (give gist of his statement).
(iv) The accused has denied the charges levelled against him and has put forward the following pleas in his defence:

a.
b. } Give summary of defence reply to the charge sheet submitted
c. } by the accused as well as additional defence statement if any.

CHARGE NO.2

In the same manner as above.

(3) I have carefully examined the evidence and the record produced by the prosecution as well as defence. Keeping in view the principles of equity, fair play and natural justice, my findings in this case are as under:

(1)
(2)
(3)
(4)

NOTE:

(i) The conclusions arrived at must be unambiguous and specific in relation to each charge, based on lucid discussion of inferences deducible from the relevant facts.

(ii) Enquiry Officer are not to express their recommendations regarding imposition of a major or minor penalty. They may, however, pin point and apportion blame for omission and commission of an offence.

CONCLUSION

As a result of above discussion, I am of the view that the prosecution has been/not been able to establish this charge against the accused. I, therefore, proceed to hold the accused guilty/not guilty of the charge.

APPENDIX-A

STATEMENT OF MR. ----------

Question: Have you received the charge sheet dated
Exh_____?

Answer _____

Question: Did you submit the required explanation dt. _____ Exh_____
In reply to the charge sheet?

Answer _____

Question: Does it bear your signature?

Answer _____

Question: Do you admit the charges?

Answer _____

Question: Do you want to add anything to your previous statement Exh_____ at this stage

Answer _____

Question: Will you produce defence witnesses?

Answer _____

Read over and accepted correct.

Enquiry Officer
Date

Signature of accused

APPENDIX-B

STATEMENT OF THE ACCUSED (NAME & DESIGNATION)

I wish/do not wish to produce witness and to submit/do not submit additional defence written statement.

Enquiry Officer
Date

Signature of the accused.

COURT QUESTION (if any)

Signature of the accused.

Enquiry Officer
Date

APPENDIX-C

No. _____
(as per allotted number for each Wing)

Accused: Mr._____
(Name)
_____
(Designation)

ORDER SHEET

The dates of hearing of the above case have been fixed for_____
(here mention date and year)

Notices be issued to the accused Officer(s)/Official(s) as well as to the witnesses/departmental representative for the fixed dates through their respective heads. Director C&I Chief Auditor Wapda also be requested to detail an officer well conversant with the case to assist the undersigned
(only in the case where preliminary investigations are carried out by C&I / Auditor staff)

Enquiry Officer
Date

Statement of _____ prosecution witnesses
(write No. of witness (s)
namely _____have been recorded. The case is adjourned to
(here mention names
_____ for recording the statement of _____.
(date and year) (mention names)

Enquiry Officer
Date

_____
(Record any further development/adjournment and reasons thereof)

Enquiry Officer
Date

Statements of prosecution, defence and court witnesses have been recorded. The accused officer/official do/does not wish to produce any witness in his defence nor any additional written defence statement. The case is mature for writing final report.

Enquiry Officer
Date

ANNEXURE-XXV

No. DG/DD(R)/07450/20/Vol- VI/54606-55405 Dated: 14-7-1985

OFFICE MOMORANDUM

Subject:- COMPETENT AUTHORITY IN CASE OF EMPLOYEES WHO ABSENT THEMSELVES AFTER HAVING BEEN RELIEVED FROM ONE FORMATION ON TRANSFER TO THE OTHER.

Instances have come to the notice of this office, when an employee was relieved from one formation on transfer but failed to join the new formation even after the expiry of the joining time allowed to him by the transferring authority. The relieving office did not initiate disciplinary action on the plea, that the employee was not on their strength any longer, whereas the new office did not initiate action as the employee had not reported for duty. After taking into consideration different aspects of the case, it has been decided that in such a case the transferring authority, if he himself is the competent authority, shall initiate action against such employee and in case the transferring authority is not the competent authority, then he shall bring it to the notice of the latter, who shall initiate disciplinary action against the employee for being absent without permission.

Sd/-
(MUHAMMAD MAQBOOL)
Director General (Rules)
Wapda

ANNEXURE-XXVI

No. GM(A)/DD(Rules)/07456/20/Vol. VI/74888-75707 Dated: 6-10-1985

OFFICE MEMORANDUM

Subject:- DISCIPLINARY ACTION UNDER PAKISTAN WAPDA EMPLOYEES (EFFICIENCY AND DISCIPLINE) RULES 1978.

It has been noticed that the "competent authorities" had in a number of cases of proceedings under the Pakistan Wapda Employees (Efficiency and Discipline) Rules 1978 passed orders for "termination of services" or "warning" to the accused employee. Penalties have been defined in Rule-4 of the aforesaid rules. Minor penalties are:-

(a) Censure;
(b) With-holding for a specified period promotion or increment; and
(c) Recovery from the pay of the whole or any part of any loss caused to Wapda for negligence or breach of orders.

Major penalties include:

(a) Reduction to lower post or time scale; or to a lower stage in a time scale;
(b) Compulsory retirement;
(c) Removal from service; and
(d) Dismissal from service:-

2. It will be seen that "termination of service" or "warning" are not included in the penalties to be awarded under the said rules. Courts/Tribunals had in appeals set aside the orders of "termination of service" etc. for the reason that the penalty awarded was not included in the rules. Such wrong orders are detrimental to the interests of the administration and also frustrate the very object of holding proceedings against, the delinquents.

3. In amplification of Para-1 of Office Memorandum No. D/DD(Rules)/07474/Vol. V/23946-24545, dated 6-12-1981 it is again emphasized that the "competent authorities" should keep in mind the penalties awardable under the Efficiency and Discipline Rules while passing orders in consequence of their findings up-holding the charges against the accused officials.

Sd/-
Brig (Retd)
General Manager (Admn)
(Asad Ullah Khan)

ANNEXURE-XXVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 222112 & 69911/204 740-Wapda House,
Telegrams: WAPDA Lahore Lahore.

No. S/DD (Rules)/07456/20/86113-86933 5th November, 1985.

OFFICE MEMORANDUM

Subject: **THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES, 1978- AMENDMENTS.**

The Authority has decided that for the existing Rule 5(iv) (b) and 5(v) (a), the following shall stand substituted:-

5 (iv) b

Give him an opportunity to submit a written explanation against the actions proposed to be taken, within a period of not more than 14 days from the day the explanation letter has been communicated to him, and will also require the accused to state at the same time in his written explanation whether he desires to be heard in person.

5 (v) a

On receipt of the report of Enquiry Officer or Enquiry Committee, the competent authority shall consider the same and if on such consideration he is of the tentative opinion that a penalty be imposed upon the accused he shall provisionally determine penalty to be imposed, and shall so inform the accused, supply him a copy of the report, and call upon him to show cause within a reasonable time not less then seven days and not more than fourteen days from the day the notice has been served on him, why the penalty proposed be not imposed. The competent authority shall taken into consideration the cause shown by the accused, hear him in person, and determine whether charge has been proved and then notwithstanding anything contrary in any other rule, office order or instructions shall pass such orders as he may deem proper.

Sd/-
COLONEL
(IDREES MOHSIN)
SECRETARY WAPDA

Distribution
As per List 'D'

ANNEXURE-XXVIII

Telephone: 222112 & 69911/204
Telegrams: WAPDA LAHORE

740-Wapda House,
Lahore.

No. S/DD (Rules)/07456/20/Vol-VI/48975-49944

June 11, 1986

OFFICE MEMORANDUM

Subject: PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES 1978 - AMENDMENT

The Authority has decided that the following notes shall be added below Rule 11(4) and Rule 12 of Pakistan Wapda Employees (Efficiency & Discipline) Rules, 1978 :-

(Note to be added below Rule 11(4)

"**NOTE:** In cases where the appellate authority decides to enhance the penalty imposed by the competent authority, a Show Cause Notice will be issued and the accused/appellant will be given an opportunity of being heard in person."

(Note to be added below Rule 12)

"**NOTE**: In case where the Authority decides to enhance the penalty imposed by the competent authority, a Show Cause Notice will be issued and the accused will be given an opportunity of being heard in person."

Sd/-
Colonel
(Idrees Mohsin)
Secretary Wapda

Distribution :

As per list 'D'

ANNEXURE-XXIX

No. DG(S&GA)/DD(Rules)/07456/20/3403-4362 19th January 1987

OFFICE MEMORANDUM

Subject **STOPPAGE OF INCREMENT UNDER THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES 1978**

Instances have come to the notice of this office where the penalty of stoppage of increment under the Pakistan Wapda Employees (Efficiency & Discipline) Rules 1978 has been imposed on Wapda Employees who have reached the maximum of the pay scales thus making the penalty ineffective. It is, therefore, necessary that the stage of the pay scale at which a Wapda employee is drawing pay is kept in view by the competent authority before imposing the penalty of stoppage of increment under the above Rules.

Sd/-
(MOHAMMAD MAQBOOL)
Director General (S&GA)
Wapda

ANNEXURE-XXX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 222112 & 69911/204 740-Wapda House
Telegram WAPDA LAHORE Lahore

No. S/DD(Rules)/07456/16/14215-15174 Dated 10 March 1987

OFFICE MEMORANDUM

Subject: PAKISTAN WAPDA EMPLOYEES (POWER WING) DELEGATION OF POWERS RULES 1971-AMENDMENTS

In exercise of power conferred on it by Sections 18 and 20 of Pakistan Water and Power Development Authority Act 1958, the Authority is pleased to substitute with immediate effect the existing entries in respect of Accounts officers and staff in Pakistan Wapda Employees (Power Wing) Delegation of Powers Rules 1971 and delete columns Nos. 4/5 in the existing orders by the enclosed Annexure to this Office Memorandum.

2. This supersedes this O.M. No. S/DD(Rules)/07456/16/55314-56093 dated 31.5.1984.

Sd/-
Colonel
(Idrees Mohsin)
Secretary WAPDA

Encl: Annexure

Distribution
As per List 'D'.

ANNEXURE-XXXI

PAKISTAN WAPDA EMPLOYEES (POWER WING) DELEGATION OF POWERS RULES 1971 (ACCOUNTS OFFICERS/STAFF)

Sr. NO.	Name of the post/Basic Scale of Pay	Appointing authority	Appellate authority under WAPDA Employees (E&D) Rules	Transferring authority
1	2	3	4	5
1	Manager Finance/Director Accounts and Officers of equivalent status (BPS-19)	Member (Finance)	Chairman	Member (Finance)
2.	Senior Budget and Account Officer/Deputy Director and Officers of equivalent status (BSP-18)	Member (Finance)	Chairman	General Manager Finance (Power)
3.	Budget and Accounts Officer and Officers of equivalent status (BSP-17)	General Manager (Finance) Power	Member (Power)	General Manager Finance (Power)/Deputy General Manager Finance (Distribution) with in the area of his jurisdiction.
4.	Accounts Manager (BSP-17)	-do-	-do-	Deputy General Manager Finance (Distribution)
5.	Assistant Budget and Accounts Officer (BSP-16)	General Manager (Finance) Power/Deputy General Manager Finance (Distribution)	-do-	General Manager Finance (Power)/Deputy General Manager Finance (Distribution) within the area of his jurisdiction
6.	Divisional Accountant (BSP-12)	Deputy General Manager Finance (Distribution)/Manager Finance/Director Accounts/Director Accounts (Admn) Power within their jurisdiction	General Manager (Finance) Power/Deputy General Manager Finance (Distribution) in respect of Area Electricity Boards Staff	Appointing authorities within their area of jurisdiction/Deputy General Manager Finance (Distribution) from one Area Board to another. General Manager (Finance) Power from one formation to another.
7.	Accounts Assistant (BSP-11)	-do-	-do-	-do-
8.	Accounts Clerk (BSP-7)	-do-	-do-	-do-
9.	Junior Clerk (BSP-5)	-do-	-do-	-do-
10.	Naib Qasid/Chowkidar/Daftri/Khalasi and employees of equivalent status (BSP-1)	-do-	-do-	-do-

Note: Appointing authorities indicated at serial Nos. 7,8,9 and 10 above shall make recruitment with the prior clearance from General Manager Finance (Power) regarding the rank of posts to be filled in by direct recruitment. Promotions shall be regulated by Wapda Accounts Service Rules of 1986 as amended.

The clearance shall within of 3 (three) months

ANNEXURE-XXXII

No. GM(A)/DD(Rules)07461/9/Vol-II/51003- 962 Dated 29.06.1987

OFFICE MEMORANDUM

Subject: SENIORITY OF AN OFFICER WHO DECLINES PROMOTION TO SUIT HIS CONVENIENCE

It has been observed with concern that officers, on promotion, if posted out of Lahore/big cities, decline promotions/transfers to new stations of posting on one pretext or the other. Generally, such officers request their superiors for continuation at the same station due to the following reasons:

a. Parents are of old age and there is no one to look after them.

b. Children are studying in colleges and it is difficult to shift them from the present station of posting.

2. There is no denying the fact that parents of officers of the rank of Superintending Engineers and Chief Engineers or other officers in their age group would be of old age and that their children would also be grown up and studying in the colleges, but, unfortunately, it is not realized by such officers that the interest of service always remains paramount and that everyone has to bear his share of the hardship. Requests for cancellation of transfer orders, on promotion, on flimsy grounds not only create administrative problems but are tantamount to creating an atmosphere of indiscipline in the organization.

3. In accordance with the terms & conditions of employment, Wapda officers are liable to serve anywhere in Pakistan. Authority has also made this provision in the respective Service Rules of all categories of Wapda employees. By declining promotion to avoid posting, the officer not only suffers a set back but also exposes himself to disciplinary action under E&D Rules for 'misconduct'. It has, therefore, been decided by the Authority that if a person declines promotion/transfer on such grounds, the competent authorities shall invoke E&D Rules to deal with him under Clause (i) and (iii) of Rule 2.5 of "The Pakistan Wapda Employees (Efficiency & Discipline) Rules, 1978".

4. These instructions may be brought to the notice of officers/employees in every formation of Wapda for strict compliance.

Sd/-
Brig (Retd.)
General Manager (Admn.)
(Asad Ullah Khan)

ANNEXURE-XXXIII

No. GM (A)/DD(R)/07456/3/82364-83483 18th/20th June, 1988

OFFICE MEMORANDUM

Subject: GUIDELINES FOR SUSPENSION FROM SERVICE

It has been brought to the notice of the Authority that a fairly large number of Wapda Employees are under suspension at present, on the instructions of FIA and the Ministry of Interior, Government of Pakistan. These employees are other than those suspended by various competent authorities of Wapda. Some of them have remained suspended for years together and could not be reinstated in service due to conflicting advice of different Ministries of the Federal Government especially in the case of Wapda Employees suspended as a result of arrests in raid Cases by FIA awaiting prosecution sanction orders to be issued by the Ministry of Interior.

2. In order to remove doubts on the subject, the Authority, in supersession of Office Memorandum No. D/DD(Rules)/07456/20/Vol. V/51606.52385 dated 4th June 1983, is pleased to lay down the following guidelines for suspension from service of Wapda employees/ deputationists:-

a. There must be a strong prima facie case against the delinquent.
b. If the offence is of such a serious nature that dismissal will be the probable punishment, or such that it is inadvisable that the offender should be allowed to continue to perform the duties of his office, pending decision on the case, suspension is justified;
c. Unless there is some very strong reason to why the offender should not be allowed to continue to work until the case has been decided, suspension should not be resorted to,
d. No one should be suspended for petty breaches of discipline and for minor departmental offences; and
e. No one should be suspended unless:-

   (i) He willfully and obstinately refuses to carry out an order;
   (ii) During the course of an inquiry, his retention in his appointment would hamper or frustrate such inquiry ;
   (iii) He is in police custody;
   (iv) He is charged with an offence of a nature which, if proved against him, would ordinarily result in his dismissal.

3. The power to place a Wapda Employee/deputationist under suspension is derived by the competent authority/"authority" from Wapda (Efficiency & Discipline) Rules/Govt Efficiency and Discipline Rules, as the case may be, subject to the following conditions hereby laid down by the Authority:

a. Competent / "Authority" shall not release an employee from suspension if his suspension had been approved by the next higher authority, without latter's approval;

   Note: For the continuation of suspension for a period exceeding three months prior approval of the next higher authority shall have to be obtained after every three months.

b. In case where Police including FIA, Anti- Corruption establishment etc. have to intervene and the employee is under arrest, the order of suspension must remain in force until the sentence has been pronounced.

c. Where the employee is subsequently released on bail, he may be released from suspension with the permission of next higher authority but proceeded against under the relevant Efficiency and Discipline Rules in accordance with the instructions contained in Section-IV of Wapda "Guidelines for Enforcing the Responsibility for Losses Sustained by the Authority through Fraud or Negligence of Individuals"; and

d. The competent authority can, in case the accused official is no longer detained in Police custody, reinstate him in service unless it decides that he should continue to be under suspension on the consideration that the charges against him are connected with his position as Wapda Employee or are likely to embarrass him in the discharge of his duties as such, or the charges involve moral turpitude.

e. In case an employee is placed under suspension under the orders of the Ministry of Interior, Government of Pakistan, the employee may simultaneously be proceeded under the relevant Efficiency and Discipline Rules in accordance with Section IV of "Guidelines for Enforcing the Responsibility for Losses Sustained by the Authority through Fraud or Negligence of Individuals, 1982". In case he is found 'not guilty', a copy of the proceeding of the inquiry and the orders of the competent authority thereon may be passed on to the Ministry of Interior, Government of ***[1]**Pakistan through normal channel for such action as they deem necessary. If charges are not proved against the delinquent, the competent authority, in case the accused is no longer in police custody, may provisionally re-instate him in service on the merit of the case without prejudice to the Court's decision.

Sd/-
Brig. (Retd.)
General Manager (Admn.)
(Asad Ullah Khan)

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*[1]Substituted vide OM No. GM ((A)/DD(R)/07456/3/82364-83483 dated 18/26.06.1988

ANNEXURE-XXXIV

No. GM(M&S)/DE/16525/II/1833-83 5th September, 1988

MD(T&GS), MD (Distr),
AEI GMs, C.AEBs, CEs GSO, CEs GSC
DG (S&GA), DG (O&M)

Subject: PAKISTAN WAPDA EMPLOYEES (E&D) RULES 1978

In the recent past there have been instances where Wapda Employees charged under Wapda (E&D) Rules 1978 were exonerated by the competent authorities in spite of the fact that the charges against them were established by the enquiry officer/enquiry committee.

2. This is a violation of Wapda Employees (E&D) Rules 1978. Disciplinary cases are scrutinized and sifted at various stages before any punishment is awarded to accused persons. Accused persons are asked to submit 'defence reply' on receipt of charge sheet, granted personal hearing by the competent authority and only then cases are sent to the Enquiries Directorate for holding formal enquiry. If the enquiry report also establishes the charges levelled against the accused person then there is no justification for exonerating the accused person.

3. The competent authority is at full liberty to accept or reject findings of the enquiry officer, the accused is exonerated by him, but not otherwise. This is already explained in the Authority's letter No. D(Rules)07474/Vol- V/21310-21909 dated 23 November 1981 attached as Annex-VII to Wapda (E&D) Rules 1978. The above may be kept in mind while deciding disciplinary cases.

Sd/-
Brig
General Manager (M&S)
(Jan Sardar Gul)

ANNEXURE-XXXV

No. MD (A)/DD (R)/07456/20/VII/96739- 97858 24th December 1989

OFFICE MEMORANDUM

Subject: REINSTATEMENT OF WAPDA EMPLOYEES

In case a Wapda Employee, who is placed under suspension, on account of some charges, is subsequently re-instated in Service subject to imposition of penalties mentioned in Rule 4 of "the Pakistan Wapda Employees (Efficiency and Discipline) Rules, 1978", after observance of the procedure laid down in the said Rules, the question of treatment of his suspension period is to be decided separately in the light of provision of FR- 54.

3. It has been observed that the competent authorities, defined in Rule 2 (3) of the said Rules generally notify decision on the treatment of suspension period as; a part of the punishment orders, which obviously means that the same is also being treated as a penalty. Due to this reason, the Federal Service Tribunal has held in a case that forfeiture of dues for the suspension period is not a penalty under the Efficiency and Discipline Rules and is, therefore, void and of no legal effect. It is, therefore, directed that in future, forfeiture of dues for suspension period should not form a part of the order of competent authority while imposing penalty/penalties under the Efficiency and Discipline Rules 1978. However, the competent authority should pass a separate order keeping in view the direction laid down under FR- 54, pertaining to the dues during suspension period.

ANNEXURE-XXXVI

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/233 716-WAPDA House,
Telegrams; WAPDA LAHORE Lahore

No.MD(A)/DD(R)07456/47/811-1929 16th January 1990

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES, 1978-AMENDMENT

Authority has decided to substitute Rule 11(1) of the Rules cited above in the subject by the following, with immediate effect:-

"Rule 11(1)

An employee on whom a penalty is imposed, shall have a right to appeal to the authority next above the competent authority. The appellate authority may enhance, remit or reduce the penalty imposed by the competent authority. An employee on whom the appellate authority has imposed higher penalty than the one appealed against, shall have a right of further appeal to the next higher officer and, in the absence of the next higher officer, to the Authority."

Sd/-
(Maj Gen)
Managing Director (Admn)
(Muhammad Latif)

Distribution
1. As per list 'D'.
2. Assistant Director (E-IA) S&GA.

ANNEXURE-XXXVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/233 716-Wapda House
Telegram WAPDA LAHORE Lahore

No. MD(A)/DD(R)/07456/44/IV/57885-58029 Dated 17th November 1990

OFFICE MEMORANDUM

Subject: DELEGATION OF ADMINISTRATIVE POWERS

In exercise of the powers conferred vide Section 20 of "The Pakistan WAPDA Act 1958" and in supersession of Office Order No. S/AD(E-IA)07091/55455-604 dated 07/16th July 1985, the Authority is pleased to revise Annexure of the office order referred to above with immediate effect, as per enclosure.

Sd/-
(Maj Gen)
Managing Director (Admn)
(Muhammad Latif)

Distribution

1. As per List 'B.
2. Director (Establishment) S&GA.
3. Director (Career Management) Power.

ANNEXURE-XXXVIII

DELEGATION OF ADMINISTRATIVE POWERS

Sr. No.	Name of the post or rank of the officer	Appointing Authority	Authority competent to impose penalty under E&D Rules	Appellate Authority	Transferring Authority
1	2	3	4	5	6
1.	General Manager and officers of equivalent status	Chairman	Chairman	Authority	Chairman
2.	Chief Engineer and officers of equivalent status	Chairman	Chairman	Authority	Chairman
3.	Superintending Engineers and officers of equivalent status	Member/Managing Director	Member/Managing Director	Chairman	i. Member/Managing Director within the wing ii. General Manager within his jurisdiction
4.	Senior Engineer and officers of equivalent status	General Manager	General Manager	Member/Managing Director	i. General Manager outside Division/Region ii. Chief Engineer and equivalent officer within his Division/Region
5.	Junior Engineer and officers of equivalent status	Chief Engineer	Chief Engineer	General Manager	i. Member/Managing/Director/General Manager outside Division/Region ii. Chief Engineer and equivalent officer Within his Division/Region. iii. Superintending Engineer of Water/Power Wings within his jurisdiction

Note: (i) Selection to the post mentioned in column 2 will be made on the advise of the Selection Board prescribed in the relevant Service Rules.

(ii) Powers delegated to various officers will also be exercisable by the respective Managing Directors. Members and the Chairman, in case of transferring authority only

ANNEXURE-XXXIX

Telephone: 54911 & 69911/233
Telegrams: WAPDA LAHORE

716-Wapda House,
Lahore.

No. MD(A)/DD (R)/07456/20/IV/9850-10925

Dated : 11.03.1991

OFFICE MEMORANDUM

Subject;- PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES 1978 - AMENDMENT

The Authority has decided to substitute Rule-12 of the Pakistan Wapda Employees (E&D) Rules, 1978 with the following with immediate effect :-

Revision: "The following authorities may, either on receipt of a specific reference or of their own motion, at any time, call for any case in which proceedings may have been instituted under these rules, and pass such orders including orders reversing acquittal or enhancing the penalty imposed as they may deem fit, and orders so passed shall be final :-

a.	Authority	Disciplinary cases relating to General Managers, Chief Engineers, Superintending Engineers, Senior Engineers and Officers of equivalent status.
b.	Respective Members/ Managing Directors	Disciplinary cases concerning Junior Engineers and Officers of equivalent status and all employees in BS-1-16.

Note : In cases where the above authorities decide to enhance the penalty imposed by the competent authority, a Show Cause Notice will be issued and the accused given an opportunity of being heard in person."

Sd/-
(Maj Gen)
Managing Director (Admn.)
(MUHAMMAD LATIF)

Distribution :

As per list 'D'
Assistant Director (E-IA) S&GA.
All Officers of S&GA Division & Authority Secretariat.

ANNEXURE-XL

WAPDA Lahore

Administration
Phones: 6306820 63669/2711

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

General Manager

717-Wapda House,
Shahrah-i-Quaid-i-Azam,
Lahore

No. GM(Admn.)/DD(R)/07456/44/IV/43755-43825

30th August 1994

OFFICE MEMORANDUM

Subject: DELEGATION OF ADMINISTRATIVE POWERS

Reference Office Order No. MD(A)/07456/44/IV/57885-58029 dated 17.11.1990.

A question has arisen whether or not the powers assigned to Chief Engineers under column 4 against serial No. 5 of Appendix to the above referred Office Order empowers them to take disciplinary action against categories of officers who are equivalent to the rank of Junior Engineers. It is hereby clarified that the Chief Engineer or Chairmen, Area Electricity Boards are competent to take disciplinary action against engineering cadre officers only. The words "Chief Engineer" is appeared in aforesaid Appendix strictly means appointing authority as given in the relevant service Rules.

Sd/-
Eric Massey
General Manager

Distribution:

1. As per list B.
2. Director (Establishment) S&GA WAPDA, Lahore.
3. Director-Career Management (Power) WAPDA, Lahore.

ANNEXURE-XLI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

General Manager

717-WAPDA House,
Shahrah-i-Quaid-i-Azam,
Lahore.

No. GM(A)/DD(R)/07456/20/32513-33813

3rd July 1995

Subject : THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES, 1978-AMENDMENT

Authority has decided to add the following Rule 2(4-A) and Rule 13 in the Pakistan WAPDA Employees (Efficiency & Discipline) Rules 1978 and re-number the existing Rule 13 as Rule 14:

"Rule 2(4-A)

"Enquiry Committee" means the Enquiry Committee appointed by the "competent authority" and includes the Special Enquiry Committee.

Rule 13

Notwithstanding anything contained in these Rules, orders and instructions issued from time to time, the Chairman, Member or Managing Director may at his discretion at any time refer any case to a Special Enquiry Committee regarding misconduct of any employee irrespective of grade and in that case, shall exercise all the powers of the "Competent Authority".

Note

For appeal purposes Rule 11 will be applicable. However, if any penalty is imposed by the Chairman as Competent Authority, the appeal shall lie before the Authority whose decision shall be final."

Sd/-
Eric Massey
General Manager

Distribution:

As per list D.

ANNEXURE-XLII

No. DG (S&GA)/DD (R)/07456/20/36965-38265 10th July 1995

OFFICE ORDER

It has been observed that disciplinary cases initiated by respective competent authorities against the defaulters are not reported to the next higher officers due to which follow up of such cases cannot be done and it results into unnecessary delay in their finalization. This defeats the very purpose of accountability process.

2. Authority has directed that henceforth it would be mandatory on concerned officers initiating disciplinary cases to inform to the next superior officer about the action taken in each such case. This should be done without delay as soon as action is initiated. The next superior officer would be required to take notice of the situation and follow up the progress of each such case till its finalization. Violation of Rules or procedures leading to injustice or unnecessary delay in processing of these cases would warrant necessary steps to be taken accordingly.

3. Any deviation from the above would call for action under Wapda Efficiency and Discipline Rules.

Sd/-
(Ch. Abdul Ghafoor)
Director General (S&GA)

ANNEXURE-XLIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 6302617&99202211/2309 309-WAPDA House,
Telegrams: WAPDA LAHORE Lahore

No. D/DD(Rules)07456/20/IX/16547-17847 13-05-1998

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYES (EFFICIENCY AND DISCIPLINE) RULES, 1978-AMENDMENT.

The Authority has decided to add the following explanation below Sub Rule-3 of Rule-2 in the Pakistan WAPDA Employees (E&D) Rules, 1978, with immediate effect:-

Explanation:-

In case where more than one accused employees of various categories/grades are involved in the same offence, the "competent authority" of the accused employee of the highest grade shall also act as the "competent authority" to proceed under "The Pakistan WAPDA Employees (E&D) Rules, 1978" against all other accused employees.

Sd/-
(Youns Ali Shah)
Director (Rules)

Distribution
A per list 'D'.

ANNEXURE-XLIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 9202046 & 9202211/2332
Grams : WAPDA LAHORE

Services & General Administration,
332-WAPDA HOUSE,
Lahore

No.DG(S&GA)/D(Rules)/07456/20/X/27337-28637 Dated : 25.06.1998

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES, 1978-AMENDMENT

The Authority has decided to supersede with immediate effect the existing Sub Rule "e" of Rule 3 of the Pakistan WAPDA Employees (Efficiency & Discipline) Rules, 1978, introduced vide this office O.M. No. DG(S&GA)/D (Rules)/07456/20/IX/7722-9022 dated 26.02.1988. with the following proviso after the last line of Rule 3 of the said Rules i.e. "The competent authority may impose on him one or more penalties":-

"Provided that where an employee is found involved in theft of energy as envisaged by Section 39 of the Electricity Act, 1910, the competent authorities shall impose penalty not less than dismissal from service as mentioned under Rule 4(1)(b)IV of these Rules".

Sd/-
(Kh. Sajjad Haider)
Director General

Distribution :

As per list 'D'.

ANNEXURE-XLV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 9202046 & 9202211/2332
Telex: 44869 WAPDA PK
44236 WAPDA PK

Services & General Admn.
332-Wapda House, Lahore.

No. DG(S&GA)/D(Rules)/07456/44/IV/38354-534 Dated 18th July 1998

OFFICE MEMORANDUM

Subject: **DELEGATION OF ADMINISTRATIVE POWERS**

In exercise of the powers conferred vide Section-20 of "The Pakistan WAPDA Act 1958" and in supersession of Office Order No. MD(A)/DD(R)/0745/44/IV/57885-58029 dated 17.11.1990, (amended upto 03.03.1997) the Authority is pleased to revise the Annexure to the Office Order referred to above with the new one as per enclosure to this Office Memorandum with immediate effect.

Sd/-
Khawaja Sajjad Haider
Director General (S&GA)

Distribution

1. As per List 'B'.
2. Director (Establishment) S&GA, Wapda, Wapda House, Lahore
3. Director (Career Management) Power, Wapda, Wapda House, Lahore.

ANNEXURE-XLVI

DELEGATION OF ADMINISTRATIVE POWERS

Sr. No.	Name of the post or rank of the officer	Appointing authority	Authority competent to impose penalty under E&D Rules	Appellate authority	Transferring authority
1	2	3	4	5	6
1.	Managing Director and officers of equivalent status	Chairman	Chairman	Authority	Chairman
2.	General Manager and officers of equivalent status	Chairman	Chairman	Authority	Chairman
3.	Chief Engineer and officers of equivalent status	Chairman	Chairman	Authority	Chairman
4.	Superintending Engineer and officer of equivalent status	Member/Managing Director	Member/Managing Director	Chairman	i. Member/Managing Director within the wing ii. General Manager within his jurisdiction
5.	Senior Engineer and officer of equivalent status	General Manager	General Manager	Member/Managing Director	i. General Manager outside Division/Region ii. Chief Engineer and equivalent officer within his Division/Region.
6.	Junior Engineer and Officers of equivalent status	Chief Engineer	Chief Engineer	General Manager	i. Member/Managing Director/General Manager outside Division/Region ii. Chief Engineer and equivalent officer within his Division/Region iii. Superintending Engineer of Water/Power Wing within his jurisdiction

Note:
(i) Selection to the post mentioned in column 2 will be made on the advise of the Selection Board prescribed in the relevant Service Rules.
(ii) Powers delegated to various officers will also be exercisable by the respective Managing Director. Members and the Chairman in case of transferring authority only.
(iii) Chairman WAPDA, will be 'Appellate authority', in case of Dy. Director (Admn) in column-5 against Sr. No. 4.
(iv) The posting/transfer orders issued by the Chairman, as the highest officer of the Authority shall assume penalty without prejudice to the powers conferred to subordinate transferring authorities.

Annexure- XLVII

WAPDA Lahore

Director General
Services & General Administration
Phones: 9202046, 9202211/2332

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

332-Wapda House
Shahrah-i-Quaid-i-Azam
Lahore

No. DG(S&GA)/AD(E.IA)/07076/II/13402-20 Dated 08.04.1999

OFFICE ORDER

Subject: THE PAKISTAN WAPDA EMPLOYEES (POWER WING) DELEGATION OF POWERS RULES, 1971.

Reference Office Order No.S/SO(R)-6(61)R&R/1418-528 dated January 10, 1975.

The Authority is pleased to delegate to the officers of the Power Wing the administrative and disciplinary powers as per annexure attached. These Powers will replace the existing entries of Sr. No. 4 and 5 of the annexure attached to the above said office order.

DA/As above

Sd/-
(Khawaja Sajjad Haider)
Director General (S&GA)

Distribution:

1. Member (Power).
2. General Manager (Operations).
3. Chief Engineer (Admn) Power.
4. Chief Executive, DISCOS.
5. Chief Executive, NTDC.
6. Chief Executive, GENCOS.
7. PS to GM (Admn).
8. PA to Secretary, WAPDA w.r. to Minutes of the Authority Meeting held on 03 March 1999 (Item 3).

ANNEXURE-XLVIII

Sr. No.	Name of person or rank of the officer	Appointing Authority	Authority Competent to take disciplinary action	Appellate Authority	Transferring Authority	Level at which the seniority will be maintained
1	2	3	4	5	6	7
	TECHNICAL					
(a)	i) Section Supervisor ii) Line Superintendent Grade I iii) Draftsman G-A	Chief Engineer	Superintending Engineer	Next Higher Authority	Chief Engineer/ Superintending Engineer/Executive Engineer	At Managing Director (Power)'s level
(b)	i) Meter Inspector-II, ii) Line Superintendent-II iii) Draftsman Grade (B &V) Assistant Draftsman	Direct recruitment by Chief Engineer/Superintending Engineer	Superintending Engineer/Executive Engineer	Chief Engineer concerned	Chief Engineer/ Superintending Engineer/Executive Engineer	At Chief Engineer's level
(c)	Lineman G-I	100% by promotion	Senior Engineer	Next Higher Authority	Superintending Engineer/Executive Engineer/Junior Engineer/SDO	At Superintending Engineer's level
(d)	Lineman G-II	i) Direct appointment by Executive Engineer ii) Promotion by Superintending Engineer	Junior Engineer/ SDO	Next Higher Authority	Superintending Engineer/Executive Engineer	Superintending Engineer's level
(e)	Assistant Lineman	i) Direct appointment by Executive Engineer ii) Promotion by Superintending Engineer	Junior Engineer/ SDO	Next Higher Authority	Superintending Engineer/Executive Engineer	Superintending Engineer's level
(f)	Meter Reader	Executive Engineer	Junior Engineer/SDO	Next Higher Authority	Chief Engineer Superintending Engineer/Executive Engineer/Junior Engineer/SDO/Junior Officer (Revenue)	Chief Engineer's level
(g)	Bill Distributor	Executive Engineer	Junior Engineer/Revenue Officer	Next Higher Authority	Chief Engineer Superintending Engineer/Executive Engineer/Junior Engineer/SDO/Junior Officer (Revenue)	Chief Engineer's level

(h)	Vehicle Drivers	Chief Engineer	Chief Engineer/ Superintending Engineer/Executive Engineer/Jr. Engineer/SDO concerned	Next Higher Authority	Chief Engineer Superintending Engineer/Executive Engineer/Junior Engineer	Superintending Engineer's level
(i)	Tracer Ferro Printer	Chief Engineer/Superintending Engineer/Executive Engineer	Chief Engineer/ Superintending Engineer/Executive Engineer	Next Higher Authority	Chief Engineer Superintending Engineer/Executive Engineer	For Tracer at Chief Engineer's level & for Ferro Printer Superintending Engineer's level
	NON-TECHNICAL;					
(a)	Assistant	Chief Engineer	Chief Engineer	Next Higher Authority	Chief Engineer/ Superintending Engineer	Managing Director (Power)'s level
(b)	Senior Clerk	Chief Engineer	Chief Engineer/ Superintending Engineer	Next Higher Authority	Chief Engineer/ Superintending Engineer/Executive Engineer	Chief Engineer's level
(c)	Junior Clerk/Typist	Superintending Engineer/Executive Engineer	Superintending Engineer/Executive Engineer/Junior Engineer/SDO/Revenue Officer concerned under his administrative control	Next Higher Authority	Chief Engineer/ Superintending Engineer/Executive Engineer/Jr.Engineer/ SDO/Revenue Officer Concerned	Chief Engineers Level
(d)	Posts (NPS-1 to 4) i.e. Peons, Chowkidars, Cleaners, Helper etc	Executive Engineer	Superintending Engineer/Executive Engineer/Junior Engineer concerned under his administrative control	Next Higher Authority	Administrative Head of office not below the status of Junior Engineer/Jr. Officer (Revenue)	

Note: 1. The above powers shall apply to all other posts also which are sanctioned on the strength of Sub Division not included herein but carry same Basic Pay Scales as by above posts.

2. The above powers shall also be exercised by next higher authority.

Sd/-
Muhammad Junaid Afzal
Director (Establishment)

ANNEXURE-XLIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 9202046 & 9202211/2332 Services & General Admn.
Telegrams WAPDA Lahore 332-Wapda House, Lahore.

No. DG(S&GA)/D(Rules)/07456/44/IV/16806-35 Dated 11 May 1999

OFFICE ORDER

The Authority is pleased to declare Chief Executives of the Companies formed under Section 8(5) (b) of WAPDA Act, 1958 as "designated officer" to act as "competent authority/appellate authority" for the purposes of "The Pakistan WAPDA Employees (Efficiency and Discipline) Rules, 1978" with the powers of General Managers and Chief Engineers, as prescribed in the Delegation of Administrative Powers circulated vide following Notifications (as amended from time to time) with effect from the dates of their assumption of charges:-

a. No. S/SO (R)-6 (61) R&R/1418-528 dated 10.01.1975.
b. No. S/DD (Rules)/07456/44/37524-38313 dated 08.05.1985.
c. No. DG (S&GA)/D (Rules)/07456/44/IV/38354-534 dated 18.07.1998.
d. No. DG (S&GA)/AD (E.IA)/07076/II/13402-20 dated 08.04.1999.
e. No. S/DD (Rules)/07456/16/55314-56093 dated 31.05.1984.

*[1]2. Appeal against the orders passed under 'The Pakistan WAPDA Employees E&D Rules 1978' by Chief Executive DISCOs, in their capacity as competent authority shall lie with respective Member.

Sd/-
(Kh. Sajjad Haider)
Director General

Distribution

1. All General Managers (Power Wing) WAPDA.
2. All Chief Executives, DISCOs/NTDC/GENCOs.
3. Chief Engineer (Admn) Power, Wapda, Lahore.
4. Secretary WAPDA, Wapda House, Lahore.
5. Staff Officers to Chairman/Dy. Chairman.
6. PSs to Members/G.M (Admn).

*[1]Amended vide Office Order No.DG(S&GA)/D(Rules)/07456/44/IV/46520-55 dated 07-12-1999.

ANNEXURE-L

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones : 99202046 & 99202211/2332
Telefax : 44869 WAPDA PK
44236 WAPDA PK

Services & General (Admn)
332-Wapda House, Lahore.

No. DG (S&GA)/D (Rules)/07456/20/XI/17919-18568 Dated: 26 May 1999.

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY & DISCIPLINE) RULES, 1978-AMENDEMENT

The Authority has decided to amend with immediate effect the Rule 6-A of "The Pakistan WAPDA Employees (E&D) Rules, 1978" by adding the following words after the words 'last known address' and before the words 'under registered cover':-

"through courier service, if such service is not available at the place of sender or addressee, then"

2. After the above amendment the Rule 6-A of the said rules shall now be read as under:-

6-A Procedure for service of show cause notice or charge-sheet in certain eventualities.

"The letter calling for explanation of the accused under Rule 5 or the letter communicating the charges to the accused under Rule 6, shall be sent to him at the last known address through courier service, if such service is not available at the place of sender or addressee, then under registered cover, acknowledgement due. In case the letter is received back with a report of refusal, or with a report that it has been received by a member of the family or it is not returned within a period of 10 days from the date of its issue, it shall be presumed that the notice has been duly served on the accused."

Sd/-
(Kh Sajjad Haider)
Director General

Distribution
As per list 'C'

ANNEXURE-LI

No. DG (S&GA)/D (R)/07456/20/XI/18957-96 5th June, 1999.

OFFICE MEMORANDUM

Subject:- GUIDELINES FOR DEALING WITH WAPDA EMPLOYEES, BEING CHARGED IN CRIMINAL OFFENCE OR DEBT

Reference: In continuation of this office Memo No. GM (A)/DD (R)/07456/3/82364-83483, dated 18/20 June 1988.

In compliance with Cabinet Secretariat, Establishment Division, Government of Pakistan, Office Memo No. 3/l/99-R,3, dated 30-04-1999, it has been decided that in cases of Wapda Employees, who are charged in criminal offence or debt, the instructions of the Government printed at Sr. No. 118 (Pages 542-543 of ESTACODE 1989 edition) and Article 194 of Civil Service Regulation as amended, which are as under, should strictly be followed:

INSTRUCTIONS PRINTED AT SR. NO. 118 OF ESTACODE

(i) There is no bar to the holding of a departmental inquiry against a Government Servant who is being prosecuted in a criminal court. However departmental inquiry can be deferred till the termination of criminal proceedings where the holding of departmental inquiry may effect of impeding the course of justice or of prejudicing the trial.

(ii) In case the accused Government Servant has been acquitted from a criminal case on technical grounds the departmental proceedings on the same facts can be started.

(iii) In case the accused Government Servant cannot be criminally prosecuted in a Court of Law for some reasons or others, it does not bar the Government for inquiring into the truth of a charge against a Government Servant by means of departmental inquiry.

ARTICLE 194 OF CIVIL SERVICE REGULATION AS AMENDED

A Government Servant who has been charged for a criminal offence or debt and is committed to prison shall be considered as under suspension from the date of his arrest. In case such a Government Servant is not arrested or is released on bail, the competent authority may suspend him by specific order, if the charge against him in the discharge of his duties or involves moral turpitude. During suspension period the Government Servant shall be entitled to the subsistence grant as admissible under FR-53.

2. Accordingly all heads of Wapda formations and the offices working under them are requested to follow the above instructions for compliance please.

Sd/-
(Kh. Sajjad Haider)
Director General

ANNEXURE-LII

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 99202046 & 99202211/2332 Service & General Admn
Telegram : Wapda Lahore 332-Wapda House, Lahore.

No. DG (S&GA)/D (Rules)/07456/20/XI/19719-20318 Dated 15-06-1999

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY AND DISCIPLINE) RULES, 1978 AMENDMENT

The Authority has decided with immediate effect to add the following as Sub Rule d (b) of Rule 3 in the Pakistan Wapda Employees (Efficiency & Discipline) Rules 1978 and the existing Sub Rule 'd' of the said rule will be read as Sub Rule 'd' (a).:-

Sub Rule d (b)

"Provided that an employee is found involved in leakage of secret information regarding tenders/bids, evaluation report and the proceedings for award of contracts, the competent authority shall impose penalty not less than compulsory retirement/removal from service as mentioned under Rule 4 (1) (b) ii & iii of these Rules".

Sd/-
(Kh. Sajjad Haider)
Director General

Distribution
1. As per list 'C'
2. Secretary Wapda, Wapda House, Lahore,
with reference to his office order No. CCC-5008/999-1148 dated 24-03-1999.

ANNEXURE-LIII

Executive Director
(Administration & Manpower Transition)
191-WAPDA House,
Shahrah-e-Quaid-e-Azam, Lahore
Tel: 9202601, 9202211/2191
Fax: 9202399

PEPCO
Pakistan Electric Power Company (Pvt.) Limited

No. 1080/PEPCO/ED/(A)/MPT/A-18
Dated: September 08,1999

Chief Executive NTDC,
414-WAPDA House,
Lahore.

Subject: APPOINTMENT AS DIRECTOR FINANCE

Reference: Chief Accountant NTDC letter No. 3045-47/CA/NTDC/Admn/PF-1424 dated 01.09.1999 addressed to Director Account Admn (Power) WAPDA and copy to us.

Finance Directors of the Corporatized Entities who have been selected and appointed by PEPCO are the heads of their Accounts and Finance Departments. They report directly to the Chief Executives and the Board of Directors of the Companies and all WAPDA personnel working in their departments are to function under their orders/instructions/control.

Finance Directors as well as the Technical Directors appointed by PEPCO are roughly equivalent in status to General Manager of WAPDA.

Sd/-
Brig (Retd.)
Executive Director (Admn. & MPT)
(Hafeezullah Khah)

CC:-

1. All Chief Executive of DISCOs and GENCOs.
2. All Finance and Technical Directors of the Corporatized Entities.

ANNEXURE-LIV

No. DG (S&GA)/D (R)/07456/20/XI/33548-95 Dated 18th Sep, 1999.

OFFICE MEMORANDUM

Subject:- GUIDELINES FOR DEALING WITH WAPDA EMPLOYEES, BEING CHARGED IN CRIMINAL OFFENCE OR DEBT

As a result of Establishment Division, Cabinet Secretariat, Government of Pakistan, Islamabad's corrigendum No. 311/99-R.3 dated, 8-6-1999, it has been decided to amend the Article - 194 of Civil Service Regulation already issued vide this office O.M. No. DG (S&GA)/D(R)/07456/20/XI/18957-96, dated 05-06-1999, as under:

ARTICLE-194 OF CIVIL SERVICE REGULATION AS AMENDED

A Government Servant who has been charged for a criminal offence or debt and is committed to prison shall be considered as under suspension from the date of his arrest. In case such a Government Servant is not arrested or is released on bail, the competent authority may suspend him, by specific order, if the charge against him **is connected with his position as Government Servant or is likely to embarrass him** in discharge of his duties or involves moral turpitude. During suspension period the Government Servant shall be entitled to the subsistence grant as admissible under FR-53.

Sd/-
(KH. SAJJAD HAIDER)
Director General

ANNEXURE-LV

Director General
Services & General Administration
Phones: 9202046, 9202211/2332

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

332-Wapda House,
Shahrah-i-Quaid-i-Azam,
Lahore

No. DG(S&GA)/D(Rules)/07456/44/IV/46520-55 Dated 07-12-1999

OFFICE ORDER

1. Para-2 of this Office Order No.DG(S&GA)/D(Rules)/07456/44/IV/16806-35 dated 11 May, 1999 is amended to read as under:-

> "2. Appeal against the orders passed under "The Pakistan WAPDA Employees E&D Rules 1978" by Chief Executives DISCOs, in their capacity as competent authority shall lie with respective Members."

2. The cases already decided need not be reopened.

3. This is issued with the approval of Authority.

Sd/-
Muhammad Junaid Afzal
Director General (S&GA)

Distribution:-

1. Members (Power)/(Water)/(Finance) WAPDA, Lahore.
2. All General Managers (Power Wing) WAPDA.
3. All Chief Executives, DISCOs/NTDC/GENCOs.
4. Chief Engineer (Admn) Power, WAPDA, Lahore.
5. Secretary WAPDA, WAPDA House, Lahore.
6. Staff Officer to Chairman/Dy. Chairman WAPDA, Lahore.
7. PSs to Members/GM/(Admn) WAPDA, Lahore.

ANNEXURE-LVI

No. GM (Admn)/D/DD (Rules)/07456/20/XI/2337-986 Dated: 03-02-2000

OFFICE MEMORANDUM

SUBJECT:- THE PAKISTAN WAPDA EMPLOYEES (E&D) RULES, 1978

The Authority has decided to delete the explanation below sub Rule-3 of Rule-2 in "The Pakistan WAPDA Employees (E&D) Rules, 1978" circulated vide this Office Memorandum No. D/DD (Rules)07456/20/IX/16547-17847, dated 13-05-1998.

2. All the cases which are pending before the "competent authority" of undeleted explanation shall stand transferred to the respective competent authorities, authorized under the Delegation of Administrative Powers and continue the proceedings from the stage where the cases had reached and shall be decided on the basis of evidence on record after hearing the accused except the cases in which personal hearing has been granted by the "competent authorities" under O.M. dated 13-05-1998 (referred to above) shall be decided by them.

3. This shall not effect the orders already passed by any "competent authority" so authorized, under undeleted explanation.

4. This Office Memorandum is effective from the date of issue.

Note: This is issued in relaxation of the last para of Office Order No. D/DD(Rules)/07474/VoI.V/20705-21304, dated 21-11-1981, reproduced herein under:

However, the "competent authority" who had once initiated disciplinary action under the Rules then he alone should continue with the proceedings till final disposal.

Sd/- Brig
General Manager (Admn)
(Noor ud Din Ahmed)

ANNEXURE-LVII

Grams: WAPDA – Lahore

Phones: 9202544-9202211/2717
Fax: 9202068

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

General Manager

ADMINISTRATION

717-Wapda House,
Shahrah-i-Quaid-Azam
Lahore

No. GM (Admn)/D(Rules)/07456/44/IV/6370-6409 Dated 15/16 Feb. 2000.

CLARIFICATION

Reference: Office Order Nos. DG (S&GA)/D(Rules)/07456/44/IV/16806-35 dated 11.05.1999 and No. DG (S&GA)/D(Rules)/07456/44/IV/46520-55 dt. 07.12.1999.

A question has arisen as to which of the Members will be competent to decide appeals against the orders passed by the Chief Executive DISCOs under E&D Rules, against the Wapda Employees, borne on different cadres of Accounts, Water Wing and Power Wing etc.

2. It is clarified that appeals against the orders passed under Wapda Employees (E&D) Rules, 1978 by the Chief Executives DISCOs in their capacity as Competent authorities shall lie with the Member concerning the service group of the appellant.

3. This is issued with the approval of Chairman WAPDA.

Sd/- Brig.
General Manager (Admn)
(Noor ud Din Ahmed)

Distributions:

1. Members (Power)/(Water)/Finance Wapda Lahore.
2. All General Managers (Power Wing) Wapda.
3. All Chief Executives, DISCOs/NTDC/GENCOs.
4. Chief Engineer (Admn) Power, WAPDA, Lahore.
5. Secretary WAPDA, Wapda House, Lahore.
6. Staff Officers to Chairman/Dy. Chairman Wapda Lahore.
7. PSs to Members/G.M(Admn), Wapda, Lahore.

ANNEXURE-LVIII

No. DG (S&GA)/D (Rules)07456/20/XI/17285-18585 Dated 2nd May 2000.

OFFICE ORDER

Subject:- ENQUIRY UNDER RULE 6 OF THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY AND DISCIPLINE) RULES, 1978.

Reference: (i) Office Order No. SO (E) 4 (103)/G/79/53718-898, dated Nov, 15,1979.,
(ii) OM NO. D/DD (Rules)/07456/21/7193-7542,dated 18th January 1983,
(iii) OM NO. D/DD (Rules)/07456/21/32392-741, dated 6th, April 1983.

The Authority has decided that in the cases of formal enquiries under Rule-6 of Wapda E&D Rules, 1978, in respect of employees in BPS-13 to 18, the competent authorities shall appoint Director or Technical Officer/Senior Engineer as Enquiry Officer ensuring at the same time that Enquiry Officer is not junior in rank and also senior in length of service to the accused employee. The cases involving technical points for determination of veracity or otherwise of the charges against the accused, Technical Officer / Engineer should preferably be the Enquiry Officer.

Sd/-
(Muhammad Junaid Afzal)
Director General (S&GA)

ANNUEXURE-LIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202046 & 9202211/2332 Services & General Admn.
Telegrams : WAPDA LAHORE 332-Wapda House, Lahore

No. DG(S&GA)/D(Rules)/07456/44/V/34510-70 Dated 31-08-2000

OFFICE ORDER

Authority has decided that Chief Executive Officers of DISCO's and NTDC (except GENCO;s) shall exercise administrative and financial powers of General Managers.

Sd/-
(Muhammad Junaid Afzal)
Director General (S&GA)

Distributions

1. Chief Executive PEPCO, WAPDA House, Lahore.
2. All General Managers Wapda.
3. All Chief Executives, DISCO's and NTDC
4. P.S.O. to Chairman, WAPDA.
5. Chief Engineer (Admn) Power, Wapda Wapda House, Lahore
6. Secretary WAPDA, Wapda House, Lahore, with reference to decision i.e. No. 2 of Authority meeting held on 13-07-2000 circulated vide No. S/AD(Coord)/3003/MTG/2645-76 dated 19-07-2000 and diary No. 2573 dated 23-08-2000.
7. Director Finance (Regulations), Wapda House, Lahore.
8. PAs to Members (Finance), (Power), (Water) and General Manager(Admn).

ANNUEXURE-LX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

CHIEF ENGINEER (ADMN) WATER

Telephones: 9202211/2514
Fax: (042)9202471
Telegram: WAPDA LAHORE

514-Wapda House
Lahore

No. W.W (Admn)96216-M-2000/E-I/11752-11832 Dated Sep. 27/28 2000

1. All General Managers
   Chief Engineers of Wapda.
2. Chief Executive of PEPCO/
   NTDC/DISCO/GENCOs.

Subject: DISCIPLINARY PROCEEDINGS AGAINST THE OFFICERS OF WATER WING-COMPETENT AUTHORITY

It has been observed that disciplinary action against the officers on strength of Water Wing and presently attached with other formations is initiated by their immediate controlling officers. In this connection your attention is invited to the service rules of Water Wing officers wherein their competent authorities to initiate disciplinary action have been defined clearly. Practice of initiating disciplinary action by their controlling officers is against the service rules.

It is therefore requested that whenever any disciplinary action against the officer of Water Wing is desired, it may be referred to Chief Engineer (Admn) Water for further processing to their respective competent authorities. All such cases under process in your office may also be regularized by referring to Chief Engineer (Admn) Water.

This issue with the approval of Member (Water) Wapda.

Sd/- Brig.
Naeem Ahmed
General Manager (C&M) W

cc to:

1. Distribution as per list A and B.
2. P.S to Member (Power) Wapda, Lahore.
3. P.S to Member (Water) Wapda, Lahore.
4. P.S to Member Finance Wapda, Lahore.
5. Secretary WAPDA.

ANNUEXURE-LXI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202046 & 9202211/2332 Services & General Admn.
Tele Grams: WAPDA LAHORE 332-Wapda House, Lahore

No. DG(S&GA)/D/(Rules)/07456/44/V/10791-11441 Dated 22nd March 2001.

CLARIFICATION

Reference:- This office, Office Orders No. DG (S&GA)/D (Rules)/07456/44/IV/16806-35 dated 11-05-1999, No. DG (S&GA)/D(Rules)/07456/44/IV/46520-55 dated 07-12-1999, clarification issued vide No. GM (A)/D (Rules)/07456/44/IV/6370-6409 dated 16-02-2000 and Office Order No. DG (S&GA)/D (Rules)/07456/44/34510-70 dated 31-08-2000.

It is clarified that CEO's of all the corporate entities will exercise the powers as designated officers to act as Competent authority/appellate authority for the purpose of (E&D) Rules, 1978 in respect of Employees upto Grade 18. It is reiterated that the CEO's are vested with powers of General Manager and Chief Engineers as prescribed in the Delegation of Administrative Powers issued from time to time. The Appellate authority shall continue to be the Member concerning the service group.

2. This issues with the approval of the Authority.

Sd/-
(MUHAMMAD JUNAID AFZAL)
Director General (S&GA)

Distribution

1. As per List 'C'.
2. Secretary WAPDA, Wapda House, Lahore, with reference to his office diary No. 4754 dated 17-03-2001.
3, Chief Executive PEPCO, Wapda House, Lahore.
4. All Chief Executives, DISCOs, GENCOs & NTDC.
5. PSO to Chairman WAPDA.
6. PAs to Members and General Manager (Admn).

ANNEXURE-LXII

No. GM (Admn)/D (Rules)/07456/20/XIII/18092-271 Dated: 27/28-04-2001

OFFICE MEMORANDUM

Ref: This office Memorandum No. DG (S&GA)/DD (Rules)/07456/20/103649-104428 dated 19th November, 1984 and Minutes of Chairman's Conference-29 & 30 March 2001 circulated vide No. GM/ACC/2000/17/1370-1430 dated 31 March 2001.

The delay in finalization of disciplinary cases under E&D Rules has been view seriously. It is reiterated that all the pending disciplinary cases should be finalized within the prescribed time limit circulated vide letters under reference.

Sd/- Brig.
General Manager (Admn)
(Taj Muhammad Khan)
SI (M)

ANNEXURE-LXIII

No. DG (S&GA)/D (Rules)/07456/20/XIV/25720-27020 Dated: 5th July, 2001

OFFICE MEMORANDUM

Subject:- **THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY AND DISCIPLINE) RULES. 1978 – AMENDMENT**

Authority has decided to add the following as Sub Rule 'f' under Rule-3 in the Pakistan Wapda Employees (E&D) Rules, 1978, with immediate effect:

Sub Rule 'f'

Serving Officers who have failed to initiate/countersign and forward ACRs as per schedule for completion of ACRs may be proceeded against under the Pakistan Wapda Employees (E&D) Rules, 1978 and penalty imposed shall not be less than the major penalty.

In case of deputationists the report shall be made to their parent department to proceed against them, appropriately.

Sd/-
(MUHAMMAD AKHTAR CHAUDHARY)
Director General (S&GA)

ANNUEXURE-LXIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

GENERAL MANAGER (C&M) WATER

Telephones: 9202211/2511 511-Wapda House, Lahore
Tele Grams: WAPDA LAHORE

No. WW-Admn-inq-37/2000/E.I/6311-6384 Dated 7 May 2001.

1. All General Manager/
   Chief Engineers of Wapda

2. Chief Executives of PEPCO/
   NTDC/DISCO/GENCOS.

Subject:- DISCIPLINARY PROCEEDINGS AGAINST THE OFFICERS OF WATER WING-COMPETENT AUTHORITY.

Reference:- 1. This office letter No.WW-Admn-96216-M-2000/E.I/11752-11832 dated 27/28-09-2000.

2. Clarification issued vide Director General (S&GA) Wapda, Lahore's office letter No. DG(S&GA)/D(Rules)/07456/44/V/10791-11441 dated 22-03-2001.

In the light of above referred clarification of the Authority as well as our letter dated 27/28 September 2000, it has been observed that there is a contradiction between the Authority's standing instructions issued by the Water Wing. Therefore, it has been decided that disciplinary proceedings against the officers of Grade-17 & 18 on the strength of Water Wing and presently attached with other formations may be initiated by their Chief Executive Officers. However appeal(s) against the decision of the competent authority may be referred to Chief Engineer (Admn) Water, for disposal by Member (Water) being the appellate authority of their Service Group.

The case of Grade-19 officers of Water Wing will continue to be dealt with in the office of Chief Engineer (Admn) Water.

Sd/- Brig
Naeem Ahmad
General Manager (C&M) Wapda

cc

1. Distribution as per List A and B.
2. P.S to Member (Power) Wapda, Lahore.
3. P.S to Member (Water) Wapda, Lahore.
4. P.S to Member (Finance) Wapda, Lahore.
5. Secretary Wapda.

ANNEXURE-LXV

No. DG (S&GA)/D (Rules)/07456/20/XIV/27021-28321 Dated: 5th July, 2001

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES (EFFICIENCY AND DISCIPLINE) RULES, 1978 – AMENDMENT

Authority has decided to add the following as Sub Rules XIII and XIV in sub Rule-5 of Rule - 2 under heading 'Misconduct' in the Pakistan Wapda Employees (Efficiency & Discipline) Rules. 1978:-

XIII Non initiation/countersigning of ACRs in accordance with the time frame specified in para 18 of the Guidelines for Completion of ACRs;

XIV Non-dispatching of ACRs to next reporting officer within seven days of its receipt.

Sd/-
(MUHAMMAD AKHTAR CHAUDHARY)
Director General (S&GA)

ANNUEXURE-LXVI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202046 & 9202211/2332 Services & General Admn.
Telegram WAPDA LAHORE 332-Wapda House, Lahore

No. DG (S&GA)/D(Rules)/07456/44/V/30948-31597 Dated 06th August 2001

OFFICE MEMORANDUM

In partial modification of this office clarification No. DG(S&GA)/D(Rules)/07456/44/V/10791-11441 dated 22.03.2001, the Authority has decided to maintain the status quo in respect of GENCOs, as such, the Chief Executive Officers of GENCOs cannot exercise the powers as designated officers to act as Competent authority under WAPDA (E&D) Rules against Grade-18 officers at par with Chief Executive Officers of DISCOs and NTDC. These powers will continue to be exercised by the General Manager (Thermal) as per previous practice.

Sd/-
(Muhammad Akhtar Chaudhary)
Director General

Distributions

1. As per List 'C'.
2. Secretary WAPDA, Wapda House, Lahore, with reference to his letter No.S/AD(Coord) 03003/MTG/924-59 dated 13.04.2001.
3. Chief Executive (PEPCO) WAPDA Wapda House, Lahore.
4. All Chief Executive DISCOs, GENCOs and NTDC.
5. PSO to Chairman, WAPDA.
6. General Manager (Thermal) WAPDA Wapda House, Lahore with reference to his letter No. GM (TH)/Admn/171/7002-05 dated 23.04.2001.
7. PAs to Member and GM (Admn).

ANNUEXURE-LXVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phone: 9202224

Secretary WAPDA
740-Wapda House, Lahore.

No. Car/PPR/M-213/4188-4239

Dated 26.11.2001.

Chief Executives DISCOs/NTDC/GENCO-III

Subject: ADMINISTRATIVE CONTROL OF AUDITORS SECONDED TO THE CORPORATE ENTITIES.

Authority has decided that the administrative control of the officers and staff of Internal Audit seconded to the corporate entities will be exercised as under:-

i) Dy. Chief Auditor will act as competent authority for the employees of Internal Audit of BPS-1 to 16.
ii) Chief Executive will be the competent authority for BPS 17 & 18.
iii) All cases of E&D upto BPS 18 will be processed by the Dy. Chief Auditor.
iv) All inquiries relating to the employees upto BPS 18 will be ordered by the Chief Executive and will be finalized at company level with the participation of a member from Internal Audit.
v) Inquiries and disciplinary cases against the Dy. Chief Auditor (BPS-19) will be forwarded by the Chief Executive to the Member (Finance).
vi) All cases of sanctions and approvals wherein the competent authority is of BPS 20 will be granted by the Chief Executive. Cases on which sanction/approval of Member (Finance) is required will be forwarded to Chief Auditor for obtaining necessary approval of Member (Finance).

Sd/-
Secretary WAPDA

c.c. to:-
As Per List "A".

1. PSs to Member Finance/Power/Water.
2. PSO to Chairman.
3. General Manager (Admn).
4. General Manager (M&S).
5. General Manager (Operation).
6. General Manager (CS).
7. General Manager (Thermal).
8. General Manager (C&M).
9. General Manager (WPPO).
10. General Manager (Finance) Power.
11. General Manager (Finance) Water.
12. Chief Auditor WAPDA.
13. Dy. Chief Auditors DISCOs/NTDC/GENCO III.
14. D.G Finance (B&C).

15. Director Finance DISCOs/NTDC/GENCO III.

ANNUEXURE-LXVIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202508 & 9202211/2309 309-WAPDA HOUSE,
Telegram: WAPDA LAHORE LAHORE

No. D(Rules)07456/44/VII/45110-280 Dated 01-12-2001

OFFICE MEMORANDUM

Subject: DISCIPLINARY CASES AGAINST OFFICIALS UPTO BPS 16

Authority has been pleased to empower Directors (Human Resources & Administration) of all DISCOs to exercise the powers of "competent authority" under WAPDA (Efficiency & Discipline) Rules, 1978, to dispose off cases of employees upto BPS 16 falling within the competency of Chief Executive Officer, irrespective of their cadres.

2. The Chief Executive Officer will be the appellate authority, in such cases.

Sd/-
(NASIR MAHMOOD)
Director (Rules)

Distribution

1. As per List 'B'.
2. Secretary WAPDA, with reference to his letter No.S/AD(Coord)03003/MTG/2705-28 dated 28-09-2001.
3. Chief Executive (PEPCO) WAPDA, Lahore.
4. All Chief Executives DISCOs, GENCOs and NTDC.
5. PSO to Chairman WAPDA.
6. PAs to Members and General Manager (Admn).

ANNUEXURE-LXIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202211/2639, 2688 FINANCE DIVISION (POWER)
Telegram: WAPDA LAHORE WAPDA HOUSE, LAHORE

No. DDF(D)-I/901/1335-99 Dated 11-02-2002.

OFFICE ORDER

The Authority in its meeting held on 12th November 2001 has been pleased to accord approval to the up-gradation of existing post of Technical Director to Chief Engineer, BPS-20 in each DISCO with complete administrative and financial powers of Chief Engineer, with immediate effect.

Sd/-
(S.M. HASNAIN)
ASSTT. DIRECTOR FINANCE (POWER)
FOR DIRECTOR FINANCE (POWER)

C.C. to:-

1. P.S. to Chairman, M (P), M (F), M (W), WAPDA.
2. Secretary Wapda, Wapda House, Lahore.
3. General Manager (Admn) WAPDA, Wapda House, Lahore.
4. General Manager (C&M) Power, Wapda, Lahore.
5. General Manager Finance (Power), Wapda, Lahore.
6. Chief Engineer (Admn) Power, Wapda Lahore.
7. Chief Auditor, Wapda, Lahore. 7a, All Chief Executives, DISCOs, Hyderabad
8. Director General (S&GA), Wapda, Lahore.
9. Director General Finance (B&C) Wapda, Lahore.
10. Director (C.M) Finance S&GA, Wapda, Lahore.
11. Director (C.M) Power, Wapda, Lahore.
12. Master File.

ANNUEXURE-LXX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202508 & 9202211/2309 309-WAPDA HOUSE,
Telegram: WAPDA LAHORE LAHORE

No.D(Rules)/07456/44/V/19167-75 Dated 13 April 2002.

1. All Chief Executives, DISCOs/NTDC.

In pursuance of Director Finance (Power)'s Office Order No. DDF(D)/1/901/1335-99 dated 11-02-2002, it is clarified that the Chief Engineers posted in DISCOs will act as competent authority upto Grade-17 and the appellate authority shall be the Chief Executive Officer of DISCOs/NTDC. However, the appellate authority against the decision of Chief Executive Officer shall be the Member (Power).

2. This issues with the approval of the competent authority.

Sd/-
(NASIR MAHMOOD)
Director (Rules)

CC:

Chief Executive, HESCO, WAPDA, Hyderabad, with reference to his letter No. CE/HESCO/Dir (Admn)/A2/C-2300-01 dt. 20-03-2002.

ANNEXURE-LXXI

No. GM(A)/D(Rules)/07456/20/XIII/34132-317 Dated 22nd July, 2002

OFFICE MEMORANDUM

Subject:- ENFORCEMENT OF REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE 2000 IN WAPDA

Ref: This office order No. DG(S&GA)/D(Rules)/07456/20/XIII/19863-20042 dated 20.04.2002 and letter No. GM(A)/D(Rules)/07456/20/XIII/27136-27786 dated 10/11 Jun, 2002.

1. It is clarified for information of all concerned that after the enforcement of Removal from Service (Special Powers) Ordinance 2000 in WAPDA with effect from 20.04.2002 all the disciplinary actions shall be initiated under the said Ordinance and not under WAPDA E&D Rules which have since been over-ridden after the promulgation of the Removal from Service (Special Powers) Ordinance, 2000.

2. However, all the pending disciplinary cases which were in pipe line before 20.04.2002 shall be finalized under WAPDA Rules, 1978.

Sd/-
General Manager (Admn)
(Taj Muhammad Khan)
SI(M)

ANNUEXURE-LXXII

Grams: WAPDA Lahore Phones: 9202508-9202211.2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-WAPDA HOUSE,
LAHORE

No.D(Rules)/07456/44/V/50584-51233 Dated 12 October 2002

OFFICE MEMORANDUM

Subject: ADMINISTRATIVE POWERS OF CHIEF EXECUTIVE OFFICER OF INDEPENDENT COMPANIES.

Reference: This Office Order No. DG(S&GA)/D(Rules)/07456/44/IV/16806-35 dated 11.05.1999 and clarification No. DG(S&GA)/D(Rules)/07456/44/V/10791-11441 dated 22.03.2001.

The Authority had authorized the Chief Executive Officers of the corporate entities to act as Competent authorities/Appellate authorities under WAPDA E&D Rules and delegated them the powers of General Managers and Chief Engineers as prescribed in the Delegation of Administrative Powers issued from time to time vide S&GA Office Order dated 11 May 1999, referred to above. The Appellate authority shall continue to be the Member concerning the service group.

2. Subsequently, it was clarified vide S&GA Division's Memo No. DG(S&GA)/ D(Rules)/ 07456/44/V/30948-31597 dated 06 August 2001 that only the Chief Executive Officers of DISCOs and NTDC (except GENCO) shall exercise the powers of Competent authorities under WAPDA E&D Rules upto Grade 18 officers whereas the Competent authority for Grade-18 officer in GENCO shall continue to be exercised by General Manager (Thermal) as per previous practice.

3. At present, under the existing Rules all the Chief Executive Officers of DISCOs and NTDC are authorized to act as Competent/Appellate authorities under former WAPDA E&D Rules and existing Removal from Service (Special Powers) Ordinance 2000 upto Grade-18 Officers. In GENCOs, General Manager (Thermal) will continue to be the Competent authority under Removal from Service (Special Powers) Ordinance against Grade-18 officers. The Appellate authority in all the above cases shall be Member concerning the service group.

4. All concerned are requested to note for strict future compliance.

Sd/-
(Nasir Mahmood)
Director (Rules)

Distribution.
1. As per list C.
2. Chief Executive PEPCO WAPDA, Lahore.
3. All Chief Executive DISCOs, GENCOs and NTDC.
4. PSO to Chairman.
5. PAs to Members and G.M. (Admn).

ANNUEXURE-LXXIII

Grams: WAPDA Lahore Phones: 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-WAPDA HOUSE,
LAHORE

No.D(Rules)/07456/44/VII/7418-7597 Dated 31 Jan. 2003.

OFFICE MEMORANDUM

Subject: ADMINISTRATIVE CONTROL OF AUDITORS SECONDED TO THE CORPORATE ENTITIES.

Reference:- This office O.M No. D(Rules)/07456/44/VII/45110-280 dated 01.12.2001.

Some queries has been received from some DISCOs that who is the competent authority for initiating departmental action against BPS-1 to 16 employees of Internal Audit in DISCOs. Secretary WAPDA's letter No.Car/PPR/M-213/4188-4239 dated 26.11.2001 (Reproduced on reverse) is enclosed for guidance of DISCOs.

Sd/-
(Nasir Mahmood)
Director (Rules)

Distribution
1. As per List 'B'.
2. Chief Executive (PEPCO), Lahore.
3. All Chief Executives DISCO, GENCO, and NTDC.
4. Chief Auditor, Wapda.
5. Director Finance DISCOs/NTDC/GENCO-III.
6. Deputy Chief Auditors DISCOs/NTD/GENCO-III.
7. PAs Members and General Manager (Admn).

ANNUEXURE-LXXIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-WAPDA HOUSE,
LAHORE

No. D(Rules)/07459/67/28640-28290 Dated: 17 June, 2003.

OFFICE MEMORANDUM

Subject: COURT OF ENQUIRIES / INVESTIGATIONS

1. It has been observed with concern that most of the enquiries/ Investigations completed by officers of various field formations are defective because in most of the cases the accused officers/ officials are neither associated nor the statements of witnesses are recorded. Such lacunas are subsequently challenged in the courts which not only earn bad name to the Authority but basic spirit of holding such enquiries / investigations is also defeated.

2. In view of above, it is reiterated that henceforth all the head of officers/ competent authorities will ensure that following legal formalities must be fulfilled by all the enquiry / investigation officers to avoid any legal complication at a later stage:-

- The accused officers/ officials must be associated with the enquires / investigations and their statements alongwith the statements of witness must be recorded.
- In case the accused/ Witnesses is not appearing before the enquiry officer/committee and using delaying tactics then the matter must be reported to the competent authorities and after seeking prior approval of the competent authority, the enquiry / Investigation may be conducted expert.
- While fixing the responsibilities the exact period of the incident/ irregularity and the tenure of the accused must be kept in view.
- It must be kept in view as to whether the irregularity committed by the accused falls under the purview of his job description or otherwise.
- While submitting the report to the competent authority the enquiry/ Investigation officer should also furnish the draft statement of allegations in respect of each accused separately.

Sd/-
(Nasir Mahmood)
Director (Rules)

Distributions:
As per List 'C'

ANNUEXURE-LXXV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202211/2309
Telegrams: WAPDA LAHORE

309-Wapda House,
Lahore.

No. D(Rules)/07456/44/VII/1026

Dated 06.10.2003.

General Manager,
Finance (Power),
B-48 Wapda House,
Lahore.

Atten: Dir. Accounts (Admn) Power

Subject: **ADMINISTRATIVE AND FINANCIAL POWERS OF THE FINANCE DIRECTOR POSTED IN DISCOs/GENCOs/NTDC.**

Reference:-Your letter No. 2468-69/GMFP/Admn/PF-3845 dated 09.09.2003.

Director (HR & Admn) is the Competent authority in respect of BPS-1 to 16 employees irrespective of the cadre except Audit staff.

Sd/-
(Nasir Mahmood)
Director (Rules)

ANNEXURE-LXXVI

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 3/9/2004-R-2 Islamabad, the 20, Feb. 2004.

OFFICE MEMORANDUM

Subject:- REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000.

The undersigned is directed to refer to the Ministry of Water and Power's OM No. WAPDA/Misc/2004 dated 09.02.2004 on the above subject and to say that there is no provision for Revision in the Removal from Service (Special Powers) Ordinance, 2000. However, authority to whom a representation is made under Section 9(2) of the Removal from Service (Special Powers) Ordinance, 2000 on consideration of the representation and any other relevant material, confirm set aside, vary and modify the orders in respect of such representation is made.

Sd/-
(Anjum Bashir Shaikh)
Section Officer

ANNUEXURE-LXXVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

SERVICES & GENERAL ADMINISTRATION

Ph. No. 9202211/2309
Grams: WAPDA LAhore

309-Wapda House,
Lahore

No.D(Rules)/07456/44/VII/1/P/313

Dated 28. Apr. 2004

The Chief Executive Officer,
PEPCO, Wapda House,
Lahore

ATTEN: DIRECTOR (ADMN) PEPCO

Subject:- **ADMINISTRATION POWERS OF FINANCE DIRECTOR/MANAGER CORPORATE ACCOUNTS.**

Ref'nce:- Your letter No. 567-69/PEPCO/DD(A)/Loose date 26-03-2004.

The office Memorandum No. D(Rules)/07456/44/VII/45110-280 dated 01-12-2001 is quite clear and needs no further clarification. The Director (HR & Admn) will be the Competent authority of those (BPS 1 to 16) employees only whose Competent authority was previously CEO irrespective of their cadres except Audit Staff.

Sd/-
(NASIR MAHMOOD)
Director (Rules)

ANNUEXURE-LXXVIII

No. , 3 (1)/2002 AC
Government of Pakistan
Ministry of Water and Power

Islamabad, the June 8, 2004

1. Chairman WAPDA, WAPDA House, Lahore.
2. Chief Engineering Adviser/Chairman,
   Federal Flood Commission, Islamabad.
3. Secretary, Irrigation and Power Department, Punjab, Lahore.
4. Secretary, Irrigation and Power Department, Sindh, Karachi.
5. Secretary, Irrigation and Power Department, NWFP, Peshawar.
6. Secretary, Irrigation and Power Department, Balochistan, Quetta.

Subject: DELEGATION OF POWERS TO PROJECT DIRECTORS.

I am directed to state that Planning and Development Division (Joint Secretary/DG (Coordination) vide their letter No. 2 (26) PW/PD/2003 dated 26-5-2004 on the above subject have informed that they are undertaking field monitoring of the projects costing Rs. 40 million and above included in the PSDP 2003-04. They have further stated that a review of the monitoring exercise has revealed that in most of the development projects, financial and administrative powers have not been delegated to the Project Directors. The matter have been discussed in the Steering Committee meeting of the ADB assisted Strengthening Portfolio performance and monitoring projects and it has been decided to review the delegation of powers to Project Directors by different executing divisions/Provinces and suggest appropriate delegation of power to accelerate the implementation of the projects.

3. The executing organizations/departments are accordingly requested to provide the financial administrative powers delegated to Project Directors of development projects alongwith copies of the notification to Planning and Development Division and a copy thereof to this Ministry immediately.

Sd/-
(ZIA-UL-HASAN)
Assistant Chief
Tele - 9209618

ANNUEXURE-LXXIX

Grams: WAPDA Lahore Phones: 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-WAPDA HOUSE,
LAHORE

No.D/DD(Rules)/07456/7/(44)/1027-35 Dated 22, July 04

NOTIFICATION

In partial modification of Director General (S&GA) WAPDA's letter No. DG(S&GA)/D(Rules)/ 07456/44/IV/30354-534 dated 16-07-1998, the Authority has been pleased to designate General Manager (Admn) WAPDA as the Competent authority for taking disciplinary action against the Civil Engineers of Water Wing, working under his direct administrative control, upto BPS-19, with immediate effect and until further orders.

Sd/-
(NASIR MAHMOOD)
Director (Rules)

CC:

1. PSO to Members (Water), (Power) and (Finance).
2. Secretary WAPDA.
3. Chief Engineer (C&M)Water
4. Director General Finance (B&C).
5. Director (CM) Coord.
6. Director (CM) Water.
7. Officers concerned.
8. Coordinator to GM (A).

ANNUEXURE-LXXX

Office of Chief Executive PEPCO
189-WAPDA House,
Shahrah-e-Quaid-e-Azam, Lahore.
Tel: 9202211/2189
Fax: 9202402

PEPCO
Pakistan Electric Power Company (Pvt.) Limited

No. 3052-62/PEPCO/DD(A)/146 Dated: 27-10-04

To:-
Chief Executive Officer,
Jamshoro Power Company Limited,
Jamshoro.

Subject: ADMINISTRATIVE POWER TO DIRECTOR (HUMAN RESOURCES & ADMINISTRATION), JPCL (GENCO-I).

Reference: Your letter No. CEO/JPCL/Admn/15019-20 dated 25.09.2004.

The recommendations of the JPCL management have been considered, and PEPCO concurs with the proposal to delegate to the HR & Admn Director the said administrative powers. The appellate authority in such case would be the Chief Executive of JPC. The delegation of power may be made by the Board of Directors of the Company in accordance with the legal requirements.

2. This issues with the approval of the Chairman WAPDA/PEPCO.

Sd/-
(Saqlain Zahur Raja)
Dy. Director (Admn.) PEPCO

c.c. to:-

1. PSO to Chairman PEPCO/WAPDA.
2. General Manager (Admn) WAPDA.
3. General Manager (Thermal) WAPDA.
4. Chief Engineer (Admn.) Power, WAPDA.
5. Executive Director (L&CA) PEPCO.
6. Director General (S&GA) WAPDA.
7. Secretary WAPDA.
8. F.D./Secretary GENCO-I.
9. PA to CEO PEPCO.
10. Master File.

ANNUEXURE-LXXXI

Grams: WAPDA Lahore Phones: 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-WAPDA HOUSE,
LAHORE

No.D(Rules)/07456/44/VI/1551 (a) Dated 24.12.2004

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES (POWER WING) DELEGATION OF ADMINISTRATIVE POWERS RULES, 1971

Ref'nce:- DG(S&GA)/AD(E.IA)/07076/II/13402-20 dated 08.04.1999.

The Authority in its meeting held on 06.12.2004, minutes issued vide Secretary WAPDA letter No. S/AD(Coord)/MTG/3142-43 dated 11.12.2004, has decided as under:-

a. To withdraw the disciplinary powers delegated to officers other than appointing authorities (including SDOs appointed on contract) vide letter under reference.

b. The contract SDOs will refer disciplinary cases in respect of their subordinates to the appointing authority through XENs concerned.

c. The regular SDOs to act as appointing authorities for employees in BPS 1-5 Disciplinary action against rest of the employees e.g. Drivers, LM-II etc; will be taken by the appointing authority as given in the Service Rules of the post.

2. The Delegation of Administrative Powers issued vide letter under reference stands amended to the above effect.

Sd/-
(Khalid Hussain)
Director (Rules)

Distribution

1. Chief Executive Officers, DISCOs, GENCOs and NTDC.
2. Chief Engineer (Admn) Power, WAPDA.
3. Director (Labour & Welfare), WAPDA.
4. Director (Establishment) S&GA, WAPDA.

ANNEXURE-LXXXII

No. GM(A)/DG(S&GA)/D(Rules)/07456/20/18343-993 Dated: 8/9.03.2006

OFFICE MEMORANDUM

Subject:- UNCOMMON PENALTIES – EXONERATION OF ACCUSED FOUND GUILTY IN ENQUIRIES

1. The discrepancies in awarding punishments is a major weak area which comes to the notice every now and then. The Authority, while handling a few cases of misappropriation/ embezzlements has noticed following lapses:

a. The competent authorities are unduly lenient in imposing penalties upon the culprits who are found responsible for offences of grave nature.

b. Accused employees are let off with imposition of very minor penalties although facts of the case warrant imposition of one or more major penalties.

c. Uncommon penalties are imposed upon where more than one employees of different cadres are involved in a case of embezzlement/fraud.

2. Exoneration of a culprit or imposition of the penalty of "Censure" etc in the following cases not only tantamount to abetment but also a mockery of the whole system of accountability. It then encourages the following:-

(a) Damage or loss of WAPDA / Public money through Fraud or embezzlement / misappropriation.

(b) Illegal Gratification/Bribery.

(c) Aggravated inefficiency, lethargy, lack of determination.

(d) Setting of wrong precedence's.

3. **Authority has directed** that the respective competent authorities must be firm and deterrent action be taken against corrupt and dishonest elements with iron hands. In this regard following are to be implemented:-

(a) The final order should give self speaking reasons for exoneration/penalty. In case penalty lesser than the lapse is imposed detailed reasons for the same should also be recorded (words only awarding penalty will be unacceptable).

(b) If a guilt has been confirmed by an inquiry, or any other evidence, no exoneration will be made. In case of a deviation matter be referred to the authority who ordered the investigation/inquiry giving details seeking advice.

(c) **In case of exoneration despite clear** fault/charge proved in the enquiry and ignoring the (a & b) above, the respective authority (competent authority) will be proceeded against on account of misconduct, unfair play and damage to the institution, by his competent authority or the authority upon whose orders the case was initiated as the case may be.

(d) **For all high level inquiries** ordered by Chairman or Members of Authority, required to be decided by different competent authorities, GM (M&S) will ensure monitoring till completion of all codal formalities. In case of injustice to the department or accused, M&S will seek permission of Chairman to initiate enquiry/disciplinary action against the defaulted competent authorities and instruct concerned department accordingly.

(e) All cases will be decided and punishment awarded within 2 months of endorsement of competent authority on the inquiry report. There will be no relaxation without a special/exclusive request. If a case is to be closed without awarding penalty it should be with the approval of the authority on whose orders the case was initiated.

4. Competent authority wants that the above be implemented in letter and spirit to safeguard interest of the service.

Sd/-
Brig (R)
General Manager (Admn)
(Muhammad Najam us Saqib)

ANNEXURE-LXXXIII

GOVERNMENT OF PAKISTAN
NATIONAL ACCOUNTABILITY BUREAU
ATA TURK AVENUE, G-5/2
ISLAMABAD

No. 2686/AD-III/I&I/NAB Dated: 04. April, 2006.

To,

The Chairman,
Pakistan Water & Power Development Authority,
WAPDA House,
Lahore.

Subject:- **INITIATION OF PROCEEDINGS UNDER THE PROVISIONS OF NATIONAL ACCOUNTABILITY ORDINANCE (NAO) 1999**

Reference: Large number of complaints forwarded to National Accountability Bureau (NAB) by WAPDA, against the officials of WAPDA and other defaulters during the years 1999 and 2000.

1. Wafaqi Mohtasib Cell, WAPDA, is sending number of requests for issuing NOCs in respect of WAPDA Officials, whose cases have been referred to NAB. It is intimated that National Accountability Bureau investigates into such cases, only if the offence falls within the ambit of National Accountability Ordinance (NAO) 1999.

2. After forwarding a case to NAB, any action taken by the referring authority against the alleged persons(s), regarding compulsory retirement, suspension from service or non-releasing of pension etc are to be taken by the competent authority of concerned department as per the prevailing rules. NAB has no jurisdiction in this regard. It is only after initiating of proceedings under NAO 1999 that NAB will recommend any of the action, as per Civil Service Rules-194, if required.

3. It is therefore, advised that NAB may not be requested to issue no objection certificate in matters which have not been initiated under NAO 1999.

Sd/-
Brigadier
Chief of Staff (NAB)
(Nasir Mahmood)

Copy to:-
Col Staff, NAB (Punjab), for information.

ANNUEXURE-LXXXIV

Grams: WAPDA Lahore Phones: 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-WAPDA HOUSE, LAHORE

No.D/DD(Rules)/07456/44/VIII/27500-90 Dated 02.05.2006

OFFICE MEMORANDUM

Subject:- **DELEGATION OF ADMINISTRATIVE POWERS-COMPANIES AUDIT STAFF.**

Ref:- Secretary WAPDA NO.S/AD(Coord)03003/MTG/1041-42, dated 25.4.2006.

Authority in partial modification of this office O.M No. D(Rules)/07456/44/VII/7418-7597, dated 31 Jan. 2003 has approved the following changes:-

S. #	Post	Companies		WAPDA/H.Q	
		Appointing authority	Appellate authority	Appointing authority	Appellate authority
1.	Audit Staff BPS 1-16	HR&A Director	CEO	No change, As per Service Rules.	
2.	Audit Officer BPS-17	Chief Engr./Tech. Dir./Opr. Dir. as the case may be	CEO	-do-	
3.	Sr. Audit Officer BPS-18	CEO	M (F)	M (F)	Chairman
4.	M (I. Audit)/Dy. Chief Auditor.	M (F)	Chairman	M (F)	Chairman

2. The above arrangement will remain intact till such time the Companies frame their own rules.

3. WAPDA Audit Service Rules, 1982 viz. Sr. 3 & 4 above also stand amended accordingly.

Sd/-
(Muhammad Yusuf Aziz)
Director (Rules)

Distribution

- As per list "A'.
- CEO (PEPCO), Lahore.
- All CEOs DISCOs, GENCOs and NTDC.
- Secretary WAPDA with reference to his letter No. S/AD (Coord) 03003/MTG/1041-42 dated 25.4.2006.
- Chief Auditor, WAPDA.
- Director Finance DISCOs/NTDC/GENCO-III.

- Dy. Chief Auditors DISCOs/NTDC/GENCO-III.

ANNUEXURE-LXXXV

Grams: WAPDA Lahore Phones: 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-WAPDA HOUSE, LAHORE

No. D/DD(Rules)/07456/20/1809 Dated 13. Dec. 2006

OFFICE ORDER

Subject:- **EFFECTIVE DATE OF PENALTY OF WITHHOLDING PROMOTION.**

Ref:- Your letter No. 19063 dated 01.12.2006.

A query regarding effective date of imposition of penalty period of withholding of Promotion for a particular period has been examined in detail. The word 'Promotion' means when an employee is due for promotion in his turn subject to fulfillment of other criteria as laid down in Promotion Policy. Therefore on such date, his promotion is to be withheld for the particular years for which the penalty has been confirmed upon him.

Sd/-
(Muhammad Junaid Afzal)
Director (Rules)

Endst. No. D(Rules)/07456/20/XIII/62317-52 Dated: 21. Dec, 2006

Above text is endorsed as per Distribution List B.

(Muhammad Junaid Afzal)
Director (Rules

CC also to:

All CEOs, DISCO, GENCO & NTDC
GM (C&M) Water / Power
Director (C&M) office of GM (Admn)
Director (P.R) WAPDA
Director (Establishment) S&GA
All Director of CM Cell
All Director of O7M Cell
Dy. Director (Admn) PEPCO
Librarian, WAPDA central library

PA to DG (S&GA)

ANNEXURE-LXXXVI

No. M&S/DDC/05002/I/Policy/2007/1411-16 Dated 07.05.2007

Subject:- HOLDING FORMAL INQUIRIES UNDER "REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000".

1. It is notified for the information of all concerned that investigations conducted by M&S Division are fact finding and are having no binding force on the competent authorities for taking disciplinary action against the delinquent staff. However, the contents of the Authority's OM No. GM(A)/DG(S&GA)/D(Rules)/07456/20/18343-993 dated 8/9.03.2006 with special reference to Para 2 & 3, may be kept in view and as such any decision otherwise would be brought to the notice of the competent authority approving M&S inquiries in the first instance.

2. In view of above, the competent authorities are at full liberty to conduct Formal Inquiries on the same issue if deemed appropriate while keeping the relevant contents of Removal from Service (Special Powers) Ordinance 2000.

Sd/-
(Ch. Muhammad Siddique)
General Manager (M&S)
Senior Fuel Economy Officer

ANNUEXURE-LXXXVII

WAPDA Lahore Phones : 9202508 – 9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

No/ D/DD(Rules)07456/456/45/II/27009-27216 Dated 19-06-2007

OFFICE MEMORANDUM

Subject : Delegation of Administrative/Disciplinary Powers to PSO/DD (Security)/DM (Security/AD (Security)

Ref : Secretary WAPDA No. S/AD(Coord)03003/MTG/1181-83 dt. 16.06.2007.

1. Authority has decided to delegate Administrative/Disciplinary Powers with regard to Security Staff as under:-

S. #	Post	Central WAPDA		Corporatized Entities	
		Appointing Authority	**Appellate Authority**	**Appointing Authority**	**Appellate Authority**
1.	Security Guard (BPS-3) Security Sergeant/Gate Sergeant (BPS-5/7) Security Inspector (BGPS-10)	The senior most Security Officer (Incharge) by designation of a. Director (Security) b. Project Security Officer c. Sr. Officer (Security) d. Assistant Director (Security	Next Higher of appointing/competent authority	Manager (Security/Dy. Manager (Security)	Director (HR&A)
2.	Security Officer (BPS-16)	Director General (S&GA)	GM (Admn)	Director (HR&A)	Chief Execurive Officer
3.	Assistant Director (Security) (BPS-17)	GM (Admn)	Member (Finance)	Director (HR&A)	Chief Executive Officer
4.	Dy. Director/Dy. Manager(Security)or equivalent BPS-18	GM (Admn)	Member (Finance)	Chief Executive Officer	Member (Finance)

2. The Pakistan WAPDA Combined Cadre (including Fire Fighting) Officers Service Rules, 1998 and Subordinate Security Staff (including Fire Fighting Staff) Service Rules, 1984 shall stand amended accordingly.

Sd/-
(Muhammad Junaid Afzal)

Distribution

- As per List 'B'
- CEO(PEPCO), Lahore.
- All CEOs DISCOs, GENCOs and NTDC.
- Secretary WAPDA with reference to his letter referred to above
- Director (Security), Wadpa w.r.t. his Diary No. 1605 dt. 24.02.07 and for further dissemination to all concerned.
- Director (Public Relations)
- Director (C&M) o/o GM (Admn)
- P.A to Member (Finance)
- P.A. to DG (S&GA)
- Librarian, WADPA Central Library, Wapda House, Lahore

ANNUEXURE-LXXXVIII

Grams: WAPDA Lahore Phones: 9202046-9202211/2332

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

SERVICES & GENERAL ADMINISTRATION

DIRECTOR GENERAL
(S&GA)

332-Wapda House,
Shahrah-i-Quaid-Azam, Lahore

No.DG (S&GA) D (Rules)/07456/44/IV/41268-468 Dated 30, Oct. 2007

CORRIGENDUM

Subject:- DELEGATION OF ADMINISTRATIVE POWERS

This Office O.M No. DG(S&GA)/D(Rules)/07456/44/IV/38354-534 dated 10.07.1998 refers (reproduced below).

The words “Sr. No. 4” appearing in second line of Note (iii) of Revised Annexure to the above O.M be read as “Sr. No. 5”.

Sd/-
Director General (S&GA)
(Iftikhar Ahmad)

Distribution:

* As per List ‘B’.
* Director (Estab) S&GA, WAPDA, Wapda House, Lahore.

ANNEXURE-LXXXIX

DELEGATION OF ADMINISTRATIVE POWERS

Sr. No.	Name of the post or ranke of the officer	Appointing Authority	Authority competent to impose penalty under E&D Rules	Appellate Authority	Transferring Authority
1	2	3	4	5	6
1.	Managing Director and officers of equivalent status	Chairman	Chairman	Authority	Chairman
2.	General Manager and officers of equivalent status	Chairman	Chairman	Authority	Chairman
3.	Chief Engineer and officers of equivalent status	Chairman	Chairman	Authority	Chairman
4.	Superintending Engineer and officer of equivalent status	Member/Managing Director	Member/Managing Director	Chairman	i. Member/Managing Director within the wing ii. General Manager within his jurisdiction
5.	Senior Engineer and officers of equivalent status	General Manager	General Manager	Member/Managing Director	i. General Manager outside Division/Region ii. Chief Engineer and equivalent Officer within his Within his Division/Region.
6.	Junior Engineer and officers of equivalent status	Chief Engineer	Chief Engineer	General Manager	i. Member/Managing Director/General Manager outside Division/Region ii. Chief Engineer and equivalent officer within his Division/Region iii. Superintending Engineer of Water/Power Wings within his jurisdiction

NOTE: (i) Selection to the post mentioned in column 2 will be made on the advised of the Selection Board prescribed in the relevant Service Rules.
(ii) Powers delegated to various officers will also be exercisable by the respective Managing Directors. Members and the Chairman in case of transferring authority only.
(iii) Chairman WAPDA, will be Appellate authority in case of Dy. Director (Admn) in column-5 against Sr. No. 5.
(iv) The posting/transfer orders issued by the Chairman, as the highest officer of the Authority shall assume penalty without prejudice to the powers conferred to subordinate transferring authorities.

* Amended as Sr. No. 5.

ANNEXURE-XC

No. D/DD(Rules)/07456/20/XIII/3467-4067 Dated: 27th March 2010

OFFICE MEMORANDUM

Subject: REPEALING OF REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000 AND RESTORATION OF THE PAKISTAN WAPDA EMPLOYEES (E&D) RULES, 1978.

This office memo No. DG(S&GA)/D(Rules)/07456/20/XIII/19863-20042 dated 20.04.2002 refers.

1. The Government of Pakistan vide Gazette notification of Act No. III of 2010 dated 06.03.2010, has repealed the Removal from Service Ordinance, 2000 (RFSO). As such The Pakistan WAPDA Employees Efficiency & Disciplinary (E&D) Rules, 1978 are restored with effect from 06.03.2010 for WAPDA Employees.

2. All competent / appellate authorities are, therefore, advised as under:-

a. All proceedings already initiated under RFSO 2000 upto 05.03.2010 i.e. before the commencement of this Act shall continue as such till finalization.

b. The cases already decided under RFSO upto 05.03.2010 shall remain intact.

c. All proceedings initiated from 06.03.2010 onward under RFSO shall be withdrawn and be initiated under the Pakistan WAPDA Employees (E&D) Rules, 1978 afresh.

3. WAPDA E&D Rules, 1978 are already available in WAPDA Manual of General Rules and WAPDA Manual of Disciplinary Rules, for consultation and implementation.

Sd/-
Director (Rules)
(Khalid Hussain)

ANNEXURE-XCI

No. D/DD(Rules)/07456/20/XIII/6397-6897 Dated: 7th May, 2010

CORRIGENDUM

Subject: REPEALING OF REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000 AND RESTORATION OF THE PAKISTAN WAPDA EMPLOYEES (E&D) RULES, 1978.

This office Memo No. D/DD(Rules)/07456/20/XIII/3467-4067 dated 27.03.2010 refers.

1. In pursuance to Establishment Division OM No. 3/10/2010-R-II dated 17.03.2010 conveyed by Ministry of Water and Power vide letter No. 1(17)/2010-I&C dated 19.03.2010, the restoration date of WAPDA E&D Rules, 1978 may be read as 05.03.2010 instead of 06.03.2010. The dates mentioned in para -2 of OM referred above thus stands amended accordingly.

Existing	Revised
Para-2 a. All proceedings already initiated under RFSO 2000 upto 05.03.2010 i.e. before the commencement of this Act shall continue as such till finalization. b. The cases already decided under RFSO upto 05.03.2010 shall remain intact. c. All proceedings initiated from 06.03.2010 onward under RFSO shall be withdrawn and be initiated under the Pakistan WAPDA Employees (E&D) Rules, 1978 afresh.	Para-2 a. All proceedings already initiated under RFSO 2000 upto 04.03.2010 i.e. before the commencement of this Act shall continue as such till finalization. b. The cases already decided under RFSO upto 04.03.2010 shall remain intact. c. All proceedings initiated from 05.03.2010 onward under RFSO shall be withdrawn and be initiated under the Pakistan WAPDA Employees (E&D) Rules, 1978 afresh.

2. Other contents of the letter shall remain the same.

Sd/-
Director (Rules)
(Khalid Hussain)

ANNEXURE-XCII

No. D/DD(Rules)/07456/21/V/22211-260 Dated: 8th Oct, 2010.

OFFICE ORDER

Subject: CLARIFICATION – WAPDA E&D Rule -12 'Revision'

1. It has been observed that a penalized employee invokes the provision of Rule-12 'Revision' of WAPDA E&D Rules and competent authority entertains it which is totally wrong. Under Rule-11 of WAPDA E&D Rules a penalized employee has a right of appeal against a penalty to the appellate authority. Thereafter one can only go to the Federal Services Tribunal for Redressal of grievance.

2. Revision under Rule 12 of E&D Rules is solely a prerogative of Authority and Members / MD. It envisages two positions where revisional power can be exercised namely:

a. If there is a specific reference (not from the employee);

b. If the Authority, Members / MD under Rule 12 on its own takes up the matter.

In case an employee makes a reference then both the conditions are not available to consider such a case.

3. The Supreme Court has also taken a serious view of such a lapse on the part of competent authorities in Civil Petition No. 337 of 2010. All concerned officers / offices who process the disciplinary cases are strictly advised not to invoke / process the provision of Revision under Rule 12 of E&D Rules on a reference from a penalized employee. In such cases the competent authorities i.e. Members / MD concerned may be apprised of the provision of the Rule accordingly.

4. It may also be added that from 2001 to 04 March 2010 'Removal from Service (Special Powers) Ordinance' remained operative under which there was no provision of Revision at all. Therefore, Revision of a case decided under RFS Ordinance is totally out of question and under Rule-12 'Revision' of E&D Rules, a decided disciplinary case cannot be opened on a reference from the employee.

5. All concerned are requested to observe strict compliance.

Sd/-
Director General (HR&A)
(Parvaiz Ahmad)

ANNUEXURE-XCIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phone: 042-99230898
Fax: 042-35949147
Email: additionalchiefauditorwapdasal@hotmail.com

O/O The Chief Auditor WAPDA
(Statutory Audit Liaison Section)
47-L, Gulberg-III, Near Kalma Chowk,
Lahore.

No. DPS/503-Policy/PAC/4823 Dated 08.04.2016.

WAPDA		
Managing Director (Admn)	General Manager (TDP)	General Manager (Sports)
General Manager (C&M)	General Manager (GBHP)	General Manager (CCC)
General Manager (Central) Water	General Manager (Northern Area)	CEO (NJHPC)
General Manager (P) South	General Manager (Hydroplaning)	Director General Finance (B&C)
General Manager (P) North	General Manager (DBDO)	Director General (Medical / S)
General Manager (MDRP)	General Manager (Ins & Pen)	Director General (Services)
General Manager (Hydel) Opr.	General Manager (M&S)	Director General (HR&AN)
General Manager (Hydel) Dev.	General Manager (P&D) Water	CRRK Karachi
General Manager (Tech) Services	General Manager Finance (Power)	
General Manager (Training)	General Manager Finance (Water)	

Subject: <u>SOP FOR CONDUCTING DEPARTMENTAL ENQUIRES ON THE DIRECTION OF DAC/PAC</u>

1. DAC observed that the enquires report submitted by WAPDA was not in-line with the direction of DAC/PAC. In this regard, Ministry of Water and Power directed to take disciplinary action against the convener of Enquiry Committee.

2. On this particular matter, Member Water and Member Finance discuss with worthy Chairman WAPDA, who advised that proper SOPs may be developed to ensure conducting of enquiry in line with DAC/PAC directions.

3. Accordingly, following SOPs to conduct enquiries on the directions of DAC/PAC has been developed for strict compliance:

    1. The Enquiry Committee/Officer may be approved by the Member concerned.
    2. After completing the enquiry proceedings, the convener of the Enquiry Committee will send the enquiry report to the concerned Member and the Member concerned will send the enquiry report to Chief Auditor for its review and offer comments.
    3. After his review the Chief Auditor will submit the comments on the Enquiry Report to concerned Member for this guidance to improve Enquiry Report if required to make it in compliance of DAC/PAC Directions.
    4. For technical vetting of Enquiry Reports by the Chief Auditor WAPDA, five working days will be required for each report.

4. It is therefore requested that all offices under your administrative control may kindly be directed to submit Enquiry Reports as per SOP in future.

Sd/-
Dy. Chief Auditor (SAL)

c.c. to:-
1. SO to the Chairman, WAPDA.
2. SO to the Member (Power), Member (Finance), Member (Water).

ANNUEXURE-XCIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phone: 99202544-99202211/2711

General Manager
711-Wapda House, Lahore.

No. GM(HRD)/D/DD(Rules)/07456/20/17118-17268

Dated 4/8.10.2018.

OFFICE MEMORANDUM

Subject: AUTHORITY'S INSTRUCTIONS REGARDING DEALING WITH DISCIPLINARY CASES – UNCOMMON PENALTIES

Ref: Office Memos No. GM(M&S)/AD(Rev)/05002/1(Policy)/1591-1630 dated 15.04.1993 and No. GM(A)/DG(S&GA)/D(Rules)/07456/20/18343-993 dated 8/9.03.2006, on the subject.

1. It has been observed that Competent authorities while deciding disciplinary cases take lenient view and ignore the gravity of offence at the time of imposing penalties under WAPDA (E&D) Rules. This tendency defeats the very purpose of deterrence against breach of service discipline and compromise on Authority's interests.

2. It is, therefore, reiterated that all Competent authorities while imposing penalties, the gravity of offence be given due weightage. Serious Disciplinary cases culminating in lenient penalties or exonerating by the competent authorities, will make the competent authorities liable under WAPDA (E&D) Rules. Moreover, while deciding disciplinary cases detailed reasons must be recorded.

3. All Competent authorities shall ensure compliance of above instructions in letter and spirit.

Sd/-
Brig (R) Shoaib Taqi
General Manager (LA&R/HRD)

c.c. to:-
As Per List "B

ANNUEXURE-XCV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

(Rules Directorate WAPDA)

Tel : 99203576 & 99202019 99202211/2731
Fax: 99203532

Director General (HR&Admn),
731-Wapda House, Lahore.

No. DG/DD(Rules)/07456/20/XIII/5097-5246 Dated 05.04.2019

OFFICE MEMORANDUM

Sub: **Observance Of Legal Formalities By Inquiry Committee / Inquiry Officer**

It is reiterated that following instructions conveyed by Rules Directorate vide Office Memorandum No. D(Rules)/07459/67/28640-28290 dated 17.06.2003 (printed overleaf), be adhered to in letter and spirit by "Convener of the Fact Finding Inquiry Committee / Inquiry Officer" while submitting the Inquiry Report to the competent authority for further proceedings under the Pakistan WAPDA Employees (Efficiency and Discipline) Rules, 1978, if required:-

> "While submitting the report to the competent authority the enquiry / investigation officer should also furnish the draft statement of allegations in respect of each accused separately".

Sd/-
Director General (HR&A)
(Safdar Mehdi Rizvi)

Distributions:

All GMs / CEs / DGs WAPDA

Directorate of Rules (HR&A) WAPDA
Publication No.2
VIII (Edition)

Pakistan
Water And Power
Development authority

The Pakistan Wapda Employees (Conduct) Rules, 1978

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 69911/352
Telegrams: WAPDA LAHORE
No. SO (R&CM)-35 (WECR)/489-1049

6th Floor,
Wapda House, Lahore.
Dated May 10, 1978.

In exercise of the powers conferred by Section-18 of the Pakistan Water and Power Development Authority Act, 1958 (West Pakistan Act No. XXXI of 1958), the Pakistan Water and Power Development Authority is pleased to make the following rules namely:

THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES, 1978

1. Short Title and Commencement

(1) These rules may be called the Pakistan Wapda Employees (Conduct) Rules, 1978.
(2) They shall come into force at once.

2. Extent of Application

These rules shall apply to all directly recruited Wapda employees, including those engaged on contract/re-employed, except the officials / officers serving the Authority on deputation.

3. Definition

1. In these rules, unless there is anything repugnant in the subject or context:
   (a) "Authority" means, Pakistan Water and Power Development Authority;
   (b) "Employee" means, an employee to whom these rules apply;
   (c) "Members of a Wapda employee's family" includes:
      (i) his wife/wives, real/step children, residing with him and wholly dependent upon him.
      (ii) any other relation of the Wapda employee or his wife, when residing and wholly dependent upon him.

2. Reference to a wife in clause (c) of sub-Rule (1) shall be construed as reference to the husband where the Wapda employee is a woman.

4. Gifts

(1) Save as otherwise provided in the appropriate Authority** Instructions, no Wapda employee shall accept or permit any member of his/her family to accept from any person any gift, the receipt of which will place him/her under any form of official obligation to the donor.
(2) If any question arises whether receipt of a gift places a Wapda employee under any form of official obligation to the donor, the decision of the Authority thereon shall be final.

*[1] 5. Acceptance of Foreign Awards

No Wapda employee shall except with the approval of the Chairman, Wapda, accept a foreign award, title or decoration.

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*[1] Detail instruction issued vide endorsement No. DG (S&GA)/D/(Rules)/07456/23/25703-883 dated 28-06-2000 (Annex-XXIV)
**Amended Vide OM No. 1/37/2018-E-6 dated 26.11.2018.

Explanation:- For the purposes of this Rule, the expression "approval of the Chairman" means prior approval in ordinary cases and ex-post-facto approval in special cases where sufficient time is not available for obtaining prior approval.

6. Public Demonstration in Honour of Wapda Employee

No Wapda employee shall encourage meetings to be held in his/her honour or presentation of addresses of which the main purpose is to praise him/her.

7. Gift to Medical Officers

Subject to the departmental rules in this behalf, a medical officer may accept any gift of moderate value offered in good faith by any person or body of persons in recognition of his/her professional services.

8. Subscriptions

No Wapda employee shall except with the previous sanction of the Authority, ask for, or accept, or in any way, participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

9. Lending and Borrowing

(1) No Wapda employee shall lend money to, or borrow money from, or place himself/herself under any pecuniary obligation to, any person within the local limits of his/her authority or any person with whom he/she has any official dealings:

Provided that a Wapda employee may:-

(i) Deal in the ordinary course of business with a joint-stock Co., bank or a firm of standing or the House Building Finance Corporation;
(ii) Accept a purely temporary loan of small amount, free of interest, from a personal friend or the operation of a credit account with a bonafide tradesman.

(2) When a Wapda employee is appointed or transferred to a post of such a nature that person from whom he/she has borrowed money or to whom he/she otherwise placed himself/herself under a pecuniary obligation will be subject to his/her official authority, or will reside, possess immovable property, or carry on business within the local limits of such authority, the Wapda employee shall forthwith declare the circumstances, if he is an officer in NPS-16 and above to the Authority, through the usual channel, and where he is in NPS-15 and below to the head of his office.

***[1] 10. Buying and Selling of Valuable Property, Novable and Immovable.**

10(1) A Wapda employee who intends to transact any purchase, sale or disposal by other means of moveable or immovable property exceeding in value of Rs. 500,000/- (Five Hundred thousand rupees only) in case of officer in Grade-16 and above and Rs. 100,000/- (One hundred thousand rupees only), in case of employees in Grade-I5 and below with any person shall apply for *[2]permission to the Head of the Division or the Authority as the case may be. Any such application shall state fully the circumstances, the price offered or demanded and in the case of disposal otherwise than by sale, the method of disposal. Thereafter such Wapda employee shall act in accordance with such orders as may be passed by the Authority;

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*[1]Substituted vide O.M. No. DG (S&GA) D(R)/07456/23/23047-24347 dt.20.03.06 (Annex-XXVI)

*[2]Competent authorities for according permission declared vide office order dt 23-11-1996 (Annex-XVI)

PROVIDED that all transactions with a person, who is an official subordinate of the Wapda employee should be reported to the next higher authority.

EXPLANATION:- In this Rule the term "Property" includes agricultural or urban land, bonds, shares or securities but does not include a plot purchased for the first time for building a house from a Co-operative Housing Society or a Government Housing Scheme.

10(2) A Wapda employee who intends to acquire more than one plot from one or more Cooperative Housing Societies or Government Housing Schemes or intends to dispose off any of plot acquired by him as such shall obtain prior permission of the competent authority, as the case may be, in the manner specified in sub Rule (1).

10-A. Construction of Building, etc,

No Wapda employee shall construct a building, whether intended to be used for residential or commercial purposes, except with the previous sanction of the Authority obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

***[1] 11. Declaration of property**

Every Wapda employee shall submit to the Authority through the usual channel upto 15th July of each calendar year, an annual declaration of income, Assets and Expenses for each financial year (1st July to 30th June) on a new prescribed Proforma (Annex-A). The same duly filled in and signed shall be forwarded by the employee to their respective Head Offices, detailed as under:-

(1)	For officers BPS 20 and above	DG (HR&A)
(2)	For officers BPS 16 to 19	GM (C&M) Water
		*[2]GMF (Coord.) including offices of GMF P/W
		CE (Admn) P
		Chief Auditor
		Dir (Est.)
(3)	For official BPS 1 to 15	Respective GM/CE/Directors

"The Proforma shall be opened in the relevant offices, as above, each year and entered in the database of each employee's Assets, Income, Expenses keeping it updated and complete in all respects".

12. Disclosure of Assets, immovable, Movable and Liquid

A Wapda employee shall, as and when he/she is so required by the Authority, by a General, or Special order, furnish information as to his/her assets, disclosing liquid assets and all other properties, immovable or movable, including, shares, certificates, insurance policies, cash and jewellery.

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*[1]Substituted Vide O.M.No. S/DD (Rules)/07456/23/23047-24347 dt. 20.3.06 (Annex-XXVI)
*[2]Post upgraded vide O.O No. SO (IMPL.)/12-29/Ins/Vol-I/7715-643 dt 24.5.12 (Annexure-)

13. Speculation and Investment

(1) No Wapda employee shall speculate in investments. For the purpose of this sub-rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

(2) (a) No Wapda employee shall make, or permit any member of his/her family to make, any investment likely to embarrass or influence him/her in the discharge of his/her official duties. .

*[1](b) All Wapda employees shall furnish a declaration to the effect that :-

(i) None of his/her family members will engage in any contractual business with the Authority.

(ii) If any of his/her near relatives, not covered under (i) above, engage in any such business with Wapda, he/she shall inform the authority about it.

*[2]Note: Dependents of WAPDA employees will not seek employment in firms/companies doing business with WAPDA

(3) No Wapda employee shall make any investment information of the value of which is available to him/her as a Wapda employee and is not equally available to the general public.

(4) If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-rules, the decision of the Authority thereon shall be final.

*[3] 13-A No Wapda employee shall take up a course of study during evening at educational institutions without the prior permission of his appointing authority. No such permission shall be granted unless the competent authority is satisfied that the prosecution of studies will not interfere with the Wapda employee's official duties. Such permission may be withdrawn if the competent authority is convinced that the Wapda employee is taking part in politics or prosecution of such studies is interfering with the satisfactory performance of his duties.

*[4] For both the Ph. D / Master Degree to execute a bond of Rs.50,000/- for two years where expenses are reimbursed by WAPDA.

***[4]** **Surety Bond at Own Expense:**

For Ph. D: To execute a bond to serve for 3 years or to pay Rs.200,000/-
For Master Degree: To execute a bond to serve for 2 years or to pay Rs.100,000/-

*[5] Clarification

Rules 13-A of the "Pakistan Wapda Employees (Conduct) Rules, 1978" is quite clear. Permission of the appointing authority is not required in case an employee intends to appear in an examination as a private candidate and does not seek admission in the evening classes.

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*[1]Added Vide O.M No. DG (S&GA)/DD(R)/07456/23/36168-37467 dated 25-09-97 (Annexure-XVII)
*[2]O.O No. GM (A)/AD(EI-A)/37507-38806 dt 9/14th Oct. 1999 (Annexure-XX)
*[3]Added Vide OM. No. S/DD (Rules)/07456/22/Vol-II/66588-67367, dated 31.8.83 (Annexure-V)
*[4]D/DD(Rules)/07456/46/44053-700 dt. 29.11.2007 (Annexure-XXVIII)
*[5]Clarification issued vide No. DG/DD(R)/07456/23/318 dt. 20.5.1985 (Annexure-X)

14. Private Trade, Employment or Work

(1) No Wapda employee shall except with the previous sanction of the Authority, engage in any trade, or undertake any employment or work, other than his/her official duties :

Provided that he/she may without such sanction undertake honorary work of a religious social or charitable nature or occasional work of a literary or artistic character. subject to the condition that his/her official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his/her position or obligation as a Wapda employee; but he/she shall not undertake or shall discontinue such work if so directed by the Authority. A Wapda employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of the Authority:

Provided further that a Wapda employee (below Grade-16) may, without such sanction, undertake a small enterprise which absorbs family labour and where he/she does so, shall file details of enterprise, alongwith the declaration of assets.

(2) Notwithstanding anything contained in sub-rule (1), no Wapda employee shall associate himself/herself with any private trust, foundation *[1]Housing Society or similar other institution which is not sponsored by the Authority/Government.

(3) This rule does not apply to sports activities and membership of recreation clubs.

14-A. Subletting of Residential Accommodation Allotted by the Authority

No Wapda employee shall, except with the prior permission of the Authority, sublet residential accommodation or any portion thereof, let to him/her by the Authority.

14-B. Wapda Employee not to Live Beyond his Means etc.

No Wapda employee shall live beyond his/her means or indulge in ostentation on occasions of marriage or other ceremonies.

15. Insolvency and Habitual Indebtedness

A Wapda employee shall avoid habitual indebtedness. If a Wapda employee is adjudged or declared insolvent or if the whole of that portion of his/her salary which is liable to attachment, is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum, which, in ordinary circumstances, he/she cannot repay within a period of two years, he/she shall be presumed to have contravened this rule unless he/she proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence he/she could not have foreseen, or over which he/she had no control and has not proceeded from extravagant or dissipated habits.

(2) A Wapda employee who applies to be or is adjudged or declared insolvent, shall forthwith report his/her insolvency to respective Head of the Division/Authority, as the case may be.

16. Unauthorized Communication of Official Documents or Information

No Wapda employee shall, except in accordance with any special or general order of the Authority, communicate directly or indirectly any official information or the contents of any official

---

*[1]Added vide O.M. No. DG (S&GA)/DD (R)/07456/22/III/51134-52409 dt. 21-09-92 (Annex-XV)

documents, to a Wapda employee not authorized to receive it, or to a non-official person, or to the press.

17. Approach to Members of the Assemblies, etc.

No Wapda employee shall, directly or indirectly, approach any Member of the National Assembly or Provincial Assembly or any other non-official person, to intervene on his/ her behalf, in any matter.

***[1] 17 -A. Approach to President/Senior Officers of the Government**

No Wapda Officer/employee should address representations direct to the President of Pakistan/Senior Officers of the Government.

18. Management etc., of Newspapers or Periodicals

No Wapda employee shall, except with the previous sanction of the Authority, own wholly, or in part, or conduct, or participate in the editing, or management of any newspaper or other periodical or publications. .

19. Radio Broadcast or T.V. Programme and Communications to the Press

No Wapda employee shall, except with the previous sanction of the Authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast or T.V. Programme, or contribute any article or write any letter, either anonymously or in his/her own name, or in the name of any other person, to any newspaper or periodical:

Provided that such sanction shall generally be granted, if such broadcast or T.V. Programme, or such contribution, or letter is not, or may not be considered likely to jeopardize the integrity of the Wapda employee, the security of Pakistan or friendly relations with foreign States, or to offend public order, decency or morality, or to amount to contempt of court, defamation or incitement to an offence:

Provided further that no such sanction shall be required if such broadcast or T.V. Programme or such contribution or letter is of a purely literary artistic or scientific character.

19-A Where a Wapda employee submits the draft of a literary, artistic or scientific article or book for obtaining previous sanction for its publication, he shall be informed within three months of his doing so whether he has or has not such sanction; and, if no communication is issued to him within that period, he shall be entitled to presume that the sanction asked for has been granted.

***[2] 20. Publication of Information and Public speeches capable of embarrassing the Authority/Government**

No Wapda employee shall, in any document, published or in any public utterance, or T.V. Programme or in any Radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the Authority/Government:

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*[1]Added vide OM. No. S/DD (Rules) 07456/22/Vol.III/111605-2404, dated 24-12-1984 (Annex-IX)

*[2]Substituted Vide OM. No. S/DD (Rules)/07456/22/312-1191 dated 3-1-1984 (Annex-VII)

Provided that technical staff (of all grades) may publish research papers on technical subjects if such papers do not express views on political issues, or on the Authority's/ Government's policy and do not include any information of a classified nature.

21. Evidence before Committee

(1) No Wapda employee shall give evidence before a public committee, except with the previous sanction of the Authority.

(2) No Wapda employee, giving such evidence, shall criticize the policy or decision of the Authority.

(3) This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

22. Taking Part in Politics and Elections

(1) No Wapda employee shall take part in, subscribe in aid of, or assist in any way, any political movement in Pakistan, or relating to the affairs of Pakistan.

(2) No Wapda employee shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement or indirectly to be, subversive of Government as by law established in Pakistan.

(3) No Wapda employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body, whether in Pakistan, or elsewhere:

Provided that a Wapda employee who is qualified to vote at such election may exercise his/her right to vote; but if he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote, or has voted.

(4) No Wapda employee shall permit any member of his/her family to act in a manner in which he/she himself/herself is not permitted by sub-rule (3) to act.

(5) A Wapda employee who issues an address to electors, or in any other manner, publicly announces himself/herself, or allows himself/herself to be publicly announced as a candidate or prospective candidate for election to a legislative body, shall be deemed for the purpose of sub-rule (3) to have taken part in an election to such body.

(6) The provisions of sub-rule (3) and (5) shall so far, as may be, apply to elections to local authorities or bodies, save in respect of Wapda employees required or permitted by, or under any law or order of the Authority, for the time being in force, to be candidates at such elections.

(7) If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Authority thereon shall be final.

23. Propagation of Sectarian Creeds, etc.

No Wapda employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favourtism, as are likely to affect his/her integrity in the discharge of his/her duties, or to embarrass the administration, or create feelings of discontent or displeasure amongst the Wapda employees.

23-A. Wapda Employees not to express views against ideology of Pakistan

No Wapda employee shall express views detrimental to the ideology or integrity of Pakistan.

***[1] 23-B. Wapda Employees not to take part in or assist, any public demonstration against Government/Wapda decisions etc.**

No Wapda employee shall take part in, or in any manner assist, any public demonstration directed against a Government / Wapda decision or policy or permit any member of his family dependent upon him to do so.

24. Nepotism, Favouritism and Victimization, etc.

No Wapda employee shall indulge in provincialism, parochialism, nepotism, favouritism or wilful abuse of office.

25. Vindication by Wapda Employees of their Public Acts or Character

(1) A Wapda employee may not, without the previous sanction of the Authority, have recourse to any Court or to the Press, for the vindication of his/her public acts or character, from defamatory attacks. When the Authority grants sanction, to a Wapda employee to have recourse to a Court, the Authority will ordinarily bear the cost of the proceedings, but may leave the Wapda employee to institute them, at his own expense. In the later case, if he/she obtains a decision in his/her favour, the Authority may reimburse, him/her to the extent of the whole or any part of the cost.

(2) Nothing in this rule limits or otherwise affects the right of a Wapda employee to vindicate his/her private acts or character.

26. Membership of Service Associations

No Wapda employee shall be a member, representative or officer of any association, representing or purporting to represent Wapda employees or any class of Wapda employees, unless such association satisfies the following conditions, namely:

(a) Membership of the association and its office-bearers shall be confined to, a distinct class of Wapda employees and shall be open to all Wapda employees of that class.

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*[1] Substituted Vide O. M. No. S/DD (Rules)/07456/22/312-1191, dated 3.1.1984 (Annex-VII)

(b) The association shall not be in any way connected with, or affiliated to any association, which does not, or any federation of associations, which do not satisfy condition (a) above.

(c) The association shall not be in any way connected with any political party or organization, or engage in any political activity.

(d) The association shall not :

(i) issue or maintain any periodical publication except in accordance with any general or special order of the Authority; and

(ii) except with the previous sanction of the Authority, publish any representation on behalf of its members, whether in the press or otherwise.

(e) The association shall not, in respect of any election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere:-

(i) pay or contribute towards, any expenses incurred in connection with his/her candidature by a candidate for such election;
(ii) by any means support the candidature of any person for such election; or
(iii) undertake or assist in the registration of electors, or the selection of a candidate for such election.

(f) The association shall not:-

(i) maintain, or contribute towards the maintenance of, any member of a legislative body, or of any member of a local authority or body, whether in Pakistan or elsewhere ; or
(ii) Pay, or contribute towards the expenses of any trade union which has constituted a fund under section 16 of the Trade Unions Act, 1926 (XVI of 1926).

27. Use of Political or other Influence

No Wapda employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Authority or any Wapda employee in support of any claim arising in connection with his/her employment as such.

***[1] 28. Approaching Foreign Missions, Aid-Giving Agencies and submission of Applications for Employment etc. to other Organizations within the country and abroad**

(a) No Wapda employee shall directly or indirectly:-
(i) approach a Foreign Mission in Pakistan or any Foreign Aid-Giving Agency etc. in Pakistan or abroad, to secure for himself/ herself invitation to visit a foreign country or to elicit offers of training facilities abroad; and
(ii) submit application for employment or training facilities etc. to other Organizations within the country or abroad except through the authority competent to accord such permission.

(b) Communication in any manner, whatsoever, written or verbal on service matters including postings and transfers etc. and forwarding advance copies of requests to the Agencies/Organizations referred to above shall not be made by any employee except through the appropriate channel within the Authority.

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*[1]Substituted Vide O.M No. S/DD (Rules)/07456/22/83031-810 dated 19-10-1983 (Annexure-VI)

29. Delegation of Powers.

The Authority may, by general or special order, delegate to any officer or authority subordinate to it, all or any of its powers under these rules, and may, by such order, prescribe the channel through which reports shall be made to the Authority and the officers, receipt by whom of such reports shall be regarded as receipts of the reports by the Authority within the meaning of these rules.

30. Rules not to be in derogation of any Law, etc.

Nothing in these rules shall derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of Wapda employees.

BY THE ORDER OF THE AUTHORITY

Sd/-
(KAZIM ALI KHAN)
Section Officer (R&CM)

Annexure-I

No. D/DD (Rules)/07456/22/107129-930 8th December 1982

OFFICE MEMORANDUM

Sub: **THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES. 1978**

Reference Authority's Office Order No. AD (E-IA) 1 (777-B)/3515-3815, dated 2-2-82 and rule-10 and 10 (A) of the Pakistan Wapda Employees (Conduct) Rules, 1978.

2. The Authority is pleased to prescribe an application form for seeking permission for the purchase/sale of movable/immovable property or for the construction of a building, as per specimen on the reverse.

Sd/-
S. M. Kamal
Director (Rules) Wapda.

APPLICATION SEEKING PERMISSION FOR PURCHASE/SALE OF MOVABLE/ IMMOVABLE PROPERTY OR FOR THE CONSTRUCTION OF A BUILDING

1. Name
2. Designation.
3. Basic Pay and N .P .S.
4. Details of the property to be purchased/sold (indicate whether to be purchased or Sold).
5. Location of the immovable property mentioned above.
6. Price of the property to be purchased/sold.
7. Estimated cost of the construction of the House:-
    (i) Land
    (ii) Actual Construction

8. Source of financing the purchase/construction of the house. (In case it is proposed to be financed by parents/in-laws or other closed relatives, a brief note justifying their pecuniary resources and proof of receipt of money be added).

9. Name and address of the person from whom the property is to be purchased/to whom property is to be sold.

10. I do hereby solemnly declare that the above information is correct to the best of my knowledge and belief and that the person with whom this transaction is being made is neither my official subordinate nor it will place me under any pecuniary obligation to any person within the local limits of my authority or with any person with whom I am in official dealing.

SIGNATURE OF THE EMPLOYEE

Annexure-II

No. D/DD (Rules)/07456/14/12779-13124 30th January, 1983

OFFICE MEMORANDUM

Subject: **GRANT OF HOUSE BUILDING/PURCHASE ADVANCE**

In partial modification of the advice contained in this office letter No. D/DD (Rules)/ 07456/14/21292-21592, dated 3.5.1982, the Authority has decided that there should be no objection to the creation of a second charge on the property already mortgaged with the Authority. Permission may be granted to Wapda employees applying for a loan from House Building Finance Corporation, thereby creating a second mortgage on the property (already mortgaged with the Authority) in favour of the House Building Finance Corporation subject to the condition that the House and the Land will remain mortgaged in favour of the Authority to the extent of the advance drawn from the Authority together with interest accrued thereon and that it will constitute first-charge on the said property. While granting such permission it should be ensured that the above conditions are invariably incorporated in the second mortgage to be executed in favour of the House Building Finance Corporation.

Sd/-
(S. M. Kamal)
Director (Rules) Wapda

Annexure-III

No. D/DD (Rules)/07456/13/40026-375 25th April, 1983

OFFICE MEMORANDUM

Subject: **GRANT OF HOUSE BUILDING/PURCHASE ADVANCE**

In continuation of this office O.M. No. D/DD (Rules)/07456/14/12779-13124, dated 30.1.83, it is clarified that permission for the construction of a house by a Wapda employee is to be accorded by his appointing authority on an application made in his behalf, disclosing his source from which the cost of such construction shall be met vide rule 10-A of Pakistan Wapda Employees (Conduct) Rules, 1978. It is, therefore, clear whether the house is to be constructed by taking a loan from House Building Finance Corporation by creating the first mortgage on the property or second mortgage on the property needs the approval of the appointing authority. The approval will be sought on the prescribed form for this purpose vide Office Memorandum No. D/DD (Rules)/07456/22/107129-930 dated 8.12.1982.

2. Since according to Office Order No: SO (S)-5(2) A&L/57007-567, dated 20.4.78, all agreements/surety bonds in respect of house building advances etc.. are to be signed and accepted on behalf of the Authority by the General Manager (Admn), any application for permission for a loan from House Building Finance Corporation by creating a second mortgage on the property (already mortgaged to the Authority) in favour of House Building Finance Corporation, will be accorded by the appointing authority through General Manager (Admn.) who has accepted on behalf of Authority the agreement and surety bond for the grant of first advance. In fact such permission may be sought by the employee on the prescribed form already referred to above.

3. This issues with the approval of General Manager (Admn.)

Sd/-
(S. M. Kamal)
Director (Rules) Wapda

Annexure-IV

No. D/DD (Rules)/07456/13/46672-47021 19th May, 1983.

CORRIGENDUM

Subject**: GRANT OF HOUSE BUILDING/PURCHASE ADVANCE**

The words "appointing authority" wherever occurring in this office OM No. D/DD (Rules)/07456/13/40026-375, dated 25.4.1983, be substituted by the words "competent authority".

2. A copy of the corrected text of the Office Memorandum is reproduced below.

Sd/-
(S. M. Kamal)
Director (Rules) Wapda

Annexure-V

Pakistan Water and Power Development Authority

Telephone: 304488 & 69911/204 740-Wapda House,
Telegrams: WAPDA LAHORE Lahore.

No. S/DD(Rules)/07456/22/Vol.II/66588-67367 31 August, 1983

Office Memorandum

Subject:- **The Pakistan Wapda Employees (Conduct) Rules, 1978-Amendment.**

The Authority is pleased to add the following as rule 13-A in the Pakistan Wapda employees (Conduct) Rules, 1978 with immediate effect:-

13-A "No Wapda employee shall take up a course of study during evening at educational institutions without the prior permission of his appointing authority. No such permission shall be granted unless the competent authority is satisfied that the prosecution of studies will not interfere with the Wapda employee's official duties. Such permission may be withdrawn if the competent authority is convinced that the Wapda employee is taking part in politics or prosecution of such studies is interfering with the satisfactory performance of his duties."

2. Authority's Office Order No. KGA-I(412)/Admn/20027 dated 21.9.1960 is hereby withdrawn.

Sd/-
Colonel
(Idrees Mohsin)
Secretary, Wapda.

Distribution
As per List 'D'.

Annexure-VI

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 304488 & 69911/204 740-Wapda House,
Telegrams: WAPDA LAHORE Lahore.

No. S/DD(Rules)/07456/22/83031-810 19 October 1983.

OFFICE MEMORANDUM

Subject:- **The Pakistan Wapda Employees (Conduct) Rules 1978—Amendment.**

The Authority has been pleased to replace the existing rule 28 of the Pakistan Wapda employees (Conduct) Rules, 1978, with the following:-

Rule-28. Approaching foreign Missions, Aid-giving Agencies and submission of Applications for employment etc. to other Organizations within the country and abroad.

(a) No Wapda employee shall directly or indirectly:-

i) approach a foreign Mission in Pakistan or any foreign Aid-Giving Agency etc. in Pakistan or abroad, to secure for himself/herself invitation to visit a foreign country or to elicit offers of training facilities, abroad; and

ii) submit application for employment or training facilities etc. to other Organizations within the country or abroad except through the authority competent to accord such permission.

(b) Communication in any manner, whatsoever, written or verbal on service matters including postings and transfers etc. and forwarding advance copies of requests to the Agencies/Organizations referred to above shall not be made by any employee except through the appropriate channel within the Authority.

Sd/-
Colonel:
(Idrees Mohsin)
Secretary-Wapda.

Distribution as per List 'D'.

Annexure-VII

Pakistan Water and Power Development Authority

Telephone: 304488 & 69911/204
Telegrams: WAPDA LAHORE

740-Wapda House,
Lahore

No. S/DD(Rules)/07456/22/312-1191

January 3, 1984.

Office Memorandum

Subject:- **The Pakistan Wapda Employees (Conduct) Rules, 1978-Amendments.**

The authority has been pleased to make the following amendments in the Pakistan Wapda Employees (conduct) Rules, 1978 with immediate effect:-

1. The existing rule 20 may be replaced with the following:-

20. Publication of Information and Public speeches capable of embarrassing the Authority/Government.

No Wapda employee shall, in any document, published or in any public utterance, or T.V. Programme or in any Radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the Authority/Government.

Provided that technical staff (of all grades) may publish research papers on technical subjects, if such papers do not express views on political issues, or on the Authority's/ government's policy and do not include any information of a classified nature.

2. The following new rule may be added as rule 23-B.

23-B. Wapda employees not to taken part in or assist, any public demonstration against Government/Wapda decisions etc.

No Wapda employee shall take part in, or in any manner assist, any public demonstration directed against a Government/Wapda decision or policy or permit any member of his family dependent upon him to do so.

Sd/-
Colonel
(Idrees Mohsin)
Secretary, Wapda

Distribution
As per List 'D'.

Annexure-VIII

Pakistan Water and Power Development Authority

No. GM(A)/DD (Rules)/07456/23/101396-102175 Dated: 13 November, 1984

OFFICE ORDER

It has been observed that news items regarding welcomes/farewells to officers of Wapda are published in press on their appointments/departure from place of postings. Attention is invited to Clause (6) of Pakistan Wapda Employees Conduct Rules, 1978, wherein it has been emphasized, that no Wapda employee shall encourage meetings to be held in his/her honour or presentation of addresses of which the main purpose is to praise officers posted in the field. Therefore, it is once again reiterated that such parties should not be arranged as it effects the reputation of the officers in particular and the Department in general.

Sd/-
Brig (Retd)
General Manager (Admn)
(ASAD ULLAH KHAN)

Annexure-IX

Pakistan
Water and Power Development Authority

Telephone: 211112 & 69911/204 740-Wapda House,
Telegrams: WAPDA LAHORE Lahore

No. S/DD(Rules)/07456/22/Vol. III/111605-2404 24 December, 1984.

OFFICE MEMORANDUM

Subject:- **The Pakistan Wapda Employees (Conduct) Rules, 1978-Amendment.**

The Authority has decided that the following new rule may be added in the Pakistan Wapda Employees (Conduct) Rules 1978 as rule 17-A with immediate effect:-

Rule 17-A Approach to President/Senior Officers of the Government.

No Wapda Officer/employee should address representations direct to the President of Pakistan/Senior Officers of the Government.

Sd/-
Colonel
(Idrees Mohsin)
Secretary Wapda

Distribution
As per List 'D'.

Annexure-X

Telephone: 69911/208 309-WAPDA HOUSE
Telegrams: WAPDA LAHORE LAHORE

No. DG/DD (R)/07456/23/318 20 May, 1985

The General Manager, Finance (Power),
WAPDA.
Wapda House.
Lahore.

Subject: **THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES, 1978.**

Ref: Your letter No. 6673/GMFP/ADMN/98-Gen-II, dated 15.5.1985.

Rule 13-A of the “Pakistan WAPDA Employees (Conduct) Rules, 1978” is quite clear. Permission of the appointing authority is not required in case an employee intends to appear in an examination as a private candidate and does not seek admission in the evening classes.

Sd/-
(MOHAMMAD MAQBOOL)
Director General (Rules)
WAPDA

Annexure-XI

No. DG (S&GA)/DD(Rules)/07456/22/84386-84835 17th September, 1986

Office Memorandum

Sub: **RULES FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS BY GOVERNMENT SERVANTS, EMPLOYEES OF GOVERNMENT CONTROLLED CORPORATIONS, AUTONOMOUS AND SEMI-AUTONOMOUS BODIES AND NATIONALIZED INSTITUTIONS.**

Government of Pakistan, Cabinet Secretariat, Cabinet Division circulated the subject rules vide its Office Memorandum No. 8/19/77/T.K, dated 30.3.1978. These rules were endorsed by Wapda vide Secretary Wapda's endorsement No. SO(Admn) 1(1094) 61981-62140, dated 27.4.1978 (Annexure-I) for guidance and compliance.

2. According to the instructions contained in Cabinet Division Office Memorandum dated 30.3.1978, referred to above, the responsibility for reporting receipt of gifts devolves on the individual recipient. All gifts received by the employees, irrespective of their prices, are to be reported to the 'Toshakhana' in the Cabinet Division, Government of Pakistan. Employees are also barred from receiving gifts of any kind for their persons or for their members of families from diplomatic _ounselors and other foreign Government representatives and their employees.

3. Cabinet Division has intimated that cases have come to notice where some recipients did not intimate the receipt of the gifts, on their own, or did so very late. The Cabinet Division has further intimated that it has also been observed that the employees have been accepting gifts not only from Government organizations but also from private firms/parties in contravention of the existing instructions.

4. All General Managers/Heads of Divisions/Offices are, therefore, once again requested to advise the employees under their control to observe the rules on the subject in their own interest.

Sd/-
(Muhammad Maqbool)
Director General (S&GA) Wapda

Annexure-XII

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 6/10/88- D- 3 Rawalpindi, the 3rd October, 1988

OFFICE MEMORANDUM

Sub: **ACCEPTANCE OF FOREIGN AWARDS BY GOVERNMENT SERVANTS**

It is noted with regret that contrary to the laid down instructions, there have been several instances where Government servants have accepted title, honour or decoration from foreign states. Invariably the excuse for having accepted awards by Government servants is ignorance of the rules.

2. The competent authority has taken serious notice of this tendency and has been pleased to direct that all Ministries/Divisions/Departments may be asked to disseminate the rule position to Government servants for strict compliance. The Ministries/Divisions are requested to please being the rule position as defined in Section 6 of the Government Servants (Conduct) Rules, 1964 and Article 259(1) of the Constitution of Pakistan, to the notice of all employees working under them and also to the employees of autonomous statutory bodies under their administrative control.

Sd/
Brig (Retd.)
(Muhammad Akhtar Khan)
Joint Secretary

Annexure-XIII

No. CDN-I. 3/87-II

GOVERNMENT OF PAKISTAN MINISTRY OF WATER AND POWER

Islamabad, the 13th October, 1988

Copy forwarded for information and necessary action to :

1. All officers, Ministry of Water and Power, Islamabad.
2. Chairman Wapda, Wapda House, Lahore.
3. Chief Engineering Advisory/CFFC, Islamabad.
4. P.C.I.W., 3-Mozang Road, Lahore.
5. Managing Director, NESPAK, 417 – Wapda House, Lahore.
6. M.D. KESC, Aimai House, Abdullah Haroon Road, Karachi.
7. M.D. National Power Construction Corporation, 46-Main Gulberg, Lahore.
8. M.D. National Tubewell Construction Corporation, 11-F, Gulberg, Lahore.

Annexure-XIV

No. GM (A)/DD I/07456/22/III/15627-7366 13th November, 1988

OFFICE MEMORANDUM

Sub: **ACCEPTANCE OF FOREIGN AWARDS BY GOVERNMENT SERVANTS THE EMPLOYEES OF THE STATUTORY AUTONOMOUS BODIES**

The Ministry of Water and Power has, Vide its endorsement No.CDN-I3/87-II dated the 13th October 1988, forwarded to Chairman Wapda, a copy of Cabinet Secretariat, Establishment Division, Government of Pakistan Office Memorandum No. 6/10/88 D-3 dated the 3rd October 1988, (copy enclosed).

2. According to Para 2 of the above mentioned Office Memorandum the Government has taken serious view of the tendency on the part of Government servants to have accepted till, honour or declaration from foreign States contrary to the instructions, and has desired that all Ministries/Divisions/Departments may be asked to disseminate the rule position to Government servants.

3. Attention is invited to the corresponding Rule 5 regarding "Acceptance of Foreign Awards" of "The Pakistan Wapda Employees (Conduct) Ru1es, 1978" Which reads as Under:-

"5 Acceptance of Foreign Awards:

No Wapda employee shall, except with the approval of the Chairman Wapda, accept a foreign award, title or Decoration.

Explanation.-The purposes of this Ru1e, the expression 'approval of the Chairman', means prior approval in ordinary cases and ex-post-facto approval in special cases where sufficient time is not available for obtaining prior approval".

4. It is requested that all Wapda employees should be instructed to strictly adhere to the aforesaid provisions of the above mentioned Conduct Rules.

Sd/-
Brig (Retd.)
General Manager (Admn.)
(Asad Ullah Khan)

Annexure-XV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 306836-366911/2717
Telegrams: WAPDA LAHORE

Services & General Admn:
716-WAPDA House
Lahore

No. DG(S&GA) DD(Rules)/07456/22/III/51134-52409 21st September 1992

OFFICE MEMORANDUM

Subject:- **The Pakistan WAPDA Employees (Conduct) Rules, 1978-Amendment.**

Authority has decided to add the words "Housing society" after the word "foundation" appearing in 2nd line of sub rule 2 of rule-14 of the Pakistan WAPDA Employees (Conduct) Rules 1978.

2. Sub rule 2 of Rule-14 after incorporating the above addition will be read as under:-

"Notwithstanding anything contained in sub rule (1), no. WAPDA employee shall associate himself/herself with any private trust, foundation, Housing Society or similar other institution which is not sponsored by the Authority/Government."

Sd/-
Eric Massey
Director General

Distribution

1. As per List 'D'.
2. Assistant director (E.IA) S&GA WAPDA, Lahore.
3. Managing Director, WAPDA Foundation, WAPDA House, Lahore.

Annexure-XVI

No. D(E)/AD(E-IA)07049/II/45887-46537 Dated: 23-11-1996

OFFICE ORDER

Sub:- **PERMISSION FOR ACQUISITION, SALE AND DISPOSAL OF MOVABLE AND IMMOVABLE PROPERTY AND CONSTRUCTION OF ACCOMMODATION**

In supersession of this office order No. DG (S&GA)/ AD(E-IA) 07049/10461-6040 dated 31.10.1987, Authority is pleased to declare the following officers as competent authority for according permission for acquisition sale and disposal of movable and Immovable property and construction of accommodation, in case of Government servants on deputation to Wapda and to WAPDA employees:-

1.	For deputationist	Parent Department.
2.	For non-gazetted Wapda employees (1-15)	GMs/Dy. GMs/DGs/CEs.
	(i) For Wapda Officers in BPS-16, 17 & 18.	GM concerned.
	(ii) For Wapda Officers in BPS-19.	Member/MD concerned.
	(iii) For Wapda Officers in BPS-20.	Member concerned.

2. Consequent to the above, Para-3 of this office order dated 31-10-1987 referred to above shall stand amended accordingly.

Sd/-
(Khalid Iqbal Mahmood)
Director (Estab.) S&GA.
Wapda

Annexure-XVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 99202046 & 99202211/2332 Service & General Admn:
Grams: WAPDA LAHORE 332-WAPDA House Lahore

No. DG(S&GA) DD(R)/07456/23/36188-37467 08.09.1997
25

OFFICE MEMORANDUM

Subject:- **THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES, 1978-AMENDMENT.**

The Authority has decided to add the following as Sub rules b(i) and (ii) under Rule-13(2) of the Pakistan WAPDA Employees (Conduct) Rules, 1978 and the existing sub Rule (2) of the said Rules will be read as rule 13 (2) (a):-

(b) All WAPDA employees shall furnish a declaration to the effect that:-

(i) None of his/her family members will engage in any contractual business with the Authority.

(ii) If any of his/her near relatives, not covered under (i) above, engage in any such business with WAPDA, he/she shall inform the Authority about it.

Sd/-
Khawaja Sajjad Haider
Director General (S&GA)

Distribution:

1. As per List 'D'.

2. Secretary WAPDA, Wapda House, Lahore, with reference to his U.O. No. S/AD (Coord)/03003/MTG/1789-1829 dated 30.06.1997.

3. Assistant director (E.I.A.) S&GA, 301- Wapda House, Lahore with reference to his letter No.AD (E.I.A)07074-AM/97-26994-95 dated 09.07.1997.

Annexure-XVIII

No. DG (S&GA)/D (Rules)/07456/23/7003-7182 Dated 20th Feb. 1999

OFFICE MEMORANDUM

Sub: **THE PAKISTAN WAPDA EMPLOYEES (CONDUT) RULES, 1978**

In accordance with Rule 13 (2) of the Pakistan Wapda Employees (Conduct) Rules 1978 no Wapda employee shall make or permit any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.

1. To ensure compliance a sub rule (b) (i) and (ii) was added to the above rules vide office Memo No. DG(S&GA) DD I/07456/23/366168-37467 dated 25-09-1997 under which all Wapda employees were asked to furnish a declaration to the effect that:-

(i) "None of his/her family members will engage in any contractual business with the Authority.
(ii) If any of his/her near relative, not covered under (i) above, engage in any such business with Wapda, he/she shall inform the Authority about it.

3. It has been observed that some competent authorities have allowed their family members in contractual business within their official jurisdiction, which has been viewed seriously. In addition, instances have also come to notice of the Authority that employees of Wapda have facilitated relatives in contacting and conducting business with the Department. Although relatives do not come under purview of the "Family" as explained in the Conduct Rules but still a case of conflict of interest is seen. In such case, it may also be ensured that no such conflict comes into play.

4. It is once again re-iterated that all Wapda employees should ensure that the above rules are followed in letter and spirit. Non-compliance of which shall liable concerned Wapda employees to disciplinary action under the relevant rules.

Sd/-
(Kh. Sajjad Haider)
Director General

Annexure-XIX

No. DG (S&GA)/D (Rules)/07456/23/II/27121-28420 Dated 20th July, 1999

OFFICE MEMORANDUM

Sub: **THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES, 1978**

Ref: Office Memorandum No. DG (S&GA)/DD (R)/07456/23/36188-37467, dated 08/25-09-1997 and No. DG (S&GA)/D (Rules) 07456/23/7003-7182, dated 20-02-1999.

It has been noticed with great concern that instructions issued vide Office Memorandums referred to above are not being complied with in letter and spirit. All General Managers, Chief Engineers and head of Divisions are once again directed to implement the instructions already conveyed and obtain a certificate if already not obtained, from all the employees working under their administrative control that none of his/her family member is engaged in any contractual business with the Authority and if will engage in any business with Wapda he/she will inform the Authority, about it.

2. In this regard attention is also invited to para-3 of OM, dated 20-02-1999 (referred to above) vide which it was directed that the competent authorities shall neither allow their family members (even if they are not covered under the definition of family as defined in the above said rules) in contractual business nor they shall facilitate their relatives in contracting and conducting business with Wapda. The above instructions are not being followed resulting in conflict of interest.

3. It is once again reiterated that all Wapda employees and competent authorities should ensure that above instructions are being followed in the best interest of department and shall refrain from facilitating their relatives in contracting and conducting the business with the department. In case it is proved that Wapda employee is involved in such activity he shall be liable to disciplinary action under the relevant rules.

Sd/-
(Muhammad Junaid Afzal)
Director General

Annexure-XX

No. GM(A)/AD(EIA)/37507-38806 Dated 9/14th Oct. 1999

OFFICE ORDER

Ref: Office Memo No. DG(S&GA)/D(Rules)/07456/23/III/27121-28420 dated 20.07.1999.

Attention is invited to para-3 of OM No. DG(S&GA)/D(Rules)/ 07456/23/7003-7182 dated 20.02.1999 and OM dated 20.07.1999 (referred to above) vide which it was directed that the competent authorities shall neither allow their family members (even if they are not covered under the definition of family as defined in the "The Pakistan WAPDA Employees (Conduct) Rules, 1978" in contractual business nor they shall facilitate their relatives in contracting and conducting business with WAPDA.

2. The above instructions are not being followed resulting in conflict of interest. It has been decided by the competent authority that with immediate effect sons/daughters / wards / dependents of WAPDA employees will not seek employment in firms / companies doing business with WAPDA.

3. Report if any must be submitted by 20.10.1999 positively.

Sd/-
Brig
General Manager (Admn)
(Noor ud Din Ahmed)

Annexure-XXI

Government of Pakistan Cabinet
Secretariat
(Cabinet Division)

No. 9/4/97-TK

Islamabad. the 10th March, 2000

OFFICE MEMORANDUM

Sub: **Rules for the Acceptance and Disposal of Gifts by Government Servants, Employee of Government Controlled Corporations, Autonomous and Semi Autonomous Bodies and Nationalized Institutions.**

In suppression of this Division's O.M No. 8/19/77- TK. dated 30th March. 1978 on the subject noted above the undersigned is directed to state that the Government of Pakistan has partially modified the existing Rules regarding the acceptance and disposal of gifts received by Government servants etc. The decisions taken by the Government in this regard are given below.

(1) The responsibility for reporting the receipt of the gifts shall continue to devolve on the individual recipient. All gifts received by a Government Servant irrespective of their prices, must be reported to the Toshakhana in the Cabinet Division Government of Pakistan.

The gifts are generally given when foreign dignitaries or delegations come to Pakistan or other VIPs or delegations go abroad. If the Chief of Protocol, Ministry of Foreign Affairs or his representative has been attached to a visiting dignitary or a foreign delegation it shall be his responsibility to supply a list of the gifts together with the names of the recipients to the Cabinet Division. In the case of other delegations or visiting dignitaries with whom the Chief of Protocol or his representative is not associated the Ministry sponsoring the visit shall be responsible to supply the details of gifts received and the list of recipients to the Cabinet Division and the Ministry of Foreign Affairs. In the case of outgoing delegations or visits abroad of our VIPs it shall be the responsibility of the Ambassador of Pakistan in the country concerned to report the receipt of the gifts together with the name of the recipient to the Cabinet Division through the Ministry of Foreign Affairs. If on checking the list it is found that an individual has not reported the receipt of a gift appropriate action will be taken against him under the relevant rules.

(2) Government officials except those belonging to Grade 1 to 4, are prohibited from receiving cash awards offered by the visiting foreign dignitaries. Such gifts may be politely refused. In case, however, it becomes impossible to refuse without causing offence to the visiting dignitary, the amount should be immediately deposited in the treasury under the head given here after.

(3) Government officials except the President and the Chief Executive of Pakistan are prohibited from receiving gift of any kind for their persons or for members of their families from Diplomatic, Consular and other foreign Government representatives or their employees who are stationed in Pakistan. As the heads of Missions in Pakistan have been informed of this decision no offence would be caused by the return of the gift. If however, due to very exceptional reasons the gift cannot be returned it should invariably be deposited in the Toshakhana. These instructions, however, would not apply to gifts/donations made to institutions.

(4) The value of the gifts will he assessed by the Cabinet Division which will devise and improved and practical system of assessing in the country, wherever possible the value of all gifts received.

(5) The monetary limits upto which the gifts could be retained by the recipient have been revised. The new limits are as follows:

(i) Gifts upto a value of Rs. 10,000/- (Rupees ten thousand only) may be retained (free of cost) by the recipient. In case of low paid Government employees (BPS-1-BPS-10) the gift may be retained by the recipient irrespective of the value assessed.

(ii) Gifts valued above Rs. 10.000/- may be allowed to be retained by the recipient on payment of 25% of the value exceeding Rs.10,000/-

(iii) Gifts valuing Rs. 400,000/- or more shall not be retained by the recipients. Such gifts shall be treated as state property for disposal in accordance with these rules.

(6) The head of Account of Toshakhana in which the amounts are to be deposited is "1300000-Others (NES)/Misc. Receipt of Darbar Presents (Central).

(7) Presents deposited in Toshakhana which are fit for display shall be properly catalogued and then displayed in the public rooms of the Foreign Office and in the residences of the Head of the State, the Head of the Federal Government and the Governors. Such articles would be properly entered in the Toshakhana register and in the stock registers of the respective offices. An annual verification preferably in the first week of January shall be carried out in respect of such articles and a report submitted to the Cabinet Secretary.

(8) Gifts which are not fit to be retained or displayed shall be disposed of by periodical sales to be arranged by the Cabinet Division Government of Pakistan. The Cabinet Division will ensure a wider circulation of the notice for the periodic restricted sale of such gifts. Such sales could be negotiated also on the basis of a reserve price, if no buyers are available in the restricted auctions. These auctions will be held once or twice a year. The list of gifts to be sold in such auctions will be circulated to all Federal Government officers and officers of the Armed Forces.

(9) All antique items and cars shall not be allowed to be purchased by the recipient. Antiques shall be placed in the Museums or displayed in the official buildings owned by the Government. Cars shall be given to the Central Pool of Cars of the Cabinet Division.

(10) Gifts given to the President, the Head of the Government and the Governors will not be sold in auction. These gifts will be placed in Museums or public buildings.

(11) Ministry of Foreign Affairs should also standardize gifts to be presented at various levels to the foreign delegations and dignitaries. These standardized gifts could be used by other Ministries as well.

(12) These rules also apply to the employees of the Government controlled corporations, autonomous/semi-autonomous bodies and all nationalized institutions.

Sd/
(ZAFAR IQBAL)
Joint Secretary

Secretaries/ Additional Secretaries Incharge
of Ministries/Divisions, Islamabad/Rawalpindi

Copy to:

Principal Secretary to the President, President's
Secretariat (Personal), Islamabad.

Secretary to Chief Executive of Pakistan.
CE Secretariat, Islamabad.

3. Chief Secretary, Government of the Punjab, Lahore.
4. Chief Secretary, Government of Sindh. Karachi.
5. Chief Secretary, Government of NWFP. Peshawar.
6. Chief Secretary, Government of Balochistan, Quetta

Sd/-
(FEROZE S. PASHA)
Deputy Secretary

Annexure-XXII

No. G&C 15/3/2000
GOVERNMENT OF PAKISTAN MINISTRY OF WATER AND POWER

Islamabad, the 21st March, 2000

To

I. The Chairman, WAPDA, Wapda House, Lahore.

Sub: **RULES FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS BY GOVT SERVANTS, EMPLOYEES OF GOVERNMENT CONTROLLED CORPORATIONS, AUTONOMOUS AND SEMI-AUTONOMOUS BODIES AND NATIONALIZED INSTITUTIONS**.

Sir

I am directed to enclose a copy of Cabinet Divisions O.M. No. 9/4/97-TK. Dated 10th March, 2000, on the subject noted above for information and strict compliance.

Yours Obediently

Sd/-
(FAZAL-UR-REHMAN)
Section Officer

Copy forwarded for similar action to all Officer of Ministry of Water and Power, Islamabad.

Sd/-
(FAZAL-UR-REHMAN)
Section Officer (G&C)

Annexure-XXIII

No. D(Rules)/07456/14/II/213 Dated. 24.04.2000

The Chief Auditor (I.A),
WAPDA, 7-Justice Kayani Road,
Lahore

Sub: **Permission for Purchase of Plot / House and Construction of House**

Ref: Your letter No. CAR/AN-II/H-Acq/Misc/786/175 dated 21.01.2000.

Under Rule 12 read with Rule 3(1) and Rules 13 of the Pakistan WAPDA Employees (Conduct) Rules, 1978, a WAPDA employee is required to disclose liquid assets, immovable or movable and all other properties wherein he will also declare the assets (showing the details therein) owned / disposed off assets by the family members.

2. No permission is required for the purchase / sale or disposal by other means of movable or immovable property and construction of house, if these transactions are made in the name of the wife of the Wapda employee. However, the employee, while submitting the statement of 'Declaration of Assets' at the end of the each year, will have to show the details of such purchase of plot / house and construction of house owned by his family members, residing with him and wholly dependent upon him, alongwith source of finance for such transactions. If such purchase/construction is made with the finances provided by the employee, then he is bound to seek prior permission of the competent authority.

3. This is issued with the approval of the competent authority.

Sd/-
(Younus Ali Shah)
Director (Rules)

Annexure-XXIV

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 99202046 & 99202211/2132
Telegrams: WAPDA LAHORE
Endst. No. DG(S&GA)/D(Rules)/07456/23/ 25703-883

Services & General Admn.
332-Wapda House, Lahore.
Dated 28th-June, 2000

Copy of the above endorsed by Ministry of Water and Power, Government of Pakistan, Islamabad, vide No. G&C 15 (3)/2000. dated 21st March, 2000, is forwarded for guidance and compliance with the request to substitute the existing Cabinet Secretariat (Cabinet Division) Government of Pakistan Islamabad's O.M No. 8/19/77-TK, dated 30-03-l978 endorsed by Wapda vide No. SO (Admn) 1(1094) 61981-62140 dated 27-04-1978 printed as Annexure-l attached to the Pakistan Wapda Employees (Conduct) Rules, 1978, in the Wapda Manual of General Rules amended upto 14-03-1995 (as per list B). This may please be replaced as Anneexure-1 of the above mentioned rules. This issues with the approval of the Authority.

Sd/-
(MUHAMMAD JUNAID AFZAI.)
Director General (S&GA)

DA

(i) D.M. No.9/4/97-TK dated 10-03-2000
(ii) Letter No. G&C 15 (3)/2000, dated 21-03-2000

Distribution As per list 'B'
Copy of the above may kindly be circulated amongst all Wapda formations under their jurisdiction.

Annexure-XXV

No. S/DD(Sectt)/2579/122/295-494 Dated 15.02.2006

OFFICE ORDER

Recently it has been observed that there has been a spate of reports appearing in the National Press both in the print and electronic media quoting sources in the WAPDA.

I would like to reiterate that interaction with the media without prior authorization is not permitted.

To save embarrassment to the Authority and in your own interest, all concerned are directed to avoid contact with the media without prior authorization.

Sd/-
(Muhammad Arif Khan)
Secretary WAPDA

Annexure-XXVI

Grams: WAPDA Lahore Phones: 99202046-99202211/2332

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

SERVICES & GENERAL ADMINISTRATION

DIRECTOR GENERAL
(S&GA)

332-Wapda House,
Shahrah-i-Quaid-i-Azam,
Lahore.

No. DG(S&GA)/DD(R)/07456/23/23047-24347 Dated: 20th March, 2006

To be substituted with same No. and date

OFFICE MEMORANDUM

Sub:- **AMENDMENT IN THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES, 1978 viz. Declaration of Income and Assets**

Ref: Minutes of Authority meeting held on 27-02-2006, circulated vide secretary WAPDA letter No. S/AD(Coord)/03003/MTG/570-71 dated 11.3.2006.

1. Authority has reviewed 'the Pakistan WAPDA Employees (Conduct) Rules, 1978' and approved following amendments in Rule-10 and 11:-

a. Rule 10 (1) ; Buying and selling of vcaluable property, movable and immovable

The value of movable and immovable property for which permission shall be required has been raised from Rs. 100,000/- and Rs. 30,000/- to Rs. 500,000/- (Rupees Five hundred thousand only) and Rs. 100,000/ (Rupees one hundred thousand only) for officers (BPS-16 and above) and official (BPS-15 and below) respectively. The amended clause of rule 10 (1) of said rules shall be as under:-

A WAPDA employee who intends to transact any purchase, sale or disposal by other means of moveable or immovable property exceeding in value of Rs. 500,000/- (Rupees Five hundred thousand only) in case of officer in BPS 16 and above and Rs. 100,000/- (Rupees one hundred thousand only) in case of employees in BPS-15 and below with any person shall apply for permission to the Head of the division or the Authority as the case may be. Any such application shall state fully the circumstances, the price offered or demanded and in the case of disposal otherwise than by sale, the method of disposal. Thereafter such WAPDA employee shall act in accordance with such orders as may be passed by the Authority;

Provided that all transactions with a person, who is an official subordinate of the WAPDA employee should be reported to the next higher Authority.

Explanation;- In this rule the term "Property" includes agricultural or urban land, bonds, shares or securities but does not include a plot purchased for the first time for building a house from a Co-operative Housing Society or a Government Housing Scheme.

b. **Rule 11 (2): Declaration of Property**

The existing Rule shall be substituted with the following:-

"Every WAPDA employee shall submit to the Authority through the usual channel upto 15th July of each calendar year, an annual declaration of Income, Assets and Expenses for each financial year (1st July to 30th June) on a new prescribed proforma (Annexure-A). The head of office shall then forward these profomas to the offices detailed as under:-

(1)	For officers (BPS 20 and above)	DG (S&GA)
(2)	For officers (BPS 16 to 19)	GM (C&M) Water, CE (Admn) Power, D.G. Fin. (B&C) including officers of GM (F) P/W, Chief Auditor & Director (Estab.)
(3)	For official (BPS 1 to 15)	Respective GM/CE/ Director

"The proforma shall be opened in the relevant offices, as above, each year and entered in the database of each employee's Assets, income, Expenses keeping it updated and complete in all respects".

2. 'The Pakistan WAPDA Employees (Conduct) Rules, 1978' stand amended to the above extent.

Sd/-
(Iftikhar Ahmad)
Director General (S&GA)

Distributions:

- Secretary WAPDA, with reference to his letter No. S/AD (Coord)/03003/MTG/570-71 dated 11-03-2006.
- PAs to Members.
- PA to GM (Admn).
- PA to DG (S&GA).
- As per List 'D'.
- DD (Sectt.) –Implementation Status. Copy.

Annex-A

DECLARATION OF INCOME AND ASSETS
Financial Year Ending on 30th June_____

1. Name

NIC No.

N.T.No.

2. Basic Pay Scale Occupation Group/ Service/Department

Present Position Held

3. Present Address Residential

Phone (R) Mobile

4. Income (During the financial year)

Salary Rs. Rental income Rs. Agrl income Rs.

Other sources (dividend, profit, prize money, gift, loan etc.) Rs. Total Rs.

5. Expenses (Approx.)

Utilities (Electricity, Gas, Telephone etc.) Rs. Total Household expenses Rs.

6. Private Foreign Traveling (Self, Spouse & Children visited from____to____ During F.Y._____)

Country/Countries	Period of stay	Approx. expenses
	Rs.	
_____	_____	_____
_____	_____	_____

7. Children's Education (Inland & abroad)

Name(s) of children	Educational institutions attended during F.Y._____
_____	_____
_____	_____
_____	_____

8. Club Membership Name of Club(s) Membership No.

ASSETS & LIABILITIES

9. **Immoveable Assets** (Agrl & Non-Agrl lands, House properties, Commercial & Industrial Properties, Open plots of all types)

	Identification & nature of Asset(s)	Mode of acquisition/year	Cost of acquisition
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

10. **Moveable Assets** (Cash in hand, Motor vehicles, Jewellery, Household items Equipment, Business capital etc.)

	Identification & nature of Asset(s)	Mode of acquisition/year	Cost of acquisition
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

11. **Assets held as Attorney**

	Identification & nature of Asset(s)	Nature of Power of Attorney (Revocable/Irrevocable)	Name & Address of the Legal Owner
a)			
b)			

12. Assets disposed off during the year

	Identification & nature of Asset(s)	**Date of disposal**	**Amount received as sale proceed (Rs.)**
a)			
b)			
c)			
d)			

13. Investments (Bonds, Shares, Certificates, deposits/Advances, Loans granted etc.)

	Details of Bonds held		**Investments**	
a)	**Bond No. (s)**	**Denomination Rs.**		Rs.
b)				Rs.
c)				Rs.
d)				Rs.

14. Bank Accounts (Current, Saving, Deposit A/c & F.C. A/cs)

	A/c No. & Bank Branch	**Year of Opening**	**Main source of deposits**	**Balance on 30.6. (Rs.)**
a)				
b)				
c)				
d)				

15. Total Assets (9 – 14) Rs._____

16. Liabilities (Departmental/Bank loans, Over drafts, Mortgages secured, private loans etc).

	Outstanding liabilities (A)		**Liabilities paid off during the year (B)**	
a)		Rs.		Rs.
b)		Rs.		Rs.
c)		Rs.		Rs.
d)		Rs.		Rs.

(15-16(A) **Net worth** Rs._____
As on 30.6._____

Net worth declared previously Rs._____
As on 30.6._____

Signature_____
Name_____
Designation_____
Name of the Organization/Deptt._____
_____
Place_____
Date_____

INSTRUCTIONS

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached/annexed.

2. All assets should be valued at cost and in the cases of assets acquired through gift name, address of the donor and donees relationship with him is to be declared.

3. Income declared at Serial 4 must include income earned by the spouse & children as well.

4. Information requested must be complete. No column should be left blank. Columns which are not applicable should be crossed.

5. All assets owned by the officer and his family members (Family as defined in Rule 3(1)(c) of Conduct Rules, 1978 should be declared. Assets acquired by major children dependents & others where funds have been provided by the officer are also to be declared.

6. Assets owned partly or acquired on “Hire purchase Agreement” or installment should also be declared.

7. If any exact figure cannot be inserted an estimated/approx figure may be given.

8. Sale proceeds of assets disposed off during the relevant financial year must be declared under the head “other sources” (Serial 4).

9. If there is no change in Assets over the previous year (for which the declaration had been filed) relevant columns (Serial 9, 10 & 11) may be marked **“As Before”**.

10. At Serial 11 assets held by others as attorney on behalf of declarant, his spouse or dependent children are also to be declared.

11. Expenses against utilities (Serial 5) should include bills paid against all meters (Gas & Electricity installed on the residence) and telephone connections (including Mobile) in use of the officer, spouse & dependent children.

12. Notwithstanding the applicability of any other law for the time being in-force, this declaration is being filed under Conduct Rule 1978 and any breach thereof (including concealment of assets or giving wrong information) is punishable under RSO 2000.

Annexure-XXVII

No. DG(S&GA)/D(Rules)/07456/23/45681-46881 Dated 02.09.2006

OFFICE MEMORANDUM

Sub: **Declaration of Income and Assets (New Proforma)**

23- . In continuation of instructions on the subject already issued vide O.M No. DG(S&GA)/D(Rules)/07456/23/23047-24347 dated 20.03.2006, the Declaration of Income and Assets Proforma for the year 2006-2007 shall be submitted as under:-

Grade of the Employees		Period
a.	BPS 1 to 4	1.7.2005 to 30.6.2006
b.	BPS 5 to 20 and above	1.1.2006 to 30.6.2007
Note: Subsequently all officers / officials shall submit their Income and Assets Proforma regularly on fiscal year basis i.e. 1st July to 30th June each year.		

2. All Heads of Offices are accordingly requested to take necessary steps in this regard as under:-

a. Obtain the Declaration of Income and Assets as above on prescribed proforma already issued as Annex-A to the letter under reference from WAPDA Central Stationery Store.

b. Make arrangement to prepare and upto date Data Base of each employee's Assets, Income and Expenses complete in all respect, at following levels:-

(1)	Officers BPS-20 and above	Director (Estab.) S&GA
(2)	Officers BPS-16 to 19 by respective Offices	- GM(C&M) Water - GM(C&M) Power - DGF(B&C) including GMF(W), GMF(P) and Chief Auditor. - Director (Estab) S&GA
(3)	Employees BPS 1 to 15	- Respective GMs/Ces/PDs/ Directors etc.
(4)	All employees / Officers of Corporate Entities	- CEOs or as per their internal arrangements.

Note: These proformas have been delinked from ACRs and now be obtained from each employee by 31st July of each year by the above offices and entered in the database of each employee's Assets, Income, Expenses which must be updated regularly in all respects.

The aforesaid instructions be disseminated to all employees.

Sd/-
(Iftikhar Ahmad)
Director General (S&GA)

Annexure-XXVIII

Grams: WAPDA Lahore Phones: 99202508-99202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House,

No. D/DD(Rules)/07456/46/44053-700 Dated: 29th Nov. 2007

Office Memorandum

Sub:-**Streamlining of Rules Relating to Study Leave**

Authority in its meeting held on 17.11.2007 has been pleased to accord approval to revise all instructions on Study Leave to the following extent:

References	Revised
Study in Land Leave Rule 20-A OM NO. GM(A)/DCMP(P) /09962 (Policy-3)/2765-2965 dt. 10.02.2006 SOP on Training/DPE 2005, Clause 12 (6). S/AD (Coord)03003/ MTG/ 91204-26 dt. 09.10.1982. **Leave Rule 20-A** **Conduct Rule 13-A.** **Study Abroad** (On nomination by WAPDA only) **Leave Rule 20-A.** OM No. GM(A)/DCMP(P)/ 09962(Policy-3)/2765-2965 dt. 10.02.2006	**Surety Bond On WAPDA Expense** For Ph.D To execute a bond to serve for 5 years or pay Rs. 200,000/- plus salaries. For Master Degree To execute a bond to serve for 3 years or pay Rs. 100,000/- plus salaries **Surety Bond At Own Expense** For Ph. D To execute a bond to serve for 2 years or to pay Rs. 100,000/- For Master Degree To execute a bond to serve for 2 years or to pay Rs. 50,000/- **Study in Evening Classes** For both the Ph.D/Master degree to execute a bond of Rs. 50,000/- for two years where expenses are reimbursed by WAPDA. **Surety Bond On WAPDA Expense** For Ph.D To execute a bond to serve for 5 years or to pay Rs. 400,000/- and to refund all expenses including pay and allowance drawn during the study period to WAPDA.

	For Master Degree To execute a bond to serve for 5 years or to pay Rs. 200,000/- and to refund all expenses including and allowances drawn during the study period to WAPDA.
Conduct Rule 13-A.	**Surety Bond At Own Expense** For Ph. D To execute a bond to serve for 3 years or to pay Rs. 200,000/- **For Master Degree** To execute a bond to serve for 2 years or to pay Rs. 100,000/-
ACCOMMODATION Dir/SO(Estates)/10/77/3345-3905 dt. 13.02.1979 & AD(Estates)060012/56605-57677 dt. 13.11.1990.	**At Own Expense (In land/abroad)** Allowed to be retained during entire sanctioned study leave on full/half pay/EOL; a. Upto 120 days with 2 years service. b. All period of EOL for employees with 10 years service.

2. On the analogy of Engineers/Doctors, the Account/Admn Officers have also been allowed reimbursement of admission tuition fee and cost of books for MBA/CA/ACMA or recognized equivalent studies.

3. All previous instructions as quoted above and issued from time to time by different offices shall stand amended to the above extent. Other contents of the instructions shall remain unchanged.

Sd/-
Director (Rules)
(Muhammad Junaid Afzal)

Distributions

- Secretary, WAPDA with reference to his letter No. S/AD (Coord) 03003/MTG/1988-89 dated 28.11.2007.
- As per List 'C'.
- Director (Exams)/Training/CM Cells/Estab./Fin (Regulations)/E&S/PR/Admn (C&M).
- Librarian, WAPDA Central Library.

Annexure-XXIX

No. 14-V-B/B&C/L.TA/299/2007/2186-2215 Dated 06.12.2007

Office Memorandum

Sub: **Permission for Grant of Long Term Advances**

A question has arisen that in light of Rule 10(A) of Conduct Rules, 1978, whether the permission from competent authority is essential for the grant of Long Term Advances from WAPDA, if the amount of Loan is less than the prescribed limit i.e. Rs. 500,000/- for Officers (BPS-16 and above) and Rs. 100,000/- for Officials (BPS-1 to 15).

2. The matter has been considered in consultation with Director Finance (Regulations) WAPDA, who has clarified that permission of competent authority is mandatory for obtaining all types of Long Term Advances / Loans i.e. Purchase of Plot, Purchase of House, Construction of House and Purchase of Car / Motor Cycle, irrespective of the cost / price of moveable / immoveable property.

Sd/-
(Suhail Ahmad)
Assistant Director Finance (Admn)
For Dir Fin (B&C) WAPDA

Annexure-XXX

No. D/DD(Rules)/07456/23/125 Dated 26.02.2009

GM Finance (Water),
WAPDA, Wapda House,
Lahore.

Sub: **Clarification**

Ref: Your letter No. GMF(W)/Payment/Loan & Adv/2008-09/6638 dt. 14.02.09.

With reference to your query under reference, conduct rules position is as under:-

a. **No permission shall be needed;** under Conduct Rules if the transaction is within the prescribed limit irrespective whether one is making transaction from own resources or from an advance from department.

b. Permission shall be needed; if the transaction is above the prescribed limit irrespective whether the transaction is from own declared resources or through an advance from the department.

c. As for permission for advance it shall be regulated by the competent authority under rules for Grant of Advances.

Sd/-
Director (Rules)
(Khalid Hussain)

Annexure-XXXI

No. Dir /AD(E.IA)/7130/4/12384-484 Dated 26.07.2010.

1. All General Managers WAPDA.
2. All Ces / DGs and officers of equivalent status.

Sub: **Fraternization between Government Servant and Foreign Missions in Pakistan**

Ref: This office letter NO. Dir/AD(E.IA)/7130/4/24951-25131 dt. 15.08.2009.

A copy of Cabinet Secretariat, Establishment Division, Government of Pakistan, Islamabad letter No. 6/17/72-DA/D-IV/D-3 dated 24.6.2010 alongwith its enclosures on the subject received through Ministry of Water and Power vide letter No. 1(17)/2010-I&C dated 12.07.2010 is sent herewith for information and strict compliance, please.

DA/As above.

Sd/-
Director (Establishment)
(Safdar Mehdi Rizvi)

Annexure-XXXII

No. DG(CM)B/TG(09979)GEN-13/24159-86 Dated 09.12.2010

All General Managers of Water Wing,
WAPDA

Sub: **Admission in M. Sc Engineering (Civil)**

1. No WAPDA Employee shall take up a course of study during evening at educational institutions without the prior permission of his appointing authority. No such permission shall be granted unless the competent authority is satisfied that the prosecution of studies will not interfere with the WAPDA employee's official duties in term of Rule 13-A of the Pakistan WAPDA Employees Conduct Rules, 1978. Such permission may be withdrawn if the competent authority is convinced that the WAPDA Employee is taking part in politics or prosecution of such studies is interfering with satisfactory performance of his duties.

2. It has been desired by the competent authority that in future permission for seeking admissions in the official discipline of M. Sc (Engineering) will be accorded by Member (Water) through GMs concerned. Those officers interested to seek permission for higher studies shall mention their field of interest while applying for admission in a specific institute/university.

3. The admission in the following disciplines / fields will be encouraged:

a. Hydropower
b. Geo Tech/ Tunneling
c. Project Management
d. Construction Management
e. Sedimentation
f. Hydraulic Structures & Irrigation Engineering
g. Structural Design
h. Environmental Engineering
i. Building Engineering
j. Integrated Building Design
k. Bridge Engineering
l. Mountain Conservation & Watershed Management (WCWM).

4. The above instructions may please be brought to the knowledge of all engineers under your administrative control who desire to seek permission for higher studies. The request will be processed by Career Management Cell Water through GM (C&M) Water.

5. Please acknowledge its receipt.

Sd/-
(Khalid Iqbal Mehmood)
DG (CM) Water

Annexure-XXXIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax: 042-99202482
042-99202211
Ext. 2223

Finance Division
(Admn & Regulations)
223-Wapda House,
Lahore

No. SO(IMPL.)/12-29/Ins/Vol-I/7715-64 Dated: 24/05/2012

OFFICE ORDER

Consequent upon upgradation of the post of Director General Finance (B&C), Wapda as General Manager Finance (Co-ord) WAPDA by the Authority vide this Office Order No. SO(IMPL.)/12-29/Ins/Vol-I/7663-82 dated 21-05-2012, it is notified that the word "Director General Finance (B&C)" wherever occur in the Service Rules, Selection/Promotion Boards as well as for competency in granting financial and administrative powers etc. shall stand substituted with effect from 21-05-2012 as "General Manager Finance (Co-ord:) WAPDA" till further orders.

Sd/-
(MUHAMMAD FAROOQ MEMON)
DIRECTOR FINANCE
(ADMN REGULATIONS)
WAPDA

c.c to;-

1. As per List 'B'
2. Managing Director (Admn), WAPDA Wapda House, Lahore.
3. General Manager Finance (Water)/(Power), WAPDA, Wapda House, Lahore.
4. PSO to Chairman – WAPDA.
5. Secretary – WAPDA.
6. Director General (HR&Admn)/Services/MS, Lahore.
7. Director (C&M)S&C/Public Relation/Security/Intelligence/S&E/O&M, Lahore.
8. S.O. to Chairman – WAPDA.
9. S.Os. to Members/MD/(Admn).
10. All Directors (B&A.) Common Services WAPDA.
11. All Dy. Directors (B&A)/Sr. B&A.Os, Common Services, WAPDA.
12. All B&A.Os (incharge) Common Services, WAPDA.
13. All Asstt: B&A.Os. (Incharge) Common Services, WAPDA.
14. PA to General Manager Finance (Co-ord) WAPDA, Wapda House, Lahore.

Annexure-XXXIV

Tel: 99203576 &99202010
99202211/2731
Fax: 99203532

Director General (HR & Admn)
731 – Wapda House, Lahore

No. DG/D/DD (Rules)07459/50/12305-445

Dated 01-08-2012
03

All General Managers, WAPDA
All Chief Engineers, WAPDA

Sub: **Proper Execution of Surety Bond Money**

A surety bond is executed by an employee to the Department to meet with certain conditions or pay in case of default, the liquidated damages to the Department for contract service, study leave and training etc.

2. It has been noticed that in the case of default on the part of employee at times it becomes difficult to recover the bond money because the competent authority has accepted the surety bond of ambiguous sureties and without being satisfied that the sureties guarantors are men of means and that the Bond countersigned by Magistrate Class-I

3. In order to over come this situation all competent authorities are advised to ensure the following while accepting the surety bond:-

a. Clear cut addresses alongwith CNIC of the sureties are provided
b. The witnesses of the bond are also known and bonafied employees/persons to trace and identify the sureties.
c. The surey bond is executed before/countersigned by 1st Class Magistrate only. This is an important condition of the bond.
d. The sureties are “men of means” and can easily and diligently pay in case of default on the part of the employee.

4. The aforesaid instructions must be complied with in letter and spirit by all the competent authorities while accepting surety bond from the employees including officers

Sd/-
Director General (HR&A)
(Syed Taqi Ahmad)

c.c.
1. As per List ‘B’
2. DG (CM) Water
3. Dir (CM) S&C
4. Dir (CM) P&F
5. Dir (Establishment)
6. Dir (Admn) Water
7. Dir (Litigation)

Annexure-XXXV

Govt. of Pakistan
Cabinet Secretariat, Establishment Division, Islamabad

No. 11/1/2016-D-11 Islamabad the, 20th April, 2016

OFFICE MEMORANDUM

Subject:- **IMPLEMENTATION OF PROVISIONS OF GOVERNMENT SERVANTS (CONDUCT) RULES,1964.**

The undersigned is directed to state that standing committee on law, Justice & Human Rights has observed that implementation of provisions of Govt. Servants(Conduct) Rules, 1964, Particularly Rules 5,12,13 &13-A thereof shall be implementation Strictly.

2. Ministries/ Divisions/ Officers are therefore requested to direct all Govt. Servants working under them to strictly adhere to Govt. Servants (Conduct) Rules 1964, particularly Rules 5,12,13 &13-A. In case of Violation of these Rules and ancillary instructions thereof, the defaulting Govt. Servant may be proceeded against under Govt. Servant (Efficiency and Discipline) Rules, 1973.

Sd/-
(Engr.Muhammad Arif)
Dy Secretary (D)
Ph.9103463

All Secretaries/ Additional Secretaries Incharge of Ministries/Division, Islamabad/ Rawalpindi.

Copy forwarded to the Chief Secretaries Punjab, Sind , KPK, Balochistan, Gilgit Baltistan, AJK for Similar action.

Sd/-
(Engr.Muhammad Arif)
Dy Secretary (D)
Ph.9103463

Annexure-XXXVI

F.No.TA.10(1)/2015.Admn
Govt. of Pakistan
Ministry of Water and Power
****

Islamabad the, 5th May, 2016

Subject:- **Implementation of Provisions of Government Servants (Conduct) Rules, 1964.**

Please find enclose herewith Establishment Division's Letter No. F.11/1/2016-D-II dated 20.4.2016. on the subject noted above for information and further necessary action.

Sd/-
(Akbar Azam Rajar)
Section Officer

1. **Chairman WAPDA, WAPDA House, Lahore.**
2. **MD, PEPCO, WAPDA House, Lahore.**
3. **MD NTDC, WAPDA House, Lahore.**
4. **MD NESPAK Lahore.**
5. **Pakistan Commissioner for Indus Water (PCIW), Lahore.**
6. **Chairman IRSA Islamabad.**
7. **MD, PPIB, Islamabad.**
8. **CEA.CFFC, Islamabad.**
9. **CEO, AEDB, Islamabad.**
10. **MD, ENEROCON, Islamabad.**
11. **All CEO Discos / Gencos.**

WAPDA Lahore Phones : 9202508 – 9202211/2309

Annexure-XXXVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY
RULES DIRECTORATE S&GA

No/ D/DD(Rules)07456/23/IV/6822-6941 Dated 25-05-2016.

The above circular of Section Officer, Ministry of Water and Power alongwith Cabinet Secretariat, Establishment Division ,Govt. of Pak. Islamabad's O.M. No.11/1/2016-D-II dated 20th Ap0ril, 2016(overleaf) endorsed for strict implementation, defaulters of which may be proceeded against under E&D Rules.

Rule No.	TOPIC
5	Taking part in politics and elections
12	Subscriptions
13	Gifts
13-A	Dowry

Sd/-
Dy. Director (Rules)
(Aneela Dilshad)

1. All General Manger (WAPDA)

2. All Chief Engineers (WADPA)

Annexure-XXXVIII

Govt. of Pakistan
Cabinet Secretariat, Cabinet Division, Islamabad

No.8/5/2017-TK Islamabad the, 13th October, 2017

OFFICE MEMORANDUM

Subject:- **PROCEDURE FOR THE ACCEPTANBCE AND DISPOSAL OF GIFTS.**

In supersession of this Davison's O.M.No.9/8/2004-TK, dated 25th October, 2011 and all other instructions issued on the subject from time to time, the undersigned is directed to state that the Govt. Pak. Has made the following procedure for acceptance and disposal of Gifts received by Government/ Public functionaries.

(1) The responsibility for reporting the receipt of the gifts shall give to on the individual recipient. All gifts received by the government / Public Functionaries irrespective of their prices, must be reported and deposited immediately in Toshakhana of the Cabinet Division, GOP. If it is found, on checking, that an individual has not reported the receipt of a gift, appropriate action will be taken against him under the relevant rules.

(2) If the Chief of Protocol, Ministry of Foreign Affairs, or his representative has been attached to a visiting dignitary or a foreign delegation, it shall be his responsibility to supply the list of the gifts received, together with the names of the recipients, to the Cabinet Division. In the case of other delegations or visiting dignitaries with whom the Chief Protocol or his representative is not associated ,the Ministry sponsoring the visit shall be responsible to supply the details of gifts received and the list of recipients to the cabinet Division. In the case of outgoing delegations or visits abroad of our dignitaries, it shall be the responsible of the Ambassador of Pakistan and/ or Head of the Pakistan mission in the country concerned to report the receipt of the gifts, together with the name of the recipients, to the Cabinet Division through the Ministry of Foreign Affairs.

(3) Government/Public Functionaries, except those in BPS-1 to BPS-4, are prohibited form receiving cash awards offered by the visiting foreign dignitaries. Such gifts may be politely refused, In case however it becomes impossible to refuse without causing offence to the visiting dignitary, the amount shall be immediately deposited in the Govt. Treasury and copy of Treasury Challan shall be provided to the Toshakhana Incharge, Cabinet Division.

(4) Govt. Public functionaries, except the President and the Head of the Government, are prohibited form receiving gifts of any kind for their person or for members of heir families from diplomats, consular and other foreign government representatives who are stationed in Pakistan or from any public organization private individual and firm within the county. However, if due to very exceptional reasons the gifts cannot be declined; it shall invariably be deposited in the Toshakhana. These instructions do not apply to gifts and donations made to institutions.

(5) (i) Cabinet Division will get the value of the gifts assessed form Govt. Sector experts in CBR, Taxila Museum, National Council of the Arts

depending upon the nature of the gifts. Cabinet Division will also get the value of gifts assessed by the private appraisers borne on its approved panel.

(ii) If the difference in value of gifts assessed by two categories of appraisers is less than 25% the high value will be accepted, However, if the difference in value is 25% or more, a committee to be constituted by the Cabinet Secretary shall decide the final value.

(iii) Private Appraisers borne on the approved panel of the Cabinet Division and the nominee of the All Pakistan Jewellary and Gem Stone Association will be paid 2% of the evolution cost of each gift or Rs. 2000/- whichever is less.

(6) The monetary limits upto which the gifts can be retained by the receipts are as follows:-

(i) Gifts upto a value of Rs. 30,000/-(Rupees thirty thousand only) may be retained free of cost by the recipient.

(ii) Gifts valued above Rs. 30,000/- may be allowed t be retained by the recipient on payment of 20% of the value exceeding the basic exemption of Rs. 30,000/-.

(iii) The President / Head of the Government and their families are entitled to retain gift(s) received from foreign dignitaries during visit abroad or their visit to Pakistan, as the case may be on payment of 20% of the assessment value the gift(s).

However, the gift comprising distinct articles, but gifted in a single transaction could be retained by the recipient subject to the condition that part of an article will not be allowed to be taken, this exemption shall however not be available in case of antiques and gifts of intrinsic historical value.

(iv) For gift of value in excess of Rs.30,000/- received by all Government servants (Civil and Military) as categories mentioned in Para 13 of the procedure shall also be entitled to the same principles and policy laid down in para-6 (iii) for the President and the Head of the Government .

(7) The recipient should collect the gifts after payment of retention price within fur months failing which it will become the property of the Toshakhana and will be disposed of as per Toshakhana Rules. The Head of Account of Toshakhana in which the amounts are to be deposited is “1300000- Others (NES) Misc. Receipt of Darbar Presents (Central)”.

(8) Gifts deposited in the Toshakhana which are fit for display, shall be properly catalogued and then displayed in the public rooms of the Foreign Office/Cabinet Division and in the residences of the Head of the State and the Head of the Government. Such articles shall be properly entered in the Toshakhana register and in the stock registers of the respective offices.

(9) An annual physical verification shall be carried out in respect of such articles by an authorized officer of the Cabinet Division in the first quarter of each calendar year.

(10) Gifts which are not fit to be retained or displayed shall be disposed of by periodical sales to be arranged by the Cabinet Division, Government of Pakistan. These sales shall be held once or twice a year. The list of gifts to be sold shall be circulated to all Federal Government officers and officers of the Armed Forces. The articles not purchased in two consecutive auctions by the Government servants should be disposed of the Public through sealed bids.

(11) Antique items and vehicles shall not be allowed to be purchased by the recipients. Antiques shall be placed in the museums or displayed in official building owned by the Government. Vehicles shall be given to the Central Pool of cars of the Cabinet Division.

(12) Gifts, other than those in the nature of antiques or of intrinsic historical value, given to but not retained by the President, the Head of the Government an the Governors, will be sold in accordance with sub-para (10) above. The gifts in the nature of antiques or of intrinsic historical value shall be put on display in accordance with sub-para (8) above.

(13) The procedure shall apply to the President/Head of the Government and their family members, Chairman Senate, Speaker National Assembly, Chief Justice of the Supreme Court, Governors of the Provinces, Members of the Federal Cabinet, Attorney General for Pakistan, Ministers of State, Deputy Chairman Senate, Deputy Speaker National Assembly, Dignitaries holding ministerial status, Members of Provincial Cabinets, Judges of Supreme Court, Chief Justice/Judges of the High Courts, Parliamentarians and other elected representatives, all Government servants (Civil and Military) as well as employees of the Government controlled corporations, autonomous and semi-autonomous bodies and their spouse/dependents, members of the Provincial Governments, other members of public visiting abroad as members of official delegation.

Sd/-
(Mahmood Hasan)
Sr. Joint Secretary (Admn)

Secretaries/Additional Secretaries Incharge
of Ministries/Divisions, Islamabad/Rawalpindi.

Copy to:-

1) Secretary to the President, President's Secretariat, Islamabad.
2) Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3) Secretary, Senate Secretariat, Islamabad.
4) Secretary, National Assembly Secretariat, Islamabad.
5) Registrar, Supreme Court of Pakistan, Islamabad.
6) Chief Secretary, Government of Punjab, Lahore.
7) Chief Secretary, Government of Sindh, Karachi.
8) Chief Secretary, Government of KPK, Peshawar.
9) Chief Secretary, Government of Balochistan, Quetta.

Annexure-XXXIX

Government of Pakistan
Ministry of Water Resources
*****

No.6(1)/2017-Admn Islamabad, the October 19.2017.

1. Chairman WAPDA,
WAPDA House
Lahore.

2 to 4. XXXXXXXX

Subject:- **PROCEDURE FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS.**

I am directed to enclose herewith a copy Cabinet Davison's O.M.No. 8/5/2017-TK dated 13th October,2017 on the subject cited above for information and strict compliance under intimation to his Ministry.

DA. As above

Sd/-
(Shakeel Ahmed)
Section Officer(Admn)
051-9244871

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

No/ D/DD(Rules)07456/23/IV/19486-19515 Dated 02-11-2017

Copy of the above alongwith copy of Cabinet Secretariat Cabinet Division, GOP, Islamabad OM NO.8/5/2017 TK dated 13th October,2017 is enclosed herewith for guidance please.

DA.as above

Sd/-
Dy. Director (Rules)
(Tayyaba Malik)

Distribution

As Per List 'A'

Directorate of Rules (HR&A) WAPDA
Publication No. 3
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY

THE PAKISTAN WAPDA EMPLOYEES (RESTRICTION ON MARRIAGES WITH FOREIGN NATIONAL) RULES, 1965

(AS AMENDED UPTO 05.04. 2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

No.6(27)R&R/5279 6th October, 1965.

In exercise of the powers conferred by Section 18 of the West Pakistan Act No. XXXI of 1958, as amended, the Pakistan Water and Power Development Authority is pleased to make the following Rules namely:

THE PAKISTAN WAPDA EMPLOYEES (RESTRICTION ON MARRIAGES WITH FOREIGN NATIONALS) RULES, 1965

1. Short Title, Commencement and Application

(1) These Rules may be called the Pakistan Wapda Employees (Restriction on Marriages with Foreign Nationals) Rules, 1965.

(2) They shall come into force at once.

(3) They shall apply to all Wapda employees other than persons employed on contract basis.

2. Definitions

In these Rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

(a) "Foreign National" means a person who is not a national of Pakistan:.

(b) "Authority" means the Pakistan Water and Power Development Authority;

(c) "Employee" means a person who has been directly recruited by the Authority;

(d) "Marriage" means the matrimonial relationship entered into in accordance with any law for the time being in force or in accordance with any religions rites or ceremonies, and its grammatical and cognate expressions shall be construed accordingly; and

(e) "Misconduct" means any act or omission prejudicial to good order or service discipline or unbecoming an officer and a gentleman.

3. Prohibition on Marriages with Foreign Nationals

Save as provided in Rule 4,a Wapda Employee who marriages or promises to marry a foreign national shall be guilty of misconduct, and render himself liable to any of the major penalties under the Wapda Employees (E&D) Rules applicable to him. .

4. Permission to Marry a Citizen of India

*[1](1) A Wapda Employee may, with the prior permission of the Authority, marry or promise to marry foreign nationals of any country recognized by Federal Government.

(2) The grant of permission under sub-Rule (1) shall be at the sole discretion of the Authority and shall be subject to such conditions, if any, as may be specified by the Authority.

By Order of the Authority
(S. Akhlaque Hussain)
TQA, C.S.P.,
Secretary, Wapda

*[1] Amended vide OM No. D(Rules)/07456/23/416-21 dated 06.06.2011 (Annex-IV)

ANNEXURE-I

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 2/7/81-D4/D3 Islamabad, the 15th June, 2002

CIRCULAR

Sub: Government Servants (Marriage with Foreign Nationals) Rules, 1962.

The competent authority in the Chief Executive Secretariat has directed that all Government Servants be directed to:-

(i) Scrupulously observe the requirements of the Govt Servants (Marriage with Foreign Nationals) Rules, 1962 and policy guidelines issued from time to time; and

(ii) Abstain from applying for or acquiring green card / foreign nationality act in contravention of the conduct and discipline laws / rules etc.

2. All Ministries / Divisions are requested to bring the above instructions to the notice of all employees working under them or in the attached Departments / Subordinate offices or in the autonomous / statutory bodies etc under their administrative control for strict compliance.

Sd/-
(Fazal-e-Qadir)
Dy. Secretary (D)

ANNEXURE-II

No. 15(4)2001-III-I&C
Government of Pakistan
Ministry of Water and Power

Islamabad 03.07.2002

1. Chairman WAPDA, Wapda House, Lahore.
   2 to 9

Sub: **Government Servants (Marriage with Foreign Nationals) Rules, 1962.**

I am directed to enclose herewith a self explanatory circular No. 2/7/81.D-4/D3 dated 15.6.2002, received from Establishment Division on the subject noted above for information / compliance / further necessary action.

Sd/-
(Muhammad Aurangzeb)
Section Officer (I&C)

Encl: As above.

Copy also forwarded for similar necessary action to Section Officer (Admn-I) M/O Water and Power.

Sd/-
(Muhammad Aurangzeb)
Section Officer (I&C)

ANNEXURE-III

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

No. D(Rules)/07456/11/40173-41473 Dated 24.08.2002.

Copy of the above alongwith a copy of Cabinet Secretariat Establishment Division, Govt. of Pakistan Islamabad's circular No. 2/7/81.D-4/D3 dated 15.6.2002, is forwarded herewith for strict compliance please.

Sd/-
(Nasir Mahmood)
Dir (Rules)

ANNEXURE-IV

Grams: WAPDA Lahore

Phones: 99202508-99202211/2309
Fax: 99203532

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY
RULES DIRECTORATE HR&A

309-WAPDA House,
Shahrah-i-Quaid-i-Azam, Lahore.

No. D (Rules)/07456/23/416-21

Dated: 06.06.2011

OFFICE MEMORANDUM

Sub:- **The Pakistan WAPDA Employees (Restriction on Marriages with Foreign Nationals) Rules, 1965-Amendment.**

1. Authority in its meeting held on 17.05.2011 has approved the Amendment in Rule 4 (1) of The Pakistan WAPDA Employees (Restriction on Marriages with Foreign Nationals) Rules, 1965 as under:-

Existing	Revised
A Wapda Employee may, with the prior permission of the Authority, marry or promise to marry a Muslim citizen of India. Provided that in exceptional cases, a Wapda employee may, with the permission of the Authority, marry a foreign national other than a citizen of India.	A Wapda Employee may, with the prior permission of the Authority, marry or promise to marry foreign nationals of any country recognized by Federal Government.

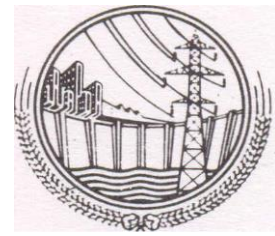
2. The relevant rules stand amended as above.

Sd/-
Director (Rules)
(Khalid Hussain)

Distributions:-
Secretary WAPDA w.r. to his letter No.S/AD(Coord)/03003/MTG/1063-64 dated 01.06.2011.
GM (C&M) Water.
DGF (B&C).
Director (CM) S&C.
Director (Estab) HR&A).
Librarian, WAPDA Central Library, Lahore

Directorate of Rules (HR&A) WAPDA
Publication No. 4
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY



THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 69911/204
Telegrams: WAPDA LAHORE

722-Wapda House,
Lahore
12 November, 1979

No. S/SO (R) 84/23152-23751

OFFICE ORDER

Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979.

In exercise of the powers conferred by Section 18 of the Wapda Act, 1958, (West Pakistan Act No. XXXI of 1958), The Pakistan Water and Power Development Authority is pleased to make the following rules, namely:

1. Short Title Application and Commencement

(a) These Rules may be called The Pakistan Wapda Employees (Retirement) Rules, 1979.

(b) They shall apply to all Wapda employees except deputationists from the appropriate Authority* or a Provincial Government or those on probation, or borne on workcharged establishment.

(c) They shall come into force at once.

2. Definitions

In these Rules unless there is anything repugnant in the subject or context:

(a) “Authority” means the Pakistan Water and Power Development Authority.

(b) “Appointing authority” means the officer designated as such in the Delegation of Orders issued by the Authority from time to time.

(c) “Competent authority” means the Authority, or the appointing authority or an officer designated by the Authority to exercise powers of the competent authority.

(d) "Employee" means a person who has been directly recruited by the Authority or has been absorbed in the service of the Authority on transfer from, or on termination of his lien in his parent department of the Federal or a Provincial Government, as the case may be.

***** Amended Vide OM No. 1/37/2018-E-6 dated 26.11.2018.

***[1]3. Retirement from Service**

Notwithstanding anything contrary contained in the order or the letter of appointment *of* an employee or in the terms of his service or in any other Rules applicable to him, the Wapda Employee shall retire from Service:-

*[2](a) On such date after he has completed twenty years of service qualifying for pension or other retirement benefits as the competent authority may, in public interest direct; or

(b) Where no direction is given under Clause (a), on the completion of the sixtieth year of his age.

Sd/
Brig. (Retd.)
(Muhammad Asghar)
Secretary & GM (Admn) Wapda

---

*[1]Substituted vide o/o No. D (Rules)/07456/36/IV/40331-510, dated 1-11-2001. (Annex-IX)

*[2]Detailed instructions issued Vide O/O No. S/SD(R)84/13169-13468 dt. 04-05-1980(Annex-I), No. GM(A)/AD(EIA)07027/22892-24011 dt. 26-03-1989 (Annex-III) & No. GM (A)D/(Rules) /07456/36/IV/28151- 350 dt 13/15 May, 2006 (Annex-XIV)

ANNEXURE-I

No. *S/SO* (R) 84/13169-13468 4th May, 1980

OFFICE ORDER

Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Under Rule 3 of The Pakistan Wapda Employees (Retirement) from Service Rules 1979, a Wapda employee holding post in Grade 20 or an equivalent post shall retire from service on such date as the 'competent authority' may, in the public interest, direct. In the case of a Wapda Employee, who is not holding post in Grade 20 or an equivalent post, the 'competent authority' may retire him after he has completed 25 years of service qualifying for pension, gratuity or other benefits. The 'competent authority' can also retire from service such an employee, on his completion of 55 years of his age. In both the cases, such retirement can be made by the 'competent authority' in the public interest.

2. A question has arisen, at what time the 'competent authority' can pass an order of retirement of an employee who has completed 25 years service, or has completed the 55th year of his age. In the case of the first mentioned category, an order of retirement can be passed immediately after the employee has completed 25 years of service, while in the case of second mentioned category, an order of retirement can be passed when an employee has completed *55th year of his age. In both such cases, the decision to retire an employee has to be taken before the employee has completed 25 years of his service or has completed the *55th year of his age, but such a decision will take effect, in the case of the first mentioned category, from the date which would be immediately after he has completed 25 years service and in the case of the second mentioned category on the date when he has completed 55th year of his age.

3. To enable the 'competent authority' to pass an order of retirement, each such case should be initiated, at least three months before the date from which retirement is to take effect and all formalities should be completed, without fail, within the aforesaid period, so that retirement may take effect from the appropriate date.

4. The case of those employees who had completed 25 years of service or had attained the age of 55 years, before the date of promulgation of the aforesaid Rules, falls within the purview of Rule 4 and if no order of retirement of such an employee is passed by the 12th May 1980, he will retire only on attaining the age of 60 years and not earlier, unless he is promoted to a post of Grade 20 or an equivalent post when his case would fall within the purview of sub-paragraph (a) of Rule 3 of 1979.

Sd/-
Brig (Retd.)
(MUHAMMAD ASGHAR)
Secretary Wapda

---

*Clarification on the subject issued vide O.M. No. DG(S&GA)/DD(Rules)/07456/III/8321-9620 dt 15-02-97 (Annex-VII)

ANNEXURE-II

No. S/DD (Rules)/07455/7/626-1225 5th January, 1982

OFFICE MEMORANDUM

The Authority is pleased to waive the condition of rendition of Satisfactory Service Certificate required for the grant of pension, gratuity and drawal of Authority's contribution towards Wapda Employees Provident Fund under the Rules to the following categories of its employees:-

a. Wapda employees retired *or removed from the Service of the Authority without assigning any reason under section 17(1- A) of the Wapda Act;

b. Wapda employees retired from the Service of the Authority before the completion of 60th year of his age under the Pakistan Wapda Employees (Retirement from Service) Rules, 1979; and

c. Wapda employees compulsorily retired from the Service of the Authority under the Pakistan Wapda Employees (E&D) Rules, 1978.

Sd/-
Colonel
(Idrees Mohsin)
Secretary Wapda

*Added vide Dir: Fin: (Reguls) O.M. No. F.O (B&F)/37-9(75)/II/1476-1626 dated 6-10-1994 (Annex-IV)

ANNEXURE-III

No. GM (A)/ AD (E-IA)/07027/22892- 24011 Dated 26th March, 1989

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES 1979

Following guidelines have been approved by the Authority for reviewing employees cases for their retirement on completion of 25 years service qualifying for pension/gratuity or other retirement benefits or attaining 55th year of age under "The Pakistan Wapda Employees (Retirement) Rules 1979".

(i) Before passing final order of retirement of an employee, the competent authority as defined in "The Pakistan Wapda Employees (Retirement) Rules 1979" on review, shall inform the employee through a notice of the grounds on which it is proposed to make the order and give him an opportunity of showing cause against it (see specimen Notice in Appendix-I)

NOTE:

The Notice will be issued by the competent authority. For Junior Engineers or equivalent officers, it will be served through the offices as defined under Note (a) below Clause- IV. For Senior Engineers or equivalent officers and above, it will be served through the Career Management Cell.

(ii) In each case, review proceedings shall be finalized before the date of proposed retirement; order retiring the employee on his completing 25 years of service qualifying for pension shall be made soon thereafter, after he has completed the said period. In other cases, retirement order shall be made on the date he attains 55 years of age.

(iii) Review is to be conducted twice in a calendar year in the months of January and July. Its proceedings should conclude within six months and order of retirement to be passed in the manner as provided in clause (ii) above.

(iv) Review is to be initiated in the following manner:-

(a) Chief Engineer or officers of equivalent status in case of employees holding posts in BPS-1 to 16 will initiate the case on the proforma as per Appendix-II and process the same till its finalization in the prescribed manner. In Case of Junior Engineers or officers of equivalent status and above, the Chief Engineer (Admn) Water, Chief Engineer (Admn) Power, Director General (HR&A) or General Manager Finance (Coord) whosoever may be concerned will initiate the case and process it in the manner given below. Names of such officers in BPS-18 and above will be intimated to the Career Management Cell under Managing Director (Admn) who shall initiate the review case of such officers on the proforma as per Appendix-II to these instructions in accordance with the procedure explained above.

(b) The manner in which review is to be made and finalized shall be as under:-

Sr. #	Posts	Reviewing Committee	Approving Committee	Final Authority	Manner of Approval
1.	Posts in BPS-1 to 16	CE or officer of equivalent status	Three Member Committee of GMs/DGs of the Wing / Common Services concerned nominated by the "Final Authority" for each calendar year.	Member / MD concerned	Approval be obtained by the GM concerned directly.
2.	Jr. Engr / Sr. Engr/ officers of equivalent status	Three Member Committee of GMs/DGs of the Wing / Common Services concerned nominated by the Member / MD concerned for each calendar year.	Member / MD concerned	*[1]Authority	Approval of the *[1]full Authority shall be obtained in respect of Junior Engineers and officers of equivalent status by CE (Admn) Power CE (Admn) Water DG (Personnel) Distribution, DG (S&GA) and GM Finance (Coord), as the case may be, and in respect of the level of Senior Engineer or equivalent and above by Career Management Cell through Managing Director (Admn)
3.	SEs/ CEs/ GMs/ MDs or officers of equivalent status	Member / MD concerned and only Member concerned in case of MD	*Authority		Approval of Authority shall be obtained by the CM Cell through MD (Admn)

*[1]Word "Full" deleted w.e.f 15-05-1994 vide O.M. No. DD(Rules)/07456/36/III/4536-46011 dated 17-09-1995 (Annexure-V)

Note- I

It shall be the responsibility of the following officers to watch constantly and to ensure that cases of review of Wapda Employees of the status of Junior Engineers or equivalent and above are initiated six months before completing 25 years qualifying service for pension, gratuity or other benefits and of those attaining the age of 55 years till such time the final action/decision of Reviewing/Approving/Final Authorities as the case may be, is obtained:-

1.	Chief Engineer (Admn) Power/Director General (Personnel) Distribution	In respect of employees of Power Wing.
2.	Chief Engineer (Admn) Water	In respect of employees of Water wing
3.	General Manager Finance (Coordination)	In respect of Accounts, Audit and Finance employees of Power, Water and Coordination Wings (including his own office.)
4.	Director General (HR&A)	In respect of employees of Common Services as well as that of the status of Assistant Directors or equivalent and above and including Chief Engineers/ General Managers/Managing Directors and officers of equivalent status.

Note- II

Approving Committee against Serial No. 1 above shall be got constituted by the offices indicated in Note- I above.

Reviewing Committee against Serial No. 2 will be got constituted by the Career Management Cell under Managing Director (Admn)

2. This supersedes all previous instructions issued on this subject.

Signature

APPENDIX-I

BY REGISTERED POST

_____
_____

Subject: SHOW CAUSE NOTICE UNDER RULE 3 OF THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES 1979

The question of your continued retention in Wapda service after completion of 25 years service qualifying for pension and other retirement benefits/completion of 55 years of your age on _____has been examined by the Competent Authority as defined in Rule 2 (c) "The Pakistan Wapda Employees (Retirement) Rules 1979".

2. From the perusal of your ACR file and other connected record, the Competent Authority has come to the conclusion that it is in the public interest to retire you from service after completion of 25 years of service qualifying for pension, gratuity or other retirement benefits/attaining 55th years of age as on for the following reasons:-

3. Before issuance of the orders under "The Pakistan Wapda Employees (Retirement) Rules 1979" you are hereby required to show cause as to why you should not be retired from Wapda Service with effect from _____.

4. Your reply, if any, should reach the undersigned within 14 days of receipt of this Notice failing which the contemplated action will be taken.

By the order of the Final Authority

Name and Designation of
Competent Authority

APPENDIX-II

Sr. #	Name	Designation	Grade	Previous Service if Counted towards Pension	Wapda Service	Total Pension-able service	Date of Completing 25 years service or attaining the age of 55 years	Recommen-dations for retirement based on : a. Record b. Personal knowledge c. Reputation d. Poor loyalty/ intergrity/ Honesty/ Moral Turpitude	Remarks by Approving Authority if any	Final Decision
1	2	3	4	5	6	7	8	9	10	11

ANNEXURE-IV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 6366911/2287
Telegrams: WAPDA LAHORE

225-Wapda House,
Lahore
Dated 6-10-1994

No. F.O(B&F)/37-9(75)/vol-II/1476-1626

OFFICE MEMORANDUM

Reference Secretary Wapda's O.M. No. S/DD(Rules)07455/7/626-1225 dated 05-01-1982 on the above subject.

2. The Authority has been pleased to add, ab-initio the word "or removed" after the word "retired" appearing in first line of para 1 (a) of the O.M. under reference. The amended O.M. is reproduced on reverse.

Sd/-
(MUHAMMAD FAROOQ MEMON)
Deputy Director Finance
For Director Finance (P), Wapda

CC:

1. All GMs, Wapda
2. Secretary, Wapda with refence to the minutes of the Authority meeting held on 24-03-1994.
3. All CEs, Wapda
4. All PDs, Wapda
5. All Head of Divisions, Wapda
6. Director, SEs, Wapda
7. Director ((I&P), Wapda
8. DG, Wapda Audit

ANNEXURE-V

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 8366911/2332 332-WAPDA House
Telegrame; WAPDA LAHORE Lahore

No. DG(S&GA)/DD(R)/07456/36/III/45361-46011 17th September 1995

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES 1979

Authority has decided to delete the word 'full' before the word 'Authority' wherever occuring in The Pakistan WAPDA Employees (Retirement) Rules 1979.

The above amendment shall take effect from 15-5-1994.

Sd/-
(Kh. Sajjad Haider)
Director General (S&GA)

Distribution
As per List 'C'.

1) Secretary, WAPDA with reference to his O.O No. S/AD (Coord) 03003/NTG/2230-45 dated 26-5-1995.

2) Assistant Director (E-IA) S&GA, 301-WAPDA House, Lahore.

ANNEXURE-VI

No. DG (S&GA)/DD/(Rules) 07456/36/III/45562-4786I 23rd November. 1996

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

The Authority has approved the following amendment in the Pakistan Wapda Employees (Retirement) Rules, 1979 with immediate effect:-

I. Existing Rule-3(i) (a) is hereby substituted with the following:-

Rule-3 Notwithstanding anything to the contrary contained in the order or the letter of appointment of an employee or in the terms of service or in any other Rule applicable to him, the Wapda employee shall retire from service:

a. On the completion of the 60th year of his age, or

b. If a Wapda Employee is to be retired from service by the competent authority before the date of his superannuation viz. 60 years, he is to be retired under the Pakistan Wapda Employees E&D Rules, 1978 after observing the prescribed procedure.

2. Rule-3 (i) (b) hereby stands deleted.

3. Rule-4 is hereby deleted alongwith the note there under.

Sd/-
(Kh. Sajjad Haider)
Director General

ANNEXURE-VII

No. DG (S&GA)/DD (Rules)/07456/III/8321-9620 Dated 15-02- 1997

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Attention is invited to Office Memorandum No. DG (S&GA)/DD (R)/07456/ 36/III/46562-4786I, dated 23-11-1996 by which amendments have been affected in Rule 3 and 4 in the subject Rules. A wrongful impression has developed in the mind of a few that by reason of the amendment made in the Retirement Rules option to proceed on voluntary retirement on or after twenty five years qualifying service has been withdrawn by the Authority.

It is hereby clarified that the amendments dated 23-11-1996 have put an end to review of employees with respect to retention in service on completion of 55th year of their age. The amendment order in no way has barred the employees from opting voluntary retirement on or after completing twenty five years of qualifying service as provided in the Pakistan Wapda Pension Rules, 1977.

Sd/-
(Khawaja Sajjad Haidar)
Director General (S&GA)

ANNEXURE-VIII

No. GM (Admn)/DD (Rules)/07456/36/III/41338-5I7 Dated 09/14- I0-2000

OFFICE ORDER

Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Ref: This O.M No. DG(S&GA)/DD(Rules)/07456/36/III/46562-47861 dt.23.11.1996.

The Authority has decided to substitute the existing Rule-3 of the Pakistan Wapda Employees (Retirement) Rules 1979 with the following to make it in line with the Federal Government Rules.

3. Retirement from Service

Notwithstanding anything to the contrary contained in the order or the letter of appointment of an employee or in the terms of his service or in any other Rule applicable to him. The Wapda employee shall retire from service:-

(a) On such date after he has completed twenty five years of service qualifying for pension or other retirement benefits as the competent authority may, in public interest direct, or

(b) Where no direction is given under Clause (a) on the completion of the sixtieth year of his age.

2. No direction under Clause (a) shall be made until the Wapda Employee has been informed in writing of the grounds on which it is proposed to make the direction, and has been given a reasonable opportunity of showing cause against the said direction.

3. Following guidelines have been approved by the Authority for reviewing employee cases for their retirement on completion of 25 years service qualifying for pension/gratuity or other retirement benefits under The Pakistan Wapda Employees (Retirement) Rules 1979:-

(i) When it comes to the notice of the competent authority that a Wapda Employee has prima facie, ceased to be efficient and that action is warranted against him under Rule-3 of The Pakistan Wapda Employee (Retirement) Rules 1979, it shall cause the case to be referred to a Review Committee stating the facts of the case alongwith supporting documentary evidence. If any, service record of the person in the form attached as Appendix-A and such other record as may be considered relevant to a case for the purpose of making a recommendation about his suitability for further retention in service.

The Review Committee shall comprise the following:-

Posts	Reviewing Committee			Competent Authority	Manner of approval
BPS 1 to 20	1.	MF	Convener	Chairman	The following shall act as secretary of the Committee in respect of respective wing / cadre: 1. Dir. (CM) Coord for BPS-20 officers. 2. Dir (CM) Power for BPS- 18 & 19 officers of Power Wing. 3. Dir (CM) Water for BPS-18 & 19 of Water Wing. 4. Dir (CM) Fin: S&GA for officers of S&GA. 5. CE (Admn) Power for employees in BPS-17 and below in Power Wing. 6. CE (Admn) W for employees in BPS-17 and below in Water Wing. 7. DG (HR&A) for employees in BPS-I7 and below in Common Services in Admn. Accounts, Finance, Audit, Medical Services. 8. Dir. HRD/ Admn/DD (Admn) in respect of employees in BPS-I7 and below in DISCOs / GENCOs / NTDC. Secretary shall be responsible for submission of case to the Committee for review and final order of the competent authority.
	2.	GM (A)	Member		
	3.	GM (Int.)	Member		
	4.	GM (C&M)W	Member		
	5.	GM(C&M)P	Member		
	6.	GMF(Power)	Member		
	7.	GMF (W)	Member		
	8.	Chief Auditor	Member		

(iii) The Review Committees should examine the case referred to them, and the Committees may recommend retirement in the following cases:-

(a) Where two or more penalties under The Pakistan Wapda employees (E&D) Rules 1978 have been imposed on a Wapda Employee.

(b) Where overall grading of the ACRs is Average and/or where adverse remarks in regard to acceptance of responsibility, integrity, reliability, output of work and behaviour with the public were recorded in the ACRs (duly conveyed to the concerned employee and his representation against it finalized as per rules).

(c) Where a Wapda employee is twice recommended for supersession by the Selection Board and the recommendation of the Selection Board is approved by the competent authority.

(d) Where other specific and cogent grounds including the following may warrant retirement of a Wapda employee:-

(i) persistent reputation of being corrupt;

(ii) possessing pecuniary resources and/or property etc. disproportionate to his known sources of income: and

(iii) frequent unauthorized absence from duty.

(iv) where the Review Committee recommends retirement of

Wapda employees, specific reasons for doing so should be given. The recommendations of the Committee should be submitted for the approval of the competent authority. If the competent authority agrees with the recommendation of the Committee, a show cause notice as per Appendix-B shall be issued to the Wapda employee under Rule-3 of the aforesaid Rules. After receipt of reply to the show cause notice the competent authority shall take the final decision.

4. Review is to be conducted twice in a calendar year in the months of March & September. Its proceedings should conclude within three months.

5. Secretary of Review Committee's shall collect the requisite information and initiate the cases.

Sd/-
(Brig. Naeem Abid)
General Manager (Admn)

Appendix-A

PROFORMA FOR REVIEW OF SERVICE RECORD OF EMPLOYEE ON COMPLETION OF 25 YEARS QUALIFYING SERVICE FOR PENSION

I. Name
2. Date of birth
3. Educational Qualification
4. Name of the Wing / Office.
5. Designation
6. Date of joining WAPDA Service.
7. Details of pre-service and in service training.
8. Date of promotion to the present post.
9. Date of completion of 25 years service qualifying for pension
10 Details of Service Record.

a. Synopsis of ACRs

Year	Overall Assessment	Assessment made in the ACR about		
		Quantity and output of work	Integrity	Fitness for Promotion
		a	B	C
1	2	3		

b. Pen picture recorded in the ACRs during last five years.

c. Particulars of penalties imposed under The Pakistan Wapda Employees (Efficiency & Discipline) Rules, 1978.

Name of Penalty	Ground of Penalty	No. & date of penalty imposing order

Appendix-B

BY REGISTERED POST

_____

_____

Subject : SHOW CAUSE NOTICE UNDER RULE-3 OF THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

The question of your continued retention in WAPDA service after completion of 25 years service qualifying for pension and other retirement benefits on _____ has been examined by the competent authority as defined in Rule-2 (c) of "The Pakistan WAPDA Employees (Retirement) Rules, 1979".

2. From the perusal of your ACRs file and other connected record, the competent authority has come to the conclusion that it is in the public interest to retire yon from service after completion of 25 years of service qualifying for pension and other retirement benefits on_____ for the following reasons:

3. Before issuance of the order as under "The Pakistan WAPDA Employees (Retirement) Rules, 1979" you are hereby required to show cause as to why you should not be retired from WAPDA Service with effect from _____.

4 Your reply, if any, should reach the undersigned within 14 days of receipt of this Notice failing which the contemplated action will be taken.

Name and Designation of Competent Authority

ANNEXURE-IX

No. D(Rules)/07456/36/IV /40331-510 Dated 01-11-2001.

OFFICE ORDER

Subject:- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Reference: This office order No. DG (S&GA)/DD(Rules)075456/36/III/41338-517 dated 9/14-10-2000

The Authority has been pleased to substitute the existing Rule 3 (a) (b) of the Pakistan Wapda Employees (Retirement) Rules, 1979, with the following to bring the same at par with the Federal Government Rules:-

3. **Retirement from Service**

Notwithstanding anything contrary contained in the order or the letter of appointment of an employee or in the terms of his service or in any other Rules applicable to him, the Wapda employee shall retire from Service:-

(a) On such date after he has completed twenty years of service qualifying for pension or other retirement benefits as the competent authority may, in public interest direct, or

(b) Where no direction is given under Clause (a), on the completion of the sixtieth year of his age.

2. Similarly the word and figure of twenty five shall stand substituted by the word and figure of twenty wherever appearing in the Pakistan WAPDA Employees (Retirement) Rules.

Sd/-
(NASIR MAHMOOD)
Director (Rules)

ANNEXURE-X

No. Dir (A&F)O&M/09950(59)/7935-8115 Dated 04.02.2003.

OFFICE ORDER

Subject :- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

1. In partial modification of Clause 3 (2) of this office order No. GM(A)/DD(Rules)/07456/36/III/41338-517 dated 9/14.10.2000, the Authority has been pleased to reconstitute the following Review Committees to decide review cases of WAPDA Employees on retirement on 20 years service and to seek approval of the proposed competent authorities as mentioned against each:-

DISCOs / GENCOs / NTDC

Post	Reviewing Committee		*[1]Approving authority
BPS 1 to 18	- Respective CE (Tech)	Convener	Respective CEO of the Company
	- Director (Tech)	Member	
	- Director (HR)	Member	
BPS - 19	- Finance Director	Member	Member Concerned
BPS – 20	- Manager (Admn)	Member	Chairman WAPDA

WATER WING

Post	Reviewing Committee		*[1]Approving authority
BPS 1 to 19	- GM (P&D)	Convener	Member (Water)
	- GM Fin (Water)	Member	
BPS – 20	- CE (C&M) Water	Member	Chairman WAPDA
	- Director (Admn) W	Member	

POWER WING

Post	Reviewing Committee		*[1]Approving authority
BPS 1 to 19	- GM (C&M) Power	Convener	Member (Power)
	- GM Fin (Power)	Member	
BPS – 20	- CE (Admn) Power	Member	Chairman WAPDA
	- Director (Admn) P-I	Member	

COMMON SERVICES

Post	Reviewing Committee		*[1]Approving authority
BPS 1 to 19	- GM (Admn)	Convener	Member (Finance)
	- DG (HR&A)	Member	
BPS – 20	- DG Fin (B&C)	Member	Chairman WAPDA
	- Chief Auditor	Member	
	- Dir (A&F) O&M	Secretary	

2. All competent authorities are requested to dispose off review cases of their employees in the light of above amendment at their own level.

3. Review is to be conducted twice in a calendar year in the months of March and September. Its proceedings should be concluded within three months.

Sd/-
(Nasir Mahmood)
Director (A&F) O&M

*[1]Modified Vide O.M. No D(Rules)/07456/36/III/43315-44615 dated 13-07-2004 (Annex-XI)

ANNEXURE-XI

No. D(Rules)/07456/36/III/43315-44615 Dated July 13, 2004.

OFFICE MEMORANDUM

Subject :- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

A question has been raised as to whether the competent authority for approving the recommendations of the Reviewing Committee to decide the review cases of WAPDA Employee and signing / serving the Show Cause Notice to the concerned employee on the basis of the recommendations of Reviewing Committee will be the same or otherwise.

2. In order to remove the ambiguity it is hereby clarified that the word "Competent authorities" written on the title of Column 3, Para 1 of this office order No. Dir (A&F)O&M/09950(59)/7935-8115 dated 04.02.2003 may be read as "Approving authorities" instead of "Competent Authorities". The Show Cause Notice shall, however, be signed / served by the respective competent authority of the employee concerned.

Sd/-
(Nasir Mahmood)
Director (Rules)

ANNEXURE-XII

No. Dir (A&F)O&M Cell/R-E/1898 Dated 11.09.2004

The Director (Coord) M&S, WAPDA,
711 WAPDA House, Lahore.

Subject: **3RD REVIEW MEETING COMMON SERVICES CADRE AFTER COMPLETION OF 20-YEARS OR MORE SERVICE QUALIFYING SERVICE FOR PENSION**

Ref: Your letter No. GM(M&S)/Admn/10114/2007 dated 04.09.2004.

In this regard, it is to clarify that an employee whose case has once been considered in the Review Committee Meeting for retirement after completion of 20 years or more service qualifying for pension may not be considered again.

Sd/-
(Mian Rifat Mehmood)
Dir (A&F) O&M Cell

ANNEXURE-XIII

No. GM(A)/D(A&F)O&M/26421-641 Dated 17/18.04.2006

NOTIFICATION

Subject :- PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Ref: i) O/O No. GM(A)/DD(Rules)/07456/36/III/41338-517 dt. 9/14.10.2000.
ii) O/O No. D(Rules)/07456/36/IV/40331-510 dt. 1.11.2001.
iii) O/O No. D(A&F)O&M/09950(59)/7935-8115 dt. 4.2.2003.
iv) O/O No. D(Rules)/07456/36/III/43315-44615 dt. 13.7.2004.
v) O/O No. D(A&F)O&M/6911-70 dt. 28/29.01.2004.

1. The service review of WAPDA employees on completion of 20 years service under Pakistan Wapda Employees (Retirement) Rules, 1979 (amended from time to time) is to be carried out twice in a calendar year in the months of March and September. The objective of service review boards is to eliminate inefficient, unwilling and corrupt workforce from time to time from the department.

2. It has been observed by the Authority that despite repeated reminders, the instructions as contained in above referred office orders are not being adhered to by the Secretaries of the Review Committees in its true letter and spirit and the boards are not being convened regularly.

3. In order to streamline the matter, it has been decided that:-

a. Service review of employees will be conducted as per reconstituted Service Review Committees placed at Appendix-A.

b. In case of Grade-18 officers serving in DISCOs / GENCOs / NTDC, the reviewing authority will be respective CEOs and approving/competent authority will be the Member concerned.

c. The service review boards for the period March 2006 be convened by 31st May, 2006, if not held in March 2006.

4. As desired by the Authority, respective Members are requested to ensure and obtain progress.

Sd/-
Brig (R)
General Manager (Admn)
(Muhammad Najam us Saqib)

Appendix-A

REVISED SERVICE REVIEW COMMITTEES

A. DISCOs / GENCOs / NTDC

Post	Reviewing Committee		Approving authority
BPS 1 to 17	- Tech Dir / CE	Convener	Respective CEO of the Company
	- Operation Director	Member	
	- HR&A Director	Member	
	- Finance Director	Member	
	- Manager (HR)	Secretary	
BPS 18 to 19	- CEO	Convener	Member (Power)
	- Operation Director	Member	
	- HR&A Director	Member	
	- Finance Director	Member	
	- Manager (HR)	Secretary	
BPS-20	- Member (Power)	Convener	Chairman WAPDA
	- Member (Finance)	Member	
	- Member (Water)	Member	
	- GM Fin (Power)	Member	
	- Director (CM) Coord	Secretary	

B. WATER WING

Post	Reviewing Committee		Approving authority
BPS 1 to 19	- GM (P&D)	Convener	Member (Water)
	- GM Fin (Water)	Member	
	- GM/CE (C&M) Water	Member	
	- Director (Admn) W	Secretary	
BPS - 20	- Member (Water)	Convener	Chairman WAPDA
	- Member (Finance)	Member	
	- Member (Power)	Member	
	- GM(Admn)	Member	
	- Director (CM) Coord	Secretary	

C. POWER WING

Post	Reviewing Committee		Approving authority
BPS 1 to 19	- GM (C&M) Power	Convener	Member (Power)
	- GM Fin (Power)	Member	
	- CE (Admn) Power	Member	
	- Director (Admn) P-I	Secretary	
BPS - 20	- Member (Power)	Convener	Chairman WAPDA
	- Member (Finance)	Member	
	- Member (Water)	Member	
	- GM(Admn)	Member	
	- Director (CM) Coord	Secretary	

D. COMMON SERVICES

Post	Reviewing Committee		Approving authority
BPS 1 to 19	- GM (Admn)	Convener	Member (Finance)
	- DG (HR&A)	Member	
	- DG Fin (B&C)	Member	
	- Chief Auditor	Member	
	- Dir (A&F) O&M/ Dir (CM) Coord	Secretary	
BPS - 20	- Member (Finance)	Convener	Chairman WAPDA
	- Member (Power)	Member	
	- Member (Water)	Member	
	- GM(Admn)	Member	
	- Director (CM) Coord	Secretary	

NOTE:

1. The competent authorities to issue Show Cause Notice (as per specimen attached Appendix-B) and impose penalties on the employees will be the same as per E&D Rules.

2. Review is to be conducted twice in a calendar year in the months of March and September. Its proceedings should be concluded within three months.

Appendix-B

BY REGISTERED POST

_____

_____

Subject: **SHOW CAUSE NOTICE UNDER RULE 3 OF THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979**

The question of your continued retention in WAPDA service after completion of 25 years service qualifying for pension and other retirement benefits on _____ has been examined by the competent authority as defined in Rule-2 (c) of "The Pakistan WAPDA Employees (Retirement) Rules, 1979".

2. From the perusal of your ACRs file and other connected record, the competent authority has come to the conclusion that it is in the public interest to retire you from service after completion of 25 years of service qualifying for pension and other retirement benefits on_____ for the following reasons:

3. Before issuance of the order under "The Pakistan WAPDA Employees (Retirement) Rules, 1979", you are hereby required to show cause as to why you should not be retired from WAPDA Service with effect from _____.

4 Your reply, if any, should reach the undersigned within 14 days of receipt of this Notice failing which the contemplated action will be taken.

Name and Designation of
Competent authority

ANNEXURE-XIV

No. GM(A)/D(Rules)/07456/36/IV/28151-350 Dated: 13/15 May, 2006

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Ref:- Office Order No. D(Rules)/07456/36/IV/40331-510 dated 01.11.2001 and notification No. GM(A)/D(A&F)O&M/26421-641 dated 18.04.2006.

1. There is a misperception sporadically that a person can be considered for weeding out on completion of 20 years (and not thereafter). It is clarified that a person can be so considered on completion of 20 years service qualifying for pension, or anytime thereafter till retirement, subject to the criteria laid down for his inclusion in Service Review Board proceeding.

2. This must be ensured in conjunction with our letter referred above.

Sd/-
Brig (R)
General Manager (Admn)
(Muhammad Najam us Saqib)

ANNEXURE-XV

No. Dir (A&F) O&M/31676-876 Dated 13 June, 2006

OFFICE ORDER

Subject :- PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Ref: This office notification No. GM(A)/D(A&F)O&M/26421-641 dated 17/ 18.04.2006.

Director (Estab) S&GA will be Member (in attendance) in all the Reviewing Committees of BPS-20 officers appearing in Appendix-A to the above referred notification and will present the record relating to disciplinary cases of the potential officers in the meeting.

Sd/-
(Iftikhar Ahmad)
Director General (S&GA)

ANNEXURE-XVI

No. DG/Dir(A&F)O&M/44918 Dated 21 August 2006

NOTIFICATION

Subject :- CONDUCTING OF SERVICE REVIEW BOARDS UNDER WAPDA EMPLOYEES (RETIREMENT), RULES, 1979

Ref: Office notification No. GM(A)/D(A&F)O&M/26421-641 dated 17/18-04.2006.

1. The Service Review Boards for the year 2006 were to be conducted in May and September, 2006 in terms of above referred notification.

2. It has been decided that Service Review Board which was scheduled to be held by 31-5-2006, will now be conducted alongwith the Service Review Boards of September, 2006.

Sd/-
(Iftikhar Ahmad)
Director General (S&GA)

ANNEXURE-XVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 99202523
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Office of DG (HR&Admn)
O&M Directorate
208-Wapda House, Lahore

No. Dir. (O&M)/09950 (59)/23490-640 Date; 19-12-2012

OFFICE ORDER

Subject:- **THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979.**

In supersession of this Office Order No. Dir. (A&F) O&M/09950 (59)/7935-8115 dated 04/02/2003 and partial modification of Clause 3 (ii) of Office Order No. GM (A)/DD (Rules)/07456/36/III/41338-517 dated 9/14. 10. 2000, the Authority has been pleased to reconstitute the following Review Committees to decide review cases of WAPDA employees on retirement on 20 years service and to seek approval of the proposed competent authorities as mentioned against each;

Wing	Post	Reviewing Committee		Approving authority
Water	BPS 1 to 17	- GM (P&D)	Convenor	Member (Water)
		- GM Fin (Water)	Member	
		- CE (C&M) W	Member	
		- Dir. (Admn) Water	Secretary	
	BPS 18 to 19	- GM (P&D)	Convenor	Member (Water)
		- GM Fin (Water)	Member	
		- GM/CE (C&M) W	Member	
		- DG (CM) Water	Secretary	
	BPS 20	- Member (Water)	Convenor	Chairman WAPDA
		- Member (Finance)	Member	
		- Member (Power)	Member	
		- MD (A)/GM (A)	Member	
		- Dir. (CM) S&C	Secretary	
Power	BPS 1 to 16	- GM (Hydel) Operation	Convenor	Member (Power)
		- GM Fin (Power)	Member	
		- DG (HR & Admn)	Member	
		- Dir. (Admn) Hydel	Secretary	
	BPS 17 to 19	- GM (Hydel) Operation	Convenor	Member (Power)
		- GM Fin (Power)	Member	
		- DG (HR & Admn)	Member	
		- Dir. (CM) P (H) & F	Secretary	
	BPS 20	- Member (Power)	Convenor	Chairman WAPDA
		- Member (Finance)	Member	
		- Member (Water)	Member	
		- MD (A)/GM (A)	Member	
		- Dir. (CM) S&C	Secretary	

Common Services	BPS 1 to 17 (Finance, Accounts & Audit)	- GM Fin (Coord) - DG (HR & Admn) - Chief Auditor - Dir. Fin (A &R)	Convenor Member Member Secretary	Member (Finance)
	BPS 1 to 16 (Excluding Fin, Accounts & Audit)	- MD (A)/GM (A) - DG (HR & Admn) - DG (MS) - Dir. (Estb) HR & Admn	Convenor Member Member Secretary	Member (Finance)
	BPS 17 to 19 (Excluding-BPS-17 of Fin, Acctts & Audit)	- MD (A)/GM (A) - DG (HR & Admn) - DG (MS) - Dir. (CM) S&C	Convenor Member Member Secretary	Member (Finance)
	BPS-20 (All cadres of Common Services)	- Member (Finance) - Member (Power) - Member (Water) - MD (A)/GM (A) - Dir. (CM) S&C	Convenor Member Member Member Secretary	Chairman WAPDA

2. All competent authorities are requested to dispose off review cases of their employees in the light of above amendment at their own level. Review is to be conducted twice in a calendar year in the months of March and September, its proceedings should be concluded within three months.

Sd/-
Director (O&M) WAPDA

Distribution:
As per List “B”.

Directorate of Rules (HR&A) WAPDA
Publication No.5
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY

GUIDELINES FOR ENFORCING THE RESPONSIBILITY FOR LOSSES SUSTAINED BY THE AUTHORITY THROUGH FRAUD OR NEGLIGENCE OF INDIVIDUALS, 1982

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHOIRTY

Telephone: 54911 & 69911/233
Telegrams: WAPDA. LAHORE

716-Wapda House,
Lahore

No. GM (Admn)/DD (R)/07456/3/62542-63311 17th July, 1982

Subject: GUIDELINES FOR ENFORCING THE RESPONSIBILITY FOR LOSSES SUSTAINED BY THE AUTHORITY THROUGH FRAUD OR NEGLIGENCE OF INDIVIDUALS, 1982

I. INTRODUCTION

The Authority is pleased to lay down principles regarding enforcement of responsibility for losses caused through fraud, negligence, etc. and frame instructions in regard to prosecution in criminal courts, and for conducting departmental enquiries in cases of fraud and embezzlement, etc.

2. Any defalcation or loss of money, departmental revenue or receipts, stores, or other property discovered in a project, office or division, should be immediately reported to the Authorities specified in these instructions, even when such loss has been made good by the person responsible for it. It will usually be sufficient if the officer reporting the defalcation or loss to the higher Authority sends a copy of his report or such relevant extracts from it as are sufficient to explain the exact nature of the defalcation or loss and the circumstances which made it possible. A further complete report of the nature and extent of the loss, showing the errors or neglect of rules by which such loss was rendered possible, and the prospects of effecting recovery, after the matter has been fully investigated, should also be submitted.

3. A register of petty losses of monetary value not exceeding Rs. 200 should be maintained and inspected by the Auditors to review the position from time to time. A specimen of the Register is at Appendex"A".

4. Losses or deficiencies concerning buildings, land, stores and equipment should, apart from other actions as above, be written off in value or commercial account that may be maintained with the sanction of the competent authority as shown in the financial delegation orders.

II. GENERAL PRINCIPLES REGARDING ENFORCEMENT OF RESPONSIBIILITY FOR LOSSES SUSTAINED BY THE AUTHORITY THROUGH FRAUD, NEGLIGENCE, ETC.

1. Heads of Departments should devise means to ensure that every employee of the Authority realizes fully and clearly that he will be held personally responsible for any loss sustained by the Authority through fraud or negligence on his part, and for any loss arising from fraud or negligence on the part of any other employee subordinate to him, to the extent to which it may be shown that he contributed to the loss by his own action or negligence. In most cases, frauds are rendered possible due to lack of supervision and negligence of rules. Two forms of negligence are specially noteworthy:

(i) The amount in a bill is not written in words; the amount in the bill or cheque is written carelessly making alterations possible without detection; or a space is left in the writing of the amount rendering the insertion of digits or words an easy matter.

(ii) Pay orders on bills submitted to the Accountant for signing cheques are not carefully compared with the original orders.

2. The cardinal principle governing the assessment of responsibility in such cases is that every employee should exercise the same vigilance in respect of the Authority's expenditure and funds generally as a person of ordinary prudence would exercise in respect of the expenditure and the custody of his own money.

3. Every officer incharge of Office/Project accounts and Divisional Accountant should maintain a record, in the form below, of important irregularities noticed in the course of check or which have been brought to notice by an Internal Audit Organization and of the action taken by him. All cases of losses, frauds, or embezzlements in the Accounts Unit exceeding Rs. 200 should also be recorded in this register. This record should be open to inspection by Internal Audit Organization. The entries in this register should be reviewed by the officer incharge of Office/Project accounts and Divisional Accountant once a month and suitable action taken to finalize outstanding cases.

1. Serial No.
2. File No. in which dealt with.
3. Brief particulars of irregularity.
4. Modus Operandi.
5. How detected.
6. Nature of prescribed checks omitted resulting in facilitating the irregularity.
7. Defects in procedure and action taken to remove them.
8. Amount involved.
9. Explanation of Admn in their own words.
10. Remarks given by the Enquiry Committee, if any appointed.
11. Parties at fault and disciplinary action taken.
12. Whether disciplinary action is considered adequate or not.
13. Reference of Police Enquiry and its result.
14. If prosecution not attempted, has legal advice been taken.
15. Report to:
    1. Manager Finance concerned.
    2. Director Finance concerned.
    3. GM (C&M) Water.
    4. General Manager concerned of Power Wing.
16. Action taken to finalize the case.

Note: The record of petty losses of Rs. 200 and below should be kept in a separate portion of the register.

4. In any case in which it appears that recourse to judicial proceedings is likely to be involved, advice of the Authority's Legal Adviser should be taken as soon as the possibility emerges. Cases of serious nature involving loss of large amount of public money or of valuable property as also those where a reasonable suspicion of fraud or other criminal offence exists, may be reported to the *[1]Federal Investigating Agency by the competent authority at its direction.

5. In cases where loss is due to delinquencies of subordinate officials, and where it appears that this has been facilitated by laxity of supervision on the part of a superior officer, the later should also be called strictly to account and his personal liability in the matter carefully determined.

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*[1]Substituted Vide O.M. No. S/DD (Rules)/07456/3/76228.77007 dated 1-8-1984 (Annex-II)

6. Besides initiating disciplinary action against the employees held responsible for the loss

they should also be allowed to make good the loss in whole or in part, according to their financial position, so as not to impair their future efficiency.

7. The fact that employees who were guilty of frauds or irregularities are no longer in the service of the Authority and have thus escaped punishment should not be made a justification to absolving those who are also guilty but who still remain in service.

III. INSTRUCTIONS IN REGARD TO CASES IN WHICH PROSECUTIONS IN THE CRIMINAL COURTS ARE NECESSARY

1 All losses, whether of public money or of stores, shall be subjected to preliminary investigation by the officer in whose charge they were, to fix the cause of the loss and the amount involved.

2. When an investigation into a case of loss due to theft, fraud or neglect discloses a defect of system and when irrecoverable loss is due to that cause, a report shall be made to the Authority through the usual channels and the Manager Finance concerned with a recommendation for rectifying the defect.

*[1]3. When the preliminary investigation shows that the loss is not due to theft, fraud or neglect it will be written off by the competent authority in consultation with the Manager Finance concerned or his local representative. If preliminary investigation shows that the loss is due to theft, fraud or neglect the case will be immediately submitted to the next higher authority. This authority shall arrange, within one week of the receipt of case, constitution of an enquiry committee to investigate the reported loss unless the loss involved is of *[2]Rs. 5,000 or less in which case the constitution of an enquiry committee may at its discretion, be dispensed with.

The enquiry committee shall submit within 30 days its report to the competent authority who shall in consultation with the Manager Finance concerned or his representative of appropriate status take action according to the circumstances of the case. (See general conditions to be observed while dealing with cases of loss of money or of stores, as given in Wapda Book of Delegation of Financial Powers as in force). Where it is decided to seek assistance of Police for investigating into a loss caused due to the offence on the part of some employees, the matter should be reported in writing to the nearest Police Station sending a report to the Superintendent of Police of the District asking for prompt investigation.

***[3]NOTE-I** Where the reported loss is less than Rs. 100,000 the matter will be reported directly by the Superintending Engineer concerned to Chief Engineer, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:

(i)	A Grade 18 Officer	Convener
(ii)	A Grade 17 Officer from Audit (Outside the Project)	Member
(iii)	A Grade 17 Officer from Directorate of Investigation.	Member

*[1]Substituted vide O.M. No. GM(A) DD(R)/07456/3/6014-6828 dated 17-1-1983 (Annex-I)
*[2]As per Section XIII (3) of Book of Financial Power.
*[3]Substituted vide O.M. No. DG (S&GA)/DD(R)/07456/4/44393-45692, dated 15-12-1997 (Annex-V)

***[1]NOTE-II** Where the reported loss amounts to more than Rs. 100,000 and less than Rs.700,000 the matter will be reported by the Chief Engineer concerned to General Manager concerned, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:

(i)	A Grade 19 Officer	Convener
(ii)	A Grade 18 Officer from (Outside the project)	Member
(iii)	A Grade 18 Officer from Directorate of Investigation.	Member

***[1]NOTE-III** Where the reported loss amounts to more than Rs. 700,000 and less than Rs. 1,500,000 the matter will be reported by the Chief Engineer concerned to the Member/Managing Director concerned through General Manager concerned, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:

(i)	A Grade 20 Officer	Convener
(ii)	A Grade 19 Officer from Audit (Outside the Project)	Member
(iii)	A Grade 18 Officer from Directorate of Investigation.	Member

***[1]NOTE-IV** Where the reported loss amounts to Rs. 1,500,000 and above the matter will be reported by the Chief Engineer concerned to the Authority through General Manager (M&S) under intimation to Member / Managing Director concerned. The Authority shall decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:

(i)	A Grade 20 Officer	Convener
(ii)	Director (Investigation)	Member
(iii)	A Grade 19 Officer (to be nominated by Member (Finance)	Member

***[1]NOTE-V** The enquiry committee so constituted under Notes-I, II, III & IV above shall have a convener who will always be, at least, one grade higher than the one being enquired into.

***[1]NOTE-VI** The enquiry officer, if ordered, shall be at least one grade higher than the officer, being enquired against. However, in case of enquiry against a grade 20/21 officer, the officer in same grade senior to the officer, being enquired against, could also be appointed.

4. The Project Director or Head of Division or, in his absence, the senior most officer present will:

(a) ensure that all witnesses and documents are made available to the investigating officer;

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*[1]Substituted Vide O.M No. DG (S&GA)/DD (Rules) 07456/4/44393-45692 dated 15.12.1997 (Annex-V)

(b) associate with the investigating officer, if so desired by the later, an employee of the Division who is not personally concerned with the irregularity leading up to the loss, but who is fully cognizant of the rules and procedure of the office in which the loss has occurred; and

(c) render such other assistance to the investigating officer as he may need.

5. If, as a result of the investigation, it is decided that no fit case can be made out for prosecution in Court, a copy of the final Police report should sent to the administrative authority concerned to which a report of the loss was made in the first instance under paras, 1 and 2 for further orders;

6. If it is decided to prosecute the case in Court, the Project Director or Head of Division, as the case may be, will see that all witnesses serving in the Project or Division, and all documentary evidence in the control of the Project or Division, are punctually produced. He will also appoint an employee of the Project or Division (Preferably the employee who attended the investigation) to attend the proceedings in Court and assist the prosecuting staff.

7. If any prosecution results in the discharge or acquittal of any person, or in the imposition of sentences which appear to be inadequate, the Project Director or Head of Division will consult the Legal Adviser about the advisability of instituting further proceedings in revision or appeal, as the case may be; and, if as a result of such consultation it is decided that further proceedings are necessary, will request the District Magistrate to proceed as he would in any other case.

8. The result of the proceedings in Court will be reported to the administrative authority concerned to which a report of the loss was made in the first instance under paras 1 and 2.

9. Notwithstanding anything contained in the above paragraphs, the Project Director or Head of Division concerned may, if he thinks fit, refer any matter through the usual channel for the order of the Authority before taking action.

IV. INSTRUCTIONS FOR CONDUCTING DEPARTMENTAL ENQUIRY IN CASES OF FRAUD, EMBEZZLEMENT, ETC. OF AUTHORITY'S MONEY IN WHICH EMPLOYEES ARE INVOLVED

1. The institution of criminal proceedings does not absolve the head of office from the task of conducting an immediate and thorough departmental inquiry. Reluctance to institute departmental proceedings is sometimes enhanced by the misconceived apprehension that an inquiry may prove prejudicial to the result of the trial in a Court of law. This, however, merely results in great delay in taking departmental proceedings and making such proceedings as a consequence inconclusive. A departmental inquiry should not, therefore, be delayed pending investigation by Police/FIA or pending the decision of the case by Court but should be instituted promptly, as and when a reasonable suspicion exists that loss has occurred due to theft, defalcation, embezzlement, misappropriation, fraud or such other dishonest act. Photostats of the documents relevant to the investigation can be provided to the Police or other concerned agency so that investigation can proceed simultaneously.

2. There is no bar in law against taking disciplinary action before the disposal of the criminal case in a Court of law. The object of initiating departmental proceedings is to maintain purity of service in the highest public interest and not to punish the delinquent in the criminal sense. When the facts alleged against the employee to be proceeded also constitute a criminal offence he is tried separately in a criminal Court for punishment in law. The disciplinary action to adjudge his fitness

for further retention in service can be proceeded simultaneously or after final result of criminal Court. It is, therefore, open to the competent authority to initiate both judicial as well as departmental proceedings against the accused employee for the object of the two proceedings is widely different as indicated above. The competent authority has thus the discretion to proceed with the inquiry case and pass final orders without awaiting the decision of Court of law.

3. A case may occur where a number of persons are involved one or more criminally and other in such circumstances as show negligence, or warrant the suspicion of criminal abetment without sufficient proof to justify prosecution, or where there are features which necessitate a criminal prosecution of one or more and a departmental inquiry against others. Even in such cases it is essential to institute a formal departmental inquiry, and to carry it to the logical conclusion. Delaying departmental action until the criminal case is over will simply make effective departmental action impossible.

4. The general rule should, thus, be that in all cases of fraud, embezzlement or similar offences, departmental proceedings should be instituted at the earliest possible moment against all the delinquents and conducted with strict adherence to the rules and final orders are passed regardless of the fact that the case on same facts and pertaining to the same allegations which were subject-matter of enquiry on the departmental side, was pending with the Police or in Court.

5. It is also clarified that it is not an inflexible rule that in all cases and under all circumstances the accused employee, already awarded punishment in consequence of disciplinary proceedings against him, which has the effect of relieving him of the job through order of compulsory retirement/removal/dismissal from service must be taken back in service or any other penalty imposed upon him under the said proceedings must be set aside for the reason that he was acquitted at the trial before a Court. Judgement of criminal Court is not conclusive in favour of the accused employee. It is not possible to lay down exhaustive list of categories of cases in which judgement of acquittal should be considered as inescapable reason for re-instatement of the accused employee. The question of effect of acquittal at the trial before a Court of law will turn on peculiar circumstances of a given case and the findings recorded in the judgement.

V. SUPERSESSION

This supersedes Office Order No. 1 (476) Admn/3686 dated 01-03-1961.

Sd/-
Brig.
General Manager (Admn.)
(Asad Ullah Khan)

Appendix-A

REGISTER OF LOSSES

S.#	Name of the division / formation	Brief particulars of the loss	Reasons of the loss, i.e. whether due to theft, fraud or neglect	Date of the loss	Date on which the loss was detected	Amount of the loss	Action taken to investigate the loss	Orders of the competent authority	Action taken to carry out adjustment in Books Ledger A/C	Disciplinary action taken if any
1	2	3	4	5	6	7	8	9	10	11

`ANNEXURE-I

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones:- 54911 & 69911/233 716-Wapda House,
Telegrams :- WAPDA LAHORE Lahore

No. GM (Admn)/DD (Rules)/07456/3/6014-6828 17th January, 1983.

OFFICE MEMORANDUM

Subject: **GUIDELINES FOR ENFORCING THE RESPONSIBILITY FOR LOSSES SUSTAINED BY THE AUTHORITY THROUGH FRAUD OR NEGLIGENCE OF INDIVIDUALS, 1982- AMENDMENT**

Para 3 of Section III of Guidelines for Enforcing the Responsibility for Losses Sustained by the Authority Through Fraud or Negligence of Individuals, 1982, circulated under Office Memorandum No. GM (Admn)/DD (R) /07456/3/62542-63311, dated 17.7.1982 is substituted by the following:-

"3. When the preliminary investigation shows that the loss is not due to theft, fraud or neglect it will be written off by the competent authority in consultation with the Manager Finance concerned or his local representative. If preliminary investigation shows that the loss is due to theft, fraud or neglect the case will be **immediately** submitted to the **next higher authority.** This authority shall arrange, **within one week of the receipt of case,** constitution of an enquiry committee to investigate the reported loss unless the loss involved is of Rs. 1,000 or less in which case the constitution of an enquiry committee may at its discretion, be dispensed with. **The enquiry committee shall submit within 30 days its report** to the competent authority who shall in consultation with the Manager Finance concerned or his representative of appropriate status take action according to the circumstances of the case. (See general conditions to be observed while dealing with cases of loss of money or of stores, as given in Wapda Book of Delegation of Financial Powers as in force). Where it is decided to seek assistance of Police for investigating into a loss caused due to the offence on the part of some employees, the matter should be reported in writing to the nearest Police Station, sending a report to the Superintendent of Police of the District asking for prompt investigation.

Note-I : Where reported loss amounts to more than Rs. 1,00,000 and less than Rs. 5,00,000/- , the matter will be reported directly by the next higher authority (as mentioned above) to Member/Managing Director concerned who will constitute an enquiry committee as under:-

i)	A Grade-20 Officer	…….	Convener
ii)	A Grade-19 Officer from Audit (Outside Project)	…….	Member
iii)	A Grade-18 Officer from Directorate of C&I.	…….	Member

Note-II: Where the reported loss amounts to Rs. 5,00,000/- and above, the matter will be reported **directly** by the next higher authority (as mentioned above) to the Authority through General Manager (Admn) under intimation to Member/Manager Director concerned. The enquiry would be ordered by the Authority through enquiry and Review Section of General Manager (Admn) with the composition of the committee as under:-

i)	A Grade-20 Officer	…….	Convener
ii)	Director (C&I)	…….	Member
iii)	A Grade-19 Officer (to be nominated by Member (Finance).	…….	Member

2. This issues with the approval of the Authority.

Sd/-
Brig: (Retd)
General Manager (Admn)
(Asad Ullah Khan)

a. Distribution as per List 'D'.

b. Director, General Stores (Stationery) Wapda, Sunny View, Kashmir Road, Lahore. It is requested that requisite number of correction slips may kindly be got printed from the Wapda Printing Press and attached with the copies in his stock of Guide-Lines for Enforcing The Responsibility for Losses Sustained By The Authority Through Fraud or Negligence of Individuals, 1982, (Publication No. 5 of Directorate of Rules (S&GA) WAPDA).

ANNEXURE-II

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 211112 & 69911/204 740-Wapda House,
Telegrams: WAPDA LAHORE Lahore.

No. S/DD (Rules)/07456/3/76228-77007 01 August 1984.

OFFICE MEMORANDUM

Subject:- **GUIDELINES FOR ENFORCING THE RESPONSIBILITY FOR LOSSES SUSTAINED BY THE AUTHORITY THROUGH FRAUD OR NEGLIGENCE OF INDIVIDUALS, 1982- AMENDMENT.**

The Authority has been pleased to order that the word “Police” appearing in the second sentence of Rule 4 of Section-II of the Pakistan Wapda Guidelines for Enforcing the Responsibility for Losses Sustained by the Authority Through Fraud or Negligence of Individuals, 1982 be replaced by the words “Federal Investigating Agency.”

Sd/-
Colonel
(Idress Mohsin)
Secretary, WAPDA

Distribution
As per List ‘D’.

ANNEXURE-III

No. DG/DD(Rules)/07456/3/4811-5610 Dated 20.1.1985

OFFICE MEMORANDUM

Subject: F.I.A CASES - APPOINTMENT OF ENQUIRY OFFICERS

It has been observed that the Federal Investigation Agency starts investigation into the cases of bribery and corruption against Wapda employee either on its own or on receipt of a complaint/information, oral or written. F.I.A. carries out a preliminary enquiry and obtains independent corroboration of the allegations made in the complaint and ascertains full facts in support of the allegations. If the preliminary enquiry shows that the commission of an offence is such, which requires departmental action, Ministry of Interior communicates the full facts of the case to the Ministry of Water and Power with copy of the charge sheet and statement of allegations furnished by the Federal Investigation Agency and gives the accused an opportunity to submit reply within 15 days of receipt of charge sheet.

2. Ministry of Interior also details enquiry officer for conducting the enquiry in respect of the cases investigated by F.I.A. Attention is invited to para 10 of "Instructions regarding investigations by the Federal Investigation Agency into the conduct of cases of bribery and corruption" issued by the Government of Pakistan, Ministry of Interior, States and Frontier Regions (Interior Division) vide their Office Memorandum dated 5-3-1975 which reads as under:-

"10. If it is decided to take departmental action against the Government servant, the necessary action shall be taken by the authority under whom the Government servant is serving. The Agency shall supply to the Ministry or Department under which the Government servant concerned is employed, all materials required for the departmental enquiry and thereafter that Ministry or Department may avail of the services of the whole time Enquiry Officers of the Interior Division in accordance with the provisions of their Memorandum No. 2/7/67/-SP(P), dated the 13th March, 1963, the Ministry or Department, as the case may be, shall intimate the result of the enquiry to the Interior Division and to the Federal Investigation Agency."

3. From the above, it is clear that it is discretionary and not obligatory, that the Authority shall avail of the services of the Enquiry Officers of Interior Division. It has therefore, been decided that the competent authority may entrust the enquiry to one of the Enquiry Officers of Wapda or departmental officer and the decision taken shall be communicated in time to Ministry of Interior in respect of the cases investigated by F.I.A.

Sd/-
(MUHAMMAD MAQBOOL)
Director General (Rules) WAPDA

ANNEXURE-IV

No. GM.(A)/DD (Rules)/07456/3/72125-664 Dated 13-8-1987

OFFICE MEMORANDUM

Subject: GUIDELINES FOR ENFORCING THE RESPONSIBILITY FOR LOSSES SUSTAINED BY THE AUTHORITY THROUGH FRAUD OR NEGLIGENCE OF INDIVIDUALS,1982

The Guidelines for Enforcing the Responsibility for Losses Sustained by the Authority Through Fraud or Negligence of Individuals, 1982 as promulgated vide O.M. No. GM(Admn.)/DD(R)/07456/3/62542-63311, dated, 17-7-1982, provides that all losses, whether public money or stores; shall be subjected to the preliminary investigation by the Officer Incharge with a view to fix the responsibility and recover the amount involved. Simultaneously a report of the losses is made to the Authority through usual channel and Manager Finance concerned. It has been observed that these instructions are not being adhered to. It is, therefore, reiterated that all the formations should please ensure that instructions about losses of public money or stores are observed in letter and spirit in future. All losses where the amount exceeds Rs. 5,00,000 will be referred to the Authority for a High Powered enquiry as laid down in para 3, Part-III of the Guidelines.

Sd/-
Brig. (Retd.)
General Manager (Admn.)
(ASAD ULLAH KHAN)

ANNEXURE-V

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones; 99202211/2332 332-Wapda House
Grams: WAPDA LAHORE Lahore

No. DG (S&GA)/DD (Rules) 07456/4/44393-45692 Dated: 15.12.1997.

OFFICE MEMORANDUM

Subject: GUIDELINES FOR ENFORCING RESPONSIBILITY FOR LOSSES SUSTAINED BY THE AUTHORITY THROUGH FRAUD OR NEGLIGENCE OF INDIVISUALS, 1982-AMENDMENT.

In supersession of this O.M No. DG (S&GA)/DD (Rules)/07456/4/15312-16612 dated 29th March 1997, the Authority has been pleased to substitute the existing Note-I, II, III, IV & V and to add Note-VI of Section-III of the Guidelines for Enforcing Responsibility for Losses Sustained by the Authority Through Fraud or Negligence of Individuals, 1982 as under with immediate effect:-

NOTE-I

Where the reported loss is less than Rs. 100,000 the matter will be reported directly by the Superintending Engineer concerned to Chief Engineer, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:-

i.	A Grade 18 officer	Convener
ii	A Grade 17 officer from Audit (outside the project)	Member
Iii.	A Grade 17 officer from Directorate of Investigation.	Member

NOTE-II

Where the reported loss amounts to more than Rs. 100,000 and less than Rs. 700,000 the matter will be reported by the Chief Engineer concerned to General Manager concerned, who will, decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:-

i.	A Grade 19 Officer	Convener
ii	A Grade 18 Officer from Audit (Outside the Project)	Member
iii.	A Grade 18 Officer from Directorate of Investigation.	Member

NOTE-III

Where the reported loss amounts to more than Rs. 700,000 and less than Rs. 1,500,000 the matter will be reported by the Chief Engineer concerned to the Member/Managing Director concerned through General Manager concerned, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:-

i.	A Grade 20 Officer	Convener
ii	A Grade 19 Officer from Audit (outside the project)	Member
iii.	A Grade 18 Officer from Directorate of Investigation.	Member

NOTE-IV

Where the reported loss amounts to Rs. 1,500,000 and above the matter will be reported by the Chief Engineer concerned to the Authority through General Manager (M&S) under intimation to Member/Managing Director concerned. The Authority shall decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under:-

i.	A Grade 20 Officer	Convener
ii	Director (Investigation)	Member
iii.	A Grade 19 Officer to be nominated by Member (Finance)	Member

NOTE-V

The enquiry committee so constituted under Notes-I, II, III & IV above shall have a convener who will always be, at least, one grade higher than the one being enquired into.

NOTE-VI

The enquiry officer, if ordered, shall be at least one grade higher than the officer, being enquired against. However, in case of enquiry against a grade 20/21 officer, the officer in same grade senior to the officer, being enquired against, could also be appointed.

Sd/-
Khawaja Sajjad Haider
Director General (S&GA)

Distribution:
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PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

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No. S/DD (Rules)/ 07456/46/13283-13883

March 3, 1982

NOTIFICATION

In exercise of the powers conferred by Section 18 of the Pakistan Water and Power Development Authority Act, 1958 (West Pakistan Act No. XXXI of 1958) the Pakistan Water and Power Development Authority is pleased to make the following Leave Rules namely:-

THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982

1. Title

These Rules may be called the Pakistan WAPDA Leave Rules for WAPDA Employees, 1982.

2. Commencement

These Rules shall come into force with immediate effect.

3. Application

They shall apply to all regular employees of WAPDA except:-

(a) Deputationists from the Central/Provincial Governments;
(b) Government servants of the Electricity Department transferred to WAPDA;
(c) Those engaged on special terms on contract basis;
(d) Workcharged and contingent Establishment; and
(e) Temporary employees with less than three years service:

Note I.- These Rules shall apply to a probationer who is appointed against a regular post.

Note II.- These Rules shall not apply to a WAPDA employee who is on leave on the day these Rules are promulgated till he returns from leave and resumes duty.

4. Grant of Leave

Leave cannot be claimed as of right. When the exigencies of the service so required, discretion to refuse or revoke leave of any description is reserved to the authorities empowered to grant it. *[1]When an individual is under transfer leave cannot be applied for or granted till such time as he joins the place of posting.

5. Authority to Grant Leave

The list of authorities competent to grant leave is given in Appendix-I.

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*[1]Added vide O.M No. AD (E-IA)07025/112548-3667 dated 21.8.1988 (Annex-XX)

6. Leave Earned

(a) All service rendered by a WAPDA employee qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

*[1](b) A Wapda employee on deputation within or outside Pakistan shall not earn any leave during the period of his deputation and no leave will be credited to his leave account with Wapda for any such period.

7. Earning and Accumulation of Leave

(a) A WAPDA employee shall earn leave only on full pay. It shall be calculated at the rate for four days for every calendar month of the period of duty rendered and credited to the leave account as “Leave on full pay", duty periods of 15 days or less in a calendar month being ignored and those of more than 15 days being treated as a full calendar month for the purpose.

(b) If a WAPDA employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month.

(c) There shall be no maximum limit on the accumulation of such leave.

8. Earning and Accumulation of Leave by Teaching Staff employed in WAPDA Schools / Colleges

A member of teaching staff employed in a WAPDA School/College may earn leave on full pay:-

(a) When he avails himself of full vacation in a calendar year @ one day for every calendar month of duty rendered,

(b) When during any year he is prevented from availing himself of the full vacation, as for a WAPDA employee employed elsewhere than a WAPDA School or WAPDA College, for that year, and

(c) When he avails himself of only a part of the vacation as in (a) above PLUS such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

9. Grant of Leave

a. Leave on Full pay. - The maximum period of Leave on full pay that may be granted at one time shall be as follows:-

(1)	Without medical certificate	= 120 days
(2)	With medical certificate	= 180 days
	Plus	
(3)	On medical certificate from leave account in entire service	= 365 days

Note I.- The maxima prescribed in sub-rule 9 a (1) and (2) are independent of each other. In other words a WAPDA employee may be granted, at a time total leave on full pay on medical certificate upto the permissible extent in continuation of leave upto 120 days without medical certificate.

Note II.- A WAPDA employee can be granted 365 days leave on medical certificate in entire service in addition to 180 days leave on medical certificate.

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*[1]Substituted vide OM No. S/DD(Rules)/07456/46/Vol.III/56670-57629 dated. 24.06.1986 (Annex-XV)

Note III- Leave taken on medical certificate at various spells will be counted for the purpose of counting of 365 days taken under rule 9 a (3) of these rules.

Note IV - Leave on medical certificate for 180 days can be granted as many times as requested by the WAPDA Employee.

b. **Leave on Half Pay**

1 Leave on full pay may be converted into leave on half pay, at the option of the WAPDA employee, the debit to the leave account will be at the rate of one day of the former for every two days of the later, fraction of one-half counting as one full day's leave on full pay.

2 The request for such conversion shall be specified by the WAPDA employee in his application for the grant of leave.

*[1]3 At a time, maximum of five years leave can be granted on half pay so long as it is available by conversion in the Leave Account of an employee, subject to provision of Rule 27.

***[2]Note:-**All competent authorities have been restricted not to grant leave beyond one year (expect medical and study leave). All cases of study leave ex-Pakistan of BPS-17 & above be put to Chairman WAPDA for information before issuing sanction order.

10. Leave to be applied etc., in terms of days

Leave shall be applied for, expressed and sanctioned, in terms of days.

11. Carry forward of existing Leave

All leave at credit in the account of a WAPDA employee on the Ist day of July, 1978, shall be carried forward and expressed in terms of leave on full pay and the leave account in such cases shall, with effect from the first day of July, 1978, or in the case of a WAPDA employee who was on leave on that day, with effect from the date of his return from leave, be recast as under:

(i) Leave on Average Pay:

(a)	1 month	=30 days
(b)	1 day	= 1 day

(ii) Leave on Half Average Pay:

(a)	1 month	= 15 days
(b)	2 days	= 1 day

Note.- Fractions if any shall be ignored.

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*[1]Substituted Vide O.M. No. GM(A)DD(R)/07456/46/51765-52884- dated 4.6.1989 (Annex-XXIII)
*[2]Added Vide O.M. No. D/DD(R)/07456/46/IV/34765-835 dated 3.7.2006 (Annex- LII)

*[1]12. Leave preparatory to retirement

The maximum period upto which a Wapda employee may be granted leave preparatory to retirement shall be 365 days. It may be taken subject to availability either on full pay, or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the Wapda employee.

*[1] 12.A- Encashment of Leave preparatory to retirement

(1) If in case of retirement on superannuation or voluntary retirement on completion of thirty years qualifying service a WAPDA employee cannot, for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of *[3]three hundred and sixty five days leave on full pay.

(2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding *[3]three hundred and sixty five days.

(3) The payment of leave pay in lieu of such refused leave may be made to the WAPDA employee either in lump-sum at the time of retirement or may, at his option, be drawn by him month-wise for the period of leave so refused.

(4) For the purpose of lump-sum payment in lieu of such leave, only the "Senior Post Allowance" will be included in 'Leave Pay' so admissible.

(5) In case a WAPDA employee on leave preparatory to retirement dies before completing three hundred sixty five days of such leave, his family shall be entitled to lump-sum payment equal to the period falling short of one hundred and eighty days."

[4]If a deputationist from army/fedral/provincial government dies during deputation his family will be allowed lump-sum payment equal to 365[3] days leave out of leave of the deceased at par with WAPDA employees.

*[5] 12.AA-Encashment of Leave Preparatory to Retirement

(1) In case of retirement on superannuation or 30 years (Thirty years) qualifying service (on .or after 1.7.1983), unless a WAPDA employee opts to proceed on leave preparatory to retirement, he shall be deemed to have opted for the encashment of LPR. On receipt of a request from a WAPDA employee deemed to have opted for encashment of LPR, the Authority competent to sanction LPR will issue formal sanction for the payment of cash compensation, if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty five days or lessor period which is due and admissible.

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*1Added Vide O.M. No. S/DD(R)/07456/Vol.III/66400-67359 Dated 28-7-1986 Annex-XVI)
*[3] Substituted vide O.O No. D/DD (Rules)/07456/46/XI/21272-422 dated 23.11.2012 (Annex-LIX)
*[4] Added vide O/O No. DG (S&GA)/D(Rules)/07456/46/VIII/7473-8773 dated 16-2-2002 (Annex-XLI)
*[5]Added Vide O.M. No. GM(A)/DD(R)/07456/53-III/93231-94350 dated; 7-7-1988 (Annex-XIX)

*[1](2) (i) In lieu of such leave, leave pay may be claimed for the actual period of such leave subject to a maximum of *[1]three hundred and sixty five days.

(ii) "Encashment of leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days shall be effective from the first day of July, 2012 and shall, for the entire period of leave refused or opted for encashment be applicable to a Wapda Employee retired or, as the case may be, retiring on or after the first day of July 2012, provided such leave is available at his credit subject to a maximum of three hundred and sixty five days".

*[1](3) In case of leave on account of ill health supported by medical certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.

(4) The employees whose LPR was refused as well as those who are deemed *to* have opted for encashment of LPR may draw leave pay;

*[2](a) "At the rate of pay admissible at the time the leave pay is drawn:''

(b) The leave pay may be drawn at any time for the period from which duty has already been rendered, and

(c) Only the "Senior Post Allowance" will be included in the leave pay as admissible.

*[1] (5) "Leave pay for the purpose of encashment of LPR shall be computed on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of a WAPDA employee.''

All pending or previously decided cases where a WAPDA employee has failed to exercise option for encashment of LPR may be decided in the light of these instructions.

12-B. Powers to refuse leave preparatory to retirement etc.

(1) Ordinarily leave preparatory to retirement shall not be refused.

(2) All orders refusing leave preparatory to retirement to a Wapda employee and re-calling a Wapda employee from leave preparatory to retirement shall be passed only by the authorities specified below and these authorities shall not further delegate these powers to another authority

i.	For employees of BSP-17 and above	Chairman
ii.	For employees of BSP-16 and below	Member/Managing Director concerned.

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*[1]Substituted/Added & Re-numbered vide o/order No. D/DD (Rules)/07456/46/XI/21272-422 dt. 23.11.2012. (Annex-LIX)

*[2]Substituted Vide O.M. No. MD (A) DD (R)/07456/46/V/25672-26743, dated 7-5-1990 (Annexure-XXVII)

12-C. Death during leave preparatory to retirement

In case a Wapda employee on leave preparatory to retirement dies before completing three hundred and sixty five days of such leave, his family shall be entitled to lump sum payment equal to the period short of three hundred and sixty five days.

13. Recreation Leave

(a) Recreation leave may be granted for 15 days (against 10 days causal leave) once in a calendar year. 15 days recreation leave can also be debited against 10 days leave on full pay, if so desired by the WAPDA employee.

(b) Recreation leave shall not be admissible to WAPDA employee employed to WAPDA Schools/Colleges.

14. Leave Not Due

It may be granted on full pay, to be off set against leave to be earned in future, for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service, it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the WAPDA employee resuming duty.

Note.- This leave will not be admissible to a temporary WAPDA employee.

15. Special Leave

A female WAPDA employee, on the death of her husband, may be granted special leave on full pay, when applied for not exceeding 130 days. This leave shall not be debited to her leave account. .

Note.- Special leave admissible to a female WAPDA employee on the death of her husband will commence from the date of the death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either alongwith her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

16. Maternity Leave

(a) Maternity leave may be granted to a female WAPDA employee on full pay for a period which may extend upto the end of 90 days from the date of its commencement or to the end of 45 days from the date of confinement, whichever be earlier. Leave granted under this rule will not be debited to leave account.

(b) Maternity leave may be granted in continuation of, or in combination with any other kind of leave including extraordinary leave as may be due and admissible to a female WAPDA employee.

(c) Maternity leave may not be granted for more than three times in the entire service of a female WAPDA employee except in the case of a female WAPDA employee employed in any WAPDA School/College. For confinements beyond the third one the WAPDA employee would have to take leave from her normal leave account. .

(d) The restriction of Maternity Leave for three times in the entire service will be applicable to all female WAPDA employees who are governed by these Rules except those employed in any WAPDA School/College. The spells of Maternity Leave already availed of on or after 1st July, 1978, will be accounted for in the "three times" admissible under these rules. However, the cases of those female WAPDA employees who have already availed of the concession prior to 1st July, 1978, for more than three times may not be re-opened.

17. Disability Leave.

(a) Disability leave may be granted outside the leave account on each occasion, upto a maximum of 720 days on such Medical advice as the leave sanctioning authority may consider necessary, to a WAPDA employee disabled by injury, ailment or disease contacted in course or in consequence of duty or official position.

(b) The leave salary during disability leave shall be equal to full pay for the first 180 days and on half pay for the remaining period.

18. *[1,2]Extraordinary Leave (Leave without pay)

(a) Extraordinary leave without pay may be granted in special circumstances when no other leave is admissible or when the employee applies in writing for the grant of this leave.

(b) Extraordinary leave be granted on any ground upto a maximum period of two year at a time provided the employee has been in continuous service of the Authority for a period of not less than ten years.

(c) In case an employee has not completed ten years of continuous service, extraordinary leave shall not exceed three months or twelve months on any one occasion the longer period being admissible when the employee concerned is undergoing treatment for a chronic disease by a qualified Specialist or when the Authority is satisfied that the employee is unable to resume duty for reasons beyond his control.

(d) The authority empowered to grant extraordinary leave may commute retrospectively the period of absence without leave into extraordinary leave.

(e) No leave salary is admissible during extraordinary leave.

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*[1]Amended vide O.M. No. DG (S&GA) DD(R) 07456/46/IV/37106-38405 dated: 15/10/01 (Annex-XXXVIII)
*[2]EOL can not be converted into any kind of leave retrospectively Added vide O.L. No. F I (12) R-4/97 dt. 7.1.02 and Rules Directorate letter No. D (R)/07456/46/VII/14781-16080 dt. 26.03.02 (Annex-XLIV)

***[1]19. In Service Death etc.**

(a) In case a Wapda employee dies, or is declared permanently incapacitated for

further service by a Medical Board (constituted by the Director General Medical Services under Rule 17 of the Pakistan Wapda Employees Medical Attendance Rules 1979) while in service, a lump sum payment equal to leave pay upto *5three hundred and sixty five days out of the leave at his credit shall be made by the Head of Office to his family as defined for the purpose of family pension or as the case may be to the Wapda employee.

(b) For the purpose of lump sum payment under sub rule (a) only the "Senior Post Allowance" will be included in the "leave pay so admissible.

20. Leave ex-Pakistan

(a) Leave ex-Pakistan may be granted on full pay to a WAPDA employee who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specific request to that effect.

(b) Such leave pay shall be payable in Pakistani currency for the actual period of leave spent abroad subject to a maximum of 120 days at a time.

(c) A WAPDA employee against whom disciplinary action has been initiated or an enquiry has been ordered will not be allowed leave ex-Pakistan.

(d) Leave ex-Pakistan upto 30 days will be sanctioned by the authorities competent to grant leave as given in Appendix-I. Leave ex-Pakistan exceeding 30 days will be referred to the Managing Director concerned for sanction provided that 45 days leave ex-Pakistan for performance of Haj by air will be sanctioned by the leave sanctioning authorities as laid down in Appendix-I on the production of relevant Haj documents. Similarly 75 days leave ex-Pakistan for performance of Haj by land or sea will also be sanctioned by the leave sanctioning authorities as laid down in Appendix-I on the production of relevant Haj documents *2Notwithstanding above, Leave ex-Pakistan upto 90 days in respect of officers of Grade-17 and 18 will be sanctioned by the authorities given in Appendix- I."

***3Note:** Leave ex- Pakistan will be regulated and be subject to the same limits and conditions as prescribed in Rule 9 and 18.

***4 20-A Leave for Study Abroad/Within Pakistan**

1. (i) Leave for study abroad/within Pakistan shall be sanctioned to a Wapda Employee for a period of two years at a time.

(ii) For Ph. D the study leave shall be extendable upto maximum period of 4 ½ years (including 2 years for M.Sc). In case of doctors for FCPS (Part-II)/Higher Studies, the Study leave shall be sanctioned upto a maximum period of 3 years keeping in view the requirement of the concerned speciality.

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*1Substituted vide O.M. No. DG(S&GA) DD(Rules)/07456/46/ V/27557-28632, dated 4-8-199l.(Annex-XXX)
*2 Aded Vide O.M. No.GM(A)/DD(R)/07456/55/III/147990-9109 dt 02-11-1988 (Annex-XXI)
*3 Aded Vide O.M.No. S/DD(R)/07456/46/Vol-III98426-99245 dt 12-12-1985 (Annex-XIV)
*4 Amended vide O.M. No. DG(S&GA)/D(Rules)/07456.46/IV/9541-10190 dt. 19-02-2002 (Annex-XLII)
*5 Amended vide Notification No.D/DD(R)/07456/46/XII/2416-2566 dated 13.02.2014 (w.e.f 01.07.2012)

(iii) Such leave will be debitable to the leave account of the employee, any leave not due shall be sanctioned as extraordinary leave, subject to the condition that the employee shall execute a *[1]Surety Bond as per Annexure- V to these Rules to pay on demand to the Authority Rs. 500,000/- (Rupees Five hundred Thousand only) in addition to leave salary drawn as liquidated dam ages and not as penalty for failure to report to the Authority for duty within a period of four weeks from the date of completion of studies abroad and also to serve the Authority for a minimum period of five years. Such leave shall be sanctioned by the Member/Managing Director concerned:-

*[2]All competent authorities are directed to put up all cases of Study Leave BPS-17 and above to Chairman Wapda for information before issuing orders.

2. The employees who go abroad for higher studies with the approval of competent authority, may request for extension in study leave (beyond the period mentioned in (i) above except scholarship cases, their cases will be placed before the Authority for orders. In case, Authority allows extension to an employee, his name will be removed from the existing seniority list and place on a separate static list with no claim of promotion or seniority over any junior who may be promoted during this period. The name of such employee will be brought back on the active seniority list only after he resumes duty. In such cases also, the employee must earn a confidential report for one full year before he is considered for promotion. If approved for promotion, he will not regain his seniority. He will be assigned seniority on the higher post only from the date, he assumes charge.

*[3]The request for study leave abroad are to be dealt with in accordance with the provisions contained in Rule 20-A of Wapda Leave Rules and provision of Rule-18 of the said Rules will be attracted for the grant of EOL in cases other than leave for study abroad.

***[4]20-B Leave for Study Abroad/Within Pakistan**

(i) Study leave for higher education be restricted to only those fields which are related to Wapda.

(ii) Some officers produce bogus letters of admission of foreign universities, therefore, in future all such documents be got verified from the universities before sanction of study leave.

(iii) Sources of financing for higher education abroad be checked more strictly.

(iv) Some officers who were granted study leave did not produce their degrees on their return from leave. In future they must produce their degree and the degree be got verified from the concerned universities.

Note SOP on Higher Study for Wapda Officers in Local/Foreign Universties containg incentive and other terms and conditions issued by Authority Vide O.M. No. 07-03-12 is at Annex-LX.

21. Leave on Medical Certificate

(a) Leave applied for on Medical Certificate upto 30 days shall not ordinarily be refused provided the Medical Certificate is signed by one of the following:

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*[1]For further instructions regarding bond may refer (i) O.M. No/ D (Rules)/07459/62/II/38881-39530 dt 3-7-04 (Annex-L) (ii)O.M. AD(E-IB)/07193/4/35840-36490 dated 27-09-05 (Annex-LI) (iii) O.M. No D/DD(Rules/ 07456/46/44053-700 dated 29-11-07 (Annex-LIII) (iv) O.M. DG/AD(E.IB)/07364/1/3567-4067 dated 07-03-12 (Annex-LX)

*[2]Added vide O.M. No. DG(S&GA)/D(R)/07456/46/IV/39983-40162 dt 24-08-2002 (Annex-XLVII)

*[3]Added vide O.M. No. DG(S&GA)/DD(R)/07456/46/IV/8891-9540 dated 19-02-2002 (Annex-XLIII)

(i) WAPDA Medical Officer;

(ii) Medical Officer authorized by WAPDA as Medical Attendant on part time basis; and

(iii) Medical Officer of Government Hospital/Dispensary/C.M.H.

(b) In cases involving leave on Medical Certificate exceeding 30 days, the competent authority may refer the employee to a WAPDA Medical Board comprising three Medical Officers or where such Medical Board cannot be constituted to Civil Surgeon/Medical Superintendent of District Hospital or Medical Specialist/Officer Commanding of C.M.H. as the case may be, for opinion/recommendation. Orders for the sanction of leave exceeding 30 days on Medical Certificate or otherwise will be passed by the competent authority in the light of the opinion/recommen-dations referred to above.

*[1](c) No Wapda employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the form attached to these Rules as Appendix-A and B as the case may be.

Note.- Medical Officer/Board as mentioned in (a) and (b) above shall issue Medical Certificate on Proforma as Appendix-A and B to these Rules.

22. Reasons need not to be specified etc.

It shall not be necessary to specify the reasons for which leave has been applied so long that leave is due and admissible to a WAPDA employee.

23. Leave when starts and ends

Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which a WAPDA employee hands over the charge of his post and may end on the day preceding that on which he resumes duty.

24. Recall from leave etc.

(a) If a WAPDA employee is recalled to duty compulsorily with the personal approval of the Head of his office from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare PLUS daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.

(b) In case the WAPDA employee is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one journey only.

(c) If the return from leave is optional, the WAPDA employee is entitled to no concession.

25. Overstayal after sanctioned leave etc.

(a) Unless the leave of a WAPDA employee is extended by the leave sanctioning authority, a WAPDA employee who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

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*[1]Added Vide O.M. No. S/DD(Rules)/07456/46/Vol-II/33346-34125 dt 24-03-1984 (Annex-VIII)

(b) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

26. Any type of leave may be applied

A WAPDA employee may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a WAPDA employee may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay and without pay.

27.[*1] Combination of different types of leave etc.

One type of leave can be combined with joining time or with any other type of leave admissible to a WAPDA employee subject to a maximum of five years at a time, except leave preparatory to retirement. A WAPDA employee shall cease to be an employee, if he remains absent beyond the said period.

Provided that WAPDA employee applying for leave under this rule solemnly affirm and undertake that during leave he shall not seek employment elsewhere, shall not apply for extension of leave and shall report on duty after expiry of leave.

EXPLANATION

A breach of the undertaking shall render the employee liable to disciplinary action under the Pakistan WAPDA Employees (Efficiency and Discipline) Rules, 1978.

28. WAPDA employee on leave not to join duty without permission before its expiry

Unless he is permitted to do so by the authority, which sanctioned his leave, a WAPDA employee on leave may not return to duty before the expiry of the period of leave granted to him.

29. Leave due may be granted on abolition of post etc.

(a) When a post is abolished, leave due to the WAPDA employee whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(b) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of the incumbent.

30. Leaving of headquarters during gazetted holidays

A Wapda employee will not leave his headquarters during gazetted holidays except with the prior permission of his immediate superior officer who must undertake the responsibility of granting such permission.

31. Manner of handing over charge when proceeding on leave etc.

(a) A Wapda employee proceeding on leave shall hand over the charge of his post, and while handing over charge shall sign the charge report certificate in form CR-I (G) as per standing instructions of the Authority.

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*[1]Substitued vide O.M. No. MD(A)DD(R)/07456/46/90459-91570 dt 30-11-1989 (Annex-XXVI)

(b) If leave ex-Pakistan has been sanctioned on medical grounds, the Wapda employee shall take abroad with him a copy of the medical statement of his case.

32. Assumption of charge on return from leave etc.

(a) A Wapda employee, on return from leave shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(b) In case he is directed to take charge of post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

33. Accounts offices to maintain leave account.

(a) Leave account in respect of Wapda employees in NPS 15 and below shall be maintained as part of their service sheet, on the prescribed leave account form at Appendix-II.

(b) The Accounts offices shall maintain the leave accounts of Wapda employees in NPS 16 and above, in the prescribed leave account form at Appendix-II.

34. Leave to lapse when Wapda employee quits service

All leave at the credit of a Wapda employee shall lapse when he quits service.

35. Pay during leave

(a) Leave pay admissible during leave on full pay shall be the greater of:

(1) The average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and

(2) The rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

(b) When leave on half pay is taken the amounts calculated under clauses (1) and (2) of sub-rule (a) shall be halved to determine the greater of the two rates.

*[1](c) A WAPDA employee shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of WAPDA employees takes place or an annual increment occurs during the period of leave of the WAPDA employees.
The above amendment shall take effect from 21-9-1994.

36. Counting of leave for increments

(a) Leave other than extraordinary leave shall count for increments.

(b) Leave other than extraordinary leave to a probationer shall count for increments if such probationer is subsequently declared a regular employee.

*[2](c) Extra-ordinary leave shall not count for increments, provided that where such leave has been granted for training abroad or where the Authority is satisfied that the leave was taken on account of illness or for any other reason beyond the employee's control, the Authority may direct that such leave shall be counted for increment under the rules. However, where an employee has been granted study leave with the permission of competent authority to enhance his qualifications pertaining to his own field, related to Wapda's work, extra-ordinary leave shall count for increments subject to the condition that the employee has completed the course within the laid down period."

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*[1]Added vide O.M. No. GM(A)/DD/(R)/07456/46/VI/266-1566 dated. 3-1-1995. (Annex-XXXIV)
*[2]Substituted vide O.M No. MD(A)/07456/46/IV /45091-46191, dated 18-8-1990.(Annex-XXVIII)

37. Option

(a) All Wapda employees who had not opted for the Revised Wapda Employees Leave Rules, 1979 and were governed by the Pakistan Wapda Employees Leave Rules, of 1972 shall have the option to retain their existing leave rules. This option shall be valid only if it is exercised in writing and is communicated to the Head of office concerned so as to reach him within 180 days of the date of issue of this Notification. An employee who does not exercise and communicate such option in the above said manner shall be deemed to have opted to be governed by these leave rules

(b) If, however, on the date of issue of this Notification an employee referred to in sub-rule (a) above be on leave or on temporary deputation / training / foreign service outside Pakistan he may exercise the option and communicate it to the Head of office concerned within 90 days of the date of his return from leave or to Pakistan. Any such an employee who does not exercise and communicate such option in the above said manner shall be deemed to have opted to be governed by these leave rules.

38. Interpretation

These Rules shall be interpreted by the Authority, whose interpretation thereof shall be final and binding upon all Wapda employees to whom these rules are applicable.

Sd/-
Colonel
(Idrees Mohsin)
Secretary, Wapda

REVISED LEAVE RULES FOR WAPDA EMPLOYEES, 1982
APPENDIX-I
AUTHORITIES COMPETENT TO GRANT LEAVE (VIDE RULE 5)

Sr. No.	Categories of Employees	Kinds of leave		Competent authorities
1	2	3		4
*[1] 1.	Grade-1 to 11	*[3] (i)	EOL/Disability leave upto 90 days and all kinds of leave including Haj leave for 45 days by air or 75 days by land/sea except LPR/ Leave ex-Pakistan.	Appointing authority/Head of office not below the rank of a Grade-19 officer whosoever is lower in grade/ Director (Admn)/ (Establishment) in Head Office.
		*[3] (ii)	EOL/Disability leave beyond 90 days and LPR/ Leave ex-Pakistan.	Appointing authority/Head of office not below the rank of a Grade-19 officer whosoever is higher in grade.
2.	Grade. 12 to 16	*[3](i)	EOL/Disability leave upto 90 days and all kinds of leave including Haj leave for 45 days by air or 75 days by land/sea except LPR/Leave ex-Pakistan.	Appointing authority/ Head of office not below the rank of a Grade-19 officer whosoever is lower in grade.
		(ii)	EOL/Disability leave beyond 90 days and LPR/leave ex-Pakistan..	Appointing authority/Head of office not below the rank of a Grade-19 officer whosoever is higher in grade.
*[2] 3.	Grade 17 to 18	*[3](i)	EOL/Disability leave and all kinds of leave upto 90 days including Haj Leave for 45 days by air or 75 days by land/ sea except LPR/Leave ex-Pakistan.	(i) Appointing authority / Chief Engineer or Officer of equivalent status. whosoever is lower in grade.
		(ii)	Leave ex - Pakistan upto 90 days and LPR	(ii) Appointing authority/ Chief Engineer or Officer of equivalent status, who soever is higher in grade.
		*[3] (iii)	All kinds of leave beyond 90 days.	(iii) Respective Member / Managing Director.

*[1]Substituted Vide O.M. No. G.M. (A)/DD(R)/07456/46/166831-7950, dated 5-12-88 (Annex-XXII)
*[2] Substituted Vide No. G. M. (A)/DD/07456/46/III/20926-22045, 14-2-1988 (Annex-XVIII
*[3]Compentent Authority may not grant ex-Pakistan Leave beyond one year except Medical & Study Leave Vide O.M. No. DG(S&GA)/DD (Rules)/07456/46/IV/37106-138405 dated: 15-10-2001 (Annex-XXXVIII)

4.	Grade-l9	(i)	EOL/Disability leave and all kinds of leave upto 90 days including Haj leave for 45 days by air or 75 days leave by land/ sea except LPR/Leave ex - Pakistan.	(i)	General Manager or a Grade- 20 Officer if there is no General Manager
		(ii)	Leave ex-Pakistan upto 90 days and LPR	(ii)	Respective Member/ Managing Director
		*[1] (iii)	All kinds of leave beyond 90 days.	(iii)	Respective Member/ Managing Director
5.	Grade-20 (CEs D.Gs)	(i)	EOL/Disability leave and all kinds of leave upto 90 days including Haj Leave for 45 days by air or 75 days by land/sea including leave ex-Pakistan and LPR.	(i)	Respective Member/ Managing Director through D.G. (HR)
		*[1](ii)	All kinds of Leave beyond 90 days.	(ii)	Respective Member/Managing Director
	Grade-20 (GMs)	Local/Forigen			Chairman

[2]For Accounts Staff working in the offices of GMF (Co-ord)[2] General Manager Finance (Water) and General Manager Finance (Power).

*[3]Note-I Office of Sanctioning of all kinds of leave (with Substitute) in respect of officers in BPS-18 and above working in field be put up to Chairman Wapda before issue for information.

Grade-1 to 11	EOL/Disability leave upto 90 days and *[4]all kinds of leave including Haj leave for 45 days by air or 75 days by land/sea except LPR/ Leave ex – Pakistan.	*[5](i)	Director (A&C) in the Office of GMF (Co-ord)
		*[5](ii)	Director (B&A) Admin. (Water) in the Office of GMF (Water)
		(iii)	Director Accounts (Admn) in the Office of General Manager Finance (Power)

Distribution
As per List-D

Sd/-Colonel
(Idress Mohsin)
Secretary Wapda

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*[1]Substituted Vide O.M. No. G.M. (A)/DD(R)/07456/46/166831-7950, dated 5-12-88 (Annex-XXII)
*[2]Added Vide O.M. No. S/DD (Rules)/07456/46/Vol-II/47300-48079 dated 28-04-1984.(Annex-IX)
*[3]Added vide O.M. No. DG(S&GA)/DD(R)/07456/46/Vol/17557-736 dt 9-04-97 (Annexure-XXXVI)
*[4]Added vide O.M. No. DG(S&GA)/D(R)/07456/46/IV37106-138405 dated 15-10-2001 (Annexure-XXXVIII)
*[5]Post of DGF(B&C)upgraded as GMF(Coord)vide o/o No. SO(IMPL)/12-29/ins/vol-I/7715-64 dt 24-05-12

EXPLANATORY INSTRUCTIONS FOR FILLING UP THE LEAVE ACCOUNT FORM

1 This leave account will be maintained for all Employees of the Authority who were in service on the 1st July, 1978 including those who were on leave on that date and have not opted to retain the existing leave rules and all others, who enter service on or after 1st July, 1978.

2 All leave at credit in the account of WAPDA employee who was in service on the 1st July, 1978 shall be converted in terms of leave on full pay at the following rates:-

(i) **L.A.P.**

(a)	1 month	30 days
(b)	1 day	1 day

(ii) **L.H.A.P.**

(a)	1 month	15 days
(b)	2 days	1 day

(Fractions, if any, to be ignored)

3. The leave account shall commence with an opening entry "Due on 1-7-1978" or in the case of an employee who was on leave on 1-7-1978 with effect from the date of his return from leave. For the purpose of computing the leave at credit, the service upto 30-6-1978 will be taken into account. The leave due in terms of leave on full pay in days will be noted in column No. 21.

4. (i) In calculating the leave earned on full pay at the rate of 4 days for every calendar month the duty period 15 days or less in a calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose . If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only. There shall be no maximum limit on accumulation of this leave.

(ii) The provision in (i) above will not apply to an employee employed in WAPDA School/College. In its case an employee may earn leave on full pay (a) when he avails himself of full vacation in a calendar year – at the rate of one day for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the full vacation – as far an employee in another department for that year, and (c)when he avails himself of only a part of the vacation – as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. (a) Leave on full pay may be converted into leave on half pay at the option of the employee; the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the employee in his application for the grant of leave.

(b) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

6. L.P.R. on full pay will be noted in column No. 10 while that on half pay in columns No. 13 and 14.

7. Leave not due may be granted on full pay to be off set against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chance of the employee resuming duty.

8. The grant of Special leave, Maternity leave, Disability leave, Extraordinary leave, payment of leave pay for refused L.P.R. upto a maximum of 180 days lumpsum payment equal to full pay upto 180 days out of Leave at credit made to the family of a WAPDA employee whose death occurs while in service, shall be noted in column No. 22. Maternity leave other than three times in entire service shall, however, be debited to the relevant column of the leave account.

9. When a WAPDA employee applies for leave column 2 to 7 shall be filled in showing the period of duty upto the date preceding that on which a WAPDA employee intends to go on leave. The full calendar months to be noted in column 5 shall be worked out on the lines indicated in para 4 above.

10. When a WAPDA employee returns from leave columns 8 to 23 shall be filled in according to the nature of leave. If leave not due is availed of the minus balance to be shown in column No. 21 should be written in red ink.

ANNEXURE-I

OFFICE ORDER

Water and Power Development Authority, West Pakistan, has decided that the following Rules be enforced with immediate effect for the grant of Casual Leave to WAPDA employees:-

1 Casual Leave should not ordinarily exceeds 10 days at a time and 25 days during any one calendar year. The sanctioning authority may, however, grant casual leave upto 15 days at a time, in special circumstances.

2 It may be granted in conjunction with Fridays or public holidays, but not with any other kind of leave or joining time. In case casual leave is combined with holidays, the total period should not exceed fifteen days at a time.

3 No WAPDA employee may leave his headquarters during casual leave or holidays, except with the permission of the sanctioning authority.

4 Casual Leave may be sanctioned to a WAPDA employee by his immediate superior. In the case of office establishment, the sanctioning authority will be the officer incharge of the Branch or Office.

Sd/- Abdur Rehman
4-8-1959
Director Administration (Water)
WAPDA, The Pipals, Lower Mall,
Lahore.

No. ARK/1(318)/59 Dated: 4th August, 1959

ANNEXURE-II

PAKISTAN WATER AND DEVELOPMENT AUTHORITY
WEST PAKISTAN

Telephones: 65051 to 65064
Telegrams: WAPDA LAHORE

The Pipals,
Lower Mall, Lahore

No. SAQ-8(2) R&R/1092

February 15, 1962

OFFICE ORDER

Subject:- GRANT OF CASUAL LEAVE TO WAPDA EMPLOYEES PAID FROM CONTINGENCIES

The Authority has been pleased to decide that full time WAPDA employees paid from contingencies may be allowed the following casual leave concessions:-

1.	Those required to remain on duty on Fridays and Gazetted Holidays	25 days casual leave in a calendar year.
2.	Other employees	15 days casual leave in a calendar year.

Note: - (i) Casual Leave will not be granted for more than 10 days at one time and it will not be cumulative i.e., it will lapse at the end of the year.

(ii) Employees falling in the category No. 2, will enjoy Gazetted holidays and Fridays with pay.

Sd/-(Syed Abdul Qayyum)
Assistant Registrar,
For Secretary, WAPDA.

ANNEXURE-III

WEST PAKISTAN WAPDA TEMPORARY EMPLOYEES LEAVE RULES, 1972

1. **Title**

These Rules shall be called the West Pakistan WAPDA Temporary Employees Leave Rules, 1972.

2. Commencement

These Rules shall come into force at once.

3. Application

These Rules shall apply to all WAPDA Temporary Employees (hereinafter called the Employees) with less than three years continuous service.

4. Grant of Leave

Leave cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authorities empowered to grant it.

5. Authority to Grant Leave

The list of authorities competent to grant leave is given in Appendix – I

6. Earned Leave

1. An employee shall earn leave at the rate of 22nd of the period spent on duty.

2. He will be permitted to carry forward the leave due to him at the end of a calendar year, provided that the leave at the credit of an employee in his leave account, shall lapse on the date of termination of his appointment.

3. The appointing Authority may permit earned leave to adjust against the notice period, if any, specified in the letter of appointment, subject to employee's satisfactory work and conduct and the balance leave if any, will be forfeited. An employee, who completes three years continuous temporary service or if he is declared a regular employee earlier, will be treated for the purpose of leave as a regular employee and his leave account at the time shall be credited with the amount of leave which is admissible to him under the rules applicable to regular employees, from the date he joined WAPDA service.

7. Medical Leave

1. Leave on Medical Certificate may be granted to an employee who has completed one year's continuous service for a maximum period calculated at the rate of 15 days for every completed year of service less the amount of leave taken under the rules. Such leave shall be allowed only on production of prescribed Medical

*[1]Amended Vide O/O No. S/SO (R) 6 (2) R&R/PF, 37098-188 dated 6-11-1974

Certificate and for a period not exceeding that recommended by the medical authority.

2. No leave may be granted under this rule, unless the Authority competent to grant the leave is satisfied that there is reasonable probability that the employee will be fit to return to the duty on expiry thereof.

8. Extraordinary

Extraordinary leave may be granted to an employee in special circumstances for a period not exceeding three months on any one occasion.

9. Leave Salary

1. Leave salary for every period of leave on average pay shall be calculated at a rate equal to the pay last drawn by the employees concerned before the commencement of the leave, and leave on half average pay shall be calculated at a rate equal to half of that pay.

2. No salary shall be admissible during extraordinary leave.

10. Maternity Leave

1. This leave is admissible on full pay for a period not exceeding six weeks to female employees at a time; provided the employee furnished guarantee, with at least one surety, that she will return to duty for at least a period of six months immediately on the expiry of her leave if her services are required. The grant of leave shall be so regulated that the day of confinement falls during the leave period. Leave under this Rule may be granted in combination with leave of any other kind.

2. Leave under this Rule shall not be debited to leave account.

ANNEXURE-IV

WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 69911/213 Room No. 632
Telegrams : WAPDA HOUSE Wapda House, Lahore

No. SO (R) 6 (2)R&R/14635-755 Dated: April 22, 1976

OFFICE ORDER

Subject :- THE WEST PAKISTAN WAPDA WORKCHARGED EMPLOYEES LEAVE RULES 1972

In exercise of the powers conferred on it by Section 18 of the West Pakistan Wapda Act, 1958, the Water and Power Development Authority is pleased to replace the West Pakistan Wapda Workcharged Employees Leave Rules, 1972 (Annexure 'C') circulated Vide O.M. No. SO (R)-6R&R/2792, dated 22-3-1972, by to following Rules for its Workcharged Employees: -

Annexure "C"

WEST PAKISTAN WAPDA WORKCHARGED ESTABLISHMENT LEAVE RULES 1976

Workcharged establishment will be entitled to leave as under:-

(1) Workcharged Establishment with less than 2 years service: -

(a)	(i)	Fridays and closed holidays	Full
	(ii)	Optional holidays	Nil
(b)		Other than casual leave	Nil
(c)		Casual leave: if an employee has less than 3 months service	Nil
		If he has more than 3 months but less than 6 months service	5 days
		If he has more than 6 months but less than 9 months service	10 days
		If he has more than 9 months service	20 days

(2) Workcharged Establishment with 2 years service but less than 10 years service

(a)	Fridays and closed holidays	Full
	Optional holidays	Nil
(b)	Casual leaves	20 days

(c) Leave other than casual leave	(i) Earned leave	@ 1/22nd of the period spent on duty.

(3) Workcharged employee with more than 10 years service

(a) Fridays and closed holidays	Full
Optional holidays	Nil
(b) Casual leave	20 days

(c) Other than casual leave	
(i) Earned leave	@ 1/22nd of the period spent on duty and accumulation of such leave shall be without limit. Such leave shall not be allowed except on Medical Certificate. It is permissible to convert leave on half pay into leave on full pay at the rate of one day of leave on full pay for two days' leave on half pay, upto a limit of 6 months.
(ii) Leave on half pay	

2. These orders will take effect from the date of issue.

(Sd/- (Muhammad Aslam)
Section Officer (Rules)
for Secretary WAPDA

ANNEXURE-V

Government of Pakistan
Cabinet Secretariat
(Establishment Division)

No. 23/2/81-CV (A) Rawalpindi 12th April, 1981

OFFICE MEMORANDUM

Subject: SUBMISSION OF APPLICATIONS BY GOVERNMENT SERVANTS FOR VOLUNTARY RETIREMENT AFTER COMPLETING 25 YEARS QUALIFYING SERVICE FOR PENSION.

1. The undersigned is directed to state that a question has been raised whether a Government servant, who intends to retire after completing 25 years service qualifying for pension, can submit a written intimation of his intention to retire even before completing 25 years qualifying service.

2. The matter has been examined, in consultation with the Law Division and the Finance Division, and it has been decided that the right to retire from service accrues to a Government servant only after he has completed 25 year's service qualifying for pension. As such, he can exercise the said option and submit a written intimation of his intention to retire only after the date of completion of his 25 years service qualifying for pension. Application for LPR, if due shall also be submitted after that date.

3. If a Government servant desires to leave service before completion of his 25 years service qualifying for pension, he may do so by tendering resignation from service. In that case he will not be entitled to any pensionary benefits.

4. The above position may please be brought to the notice of all concerned.

Sd/-
S. Bakhtiar Ali
Deputy Secretary

All Min/Divins.
No. CDN-3/3/77-VIII

ANNEXURE-VI

Government of Pakistan
Ministry of Water and Power

Islamabad, April 26, 1981

Copy forwarded for information to:-

1. All the Heads of Attached deptt.
2. Chairman WAPDA.
3. All the MDs of Corporation.
4. All Officers in the Min/W&P.

Sd/-
(Ghulam Sarwar Khan)
Section Officer

OFFICE OF THE GENERAL MANAGER (ADMIN) WAPDA LAHORE.

Telephone : 69911/416

301-Wapda House,
Lahore

Telegrams : WAPDA LAHORE

No. AD (E-IB)/07534/Vol-I/8810-9009

Dated 26th May, 1981

Copy forwarded as per list "B" for information and guidance.

Sd/-
(Kazim Ali Khan)
Assistant Director (E-IB) Wapda

Distribution : as per List ''B''

APPENDIX-A

MEDICAL CERTIFICATE
(In Patient)

Certified that Mr./Miss/ Mrs. _____

Designation/ Particular _____

Is suffering from _____

Hospital No. _____

Date of Admission _____

Date of Discharge _____

Advised rest from _____to_____

Fitness: He/ She will be fit to resume full duty with effect from _____

He/ She will be fit to resume light duty for _____

Place:_____

Date _____

Medical Officer Incharge
WAPDA Hospital

APPENDIX-B

MEDICAL CERTIFICATE
(Out Patient)

Certified that Mr. /Miss/Mrs_____

Designation/ Particular_____

Is suffering from _____

Advised rest from _____to_____

Fitness: He/ She will be fit to resume full duty with effect from _____

He/ She will be fit to resume light duty for _____

Place:_____

Date_____

Medical Officer Incharge
Wapda Hospital

APPENDIX-C

REVISED ANNEXURE-TO THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982

(Non-Judicial Stamp Paper Of Appropriate Value)

SURETY BOND

1. This agreement is made on _____ day of _____two thousand _____and _____between Mr._____ at present employed as _____in_____ (hereinafter referred to as employee of the Authority) of the first part and the Pakistan Water and Power Development Authority (hereinafter referred to as 'the Authority') of the other part.

2. WHEREAS the Authority has agreed to grant leave for a period of _____to Mr._____for study abroad/within Pakistan and to avail of his services on completion of his studies and return to Pakistan.

3. Now, therefore, this agreement witnesseth as follows:-

   (i) The employee shall be entitled to leave salary admissible to him in accordance with the leave rules applicable to him in Pakistani currency.

   (ii) The said employee shall faithfully abide by the instructions issued by the Authority from time to time with regard to his studies and extension of his leave during the period of his studies, and shall whole-heartedly and diligently engage himself in the studies and shall take tests and examinations as may be prescribed.

   (iii) Upon the completion of the terms of his studies/fellowship/scholarship, the said employee shall report to the Authority for duty within four weeks from the date of completion of his studies and also to serve the Authority for a period not less than five years in suitable post corresponding in rank to the post held by him before going abroad, of which the Authority shall be the sole Judge, and upon such terms and conditions as the Authority may prescribe.

   (iv) Upon his return from abroad, the said employee shall have no right to claim higher pay or seniority over others on account of the said studies.

   (v) In the event of the breach of any of the aforesaid terms not arising from his illness certified to the satisfaction of the Authority, the said employee of the Authority binds himself firmly to pay on demand to the Authority Rs. 500,000 (Rupees five hundred thousand only) in addition to such amount as the employee has drawn as leave salary during his study leave as liquidated damages and not as penalty.

4. In witness whereof the employee produces two sureties who shall be responsible and stand bound by this agreement and guarantee that the said employee shall perform his promise and in case the said employee fails to do so, the sureties shall be liable, severally and jointly, to indemnify and pay to the Authority the said amount of the liquidated damages.

5. And we, the sureties below, agree to stand bound by the Agreement and guarantee the performance of the promise by the said employee of the Authority and for the payment of the said amount in case the employee defaults.

*[1]6. Signed by the above bounder and the two sureties conscious of Allah's command contained in Sura Bani Israil Verse 34, that is, "And fulfill (every) engagement for (every) engagement will be enquired into (on the day of Reckoning)". (Compulsory for Muslims). Non-Muslims may delete, at their choice, reference to Allah's command and above para in their case shall, therefore, be worded as under:-

"Signed by the above bounder and the Sureties conscious of the fact that (every) engagement is to be fulfilled"

(Surety No.1)

(Signature)

Name
(Block Letters)

Full Address

(Surety No.2)

(Signature)

*[2](Employee)

(Signature)

Name
(Block Letter)

Temporary Address

Permanent Address

*[1]Modified vide O.M. No.S/DD(Rules)/07456/46/84836-85795 dt 17-09-1986 (Annex-XVII)
*[2] Amended vide Corrigendum No. DG (S&GA)/DD (R)/07456/46/VI/2792-4091, dated 07-01-1998 (Annex-XXXVII)

Name

_____

Full Address

_____

Witness No.1

_____

(Signature)

_____

Full Address

_____

Witness No.2

_____

(Signature)

_____

Full Address

Certified that contents of the Surety Bond have been read over and explained to the executants, i.e. Mr._____(Probationer) and M/S_____and_____ (Sureties) which they have testified as correct.

The executants were identified before me by Mr. _____ I am satisfied that each surety is a solvent person and a man of sufficient means to pay the amount of Surety Bond in case of breach of the Bond.

MAGISTRATE 1ST CLASS

ANNEXURE-– VII

No. 591-R4/83
Government of Pakistan
Finance Division

Islamabad the 4th September, 1983

OFFICE MEMORANDUM

Subject: SCHEME OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES OF THE FEDERAL GOVERNMENT (1983)

The undersigned is directed to refer to para 25 of this Division Office Memorandum No. F. 1 (1)-1mp-/83, dated the 18th August, 1983, on the subject mentioned above under which option has been allowed to Government Servants for encashment of L.P.R. upto a maximum period of six months. In this connection it is clarified for the guidance of the Government Servants that a written option for encashment or grant of L.P.R. may be submitted by the Government Servants at least three months before the date of the commencement of L.P.R.

Sd/-
M. Wasiuddin
Deputy Secretary

To

All Ministries / Divisions, etc.
Services and General Administration Division, Wapda, Wapda House, Lahore.

Endorsement No. D/DD(R)/07456/46/Vol.II/79216-995 Dated: 9-10-1983

Copy of above, is forwarded as per distribution List 'D' in continuation of Authority's Office Memorandum No. S/DD (Rules)/07456/46/Vol.II/74226-75005-dated: 20-9-1983, for information and guidance of Wapda Employees also. This may be read with notes I and III below Rules 12 of the Pakistan Wapda Leave Rules for Wapda Employees 1982.

Sd/-
(S. M. Kamal)
Director (Rules)

ANNEXURE-VIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones:304488 & 69911/204 740-Wapda House
Telegrams : WAPDA LAHORE Lahore

No.S/DD(Rules)/07456/46/Vol:II/33346-34125 24th March, 1984

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982-AMENDMENT

The Authority has been pleased to decide that the following sub rule (c) may be added below the existing Rule 21 (a) and (b) of the Pakistan Wapda Leave Rules for Wapda Employees, 1982 with immediate effect:-

(c) No Wapda employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the form attached to these Rules as Appendix A, and B as the case may be.

Note:- Medical Officer/Board as mentioned in (a) and (b) above shall issue Medical Certificate on the Proformae as Appendix A and B to these Rules.

2. The Appendix A and B referred to in Rule 21 (c) above are also enclosed.

3. In pursuance of the above order of the Authority Office Order No. S/SO(R)56/423-1023 dated 6-01-1979 is here by withdrawn.

Sd/-
Colonel
(Idress Mohsin)
Secretary Wapda

D.A/As above/

Distribution:

As per list 'D'.

ANNEXURE-IX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 304488&69911/204 740 Wapda House
Telegrams : WAPDA LAHORE Lahore

No. S/DD(Rules)/07456/46/Vol. II/47300-48079 28 April, 1984

OFFICE MEMORANDUM

Subject : The Pakistan Wapda Leave Rules for Wapda Employees, 1982

The Authority has been pleased to delegate powers regarding sanction of leave to the officers in Accounts viz offices of the Manager Finance (Coord), General Manager Finance (Power) and Manager Finance (Water) as indicated below with immediate effect:-

For Accounts Staff working in the offices of Manager Financé (Coord), Manager Finance (Water) and General Manager Finance (Power).

Categories of Employees	Kinds of Leave	Competent Authority
Grade 1 to Grade11.	EOL/Disability leave up to 90 days and all kinds of leave including Haj leave for 45 days by air or 75 days by land/sea except LPR/leave ex-Pakistan.	i. Director (A&C) in the office of Manager Finance (Coord). ii. Deputy Manager Finance (Water) in the office of Manager Finance (Water). iii. Director Accounts (Admn) in the office of General Manger Finance (Power).

Sd/-
Colonel
(Idrees Mohsin)
Secretary-Wapda

Distribution
As per List 'D'

ANNEXURE-X

GOVERNMET OF PAKISTAN FINANCE DIVISION
(Regulation Wing)

No. F.I (19)-R-3/83 Islamabad the 11th July, 1984

OFFICE MEMORANDUM

Subject: **SCHEME OF BASIC PAY SCALE, 1983- OPTION FOR ENCASHMENT OF LPR**

The undersigned is directed to refer to para 25, of the Scheme of Basic Pay Scale contained in this Division O. M. No. 1 (1) Imp./83, dated 18-8-1983, according to which the encashment of LPR, which was previously admissible to civil servants only if LPR was refused in public interest, would now be admissible to the employees concerned at their own option. In this connection various points have been raised of clarification. It has, therefore, been decided to clarify the points of doubt as in the following paragraph.

2. Under the earlier orders, the concession of encashment of LPR on retirement on superannuation on completion of 30 years qualifying service was admissible up to the maximum of leave pay for 180 days under Rule 17 (i) of the revised Leave Rules, 1980. The words "Leave Salary" and "six months" used in para 25 of the scheme of Basic Pay Scales contained in this Division's O. M. No. F. 1 (1)-1mp/83, dated 18-8-1983, shall therefore, mean "leave Pay" and "one hundred and eighty days" respectively, as in para 17 of Revised Leave Rules 1980.

3. A civil servant who wishes to forego his LPR in favour of cash compensation shall exercise his option to this effect in writing 15 months prior to the date of retirement, and submit it to the authority competent to sanction LPR, who will accept the option and issue formal sanction for the payment of cash compensation.

4. After having exercised the option for encashment of LPR the Government servant shall have to perform duty during the entire period up to the date of retirement and cannot, save as stated in para 5 below, avail himself of any kind of leave, during the last 15 months of his service if the leave at his credit was 365 days or less, and during the last 12 months of his service if the leave at his credit was more than 365 days. Provided that in the later case, leave can be taken prior to the period of the last 12 months only to the extent that the balance leave at credit does not fall below 365 days.

5. The competent authority may where it is satisfied that the leave applied for is unavoidable or is fully justified e.g. in cases of illness, supported by medical certificate, or for performance of Hajj etc, grant leave to an employee during the last 15 or 12 months of his service, as the case may be in accordance with para 4 above. In such a case, the amount of cash compensation shall be reduced by an amount equal to the leave pay for half of the period of leave taken. For example, if an employee, who has opted for encashment of LPR, has taken 60 days of leave, his cash compensation equal to 30 days leave pay would be forfeited.

6. It is requested that the cases of encashment of LPR may be regulated according to the clarifications contained in this Office Memorandum.

Sd/-
(Farhat Hussain)
Joint Secretary (Reg. I)
Ph. 821897

To

All Ministries/Divisions etc.

ANNEXURE–XI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 320520-69911-270
Telegrams : WAPDA LAHORE
B-32, Wapda House,
Lahore

No. F.O(R&I)/10-126/83/(LPR)/13173-372 Dated: 03-09-1984

OFFICE MEMORANDUM

Subject: SCHEME OF BASIC PAY SCALES (1983) – OPTION FOR ENCASHMENT OF LPR

The undersigned is directed to refer to para 19 of the Scheme of Basic Pay Scales contained in this Division's O.M. No.F.O (R&1)/BSP-83/10-126/5766-5966, dated 24-8-1983, according to which the encashment of LPR, which was previously admissible to Wapda employees only if LPR was refused in public interest, would now be admissible to the employees concerned at their own option. In this connection, various points have been raised for clarification. It has, therefore, been decided to clarify the points of doubt as in the following paragraphs.

2. Under the earlier orders, the concession of encashment of LPR on retirement on superannuation or on completion of 30 years qualifying service was admissible upto the maximum of leave pay for 180 days under Note-1 below Rule 12 of the Pakistan Wapda Leave Rules for Wapda Employees, 1982. The words "leave salary" and "six months" used in para 19 of the Scheme of Basic Pay Scales contained in this Division's O.M. No. F. O (R&I)/BSP-83/10-126/5766-5966, dated 24-8-1983, shall, therefore, mean "leave pay" and "one hundred and eighty days", respectively, as in Note-I below Rule 12 of the Pakistan Wapda Leave Rules for Wapda Employees, 1982."

3. A Wapda employee who, wishes to forego his LPR in favour of cash compensation, shall exercise his option to this effect in writing 15 months prior to the date of retirement, and submit to the authority competent to sanction LPR, who will accept the option and issue formal sanction for the payment of cash compensation.

4. After having exercised the option for encashment of LPR, the Wapda employee shall have to perform duty during the entire period upto the date of retirement and cannot, save as stated in para 5 below, avail himself of any kind of leave, during the last 15 months of his service if the leave at his credit was 365 days or less, and during the last 12 months of his service if the leave at his credit was more than 365 days. Provided that in the later case, leave can be taken prior to the period of the last 12 months only to the extent that the balance leave at credit does not fall below 365 days.

5. The competent authority may where it is satisfied that the leave applied for is unavoidable or is fully justified, e.g., in cases of illness, supported by medical certificate, or for performance of Hajj etc., grant leave to an employee during the last 15 or 12 months of his service as the case may be, in accordance with para 4 above. In such a case, the amount of cash compensation shall be reduced by an amount equal to the leave pay for half of the period of leave taken. For example, if an employee, who has opted for encashment of LPR, has taken 60 days leave, his cash compensation equal to 30 days leave pay would be forfeited.

6. It is requested that the cases of encashment of LPR may be regulated according to the clarifications contained in this O.M.

Sd/-
(A. Raoof)
Director Finance (R& I)
Wapda

ANNEXURE-XII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 69911/376
Telegrams : Wapda Lahore

B-32, Wapda House
Lahore

No. F.O.(R&I)/10-126/83(LPR)/25-274 Dated: 09-01-1985

To.

1. All General Managers, Wapda
2. All Chief Engineers, Wapda
3. All Heads of Divisions, Wapda
4. All Project Directors, Wapda
5. All Superintending Engineers, Wapda
6. All Resident Engineers, Wapda

Subject: SCHEME OF BASIC PAY SCALES (1983) – OPTION FOR ENCASHMENT OF LPR

In accordance with the provision of para 3 of O.M. No. F.O.(R&1)/10-126/83 (LPR) /13173-372, dated 3-9-1984, on the above subject, a Wapda employee, who wishes to forego his LPR in favor of cash compensation, is required to exercise option to this effect in writing fifteen months prior to the date of his retirement and submit it to the authority competent to sanction LPR, who will accept the option and issue formal sanction for the payment of cash compensation.

2. The authority has desired that all concerned should please remind subordinate employees, particularly the low paid ones to exercise option, in time, so that they may not face any hardship at a later stage.

Sd/-
(MUHAMMAD ASHRAF)
Finance Officer
for Director Finance (R&I)
WAPDA

ANNEXURE-XIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones : 302617/69911/208
Telegrams : WAPDA LAHORE

309, Wapda House,
Lahore

No. DG/DD(R)/07456/46/Vol-II/46547-47346 Dated 6 June, 1985

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982- CLARIFICATION

According to Rule 20-A of the Pakistan Wapda Leave Rules for Wapda Employees 1982 leave ex-Pakistan for study abroad shall be sanctioned to Wapda employee for a maximum period of 2 years debitable to the leave account of the employee, any leave not due shall be sanctioned as extra-ordinary leave, subject to the condition that the employee shall execute a Surety Bond upto the value of Rs. 25000 which he shall be liable to pay on demand to the Authority as liquidated damages for his failure to report to the Authority for duty within a period of four weeks from the date of completion of studies abroad and also to serve the Authority for a minimum further period of 2 years.

2. A question has been raised whether the employee who has got only two years service and ninety six days leave on full pay at his credit can be granted 634 days extra-ordinary leave under Rule 20-A, as under Rule 18 of Wapda Leave Rules, only 3 months extraordinary leave can be sanctioned to him.

3. It is hereby clarified that the requests for study leave abroad are to be dealt with in accordance with the provision contained in Rule 20-A of the Pakistan Wapda Leave Rule for Wapda Employees, 1982 and provision of Rule 18 of the said rule will be attracted for the grant of extra-ordinary leave in cases other than leave for study abroad.

Sd/-
(MUHAMMAD MAQBOOL)
Director General (Rules)
WAPDA

ANNEXURE-XIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 222112, 69911/204
Telegrams: WAPDA LAHORE

740-Wapda House,
Lahore.

No. S/DD (R)/07456/46/Vol-III/98426-99245 Dated 12 Dec. 1985.

OFFICE MEMORANDUM

Subject: PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982-AMENDMENT

The Authority has decided that the following Notes shall be added below Rule 20 of Pakistan Wapda Leave Rules for Wapda Employes, 1982:-

Note: Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in Rules 9 and 18.

Sd/-
Colonel
(Idrees Mohsin)
Secretary Wapda

Distribution:
As per List 'D'.

ANNEXURE-XV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 222112& 69911/204 740-Wapda House
Telegrams : WAPDA LAHORE Lahore

No.S/DD(Rules)/07456/46/Vol-III/56670-57629 24TH June 1986

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982-AMENDMENT

The Authority has decided that the existing Rule 6 (b) of the Pakistan Wapda Leave Rules for Wapda Employees 1982 shall be substituted by the following:-

"b) A Wapda Employee on deputation within or outside Pakistan shall not earn any leave during the period of his deputation and no leave will be credited to his leave account with Wapda for any such period."

Sd/-
Colonel
(Idrees Mohsin)
Secretary Wadpa

Distribution

As per List 'D'

ANNEXURE-XVI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 222112 & 69911/204 740-Wapda House,
Telegrams: WAPDA LAHORE Lahore.

No. S/DD (Rules)/07456/46/Vol.III/66400-67359 Dated 28 July, 1986.

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982- AMENDMENT,

The Authority has decided that the following amendments shall be made in the Pakistan Wapda Leave Rules for Wapda Employees, 1982 with immediate effect:-

1) The existing Rule 12.A shall be re-numbered as Rule 12.A.A

2) After the existing Rule 12 and before the Rule 12.A.A so re-numbered, the following shall be added as Rule 12.A:-

"12.A. Encashment of refused leave preparatory to retirement. (1) If in case of retirement on superannuation or voluntary retirement on completion of thirty years of qualifying service a Wapda employee cannot, for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of one hundred and eighty days leave on full pay.

(2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding one hundred and eighty days.

(3) The payment of leave pay in lieu of such refused leave may be made to the Wapda Employee either in lump-sum at the time of retirement or may, at his option, be drawn by him month-wise for the period of leave so refused.

(4) For the purpose of lump-sum payment in lieu of such leave, only the "Senior Post Allowance" will be included in 'Leave Pay' so admissible.

(5) In case a Wapda Employee on leave preparatory to retirement dies before completing one hundred and eighty days of such leave, his family shall be entitled to lump-sum payment equal to the period falling short of one hundred and eighty days."

Sd/-
Colonel
(Idress Mohsin)
Secretary Wapda

Distribution

ANNEXURE--XVII
Amendment of Appendix-C

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 22112 & 69911/204
Telegrams : WAPDA LAHORE

740-Wapda House,
Lahore
17 September 1986

No. S/DD (Rules)/07456/46/84836-85795

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982

The Authority has decided that the concluding paragraph of the surety bond introduced vide Rule 20-A of the Pakistan Wapda Leave Rules for Wapda Employees, 1982 shall be modified as under:-

> "Signed by the above bounder and the two sureties, conscious of ALLAH'S command contained in Sura Bani Israil, Verse 34 that is "And fulfill (Every) engagement for (every) engagement will be enquired into (on the day of Reckoning)"
>
> (Non-Muslims may delete at their choice, reference to ALLAH's command);

2. The Appendix-C to the above Rules as now updated is enclosed.

Sd/-
Colonel
(Idrees Mohsin)
Secretary Wapda

ANNEXURE-XVIII

PAKISTAN

WATER AND POWER DEVELOPMENT AUTHORITY

Telephones:54911 & 69911/233 716-Wapda House
Telegrams : WAPDA LAHORE Lahore

No.GM(A)/DD/(R)/07456/46/III/20926-22045 14th February 1988

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982-AMENDMENT

The Authority has decided that the existing entries appearing against serial Nos. 3,4 and 5 of Appendix-I to the Pakistan Wapda Leave Rules for Wapda Employees 1982 shall be substituted by the following:-

Sr. No	Categories of Employees	Kinds of Leave	Competent Authorities
3.	Grade 17 and 18	(i) EOL/Disability leave and all kinds of leave upto 90 days including Haj Leave for 45 days by air or 75 days by land/sea except LPR/Leave ex-Pakistan.	(i) Appointing authority/ Chief Engineer or officer of equivalent status, whosoever is lower in grade.
		(ii) Leave ex-Pakistan upto 90 days and LPR.	(ii) Appointing authority/ Chief Engineer or officer of equivalent status whosoever is higher in grade.
		(iii) All kind of leave beyond 90 days.	(iii) Respective Member/ Managing Director.
4.	Grade-19	(i) EOL/Disability leave and all kinds of leave upto 90 days including Haj leave for 45 days by air or 75 days by land/sea except LPR/leave ex-Pakistan.	(i) General Manager or a Grade-20 officer if there is no General Manager.

		(ii)	Leave ex-Pakistan upto 90 days and LPR.	(ii)	Respective Member/ Managing Director.
		(iii)	All kind of leave beyond 90 days.	(iii)	Respective Member/ Managing Director.
5.	Grade-20	(i)	EOL/Disability leave and all kinds of leave upto 90 days including Haj leave for 45 days by air or 75 days by land/sea including leave ex-Pakistan and LPR.	(i)	Respective Member/ Managing Director.
		(ii)	All kinds of leave beyond 90 days.	(ii)	Respective Member/ Managing Director".

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution

1. As per List "D"
2. Assistant Director (E-I-A) S&GA (by Name)
3. File No. DD (Rules)/07459/28

ANNEXURE-XIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/233
Telegrams: W APDA LAHORE

716-Wapda House,
Lahore.

No. GM(A)/DD(R)/07456/53/III/93231-94350

Dated 06/07.July 1988.

OFFFICE MEMORANDUM

SUBJECT : THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982-AMENDMENT

The Authority has been pleased to decide that the existing Rule 12-AA of "The Pakistan Wapda Leave Rules for Wapda Employees 1982" as amended from time to time, shall be substituted by the following:-

"12-AA-Encashment of Leave Preparatory to Retirement

(1) In case of retirement on superannuation or thirty years qualifying service (on or after 1-7-1983), unless a WAPDA Employee opts to proceed on leave preparatory to Retirement, he shall be deemed to have opted for the encashment of LPR. On receipt of a request from a WAPDA Employee deemed to have opted for encashment of LPR, the authority competent to sanction LPR will issue formal sanction for the payment of cash compensation, if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty five days or lesser period which is due and admissible.

(2) In lieu of such leave, leave pay may be claimed for the actual period of such leave subject to a maximum of one hundred and eighty days.

(3) If, at any time during such period, leave is granted on account of ill-health supported by Medical Certificate or for performance of "Haj" the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for half of the period of leave so granted. For example, if an employee who is deemed to have opted for encashment of such leave has taken sixty days leave, his cash compensation equal to thirty days leave pay shall be forfeited.

(4) The employees whose LPR was refused as well as those who are deemed to have opted for encashment of LPR may draw leave pay:-

(a) at the rate admissible on the date such leave would have commenced,

(b) the leave pay may be drawn at any time for the period from which duty has already been rendered; and

(c) only the "Senior Post Allowance" will be included in the leave pay as admissible.

2. All pending or previously decided cases where a Wapda Employee has failed to exercise option for encashment of LPR may be decided in the light of these instructions.

Sd/-
Brig (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution

1. As per list 'D'
2. Director General Public Relations, Wapda for suitable insertion in Khabar Nama and Wapda News".
3. Assistant Director (E-IA) S&GA, (by Name)
4. File No. DD(R)/07459/28
5. File No. DD(R)/07456/46

ANNEXURE-XX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telegrams : WAPDA LAHORE 301-Wapda House, Lahore

No. AD(E-IA) 07025/112548-3667 Dated: 21-8-1988

OFFICE MEMORANDUM

Subject: GRANT OF LEAVE WHILE UNDER ORDERS OF TRANSFER

Decision of Chairman, Wapda, contained in Office Memorandum. No. C/SO(E-I) I (1125-B) Admin. /43782-872 dated 5/8-9-1976, is reproduced below for information, guidance and strict compliance.

"It has been observed that in case of transfers, requests for leave are put in by the concerned officers/officials as a mean of avoiding to join duties at the new station of posting. Leave is a privilege and cannot be claimed as a matter of right. This privilege must NOT be abused. When an individual is under transfer, leave cannot be applied for or granted till such time as he joins the place of posting."

Sd/-
(Syed Mujtaba Kamal)
Director (Establishment)
S&GA

ANNEXURE-XXI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911& 69911/233
Telegrams: WAPDA LAHORE

716-Wapda House,
Lahore.

No. GM (A)/DD (R)/07456/53/III/147990-9109 Dated 2nd November 1988

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982-AMENDMENT.

In pursuance of the decision of Authority revising the existing entries appearing against serial No. 3, 4 and 5 of Appendix I of the Pakistan Wapda Leave Rules for Wapda Employees, Power Wing Office Memorandum No. GM (A)/DD (R)/07456/46/III/20926-22045 dated 14.2.1988, the following sentence shall be added at the end of Rule 20 (d) of these Rules, before the note appearing therein:-

> "Notwithstanding above, Leave ex-Pakistan upto 90 days in respect of officers of Grade-17 and 18 will be sanctioned by the authorities given in Appendix-I''

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution
1. As per List 'D'.
2. Chief Engineer (Admn) Water for information with reference to his letter No. WW-Admn (96014)/E-I/7321 dated 5.9.1988.
3. Assistant Director (B-IA) S&GA (by name).
4. File No. DD (R)/07459/28.

ANNEXURE-XXII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones:54911 & 69911/233 716-Wapda House
Telegrams : WAPDA LAHORE Lahore

No.GM(A)/DD/(R)/07456/46/166831-7950 5TH December 1988

OFFICE MEMORANDUM

Subject : The Pakistan WAPDA Leave Rules for WAPDA Employees 1982-Amendment

Authority has decided to substitute the competent authorities appearing in column 4 against serial No. 1 of Appendix-I to above said Rules with following, with immediate effect:-

Sr. No.	Categories of Employees	Kinds of Leave	Competent Authorities
1	2	3	4
1	Grade-1 to 11	(i) EOL/Disability leave up to 90 days and all kinds of leave including Haj leave for 45 days by air or 75 days by land/sea except LPR/Leave ex-Pakistan.	Appointing authority/Head of office not below the rank of a Grade-19 officer whosoever is lower in grade/Director (Admn)/(Establish-ment) in Head Office.
		(ii) EOL/Disability leave beyond 90 days and LPR/leave ex-Pakistan.	Appointing authority/Head of office not below the rank of a Grade – 19 officer whosoever is higher in Grade.

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution

1. As per List “D”
2. Assistant Director (E-IA) S&GA
3. File No. DD(R)/07459/28

ANNEXURE-XXIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones:54911 & 69911/233 716-Wapda House
Telegrams : WAPDA LAHORE Lahore

No.GM(A)/DD/(R)/07456/46/51765-52884 4TH June 1989

OFFICE MEMORANDUM

Subject: "THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982"- AMENDMENT

Authority has decided to substitute Rule 9 (b) (3) and Rule 27 of "The Pakistan WAPDA Leave Rules for WAPDA Employees, 1982, by the following:-

"Rule 9(b) (3) – leave on half Pay

At a time, maximum of five years leave can be granted on half pay so long as it is available by conversion in the Leave Account of an employee, subject to provision of Rule 27.

Rule 27-Combination of different types of leave etc.

One type of leave can be combined with joining time or with any other type of leave admissible to WAPDA Employees subject to a maximum of five years at a time, except leave Preparatory to Retirement. A WAPDA Employee shall cease to be an employee if he remains absent beyond the said period."

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution

1. As per List 'D'
2. Assistant Director (E-IA) S&GA
3. File No. DD/(R)/.07459/28

ANNEXURE-XXIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 54911 & 69911/233 716-WAPDA House
Telegrams : WAPDA LAHORE Lahore

No.MD(A)/DD(R)/07456/46/90459-91570 30 November 1989

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982-AMENDMENT

Authority has decided to substitute Rule 27 of the Rules cited above in the subject with the following, with immediate effect:-

"Rule 27 Combination of different types of leave etc.

One type of leave can be combined with joining time or with any other type of leave admissible to a WAPDA Employee subject to a maximum of five years at a time, except leave preparatory to retirement. A WAPDA Employee shall cease to be an employee, if he remains absent beyond the said period.

Provided that WAPDA Employee applying for leave under this rule solemnly affirm and undertake that during leave he shall not seek employment elsewhere, shall not apply for extension of leave and shall report on duty after expiry of leave.

EXPLANATION

A breach of the undertaking shall render the employee liable to disciplinary action under the Pakistan WAPDA Employees (Efficiency & Discipline) Rules, 1978."

Sd/-
(Maj Gen)
Managing Director (Admn)
(MUHAMMAD LATIF)

Distribution

1. As per List 'D'
2. Assistant Director (E-IA) S&GA

ANNEXURE-XXV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 54911/69911/233
Telegram : WAPDA LAHORE

716-Wapda House
Lahore

No. MD (A)/DD(R)/07459/1/XIV/91657-92776

2nd December, 1989

OFFICE MEMORANDUM

Subject: APPOINTMENT OF MANAGING DIRECTOR (ADMIN)

Consequent upon the up gradation of the post of General Manager (Admin) Wapda to that of Managing Director (Admin) with effect from 1-11-1989 vide Office Order No. AD (E-IA) 07006/2119/79129-278, dated 25-10-1989, Authority has decided that the words “General Manager (Admin)” wherever occur in the Service Rules or Orders or instructions of the Authority, shall stand substituted as “Managing Director (Admin)”.

Sd/-
(Maj Gen)
Managing Director (Admn)
(MUHAMMAD LATIF)

ANNEXURE -XXVI

GOVT OF PAKISTAN FINANCE DIVISION
(Regulation Wing)

No. F.1(73)-R4/84 Islamabad the 10th December , 1989

OFFICE MEMORANDUM

Subject: ENCASHMENT OF L.P.R.

The undersigned is directed to refer to the Finance Division's O. M. No. F. 1 (19)-R-3/83, dated 11-7-1984 on the above subject and to say that in case the leave of any kind including extraordinary leave without pay is taken during the last 15 or 12 months by retiring Government servant, who opts for encashment of LPR except on grounds contained in the above reference, the period of such leave will be reduced from 180 days or lesser period for which the encashment is allowed.

Sd/
(Chiraghuddin)
Section Officer
Phone No. 828135

All Ministries/Divisions etc.

ANNEXURE-XXVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 54911 & 69911/233 716-Wapda House
Telegrams : WAPDA LAHORE Lahore

No.MD/(A)/DD(R)/07456/46/V/25672-26743 7 May 1990

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982-AMENDMENT

Authority has decided to substitute sub-rule 4 (a) of Rule 12-AA of "The Pakistan WAPDA Leave Rules for WAPDA Employees 1982" by the following, with immediate effect:-

" at the rate of pay admissible at the time the leave pay is drawn."

Sd/-
(Maj. Gen)
Managing Director (Admn)
(Muhammad Latif)

Distribution

1. As per List 'D'
2. Assistant/Director (E-IA) S&GA

ANNEXURE-XXVIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 54911 &69911/233 716-Wapda House
Telegrams : WAPDA LAHORE Lahore

No.MD(A)/DD(R)/07456/46/IV/45091-46191 18TH August 1990

OFFICE MEMORANDUM

Subject : **THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982 - AMENDMENT**

Authority has decided to delete Rule 36 (c) of The Pakistan WAPDA Leave Rules for WAPDA Employees 1982 and substitute by the following:-

"Rule 36 (c)

Extra-ordinary leave shall not count for increments, provided that where such leave has been granted for training abroad or where the Authority is satisfied that the leave was taken on account of illness or for any other reason beyond the employee's control, the Authority may direct that such leave shall be counted for increment under the rules. However where an employee has been granted study leave with the permission of competent authority to enhance his qualifications pertaining to his own field, related to WAPDA'S work, extra ordinary leave shall count for increments subject to the condition that the employee has completed the course within the laid down period".

Sd/-
(Maj Gen)
Managing Director (Admn)
(Muhammad Latif)

Distribution

1. As per List 'D'
2. Assistnat Director (E-IA) S&GA

ANNEXURE-XXIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 302617 & 36691/208 309-Wapda House, Lahore
Telegrams : WAPDA LAHORE

No. D/DD (R)/07456/46/III/5888-6962 Dated: 14.02.1991

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982- ENCASHMENT OF L.P.R. - CLARIFICATION

Rule 12-AA(1) of the Pakistan WAPDA Leave Rules for WAPDA Employees, 1982 lays down, inter alia, that "on receipt of a request from a WAPDA employee deemed to have opted for encashment of LPR, the Authority competent to sanction LPR will issue formal sanction for the payment of cash compensation. A question has arisen as to whether an employee can make a request for encashment of leave even after his retirement.

2. It is hereby clarified that an employee who does not apply for LPR before proceeding on voluntary retirement after 30 years qualifying service, is deemed to have opted for encashment of LPR. On request even after retirement from the employee concerned the competent authority will issue formal orders for payment of cash compensation.

3. The above clarification may be brought to the notice of all concerned for information and guidance.

Sd/-
(S. M. Azim)
Director (Rules)

Distribution

1. As per List 'D'
2. Assistant Director (E-IA) S&GA.

ANNEXURE -XXX

GOVT OF PAKISTAN FINANCE DIVISION
(Regulations Wing)

No. F. 1 (8)-R4/90 Islamabad the 2nd June, 1991

OFFICE MEMORANDUM

Subject: ENCASHMENT OF L.P.R.

The undersigned is directed to state that the matter of allowing of encashment of LPR on premature retirement, on completion of 31 years qualifying service, has been under consideration of the Finance Division. It is clarified that encashment of LPR up to 180 days will also be admissible to a civil servant who renders 31 years or more qualifying service and who seeks voluntary retirement on three month's notice in terms of Finance Division's O. M. No. 591-R4/83 dated 4/9/1983 treating the last years of his service (including the notice period) as duty performed during LPR. It is further clarified that such a government servant would also be entitled to encash his LPR up to maximum of 180 days subject to the same terms and conditions as laid down in Rule 18-A of the Revised Leave Rules, 1980 as amended from time to time read with Finance Division's O. M. No. F. 1(19)-R3/83 dated 11-07-1984 and F. 1(73)-R4/84 dated 10-12-1989 respectively.

Sd/
(Chiraghuddin)
Section Officer

No. CDN-13 (5)/90
GOVERNMENT OF PAKISTAN
MINISTRY OF WATER & POWER

Islamabad, the 7th July, 1991 copy forwarded for information and necessary action to:-

1. All Officers, Ministry of Water and Power, Islamabad.
2. Chairman Wapda, Wapda House, Lahore.
3. Chief Engineering adviser/ CFFC, Islamabad.
4. P. C. I. W. 3- Mozang Road, Lahore.
5. Managing Director, NESPAK, 417-Wapda, Wapda House, Lahore.
6. Managing Director, KESC, Aimai House, Abdullah Haroon Road, Karachi.
7. Managing Director, National Power Construction Corporation, 46-Main Gulberg, Lahore.
8. Managing Director, National Tubewell Construction Corporation, 172-M Gulberg-III, Lahore.

Sd/
(AMIR AFZAL)
Section Officer

ANNEXURE-XXXI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones: 361245-366911/340
Grams : WAPDA LAHORE

Services & General Administration
332-Wapda House
Lahore

No. DG (S&GA)/DD(R)/07456/46/V/27557-28632

4th August 1991

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982-AMENDMENT

Authority has decided to delete the words "appointing authority" appearing in line -6 of Rule 19 (a) of The Pakistan Wapda Leave Rules for Wapda Employees 1982 and substitute it by the words "Head of Office." Rule 19(a) after amendment will be read as under:-

"19. In Service Death etc.

(a) In case a Wapda Employee dies, or is declared permanently incapacitated for further service by a Medical Board (constituted by the Director General Medical Services under Rule 17 of Pakistan Wapda Employees Medical Attendance Rules 1979) while in service, a lumpsum payment equal to leave pay upto one hundred and eighty days out of the leave at his credit shall be made by the Head of Office to his family as defined for the purpose of family pension or as the case may be to the Wapda employee."

Sd/-
Eric Massey
Director General

Distribution

1. As per List "D"
2. Assistant Director (E-IA) S&GA Wapda

ANNEXURE -XXXII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 302617 & 36691/208
Telegrams : WAPDA LAHORE

309-Wapda House, Lahore
10th November 1991

No. D/DD (R)/07456/46/VI/45110-46185

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982- CLARIFICATION REGARDING ENCASHMENT OF L.P.R.

In continuation of this Office Memorandum No. D/DD (R)/07456/46/III/5888-6962, dated 14-02-1991, the following Office Memorandum from Government of Pakistan, Finance Division Islamabad are circulated for information and guidance:-

1. F. 1 (73)-R4/84, dated 10-12-1989
2. F. 1 (8)-R4/90, dated 2-6-1991

Sd/-
(S. M. Azim)
Director (Rules)

Encl: as above

Distribution

As per List 'D'
Assistant Director (E-IA) S&GA

ANNEXURE -XXXIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 306836-6366911/2717
Telegrams : WADPA LAHORE

Service & General Admn.
716-Wapda House,
Lahore

No. DG (S&GA)/DD/(R)/07456/46/V/5124-5749

25th January, 1993

OFFICE ORDER

Subject:- SANCTION OF LEAVE TO MEDICAL OFFICERS / LADY MEDICAL OFFICERS WORKING IN WAPDA HOSPITALS/ DISPENSARIES

At present leave to Medical Officers in different WAPDA Hospitals/Dispensaries under the respective Chairman Area Electricity Board/Project Directors/General Managers and Chief Engineers is sanctioned by the Local Executive Heads. Under this arrangement, due to lack of coordinated management of medical facilities, certain administrative and functional difficulties are being faced. For overcoming such difficulties and streamlining the procedure, it has been decided in consultation with the Finance Division that in future all types of leave other than the casual leave shall be sanctioned by Managing Director (Admin.)/ Director General (Medical Services) on recommendations of concerned Executive Heads.

2. The above arrangement will come into force with immediate effect.

Sd/-
(Eric Massey)
Director General

ANNEXURE -XXXIV

PAKISTAN
WATER ANDPOWER DEVELOPMENT AUTHORITY

Telephone ; 6366922/2301 Services & General (Admn)
Telegrams : WAPDA LAHORE 301-Wapda House, Lahore

No. D/AD (E-IA)07006(1126)/103-A Dated 8th May, 1994.

OFFICE ORDER

Authority has decided to downgrade the post of Managing Director (Admin.) WAPDA to General Manager (Admin.) with effect from 8-5-1994.

Authority is pleased to appoint Mr. Eric Massey, Director General (S&GA) as acting General Manager (Admin.) with administrative and financial powers in terms of Office Order S/SO (Sectt/78/50288-407 dated 23rd December, 1980. This appointment will not entitle the officer to claim seniority over the officers who may otherwise be senior to him.

Sd/-
(Khawaja Sajjad Haider)
(Director Establishment)

Distribution:

1. Secretary, Ministry of Water & Power Government of Pakistan Islamabad. This refers to Ministry's Fax dated 3rd May 1994.
2. All General Managers/Chief Engineers/Directors General, Wapda.
3. Legal Advisor Wapda, Wapda House, Lahore.
4. Director General (Career Management) Wapda, Lahore
5. Directors/Career Management Water/Power/Fin: S&GA Wapda, Lahore.
6. Director (Rules) Wapda, Lahore.
7. Project Director/SE (Building Circle Wapda, Lahore).
8. PSs to Chairman/Members.

ANNEXURE-XXXV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 6306836-6366911/2717
Telegrams : WAPDA LAHORE

General Manager (Administration)
717-Wapda House
Lahore

No. GM (A)/DD(R)/07456/46/VI/266-1566

January 3, 1995

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES 1982

Authority has decided to add the following as sub rule (c) of Rule-35 of the Pakistan Wapda Leave Rules for WAPDA Employees 1982:

"(c) A WAPDA employee shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of WAPDA employees takes place or an annual increment occurs during the period of leave of the WAPDA employees."

The above amendment shall take effect from 21-09-1994.

Sd/-
Eric Massey
General Manger

Distribution
As per List 'D'

ANNEXURE-XXXVI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone ; 6302617/6366911/23019 309 Wapda House, Lahore.
Telegrams : WAPDA LAHORE

No. D/DD (Rules) 07456/46/VI/12543-13842 Dated: 10th March 1996

OFFICE MEMORANDUM

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

A few enquiries have been received in this office seeking clarification about encashment of leave preparatory to retirement in terms of Rule 12 AA of the Pakistan Wapda Leave Rules and the Government of Pakistan Finance Division Regulation wing O. M. No. F. 1 (8)-R4/90, dated 2nd June 1991. It has been proposed that aforesaid Rule 12 AA be amended in the light of O. M. under reference. It is hereby clarified that Govt. of Pakistan O. M. under reference, does not contradict Rule 12 AA of the Pakistan Wapda Leave Rules but has extended its scope by:-

a. Extending encashment facility to employees beyond 31 years qualifying service either to available to employees who had put in 31 years of qualifying service only or on superannuation.

b. By reducing the retirement notice period from one year to three months only, prior to completion of 31 years qualifying service.

2 Hence encashment facility under the Authority Rules is available to those employees only who retire at the age of superannuation or has 31 years or more qualifying service:

Sd/-
(Iftikhar Ahmad)
Director (Rules)

Distribution
As per List ''D''

Appendix-1A **ANNEXURE -XXXVII**

No. DG(S&GA)/DD(R)/07456/46/VI/17557-736 Dated: 09.04.1997

OFFICE MEMORANDUM

Subject : SANCTIONING OF LEAVE WITH SUBSTITUTE TO OFFICERS WORKING IN THE FIELD

Chairman WAPDA has desired that office order sanctioning of all kinds of leave, with recommendation for provision of a substitute, in respect of officers in BPS-18 and above working in the Field as approved by respective CEs / Member / MDs under Sr. No. 3, 4 and 5 of Appendix-I to the Pakistan WAPDA Leave Rules for Wapda Employees, 1982, shall be put up to him for his information, before these are issued.

Sd/-
(Kh. Sajjad Haider)
Director General (S&GA)

ANNEXURE-XXXVIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 9202211/2332
Telegrams: WAPDA LAHORE

Services & General Admn.
332-Wapda House, Lahore.

No. DG (S&GA)/D (R) 07456/46/VI/2792-4091

Dated 07.01.1998.

CORRIGENDUM

Please read the word “Employee” instead of word “Probationer” in Line 10 of Para 6 in the revised Annexure-V under the Pakistan Wapda Leave Rules for Wapda Employees, 1982 circulated vide Secretary, Wapda Lahore Office Memorandum No. S/DD (Rules) 07456/45/84836-85795 dated 17.09.1986.

Line No. 8 (Page-31) of the revised Annexure-V to the said leave rules may also be deemed to have been amended accordingly in the 5th Edition of Wapda Manual of General Rules (amended upto 14.03.1995).

Sd/-
Khawaja Sajjad Haider
Director General (S&GA)

Distribution

As Per List ‘D’.

ANNEXURE-XXXIX

PAKISTAN
WATER ANDPOWER DEVELOPMENT AUTHORITY

Telephone ; 9202046 & 9202211/2332 Service & General Admn
Telegrams : WAPDA LAHORE 332-Wapda House, Lahore

No. DG(S&GA)/DD (Rules)/ 07456/46/IV/37106-138405 Dated 15-10-2001

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982

It has been decided by the Authority that in future, authorities competent to grant leave vide Rule 5 (Appendix-I) of the Pakistan Wapda Leave Rules for WAPDA Employees, 1982, (amended from time to time) may not grant leave to any employee beyond one year, except leave on medical ground, on the recommendations of Wapda Medical Board and study leave to be sanctioned as per Rule 20-A of the Pakistan Wapda Leave Rules for WAPDA Employees, 1982.

Sd/-
(MUHAMMAD AKHTAR CHAUDHARY)
Director General

Distribution:
1. As per List ''D''
2. Secretary WAPDA, Wapda House, Lahore, with reference to his letter no. S/AD (Coord)/ 05003/mtg/2349-59 dated 05-09-2001.

ANNEXURE-XL

Government of Pakistan
Finance Division
(Regulations Wing)

NO. F. 1(12)R-4/97 Islamabad, the January 7, 2002

OFFICE MEMORANDUM

Subject:- CONVERSION OF EXTRAORDINARY LEAVE INTO ANOTHER KIND OF LEAVE

The undersigned is directed to state that Finance Division has been receiving references regarding conversion of Extraordinary Leave (EOL) without pay into other kind of leave. It is clarified that following special features of the EOL need to be kept in view while dealing with such cases:-

a) Pay and allowances are inadmissible during EOL. Annual increments also are inadmissible under FR-26.

b) The period of EOL is not counted towards pension either under CSR 361.

c) EOL can cover a period of unauthorized absence; either under administrative order vide Rule 5(3) of revised Leave Rule 1980 or on the courts directions.

d) The period of EOL is not considered as period spent on duty under FR-9(6).

2. Due to the special characteristic of EOL stated above, no rule has been framed for its conversion into another kind of leave respectively because it not only involves payment of salary for the previous EOL period but would also involve change in the direction/orders of the authority. Moreover, a Government servant under Rule 24 of Revised Leave Rule 1980, has been given the option to apply for any kind of leave. Leave sanctioning authority has no power to change the nature of leave. This option, once exercised by the Government servant is considered as final. Sometimes cases for retrospective conversion of EOL into another kind of leave are moved on the basis of CSR 232(3) inspite of the fact that CSR 232(3) case does not specifically deal with EOL. Similarly Government decision (s) under FR-87 can not be used for conversion of EOL into another kind of leave because the said rule governs the leave salary. In the light of foregoing position, it has been decided that EOL can not be converted into any other kind of leave retrospectively.

3. Ministries/Divisions of Federal Government are requested to circulate the aforesaid decision to their attached Departments and Subordinates Offices for information and compliance.

Sd/-
(MUHAMMAD RIAZ)
Section Officer (R. 4)

All Ministries/Divisions of Federal Government.

ANNEXURE-XLI

No. 15 (1)/2000-I&C
Government of Pakistan
Ministry of Water and Power

Islamabad 15-01-2002

1. Chairman WAPDA, Wapda House, Lahore.
2 to 9

Subject:- **CONVERSION OF EXTRAORDINARY LEAVE TO ANOTHER KIND OF LEAVE**

I am directed to enclose herewith a self explanatory O. M. No. F. 1 (12)/R-4/97 dated 7-1-2002, received from Finance Division (RW) on the subject noted above for information/compliance/further necessary action.

Sd/-
(Muhammad Aftab Khan)
Section Officer (I & C)
Tel: 9210533

Encl: as above
Copy also forwarded for similar necessary action to Section Officer (Admn-I), M/O Water and Power.

Sd/-
(Muhammad Aftab Khan)
Section Officer (I & C)

ANNEXURE-XLII

PAKISTAN
WATER ANDPOWER DEVELOPMENT AUTHORITY

Telephone ; 9202046 & 9202211/2332 Services & General Admn
Telegrams : WAPDA LAHORE 332-Wapda House, Lahore

NO. DG(S&GA)/D(Rules)/07456/45/VIII/7473-8773 Dated 16TH Feb, 2002

OFFICE ORDER

Authority in its meeting held on 22-01-2002 has decided that in case a Deputations from Army, Federal/Provincial Governments dies during deputation, his family be allowed lump sum payment equal to 180 days leave (out of leave at the credit of deceased), at par with WAPDA Employees.

2. The above decision shall be applicable to all WAPDA formations throughout Pakistan.

Sd/-
(MUHAMMAD AKHTAR CHAUDHARY)
Director General (S&GA)

Distributions:

1. As per list ''D''
2. Secretary WAPDA, with reference to his circular No. S/AD (Coord)/03003/MTG/526-75 dated 31-01-2002.
3. PSO to Chairman WAPDA
4. PAs to Members and GM (Admn)

ANNEXURE XLIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

NO. DG(S&GA)/D(Rules)/07456/46/IV/9541-10190

Dated: 19th February, 2002

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982- AMENDMENT.

The Authority has decided to substitute the existing Rule 20-A (i) of "The Pakistan WAPDA Leave Rules for WAPDA Employees, 1982" as under with immediate effect:-

20-A Leave for Study Abroad/within Pakistan

1. (i) Leave for study abroad/within Pakistan shall be sanctioned to a WAPDA Employee for a period of two years at a time.

   (ii) For Ph.D the study leave shall be extendable up to maximum period of 4-½ years (including 2 years for M.Sc) in case of doctors for FCPS (Part-II)/Higher Studies, the study leave shall be sanctioned upto a maximum period of 3 years keeping in view the requirement of the concerned specialty.

   (iii) Such leave will be debit able to the leave account of the employee, any leave not due shall be sanctioned as extraordinary leave, subject to the condition that the employee shall execute a Surety Bond (as per Appendix C to these Rules) to pay on demand to the Authority Rs: 500,000/- (Rupees Five hundred thousand only) in addition to the leave salary drawn as liquidated damages and not as penalty for failure to report to the Authority for duty within a period of four weeks from the date of completion of studies abroad and also to serve the Authority for a minimum period of five years. Such leave shall be sanctioned by the Member/ Managing Director concerned.

2. The existing Sub-Rule (ii) of Rule 20-A of the Pakistan Wapda Leave Rules, 1982 may be read as Sub-Rule (2) of Rule 20-A of the Pakistan Wapda Leave Rules, for Wapda Employees 1982.

Sd/-
(Muhammad Akhtar Chaudhary)
Director General

ANNEXURE-XLIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202046 & 9202211/2332 Services & General Admn.
Telegrams : WAPDA LAHORE 332-Wapda House, Lahore.

No. DG(S&GA)/D(Rules)/07456/46/IV/8891-9540 Dated 19 Feb. 2002

OFFICE MEMORANDUM

Subject; **THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982- EXODUS OF ENGINEERS,**

The Authority has decided to add the following as Sub Rule (B) under Rule 20-A of the Pakistan WAPDA Leave Rules for Wapda Employees 1982, with immediate effect:-

20-B Leave for Study Abroad/within Pakistan

1. Study leave for higher education be restricted to only those fields which are related to Wapda.

2. Some officers produce bogus letters of admission of foreign universities, therefore, in future all such documents be got verified from the universities before sanction of study leave.

3. Sources of financing for higher education abroad be checked more strictly.

4. Some officers who were granted study leave did not produce their degrees on their return from leave. In future they must produce their degree and the degree be got verified from the concerned universities.

Sd/-
(MUHAMMAD AKHTAR CHAUDHARY)
Director General

Distribution
1. As per list 'C'.
2. Secretary WAPDA, with reference to his letter No. S/AD(Coord)/03003/MTG/526-75 dated 31-01-2002.
3. PSO to Chairman WAPDA.
4. PA's to Members and G.M (Admn).

ANNEXURE-XLV

PAKISTAN
WATER AND POWER DEVELPOMANT AUTHORITY

Telephones: 9202508 & 9202211/2309
Telegrams: WAPDA LAHORE
No. D(Rules)/07456/46/VII/14781-16080

Director (Rules) WAPDA,
309-Wapda House, Lahore.
Dated 26th March, 2002.

Copy of the above alongwith a copy of Finance Division, (Regulation Wing) Government of Pakistan, Islamabad's O. M. No. F. 1(12)R-4/97 dated 07-01-2002, is forwarded as per list 'D' for information and necessary action please.

Sd/-
(NASIR MAHMOOD)
Director (Rules)

DA
O.M. No. F. I (12)R-4/97 dated 07-01-2002
Distribution
As per List 'D'.

ANNEXURE -XLVI

PAKISTAN
(Regulation wing)

No. F. I(2)R-4/2001 Islamabad, the March 27th 2002

OFFICE MEMORANDUM

Subject: ENCASHMENT OF L.P.R.

The undersigned is directed to refer to this Division's Office Memorandum No. F. 1 (2) R-4/2001, dated March 12, 2002 on the subject. Through the aforesaid O. M. this Division's earlier O.M. F. 1 (8)-R4/90 dated 2nd June, 1991 (Copy on reserve page) has been withdrawn being contradictory to Rule 18-A(i) of Revised Leave Rules, 1980. The cancellation of O.M. dated 02-06-1991 have created the impression as if the facility of encashment of LPR has been discontinued which is not correct. The O. M. dated 02-06-1991 stipulates that encashment of LPR is admissible on completion of 31 years service. On the other hand under Rule 18-A(1) encashment of LPR is admissible on superannuation or thirty years qualifying service. Therefore with the cancellation of this Division O. M. No. F. 1(8)-R4/90/02-06-1991, the cases regarding encashment of LPR may be decided under Rule 18-A (1) of Revised Leave Rules, 1980.

Sd/-
(Muhammad Riaz)
Section Officer (R.4)

All Ministries/Divisions Federal Government.

ANNEXURE-XLVII

No. 15 (1)/2000-1&C
Government of Pakistan
Ministry of Water and Power

Islamabad 01-04-2002.

1. Chairman WAPDA, Wapda House, Lahore.
2 to 9

Subject: **ENCASHMENT OF L. P. R.**

I am directed to enclose herewith a self explanatory letter/O. M No. F. 1 (2)R-4/2001 dated 27-03-2002 received from Finance Division, Government of Pakistan, Islamabad, along-with its enclosures on the subject noted above for information/compliance/further necessary action.

Sd/-
(Muhammad Aftab Khan)
Section Officer (I&C)
Tel: 9210533

Encl: as above
Copy also forwarded for similar necessary action to Section Officer (Admn-I) M/O Water and Power.

Sd/-
(Muhammad Aftab Khan)
Section Officer (I&C)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Director (Rules) WAPDA

Telephones: 9202506 & 9202211/2309
Telegrams: WAPDA LAHORE — 309-Wapda House, Lahore.
Endst. No. DD(Rules)/07456/46/VII/24589-25888 — Dated 03-06-2002.

Copy of the above alongwith a copy of Finance Division, (Regulation Wing) Government of Pakistan, Islamabad's O. M. No. F. 1 (2)R-4/2001 dated 27.03.2002, alongwith its enclosures is forwarded for information and necessary action please.

Sd/-
(NASIR MUHAMMAD)
Director (Rules)

D.A.
1. F. I (2) R-4/2001 dated 27.03.2002
2. F. I (8) R-4/90 dated 02.06.1991
Distribution
As per list 'D'.

ANNEXURE-XLVIII

Grams: WAPDA Lahore Phones : 9202046-9202211/2332

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY
SERVICES & GENERAL ADMINISTRATION

Director General (S&GA)
332-Wapda House,
Shahrah-i-Quaid-i-Azam
Lahore

No. DG(S&GA)/D(Rules)/07456/46/IV/39983-40162 Dated: 24th August, 2002

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982 – AMENDMENT

It has been decided by the competent authority that henceforth "all cases of Study Leave Ex-Pakistan in respect of Officers in BPS-17 and above granted under Rule 20-A of the Pakistan WAPDA Leave Rules for WAPDA Employees 1982 (amended from time to time) will be put up to Chairman WAPDA for information before issuing sanction orders" by the leave sanctioning authorities as defined under Sr. No. 3, 4 and 5 of the Appendix-I of the said Rules.

Sd/-
(Muhammad Akhtar Chaudhry)
Director General (S&GA)

Distribution :
1. As per list 'B'.
2. PSO to Chairman, WAPDA.
3. P.As to Member and G.M. (Admn).

ANNEXURE-XLIX

Grams: WAPDA Lahore Phones : 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House, Lahore

No. DD(Rules)/07456/46/V/46876-48175 Dated: 02-10-2002

OFFICE MEMORANDUM

Subject: PAYMENT OF SALARY TO A WAPDA EMPLOYEE MEETING AN ACCIDENT.

The Authority has been pleased to decide that in consequence of accident, payment of salary to an injured/hospitalized employee will continue to be paid @last pay drawn as an interim arrangement, and will not be stopped for want of routine formalities.

Sd/-
(NASIR MAHMOOD)
Director (Rules)

Distribution:

1. As per list 'D'.
2. Secretary WAPDA, with reference to his letter No. S/AD (Coord)/03003/MTG/3643-92 dated 17-09-2002.
3. Director (O&M) Water,208-Wapda House, Lahore.

ANNEXURE-L

Phones: 9202046-9202211/2332

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY
SERVICES & GENERAL ADMINISTRATION

Director General
(S&GA)

332-Wapda House,
Shahrah-i-Quaid-i-Azam,
Lahore

No. DG (S&GA)/D(Rules)07456/46/IV/4762-48742 Dated 21 Oct. 2003.

All CEOs of DISCOs/NTDC.
All General Managers.
All Chief Engineers/All Director Generals.
All Project Directors.

SUBJECT:- **LEAVE ON MEDICAL GROUNDS DECISION OF CHAIRMAN'S MONTHLY CONFERENCE OF CEO's**

Refence:- Minutes of Chairman's Monthly Conference of CEO's dated 25/26 September 2003 circulated vide No. ACC/2003/17/2805-54 dated 29.09.2003.

It has been observed that some competent authorities are sanctioning leave on medical ground on the basis of medical certificates issued by private doctors. This is violation of the Rules. An elaborate procedure for the grant of medical leave has been provided under Rule: 21 **of** Wapda Leave Rules contained in WAPDA Manual of General Rules.

All competent authorities are directed to follow the Rules in letter and spirit while deciding medical leave cases and to ensure that all formalities as laid down in the Rules have been fulfilled before sanctioning such leave. In future necessary action may be taken against the officers granting medical leave against the rules and on recommendations of Private Doctors.

Sd/-
(Muhammad Akhtar Chaudhary)
Director General

Distribution:

As per list 'D'.

ANNEXURE-LI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

Telephones: 9202508 & 9202211/2309 309-Wapda House, Lahore

No. D (Rules)07459/62/II/38881-39530 Dated: July 03,2004.

OFFICE MEMORANDUM

Subject:- SURETY BOND FOR FOREIGN TRAINING AND STUDY LEAVE.

Authority is pleased to approve following instructions on the subject

a. In case of death of WAPDA employee who is under liability of Surety Bond in connection with foreign training/Study Leave shall be absolved of his liabilities and the amount shall be waived off by the Authority on case to case basis.

b. In case of default of a WAPDA employee, the guarantor shall be liable to make payment of surety bond, however in case of death of the guarantor his family shall be absolved of' the guarantee & the amount of surety recoverable from the guarantor shall be waived off by the Authority, on case to case basis.

c. The competent authority while accepting the study leave/foreign training must ensure that the guarantor is of sound financial position to meet with the obligations of Surety Money.

Sd/-
(Nasir Mahmood)
Director (Rules)

Distribution

1. As per list 'C'.
2. Secretary WAPDA, with reference to your Diary No. 8450 dated 05.06.2004.
3. All Directors (CM) Cell.
4. Chief Engineers (C&M) Water & (Admn) Power.

ANNEXURE-LII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY
SERVICES & GENERAL ADMINISTRATION

Telephones: 9202025, 9202211/2301
Fax: 9203532

301-Wapda House,
Lahore.

No. Dir./AD (E.IB)/07193/4/35840-36490 Dated: 27.09.2005

OFFICE MEMORANDUM

Subject:- **SURETY BOND–CONTRACT OFFICERS IN BPS 17 TO 19**

1. Authority has decided to add the condition of Surety Bond in the appointment letters of Contract Officers in BPS-17 to 19. The existing terms and conditions in the standard letter of contract appointment are hereby amended as under:

EXISTING CLAUSE	AMENDED CLAUSE
1. The appointment on contract shall be liable to terminate on one month's notice or payment of one month's pay in lieu thereof by either side without assigning any reason.	1. He/she shall before assuming the charge of the post, furnish Surety Bond of Rs. 50,000/- (Rupees fifty thousand only) by two Sureties liable jointly as well as severally that the appointee shall serve WAPDA/Company for contract period:- i) The services of an employee can be terminated with one month notice or one month pay in lieu thereof if he is found guilty of misconduct during the period of contract and in that case bond money will not be claimed from him. ii) If an employee wants to resign/leave the service with one month notice or one month pay in lieu of notice at any time before completion/expiry of contract period, he shall defray to WAPDA/Company a sum of Rs. 50,000/- (Rupees fifty thousand only) of bond money as Liquidated Damages.

The above conditions will also be applicable on officers of BPS-17 to 19 appointed on contact during the last one year.

Sd/-
(Parvaiz Ahmad)
Director (Establishment)

ANNEXURE-LIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

No. D/DD(Rules)/07456/46/IV/34765-84-835 Dated 03.07.2006

OFFICE MEMORANUDM

Subject: PROCEDURE FOR GRANT OF STUDY LEAVE EX-PAKISTAN

1. There exist clear cut instructions of the Authority regarding procedure to be adopted by competent authorities while granting Ex-Pakistan Study Leave under Leave Rule 20-A, as under:-

a. The competent authorities have been restricted not to the grant of Ex-Pakistan Leave beyond one year vide OM No. DG(S&GA)/DD(Rules)/07456/46/IV/37106-38405 dated 15.10.2001 (except Medical and Study Leave).

b. All competent authorities have been directed to put all cases of Study Leave Ex-Pakistan of BPS-17 and above under Leave Rule 20-A to Chairman WAPDA for information before issuing sanction orders vide OM No. DG(S&GA)/D(Rules)/07456/46/IV/39983-40162 dated 24.08.2002.

2. The above instructions are reiterated for information of competent authorities with direction to follow in letter and spirit. The above instructions equally applicable to Corporate Entities/Central WAPDA. Any violation would be viewed seriously.

Sd/-
Muhammad Junaid Afzal
Director (Rules)

ANNEXURE-LIV

Grams: WAPDA Lahore Phones: 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-WAPDA House, Lahore.

No. D/DD(Rules)/07456/44053-700 Dated: 29th Nov. 2007

OFFICE MEMORANDUM

Subject:- STREAMLINING OF RULES RELATING TO STUDY LEAVE

Authority in its meeting held on 17.11.2007 has been pleased to accord approval to revise all instructions on Study Leave to the following extent:

Reference	Revised
Study In Land Leave Rule 20-A OM No. GM(A)/DCMP (P)/ 09962(Policy-3)/2765-2965 dated 10.02.2006. SOP on Training/DPE 2005, Clause 12 (6) S/AD (Coord)03003/MTG/ 91204-26 dt. 09.10.1982.	**Surety Bond on WAPDA Expenses** For Ph.D To execute a bond to serve for 5 years or pay Rs. 200,000/- plus salaries. For Master Degree To execute a bond to serve for 3 years or pay Rs. 100,000/- plus salaries.
Leave Rule 20-A Conduct Rule 13-A	**Surety Bond At Own Expense** For Ph. D To execute a bond to serve for 2 years or to pay Rs. 100,000/- For Master Degree To execute a bond to serve for 2 years or to pay Rs. 50,000/- **Study in Evening Classes** For both the Ph.D/Master Degree to execute a bond of Rs. 50,000/- for two years where expenses are reimbursed by WAPDA
Study Abroad (On nomination by WAPDA only) Leave Rule 20-A OM No. GM(A)/DCMP(P)/09962 (Policy-3) 2765-2965 dt. 10.02.2006	**Surety Bond On WAPDA Expenses** For Ph. D To execute a bond to serve for 5 years or to pay Rs. 400,000/- and to refund all expenses including pay and allowances drawn during the study period to WAPDA

Conduct Rule 13-A **<u>Accommodation</u>** Dir/SO(Estate)/10/77/ 3345-3905 dt. 13.02.1979 & AD (Estates) 060012/ 56605-57677 dt. 13.11.1990.	<u>For Master Degree</u> To execute a bond to serve for 5 years or to Rs. 200,000/- and to refund all expenses including and allowances drawn during the study period to WAPDA. **<u>Surety Bond At Own Expenses</u>** <u>For Ph. D</u> To execute a bond to serve for 3 years or to Rs. 200,000/- <u>For Master Degree</u> To execute a bond to serve for 2 years or to Rs. 100,000/- . **<u>At Own Expense</u>** <u>(In land/abroad)</u> Allowed to be retained during entire sanctioned leave on full/half pay/EOL: a. Upto 120 days with 2 years service b. All period of EOL for employees with 10 years service.

2. On the analogy of Engineers/Doctors, the Account/Admn officers have also allowed reimbursement of admission/tuition fee and cost of books for MBA/CA/ACMA recognized equivalent studies.

3 All previous instructions as quoted above and issued from time to time by different offices shall stand amended to the above extent. Other contents of the instructions shall remained unchanged.

Sd/-
Director (Rules)
(Muhammad Junaid Afzal)

<u>Distributions</u>

- Secretary, WAPDA with reference to his letter No. S/AD(Coord)/03003/MTG/1988-89 dated 28.11.2007.
- As per List 'C'.
- Directors (Exams)/Training/CM Cells/Estab./Fin (Regulations)/E&S/PR/Admn. (C&M).
- Librarian, WAPDA Central Library.

ANNEXURE-LV

Grams: WAPDA Lahore
Fax: 920352

Phones: 9202046-9202211/2332

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY
Services & General Administration

Director General
(S&GA)

332-Wapda House,
Shahrah-i-Quaid-i-Azam, Lahore.

No. DG(S&GA)/D(Rules)/07456/46/Vol/07/14102-14172 Dated 8th June, 2009

OFFICE MEMORANDUM

Subject: **PROCESSING LEAVES CASES OF OFFICERS OF CES/DGS/GMS**

1. The leave cases of Chief Engineers / Director Generals / General Managers are processed through S&GA for seeking approval of competent authorities / Members / MD. It facilitates central processing and leave record keeping. The movement of senior officers is also brought in the notice of Chairman in order to apprise him about the development of any task/ study assigned to them.

2. Instances have come to notice that the prescribed procedure is not being followed in letter and spirit. It is therefore, reiterated that all leave cases of CEs/DGs/GMs be sent to S&GA for, processing to maintain the above channel.

Sd/-
Director General (S&GA)
(Parvaiz Ahmad)

Distribution;

1. PSOto Chairman.
2. Secretary, WAPDA.
3. As per List 'A'.

ANNEXURE-LVI

No. DG (S&GA)/D(Rules)07456/46/Vol/07/114173-14243 Dated 8th June, 2009

OFFICE MEMORANDUM

Subject : SANCTION OF EARNED LEAVE TO GENERAL MANAGERS

1. It is notified for the information of all concerned that Earned Leave (Local/Ex-Pakistan) in respect of General Managers shall now onward be submitted to Chairman for approval. Members/MD will continue to sanction leave in respect of BPS-20 officers i.e. CEs/DGs as usual. All concerned are therefore required to submit the cases through proper channel accordingly.

2. This is issued with the approval of competent authority.

Sd/-
Director General (S&GA)
(Parvaiz Ahmad)

ANNEXURE-LVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones:99203676,99202211/2731 Office of DG (HR & Admn)
Fax 99203532 731-WAPDA House,Lahore

No.DG/AD(E.IB)/07364/I/3567-4067 07 March 2012

OFFICE MEMORANDUM

Subject : INCENTIVE TO WAPDA OFFICERS ACQUIRING HIGHER EDUCATION AT WAPDA'S EXPENSES

In order to enrich WAPDA Officers with latest knowledge, techniques and international quality/competitive education in their relevant field of profession, Authority in its meeting held on 19th January, 2012 has been pleased to approve SOP on Higher Study for WAPDA Officers in Local and Foreign well reputed Universities. Preference will be given to those who will seek admission in "Top 500 World Universities" e.g Harvard, Stanford, MIT, Yale, Monte Carlo, Pennsylvania, Oxford, Cambridge Universities etc.

2. The mode of studies, selection criteria, terms and conditions, facilities, monitoring mechanism and surety bond obligation have comprehensively been outlined in SOP.

3. All previous instructions issued form time to time by different offices shall stand superseded. A copy of SOP comprising of 11 (Eleven) pages is enclosed for dissemination to all lower formation.

Sd/-
Director General (HR & Admn)
(Muhammad Zafar)

Distribution

1. Secretary WAPDA w.r.t. his letter No. S/AD(Coord)/03003/MTG/297-99 dated 20-02-2012
2. As per List 'C'
3. Libarian WAPDA Central Library.

ANNEXURE - LVIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax: 042-99202482
042-99202211
Ext. 2223

Finance Division
(Admn & Regulations)
223-Wapda House,
Lahore

No. SO(IMPL.)/12-29/Ins/Vol-I/7715-64 Dated: 24/05/2012

OFFICE ORDER

Consequent upon upgradation of the post of Director General Finance (B&C), Wapda as General Manager Finance (Co-ord) WAPDA by the Authority vide this Office Order No. SO(IMPL.)/12-29/Ins/Vol-I/7663-82 dated 21-05-2012, it is notified that the word "Director General Finance (B&C)" wherever occur in the Service Rules, Selection/Promotion Boards as well as for competency in granting financial and administrative powers etc. shall stand substituted with effect from 21-05-2012 as "General Manager Finance (Co-ord:) WAPDA" till further orders.

Sd/-
(MUHAMMAD FAROOQ MEMON)
DIRECTOR FINANCE
(ADMN REGULATIONS)
WAPDA

c.c to;-

1. As per List 'B'
2. Managing Director (Admn), WAPDA, Wapda House, Lahore.
3. General Manager Finance (Water)/(Power), WAPDA, Wapda House, Lahore.
4. PSO to Chairman – WAPDA.
5. Secretary – WAPDA.
6. Director General (HR&Admn)/Services/MS, Lahore.
7. Director (C&M)S&C/Public Relation/Security/Intelligence/S&E/O&M, Lahore.
8. S.O. to Chairman – WAPDA.
9. S.Os. to Members/MD/(Admn).
10. All Directors (B&A.) Common Services WAPDA.
11. All Dy. Directors (B&A)/Sr. B&A.Os, Common Services, WAPDA.
12. All B&A.Os (incharge) Common Services, WAPDA.
13. All Asstt: B&A.Os. (Incharge) Common Services, WAPDA.
14. PA to General Manager Finance (Co-ord) WAPDA, Wapda House, Lahore.

ANNEXURE-LIX

PAKISTAN

WATER AND POWER DEVELOPMENT AUTHORITY

Office of DG (HR & Admn.)
Rules Directorate
309-Wapda House,
Lahore

Tel: 9920508 & 99202211/2309
Fax: 99203532

No. DG/D/DD(Rules)07459/46/XI/20532-682 Dated 16-11-2012

NOTIFICATION

Sub : **Encashment upto 365 days in Lieu of LPR**

Ref: Authority's decision on the subject conveyed through Secretary WAPDA's letter No. S/AD (Coord)03003/MTG/2364-65 dated 16-11-2012

1. Authority has accorded approval for enhancing the encash payment of LPR period from 180 days to 365 days under WAPDA Leave Rules 12-A and 12-AA.

2. The aforesaid decision shall be applicable to all those employee of the Authority who retired with effect from 01-07-2012 onwards.

Sd/-
Director (Rules)
(Khalid Hussain)

Distribution :

1. Secretary WAPDA with reference to his letter referred to above.
2. As per List 'B'.
3. Director (CM) S&C.
4. Director (CM) P&F.
5. Director Fin. (A&R).
6. Director (Pension).

ANNUEXURE-LX

PAKISTAN

WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 9920508 &
99202211/2309
Fax: 99203532

Office of DG (HR & Admn.)
Rules Directorate
309-Wapda House, Lahore

No. D/DD(Rules)/07459/46/XI/21272-422 Dated 23-11-2012

OFFICE ORDER

Subject : ENCASHMENT UPTO 365 DAYS IN LIEU OF LPR

Ref : This office notification No, D/DD(Rules)/07456/46/XI/20532-682 dated 16-11-2012.

Consequent upon Authority's decision to enhance the period of encashment of LPR from 180 days to 365 days as per Federal Government Policy the following allied provisions in the Rules shall with effect from 01-07-2012 onwards be regulated as under:-

a. **Leave Rule 12-A** Encashment up to 365 days in lieu of LPR 365 dasy.

b. **leave Rule 12-AA**
Sub Rule (2): As 12-A above.

]

Sub Rule 2(ii) to be added as under:-
"Encashment of leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days shall be effective from the first day of July, 2012 and shall, for the entire period of leave refused or opted for encashment be applicable to a WAPDA employee retired or, as the case may be, retiring on or after the first day of July 2012, provided such leave is available at his credit subject to a maximum of three hundred and sixty five days.

Sub Rule (3): to be substituted as under:-
In case of leave on account of ill health supported by medical certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.

Sub Rule (5) to be added as under:
"Leave pay for the purpose of encashment of LPR shall be computed on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of a WAPDA employee.

Sd/-
Director (Rules)
Khalid Hussain

Distribution Liist

1. As per List 'B'.
2. Director (CM) S&C.
3. Director (CM) P&F.
4. Director Fin. (A&R).
5. Director (Pension).

SOP ON HIGHER EDUCATION

WAPDA is the second largest organization in Pakistan performing multifarious tasks to boost the economy through developing & maintaining its water & power resources. WAPDA's skilled manpower needs to be continuously trained to be competitive enough for selection of the right man for the right job. The Authority has been encouraging the officers for higher education in their relevant field of profession with incentives for enhancement of their professional and managerial skills. Presently officers are encouraged for higher studies with certain incentives in morning & evening classes.

- Maximum two doctors every year are allowed to acquire Post Graduate Training for a period of 4-5 years in certain specialties at Wadpa expenses by treating their training period as on duty. One Medical Officer is every year nominated for Grading Course Training at AFM College Rawalpindi at WAPDA expenses.
- Engineers are allowed for M.Sc in evening classes by bearing tuition fees and cost of books. They are also nominated for M. Phil for one year full time study by treating them as on duty by bearing cost of books and tuition fees subject to the condition that they will do thesis work on rejoining department.
- 04-06 x Electrical Engineers from Power Wing, (Unified Wapda), o1xCivil Engineer from Water Wing, 01x Finance Officers and o1x Admn Officer used to be nominated every years for MBA from LUMS Lahore, IBA Karachi University, IBA Punjab University & other recognized institutions as full time study at WAPDA expense.
- The Account/Admn Officers are allowed reimbursement of admission/tution fee and cost of books for MBA/CA/ACMA or recognized equivalent studies in evening classes.
- WAPDA officers can also acquire higher studies in local/foreign universities at their own expense by getting study leave.

2. Authority has further decided to encourage officers for professional Higher Studies up to Ph.D level in local and foreign universities as per following details. Preference will be given to those who seek admission in "Top 500 World Universities" e.g. Harvard, Stanford. MIT. Yale, Monte Carlo, Pennsylvania, Oxford, Cambridge Universities etc.

FOREIGN/LOCAL STUDY – CADRE WISE BREAK UP:

a.	Power Wing Engineers:	
	(i)	02xM.Sc & 01xPh. D per year Local/Foreign
	(ii)	02-04XMBA Per Year in Local/Institutions
	(iii)	Policy for M.Sc Engg (Evening)Continues
b.	Civil Engineers Water Wing;	
	(i)	02xM.Sc & 01xPh. D per year Local/Foreign
	(ii)	02-04XMBA Per Year in Local/Institutions
	(iii)	Policy for M.Sc Engg (Evening)Continues
c.	Doctors:	01XMRCP/MRCS & 01XMS/MD/FCPS per year.
d.	Finance Division Officers:	
	(i)	01XMS/M.Phil & 01xPh.D per year Local/Foreign
	(ii)	01xMBA (Finance/Corporate Management)per year in Local Institution)
	(iii)	Policy for MBA/CA /ICMA(Evening) Continues
e.	HR/Admn Officers:	
	(i)	01Xms/m.Phil & 01xPh.D per year Local/Foreign
	(ii)	01xMBA per year in Local Institutions
	(iii)	Policy for MBA/MS or Equivalent (Evening) Continues
f.	I. T/Research/Teaching Officers:	01xMS/M. Phil & 01xPh.D per year

Incentive for Higher Studies

a. Induction of M.Sc/M S/M Phil/Ph.D Engineers:

(i) 10% Direct Induction in BPS-18
(ii) 10% Direct Induction in BPS-19

a. Induction will be permissible as per criteria and standing policy of the Authority.
b. Induction incentive to be given once in career.
c. Ph. D Allowance as permissible.

3. The Selection Criteria, terms & Conditions with facilities mode of studies, surety bonds and monitoring mechanism is given at Annex-A and the revised Surety Bond Proforma is at Annex-B.

4. This SOP supersedes all previous instructions/policies on the subject.

ANNEXURE-A

POLICY ON HIGHER EDUCATION

1. Mode of Studies:

a. **Nomination by Authority** : The Nomination shall be made as per Selection Criteria, the period of study shall be treated as spent on duty. Reimbursement of tuition/admission fees and other legitimate allied compulsory expenses of studies will be admissible. Where allowed and applicable lodging and boarding expenses will also be admissible. Such studies will be subject to spare-ability and submission of the bond. The admission/tuition/examination fees, boarding/lodging expenses if applicable and cost of books will be reimbursed by the respective appointing authorities,

b. **Part Time Studies (Evening):**

(1) MD/Member concerned may allow for taking up higher studies at the place of their postings, relevant to the job assignment/professional field of the officer. However, such studies will be subject to spare-ability and submission of the bond

(2) The Admission/tution/examination fees, boarding/lodgining expenses if applicable and cost of books will be reimbursed by the respective appointing authorities.

c. **Study at own Expense:** An employee may take up higher studies at own expense by taking study leave as per provisions of rule 20(B) of WAPDA Leave Rules with the prior approval of MD/Member concerned with due regard to service exigencies, spare-ability and relevant field and other conditions mentioned in the said rules

d. **Study at Scholarship:** If a WAPDA employee is granted scholarship by Foreign/Local Universities/Govts or any donor agencies for higher studies, Wapda will grant him study leave on due basis. Any leave not due will be granted as EOL. Authority may compensate some portion of the scholarship on case to case basis like boarding & lodging expenses etc if not provided by the donor agency.

Selection Criteria

a. The officers upto 50 years age will be nominated for higher studies;
b. Minimum length of service shall be at least 5 years with good ACRs No enquiry/Audit para be pending and neither officer be penalized ever.
c. The study shall be allowed only in professional fields needed for the Authority's work;
d. The officer will be selected alongwith alternate candidate due to any unforeseen contingencies.
e. Nominations shall be made in January each year by Head of Department/GM to the concerned CM Cells who will process the case and obtain approval from the following committees. The Boards will recommend the officers for scholarship keeping in View of availability of funds, sparability of the officers and all other relevant features

For Water Wing Officers

1	Member (Water)	Convener/Approving authority
2.	M.D. (Admn)	Member
3.	G.M. (C&M) Water	Member
4.	D.G. (CM.) Water	Secretary

For Power Wing Officers

1.	Member (Power)	Convener/Approving authority
2.	M.D (Admn)	Member
3.	G.M. (Hydel) Operation	Member
4.	Dir C.M (P) H&F	Secretary

For Finance Division Officers

1.	Member (Finance)	Convener/Approving authority
2.	M.D (Admn)	Member
3.	G.M Finance (P)/W, DGF (B&C) & Chief Auditor as the case may be	Member
4.	Dir C.M (P) H&F	Secretary

For Officers Under MD (Admn)

1.	M.D (Admn)	Convener/Approving authority
2.	D.G. HR&A/D.G. (M.S) for Doctors only	Member
3.	Dire CM (P) H&F/Dir CM (S&C) as the case may be	Secretary

f. In Case of foreign studies, all cases will be shown to Chairman WAPDA as well.

3. Conditions: -

a. Admission will be specifically in PEC, PMDC, and HEC recognized institutions.
b. The prescribed period of study shall be treated as spent on duty if nominated by competent authority
c. The period of study in different discipline/field will be as under:-

(1) 2 years for post graduation and additional 2 1/2 years for Ph.D.
(2.) For FCPS (Part-II)/MS/MD upto a period of 4-5 years as per specialty.
(3) Excessive period if any will be regularized by the Authority as per circumstances of the case as leave admissible or EOL.

d. The nominated officer shall execute before relieving a surety bond on the non-judicial paper of prevalent value (Annex-B) to serve the Authority for specific period as per rules on completion of study or to pay back the expenses along with bond money. In case of ceasing the study at any stage before completion, the amount spent on the course along with leave salary and cost of other benefits/facilities and

bond motley shall have to be returned to the Department as liquidated damages and not as penalty.

e. Officers under bond obligation shall not apply for posts under any Foreign/Local Government or International/Regional Organization before rendering minimum service to WAPDA as prescribed in the surety bond.

f. During period of bond the officer shall not be given deputation (Inland/Abroad) or long leave beyond 03 months.

4. Facilities:

a. Admission fee, tuition fee, examination fee etc, cost of books/research papers/thesis & boarding/lodging where applicable will be borne by the controlling offices.

b. For foreign studies one way air fare at start and completion of study will be admissible,

c. Promotion if fall during the course of studies shall be given as proforma promotion on his joining back after completion of study in due time. The Proforma promotion shall not be admissible to an officer not reporting back with in the prescribed time limit.

d. Retention of WAPDA/acquired accommodation with free electricity & medical facilities will be allowed during entire study period if nominated. In case of study leave, as permissible under the rules.

5. **Bond**

a. A bond shall be executed as per specimen at Annex-B to serve the department for the period mentioned there in after completion of studies and in case of default to refund bond money, all expenses of studies, pay and allowances and cost of facilities viz accommodation free electricity and medical facilities etc in all cases.

b. Those who do no complete studies in due course of time/approved extended time shall be proceeded against under E&D Rules for 'Inefficiency' besides recovery of bond money, pay and allowances and other facilities.

c. Only known men of means (duly verified) be accepted for guarantors of the bond.

d. The bond shall be executed by the officers for the period and amount mentioned as under.

Study in Land	**For Ph.D (Other than doctors)**
By nomination at WAPDA expenses	To execute Surety bond to serve WAPDA for 5 years or pay Rs. 500,000/- (Five hundred thousands) and in addition pay all expenses paid by WAPDA plus Salaries alongwith cost of all facilities as a liquidated damages. **For MS/MD/FCPS (Only for doctors)**

‘	To execute surety bond to serve WAPDA for 5 years or pay Rs. 500,000/- (Five hundred thousands) and in addition pay all expenses paid by WAPDA plus Salaries alongwith cost of all facilities as a liquidated damages. **For M.Sc.MS/M.Phil (Other than Doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/- (Three hundred thousands) and in addition pay all expenses paid by WAPDA Plus salaries alongwith cost of all facilities as a liquidated damages. **For MRCP/MRCS (Only for Doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300.000/- (Three hundred thousands) and in addition pay all expenses paid by WAPDA Plus salaries alongwith cost of all facilities as a liquidated damages.
Study in Land In evening classes with the permission of competent authority at WAPDA expenses ‘	**For PH. D (Other than Doctors)** To execute surety bond to serve WAPDA for 4 years or pay Rs. 400,000 (Four hundred thousands) and in addition pay all expenses paid by WAPDA as a liquidated damages. **For M.Sc/MS/M.Phil (Other than Doctors)** To execute~ surrey bond to serve WAPDA of 2 years or pay Rs. 200,000/ (Two hundred thousands) and in addition pay all expenses paid by WAPDA as a liquated damages
	For MBA (Health and Hospital Management/Hospital Administration or equivalent) (Only for Doctors) To execute surety bond to serve WAPDA for 2 years or pay Rs. 200,000 (Two hundred thousands) and in addition pay all expenses paid by WAPDA as a liquidated damages.

Study in Land At own expenses by granting study leave	**For Ph.D (Other than doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquated damages. **For MS/MD/FCPS(Only for doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquated damages. **For M.Sc/M.S/M.Phil (Other than doctors)** To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquated damages. **For MRCP/MRCS (Only for doctors)** To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquated damages. **For MBA (Health and Hospital Management/Hospital Administration or equivalent) (Only for doctors)** To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquated damages.
Study in Land At scholarship granted by Pakistani Universities/Govt/Donor Agency	**For Ph.D (Other than doctors)** To execute surety bond to serve WAPDA for 5 years or pay Rs. 500,000/ (Five hundred thousands) and in addition pay amount of scholarship as liquated damages. **For MS/MD/FCPS (Only for doctors)** To execute surety bond to serve WAPDA for 5 years or pay Rs. 500,000/ (Five hundred thousands) and in addition pay amount of scholarship as liquated damages. **For M.Sc/M.Phil (Other than doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) and in addition pay amount of scholarship as liquated damages. **For MRCP/MRCS (Only for doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) and in addition pay amount of scholarship as liquated damages. **For MBA (Health and Hospital Management/Hospital Administration or equivalent (Other than doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) and in addition pay amount of scholarship as liquated damages.

Study Abroad By nomination at WAPDA expenses	**For Ph.D (Other than doctors)** To execute surety bond to serve WAPDA for 5 years or pay Rs. 1000,000/ (Ten hundred thousands) and in addition pay all expenses paid by WAPDA plus salaries alongwith cost of all facilities as liquidated damages. **For MS/MD/FCPS (Only for doctors)** To execute surety bond to serve WAPDA for 5 years or pay Rs. 1000,000/ (Ten hundred thousands) and in addition pay all expenses paid by WAPDA plus salaries alongwith cost of all facilities as liquidated damages. **For MSc/MS/M.Phil (Other than doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 600,000/ (Six hundred thousands) and in addition pay all expenses paid by WAPDA plus salaries alongwith cost of all facilities as liquidated damages. **For MRCP/MRCS (Only for doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 600,000/ (Six hundred thousands) and in addition pay all expenses paid by WAPDA plus salaries alongwith cost of all facilities as liquidated damages.
Study Abroad At own expenses by granting study leave	**For Ph.D (Other than doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquidated damages. **For MS/MD/FCPS (Only for doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquidated damages. **For MSc/MS/M.Phil (Other than doctors)** To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages. **For MRCP/MRCS (Only for doctors)** To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages. **For MBA (Health and Hospital Management/Hospital Administration or equivalent (Only for doctors)** To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages.

Study Abroad At scholarship granted by Foreign Universities/Govt/Donor Agency	**For Ph.D (Other than doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquidated damages. **For MS/MD/FCPS (Only for doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquidated damages. **For MSc/MS/M.Phil (Other than doctors)** To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages. **For MRCP/MRCS (Only for doctors)** To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages. **For MBA (Health and Hospital Management/Hospital. Administration or equivalent) (Only for doctors)** To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages.
Study Abroad At scholarship granted by Pakistani Universities/Govt/Donor Agency	**For Ph.D (Other than doctors)** To execute surety bond to serve WAPDA for 5 years or pay Rs. 500,000/ (Five hundred thousands) and in addition pay amount of scholarship as liquidated damages. **For MS/MD/FCPS (Only for doctors)** To execute surety bond to serve WAPDA for 5 years or pay Rs. 500,000/ (Five hundred thousands) and in addition pay amount of scholarship as liquidated damages. **For MSc/MS/M.Phil (Other than doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) and in addition pay amount of scholarship as liquidated damages. **For MRCP/MRCS (Only for doctors)** To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) and in addition pay amount of scholarship as liquidated damages. **For MBA (Health and Hospital Management/Hospital. Administration or equivalent) (Only for doctors)** To execute surety bond to serve WAPDA for 2 years or pay Rs. 300,000/ (Three hundred thousands) and in addition pay amount of scholarship as liquidated damages.

6. **Monitoring of Study:**

a. In order to eliminate the misuse of this facility, the concerned CM Cells processing the cases shall be responsible for confirming the admission & monitoring through keeping semester-wise progress of each nominee. In case of failure, the matter will be reported immediately to the respective competent authority to initiate immediate disciplinary action against such employee.

All concerned offices shall prepare and keep data of each officer proceeded on higher study on the following format:-

(1) Name of the Officer
(2) Designation
(3) Office
(4) Qualification possessed
(5) Higher Qualification being pursued
(6) Name of University/Country (with full mailing address/email/mobile)
(7) Date of permission granted
(8) Date of proceedings for Study
(9) Date of completion of the study allowed
(10) Treated as duty or leave (in case on leave period of leave allowed)\
(11) Extension granted (if any with period)
(12) Disciplinary action in case of default taken and penalty imposed.

c. The WAPDA expenses for studies in Evening or full time or abroad are strictly for the prescribed period and to be diligently completed in time. No expenses shall be reimbursed for extra time spent due to failure in a semester/exam.

d. Any case submitted to the Authority for regularization shall clearly mention as to why the case was not monitored an employee allowed staying away beyond the prescribed/approved period/leaving for studies.

e. Officers nominated/granted study leave must produce their degrees after returning from study which will be got verified from concerned universities by the respective C.Ms Cells.

f. The officers nominated/granted study leave abroad/local may report to concerned C.M Cell after completion of study within one (1) week in case of local and withing four (4) weeks from the date of completion of study abroad.

Sd/-
Director General (HR&Admn)
(Muhammad Zafar)

ANNEXURE-B

REVISED ANNEXURE-V TO THE PAKISTAN WAPDA LEAVE RULES FOR WAPDA EMPLOYEES, 1982

(Non-Judicial Stamp Paper of Appropriate Value)

SURETY BOND

1. This agreement is made on _____ day of _____two thousand _____and _____between Mr._____ at present employed as _____in_____ (hereinafter referred to as employee of the Authority) of the first part and the Pakistan Water and Power Development Authority (hereinafter referred to as "the Authority') of the other part.

2. WHEREAS the Authority has agreed to allow Higher Studies i.e._____ on full time basis by nomination/granting leave in Local/Foreign University at own expenses or scholarship or granted permission for study in the evening classes (local universities only for a period of _____to Mr._____and to avail of his services on completion of his studies and return to duty.

3. Now, therefore, this agreement witnesses as follows:

   (i) The employees shall be entitled to leave salary in case of full time study if nominated and reimbursement of (in case of evening study as well) Tuition Fee Admission Fee examination fees etc, boarding/lodging expenses if applicable and Cost of Books in accordance with the leave rules applicable to him in Pakistani currency.

   (ii) The said employee shall faithfully abide by the instructions issued by the Authority from time to time with regard to his studies and extension of his leave during the period of his studies, and shall whole-heartedly and diligently engage himself in the studies and shall take tests and examinations as may be prescribed.

   (iii) Upon the completion of the terms of his studies/fellowship/scholarship, the said employee shall report to the Authority for duty (within four weeks for study abroad and one week for inland) from the date of completion of his studies and also to serve the Authority for a period not less than_____year for M.Sc or equivalent and _____ years for Ph.D in suitable post corresponding in rank to the post held by him before proceeding on studies of which the Authority shall be the sole Judge and upon such terms and conditions as the Authority may prescribe.

   (iv) Upon his return from abroad, the said employee shall have no right to claim higher pay or seniority over others on account of the said studies.

   (v) In the event of the breach of any of the aforesaid terms not arising from his illness certified to the satisfaction of the Authority, the said employee of the Authority binds himself firmly to pay on demand to the Authority Rs._____ (as per mode of study) (Rupees only) in addition to all expenses paid by WAPDA and such amount as the employee has drawn as leave salary plus cost of facilities during his study period (Only in case where nominated)as liquidated damages and not as penalty.

4. In witness whereof the employee produces two sureties who shall be responsible and stand bound by this agreement and guarantee that the said employee shall perform his promise and in case the said employee fails to do so, the sureties shall be liable, severally and jointly, to indemnify and pay to the Authority the said amount of the liquidated damages.

5. And we, the sureties below, agree to stand bound by the Agreement and guarantee the performance of the promise by the said employee of the Authority and for the payment of the said amount in case the employee defaults.

6. Signed by the above bounder and the two sureties conscious of Allah's command contained in Sura Bani Israil Verse 34, that is "And fulfill (every) engagement for (every) engagement will be enquired into (on the day of Reckoning)". (Compulsory for Muslims). Non-Muslims may delete, at their choice, reference to Allah's command and above para in their case shall, therefore, be worded as under:-

"Signed by the above bounder and the Sureties conscious of the fact that (every) engagement is to be fulfilled".

Sign: of Surety No.1 Name (Block letters); Address:_____ _ _____ _ Sign: of Surety No. 2 Name (Block Letters): Address : _____ _____ _ Sigh: Witness No.1 Name (Block Letters): Address:_____ _ _____ _	Sign: of Employee Name (Block Letters): Temporary Address:_____ _____ Permanent Address:_____ _____ _ _____ _ Sign: Witness No. 2 Name (Block Letters): Address:_____ _____

Certified that contents of the Surety Bond have been read over and explained to the executants, i.e. Mr._____(Probationer)_____and M/s_____and_____(Sureties) which they have testified as correct.

The executants were identified before me by Mr._____I am satisfied that each surety is a solvent person and a man of sufficient means to pay the amount of Surety Bond in case of breach of the Bond.

(Attested by Ist Class Magistrate)

ANNUEXURE-LXI

PAKISTAN

WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 9920508 &
99202211/2309
Fax: 99203532

Office of DG (HR & Admn.)
Rules Directorate
309-Wapda House, Lahore

No. D/DD(Rules)/07455/1/X/13110-21

Dated 03.09.2015.

- **MS, WAPDA Hospital, Faisalabad**
- **Project Director (SWHP), Sunny View, Lahore**

Subject : CLARIFICATON REGARDING PAYMENT OF ALL LAWFUL DUES TO BROTHERS AND SISTERS (WIDOWS) OF A DECEASED WAPDA EMPLOYEE

Ref : 1. Your office letter No. 4371-80/WHP/PF dated 25.06.2015.
2. Your office letter No. PD/SWHP/PF-1456/2191-92 dated 25.06.2015.

The reply to queries cloud have been found by consulting nomination or / and definition of 'family' in the respective Rules, any how the position is as under:-

a. Pension Rules:-

If employees has no family, the Pension may be granted to brothers and sisters of deceased for period of 10 years or un-expired portion of 10 years under Para-5 (vii)(ii)(b) Chapter-1 of Pakistan Wapda Pension Rules of 1977 is as under:-

(1) Eldest surviving brother below the age of 21.
(2) Failing (I) to the eldest surviving un-married sister below the age of 21 Years; if the eldest sister marries or dies; then to the next eldest below the age 21 years.
(3) Failing (1) & (2) to the eldest surviving widowed sister.

b. Gratuity Rules:-

If employees has no family, the amount of gratuity shall be payable to the surviving brothers and sisters in equal shares under Para-5 (vi)(x)(2) Chapter-1 of Pakistan WAPDA Pension Rules of 1977.

(1) Brothers below the age of 21.
(2) Un-married sisters below the age of 21 and widowed sisters.

c. Encashment of Earned Leave (upto 365) days Pay (in service death):-

As per clause 19(a) of WAPDA Leave Rules 1982 only that brother / sister who is eligible for Pension can be granted encashment (out of the leave at the credit of employee).

d. Group Life Insurance:-

As per Nomination from and clause 2(1)(d)(iii) of WAPDA General Provision Fund Rules 1985 whereby Brothers and Sisters are eligible for GLI.

e. General Provident Fund:-

As per clause 2(1)(d))(iii) of WAPDA General Provision Fund Rules 1985 Brothers and Sisters are eligible for General Provident Fund.

f. **<u>Welfare Fund</u>:-**
As per clause 4(c), part-II of welfare fund Rules 1970, Brothers & Sisters are not eligible for Funeral expenses or welfare grant.

g. **<u>Electricity Supply</u>:-**
As per Director (S&E) letter No. AD(S)6501(2)/1239 dated 27.0832015, Brothers and Sisters are not allowed Electricity supply facility.

h. **<u>Free Medical Facility</u>:-**
As per clause 2(b) of WAPDA Medical Attendance Rules 1979, Brothers and Sister are not allowed free Medical Facility.

Sd/-
Dy. Director (Rules)
(Aneela Dilshad)

cc to:-

1. General Manager (Insurance & Pension) WAPDA, Lahore.
2. General Manager (C&M) Water, WAPDA, Wapda House, Lahore.
3. General Manager (Hydel) Operation / Development, WAPDA, Lahore.
4. General Manager (Training) WAPDA, Wapda House, Lahore.
5. Director General Finance (B&C) WAPDA, Wapda House, Lahore.
6. Director General (Medical Services) WAPDA, Wapda Hospital, Lahore.
7. Director General (Services) WAPDA, Wapda House, Lahore.
8. Addl. Director General (Establishment) WAPDA, Wapda House, Lahore.
9. Addl. Director General (L&W) WAPDA, Sunny View, Lahore.

ANNUEXURE-LXII

No. F.1(1)R-4/2018
Government of Pakistan
Finance Division
(Regulations Wing)

Islamabad Sept., 04.2018.

OFFICE MEMORANDUM

Subject: **ENCASHMENT OF UNAVAILED PERIOD OF LPR IN CASE OF DEATH OF THE GOVERNMENT SERVANT.**

The undersigned is directed to refer to the subject cited above and to state that Finance Division has recently received a case where a Government Servant died during his LPR period, it is clarified that in such a case his/her heirs are entitled to receive encashment of LPR for the remaining period subject to completion of other codal formalities.

Sd/-
(Muhammad Anwar Javaid)
Section Officer (R-4)
Tel: 9245872

All Ministries/Division

Copy to Web-Master Finance Division with the request to upload the same on Finance Division's Web-side.

ANNUEXURE-LXIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones:99203676,99202211/2731 Office of DG (HR & Admn)
Fax 99203532 731-WAPDA House,Lahore

No. DG(HR&A)/DD(Rules)/07456/46/Vol. 07/45-69 Dated: 01.01.2019.

OFFICE MEMORANDUM

Subject : SANCTION OF EARNED LEAVE TO ADVISORS TO THE AUTHORITY

It is notified for information of all concerned that Earned Leave (Local / Ex-Pakistan) in respect of Advisors to the Authority shall be submitted to Chairman WAPDA for approval. All concerned are, therefore, required to submit the cases through concerned Member / MD accordingly.

Sd/-
Director General (HR & Admn)
(Safdar Mehdi Rizvi)

Distribution

1. As per List 'A'
2. PSO to Chairman
3. Secretary WAPDA
4. Executive Secretary to Chairman

Directorate of Rules (HR&A) WAPDA
Publication No. 7
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY

THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 69911/204
Telegrams: WAPDA, LAHORE
No. S/SO (R) 14/21348-21947

722-Wapda House,
Lahore
Dated 10th November, 1979

In exercise of the powers conferred by Section 18 of The Pakistan Water and Power Development Authority Act, 1958 (West Pakistan Act No, XXXI of 1958), The Pakistan Water and Power Development Authority is pleased to make the following Rules namely;

THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979

1. (a) These Rules may be called The Pakistan Wapda Employees Medical Attendance Rules, 1979.

*[1](b) "These Rules shall apply to all WAPDA employees both serving and *[2]retired including Government servants of Old Electricity Department (enbloc transferees), serving deputationists from Civil Government as well as Armed Forces whether they are on duty or leave or under suspension. Cash medical allowance shall be admissible only to serving WAPDA employees in Grade 1-15."

(c) Medical facilities will be provided to the employees of the Authority at Lahore and other stations in Pakistan, where Wapda's Hospitals/ Dispensaries exist in accordance with the provisions contained in the following Rules. Government servants, i.e. from the Civil Government or the Armed Forces who are on deputation with the Authority will also be governed by the provisions of these Rules. They will be entitled to consult Government Doctors only when advised by the authorized Medical Attendant/Director General Medical Services.

(d) (1) Employees on extraordinary leave (without pay) when it extends over six (6) months, will not be entitled to avail of these benefits unless the Authority agrees to extend the facilities in cases where illness is directly attributable to the employee's official duties.

(2) Wapda employees in Grade 1-15 will be allowed to draw Cash Medical Allowance during leave, if otherwise admissible, except during E.O.L. when pay and allowances are not admissible.

(e) The Director General Medical Services will be assisted in the discharge of his duties by such Specialists and Medical Officers/Lady Medical Officers as may be appointed by the Authority from time to time.

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*[1]Substituted vide O.M. No. DG/DD(R)/07456/34/X/71701-50 dated 2-12-1993 (Annex-XX)
*[2]Clarifications in respect of retired Wapda employees for medical facility and reimbursement of

medical charges issued vide office Memorandum No. GM (Admn)/AD (E-IA)07012/26/31940-32590 dt 09-07-98 (Annex–XXVII) and No. D(Rules)07456/34/XII/ 40617-41916 dt 02-11-2001 (Annex-XXIX)

*[1]f(i) "All retired Wapda employees will get themselves registered with the nearest Wapda Hospital/Dispensary under the same procedure as applicable to Wapda employees. The reimbursement of medical charges to retired Wapda employees, duly verified by the Wapda authorized Medical Attendant will be made by the office from where the retired Wapda employees receives pension. Employees who get pension from Banks/Treasury will be attached to a Wapda Division/Office nearest to the place of residence of the retired employee. Funds will be provided to respective offices for reimbursement of costs."

*[2]f (ii) Payment of advance for cardiac treatment in addition to specialized treatment of kidney/renal transplantation will also be made to retired Wapda employees. This payment will be made to recognized medical institutions on the approved panel of Wapda with the prior approval of the concerned competent authorities.

2. DEFINITIONS

In these Rules, unless there is anything repugnant in the subject or context:-

(a) "Authorized Medical Attendant" means Specialist/Medical Officer/Lady Medical Officer; Part Time Medical Officer/Lady Medical Officer appointed by the Authority.

*[3](b) "Family" means employee's *[4]wife/husband, unemployed legitimate and step *[5]children upto the age of 25 years *9 unmarried, unemployed, divorced and widowed daughters (alongwith special children, if any) till her re-marriage and parents residing with and dependent upon the employee. *[6]Parents of Wapda employees shall be allowed full medical facilities at par with serving employees. Only one wife is entitled to avail of these facilities.

*[7](c) "Hospital" means all Wapda In-door/Out-door Hospitals and Dispensaries.

(d) "Medical Attendance" means an attendance in Out-patients or Indoor Hospital including such pathological, bacteriological, radiological or other examinations that are considered essential by the authorized medical attendant and such consultations with a Specialist on the advice of Authorized Medical Attendant/D.G.M.S.

(e) "Patient" means a Wapda employee/Government servant from the Civil Government or the Armed Forces who is on deputation to the Authority, including any member of his/her family as defined in these Rules, and to whom these Rules apply and has fallen ill.

*[8](f) "Treatment" means the use of all medical and surgical facilities available at Wapda Hospital and Dispensaries and includes:

(1) Such pathological, bacteriological, radiological or other methods as are considered necessary by the authorized medical attendant,

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*[1]Added vide O.M. No. DG/DD(R)/07456/34/X/71701-50 dated 2-12-1993 (Annex-XX)
*[2]Added vide OM No. D(R)/07456/34/XII/8355-9654 dt. 06.02.2003 (Annex-XXXIII)
*[3]Amended Vide O.M. No. GM(A)/AD(E-IA)07012/26/20038-20088 dated 01-06-1998 (Annex-XXVI)
*[4]Clarification regarding the spouse working in any other org. issued vide O.M. dt.19.10.94 (Annex-XXIV)
*[5]Procedure regarding enlisting of children issued vide O.M. dt. 31.10.89 (Annex-XV)Legitimate child further elaborated vide No. D/DD(Rules)/07456/34/XII/939-41 dt 16-09-2013 (Annex-XLII)
*[6]Amended Vide O.M. No. D/DD(Rules)/07456/34/XIV-IV/500-649 dt 3rd Jan. 2014 (Annex-XLIII)
*[7]Modified vide O.M. No. DG(S&GA)DD(Rules)/07456/34/28666-29211 dated 4-8-1991(Annex- XVI)
*[8]Acupuncture is not recognized as treatment in allopathic clarified vide O.M. dt. 24.5.81 (Annex-II)
*9 Amended Vide O.M. No. D/DD(Rules)/07456/34/XIV/VII/15402-15551 dt. 28.09.2018.

(2) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the Hospital/Dispensary,

(3) The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily available as the authorized medical attendant may consider essential for the recovery or for the prevention of serious deterioration in the condition of the employee,

(4) Such accommodation as is ordinarily provided in the Hospital.

(5) Such nursing as is ordinarily provided to indoor patients by the Hospital and,

(6) The specialist consultation if considered essential by Authorized Medical Attendant/D.G.M.S.

(7)*[1] Dental treatment which includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, treatment for dental caries, gingivities, pyorrhoea and filling (temporary or permanent) of dental cavities including root canal treatment and scaling but does not include crowning of teeth and provision of dentures."

3. (a) Employees of the Authority including those in NPS 1-4 (posted at Lahore and other stations where Wapda's own Hospital/Dispensaries exist), except casual workers and those engaged on daily rate basis, will be entitled to make use of these facilities. Wapda employees in NPS 1-15 who are drawing Cash Medical Allowance as sanctioned by the Authority from time to time will also be allowed the facility of consultation and Hospitalization in case of acute illness/accident (Emergencies).

(b) Government servants/deputationists in Grade 1-15 may opt for *[2]Cash Medical Allowance as sanctioned by the Authority from time to time plus certain restricted medical facilities or for medical facilities (without Cash Medical Allowance) as admissible under the Rules of the Authority.

(c) Notwithstanding the drawal of Cash Medical Allowance by Wapda employees in Grade 1-15, they and their families, as defined in Rule 2 (b). will be entitled to:-

(1) (a) Indoor treatment in Wapda Hospitals/Government Civil Hospitals free of charge in case of acute illness/accident (Emergencies). A Wapda employee in grade 1-15, who is in receipt of Cash Medical Allowance, will also be entitled to medical treatment as an outdoor patient if, in the performance of his duties, he sustains such bodily injuries as do not necessitate indoor treatment in Wapda Hospital.

(b) In case a Wapda Medical Officer refers an employee in Grade 1-15 to a Specialist the amount paid by the employee to the Specialist on account of his fee/charges shall be reimbursable, on production of a Cash Receipt duly verified/ countersigned by

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*[1]Added Vide O.M. No. GA (A)/DD (R) 07450/35/V/149259-150378, Dated, 5-11-1988 (Annexure-XIV)
*[2]Clarification regarding cash Medical Allowance in Case both husband and wife are Wapda Employee Issued vide o/o dt 08.04.80 (Annex-I)

the Referring Medical Officer. Any amount incurred by the employee on the purchase of medicines as advised by the Specialist, shall, however, be borne by the employee drawing Cash Medical Allowance.

(2) The recipients of Cash Medical Allowance and their families as defined under the Rules would be entitled to consult any Medical Officer appointed by the Authority, free of charge. X-Ray, pathological tests and dental treatment, wherever available in Wapda Hospitals/Dispensaries or other medical arrangements made by Wapda would also be free. However, the cost of medicines to be purchased by the Wapda employees on prescription of Wapda Medical Officers for outdoor treatment would be borne by the employees drawing Cash Medical Allowance.

*[1](3) Revision of option from Cash Medical Allowance to Medical Facilities will be allowed for those cases who at a later stage desire to do so (without involvement of medical board) will be required to approach their Drawing and Disbursing Officer for notification of change of option to free Medical Facilities and issuance of a certificate to the effect that the Cash Medical Allowance has been stopped. On production of such a certificate and notification the nearest Wadpa Hospital/Dispensary will register the employee and his/her entitled dependents for provision of free Medical Facilities. Such option, once exercised, will be final and permanent. No vice versa (i.e. change from free Medical Facilities to Cash Medical Allowance) will be admissible/allowed.

*[1](4) If any employee is transferred from one station where the Medical Facility is available to another station where the Medical Facility is not available then he will be allowed to change his option from Medical Facility to Cash Medical Allowance within one month from the date of joining. If transferred to a station where Medical Facility is available he will allowed to change his option as per Rule 3 (c) (3) of the Pakistan Wapda Employees Medical Attendance Rules, 1979.

(5) Maternity cases will continue to be paid for by Wapda irrespective of the number of children.

***[1]Note I:**- Deleted

4. All Wapda employees will initially be examined by their nominated Authorized Medical Attendants. Specialists cover will also be available to the employee subject to referred by Authorized Medical Attendant/DGMS. Specialist cover will be available for emergencies round the clock.

5. The Medical Officers will maintain such registers and other records in respect of the patients treated by them as the Authority or the DGMS may direct them from time to time.

6. Employees of the Authority will be required to carry Identity Cards with them bearing their photographs and appropriate Code Numbers. Failure to produce Identity Cards may result in Medical Facilities being refused. Family members of the employees will carry with them their "Shanakhti Cards" employees and their family members Shanakhti Card Numbers will be entered in the Treatment Book of each employee.

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*[1]Substituted/Deleted Vide OM No. DD(Rules)/07456/34/XIV-IV/11333-63 dated 13-07-2012 (Annex-XL)

*[1]7. Ordinarily, employees and their dependents will get treatment as indoor patients in Wapda Hospitals/Dispensaries. If the patient cannot be treated in Wapda Indoor Hospital due to non-availability of bed or non-existence of treatment of a particular disease/ailment, the DGMS/MS/Medical Officer/Part Time Medical Officer as the case may be, may refer the case to Government Civil Hospital for admission and treatment. Employees drawing pay in NPS-16 and above will be entitled to receive treatment in private wards of Government Hospitals at the expense of the Authority. Employees drawing pay in NPS 1-15 will be entitled to treatment in 'General Wards'. The DGMS/MS/Medical Officer/Part Time Medical Officer as the case may be, may refer cases other than Government Civil Hospital in exceptional circumstances, i.e. in cases of accidents where this is unavoidable or where admission in a non-Government Hospital is necessary as a life saving measure. In such cases all the obligatory charges incurred by the patients in that Hospital will be reimbursed by the Authority, except charges for diet, extra bed and other optional amenities. Patients desirous of going to CMH or any other non-Government Hospital will do so, if permitted by the DGMS (or authorized) medical attendant in case of outstations and in such cases, *[2]reimbursement will be allowed at Government Civil Hospital rates according to entitlement. If any patient seeks admission in a Hospital other than Government Civil Hospital, at his own option, i.e. without the concurrence of the DGMS/MS/Medical Officer/Part Time Medical Officer as the case may be, he will not be allowed any reimbursement of the expenditure incurred by him on his treatment.

***[3]Note I.-** Free food will be provided in Wapda Hospital only to Wapda employees and Government servants serving on deputation and their dependents as defined above, drawing pay in *[4]BPS-I to BPS-11.

Note 2.- If blood transfusion is considered essential by the Physician/Surgeon Incharge, the cost of blood purchased including the cost of bag/bottle, will be reimbursed at the prevalent market rate provided the receipt is countersigned by the DGMS/ Wapda Authorized Medical Attendant and he also certifies that the rate being charged is in conformity with the prevalent market rate. The fee for blood grouping and matching will be reimbursed at the Government Hospital rates. The reimbursement of fee for blood grouping will be admissible only once in a hospitalization case.

Note 3.- Air-conditioning charges in respect of Wapda patients admitted in private rooms of Government Hospitals including CMH will be reimbursed to the officer/ employees.

Note 4.- If a hospital has two types of room with different rents, the employee in National Pay Scale No. 17 and above (and their dependents) will be eligible to occupy the room with the higher rent and all other employees and their dependents will be eligible to occupy the room with lower rent.

***[5]Note 5-** "Patients desirous of going abroad under their own arrangements for medical treatment may do so if recommended by the Central Medical Board Wapda Lahore and in such cases, reimbursement in local currency will be limited to the extent as the treatment would have been availed in Government Hospitals of Pakistan."

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*[1]Instructions regarding streaming WAPDA health care and provision of M.F. including those Wapda Employees who are in receipt of C.M.A. issued vide O.M No, GM(A)/AD(EIA)107012/26/20038-20688 dt 01-06-98(Annex-XXVI) and Clarified vide o/o GM (A)/AD(EIA)/0712/26/31940 32590 dt 09-07-98 (Annex- XXVII)

*[2]Clarification for reimbursement issued vide O.M dt. 13-3-1986 (Annex-XI)

*[3]Substituted Vide OM No. DG /DD(Rules)/07456/34/Vol-VIII/83367-84186 dated 31-10.1985 (Annex-IX)

*[4] Added vide OM NO. DG/DD(R)/07456/34/IX/22239-23489 dated 31.03.93 (Annex-XIX)

*[5]Substituted vide O.M. No. DG (S&GA)/DD(R)/07456/34/IX/2055-3155 dt 07-1-1992 (Annex-XVII)

8. In the case of patients entitled to treatment in private wards of hospitals, when a composite lumpsum is levied by an institution, as an inclusive charge to cover medical, surgical and nursing charges (including diet and accommodation charges etc.) which cannot be specified separately, 20 percent of such a sum will be taken as representing diet charges to be borne by the patient and the balance of 80 percent as representating the medical/ surgical charges etc. to be borne by the Authority.

9. The Authority has made arrangements for pathological laboratory test and X-rays in Wapda Hospitals. The employees referred by DGMS/Authorized Medical Attendant for a pathological laboratory test and X-rays etc. performed in other laboratories will get their receipts verified from DGMS/Authorized Medical Attendant and the expenditure incurred will be reimbursed by the competent authority as laid down in Section-XVI (G) of the Book of Financial Powers, 2003.

*[1]10. Cost of maternity cases will be allowed upto the following maxima, if the delivery is conducted at residence of employees:

a.	Employees in BPS-1-4	Rs.600
b.	Employees in BPS-5-15	Rs.800
c.	Employees in BPS-16 and above	Rs.1000

Note 1.- Twin/Multiple deliveries shall constitute and be considered as single delivery for the purpose of reimbursement irrespective of the fee received by the attending Lady Doctor/Midwife.

***[2] Note 2**.- Deleted.

Note 3. - Reimbursement of the cost of maternity cases will not be admissible in respect of spontaneous or legal abortions, miscarriages and still births, except when delivery is conducted in Wapda Indoor Hospital/Government Hospitals on proper reference from the authorized Wapda Medical Officer.

Note 4.- Reimbursement of charges of normal/caesarean delivery cases conducted in a Government Hospital will be admissible according to entitlement. If a Wapda employee gets the normal/caeserean delivery case conducted in a hospital other than Government Civil Hospital, reimbursement will be admissible at Govt. Civil Hospital rates according to entitlement. Reimbursement will be limited to cost of medicines and will not include items of normal labour room/theatre items like needles, sutures etc.

***[2]Note 5.**- In cases where delivery is conducted at home and the employee is entitled to reimbursement of charges as defined in Rule 10 above (subject to production of necessary documents including a birth certificate issued by a Municipal Corporation/Municipal Committee/Notified Area Committee/ Town Committee/Union Council concerned) no medicines will be issued at Wapda's cost during seven days after delivery, as reimbursement of delivery charges cover the cost of medicines used during this period.

*[1]**Note 6** Reimbursement of normal deliveries in Hospital will be limited to a maximum amount of Rs. 4000 including fee and medicines etc. For caeserean and other complicated cases, the maximum amount will be Rs.7000.

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*[1]Substituted vide O.M. No. DG (S&GA)/DD (R)/07456/34/XIII/13009-14309 dated 14-3-1995 (Annex-XXV)
*[2]Deleted Vide OM. No. S/DD(Rules)/07456/34/10167-946 dated 22.1.84 (Annex-VI)

Note 7.- Reimbursement for ante-natal/post-natal visit fees will be allowed for only one ante-natal and one post-natal visit.

11. (a) (i) When a patient is referred for a specialist's consultation to another station by DGMS/MS/MO as the case may be, he/she shall be entitled to Travelling Allowance on tour rates only and no Daily Allowance will be allowed for the period in transit or halt. If the patient is a member of his/ her family, he/she will be entitled to the same Travelling Allowance on tour rates as admissible to the Wapda employee whose dependent he/she is, and no Daily Allowance will be allowed for the period in transit or halt.

(ii) Employee or any person may accompany a patient as Attendant in serious cases only if advised by the Director-General Medical Services/ Medical Superintendent/Medical Officer. In that event the Attendant will be entitled to Travelling Allowance at tour rates as admissible to the Wapda Employees and no Daily Allowance will be admissible to the attendant for the period in transit or halt.

(b) In case a patient is to be removed to a hospital in ambulance in lying condition and the ambulance is not provided by the Authority, cost of transportation by ambulance may be reimbursed as admissible under Wapda T.A. Rules for engagement of a full taxi subject to a certificate to be recorded by the Authorized Medical Attendant that no Wapda ambulance was available at that time.

12. Medicines prescribed by the medical officers but not supplied from the Wapda Dispensary will be obtained from the approved Wapda Chemists.

Note.- If a medicine which expression includes protective and curative vaccine/sera, is not available with the Wapda Chemists, Wapda employee and Government deputationists will be permitted to purchase it from a chemist on proper cash receipt and the expenditure thus incurred will be reimbursed, subject to non-availability certificate from at least one of the Wapda Chemist and countersignature of the Cash Receipt by the Director-General Medical Services/Medical Superintendent/ Medical Officer/Authorized Medical Officer.

13. (a) Medical facilities as indicated above will also be available to employees of the Authority posted in the mofussil if they fall ill while on a short visit to or while on leave at Lahore.

*[1](b) No employee shall be allowed to avail medical facility at place other than *[2]place of his posting. On transfer from one station to an other station, medical facility will not be provided until and unless cancellation of such facility from the station of transfer is provided and placed on relevant record. For this purpose, the Green Book maintained by Hospital/Dispensary for each employee shall be transferred to his new hospital/dispensary accordingly.

*[1](c) In case of transfer of an employee, who does not take his family along, the budget for Green Book of such employee shall be given to the Hospital/Dispensary wherefrom his family gets treatment.

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*[1]Amended vide O.M. No. GM (A)/AD(E-IA)07012/26/20038-20688 dt 1-06-98 (Annex-XXVI)

*[2]Procedure to give M.F to employees and their families in some cases at all station issued vide o/o dt 10-07-1982 (Annex-III) and clarification issued vide O.M. dt 20-10-1983 (Annex-IV)

(d) Cases for consultation by the Specialists and or hospitalization in Lahore will be referred to the DGMS by the appropriate Medical Officer (at Projects, or the Government Medical Officers at other places) only if Lahore happens to be the nearest station. In such cases, the patients will bring with them a reference chit from the appropriate Authorized Medical Officer together with a note giving the history of the case and the treatment previously given.

*[1](e) In case no Wapda Hospital/Dispensary exists employee can be allowed to avail medical treatment from CMH/DHQ/FAUJI Foundation Hospital.

14. In case of special hardship the Authority may relax any of the foregoing provisions.

*****[2]15. Deleted vide O.M No. DG/DD (R)/07456/34/X/71701-50 dated 02-12-1993,

*[3]16. Widows and dependent children upto the age of 21 years and unmarried/ unemployed daughters of all deceased employees will be provided medical facilities only in Wapda Hospital and Dispensaries where they exist. Treatment at residence, re-imbursement of expenditure on purchase of medicines/specialist consultation is not covered.

*[3]Clarification. It is hereby clarified that the effective date of the application of Rule 16 above shall be 7-5-1985.

*[4]Full Medical Facility extended w.e.f 11.02.2008 to:

a. Spouse of deceased employee.

b. In case of death of spouse, the children of deceased Wapda employee as per provisions of Wapda Medial Attendance Rules.

*[5]17. Permanently and totally incapacitated/crippled children of serving, retired and deceased Wapda employees, who are not able to earn their living, will be allowed medical treatment irrespective of their age. They will be entitled to full free medical facilities available in Wapda Hospitals / Dispensaries as well as outside Wapda Health Units for consultation, investigation, hospitalization etc., under Pakistan WAPDA Medical Attendance Rules. The disability will be certified by WAPDA Medical Board approved by Director General (Medical Services)".

18. If a question arises as to the correct interpretation of any of the provisions of these Rules, the orders of the Authority will be obtained through the Secretary and M.D (Admn) Wapda.

Note.- The Director-General Medical Services will be consulted where certain changes/ amendments are to be incorporated. Authority's ruling through Secretary and MD (Admn) will be final.

19. Rules Regulating the Medical Attendance and Treatment of Wapda Employees in Lahore and Karachi, promulgated vide No. S/OSD (R&CM) SO (R) 6 (14)/104698-798, dated December 6, 1977 are hereby repealed Medical Attendance Rules for the employees of the Authority working on Projects, issued vide Office Order No. KGA-10 (6) Med/578, dated 26-1-1963, and amended from time to time, are also hereby repealed.

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*1Clarified vide O.L No. Dir/AD(E.IA)0712/26/38617 dt. 10-08-2002 (Annex-XXXI)
*[2]Deleted vide O.M. No. DG/DD (R)/07456/34/X/71701-50 dated 2-12-1993 (Annex-XX)
*[3]Clarified Vide OM No. DG/DD(R)/07456/34/Vol.VIII/99539-100359 dt. 18.12.85 (Annex-X)
*[4] Added vide DG(S&GA)/D(R)/07461/2/II/10757-12056 dt. 27.03.2008 (Annex-XXXV)
*[5]Amended vide O.M. No. DGMS/DMG/30311/350-84 dt. 28.02.2019

20. PROCEDURES REGARDING MEDICAL BOARDS / CATEGORIZATION / INVALIDMENT

1. **General**

Convening of Medical Boards

(a) The competent authority shall require an employee suspected to be suffering from a mental or bodily illness which is likely to render him permanently incapable of discharging his official duties, to have himself examined by the Medical Board at Lahore or the respective Medical Board. Failure to appear before the Board will make the employee liable to action under the E&D Rules applicable to him.

(b) The Medical Boards will normally be assembled under orders of the *[1]Director General Medical Services, Medical Superintendents of Wapda Hospitals or Medical Superintendents of Government Hospitals as per written directions of Director-General Medical Services.

2. The Medical Superintendent of a hospital will be the President of the Medical Board unless directed otherwise.

3. The President of the Board will ensure that all formalities are completed before the documents are submitted to the Director-General Medical Services.

4. As for as possible, the Specialists concerned and the Medical Officer Incharge of the case will not be the Members of the Board and in no case will either of them act as President of the Board.

*[2]5. **Approval of Medical Board Proceedings**

The proceedings of all Medical Boards will be approved by the Director-General Medical Services, except the following cases where Medical Superintendent of the Regional Group will also be the approving authority

i) Categorization, re-categorization in category A,B, & C, leave on medical grounds (Category DEE) upto 60 days.
ii) Coronary Angiography
iii) Radiotherapy at Govt. Autonomous Hospitals/or at the rates of Govt. Autonomous Hospitals

6. **A Medical Board will normally be assembled for the following purposes**:-

*[3]a. For initial recruitment;
b. For-medical categorization/re-categorization;
c. For invalidment out of service; and
d. For re-assessing percentage of disability of those invalided out, if so directed by the Authority.

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*[1]Clarification for procedure regarding open heart surgery of Wapda patients issued vide o/o 23-09-1985 (Annex-VIII)
*[2]Added vide OM No. DD(R)/07456/34/XIV-IV/11333-63 dt. 13.07.2012 (Annex-XL)
*[3]Instruction issued vide No. DG/AD (E.IA)7038/90/20273-20423 dt 08-09-2010 (Annex-XXXVIII)

*[1] (e) Medical Board for Treatment Abroad

The Medical Board which will examine all cases for treatment abroad shall consist of the following members

(1)	Director General Medical Services	Convener
(2)	Medical Specialist	Member
(3)	Surgical Specialist	Member

*[2] 7. New entrants including workcharged will be recruited in medical category 'A' unless otherwise specified by the Authority. The existing workcharged employees who have rendered more than 10 years of service or have attained the age of 50 years can be retained in service even in lower medical categories in case their disability/disease, if any, is not advanced or of serious nature. Retention in lower medical category will be on recommendation of Medical Board duly approved by Director General Medical Services.

8. A Medical Board/Medical Officer will examine the candidates in accordance with the standards laid down and communicate the result direct to the Director-General Medical Services. The deformities/disabilities responsible for the temporary/permanent unfitness will be communicated to the Officer/Official by the Director-General Medical Services or the Authorized Medical Attendant/or the Appointing Authority.

9. A candidate declared temporarily unfit will be directed to report for re-examination after the expiry of the period for which he/she is declared temporarily unfit.

10. Medical Board/Medical Officer after examining a fresh entrant may:

a. Declare him/her as physically fit; or
b. Declare him/her as physically unfit; or
c. Declare him/her as temporarily unfit for a specified period.

Note.- Such candidates as are declared temporarily unfit will be re-examined by the Medical Board after treatment/operation, as the case may be, on a specified date. If he/she desires that medical examination may be carried out earlier, then he/she will have to produce a certificate from a Specialist that he/she has been treated/ operated upon successfully.

11. **Leave on Medical Certificate**

(a) Medical Board will recommend leave on Medical Certificate under the following conditions:-

(1) After recovery from major illness or injury.
(2) In excess of the period required for full recovery.

(b) In case where leave on Medical Certificate exceeding one month is considered necessary, the Medical Board (as constituted by Director-General Medical Services) will record the proceedings in triplicate.

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*[1]Added vide O.M. No. G.M. (A)/DD(R)/07456/34/92857-93930 Dated 30-09-1987 (Annex-XIII)
*[2]Substituted Vide O.M. No. S/DD (Rules)/07456/34/Vol VIII/105057-105836 dated 25-11-1984 (Annex-VII)

(c) Leave on Medical Certificate will not be recommended unless:-

(1) Such leave is absolutely necessary and there is reasonable chance of the Officer/Official becoming fit and resuming duty at the end of his leave in medical category A, B or C.

(2) The individual's health and morale would benefit by period of leave at his home rather than by a corresponding period in service on light duty.

(3) The employee requires further medical supervision or treatment.

(d) In case an employee is admitted in a hospital at a station other than the station of his/her posting, if recommended sick leave, he/she will be directed to proceed on leave from hospital after obtaining approval of his/her department concerned by quickest means. Leave sanctioning authority will be the employees parent executive head and not Medical Superintendent/Medical Board.

(e) After the expiry of leave on Medical Certificate, the individual will report back to his/her respective department but will not be allowed to resume duty till certified to be fit for duty by the Wapda Authorized Medical Attendant.

(f) The grant of leave to the employee in such cases will be regulated according to the Leave Rules applicable to him.

12. **Subsequent Board**

At the expiry of period of down categorization another Medical Board (as specified in Section 17 below) will be held as soon as possible and the employee re-categorized in accordance with the standards laid down. Board proceedings will be recorded in triplicate as under:

a. For down grading medical category.
b. For upgrading medical category.

The Board proceedings will be submitted for approval to the Director-General Medical Services, and after his approval the result will be communicated to the employee concerned.

13. **Categorization**

Various medical categories are laid down in the attached schedule.

14. (a) When due to disease or injury the Medical Officer (concerned specialist) is of the opinion that the medical category requires to be changed, necessary action will be taken by the Head of the Department of the employee (on reference from Director-General Medical Services/Medical Superintendent) to bring him before the Medical Board expeditiously for examination and the officer/official will be placed in a permanent/ temporary category according to the standards laid down.

(b) If an employee is placed in temporary category then the period will be specified for his/her re-examination.

(c) If recommended sick leave the employee will be re-categorised at the termination of such leave.

15. **Temporary Category**

This will be applicable only when there is reasonable chance of the individual becoming fit to resume duty in the next higher category. In the first instance the individual will not be placed in this category for more than six months. Further extension by three months may be given at a time. Extension beyond a total period of one year in temporary category will be given in exceptional cases only and such cases will invariably be referred to Director General Medical Services for perusal/advice.

16. **Permanent Category**

(a) Permanent category will be decided by the Medical Board only when there is no reasonable chance of the individual becoming fit to resume duty in the next higher category. In order to ensure follow up of cases placed in a lower permanent category they will be examined by the specialist concerned once a year at the time of initiation of ACR. If a change in the permanent category is indicated, a Medical Board will be held and the proceedings will be submitted for approval to the Director-General Medical Services.

(b) On discharge from hospital to duty the employee normally resumes the medical category in which he/she was placed before his/her admission into the Hospital. If unfit to resume duty in the same medical category, he/she will be examined by a medical board before he/she is discharged.

17. **Procedure for Categorization / Invalidment**

(a) Medical Board will be assembled under the orders of the Director-General Medical Services and Composition of the Medical Board will be as under:

(1)	Medical Superintendent	President
	and	
(2)	Two Medical Officers	Members

The proceedings of the Invaliding Medical Board will be submitted to the Director General Medical Services for final approval. If he does not agree to the findings of the Medical Board he may direct that:

(1) A fresh Medical Board be held; or
(2) The case be retained in hospital for further treatment/observation; or
(3) The case be disposed off otherwise as may be considered suitable under the circumstances.

Note.- In the case of Wapda employees in Grade 19 and 20, President of the Medical Board will be a Doctor/Specialist in Grade 19 and Members will be Doctors in Grade 18.

(b) **Procedure.-**

(1) Medical Board proceedings will be recorded in triplicate as under:

(i) Initial Medical Board:
(ii) Subsequent Medical Board, if necessary
(iii) Medical Board proceedings submitted for confirmation by the Director General Medical Services when received back, will be disposed off as defined in para 20.

(2) After the receipt of proceedings of the Medical Board duly approved by the Director-General Medical Services, the department concerned will inform the employee regarding his/her present medical category.

(3) After an officer/official has returned to his/her duty in temporary medical category B or C.

The department concerned where the employee may be serving, will request the Director General Medical Services Wapda to arrange medical board, 2 weeks prior to the termination of the period for which the employee has been down categorized.

(c) **Disposal of Documents.-** Medical Board forms will be prepared in triplicate by the Board and sent to the Director-General Medical Services for approval/confirmation. If the Director-General Medical Services concurs with the opinion of the Board, he will endorse the form accordingly and return the documents to the Medical Superintendent Wapda Hospital/Medical Officer concerned, who will then forward two copies of the forms to the department to which the employee belongs for necessary action.

(d) **Medical Board** -- **Invaliding.-** When it is considered by the Specialist concerned that the officer/official will not be fit in any medical category even after proper/ necessary treatment, action will immediately be initiated to invalid him/her out of service: A statement of the case alongwith opinion of the specialist concerned and relevant medical documents will be prepared and submitted to Director General Medical Services by Medical Superintendents of the Wapda Hospital / Medical Officer. Invaliding Medical Board will then be convened if so ordered by the Director-General Medical Services Wapda. The invaliding medical category will be Category 'E'.

SCHEDULE OF MEDICAL CATEGORIES AND EYE/ENT STANDARDS

(See Rule 19 of Wapda Employees Medical Attendance Rules)

Medical Category	Medical Condition: Physical Categories	Fitness for Duty
A.	(i) Capable of enduring severe physical exertion commensurate with the age (ii) Disability, if present, is of minor nature as can be completely cured or adequately compensated by artificial means, i.e. normal standard of health and strength has been achieved (iii) Visual standard 1, 2, 3, or 4 (iv) Hearing standard 1 or 2	Fit for general service
B.	(i) Capable of undergoing physical exertion not involving severe strain (ii) Disability, if present, is of minor nature as can be fully cured or adequately compensated by artificial means (iii) Visual standard 5 or 6 (iv) Hearing standard 3	Unfit for Field service but fit for all ordinary duties in offices.
C.	(i) Capable of undergoing mild physical exertion only (ii) Marked physical disability or evidence of past disease (iii) Visual standard 5 or 6 (iv) Hearing Standard 3	Unfit for .categories 'A' and 'B' but fit for administrative or sedentary duties or other selected employment
D.	-	Employees who are under medical care e.g. when sick in hospital, sick in quarters or on leave on M.C., pending their final categorization and disposal i.e. when they are temporarily unfit for service in categories A, B or C.
E.	-	Permanently unfit for any form of service.

Note: During initial medical examination particular note will be made of the following:

(a) Blood pressure, Heart and Lungs.
(b) Hernia, Hydrocele or piles.
(c) Full movement of all the joints.
(d) No evidence of previous acute or chronic illness pointing to an impaired constitution.

VISUAL AND HEARING STANDARDS FOR OFFICERS/ OFFICIALS OF WAPDA

The examination for determining the acuteness of vision includes two tests, one for distant, the other for near vision. Test types/snellen's test types or the accepted standard letter presented by various methods as made available from time to time either by a machine, slide projector or by Roller self rotating etc. will be used to test and record distant vision without glasses at a distance of six meters or twenty feet whereas the test for near vision will be done by standard near vision charts such as Jaeage in English or its equivalent in Urdu etc. placed at a distance ranging between 10 to 15 inches from reader's eyes. When recording visual acuity for distant or near vision the following important points must be enforced:-

a. Accurate distance between the reader and the test type prescribed above.

b. Accurate lighting or illumination must be ensured, both for distant test types as well as for near test types. The test types must be uniformally illuminated with light equivalent to not less than 10 candles and not more than 15 candles. The light should be so arranged that the candidate is not subjected to the dazzling effect of direct light or glare.

c. Each eye should be examined separately and the other must be covered completely.

d. Squinting, squeezing of the eye and movements of the up and down or side to side must not be allowed and eye examined must be widely open.

e. Test types should be rotated and presentation changed frequently so as to ensure that advantage of memorization of particular chart are nullified.

f. Candidates who wear glasses must first be examined without glasses and then with glasses and the vision recorded accordingly both for distant as well as for near vision. The standards of visual acuity 1 to 7 are enumerated in detail below which will form a standard guide placing an individual in appropriate category.

VISUAL STANDARD - I		**REMARKS**
Distant Vision	6/6 in one eye and 6/9 in the other without glasses	a. Manifestt hypermetropia in each eye without any midriatic should not exceed 2.50 Dioptres
Near Vision	Minimum of J1 in one x eye and J2 in the other without glasses	b. In the case of compound hyper-matropic Astigmatism from a total of 2.50 Dioptres (the maximum allowed) not more than one dioptre should be due to Astigmatism

		c. Myopia or Myopic Astigmatism should not exceed 0.75 Dioptres in the worst eye d. Field of vision must be full
VISUAL STANDARD-II		**REMARKS**
Distant Vision	Without glasses 6/9 in one eye and 6/12 in the other or 6/12 and 6/36 correctible to 6/6 and 6/24 with glasses	a. Hypermetropia or Hyperm etropic Astigmatism in the worst eye under homatropine should not exceed 5.0 dioptres, the astigmatic error should not exceed 2.0 dioptres.
Near Vision	Minimum of J1 in one eye and J7 in other with or without glasses	b. Myopia/Myopic Astigmatism in the worst eye should not exceed 2.0 Dioptres. c. No squint is obviously visible in the worst eye. d. Field of vision must be full
VISUAL STANDARD-III		**REMARKS**
Distant Vision	Without glasses not below 6/60 in each eye correctible to at least 6/9, 6/12 or 6/6 and 6/24 with glasses	a. Hypermetropia/Hypermetropic Astigmatism under Homatro-pine should not exceed (6.0) six dioptres. b. Myopia/Myopic Astigmatism must not exceed 2.5 Dioptres. c. No squint should be visible when glasses are worn. d. Fields of vision must be full
Near Vision	Minimum of J2 in one eye and J7 in the other with or without glasses.	
VISUAL STANDARD-IV		**REMARKS**
Distant Vision	Not below 6/12 in one eye and 6/36 in the other with corrected glasses.	a. Hypermetropia/Hypermetropic Astigmatism should not exceed five dioptres in the better eye. b. Myopia/Myopic Astigmatism must not exceed

six Dioptres.

Near Vision	Minimum of J2 in one eye and J7 in the other with glasses.	c. No squint should be visible when glasses are worn. d. Field of vision must be full

VISUAL STANDARD-V		REMARKS
Distant Vision	Not below 6/12 in one eye and not less than 6/60 in the other with corrected glasses.	a. Hypermetropia/Hypermetropic Astigmatism should not exceed 5.0 dioptres in the better eye.
Near Vision	Minimum of J3 in one eye and less than J10 in the other with glasses.	b. Myopia present in each eye should not exceed seven dioptres. c. Field of vision must be full

VISUAL STANDARD - VI		REMARKS
Distant Vision	6/18 in one eye and less than 6/60 in the other with glasses.	a. Hypermetropia/Hypermetropic Astigmatism present in the better eye should not exceed 7.0 dioptres
Near Vision	Minimum of J3 in one eye and less than J10 in the other with glasses.	b. Myopia/Myopic Astigmatism should not exceed 7.0 dioptres in the better eye. c. Field of vision in the better eye should be at least 75 percent of normal in the better eye by appropriate tests on instruments.

VISUAL STANDARD - VII

Vision below standard I to VI

Note.- The meaning of word glasses wherever used above is to be interpreted as not covering "Contact lenses/Glasses"

The following additional points will also be observed:

a. Cases of operated cataract in both eyes who can attain a satisfactory degree of visual acuity and visual judgement for distance as well as for near should be placed in categories B or C according to the vision obtainable with corrected glasses as laid down in the various, visual standards. (Hypermetropia caused due to Aphakia will be disregarded). Cases of operated cataract and those who have less than fifty percent of their field of vision can be placed in a lower category only if their job does not endanger their own physical or visual security or does not prove an unnecessary risk to others around. Cases of uniocular Aphakia without any complications and when the other eye has normal unaided vision (6/6 to 6/9)

without cataract are to be placed in category BEE or CEE but in exceptional circumstances may be considered for higher category on the recommendation of an ophthalmologist.

b. Those individuals who have unequal vision in the two eyes (Anisometropia) whatever the cause may be, may use contact glass or lens to improve their vision. Their visual assessment should, however, entirely depend on the visual efficiency so achieved and their categorization will be done in each individual case on its own merits.

c. Those individuals who are highly qualified and are required to be taken into Wapda service in well skilled and technical jobs may be considered for employment according to the categorization and standards applicable to serving officers/officials.

d. **Assessment of Corneal Opacities.** A small corneal opacity which is not obviously visible, is not centrally located, is non-progressive and does not interfere significantly with vision may be ignored and such individuals can be recruited or retained in Category AYE. However, opacities larger in size and visible to the naked eye lying in and around the central pupil-lary exist thus interfering with vision, are a bar for acceptance in the service while those who sustain such opacities while in service may be down categorized according to their job and the relationship of visual deterioration.

e. **Squint and Heterophoria.** Obvious squint is a bar to acceptance in service while latent squint of a moderate degree due to heterophoria is acceptable as category AYE. Serving individuals who develop squint or are detected to individual may be down graded.

f. **Colour Vision.** The examination of colour vision should be carried out in each case by Ishihars Isochromatic plates or the standard colour perception Lanterns. Defective colour vision is not a cause for rejection except for Drivers. The result of colour perception must, however, be noted on the examination form.

g. **Diseases of the Eyes.** Any morbid condition of the eye lids, addenxa, media or Fundi which is such that it is likely to interfere in the efficiency of the individual and also become aggravated by service conditions is a cause for rejection for intake into the service. For serving employees such morbid pathology would be dealt with by referring them to a Specialist in Ophthalmology for evaluation, treatment and categorization as and when necessary.

HEARING STANDARDS

Standard	-1	A man can hear a soft whispered voice at a distance of 20 feet with each ear.
Standard	-2	A man standing with his back to the examiner and using both ears hears whispered or forced whispered voice from 10 feet.
Standard	-3	A man can hear conversational voice at a distance of 10 feet when standing with his back to the examiner and using both ears.
Standard	-4	A man cannot hear conversational voice with his back to the examiner and using both ears from within 10 feet (Category 'E').

Brig. (Retd.)
(Muhammad Asghar)
Secretary & General Manager
(Admn.) WAPDA

ANNEXURE – I

NO. DS (R&CM), S.O. (R)/14/10024-10623 Dated 8th April, 1980

OFFICE ORDER

Subject:- THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979.

A question has arisen that in case husband and wife are Wapda employees:

(a) Both of them are entitled to the drawal of Cash Medical Allowance;
(b) One of them can opt for Cash Medical Allowance and the other for Medical Facilities.

2. The Authority has decided that the spouses will either draw Cash Medical Allowance or avail Medical Facilities, if otherwise admissible. In case the spouses decided to draw Cash Medical Allowance, then the allowance will be admissible to only one of them.

Sd/-
(Farman Ali Shah)
Deputy Secretary (R&CM) WAPDA

ANNEXURE - II

No. S.O. (M) 1 (90) Med/22987-23186 Dated 24th May, 1981

OFFICE MEMORANDUM

It is notified for information of all doctors working in Wapda Hospitals and Dispensaries that 'Acupuncture' is not recognized as treatment in Allopathic Medicine by the Government or PMA. Patients cannot be referred for Acupuncture treatment. The reimbursement of fee for Acupuncture treatment is therefore not authorized.

Sd/-
Colonel
(Nafis-ul-Haque Khan)
Director Medical Services for
General Manager (Admn.)
WAPDA

ANNEXURE - III

No. A.D. (M) 7680/27/Med/2784-3784 Dated 10th July, 1982

OFFICE ORDER

In terms of Rule 13 (b) of Pakistan Wapda employees Medical Attendance Rules, 1979, the Authority is pleased to approve the Medical Facilities to Wapda employees and their entitled families at all stations where Wapda Hospitals and Dispensaries exist instead of the station of their posting only. Financial adjustment will be made in accordance with the following procedure:

1. When an employee or members of his family entitled to receive medical facility proceed on leave, tour, training course, private visit, etc. to another station, the Head of Division/office should issue him an Authority letter (specimen on reverse) specifying period of stay of employee or his family members at the concerned station for provision of Medical Facilities indicating the name of formation to which the debit for such facility is to be raised.

2. The formation concerned will arrange to provide treatment facilities for the period specified in the above stated authorization and raise the debit against the office to which the employee belongs. Both the formation will accept debit/ credit advices for treatment expenses.

Sd/-
Col. (Retd.)
(Nafis-ul-Haque Khan)
Director General Medical Services Wapda
Lahore

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Office of . . . . . .
……

No. Dated: . . . . . .

Subject:- AUTHORITY LETTER FOR MEDICAL FACILITY

This is to certify that Mr. ... . is employed as . . . . . .
. . . . (NPS No.) in the office of (Name of Wapda formation).

2. He is proceeding on leave/tour/training/private visit etc. from. . . . . to.. . . . . .alongwith his family members as listed below:

S.No.	Name	Age	Relationship
1.			
2.			
3.			

3. The officer/official and his dependents may be provided Medical Facilities at .... if required by him/them and necessary debit may (name of Wapda Medical Unit) be raised against (Name of Wapda formation, full address and budget code number)

4. Specimen signatures of the employee are attested below:

Signature / Designation of
Head of Office / Division

Signatures

"Attested"

Signature / Designation

ANNEXURE – IV

No. D/DD (Rules)/07456/35/84748-867 Dated 20th October, 1983

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979 - ENTITLEMENT OF DEPUTATIONISTS AND THEIR FAMILIES TO MEDICAL FACILITES - CLARIFICATION

According to Rule 13(b) of the Pakistan Wapda Employees Medical Attendance Rules, 1979, a Wapda Employee and his members of family, as defined in these Rules is entitled to Medical Facilities at all stations where Wapda Hospitals and Dispensaries exist in addition to his station of posting.

2. A question has been raised whether family of a Wapda employee, who is on deputation within or outside the country, is entitled to avail Medical Facilities at the expense of Authority. In pursuance of the instructions contained in clause f(2) of para 1 of Authority's Office Memorandum No. GM (Admn)/SO (E-IA)/07028/46231-46830 dated 29-11-80 titled, 'Deputation Policy' it is clarified that during the period of 'foreign service' (within or outside the country) a Wapda employee or his family members will not be entitled to any Medical Facility at the expense of the Authority.

Sd/-
(S. M. Kamal)
Director (Rules)

ANNEXURE - V

No. D/DD (Rules)/07456/34/Vol-VII/86611-87390 24th October, 1983,

OFFICE MEMORANDUM

Subject: **THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979 CLARIFICATION**

Note below Rule 2(b) of the Pakistan Wapda Employees Medical Attendance Rules, 1979, permits the inclusion of parents of an employee residing with and dependent on him or the availing of Medical Facility from WAPDA.

2. It is clarified that all Wapda employees, while applying for registration of their parents as their dependents in a Wapda Hospital etc. for availing of Medical Facilities, shall be required to furnish photo copies of the National Identity Cards of their parents, who are dependent and are residing with them, duly attested, along with a declaration (as per Appendix-'A' to this Office Memorandum) attested by the Head of the Office.

3. This issues with the approval of the Authority.

Sd/-
(S. M. Kamal)
Director (Rules) WAPDA

ANNEXURE-'A' TO O.M.

Dated 24-10-1983

DECLARATION

I, Mr…….S/o Mr. …… do hereby solemnly declare that my parents (as per particulars given below) are residing with and dependent on me:

(a)Name of Father Age .....
*[1] National Identity Card No. :.....

(b)Name of Mother Age ……...
*[1] National Identity Card No. .....

(*[1]Attach attested photo copy of National Identity Card)

*[1] 2. I further declare that neither my father nor my mother is a pensioner and he/she is not availing free medical facilities from any other institution.

3. I fully understand that in case the above declaration is found to be false later on, I shall be liable to disciplinary action under the relevant E&D Rules, and withdrawal of Medical facilities to my parents forthwith.

Countersigned

Signature……..
Name …….
Designation……..
Date……

Head of Office

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*[1]Substituted Vide O. M. No. DG/DD (Rules)/07456/34/Vol-VIII/112463-3262, dated 26-12-1984.

ANNEXURE-VI

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 304488 & 69911/204 740-Wapda House,
Telegrams: WAPDA LAHORE Lahore

No. S/DD(Rules)/07456/34/10167-946 22 January, 1984.

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979-AMENDMENTS

The Authority has been pleased to make the following amendments in The Pakistan Wapda Employees Medical Attendance Rules, 1979 with immediate effect:-

1. Existing Rule 3(c) (4) (b) may be replaced with the following:-

   3 (c) (4) (b) If any employee is transferred from one station where the Medical Facility is not available to another station where medical facility is available then he will be allowed to change his option from Cash Medical allowance to medical facility within one month from the date of joining. Similarly, if any employee is transferred from one station where the Medical Facility is available to another station where the medical facility is not available then he will be allowed to change his option from Medical Facility to Cash Medical Allowance within one month from the date of joining.

2. Note-2 below Rule 10 may be deleted.

3. Existing Note-5 below Rule 10 may be substituted with the following:-

Note-5. In cases where delivery is conducted at home and the employee is entitled to re-imbursement of charges as defined in Rule 10 above (Subject to production of necessary documents including a birth certificate issued by a Municipal Corporation/Municipal Committee/Notified Committee/Town Committee/Union Council concerned) no medicines will be issued at Wapda's cost during seven days after delivery, as re-imbursement of delivery charges cover the cost of medicines used during this period.

Sd/-
Colonel
(Idress Mohsin)
Director Rules

Distribution
As per List 'D'.

ANNEXURE-VII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 211112 & 69911/204 740-Wapda House,
Telegrams: WAPDA LAHORE Lahore

No. S/DD(Rules)/07456/34/Vol.VIII/105057-105836 25 November, 1984

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979-AMENDMENTS

The Authority has been pleased to decide that the existing Para 7 of Rule 19 of The Pakistan Wapda Employees Medical Attendance Rules 1979 may be replaced with the following with immediate effect:-

Rule 19. Procedures Regarding Medical Boards/Categorization/Invalidment.

Para 7. New entrants including workcharged will be recruited in medical category 'A' unless otherwise specified by the Authority. The existing workcharged employees who have rendered more than 10 years of service or have attained the age of 50 years can be retained in service even in lower medical categories in case their disability/disease, if any, is not advanced or of serious nature. Retention in lower medical category will be on recommendation of Medical Board duly approved by Director General Medical Services.

Sd/-
Colonel
(Idrees Mohsin)
Secretary WAPDA.

Distribution
As per List 'D'.

ANNEXURE-VIII

No. GM (Admn)/DG (MS)/30048/2824-2948 Dated 23rd September, 1985

OFFICE ORDER

Some WAPDA formations have referred the cases to Medical Directorate for obtaining sanction regarding medical treatment of patients suffering from cardiacilments at NICVD, Karachi, while some WAPDA Doctors posted outside Lahore have referred cases to NICVD Karachi for medical treatment at their own.

2. Expenditure on medical treatment for open heart surgery comes to more than Rs. 50,000 per patient. The Director General, Medical Services, is not in a position to give his recommendations/opinion since no medical history/investigations/documents are forwarded to him. Facilities for open heart surgery are also available at Cardiac Institute, Military Hospital Rawalpindi.

3. It has, therefore, been decided by the Authority that following procedure will be adopted for WAPDA patients requiring open heart surgery:-

a. The patients will initially be examined by a Medical Specialist.
b. The recommendations of the Medical Specialist alongwith medical report/documents will be forwarded to Director General, Medical Services WAPDA, Sunny View, Lahore.
c. The Director General, Medical Services, will order a Medical Board to be held at WAPDA Hospital Sunny View, Lahore with a view to assessing suitability of referring the case to NICVD Karachi, or Cardiac Institute Military Hospital, Rawalpindi, as the case may be. The Medical Board's recommendations duly approved by the DG (MS) will be forwarded to all concerned.
d. On receipt of the medical board's recommendations funds for treatment/operation will be arranged by the concerned WAPDA formation after obtaining sanction of the Competent Authority through executive channel.
e. Patient then will be referred to NICVD Karachi/Cardiac Institute Rawalpindi for treatment/open heart surgery.

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

ANNEXURE-IX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 303843 &69911/267
Telegrams : WAPDA LAHORE

208-Wapda House,
Lahore.

No. DG/DD(Rules)/07456/34/Vol-VIII/83367-84186

31st October, 1985.

OFFICE MEMORANDUM

Subject:- THE PAKISTAN EMPLOYEES MEDICAL ATTENDANCE RULES, 1979-AMENDMENT

The Authority has decided that for the existing Note-1 of Rule 7 of "The Pakistan Wapda Employees Medical Attendance Rules, 1979", the following Note shall stand substituted:-

"Note-1 Free food will be provided in Wapda Hospital only to Wapda employees and Government servants serving on deputation and their dependents as defined above, drawing pay in BPS-1 to BPS-9."

Sd/-
(FARMAN ALI SHAH)
Acting Director General (Rules)
Wapda

Distribution
As per List 'D'

ANNEXURE-X

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 302617 & 69911/208 309-Wapda House,
Telegrams: WAPDA LAHORE Lahore

No. DG/DD(Rules)/07456/34/Vol.VIII/99539-100359 18 December, 1985

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979- CLARIFICATION.

The Authority vide Office Memorandum No. S/DD(R)/07456/34/Vol-VII/81459-82283 dated 29-10-1985 substituted Rule 16 of the Pakistan Wapda Employees Medical Attendance Rules, 1979, then existing with the following:-

> "16. Widows and dependent children upto the age of 21 years and unmarried/unemployed daughters of all deceased employees will be provided Medical Facilities only in Wapda Hospital and Dispensaries where they exist. Treatment at residence, re-imbursement of expenditure on purchase of medicines/specialist consultation is not covered."

2. A question has been raised as to from which date the above amendment shall take effect ? It is hereby clarified that the effective date for the application of Rule 16 as now substituted shall be 7.5.1985.

Sd/-
Distribution **(Muhammad Maqbool)**
As per List 'D'. **Director General (Rules) WAPDA**

ANNEXURE-XI

No. DGMS/AD(M)/30094/786-1035 Dated: 13-3-1986

OFFICE MEMORANDUM

Subject:- REIMBURSEMENT OF MEDICAL CHARGES INCURRED BY WAPDA EMPLOYEES.

It has been observed that medical bills furnished by employees are accompanied by prescription on small chits indicating only name and quantity of the medicines instead of full detailed prescription on Hospital Pads making them difficult to be scrutinized even by the doctors.

In many cases the medical bills are referred to this Directorate for scrutiny but it become difficult to give opinion/scrutinized.

All concerned are advised that supporting prescriptions on Hospital Pads bearing O.P.D number, name, age, sex and disease of the patient and admission to discharge slip (in case of indoor treatment) must be submitted when requesting for reimbursement.

Sd/-
Brig. (Retd).
(Agha Tariq Ahmed Khan)
Director General Medical Services,
WAPDA

ANNEXURE-XII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 222112 & 69911/204 740-Wapda House,
Telegrams: WAPDA LAHORE Lahore

No. S/DD(Rules)/07456/34/Vol.VIII/59707-60666 07, July, 1986

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979-AMENDMENT

The Authority has decided that the following new sub Rule 'c' shall be added below sub Rule (b) of Rule 15 of Pakistan Wapda Employees Medical Attendance Rules, 1979:-

'c. Medicines/Drugs prescribed by authorized Wapda Medical Officer to a retired Wapda employee or members of his family, as indicated in sub Rule (b), will be provided from the Hospital/Dispensary. Where a Medicine/Drug prescribed by the authorized Wapda Medical Officer is not available, the same should be procured through local purchase from the approved Wapda Chemist, taken on charge by the Hospital/Dispensary and issued to the patient."

Sd/-
Colonel
(Idrees Mohsin)
Secretary WAPDA

Distribution
As per List 'D'.

cc: to :
1) Deputy Managing Director (Distribution) WAPDA.
2) Director General Medical Services WAPDA.
3) Director General Public Relations WAPDA.

ANNEXURE-XIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/233 716-Wapda House,
Telegrams: WAPDA LAHORE Lahore

No. GM(A)/DD(R)/07456/34/92857-93930 30th September,1987

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979-AMENDMENT

The Chairman Wapda has desired that a high powered Medical Board should examine all cases for treatment abroad. The Board should have Medical and Surgical Specialists as members.

2. In view of the above, the Authority has decided that the following amendments shall be made in the Pakistan Wapda Employees Medical Attendance Rules 1979 namely:-

1) In sub-Rule 6 of Rule 19, the following new sub-Rule shall be added as sub-Rule (e):-

"(e) Medical Board for Treatment Abroad

The Medical Board which will examine all cases for treatment abroad shall consist of the following members:-

1)	Director General Medical Services	…	Convener
2)	Medical Specialist	…	Member
3)	Surgical Specialist	…	Member"

Sd/-
Brig. (Retd)
(Asad Ullah Khan)
General Manager (Admn)

Distribution

1. As per List 'D'.
2. Private Secretary to Chairman Wapda.

ANNEXURE-XIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/233 716-Wapda House,
Telegrams: WAPDA LAHORE Lahore

No. GM(A)/DD(R)/07456/35/V/149259-150378 5th November 1988

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979-AMENDMENT

The Authority has decided to add the following new serial no. (7) at the end of sub-Rule (f) of Rule 2 of "The Pakistan Wapda Employees Medical Attendance Rules, 1979":-

> (7). Dental treatment which includes treatment of alveolar (gum and jaw bond) disease, extraction of teeth, treatment for dental caries, gingivitis, pyorrhoea and filling (temporary or permanent) of dental cavities including root canal treatment and scaling but does not include crowning of teeth and provision of dentures."

2. The Authority has also decided to cancel Office Order No. DGMS/AD(M)7680/35/ Med/4124-4724 dated 29.11.1982 (printed at Annexure-IV to these Rules).

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution

1. As per List 'D'.
2. Director General Medical Services for information with reference to his note dated 6.10.1988.
3. Assistant Director (E-IA) S&GA (by name).
4. File No. DD (R)/07459/28.

ANNEXURE-XV

No. GM(A)/DD(R)/07456/35/81630- 82749 31st October, 1989

OFFICE MEMORANDUM

Subject: MEDICAL FACILITIES

There is no fool proof system regarding enlisting of children of officers/officials for getting medical treatment in Wapda Hospitals and Dispensaries. In order to stream-line procedure, Authority has approved the following procedure with immediate effect:

(i) Every officer/official will submit declaration in the form Appendix 'A' and Appendix 'B' in the first fortnight of July each year like system in vogue for free electricity concession. However, first declaration will be submitted in the month of October this year.

For the first time, the employee shall submit attested photostat copies of the National Identity Card and photo copies of Form "ب" in the case of children below 18 years of age alongwith declaration Appendix 'A'. A copy of above declaration will be kept in the Personal File of the employee and other copy will be forwarded by formation to the Medical Superintendent/Medical Officer Incharge of WAPDA Hospital/Dispensary.

(i) In the event of death of any legitimate child or member of his family, the employee will communicate this within one week to the Wapda Hospital/Dispensary through his formation for deletion of name in the Medical Treatment Book.

In the event of birth of a child, the employee will inform his formation together with birth certificate from the Municipal Corporation or any other recognized agency if employee is residing outside the Municipal area. Formation, apart from communicating to the Wapda Hospital/Dispensary concerned, will complete personal record of the employee which will ultimately be computerized.

(ii) In the case of transfer, each Wapda formation will send a copy of the transfer order to the Medical Superintendent/Medical Officer Incharge of Wapda Hospital/ Dispensary for cancellation of Medical Treatment Book. If any employee desires to keep his family at old station for some time, the Medical Superintendent/ Medical Officer Incharge, as the case may be, will record this event at the appropriate place of Medical Treatment Book on the recommendation of competent authority of concerned formation. In the event of transfer, LPC will not be issued to the transferee unless 'Clearance' is produced from the Hospital Incharge on cancellation of Medical Treatment Book.

(iii) In the event of employment of son/daughter, who ceases to be dependent on the employee, formal information will be conveyed to Wapda Hospital through the concerned formation.

Sd/-
Brig. (Retd.)
General Manager (Admn.)
(Asad Ullah Khan)

APPENDIX 'A'

DECLARATION

I Mr…….. (Designation) …… in the office of ……..solemnly declare that the following are my children who are wholly dependent upon me and residing with me

Sr. No.	Name	Relation with employee	Age	Identity Card No. (if children is 18 years or above)/photo copy of Form " " in respect of children of less than 18 years

2. I fully understand that in case the above declaration is found to be false later on, I shall be liable to disciplinary action under the relevant Efficiency and Discipline Rules.

Signature……..
Name of Employee……..
Formation……..……
WAPDA Hospital Book No…..……

APPENDIX-'B'

DECLARATION

I Mr. …….. S/o ……
do hereby solemnly declare that my parents (as per particulars given below are residing with and dependent on me

(a) Name of Father …….. Age …….

(b) National Identity Card No……

(c) Name of Mother ……Age ……

(d) National Identity Card No. ……
(Attached attested photo copy of National Identity Card).

2. I further declare that neither my father nor my mother is a Pensioner and he/she is not availing free medical facilities from any other institution.

3. I fully understand that in case the above declaration is found to be false later on, I shall be liable to disciplinary action under the relevant Efficiency and Discipline Rules and withdrawal of Medical Facilities to my parents forthwith.

Signature …….
Name …….
Designation …….

Countersigned
HEAD OF THE DIVISION

ANNEXURE-XVI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones: 361245-366911/340
Grams: WAPDA LAHORE

Service & General Admn:
332-WAPDA House,
Lahore

No. DG (S&GA)/ DD(R)/07456/34/28666-29211 4th August 1991

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES 1979

Authority has decided to modify the definition of Hospital given in Rule-2 (c) of the Pakistan WAPDA Employees Medical Attendance Rules 1979 as under:

Rule-2 (c)

"Hospital" means all WAPDA In-door/Out-door Hospitals and Dispensaries.

Sd/-
Eric Massey
Director General

Distribution:

1. As per List 'C'
2. Assistant Director (E-IA) S&GA.
3. Director General, Medical Services, WAPDA Central Hospital, Lahaore.

ANNEXURE-XVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones: 361245-366911/340
Grams: WAPDA LAHORE

Service & General Admn:
332-WAPDA House,
Lahore

No. DG (S&GA)/ DD(R)/07456/34/IX/2055-3155 7th January 1992

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES 1979-AMENDMENT

Authority has decided to add the following as Note-5 under Rule-7 of The Pakistan WAPDA Employees Medical Attendance Rules 1979 with immediate effect:-

> "Patients desirous of going abroad under their own arrangements for medical treatment may do so if recommended by the Central Medical Board WAPDA Lahore and in such cases, reimbursement in local currency will be limited to the extent as the treatment would have been availed in Government Hospitals of Pakistan".

Sd/-
Eric Massey
Director General

Distribution

1. As per List 'D'.
2. Assistant Director (E-IA) S&GA.

ANNEXURE-XVIII

No. DG(S&GA)/DGMS/DD(A)/3-114/PF/6075-7335 31st January, 1993

OFFICE MEMORANDUM

MEDICAL FACILITIES FOR WAPDA EMPLOYEES

For providing medical facilities to its employees, the Authority has established the following Hospitals/Dispensaries at various stations all over the country.

	Hospitals		Dispensaries
100 Beds and above	2	Functional	28
50 Beds	7	Non Functional	21
20 Bed	1		
10 Beds	5		
Total:	15		

2. While considering the proposal for opening of dispensaries at stations where there are 300 or more Wapda employees instead of 500 or more, the Authority, in its meeting held on 7-10-1989 directed that the present policy of opening Dispensaries at stations where there are 500 or more Wapda employees should continue and the non functional dispensaries be put to operation as the first priority. The employment of part time doctors was also considered in the context of huge expenditure being incurred and various malpractices involved compared with little benefit to Wapda employees. The subject of administrative, budgetary and technical control of Hospitals and Dispensaries was also considered.

3. For purposes of better control and streamlining various procedures, the Authority has decided that:

(i) Dispensaries at stations where there are 500 or more Wapda employees should be opened in the first instance and made functional on priority basis.

(ii) All Executive Heads will ensure that the expenditure on drugs and dressings does not exceed the monetary limits prescribed by the Authority from time to time.

(iii) The employees in BPS- 1-15 posted at stations where there is no Wapda Hospital/Dispensary are allowed to draw Cash Medical Allowance with restricted Medical Facilities as per Rules.

(iv) Wapda Officers working at stations where there is no Wapda Hospital/Dispensary may get themselves registered with the nearby Wapda Hospital/Dispensary for Medical Facilities. However, in cases of emergency /acute illness/accidents, an employee may continue getting indoor medical treatment from a Civil Government Hospital and the expenditure thus incurred will be reimbursed after verification by the authorized Wapda Medical Attendant (Officer).

(v) Wapda Hospital/Dispensary when established at a station should be widely publicized and employees in the relevant locality will be given a period of six months to opt for Medical Facilities.

(vi) Wapda employees in BPS 1-15 posted at stations where there are Wapda Hospital/Dispensaries will be provided an opportunity to change option from Cash

Medical Allowance to Medical Facilities within three months of the issue of this Memorandum.

(vii) Services of part time Doctors be dispensed with as soon as Wapda Dispensaries at stations where the required number of employees is available are established. At stations where number of employees is less than 500, services of part time Doctors also be dispensed with. In future, no part time doctors will be engaged.

(viii) The overall administrative control of the Hospital/Dispensaries will continue to remain with respective local Executive Heads under whose control these medical units are functioning. Financial, budgetary and accounting functions of these Hospitals/Dispensaries will be monitored by respective local heads who would ensure that the expenditure does not exceed the approved budgetary ceilings. The annual budget of these Hospitals/Dispensaries will, however, be forwarded to Director General (Medical Services) for scrutiny and arranging budget allocation as per present procedure. The technical control of the Wapda Hospitals/Dispensaries will continue to be exercised by Director General (Medical Services). .

4. The Authority desires that the above decisions should be strictly implemented/followed.

Sd/-
(Eric Massey)
Director General

ANNEXURE-XIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 306836-6366911/2717
Telegrams: WAPDA LAHORE

Services & General Admn:
716-WAPDA House,
Lahore

No. DG (S&GA)/ DD(R)/07456/34/IX/22239-23489 31st March 1993

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES 1979-AMENDMENT

Authority has decided to substitute the Note-1 below Rule-7 of the Pakistan WAPDA Employees Medical Attendance Rules 1979 by the following:-

"Note-1 Free food will be provided in Wapda Hospitals only to WAPDA employees and Government servants serving on deputation and their dependents as defined above, drawing pay in BPS-1 to BPS-11."

Sd/-
Eric Massey
Director General

Distribution

1. As per List 'D'.
2. Assistant Director (E-IA) S&GA WAPDA, Lahore.

Grams. WAPDA Lahore. **ANNEXURE-XX**

Services & General Administration
Phones: 306836-6366911/2717

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Director General

717-Wapda House,
Shahrah-i-Quaid-i-Azam,
Lahore.

No. DG/DD(Rules)/07456/34/X/71701-50 2nd December 1993

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES 1979 (AMENDMENT)

For purposes of providing better Medical Facilities to its retired employees, Authority has been pleased to amend, with immediate effect, the Pakistan WAPDA Employees Medical Attendance Rules 1979 as under:

Clause 1(b) is replaced with the following:

"These Rules shall apply to all WAPDA employees both serving and retired including Government servants of the Old Electricity Department (enbloc transferees), serving deputationists from Civil Government as well as Armed Forces whether they are on duty or leave or under suspension. Cash Medical Allowance shall be admissible only to serving WAPDA employees in grade 1-15."

2. Following sub-clause (f) is added at the end of clause-1:

(I) "All retired WAPDA employees will get themselves registered with the nearest WAPDA Hospital/Dispensary under the same procedure as applicable to WAPDA employees. The reimbursement of Medical charges to retired WAPDA employees, duly verified by the WAPDA authorized Medical Attendant will be made by the office from where the retired WAPDA employee receives pension. Employees who get pension from Banks/Treasury will be attached to a WAPDA Division/Office nearest to the place of residence of the retired employee. Funds will be provided to respective offices for reimbursement of costs."

3. In consequence of above amendments clause 15 is deleted.

Sd/-
Eric Massey
Director General

Distribution:

1. As per list 'A'.
2. General Manager Finance (Coord) Lahore for further action.
3. General Manager (Public Relations) WAPDA, Lahore.

WAPDA Lahore **ANNEXURE-XXI**

Services & General Administration
Phones: 6366911/2717

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Director General 717-Wapda House,
Shahrah-i-Quaid-i-Azam,
Lahore.

No. DG (S&GA)/DD(Rules)/07456/34/4036-5306 24th / 25th January 1994

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES 1979-AMENDMENT

Authority has decided to incorporate the following as clause 17 in the Pakistan WAPDA Employees Medical Attendance Rules 1979:

"17. Permanently and totally incapacitated/crippled children of serving, retired and deceased Wapda employees, who are not able to earn their living, will be allowed medical treatment irrespective of their age. The treatment will be limited to whatever is available in Wapda Hospitals/Dispensaries where the patient is registered. However, the patient may be referred to nearest Wapda Hospital for hospitalization, if needed. The disability will be certified by Wapda Central Medical Board."

2. The existing clauses 17, 18 and 19 of the above cited Rules are renumbered as 18, 19 and 20 respectively.

Sd/-
Eric Massey
Director General

Distribution:

As per list D.

ANNEXURE-XXII

No. MD(Admn)/DD(R)/07456/34/X/9896-941 16th February, 1994

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES 1979

Reference Office Memorandum No. DG/DD(Rules)/07456/34/X/71701-50 dated 2nd December, 1993 on the above subject.

It is clarified that the retired Wapda employees will be eligible for dental treatment only in Wapda Hospitals and Dispensaries where dental chair is available. No case of dental treatment shall be referred outside Wapda Hospitals/Dispensaries by any Wapda Authorized Medical Attendant.

Sd/-
(Muhammad Latif)
Maj. General
Managing Director (Admn.)

ANNEXURE—XXIII

No. DG(S&GA)/DD(R)/07456/34/X/43469-520 29th August, 1994

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES 1979

A question has arisen whether or not a retired Wapda employee, re-employed in some Government or public organization, is eligible to avail Medical Facilities from Wapda Hospitals / Dispensaries in terms of Office Memorandum No. DG/DD(Rules)/07456/ 34/X/71701-50 dated 2-12-1993. The matter has been examined. It is clarified that a retired Wapda employee under this category can avail Medical Facilities from Wapda Hospitals / Dispensaries provided he produces a certificate from his employer that he is not availing Medical Facilities from the organization where he has been re-employed after retirement.

Sd/-
(Ch. Abdul Ghafoor)
Director General (S&GA)

ANNEXURE-XXIV

No. GM(A)/DD(R) /07456/35/X/52615-53945 19th October, 1994.

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES 1979 ELIGIBILITY OF EMPLOYED SPOUSES OF WAPDA EMPLOYEES FOR MEDICAL FACILITIES

The Pakistan Wapda employees Medical Attendance Rules 1979 provide for medical cover to the dependent spouse of a Wapda employee. A question has arisen whether employed spouse of a Wapda employee is eligible to avail medical facilities from his/her own department as well as from Wapda Hospitals / Dispensaries.

2. It is clarified that the spouse of a Wapda Employee employed in some Government or public organization can only avail medical facilities from Wapda Hospitals / Dispensaries if he/she gives a certificate from his/her employer that he/she is not availing Medical Facilities from the organization where he/she is employed.

Sd/-
(Eric Massey)
General Manager

ANNEXURE-XXV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 6366911/2332
Telegrams; WAPDA LAHORE

Services & General Admn.
332-Wapda House,
Lahore

No. DG (S&GA)/DD(R)/07456/34/XIII/13009-14309 14th March,1995

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES 1979 (AMENDMENT)

The Authority has decided to substitute existing entries against Rules 10 a, b and c, and against Note 6 of the aforesaid Rule in "The Pakistan WAPDA Employees Medical Attendance Rules, 1979" with the following'-

"10. Cost of maternity cases will be allowed upto the following maxima if the delivery is conducted at residence of employee:-

a.	Employees in BPS 1-4	Rs. 600/-
b.	Employees in BPS-5-15	Rs. 800/-
c.	Employees in BPS-16 and above.	Rs. 1000/-

Note 6

Reimbursement of normal deliveries in Hospitals will be limited to a maximum amount of Rs. 4000 including fee and medicines etc. For Caeserean and other complicated cases, the maximum amount will be Rs. 7000."

2. The above amendments are being made with immediate effect.

Sd/-
(Ch Abdul Ghafoor)
Director General (S&GA)

Distributions:

1. As per list 'D'.

2. Director (WMC) Wapda House, Lahore.
With reference to his letter No. D (WMC)/04021/
WMC/WW-101/93/6156-59 dt. 13.6.1994.

ANNEXURE – XXVI

No. GM (Admn)/AD (E-IA) 07012/26/20038-20688 Dated 01-06-1998

OFFICE MEMORANDUM

Subject; STREAMLINING THE WAPDA HEALTH CARE AND PROVISION OF MEDICAL FACILITIES INCLUDING THOSE WAPDA EMPLOYEES WHO ARE IN RECEIPT OF CASH MEDICAL ALLOWANCE ETC.

Wapda is effectively looking after the health care of its employees. An extensive network of Hospitals/Dispensaries has been established through out Pakistan with both indoor as well as outdoor facilities. However, over a period of time it has been observed with concern by the Authority that in some cases certain loop holes within the system of healthcare are being misused. Therefore in supersession of all previous instructions on the subject, the Authority has decided to take following preventive measures with immediate effect:-

(A) REIMBURSEMENT OF MEDICAL EXPENDITURE INCURRED ON PURCHASE OF MEDICINES

(i) Medicines shall invariably be provided to the patients by Hospital Authorities either from Drug Stores maintained by Hospital/Dispensaries or through approved chemists.

*[1](ii) Where no Wapda Hospital/Dispensary exists reimbursement of cost of medicines for the employees in BPS-1 to BPS-11 only shall be restricted to one and half (1½) month's *[2]pay a financial year (for other employees it shall be one month's salary in a financial year) upon prescription from a Medical Officer of CMH / Fauji Foundation Hospital/Civil/Government Hospital or Basic Health Unit.

(iii) Where Wapda Hospital/Dispensary exists, reimbursement of cost of medicines shall be restricted to HALF month's salary in a financial year only upon the prescription from a Wapda Medical Officer and verified by the competent authority.

(iv) The chronic and life saving emergency cases declared as such by Wapda Medical Board shall however, be exempted from the application of the above conditions.

(B) TREATMENT OF EMPLOYEES DRAWING CASH MEDICAL ALLOWANCE

Employees (BPS-1 to 15) drawing Cash Medical Allowance shall not be allowed any indoor/outdoor treatment/investigation/consultation on Wapda expenses except in case of acute emergency e.g. accident/acute heart attack etc.

(C) PROPER FUNCTIONING OF WAPDA DISPENSARIES

The existing dispensaries established on approved yardstick basis of 500 or more Wapda employees, shall be made fully functional. Efforts will be made to post Medical Officers/Para Medical Staff where needed on contract/daily wages basis until ban on recruitment is lifted. The services of part-time Medical Officers appointed by any formation, if any, shall stand dispensed with immediate effect.

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*[1]Amended vide O.M. No, GM (A)/AD (E.IA) 07012/26/26425-27074, dated 17-07-1999.(Annex-XXVIII)
*[2] Substituted vide O/OD/DD(R)/07456/34/702-831 dt. 20-01-2012 (Annex-XXXIX)

(D) MEDICAL TREATMENT AT MORE THAN ONE PLACE

(a) No employee shall be allowed to avail medical facility at place other than place of

his posting. On transfer from one station, to another station, medical facility will not be provided until and unless cancellation of such facility from the station of transfer is provided and placed on relevant record. For this purpose, the Green Book maintained by Hospital/Dispensary for each employee shall be transferred to his new Hospital/Dispensary accordingly.

(b) In case of transfer of an employee, who does not take his family along, the budget for Green Book of such employee shall be given to the Hospital/Dispensary wherefrom his family gets treatment.

(E) MEDICAL TREATMENT TO THE PARENTS

Parents of Wapda employees shall be allowed treatment available only in Wapda Hospital/Dispensary and not otherwise.

In view of the above policy decisions the relevant provisions of "The Pakistan Wapda Medical Attendance Rules, 1979" shall stand modified to the above extent. Formal amendments are, however, being issued separately.

This order will become a Standing Operational Procedure for all Wapda Officers and formations. Its violation will render the person concerned including the Head of the Division who is required to ensure its strict compliance, to disciplinary action under relevant E&D Rules.

Please acknowledge receipt.

Sd/-
Brig
General Manager (Admn)
(Saeed Ahmed Rafi)

ANNEXURE - XXVII

No. GM (A)/AD (E.IA)/070I2/26/31940-32590 Dated 9th July 1998

OFFICE MEMORANDUM

Subject:- STREAMLINING WAPDA HEALTH-CARE AND PROVISION OF MEDICAL FACILITY INCLUDING THOSE WAPDA EMPLOYEES WHO ARE IN RECEIPT OF CASH MEDICAL ALLOWANCE

Reference: O.M. No. GM (Admn)/ AD (E.IA) 07012/26/20038-20688, dated 1-6-1998.
Following clarifications are issued:

1. *[1]Patients, suffering from chronic disease will be exempted from reimbursement restrictions only for those medicines which cannot be supplied from WAPDA's own health unit or approved chemist on the recommendations of Medical Board duly approved by DG(MS). All chronic cases declared as such by Wapda Medical Board shall be exempted from reimbursement restrictions imposed vide the above quoted O.M. These chronic cases include Renal failure, Hepatitis, Cirrhosis, Congestive heart failure, Lung and autoimmune diseases, Tuberculosis, Malignancies Cancers, Debilitating blood and Neurological diseases etc. Such cases will continue to get medical treatment as heretofore.
2. All those Wapda employees who are drawing Cash Medical Allowance will continue getting consultation from Wapda Hospital/Dispensary. They will also be allowed free investigation/test, only from Wapda medical laboratories.
3. Wapda employees who meet with an accident in the performance of their official duties will avail all indoor/outdoors treatment/investigation/consultation on Wapda expenses as was the practice in the past.
4. Till such time Wapda Medical Officers (s) is/are posted at the place where part-time Medical Officer(s) is/are appointed, present arrangement of part-time Medical Officer will continue.
5. All Wapda employees posted at stations where no medical dispensary is functioning, will continue to get treatment from the specified dispensaries as heretofore.
6. These instructions will also apply to retired Wapda employees. In their cases restriction of one month pay or half month pay will be related to their last pay drawn.
7. Parents of Wapda employees will get treatment as is allowed to a Wapda employee. However, their treatment will be restricted to Wapda Hospitals/Dispensaries only.
8. The consultation and investigation claims will continue to be reimbursed to Wapda employees who are getting free Medical Facility as heretofore.
9. Reimbursement of medicines shall be restricted to one/half month's *[1]Pay in financial year means "only for outdoor cases". It is not applicable to the patients who are admitted in any Hospital.

The instructions issued vide O.M. under reference will be effective from 1st July 1998.

Sd/-
Brig.
General Manager (Admn.)
(Saeed Ahmed Rafi)

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*[1]Substituted vide o/o No. D/DD(Rules)07456/34/702-831 dated 20-01-2012 (Annex-XXXIX)

Annexure-XXVIII

Grams WAPDA Lahore

Phones; 9202544-9202211/2717
Fax: 9202068

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

ADMINISTRATION

General Manager

717-Wapda House,
shahrah-i-Quaid-i-Azam,
Lahore

No.GM (A)/AD(E-IA)07012/26/26425-27074

Dated 17 July 1999

OFFICE MEMORANDUM

Subject: **STREAMLINING THE WAPDA HEALTHCARE AND PROVISION OF MEDICAL FACILITIES INCLUDING THOSE WAPDA EMPLOYEES WHO ARE NOT IN RECEIPT OF CASH MEDICAL ALLOWANCE ETC.**

Authority has decided to amend with effect from 1.7.1999 Para-A (ii) of this Office Memorandum No. GM (Admn)/AD (E.IA)07012/26/20038-20688 dated 1.6.1998 as under:-

(A) REIMBURSEMENT OF MEDICAL EXPENDITURE INCURRED ON PURCHASE OF MEDICINES.

(ii) Where no WAPDA Hospital/Dispensary exists reimbursement of cost of medicines for the employees in BPS-1 to BPS-11 only shall be resitricted to one and half (1½) month's salary in a financial year (for other employees it shall be one month's salary in a financial year) upon prescription from a Medical Officer of CMH/Fauji Foundation Hospital/Civil/Government Hospital or Basic Health Unit.

Sd/-
Brig.
General Manager (Admn)
(Saeed Ahmed Rafi)

Distribution:
As per List 'C'

ANNEXURE-XXIX

No. D (Rules)/07456/34/XII/40617-41916 Dated: 02-11-2001.

OFFICE MEMORANDUM

Subject:- REIMBURSEMENT OF MEDICAL EXPENSES IN RESPECT OF RETIRED WAPDA EMPLOYEES.

In order to facilitate and to overcome the problems faced by the retired Wapda employees in the reimbursement of their medical expenses, the competent authority has been pleased to approve the following procedure for reimbursement of medical expenses in respect of retired Wapda employees:

a. All the payments of reimbursement of medical charges to retired Wapda employees will be made by the offices from where the retired Wapda employees are receiving pension in accordance with Authority's O.M. No. DG/DD(Rules)/07456/34/X/7171-50 dated 02-12-1993.

b. All the Offices/Divisions from where the retired Wapda employees are receiving pension will be responsible for obtaining approval of member concerned where the amount of medical claim exceeds the competency of Chief Engineer/General Manager in the following manner:

    1. The Power Wing Offices will seek the approval of Member (Power) irrespective of the cadre/Wing of the employee;

    2. The Water Wing Offices will seek the approval of Member (Water) irrespective of the cadre/Wing of the employee;

    3. The Common Services Offices will seek the approval of G.M. (Admn.) in the capacity of M.D. irrespective of the cadre/Wing of the employee.

Sd/-
(NASIR MAHMOOD)
Director (Rules)

ANNEXURE- XXX

No. D (Rules)/07456/34/XII/16725-18025 Dated: 02-04-2002.

OFFICE MEMORANDUM

SUBJECT:- REIMBURSEMENT OF MEDICAL EXPENSES IN RESPECT OF RETIRED WAPDA EMPLOYEES OF OLD ELECTRICITY DEPARTMENT

Ref: This office OM No. D(Rules)/07356/34/XII/40617-41916 dt. 02.11.2001.

A question has been raised that who will process the cases for reimbursement of medical expenses of those Wapda employees of Old Electricity Deptt (Enbloc transferee to Wapda) whose retirement cases were processed through A. G. Punjab, and receiving their pension from authorized Banks.

2. It is hereby clarified that as per prevailing practices reimbursement cases of medical expenses in respect of all such employees will be processed in their respective offices from where they were retired.

Sd/-
(Nasir Mahmood)
Director (Rules)

ANNEXURE-XXXI

No. Dir/AD(E.IA)07012/26/38617 Dated 10.08.2002

Chief Engineer (H/Q),
Ghazi Barotha Hydropower Project,
Power Channel Colony, P.O.Box 27
G.T Road, Hattian,
District Attock.

Subject:- AUTHORITY LETTER FOR MEDICAL FACITLITY CLARIFICATION

Ref: Your letter No. GM&PD/GBHP/Admn/PF/2955 dt. 22.04.2002.

Following clarification on the subject are hereby conveyed as desired vide your letter under reference:-

1. An employee proceeding on leave or his family staying at place other than the place of duty temporarily is entitled to avail medical facility at that particular station for a period of three months.

2. An employee whose family permanently resides at place other than place of posting is entitled to avail Medical Facility from WAPDA Hospital / Dispensary nearest to the residence.

3. In case no WAPDA Hospital/Dispensary exists employee can be allowed to avail medical treatment from CMH/DHQ/Fauji Foundation Hospital.

Sd/-
(Muhammad Junaid Afzal)
Director (Establishment)

ANNEXURE XXXII

No. D (Rules)/07456/34/XII/787-2087 Dated: 04-01-2003.

OFFICE MEMORANDUM

Subject:- REIMBURSEMENT OF MEDICAL EXPENSES IN RESPECT OF RETIRED EMPLOYEES OF OLD ELECTRICITY DEPARTMENT.

Ref: This OM No. Dir(Rules)/07456/34/XII/16725-18025 dt. 02.04.2002.

A question has been raised whether the procedure for reimbursement of medical expenses in respect of retired Wapda employees issued vide this OM No. D(R)/07456/34/XII/40617-41916 dt. 02.11.2001 is also applicable to the retired employees of Old Electricity Deptt or otherwise.

2. It is hereby clarified that the procedure for reimbursement of medical expenses in respect of retired Wapda employees mentioned in this office OM referred to above is applicable to all Wapda employees including retired employees of Old Electricity Department.

Sd/-
(Nasir Mahmood)
Director (Rules)

ANNEXURE-XXXIII

Grams: WAPDA Lahore Phones: 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309 WAPDA House,
Lahore.

No. D (Rules)/07456/34/XII/8355-9654 Dated: 06 Feb. 2003.

OFFICE MEMORANDUM

Subject:- MEDICAL FACILITIES TO RETIRED WAPDA EMPLOYEES-ADVANCE PAYMENT FOR OPEN HEART SURGERY ON THE RECOMMENDATIONS OF CENTRAL WAPDA MEDICAL BOARD,

The Authority has decided to add the following as sub Rules 1 (f) (ii) under Rule 1 (f) of the Pakistan Wapda Employees Medical Attendance Rules 1979 and the existing Ruls 1 (f) of the said Rules will be re-numbered as Rule-1 (f) (i):-

Rule-1 (f) (ii)

Payment of advance for cardiac treatment in addition to specialized treatment of kidney/renal transplantation will also be made to retired WAPDA employees. This payment will be made to recognized medical institutions on the approved panel of WAPDA with the prior approval of the concerned competent authorities.

Sd/-
(Nasir Mahmood)
Director (Rules)

Distribution

1. As per list 'D'.
2. Secretary WAPDA, with reference to his letter No. S/AD (Coord)/03003/MTG/5261-5335 dated 20.12.2002.
3. Director (Water) O&M Cell, WAPDA, Wapda House, Lahore, with reference to his letter No. Dir (Water)/O&M Cell/4042-44 dated 25.01.2003.

ANNEXURE-XXXIV

No. DG(S&GA)/D(Rules)/07456/34/16706-18006 Dated 17.03.2004

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA MEDICAL ATTENDANCE RULES, 1979 – AMENDMENT

A question has been raised whether the family members / dependents of an employee can avail the Medical Facility other than the place of posting of an employee or otherwise?

2. It is hereby clarified that under Rule 13 (b), an employee can avail Medical Facility at place of posting only. However his family/dependents can avail this facility at a station other than the place of posting of the employee from the Wapda Hospitals/Dispensaries. Financial adjustment will be in accordance with procedure laid down in office order No. AD(M)7680/27/MED/2784-3784 dated 10.07.1982.

Sd/-
(Muhammad Akhtar Choudhary)
Director General

ANNEXURE-XXXV

No. DG(S&GA)/D(Rules)/07461/2/II/10757-12056 Dated 27.03.2008

OFFICE MEMORANDUM

Subject:- MEDICAL FACILITY FOR PARENTS OF EMPLOYEES AND CHILDREN OF WIDOWS

Authority in a Bipartite Meeting with CBA held on 28.01.2008 has decided to provide Full Medical Facility with effect from 11.02.2008 to:

a. Spouse of deceased employee.
b. In case of death of spouse, the children of deceased WAPDA employee as per provisions of WAPDA Medial Attendance Rules.

Sd/-
Director (Rules)
(Muhammad Yousuf Aziz)

ANNEXURE-XXXVI

No. DGMS/DMS/30308/4415-16 Dated 02.09.2009

Director Finance (Admn & Regulations),
WAPDA, Wapda House,
Lahore.

Subject:- REIMBURSEMENT OF MEDICAL CLAIM – MST. MUSSARAT PARVEEN D/O LATE YAQOOB BHATTI, SDO (RETD)

Ref. Your letter No. Admn./DF(A&R)/G-7/Vol-IV/699-700 dt. 10.08.09.

As per Rule-2 (b) of Wapda Medical Attendance Rules, the unmarried daughters of the employees are eligible for availing Medical Facility. In addition as per OM No. DG(S&GA)/D(R)/07461/2/II/10757-12056 dt. 27.03.08, in case of death of widow of employee, the children of deceased Wapda employee are also eligible for full Medical Facility. Mst. Mussarat Parveen D/O Late Yaqoob Bhatti, SDO (Retd) being unmarried daughter of deceased Wapda employee / widow is entitled for full medical facility; hence she is also eligible for reimbursement of medical claim.

Complete case is returned herewith.

Sd/-
Director Medical Services
For DG (MS) WAPDA

ANNEXURE-XXXVII

No. Admn/DF(A&R)/Medical Charges/466-67 Dated 22.07.2010.

The Additional Dir Gen (Admn),
WAPDA Hospital Complex,
210-Ferozpure Road, Lahore.

Subject:- Clarification

Ref: Your letter No. DG/Dir(A)30062/3577 dated 14.05.2010.

The points mentioned under Para 1 of letter No. GMP(NA)/Admn/E-9/1471 dated 22.03.2010 issued by the office of GM Project (Northern Area) has been examined in the light of relevant rules and regulations.

The clarifications of points are as under:-

(a) In case an employee has already availed the re-imbursement of the cost of medicines equal to one month pay in a financial year and transferred to Hattian where Wapda Medical set up exists, will not be allowed to avail additionally the reimbursement of the cost of medicines equal to half month pay in the same financial year.

(b) Attention is drawn to para (A) of OM dated 01.06.1998 (copy enclosed).

Sd/-
(Pervez Ahmad)
Dy. Director Finance (Reg.)

OM No. DG (S&GA)/D(Rules)/07456/34/16706-18006 dt. 17.03.2004.
OM No. DG (S&GA)/D(Rules)/07461/2/II/10757-12056 dt. 27.03.2008)''

ANNEXURE-XXXVIII

No. DG/AD(E.IA)7038/90/20273-20423 Dated: 08.09.2010

1. All General Managers WAPDA.
2. All CEs/DGs & Officers of equivalent status of WAPDA.

Subject:- INCORPORATION OF HOSPITAL NAME IN THE APPOINTMENT LETTERS FOR MEDICAL CHECK UP

1. Instances have come to the notice that new appointees on selection in WAPDA get their medical check up from various WAPDA Hospitals other than the Hospital available at the station where they have been selected and required to report for joining. Complete pathological lab tests required for new appointees are available only in big hospitals.

2. In order to ensure that new appointees are declared medically fit only after passing through required clinical tests, the competent authority has decided that in future the name of hospital should be specified in the appointee letter from where newly selected candidate is required to be examined for obtaining Medical Fitness Certificate.

Sd/-
Director General (HR & Admn)
(Parvaiz Ahmad)

ANNEXURE-XXXIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 9202508 & 99202211/2309
Fax: 99203532

Office of DG (HR&Admn),
Rules Directorate,
309-Wapda House, Lahore.

No. D/DD (Rules)/07456/34/702-831 Dated 20.01.2012

OFFICE ORDER

Subject: CLARIFICATION ON REIMBURSEMENT OF MEDICINES COST FOR CHRONIC PATIENTS

Authority in its meeting held on 26.12.2011 has accorded approval to rephrase/revise following Rules issued vide Office Memorandum No. GM (A)/AD (E.IA)/07012/26/31940-32590 dated 09.07.1998 for reimbursement of medicines:

Sr. #	Existing	Revised
a.	All chronic cases declared as such by WAPDA Medical Board shall be exempted from reimbursement restrictions.	Patients, suffering from Chronic disease will be exempted from reimbursement restrictions only for those medicines which cannot be supplied from WAPDA's own health unit or approved chemist on the recommendations of Medical Board duly approved by DG (MS).
b.	The word "Salary" appearing in the above Rules.	Replaced with the word 'Pay' in the above Rules.

Sd/-
Director (Rules)
(Khalid Hussain)

cc to:
1. As per list 'B'.
2. Secretary WAPDA, w.r. to his letter No. S/AD(Coord)03003/MTG/9395/dated 16.01.2012.
3. SO to Chairman/Members WAPDA.
4. PA to DG (HR&A).
5. PA to MD (Admn).
6. DG (MS) WAPDA Hospital, 210-Ferozpur Road, Lahore.
7. Librarian, WAPDA Central Library.

ANNEXURE-XL

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 9202508 & 99202211/2309
Fax: 99203532

Office of DG (HR&Admn),
Rules Directorate,
309-Wapda House, Lahore.

No. DD (Rules)/07456/34/XIV-IV/11333-63 Dated 13.07.2012.

OFFICE MEMORANDUM

Subject:- AMENDMENT IN WAPDA EMPLOYEES MEDICAL ATTENDANCE RULES, 1979

Ref: Minutes of Authority Meeting held on 01.06.2012 issued vide Secretary, WAPDA's letter No. S/AD (Coord)03003/MTG/1327-29 dated 26.06.2012.

1. Authority in its meeting held on 01.06.2012 has accorded approval to amend the following Rules on the recommendations of DG (MS) as under:-

Existing	Revised/Amended
Rule 3(c) (3): Exemption for revision of option from Cash Medical Allowance to Medical Facilities will be allowed for those cases who, at a later stage, develop any disease which required prolonged treatment. Such patients will be subjected to scrutiny by the Medical Board to justify grant of exemption.	**Rule 3(c) (3):** Revision of option from Cash Medical Allowance to Medical Facilities will be allowed for those cases who at a later stage desire to do so (without involvement of medical board) will be required to approach their Drawing and Disbursing Officer for notification of change of option to free Medical Facilities and issuance of a certificate to the effect that the Cash Medical Allowance has been stopped. On production of such a certificate and notification the nearest WAPDA Hospital/Dispensary will register the employee and his/her entitled dependents for provision of free Medical Facilities. Such option, once exercised, will be final and permanent. No vice versa (i.e. change from free medical facilities to Cash Medical Allowance) will be admissible/allowed.
Rule 3(c) (4): a. In far-flung areas/Power Houses, where Dispensaries are stocked with medicines, treatment and medicines will be provided and employee will be permitted to opt for not to draw Cash Medical Allowance. b. If any employee is transferred from one station where the Medical facility is not	**Rule 3(c) (4):** If any employee is transferred from one station where the Medical Facility is available to another station where the medical facility is not available then he will be allowed to change his option from Medical Facility to Cash Medical Allowance within one month from the date of joining. If transferred to a station where Medical Facility is available he will be allowed to change his option as per Rule 3 (c) (3) of the

available to another station where Medical Facility is available then he will be allowed to change his option from Cash Medical Allowance to Medical Facility within one month from the date of joining. Similarly, if any employee is transferred from one station where the Medical Facility is available to another station where the Medical Facility is not available then he will be allowed to change his option from Medical Facility to Cash Medical Allowance within one month from the date of joining.	Pakistan Wapda Employees Medical Attendance Rules, 1979. Note 1 of Rule 3 (c) (4) is deleted
Rule 20 (5): Approval of Medical Board Proceedings The proceedings of all Medical Boards will be approved by the Director General Medical Services.	**Rule 20 (5):** Approval of Medical Board Proceeding:- The proceedings of all Medical Boards will be approved by the Director General Medical Services except the following cases where Medical Superintendent of the Regional Group will also be the approving authority. i) Categorization, re-categorization in category A, B. & C, leave on medical grounds (Category DEE) upto 60 days. ii) Coronary Angiography. iii) Radiotherapy at Govt. Autonomous Hospitals/or at the rates of Govt. Autonomous Hospitals.

2. Accordingly WAPDA Employees Medical Attendance Rules, 1979 stand amended to the above extent with immediate effect.

Sd/-
Director (Rules)
(Khalid Hussain)

Distributions:

1. As per List 'A'.
2. Secretary, WAPDA w.r.t his letter referred to above.
3. DG (MS) WAPDA Hospital Lahore w.r.t his letter No. DG/DA/30294/2800-1 dated 08.05.2012
4. Secretary, WAPDA Welfare Fund, WAPDA alongwith a copy of Minutes of above Authority Meeting issued by Secretary WAPDA vide his letter quoted above to amend Rule (6) (a-iii) of Part-I and Rule 6 (b-iii) of Part-II of WAPDA Welfare Fund Rules and issue order as per Authority's decision.
5. PAs to Chairman, Members & MD (Admn).
6. Central Library, WAPDA House, Lahore.

Annexure-XLI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax : 042-99202482
042-99202211
Ext. 2287

Finance Division
(Admn & Regulations)
223- Wapda House, Lahore.

No. FO(B&F)/3-42/Vol-8/1681-1780 Date 04/07/2013

OFFICE MEMORANDUM

Subject: GRANT OF CASH MEDICAL ALLOWANCE TO THE RETIRED EMPLOYEES LIVING IN FAR-FLUNG AREAS AFTER RETIREMENT.

The Authority has been pleased to accord approval to allow Cash Medical Allowance at the following rates to those retired employees who are living in far flung areas and Districts after retirement where no Wapda Hospital, Fortified Dispensary or Basic Dispensary/health care facility exists:-

(i) Pensioners who retired/will retire in BPS 1-15 @ 25% of net pension drawn.
(ii) Pensioners who retired/will retire in BPS 16-21 @ 20% of net pension drawn.

The medical allowance in respect of the above mentioned pensioners will be admissible with immediate effect at the level of its admissibility as on 30-06-2012.

The payment of Cash Medical Allowance to such retired employees will be regulated on the basis of the offices, located in far flung areas, from where their pension is disbursed.

It will be subject to the exercising of option by the retired employees to draw Cash Medical Allowance in lieu of Medical Facility. Such option will be submitted to the incharge of pension payment office who will enter the amount of medical allowance on the PPO Book of the employee concerned.

The recipient retired employees will however, be eligible to avail Medical Facilities at Wapda Hospital/dispensaries as are admissible to serving employees drawing Cash Medical Allowance.

The above allowance will not be admissible to other retired employees.

Sd/-
(Muhammad Farooq Memon)
Addl DG Finance (Admn. & Reg.)

CC:-
1. Managing Director (Admn) Wapda.
2. All General Managers, Wapda
3. All Chief Executive Officers DISCOs, GENCOs, & NTDC.
4. Secretary Wapda with reference to minutes of Authority meeting held on 07-06-2013 circulated vide his No. S/AD(Coord)/03003/MTG/1815-18 DATED 27.06.2013.
5. HR & A Director PEPCO
6. All Chief Engineers, Wapda
7. Director General, Wapda Audit
8. All Head of Division, Wapda
9. All Project Directors, Wapda
10. Director (Pension) Wapda for issuance necessary guidance to Pension Payment Officers

ANNEXURE-XLII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel : 99202508 & 99202211/2309
Fax : 99203532

Office of DG (HR & Admn)
Rules Directorate
309 Wapda House,
Lahore

No. D/DD/(Rules)/07456/34/XII/939-41 Dated 16-09-2013

Director General (MS)
Wapda Hospital Complex
210 Ferozepur Road,,
Lahore.

Subject:- MEDICAL FACILITY

Ref : Your letter No. Hosp/SMB/30593/6/P/2389 dated 26-08-2013 and this office letter No. D/DD/(Rules)/07456/34/XII/751 dated12-07-2013

Under Medical Attendance Rule 2 '(b)' Definition of Children is legitimate and step children. The word 'legitimate means children of a legitimate father. However, the word legitimate in its general sense also means the one who has got legal cover/sanctity which is also favourable to adopted child but the word adopted child is not expressly given in the said Rule.

2. In view of above position, it has been held after discussion with Finance Division that if an employee does not have any child and he judicially adopts a child the medical facility may be extended to the child. The above is recommended for Medical Facility only.

Sd/-
Addl. DG (Rules)
(Khalid Hussain)

c.c.
1. Medical Officer/Incharge, Wapda Dispensary Steam Power Station Faisalabad w.r.t his letter S.P.S/Disp/116 dated 10-06-2013
2. Ehsanullah Mali, C/O Xen Civil Steam Power Station Faislabad

ANNEXURE-XLIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 99202508 & 99202211/2309
FAX : 99203532

Office of DG (HR & Admn)
Rules Directorate,
309-WAPDA HOUSE, Lahore

No. D/DD(Rules)/07456/34/XIV-IV/500-649

Dated 3rd Jan. 2014

OFFICE MEMORANDUM

Subject: FULL MEDICAL FACILITIES FOR THE PARENTS OF EMPLOYEES

Ref: Minutes of Bipartite Meeting held on 17-12-2013 with CBA issued vide Director (L&W)'s letter No. LDW-09749/2441-43 dated 31-12-2013/.

The Authority in its bipartite meeting with CBA held on 17-12-2013 has accorded approval to allow full medical facilities to the parents of employees.

2. Accordingly Rule 2 (b) of the Pakistan WAPDA Employees Medical Attendance Rules, 1979 shall stand amended as under with immediate effect:-

Existing	Amendment
"Family'' means employee's wife/husband, unemployed legitimate and step children upto the age of 25 years and unmarried and unemployed daughters and parents residing with and dependent upon the employee. **Parents of WAPDA employees shall be allowed treatment available only in WAPDA Hospital/Dispensary and not otherwise.** Only one wife is entitled to avail of these facilities.	"Family'' means employee's wife/husband, unemployed legitimate and step children upto the age 25 years and unmarried and unemployed daughters and parents residing with and dependent upon the employee. **Parents of WAPDA employees shall be allowed full medical facilities at par with serving employees.** Only one wife is entitled to avail of these facilities.

Note: Wherever the words treatment available only in WAPDA Hospital/Dispensary used, these will be substituted to the extent narrated above.

Sd/-
Director (Rules)
(Safdar Mehdi Rizvi)

Distribution:
1. As per list 'B'.
2. MD (PEPCO).
3. DG (MS), Wapda Teaching Hospital Complex, Lahore.
4. Director (L&W) w.r. to his minutes referred to above.

ANNEXURE-XLIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax : 042-99202482
042-99202211
Ext. 2287
Finance Division
(Admn & Regulations)
223- Wapda House, Lahore.

No. FO(B&F)/3-42/Vol-09/133-234 Date 09/01/2014

OFFICE MEMORANDUM

Subject: OPTION FOR GRANT OF CASH MEDICAL ALLOWANCE/MEDICAL FACILITY TO THE WAPDA PENSIONERS.

Ref:- This Division's O.M No. F.O(B&F)/3-42/Vol-8/1681-1780 dated 04.07.2013.

The Authority as a result of bipartite meeting with Labour Union (CBA), has been pleased to allow the pensioners to exercise their option for the medical facility or cash Medical Allowance at the following rates:-

(i) Pensioners who retired/will retire in BPS 1-15 @ 25% of net pension drawn.
(ii) Pensioners who retired/will retire in BPS 16-21 @ 20% of net pension drawn.

The medical allowance in respect of the above mentioned pensioners will be admissible at the level of net pension as on **30-06-2012.**

The Wapda employees retiring on or after 31.12.2013 shall be allowed Medical Allowance at the above mentioned rate of the net pension which shall remain frozen at the level.

Such option will be submitted to the Incharge of Pension payment office, who will enter the amount of Medical Allowance on the PPO Book of the pensioner concerned.

The recipients of the said Cash Medical Allowance will however, be eligible to avail of Medical Facility at Wapda Hospital/Dispensaries as otherwise admissible to serving employees drawing Cash Medical Allowance. Further, the existing facility of re-imbursement of amount spent on account of purchase of medicines by the pensioners and local purchase of medicines by Wapda Hospital/Dispensaries for such outdoor patient will be discontinued.

The O.M. dated 04.07.2013 shall be deemed to have been superseded.

Sd/-
(Mrs. Uzma Saghir)
Director Finance (Admn. & Reg.)

CC:-
1. Managing Director (Admn) Wapda.
2. All General Managers, Wapda
3. All Chief Executive Officers DISCOs, GENCOs, & NTDC.
4. Director General (Medical Services), Wapda Hospital, 210-Ferozepur Road, Lahore.
5. HR & Admn Director PEPCO
6. All Chief Engineers, Wapda
7. All Head of Division, Wapda
8. Director (Pension), Wapda
9. Director (Labour & Welfare), Wapda with reference to his endst. No. DLW-09749/2406-23 dated 31.12.2013.
10. General Secretary, Pakistan Wapda Hydro Electric Workers Union (CBA) w.r. to point No. 9(vi) of minutes of bipartite meeting held on 17.12.2013.
11. S.O to Chairman/Member Finance, Water and Power.

ANNEXURE-XLV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 9202508 & 99202211/2309
Fax: 99203532

Office of DG (HR&Admn),
Rules Directorate,
309-Wapda House, Lahore.

No. DD (Rules)/07456/34/XII/9507-9751 Dated 09.07.2014.

CLARIFICATION

Sub: **Option for Grant of Cash Medical Allowance / Medical Facility to the WAPDA Pensioners:-**

The following queries received from different offices have been discussed in detail by a Committee and clarified as under:-

S.#.	Queries	Clarification
a.	Option for Grant of Cash Medical Allowance / Medical Facility once exercised by the WAPDA Pensioners is final or can be changed.	The pensioners have been allowed CMA like the serving employees. The CMA option once exercised by the serving is final, however, it can be revised in certain eventualities, therefore, it will be applicable on the Pensioners also in the following cases:- 1. Change from CMA to MF as per Medical Attendance Rule 3 (3) is allowed. 2. One is suffering from chronic disease and recommended by Medical Board. 3. In emergency treatment will be admissible for stabilization of patient only. Further treatment will be subject to change of option by patient to be countersigned by emergency Doctor and MS and forwarded to the concerned pension etc offices. In case condition of patient is such that he / she is unable to exercise option from CMA to MF his / her family member (or the attendant with patient) will exercise it which will be final.
b.	Admissibility of CMA in the Pension of deceased employee while Widow (herself employed) getting Medical Facility.	A serving widow cannot get CMA on the pension of her ex-husband while she herself is availing medical facility from WAPDA Hospital on account of her own employment.

Sd/-
Addl DG (Rules)
(Khalid Hussain)

Distribution:
1. All GMs / CEs / DGs of WAPDA.
2. DG (MS), Wapda Teaching Hospital Complex, Lahore.
3. Director Finance (A&R), WAPDA, Wapda House, Lahore.
4. Director (Pension) WAPDA, Lahore.
5. Medical Services Wapda Hospital, Quetta.
6. PA to DG (HR&Admn) WAPDA, Wapda House, Lahore.

ANNEXURE-XLVI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax : 042-99202482
042-99202211
Ext. 2287

Finance Division
(Admn & Regulations)
223- Wapda House, Lahore.

No. FO(B&F)/3-42/Vol-11/3566-3665 Date 05/08/2014

OFFICE MEMORANDUM

Subject: ENHANCEMENT IN THE RATE OF CASH MEDICAL ALLOWANCE

Ref:- This Division's O.M No. F.O(B&F)/3-42/Vol-IV/154-204 dated 15.07.2010.

The Authority has been pleased to enhance the existing rate of Cash Medical Allowance @20% w.e.f.. 1st July, 2014 from Rs.1000/+ p.m. to Rs. 1200/- p.m. for Wapda employees in BPS-01 to 15.

Sd/-
(Pervez Ahmed)
Dy. Director Finance (Reg.)

CC:-
1. Managing Director (Admn) Wapda.
2. All General Managers, Wapda
3. Secretary Wapda w.r.t. his No. S/AD(Coord)03003/MTG/2425 dated 04.08.2014..
4. All Chief Engineers, Wapda
5. Director General, Wapda Audit
6. All Head of Division, Wapda
7. S.O to Chairman/Member Finance, Water and Power.
8. Computer Directorate 501-Wapda House, Lahore for uploading on Wapda Website.

ANNEXURE-XLVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 99202019
Fax: 99204756
Ext. 2287

Services & Estate Directorate
330- Wapda House, Lahore
.

No. AD(S)6501(34)/12419-48 Date 09.09.2014.

1. Director General (Medical Services)
WAPDA Hospital, Lahore.
2. Medical Superintendent,
WAPDA Hospital, Lahore.

Subject: VERIFICATION OF MEDICAL BILLS UNDER COVERING LETTER

1. Authority has been very compassionate for its employees while extending reimbursement of Medical Bills including consultation Fee, Purchase of Medicines, Lab. Test and Hospitalization Charges etc. after fulfillment of codal formalities, as per medical attendance rules.

2. It has been observed that employees submit their medical bills personally without covering letter from M.S. Wapda Hospital. Although these reimbursements are made after complete scrutiny of requisite documents/bills yet the authentication of the submitted medical receipts remains question mark.

3. To make the procedure transparent and to avoid any financial irregularity it is requested that all medical bills involving reimbursement may be forwarded to the respective disbursing offices under proper conversing letter of your good office clearly mentioned the verified amount to ensure geniuses of the claims.

4. All concerned are requested to ensure strict compliance.

Sd/-
Director General (Services)
WAPDA

CC:-

1. GM (C&M) Water.
2. GM (Hydel) WAPDA.
3. GM (CDO) Water, Wapda.
4. GM (Central) Water, Wapda.
5. GM (Hydro Planing) Wapda.
6. DG (IWASRI) Wapda.
7. DG Finance (B&C) Wapda.
8. All Directorate under MD (Admn).
9. SO to MD (Admn).
10. Master File.

ANNEXURE- XLVIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: (042) 37590711/242
Fax: (042) 37550865
E-mail: dir.mg@wapdahealthcare.gov.pk

Medical Directorate WAPDA,
WAPDA Teaching Hospital Complex,
210-Ferazepure Road, Lahore.

No. DGMS/DMS/30308/2248-49 Dated 02.05.2015.

Medical Superintendent,
Wapda Hospital,
Gujranwala.

Subject: CLARIFICATION REGARDING FEMALE EMPLOYEES' PARENTS

Ref:- Your letter No. 1218 dated 20.04.2015.

As per the Pakistan Wapda Employees Medical Attendance Rules, 1979, the parents residing with and dependent upon Wapda Employees (Male or Female), are entitled to avail full medical facility.

Sd/-
Dr. Syed Nasir Mahmood Jaffery
Director Medical Services
WAPDA Hospital, Lahore

cc to:-
Addl. Director General (Rules), Wapda, Wapda House, Lahore.

ANNEXURE-XLIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax : 042-99202482
042-99202211
Ext. 2287

Finance Division
(Admn & Regulations)
223- Wapda House, Lahore.

No. FO(B&F)/3-42/Vol-12/2021-2120 Date 07/08/2015

OFFICE MEMORANDUM

Subject: GRANT OF MEDICAL ALLOWANCE TO WAPDA PENSIONERS

Ref:- This Division's O.M No. F.O(B&F)/3-42/Vol-09/133-234 dated 09.01.2014 & even No. 2348-2447 dated 14.05.2014..

1. In terms of this Division's O.M. dated 09.01.2014 it was notified that:-

   i) Medical Allowance admissible to the existing retired Wapda employees in BPS-01 to BPS-15 and BPS-16 to BPS-21 @25% and @20% of the net pension respectively shall continue to be admissible at the frozen level of its admissibility as on 30.06.2012 till further order.

   ii) All the Wapda employees in BPS-01 to BPS-15 and in BPS-16 to BPS-21, who shall retire on or after 01.07.2012 and onwards, shall be allowed Medical Allowance @ 25% and @ 20% of the net pension respectively and shall stand frozen at the same level.

2. The Authority has been pleased to sanction w.e.f. **01.07.2015** until further orders 25% increase in the amount of medical allowance being drawn by the Wapda pensioners and to the further retires on the medical allowance admissible to them at the time of retirement and shall stand frozen at the same level.

Sd/-
(Pervez Ahmed)
Dy. Director Finance (Reg.)

CC:-
1. Managing Director (Admn) Wapda.
2. All General Managers, Wapda
3. Secretary Wapda w.r.t. his No. S/AD(Coord)03003/MTG/1993-95 dated 06.08.2015.
4. All Chief Engineers, Wapda
5. Director General, Wapda Audit
6. All Head of Division, Wapda
7. S.O to Chairman/Member Finance, Water and Power.
8. Director (Pension) Wapda.

ANNEXURE-L

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax : 042-99202482
042-99202211
Ext. 2287

Finance Division
(Admn & Regulations)
223- Wapda House, Lahore.

No. FO(B&F)/3-42/Vol-12/2378-2477 Date 25/08/2015

OFFICE MEMORANDUM

Subject: OPTION – GRANT OF CASH MEDICAL ALLOWANCE TO WAPDA PENSIONERS

Ref:- This Division's O.M No. F.O(B&F)/3-42/Vol-09/133-234 dated 09.01.2014.

1. A question has arisen as from which date Cash Medical Allowance, sanctioned vide this Division's O.M. dated 09.01.2014 under reference, will be admissible to the pensioners in case they opt for the same in lieu of the Medical Facility and what will be the procedure for exercising option.

2. It is clarified that the pensioners desirous of the Medical Allowance will apply to the incharge of pension payment office who will forward their application to the Wapda Hospital / Dispensary concerned for further necessary action. The Hospital / Dispensaries concerned accepting their option will discontinue the medical facility with immediate effect and will inform the pension payment office concerned immediately. The pension payment office will start payment of Cash Medical Allowance to the concerned pensioner from the date of discontinuation of the medical facility.

Sd/-
(Pervez Ahmed)
Dy. Director Finance (Reg.)

CC:-
1. Managing Director (Admn) Wapda.
2. All General Managers, Wapda
3. All Chief Engineers, Wapda
4. Director General, Wapda Audit
5. All Head of Division, Wapda
6. All Project Directors, Wapda
7. Director (Pension) Wapda.

ANNEXURE-LI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 9202508 & 99202211/2309
Fax: 99203532

Office of DG (HR&Admn),
Rules Directorate,
309-Wapda House, Lahore.

No. DD (Rules)/07456/34/XIV-IV/13739-13888 Dated 10.09.2015.

OFFICE MEMORANDUM

Sub: **OPTION OF MEDICAL FACILITY**

Ref:- Minutes of Authority meeting held on August 4, 2015, issued vide Secretary WAPDA office letter No. S/AD(Coord)03003/MTG/2039-41 dated 20.08.2015.

1. Authority in its meeting held on August 04, 2015 has accorded approval that each employee will be required to get medical facility renewed for each financial year before its commencement. The change of option from medical allowance to availing medical facility may be made only at the time of yearly renewal and not during the currency of financial year.

2. Clause 3 (3) of WAPDA Employee Medical Attendance Rules, 1979 shall stand amended accordingly to the extent of change of option as above with immediate effect.

3. All employees through their DDOs (Drawing & Disbursing Offices) shall submit their Annual medical facility renewal Forms (to be devised by the office of DGMS in consultation with Director General Finance (B&C) to the concerned medical units in July each year. As the financial year 2015-16 has already started the action may please be taken immediately.

Sd/-
Addl. DG (Rules)
(Khalid Hussain)

c.c. to:

1. As per List 'B'.
2. DG (MS) WAPDA Hospital Lahore, with the request to please take action on Para-3 viz Forms as well.
3. Central Library, WAPDA House, Lahore.

ANNEXURE-LII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: (042) 37564901
Fax: (042) 37550865
E-mail: dir.mg@wapdahealthcare.gov.pk

Office of Director General,
Medical Services, WAPDA
210-Ferazepure Road, Lahore.

No. DGMS/DMS/30308/4737 Dated 22.09.2015.

CLARIFICATION

Subject: OPTION OF MEDICAL FACILITY

Ref:- Addl. Director General (Rules Wapda Lahore's Office Memorandum No. D/DD(Rules) 07456/34/XIV-IV/13739-13888 dated 10.09.2015.

1. Please refer to Para-01 of the above referred Office Memorandum regarding change of option from drawing Cash Medical Allowance to availing Free Medical Facilities.

2. It is hereby clarified that such exercise for change of option from drawing Cash Medical Allowance to availing Free Medical Facilities will be admissible even during the currency of financial year if it is supported by the approved recommendation of the Medical Board conducted for the said purpose.

Sd/-
Dr. Syed Nasir Mahmood Jaffery
Director Medical Services
WAPDA Hospital, Lahore

cc to:-
Addl. Director General (Rules) WAPDA, Wapda House, Lahore for information.

ANNEXURE-LIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax : 042-99202482
042-99202211
Ext. 2287

Finance Division
(Admn & Regulations)
223- Wapda House, Lahore.

No. FO(B&F)/3-42/Vol-13/1325 Date 29/12/2016

Director (Rules),
309-WAPDA House,
Lahore.

Subject: APPROVAL FOR GRANT OF CMA

Ref:- Your office note bearing diary No. 809/N dated 11.07.2016.

1. With reference to your above referred office note, the subject case has been examined in the light of relevant rules regulations.

2. Attention is drawn to Rules Directorate's O.M. No. DD(Rules)/07456/34/XIV-IV/11333-63 dated 13.07.2012 read with Revised/Amended Rule 3(c)(4), accordingly, if any employee is transferred from one station where the medical facility is available to another station where the medical facility is not available then he will be allowed to change his option from medical facility to Cash Medical Allowance within one month from the date of joining. If transferred to station where medical facility is available he will be allowed to change his option as per rule 3(c)(3) of the Pakistan Wapda Employees Medical Attendance Rules, 1979.

The instant case may be dealt accordingly.

Sd/-
(Qasimm Ghulam Rabbani)
Assistant Director Finance-II (Reg.)

ANNEXURE-LIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: (042) 37597505
Fax: (042) 37550865
E-mail: dir.mg@wapdahealthcare.gov.pk

Director General,
Medical Services, WAPDA
Wapda Hospital Complex,
210-Ferazepure Road, Lahore.

No. DGMS/DMS/30316/1038-83 Dated 01.02.2017.

OFFICE ORDER

In continuation of this office order Nos. DGMS.DMS.MOG.30311/521-58 dated 10.02.2007, NO. DGMS.DMS/30311/4163-4200 dated 17.08.2009 & No. DGMS.DMS/30316/2610-40 dated 30.04.2016 the fresh entrants/ daily wages employees who report for medical fitness for regularization of their services detected positive for hepatitis- B will be dealt according to following revised policy for fitness:

a. HBsAg by ELISA will be the only test to detect Hepatitis- B cases.

b. Those new entrants found to be HBsAg positive by ELISA will be declared “Unfit for WAPDA job’. No further investigations will be done as prescribed in previous policy letters of this office.

Sd/-
Dr. (Akmal Faiz Bhatty)
Director General (M.S) WAPDA

cc to:-

1. DG(HR&A) WAPDA, Wapda House, Lahore.
2. DG (HR&A) NTDC, DISCOs, GENCOs and other companies/formations.
3. All M.Ss Wapda Hospitals/Principals/Sr. M.Os Incharge Wapda Fortified.
4. APS to DGMS Wapda.

ANNEXURE-LV

MOST IMMEDIATE

Armed Forces Institute of Urology
Rawalpindi
Tel: GHQ 30403
113/Accts

Dated 10, Aug, 2017.

To, **Medical Directorate WAPDA,**
WAPDA Teaching Hospital Complex,
210-Ferozepure Road, Lahore.

Information: M.S. WAPDA Hospital Rawalpindi.

Sub:- ESTIMATE REGARDING RENAL TRANSPLANT

Your letter number DGMS/DMG/30306(P)/3088-89 dated 31, Jul, 2017 ref.

1. Subject estimated is submitted as under:-

a.	Pre-Transplant Lab Investigations	Rs.	120000.00	Approx
b.	Haemodialysis Charges Prior to Transplant	Rs.	40000.00	Approx
c.	Operation/Hosp Charges (Donor)	Rs.	100000.00	Approx
d.	Post Operation Laboratory Investigation Charges	Rs.	120000.00	Approx
e.	Medicines Charges during operation	Rs.	160000.00	Approx
f.	Operation/Hosp Charges (Recipient)	Rs.	200000.00	Approx
g.	Injection Simulect	Rs.	150000.00	Approx
		Total:	890000.00	Approx

2. It is further added that this estimate covers for normal operation done and hospitalization upto 14 days. In case of any complication the treatment be prolonged and unforeseen additional expenditure may be involved at cost.

Sd/-
Lt Col.
For Comdt.
(Gulnaz Malik)

ANNEXURE-LVI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: (042) 37590711/242
Fax: (042) 37550865
E-mail: dir.mg@wapdahealthcare.gov.pk

Medical Directorate WAPDA,
WAPDA Teaching Hospital Complex,
210-Ferazepure Road, Lahore.

No. DGMS/DMG/30311/16359-95 Dated 31.10.2017.

OFFICE ORDER

Subject: REVISION OF POLICY FOR ADVANCE/REIMBURSEMENT PERTAINING TO SPECIALIZED TREATMENT OF KIDNEY/RENAL TRANSPLANTATION

1. The Authority in its meeting held on 3rd October, 2017 has accorded approval for revision of Kidney/Renal Transplant at the rates of CMH (copy attached) subject to recommendations of local Medical Board conducted after Human Organ Transplant Authority's (HOTA) permission.

Sd/-
Dr. (Akmal Faiz Bhatty)
Director General (M.S) WAPDA

cc to:-

1. SO to Chairman WAPDA, WAPDA House, Lahore.
2. Secretary WAPDA, Wapda House, Lahore.
3. SO to MD (Admn) WAPDA, Wapda House, Lahore.
4. PSO to MD PEPCO, Wapda House, Lahore.
5. Addl. DG (Rules), WAPDA, Wapda House, Lahore (to be inserted in Medical Attendance Rules).
6. All M.Ss Wapda Hospitals/Principals/Sr. M.Os Incharge WAPDA Dispensaries with the instructions to convey to all concerned Specialist.
7. All Directors, Medical Directorate of WAPDA.
8. Addl. Director General (Accounts) Medical Directorate of WAPDA, B&AOs of all Regional Group Hospitals.
9. APS to DGMS WAPDA.

ANNEXURE-LVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: (042) 37590711/242
Fax: (042) 37550865
E-mail: dir.mg@wapdahealthcare.gov.pk

Medical Directorate WAPDA,
WAPDA Teaching Hospital Complex,
210-Ferazepure Road, Lahore.

No. DGMS/DMG/30311/16290-16322 Dated 31.10.2017.

OFFICE ORDER

Subject: DECENTRALIZATION OF MEDICAL BOARD

The Authority in its meeting held on 3rd October, 2017 has approved the addendum in Rule 20(5), WAPDA Employees Medical Attendance Rules, 1979 as given below:-

1. **Rule 20(5) Approval of Medical Board Proceedings:-**
   The Proceedings of all Medical Boards will be approved by the Director General Medical Services except the following cases where Medical Superintendent of the Regional Group will also be the approving authority.

   i) Coronary Angioplasty, CABG, Corrective Heart Surgeries, EPS & RF Ablation, Pacemaker insertion except Intracardiac Defibrillator Devices, CRT, P/D, Till Table Test.
   ii) Lithotripsy
   iii) Haemodialysis.
   iv) PET Scan

2. **Rules for reimbursement of medicines cost for chronic patients as per Office Memorandum dated 20.01.2012:**

"a. Patients, Suffering from Chronic disease will be exempted from reimbursement restrictions only for those medicines which cannot be supplied from WAPDA's own health unit or approved chemist on the recommendations of Medical Board duly approved by DGMS Wapda. Medical Superintendent of the Regional Group will also be the approving authority except.

i) Medical Board Proceedings where reimbursement is more than Rs. 60,000/- per annum.
ii) Board Proceedings of those non-registered medicines which are not for routine use but require patient specific DRAP permission.

Sd/-
Dr. (Akmal Faiz Bhatty)
Director General (M.S) WAPDA

cc to:-

1. SO to Chairman WAPDA, WAPDA House, Lahore.
2. Secretary WAPDA, Wapda House, Lahore.
3. SO to MD (Admn) WAPDA, Wapda House, Lahore.
4. PSO to MD PEPCO, Wapda House, Lahore.
5. Addl. DG (Rules), WAPDA, Wapda House, Lahore (to be inserted in Medical Attendance Rules).
6. All M.Ss Wapda Hospitals/Principals/Sr. M.Os Incharge WAPDA Dispensaries with the instructions to convey to all concerned Specialist.
7. All Directors, Medical Directorate of WAPDA.
8. Addl. Director General (Accounts) Medical Directorate of WAPDA, B&AOs of all Regional Group Hospitals.
9. APS to DGMS WAPDA.

ANNEXURE-LVIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: (042) 37590711/312 WAPDA Teaching Hospital Complex,
210-Ferazepure Road, Lahore.

No. Hosp/SMB/30593/3060-65 Dated 14.11.2017.

The Director General (HR&Admn),
WAPDA, Wapda House,
Lahore.

Subject: SOP FOR REFERRAL TO PIC, LAHORE

1. Enclosed herewith please find SOP for referral to PIC, Lahore alongwith Employees/Pensioners verification proformas for implementation. Information to be circulated to all concerned offices under your administrative Control please.

2. This issues with the approval of Director General (MS) WAPDA.

DA/AS above

Sd/-
Medical Superintendent,
WAPDA Hospital Complex,
Lahore

Human Resource & Admin. WAPDA
301-WAPDA House, Lahore.

Endst. No. AD(E.IB)/07202/DGMS/20406-17 Dated: 20.11.2017.

Copy of above (alongwith its enclosures) is forwarded to all Addl. DGs/Directors working under DG(HR&Admn) WAPDA for implementation / information please.

Sd/-
Assistant Director (E.IB)
(Javed Ashraf)

APPENDIX-A

SOP FOR REFERRAL TO PIC, LAHORE

1) After getting opinion of cardiologist, WHC, Lahore for investigation and treatment from PIC, Lahore, patient will attend office of Secretary Medical Board (Room No. B-25) alongwith recommendation of Cardiologist.

2) Office of SMB will provide Employee designated Proforma/Pension verification Proforma as per patient's status.

3) Regular employee/Pensioner employee will submit the same verification proforma to Secretary Medical Board office, duly signed and stamped from the concerned Organization/Pension office.

4) Office of SMB after receiving the verification proforma will process the medical board proceedings on the same day on urgent basis.

5) On completion of medical board process, patient will attend reception for issuance of referral slip to PIC, Lahore as per recommendation of medical board.

APPENDIX-B

PENSIONER VERIFICATION PROFORMA

Company / Wing Name _____

It is certified that Mr./Mrs./Miss._____

S/o, W/o,D/o_____Designation_____

BPS PPO No._____bearing CNIC#_____

Is a **Retired Employee** of WAPDA / Company (please tick).

It is certified that Employee is not availing Cash Medical Allowance.

Patient Information:

Name:_____

Relation:_____

CNIC#_____

Contact#_____

Incharge Pension Officer

Name:_____

Designation:_____

Complete Postal Office Address:_____

_____

Office Ph. No._____

Stamp:

APPENDIX-C

EMPLOYEE VERIFICATION PROFORMA

Company / Wing Name _____

It is certified that Mr./Mrs./Miss._____

S/o, W/o,D/o_____Designation_____

BPS _____ EPF No. _____bearing CNIC#_____

is a serving employee of this WAPDA / Company, serving in the office

of___:

Employee is availing Medical Facility and not drawing Cash Medical Allowance.

Patient Information:

Name:_____

Relation:_____

CNIC#_____

Contact#_____

DDO/Administrative Controlling Officer

WAPDA / Company

Name:_____

Designation:_____

Office Address:_____

_____

Office Ph. No._____

Stamp:

ANNEXURE-LIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: (042) 37590711/242
Fax: (042) 37550865
E-mail: dir.mg@wapdahealthcare.gov.pk

Medical Directorate WAPDA,
WAPDA Teaching Hospital Complex,
210-Ferazepure Road, Lahore.

No. DGMS/DMG/30311/20014-47 Dated 12.12.2017.

OFFICE ORDER

Sub:- **SOPS FOR ADVANCE / REIMBURSEMENT PERTAINING TO SPECIALIZED TREATMENT OF KIDNEY/ RENAL TRANSPLANTATION.**

The Authority in its meeting held on 3rd October, 2017 has also decided that in deserving cases 50% amount may be paid in advance to recognized institutions with necessary safeguards/SOPs in this regard are as under:

a. The local Medical Board for Kidney Transplant will be conducted at Regional Group Hospital and not at Wapda Fortified Dispensary after permission form Human Organ Transplant Authority (HOTA)/ PHOTA and DGMS Wapda will be the approving Authority.

b. The advance payment shall be made to health Institution of Public Sector/CMH and in case facility is not available at health Institution of Public sector/CMH then to the employee as per policy/Procedure adopted for issuance of advance. The employee concerned will be responsible to arrange for complete detailed account for release of balance payment.

Sd/-
(Dr. Akmal Fafiz Bhatty)
Director General (M.S) WAPDA

cc.

1) S.O to Chairman WAPDA, WAPDA House, Lahore.
2) Secretary WAPDA, WAPDA House, Lahore.
3) S.O to MD(Admn) WAPDA, WAPDA House, Lahore.
4) P.S to MD(PEPCO) WAPDA, WAPDA House, Lahore.
5) Addl. DG (Rules) WAPDA, WAPDA House, Lahore.
6) All M.Ss Wapda Hospital /Principals/ Sr. M.Os Incharge Wapda Dispensaries with the instructions to convey to all concerned Specialist.
7) All Directors, Medical Directorate of Wapda.
8) Addl. D.G(Accounts) Medical Directorate of Wapda, B&AOs of all Regional Group Hospitals.
9) APS to DMMS WAPDA.

ANNEXURE-LX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 9202508 & 99202211/2309
Fax: 99203532

Office of DG (HR&Admn),
Rules Directorate,
309-Wapda House, Lahore.

No. DD (Rules)/07456/34/XIV-VII/15402-1551 Dated 28.09.2018.

OFFICE MEMORANDUM

Sub: **Medical Facility to Divorced / Widow Daughter of Serving / Retired / Deceased WAPDA Employee**

Ref: Minutes of Authority Meeting issued vide letter No. S/AD(Coord)03003/MTG/7109-7111 dated 25.09.2018.

1. Authority in its meeting held on 24.07.2018, minutes issued vide above referred letter, has accorded approval, with immediate effect, as under:-

   a. To extend Medical Facility to Divorced / Widowed Daughter (alongwith special children, if any) of serving / retired / deceased WAPDA employees till her re-marriage.

   b. Medical Services Directorate will collaborate with HR Directorate to put in place strict monitoring mechanism to prevent misuse of this facility.

2. Accordingly, the words “unmarried and unemployed daughters” will be replaced with the words “unmarried, unemployed, divorced and widowed daughters (alongwith special children, if any) till her re-marriage” in the definition of family in WAPDA Medical Attendance Rule 2 (b).

Sd/-
Addl. DG (Rules)
(Sana Ullah)

Distributions:-

1. As per list ‘B’
2. Secretary WAPDA, w.r.to letter No. S/AD(Coord)03003/MTG/7109-7111 dated 25.09.2018
3. DG (MS), WAPDA with the request to disseminate the same to his lower formations
4. Director (Admn) Computer for uploading on WAPDA website
5. APSs to Members / MD (Admn) / GM (HRD)
6. APS to DG (HR&A)

ANNEXURE-LXI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 99202025 & 99202211/2301
Fax: 99203532

Office of DG (HR&Admn),
Establishment Directorate,
301-Wapda House, Lahore.

No. AD(E.IA)/7038/98/2017/19303-04 Dated 22.11.2018.

Director General (Medical Services),
WAPDA Hospital Complex,
210-Ferozpur Road,
Lahore.

Sub: **CLARIFICATION – PROVISION OF MEDICAL FACILITY TO WAPDA CADET COLLEGE TARBELA EMPLOYEE**

Ref: Letter No. DGMS/DMS/30308/1877 dated 17.08.2018.

It is clarified that since the employees of WAPDA Cadet College, Tarbela are not considered as WAPDA employees, therefore, neither the employees / their dependents are entitled for medical facility from WAPDA Hospitals / Dispensaries nor they can be referred to outside of WAPDA Medical Setup. If the management of WAPDA Cadet College Tarbela intends to avail medical treatment from WAPDA Hospital Tarbela for their employees / dependents, they can enter into an agreement with the said Hospital after approval of BOG, subject to payment of medical share as per Authority's SOP.

Sd/-
Assistant Director (E.IA)
(Rizwan Fareed)

Copy to:-

Deputy Director (Rules) WAPDA, 309-WAPDA House, Lahore w.r.t letter No. DD(Rules)/ 07456/34/XIV-VII/410-11 dated 24.10.2018.

Directorate of Rules (HR&A) WAPDA
Publication No.8
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY

THE PAKISTAN WAPDA EMPLOYEES (PROVISION OF ARTIFICIAL LIMBS TO DISABLED PERSONS) RULES, 1978

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones.: 69911/352 632-Wapda House,
Grams: WAPDA LAHORE Lahore

No. SO (R&CM)/51/6573-7079 Dated 31st August, 1978

In exercise of the powers conferred by Section 18 of the Pakistan Water and Power Development Authority Act, 1958 (West Pakistan Act No. XXXI of 1958) the Pakistan Wapda is pleased to make and notify the following Rules namely:

THE PAKISTAN WAPDA EMPLOYEES (PROVISION OF ARTIFICIAL LIMBS TO DISABLED PERSONS) RULES, 1978

1. Short Title, Application and Commencement

(a) These Rules may be called the Pakistan Wapda Employees (Provision of Artificial Limbs to Disabled Persons) Rules, 1978.

(b) These Rules will apply to all Wapda Employees including Government Servants of the former Electricity Department transferred to Wapda.

(c) These Rules will cover all cases (including past) of the employees who are/ were incapacitated due to paralysis as a result of injuries sustained/accident, during performance of official duties.

(d) These Rules shall come into force with immediate effect.

***[1]2. Composition of Medical Board**

To determine percentage of disability (according to the Schedule of Compensation) and the requirements of the affected employees, a Medical Board shall be constituted by the Director General Medical Services comprising of the following Medical Officers :-

-	Medical Superintendent/Deputy Medical Superintendent/Senior Medical Officer	President
-	Two Medical Officers	Members

The proceedings of the Medical Board will be submitted to the Director General Medical Services for final approval.

***[2]3. Procedure**

(a) A Wapda employee requiring initial issue of artificial limbs/ **Myoelectric limbs**/surgical appliances/ wheel chair etc. will be required to appear before the Medical Board for assessment of percentage of his disability and requirement of artificial limbs/ **Myoelectric limbs**/surgical appliances. On the recommendations of the Medical Board, arrangements will be made by the Director General Medical Services, Wapda, with **AFIRM Rawalpindi**, Fauji Foundation Medical Centre, Rawalpindi or with the Pakistan Society for Rehabilitation of the Disabled, Lahore, or with the Orthopaedic Workshop, Mayo Hospital, Lahore or such other institutions located in Pakistan, for the supply of artificial limbs / **Myoelectric limbs**. The patient will be taken to Rawalpindi/Lahore or to any other station in Pakistan, as the case may be, for measurement and brought back to the station of his residence at Authority's expense.

[*1]Substituted Vide O.M. No. S/DD (Rules)/07456/27/87163-962 dated 26-09-84 (Annex-I)
[*2]Substituted Vide OM. No. DGMS/DMG/30311/16323-58 dated 31.10.2017.

*[1]1. **Category-I** Wapda employees in BPS-17 and above and all those in receipt of pay exceeding Rs.5330 per month. Accommodation of the highest class by whatever name be it called.

*[1]2. **Category-II** Wapda employees drawing pay exceeding Rs.1725 but not exceeding Rs.5330 per month first class (Sleeper) accommodation. If travelling on a line which does not provide first class (Sleeper), the next lower class.

3. **Category-III** All Wapda employees excluding those in BPS-1 and BPS-2-first class (Sitter) accommodation. If travelling on a line which provides no first class (Sitter) accommodation, the next lower class.

4. **Category-IV** Wapda employees in BPS-I and BPS-2 lowest class by whatever name be it called."

If the condition of a patient demands, the Medical Board may recommend a deviation to the above authorization.

Note:- (a**)** An attendant may also be allowed/sanctioned by the Medical Board to travel with the crippled/disabled employee to remain with him. All expenses of the attendant regarding board/lodging and transport will be borne by WAPDA. The attendant will also be given the same class as the patient. If Wapda transport is not available hiring of full Taxi/Rickshaw will be admissible.

(b) In case the artificial limbs/surgical appliances already supplied require renewal/ repair/adjustment, the employee will report to the Director Welfare Wapda, for necessary action.

(c) When the individual is required to attend the Rehabilitation Centre which initially supplied the artificial limbs/surgical appliances etc., he will be sent at the expense of Wapda. In case only the artificial limbs/surgical appliances etc. is to be despatched to the Rehabilitation Centre which initially supplied, this will be sent to them direct on Wapda's expense for repair/adjustment and return. After this, it will be issued to the individual concerned.

4. Administrative Arrangements

(a) The boarding/lodging and provision of transport at Rawalpindi will be arranged by the S.E. Rawalpindi. At Lahore it will be done by Director Welfare.

(b) Disabled Wapda employee reporting to Wapda Hospitals will be admitted as Indoor patient for the duration of treatment.

(c) Director Welfare Wapda will maintain full record of all disabled persons in a separate register.

(d) Where annual check up of the disability is considered necessary, the matter will be initiated by Director Welfare to the DGMS at Wapda's expense.

(e) The limbs will be provided under the administrative arrangements of the DGMS.

---

*[1]Substituted Vide O.M. No. DG (S&GA)/DD (R)/07456/27/16564-17863 dated 09-05-96 (Annex-III)

(f) Payment of the cost of limbs and allied expenses will be sanctioned by the Member (Finance) / Managing Director concerned *[1]Managing Director (Admn). Actual payments will, however, be made by the Head of the Department/Division of the individual concerned.

BY ORDER OF THE AUTHORITY
Sd/-
(KAZIM ALI KHAN)
Section Officer (R&CM)

*[1]Post upgraded Vide O/O No. DG/DD (R)/07459/1/XIV/12069-13369 dt. 02.06.2009 (Annex-IV)

ANNEXURE-I

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 211112 & 69911/204 740-Wapda House,
Telegrams : WAPDA LAHORE Lahore

No. S/DD (Rules)/07456/27/87163-962 26th September. 1984

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA EMPLOYEES (PROVISION OF ARTIFICIAL LIMBS TO DISABLED PERSONS) RULES, 1978, AMENDMENT

The Authority has decided to make the following amendment in the Pakistan Wapda Employees (Provision of Artificial Limbs to Disabled Persons) Rules, 1978 with immediate effect:-

The existing Rule 2 "Composition of Medical Board" may be substituted with the following:-

"2. Composition of Medical Board.

To determine percentage of disability (according to the Schedule of Compensation) and the requirements of the affected employees, a Medical Board shall be constituted by the Director General Medical Services comprising of the following Medical Officers:-

Medical Superintendent/Deputy Medical Superintendent/Senior Medical Officer	President
Two Medical Officers.	Members

The proceeding of the Medical Board will be submitted to the Director General Medical Services for final approval."

Sd/-
Colonel
(Idrees Mohsin)
Secretary, WAPDA

Distribution
As per list 'D'

ANNEXURE-II

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 222112 & 69911/204 740-Wapda House,
Telegrams : WAPDA LAHORE Lahore
No. S/DD (Rules)/07456/27/74068-887 6th October 1985

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA EMPLOYEES (PROVISION OF ARTIFICIAL LIMBS TO DISABLED PERSONS) RULES, 1978 - AMENDMENT

The Authority has decided that for the existing sub Rule (a) of Rule 3 of the "Pakistan Wapda Employees (Provision of Artificial Limbs to Disabled Persons) Rules, 1978" the following shall be substituted:-

"3. Procedure

(a) A Wapda employee requiring initial issue of artificial limbs/surgical appliances/wheel chair etc. will be required to appear before the Medical Board for assessment of percentage of his disability and requirement of artificial limbs/surgical appliances. On the recommendations of the Medical Board, arrangements will be made by the Director General Medical Services Wapda with Fauji Foundation Medical Centre, Rawalpindi or with the Pakistan Society for Rehabilitation of the Disabled, Lahore or with the Orthopedic Workshop, Mayo Hospital, Lahore or such other institutions located in Pakistan, for the supply of artificial limbs. The patient will be taken to Rawalpindi/Lahore or to any other station in Pakistan, as the case may be, for measurement and brought back to the station of his residence at Authority's expense. The class of transportation shall be as under:-

1. **Category-I** Wapda employees in BPS-17 and above and all those in receipt of pay exceeding Rs.5330 per month. Accommodation of the highest class by whatever name be it called.

2. **Category-II** Wapda employees drawing pay exceeding Rs.1725 but not exceeding Rs.5330 per month first class (Sleeper) accommodation. If travelling on a line which does not provide first class (Sleeper), the next lower class.

3. **Category-III** All Wapda employees excluding those in BPS-1 and BPS-2-first class (Sitter) accommodation. If travelling on a line which provides no first class (Sitter) accommodation, the next lower class.

4. **Category-IV** Wapda employees in BPS-I and BPS-2 lowest class by whatever name be it called."

Sd/-
Colonel
(Idrees Mohsin)
Secretary, WAPDA

Distribution

Ap per List ‘D’

ANNEXURE-III

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 6314296 & 6366911/2332
Telegrams: WAPDA Lahaore.

Services & General (Admn)
332-WAPDA House,
Lahore.

No. DG (S&GA)/DD (Rules)/07456/27/16564-17863 9th May 1996.

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES (PROVISION OF ARTIFICIAL LIMBS TO DISABLED PERSONS) RULES, 1978-AMENDMENT.

In the light of amended Rule 15 of the Pakistan WAPDA Travelling Allowance Rules, 1982, as per Office Memorandum No. GM (A)/DD (R)/07456/52/VII/10950-12149 dated 19.02.1996, the existing entries against category I and category II under Rule-3(a) of the subject Rules are substituted as under:-

a. "Category-I-WAPDA employees in BPS-17 and above and those in receipt of pay exceeding Rs. 5330/- per month. Accommodation of the highest class by whatever name be it called.''

b. "Category-II-WAPDA employees drawing pay exceeding Rs. 1725/- but not exceeding Rs. 5330/- per month-first class (sleeper) accommodation. If traveling on a line which does not provide first class (sleeper), the next lower class".

Sd/-
(Kh. Sajjad Haider)
Director General

Distribution:

1. As per List 'D'.
2. Assistant Director (E.IA) S&GA, WAPDA, Lahore.

ANNEXURE-IV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone # 9202046
9202211/2332

Office of
Director General (S&GA)
332-WAPDA House Lahore.

No. DG/DD (R)/07459/1/XIV/12069-13369 Dated:- 02 June, 2009

OFFICE ORDER

Subject:- UPGRADATION OF THE POST OF GM (ADMN) AS MD (ADMN).

Consequent upon upgradation of the post of General Manager (Admn) WAPDA as Managing Director (Admn) by the Authority vide Finance (Reg.) Office Order No. SO (IMPL)/12-29/Authority/Vol-XIII/4377-4412 dated 27.05.2009, it is notified that the words "General Manager (Admn)" wherever occur in the Service Rules, Selection/Promotion Boards as well as for competency in granting financial and administrative powers etc. shall stand substituted w.e.f. 22.05.2009 as "Managing Director (Admn)" till further orders.

Sd/-
(Parvaiz Ahmad)
Director General (S&GA)

Distribution:-

As per list 'D'.

Directorate of Rules (HR&A) WAPDA
Publication No.9
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY

THE PAKISTAN WAPDA EMPLOYEES (TREATMENT OF CHRONICALLY SICK PERSONS) RULES, 1967

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

No. SECY/6 (43) R&R/5914 June 24, 1968

In exercise of the powers conferred by Section 18 of the Pakistan Water and Power Development Authority Act, 1958 (West Pakistan Act No. XXXI of 1958) the Pakistan Water and Power Development Authority is pleased to make the following Rules:-

1. These Rules may be called the Pakistan Wapda Employees (Treatment of Chronically Sick Persons) Rules, 1967.

2. These Rules shall apply to all Wapda employees including Government Servants of the former Electricity Department transferred to Wapda.

3. They will cover all cases of infirmity of mind or body, including cases of tuberculosis.

4. They shall come into force at once.

5. In these Rules, unless there is anything repugnant, in the subject or context:

    1. "Authority" means the Pakistan Water and Power Development Authority;

    2. "Competent Authority" means the Authority or the appointing officer, or an officer designated by the Authority as competent authority;

    3. "Government Hospital" means a Hospital maintained by the Provincial Health Department with which the Authority has made arrangements for the treatment of its employees;

    4. “The Board" means the Medical Board set up by the Authority;

    5. “Treatment" means the use of all necessary medical and surgical facilities available at the Government Hospital in which an employee is treated and includes:

        (i) the employment of such pathological, bacteriological, radiological or other methods as are considered necessary;
        (ii) the supply of such medicines, vaccines, sera or other therapeutic substances not available in the hospital as may be certified in writing to be essential for the recovery of, or for preventing serious deterioration in the condition of the

employee;

(iii) such accommodation suitable to his status as is ordinarily provided in the hospital to which an employee is admitted.

6. (i) The competent authority shall require an employee suspected to be suffering from a mental or bodily illness which is likely to render him permanently incapable of discharging his official duties, to have himself examined by the Board. Failure to appear before the Board will make the employee liable to action under the disciplinary rules applicable to him.

(ii) The Board shall comprise for Lahore and places near Lahore, by the DGMS, Wapda and a Medical Officer, and for other places, as determined and notified by the Authority from time to time. An outside specialist may be called in if so considered necessary by the Authority.

7. In the case of an employee suffering from a chronic and debilitating disease such as tuberculosis, the following rules will be observed:

(i) No employee who is an active case of tuberculosis shall be permitted to discharge the duties of his office;

(ii) In case where the disease is considered quiescent or arrested, the Government/ Wapda servant may be permitted to carry on light or whole time duty as and when permitted by the Board subject to either or both of the following. conditions:

(a) he remains under suitable medical supervision and treatment as arranged by the Director-General Medical Services;

(b) he undergoes periodical examination by the Physician asked by the Director-General Medical Services to look into the case. The Director General Medical Services shall maintain a special register entitled "Wapda Medical Board Cases Register" to record the progress of such cases.

(iii) If after examination the case is reported to be an open one, the Director General Medical Services may make suitable arrangements for the treatment of the case in a Hospital, a Tuberculosis Institute or a Sanatorium of the Provincial Health Department. A report shall be sent to the Competent Authority stating the amount of leave which the Board considers to be necessary for the treatment. The Competent Authority may, then, grant leave for the period recommended subject to the condition that such leave shall not exceed the total amount of leave admissible to the employee. If and when the case is reported to be "closed" and "quiescent", the employee may, subject to the conditions laid down in Rule (ii) above, be permitted to resume duty.

(iv) If during the period of treatment, an employee has exhausted the

leave due to him on full or half pay, he may be granted a further period of leave on a subsistence allowance equal to 25 percent of the pay and allowances admissible under the rules applicable to him, subject to the proviso that the leave due to the employee and the leave granted under this sub-rule shall not exceed two years in the aggregate. The employee shall be medically examined every three months and if during or on the expiry of the aforesaid period of two years the employee is found by the Board to be unfit for further service his services shall be terminated in the manner prescribed by the rules applicable to him.

(v) The employee shall, during the period of treatment in a Government Hospital, bear the dieting charges himself.

(vi) When an employee is required by the Board to proceed to another station, he shall be granted a single fare of the class by which he is entitled to travel while on duty.

8. Where the Board recommends that an employee requires Institutional treatment, but the employee is not willing to undertake such treatment as is arranged by the Director-General Medical Services, Wapda, the competent authority may grant him leave for such period as the Director-General Medical Services considers to be necessary to enable him to arrange for his own treatment, provided that:

(a) The maximum amount of leave that may be granted shall not exceed the amount of leave admissible to him under Rule 7 (iv) above;

(b) He will not be permitted to return to duty unless the Board has certified that he is fit to do so, and if fails to appear before the Board when called upon, he will be liable to action under the disciplinary rules applicable to him.

9. If the Board is of the opinion that there is no likelihood of the employee's being fit to return to duty, he shall be liable to action under the disciplinary rules applicable to him. The competent authority shall, however, grant such leave as is admissible under the ordinary rules.

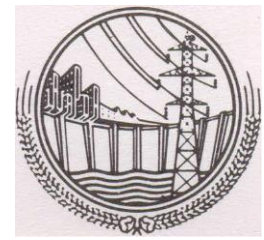
10. When an employee has been declared by the Board to be unfit for further service under the Authority, the finding of the Board to that effect shall be filed and kept in perpetuity.

BY ORDER OF THE AUTHORITY

Sd/-
(SAEED AHMAD),
C.S.P.
Secretary, WAPDA

Directorate of Rules (HR&A) WAPDA
Publication No.10
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY



RULES REGULATING THE GRANT OF ADVANCES FOR THE PURCHASE OF MOTOR CAR / MOTOR CYCLE/SCOOTER/CYCLE, 1962

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 65051 to 65064
Telegrams: WAPDA LAHORE.
No. OB-5 (2) A&L/265

Sunny View,
Kashmir Road, Lahore
January 16, 1962

OFFICE ORDER

The Pakistan Water and Power Development Authority has framed Rules regulating the grant of advances for the purchase of Motor Car/Motor Cycle/Scooter/Cycle. Annexure 'A' which are circulated for general information.

P.A. O Brian
Secretary WAPDA.

RULES REGULATING THE GRANT OF ADVANCES FOR THE PURCHASE OF MOTOR CAR/MOTOR CYCLE/SCOOTER/CYCLE, 1962

In exercise of the Powers conferred vide Rule 18 of The Pakistan Water and Power Development Authority Act, 1958, the Water and Power Development Authority has been pleased to make the following Rules for the grant of advances for the Purchase of Motor Car/Motor Cycle/Scooter/Cycle. These Rules shall come into force at once:-

1. In these rules, unless there is anything repugnant in the subject or context:-

   (i) "Authority" means The Pakistan Water and Power Development Authority established under the West Pakistan Water and Power Development Authority Act, 1958;

   (ii) "Government" means the Government of West Pakistan or the Central Government of Pakistan, as the case may be;

   (iii) "Member" means the Member of the Authority;

   (iv) "Employee" means:-

      (a) A regular employee of WAPDA;

      (b) An employee transferred to the Authority alongwith the Project or alongwith the Electricity Department other than those employed on a temporary basis;

      (c) An employee of the Government on deputation to, or under the administrative control of the Authority;

      (d) A retired Government Servant re-employed by the Authority for a specified period.

2. (i) An advance may be given only when the Authority considers that it is in the interest of the Authority that the employee should use a Motor Car/ Motor Cycle/Scooter or Cycle in the discharge of his duties. Advances may be granted to such employees as are compelled in the course of their official duties to do much touring or to make frequent journeys at short notice or where the saving of time is important.

[1](ii) An employee, though covered by provision in clause (i) above but not in receipt of a pay of Rs.[2]20,000/- per mensem is not entitled to Motor Car advance unless in any special case the official duties and the legitimate financial resources warrant the maintenance of a conveyance and the prior approval of the Authority obtained.

*[2](iii) The total amount of advance that can be made to the employees shall be as under:-

(a) *[4] **Bicycle Advance**
On pay upto Rs. 15,000/- p.m Rs. 10,000/-

(b) *[4] **Motor Cycle/Scooter Advance**
On pay between Rs. 15,001/- to Rs. 34,999/- p.m Rs. 100,000/-

(c) *[4] **Motor Car Advance**
On pay of Rs. 35,000/- p.m and above Rs.1,000,000/-

It has also been decided that the names of officials who are already on the waiting lists for the above referred advances may not be deleted from the said lists. The other conditions on the subject will continue to be in force as before.

(iv) The amount of advance shall be suitably reduced in the case of the employee who has been re-employed or is on contract or who is due to retire and recoveries so arranged that the entire amount of advance, together with interest thereon, is repaid before the expiry of the contract or the retirement of the employee, as the case may be.

(v) An application for the grant of an advance should be accompanied by the name, designation and full address of a surety, who should preferably be a permanent Government Employee acceptable to the Authority and the following certificates/documents:-

(a) No Inquiry is pending against the borrower or surety.
(b) Surety is a man of means and capable of meeting his obligations in case borrower defaults.
(c) Permission of the competent authority for purchase of a Motor Car.

*[3](vi) At the time of sanction of the advance, the employee shall at his own cost be required to execute a Personals Surety Bond in form given in Appendix 'A' on Non-judicial paper of the value of Rs.100/- notified by the Authority. No advance shall be sanctioned or drawn unless the said Bond has been executed to the satisfaction of the loan sanctioning Authority.

*[1]Substituted Vide O.M. No. G.M (A)/DD(R)/07456/7/I/1554-2673, Dated 4.1.1988 (Annexure-IX)
*[2]Substituted Vide O.M.No. D/DD (R)/07456/7/II/10257-10416 dt. 16.5.2013 (Annexure-XVII)
*[3]Amended Vide O.M. No. D/DD(Rules)/07456/13/III/52913-54213 dt. 11.11.2006 (Annexure-XVI)
*4 Substituted Vide OM No. D/DD(Rules)07456/7/II/14753-80 dt. 07.09.2018.

(vii) An employee drawing the advance shall purchase the conveyance within one month from the date on which the advance is drawn. This time limit may, however, be relaxed by the Authority on the written request of the employee for reasons to the satisfaction of the Authority.

(viii) On completing the purchase, the employee shall forthwith execute a mortgage deed hypothecating the conveyance to the Authority as security for the advance. The form of mortgage deed given in Appendix 'B' provides for insurance against fire, theft or accident with insurance company to be approved by the Authority, and assign the insurance policy with the Authority. The conveyance purchased will be considered to have been transferred to the Authority absolutely subject to the right of redemption by the employee. The hypothecation of the conveyance will be released on liquidation of the full amount due.

(ix) Recovery of the sum advanced shall be made by deducting monthly installments equal to 1/60th part of Motor Car and Motor Cycle/Scooter advance and 1/48th part of the Cycle advance from the pay bill of the employees concerned plus additional installment(s) on account of interest. The recovery shall commence with the first issue of pay after the advance is drawn.

(x) In the case of the Government employee ceasing to be on deputation to, or under the administrative control of the Authority, the outstanding monthly installments of the principal, and the interest accrued thereon shall be recoverable from the pay bills of the official concerned through the department to which he reverts, failing which he shall be liable to pay the amount of balance due from him.

(xi) If any of the installments of principal or interest shall not be paid or recovered in any manner aforesaid within ten days after the same are due or if the employee*[1] at any time ceases to be in the service of the Authority or the employee shall sell or pledge or part with the property or become insolvent or make any composition of arrangement with his creditors or if any person shall take proceedings in execution or any decree or judgement against the employee, the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith, become payable in lump sum.

*[2, 3]**Note:** Wapda employees who do not claim interest on their G.P. Fund/E.P. Fund balances shall not be charged interest on the advances for purchase of Motor Car/Motor Cycle/Scooter/Cycle.

(xii) The Authority may, on the happening of any of the events hereinbefore mentioned, seize and take possession of the Motor Car/Motor Cycle/Scooter or Cycle and sell it either by public auction or private contract and may out of the sale money retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs, charges, expenses and payments properly incurred or made in maintaining, defending or realizing its rights hereunder and shall pay the surplus, if any, to the borrower, his executors, administrators or personal representatives, provided that the aforesaid power of taking possession or selling of the Motor Car/Motor Cycle/Scooter or

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*[1] Deleted vide O.M No. DG (S&GA)/DD (R)/07456/13/II/27330-28591 dt 14.4.1993 (Annexure-X)

*[2] Added vide O.M No. S/DD (Rules)/07456/7/69271-70050 dt 8.9.1983 (Annexure-IV)

*[3]Instructions regarding admissibility for converting Non-interest bearing G.P fund A/c or vice versa and Re- mission/Recovery of interest on Loan(s) issued vide o/o dt. 23-12-1999 (Annexure-XIII)

Cycle shall not prejudice the right of the Authority, to the employee or his personal representative(s) or surety for the said balance remaining due and interest or in the case of the Motor Car/Motor Cycle/Scooter or Cycle being sold the amount by which the net sale proceeds fall short of the amount owing.

*[1](xiii) In case of death of an employee, the remaining amount of loan/advance may be written off by the authority competent to sanction loan/advance. The outstanding installments, if any, due before the death will not be written off.

*[2]Note: An employee who has already drawn an advance for purchase of Motor Car / Motor Cycle is eligible for another Motor Car/Motor Cycle advance provided he has repaid the *[3,] previous advance plus interest thereon.

3. The advances for the purchase of Motor Car/Motor Cycle/Scooter and Cycle will be sanctioned by competent authorities indicated in Wapda Book of Financial Powers.

4. When the advance is drawn, the sanctioning authority shall furnish to the Manager Finance concerned a certificate that the agreement in Schedule 'A' has been signed by the employee and that it has been agreed and found to be in order.

5. The mortgage deed and other documents shall be kept in the safe custody of the Heads of Divisions or Departments who shall satisfy themselves that they are in proper form and properly executed. They shall not be released without a report from the paying officer that the advance has been fully repaid.

6. The Authority shall have the power to relax the above rules in special cases.

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*[1]Added vide OM. No. DG (S&GA)/DD (R)/07456/7/13/II/27330-28591dated 14.4.1993 (Annexure-X)

*[2]Added vide O.M No. D/DD (R)/07456/7/II/52838-54038 dated 1.11.1995 (Annexure-XI)

*[3]Instruction regarding furnishing of a certificate that no previous advance is outstanding against the applicant issued vide o/o dt. 10.6.82 (Annexure-III)

APPENDIX 'A'

BOND

Whereas I, Mr . . . . S/o . . . . . (hereinafter called the borrower, which expression shall include his legal representatives and assigns) presently employed as . . . . . in the office of. . . . . ,has under the provision of the Rules Regulating the Grant of Advance for the Purchase of Motor Car/Motor Cycle/Scooter/Cycle (hereinafter referred to as the said Rules) which expression shall include any amendments thereof for the time being in force applied to the Authority for loan of Rs . . . . . (Rupees. . . . .) for the purchase of Motor Car/Motor Cycle/Scooter/Cycle and the Authority has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained. NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. . . . . .(Rupees. . . . .) paid by the Authority to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Authority, (1) to pay the Authority the said amount with interest calculated according to the said Rules by 48/30 equal monthly deductions from his salary as provided for by the said Rules and hereby, authorizes the Authority to make such deductions every month, starting with the first deduction to be made in the beginning of the month next after the date of these presents, (2) to expend the full amount of the said loan in the purchase of a Motor Car/Motor Cycle/Scooter/Cycle within one month from the date hereof or if the actual price paid is less than the loan to repay the difference to the Authority forthwith, (3) immediately on the said purchase to execute a document hypothecating the said Motor Car/Motor Cycle/Scooter/Cycle to the Authority as security for the amount lent hereunder together with interest at the rate from time to time fixed for the purpose by the Authority and (4) immediately to insure and keep the Motor Car/Motor Cycle/Scooter insured at his own cost with an insurance company approved by the Authority in an amount not less than the amount outstanding for the time being hereunder and for the entire duration hereof and to assign each such policy to the Authority in the form given in Appendix "C" AND IT IS HEREBY LASTLY AGREED AND DECLARED THAT if the Motor Car/Motor Cycle/Scooter/ Cycle has not been purchased hypothecated and insured as aforesaid or if the Borrower while any amount hereunder is still due, becomes insolvent or quits the service of the Authority or dies or allows the insurance to lapse, the whole or the outstanding balance of the amount of the loan and interest accrued thereon shall immediately become due and payable from him, his personal representative, his surety or through insurance cover, as the case may be, or if the borrower is a Government servant and ceases to be on deputation to, or under the administrative control of the Authority, the outstanding balance of the amount of the loan and interest accrued thereon, shall be recoverable from the pay bills of the borrower through the Department to which he reverts, failing which he shall be liable to pay the amount thereof. Should the entire amount due from the borrower be not realized by monthly deductions as agreed under Clause I hereof it shall be payable in a lump sum by him, his personal representative, his surety or through insurance cover.

Provided always that the borrower will be entitled to prepay the loans by lump-sum payment before due time, and the Authority after the receipt of the loan will have no objection to release the hypothecated Motor Car/Motor Cycle/Scooter/Cycle on application.

1. Whereas I, Mr . . . . son of .. . .
a resident of . . . . . .- . . . . . in the district of . . . . . .at present employed as. . . . . in the . . . . Department/Office (hereinafter called "The Surety") am firmly bound to the Pakistan Water and Power Development Authority, Wapda House, Lahore (hereinafter called the Authority) in the sum of Rs. . . . . together with interest thereon for which payment to be well and truly made, I hereby bind myself my heirs, executors, administrators and representative by these presents sealed with my seal this. . . . . day of . . . .

2. Whereas.. . . . . the son of . . . . . resident of. . . . .

. . . . . in the district of. . . . . at present employed as a . . . . . in the. . . . . Department/Office (hereinafter called the Borrower), has at his own request, been granted by the Authority a loan of Rs .. . . . . .for the purchase of Motor Car Motor Cycle/Scooter/Cycle for his own use and that the said borrower has undertaken to repay the said amount in 48/30 equal monthly installments of . . . . . each, with interest at the rate from time to time fixed for the purpose by the Authority.

3. Now the condition of this obligation is such that if the said borrower shall, while employed in the said. . . . . Department/Office duly and regularly pay or cause to be paid to the Authority the amount of the loan aforesaid by installments with interest on the whole of such amount as shall from time to time remain owing on the first day of each calendar month, the first payment to be made on the. . . . . .day of. . . . . 20…… until the said sum of Rs. . . . . together with interest thereon, shall be fully paid, then this bond shall be void otherwise the same shall be and remain in full force. And in case the borrower shall die or become insolvent or at any time ceases to be in the service of the Authority, the whole of so much of the said principal sum of Rs ..... as shall then remain unpaid, together with interest, which shall have accrued thereon, shall immediately become due and payable to the Authority and be recoverable from the surety in one installment by virtue of this bond.

IN WITNESS whereof, the parties hereto have set their hands hereunto the day and the year below written.

Dated the ……day of ……..20…….

(Name, Designation and
Full address of the Borrower)

Signed in the Presence of

Signature of Surety
(Name, Designation and
full address of the Surety).

Signed in the Presence of

Witness 1.
Name and full address

Witness 2.
Name and full address

1. Name,
Occupation
Name and full address

Schedule of specification:
Purchased on. . . . . from. . . . . … ……
for (purchase price). . . ……... . . . . ……
Mortgage Deed executed on……..
Insured with Messrs. . . . . ……
Vide Policy No . . . . . dated. . . . .(Borrower)

APPENDIX 'B'
PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY
PLEDGE FOR MOTOR CAR/MOTOR CYCLE/SCOOTER/CYCLE ADVANCE

"THIS INDENTURE made this. . . . . day of .. . . . . .Two thousand and . . . . . BETWEEN …… (hereinafter called "The Borrower") of the one part and the Pakistan Water and Power Development Authority (hereinafter called "The Authority ") of the other part.

WHEREAS the Borrower applied for and has been granted an advance of Rupees. . . . ., to purchase a Motor Car/Motor Cycle/Scooter/Cycle, on the terms contained in the Rules regulating the grant of advance for the purchase of Motor Car/Motor Cycle/Scooter/Cycle (hereinafter referred to as the said Rules which expressions shall include any amendments thereof or addition thereto for the time being in force AND WHEREAS one of the conditions upon which the said advance has been/was granted to the Borrower is/was that the Borrower will/would pledge the said Motor Car/Cycle to the Authority as security for the amount lent to the BORROWER AND WHEREAS the Borrower has purchased with or partly with the amount to advanced as aforesaid the Motor Car/Motor Cycle/Scooter/Cycle particulars whereof are sent out in the Schedule hereunder written.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and for the consideration aforesaid the Borrower doth hereby covenant to pay to the Authority the sum of Rs . . . . . aforesaid or the balance thereof remaining unpaid at the date of these present by equal payments of Rs . . . . each on the first day of every month and will pay interest on the sum for the time being remaining due and owing calculated at the rate from time to time fixed for the purpose by the Authority and the Borrower doth agree that such payment may be recovered by 48/24 monthly deductions as provided for in the said rules from his salary and in further pursuance of the said agreement the Borrower doth hereby assign and transfer unto the Authority the Motor Car/Motor Cycle/Scooter/Cycle the particulars whereof as set out in the schedule hereunto written by way of security for the said advance and interest thereon as provided for in the said rules.

And the Borrower doth hereby agree and declare that he has paid in full the purchase price of the said Motor Car/Motor Cycle/Scooter/Cycle and that the same is his absolute property and that he has not pledged and so long as any money remain payable to the Authority in respect of the said advance will not sell pledge or part with the property in or possession of the said Motor Car/Motor Cycle/Scooter/ Cycle PROVIDED ALWAYS and it is hereby agreed and declared that if any of the said installments of principal or interest shall not be paid or recovered in manner aforesaid within ten days after the same are due or if the Borrower shall die or at any time cease to be in the service of the Authority or if the Borrower shall sell or pledge or part with the property in or possession of the said Motor Car/Motor Cycle/Scooter/Cycle or become insolvent or make any composition or arrangement with his creditors or if any person shall take proceedings in execution of any decree or judgment against the Borrower the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith become payable by him, his personal representative, his surety or through insurance cover, AND IT IS HEREBY AGREED and declared that the Authority may on the happening of any of the events hereinbefore mentioned seize and take possession of the said Motor Car/Motor Cycle/ Scooter/Cycle and either remain in possession thereof without removing the same or else may remove and sell the said Motor Car/Motor Cycle/Scooter/Cycle either by public auction or private contract and may out of the sale money's retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs charges, expenses and payments properly incurred or made in maintaining defending or realizing his rights hereunder and shall pay over the surplus, if any to the Borrower his executors, administrators or personal

representatives PROVIDED FURTHER that the aforesaid power of taking possession or selling of the Motor Car/Motor Cycle/Scooter/Cycle shall not prejudice the right of the Authority, to sue the Borrower or his personal representative(s) (or surety) for the said balance remaining due and interests or in the case of the Motor Car/Motor Cycle/Scooter/Cycle being sold the amount by which the net sale proceeds fall short of the amount owing AND the Borrower hereby further agrees that so long as any moneys are remaining due and owing to the Authority he, the Borrower, will insure and keep insured the said Motor Car/Motor Cycle/ Scooter/Cycle against loss or damage by fire, theft, or accident and assign the insurance Policy to the Authority and accident with an Insurance Company to be approved by the Authority will produce evidence to the Authority, that the Insurance Company with whom the said Motor Car/Motor Cycle/Scooter/Cycle is insured have received notice that the Insurance policy has been assigned by him to the Authority and that the Authority is interested in the Policy AND the Borrower hereby further agrees that he will not permit or suffer the said Motor Car/Motor Cycle/Scooter/Cycle to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof AND further that in the event of any damage or accident happening to the said Motor Car/Motor Cycle/Scooter/Cycle the Borrower will forthwith have the same repaired and make good at his own cost.

IN WITNESS whereof the said . . . . (Borrower) hath hereunto set his hand the day and the year first above written.

THE SCHEDULE

Description of Motor Car/Motor Cycle/Scooter/Cycle

Maker's name

Description

No. of Cylinders

Engine No.

Chasis No.

Cost Price

Signed by the Borrower

In the presence of

APPENDIX 'C'

LETTER INTIMATING TO THE INSURANCE COMPANY THE AUTHORITY'S INTEREST IN INSURANCE POLICIES OF MOTOR CARS, ETC.

From……..
To……..

Subject: INSURANCE POLICY NO . . . . ……... . . . . . IN RESPECT OF MOTOR CAR/MOTOR CYCLE/SCOOTER/CYCLE

Dear Sir,

This is to inform you that I have assigned the Insurance Policy mentioned above to the Pakistan Water and Power Development Authority, Wapda House, Lahore and that the said Authority is interested in the said Motor Car/Motor Cycle/Scooter/Cycle Insurance Policy secured in your Company and to request that you will kindly make a note of the fact in the records of the Company.

Yours faithfully,

Place. . . . . .
Date ..... .

Forwarded. The receipt of the letter may kindly be acknowledged. It is also requested that the undersigned may kindly be informed whenever any claim is paid under the policy and also if the premium is not paid periodically for renewal.

Sd/-
SECRETARY,
PAKISTAN WATER AND POWER
DEVELOPMENT AUTHORITY

ANNEXURE-I

No. SAH. 5 (204) A&L/6506 December 2, 1965

OFFICE ORDER

It has been observed by the Authority that the Rules regarding grant of advances either for house building/purchasing or for the purchase of Motor Cars, Motor Cycles etc. are not being strictly followed, especially after these advances have been sanctioned by the competent authority, with the result that the Authority's financial interests are not adequately safeguarded. Some of the more important Rules are therefore brought to the notice of all Heads of Divisions/Chief Engineers for guidance and strict compliance. These are:

(2) RULES GOVERNING THE GRANT OF ADVANCES FOR THE PURCHASE OF CONVEYANCE

Rule 2

(i) Under this Rule, all direct WAPDA Employees are required to produce a Surety Bond, preferably from a permanent Government servant acceptable to the Authority, before the advance is drawn.

(ii) Under this Rule, an employee is required to execute an agreement in the prescribed form before the actual drawal of the advance.

(iii) Under this Rule, an employee is required to purchase the vehicle within one month from the date of drawal of the advance.

(iv) Under this Rule, an employee is required to mortgage, in favour of the Authority, the vehicle purchased with the advance obtained from the Authority, within one month from the date on which the advance was drawn. He should also ensure that the conveyance is insured for the entire period of the mortgage with one of the approved Insurance Companies. A letter to the Insurance Company indicating the Authority's interest in the policy is also to be obtained from the employee for transmission to the Insurance Company. Office Order No. KGA 5 (2) A&L/A (R)/842 dated February 9,1965.

In case an employee does not fulfill the requirement of mortgaging the conveyance within one month from the date of drawal of the advance, his full pay of the next month after the expiry of the stipulated period should be stopped.

(2) RULES REGARDING THE HOUSE BUILDING / PURCHASE ADVANCE

Rule 10

Under this Rule an employee is required to execute the agreement in the prescribed form before the actual drawal of the advance.

This Rule further requires the employee to mortgage the house, within four months from the date of payment of last installment, in favour of the Authority.

Rule 4 (b)

Under this Rule, on the expiry of three months from the date of the drawal of the advance, an employee is required to produce satisfactory evidence to show that the amount of the first installment has actually been utilized for the purpose for which it was obtained. The Competent authority will also ensure that the drawal of subsequent installment is not unduly delayed simply to enable the employee to avail of the house rent concession which ceases to be admissible after the expiry of three months of the drawal of the last installment or from the date of completion of the house, which-ever is earlier (Rule 7 refers)

Office Order No. SAQ. 5 (213) A&L/1965, dated April 24, 1965

If the employee does not mortgage the house within the stipulated period, his full pay should be stopped till he submits the Mortgage Deed.

Sd/- 2-12-1965
(S. AKHLAQUE HUSSAIN)
TQA, CSP,
SECRETARY, WAPDA

ANNEXURE-II

No. SO (R) 5 (293) A&L/655 January 19, 1971

OFFICE ORDER

Subject: GRANT OF TWO OR MORE ADVANCES SIMULTANEOUSLY

Instance have come to the notice of the Authority where WAPDA employees/ Government deputationists who have already drawn an advance from the Authority for a specific purpose, have made requests for another advance for a different purpose, e.g. employees who have already received a house-building loan have asked for an advance to buy a motor-car. This increases the liability of the borrowers and makes it difficult for them to repay two different monthly installments of substantial amounts.

It has, therefore, been decided by the Authority that henceforth no employee will be sanctioned a second advance (even for a different purpose) unless the advance already drawn by him has been repaid in full alongwith the interest.

Sd/-
(Shafiq-ur-Rehman Khan)
Section Officer (Rules),
for Secretary, WAPDA.

ANNEXURE-III

No. AD (S) 5 (750)/AL/46509-47278 Dated: 10-6-1982

OFFICE ORDER

Subject:- **GRANT OF ADVANCES FOR THE CONSTRUCTION/PURCHASE OF BUILDING/ MOTOR CAR/MOTOR CYCLE/SCOOTER AND CYCLE ETC.**

It has been decided that in future while submitting the cases for acceptance of agreements in respect of the grant of advance for the construction/purchase of Building/Motor Car/Motor Cycle/Scooter and Cycle etc. to WAPDA employees, a certificate should be furnished invariably stating that no previous loan is outstanding against the applicant and that the long term advance, if any, has been fully recovered.

2. No agreement will be acceptable without the above certificate.

Sd/-
(MAMOON R. ABBASI)
Assistant Director (Services)
for GM (Admn) WAPDA

ANNEXURE-IV

Grams WAPDA LAHORE

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 304488 &69911/204 — 740-Wapda House, Lahore

Telegrams : WAPDA LAHORE — 08 September, 1983

No. S/DD (Rules)/07456/7/69271-70050

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA RULES REGULATING THE GRANT OF ADVANCE FOR THE PURCHASE OF MOTOR CAR/MOTOR CYCLE/SCOOTER/CYCLE, 1962 – AMENDMENT.

In pursuance of para 18 of Authorty's Office Memorandum No. F.O(R&I)/BSP-83/10-126/5766-5966 dated 24-08-1983, the following note may be added below Rule 2 (xi) of the Pakistan Wapda Rules Regulating the Grant of Advance for the Purchase of Motor Car/Motor Cycle/Scooter/Cycle, 1962 with effect from 1-07-1983:-

Note. Wapda employees who do not claim interest on their G.P.Fund/E.P.Fund balances shall not be charged interest on the advances for purchase of Motor Car/Motor Cycle/Scooter/Cycle.

Distribution

Sd/-
Colonel
(Idrees Mohsin)
Secretary, WAPDA

1. As per List 'D'
2. DGPR-for suitable insertion in Khabar Name and WAPDA News.

ANNEXURE-V

No. D/DD(Rules)/07456/23/890-378 29th October, 1983

OFFICE MEMORANDUM

Subject: LOAN AND ADVANCES TO WAPDA EMPLOYEES

In supersession of the then Chief Accountant WAPDA, letter No. GAD-Misc/Policy/ 66-67/36134 dated 7-12-66 and this office letter No. SOR. 5 (236) A&L/4970 dated 1-7-67, the Authority is pleased to order that a WAPDA employee, who has NOT opted for WAPDA Pension Rules 1977, or to whom these Rules are NOT applicable, should NOT be given any of the following advances unless he fulfils the conditions noted below:-

a.	Advances for the purchase of Cycle, Scooter, Motor Cycle, and Motor Car.	He may have to his credit one-half (1/2) of the amounts of advance in his employees Provident Fund Account, including Authority's contribution.
b.	Advances for the construction/ purchase of Houses / Plots.	He may have to his credit one-fourth (1/4) of the amount of advance in his Employees Provident Fund Account, including Authority's contribution.

Sd/-
(S. M. Kamal)
Director (Rules) WAPDA

ANNEXURE-VI

No. D/AD (S) 5 (749)AL/41403-752 Dated 17-4-1984

OFFICE ORDER

Subject:- GRANT OF LONG TERM ADVANCES FOR THE CONSTRUCTION/ PURCHASE OF HOUSES / PURCHASE OF MOTOR CAR / MOTOR CYCLE/ CYCLE ETC.

According to the Authority's decision General Manager (Admn) and Director (Estates and Services) are the Competent Authorities to accept Surety Bonds in respect of Long Term Advances. Funds for the grant of advances are sanctioned by the Authority at the beginning of the financial year but from the past experience it has been observed that requests from the employees for the grant of advances are processed almost at the end of financial year. Due to this reason, this office cannot process/scrutinize documents properly and at times funds are lapsed simply because of belated submission of documents by the concerned formations. The late processing of such cases is not only against the interest of Authority but also causes discontentment and hardships to the employees.

In view of the above, it is requested that cases for the grant of long-term advances should be processed and finalized well before the closing of financial year. The Documents/ Surety Bonds for acceptance should be forwarded to this office by 15th May, every year, at the latest. The cases which are received after due date will not be entertained.

This is issued with the approval of General Manager (Admn), WAPDA.

Sd/-
Lt. Col. (Retd) (ABDUL JALIL)
Director (Services & Estates) WAPDA
for General Manager (Admn) WAPDA

ANNEXURE-VII

No. F.O. (B&F)/10-126/BSP-83/Vol.II/13663-862 Dated 24-9-1984

OFFICE MEMORANDUM

Subect: EXEMPTION FROM INTEREST ON HOUSE BUILDING ADVANCE, MOTOR CAR ADVANCE AND MOTOR CYCLE ADVANCE

The undersigned is directed to refer to para 18 of this Division's O.M. No. F.O (R&I)/ BSP-83/10-126/5766-5966, dated 24-8-1983, on the above subject and to clarify that the concession mentioned in para 18 of the said O. M. is admissible in cases where the House Building Advance, Motor Car Advance and Motor Cycle Advance have been sanctioned on or after 1-7-1983 and no interest is claimed on G.P. Fund / E.P. Fund balances by the WAPDA employees concerned on or after this date. Advances granted prior to 1-7-1983 will continue to be governed by the instructions, which were in force prior to that date.

Sd/-
(A. RAOOF)
Director Finance (R&I),
WAPDA

ANNEXURE-VIII

No. AD (S) 5 (749) A&L/8752-912 Dated 3-2-1985

OFFICE ORDER

Under the Rules regarding the grant of advance for the purchase of Motor Car/Motor Cycle/Scooter/Cycle, an employee is required to mortgage the conveyance purchased with the advance obtained from the Authority, in its favour, within One month of the drawal of the advance.

In case of advance for the construction of Houses/Purchase of Plots an employee is required to mortgage the property in favour of the Authority within four (4) months and one (1) month respectively from the date of payment of last installment.

It has been observed with concern that the instructions issued by the Authority from time to time on the above subject are not being followed, with the result that the Authority's financial interests are not adequately safeguarded.

Some of the more important Rules on the subject have already been brought to the notice of all Heads of Divisions/Chief Engineers for guidance and strict compliance vide Office Order No. SAH.5 (204)/A&L/6506 dated 02.12.1965 (Annexure-I).

All concerned are, therefore, requested to implement the Authority's orders on the subject in letter and spirit, failing which the entire responsibility will rest with the Heads of Divisions.

Sd/-
Lt. Col. (Retd)
(Abdul Jalil)
Director (Services and Estates)

ANNEXURE-IX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone ; 54911 & 69911/233
Telegrams : WAPDA LAHORE

716-Wapda House,
Lahore.

No. GM (A)/DD(R)/07456/7/I/1554-2673 04 January, 1988.

OFFICE MEMORANDUM

Subject : WAPDA RULES REGULATING THE GRANT OF ADVANCES FOR THE PURCHASE OF MOTOR CAR/MOTOR CYCLE/SCOOTER/CYCLE, 1962 AMENDMENT

The Authority has decided that sub-Rules (ii) and (iii) of Rule 2 of Wapda Rules Regulating the Grant of Advances for the purchase of Motor Car/Motor Cycle/Scooter/Cycle 1962 shall be substituted with the following with immediate effect:-

"Rule 2 (ii): An employee, though covered by provision in clause (i) above but not in receipt of a Pay of Rs 2710/- per mensem is not entitled to Motor Car advance unless in any special case the official duties and the legitimate financial resources warrant the maintenance of a conveyance and the prior approval of the Authority obtained.

"Rule 2 (iii): The total amount of advance that can be made to the employees shall be as under:-

(a)	**Bicycle Advance** On pay upto Rs. 1035/-	=	Rs. 800/- per Month
(b)	**Motor Cycle/Scooter Advance** On pay between Rs. 1036/- to Rs. 2709/- per Month	=	18 Month's pay subject to a maximum amount of Rs.12000/-
(c)	**Motor Car Advance** On pay of Rs. 2710/- per month and above	=	18 month's pay subject to a maximum amount of Rs. 35,000/-''

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution

1. As per List 'D'
2. Director General Public Relations for suitable insertion in WAPDA Khabar Nama and WAPDA News.
3. Assistant Director (E-I-A) S&GA (by name)
4. File No. DD (Rules)/07459/28

ANNEXURE-X

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone ; 306836-6366911/2717
Telegrams : WAPDA LAHORE

Services & General Administration
716-Wapda House, Lahore.

No.DG(S&GA)/DD(R)/07456/13/II/27330-28591

14th April 1993

OFFICE MEMORANDUM

Subject : RULES REGULATING THE GRANT OF ADVANCES FOR THE PURCHASE OF MOTOR CAR/MOTOR CYCLE/SCOOTER/CYCLE 1962- AMENDMENT.

Authority has decided to delete the words “shall die or” occurring in third line of sub Rule 2(xi) and add the following as sub Rule (xiii) below sub Rule (xii) of Rule 2 of Rules Regulating the Grant of Advances for the Purchase of Motor Car/Motor Cycle/Scooter/Cycle 1962:-

“(xiii) In case of death of an employee, the remaining amount of loan/advance may be written off by the Authority competent to sanction loan/advance. The outstanding installments, if any, due before the death will not be written off.”

Sd/-
Eric Massey
Director General

Distribution

1. As per list ‘D’
2. Assistant Director (E-IA) S&GA WAPDA, Lahore.

ANNEXURE-XI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone ; 6302617/6366911/2309 309-WAPDA House, Lahore.
Telegrams : WAPDA LAHORE

No. D/DD (Rules)/07456/7/II/52838-54038 Ist Nov, 1995.

OFFICE MEMORANDUM

Subject:- RULES REGULATING THE GRANT OF ADVANCES FOR THE PURCHASE OF MOTOR CAR/MOTOR CYCLE/SCOOTER/CYCLE 1962 - AMENDMENT

Authority has approved the following amendments in Rules cited as subject with effect from 25.06.1995.

1) The following note may be added under Rule 2:

Note. An employee who has already drawn an advance for purchase of Motor Car/Motor Cycle is eligible for another Motor Car/Motor Cycle advance provided he has repaid the previous advance plus interest thereon.

2) The amount of Rs. 3765/- occurring in line 2 of Rule 2 (ii) may please be read as Rs. 5085/-

3) Rule 2 (iii) is hereby substituted with the following:-

"The total amount of advance that can be made to the employees shall be as under:-

(a) **Bicycle Advance**

On pay upto Rs. 1950/- per month	=	Rs. 2000/-

(b) **Motor Cycle/Scooter Advance**

On pay between Rs. 1951/- to Rs. 5084/- per month	=	Rs. 35000/-

(c) **Motor Car Advance**

On pay of Rs. 5085/- per month and above.	=	Rs. 1,00,000/-

Sd/-
(Iftikhar Ahmad)
Director (Rules)

Distribution
As per List 'D'.

ANNEXURE-XII

No. D/AD (S) 6502 (1)/41601-42251 Dated: 10-11-1999

NOTIFICATION

Subject:- GRANT OF ADVANCE FOR CONSTRUCTION / PURCHASE OF HOUSE / PLOT AND PURCHASE OF CAR, MOTOR CYCLE/SCOOTER ETC.

It has been observed that while Earmarking/Sanctioning Long Term Advances to WAPDA Employees, the pre-requisites are not checked by the dealing offices. In order to streamline the procedure and to avoid Audit objections at a later stage it is reiterated that the following requirements should be followed strictly before acceptance of applications:

1. Application on the prescribed form alongwith Surety Bond on plain paper complete in all respects.
2. Permission for Construction / Purchase of House / Plot and Purchase of Car/Motor Cycle/Scooter etc.
3. No Enquiry Certificate against the applicant/Guarantors from Head of Office/Division.
4. Man of Means Certificates.
5. No Long Term Advance Certificate.

2. After earmarking of loan to an employee the case should be submitted to this office alongwith following documents:

1. Application for loan (complete set as detailed at Sr. No.1 to 5 above) alongwith Surety Bond on Non Judicial Papers valuing 2% of the loan duly typed (photo copy is not acceptable). Applicant and guarantors must sign on every page of Surety Bond.
2. Non incumberence Certificate (in case of loan for Construction of House).
3. Domicile Certificate.
4. Copy of Earmarking of funds.
5. Sanction order of loan from the competent authority as prescribed in Book of Financial Powers, 1977 (Revised upto August, 1995).

3. In addition to above the applications duly completed in all respect are not received in time due to which the approval of competent authority can not be accorded well in time or the earmarking date has already expired or near to expire. To over come these problems, it should be ensured that henceforth all such applications should reach in this office at least one month before the expiry of earmarking date or 15th May of the year which ever is earlier.

4. It has also been observed with concern by the General Manager (Admn) that after acceptance of the Surety Bond by the Competent Authority almost all the applicants fail to provide/submit the Mortgage Deed in favour of WAPDA which is highly objectionable and warrants for an appropriate disciplinary action against the defaulters.

5. In order to improve the situation all the concerned officers/officials should follow the Authority's instructions issued from time to time on the subject in letter and spirit to avoid any complication at a later stage.

Sd/-
(Nasir Mahmood)
Director (Services & Estates)
WAPDA

ANNEXURE-XIII

No. F.O (B&F)/37-53/5570-5769 Dated 23-12-1999

OFFICE MEMORANDUM

Subject: ADMISSIBILITY OF OPTION FOR CONVERTING NON-INTEREST BEARING G.P. FUND ACCOUNT OR VICE VERSA AND RE-MISSION / RECOVERY OF INTEREST ON LOAN(S).

Reference:- This Division O.M. No. FO (R&I)/BPS-83/10-126/5766-5966 dt.24.8.1983.

As per Para-18 of this Division's O.M. dated 24-8-83 referred to above, a WAPDA employee can avail the facility of interest free loan (s) such as House Building/Motor Car/Motor Cycle advances from WAPDA if he does not claim interest on his G.P. Fund balance.

2. A question has arisen as to whether a WAPDA Employee after availing interest free loan(s) on the basis of non-interest bearing G.P. Fund Account can change his option to claim interest on G.P. Fund account and if so to what extent the amount of interest on loan (s) is to be remitted / recovered.

3. The position has been reviewed in consultation with Finance Division (Reg. Wing) Govt. of Pakistan. As per Rule -12 (5) of WAPDA Employees General Provident Fund Rules 1985, a Muslim Subscriber at his own free will can exercise option to have a non-interest bearing G.P. Fund account as well as can change his option to have interest bearing G.P. Fund account at any later or subsequent stage.

4. The change of option from non-interest bearing to interest bearing G.P. Fund Account however, involves the question of protection of interest on loan (s) drawn from WAPDA. Keeping this purpose in view the following decision has been taken:

> "Except for interest free cycle advance and house building advance admissible to WAPDA employees BPS-15 and below, all subscribers who opt not to claim interest on G.P. Fund account to avail interest free House Building, Motor Cycle or Motor Car Advance from WAPDA, if subsequently, change their option into interest bearing G.P. Fund account either during or after the currency of the recovery of principal amount shall be charged the amount of interest on loan (s) equal to the difference between the amount of interest accrued on loan (s) and the amount of interest foregone on G.P Fund account".

5. The above decision is effective from 1-7-1999 and is in line with the amendments issued by the Govt. of Pakistan Finance Division (Reg. Wing) Islamabad vide their O.M. No. F. 2 (I) R. 7/96-1103, dated,29-9-1999 and their even number dated 12-11-1999.

Sd/-
(Muhammad Jarjis)
Director Finance (Regulation)
WAPDA

ANNEXURE-XIV

No. DG (S&GA)/D (Rules)/07456/14/II/12782-13431 Dated: 13th April, 2001

OFFICE MEMORANDUM

Subject:- CLARIFICATION - LONG TERM ADVANCES

This clarification is issued with reference to the question as under:-

a. Mr. "A" has been granted Long Term Advance and on the other hand Mr. "B" has also been granted Long Term Advance. Can Mr. "A" become the Guarantor of Mr. "B" whereas the former is already borrower of the Authority?

b. Can a WAPDA Employee become the Guarantor of the borrower in more than one case?

2. The matter has been examined in consultation with the Learned Legal Adviser, Chief Auditor, WAPDA, and Director General Finance (B&C), and it is clarified that a WAPDA employee in both the cases illustrated above, can become guarantor of the borrower in more than one case provided that:-

a. All the three parties i.e. Creditor, Principal Debtor and Guarantor accept each others' overtures in such a contract. It will then become enforceable at law no matter the guarantor does not happen to possess "means" or conversely himself has received a long term advance;

b. Guarantor remains a man of means and as such is able to meet the surety. This aspect will have to be considered in each case by the competent authority. The guarantor should be asked to disclose the particulars of other guarantees extended previously in other cases. The officers processing cases should also check if the guarantor has extended guarantees or himself is a borrower.

3. This issues with the approval of the Competent Authority.

Sd/-
(MUHAMMAD JUNAID AFZAL)
Director General (S&GA)

ANNEXURE-XV

Grams WAPDA Lahore Phones: 99202508-99202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House, Lahore.

No. D (Rules)/07456/7/II/44466-45765 Dated: September 23, 2002.

OFFICE MEMORANDUM

Subject:- RULES REGULATING THE GRANT OF ADVANCES FOR THE PURCHASE OF MOTOR CAR/MOTOR CYCLE/SCOOTER/CYCLE 1962 – AMENDMENT.

The Authority has been pleased to amend the existing Rules 2 (ii) and (iii) of Rules Regulating the Grant of Advances for the Purchase of Motor Car/Motor Cycle/Scooter/Cycle, 1962, as under with effect from Ist July 2002:-

1. **Rule 2 (ii)**

   The amount of Rs: 5085/- appearing in second line may please be read as Rs: 8135/-

2. Rule 2 (iii)

The existing Rule be substituted by the following:-

"The total amount of advance that can be made to the employees shall be as under'':-

(a) **Bicycle Advance**

On pay upto Rs. 2925/- per month.	Rs. 3,000/-

(b) **Motor Cycle/Scooter Advance**

On pay between Rs: 2926/- to Rs; 8134/- per month	Rs. 50,000/-

(c) **Motor Car Advance**

On pay of Rs: 8135/- per month and above.	Rs. 150,000/-

Sd/-
(NASIR MAHMOOD)
Director (Rules)

Distribution
As per list 'D'

ANNEXURE-XVI

Grams: WAPDA Lahore Phones : 99202508 – 99202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House, Lahore
No. D/DD (Rules)/07456/13/III/52913-54213 Dated 11, Nov, 2006

OFFICE MEMORANDUM

Subject:- LONG TERM ADVANCES – PERSONAL SURETY BOND

The Authoriy has approved following amendments on the subject regarding acceptance of Personal Surety Bond with immediate effect in rules mentioned below:-

Existing Rule	Existing Clause	Amended Clause
Rule 2, Clause (vi) of 'The Grant of Advances for the Purchase of Motor Car/Motor Cycle/ Scooter/Cycle, 1962'.	At the time of sanction of the advance, the employee shall be required to execute the Bond in form given in Appendix 'A' on Non-judicial paper of the value notified by the Authority, **from time to time in accordance with Stamp Act.** No. advance shall be sanctioned or drawn unless this Bond has been executed to the satisfaction of the Authority.	At the time of sanction of the advance, the employee shall, **at his own cost,** be required to execute a Personal Surety Bond in the form given in Appendix 'A' on Non-judicial paper of the value of **Rs. 100/-** notified by the Authority. No advance shall be sanctioned or drawn unless the said Bond has been executed to the satisfaction of the loan sanctioning Authority.
Rule 11 of 'The Grant of Advances for the Constructions/Purchase of Houses/Plots, 1967'.	An employee shall at his own cost, execute a Bond (in Form HB-I) on Non-judicial paper of the value notified by Authority **from time to time in accordance with Stamp Act,** at the time of sanctioning of an advance by the sanctioning Authority.	An employee shall at his own cost, execute a Personal Surety Bond (in Form HB-I) on Non-judicial paper of the value **of Rs. 100/-** notified by Authority, at the time of sanctioning of an advance by the sanctioning Authority.

Sd/-
(Muhammad Junaid Afzal)
Director (Rules)

Distribution

- As per list 'D'
- All CEO's of DISCOs/GENCOs/NTDC.
- General Manager (C&M) Water and Power
- Secretary, WAPDA with reference to his letter No. S/AD(Coord)03003/MTG/ 2621-22 dated 06-11-2006
- Director (Public Relations) WAPDA.
- Director (S&E) WAPDA He is requested to please amend suitably Clause (1), Para 2 of Notification dated 10-11-1999, issued by him.
- Director (C&M) office of GM (Admn).
- Librarian, WAPDA Central Library, Wapda House, Lahore for record please.

ANNEXURE-XVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 99203576 & 99202019,
99202211/2731
Fax: 99203532

Director General (HR & Admn),
731-WAPDA House, Lahore

.

No. DG/D/DD(Rules)/07459/50/12305-445 Dated 01/03.08.2012.

All General Managers, WAPDA.
All Chief Engineers, WAPDA

Sub: **Proper Execution of Surety Bond Money**

A surety bond is executed by an employee to the Department to meet with certain conditions or pay, in case of default, the liquidated damages to the Department for contract service, study leave and training etc.

2. It has been noticed that in the case of default on the part of employee at times it becomes difficult to recover the bond money because the competent authority has accepted the surety bond of ambiguous sureties and without being satisfied that the sureties / guarantors are men of means and that the Bond is countersigned by Magistrate Class-I.

3. In order to over come this situation all competent authorities are advised to ensure the following while accepting the surety bond:-

a. Clear cut addresses alongwith CNIC of the sureties are provided;
b. The witnesses of the bond are also known and bonafied employees / persons to trace and identify the sureties;
c. The surety bond is executed before / countersigned by 1st Class Magistrate only. This is an important condition of the bond;
d. The sureties are “men of means” and can easily and diligently pay in case of default on the part of the employee.

4. The aforesaid instructions must be complied with in letter and spirit by all the competent authorities while accepting surety bond from the employees including officers.

Sd/-
Director General (HR&A)
(Syed Taqi Ahmad)

c.c.

1. As per List ‘B’.
2. DG (CM) Water.
3. Dir (CM) S&C.
4. Dir (CM) P&F.
5. Dir (Establishment)
6. Dir (Admn) Water.
7. Dir (Litigation).

Directorate of Rules (HR&A) WAPDA
Publication No. 11
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY

THE PAKISTAN WAPDA RULES REGULATING THE GRANT OF ADVANCES FOR THE CONSTRUCTION/PURCHASE OF HOUSES/PLOTS 1967

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

No. S/SO(R).5 (227)A&L/3833 **Sunny View Estate,**
Kashmir Road, Lahore
May 23, 1967.

In exercise of the powers conferred by Section 18 of the Pakistan Water and Power Development Authority Act 1958 (West Pakistan Act No. XXXI of 1958), the Pakistan Water and Power Development Authority (hereinafter referred to as WAPDA) is pleased to make the following rules, namely:

THE PAKISTAN WAPDA RULES REGULATING THE GRANT OF ADVANCES FOR THE CONSTRUCTION/PURCHASE OF HOUSES/PLOTS, 1967

1. Short Title, Application and Commencement

(1) These Rules may be called THE PAKISTAN WAPDA RULES REGULATING THE GRANT OF ADVANCES FOR THE CONSTRUCTION/PURCHASE OF HOUSES/PLOTS, 1967.

(2) They shall apply to:

(i) Regular Wapda employees who have been in the service of the Authority for not less than five years;

(ii) Government servants on deputation to or under the administrative control of the Authority who are eligible for a house-building or house purchase advance under Government rules and who have not already availed themselves of the concession; and

(iii) Employees of the Electricity Department transferred to the Authority.

(3) They shall come into force at once.

2. Application for Advance

(1) An application for the grant of an advance may be made:

*(i) For the construction or purchase of a house or plot, in the case of Government servants as well as regular Wapda employees and employees of the Electricity Department, for occupation by themselves, at any place in Pakistan .

(ii) Deleted vide Office Order Nos. 50 (R)5(227)A&L/4969, dated 22-7-69.

(2) An application for the grant of an advance shall be accompanied by:

(i) Names, Designations and full addresses of two sureties, preferably Government Servants acceptable to the Authority with the following certificate/ documents:

*[1]Substituted vide O.M. No. S/DD (Rules)/07456/13/32088-8887 dated 17-4-1985. (Annexure-XV)

1. No inquiry is pending against the borrower or sureties.
2. Surety is a man of means .and capable of meeting his obligations in case the borrower defaults;
3. Permission of the competent authority for purchase/ construction of a house; and

(ii) A non-encumbrance certificate from the Sub-Registrar (in Form HB-II) that the plot of land owned by the applicant o*n* which the house is to be built is free from all encumbrances.

(3) The non-encumbrance certificate referred to in sub-rule 2 (ii) will not be required if the land is allotted by a Satellite Town Committee or an Improvement Trust a registered Co-operative Housing Society, and in lieu thereof a certificate (in Form HB-III) that the allotting authority has no objection to the plot being mortgaged to WAPDA shall be furnished.

3. Sanctioning Authority

The advances for the Construction/Purchase of Houses/Plots will be sanctioned by competent authorities indicated in WAPDA Book of Financial Powers.

4. Advance for the construction of a house

*[1](1) An advance may be made to an employee of an amount not exceeding his pay for 36 months or the conservatively estimated cost of the construction of the house, whichever is less. However, such an advance cannot be claimed as of right.

Note: Advance under the above rule shall also be granted for extending a house owned by a Wapda employee subject to the conditions laid down in these Rules.

(2) An advance shall be made in four installments, the amount of each installment being such as is likely to be required for expenditure in the next three months. Before the second or any subsequent installment is paid, satisfactory evidence shall be produced before the General Manager Finance (Power)/Manager Finance concerned that the amount of the previous installment has actually been used for the purpose of which it was taken. Failing the production of such evidence, sanction for the advance shall be withdrawn.

*[2](3) The Controlling/Drawing Officer or a responsible person deputed by him, should verify by personal local inspection, that the conditions laid down in the above rule have been fulfilled and a certificate to this effect should be signed by the Controlling/Drawing Officer in the following form :-

CERTIFICATE

Certified that Mr……who has been granted a House Building Advance of Rs……has*[3] produced documents stating proprietary rights in the land on which the house is proposed to be build/has constructed the house upto plinth level roof level/fittings of fixtures stage etc.

Signature of Controlling/
Drawing Officer

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*[1] Substituted vide O.M. No. S/DD(R)/07456/13/70362-71141 dt 12-09-83 (Annex-IX)
*[2] Added vide O.M. No. S/DD (Rules)/07456/13/32088-8887 dated 17-4-1985 (Annex-XV)
*[3]Relevant portion to be deleted, if the certificate is submitted for first/second/third/ fourth installment.

5. Advance for the purchase of a house

*[1](1) An advance may be made to an employee of an amount not exceeding 36 months' pay or the estimated cost of purchasing the house, whichever is less.

(2) The advance may be drawn in full before the house is purchased. Satisfactory evidence shall be produced before the General Manager Finance (Power)/ Manager Finance concerned to the effect that the amount advanced has been spent within one month of its drawal.

5-A. Advance for the purchase of plot for construction of house

*[1](1) An advance may be made to an employee of an amount not exceeding 36 months pay or the estimated cost of purchasing a plot, whichever is less.

(2) The advance may be drawn in full before the plot is purchased. Satisfactory evidence shall be produced before the respective Manager Finance or any other officer authorized by him in this behalf to the effect that the amount advanced has been spent for the purchase of plot within one month of its drawal.

6. Advance to Deputationists

Deleted vide Office Order No. SO(R).5(227) A&L/4969, dated 22nd July, 1969.

***[2]7. Advance to employees who are on the verge of retirement**

"Advance may be granted to a Wapda employee irrespective of age. However, the amount of advance granted to a Wapda employee above 50 years of age may be recovered including interest at the rate not exceeding 1/4th of monthly pay before attaining the age of 60 years. If any advance still remains to be recovered, the same may be recovered from the amount of commutation of his pension."

Note 1: Advance/loan for construction/purchase of house/plot may be granted to an employee of above 50 years of age subject to the condition that he alongwith his loan application shall opt for commutation of pension which option shall not be changed later on.

***[3] Note 2:** "While granting long term Loan / Advances interest free loans on first priority will be given to the employees whose houses were destroyed / damaged because of 08 October 2005 earthquake".

8. Revision of the amount of advance

Where, on the date of making an advance, the estimated cost of building or, as the case may be, purchasing the house, exceeds the amount of advance admissible to an employee or a deputationist, as the case may be, but his pay is subsequently increased (other than by the accrual of annual increments) by not less than 30%, the amount of the advance may, at the request of the employee or the deputationist, be revised. Provided that:

(i) the amount of the advance as revised shall not exceed the cost of building or purchasing the house as estimated at the time the original advance was made;

(ii) the application for revision is made within twelve months of the date of drawing the first installment;

(iii) the net amount payable against the revised sanction is arrived at after the adjustment of any amount drawn against the original sanction, where that amount, or any portion thereof, has been repaid; and

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*[1]Substituted vide O.M. No. S/DD(R)/07456/13/70362-71141 dt 12-09-83 (Annex-IX)
*[2]Added vide O.M. No. DG (S&GA)/DD(R)/07456/14/II/29706-30966 dt 21-04-1993 (Annex-XVII)
*[3]Added vide O.M NO. DG(S&GA)/DD(R)/07456/14/II/47812-49111 dt. 26.12.2005 (Annex-XXI)

(iv) the installments of recovery are so re-fixed as to enable recovery of the total amount, minus the amount already repaid, within the maximum period originally prescribed.

(v) the revision will not be allowed if the house has been completed.

(vi) If the mortgage deed already executed and registered stands for the advance originally sanctioned, the mortgagor may be required to execute a new separate deed in the prescribed form. The new deed should also be registered under the Registration Act.

It is also clarified that since Rule 4(1), 5(1) and 5 -A of these Rules have been revised with effect from 1-7-1983, these are applicable only in cases when the Advance has been sanctioned on or after 1-7-1983.

***[1] 9. Second advance**

An employee who has already received an advance either from the Authority or Government (for the construction or purchase of a house, or for the purchase of land for the construction of a house in the case of a Government servant) shall not be allowed another advance for the same purpose.

10. Title to plot of land

An advance shall not be made unless the employee has produced to the satisfaction of the Authority documentary evidence to show his title to the plot of land on which he proposes to construct a house or to purchase a plot of land for the purpose.

***[2] 11. Bond**

*An employee shall at his own cost, execute a Personal Surety Bond (in Form HB-I) on Non-judicial paper of the value of Rs. 100/- notified by the Authority, at the time of sanctioning of an advance by the sanctioning authority.

***[3] 12. Mortgage of house/land as security and insurance till re-payment**

(1) In order to secure the Authority from loss, the employee shall, at his own cost, mortgage (in Form HB-IV) the house so built or purchased, together with the land it stands upon to the Authority. In the case of purchase of a house, the land and house shall be mortgaged within one month of drawing the advance.

(2) Stamp duty, registration fees and any other fees leviable on the execution and registration of mortgage documents required to be executed by the employee shall be paid by him.

(3) On completing the construction/purchase of a house, the borrower shall insure the house annually against earthquake and fire, at his own cost, with an Insurance Company approved by the Authority, and assign the Insurance Policy in Form HB-V in favour of the Authority. The house so constructed/purchased will be considered to have been transferred to the Authority absolutely, subject to the right of redemption by the employee.

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*[1]A Second advance (even for a different purpose) will not be sanctioned unless the advance already drawn an employee has been repaid in full along with the interest as clarified vide o/o No. SO (R) 5 (293) A&L/655 19th January, 1971 (Annex-II)

*[2]Added vide OM No. D/DD(Rules)/07456/13/III/52913-54213 dt. 11.11.2006 (Annex-XXII)

*[3]Rules regarding second mortgage of the same property issued vide No. D/DD (Rules)/07456/14/21292- 21592 dt 3-5-82 (Annex-III), D (Rules)/07456/14/12779-13124 30th January, 1983 (Annex-VI)

13. Special provision for employees leaving the service

Subject to the provisions of Rule 14(2) below an employee who ceases to be in the service of Wapda before the whole amount due has been repaid shall refund the balance outstanding immediately.

14. Recovery of advance

(1) Advances will be recovered by the deduction of monthly installments, equal to over one hundred and twentieth part of the total advance, from the pay bills of the employee concerned. The Authority may, however, permit recovery to be made in a smaller number of the installments, if the employee receiving the advance so desires. The amount of interest will be recovered in one or more installments, each such installment being not appreciably greater than the installments, by which the principal was recovered. The recovery of interest will commence from the month following that in which the whole of the principal has been repaid.

NOTE-I The amount of the advance to be recovered monthly shall be fixed and recovered in whole rupees except in the case of the last installment when the remaining balance including any fraction of a rupee shall be recovered.

NOTE-II The recovery of the sum advanced, whether in lump sum or by installments, shall commence from the fourth issue of pay after the payment of the advance or its first installment, as the case may be.

NOTE-III Deleted vide office Memorandum No. SO(R)-5(227) A&L/7418, dated October 20, 1970.

(2) If a Government servant to whom an advance has been granted under these Rules ceases to be in the service of WAPDA the balance of the advance with interest thereon as above provided shall be immediately repayable unless the Government Servant produces a certificate from the Accountant General Pakistan, that deductions of the remaining installments will be made monthly from the pay bills drawn by the Government servant in his parent department or any other department to which he may thereafter be transferred. Should the Government servant cease to be in Government service before the advance with interest as aforesaid has been repaid, the balance outstanding shall be immediately repayable.

*[1](3) In case of death an employee, the remaining amount of loan/advance may be written off by the authority competent to sanction loan/advance. The outstanding installments, if any, due before the death will not be written off

15. Default

If the house for the construction or purchase of which an advance has been made is not constructed within one year of the drawing of the first installment or, as the case may be, is not purchased and mortgaged together with the land within one month of the drawing of the advance or any installment thereof or if the employee becomes insolvent or ceases to be in the service of WAPDA or dies, the entire amount of the advance and the interest accrued thereon shall, subject to the other provisions of these rules, immediately become due and payable.

16. Misconduct

Failure on the part of an employee, without reasonable cause, to repay any installment of principal or interest shall be considered as misconduct within the meaning of the Pakistan WAPDA Employees (Efficiency and Discipline) Rules, applicable to the employee.

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*[1]Added vide O.M. No. DG(S&GA)/DD(R)/07456/13/II/18991-20241 dated 28-3-1993 (Annex-XVI)

***[1] 17. Rate of interest**

The interest charged on amounts advanced under these Rules shall be at the rate fixed by the Government of Pakistan from time to time. WAPDA employees who do not claim interest on their G.P. Fund/E.P. Fund Balances shall not be charged interest on the advances for the construction/purchase of house/purchase of plots for the construction of houses.

18. Amendment or relaxation

The Authority may, on good cause being shown, amend or relax all or any of these Rules.

19. Interpretation

Should any question arise concerning the interpretation of these Rules, the decision of the Authority shall be final.

20. Repeal

The Rules known as "Rules Regulating the Grant of Advance from Wapda House Building or Purchasing Advance Fund" are hereby repealed.

BY THE ORDER OF THE AUTHORITY

Sd/-
(SAJJAD-UL-HASAN) CSP,
Secretary
Water and Power Development Authority

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*[1] Substituted vide O.M. No. S/DD(Rules)/07456/13/70362-71141 dated 12-9-1983 (Annex-IX)

Form HB-I

BOND

WHEREAS I Mr. . . . . .
Son of..... . . . . (hereinafter called the Borrower, which expression shall include my heirs, legal representatives and assigns) presently employed as . . . . . in the office of …… has, under the provisions of the Rules Regulating the Grant of Advances for the Construction/Purchase of House / Plots, 1967 (hereinafter referred to as the Rules, which expression shall include any amendment thereof for the time being in force), applied to the Pakistan Water and Power Development Authority established under the Pakistan Water and Power Development Authority Act, 1958, with its office at Wapda House, Lahore, (hereinafter called the Authority, which expression shall include its successors, legal representatives and assigns) for a loan of Rs. . . . . (in words. . . . .) for the purchase of a House. . . . . or a plot of land. . . . . (here give full description) and for building a house thereon (here give full description) and the Authority has agreed to lend the said amount to the borrower on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED BY and BETWEEN THE PARTIES hereto that in consideration of the sum of Rs . . . . . (in words)……paid by the Authority to the Borrower the receipt of which the borrower hereby acknowledges.

1. The Borrower shall pay to the Authority the said amount with interest calculated according to the Rules by monthly deductions from his salary as provided for by the Rules, and hereby authorizes the Authority to make such deductions and start making them within four months from the date of these presents.

2. The Borrower shall spend the entire amount of the loan on the *Purchase/ Construction of the House or the *Plot of land and constructing a house thereon, or if the actual price paid for the *House or the *Plot of land or the expenditure incurred on the *construction of the House is less than the loan, the Borrower shall repay the difference to the Authority forthwith.

3. The Borrower shall, within one. month from the date of payment of the last installment/entire amount of the loan to him for the construction/purchase of house, execute a mortgage deed, mortgaging the house together with the land on which it stands, to the Authority, and get the deed registered at his cost. The borrower shall insure the house annually against earthquake and fire, at his own cost, with an Insurance Company approved by the Authority, and assign the Insurance Policy in Form HB-VII in favour of the Authority. The house so constructed/purchased will be considered to have been transferred to the Authority absolutely, subject to the right of redemption by the employee.

4. The Borrower hereby agrees, undertakes and declares that if the plot of land is not purchased and the house not built thereon (the reasonable period building a house would be one year) *or if the house is not purchased as soon as possible or if the Provisional Transfer Order is cancelled by the Settlement Authorities and/or the deed mortgaging the house together with the land it stands on is not executed and registered within one month of the completion of purchase of the house or if the borrower becomes insolvent or ceases to be in the service of the Authority or dies, the entire amount of the loan and the interest accrued thereon, shall immediately become due and payable.

5. Should the entire amount due from the Borrower be not realized by monthly deductions as

agreed under Clause I hereof, the Borrower shall pay the amount due or its balance due, to the Authority in a lump sum. In the case of serving personnel, the Authority or a Member of the Authority would be fully competent to stop disbursement of pay and allowances till such time as the amount due above with interest has been realized.

WHEREAS I Mr.....S/O . . . . . resident at . . . . . presently employed as . . . . in the office of ., ... in consideration of your granting a loan of Rs . . . . . (Rupees. . . . . only) to ……..S/O ……..... of (address) . . . . . hereby guarantee due repayment of the loan and the installments falling due thereunder in terms of the mortgage deed a copy whereof is hereto annexed and signed by me for the said loan and to be executed by the said. . . . . (hereinafter referred to as the Principal Debtor). In the event of the said Principal Debtor failing to pay any of the installments falling due in respect of the said loan within 10 days of its becoming due and payable to WAPDA. I hereby undertake *to* pay the same within seven days of the receipt of notice in writing to me. Provided always that the payment of such installment by me shall not in any way prejudice WAPDA's right to treat the balance of the loan as repayable on demand by reason of the Principal Debtor's failure to pay such installment on the due date or for any other reason that WAPDA may deem sufficient. In the event of WAPDA's deciding to recall the balance of the loan as aforesaid, it shall have the right to demand the same from me by notice in writing and on my failing to repay the balance within 15 days of the receipt of notice in writing to me, to proceed against me under the law as if I was the Principal Debtor (i.e. borrower) within the meaning of the WAPDA Rules Regulating the Grant of Advances for the Construction/ Purchase of House/Plots, Rules, 1967.

2. My liability under this guarantee shall be co-extensive with that of the Principal Debtor and WAPDA may at its discretion hold me primarily responsible for the liabilities of the Principal Debtor as aforesaid.

3. This guarantee shall not be discharged or prejudiced by any partial payments or by settlement of accounts or by discharge of the Principal Debtor by Operation of law or for any other reason.

4. WAPDA may as it thinks fit and without reference to me and without prejudice to its rights against me by virtue hereof, grant the Principal Debtor time or other indulgence or make or accept any arrangement or composition with him in respect or the debt hereby guaranteed and also vary, renew, realize or in any way deal with any securities or rights now or hereafter held by WAPDA in respect of the debt.

5. Any account settled between WAPDA and the Principal Debtor as well as any statement of WAPDA regarding the amount due to them will be accepted by me as conclusive evidence of the extent of my liability under this guarantee.

6. Any notice by way of demand, request or otherwise hereunder may be given to me personally or may be left at the last known place of business or residence or may be sent to me by post addressed as aforesaid, and if sent by post, it shall be deemed to have been duly received by me when it would reach me in due course of post.

IN WITNESS WHEREOF, the parties hereto have set their hands hereunto the day and the year below written.

Dated the day of 20

1. Signature of Guarantor

(Name, designation and full address of the Borrower).

2. Signature of Guarantor

Witness

Witness 1

Name and Full Address

1. Name
Occupation
Address

Witness 2

Name and Full Address

2. Name
Occupation
Address

SECRETARY

for and on behalf of the
Pakistan Water and Power Development Authority

Score out what may not be applicable.

Form HB-II

NON-INCUMBRANCE CERTIFICATE

Indices for the years from . . . . . to. . . . . of Book. .: . . . . . of his office have been consulted and there is no entry showing any encumbrance on property i.e. plot. . . . . measuring. . . . . situated. . . . . .owned by Mr. . . . . residing at. . . . . during the said period.

Sub-Registrar

Form HB-III

CERTIFICATE OF IMPROVEMENT TRUST HOUSING SOCIETY

This is to certify that Mr . . . . . .serial Membership No. . . .. has been allotted Plot No ... . .admeasuring . . . . . yards in Block No. . . . . as per blue print of the Society. He has paid sum due to the Society upto date in respect of the said plot. He has taken exclusive possession of the said plot. The society has permitted him to construct a pucca residential house on the same. The Society has no objection if the Allottee mortgages the said plot of land and the house to be constructed thereon as security against loan that may be advanced to him by the Pakistan Water and Power Development Authority.

No permission has been granted to the allottee to mortgage or in any other way transfer his interest in the land and the house to be constructed thereon except with the Pakistan Water and Power Development Authority.

Form HB-IV

MORTGAGE DEED

(On non-judicial stamp paper of the value as determined in each case in consultation with the Legal Adviser Wapda. This document will have to be registered).

THIS INDENTURE made this. . . . . .day of . .. . Two thousand and . . . . BETWEEN. . . . . : . . . of . . . . . :. . . . . .(hereinafter called the Mortgagor, which expression shall include his heirs, legal representatives and assigns) of the one part and the Pakistan Water and Power Development Authority, constituted under the Pakistan Water and Power Development Authority Act, 1958 (hereinafter called the Authority, which expression shall include its successors, legal representatives and assigns) of the other part.

WHEREAS the Mortgagor is absolutely seized and possessed of or otherwise well entitled to the land here ditaments and the premises hereinafter defined and expressed to be hereby conveyed transferred and assured (hereinafter referred to as the said here ditaments).

AND WHEREAS the Mortgagor has applied to the Authority for an advance of a sum of Rs . . . . . for the purpose of enabling him to defray the expenses of . . . . . .a suitable residence for his own use. AND WHEREAS the Mortgagor has, under the provisions of the Rules Regulating the Grant of Advances for the Construction/Purchase of Houses/ Pots, 1967, (hereinafter referred to as the Rules which expression shall include any amendment thereof for the time being in force applied for and has been granted an advance of Rs . . . . . Rupees (in words) . . . . . .for purchasing a plot of land. . . . . .(give full description) or for constructing a house. . . . . (give full description)
or for purchasing a house. . . . . : . . . . . .(give full description) by the Authority which plot of land the Mortgagor has purchased for Rs. . . . . and which house he has built thereon at a cost of Rs . or which house the Mortgagor has purchased for Rs. . . . . .

AND WHEREAS in this context the Mortgagor entered into Agreement dated---------- …… with the Authority.

AND WHEREAS one of the conditions upon which the said advance/s has / have been granted by the Authority to the Mortgagor as entered in the said Agreement is that the Mortgagor shall immediately when required by the Authority / execute a mortgage deed mortgaging the house purchased or built together with the land it stands on the Authority and get the deed registered.

NOW THIS INDENTURE WITNESSETH that in consideration of the Said advance of Rs . . . . . and in pursuance of the said Agreement, the Mortgagor does hereby mortgage with the Authority by way of simple mortgage ALL THAT PLOT of land situated in . . . . . in the registration District of . . . . . Sub-District. . . .. . Thana. . . . . containing more or less and bounded on the North by,. . . . . on the South by. . . . . .on the East by . . . . . .and on the West by. . . . . together with the houses, compound wall and all other structures, constructed thereon and all furnishing and fittings therein and hereinafter constructed or added thereto.

PROVIDED ALWAYS that if and as soon as the said advance of Rs..... and of such further sums, if any, as may have been paid to the Mortgagor by the Authority as aforesaid made upon the security of these presents and interest thereon calculated according to the Rules shall have been repaid to or received by the Authority in terms of the said Agreement, then and in such case the mortgagor shall be entitled to redeem the said mortgage at his option (Appendix-A).

AND FURTHER PROVIDED ALWAYS THAT if there shall be any breach by the Mortgagor of the covenants on his part herein contained or contained in the said Agreement, or if he shall become insolvent or ceases to be in the service of the Authority or die before all sums due or payable to the Authority on the security of these presents and interest thereon calculated according to the said Rules shall have been fully paid off, then and in any of such cases the Authority Shall have a right to cause the mortgaged property to be sold, and the proceeds of sale to be applied, so far as may be necessary, to satisfy, its claim.

The Mortgagor hereby covenants with the Authority that the Mortgagor will during the continuance of this security observe and perform all the provisions and conditions of the Rules on his part to be observed and performed in respect of these presents and the said here ditaments.

IN WITNESS WHEREOF the Mortgagor has hereunto set his hand the day and the year first above written.

. . . . . .
(Mortgagor)

Witness. . . . . .
Address. . . . . .
Occupation. . . . . .

Witness. . . . . .
Address. . . . . .
Occupation. . . . . .

Form HB.V

Letter Intimating the Insurance Company the Authority's Interest in Insurance Policies of Houses Purchased/Constructed with the Aid of Advance Sanctioned by WAPDA

From:

To
Subject:- INSURANCE POLICY NO. COVER…….....
IN RESPECT OF HOUSE SITUATED AT…….
……

Dear Sir,

This is to inform you that I have assigned the Insurance Policy mentioned above to the Pakistan Water and Power Development Authority, WAPDA House Shahrah-e-Quaid-e-Azam, Lahore and that the said Authority is interested in the said House Insurance Policy secured in your Company and to request that you will kindly make a note of the fact in the records of the Company.

Yours Faithfully,

Place:

Date:

Forwarded. The receipt of the letter may kindly be acknowledged. It is also requested that the undersigned may kindly be informed whenever any claim is paid under the policy and also if the premium is not paid periodically for renewal.

(Aman Ullah Khan)
Secretary Wapda

ANNEXURE 'A'

DEED OF REDEMPTION

This INDENTURE made the. .....…….. of. ……. BETWEEN the Pakistan Water and Power Development Authority (hereinafter called the "Mortgagee") of the one part and of Administration and Coordination Division, WAPDA, Lahore (hereinafter called the "Mortgagor") of the other part and registered in the office of the Sub-Registrar, on at Lahore in Book No. . . . . as No. . .. .Its copy pasted as No ……. in Additional Book No. . . . . on . . . . for Rs. . . . . (hereinafter called the "Principal Indenture") WHEREAS All moneys due and owing on the security of the Principal Indenture have been fully paid and satisfied and the Mortgagee has accordingly at the request of the mortgagor agreed to execute such redemption of the Mortgaged premises in the within Indenture COMPRISED as hereinafter contained.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the premises the Mortgagee doth thereby grant assign and redeem unto the Mortgagor, his heirs, executors, administrators and assign ALL THAT HOUSE situated at……. . .. .All and singular other premises in the Principal Indenture comprised or expressed to be HEREBY assured or which by now are by any means vested in the Mortgagee and subject to redemption under or by virtue of the Principal Indenture with their rights easements and appurtenances as in the Principal Indenture expressed and all the estates right title, interest, property claim and demand whatsoever of the Mortgagee into out of on or upon the same premises hereinbefore expressed to be HEREBY reconveyed granted assigned unto and to the use of the Mortgagor, his heirs, executors, administrators and assigns for ever freed and discharged from" all moneys intended to be secured by the Principal Indenture and from all actions, suits accounts, claims and demands for, or, in respect of, the said moneys or any part thereof, or, for, in respect of, the Principal Indenture or of anything relating to the premises. AND Mortgagee hereby covenants with the Mortgagor, his heirs, executors, administrators and assigns that the Mortgagee has not done or knowingly suffered or been party or privy to anything whereby the said premises or any part thereof are/is or can be impeached, encumbered or affected in title, estate or other howsoever.

IN WITNESS where of the parties here to have hereunto set their hands and seals the day and year first above written.

In presence of

SECRETARY WAPDA

1. …….

2. …….

UNDERTAKING

Whereas the Government of Pakistan had sanctioned to me a house building advance of Rs . . . . . Rupees. . . . . .for construction of a house in erstwhile East Pakistan, the recovery of which has been postponed in terms of Finance Division O.M. No. F. 8 (1)-R.9/72, dated 27th September, 1972/0.M. No. F.I (15)-R. 9/780, dated the 15th August, 1973.

I,. . . . . Son of . . . . . Ministry of ……. do hereby undertake that as and when a settlement is reached between the Governments of Pakistan and Bangladesh and in case whether I receive compensation or have my house restored to me, I undertake `to refund to the amounts due from me by installments by deduction or otherwise from my pension or in lump sum from the gratuity, as may be decided upon by the Government of Pakistan.

Signature

Date

Witness

ANNEXURE-I

No. SAH. 5(204)A&L/6506 December 2, 1965

OFFICE ORDER

It has been observed by the Authority that the Rules regarding grant of advances either for house building/purchasing or for the purchase of Motor Cars, Motor Cycles etc. are not being strictly followed, especially after these advances have been sanctioned by the competent authority, with the result that the Authority's financial interests are not adequately safeguarded. Some of the more important rules are therefore brought to the notice of all Heads of Divisions/Chief Engineers for guidance and strict compliance. These are:-

(1) RULES GOVERNING THE GRANT OF ADVANCES FOR THE PURCHASE OF CONVEYANCE

Rule 2

(i) Under this rule, all direct Wapda employees are required to produce a Surety Bond, preferably from a permanent Government servant acceptable to the Authority, before the advance is drawn.

(ii) Under this rule, an employee is required to execute an agreement in the prescribed form before the actual drawal of the advance.

(iii) Under this rule, an employee is required to purchase the vehicle within one month from the date of drawal of the advance.

(iv) Under this rule, an employee is required to mortgage, in favour of the Authority, the vehicle purchased with the advance obtained from the Authority, within one month from the date on which the advance was drawn. He should also ensure that the conveyance is insured for the entire period of the mortgage with one of the approved Insurance Companies. A letter to the Insurance Company indicating the Authority's interest in the policy is also to be obtained from the employee for transmission to the Insurance Company.

Office Order No- KGA. 5(2)A&L/A(R)842, Dated February 9,1965

In case an employee does not fulfill the requirement of mortgaging the conveyance within one month from the date of drawal of the advance, his full pay of the next month after the expiry of the stipulated period should be stopped.

(2) RULES REGARDING THE HOUSE BUILDING/PURCHASE ADVANCE

Rule 10

Under this rule an employee is required to execute the Agreement in the prescribed form before the actual drawal of the advance.

This rule further requires the employee to mortgage the house, within four months from the date of payment of last installment, in favour of the Authority .

Rule 4 (b)

Under this rule, on the expiry of three months from the date of the drawal of the advance an employee is required to produce satisfactory evidence to show that the amount of the first installment has actually been utilized for the purpose for which it was obtained. The competent authority will also ensure that the drawal of subsequent installment is not unduly delayed simply to enable the employee to avail of the house rent concession which ceases to be admissible after the expiry of three months of the drawal of the last installment or from the date of completion of the house, whichever is earlier (Rule 7 refers).

Office Order No. SAQ. 5(213)A&L/1965, Dated: April 24, 1965

If the employee does not mortgage the house within the stipulated period, his full pay should be stopped till he submits the Mortgage Deed.

Sd/- 2-12-65

(S. AKHLAQUE HUSSAIN)
TQA, CSP,
SECRETARY, WAPDA

ANNEXURE-II

No. SO (R) 5 (293) A&L/655 19th January, 1971

OFFICE ORDER

Subject: GRANT OF TWO OR MORE ADVANCES SIMULATNEOUSLY

Instances have come to the notice of the Authority where Wapda employees Government deputationists who have already drawn an advance from the Authority for a specific purpose, have made requests for another advance for a different purpose, e.g. employees who have already received a house-building loan have asked for an advance to buy a motorcar. This increases the liability of the borrowing and makes it difficult for them to repay two different monthly installments of substantial amounts.

It has, therefore, been decided by the Authority that henceforth no employee will be sanctioned a second advance (even for a different purpose) unless the advance already drawn by him has been repaid in full along with the interest.

Sd/-
(Shafiq-ur-Rehman Khan)
Section Officer (Rules)
for Secretary, Wapda.

ANNEXURE-III

No. *D/DD* (Rules)/07456/14/21292-21592 3rd May, 1982

The General Manager Finance (Power),
WAPDA, B-47 Wapda House, Lahore.

Subject;- GRANT OF HOUSE BUILDING/PURCHASE ADVANCE

Ref: -Your Letter No. GMF(P)/Project/LTA/Policy/2132, dated 21st April, 1982. (Appendix-A)

Parawise replies to the points raised in your letter are as under

1. According to rule-9 of the Pakistan WAPDA Rules Regulating the Grant of Advances for the Construction/Purchase of Houses/Plots, 1967, second advance is NOT admissible if the employee has already received an advance either from the Government or the Authority. House Building Finance Corporation or any loan giving agency cannot be an exception to this rule, because the plot or house must be already mortgaged with the loan giving agency i.e. House Building Finance Corporation etc. and it cannot be simultaneously mortgaged with the Authority. House Building Finance Corporation is a Government organization set-up with the aid of Government Finances and the loan from the Corporation should be for the purpose of rule-9 treated as loan from Government;

2. The document which establishes the title of the employee to the plot of land/ House like lease deed, or registration deed in terms of the rule 10 *ibid;*

3. No second advance cannot be granted in terms of rule 9 ibid; and

4. According to rule 2 (ii) before an advance is allowed, the employee has to produce a non-encumbrance certificate either from Sub Registrar or from Improvement Trusts (like KDA or LDA) or the Housing Society. If the House is already mortgaged with House Building Finance Corporation, etc. the employee cannot produce the non-encumbrance certificate, and he cannot be allowed second advance under the rules from the Authority.

Sd/-
(S. M. Kamal)
Director (Rules) Wapda

(**Appendix-A)**

COPY OF LEITER NO. GMF (P)/PROJECTS/LTA/POICY / 2132 DATED 21ST APRIL, 1982, RECEIVED FROM THE OFFICE OF GENERAL MANAGER FINANCE (POWER) WAPDA, WAPDA HOUSE, LAHORE

The Deputy Director (Rules),
WAPDA, Wapda House, Lahore.

Subject:- GRANT OF HOUSE BUILDING/PURCHASE ADVANCE

Kindly refer Authority's Office Order No. S/DD/Rules/07531116386-16885 dated 30-9-81 and you are requested to kindly clarify the points raised as under:-

1. Whether or not a WAPDA employee who has already obtained a loan for House Building/Purchase of House Advance from House Building Finance Corporation, is eligible for the grant of advance for the similar purpose from WAPDA.

2. What documents are required to be obtained from a borrower while executing Mortgage Deed in connection with the purchase of Plot Advance.

3. Whether or not a WAPDA employee already in receipt of purchase of Plot

Advance from WAPDA is eligible for the grant of House Building/House Construction Advance.

4. In case a WAPDA employee has acquired loan from WAPDA for House Building and subsequently it is revealed that he has already acquired similar loan from House Building Finance Corporation, it may please be intimated as to whether or not in such cases, Registered Mortgage Deed is obligatory with WAPDA when he has already executed such Mortgage with House Building Finance Corporation and handed over his original Registration documents to House Building Finance Corporation.

An expeditious clarification on the points raised above is solicited to enable us to dispose of the cases accordingly.

Sd/-
(Manager Finanace H.Q)
Wapda

ANNEXURE-IV

No. *D/DD* (Rules)/07456/14/42556-42885 5th June, 1982

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA RULES REGULATING THE GRANT OF ADVANCES FOR THE CONSTRUCTION/PURCHASE OF HOUSES / PLOTS, 1967.

In case the authority competent to sanction an advance in terms of the Rules referred to above has any doubt as to whether a particular locality is a suburb or a satellite town of the stations mentioned in rule-2 of these Rules, it may direct the prospective borrower to submit a certificate from the Municipal Corporation or the City's Development Authority to the effect that the locality concerned is a suburb or satellite town of that city on the
following proforma:

"Certified that Plot No .....House No .....measuring . . . . .in Block No. . . . . (with full location of the plot/house) is situated in the locality which is a satellite town or suburb of the city of . . . . . .

Mayor of the Corporation/
Chairman-Development Authority".

Sd/-
(S. M. Kamal)
Director (Rules) Wapda

ANNEXURE-V

No. AD(S) 5 (750)/AL/46509-47278 Dated: 10-6-1982

OFFICE ORDER

Subject: GRANT OF ADVANCES FOR THE CONSTRUCTION/PURCHASE OF BUILDING /MOTOR CAR/MOTOR CYCLE/SCOOTER AND CYCLE ETC.

It has been decided that in future while submitting the cases for acceptance of agreements in respect of the grant of advance for the construction/purchase of Building/Motor Car/Motor Cycle/Scooter and Cycle etc. to Wapda employees, a certificate should be furnished invariably stating that no previous loan is outstanding against the applicant and that the long term advance, if any, has been fully recovered.

No agreement will be acceptable without the above certificate.

Sd/-
(MAMOON R. ABBASI)
Assistant Director (Services)
for GM (Admn) Wapda.

ANNEXURE-VI

D (Rules)/07456/14/12779-13124 30th January, 1983

OFFICE MEMORANDUM

Subject: GRANT OF HOUSE BUILDING/PURCHASE ADVANCE

In partial modification of the advice contained in this office letter No. D/DD (Rules)/ 07456/14/21292-21592, dated 3-5-1982, the Authority has decided that there should be no objection to the creation of second charge on the property already mortgaged with the Authority. Permission may be granted to Wapda employees applying for a loan from house Building Finance Corporation, thereby creating a second mortgage on the property (already mortgage with the Authority in favour of the House Building Finance Corporation subject to the condition that the House and the Land will remain mortgaged in favour of the Authority to the extent of the advance drawn from the Authority together with interest accrued thereon and that it will constitute first charge on the said property. While granting such permission it should be ensured that the above conditions are invariably incorporated in the second mortgage to be executed in favour of the House Building Finance Corporation.

Sd/-
(S. M. Kamal)
Director (Rules) Wapda

ANNEXURE-VII

No. D/DD (Rules)/07456/13/40026-375 26th April, 1983

OFFICE MEMORANDUM

Subject: GRANT OF HOUSE BUILDING/PURCHASE ADVANCE

1. In continuation of this office O.M. No. *D/DD* (Rules)/07456/14/12779-13124, dated 30-1-1983, it is clarified that permission for the construction of a house by a Wapda employee is to be accorded by his appointing authority on an application made in his be half, disclosing his source from which the cost of such construction shall be met vide rule 10-A of Pakistan Wapda Employees (Conduct) Rules, 1978. It is, therefore, clear whether the house is to be constructed by taking a loan from House Building Finance Corporation by creating the first mortgage on the property or second mortgage on the property needs the approval of the appointing authority. The approval will be sought on the prescribed form for this purpose vide Office Memorandum No. *D/DD* (Rules)/07456/22/107129930 dated 8-12-1982.

2. Since according to Office. Order No. SO (S)-5 (2) A&L/57007-567 dated 20-4-1978, all agreements/surety bonds in respect of house building advances etc. are to be signed and accepted on behalf of the Authority by the General Manager (Admn), any application for permission for a loan from House Building Finance Corporation by creating a second mortgage on the property (already mortgaged to the Authority) in favour of House Building Finance Corporation, will be accorded by the appointing authority through General Manager (Admn) who has accepted on behalf of Authority the agreement and surety bond for the grant of first advance. In fact such permission may be sought by the employee on the prescribed form already referred to above.

3. This issues with the approval of General Manager (Admn).

Sd/-
(S. M. Kamal),
Director (Rules) Wapda

ANNEXURE-VIII

No. *D/DD* (Rules)/07456/13/46672-47021 19th May, 1983

CORRIGENDUM

Subject: GRANT OF HOUSE BUILDING / PURCHASE ADVANCE

The words "appointing authority" wherever occurring in this office Office Memorandum No. D/DD (Rules)/07456/13/40026-375, dated 25.4.1983, be substituted by the words "competent authority"

2. A copy of the corrected text of the Office Memorandum is reproduced below.

Sd/-
(S. M. KAMAL)
Director (Rules) Wapda

ANNEXURE-IX

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 304488 & 69911/204
Telegrams : WAPDA LAHORE

740-Wapda House,
Lahore.

No. S/DD (Rules)/07456/13/70362-71141

12-September, 1983

OFFICE MEMORANDUM

Subject :- THE PAKISTAN WAPDA RULES REGULATING THE GRANT OF ADVANCES FOR THE CONSTRUCTION/PURCHASE OF HOUSES/PLOTS 1967 AMENDMENT.

In pursuance of paras 17 and 8 of Authority's Office Memorandum No. F. O (P&I)/BSP-83/10-126/5766-5966 dated 24-08-1983 the existing rules 4(1), 5(1), 5-A (a) and 17 may be replaced by the following w.e.f 1-07-1983:-

Rule-4 (1) An advance may be made to an employee of an amount not exceeding his pay for 36 months or the conservatively estimated cost of the advance cannot be claimed as or right.

Rule-5 (1) An advance may made to an employee of an amount not exceeding 36 months pay or the estimated cost of purchasing the house, whichever is less.

Rule-5-A (1) An advance may be made to an employee of an amount not exceeding 36 months pay or the estimated cost of purchasing a plot, whichever is less.

Rule-17 **Rate of interest**

The interest charged on amounts advanced under these Rules shall be at the rate fixed by the Government of Pakistan from time to time. Wapda employees who do not claim interest on their G.P.Fund/E.P.Fund balances shall not be charged interest on the advances for the construction/purchase of houses/purchase of plots for the construction of houses.

Sd/-
Colonel
(Idress Mohsin)
Secretary – WAPDA.

Distribution as per List 'D'

ANNEXURE-X

No. D/DD(Rules)/07456/23/89019-378 29th October,.1983

OFFICE MEMORANDUM

Subject: LOAN AND ADVANCES TO WAPDA EMPLOYEES

In supersession of the then Chief Accountant WAPDA, letter No. GAD-Misc/Policy/66-67/36134, dated 7-12-66 and this office letter No. SOR. 5(236)A&L/4970 dated 1-7-67, the Authority is pleased to order that a WAPDA employee, who has Not opted for WAPDA Pension Rules, 1977, or to whom these Rules are Not explicable, should Not be given any of the following advances unless he fulfils the conditions noted below:

a.	Advances for the purchase of Cycle, Scooter, Motor Cycle and Motor Car.	He may have to his credit one-half (1/2) of the amounts of advance in his Employees Provident Fund Account, including Authority's contribution.
b.	Advances for the construction / purchase of Houses / Plots.	He may have to his credit one-fourth (1/4) of the amount of advance in his Employees Provident Fund Account, including Authority's contribution.

Sd/-
(S. M. KAMAL)
Director (Rules) Wapda

ANNEXURE-XI

No. D/AD(S) 5 (749)AL/41403-752 Dated 17-4-1984.

OFFICE ORDER

Subject: GRANT OF LONG TERM ADVANCES FOR THE CONSTRUCTION/PURCHASE OF HOUSES/PURCHASE OF MOTOR CAR/MOTOR CYCLE/CYCLE ETC.

According to the Authority's decision General Manager (Admn.) and Director (Estates and Services) are the competent authorities to accept Surety Bonds in respect of Long Term Advances. Funds for the grant of advances are sanctioned by the Authority at the beginning of the financial year but from the past experience it has been observed that requests from the employees for the grant of advances are processed almost at the end of financial year. Due to this reason, this office cannot process/scrutinize documents properly and at times funds are lapsed simply because of belated submission of documents by the concerned formations. The late processing of such cases is not only against the interest of Authority but also causes discontentment and hardships to the employees.

In view of the above, it is requested that cases for the grant of long term advances should be processed and finalized well before the closing of financial year. The Documents/ Surety Bonds for acceptance should be forwarded to this office by 15th May, every year, at the latest. The cases which are received after due date will not be entertained.

This is issued with the approval of General Manager (Admn.), Wapda.

Sd/-
Lt. Col. (Retd.)
(Abdul Jalil)
Director (Services & Estates) Wapda
for General Manager (Admn.) Wapda

ANNEXURE-XII

No. *D/AD(S)* 5 (749)AL/52127-255 Dated: 15-5-1984

OFFICE ORDER

Subject: GRANT OF ADVANCE FOR THE CONSTRUCTION / PURCHASE OF HOUSE / PLOT AND MOTOR CAR.

It has been observed that cases for acceptance of Surety Bonds regarding long term advances are submitted to this office under the signatures of various officers subordinate to the loan sanctioning authorities. In the interest of Authority, it has been decided that cases for acceptance of Surety Bonds should now be recommended by the General Managers, Chief Engineers and Heads of Division on the form itself or on a covering letter.

Sd/-
Lt. Col. (Retd.)
(Abdul Jalil)
Director (Services & Estates) Wapda
for GM (Admn.), Wapda

ANNEXURE-XIII

No. F.O .(B&F)/10-126/BSP-83/Vol-II/13663-862 Dated: 24-9-1984

OFFICE MEMORANDUM

Subject: EXEMPTION FROM INTEREST ON HOUSE BUILDING ADVANCE MOTOR CAR ADVANCE AND MOTOR CYCLE ADVANCE

The undersigned is directed to refer to para 18 of this Division's OM. No. F.O(B&F)/ BSP-83/10-126/5766-5966, dated 24-8-1983, on the above subject and to clarify that the concession mentioned in para 18 of the said OM. is admissible in cases where the House Building Advance, Motor Car Advance and Motor Cycle Advance have been sanctioned on or after 1-7-1983 and no interest is claimed on G.P. Fund / E.P. Fund balances by the Wapda employees concerned on or after this date. Advances granted prior to 1-7-1983 will continue to be governed by the instructions, which were in force prior to that date.

Sd/-
(A. RAOOF)
Director Finance(R&I)
Wapda

ANNEXURE-XIV

No. AD(S)5(749)A&L/8752-912 Dated: 3-2-1985

OFFICE ORDER

Under the Rules regarding the grant of advance for the purchase of Motor Car/Motor - Cycle/Scooter/Cycle, an employees is required to mortgage the Conveyance purchased with the advance obtained from the Authority, in this favour, within one month of the drawal of the advance.

In case of advance for the construction of Houses/Purchase of Plots an employee is required to mortgage the property in favour of the Authority within four(4) months and one(l) month respectively from the date of payment of. last installment.

It has been observed with concern that the instructions issued by the Authority from time to time on the above subject are not being followed, with the result that the Authority's financial interests are not adequately safeguarded.

Some of the more important Rules on the subject have already been brought to the notice of all Heads of Divisions/Chief Engineers for guidance and strict compliance vide office order No. SAH. 5(204)/A&L/6506, dated. 2nd December, 1965 (copy enclosed) Annexure-X.

All concerned are, therefore, requested to implement the Authority's orders on the subject in letter and spirit, failing which the entire responsibility will rest with the Heads of Divisions.

Sd/-
Lt. Col. (Retd.)
(ABDUL JALIL)
Director (Services & Estates)
WAPDA

ANNEXURE-XV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 222112 & 89911/294 740-WAPDA HOUSE
Telegrams : WAPDA LAHORE LAHORE

No. S/DD (Rules)/07456/13/32088-8887 Dated 17 April, 1985

OFFICE MEMORANDUM

Subject : THE PAKISTAN WAPDA RULES REGULATING THE GRANT OF ADVANCES FOR THE CONSTRUCTION/PURCHASE OF HOUSES/PLOTS, 1967 AMENDMENTS

The Authority has decided that the following amendments should be made in "The Pakistan Wapda Rules Regulating the Grant of Advances for the Construction/Purchase of Houses/Plots, 1967:-

a) The existing rule 2(1) (i) should be substituted with the following:-

''i) for the construction or purchase of a house or plot, in case of Government servants as well as regular WAPDA employees and employees of the Electricity Department, for occupation by themselves, at any place in Pakistan.''

b) The following new sub rule should be added as sub rule (3) below the existing sub rule (2) of Rule 4:-

"(3) "The Controlling/Drawing Officer or a responsible person deputed by him, should verify by personal local inspection, that the conditions laid down in the above rule have been fulfilled and a certificate to this effect should be signed by the Controlling/Drawing Officer in the following form:-

CERTIFICATE

Certified that Mr._____ who has been granted a House Building Advance of Rs. _____ has*produced documents stating proprietary rights in the land on which the house is proposed to be built/has constructed the house upto plinth level/roof level/fittings of fixtures stage etc.

Signature of Controlling/
Drawing Officer

*Relevant portion to be deleted, if the certificate is submitted for first/second/third/fourth instalment.

Sd/-
Colonel
(Idrees Mohsin)
Secretary, WAPDA

Distribution:-
As per List 'D'

ANNEXURE-XVI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones :306836-6366911/2717
Telegrams : WAPDA LAHORE

Service & Generl Administraion
716-Wapda House,
Lahore.

No.DG (S&GA)/DD(R)/07456/13/II/18991-20241 Dated 28th March 1993

OFFICE MEMORANBDUM

Subject : THE PAKISTAN WAPDA RULES REGULATING THE GRANT OF ADVANCES FOR THE CONSTRUCTION/ PURCHASE OF HOUSES/PLOTS 1967-AMENDMENT

Authority has decided to add the following as sub clause (3) to clause 14 of the Pakistan WAPDA Rules Regulating the Grand of Advances for the Construction/Purchase of Houses/Plots 1967:-

"(3) In case of death of an employee, the remaining amount of loan/ advance may be written off by the Authority competent to sanction loan/advance. The outstanding installments, if any, due before the death will not be written off."

Sd/-
Eric Massey
Director General

Distribution
1. As per list 'D'
2. Assistant Director (E-IA) S&GA WAPDA, Lahore.

ANNEXURE-XVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones :306836-6366911/2717
Telegrams : WAPDA LAHORE

Services & General Admn
717-Wapda House,
Lahore.

No.DG (S&GA)/DD(R)07456/14/II/29706-30966 Dated 21St April 1993

OFFICE MEMORANBDUM

Subject: THE PAKISTAN WAPDA RULES REGULATING THE GRANT OF ADVANCES FOR THE CONSTRUCTION/ PURCHASE OF HOUSES/PLOTS-1967 (AMENDMENT)

Authority has decided to substitute the existing Rule 7 of the Pakistan WAPDA Rules regulating the grant of advances for the construction/purchase of houses/plots-1967 by the following and add a note thereunder:

"Advance may be granted to a WAPDA employee irrespective of age. However, the amount of advance granted to a WAPDA employee above 50 years of age may be recovered including interest at the rate not exceeding 1/4th of monthly pay before attaining the age of 60 years. If any advance still remains to be recovered the same may be recovered from the amount of commutation of his pension."

Note
Advance/loan for construction/purchase of house/plot may be granted to an employee of above 50 years of age subject to the condition that he alongwith his loan application shall opt. for commutation of pension which option shall not be changed later on.

Sd/-
Eric Massey
Director General

Distribution:
1. As per list 'D'
2. Assistant Director (E-IA) S&GA WAPDA, LAHORE.

ANNEXURE-XVIII

No. D/AD (S) 6502 (1)/41601-42251 Dated: 10-11-1999

NOTIFICATION

Subject:- GRANT OF ADVANCE FOR CONSTRUCTION / PURCHASE OF HOUSE/PLOT AND PURCHASE OF CAR, MOTOR CYCLE/SCOOTER ETC.

It has been observed that while Earmarking / Sanctioning Long Term Advances to Wapda Employees the pre-requisites are not checked by the dealing offices. In order to streamline the procedure and to avoid Audit objections at a later stage it is reiterated that the following requirements should be followed strictly before acceptance of applications:

1. Application on the prescribed form alongwith Surety Bond on plain paper complete in all respects.

2. Permission for Construction / Purchase of House / Plot and Purchase of Car/Motor Cycle/Scooter etc.

3. No Enquiry Certificate against the Applicant/Guarantors from Head of Office/Division.
4. Man of Means Certificates.
5. No Long Term Advance Certificate.

2. After earmarking of loan to an employee the case should be submitted to this office alongwith following documents:

1. Application for loan (complete set as detailed at Sr. No.1 to 5 above) alongwith Surety Bond on Non Judicial Papers valuing 2% of the loan duly typed (photo copy is not acceptable). Applicant and guarantors must sign on every page of Surety Bond.
2. Non-encumbrance Certificate (in case of loan for Construction of House).
3. Domicile Certificate
4. Copy of Earmarking of funds.
5. Sanction order of loan from the Competent Authority as prescribed in Book of Financial Powers. 1977 (Revised up to August, 1995).

3. In addition to above the applications duly completed in all respect are not received in time due to which the approval of Competent Authority can not be accorded well in time or the earmarking date has already expired or near to expire. To over come these problems, it should be ensured that henceforth all such applications should reach in this office at least one month before the expiry of earmarking date or 15th May of the year which ever is earlier.

4. It has also been observed with Concern by the General Manager (Admn) that after acceptance of the Surety Bond by the Competent Authority almost all the applicants fail to provide/submit the Mortgage Deed in favour of WAPDA which is highly objectionable and warrants for an appropriate -disciplinary action against the defaulters.

5. In order to improve the situation all the concerned officers / officials should follow the Authority's instructions issued from time to time on the subject in letter and spirit to avoid any complication at a later stage.

Sd/-
(Nasir Mahmood)
Director (Services & Estates) WAPDA

ANNEXURE-XIX

No. F.O (B&F)/37-53/5570-5769 Dated 23-12-1999

OFFICE MEMORANDUM

Subject: ADMISSIBILITY OF OPTION FOR CONVERTING NON-INTEREST BEARING G.P. FUND ACCOUNT OR VICE VERSA AND RE-MISSION/RECOVERY OF INTEREST ON LOAN (S).

Reference:-This Division O.M. No.F.O(R&I)/BPS-83/10-126/5766-5966 dated24-8-1983

As per Para-18 of this Division's O.M. dated 24-8-83 referred to above, a WAPDA Employee can avail the facility of interest free loan (s) such as House Building / Motor Car/Motor Cycle advances from WAPDA, if he does not claim interest on his G.P. Fund balance.

2. A question has arisen as to whether a WAPDA Employee after availing interest free loan (s) on the basis of non-interest bearing G.P.Fund Account can change his option to claim interest on G.P. Fund account and if so to what extent the amount of interest on loan (s) is to be remitted/recovered.

3. The position has been reviewed in consultation with Finance Division (Reg. Wing) Govt. of Pakistan. As per Rule -12 (5) of WAPDA Employees 'General Provident Fund Rules 1985', a Muslim Subscriber at his own free will can exercise option to have a non-interest bearing G.P. Fund accounts as well as can change his option to have interest bearing G.P. Fund account at any later or subsequent stage. .

4. The change of option from non-interest bearing to interest bearing G.P.Fund Account however, involves the question of protection of interest on loan (s) drawn from WAPDA. Keeping this purpose in view the following decision has been taken:- "Except for interest free cycle advance and House Building advance admissible to WAPDA Employees B-15 and below, all subscribers who opt not to claim interest on G.P. Fund account to avail interest free House Building, Motor Cycle or Motor Car Advance from WAPDA, if subsequently, change their option into interest bearing G.P. Fund account either during or after the currency of the recovery of principal amount shall be charged the amount of interest on loan (s) equal to the difference between the amount of interest accrued on loan (s) and the amount of interest foregone on G.P Fund Account".

5. The above decision is effective from 1-7-1999 and is in line with the amendments issued by the Govt. of Pakistan Finance Division (Reg. Wing) Islamabad vide their O.M. No. F. 2 (I) R. 7/96-1103, dated 29-9-1999 and their even number dated 22-11-1999.

Sd/-
(Muhammad Jarjis)
Director Finance (Regulation)

ANNEXURE-XX

No. DG (S&GA)/D (Rules)/07456/14/II/112782-13431 Dated: 13th April, 2001

OFFICE MEMORANDUM

Subject:- CLARIFICATION - LONG TERM ADVANCES

This clarification is issued with reference to the question as under:-

a. Mr. *"A"* has been granted Long Term Advance and on the other hand Mr. "B" has also been granted Long Term Advance. Can Mr. *"A"* become the Guarantor of Mr. "B" whereas the former is already borrower of the Authority?

b. Can a WAPDA Employee become the Guarantor of the borrower in more than one case?

2. The mater has been examined in consultation with the Learned Legal Adviser, Chief Auditor, WAPDA, and Director General Finance (B&C), and it is clarified that a WAPDA Employee in both the cases illustrated above, can become guarantor of the borrower in more than one case provided that:

a. All the three parties i.e. Creditor, Principal Debtor and Guarantor accept each others overtures in such a contract. It will then become enforceable at law no matter the guarantor does not happen to possess "means" or conversely himself has received a long term advance;

b. Guarantor remains a man of means and as such is able to meet the surety. This aspect will have to be considered in each case by the competent authority. The guarantor should be asked to disclose the particulars of other guarantees extended previously in other cases. The officers processing cases should also check if the guarantor has extended guarantees or himself is a borrower.

3. This issues with the approval of the competent authority.

Sd/-
(MUHAMMAD JUNAID AFZAL)
Director General (S&GA)

ANNEXURE-XXI

PAKISTAN
WATER AND PORER DEVELOPMENT AUTHORITY
SERVICES & GENERAL ADMINISTRATION

DIRECTOR GENERAL
(S&GA)

332-Wapda House,
SHAHRAH-I-Quaid-i-Azam,
Lahore

No. DG (S&GA)/D/DD(R)/07456/14/II/47812-49111

Dated: 26.12.2005

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA RULES FOR GRANT OF ADVANCES FOR CONSTRUCTION/PURCHASE OF HOUSES/PLOTS-1966/(FINANCIAL ASSISTANCE TO THE EARTHQUAKE EFFECTEES)

Ref:- DG(S&GA)'s Office Memo No. DG (S&GA)/DD(R)/07456/14/II/29706-30966 dated 21.04.1993.

1. The Authority has been pleased to accord approval to add the following as Note-2 in the office memorandum referred above:-

Note-2

"Notwithstanding anything contained in the above referred Office Memorandum, while granting long term Loan/Advances interest-free loans on first priority will be given to the employees whose houses were destroyed/damaged because of 08 October 2005 earthquake".

Sd/-
(Iftikhar Ahmad)
Director General (S&GA)

Distribution:

- PSO to Chairman.
- SO to Chairman.
- As per list 'D'.

ANNEXURE-XXII

Grams: WAPDA Lahore Phones; 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House, Lahore
No. D/DD(Rules)/07456/13/III/52913-54213 Dated: 11, Nov. 2006

OFFICE MEMORANDUM

Subject: LONG TERM ADVANCES-PERSONAL SURETY BOND

The Authority has approved following amendments on the subject regarding acceptance of Personal Surety Bond with immediate effect in rules mentioned below:-

Existing Rule	Existing Clisting Clause	Amended Clause
Rule 2, Clause (vi) of 'The Grant of Advances for the Purchase of Motor Car/Motor Cycle/Scooter/Cycle, 1962	At the tyime of sanction of the advance, the employee shall be required to execute the Bond in form give n in Appendix 'A' on Non-judicial paper of the value notified by the Autyhority, **from time to time in accordance with Stamp Act.** No. advance shall be sanctioned or drawn unless this Bond has been executed to the satisfaction of the Authority.	At the time of sanction of the advance, the employee shall, **at his own cost,** berequired to execute a Personal surety Bond in the form given in Appendix 'A' on Non-judicial paper of the value of **Rs. 100/-** notified by the Authority no advance shall be sanctioned or drawn unless the said Bond has been executed to the satisfaction of the loan sanctioning authority.
Rule 11 of 'The Grant of Advances for the Constructions/ Purchase of Houses/Plots, 1967.'	An employee shall at his own cost, execute a Bond (in Form HB-I) on Non-judicial paper of the value notified by Authority **from time to time in accordance with Stamp Act,**. at the time of sanctioning of an advance by the sanctioning authority.	An employee shall at his own cost, execute a Personal Surety Bond (in Form HB-I) on Non-judicial paper of the value **of Rs. 100/-** notified by Authority, at the time of sanctioning of an advance by the sanctioning authority.

Sd/-
(Muhammad Junaid Afzal)

Distribution

- As per list 'd'.
- All CEO's of DISCOs/GENCOs/NTDC.
- General manager (C&M) water and power.
- Secretary, WAPDA with reference to his letter No. S/AD(Coord)/03003/MTG/2621-22 dated 06-11-2006.
- Director (Public Relations) wapda.
- Director (S&E), EAPDA. He is requested to please amend suitably Clause (1), Para 2 of Notification dated 10.11.1999, issued by him.
- Director (C&M) office of GM (Admn).
- Libraian, Wapda Central Library, Wapda House, Lahore for record please.

ANNEXURE-XXIII

No. 14-V-B/B&C/LTA/299/2007/2186-2215 Dated 06.12.2007.

OFFICE MEMORANDUM

Subject: PERMISSION FOR GRANT OF LONG TERM ADVANCES

A question has arisen that in light of Rule 10(A) of Conduct Rules, 1978, whether the permission from competent authority is essential for the grant of Long Term Advances from WAPDA, if the amount of Loan is less than the prescribed limit i.e. Rs. 500,000/- for officers (BPS 16 and above) and Rs. 100,000/- for officials (BPS 1 to 15).

The matter has been considered in consultation with Director Finance (Regulations) WAPDA, who has clarified that permission of competent authority is mandatory for obtaining all types of Long Term Advances / Loans i.e. Purchase of Plot, Purchase of House, Constructions of House and Purchase of Car / Motor Cycle, irrespective of the cost / price of moveable / immoveable property.

Sd/-
(Suhail Ahmad)
AD Finance (Admn)
For Director Finance (B&C) WAPDA.

ANNEXURE-XXIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 99203576 & 99202019,
99202211/2731
Fax: 99203532

Director General (HR & Admn),
731-WAPDA House, Lahore

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No. DG/D/DD(Rules)/07459/50/12305-445 Dated 01/03.08.2012.

All General Managers, WAPDA.
All Chief Engineers, WAPDA

Sub: **Proper Execution of Surety Bond Money**

A surety bond is executed by an employee to the Department to meet with certain conditions or pay, in case of default, the liquidated damages to the Department for contract service, study leave and training etc.

2. It has been noticed that in the case of default on the part of employee at times it becomes difficult to recover the bond money because the competent authority has accepted the surety bond of ambiguous sureties and without being satisfied that the sureties / guarantors are men of means and that the Bond is countersigned by Magistrate Class-I.

3. In order to over come this situation all competent authorities are advised to ensure the following while accepting the surety bond:-

e. Clear cut addresses alongwith CNIC of the sureties are provided;
f. The witnesses of the bond are also known and bonafied employees / persons to trace and identify the sureties;
g. The surety bond is executed before / countersigned by 1st Class Magistrate only. This is an important condition of the bond;
h. The sureties are “men of means” and can easily and diligently pay in case of default on the part of the employee.

4. The aforesaid instructions must be complied with in letter and spirit by all the competent authorities while accepting surety bond from the employees including officers.

Sd/-
Director General (HR&A)
(Syed Taqi Ahmad)

c.c.

1. As per List ‘B’.
2. DG (CM) Water.
3. Dir (CM) S&C.
4. Dir (CM) P&F.
5. Dir (Establishment)
6. Dir (Admn) Water.
7. Dir (Litigation).

Directorate of Rules (HR&A) WAPDA
Publication No. 12
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY

THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 304488 & 69911/204 740-Wapda House,
Telegrams: Wapda Lahore Lahore.
No. S/DD (R)/07456/52/103679-104479 Dated November 30, 1982

In exercise of the powers conferred by Section 18 of the Pakistan Water and Power Development Authority Act, 1958 (West Pakistan Act No. XXXI of 1958) and all other powers enabling it in this behalf, the Pakistan Water and Power Development Authority is pleased to make the following Rules, namely:

THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982

1. Title

These Rules may be called the Pakistan Wapda T.A. Rules, 1982.

2. Commencement

These Rules shall come into force at once.

3. Application

They shall apply to all employees of the Authority including:-

(1) Deputationists from the appropriate Authority*/Provincial Governments.

(2) Government Servants of the former Electricity Department transferred to Wapda.

(3) Those employed on contract

Note. I- These Rules shall not apply to the Contingent Establishment.

Note II.- These Rules shall not apply to the Work-Charged Establishment except to the extent as indicated in Rule 19.

4. Definitions

(1) 'Controlling Officer' means an officer declared as such vide column 3 of Appendix-I.

(2) 'Camp Equipment' means tents and the requisites for pitching and furnishing them or, where tents are not carried, such articles of camp furniture as it may be necessary, in the interest of the Authority, for an employee to take with him on tour.

(3) 'Day' means a calendar day, beginning and ending at midnight, but an absence from headquarters which does not exceed twenty-four hours shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.

(4) 'Family' means Wapda Employee's wife legitimate children and step-children, residing with and wholly dependent upon him. Not more than one wife is included in a family for the purpose of these Rules.

***** Amended Vide OM No. 1/37/2018-E-6 dated 26.11.2018.

Note. The term 'legitimate children' in the Rules does not include adopted children.

(5) 'Holiday' means a holiday prescribed or notified by or under Section 25 of the Negotiable Instruments Act, 1881.

(6) 'Public Conveyance' means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.

(7) 'Transfer' means the movement of an employee of the Authority from one headquarter station in which he is employed to another such station, either;

(a) to take up the duties of a new post, or .
(b) in consequence of a change of his headquarters.

(8) 'Employee' means an employee of the Authority.

(9) 'Pay' includes special pay, personal pay, technical pay and any other emoluments which may be specially classed as pay by the competent authority. In the case of re-employed Government servants, pay for the purpose of determining grade and rate of daily allowance will be taken to be the pay allowed on re-employment plus full amount of pension (including commuted or surrendered portion of it, if any), subject to the condition that if the total of pay plus pension exceeds the maximum of the pay scale of post, the maximum shall be deemed to be the pay.

(10) 'Mileage Allowance' means an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

5. Kinds of Travelling Allowances

The following are the different kinds of travelling allowances which may be drawn in different circumstances:-

(a) Daily allowance.
(b) Mileage allowance
(c) Conveyance allowance, and
(d) The actual cost of travelling.

6. Admissibility of Travelling Allowance

The travelling allowance is permissible for the following purposes:

(a) On tour
(b) On transfer
(c) To give evidence
(d) On retirement
(e) For such other purpose as may be permitted by the officer authorized to countersign T. A. Bills.

***[1]7. Gradation of Wapda Employees**

For the purpose of travelling allowance, categorization of Wapda employees shall be as under .

*[2]i)	Category-I	Civil Servants in BPS 17 and above
ii)	Category-II	Civil Servants in BPS 11 to 16
iii)	Category-III	Civil Servants in BPS 3 to 10
iv)	Category IV	Civil Servants in BPS 1 to 2

8. Daily Allowance

A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the daily charges incurred by an employee in consequence of such absence.

9. Period of Absence from Headquarters

A period of absence from headquarters begins when an employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.

10. Daily Allowance may not be drawn.

Daily Allowance may not be drawn for any day on which a Wapda employee or Government Servant on deputation to WAPDA does not reach a point outside a radius of 16 kilometers from his Headquarters or returns to his Headquarters from a similar point. The radius of 16 kilometers will be calculated with reference to the nearest practical route.

Note I.- Daily Allowance will not be admissible to an employee or the Authority within the Municipal/Cantonment limits or the town in which his Headquarters is situated.

Note II.- In cases where the site or regular work is located at more than 16 kilometers from the residence of the staff and they are transported daily to that site in WAPDA vehicle and back, no daily allowance would be allowed. The site of such work itself would be considered as their Headquarters in such cases.

11. Rate of Daily Allowance:

*[3]1. The rates of Daily Allowance shall be as indicated below:

BPS	Special Rates per day (Rs.)	Ordinary Rates per day (Rs.)
1-4	800	496
5-11	880	624
12-16	1440	1120
17-18	2560	2000
19-20	3280	2480
21	4000	2800
22	4800	2800

2. A Wapda employee who stays in a hotel, hostel, guest house, Inspection bungalow/lodge or a residential club shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent, subject to production of receipts/ vouchers, upto the following maximum per day:-

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*[1]Substituted vide O.M. No. DG (S&GA)/DD(R)/07456/52/III/22569-23820 dated 2-04-1992 (Annex-XIX)

*[2]Ministry of Water and Power O.M. dated 17-01-2004 and Endst. Vide No. D(R)/07456/52/VII/11177-12477 dt. 20.02.2004. (Annex -XXXIII)

*[3]Amended Vide O.M. No. FO (B&F)15-3/Part/Vol-09/3693-3792 dated 14.07.2017.

a.	Localities where special daily allowance rate is admissible	Three times the amount of special daily allowance.
b.	Localities where ordinary daily allowance is admissible.	One and a half times the amount of ordinary daily allowance.

*[1] Rate of accommodation charges will be admissible 2 times of the daily allowance where no hotel accommodation receipt is produced.

Note I. Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, *[2]Gujranwala, Northern Area (formerly Gilgit and Baltistan Agencies).*[3]Bahawalpur, Sargodha, Sialkot, Sukkur, *[4]Besham, *[5] Mirpur & Muzafarbad (A.K), *[8]D.G Khan (for H/R and conveyance allowance only), . *[6] Pattan (Keyal) and Dasu.

Note II Stay in a Hotel.-A WAPDA employee on tour is himself the judge of the necessity for staying in a hotel. Stay in expensive hotels like Intercontinental hotels is not permissible, except in the case of officers whose contracts specifically provide for such a facility. No certificate regarding non-availability of accommodation in a Rest House is required. However, such hotel charges will only be admissible where an overnight stay at the place of temporary duty is involved.

Note III. Reimbursement of Hotel Room Rent.-The term "actual single room rent" used in the rule includes taxes, duties and service charges relating to the rent of a single room in a hotel. In case of non-availability of a single room a Wapda employee may book a double room for his exclusive use provided the rent thereof does not exceed the maximum permissible limit for a single room. If it happens to be more than one's entitlement the re-imbursement shall be restricted to his normal entitlement only.

Note-IV Two officials while on tour at the same station are allowed to book a double suite in a hotel and share it. In such a case, either of them shall jointly certify that separate single accommodation was not available for them and that each one of them is claiming not more than one-half of the room rent restricted to each individual entitlement, this certificate shall be appended to the T. A. bill of either official.

***[7] Note-V**. Wapda employees in BPS-20 and above may stay in Hotels and claim room rent subject to a maximum of three D.As. *for* specified stations and 1-1/2 D.A. at non-specified stations. If, however, the room rent charges are in excess of the maximum ceiling of aforementioned, (50%) fifty per cent of the additional amount will be paid by Wapda.

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*[1]Enhanced vide OM No. FO(B&F)/15-3/Part/Vol-09/3838-3937 dated 11.09.2012 (Annex-XLII)(w.e.f) 1.8.2012

*[2]Added Vide O.M. No. DG(S&GA)/DD (R)/07456/52/12442-13542 dated 1-3-1992 (Annex-XVII)`

*[3]Added Vide O.M. No. DG/(S&GA)/DD (R)/07456/52/V/8514-9789 dated 10-2-1993 Annex-XXI)

*[4]Added vide OM No. D(Rule)/07455/5/VII/12484-13784 dated 21.02.2004 (Annex-XXXIV)

*[5]Added vide O.M. No. FO (B&F)/10-126/BPS-2005/55-205 dated 16.07.2005 (Annex-XXXV)

*[6]Added vide O.M. No.DD(R)/07455/5/VII/11171-11245 dated 13.08.2011 (Annex-XLI)

*[7]Added vide O.M No. DG (S&GA)/DD/(R)/07456/52/53682-54227dated 30-11-91 (Annex-XV)

*8 Added vide O.M No. FO(B&F)/4-8/Vol-25/2/22885-22870 dated 25.02.1993 (Annex-XXIA)

12. Rate of Mileage Allowance for Journey by Road:

*1. Rates of Mileage Allowance by road will be as under:

S. No.	Mode of Transport	Rate per Kilometer
(a)	Personal Car or by engaging a full taxi	Rs. 10/-
(b)	Motor Cycle or Scooter	Rs. 4/-
*[1](c)	Bicycle,	Rs. 2/-
*[1](d)	Public transport	Rs. 2.50/-

Note.I -These rates shall, except in the case of (d) above, be admissible from the residence at headquarters to the residence at the temporary place of duty of the Wapda employee.

Note II- The term 'personal car' means a car registered in the name of the Wapda employee or in the name of any member of his family as defined in S. R. 2 (8) for purpose of Travelling Allowance Rules.

Note III- Wapda employees shall be allowed to use the mode of transport as shown below:

Mode of transport	*Grade of Wapda employees*
*Personal car, or hiring of a full taxi	Officers of Grade I. In the case of others, a taxi may be engaged if the urgency of the situation so demands, with the approval of the Controlling Officer.
Personal Motor Cycle/Scooter	Grades I and II
Bicycle etc. and public transport plying for hire on single seat basis.	All Wapda Employees

Note IV.- Reimbursement of toll tax paid at the bridges by Wapda employees travelling on duty in Wapda vehicle shall be allowed.

*[1]Revised vide O.M No. FO(B&F)/15-3/Part/IX/9141-9240 dt 12-09-2012 (Annex-XLIII) (w.e.f) 1-07-2012.

Note-V

*[1](a) Reimbursement of Toll Tax paid on Motor Way by an officer in BPS-I7 and above and all in receipt of pay exceeding Rs: 5330/- while travelling in an official vehicle /by his own car on official duty / tour shall be allowed on production of original receipt in token thereof. This concession will however, not be admissible to the one who is permitted to travel on official duty by rented car or borrowed car.

* [2](b) Wapda employees to travel on any road by any mode of public transport (on single seat basis) will get reimbursement of travelling expenses on actual cost basis provided the cost should not exceed the Railway fare, admissible under the existing TA Rules.

(c) Wapda employees who use their own car/taxi with the approval of competent authority shall be allowed the mileage allowance for journey on Motor Way on official duty.

2. (a) Daily allowance, for each calendar day, will be admissible for the period of absence on duty from headquarters (including the time spent in transit). Not more than one daily allowance will be admissible on any calendar day. A fraction of a calendar day will be reckoned as a calendar day for this purpose.

Note.- "Calendar day" in sub-para

(a) above means a day beginning on one mid-night and ending on the next midnight.

(b) In the case of departure from headquarters, the rate of daily allowance during transit will be the same as admissible at the station of immediate destination. In the case of return to headquarters the rate will be the one admissible at the last station of temporary duty before return to headquarters.

(c) The period of absence from headquarters shall commence from the time of departure of the Wapda employee from his office or residence, as the case may be till the time of his return to his office or residence, as the case may be. The competent authority authorizing the tour will decide whether the Wapda employee should proceed on temporary duty from his office or residence.

(d) The period of forced delays in transit will be treated as part of the total transit period.

(e) Extra daily allowance for arrival at and departure from the place of temporary duty will not be admissible.

3. Mileage allowance shall be admissible from the residence of the Wapda employee to the railway station or the airport or the sea/river port, bus/mini bus/taxi stand as the case may be, at his headquarters and from the railway station or the airport or the sea/river port, bus/mini bus/taxi stand to the place of his temporary residence at the out-station.

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*[1]Substituted vide OM No. D(R)/07456/52/VI/26080-730 dt. 05.06.2002 (Annex-XXVII)

*[2] Substituted vide OM No. D(R)/07456/52/VII/27132-782 dt. 07.06.2003 (Annex-XXXI)

4. Where a Wapda employee claims road mileage for journey performed by road in his personal car, between places connected by rail, the Controlling Officer may, at his discretion, accept the claim subject to the condition that it will be limited to what would have been admissible had the officer travelled by rail in the ordinary way.

5. Except as specified in para, 12 (6) below, daily allowance at full rate shall be admissible for the entire period of continuous halt on temporary duty, without any special sanction or subject to reduction in rate.

6. In case of temporary duty at a hill station exceeding thirty days, Heads of Departments shall have full power to sanction daily allowance for the entire period of continuous halt of Wapda employee.

7. Daily allowance shall be admissible on Sunday and public holidays falling during the period of a Wapda employee's temporary duty at an out-station (It shall not be necessary to render certificate to the effect that the official concerned was actually and not merely constructively on duty in camp).

8. A Wapda employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

***[1]13. Rate of Messing Allowance for Trainees**

Messing Allowance may be paid to the trainees receiving training in all Wapda Training Centres/Institutes including Wapda Academy and Accounts Training Institutes for the entire duration of the training at the following rates:-

BPS-I7 to 20	*[1]Rs. 400/- per day
BSP-16 and below	*[1]Rs. 300/- per day

Note- I No Daily Allowance will be admissible for their stay at the Academy, Training Institutes and Centers. Normal Daily Allowance will, however, be admissible for training upto a period of 10 days. Messing Allowance shall be admissible when they were at the station of Wapda Academy, Training Institutes and Centers; but in case they go for field trip on any day, they will be entitled to full Daily Allowance according to the Rules.

***[2]Note II**- The question of payment of Messing Allowance to participants of courses in WAPDA Staff College Tarbela has been engaging the attention of the Authority some time past. The Authority observed that the Staff College at Tarbela bears no comparison with institutions located at Lahore and other major cities, because of the special significance attached to it. Authority has, therefore, decided that participants of various courses in Wapda Staff College Tarbela only shall be granted normal Daily Allowance, as admissible under the Pakistan Wapda Travelling Allowance Rules, 1982. This will be in lieu of the Messing Allowance sanctioned by the Authority vide Office Memorandum No. S/DD (Rules)/07456/ 52/48116-48895/dated 29-4-1984 as amended vide Office Memorandum No. S/DD (Rules)/07 456/52/VOI- II/3535- 4334, dated 16- 1-1986.

Rule 13 of a the Pakistan Wapda Travelling Allowance Rules, 1982 shall be deemed to have been amended to the above extent.

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*[1]Revised vide O/o No. D(Rules)107456/52/IX/22467 dt. 28-7-2009 (Annex-XL)

*[2]Added vide O.M No. GM (A)/DD(R)/07456/52/IV/128628-9747 dt. 26/28th Sept. 1988(Annex-IX)

3. These orders will take effect from the date of commencement of the current course viz. 3-8-1988.

Clarification issued vide O.M. No. MD (A) DD (R)/07456/52/IV-II/7469-8541 dated 18-2-1990.

Authority has decided that normal Daily Allowance, which was specially allowed to the participants of various Courses of Wapda Staff College, Lahore vide this Office Memorandum, under reference, will be admissible upto the completion of 19th Management Development Course at the said College. (This Course has since been concluded). Thereafter the participants will revert to the Messing Allowance admissible under Rule 13 of "The Pakistan Wapda Travelling Allowance Rules, 1982".

14. Calculating Mileage Allowance

(a) For the purpose of calculating mileage allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short; provided, that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, the Authority shall decide which shall be regarded as the shortest of two or more routes.

(c) If an employee travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

Note:-- "Whether two stations are connected by rail or not, should be decided by the Controlling Officers. .

***[1] 15. Class of Accommodation when Travelling by Rail**

For the purpose of calculating mileage allowance, employees of the Authority when travelling by Railway shall be entitled to class of accommodation at the following scales –

*[2] i) Category. I **Civil Servants in BPS 17 and above**.
Air conditioned class or accommodation of the highest class available on the route.

ii) Category II **Civil Servants in BPS-14 to 16.**
AC lower (Special). If travelling on a line which does not provide AC lower (Special) the next lower class.

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*[1]Substituted Vide O.M. No.DG(S&GA)/DD(R)/07456/52/III/11188-12288 dated 29-2-1992 (Annex-XVI)
*[2] Amended vide O/O No. FO(B&F)/15-3(Part)/Vol-6/4721-4820 dt. 17.06.2006 (Annex-XXXVII)

iii) Category III **Civil Servants in BPS-11 to 13**
AC lower (Ordinary). If travelling on a line which does not provide AC lower (Ordinary) the next lower class.

iv) Category IV **Civil Servants in BPS-1 to 10**
Economy Class or the lowest class by whatever name be it called.

16. Admissibility of Daily Allowance when Short Journeys are Performed on Conveyance Provided by the Authority.

An employee using vehicle owned by the Authority will be entitled to draw daily allowance at ordinary rates for any day on which he is absent from his headquarters on official duty for more than eight consecutive hours.

*[1]Note.- In cases where the site of regular work is located at more than 16 kilometers from the Headquarter, outside the Municipal / Cantonment limits, and the executing/inspecting staff of Water and Power Wings, and the patrolling staff of GSO of Power Wing are transported daily in vehicles owned by Wapda, from the Headquarter and back, they will be entitled to Daily Allowance for the actual period of journey subject to maximum of ten days in a month.

Exception may be granted by Chief Engineer incharge of a formation, in emergent cases for which justification will be communicated to the Accounts Wing.

The Line Staff of construction side of GSC will be exempted from the operation of this Rule provided the condition laid down in para 3 of *[2]Office Memorandum No. D/DD(Rules)/07456/52/43946-44725, dated 15-5-1983 is fulfilled. (Annex-III)

17. Travelling Allowances for Journeys on Transfer

1. Unless it be otherwise expressly provided in these Rules an employee of the Authority is entitled for a journey on transfer to the following allowances:

(a) He may draw one fare of the rail class to which his grade entitles him and draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and 1/2 fare for each child for whom such Fare is actually paid.

(b) In case the places are connected by road only, he is entitled to draw one mileage allowance at the rate to which his grade entitles him; he may draw a second mileage allowance if two members of his family accompany him, and a third if more than two members of his family accompany him.

*[2](c) (i) **Transfer Grant**

Category of employee	**Rate**
Wapda employee possessing a family	One month's pay
Wapda employee not possessing a family	Half-a-month's pay

*[1] Added vide O.M No. GM (A)/DD (R)/07456/56/VII/47287-48406 dt. 18 May 1989 (Annex-XII)
*[2]Substituted vide OM No. DG(S&GA)/DD(R)/07456/52/III/35704-36789 dt. 23.09.1991 (Annex-XIV)

*[1](c) (ii) "If a Wapda employee, possessing family moves to a new station alone, he may draw transfer grant at the rate at least equal to the amount admissible to a Wapda employee not possessing family provided he finally opts to do so on transfer."

Note I- Transfer grant is to be determined on the basic pay drawn by a Wapda employee at the old station of posting before transfer.

Note II- Transfer grant is admissible in all cases where travelling allowance on transfer is otherwise admissible under the existing rules.

(d) **Daily Allowance during Journey Period**

One daily allowance at special rate shall be payable to a Wapda employee for every 480 kilometers of road distance.

(e) **Daily Allowance on arrival at the new place of posting**

One daily allowance at the rate applicable to the station shall be payable in respect of the Wapda employee and in respect of each member of his family above 12 years and one half of the full rate for every child above the age of 12 months, for the day of arrival at the new place of his posting.

*[2]**Clarification**

As admissibility of T. A. and transfer grant in cases of transfers between the twin cities of Islamabad and Rawalpindi is not quite clear in various quarters, it is, therefore, clarified that:

(a) Transfer T. A. is admissible where change of residence is involved, in consequence of change of headquarters, and

(b) Transfer T. A. is not admissible where:

(i) change of residence is not involved in consequence of change of head-quarters, or

(ii) change of residence takes place otherwise than in consequence of change of headquarters.

2. It is, however, brought to the notice of the Authority that transfers between Rawalpindi and Islamabad where change of residence is involved, also entail expenditure on various items. Among other things, this fact may kindly be borne in mind by the administrative authorities while deciding upon such transfers.

3. In para (a) of the above clarification it has inter-alia been clarified that the transfer grant was admissible only where change of residence was involved, in consequence of change of the headquarters. It has been observed that transfer grant is being allowed in cases of transfer of married WAPDA employees though the Wapda employee alone moves to the new station. In such cases, the change of residence of the Wapda employee himself is involved but complete breaking up at the old station and the setting up of house-hold establishment at the new station does not take place.

4. It is hereby clarified that, in such cases, the transfer grant is admissible only where the breaking up of the house hold establishment at the old station and setting up of the house hold establishment at the new station takes place; and a certificate to this effect is recorded on the Transfer T. A. Bill by the WAPDA employee concerned duly countersigned by the "Controlling Officer".

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*[1]Added vide O.M & No. DG (S&GA)/DD(R)/07456/52/16173-17273 dt. 17-3-92(Annex-XVIII)
*[2]Added vide O.M. No. S/DD(R)/07456/52/Vol.-II/28211-29010 dated 9-4-1985 (Annex-VII)

(f) **Transportation of personal effects**

(1) The maximum limit upto which personal effects can be transported at Authority's expense shall be as follows:

Category of Wapda Employee	**If possessing family**	**If not possessing family**
		Kilograms
Category I	4500	2240
Category II	3000	1500
Category III	1500	760
Category IV	560	380

*[1] 2. **Carriage of Personal effects on Transfer/Retirement.**
Rs. 0.02 per kg.per km,

17-1 (g) Transportation of Motor Car /Motor Cycle by Road

*[1]The rates of allowance admissible to a Wapda employee who transports his Motor Car or Motor Cycle/Scooter by road between stations connected by Rail or Steamer or partly by Rail or partly by Steamer shall be as follows:

(i)	In respect of Motor Car	Rs. 5/- per Kilometer
(ii)	In respect of Motor Cycle/Scooter	Re. 2.5/- per Kilometer

Note I.- A member of an employee's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him.

Note II- If the family joins its Head at the new station later than 6 months from the date of transfer for reasons beyond control i.e. due to non-availability of suitable family accommodation or sickness in the family etc., the family may be treated as accompanying its Head, for the purpose of this rule, with the sanction of authority next higher than the Controlling Officer.

Note III.- Travelling allowance may not be drawn by an employee on transfer from one station to another unless he is transferred for the convenience of the Authority and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the convenience of the Authority.

Note IV- If the family of an employee, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

(2) Tents supplied by the Authority are transported at the expense of the Authority. Tents purchased and maintained by an employee himself may be transported at the expense of the Authority provided they do not exceed a scale to be prescribed in this behalf by a competent authority as suitable for a particular employee or class of employees. If they exceed this scale, the excess may be treated as a part of personal effects.

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*[1] Revised vide O.M.M. No. FO (B&F)/15-3 (Part/IX/9141-9240 dt 12-09-2012 (Annex-XLIII)

(3) An employee claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. He should state in the certificate the weight of personal effects actually carried and the amount actually paid for their transport separately by rail, road, steamer or other craft and the Controlling Officer shall record a certificate that he has scrutinized the details and satisfied himself that the claim is reasonable.

(4) An employee claiming the cost of transporting a conveyance by rail or steamer must support his claim by the railway or steamer receipt. In case where the receipt has been lost or has been surrendered to railway or steamer authorities without a cash receipt having been obtained in exchange and where the production of a duplicate receipt is likely to involve a disproportionate amount of trouble, the Audit Officer may, at his discretion, dispense with the production of the receipt and accept a certificate to the effect that the amount claimed is not more than the expense actually incurred. .

*[1](2) No Wapda employee shall travel by air even on transfer except categories mentioned in Rule 18 of the said Rules.

18. Travel by Air Journey

*[1](a) Travelling Allowance for journeys by air will ordinarily be admissible to General Managers/Chief Engineers/Director Generals/Officers of equivalent status and Secretary Wapda.

[2](b) GMs/CEOs may allow BPS 17 to BPS-19 officers to travel by air from case to case basis.[3]WAPDA employees in BPS-17 and above as otherwise covered under the Rules.

19. Entitlement of Work-charged Staff to T.A.

(1) The work-charged staff, when transferred, in cases of sheer necessity, in the Authority's interest, may be allowed Transfer T.A. i.e., single railway fare or actual travelling expenses including the cost of carriage of personal effects to the employees of the work-charged establishment and dependent members of their families, who are not males over 18 years of age subject to the following conditions:

(a) The limits of Travelling Allowance relating to the class of railway accommodation admissible to regular Wapda employees of the same grade are not exceeded.

(b) The journey performed is in the interest of the Authority and not as a disciplinary measure transfer within the divisions shall be ordered by the Superintending Engineers and transfers outside the divisions shall be ordered by the Chief Engineer concerned.

(c) The transportation charges of personal effects will be admissible as per schedule and terms and conditions laid down in Wapda T.A. Rule 17.

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*[1]Substituted vide O.M. No. DG (S&GA)/D (Rules)/07456/52/VII/13853-15152, dated 21-04-2001 (Annex-XXVI)
*[2] Substituted vide O.M. No. D(Rules)/07456/52/VII/3193-4493 dt. 14.01.2004 (Annex-XXXII)
*[3] Substituted vide O.M. No.FO(B&F)/10-126-BPS-2005/55-205 dt. 16.07.2005 (Annex-XXXV)

(d) The categorization of the employees will be determined in accordance with Wapda T.A. Rule 7.

(2) The work-charged staff while travelling on temporary duty may be allowed:

(a) Single railway fare or actual travelling expenses upto the limit of that fare for journeys performed on duty.

(b) The rate of D.A. and mileage allowance may be allowed with reference to the rate of their monthly pay in accordance with Rules 11 and 12.

(c) In case the official is absent from his headquarter on official duty for more than eight consecutive hours and uses Wapda vehicles he may draw one daily allowance.

*[1]A question has been raised whether Wapda Sportsmen/Players, who are required to attend coaching/training camps or to participate in the recognized Divisional / Provincial / National or Wapda Championships at places other than the place of their posting are entitled to Hotel, Hostel, Guest House, Inspection Bangalow/Lodge or Residential Club, as are admissible to the regular Wapda employees.

2. It is hereby clarified that according to Rule 19, sub-clause (b) of sub-rule (2) of the Pakistan Wapda Travelling Allowance Rules, 1982 the rate of Daily Allowance and Mileage Allowance is admissible with reference to the rates of monthly pay of workcharged employee in accordance with Rules 11 and 12 of the Wapda Rules *ibid.*

3. Since stay in a Hotel, Hostel, Guest House, Inspection Bungalow/Lodge or a Residential Club is admissible under Rule 11 of the Rules *ibid,* in addition to the Daily Allowance, a work-charged employee engaged as sportsman/player, is entitled to the facility of Hotel, Hostel, Guest House, Inspection Bungalow/Lodge or a Residential Club accommodation while on temporary duty away from his place of posting.

20. Journey in connection with Departmental Enquiry or to give evidence

1. (a) An employee under suspension may be sanctioned mileage allowance (as admissible to him before his suspension) by the suspending authority if he is required by the said authority to make a journey for the purpose of attending a departmental inquiry. No daily allowance will, however, be allowed.

(b) An employee on leave who is required by the Inquiry Officer to attend a departmental inquiry against him may be allowed travelling allowance on tour rates for journeys performed by him in connection with his departmental inquiry.

(c) An employee under departmental inquiry who is neither under suspension nor on leave but is on duty is entitled to travelling allowance on tour rates if he is required or permitted by the Controlling Officer to make journeys in connection with departmental inquiry. The Controlling Officer can sanction the absence of such employee on duty beyond the sphere of duty for a period not exceeding thirty days.

2. The following provisions apply to an employee who is summoned to give evidence:

(a) In a criminal case, a case before a court martial, a civil case to which the Authority is a party or;

*[1]Clarification added vide O.M. No. D/DD (R) 07456/56/VI/62210-754, dated 04-12-1990 (Annex-XIII)

(b) Before any other court in Pakistan or in foreign territory provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties:- .

(i) He may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him.

(ii) When he draws such travelling allowance he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to the Authority.

(iii) If the court in which he gives evidence is situated within ten miles of his headquarters and no travelling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent travelling allowance accept such payment of actual travelling expenses as the court may make.

Note:- An employee summoned to give evidence while on leave is entitled to travelling allowance under this rule from and to the place from which he is summoned as if he were on duty.

***[1] 20-A Admissibility of T.A/D.A for appearing in Departmental Professional/Promotion Examination**

Wapda officers/employees intending to appear in the Departmental Professional/ Promotion Examination shall be treated on duty and be paid T.A./D.A. for taking the examination. In no case, TA/DA can be drawn more than 3 occasions, whether the examination is taken completely or in parts.

21. Travelling Allowance for Journey on Retirement

1. A Wapda employee shall be allowed T.A. to the extent specified below, in respect of the journey from the place of this last posting to his home town, performed during leave preparatory to retirement or on or after retirement:

(a) Actual fare by rail or steamer of the class to which he was entitled immediately before his retirement for himself and for each member of his family. For journeys by road between places not connected by rail or steamer, mileage allowance shall be allowed.

(b) Cost of transportation of personal effects to the extent admissible to him immediately before retirement for journeys on transfer.

(c) Cost of, transportation of personal car or scooter or motor cycle for journey to home town on retirement shall be admissible. The cost shall, however, be calculated by road and restricted to the distance by the practicable route.

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*[1]Added Vide OM. No. S/DD (R)/07456/56/48391-49170 dated 25.5.1983 (Annex-IV)

2. Advance payment for expenditure as at (1) above shall be made and be treated as final payment.

3. The home town shall be determined according to entries pertaining to the permanent address of the Wapda employee in his service record or according to the declaration made by him for purposes of leave travel concession.

4. The term 'retirement' shall mean retirement on attaining the age of superannuation or on completing prescribed service limit, or voluntary retirement on completion of 25 years qualifying service, or on invalid pension, or compulsory retirement.

Note-I A Wapda employee who does not avail himself the concession of retirement Travelling Allowance during leave preparatory to retirement may do so within six months after the actual date of his retirement. If, however, a retired Wapda employee dies during this period without having availed himself of the concession, it may be allowed to the family on application to the Head of the Division and should be availed of before the expiry of six months from the date of retirement of the deceased Wapda employee or within three months of the date of his death whichever may be later. In case a retired Wapda employee is re-employed immediately after or within six months from the date of his retirement, the time limit referred to above shall commence from the date on which the period of re-employment concluded.

Note-II In addition to the T.A. admissible under sub-rule (1) above, a Wapda employee proceeding on retirement, shall also be allowed transfer grant to the extent admissible on transfer from one station to join duty on another station.

***[1] 22. Entitlement of T.A/D.A to the Members of Executive Committees/Central Council of Professional Engineering Institutes.**

Members of Executive Committee of Pakistan Engineering Council, members of Central Council of Institute of Engineers of Pakistan and members of Executive Council of Pakistan Engineering Congress, who are required to attend meeting of their respective institutes, will be entitled to T.A / D.A as otherwise admissible under the Rules.

23. Entitlement to T.A of Wapda Players and Office-Bearer of Wapda Sports Control Board.

(a) All Officers and Members of the Executive Committee of the Wapda Sports Control Board will be treated as on duty and will be entitled to T.A/D.A., when attending meetings of the Executive Committee and Annual Meets. Their bills will be verified by their respective Controlling Officers/Unit Manager.

*[2](b) Eighteen members of a team including Coach and Manager will be treated as on duty and will be entitled to normal T.A./D.A if the team is participating in a recognized tournament with the approval of President of the Wapda Sports Control Board, provided that no allowances are paid by the organizers of such tournaments. In cases where they are paid by the organizers of the tournament less than their entitlement in Wapda, the difference between the payment received by them and their normal entitlement will be payable by Wapda. If a player, a sportsman or an official is called in connection with training in a

*[1]Substituted vide O.M. No. D/(Rules)/07456/52/VII/26036-27336 dated 25-6-98 (Annex-XXIV)
*[2] Substituted vide O.M No. GM(A)/DD(R)/07456/52/III/PF/138087-9206 dated 15th Oct. 1988 (Annex-X)

Training-cum-Coaching camp preparatory to participation in a tournament, organized with the approval of President of the Wapda Sports Control Board, he will be entitled to T.A./D.A for the duration of such training and coaching. T.A. bills in all such cases will be verified by the designated Coach/Manager and will be countersigned by the President or Vice President or Secretary General of the Wapda Sports Control Board or, as the case may be, by the Unit Manager and they will not be less than Grade- 19 officers.

(c) In case of members of teams and others participating in the Annual Meets, they will be treated as on duty and their T.A Bills will be verified by the Chief Engineer, Chairman Area Electricity Board or the Unit Manager concerned who shall ensure that no undeserving or unauthorized person gets any advantage of the concession.

(d) The recognized tournaments, referred to in (b) above, include all such tournaments as are arranged by or with the permission of various Government recognized Associations/Federations at District, Divisional, Provincial and National levels.

24. Carriage of Dead Body

1 *[1](a) Transportation of dead body by road

Wapda transport, if available, will be provided to carry the dead body of a Wapda employee/deputationist or any member of his family to his home town regardless of the distance involved and the cause of death. If Wapda vehicle is not available, the dead body may be carried to the home town by the hired transport and **reimburse the actual cost but not exceeding @Rs. 20/- per kilometer (Maximum)** out of the budget provision of the Division / Office concerned.

(b) Transportation of dead body by Air

Actual cost of transportation will be permissible if direct air service is available from the last station of duty to his home town or the nearest airport. For journey from such an airport dead body shall be transported by road at the rate prescribed above.

NOTE:- Actual cost of transportation of dead body shall also include charges on crating where necessary not exceeding Rs. 1600/-.

2. The above amendment shall take effect from *[1]01.12.2006. However, the cases already decided will not be re-opened.

3. The terms 'Family' used in sub-rule (1) above means wife (one only), dependent sons and daughters who are residing with the employee at the place of his posting.

25. Travelling Allowance to family of employee who dies while on duty

1. When a Wapda employee dies while on service the family of such a Wapda employee will be allowed Travelling Assistance equal to the amount of T.A. and cost of transportation of personal effects, subject to the provisions of sub-rules (1) (2) and (3) of Rule 21 to enable the

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*[1] Amended vide OM No. D/DD(R)/07456/52/IX/4489-5689 dated 17.02.2007 (Annex-XXXIX)

family to perform journey from the station of last posting of the deceased Wapda employee to his home town or to such other place to which the family intends to proceed provided that the amount to be paid by Wapda will not exceed the amount admissible from the station of last posting of the deceased to his home town. The amount will be drawn by the eldest member of the deceased Wapda employee's family on application to the Head of Division in which the deceased was working at the time of his death. The application should contain the following particulars:-

(1) Name of the deceased Wapda employee,

(2) His designation and the name of the office in which he was working at the time of his death,

(3) Name and address of the applicant,

(4) His/her relationship with the deceased,

(5) Home town of the deceased Wapda employee or the place where the family intends to proceed,

(6) Names of family members alongwith age of each of them and

(7) Approximate weight of personal effects to be transported.

2. The application should be countersigned by an officer in NPS-17 or above or a Commissioned Armed Forces Officer, who will record a certificate thereon in the following words:

"Certified that I personally know the above particulars to be correct."

3. In addition to the amount of T .A./Cost of transportation of personal effects, the bereaved family shall also be entitled to "Transfer Grant" to the extent admissible to the deceased Wapda employee as on transfer from one station to another station.

26. Reimbursement of expenses

(a) Reimbursement of expenses incurred on account of cancellation of reserved seat may be allowed if the cancellation was due to an eleventh hour change in the tour programme, subject to the production of a deduction voucher.

(b) The Controlling Officer will be required to sign a certificate to the effect that the tour had to be cancelled or modified to very short notice and that earlier cancellation was not possible.

27. When a notification implies

Except when a notification implies a change of duties, the travelling allowance of an employee who is promoted or reverted or is granted an increased rate of pay with retrospective effect, should not be revised in respect of the period intervening between the date of promotion or reversion and that on which it is notified.

In the case of all bills paid before the orders are issued, the officer should be guided by the facts known officially at the time but, in the case of travelling allowance bills not presented or audited before the promotion is notified, there is no objection to recognizing the retrospective effect of the order.

Note:- An employee's claim to travelling allowance should be regulated by the rules in force at the time, the journeys in respect of which they are made, are undertaken.

28. Change of Headquarters while on tour

A Wapda employee whose headquarters are changed while he is on tour and who proceeds to his new headquarters without returning to his old, is entitled to travelling allowance as on tour for his journey upto the new headquarters.

29. Forced Halt

During the period of forced halt while travelling to Northern Areas/Chitral Wapda employee from outstations who is compelled to incur expenditure on board (PIA meeting only the hotel expenses) will be allowed daily allowance at the rate of 50 percent of his normal entitlement for each day of forced halt, subject to certificate being furnished by PIA in the following form:-

.

> Certified that flight No……. . . . . by which Mr……. an employee of …… scheduled to travel to Northern Areas/Chitral was cancelled due to bad weather conditions. He actually travelled on……. after . . . …… days of forced halt.

30. Duties at Controlling Officers

It is the duty of a Controlling Officer before signing or countersigning a travelling bill:-

(a) To scrutinize the necessity, frequency and duration of journeys, and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;

(b) To scrutinize carefully the distance entered in travelling allowance bills;

(c) To satisfy himself that mileage allowance for journeys by railway or steamer, has been claimed at the rate applicable to the class of accommodation actually used and that, where the actual cost of transporting servants, personal effects etc, is claimed under these Rules, the scale on which such servants, effects, etc., were transported was reasonable and to disallow any claim which, in his opinion, does not fulfill those conditions;

(d) To observe any subsidiary rules or orders, which a competent authority may make for his guidance;

(e) To satisfy himself before permitting claims that the servant actually bought a through ticket at the rate claimed and that it was not possible for him, to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.

31. General

In all matters not expressly provided for in these Rules, a Wapda employee shall be governed by such Rules, orders or instructions as have been prescribed, or may from time to time, be prescribed or issued by the Authority.

32. Amendment or Relaxation

The Authority shall have the powers to amend, modify, substitute, add to or relax any or all these Rules, or any orders or instructions issued there under.

33. Interpretation

These Rules shall be interpreted by the Authority whose interpretation shall be final and binding upon all employees of the Authority to whom these Rules are applicable.

34. Repeal

The Wapda T.A. Rules of July, 1959 are hereby repealed, but the repeal thereof shall not affect any action taken or anything done or suffered thereunder.

Sd/-
Colonel
(Idrees Mohsin)
Secretary WAPDA

Appendix – I

CONTROLLING OFFICERS

S.#.	Categories of employees	Controlling Officers
1.	General Managers	Own Controlling Officers (Subject to prior intimation to Managing Director concerned).
*[1] 2.	(a) Chief Engineers and other officers in NPS-20 holding independent posts	Own Controlling Officers for journeys within area of their jurisdiction or to the headquarters of their next higher authority. (They are to inform of their tour programme to the next higher authority). For tour beyond their area of jurisdiction, prior permission from the next higher authority will be obtained. When officially required to attend a meeting at a place not located at the area of their jurisdiction, they can do so under intimation to their next higher authority.
	(b) Chief Engineers and other officers in NPS 20 not holding independent posts	General Manager/Managing Director
*[1] 3.	(a) All officers in NPS 19 holding independent posts	Own Controlling Officers for journey within area of their jurisdiction or to the headquarters of their next higher authority (they are to inform of their tour programme to the next higher authority). For tour beyond their area of jurisdiction, prior permission from the next higher authority will be obtained. When officially required to attend a meeting at a place not located in the area of their jurisdiction, they can do so under intimation to their next higher authority
	(b) All officers in Grade-19 not holding independent post	Next higher officer
4.	(a) Officers in NPS 18 holding independent posts	Next higher officer
	(b) Officers in NPS 18 not holding independent posts	The officer above the next higher officer, but not beyond the Head of office
5.	(a) Officers in NPS 17 holding independent posts	Next higher officer
	(b) Officers in NPS 17 not holding independent posts	The officer above the next higher officer, but not beyond the Head of office
6.	Employees in NPS 16	The officer above the next higher officer, but not beyond the Head of office
7.	Employees in NPS 15 and below	The Officer Incharge not below NPS 18/Head of office (independent accounting Unit)

*[1] Substituted Vide O. M. No. GM (A)/DD (R)/07456/52/127508-8627 dated 26 & 28-9-1988 (Annex-VIII)

ANNEXURE-I

No. D/DD (Rules)/07456/52/19855-94 17th February, 1983

The Chief Engineer/Chairman A.E.B., Wapda,
Hyderabad

Subject: - **GRANT OF TRAVELLING ALLOWANCE AND DAILY ALLOWANCE ON INITIAL APPOINTMENT**

Reference: - Item No. 24 of the Minute of the Administrative Conference Held on 5th and 6th October 1982 with General Manager (Admin) Circulated Vide Letter No. D(Estab)/AD(E-IA)/07038/109715, dated 12-12-1982

In view of the Government instructions as contained in SR. 105 and Finance Division, Government of Pakistan, Office Memorandum No. F. 3 (11)-Exp. I/73, dated 8-2-74, it is regretted that it is not possible to take up this issue with the Authority.

This issues with the approval of General Manager (Admn).

-sd/-
(S. M. Kamal)
Director (Rules) Wapda

ANNEXURE-II

No. D/DD (Rules)/07456/52/38667-39466 23rd April 1983.

OFFICE MEMORANDUM

Subject:- T.A. FOR JOURNEY ON RETIREMENT

Travelling Allowance for journey on retirement is admissible to the Wapda employees vide Rule 21 of Pakistan Wapda Traveling Allowance Rules, 1982. According to Rule 21 (3) the home town shall be determined according to the entries pertaining to the permanent address of the Wapda employee in his service record or according to the declaration made by him for purpose of leave travel concession. Similarly Traveling Allowance is also admissible to the family of the Wapda employee, who dies while on duty, from the last station of posting to his home town under Rule 25 of these Rules.

2. In the case of employees in Grade-1 to 15, the residential address of every Wapda employee is recorded against the heading “residence” at the first page entitled “service report” of the service sheet.

3. In case of officers in Grade-16 and above, the permanent home address may be got recorded in the computerized WAPDA Personnel Bio data form (WCC. 128-99), prescribed by the Authority, if not already available. All such officers in Grade-16 and above who have not yet declared their permanent home address should be asked to declare the same within six months from the date of issue of this Memorandum positively for incorporation in the Computerized Bio data Form.

-sd/-
(S.M. Kamal)
Director (Rules) Wapda

ANNEXURE-III

No. D/DD (Rules)/07456/52/43946-44725 15th May, 1983.

OFFICE MEMORANDUM

Subject: ADMISSIBILITY OF T.A. AND D.A. FOR JOURNEY OUTSIDE THE RADIUS OF 16 KILOMETRES UNDER RULE 16 OF PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982

In accordance with Rules 10 and 16 of Pakistan Wapda Travelling Allowance Rules 1982, a Wapda employee using vehicle owned by the Authority is entitled to draw daily allowance at ordinary rates for any day on which he is absent from his head quarters on official duty for more than eight consecutive hours.

2. In accordance with Note-II below Rule 10 of Pakistan Wapda Travelling Allowance Rules, 1982, in case the site of regular work is located at more than 16 Kilometers from the residence of the staff and they are transported daily from their residences to that site in Wapda vehicle and back no Daily Allowance is admissible to them. The site itself would be considered as their headquarters in such cases.

3. The Line staff of construction side of the Transmission and Generation Divisions of Power Wing is transported in Wapda vehicles to the site of work from their headquarters and not from their residences. They have to move from one site to another and back as the nature of work demands and have to spend several days away from the headquarters. A question was raised whether any daily allowance was admissible in such cases. The matter has been examined and it is clarified that in such cases daily allowance is admissible under Rule 16 of Wapda Travelling Allowance Rules, 1982. All cases including those pending since 30-1-82 may, therefore, be regulated accordingly.

4. This issues with the approval of the Authority.

Sd/-
(S. M. Kamal)
Director (Rules)
WAPDA

ANNEXURE-IV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones. 304488 & 69911/204 740 Wapda House,
Telegrams WAPDA LAHORE Lahore

No S/DD(R)/07456/56/48391-49170 May, 25th 1983.

OFFICE MEMORANDUM

Subject: **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The Authority has decided that the following Rule may be added as Rule No 20-A in the Pakistan Wapda Travelling Allowance Rules, 1982, with immediate effect:-

20-A-	Admissibility of TA/DA for appearing in Departmental Professional/Promotion Examination	Wapda officers/employees intending to appear in the Departmental Professional/Promotion Examination shall be treated on duty and be paid TA/DA for taking the examination. In no case, can TA/DA be drawn on more than 3 occasions, whether the examination is taken completely or in parts.

2. The Authority has further decided to delete the following Rules/instructions with immediate effect:-

1) Rule 9 of the Rules for holding the Water Wing Professional Examination under the Pakistan WAPDA.

2) Sub Rule (iii)of Rule *4* of Revised Rules for holding Departmental Professional Examination for the Engineers Officers, Power Wing, WAPDA.

3. **Accounts Staff Promotion Examinations.**
Para 2 of Secretary WAPDAs letter No S/SD-1(38)/L.C-3444 dated 21-07-1973

4) Rule 14 of the Rules for Holding Departmental Promotion Examination for Diploma
Holders and Non Diploma Engineers to Grade-16 (Power Wing).

Sd/-
Colonel
(Idrees Mohsin)
Secretary, Wapda

Distribution:
1. As per List D

ANNEXURE-V

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 304488 & 69911/204 740-Wapda House,
Telegrams: WAPDA LAHORE Lahore.

No. S/DD(Rules)/07456/52/48116-48895 29 April, 1984.

OFFICE MEMORANDUM

Subject: **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-MESSING ALLOWANCE FOR THE EMPLOYEES ATTENDING TRAINING COURSE AT WAPDA ACADEMY/TRAINING INSTITUTES/CENTERS.**

The Authority has been pleased to decide that the following may be incorporated in the Pakistan Wapda Travelling Allowance Rules, 1982 as a new Rule 13, with immediate effect:-

13. Rate of Messing Allowance for Trainees.

Messing Allowance may be paid to the trainees receiving training in all Wapda Training Centres/Institutes including Wapda Academy and Accounts Training Institutes for the entire duration of the training at the following rates;-

BPS-17 to 20	Rs. 45/- per day.
BPS-16 and below	Rs. 25/ per day.

Note. No Daily Allowance will be admissible for their stay at the Academy, Training Institutes and contres. Normal/Daily Allowance will, however, be admissible for training upto a period of 10 days. Messing Allowance shall be admissible when they were at the station of Wapda Academy, Training Institutes and Centres; but in case they go for field trip on any day, they will be entitled to full Daily Allowance according to the Rules.

2. This supersedes all the previous orders/instructions already issued on the subject.

Sd/-
Colonel
(Idrees Mohsin)
Secretary, WAPDA

Distribution
1. As per List 'D'.
2. The Director General, Wapda Audit, Sunny View, Kashmir Road, Lahore.
3. The Director General, Public Relations Wapda, Wapda House, Lahaore for suitable insertion in Khabar Nama and Wapda News.

ANNEXURE- VI

No. D/DD (Rules)/07456/52/Vol.II/64883-65662 3rd, July, 1984.

OFFICE MEMORANDUM

Subject:- . **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-MESSING ALLOWANCE FOR THE EMPLOYEES ATTENDING TRAINING COURSES AT WAPDA ACADEMY/ TRAINING INSTITUTES/ CENTRES - CLAREFICATION**

In continuation of this Office Memorandum No. S/DD (Rules)/07456/52/48116-48895, dated 29-4-1984, it is clarified that:-

(1) Messing Allowance is to be paid to the trainees receiving training in all Wapda Training Centers Institutes for the entire duration of the training. The concession is payable irrespective of whether Messing/Lodging facilities are available at the Institutes/Centers or not. No Daily Allowance is admissible for their stay at the Training Centers/Institutes. In case accommodation is not provided to the trainees by the Institute/Centre, they can claim room rent if they stay in a hotel.

(2) Messing Allowance has been allowed in lieu of Daily Allowance. If the duration of training is upto 10 days, Daily Allowance is admissible under the rules otherwise Messing Allowance will be paid for the entire stay at the Institute. Both these concession are not admissible simultaneously.

(3) If a trainee does not avail lodging/messing facilities available at the Institute, he can also draw Messing Allowance.

2. This issues with the approval of General Manager (Admn)/concurrence of Finance Division (R&I).

-sd/-
(Bashir Ahmad Zair)
Acting Director (Rules)
Wapda

ANNEXURE-VII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 222112 & 69911/204 740-Wapda House
Telegrams: WAPDA LAHORE Lahore

No. S/DD(R)/07456/52/Vol-II/28211-29010 Dated 09 April, 1985

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.

The Authority has decided that the following "clarification" should be added below Rule 17-I (e) of the "Pakistan WAPDA Travelling Allowance Rules, 1982":-

"Clarification"

As admissibility of T.A. and transfer grant in cases of transfers between the twin cities of Islamabad and Rawalpindi is not quite clear in various quarters, it is, therefore, clarified that:-

a) Transfer T.A is admissible where change of residence is involved, in consequence of change of headquarters, and

b) Transfer T.A. is not admissible where;

i) change of residence is not involved in consequence of change of headquarters, or

ii) change of residence takes place otherwise than in consequence of change of headquarters.

2. It is however, brought to the notice of the Authority that transfers between Rawalpindi and Islamabad where change of residence is involved, also entail expenditure on various items. Among other things, this fact may kindly be borne in mind by the administrative authorities while deciding upon such transfers.

3. In para 1 (a) of the above clarification it has interalia been clarified that the transfer T.A. and transfer grant was admissible only where change of residence was involved, in consequence of change of the headquarters. It has been observed that transfer grant is being allowed in cases of transfer of married WAPDA employees though the Wapda employee alone moves to the new station. In such cases, the change of residence of the Wapda employee himself is involved but complete breaking up at the old station and the setting up of house-hold establishment at the new station does not take place.

4. It is hereby clarified that, in such cases, the transfer grant is admissible only where the breaking up of the house hold establishment at the old station and setting up of the house hold establishment at the new station takes place; and a certificate to this effect is recorded on the Transfer T.A Bill by the Wapda employee concerned duly countersigned by the "Controlling Officers".

Distribution:
As Per List 'D'.

Sd/-
Colonel
(Idrees Mohsin)
Secretary, WAPDA

ANNEXURE-VIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/223 716-Wapda House
Telegrams: WAPDA LAHORE Lahore

No. GM (A)/DD(R)/07456/52/127508-8627 26/28th September 1988

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.

The Authority has decided that the entries existing under column 3 against serial No. 2 (a) and 3 (a) of the Appendix-I to the Pakistan Wapda Travelling Allowance 1982 shall be substituted with the following:-

Sr. No.	Categories of Employees	Controlling Officer
1	2	3
2(a)	Chief Engineers and other officers in NPS-20 holding independent posts	Own Controlling Officers for journeys within area of their jurisdiction or to the headquarters of their next higher authority (They are to inform of their tour programme to the next higher authority). For tour beyond their area of jurisdiction, prior permission from the next higher authority will be obtained. When officially required to attend a meeting at a place not located in the area of their jurisdiction, they can do so under intimation to their next higher authority.
3(a)	All officers in NPS-19 holding independent posts	-do-

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution
1) As per List 'D'.
2) Assistant Director (E-IA) S&GA (by name).
3) File No. DD (R)/07459/28.

ANNEXURE-IX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/223 716-Wapda House
Telegrams: WAPDA LAHORE Lahore

No. GM (A)/DD(R)/07456/52/IV/128628-9747 26/28th September 1988

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.

The question of payment of Messing Allowance to participants of courses in WAPDA Staff College Tarbela has been engaging the attention of the Authority some time past. The Authority observed that the Staff College at Tarbela bears no comparison with institutions located at Lahore and other major cities, because of the special significance attached to it. Authority has, therefore, decided that participants of various courses in WAPDA Staff College Tarbela **Only** shall be granted normal Daily Allowance, as admissible under the Pakistan Wapda Travelling Allowance Rules, 1982. This will be in lieu of the Messing Allowance sanctioned by the Authority vide Office Memorandum No. S/DD(Rules)/07456/52/48116-48895 dated 29.4.1984 as amended vide Office Memorandum No. s/DD(Rules)/07456/52/Vol-II/3535-4334 dated 16.1.1986.

2. Rule 13 of "the Pakistan WAPDA Travelling Allowance Rules, 1982" shall be deemed to have been amended to the above extent.

3. These orders will **take** effect from the date of commencement of the current course vize **03-08-1988.**

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution
As per List 'D'.

CC
1. Director General, Wapda Audit.
2. Director General, Public Relations, Wapda.
3. Assistant Director (E-IA) S&GA (by name).
4. File No. DD (R)/07459/28.
5. Principal, Wapda Administrative Staff College Tarbela for informing all the participants of current Course.
6. Director (Training) Wapda Lahore for information with reference to his notes dated 30.1.1988.

ANNEXURE-X

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/233 716-Wapda House
Telegrams: WAPDA LAHORE Lahore

No. GM (A)/DD(R)/07456/52/III/PF/138087-9206 15th October 1988

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.

The Authority has decide to substitute sub-rules (b) and (c) of Rule 23-"Entitlement to T.A of Wapda Players and Office Bearers of Wapda Sports Control Board of the Pakistan Wapda Travelling Allowance Rules, 1982" with the following, with immediate effect:-

''b) Eighteen members of a team including Coach and Manager will be treated as on duty and will be entitled to normal T.A/D.A if the team is participating in a recognized tournament with the approval of President of the Wapda Sports Board, provided that no allowances are paid by the organizers of such tournaments. In case where they are paid by the organizers of the tournament less than their entitlement in Wapda, the difference between the payment received by them and their normal entitlement will be payable by Wapda. If a player, a sportsman or an official is called in connection with training in a Training-cum-Coaching camp preparatory to participation in a tournament, organized with the approval of President of the Wapda Sports Control board, he will be entitled to T.A/D.A for the duration of such training and coaching. T.A bills in all such cases will be verified by the designated Coach/Manager and will be countersigned by the President or Voice President or Secretary General of the Wapda Sports Control Board, or as the case may be, by the Unit Manager and they will not be less than grade-19 officers.

c) In case of members of teams and others participanting in the Annual Meets, they will be treated as on duty and their T.A. Bills will be verified by the Chief Engineer, Chairman Area Electricity Boarde or the Unit Manager concerned who shall ensure that no underserving or unauthorized person gets any advantage of this concession."

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution
1. As per List 'D'.
2. Assistant Director (E-IA) S&GA (by name).
3. File No. DD(R)/07459/28.

ANNEXURE-XI

No. GM (A)DD (R)/07456/56/VI/17240-18359 5th March, 1989

OFFICE MEMORANDUM

Subject:- TRANSFER GRANT AND TRANSPORTATION CHARGES TO WAPDA EMPLOYEES

A question has arisen whether a husband and a wife, employed in Wapda at different stations, but have been transferred to one station in the same month, are entitled to the transfer grant and transportation charges prescribed for an employee possessing a family. The matter has been considered in consultation with Ministry of Water and Power and it has been decided that they will be entitled to transfer grant and transportation charges at the rates prescribed for those possessing a family.

-sd/-
Brig. (Retd.)
(Asad ullah Khan)
General Manager (Admn)

ANNEXURE-XII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/233 716-Wapda House
Telegrams: WAPDA LAHORE Lahore

No. GM (A)/DD(R)/07456/56/VII/47287-48406 18 May 1989

OFFICE MEMORANDUM

Subject: **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

Authority has decided to add the following note under Rule 16 of "the Pakistan WAPDA Travelling Allowance Rules, 1982, with immediate effect:-

"In case where the site of regular work is located at more than 16 kilometers from the Headquarter, outside the Municipal/Cantonment limits, and the executing/inspecting staff of Water and Power Wings, and the patrolling staff of GSO of Power Wing are transported daily in vehicles owned by WAPDA, from the Headquarter and back, they will be entitled to Daily Allowance for the actual period of journey subject to maximum of ten days in a month.''

Exception may be granted by Chief Engineer incharge of a formation, in emergent cases, for which justification will be communicated to the Accounts Wing.

The Line Staff of construction side of GSC will be exempted from the operation of this Rule provided the condition laid down in para 3 of Office Memorandum No. D/DD(Rules0/07456/52/43946-44725 dated 15-5-1983 is fulfilled.

Sd/-
Brig. (Retd)
General Manager (Admn)
(Asad Ullah Khan)

Distribution

1. As per List 'D'.
2. Assistant Director (E-I-A) S&GA.
3. File No. DD (Rules)/07459/28.

ANNEXURE-XIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 302617 & 69911/208 309-Wapda House
Telegrams: WAPDA LAHORE Lahore

No. D/DD(R)/07456/56/VI/62210-754 4th December 1990

OFFICE MEMORANDUM

Subject: ENTITLEMENT OF WORKCHARGED SPORTSMEN TO CLAIM HOTEL CHARGES UNDER THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULE 1982.

A question has been raised whether WAPDA Sportsmen/Players, who are required to attend coaching/training camps or to participate in the recognized Divisional/Provincial/National or WAPDA Championships at place other than the place of their posting, are antitled to Hotel, Hostel, and Guest House, Inspection Bungalow/Lodge or Residential Club, as are admissible to the regular WAPDA employees.

2. It is hereby clarified that according to Rule 19, sub clause (b) of sub Rule (2) of the Pakistan WAPDA Travelling Allowance Rules, 1982 the rate of Daily Allowance and Mileage Allowance is admissible with reference to the rates of monthly pay of work charged employee in accordance with Rule 11 and 12 of the WAPDA Rules ibid.

3. Since stay in a Hotel, Hostel, Guest House, Inspection Bungalow/Lodge or Residential Club is admissible under Rule 11 of the Rules ibid, in addition to the Daily Allowance, a work charged employee engaged as Sportsman/Player, is entitled to the facility of Hotel, Hostel, Guest House, Inspection Bangalow/Lodge or a Residential Club accommodation while on temporary duty away from his place of posting.

Sd/-
(S.M. AZIM)
Director (Rules)

Distribution

1. As per List ‘C’.
2. President WAPDA Sports Control Board.

ANNEXURE-XIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 361245-366911/340 Services & General Administration
Telegrams: WAPDA LAHORE 332-WAPDA House,Lahore

No. DG (S&GA)/DD(R)/07456/52/III/35704-36789 23 September 1991

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.

In pursuance of Federal Government's decision regarding revision of Daily Allowance, Mileage Allowance, Transfer Grant and transportation of Motor revision of Daily Allowance, Mileage Allowance, Transfer Grant and transportation of Motor Car/Motor Cycle by Road, Rules 11 (a), 12 (1), 17-1 (c) and 17-1 (g) of the Pakistan WAPDA Travelling Allowance Rules 1982 shall be substituted by the following:-

11. **Rate of Daily Allowance**

(1) The rates of Daily Allowance shall be as indicated below:

Pay Limit	Special Rates Per day	Ordinary Rates Per day
Upto Rs. 1000/-	Rs. 60/-	Rs. 40/-
Rs. 1001/- to Rs. 2000/-	Rs. 80/-	Rs. 65/-
Rs. 2001/- to Rs. 3000/-	Rs.100/-	Rs.85/-
Rs.3001/- to Rs.4000/-	Rs.120/-	Rs.100/-
Rs.4001/- to Rs.5000/-	Rs. 145/-	Rs. 120/-
Rs.5001/- to Rs.6000/-	Rs. 175/-	Rs. 150/-
Rs.6001/- to Rs.7000/-	Rs. 215/-	Rs. 180/-
Rs.7001/- and above	Rs. 260/-	Rs. 225/-
BPS 21 and above	Rs. 300/-	Rs. 260/-

12. Rate of Mileage Allowance for Journey by Road

(1) Rates of Mileage Allowance by Road will be as under:

		Rate Per Kilometer
(a)	Personal Car or by engaging a full taxi	Rs. 3.00
(b)	Motor Cycle or Scooter	Rs. 1.00
(c)	Bicycle animal back or foot	Rs. 0.75
(d)	Public transport playing for hire on single seat basis:-	
	(i) For WAPDA employees in BSP-7 and above	Rs. 0.50
	(ii) For WAPDA employees in BSP-6 and above	Rs. 0.30

17. 1(c) Transfer Grant

Category of employee	Rate
WAPDA employee possessing a family	One month's pay
WAPDA employee not possessing family	Half month's pay

17-1(g) Transportation of Motor Car/Motor Cycle by Road

The rates of allowance admissible to a WAPDA employee who transports his Motor Car or Motor Cycle/Scooter by road between stations connected by Rail or Steamer on partly by Rail or partly by Steamer shall be as follows:

(i)	In respect of Motor Car	Rs. 1.20 per Kilometer
(ii)	In respect of Motor Cycle/Scooter	Rs. 0.40 per Kilometer

2. The following may be added as sub Rule (3) below existing Rule 18:

(3) WAPDA employees in BPS-17 and above and these in receipt of pay exceeding Rs. 4000/-per month shall be alolowed to travel by air.

3. All controlling Officers are requested to live within their budget allocation for 1991-92 for T.A/D.A.

4. These orders will take immediate effect.

Sd/-
Eric Massey
Director General

Distribution

1. As per List 'D'.
2. Assistant Director (E-IA) S&GA WAPDA Lahore.

ANNEXURE-XV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 351245-366911/340
Telegrams: WAPDA LAHORE

Services & General Administration
332-WAPDA House
Lahore

No. DG (S&GA)/DD(R)/07456/52/53682-54227

30 November 1991

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.

Authority has decided to add the following Note below Rule 11 (2) of the Pakistan WAPDA Travelling Allowance Rules 1982 with immediate effect:-

"Note-V

WAPDA employee in BPS-20 and above may stay in Hotels and claim room rent subject to a maximum of three D.As. for specified stations and 1-1/2 D.A. at non-specified stations. If, however, the room rent charges are in excess of the maximum ceiling of aforementioned, fifty percent of the additional amount will be paid by WAPDA."

Sd/-
Eric Massey
Director General

Distribution:

1. As per List 'C'.
2. Assistant Director (E-1A) S&GA WAPDA, Lahaore.

ANNEXURE-XVI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 361245-366911/340
Telegrams: WAPDA LAHORE

Services & General Admn.
332-Wapda House,
Lahore

No. DG (S&GA)/DD(R)/07456/52/lll/11188-12288

29th February 1992

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES 1982-AMENDMENT

Authority has decided to revise the existing Rule 15 of the Pakistan WAPDA Travelling Allowance Rules 1982 with the following with immediate effect:-

"15. Class of Accommodation when Travelling by Rail

1. Category-I - WAPDA employees in BPS-17 and above and all those in receipt of pay exceeding Rs. 3,945/-per month- Accommodation of the highest class by whatever name be it called.

2. Category-II - WAPDA employees drawing pay exceeding Rs. 1,275/-- but not exceeding Rs. 3,945/- per month-first class (Sleeper) accommodation. If travelling on a line which does not provide first class (Sleeper), the next lower class.

3 Category--Ill - All WAPDA employees excluding those in BPS-1 and BPS-2 - first class (Sitter) accommodation. If travelling on a line which provides no first class (Sitter) Accommodation, the next lower class.

4 Category-IV- WAPDA employees in BPS-1- and BPS-2- lowest class by whatever name be it called."

2 The TA Bills already claimed and passed may not, however, be re-opened.

Sd/-
Eric Massey
Director General

Distribution

1. As per List 'D'
2 Assistant Director (E-IA) S&GA WAPDA, Lahore.

ANNEXURE-XVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phone: 361245-366911/340 Services & General Admn
Grams: WAPDA LAHORE 332-WAPDA House, Lahore

No. DG (S&GA)/DD(R)/07456/52/12442-13542 1st March, 1992

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.

Authority has decided to include 'GUJRANWALA' in the big cities for the purpose of special rate of Daily Allowance. Therefore, word "GUJRANWALA' is hereby added in Note-1 below Rule 11 of the subjected Travelling Allowance Rules 1982.

Sd/-
Eric Massey
Director General

Distribution

1. As per List 'D'.
2. Deputy Director (Coord) WAPDA Secretariat.
3. Assistant Director (E-IA) S&GA.

ANNEXURE-XVIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 361245-366911/340 Services & General Admn
Telegrams: WAPDA LAHORE 332-WAPDA House, Lahore.

No. DG (S&GA)/DD(R)/07456/52/16173-17273 17 March, 1992

OFFICE MEMORANDUM

Subject: **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES 1982**

Authority has decided to add the following as sub clause (c) (ii) under Rule 17.I of the Pakistan WAPDA Travelling Allowance Rules 1982 with immediate effect:-

"(d) If a WAPDA employee, possessing family moves to new station alone, he may draw transfer grant at the rate at least equal to the amount admissible to a WAPDA employee not possessing family provided he finally opts to do so on transfer."

Sd/-
Eric Massey
Director General

Distribution

1. As per List 'D'.
2. Deputy Director (Coord) WAPDA Secretariat.
3. Assistant Director (E-IA) S&GA.

ANNEXURE-XIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 361245-366911/340 Services & General Admn
Telegrams: WAPDA LAHORE 332-WAPDA House, Lahore

No. DG (S&GA)/DD(R)/07456/52/III/22569-23820 2nd April, 1992

OFFICE MEMORANDUM

Subject: **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

In order to bring the Rule-7 in line with Rule-15 of the Pakistan WAPDA Travelling Allowance Rules 1982, the Categories I and II of Rule-7 are hereby amended as under:-

"1.	Category-I	WAPDA employee in BPS-17 and above and all in receipt or pay exceeding Rs. 3945/- per month
2.	Category-II	WAPDA employees drawing pay exceeding Rs. 1275/- but not exceeding Rs. 3945/- per month."

Sd/-
Eric Massey
Director General

Distribution

1. As per List 'D'.
2. Assistant Director (E.IA) S&GA WAPDA, Lahore.

ANNEXURE-XX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 302617-366911/208 309-WAPDA House,
Telegrams : WAPDA LAHORE Lahore

No.D/DD(R)/07456/56/VII/29055-30315 22, April 1992

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES 1982-AMENDMENT

The Borrowed Car under item (a) of Rule 12(1) of the Pakistan WAPDA Travelling Allowance Rules 1982 has since been disallowed vide Finance Division (Regulation) WAPDA letter No F.O(B&F)/15-3/Vol-lll (Part)I/2333-35 dated 10-12-1987 circulated vide this office endorsement No DD(R)/07456/52/Vol-lll/137859-8978 dated 30-12-1987. The words “Borrowed Car” appearing in Note-Ill below Rule-12 of the subject Rules are hereby deleted.

Sd/-
(Kh. Sajjad Haider)
Director (Rules)

Distribution

1. As per’ List ‘D’
2 Assistant Director (E-IA) S&GA

ANNEXURE-XXI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 306836-6366911/2717
Telegrams: WAPDA LAHORE

Services & General Admn
716-WAPDA House
Lahore

No. DG (S&GA)/DD(R)/07456/52/V/8514-9789

10th February 1993

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.

Authority has decided to include, with immediate effect, Bahawalpur, Sargodha, Sialkot and Sukkur in the category of cities where special rate of Daily Allowance is admissible. In consequence to the above inclusion, Note-I below Rule 11 (2) of the Pakistan WAPDA Travelling Allowance Rule 1982 shall be read as follows:-

> "Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, Gujranwala, Bahawalpur, Sargodha, Sialkot, Sukkur and Northern Area (Formerly Gilgit and Baltistan Agencies)."

Sd/-
Eric Massey
Director General

Distribution

1. As per List 'D'.
2. Assistant Director (E.IA) S&GA WAPDA, Lahore.

ANNEXURE-XXII

No. DG (S&GA)/DD (R)/07456/52/VII/1084-2383 Dated 07-01-1997

OFFICE MEMORANDUM

Subject: TRAVEL ON OFFICIAL DUTY ABROAD

In pursuance of Government of Pakistan Finance Division (Regulation Wing) Office Memorandum No. F. 1 (16)-R 10/93-1032. dated 5th December 1996. It has now been decided that all Wapda officers entitled to air travel by business or first class on the journey abroad will now travel by economy class alone. The Office Memorandum issued vide No. DG(S&GA)/DD (R)/07456/52/VII/41882-42531 dated 14-11-1996 shall stand amended to the above extent.

Sd/-
Khawaja Sajjad Haider
Director General (S&GA)

ANNEXURE-XXIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 6302617 & 9202211/2309 309-WAPDA House,
Telegrams: WAPDA LAHORE Lahore

No D/DD(R)/07456/52/Vll/28879-30178 19th July 1997.

OFFICE MEMORANDUM

Subject. **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES 1982-AMENDMENT**

The Authority has decided to amend the Rule 24 (1) as Sub Rule 24-1 (a) & (b) of the Pakistan WAPDA Travelling Allowance Rules, 1982 as under:-

"1 (a) If the dead body is transported by Road

Wapda Transport, if available, will be provided to carry the dead body of a Wapda employee/deputationist or any member of his family to his home town regardless of the distance involved and the cause of death. If Wapda vehicle is not available, the dead body may be carried to the home town by the hired transport and actual expenses thus incurred will be reimbursable upto the maximum of Rs. 8/- per road kilometer out of the budget provision of the Division/office concerned.

(b) Transportation of dead body by Air

Actual cost of transportation will be permissible if direct air service is available from the last station of duty to his home town or the nearest airport. For journey from such an airport dead body shall be transported by road at the rate prescribed above.

NOTE: Actual cost of transportation of dead body shall also include charges on crating where necessary not exceeding Rs 1600/."

The above amendment shall take effect from 21.09.1995. However, cases already decided will not be re -opened

Sd/-
(Younus Ali Shah)
Director (Rules)

Distribution:

1 As per List 'D'.
2 General Manager (Public Relations) for suitable insertion in Khabar Nama and Wapda News

ANNEXURE-XXIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 630261 & 9202211/2309 309-Wapda House
Telegrams: WAPDA LAHORE Lahore

No. D (Rules)/07456/52/VII/26036-27336 Dated: 25.06.1998.

OFFICE MEMORANDUM

Subject: **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The Authority has decided to substitute the existing Rule 22 of the Pakistan WAPDA Travelling Allowance Rules, 1982 as under, with immediate effect:-

"22- ENTITLEMENT OF T.A/D.A TO THE MEMBERS OF EXECUTIVE COMMITTEES/CENTRAL COUNCIL OF PROFESSIONAL ENGINEERING INSTITUTES.

Members of Executive Committee of Pakistan Engineering Council, members of Central Council of Institute of Engineers of Pakistan and members of Executive Council of Pakistan Engineering Congress, who are required to attend meeting of their respective institutes, will be entitled to T.A/D.A as otherwise admissible under the Rules".

Sd/-
(Younus Ali Shah)
Director (Rules)

Distribution

As per List 'D'.

ANNEXURE-XXV

No. GM (Admn)/AD (E-II,-B)07710/47272-922 Dated 17-12-1999

OFFICE MEMORANDUM

Authority is pleased to issue the following instructions for strict compliance to control the misuse of TA/DA of Wapda employees:-

1. Head of the office/controlling officer shall be responsible to asses the reasonability of the tour of the officers/officials before according approval thereto.
2. The controlling officer or competent authority should perform their duties diligently as prescribed in the T.A. Rules. They should review the period spent and volume of work done before countersigning the TA bill of the officers/officials.
3. The petty/routine assignments should be resolved through the use of telephone, fax or courier service instead of deputing officers/officials. In case the journey is inevitable by an officer/official only a single officer/official may be detailed to perform the duty.
4. Hotel bills submitted by the officers/officials in support of their claims must be verified at random by the Controlling Officer.
5. Officer should stay in Wapda rest houses as far as possible.
6. A tour report showing the items of work done should be appended with the TA claim, so that controlling officer could satisfy himself with the performance of the employee claiming TA.
7. The controlling officers should exercise complete check on TA claim and should not allow an individual to make it a source of income.
8. The controlling officers will be held responsible to exercise complete check failing which it will tantamount to misconduct and shall be liable for disciplinary action along with the claimant.

-sd/-
Brig
General Manager (Admn)
(Noor ud Din Ahmed)

ANNEXURE-XXVI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202046 & 9202211/2332 Services & General Admn
Telegrams: WAPDA LAHOPE 332-Wapda House,
Lahore

No DG(S&GA)/D(Rules)/07456/52/VII/13853-15152 21st April 2001.

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES 1982-AMENDMENT

Authority has decided to substitute the existing Sub Rule 2 of Rule 17 and Rule 18 of the Pakistan WAPDA Travelling Allowance Rules, 1982 as under with immediate effect.

''Sub Rule (2) Rule 17 Travel by Air on Transfer''

No WAPDA employee shall travel by air even on transfer except categories mentioned in Rule 18 of the said Rules.

Rule 18 Travel by Air Journey

a Travelling Allowance for journeys by air will ordinarily be admissible to General Managers/Chief Engineers/Director Generals/officers of equivalent status and Secretary WAPDA.

b In exceptional cases when exigencies of service so demand, Controlling Officers may authorize other officers in BPS-17 and above to travel by Air."

Sd/-
(MUHAMMAD JUNAID AFZAL)
Director General (S&GA)

Distributions

1. As per List 'D'
2. Secretary WAPDA, Wapda House, Lahore
   With reference to his letter No. S/AD(Coord)/03003/ MTG/1031-.77 dated 18-04-2001

ANNEXURE-XXVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 9202508 & 9202211/2309 309-Wapda House
Telegrams: WAPDA LAHORE Lahore

No. D (Rules)/07456/52/VI/26080-730 Dated 05 June 2002.

OFFICE MEMORANDUM

Subject: **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The Authority has been pleased to substitute the existing Note-V (a) of Rule-12 (1) of the Pakistan Wapda Traveling Allowance Rules, 1982, as under with immediate effect:-

NOTE-V

a. Reimbursement of Toll Tax paid on Motor Way by an officer in BPS-17 and above and all in receipt of pay exceeding Rs: 5330/- while travalling in an official vehicle/by his own car on official duty/tour shall be allowed on production of original receipt in token thereof. This concession will however, not be admissible to the one who is permitted to travel on official duty by rented car or borrowed car.

Sd/-
(NASIR MAHMOOD)
Director (Rules)

Distribution

As per List 'C'.

ANNEXURE-XXVIII

Government of Pakistan
Finance Division
(Regulations Wing)

No F.1(4)R-9/2002-.509 Islamabad, the 8th June, 2002

OFFICE MEMORANDUM

Subject - **TRAVELLING ALLOWANCE RULES**

The undersigned is directed to refer to this Division's O.M. No. 1 (34)R-9/94 dated 13TH November 1994 on the subject noted above and to state that consequent upon the introduction of Basic Pay Scales 2001, the Gradation of Government Servants for the purpose of T.A in Pakistan shall, with immediate effect, be revised as under:-

i)	Category-I	Civil Servants in BPS-17 and above
ii)	Categony-ll	Civil Servants in BPS-11 to 16.
iii)	Category .III	Civil Servants in BPS-3 to 10
iv)	Category -IV	Civil Servants in BPS-1 to 2.

2. Provisions in Supplementary Rules shall be deemed to have been modified accordingly.

Sd/
(Muhammad Hafeez-ur-Rehaman)
Section Officer (R-9)

All Ministries/Divisions etc.

ANNEXURE-XXIX

Government of Pakistan
Finance Division
(Regulations Wing)

No. F 1 (4) R-9/2002-510 Islamabad, the 8TH June, 2002

OFFICE MEMORANDUM

Subject:- ENTITLEMENT OF CIVIL ' SERVANTS TO RAIL ACCOMMODATION CONSEQUENT UPON THE INTRODUCTION OF THE SCHEME OF BASIC PAY SCALES 2001

The undersigned is directed to refer to this Division's O.M. No. I(34)R-9/94 dated 13th November, 1994 on the subject noted above and to state that in consequence of the introduction of Basic Pay Scale 2001, the Table of rail accommodation indicated therein shall be revised as under:

i) **Category-I:** **Civil Servants in BPS-17 and above**
Accommodation of the highest class by whatever name be it called.

ii) **Category—II**: **Civil Servants in BPS-11 to 16**
First Class (Sleeper) accommodation. If traveling on a line which does not provide 1st class (Sleeper), the next lower class.

iii) **Category-III:** **Civil Servants in BPS-3 to 10**
First Class (Sitter) accommodation. If Travelling on Line which provides no 1st Class (Sitter) accommodation, the next lower Class.

iv) **Category-IV:** **Civil Servants in BPS-1 to 2**
Lowest class by whatever name be it called.

2 The Relevant provision in FRs and SRs may be deemed to have been modified to the extent indicated above.

3. These orders shall come into force with immediate effect.

Sd/
(Muhammad Hafeez-ur-Rehman)
Section Officer (R-9)

All Ministries/Division **etc.**

ANNEXURE-XXX

No. D(Rules)/07456/52/VI/356-57 Dated: May 9, 2003

The General Manager Finance (Power),
Wapda, Wapda House,
Lahore.

Subject: CLARIFICATION REGARDING THE ADMISSIBILITY OF THE CLAIM OF TRAVELLING ALLOWANCE ON ACCOUNT OF JOURNEY PERFORMED BY ROAD, IN PERSONAL CAR, WITH APPPROVAL OF CONTROLLING OFFICER.

Reference: Your Diary No. 7561 dated 22.02.2003.

The case has been examined in consultation with Finance Division and it is clarified that the officer travelled in his personal car with the prior approval of the controlling officer and the claim has been accepted by the controlling officer which is admissible under Rule 12 (1) Note V (c), the respective Accounting Unit is not authorized to object whether the journey was of ordinary nature or of special nature.

3. Rule 12 (4) of T.A Rules, 1982 is applicable on those cases where a WAPDA employee claims mileage allowance for journey performed by road in his personal car without seeking prior approval of the controlling officer. In such cases, the controlling officer at his discretion accept the claim subject to the condition that it will be limited to what would have been admissible had the officer travelled by Rail in the ordinary way.

-sd/-
(Nasir Mahmood)
Director (Rules)

ANNEXURE-XXXI

TO BE SUBSTITUTED WITH SAME NUMBER & DATE

Phones: 9202508-92011/2309
Grams: WAPDA LAHORE

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House,
Lahore

No. D (Rules)/07456/52/VII/27132-782 Dated 7th June, 2003

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.

The Authority has been pleased to substitute the existing Note V (b) of Rule 12 (1) of the Pakistan WAPDA Travelling Allowance Rules, 1982, as under with immediate effect:-

"WAPDA employees to travel on any road by any mode of public transport (on single seat basis) will get reimbursement of travelling expenses on actual cost basis provided the cost should not exceed the Railway fare, admissible under the existing T.A. Rules".

Sd/-
(Nasir Mahmood)
Director (Rules)

Distribution

1. As per List 'C'.

2. Secretary WAPDA, with reference to his letter No. S/AD (Coord) 0303/MTG/1856-76 dated 31.05.2003.

ANNEXURE-XXXII

Grams: WAPDA LAHORE Phones: 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House,
Lahore
No. D (Rules)/07456/52/VII/3193-4493 Dated 14th Jan. 2004

OFFICE MEMORANDUM

Subject: **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

Ref'nce;- This O.M No. DG (S&GA)/D (Rules)/07456/52/VII/45546-46845 dated 17.10.2003.

The Authority in its meeting held on 25.12.2003 has authorized General Managers/Chief Executive Officers for allowing BPS-17 to BPS-19 Officers to travel by air from case to case basis.

2. WAPDA Travelling Allowance Rule 18 (b) stands amended accordingly.

Sd/-
(Nasir Mahmood)
Director (Rules)

Distribution

1. As per List 'D'.
2. SO to Chairman, WAPDA.
3. Chief Executive Officer, QESCO, Quetta, with reference to his letter No. CEO/QESCO/HR & Admn Dir/60791-92 dated 19.11.2003.
4. Secretary WAPDA, with reference to his letter No. S/AD (Coord)/03003/MTG/4704-37 dated 06.01.2004.

ANNEXURE-XXXIII

No. WAPDA/Misc./98-Policy
Government of Pakistan
Ministry of Water and Power

Islamabad, the 17th Jan 2004

To

Director (Rules) WAPDA, Wapda House, Lahore.

Subject: TAVELLING ALLOWANCE RULES

I am directed to enclose herewith a copy of Finance Division's O.Ms. No. F.1(4)R-9*/2002*-509 dated 8-June 2002 and No F1(4)R-9/2002 -510 dated 8 June 2002 as desired.

Sd!
(MUHAMMAD ASLAM KHAN)
Section Officer (A-III)

Encl. As above

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones 9202508 & 9202211/2309 — Rules Directorate S&GA

Telegrams Wapda Lahore — 309 Wapda House, Lahore
No D(Rules)07456/52IVll/11177-12477 — Dated 20th Feb 2004

Copy of the above alongwith copies of Finance Division (Regulations Wing) Government of Pakistan, Islamabad's O.M.s No *F.1(4)R-9I2002-59* dated 8th June 2002 and No, F *1(4)IR*-9/2002-510 dated 8th June 2002 is forwared herewith for strict compliance please.

Sd/-
(Nasir Mahmood)
Director (Rules)

DA/As above

1. O.M No F.1 (4)R-9/2002-509 dated 8th June 2002 (Annex-XXVIII)
2 O.M No F-1 (4)R-9/2002-510 dated 8th June 2002 (Annex-XXIX)

Distribution :

As per List D

ANNEXURE-XXXIV

Grams: WAPDA LAHORE Phones: 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House,
Lahore

No. D (Rules)/07455/5/VII/12484-13784
Dated 21.02.2004

OFFICE MEMORANDUM

Subject: **SPECIAL DAILY ALLOWANCE AT BESHAM**

Authority in its meeting held on 27.01.2004 has approved to include Beshman in the list of stations where special daily allowance is admissible, to bring Basham at par with Northern Area stations.

Accordingly Besham is hereby included in the cities where special daily allowance is admissible and WAPDA T.A. Rule-11 2 (a) Note-I stands amended to this extent.

Sd/-
(Nasir Mahmood)
Director (Rules)

Distributions

1. As per List "D".
2. General Manager (Hydro) Development, WAPDA, Sunny View, Lahore, with reference to your letter No. GM (H) Dev./CEHHP/Item Note/18154 dated 20.12.2003.
3. Director Finance (Water), Wapda House, Lahore with reference to his letter No. F.O.I (W)XII (340)/V-II/171-73 dated 12.02.2004.
4. Secretary WAPDA, Wapda House, Lahore with reference to Authority's decision on 27.01.2004.

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House, Lahore

No. D (Rules)/07456/52/VII/812-13 Dated 07.06.2004

The Manager (MIS) GEPCO Computer,
Center, Peoples Colony,
Gujranwala.

Subject: **ADMISSIBILITY OF TRANSFER TA/DA IN ATTACHMENT CASES**

Ref:- Your letter No. GCC/E-53/2052 dated 10.04.2004 addressed to Director Finance (Regulations) WAPDA.

In consultation with Director Finance (Regulations), it is clarified that on temporary attachment daily allowance is not admissible except the fare for the journey to the station or temporary attachment and daily for the journey day.

Sd/-
(Nasir Mahmood)
Director (Rules)

Distributions

Assistant Director Finance (Regulations), with reference to your letter No. F.O(B&F)/15-3/Part-5/3795 dated 12.05.2004 and consultation on file vide your dairy No. 2423 dated 03.04.2004.

ANNEXURE-XXXV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 9202482, 9202211/2223

DIRECTOR FINANCE (REG)
Wapda House, Lahore.

No. FO(B&F)10-126/BPS-2005/55-205

Dated 16/07/2005.

OFFICE MEMORANDUM

Subject:-**REVISION OF BASIC PAY SCALES, ALLOWANCES AND PENSION OF WAPDA EMPLOYEES (2005)**

The Authority has been pleased to sanction revision of existing pay scales, allowances and pension w e f 01.07.2005 for Wapda employees as per following details by adopting the GOP Finance Division (Regulation Wing) OM. No. F.1(1)/lmp2005 dated 01.07.2005.

PART-I BASIC PAY SCALES.

2 Basic Pay Scales: The Revised Basic Pay Scales 2005 shall replace the existing basic pay scales 2001 as shown in Annexure-I to this OM.

3 Fixation of Pay of the Existing Employees:

(i) The basic pay of an employee in service on 30.06.2005 shall be fixed in Revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2001 Basic Pay Scales.

(ii) The corresponding stage for fixation of basic pay in the aforesaid manner in respect of an employee whose pay was fixed beyond the maximum of the relevant scale as a result of discontinuation of move over policy under 2001 Basic Pay Scales scheme shall be determined on notional extension basis to i.e. by treating the amount of personal pay drawn by him on 30th June 2005 as part of his basic pay scale and the amount beyond the maximum of prescribed stage in the revised Basic Pay Scales shall be allowed as personal pay.

4. Annual Increment: Annual Increment shall continue to be admissible subject to the existing conditions, on 1st December each year.

PART-II ALLOWANCES

5. Special Additional Allowance: Special Additional Allowance shall continue to be admissible at frozen level on existing conditions.

6 Special Additional Allowance and Adhoc Relief: Special Relief Allowance and Adhoc Relief sanctioned w.e.f. 01.07.2003 and 01.07.2004 respectively shall frozen at the level of their admissibility as on 30-06.2005 and the amount shall continue to be admissible to the entitled recipients until further orders but it will cease to be admissible to entrants joining WAPDA service on or after 01.07.2005 as well as to those employees to whom it was ceased to be admissible under the existing conditions.

7 House Rent Allowance: House Rent Allowance shall be admissible with reference to the Revised Basic Pay Scales 2005 subject to the existing conditions.

8. Medical Allowance : Medical Allowance shall be admissible @ Rs. 425/- P.m. Subject to the existing conditions.

9 **Conveyance Allowance:**

a) Conveyance Allowance shall be admissible on revised rates as follows'

BPS	RATES (Rs. Per Month)
01-04	340
05-10	460
11-15	680
16-20	1240

b) Conveyance Allowance @ Rs. 1240/- p.m. shall also be admissible to those BPS-21 & 22 officers who are not sanctioned official vehicle.

10 **Other Special Pays/Special Allowances:** The rates of Special Pays and Special Allowances shall be revised as detailed below:

(i) Entertainment Allowance.

BPS	Existing	Revised
19	Nil	Rs. 500/- p.m.
20	Rs. 450/- p.m.	Rs. 600/- p.m.
21	Rs. 525/- p.m.	Rs. 700/- p.m
22	Rs. 725/- p.m	Rs. 975/- p.m

(ii) Daily Allowance (in Rs. Per day)

BPS	Existing		Revised	
	Ordinary	Special	Ordinary	Special
01-04	80	110	125	200
05-11	100	120	155	220
12-16	180	200	280	365
17-18	320	350	500	640
19-20	400	450	625	825
21-22	450	550	700	1000

Presently special rates are allowed at 15 specified stations/cities. The special rates shall also be allowed at Muzaffarabad & Mirpur AJK.

(iii) Transportation/Mileage Allowance.

	Existing	Revised
Transportation		
(i) Motor Car	Rs/ 1.20/- per k.m	Rs. 2/- per k.m.
(ii) Motor Cycle/Scooter	Rs. 0.40/- per k.m	Rs. 1/- per k.m.
Mileage Allowance.		
(i) Personal Car/Taxi	Rs. 3/-per k.m	Rs 5/- per k.m.
(ii) Motor Cycle/Scooter	Rs. 1/- per k.m	Rs. 2/- per k.m
(iii) Bicycle/Animal back/foot	Rs. 0.75/- per k.m	Rs. 1/- per k.m.
(iv) Public Transport	Rs. 0.30/- per k.m (BPS-6 and below). Rs. 0.50/-per km (BPS-7 and above)	Rs.1/- per k.m. Rs. 1/- per k.m.
Travel by Air	Wapda employees in BPS-17 and those in receipt of pay of Rs. 5400 and above under existing conditions.	Wapda employees in BPS-17and above as otherwise covered under the rules.
Carriage of Personal effect on Transfer/Retirement	Paisa 0.148/- per k.m Per kg. (or 2.96 paisa per k.m. Per unit of 20 k.gs.)	Ps. 0.008/- per k.m, Per k.g

(iv) Qualification Pay.

	Existing	Revised
SAS Accountant Part-Ill	Rs. 200/- per month	Rs 400/- per month
(ICMA/ICWA)	Rs. 300/- per month	Ps 400/- per month
ICMA/ICWA	Rs. 800/- per month	Rs 1200/- per month
Chartered Accountant	Rs. 800/- per month	Ps 1300/- per month
Staff College/NDC	Rs 750/ per month	Rs 1000/ per month
Advance Course in NIPA	Rs 200/- per month	Rs 500/ per month

(v)Senior Post Allowance

BPS	Existing	Revised
20	Rs. 850/-PM	Rs 1100/-PM
21	Rs 925/- PM	Rs. 1200/-PM
22	Rs 1200/-PM	Rs 1600/- PM

(vi) Deputation/Additional Charge Allowance/Special Pay on Current Charge.

	Existing	Revised
Deputation Allowance/Special Allowance on Additional Charge/ Special Pay on Current Charge.	@ 20% of the minimum of Basic pay/ subject to maximum of Rs 2000/- p m	@ 20% of Basic pay subject to maximum of Rs. 6000/- p.m.

(vii) Special Pay to PS/PA.

	Existing	Revised
PA to Chairman/ Members/GMs/ Head of Divisions	.150/- p.m.	Rs. 200/- p.m.

(viii) Instructional Allowance.

Existing	Revised
20% of the Basic Pay subject to maximum of Rs 2000/- per month	(i) 20% of the Basic Pay subject to Rs. 5000/- per month to those Instructors imparting in service training to BPS 17 and above officers. (ii) 20% of the Basic Pay subject to maximum of Rs. 3000/- per month to those Instructors imparting in service training to employees upto BPS-16.

(ix) Integrated Allowance

The following two contingent allowances admissible to Naib Qasid, Qasid and Daftries shall stand discontinued and in lieu thereof such entitled categories shall be allowed new allowance called as Integrated Allowance @ Rs. 150/- p.m. w.e.f. 01.07.2005:-

	Existing	Revised
i) Washing Allowance	Rs. 30/- p.m.	Rs. 150/- p m
ii) Dusting Allowance	Rs. 20/- p.m	

11 The following five allowances in respect of Wapda employees shall stand abolished under this scheme henceforth:

	Name of Allowance	Present Rate
i)	Cash Handling Allowance	Rs. 25/- to Rs. 60/- p.m
ii)	Telecom Allowance	Rs. 150/- p.m.
iii)	Good Conduct Pay	Rs. 45/- p.m.
iv)	Telephone Allowance	Rs. 20/- p.m.
v)	Gilgit Compensatory Allowance	Rs. 450/- p.m.

12 The categories of contract employees drawing their pay under lumpsum package or in particular time scales are also eligible for the increase by virtue of revision of the basic pay scales and allowances.

13. The allowances subject to introduction of new Pay Scales will remain admissible as otherwise allowed or until further orders.

14 Option for Cash Medical Allowance at new rate or Medical Facility may be exercised within a period of 30 days from the date of issue of the notification as otherwise covered under the rules.

PART-Ill PENSION

15 Commutation shall be admissible upto a maximum of 35% of Gross pension, at the option of the pensioner, Admissibility of monthly pension shall be increased from the existing 60% to 65% of Gross pension.

16 An increase @ 10% shall be allowed on the amount of pension being drawn by the existing pensioners as well as to those WAPDA employees who would draw pension under the Revised Basic Pay Scales, 2005.

17. The increases allowed on pension @ 15% and 08% w.e.f. 01.07.2003 and 01.07.2004 respectively shall not be admissible to the WAPDA employees who would draw pension under the revised Basic Pay Scales, 2005.

18**.** **Option**:

(a) The Formation/Office concerned to which an employee belongs and/or on whose pay roll he is borne shall obtain an option in writing from such employee within 60 days commencing from the date of issue of this Office Memorandum and communicate it to the concerned Accounts Office/DDO, as the case may be, either to continue to draw salary in the existing Basic Pay Scales in which he is already drawing or in the Revised Basic Pay Scales and pension/commutation scheme, 2005 as specified in this O.M. Option once exercised shall be final.

b.) An existing employee as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted to continue draw salary in the Basic Pay Scales and Pension/Commutation Scheme applicable to him as on 30-06-2005.

19. All existing rules/order on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/order not so modified shall continue to be in force under this scheme.

Sd/-
(Sajjad Ahmed)
Director Finace (Regulations)

Distribution:

1 All Members of Authority.
2. All General Managers Wapda
3. PSO to Chairman
4 Secretary Wapda
5. Chief Executive Officers DISCOs, GENCOs & NTDC
6 Director General Finance (B&C) Wapda.
7 All Chief Engineers, Wapda.
8 Director General, Wapda Audit.
9 All Head of Divisions, Wapda
10 All Project Directors, Wapda.
11 All Resident Engineers, Wapda.

} They May adopt this O M. With (the approval of their respective (Board of Directors.

ANNEXURE-XXXVI

No. DG (S &GA)/AD(E-IB)07326/16539-72 Dated: 02-03-2006

OFFICE ORDER

1. General Manager (Admn) in his capacity as M.D is pleased to authorize Director General (S&GA) to

a. Approve tour programmes up to Grade-19 Officers working under General Manager (Admn).

b. Approve/countersign. TA/DA bills of all officers working-under General Manager (Admn).

2. Cases for permission to travel by Air will continue to be put up to General Manager (Admn) as laid down in O.M issued vide No. D(Rules)/07456/52/VII/3193-4493 dated 14.1.04.

-sd/-
(PARVAIZ AHMAD)
Director (Establishment)

ANNEXURE-XXXVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones 9202482 9202211/2225

FINANCE DIVISION (REG)
225-Wapda House, Lahore.

No.FO(B&F)/15-3(Part/Vol-6)/4721-4820 Dated 17-06-2006

OFFICE ORDER

Subject: **REVISED ENTITLEMENT OF WAPDA EMPLOYEES TO RAIL ACCOMMO-DATION TRAVELLING AND FOR TRANSPORTATION OF PERSONAL EFFCTS.**

The Authority has been pleased to accord approval to the amendment in the existing entitlement mentioned under Rule-15 of Pakistan Wapda Travelling Allowance Rule-1982 of Wapda employees (BPS-1-22) for the purpose of Railway accommodation while on official duty within country as follows:

i) **Category-I** **Civil Servants in BPS-17 and above**
Air conditioned class or accommodation of the highest class available on the route

ii) **Category-II** **Civil Servants in BPS-14 to 16**
AC lower (Special). If travelling on a line which does not provide AC Lower (Special) the next lower class.

iii) **Category-III** **Civil Servants in BPS-11 to 13**
AC Lower (Ordinary). If travelling on line which does not provide AC lower (Ordinary) the next lower class

iv) **Category-IV** **Civil Servants in BPS-1 to 10**
Economy Class or the Lowest class by whatever name be it called.

The Authority has further approved the replacement of existing categories of Wapda employees mentioned under column-I of Rule-17(4)(f-1) with those as indicated above in case of transportation of personal effects, remaining the prescribed weights same.

Sd/-
(Sajjad Ahmed)
Director Finance (Regulations)

Distribution:-

1 All General Managers Wapda
2 All Chief Executive Officers DISCOs, GENCOs & NTDC.
3 All Finance Directors DISCOs, GENCOs & NTDC
4. All Head of Divisions Wapda
5 All Project Directors Wapda.

6. Director (Rules) Wapda.

ANNEXURE-XXXVIII

No. D//DD(Rules)/07456/52/VII/52172-820 Dated: 08, Nov. 2006

CLARIFICATION

Subject- **PROVISION OF TA/DA TO RETIRED EMPLOYEES (ACCUSED)**

1. A question has been posed whether retired Wapda employees appearing for personal hearing as accused are eligible for TA/DA or not.

2. The matter has been got examined in consultation with Chief Auditor and it is clarified that retired Wapda employee appearing for personal hearing as accused is not entitled to TA/DA.

3. This issues with the concurrence of Chief Auditor Wapda.

-sd/-
(Muhammad Junaid Afzal)
Director (Rules)

ANNEXURE-XXXIX

Grams: WAPPA Lahore Phones: 9202508-9202211/2309

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House,
Lahore

No. D//DD(RuIes)/07456/52/IX/4489-5689 Dated: 17 Feb. 2007

OFFICE MEMORANDUM

Subject:- REVISION OF RATES FOR TRANSPORTATION OF DEAD BODY OF DECEASED WAPDA EMPLOYEES BY ROAD

1. Authority has decided to amend Rule 24-1 (a) of The Pakistan WAPDA Travelling Allowance Rules, 1982, w.e.f 01.12.2006.

RuJe24. 1(a)

"WAPDA transport, if available, will be provided to carry the dead body of a WAPDA employee / deputationist or any member of his family to his home town regardless of the distance involved and the cause of death. If WAPDA vehicle is not available, the dead body may be carried to the home town by hired transport and **reimburse the actual cost but not exceeding @ Rs. 20/- per kilometer (Maximum)** out of the budget provision of the Division / Office concerned".

2. Date of commencement i.e. 21.09.1995 mentioned in para 2 of the said Rule shall be amended to read as **01.12.2006.** However, the cases already decided shall not be, reopened.

3. All concerned authorities are requested to please amend the WAPDA T.A Rules, 1982 to the above extent and **ensure it is not misused.**

Sd/-
(Muhammad Junaid Afzal)
Director (Rules)

Distribution: -

List 'D'.

c.c. also to:
- All CEO DISCOs / GENCOs / NTDC.
- General Manager (C&M)~ Water and Power.
- Secretary, WAPDA w.r.t his diary No. 172 dated 02.02.2007.
- DG Finance (B&C)/MSIC&M (Admn).
- Director (L&W).
- Director (Public Relations) WAPDA. **For Publication in Wapda Khabarnama in Urdu.**
- Librarian, WAPDA Central Library. For record please.

ANNEXURE-XL

Phones: 9202508-9202211 Ext. 2309, 2361 & 2360
Fax: 9203532
Grams: WAPDA Lahore

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

309-Wapda House,
Lahore

No. D(Rules)/07456/52/IX/22467 Dated: 28 July 2009

OFFICE ORDER

Subject:- AMENDMENT IN WAPDA TA RULES, 1982-MESSING ALLOWANCE

1. In pursuance of Authority decision dated 21.07.2009 circulated by Secretary WAPDA vide letter No.S/AD(Coord)/03003/MTG/873-74 dated 21.07.2009, the Rates of Messing Allowance for Trainees contained in Rule 13 of WAPDA TA Rules, 1982 are revised with effect from 1st July 2009 as under :-.

Category	Rate of Messing Allowance (Rs.)	
	Existing	Revised
For BPS 17 and above	200	400
For BPS 1 to 16	125	300

2. Rule 13 of WAPDA TA Rules, 1982 stands amended to the above extent.

Sd/-
Director (Rules)
(Khalid Hussain)

Distributions

- As per List 'D' .
- Secretary WAPDA w.r.to his letter referred to above
- General Manager (Training) WAPDA
- Director General Audit WAPDA
- Director Finance (Admn & Reg) w.r.to his letter dated 25-07-2009
- Director (Public Relations) WAPDA
- Director (O&M) WAPDA
- Librarian, WAPDA Central Library
- PAs to Member
- PA to MD(Admn)
- PA to DG(S&GA)

ANNEXURE-XLI

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 99202508 &
99202211/2309
Fax: 99203532

Office of DG (HR&Admn),
Rules Directorate,
309-Wapda House, Lahore

No. D/DD(Rules)/07455/5/VII/11171-11245
Dated 13.08.2011

OFFICE MEMORANDUM

Sub:- SPECIAL DAILY ALLOWANCE AT PATTAN (KEYAL) AND DASU

Authority in its meeting held on 16.07.2011 has approved special daily allowance & included Pattan (Keyal) and Dasu towns in the list of stations where special daily allowance is admissible. WAPDA TA Rule 11. 2 (a) Note I stands amended accordingly.

Sd/-
Director (Rules)
(Khalid Hussain)

Distribution
1. As per List A
2. Secretary WAPDA, w.r.to his letter No.S/AD(Coord)/03003/MTG/1626-28 dated 02.08.2011.
3. GM (C&M) Water
4. GM (Hydro Planning)
5. CE (P&I)
6. DF(A&R) -
7. Librarian, WAPDA Central Library

ANNEXURE-XLII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax: 042-99202482
042-99202211/
Ext. 2287

Finance Division
(Admn & Regulations)
223-Wapda House, Lahore.

No. FO (B&F)/15-3/Part/Vol-09/3838-3937 Date. 11/09/2012.

OFFICE MEMORANDUM

Subject:- REVISION IN THE RATES OF DAILY ALLOWANCE

Ref:- Para-10(ii) of this division's O.M. No. FO (B&F)/10-126/BPS-2005/55 dated 16.07.2005 and O.M. No. F.O (B&F)/15-3/Part/Vol-VIIII03-153 dated 15.07.2010.

1. The Authority has been pleased to accord approval to the revision in the rates of Daily Allowance, w.e.f. 1st August, 2012 for the purpose of duty within country, as per detail given below:-

Existing (in Rs. Per day)			Revised (in Rs. Per Day)	
BPS	**Ordinary Rates**	**Special Rates**	**Ordinary Rates**	**Special Rates**
1-4	200	400	310	500
5-11	310	440	390	550
12-16	500	600	700	900
17-18	500	640	1250	1600
19-20	625	825	1550	2050
21	700	1000	1750	2500
22	700	1000	1750	30000

2. Specified stations for Special Rates as notified from time to time are Hyderabad, Karachi, Sukkur, Bahawalpur, DG Khan, Multan, Quetta, Sargodha, Sialkot, Lahore, Gujranwala, Rawalpindi, Islamabad, Faisalabal, Peshawar, Northern Areas, Muzaffarabad & Mirpur AJ&K.

3. Actual Hotel Accommodation charges within the prescribed limit shall be admissible only on production of receipts as per existing rules.

4. Rate of accommodation charges will be admissible @ 2 times of the daily allowance where no hotel accommodation receipt is produced.

Sd/-
(Muhammad Farooq Memon)
Director Finance (Admn. & Reg.)

Distribution:-
1. Managing Director (Admn.) Wapda.
2. All General Managers, Wapda.
3. Secretary Wapda w.r. to his no.s/AD(Coord)/03003/MTG/1880-81 dated 07.09.2012.
4. All Chief engineers, Wapda.
5. All Head of Divisions, Wapda.
6. All Project Director, Wapda.
7. All Resident Engineers, Wapda.
8. Director General Wapda Audit.

ANNEXURE-XLIII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax: 042-99202482
042-99202211/
Ext. 2287

Finance Division
(Admn & Regulations)
223-Wapda House, Lahore.

No. FO (B&F)/15-3/Part/IX/9141-9240 Date. 12/09/2012.

OFFICE MEMORANDUM

Subject:- REVISION IN THE RATES OF TRAVELLING AND MILEAGE ALLOWANCE.

Ref:- Para-10(iii) of this Division's O.M. No. FO(B&F)/10-126/BPS-2005/55-205 dated 16.07.2005.

The Authority has been pleased to accord approval to the revision in the rates of Transportation/Mileage Allowance w.e.f. 1st July, 2012, as per detail given below:-

	Existing Rates	Revised Rates
Transportation: -		
(I) Motor Car	Rs.2/- per k.m.	Rs.5/- per km.
(ii) Motor Cycle/Scooter	Rs.1/- per k.m.	Rs.2.50/- per km.
Mileage Allowance:		
(I) Personal Car/Taxi	Rs.5/- per km.	Rs.10/- per km.
(ii) Motor Cycle/Scooter	Rs.2/- per km.	Rs.4/- per k.m.
(iii) Bicycle	Rs.1/- per km.	Rs. 2/- per km
(iv) Public Transport	Rs.1/- per k.m.	Rs. 2.50/- per km
Transportation of personal effect:		
Carriage of personal effects on Transfer/Retirement	Rs.0.008 per k.m	Rs. 0.02 per kg per k.m.

Sd/-
(Muhammad Farooq Memon)
Director Finance (Admn. & Reg.)

Distribution:

1. Managing Director(Admn.), Wapda.
2. All General Managers, Wapda.
3. Secretary Wapda w.r. to his No.S/AD(Coord)/03003/MTG/1922-23 dated 07.09.2012.
4. All Chief Engineers, Wapda.
5. All Head of Divisions, Wapda.
6. All Project Director, Wapda.
7. All Resident Engineers, Wapda.
8. Director General Wapda Audit.

ANNEXURE-XLIV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax: 042-99202482
042-99202211/
Ext. 2287

Finance Division
(Admn & Regulations)
223-Wapda House, Lahore.

No. FO (B&F)/15-3/Part/Vol-9/10020-10119 Date. 06/12/2012.

OFFICE MEMORANDUM

Subject:- REVISION OF DAILY ALLOWANCE / ACCOMMODATION CHARGES CLARIFICATION

Ref:- This Division O.M No. FO(B&F)/15-3/Part/Vol-06/3838-3937 dated 11.09.2012.

1. A question has been raised, as to whether accommodation charges @2 times of Daily Allowance without production of hotel receipt, notified vide this Division's O.M. under reference, will be admissible at all stations.

2. It is clarified in consultation with Government of Pakistan Finance Division (Regulations Wing) Islamabad that accommodation charges @2 time of Daily Allowance without production of hotel receipt will be admissible at specified stations only.

3. This is issued with the approval of Member Finance, Wapda.

Sd/-
(Pervez Ahmad)
Dy. Director Finance (Admn. & Reg.)

Distribution:

1. Managing Director(Admn.), Wapda.
2. All General Managers, Wapda.
3. All Chief Engineers, Wapda.
4. All Head of Divisions, Wapda.
5. All Project Director, Wapda.
6. All Resident Engineers, Wapda.
7. Director General Wapda Audit.

ANNEXURE-XLV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 99202508 & 99202211/2309 (HR&Admn),
Fax: 99203532
House, Lahore

Office of DG
Rules Directorate,
309-Wapda

No. D/DD(Rules)/07456/52/VIII/127-31 Dated 23/24.01.2013

Director (Finance) PEPCO,
WAPDA, Wapda House,
Lahore.

Sub: **Admissibility of Daily Allowance when Short Journeys Are Performed on Conveyance Provided by the Authority**

Ref: Your note Diary No. 753 dated 05.12.2012.

A confusion exists regarding admissibility of Daily Allowance at special rate or ordinary rate while using vehicle provided by WAPDA. However, no such discrimination is found in the Government T.A Rules.

2. The matter has been dilated upon in consultation with Finance Division. The words "Short Journey" used in the title of the Rule and the "Note" given below the T.A Rule-16 explains as to under what conditions the Ordinary Daily for a place where otherwise Special Dailies allowed will be admissible.

3. The D.A on the short journeys performed on conveyance provided by WAPDA shall be operative in case of following eventualities only:-

- For example an assignment or duty is to be performed at one of the places where Special Daily is admissible but the actual work place is outside the city limits and WAPDA vehicle is provided to perform such duty for 8 hours or more, in such a case, the daily shall be admissible at 'ordinary rate' despite the fact that the work site is in the suburb or near vicinity of the city where 'special daily' is admissible.

- Whereas the duty performed in WAPDA Vehicle by visiting the specified cities declared for special rate of daily allowance will not be classified as short journey. Special Rate of Daily Allowance will therefore be admissible in such cases.

Sd/-
Director (Rules)
(Khalid Hussain)

c.c.
1. GM Finance (Coord).

2. GM Finance (Power).
3. GM Finance (Water).
4. S.O to M.D (Admn).

ANNEXURE-XLVI

No. F.1(10)R-10/2014-500
Government of Pakistan
Finance Division
(Regulations Wing)

Islamabad, the 30th
November. 2015

OFFICE MEMORANDUM

Subject: REVISION OF RATES OF DAILY ALLOWANCE ADMISSIBLE TO OFFICIALS AND OTHER PERSONS WHILE ON TOUR / DUTY OUTSIDE PAKISTAN

The undersigned is directed to refer to paragraph-3 of this Division's O.M. No. F.1(10)-R-10/2006-745, dated 30-12-2006 on the above subject and to say that it has been decided to amend above paragraph as follows:-

Existing Para-3 of the O.M.	Amendment
Full DA can be paid in advance. However, 50% of DA meant to recover accommodation charges will be admissible in the final TA adjustment bill on production of hotel receipt/vouchers. This does not apply to Category-I Officers for whom there are separate rules on the subject.	Full DA can be paid in advance. However, 50% of DA meant to recover accommodation charges will be admissible **as per entitlement of officials / officers without production of hotel receipt/vouchers in final TA adjustment bill**. This does not apply to Category-I Officers for whom there are separate rules on the subject.

All Ministries/Divisions

Sd!
(Dr. Muhammad Ismail Hasni)
Section Officer (R-10)

ANNEXURE-XLVII

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax: 042-99202482
042-99202211/
Ext. 2287

Finance Division
(Admn & Regulations)
223-Wapda House, Lahore.

No. FO (B&F)/15-3/Part/Vol-11/2042-2141 Date. 01/04//2016.

OFFICE MEMORANDUM

Subject:- ACCOMMODATION CHARGES – ON OFFICIAL DUTY WITHIN COUNTRY

Ref:- This Division's Office Order No. F.O(B&F)/15-3/Vol-09/10020-10119 dated 06.12.2012.

It was clarified that accommodation charges @ 2 times of Daily Allowance without production of hotel receipt would be admissible at specified stations vide Office memorandum under reference. Now it is hereby further clarified in consultation with GOP, Finance Division (Regulations Wing) Islamabad that rate of accommodation charges will be admissible equivalent to one Daily Allowance (DA) in case of non-specified station where no hotel accommodation receipt is produced.

2. This is issued with the approval of Member (Finance) WAPDA.

Sd/-
(Pervez Ahmad)
Dy. Director Finance (Admn. & Reg.)

Distribution:

1. Managing Director(Admn.), Wapda.
2. All General Managers, Wapda.
3. Chief Auditor, Wapda.
4. All Chief Engineers, Wapda.
5. All Project Directors, Wapda.
6. All Head of Divisions, Wapda.

ANNEXURE-XLVIII

No. F.1(10)R-10/2014-471
Government of Pakistan
Finance Division
(Regulations Wing)

Islamabad, the 31st Aug. 2016

OFFICE MEMORANDUM

Subject: REVISION OF RATES OF DAILY ALLOWANCE ADMISSIBLE TO OFFICIALS AND OTHER PERSONS WHILE ON TOUR / DUTY OUTSIDE PAKISTAN

Finance Division vide O.M. No. F.1(10)R-10/2014-500, dated 30.11.2015, on the above subject allowed full Daily Allowance (DA) to be paid without production of hotel receipt. In some cities of the countries, two different rates of hotel accommodation are permissible i.e. one rate for some specified hotels and the other for non-specified.

2. A question has arisen whether the officers/officials drawing daily allowance of specified hotel are required to produce hotel receipt or not. It is, therefore, clarified that full Daily Allowance (DA) can be paid at the rates prescribed for specified hotels on production of hotel bills. In other cases, the Daily Allowance for elsewhere rates can be claimed without production of hotel receipt/vouchers in the final TA adjustment bill. This does not apply to Category-I Officers for whom there are separate rules on the subject.

All Ministries/Divisions

Sd!
(Dr. Muhammad Ismail Hasni)
Section Officer (R-10)

ANNEXURE-XLIX

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax: 042-99202482
042-99202211/
Ext. 2287

Finance Division
(Admn & Regulations)
223-Wapda House, Lahore.

No. FO (B&F)/15-3/Part/Vol-11/1342-1441 Date. 02/01/2017.

OFFICE MEMORANDUM

Subject:- REVISION OF RATES OF DAILY ALLOWANCE ADMISSIBLE TO OFFICIALS AND OTHER PERSONS WHILE ON TOUR / DUTY OUTSIDE COUNTRY

Ref:- This Division's office order No. F.O(B&F)/15-3/Vol-VII/3231-3280 dated 29.02.2008 and O.M. No. F.O.(B&F)/15-3/Part/Vol-II/661-760 dated 26.01.2016.

The Member (Finance) WAPDA has been pleased to adopt the clarification issued vide O.M. No. F. (10)/201-471 dated 31.08.2016 by Government of Pakistan, Finance Division (Regulations Wing) Islamabad (Copy overleaf) in WAPDA.

Sd/-
(Pervez Ahmad)
Deputy Director Finance (Reg.)

Distribution:-

1. Managing Director (Admn.) Wapda.
2. All General Managers, Wapda.
3. Chief Auditor, Wapda.
4. All Chief engineers, Wapda.
5. Director General Wapda Audit.
6. All Head of Divisions, Wapda.
7. SO to Chairman Wapda.
8. APS to Member (Finance)/(Power)/(Water).
9. Addl. DG (Computer) Wapda for uploading at Wapda Website.
10. Mater File.

ANNEXURE-L

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax: 042-99202482
042-99202211/
Ext. 2287

Finance Division
(Admn & Regulations)
223-Wapda House, Lahore.

No. FO (B&F)/15-3/Part/Vol-09/3693-3792 Date. 14/07/2017.

OFFICE MEMORANDUM

Subject:- REVISION OF RATES OF DAILY ALLOWANCE ON OFFICIAL DUTY WITHIN COUNTRY

Ref:- This Division's O.M. No. F.O(B&F)/15-3/Part/Vol-09/8838-8937 dated 11.09.2012.

The Authority has been pleased to accord approval to the revision in the rates of Daily Allowance, w.e.f. 01.07.2017, as per detail given below:-

Existing (in Rs. Per Month)			Revised (in Rs. Per Month)	
BPS	**Ordinary Rates**	**Special Rates**	**Ordinary Rates**	**Special Rates**
1-4	310	500	496	800
5-11	390	550	624	880
12-16	700	900	1120	1440
17-18	1250	1600	2000	2560
19-20	1550	2050	2480	3280
21	1750	2500	2800	4000
22	1750	3000	2800	4800

2. Daily allowance will be admissible only for the actual night(s) at the outstation for which daily allowance is claimed. Where night stop is not involved and if absence from Headquarters exceeds four hours, half daily allowance will be allowed. The proposed rates shall not apply where 20 fixed DAs for operational duties are being with salary which will be admissible on existing rates.

3. Wapda employees upto BPS-1 to BPS-19 may stay in Wapda Rest Houses, Government Guest Houses, Public Sector Corporations, Rest Houses and Motels/Hotels (minus Five Star Hotels). They can claim actual room rent charges on production of receipts subject to maximum of three Das in specified stations and one and half DA at non-specified stations. Where no hotel accommodation receipt is produced, the rate of accommodation charges will be admissible equivalent to two Das in specified stations and one DA at non-specified stations.

4. Wapda officers in BPS-20 and above may stay in hotels and claim room rent charges on production of receipts, subject to a maximum of three DAs for specified stations and 1 ½ DAs on non-specified stations. Where no hotel accommodation receipt is produced, the rate of accommodation charges will be admissible equivalent to two DAs in specified stations and one DA at non-specified stations. If however, the room rent charges are in excess of the maximum ceiling aforementioned, the Wapda will pay fifty percent (50%) of the additional amount.

5. The earlier instructions issued by the WAPDA, if any, shall stand superseded and replaced by this OM to the above extent.

Sd/-
(Pervez Ahmad)
Deputy Director Finance (Reg.)

Distribution:-

1. Managing Director (Admn.) Wapda.
2. All General Managers, Wapda.
3. Secretary Wapda w.r. to his Note. Bearing D/No, 229 dated 14.07.2017.
4. All Chief engineers, Wapda.
5. Director General Wapda Audit.
6. Addl. DG (Computer) Wapda, for uploading at WAPDA Website..
7. APS to Chairman, Member (Finance)/(Power)/(Water).

Directorate of Rules (HR&A) WAPDA
Publication No. 13
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY

The Punjab Electricity and Irrigation Departments Employees in Water & Power Development Authority (Delegation of Powers) Rules, 1982

Delegation of Powers to Officers of Wapda under Sind Civil Servants (E&D) Rules, 1973

The North-West Frontier Province Electricity and Irrigation Department Employees in Water & Power Development Authority (Delegation of Powers) Rules-1983

(AS AMENDED UPTO 05.04.2019)

GOVERNMENT OF THE PUNJAB
SERVICES GENERAL ADMINISTRATION &
INFORMATION DEPARTMENT

NOTIFICATION

Dated Lahore the 3rd March, 1982

No. SORI (S&GAD) 1-24/82. In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974 the Governor of the Punjab is pleased to direct that in the Punjab Civil Servants (Efficiency and Discipline) Rules 1975, the following further amendments shall be made, namely:-

AMENDMENT

In Chapter III, in Rule 10, after sub-Rules (1) and (2) the following new sub-Rule (3) shall be added:-

"(3) Notwithstanding anything to the contrary contained in sub-Rules (1) and (2) Government may, in respect of certain civil servants or categories of civil servants, authorize the borrowing authority to exercise all the powers of authority and authorized officer under these Rules".

BY ORDER OF THE GOVERNOR OF THE PUNJAB
Sd/-
SAJJAD - UL-HASAN
Additional Chief Secretary to the Government of the Punjab

No. SORI (S&GAD) 1-24/82 Dated Lahore the 3rd March, 1982

Copies are forwarded for information to:

1. All Administrative Secretaries to the Government of the Punjab.
2. All Heads of Attached Departments in the Punjab.
3. All Regional Heads of the Departments in the Punjab.
4. All Commissioners of Divisions in the Punjab.
5. All Deputy Commissioners in the Punjab.
6. All District and Sessions Judges in the Punjab.
7. The Registrar, Lahore High Court, Lahore.
8. The Secretary, Punjab Public Service Commission, Lahore.
9. The Secretary to the Governor of the Punjab, Lahore
10. The Secretary (CA) HQ, Martial Law Administrator Zone 'A' Punjab Assembly Chambers, Lahore.
11. The Chairman, Water and Power Development Authority, Lahore.
12. The Chairman of all Autonomous/Semi-Autonomous Organizations, in Punjab.
13. Private Secretary to Chief Secretary / Additional Chief Secretary, S&GAD.
14. All Additional Secretaries, Deputy Secretaries, Under Secretaries, Section Officers and other officers in SGA&I Department. .
15. The Superintendent, Government Printing Press, Punjab, Lahore for publishing the above notification in the next issue of the Provincial Gazette.

Sd/
(Muhammad Iqbal Mian)
Under Secretary (Reg-I)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone. 69911/208 309-Wapda House,
Telegrams: WAPDA Lahore Lahore

No. D/DD (Rules)/07456/43/47280-48049 12th June, 1982

OFFICE MEMORANDUM

Subject.-(1) THE PUNJAB CIVIL SERVANTS (E&D) RULES 1975 –AMENDMENT

(2) THE PUNJAB ELECTRICITY AND IRRIGATION DEPARTMENTS EMPLOYEES IN WATER AND POWER DEVELOPMENT AUTHORITY (DELEGATION OF POWERS) RULES, 1982.

Attached please find a copy each of the following Notifications issued by the Services, General Administration and Information Department, Government of Punjab, on the subject referred to above:-

(a) Notification No. SOR-I (S&GAD) 1-24/82, dated 3-3-1982; and

(b) Notification No. SOR-III-13-5-81, dated 19-5-1982.

2. All disciplinary cases of the employees mentioned in para 1 (3) of the Punjab Electricity and Irrigation Departments Employees in Water and Power Development Authority (Delegation of Powers) Rules, 1982, may be decided by the authorities indicated in the Schedule to these Rules in terms of the Punjab Civil Servants (E&D) Rules, 1975.

3. It is, however, clarified that these Delegation of Powers Rules are applicable to only such employees of the Punjab Electricity and Irrigation Departments who were transferred to Wapda enbloc.

Sd/-
(S. M. Kamal)
Director (Rules) Wapda

Distribution as per List 'D'.

cc. to- Additional Chief Secretary to the Government of Punjab, Services, General Administration and Information Department for information please.

GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION AND
INFORMATION DEPARTMENT

NOTIFICATION

Dated 19th May, 1982

No. SOR-III-19-5/81.-In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servant Act, 1974 and in pursuance of Rule-10 of the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975, the Governor of the Punjab is pleased to make the following Rules; namely. -

THE PUNJAB ELECTRICITY AND IRRIGATION DEPARTMENTS EMPLOYEES IN WATER AND POWER DEVELOPMENT AUTHORITY (DELEGATION OF POWERS) RULES. 1982

1. (1) These Rules may be called the Punjab Electricity and Irrigation Departments employees in WAPDA (Delegation of Powers) Rules, 1982.

(2) They shall come into force at once.

(3) *[1]They shall apply to all Civil Servants who were serving in the Electricity and Irrigation Departments of the Government of the Punjab immediately before their transfer enbloc to the West Pakistan Wapda.

2. The authority for purposes of punishment, appeal in respect of a person holding a post mentioned in column 2 of the schedule annexed herewith shall be such as is specified against the post of such person in columns 3 to 6 of the said schedule.

3. An authority empowered under these Rules to impose a penalty on the holder of a post shall be competent to impose such penalty on every person holding such post irrespective of whether such person was appointed by such authority or not.

4. The West Pakistan Water and Power Development Authority (Delegation of Powers) Rules, 1970 are hereby repealed.

BY ORDER OF THE GOVERNOR OF PUNJAB

Sd/-
(SAJJAD-UL-HASAN)
ADDITIONAL CHIEF SECRETARY PUNJAB

*[1] Substituted Vide O.M No. D/DD(R)/07456/43/Vol-III/18216-19175 dt 25-03-1987 (Annex-B)

No. SOR-III-13-5/81. Dated Lahore, the 23rd May, 1982.

Copies are forwarded for information and necessary action to:-

(1) The Secretary, Government of Pakistan, Ministry of Water and Power, Islamabad.
(2) The Secretary to Government of the Punjab:-

(i) Finance Department (ii) Law Department (iii) Irrigation and Power Department.

(3) The Secretary to Governor Punjab, Lahore.
(4) The General Manager (Admn) Wapda, Wapda House, Lahore.
(5) The Secretary, Punjab Public Service Commission, Lahore.
(6) The Secretary, Governor's Inspection Team, Lahore.
(7) The Registrar, Lahore High Court, Lahore.
(8) The COS to MLA Punjab, Lahore.
(9) The Brig. M. L. HQ M.L., Lahore.
(10) The Secretary (Civil Affairs), HQ ML, Lahore.
(11) The Accountant General, Punjab, Lahore.
(12) All District Accounts Officers in the Punjab.
(13) Private Secretary to Chief Secretary/Additional Chief Secretary/Additional Secretary (Services), SGA and ID.

(14) The Superintendent, Government Printing Press, Lahore with the request to publish this notification in the Punjab Gazette at an early date. Before its publication in the official Gazette a proof copy should be sent to the undersigned for scrutiny. It is further requested that 200 printed copies of the notification may be supplied to the undersigned.

Sd/-
(Yusuf Ali)
Section Officer (Reg-III) SGA&ID

GOVERNMENT OF SINDH
SERVICES & GENERAL ADMN: DEPTT.
(REGULATING W*ING)*

NOTIFICATION

Karachi, dated the 7th December, 1982.

No. SOLX-RLG (S&GAD) 2/D/8-78.- In pursuance of the provisions of sub-Rule (3) of Rule 9 of the Sindh Civil Servants (Efficiency and Discipline) Rules, 1973, and in supersession of all previous orders issued in that behalf, the Government of Sindh are pleased to authorize the authorities/officers mentioned in columns 3 to 6 of the annexed schedule to exercise under the said Rule the powers mentioned in the said columns "in respect of the civil servants whose services were lent to the WAPDA under the defunct Government of West Pakistan Notifications bearing (i) No. ADSEC/lCW-28-3/59, dated the 28-3-1959, (ii) No. 20/l/S0VI (I)/58, dated the 4-10-1958 and (iii) No. 22/15-80 T&D (OP)/63, dated the 14-4-1967 and letters bearing No. 13/2-S0VI (I)/59, dated the 29-5-1959 and No. 752-M/6O, dated the 4-10-1960 and are holding the posts mentioned in column 2 of the said Schedule.

Sd/
M. Masud Zaman
Chief Secretary to Govt. of Sindh

NO. SOIX-REG (S&GAD) 2/D/8-78, Karachi, dated the 7th December, 1982

A copy is forwarded for information to:
(1) The Senior Member/Members, Board of Revenue, Sindh, Hyderabad.
(2) The Addl.: Chief Secretary to Govt. of Sindh, Planning and Development Department, Karachi.
(3) The Administrative Secretaries to Govt. of Sindh (All).
(4) The Heads of Attached Departments in Sindh (All).
(5) The Commissioners of Division in Sindh (All).
(6) The Accountant General, Sindh, Karachi. .
(7) The Regional Heads of Departments in Sindh (All).
(8) The Additional Secretary (Services) S&GAD.
(9) The Dy. Commissioners/District and Sessions Judges in Sindh (All).
(10) The Secretary to Governor, Sindh, Karachi.
(11) The Secretary to Martial Law Administrator Zone 'C' Karachi..
(12) The Secretary, Sindh Public Service Commission, Hyderabad.
(13) The Registrar, High Court Sindh, Karachi.
(14) The Registrar, Sindh Service Tribunal, Sindh, Karachi.
(15) The Chairman, Enquires and A.C. Wing, S&GAD Karachi.
(16) The Chairman, Provincial Inspection Team, Karachi.
(17) An officers in Services and General Administration Department.
(18) The Controller-cum-Superintendent, Govt. Printing and Stationery Sindh, Karachi, for the publication of the above notification in the next issue of gazette of the Sindh Government and supply 250 copies thereof to the undersigned.

Sd/
(Aftab Ahmad Siddiqui)
Section Officer-IX-Regulation
(Tel: 512538)

ANNEXURE-V

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

No. D/DD (Rules)/07456/43/Vol: II/15390-16205 3 February, 1983.

OFFICE MEMORANDUM

Sub:- **(1) SINDH CIVIL SERVANTS (E&D)RULES 1973-AMENDMENT.**
(2) DELEGATION OF POWERS TO THE OFFICERS OF WAPDA UNDER SIND CIVIL SERVANTS (E&D) RULES, 1973.

Attached please find a copy each of the following Notifications issued by the Services and General Administration Department, Government of Sindh, on the subject referred to above.

a. Notification No. SOIX-REG (S&GAD) 2/D/8-78, dated 5-12-1982.

b. Notification No. SOIX-REG (S&GAD) 2/D/8-78, dated 7-12-1982.

2. The following Projects/Works were transferred by the Government enbloc to WAPDA as per Notifications indicated against each.

a.	Notification No. 20/1-8.0. VI (1)/58, dated 4th October, 1958.	Guddu Barrage Project.
b.	Notification No. 22/15-S.0. T&'D (OP)/ 63, dated 14th April 1967.	Drainage Circle, Sukkur, comprising Drainage Division No.2, Sukkur, Drainage Division No.3, Sanghar, and Gaj Manchar Division, Dadu.
c.	Notification No. 13/2-8.0. VI (1)/59, dated 29-5-1959.	Irrigation Department Workshops at Lyallpur, Jamshoro and Sukkur.
d.	Notification No. 752/ M/60, dated 4th February, 1960.	Operation of Earth Moving Machinery of Ghulam Muhammad Barrage Project.
e.	Notification No. ADSEC/ ICW-28-3/59, dated 2nd March 1959.	Electricity Department of West Pakistan.

3. All disciplinary cases of the employees mentioned in Government of Sindh Notification dated 7th December 1982, may be decided by the "authorities" indicated in the Schedule to the Government of Sindh Notification No. SOIX-REG (S&GAD) 2/D/8-78, dated 7-12-1982.

4. It is, however, clarified that these Delegation of Powers are applicable to only such employees of the Electricity and Irrigation Departments who were transferred to W APDA enbloc

Sd/-
(S.M. Kamal)
Director (Rules) Wapda

Encl: As Above
Distribution as per List 'D'
Cc to

1. Chief Secretary to Government of Sind, Services and General Administration Department (Regulation Wing) with reference to its Notification No. SOIX. REG (S&GAD)2/d/8-78 dt. 07-12-1982
2. Secretary, Irrigatin and Power Department Government of Sing Karachi

Government of Sind
Services & General Admn. Deptt.
(Regulation Wing)

GOVERNMENT OF NORTH WEST FRONTIER PROVINCE
SERVICES AND GENERAL ADMINISTRATION DEPTT.
(REGULATION WING)

NOTIFICATION

Peshawar, dated the 21st Sep, 1983

No. SORI (S&GAD) 1-5/80. In exercise of the powers conferred on him by Section 26 of North-West Frontier Province Civil Servants Act 1973 (NWFP ACT NO. XVIII of 1973), read with Rule 9 of the North-West Frontier province Government Servants (Efficiency and Discipline) Rules, 1973, and Rule 8 of the North-West Frontier Province Civil Services (Punishment & Appeal) Rules, 1943, the Governor of the North-West Frontier Province is pleased to make the following Rules, namely:

THE NORTH-WEST FRONTIER PROVINCE ELECTRICITY AND IRRIGATION DEPARTMENTS EMPLOYEES IN WATER AND POWER DEVELOPMENT AUTHORITY (DELEGATION OF POWERS) RULES, 1983

1. (1) These Rules may be called the North-West Frontier Province Electricity and Irrigation Departments Employees in Water and Power Development Authority (Delegation of Powers) Rules, 1983;

(2) They shall come into force at once.

*(3) They shall apply to civil servants serving in the Pakistan Water and Power Development Authority who, under the employees of the Pakistan Water and Power Development Authority (Allocation to Provinces) Order, 1979 (P.O. No.24 of 1979), stand allocated to the Province of North-West Frontier.

2. Notwithstanding anything to the contrary contained in any rules for the time being in force, the authority for the purposes of punishment and appeals in respect of the said civil servants holding a post in the Water and Power Development Authority mentioned in column 2 of the Schedule annexed herewith shall be as specified against the post of such civil servant in columns 3 to 5 of the said Schedule.

3. The West Pakistan Water and Power Development Authority (Delegation of Powers) Rules, 1970, are hereby repealed.

BY ORDER OF THE GOVERNOR
NORTH-WEST FRONTIER PROVINCE
Sd/-
CHIEF SECRETARY
North-West Frontier Province

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* Substituted Vide OM. No. D/DD(Rules)/07456/43/54111-54890 dated 23.5.1984 (Annex-A)

Endst. No. SORI (S&GAD) 1-5/80 Dated Peshawar, the 21st Sep 1983.

Copy to:-

1. The Secretary, Government of Pakistan, Ministry of Water and Power, Islamabad.
2. All Administrative Secretaries, in NWFP.
3. Secretary to Governor: NWEP.
4. All Commissioners in NWFP.
5. Chairman, W APDA, Lahore.
6. General Manager (Admn), WAPDA, Wapda House, Lahore.
7. Accountant-General, NWFP. Peshawar.
8. Registrar, Peshawar High Court; Peshawar.
9. Registrar; Service Tribunal, Peshawar.
10. Secretary, Public Service Commission, Peshawar.
11. Manager, Government Printing Press, Peshawar for publication in the next Gazette. He is requested to supply 25 copies of printed notification to this department.

Encl. Schedule

Sd/-
(MUHAMMAD SHEER)
SECTION OFFICER (R-I)

SCHEDULE

Sr. #	Name of the Post	Authority as defined in the NWFP Government Servants (E&D) Rules, 1973	Authorized Officer as defined in the NWFP Government Servants (E&D) Rules, 1973.	APPELLATE AUTHORITY
1.	**2.**	**3.**	**4.**	**5.**
	A - OFFICERS			
1.	General Manager/Chief Engineer and all other officers of equivalent status (Engineers and Non-Engineers) in BPS-2O	Chairman WAPDA	Managing Director/Member	Authority
2.	Superintending Engineers and all other officers of equivalent status (Engineers and Non-Engineers) in BPS-19	Managing Director/Member	General Manager	Chairman
3.	Executive Engineer/Senior Engineers and all other officers of equivalent status (Engineers Non-Engineers) in BPS-18.	Managing Director/Member/ General Manager	Chief Engineer/ Dy. Manager/ Manager Finance/ Chief Auditor/ Director General	Chairman, Managing Director/Member
4.	Junior Engineers / Sub-Divisional Officers and all other officers of equivalent status (Engineers and Non-Engineers) in BPS-I7.	Member/GM/CE/ Dy. GM/GM Fin(Power)/ Manager Fin/Chief Auditor/DG	CE/Dy. GM/SE/Director or officer of equivalent status/ Dy. Manager Fin or an officer concerned of equivalent status. Dy. Chief Auditor. Dy. DG.	Chairman/Member/GM
5.	Other Government Servants of all categories (Engineers / Non-Engineers) in BPS-16	GM/CE/Dy. GM/ GM Fin (Power)/ Manager (Fin)/ Chief Auditor/DG.	CE/Dy. GM/SE/ Director or officer of equivalent status Dy. Manager Fin or an officer of equivalent status. Dy. Chief Auditor	MD/Member/GM

Dy. DG

B - OFFICIALS

6.	Ministerial, Revenue Drawings Technical, Accounts, Budget and Finance and all other categories of staff in BPS 11 to 15	CE / Dy. GM / GM Fin (Power) / Manager Fin. Chief Auditor/ DG / SE / Director or officer of equivalent status	SE / Director or an officer of equivalent status Dy. Manager Fin or an officer concerned of Equivalent status Dy. Chief Auditor / Dy. DG/ Sr. Engineer/DD or officer of Equivalent status	Officer next above the "Authority".
7.	Ministerial, Revenue, Drawings, Technical, Accounts, budget and Finance and all other categories of staff in BPS 1 to 10	SE / Director / Dy Dir General or an officer of equivalent status Dy. Manager Fin or an officer of equivalent status Dy. Chief Auditor	Sr. Engineer & Dy. Dir or Officer of equivalent status Sr. B&AO Sr. Audit Officer	-do-

Note-1: In case more than one officers have been designated as authorized officer in column 4 of this schedule then the officer under immediate supervision of whom the accused employee is working at the time of initiation of proceedings against him, would alone be competent to act as authorized officer and the officer next above would act as authoritiy.

Note-2. In case more than one appellate authorities have been prescribed in column 5 of the schedule, then the officer next above the "authority" would be the appellate authority.

GOVERNMENT OF THE PUNJAB
SERVICES GENERAL ADMINISTRATION AND
INFORMATION DEPARTMENT

NOTIFICATION

Dated 3rd October, 1987.

No. SOR.III-13-5/81. In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following amendment in the Punjab Electricity and Irrigation Departments Employees in Water and Power Development Authority (Delegation of Powers) Rules, 1982:

AMENDMENT

Schedule referred to in Rule 2 shall be substituted by the attached schedule.

By Order of the Governor of the Punjab

Sd/-
(M. Anwar Shariq)
Additional Chief Secretary

No. SOR.III-13-5/81 Dated 6.10.1987

Copies are forwarded for information and necessary action to :-

1. The Secretary, Govt. of Pakistan, Ministry of Water and Power, Islamabad.
2. The Secretaries to Government of the Punjab :-
   i. Finance Department.
   ii. Law and P.A. Department.
   iii. Irrigation and Power Department.
3. The General Manager (Admn.) Wapda House, Lahore.
4. The Secretary, Punjab Public Service Commission, Lahore.
5. The Secretary, Chief Minister's Inspection team, Punjab, Lahore.
6. The Registrar, Lahore High Court, Lahore.
7. The Accountant General, Punjab, Lahore.
8. Private Secretaries to Chief Secretary/Additional Chief Secretary and P.A. to Secretary (Services) S.G.A & I. Department.
9. All District Accounts Officers in the Punjab.
10. The Superintendent, Government Printing Press, Lahore with the request to publish this notification in the Punjab Gazette at an early date and to supply 25 printed copies to the undersigned.

Sd/
(Ata Illahi)
Under Secretary (R.III)

SCHEDULE

Sr. #	Name of the Post	Authority as defined in the Punjab Civil Servants (E&D) Rules, 1975	Authorized Officer as defined in the Punjab Civil Servants (E&D) Rules, 1975	APPELLATE AUTHORITY	
				Where penalty has been imposed by the Authority	Where penalty has been imposed by the Authorized Officer
1.	**2.**	**3.**	**4.**	**5.**	**6.**
		A - OFFICERS			
1.	General Manager/Chief Engineer and all other officers of equivalent status (Engineers and Non-Engineers) in BPS-20	Chairman WAPDA	Managing Director/Member	Authority	Chairman
2.	Superintending Engineers and all other officers of equivalent status (Engineers and Non-Engineers) in BPS-19	Managing Director/Member	1. Managing Director / Member 2. General Manager / General Manager (Finance)	Chairman	1 Chairman 2. Managing Director / Member.
3.	Executive Engineer/Senior Engineer and all other officers of equivalent status (Engineers Non-Engineers) in BPS-18.	1. Managing Director/Member 2. General Manager/ General Manager (Finance)	1. Chief Engineer / Chairman A.E.B. concerned. 2. Dy. General Manager (F) / Manager Finance concerned 3. Chief Auditor / Director General Public Relations	1.Chairman 2.Managing Director / Member	1. General Manager / General Manager (Fin) 2. Managing Director / Member
4.	Junior Engineers / Sub-Divisional Officers and all other officers of equivalent status (Engineers and Non-Engineers) in BPS-I7.	1. General Manager/General Manager (Fin) 2. Chief Engineer / Chairman A.E.B. concerned. 3. Dy. G. Manager (Fin) / Manager concerned 4. Chief Auditor / DGPR	1. Chief Engineer / Chairman A.E..B. concerned 2. Deputy General Manager (Finance) Manager concerned 3. Chief Auditor / Director General Public Relations	1. Managing Director / Member 2. General Manager / General Manager (Fin)	1. Managing Director / Member 2. General Manager / General Manager (Fin)

5.	Other Government Servants of all categories (Engineers / Non-Engineers) In BPS-16	1. G.M./G.M. (F) 2. C.E./Chairman A.E.B. concerned 3. Dy.G.M. (F) / Manager Finance 4. Chief Auditor 5. DGPR	1. G.M./G.M. (F) 2. C.E./Chairman A.E.B. concerned 3. Dy. G.M. (F) / Manager (F) concerned 4. Chief Auditor 5. DGPR	1. M. D / Member 2. GM / GM (Fin)	1. M. D / Member 2. GM / GM (Fin)
		B – OFFICIAL			
6.	Ministerial, Revenue Drawings Technical Accounts, Budget and Finance and all other categories of staff in BPS 11 to 15	1. GM / GM (F) 2. CE (Admn) P/ W 3. CE / Chairman AEB, concerned 4. Dy. GM (F) / Manager Fin concerned 5. Chief Auditor 6. DG PR 7. SE.	1. GM / GM (F) 2. CE (Admn) P/ W 3. CE / Chairman AEB, concerned 4. Dy. GM (F) / Manager Fin concerned 5. Chief Auditor 6. DG PR. 7. SE.	Officer next above the authority	Officer next above the authorized officer
7.	Ministerial, Revenue Drawings, Technical, Accounts, budget and Finance and all other categories of staff in BPS 5 to 10	1. CE (Admn) P/W. 2. CE / Chairman AEB, concerned 3. Dy. GM (F) / Manager Fin concerned 4. Chief Auditor 5. DG PR. 6. SE. 7. Executive Engineer	1. CE (Admn) P/W. 2. CE / Chairman AEB, concerned 3. Dy. GM (F) / Manager Fin concerned 4. Chief Auditor 5. DG PR. 6. SE. 7. Executive Engineer	Officer next above the authority	Officer next above the authorized officer
8.	Ministerial, Revenue, Drawings Technical, non-Technical and all other categories of staff in BPS-l to 4	Admn Head of the concerned office not below BPS-18.	Admn Head of the concerned office not below BPS-18.	-do-	-do-

Note-I: In case more than one officers have been designated as authority and authorized officer in columns 3 and 4 of this schedule then the officer under immediate supervision of whom the accused employee, is working at the time of initiation of proceedings against him, would alone be competent to act as authorized officer and the officer next above would be competent, except where both the functions of authority and authorized officer are vested in the same officer, to act as authority.

Note-2. In case more than one appellate authorities have been prescribed in columns 5 and 6 of the schedule, then the officer next above the authority competent to impose major punishment on would alone be competent to act as appellate authority.

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

No. D/DD (Rules)/07456/43/Vol. II/80861-81710 10th October, 1983.

OFFICE MEMORANDUM

(1) THE NORTH-WEST FRONTIER PROVINCE GOVERNMENT SERVANTS (EFFICIENCY AND DISCIPLINE) RULES, 1973.

(2) THE NORTH.WEST FRONTIER PROVINCE ELECTRICITY AND IRRIGATION DEPARTMENTS EMPLOYEES IN WATER AND POWER DEVELOPMENT AUTHORITY (DELEGATION OF POWERS) RULES, 1983.

Attached please find a copy each of the following Notifications issued by Services and General Administration Department (Regulation Wing) Government of North-West Frontier Province, Peshawar, on the subject referred to above.

a. Notification No. SORI (S&GAD) 1-5/80, dated 21-9-83; and
b. Notification No, SORI (S&GAD) 1-5/80, dated 21-9-83.

2. All disciplinary cases of the employees mentioned in para 1 (3) of North-West Frontier Province, Electricity and Irrigation Departments Employees in Water and Power Development Authority (Delegation of Powers) Rules 1983, may be decided by the authorities indicated in the Schedule to these Rules in terms of North-West Frontier Province Government Servants (Efficiency and Discipline) Rules. 1973.

3. It is, however, clarified that these Delegation of Powers Rules are applicable to only such employees of the North-West Frontier Province Electricity and Irrigation Departments who were transferred to WAPDA enbloc.

Sd/-
S..M. Kamal
Director (Rules) Wapda

Distribution as per List 'D'

cc: to:

1. Chief Secretary to the Government of North-west Frontier Province, Services and General Administration Department (Regulation Wing), Peshawar.

SCHEDULE

Sr. #	Name of the Post	"Authority" as defined in the Punjab Civil Servants (E&D) Rules, 1973	"Authorized Officer" as defined in the Punjab Civil Servants (E&D) Rules, 1973	APPELLATE AUTHORITY	
				Where penalty has been imposed by the "Authority"	Where penalty has been imposed by the "Authorized Officer"
1.	**2.**	**3.**	**4.**	**5.**	**6.**
		A - OFFICERS			
1.	General Manager/Chief Engineer and all other officers of equivalent status (Engineers and Non-Engineers) in BPS-2O	Chairman WAPDA	Managing Director/Member	Authority	Chairman
2.	Superintending Engineers and all other officers of equivalent Status (Engineers and Non-Engineers) in BP5-19	Managing Director/Member	1. Managing Director / Member 2. General Manager	Chairman	1 Chairman 2. Managing Director / Member.
3.	Executive Engineer/Senior Engineer and all other officers of equivalent status (Engineers Non-Engineers) in BPS-18.	1. Managing Director / Member 2. General Manager	1. Chief Engineer concerned. 2. Manager Finance concerned 3. Chief Auditor / Director General Public Relations.	1. Chairman 2. Managing Director / Member	1. General Manager 2. Managing Director / Member
4.	Junior Engineers / Sub-Divisional Officers and all other officers of equivalent status (Engineers and Non-Engineers) in BPS-I7.	1. General Manager 2. Chief Engineer concerned. 3. Manager (Fin) concerned 4. Chief Auditor / DGPR	1. Chief Engineer. concerned 2. Manager (Finance) concerned 3. Chief Auditor / Director General Public Relations	1. Managing Director / Member 2. General Manager	1. Managing Director / Member 2. General Manager
5.	Other Government Servants of all categories (Engineers / Non-Engineers) In BPS-16	1. G.M. 2. C.E. 3. Manager Finance concerned 4. Chief Auditor 5. DGPR	1. G.M 2. C.E 3. Manager (F) concerned 4. Chief Auditor 5. DGPR	1. M. D / Member 2. GM	1. M. D / Member 2. GM

B – OFFICIALS

6.	Ministerial, Revenue Drawings Technical Accounts, Budget and Finance and all other categories of staff in BPS 11 to 15	1. GM 2. CE (Admn) P/ CE (Coord) W 3. CE concerned 4. Manager Fin concerned 5. Chief Auditor 6. DGPR 7. SE.	1. GM 2. CE (Admn) P/ CE (Coord) W 3. CE concerned 4. Manager Fin concerned 5. Chief Auditor 6. DGPR 7. SE.	Officer next above the Authority	Officer next above the Authorized officer
7.	Ministerial, Revenue Drawings, Technical, Accounts, Budget and Finance and all other categories of staff in BPS 5 to 10	1. CE (Admn) P/ CE (Coord) W 2. CE concerned 3. Manager Fin concerned 4. Chief Auditor 5. DGPR 6. SE. 7. XEN	1. CE (Admn) P/ CE (Coord) W 2.CE concerned 3. Manager Fin concerned 4. Chief Auditor 5. DGPR 6. SE. 7. XEN	Officer next above the Authority	Officer next above the Authorized officer
8.	Ministerial, Revenue, Drawings Technical, non-Technical and all other categories of staff in BPS-1 to 4	Administrative Head of the concerned office not below BPS-18	Administrative Head of the concerned office not below BPS-18	-do-	-do-

Note-1: In case more than one officers have been designated as authority and authorized officer in columns 3 and 4 of this schedule then the officer under immediate supervision of whom the accused employee, is working at the time of initiation of proceedings against him, would alone be competent to act as authorized officer and the officer next above would be competent, except where both the functions of authority and authorized officer are vested in the same officer, to act as authority.

Note-2. In case more than one appellate authorities have been prescribed in columns 5 and 6 of the schedule, then the officer next above the authority competent to impose major punishment on the accused employee, would alone be competent to act as appellate authority.

Appendix-A

GOVERNMENT OF NORTH-WEST FRONTIER PROVINCE
SERVICES AND GENERAL ADMINISTRATION

NOTIFICATION

Dated Peshawar, the 12th May, 1984.

No.SORI (S&GAD) 1-5/80.-In exercise of the powers conferred by section 26 of the North-West Frontier Province Civil Servants Act, 1973 (N.W.F.P. Act No. XVIII of 1973), read with Rule 9 of the North-West Frontier Province Government servants (Efficiency and Ddiscipline) Rules, 1973 and Rule 8 of the North-West Frontier Province Civil Servant (Punishment and Appeal) Rules, 1943, the Governor of the North-West Frontier Province is pleased to direct that in the North-West Frontier Province Electricity and Irrigation Departments Employees in Water and Power Development Authority (Delegation of Powers) Rules, 1983, the following further amendment shall be made, namely:-

Amendment

In Rule 1, for Sub-Rule (3) the following Sub-Rule shall be substituted, namely:-

"(3) They shall apply to Civil Servant in the Pakistan Water and Power Development Authority who, under the Employees of the Pakistan Water and Power Development Authority (Allocation to Provinces)Order, 1979 (P.O. No. 24 of 1979), stand allocated to the Province of North-West Frontier."

Sd/-
CHIEF SECRETARY,
GOVERNMENT OF NORTH-WEST FRONTIER PROVINCE

Endst. No. SORI (S&GAD) 1-5/80, Dated, Peshawar, the 12 th May, 1984.

Copy to:-
1. The Secretary, Government of Pakistan, Ministry of Water and Power, Islamabad.
2. All Administrative Secretaries in NWFP.
3. Secretary to Governor, NWFP.
4. All Commissioners in NWFP.
5. Accountant-General, NWFP, Peshawar.
6. Registrar, Peshawar High Court, Peshawar.
7. Registrar, Service Tribunal, Peshawar.
8. Secretary, Public Service Commission, Peshawar.
9. Chairman, WAPDA, Lahore.
10. General Manager (Admn.) wAPDA, Wapda House, Lahore.
11. All Section Officers in S&GAD/Estate Officer, S&GAD.
12. Librarian, S&GAD.
13. Manager, Government Printing Press, Peshawar, for publication in the next Gazett. He is requested to supply 25 copies of printed notification to this Department.

Sd/-
(ATA MUHAMMAD)
SECTION OFFICER (REG-I) S&GAD

Appendix-A

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone ; 69911/216
Telegrams ; WAPDA LAHORE

309-Wapda House,
Lahore

No. D/DD(Rules)/07456/43/54111-54890

23 May, 1984

OFFICE MEMORANDUM

Subject : THE NORTH WEST FRONTIER PROVINCE ELECTRICITY AND IRRIGATION DEPARTMENTS EMPLOYEES IN WATER AND POWER DEVELOPMENT AUTHORITY(DELEGATION OF POWERS) RULES, 1983

In continuation of this Office Memorandum No. D/D(Rules)/07456/43/101431-2210 dated the 6th December, 1983.

Attached please find Notification No. SORI(S&GAD) 1-5/80 dated the 12th May, 1984 issued by the Services and General Administration Department, Government of NWFP. This substitutes the existing sub rule(3) of Rule 1 of the North-West Frontier Province Electricity and Irrigation Departments Employees in Water and Power Development Authority (Delegation of Powers) Rules, 1983 as promulgated vide Government of NWFP Notification No. SORI (S&GAD)1-5/80 dated the 21st September, 1983.

Sd/-
(Bashir Ahmad Zair)
Acting Director (Rules)
Wapda

Encl; As above

Distribution
As per List 'D'

cc to:

Chief Secretary to the Government of North-West Frontier Province, Services and General Administration Department (Regulation Wing), Peshwar.

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

No. D/DD(R)/07456/43/III/122927-4047 29 November, 1987

OFFICE MEMORANDUM

Subject: THE PUNJAB ELECTRICITY AND IRRIGATION DEPARTMENTS EMPLOYEES IN WATER AND POWER DEVELOPMENT AUTHORITY (DELEGATION OF POWERS) RULES 1982.

In continuation of this Office Memorandum No. D/DD (Rules)/07456/43/ Vol.III/18216-19175, dated the 25th March, 1987.

Attached please find a copy of Notification No. SOR. III-13-5/81 dated the 3rd October 1987 issued by the Services, General Administration and Information Department, Government of the Punjab, Lahore alongwith a copy of its enclosures for information.

2. The schedule now enclosed with the Notification referred to above, substitutes the existing schedule referred to in Rule 2 of the Punjab Electricity and Irrigation Departments Employees in Water and Power Development Authority (Delegation of Powers) Rules 1982 as promulgated vide Government of Punjab Notification No. SOR-III-13-5/81, dated the 19th May 1982.

DA/as above

Distribution
1. As per List 'D'
2. Private Secretary to Chairman, Wapda
3. Additional Chief Secretary to the Government of Punjab, Services General, Administration and Information Department Lahore for information with reference to his endorsement No. SOR-III-13-5/81 dt. -6-10-1987

Sd/-
(S. Sajjad Hussain)
Director (Rules)

ANNEXURE-B

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 302617 & 69911/208 309-Wapda House
Telegrams : WAPDA LAHORE Lahore

No. D/DD(Rules)/07456/43/Vol-III/18216-19175 25th March 1987

OFFICE MEMORANDUM

Subject: THE PUNJAB ELECTRICITY AND IRRIGATION DEPARTMENTS EMPLOYEES IN WATER AND POWER DEVELOPMENT AUTHORITY (DELEGATION OF POWERS) RULES, 1982.

Attached please find a copy of Notification No. SOR-III-13-5/81 dated the 21st February, 1987 issued by the Services General administration and Information Department, Government of the Punjab, Lahore. This substitutes the existing sub rule (3) of rule 1 of the Punjab Electricity and Irrigation Departments Employees in Water and Power Development Authority (Delegation of Powers) Rules, 1982 as promulgated vide Government of Punjab Notification No. SOR-III-13-5/81 dated the 19th May, 1982.

Encl: As above:

Sd/-
(S. Sajjad Hussain)
Director (Rules)
Wapda

Distribution
As per List 'D'

cc: to: Additional Chief Secretary to the Government of Punjab, Services General Administration and Information Department, Lahore.

GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION AND
INFORMATION DEPARTMENT

N O T I F I C A T I O N

The 21st February, 1987

No. SOR.III-13-5/81. In exercise of the Powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to direct that in the Punjab Electricity and Irrigation Departments Employees in Water and Power Development Authority (Delegation of Powers) Rules, 1982, the following amendment shall be made, namely:-

AMENDMENT

Sub-rule (3) of Rule 1 shall be substituted as under:-

> "They shall apply to all Civil Serrvants who were serving in the Electricity and Irrigation Departments of the Government of the Punjab immediately before their transfer enbloc to the West Pakistan WAPDA"

BY ORDER OF THE GOVERNOR OF THE PUNJAB

Sd/-
M. ANWAR SHARIQ
ADDITIONAL CHIEF SECRETARY

Dated 26-02-1987

No. SOR III 13-5/81

Copies are forwarded for information and necessary action to:-

1. The Secretary, Government of Pakistan Ministry of Water and Power, Islamabad.
2. The Secretaries to Government of the Punjab:-
   - i) Finance Department.
   - ii) Law and P.A. Department.
   - iii) Irrigation and Power Department.
3. The General Manager (Admn) WAPDA HOUSE, Lahore.
4. The Secretary, Punjab Public Service Commission, Lahore.
5. The Registrar, Lahore High Court, Lahore.
6. The Accountant General, Punjab, Lahore.
7. All District Accounts Officers in the Punjab.
8 Private Secretaries to Chief Secretary/Addl. Chief Secretary and P.A. to Secretary (Services), SGA&ID).
9. The Superintendent, Government Printing Press, Lahore with the request to publish this notification in the Punjab Gazette at an early date. Before its publication in the official gazette a proof copy should be sent to the undersigned for scrutiny. It is further requested that 200 printed copies of the notification may be supplied to the undersigned.

Sd/-
(ATA ILLAHI)
UNDER SECRETARY (REG. III)

Directorate of Rules (HR&A) WAPDA
Publication No. 14
VIII (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY

The Pakistan Wapda Employees (Date of Birth) Rules, 1994

(AS AMENDED UPTO 05.04.2019)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 6314296 & 6366911/2332
Telegrams: W APDA LAHORE

332-Wapda House,
Lahore.

No. DG(S&GA)DD(R)/07456/73/57498-58148

3rd November, 1994.

In exercise of the powers conferred by Section 18 of the Wapda Act 1958 (Act No. XXXI of 1958), the Pakistan Water and Power Development Authority is pleased to make the following Rules namely :-

THE PAKISTAN WAPDA EMPLOYEES (DATE OF BIRTH) RULES 1994.

1. Short Title, Application and Commencement

(a) These Rules may be called the Pakistan Wapda Employees (Date of Birth) Rules 1994.

(b) They shall come into force at once. They shall also apply to cases pending before the Authority.

(c) They shall apply to all Wapda employees.

2. Definitions

In these Rules unless there is anything repugnant in the subject or context,

(a) 'Authority' means the Pakistan Water and Power Development Authority.

(b) 'Employee' means a person who has been directly recruited by the Authority or who has been absorbed in the service of the Authority on transfer from or on termination of his lien in his parent department/organization of the Federal or a Provincial Government as the case may be.

3. Confirmatory Documents

(a) The documents for confirmation of date of birth, the year of birth or the age of employees of Wapda are specified as under and subject to condition laid in this sub Rule (b):

Matriculation Certificate	:	For employees educated upto Matric and above.
School Leaving Certificate	:	For employees educated below Matric.
Municipal Birth Certificate	:	For employees who are illiterate.

(b) The School Leaving Certificate and Municipal Birth Certificate should be accompanied with an affidavit of the employee duly attested by the Oath Commissioner/Magistrate First Class, as a Confirmation of date of birth.

4. Determination of Assumed Date of Birth

(i) If a Wapda employee is unable to state his exact date of birth but can state the year, or year and month of birth, the 1st July or the 16th of the month, respectively, may be treated as the date of his birth.

(ii) If he is only able to state his approximate age, his date of birth may be assumed to be the corresponding date after deducting the number of years representing his age from his date of appointment.

(iii) When a person first entered Military employment is subsequently employed in Wapda, the date of birth for the purpose of the Wapda employment should be the date stated by him at the time of enrolment, or if at the time of enrolment he stated only his age, the date of birth should be deducted with reference to that age according to the method indicated in sub para (ii) above.

Note: Cases in which the date of birth has been deducted from the age at appointment or enrolment by any other method, need not be reopened

5. <u>Record and Alteration of Date of Birth</u>

(a) Every person newly appointed to a service or a post under Wapda should at the time of the appointment declare the date of his birth by the Christian era with the confirmatory documentary evidence specified in Rule 3. If the exact date is not known, an approximate date may be given. The actual date or the assumed date determined under Rule 4 should be recorded both in words and in figures in the history of service, Service Book or any other record that may be kept in respect of the Wapda employee serving under Wapda and as a confirmation, this initial record should carry the signatures/thumb impression of the employee and countersignature of the head of office maintaining this record.

(b) (i) Date of birth once declared and recorded at the time of entry in Wapda service cannot be altered except in case of a clerical error, with approval of the Authority in respect of employees in grade 17 and above to be routed through MD (Admn.) Wapda. The cases of employees upto grade 16 will be approved by respective Members with cases to be routed through a Scrutiny Committee to be set up under each Member. These Committee will include a representative from HR&A.

*[1](ii) "Disputes over date of birth of employees working under CEO's of DISCOs, GENCOs, NTDC and General Manager (Hydel) for the purpose of Pension and record be finalized at the level of CEO's of DISCOs, GENCOs, NTDC and General Manager (Hydel). Their decision will be considered as final.

Cases relating to employees working in Head Office of Power Wing shall be decided at Chief Engineer (Admn) Power level.

*[2] (iii) "Disputes over date of birth of employees working under Water Wing for the purpose of Pension and record be finalized at the level of concerned General Manager and independent Chief Engineers of Water Wing in addition to Common Services".

Cases relating to Head Office to be decided at Director General (HR&A) level for employees of Common Services.

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*[1]Substituted vide O.M. No. DG (S&GA)/D(R)/07456/73/32147-217, dated 17-08-2000 (Annex-III)

*[2]Added vide O.M. No. D(R)/07456/73/32142-790 dated 15-08-2001 (Annex-IV)

Explanation: A Clerical error is an error in a document which can only be explained by considering it to be a slip or mistake of the clerk preparing or copying it. It is in the nature of an inadvertent omission or mistake.

(c) A declaration of age made at the time of or for the purpose of entry into Wapda service shall be deemed to be conclusive unless the employee applies for correction within two years from the date of his entry into service. Cases of employees in grade-17 and above will be decided by the Authority to be processed by MD (Admn.) Wapda. The cases of employees upto grade 16 will be decided by respective Members after they have been processed by a Scrutiny Committee to be set up under each Member including a representative of HR&A.

(d) The Authority reserves the right to correct the recorded age at any time if it is satisfied that the age of the employee in his Service Book or in the history of service of a gazetted officer was incorrectly recorded for deriving unfair advantage in service.

6. Work-Charged Employees Converted as Regular Employees

The following sub rules shall be applicable specifically to those employees who are employed initially as work-charged and are later on converted as regular employees of Wapda on or after July 1994.

(a) The date of birth initially declared as a work-charged employee and recorded in the Service Sheet/Roll shall be recorded as the date of birth in the Service Book as a regular employee.

(b) In case where the exact date of birth has not been recorded in the Service Sheet/Roll, the assumed date of birth shall be determined in accordance with Rule 4 of these rules and duly recorded in the Service Book.

(c) Any alteration in the date of birth at the time of initial entry in the Service Book from the date appearing in the Service Sheet/Roll shall be carried out only if it is warranted because of a clerical error and shall be subject to approval of the Member concerned. For an alteration claimed for reasons other than clerical error, approval of the Authority shall be necessary after production of confirmatory documents.

Explanation: Errors other than clerical errors include where the date of birth, the year of birth or the age of the employee recorded in the Service Sheet/Roll is not legible or has been over-written or tampered within any manner.

7. Exception for deceased Employees

In case of deceased employees where the date of the Service Sheet/Roll is not legible, the age recorded in the Death Certificate shall be construed as the age of the employee for determining his assumed date of birth as specified in Rule 4 above.

Sd/-
(Ch. Abdul Ghafoor)
Director General (S&GA)

ANNEXURE-I

No. F.O(B&F)37-9/VOL-57/7998 Dated 30.06.2000

Director (Pension),
4th Floor, Ali Complex,
23-Empress Road, Lahore.

Sub: **Pension Claims**

Ref: Your letters Nos:
(i) D/Pen/Misc-VII-4246/17290 dated 12.06.2000.
(ii) Dir/Pen/Misc-VIII-4144/17289 dated 12.06.2000.
(iii) Dir/Pen/Claim-Misc-IV-112/17306 dated 12.06.2000.

The necessary clarification in respect of the above subjects/references is made under the following paragraphs in seriatim:-

1. Authority in its meeting held on 26/27.04.2000 has decided that disputes over date of birth of employee for their pension purposes be finalized at the level of Chief Engineers of DISCOs. Their Decision in the case will be considered as final. The case may be taken up with the concerned Chief Engineer accordingly.

2. The rule / para -2, Chapter 11 of WAPDA Pension Rules states that subject to any special rules / instructions to be issued by Authority from time to time, the service of WAPDA employees begins to qualify for pension when he takes over the charge of post against which he is first appointed as regular employee. But in the instant case the employee being short of two years for the prescribed age of 18 years meant for appointment in WAPDA service, does not qualify for pension from the date he was below 18 years old. The service rendered before the prescribed age of 18 years may therefore, be deleted for the purpose of counting as qualifying service.

3. In such cases, the clarification has already been issued by this Division vide this office letter dated 28.12.1996. It was clarified therein that employees whose service is substantive / permanent and who have served for more than 24 years service but less than 25 years service, condonation of deficiency under CSR-423 can be allowed. Moreover, in case where deficiency in qualifying service is upto 6 months, it will be treated to have been condoned automatically.

Sd/-
(Sajjad Ahmad)
Dy. Director Finance (Regulation).

ANNEXURE-II

TO BE PUBLISHED IN THE GAZETE OF PAKISTAN EXTRAORDINARY PART II

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

Islamabad, the 31st July 2000

NOTIFICATION

S.R.O. 521 (I)/2000:- In exercise of the powers conferred by sub-section(I) of Section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to direct that the following further amendment shall be made in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, namely:

In the aforesaid Rules, after Rule 12, the following new rule shall be inserted, namely:-

"12-A Alteration in the date of birth:- The date of birth once recorded at the time of joining government service shall be final and thereafter no alteration in the date of birth of civil servant shall be permissible."

F. No. 10/54/98-R.2

Sd/
(Amir-ul-Haq)
Deputy Secretary .

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones: 9202046 & 9202211/2332 — Services & General Admn.
Telegrams: W APDA LAHORE — 332-Wapda House, Lahore

Endst. No. DG(S&GA)/DD(Rules)/07456/73/1207-2500 — Dated 17-01-2001

Authority has decided to adopt the above Notification No.SRO-521(1)/2000 dated 31-07-2000 issued by Cabinet Secretariat Establishment Division, Government of Pakistan, Islamabad, Mutatis Mutandis.

Sd/-
(MUHAMMAD JUNAID AFZAL
Director General (S&GA)

ANNEXURE-III

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones: 9202046 & 9202211/2332 Services & General Admn.
Grams : WAPDA LAHORE. 332-WAPDA HOUSE, LAHORE.

No. DG (S&GA)/D (Rules) 07456/73/32147-217 Dated: 17th August 2000.

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES (DATE OF BIRTH) RULES, 1994 AMENDMENT.

In continuation to this office O.M No. DG (S&GA)/D (Rules)/07456/ 73/25158-82 dated 26.06.2000, the authority has now decided to substitute the existing Rule 5 (b) (ii) of the Pakistan WAPDA Employees (Date of Birth) Rules, 1994 as under:-

Rule 5 (b) (ii)

"Disputes over date of birth of employees working under CEO's of DISCOs, GENCOs, NTDC and General Manager (Hydel) for the purpose of Pension and record be finalized at the level of CEO's of DISCOs, GENCOs, NTDC and General Manager (Hydel). Their decision will be considered as final.

Cases relating to employees working in Head Office of Power Wing shall be decided at Chief Engineer (Admn) Power level".

Sd/-
(MUHAMMAD JUNAID AFZAL)
Director General (S&GA)

Distributions

1. All General Managers of (Power) Wing/GM (Trg.) / ACC.
2. All Chief Executives, DISCOs, GENCOs and NTDC.
3. Chief Engineer (Admn) Power, WAPDA.
4. Secretary WAPDA, with reference to decision No. 6 of Authority Meeting held on 13.07.2000 circulated vide No.s/AD (Coord)/03003/MTG/2645-76 dated 19.7.2000 and diary No. 2334 dated 31.07.2000.
5. Director Finance (Power) WAPDA.
6. PSO to Chairman, WAPDA.
7. PSs to Members (Finance), (Power), (Water) and G.M (Admn).

ANNEXURE-IV

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones: 9202508 & 9202211/2309 309-Wapda House,
Tele Grams : WAPDA LAHORE. Lahore

No. D (Rules)/07456/73/32142-790 Dated: 15-08-2001.

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES (DATE OF BIRTH) RULES, 1994-AMENDMENT.

In continuation of this O.M. No. DG (S&GA)/D (Rules)/07456/73/32147-217 dated 17-08-2000, the Authority has decided to add the following as sub Rule (b) (iii) under Rule 5 of the Pakistan WAPDA Employees (Date of Birth) Rules, 1994, as under:-

Rule 5 (b) (iii)

"Disputes over date of birth of employees working under Water Wing for the purpose of Pension and record be finalized at the level of concerned General Manager and independent Chief Engineers of Water Wing in addition to Common Services.

Cases relating to Head Office to be decided at Director General (HR&A) level for employees of Common Services.''

Sd/-
(NASIR MAHMOOD)
Director (Rules)

Distribution

1. As per list 'C'.
2. Secretary WAPDA, Wapda House, Lahore, with reference to his circular No. S/AD (Coord)/MTG/1952-88 dated 28-07-2001.
3. Chief Engineer (Admn) Water, WAPDA, Wapda House, Lahore.
4. PSO to Chairman WAPDA.
5. PAs to Members and GM (Admn).