

**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. \*<sup>1</sup>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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\*<sup>1</sup>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.
- \*<sup>1</sup>(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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\*<sup>1</sup>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.
- \*<sup>13</sup> 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.

\*<sup>2</sup>**Note:-**All competent authorities have been restricted not to grant leave beyond one year (except 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 1st 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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\*<sup>1</sup>Substituted Vide O.M. No. GM(A)DD(R)/07456/46/51765-52884- dated 4.6.1989 (Annex-XXIII)

\*<sup>2</sup>Added Vide O.M. No. D/DD(R)/07456/46/IV/34765-835 dated 3.7.2006 (Annex- LII)

## **\*<sup>1</sup>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.

<sup>\*2</sup>A written option for encashment or grant of L.P.R may be submitted by the employee on or after 25 years service at least 15 months before the date of retirement.

### **\*<sup>1</sup> 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 <sup>\*3</sup>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 <sup>\*3</sup>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."

<sup>\*4</sup>If a deputationist from army/federal/provincial government dies during deputation his family will be allowed impower payment equal to 180 days leave out of leave of the deceased at par with WAPDA employees.

### **\*<sup>5</sup> 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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<sup>\*1</sup>Added Vide O.M. No. S/DD(R)/07456/Vol.III/66400-67359 Dated 28-7-1986 Annex-XVI)

<sup>\*2</sup>Added vide O.M. No. 23/2/8/-CV (A) dt 12.4.81 endorsed vide Establishment directorate letter No. AD (IB)/07534/VIK,- I/8810-9009 dt 26.05.1981 and Letter No. F.O (R&I)/10-126/83 (LPR)/25-274 dt. 9.1.85 (Annex-XII)

<sup>\*3</sup> Substituted vide O.O No. D/DD (Rules)/07456/46/XI/21272-422 dated 23.11.2012 (Annex-LIX)

<sup>\*4</sup> Added vide O/O No. DG (S&GA)/D(Rules)/07456/46/VIII/7473-8773 dated 16-2-2002 (Annex-XLI)

<sup>\*5</sup>Added Vide O.M. No. GM(A)/DD(R)/07456/53-III/93231-94350 dated; 7-7-1988 (Annex-XIX)

- \*<sup>1</sup>(2) (i) In lieu of such leave, leave pay may be claimed for the actual period of such leave subject to a maximum of \*<sup>1</sup>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".
- \*<sup>1</sup>(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;
  - \*<sup>2</sup>(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.
- \*<sup>1</sup> (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 recalling 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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\*<sup>1</sup>Substituted/Added & Re-numbered vide o/order No. D/DD (Rules)/07456/46/XI/21272-422 dt. 23.11.2012. (Annex-LIX)

\*<sup>2</sup>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 one hundred and eighty days of such leave, his family shall be entitled to lump sum payment equal to the period short of one hundred and eighty 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 contracted 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. <sup>\*1,2</sup>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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<sup>\*1</sup>Amended vide O.M. No. DG (S&GA) DD(R) 07456/46/IV/37106-38405 dated: 15/10/01 (Annex-XXXVIII)

<sup>\*2</sup>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)

**\*<sup>1</sup>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 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.
- (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  
<sup>\*2</sup>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."  
<sup>\*3</sup>**Note:** Leave ex- Pakistan will be regulated and be subject to the same limits and conditions as prescribed in Rule 9 and 18.

**\*<sup>4</sup>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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<sup>\*1</sup>Substituted vide O.M. No. DG(S&GA) DD(Rules)/07456/46/ V/27557-28632, dated 4-8-1991.(Annex-XXX)

<sup>\*2</sup> Aded Vide O.M. No.GM(A)/DD(R)/07456/55/III/147990-9109 dt 02-11-1988 (Annex-XXI)

<sup>\*3</sup> Aded Vide O.M.No. S/DD(R)/07456/46/Vol-III98426-99245 dt 12-12-1985 (Annex-XIV)

<sup>\*4</sup> Amended vide O.M. No. DG(S&GA)/D(Rules)/07456.46/IV/9541-10190 dt. 19-02-2002 (Annex-XLII)



- (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 <sup>\*1</sup>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 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:-

<sup>\*2</sup>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.

<sup>\*3</sup>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.

#### <sup>\*4</sup>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 Universities containing 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:

<sup>\*1</sup>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)

<sup>\*2</sup>Added vide O.M. No. DG(S&GA)/D(R)/07456/46/IV/39983-40162 dt 24-08-2002 (Annex-XLVII)

<sup>\*3</sup>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/recommendations referred to above.
- \*<sup>1</sup>(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. Overstay 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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\*<sup>1</sup>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.\*<sup>1</sup> 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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\*<sup>1</sup>Substituted 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.
- \*<sup>1</sup>(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.
- \*<sup>2</sup>(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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\*<sup>1</sup>Added vide O.M. No. GM(A)/DD/(R)/07456/46/VI/266-1566 dated. 3-1-1995. (Annex-XXXIV)

\*<sup>2</sup>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.

**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	
* <sup>1</sup> 1.	Grade-1 to 11	* <sup>3</sup> (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 who-soever is lower in grade/ Director (Admn)/ (Establishment) in Head Office.
		* <sup>3</sup> (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 who-soever is higher in grade.
2.	Grade. 12 to 16	* <sup>3</sup> (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.
* <sup>2</sup> 3.	Grade 17 to 18	* <sup>3</sup> (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.
		* <sup>3</sup> (iii)	All kinds of leave beyond 90 days.	(iii) Respective Member / Managing Director.

\*<sup>1</sup> Substituted Vide O.M. No. G.M. (A)/DD(R)/07456/46/166831-7950, dated 5-12-88 (Annex-XXII)

\*<sup>2</sup> Substituted Vide No. G. M. (A)/DD/07456/46/III/20926-22045, 14-2-1988 (Annex-XVIII)

\*<sup>3</sup> Competent 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-19	(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
		* <sup>1</sup> (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)
		* <sup>1</sup> (ii) All kinds of Leave beyond 90 days.	(ii) Respective Member/Managing Director
	Grade-20 (GMs)	Local/Forigen	Chairman

\*<sup>2</sup>For Accounts Staff working in the offices of GMF (Co-ord)\*<sup>2</sup> General Manager Finance (Water) and General Manager Finance (Power).

\*<sup>3</sup>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 * <sup>4</sup> all kinds of leave including Haj leave for 45 days by air or 75 days by land/sea except LPR/ Leave ex – Pakistan.	* <sup>5</sup> (i)	Director (A&C) in the Office of GMF (Co-ord)
		* <sup>5</sup> (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

**Colonel  
(Idress Mohsin)  
Secretary Wapda**

\*<sup>1</sup>Substituted Vide O.M. No. G.M. (A)/DD(R)/07456/46/166831-7950, dated 5-12-88 (Annex-XXII)

\*<sup>2</sup>Added Vide O.M. No. S/DD (Rules)/07456/46/Vol-II/47300-48079 dated 28-04-1984.(Annex-IX)

\*<sup>3</sup>Added vide O.M. No. DG(S&GA)/DD(R)/07456/46/Vol/17557-736 dt 9-04-97 (Annexure-XXXVI)

\*<sup>4</sup>Added vide O.M. No. DG(S&GA)/D(R)/07456/46/IV37106-138405 dated 15-10-2001 (Annexure-XXXVIII)

\*<sup>5</sup>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 as 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.

**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: 4<sup>th</sup> August, 1959

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.**

**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

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\*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.

## WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 69911/213  
 Telegrams : WAPDA HOUSE

Room No. 632  
 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 the 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 @ 1/22 <sup>nd</sup> 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
  - (ii) Leave on half pay

@ 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.

2. These orders will take effect from the date of issue.

**(Sd/- (Muhammad Aslam)  
Section Officer (Rules)  
for Secretary WAPDA**

Government of Pakistan  
Cabinet Secretariat  
(Establishment Division)

No. 23/2/81-CV (A)

Rawalpindi 12<sup>th</sup> 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



**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 26<sup>th</sup> 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"**

**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**

**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**

**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.

\*<sup>1</sup>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)

\_\_\_\_\_  
\*<sup>2</sup>(Employee)

\_\_\_\_\_  
(Signature)

Name  
\_\_\_\_\_  
(Block Letter)

\_\_\_\_\_  
Temporary Address

\_\_\_\_\_  
Permanent Address

---

\*<sup>1</sup>Modified vide O.M. No.S/DD(Rules)/07456/46/84836-85795 dt 17-09-1986 (Annex-XVII)

\*<sup>2</sup> 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**

**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 18<sup>th</sup> 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.

**(S. M. Kamal)  
Director (Rules)**

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones:304488 & 69911/204  
Telegrams : WAPDA LAHORE

740-Wapda House  
Lahore

No.S/DD(Rules)/07456/46/Vol:II/33346-34125

24<sup>th</sup> 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.

**Colonel  
(Idress Mohsin)  
Secretary Wapda**

D.A/As above/

Distribution:

As per list 'D'.



**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones: 304488&69911/204  
Telegrams : WAPDA LAHORE

740 Wapda House  
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 Finance (Coord), Manager Finance (Water) and General Manager Finance (Power).**

Categories of Employees	Kinds of Leave	Competent Authority
Grade 1 to Grade 11.	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.	<ul style="list-style-type: none"> <li>i. Director (A&amp;C) in the office of Manager Finance (Coord).</li> <li>ii. Deputy Manager Finance (Water) in the office of Manager Finance (Water).</li> <li>iii. Director Accounts (Admn) in the office of General Manager Finance (Power).</li> </ul>

**Colonel  
(Idrees Mohsin)  
Secretary-Wapda**

**Distribution**  
As per List 'D'

**GOVERNMENT OF PAKISTAN FINANCE DIVISION  
(Regulation Wing)**

No. F.I (19)-R-3/83

Islamabad the 11<sup>th</sup> 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.

**(Farhat Hussain)**  
**Joint Secretary (Reg. I)**  
**Ph. 821897**

To

All Ministries/Divisions etc.

**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&I)/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.

**(A. Raouf)**  
**Director Finance (R& I)**  
**Wapda**

**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&I)/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.

**(MUHAMMAD ASHRAF)**  
**Finance Officer**  
**for Director Finance (R&I)**  
**WAPDA**

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 debit 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.

**(MUHAMMAD MAQBOOL)**  
**Director General (Rules)**  
**WAPDA**

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

**ANNEXURE-XIV**

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 Employees, 1982:-

**Note:** Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in Rules 9 and 18.

**Colonel  
(Idrees Mohsin)  
Secretary Wapda**

**Distribution:**  
As per List 'D'.

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones: 222112& 69911/204  
Telegrams : WAPDA LAHORE

740-Wapda House  
Lahore

No.S/DD(Rules)/07456/46/Vol-III/56670-57629

24<sup>TH</sup> 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.”

**Colonel  
(Idrees Mohsin)  
Secretary Wapda**

**Distribution**

As per List 'D'

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone: 222112 & 69911/204  
Telegrams: WAPDA LAHORE

740-Wapda House,  
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.”

**Colonel  
(Idress Mohsin)  
Secretary Wapda**

Distribution



**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.

Colonel  
**(Idrees Mohsin)**  
Secretary Wapda

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones:54911 & 69911/233  
Telegrams : WAPDA LAHORE

716-Wapda House  
Lahore

No.GM(A)/DD/(R)/07456/46/III/20926-22045

14<sup>th</sup> 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.  (ii) Leave ex-Pakistan upto 90 days and LPR.  (iii) All kind of leave beyond 90 days.	(i) Appointing authority/ Chief Engineer or officer of equivalent status, whosoever is lower in grade.  (ii) Appointing authority/ Chief Engineer or officer of equivalent status whosoever is higher in grade.  (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.  (ii) Leave ex-Pakistan upto 90 days and LPR.	(i) General Manager or a Grade-20 officer if there is no General Manager.  (ii) Respective Member/ Managing Director.

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		(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”.

**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

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

**ANNEXURE-XIX**

Telephone: 54911 & 69911/233  
Telegrams: W APDA LAHORE

716-Wapda House,  
Lahore.

No. GM(A)/DD(R)/07456/53/III/93231-94350

Dated 06. July 1988.  
07

**OFFICE 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.

**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

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.”

**(Syed Mujtaba Kamal)**  
**Director (Establishment)**  
**S&GA**

**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 2<sup>nd</sup> 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”

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.

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones:54911 & 69911/233  
Telegrams : WAPDA LAHORE

716-Wapda House  
Lahore

No.GM(A)/DD/(R)/07456/46/166831-7950

5<sup>TH</sup> 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.  (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 lower in grade/Director (Admn)/(Establishment) in Head Office.  Appointing authority/Head of office not below the rank of a Grade – 19 officer whosoever is higher in Grade.
---	---------------	--	--

**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

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones:54911 & 69911/233  
Telegrams : WAPDA LAHORE

716-Wapda House  
Lahore

No.GM(A)/DD/(R)/07456/46/51765-52884

4<sup>TH</sup> 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."

**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



**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones: 54911 & 69911/233  
Telegrams : WAPDA LAHORE

716-WAPDA House  
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.”

**(Maj Gen)  
Managing Director (Admn)  
(MUHAMMAD LATIF)**

**Distribution**

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

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)".

(Maj Gen)  
Managing Director (Admin)  
(MUHAMMAD LATIF)

ANNEXURE -XXVI

GOVT OF PAKISTAN FINANCE DIVISION  
(Regulation Wing)

No. F.1(73)-R4/84

Islamabad the 10<sup>th</sup> 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.

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 54911 & 69911/233  
Telegrams : WAPDA LAHORE

716-Wapda House  
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.”

(Maj. Gen)  
Managing Director (Admn)  
(Muhammad Latif)

Distribution

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

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones: 54911 & 69911/233  
Telegrams : WAPDA LAHORE

716-Wapda House  
Lahore

No.MD(A)/DD(R)/07456/46/IV/45091-46191

18<sup>TH</sup> 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”.

**(Maj Gen)  
Managing Director (Admn)  
(Muhammad Latif)**

Distribution

1. As per List 'D'
2. Assistnat Director (E-IA) S&GA

**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 7<sup>th</sup> 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, Aimag 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**

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

4<sup>th</sup> 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.”

**Eric Massey  
Director General**

Distribution

1. As per List “D”
2. Assistant Director (E-IA) S&GA Wapda

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 302617 & 36691/208  
Telegrams : WAPDA LAHORE

309-Wapda House, Lahore  
10<sup>th</sup> 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

(S. M. Azim)  
Director (Rules)

Encl: as above

Distribution

As per List 'D'  
Assistant Director (E-IA) S&GA

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

25<sup>th</sup> 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**



PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone ; 6366922/2301  
Telegrams : WAPDA LAHORE

Services & General (Admn)  
301-Wapda House, Lahore

No. D/AD (E-IA)07006(1126)/103-A

Dated 8<sup>th</sup> 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 23<sup>rd</sup> 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 3<sup>rd</sup> 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) Wadpa, Lahore.
7. Project Director/SE (Building Circle Wadpa, Lahore).
8. PSs to Chairman/Members.

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.

**Eric Massey  
General Manger**

Distribution  
As per List 'D'

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone ; 6302617/6366911/23019  
Telegrams : WAPDA LAHORE

309 Wapda House, Lahore.

No. D/DD (Rules) 07456/46/VI/12543-13842

Dated: 10<sup>th</sup> 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 2<sup>nd</sup> 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:

**(Iftikhar Ahmad)**  
**Director (Rules)**

Distribution  
As per List "D"

**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.

**( Kh. Sajjad Haider )  
Director General (S&GA)**

**ANNEXURE-XXXVII**

**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 5<sup>th</sup> Edition of Wapda Manual of General Rules (amended upto 14.03.1995).

**Khawaja Sajjad Haider  
Director General (S&GA)**

Distribution

As Per List 'D'.

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone ; 9202046 & 9202211/2332  
Telegrams : WAPDA LAHORE

Service & General Admn  
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.

**(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.

**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.

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)**

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone ; 9202046 & 9202211/2332  
Telegrams : WAPDA LAHORE

Services & General Admn  
332-Wapda House, Lahore

NO. DG(S&GA)/D(Rules)/07456/45/VIII/7473-8773

Dated 16<sup>TH</sup> Feb, 2002

**OFFICE ORDER**

Authority in its meeting held on 22-01-2002 has decided that in case a Deputationist 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.

**(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)



**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

NO. DG(S&amp;GA)/D(Rules)/07456/46/IV/9541-10190

Dated: 19<sup>th</sup> 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 speciality.
  - (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 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**

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202046 & 9202211/2332  
Telegrams : WAPDA LAHORE

Services & General Admn.  
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 bougus 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.

**(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).

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 9202508 & 9202211/2309  
Telegrams: WAPDA LAHORE  
No. D(Rules)/07456/46/VII/14781-16080

Director (Rules) WAPDA,  
309-Wapda House, Lahore.  
Dated 26<sup>th</sup> 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.

(NASIR MAHMOOD)  
Director (Rules)

DA  
O.M. No. F. I (12)R-4/97 dated 07-01-2002  
Distribution  
As per List 'D'.

ANNEXURE -XLV

PAKISTAN  
(Regulation wing)

No. F. I(2)R-4/2001

Islamabad, the March 27<sup>th</sup> 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 2<sup>nd</sup> 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.

(Muhammad Riaz)  
Section Officer (R.4)

**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**

Telephones: 9202506 & 9202211/2309

Telegrams: WAPDA LAHORE

Endst. No. DD(Rules)/07456/46/VII/24589-25888

Director (Rules) WAPDA

309-Wapda House, Lahore.

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.

**(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'.

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: 24<sup>th</sup> 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.

**(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).

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.

**(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.

**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.

**(Muhammad Akhtar Chaudhary)  
Director General**

Distribution:

As per list 'D'.

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.

**(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.



**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY  
SERVICES & GENERAL ADMINISTRATION**

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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:

<b>EXISTING CLAUSE</b>	<b>AMENDED CLAUSE</b>
<p>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.</p>	<p>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:-</p> <p style="margin-left: 40px;">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.</p> <p style="margin-left: 40px;">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.</p>

The above conditions will also be applicable on officers of BPS-17 to 19 appointed on contract during the last one year.

**(Parvaiz Ahmad)**  
**Director (Establishment)**

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.
3. 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.

**Muhammad Junaid Afzal  
Director (Rules)**

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
<p><b>Study In Land</b> Leave Rule 20-A</p> <p>OM No. GM(A)/DCMP (P)/09962(Policy-3)/2765-2965 dated 10.02.2006.</p> <p>SOP on Training/DPE 2005, Clause 12 (6)</p> <p>S/AD (Coord)03003/MTG/ 91204-26 dt. 09.10.1982.</p>	<p><b><u>Surety Bond on WAPDA Expenses</u></b></p> <p><u>For Ph.D</u> To execute a bond to serve for 5 years or pay Rs. 200,000/- plus salaries.</p> <p><u>For Master Degree</u> To execute a bond to serve for 3 years or pay Rs. 100,000/- plus salaries.</p>
<p>Leave Rule 20-A</p> <p>Conduct Rule 13-A</p>	<p><b><u>Surety Bond At Own Expense</u></b></p> <p><u>For Ph. D</u> To execute a bond to serve for 2 years or to pay Rs. 100,000/-</p> <p><u>For Master Degree</u> To execute a bond to serve for 2 years or to pay Rs. 50,000/-</p> <p><b><u>Study in Evening Classes</u></b> For both the Ph.D/Master Degree to execute a bond of Rs. 50,000/- for two years where expenses are reimbursed by WAPDA</p>
<p><b><u>Study Abroad</u></b> (On nomination by WAPDA only)</p> <p>Leave Rule 20-A</p> <p>OM No. GM(A)/DCMP(P)/09962 (Policy-3) 2765-2965 dt. 10.02.2006</p>	<p><b><u>Surety Bond On WAPDA Expenses</u></b></p> <p><u>For Ph. D</u> 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</p>

<p><b>Conduct Rule 13-A</b></p> <p><b><u>Accommodation</u></b></p> <p>Dir/SO(Estate)/10/77/ 3345-3905 dt. 13.02.1979 &amp; AD (Estates) 060012/ 56605-57677 dt. 13.11.1990.</p>	<p><b><u>For Master Degree</u></b> 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.</p> <p><b><u>Surety Bond At Own Expenses</u></b></p> <p><b><u>For Ph. D</u></b> To execute a bond to serve for 3 years or to Rs. 200,000/-</p> <p><b><u>For Master Degree</u></b> To execute a bond to serve for 2 years or to Rs. 100,000/-.</p> <p><b><u>At Own Expense (In land/abroad)</u></b> Allowed to be retained during entire sanctioned leave on full/half pay/EOL:</p> <ol style="list-style-type: none"> <li>a. Upto 120 days with 2 years service</li> <li>b. All period of EOL for employees with 10 years service.</li> </ol>
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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.

**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'.
- Directors (Exams)/Training/CM Cells/Estab./Fin (Regulations)/E&S/PR/Admn. (C&M).
- Librarian, WAPDA Central Library.

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.

**Director General (S&GA)  
(Parvaiz Ahmad)**

**Distribution:**

1. PSO to Chairman.
2. Secretary, WAPDA.
3. As per List 'A'.

No. DG (S&GA)/D(Rules)07456/46/Vol/07/114173-14243

Dated 8<sup>th</sup> 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.

**Director General (S&GA)**  
**(Parvaiz Ahmad)**

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

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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

Subject : **PROPER EXECUTION OF SURETY BOND MONEY**

As 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 to meet with certain conditions or apym 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 counter signed 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/presons to trace and identify the sureties,
- c. The surety bond is executed before/countersigned by 1<sup>st</sup> Class Magistrate only. This is an important condition of the bond,
- d. The sureties are men of mean” 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.

**Director General (HR&A)**  
**(Syed Taqi Ahmed)**

c.c.

1. As per list 'B'
2. DG (CM) Water
3. Dire (CM) S&C
4. Dir (CM) P&F
5. Dir (Establishment)
6. Dir (Admn) Water
7. Dir (Litigation)

**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.

**(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.



PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

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Fax: 99203532

Office of DG (HR & Admn.)  
Rules Directroate  
309-Wapda House,  
Lahore

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.

**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).

**PAKISTAN**  
**WATER AND POWER DEVELOPMENT AUTHORITY**

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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 hundere and sixty five days shall be effective from the first day of July, 2012 and shall, for the enitre 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.

**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).

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

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Office of DG (HR & Admn)  
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 19<sup>th</sup> 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.

**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.

## 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), 01xCivil Engineer from Water Wing, 01x Finance Officers and 01x 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/tuition 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.	<b><u>Power Wing Engineers:</u></b>	
	(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.	<b><u>Civil Engineers Water Wing:</u></b>	
	(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.	<b><u>Doctors:</u></b>	01XMRCP/MRCS & 01XMS/MD/FCPS per year.
d.	<b><u>Finance Division Officers:</u></b>	
	(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.	<b><u>HR/Admn Officers:</u></b>	
	(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.	<b><u>I. T/Research/Teaching Officers:</u></b>	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.

**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/tuition/examination fees, boarding/lodging 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, tutuion 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.

<p><b>Study in Land</b> By nomination at WAPDA expenses</p>	<p><b>For Ph.D (Other than doctors)</b> 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.</p> <p><b>For MS/MD/FCPS (Only for doctors)</b></p>
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	<p>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.</p> <p><b><u>For M.Sc.MS/M.Phil (Other than Doctors)</u></b></p> <p>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.</p> <p><b><u>For MRCP/MRCS (Only for Doctors)</u></b></p> <p>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.</p>
<p><b><u>Study in Land</u></b> In evening classes with the permission of competent authority at WAPDA expenses</p>	<p><b><u>For PH. D (Other than Doctors)</u></b> 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.</p> <p><b><u>For M.Sc/MS/M.Phil (Other than Doctors)</u></b> 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</p> <p><b><u>For MBA (Health and Hospital Management/Hospital Administration or equivalent) (Only for Doctors)</u></b></p> <p>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.</p>

<p><b><u>Study in Land</u></b> At own expenses by granting study leave</p>	<p><b><u>For Ph.D (Other than doctors)</u></b> To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquated damages.</p> <p><b><u>For MS/MD/FCPS(Only for doctors)</u></b> To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquated damages.</p> <p><b><u>For M.Sc/M.S/M.Phil (Other than doctors)</u></b> To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquated damages.</p> <p><b><u>For MRCP/MRCS (Only for doctors)</u></b> To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquated damages.</p> <p><b><u>For MBA (Health and Hospital Management/Hospital Administration or equivalent) (Only for doctors)</u></b> To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquated damages.</p>
<p><b><u>Study in Land</u></b> At scholarship granted by Pakistani Universities/Govt/Donor Agency</p>	<p><b><u>For Ph.D (Other than doctors)</u></b> 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.</p> <p><b><u>For MS/MD/FCPS (Only for doctors)</u></b> 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.</p> <p><b><u>For M.Sc/M.Phil (Other than doctors)</u></b> 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.</p> <p><b><u>For MRCP/MRCS (Only for doctors)</u></b> 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.</p> <p><b><u>For MBA (Health and Hospital Management/Hospital Administration or equivalent) (Other than doctors)</u></b> 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.</p>

<p><b><u>Study Abroad</u></b> By nomination at WAPDA expenses</p>	<p><b><u>For Ph.D (Other than doctors)</u></b> 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.</p> <p><b><u>For MS/MD/FCPS (Only for doctors)</u></b> 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.</p> <p><b><u>For MSc/MS/M.Phil (Other than doctors)</u></b> 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.</p> <p><b><u>For MRCP/MRCS (Only for doctors)</u></b> 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.</p>
<p><b><u>Study Abroad</u></b> At own expenses by granting study leave</p>	<p><b><u>For Ph.D (Other than doctors)</u></b> To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquidated damages.</p> <p><b><u>For MS/MD/FCPS (Only for doctors)</u></b> To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquidated damages.</p> <p><b><u>For MSc/MS/M.Phil (Other than doctors)</u></b> To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages.</p> <p><b><u>For MRCP/MRCS (Only for doctors)</u></b> To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages.</p> <p><b><u>For MBA (Health and Hospital Management/Hospital Administration or equivalent (Only for doctors)</u></b> To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages.</p>

<p><b><u>Study Abroad</u></b> At scholarship granted by Foreign Universities/Govt/Donor Agency</p>	<p><b><u>For Ph.D (Other than doctors)</u></b> To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquidated damages.</p> <p><b><u>For MS/MD/FCPS (Only for doctors)</u></b> To execute surety bond to serve WAPDA for 3 years or pay Rs. 300,000/ (Three hundred thousands) as liquidated damages.</p> <p><b><u>For MSc/MS/M.Phil (Other than doctors)</u></b> To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages.</p> <p><b><u>For MRCP/MRCS (Only for doctors)</u></b> To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages.</p> <p><b><u>For MBA (Health and Hospital Management/Hospital. Administration or equivalent) (Only for doctors)</u></b> To execute surety bond to serve WAPDA for 2 years or pay Rs. 100,000/ (One hundred thousands) as liquidated damages.</p>
<p><b><u>Study Abroad</u></b> At scholarship granted by Pakistani Universities/Govt/Donor Agency</p>	<p><b><u>For Ph.D (Other than doctors)</u></b> 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.</p> <p><b><u>For MS/MD/FCPS (Only for doctors)</u></b> 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.</p> <p><b><u>For MSc/MS/M.Phil (Other than doctors)</u></b> 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.</p> <p><b><u>For MRCP/MRCS (Only for doctors)</u></b> 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.</p> <p><b><u>For MBA (Health and Hospital Management/Hospital. Administration or equivalent) (Only for doctors)</u></b> 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.</p>

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.

Director General (HR&Admn)  
(Muhammad Zafar)

**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 witnesseth 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”.

<p><u>Sign: of Surety No.1</u></p> <p>Name (Block letters):</p> <p>Address: _____</p> <p>_____</p> <p><u>Sign: of Surety No. 2</u></p> <p>Name (Block Letters):</p> <p>Address : _____</p> <p>_____</p> <p><u>Sigh: Witness No.1</u></p> <p>Name (Block Letters):</p> <p>Address: _____</p> <p>_____</p>	<p><u>Sign: of Employee</u></p> <p>Name (Block Letters):</p> <p>Temporary</p> <p>Address: _____</p> <p>_____</p> <p>Permanent Address: _____</p> <p>_____</p> <p>_____</p> <p><u>Sign: Witness No. 2</u></p> <p>Name (Block Letters):</p> <p>Address: _____</p> <p>_____</p>
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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 1st Class Magistrate)**

**PAKISTAN  
(Regulation wing)**

No. F. 1(2)R-4/2001

Islamabad, the March 27<sup>th</sup> 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 2<sup>nd</sup> 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, 1960.

(Muhammad Riaz)  
Section Officer (R.4)

All Ministries/Divisions Federal Government.

**Government of Pakistan**

**Finance Division  
(Regulation Wing)**

No. F. 1(8)-R4/90

Islamabad, the 2<sup>nd</sup> 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 upto 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 year 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 upto 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 11-7-1984 and F. 1(73)-R4/84 dated 10-12-1989 respectively.

Sd/-  
(Chiraghuddin)  
Section Officer



**OFFICE MEMORANDUM**

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)/ 074 56/46/1 V/37106-38405 dated 15.10.2001 (except Medical and Study Leave).
- b. All competent authorities have been directed to put up 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)/07456/46/1V/39983-40 162 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 are equally applicable on Corporate Entities/ Central WAPDA. Any violation would be viewed seriously.seriously.

**Annex-XXV**

No. DG(S&GA)/D(Rules)/07456/46/IV/47462-48742

Dated: 21<sup>ST</sup> October, 2003

SUBJECT: **LEAVE ON MEDICAL GROUNDS- DECISION OF CHAIRMAN'S MONTHLY CONFERENCE OF CEOs**

Reference:- 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 grounds 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 as 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

**Annexure-XXVI**

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)

**Annexure-XXVI**

No. DG(S&GA)/D(Rules)/07456/46/Vol 07/14102-14172

Dated: 8th June, 2009

**OFFICE MEMORANDUM**

**Sub: 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 )**

No. D/DD(Rules)/07456/46/44053-700

Dated 29<sup>th</sup> 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:

<b>References</b>	<b>Revised</b>
<b><u>Study In land</u></b>	
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)  <i>S/AD(Coord)03003/MTG/ 91204-26 dt. 09.10 1982</i>	<u>Surety Bond On WAPDA Expense For Ph. D</u> To execute a bond to serve for 5 years or pay Rs.200,000/- plus salaries.  <u>For Master Degree</u> To execute a bond to serve for 3 years or pay RS.100,000/- plus salaries.
Leave Rule 20-A          Conduct Rule 13-A	<u>Surety Bond At Own Expense For Ph. D</u> To execute a bond to serve for 2 years or to pay Rs.100,000/- . <u>For Master Degree</u> To execute a bond to serve for 2 years or to pay Rs.50,000/-.  <u>Study in Evening Classes</u> For both the Ph. D / Master Degree to execute a bond of Rs.50,000/- for two years where expenses are reimbursed by WAPDA.
<b><u>Study Abroad</u></b> <b><u>(On nomination by WAPDA only)</u></b>	
Leave Rule 20-A  OM No. GM(A)/DCMP(P)/09962(Policy-3)/2765- 2965 dt. 10.02.2006          Conduct Rule 13-A	<u>Surety Bond On WAPDA Expense For Ph. D</u> 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.  <u>For Master Degree</u> To execute a. bond to serve for 5 years or to pay Rs.200,000/- and to refund all expenses including pay and allowances drawn during the study period to WAPDA.  <u>Surety Bond At Own Expense For Ph. D</u> To execute a bond to serve for 3 years or to pay

	Rs.200,000/-.  <u>For Master Degree.</u> To execute a bond to serve for 2 years or to pay Rs. 1,00,000/-.
<b><u>Accommodation</u></b>	
Dir/SO(Estates)/10/77/3345--3905 dt.13.02.1979 & AD(Estates)060012 / 56605-57677 dt. 13.11.1990	<u>At Own Expense (In land / abroad)</u> 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)

**ANNEXURE-XXXVII**

No. DG(S&GA)/D(Rules)/07456/46/Vol 07/14173-14243

Dated: 8th June, 2009

**OFFICE MEMORANDUM**

Sub: **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 )

**Directorate of Rules (HR&A) WAPDA  
Publication No. 6  
VI (Edition)**

**PAKISTAN  
WATER AND POWER  
DEVELOPMENT AUTHORITY**



**THE PAKISTAN WAPDA  
LEAVE RULES FOR  
WAPDA EMPLOYEES 1982**

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