



**Directorate of Rules (S&GA) WAPDA
Publication No. 14
VI (Edition)**

**PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY**



**The Pakistan Wapda Employees
(Date of Birth) Rules, 1994**

(AS AMENDED UPTO 01-06-2001)



PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

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No. DG(S&GA)DD(R)/07456/73/57498-58148

3rd November, 1994.

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

THE PAKISTAN WAPDA EMPLOYEES (DATE OF BIRTH) RULES 1994

1. Short Title, Application and Commencement

- (a) These Rules may be called the Pakistan Wapda Employees (Date of Birth) Rules 1994.
- (b) They shall come into force at once. They shall also apply to cases pending before the Authority.
- (c) They shall apply to all Wapda employees.

2. Definitions

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

- (a) 'Authority' means the Pakistan Water and Power Development Authority.
- (b) 'Employee' means a person who has been directly recruited by the Authority or who has been absorbed in the service of the Authority on transfer from or on termination of his lien in his parent department/organization of the Federal or a Provincial Government as the case may be.

3. Confirmatory Documents

- (a) The documents for confirmation of date of birth, the year of birth or the age of employees of Wapda are specified as under and subject to condition laid in this sub rule (b):

Matriculation Certificate : For employees educated up to Matric and above.

School Leaving Certificate : For employees educated below Matric.

Municipal Birth Certificate : For employees who are illiterate.



(b) The School Leaving Certificate and Municipal Birth Certificate should be accompanied with an affidavit of the employee duly attested by the Oath Commissioner/Magistrate First Class, as a Confirmation of date of birth.

4. Determination of Assumed Date of Birth

- (i) If a Wapda employee is unable to state his exact date of birth but can state the year, or year and month of birth, the 1st July or the 16th of the month, respectively, may be treated as the date of his birth.
- (ii) If he is only able to state his approximate age, his date of birth may be assumed to be the corresponding date after deducting the number of years representing his age from his date of appointment.
- (iii) When a person first entered Military employment is subsequently employed in Wapda, the date of birth for the purpose of the Wapda employment should be the date stated by him at the time of enrolment, or if at the time of enrollment he stated only his age, the date of birth should be deducted with reference to that age according to the method indicated in sub Para (ii) above.

Note: Cases in which the date of birth has been deducted from the age at appointment or enrolment by any other method, need not be reopened

5. Record and Alteration of Date of Birth

- (a) Every person newly appointed to a service or a post under Wapda should at the time of the appointment declare the date of his birth by the Christian era with the confirmatory documentary evidence specified in rule 3. If the exact date is not known, an approximate date may be given. The actual date or the assumed date determined under rule 4 should be recorded both in words and in figures in the history of service, Service Book or any other record that may be kept in respect of the Wapda employee service under Wapda and as a confirmation, this initial record should carry the signatures/thumb impression of the employee and countersignature of the head of office maintaining this record.
- (b) (i) Date of birth once declared and recorded at the time of entry in Wapda service cannot be altered except in case of a clerical error, with approval of the Authority in respect of employees in grade 17 and above to be routed through General Manager (Admn.) Wapda. The cases of employees up to grade 16 will be approved by respective members with cases to be routed through a Scrutiny Committee to be set UP under each Member. These Committee will include a representative from S&GA.
- * (b) (ii) "Disputes over date of birth of employees working under CEO's of DISCOs, GENCOs, NTDC and General Manager (Hydcl) for the purpose of Pension and record be finalized at the level of CEO's of DISCOs, GENCOs, NTDC and General Manager (Hydel). Their decision will be considered as **final**.

cases relating to employees working in Head Office of Power Wing shall be decided at Chief Engineer (Admn) Power level.

*Substituted vide O.M.No. DG (S&GA)/D(R)/07456/73/32147-217, dated 17-08-2000.



****b.(iii)** "Disputes over date of birth of employees working under Water Wing for the purpose of Pension and record be finalized at the level of concerned General Manager and independent Chief Engineers of Water Wing in addition to Common Services".

Cases relating to Head Office to be decided at Director General (S&GA) level for employees of Common Services.

Explanation: A Clerical error is an error in a document which can only be explained by considering it to be a slip or mistake of the clerk preparing or copying it. It is in the nature of an inadvertent omission or mistake.

- (c) A declaration of age made at the time of or for the purpose of entry into Wapda service shall be deemed to be conclusive unless the employee applies for correction within two years from the date of his entry into service. Cases of employees in grade-17 and above will be decided by the Authority to be processed by General Manager (Admn.) Wapda. The cases of employees up to grade 16 will be decided by respective Members after they have been processed by a Scrutiny Committee to be set up under each Member including a representative of S&GA.
- (d) The Authority reserves the right to correct the recorded age at any time if it is satisfied that the age of the employee in his Service Book or in the history of service of a gazetted officer was incorrectly recorded for deriving unfair advantage in service.

6. Work-charged Employees Converted as Regular Employees

The following sub rules shall be applicable specifically to those employees who are employed initially as work-charged and are later on converted as regular employees of Wapda on or after July 1994.

- (a) The date of birth initially declared as a work-charged employee and recorded in the Service Sheet/Roll shall be recorded as the date of birth in the Service Book as a regular employee.
- (b) In case where the exact date of birth has not been recorded in the Service Sheet/Roll, the assumed date of birth shall be determined in accordance with rule 4 of these rules and duly recorded in the Service Book.
- (c) Any alteration in the date of birth at the time of initial entry in the Service Book from the date appearing in the Service Sheet/Roll shall be carried out only if it is warranted because of a clerical error and shall be subject to approval of the Member concerned. For an alteration claimed for reasons other than clerical error, approval of the Authority shall be necessary after production of confirmatory documents.

Explanation: Errors other than clerical errors include where the date of birth, the year of birth or the age of the employee recorded in the Service Sheet/Roll is not legible or has been over-written or tampered within any manner.

7. Exception for deceased Employees

In case of deceased employees where the date of the Service Sheet/Roll is not legible, the age recorded in the Death Certificate shall be construed as the age of the employee for determining his assumed date of birth as specified in rule 4 above.

(Ch. Abdul Ghafoor)
Director General (S&GA)

Distribution: As per List 'C'

**Added vide O.M.No.D(R)/07456/73/32142-790 dated 15-08-2001.



TO BE PUBLISHED IN THE GAZETTE
OF PAKISTAN EXTRAORDINARY PART II

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT
DIVISION**

Islamabad, the 31 st July 2001

NOTIFICATION

S.R.O. 521 (1)/2000:- In exercise of the powers conferred by sub-section(1) of Section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to direct that the following further amendment shall be made in the Civil Servants (Appointment, promotion and Transfer) Rules, 1973, namely:-

In the aforesaid Rules, after rule 12, the following new rule shall be inserted, namely: -

"12-A Alteration in the date of birth:- The date of birth once recorded at the time of joining government service shall be final and thereafter no alteration in the date of birth of civil servant shall be permissible."

F. No. IO/54/98-R.2

Sd/-
(Amir-ul-Haq)
Deputy Secretary

**PAKISTAN WATER AND POWER DEVELOPMENT
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Endst. No. DG (S&GA)/DD (Rules)/07456/73/1207-2500

Dated 17-01-2001

Authority has decided to adopt the above Notification No. SRO-521 (1)/2000 dated 31-07-2000. issued by Cabinet Secretariat Establishment Division, Government of Pakistan, Islamabad. Mutatis Mutandis.

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

DA/As above
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list 'D'