Directorate of Rules (S&GA) WAPDA
Publication No. 6
VI (Edition)

PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY

THE PAKISTAN WAPDA
LEAVE RULES FOR
WAPDA EMPLOYEES 1982

(AS AMENDED UPTO 01-06-2001)
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) Work charged 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.

5. Authority to Grant Leave

The list of authorities competent to grant leave is given in Appendix-I.

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.

(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.

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.

*(3) At a time, maximum of five years leave can be granted on half pay so long as it is available by conversion in the Leave Account of an employees, subject to provision of Rule 27.

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.

*Substituted Vide O.M No. GM(A)DD(R)/07456/46/51765-52884 dated 4-6-1989
"12. Leave preparatory to retirement

The maximum period up to 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.

* "12. A. Encashment of Leave preparatory to retirement

(1) If in case of retirement on superannuating 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 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."

"12- AA-Encashment of Leave Preparatory to Retirement

(1) In case of retirement on superannuating 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 undertake 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.

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.

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.

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 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.

All pending or previously decided cases where a WAPDA employee has failed to exercise option for encashment of LPR may be decided in the light of these instructions.

12-B. Powers to refuse leave preparatory to retirement etc.

(1) Ordinarily leave preparatory to retirement shall not be refused.

(2) All orders refusing leave preparatory to retirement to a Wapda employee and re-calling a Wapda employee from leave preparatory to retirement shall be passed only by the authorities specified below and these authorities shall not further delegate these powers to another authority. —

i. For employees of BSP-17 and above
Chairman

ii. For employees of BSP-16 and below
Member/Managing Director concerned.

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."

*Substituted vide O.M. No. MD(A) DD(R)/07456/46/V/25672-26743, dated 7-5-1990.
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 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 along- with 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 up to 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, up to a maximum of 720 days on such Medical advice as the leave sanctioning authority may consider necessary, to a WAPDA employee disabled by injury, ailment or disease contacted in course or in consequence of duty or official position.

(b) The leave salary during disability leave shall be equal to full pay for the first 180 days and on half pay for the remaining period.

18. 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 up to 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.

*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 up to 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 up to 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. Notwithstanding above, Leave ex-Pakistan up to 90 days in respect of officers of Grade-17 and 18 will be sanctioned by the authorities given in Appendix-I.

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


**Added Vide O.M. No. S/DD (R)/07456/46/Vol-III/98426-99245 dated 12-12-1985

***Added vide O.M. No. GM(A)/DD(R)/07456/53/III/l47990-9109 dated 2-11-1988
*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!/2 years (including 2 years for M.Sc). In case of doctors for FCPS (Part-I)/Higher Studies, the Study leave shall be sanctioned up to a maximum period of 3 years keeping in view the requirement of the concerned specialty.

   (iii) Such leave will be debit able to the leave account of the employee, any leave not due shall be sanctioned as extraordinary leave, subject to the condition that the employee shall execute a Surety Bond as per 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.

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.

**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.

21. Leave on Medical Certificate

(a) Leave applied for on Medical Certificate up to 30 days shall not ordinarily be refused provided the Medical Certificate is signed by one of the following:

   (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


**Added vide O.M. No. DG(S&GA)/D(R)/07456/46/IV/8891-9540 dated 19-02-2002
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.

* (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 Annexure VI and VII as the case may be.

Note.— Medical Officer/Board as mentioned in (a) and (b) above shall issue Medical Certificate on the Performa as Annexure VI and VII 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. Over stayal 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.

(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. 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 gazette holidays

A Wapda employee will not leave his headquarters during gazette holidays except with the prior permission of his immediate superior officer who must undertake the responsibility of granting such permission.

*Substituted Vide OM No. MD(A)DD(R)/07456/46/90459-91570 dated 30-11-1989
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.

(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 employee 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 days 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.

*(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.

*Added vide O.M. No. GM(A)/DD/(R)/07456/46/VI/266-1566 dated 3-1-1995.
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.
   
   *(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 central, 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 qualification's 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."

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)

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<tr>
<th>Sr. No.</th>
<th>Categories of Employees</th>
<th>Kinds of leave</th>
<th>Competent authorities</th>
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<tbody>
<tr>
<td>1</td>
<td>Grade-1 to 11</td>
<td>(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.</td>
<td>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.</td>
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<td>(ii) EOL/Disability leave beyond 90 days and LPR/Leave ex-Pakistan.</td>
<td>Appointing authority/Head of office not below the rank of a Grade-19 officer whosoever is higher in grade.</td>
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<td>2</td>
<td>Grade 12 to 16</td>
<td>(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.</td>
<td>Appointing authority/Head of office not below the rank of a Grade-19 officer whosoever is lower in grade.</td>
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<td>(ii) EOL/Disability leave beyond 90 days and LPR/Leave ex-Pakistan.</td>
<td>Appointing authority/Head of office not below the rank of a Grade-19 officer whosoever is higher in grade.</td>
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<td><strong>3.</strong></td>
<td>Grade 17 and 18</td>
<td>(i) EOL/Disability leave and all kinds of leave up to 90 days including Haj Leave for 45 days by air or 75 days by land/sea except LPR/Leave ex-Pakistan.</td>
<td>(i) Appointing authority/Chief Engineer or-Officer of equivalent status, whosoever is lower in grade.</td>
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* Substituted Vide O.M No. G.M. (A)/DD (R)/07456/46/166831-7950, dated 5-12-88
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<td>(iii) All kinds of leave beyond 90 days (iii) Respective Member/Managing Director.</td>
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<td>4. Grade-19</td>
<td>(i) EOL/Disability leave and all kinds of leave up to 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.</td>
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*For Accounts* Staff working in the offices of **Dir. Gen. Finance (B&C). General Manager Finance (Water) and General Manager Finance (Power).*

*Added Vide O.M. No. S/DD (Rules)/07456/46/Vol-II/47300-48079 dated 28-04-1984, **Post of GMF (Coord) abolished and merged with DGF (B&C) vide O/O No. DG (S&GA)/AD (E.IA) 07001/38/32212-25, dated 27-08-1999.*
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<td>Grade I to II</td>
<td>ROL/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</td>
<td>*(i) Director (A&amp;C) in The Office of DGF (B&amp;C). *(ii) Director (B&amp;A) Admn. (Water) in the Office of GMF (Water) <em>(iii) Director Accounts (Admn) in the Office of General Manager Finance (Power)</em></td>
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**Post of GMF (Coord) abolished and merged with DGF (B&C) vide O/O No. DG (S&GA)/AD (E.IA) O7OO1/38/32212-25, dated 27-08-1999.**

Colonel
Idrees mohsin
Secretary wapda

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 Chief Engineers/Member/Managing Directors under Serial No. 3, 4, & 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.

(Khawaja Sajjad Haider)
Director General (S&GA)
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<th>Period</th>
<th>-E-</th>
<th>OOOI</th>
<th>Duty</th>
<th>LEAVE TAKEN</th>
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N 8 - Instruction: <oi
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EXPLANATORY INSTRUCTIONS FOR FILLING UP THE LEAVE ACCOUNT FORM

1. This leave account 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 other who enter service on or after the 1st July, 1978.

2. All leave at credit in the account of a 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) LAP

   (a) 1 month ...................................... 30 days
   (b) 1 day ........................................... 1 day

   (ii) L HAP

   (a) 1 month .............................. 1JS days
   (b) 2 days ....................................... 1 day

   (Fraction 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 due in terms of leave on full pay in dayi will be noted in Column No. 21.

4. In calculating the leave earned on full pay at the rates of 4 dayi for every calendar month the duty period of 16 days or less in a calendar month shall be treated as a full calendar month for the purpose. If an employee proceeded on leave during a calendar month and returned 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.

   In (i) the provision in (i) above will not apply to an employee employed in Wapda School/Collage. 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 for an employee in other departments for that year, and (c) when he avails himself of only a part of the vacation and in (a) above plus such proportion of thirty days at usual overtime for 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 column No. 13 and 14.

7. Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 386 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 employee returning duty.

8. The grant of special leave, maternity leave, disability leave, extraordinary leave, payment of leave pay for refunded L.P.R. up to a maximum of 180 days rumpeum payment equal to full pay up to 180 days out of leave at credit made to the family of a Wapda employee who** 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 up to the data of 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 it availed of the minus balance to be shown in column No. 31 thoued be written in red ink.
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 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 a 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:—

<table>
<thead>
<tr>
<th>(i)</th>
<th>L.A.P.</th>
<th>1 month</th>
<th>30 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>1 day</td>
<td>1 day</td>
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<tr>
<th>(ii)</th>
<th>L.H.A.P.</th>
<th>15 days</th>
<th>1 day</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>1 month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>2 days</td>
<td></td>
<td></td>
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(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, up to 30-6-1978 will be taken into account. The leave due in terms of leave on full pay in days will be noted in column No. 21.

4. (i) In calculating the leave earned on full pay at the rate of 4 days for every calendar month the duty period 15 days or less in a calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose. If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only. There shall be no maximum limit on accumulation of this leave.

(ii) The provision in (i) above will not apply to an employee employed in WAPDA School/College. In its case an employee may earn leave on full pay (a) when he avails himself of full vacation in a calendar year—at the rate of one day for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the full vacation-----as far an employee in another department for that year, and (c) when he avails himself of only a part of the vacation--------as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.
5. (a) Leave on full pay may be converted into leave on half pay at the option of the employee; the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the employee in his application for the grant of leave.

(b) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

6. L.P.R. on full pay will be noted in column No. 10 while that on half pay in columns No. 13 and 14.

7. Leave not due may be granted on full pay to be offset 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 employee resuming duty.

8. The grant of Special leave, Maternity leave, Disability leave, Extraordinary leave, payment of leave pay for refused L.P.R. up to a maximum of 180 days lump sum payment equal to full pay up to 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 columns 2 to 7 shall be filled in showing the period of duty up to the date preceding that on which a WAPDA employee intends to go on leave. The full calendar months to be noted in column 5 shall be worked out on the lines indicated in Para 4 above.

10. When a WAPDA employee returns from leave columns 8 to 23 shall be filled in according to the nature of leave. If leave not due is availed of the minus balance to be shown in column No. 21 should be written in red ink.
ANNEXURE-I

OFFICE ORDER

Water and Power Development Authority, West Pakistan, has decided that the following Rules be enforced with immediate effect for the grant of Casual Leave to WAPDA employees:

1. Casual Leave should not ordinarily exceed 10 days at a time and 25 days during any one calendar year. The sanctioning authority may, however, grant casual leave up to 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 in charge of the Branch or Office.

Sd/- Abdur Rehman
4-8-1959
Director Administration (Water)
WAPDA, The Pipals, Lower Mall,
Lahore.

No. ARK/I(318)/59

Dated: 4th August, 1959
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 Gazette 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 Gazette Holidays and Fridays with pay.

Sd/- (Syed Abdul Qayyum)
Assistant Registrar,
for Secretary, WAPDA.
Annexure—III

WEST PAKISTAN WAPDA TEMPORARY EMPLOYEES LEAVE RULES, 1972

1. Title

These Rules shall be called the West Pakistan WAPDA Temporary Employees Leave Rules, 1972.

2. Commencement

These Rules shall come into force at once.

3. Application

These Rules shall apply to all WAPDA Temporary Employees (hereinafter called the Employees) with less than three years continuous service.

4. Grant of Leave

Leave cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authorities empowered to grant it.

5. Authority to Grant Leave

The list of authorities competent to grant leave is given in Appendix—I.

6. Earned Leave

1. An employee shall earn leave at the rate of 22nd of the period spent on duty.

2. He will be permitted to carry forward the leave due to him at the end of a calendar year, provided that the leave at the credit of an employee in his leave account, shall lapse on the date of termination of his appointment.

3. The appointing Authority may permit earned leave to adjust against the notice period, if any, specified in the letter of appointment, subject to employee's satisfactory work and conduct and the balance leave if any, will be forfeited.

* Amended Vide 0/0 No. S/SO (R) 6 (2) R&R/PF, 37098-188 dated 6-11-1974.
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.

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 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 a 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.

17. 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 a 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.
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 Work charged 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 Work-charged Employees:

Annexure "C" WEST PAKISTAN WAPDA

WORKCHARGED ESTABLISHMENT LEAVE RULES 1976

Work charged establishment will be entitled to leave as under:

(1) Work charged 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) Work charged Establishment with 2 years service but less than 10 years service
   (a) Fridays and closed holidays Full
       Optional holidays Nil
   (b) Casual leave 20 days
(c) Leave other than casual leave (i) Earned leave @ 1/22nd of the period spent on duty.

(3) Work charged employee with more than 10 years service:

(a) Fridays and closed holidays
   Optional holidays Full 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.
   @ 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, up to 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

28
Amendment of Annexure—V

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone. 222112 & 69911/204
* Telegrams: WAPDA LAHORE

740 Wapda House, Lahore
17 September 1986

No. S/DD (Rules)/07456/46/84836-85795

OFFICE MEMORANDUM
REVISED ANNEXURE-V TO THE PAKISTAN WAPDA
LEAVE RULES FOR WAPDA EMPLOYEES, 1982

(NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

SURETY BOND

This agreement is made on ______ day of _______________ one thousand nine hundred
and ______ between Mr ___________________________ at present employed
as ___________________________ (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 deligently 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 two years in any 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 of 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. 25,000 (Rupees twenty five thousand only) in addition to such amount as

30
the employee has drawn as leave salary during his study leave as liquidated damages and not as a 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."

(Surety No. 1) *(Employee)

(Signature) (Signature)

Name (Block Letters) (Block Letters)

Full Address

Temporary Address

(Surety No.2) Permanent Address

(Signature)

* Amended vide Corrigendum No. DG (S&GA)/DD (R)/07456/46/VI/2792-4091 dated 07-01-1998.
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

32
MEDICAL CERTIFICATE (In Patient)

Certified that Mr./Miss/Mrs. ............................................................ ........................................................................
Designation/Particulars ........................................................................................................................................
is suffering from ..........................................................................................................................................
Hospital No....................................................................................................................................................
Date of Admission........................................................................................................................................
Date of Discharge........................................................................................................................................
Advised rest from ...........................................................................................................................................

Fitness: He/She will be fit to resume full duty with effect from, __________________________
He/She will be fit to resume light duty for .................................................................

Place: ............................................................ Medical Officer Incharge
Date: ............................................................ WAPDA Hospital
MEDICAL CERTIFICATE
(Out Patient)

Certified that Mr./Miss/Mrs. .................................................................

Designation/Particulars..........................................................................................

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
OFFICE MEMORANDUM


The undersigned is directed to refer to Para 25 of this Division Office Memorandum No. F. 1-(l)-Imp./83, dated the 18th August, 1983, on the subject mentioned above under which option has been allowed to Government Servants for encashment of L.P.R. up to 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 LPR.

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. 11/79216-995    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. 11/74226-75005-dated 20-9-1983, for information and guidance of Wapda Employees also. This may be read with Notes I and III below Rule 12 of the Pakistan Wapda Leave Rules for Wapda employees 1982.

(S. M. Kamal)
Director (Rules)
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 super-annuation or on completion of 30 years qualifying service was admissible up to the maximum of leave pay for 180 days under Note-I 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 favor 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 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 latter 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. Raoof)
Director Finance (R&I)
Wapda

c.c.
1. All General Managers, Wapda
2. All Chief Engineers, Wapda
3. All Heads of Divisions, Wapda
4. All Resident Engineers, Wapda
5. All Project Directors, Wapda
6. Director General, Wapda Audit.
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 ENCASHEMENT OF LPR

In accordance with the provisions 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
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 able 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 up to the value of Rs. 25,000 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 extra-ordinary 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 provisions contained in rule 20-A of the Pakistan Wapda Leave Rules for Wapda employees, 1982 and provisions of rule-18 of the said Rules will be attracted for the grant of extra-ordinary leave in cases other than Leave for Study Abroad.

(Muhammad Maqbol)
Director General (Rules)
WAPDA
Annexure-XII

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telegrams: WAPDA LAHORE
No. AD(E-IA) 07025/112548-3667
301 - Wapda House, Lahore
Dated 21-8-1988

OFFICE MEMORANDUM

Subject: GRANT OF LEAVE WHILE UNDER ORDERS OF TRANSFER


"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
OFFICE MEMORANDUM

Subject: APPOINTMENT OF MANAGING DIRECTOR (ADMN)

Consequent upon the up gradation of the post of General Manager (Admn) Wapda to that of Managing Director (Admn) 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 (Admn)" wherever occur in the Service Rules or Orders or instructions of the Authority, shall stand substituted as "Managing Director (Admn)".

Annexure-XIII

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911/69911/233 716-Wapda House;
Telegrams: WAPDA LAHORE Lahore
No. MD (A)/DD (R)/07459/I/XIV/91657-92776 2nd December, 1989
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 Memoranda from Government of Pakistan, Finance Division Islamabad are circulated for information and guidance:


End: As above

(S.M.Azim)
Director(Rues)

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

GOVERNMENT OF PAKISTAN FINANCE DIVISION
(Regulations Wing)

No. F. I(73)-R4/84
Islamabad the 10th December
1989.

OFFICE MEMORANDUM

Subject: ENCASHMENT OF L.P.R.

The undersigned is directed to refer to the Finance Division's O.M. No. F.I (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 a 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.
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 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 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-I 3(5)/90

GOVERNMENT OF PAKISTAN
MINISTRY OF WATER & POWER

Islamabad, the 7th July, 1991 copy forwarded for information and necessary action to:

1. All Officers, Ministry of Water and Power, Islamabad.
2. Chairman Wapda, Wapda House, Lahore.
3. Chief Engineering Adviser/CFFC, Islamabad.
4. P.C.I.W. 3-Mozang Road, Lahore.
6. Managing Director, KESC, Aimali House, Abdullah Haroon Road, Karachi.

Sd/
(AMIR AFZAL)
Section Officer
GOVERNMENT OF PAKISTAN FINANCE
DIVISION (Regulation Wing)

No. F. I(19)-R-3/83
Islamabad the 11th July, 1984.

OFFICE MEMORANDUM

Subject: SCHEME OF BASIC PAY SCALE, 1983 - OPTION FOR ENCASHMENT OF LPR

The undersigned is directed to refer to Para 25, of the Scheme of Basic Pay Scale, contained in this Division O.M. No. 1 (1)-Imp/83, dated 18-8-1983, according to which the encashment of LPR, which was previously admissible to civil servants only if LPR was refused in public interest, would now be admissible to the employees concerned at their own option. In this connection various points have been raised for 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 superannuating on completion of 30 years qualifying service was admissible up to the maximum of leave pay for 180 days under Rule 17 (1) 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(I)-Imp/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 favor 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 latter 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.

(Faraht Hussain)

JOINT SECRETARY (Reg-1)

Ph. 821897
OFFICE ORDER

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 Boards/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
OFFICE ORDER

Authority has decided to downgrade the post of Managing Director (Admn.) WAPDA to General Manager (Admn.) with effect from 8-5-1994.

Authority is pleased to appoint Mr. Eric Massey, Director General (S&GA) as Acting General Manager (Admn.) with administrative and financial powers in terms of Office Order S/SO (Sectt):/78/50288-407 dated 23rd December, 1980. This appointment will not entitle the officer to claim seniority over the officers who may otherwise be senior to him.

Sd/-
(Khawaja Sajjad Haider)
Director (Establishment)

Distribution:
2. All General Managers/Chief Engineers/Directors General, Wapda.
3. Legal Advisor Wapda, Wapda House, Lahore.
7. Project Director/SE(Building Circle Wapda, Lahore.
8. PSO to Chairman/Members.
OFFICE MEMORANDUM

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

A few enquiries have been received in this office seeking clarification about encashment of leave preparatory to retirement in terms of Rule 12 AA of the Pakistan Wapda Leave Rules and the Government of Pakistan Finance Division Regulation Wing O.M No. F. 1 (8)-R4/90, dated 2nd June 1991. It has been proposed that aforesaid Rule 12 AA be amended in the light of O.M. under reference. It is hereby clarified that Govt. of Pakistan O.M. under reference, docs 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 hitherto available to employees who had put in 31 years of qualifying service only or on superannuating.

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 superannuating or has 31 years or more qualifying service:

(Iftikhar Ahmad)
Director (Rules)

Distribution
As per list ‘D’
Annexure-VIII

Government of Pakistan
Cabinet Secretariat
(Establishment Division)

No. 23/2/81-CV (A)                                                                           Rawalpindi, 12th April, 1981
1981

OFFICE MEMORANDUM

Subject: Submission of applications by Government servants for voluntary retirement after completing 25 years qualifying service for pension.

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.

1. 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 pensioner benefits

4. The above position may please be brought to the notice of all concerned.

S/d/-
S. Bakhtiar Ali
Deputy Secretary

All Min/Divns.
No CDN-3/3/77-VIII
Government of Pakistan
Ministry of Water and Power

Islamabad, April 26, 1981

Copy forward for information to:-

1: All the Heads of Attached Depts.
2: Chairman WAPDA
3: All the MDs of Corporations.
4: All Offices in the Min/W&P

Sd/-
(Ghulam Sarwar Khan)
Section Officer

OFFICE OF THE GENERAL MANAGER (ADMN) WAPDA LAHORE.

Telephone 69911/416
Telegram WAPDA Lahore
No. AD (E-IB)07534/Vol-I-/8810-9009

Copy forwarded as per list ‘B’ for information and guidance.

Sd/-
(Kazim Ali Khan)
Assistant Director (E-I) Wapda

Distribution As Per List ‘B’
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 grounds, 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