

Directorate of Rules (HR&A) WAPDA
Publication No.4
VI (Edition)

**PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY**



**THE PAKISTAN WAPDA EMPLOYEES
(RETIREMENT) RULES, 1979**

(AS AMENDED UPTO JANUARY 2014)

**PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone : 69911/204
Telegrams: WAPDA LAHORE

722-Wapda House,
Lahore
12 November, 1979

No. S/SO (R) 84/23152-23751

OFFICE ORDER

Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979.

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

1. Short Title Application and Commencement

- (a) These Rules may be called The Pakistan Wapda Employees (Retirement) Rules, 1979.
- (b) They shall apply to all Wapda employees except deputationists from the Federal or a Provincial Government or those on probation, or borne on workcharged establishment.
- (c) They shall come into force at once.

2. Definitions

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

- (a) "Authority" means the Pakistan Water and Power Development Authority.
- (b) "Appointing authority" means the officer designated as such in the Delegation of Orders issued by the Authority from time to time.
- (c) "Competent authority" means the Authority, or the appointing authority or an officer designated by the Authority to exercise powers of the competent authority.
- (d) "Employee" means a person who has been directly recruited by the Authority or has been absorbed in the service of the Authority on transfer from, or on termination of his lien in his parent department of the Federal or a Provincial Government, as the case may be.

***13. Retirement from Service**

Notwithstanding anything contrary contained in the order or the letter of appointment of an employee or in the terms of his service or in any other Rules applicable to him, the Wapda Employee shall retire from Service:-

- ^{*2}(a) On such date after he has completed twenty years of service qualifying for pension or other retirement benefits as the competent authority may, in public interest direct; or
- (b) Where no direction is given under Clause (a), on the completion of the sixtieth year of his age.

**Sd/
Brig. (Retd.)
(Muhammad Asghar)
Secretary & GM (Admn) Wapda**

^{*1}Substituted vide o/o No. D (Rules)/07456/36/IV/40331-510, dated 1-11-2001. (Annex-IX)

^{*2}Detailed instructions issued Vide O/O No. S/SD(R)84/13169-13468 dt. 04-05-1980(Annex-I), No. GM(A)/AD(EIA)07027/22892-24011 dt. 26-03-1989 (Annex-III) & No. GM (A)D/(Rules) /07456/36/IV/28151-350 dt 13/15 May, 2006 (Annex-XIV)

OFFICE ORDER**Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979**

Under Rule 3 of The Pakistan Wapda Employees (Retirement) from Service Rules 1979, a Wapda employee holding post in Grade 20 or an equivalent post shall retire from service on such date as the 'competent authority' may, in the public interest, direct. In the case of a Wapda Employee, who is not holding post in Grade 20 or an equivalent post, the 'competent authority' may retire him after he has completed 25 years of service qualifying for pension, gratuity or other benefits. The 'competent authority' can also retire from service such an employee, on his completion of 55 years of his age. In both the cases, such retirement can be made by the 'competent authority' in the public interest.

2. A question has arisen, at what time the 'competent authority' can pass an order of retirement of an employee who has completed 25 years service, or has completed the 55th year of his age. In the case of the first mentioned category, an order of retirement can be passed immediately after the employee has completed 25 years of service, while in the case of second mentioned category, an order of retirement can be passed when an employee has completed *55th year of his age. In both such cases, the decision to retire an employee has to be taken before the employee has completed 25 years of his service or has completed the *55th year of his age, but such a decision will take effect, in the case of the first mentioned category, from the date which would be immediately after he has completed 25 years service and in the case of the second mentioned category on the date when he has completed 55th year of his age.

3. To enable the 'competent authority' to pass an order of retirement, each such case should be initiated, at least three months before the date from which retirement is to take effect and all formalities should be completed, without fail, within the aforesaid period, so that retirement may take effect from the appropriate date.

4. The case of those employees who had completed 25 years of service or had attained the age of 55 years, before the date of promulgation of the aforesaid Rules, falls within the purview of Rule 4 and if no order of retirement of such an employee is passed by the 12th May 1980, he will retire only on attaining the age of 60 years and not earlier, unless he is promoted to a post of Grade 20 or an equivalent post when his case would fall within the purview of sub-paragraph (a) of Rule 3 of 1979.

**Brig (Retd.)
(MUHAMMAD ASGHAR)
Secretary Wapda**

*Clarification on the subject issued vide O.M. No. DG(S&GA)/DD(Rules)/07456/III/8321-9620 dt 15-02-97 (Annex-VII)

No. S/DD (Rules)/07455/7/626-1225

5th January, 1982

OFFICE MEMORANDUM

The Authority is pleased to waive the condition of rendition of Satisfactory Service Certificate required for the grant of pension, gratuity and drawal of Authority's contribution towards Wapda Employees Provident Fund under the Rules to the following categories of its employees:-

- a. Wapda employees retired *or removed from the Service of the Authority without assigning any reason under section 17(1- A) of the Wapda Act;
- b. Wapda employees retired from the Service of the Authority before the completion of 60th year of his age under the Pakistan Wapda Employees (Retirement from Service) Rules, 1979; and
- c. Wapda employees compulsorily retired from the Service of the Authority under the Pakistan Wapda Employees (E&D) Rules, 1978.

**Colonel
(Idrees Mohsin)
Secretary Wapda**

*Added vide Dir: Fin: (Reguls) O.M. No. F.O (B&F)/37-9(75)/II/1476-1626 dated 6-10-1994 (Annex-IV)

OFFICE MEMORANDUM**Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES 1979**

Following guidelines have been approved by the Authority for reviewing employees cases for their retirement on completion of 25 years service qualifying for pension/gratuity or other retirement benefits or attaining 55th year of age under "The Pakistan Wapda Employees (Retirement) Rules 1979".

- (i) Before passing final order of retirement of an employee, the competent authority as defined in "The Pakistan Wapda Employees (Retirement) Rules 1979" on review, shall inform the employee through a notice of the grounds on which it is proposed to make the order and give him an opportunity of showing cause against it (see specimen Notice in Appendix-I)

NOTE:

The Notice will be issued by the competent authority. For Junior Engineers or equivalent officers, it will be served through the offices as defined under Note (a) below Clause- IV. For Senior Engineers or equivalent officers and above, it will be served through the Career Management Cell.

- (ii) In each case, review proceedings shall be finalized before the date of proposed retirement; order retiring the employee on his completing 25 years of service qualifying for pension shall be made soon thereafter, after he has completed the said period. In other cases, retirement order shall be made on the date he attains 55 years of age.
- (iii) Review is to be conducted twice in a calendar year in the months of January and July. Its proceedings should conclude within six months and order of retirement to be passed in the manner as provided in clause (ii) above.
- (iv) Review is to be initiated in the following manner:-
 - (a) Chief Engineer or officers of equivalent status in case of employees holding posts in BPS-1 to 16 will initiate the case on the proforma as per Appendix-II and process the same till its finalization in the prescribed manner. In Case of Junior Engineers or officers of equivalent status and above, the Chief Engineer (Admn) Water, Chief Engineer (Admn) Power, Director General (HR&A) or General Manager Finance (Coord) whosoever may be concerned will initiate the case and process it in the manner given below. Names of such officers in BPS-18 and above will be intimated to the Career Management Cell under Managing Director (Admn) who shall initiate the review case of such officers on the proforma as per Appendix-II to these instructions in accordance with the procedure explained above.

(b) The manner in which review is to be made and finalized shall be as under:-

Sr. #	Posts	Reviewing Committee	Approving Committee	Final Authority	Manner of Approval
1.	Posts in BPS-1 to 16	CE or officer of equivalent status	Three Member Committee of GMs/DGs of the Wing / Common Services concerned nominated by the "Final Authority" for each calendar year.	Member / MD concerned	Approval be obtained by the GM concerned directly.
2.	Jr. Engr / Sr. Engr/ officers of equivalent status	Three Member Committee of GMs/DGs of the Wing / Common Services concerned nominated by the Member / MD concerned for each calendar year.	Member / MD concerned	* ¹ Authority	Approval of the * ¹ full Authority shall be obtained in respect of Junior Engineers and officers of equivalent status by CE (Admn) Power CE (Admn) Water DG (Personnel) Distribution, DG (S&GA) and GM Finance (Coord), as the case may be, and in respect of the level of Senior Engineer or equivalent and above by Career Management Cell through Managing Director (Admn)
3.	SEs/ CEs/ GMs/ MDs or officers of equivalent status	Member / MD concerned and only Member concerned in case of MD	*Authority		Approval of Authority shall be obtained by the CM Cell through MD (Admn)

*¹Word "Full" deleted w.e.f 15-05-1994 vide O.M. No. DD(Rules)/07456/36/III/4536-46011 dated 17-09-1995 (Annexure-V)

Note- I

It shall be the responsibility of the following officers to watch constantly and to ensure that cases of review of Wapda Employees of the status of Junior Engineers or equivalent and above are initiated six months before completing 25 years qualifying service for pension, gratuity or other benefits and of those attaining the age of 55 years till such time the final action/decision of Reviewing/Approving/Final Authorities as the case may be, is obtained:-

1.	Chief Engineer (Admn) Power/Director General (Personnel) Distribution	In respect of employees of Power Wing.
2.	Chief Engineer (Admn) Water	In respect of employees of Water wing
3.	General Manager Finance (Coordination)	In respect of Accounts, Audit and Finance employees of Power, Water and Coordination Wings (including his own office.)
4.	Director General (HR&A)	In respect of employees of Common Services as well as that of the status of Assistant Directors or equivalent and above and including Chief Engineers/ General Managers/Managing Directors and officers of equivalent status.

Note- II

Approving Committee against Serial No. 1 above shall be got constituted by the offices indicated in Note- I above.

Reviewing Committee against Serial No. 2 will be got constituted by the Career Management Cell under Managing Director (Admn)

2. This supersedes all previous instructions issued on this subject.

Signature

BY REGISTERED POST

Subject: SHOW CAUSE NOTICE UNDER RULE 3 OF THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES 1979

The question of your continued retention in Wapda service after completion of 25 years service qualifying for pension and other retirement benefits/completion of 55 years of your age on _____ has been examined by the Competent Authority as defined in Rule 2 (c) "The Pakistan Wapda Employees (Retirement) Rules 1979".

2. From the perusal of your ACR file and other connected record, the Competent Authority has come to the conclusion that it is in the public interest to retire you from service after completion of 25 years of service qualifying for pension, gratuity or other retirement benefits/attaining 55th years of age as on for the following reasons:-

3. Before issuance of the orders under "The Pakistan Wapda Employees (Retirement) Rules 1979" you are hereby required to show cause as to why you should not be retired from Wapda Service with effect from _____.

4. Your reply, if any, should reach the undersigned within 14 days of receipt of this Notice failing which the contemplated action will be taken.

By the order of the Final Authority

Name and Designation of
Competent Authority

APPENDIX-II

Sr. #	Name	Designation	Grade	Previous Service if Counted towards Pension	Wapda Service	Total Pensionable service	Date of Completing 25 years service or attaining the age of 55 years	Recommendations for retirement based on : a. Record b. Personal knowledge c. Reputation d. Poor loyalty/ integrity/ Honesty/ Moral Turpitude	Remarks by Approving Authority if any	Final Decision
1	2	3	4	5	6	7	8	9	10	11

**PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone : 6366911/2287
Telegrams: WAPDA LAHORE

225-Wapda House,
Lahore
Dated 6-10-1994

No. F.O(B&F)/37-9(75)/vol-II/1476-1626

OFFICE MEMORANDUM

Reference Secretary Wapda's O.M. No. S/DD(Rules)07455/7/626-1225 dated 05-01-1982 on the above subject.

2. The Authority has been pleased to add, ab-initio the word "or removed" after the word "retired" appearing in first line of para 1 (a) of the O.M. under reference. The amended O.M. is reproduced on reverse.

(MUHAMMAD FAROOQ MEMON)
Deputy Director Finance
For Director Finance (P), Wapda

CC:

1. All GMs, Wapda
2. Secretary, Wapda with refence to the minutes of the Authority meeting held on 24-03-1994.
3. All CEs, Wapda
4. All PDs, Wapda
5. All Head of Divisions, Wapda
6. Director, SEs, Wapda
7. Director ((I&P), Wapda
8. DG, Wapda Audit

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 8366911/2332
Telegrams; WAPDA LAHORE

332-WAPDA House
Lahore

No. DG(S&GA)/DD(R)/07456/36/III/45361-46011

17th September 1995

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES 1979

Authority has decided to delete the word 'full' before the word 'Authority' wherever occurring in The Pakistan WAPDA Employees (Retirement) Rules 1979.

The above amendment shall take effect from 15-5-1994.

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

Distribution

As per List 'C'.

- 1) Secretary, WAPDA with reference to his O.O No. S/AD (Coord) 03003/NTG/2230-45 dated 26-5-1995.
- 2) Assistant Director (E-IA) S&GA, 301-WAPDA House, Lahore.

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

The Authority has approved the following amendment in the Pakistan Wapda Employees (Retirement) Rules, 1979 with immediate effect:-

I. Existing Rule-3(i) (a) is hereby substituted with the following:-

Rule-3 Notwithstanding anything to the contrary contained in the order or the letter of appointment of an employee or in the terms of service or in any other Rule applicable to him, the Wapda employee shall retire from service:

- a. On the completion of the 60th year of his age, or
 - b. If a Wapda Employee is to be retired from service by the competent authority before the date of his superannuation viz. 60 years, he is to be retired under the Pakistan Wapda Employees E&D Rules, 1978 after observing the prescribed procedure.
2. Rule-3 (i) (b) hereby stands deleted.
 3. Rule-4 is hereby deleted alongwith the note there under.

(Kh. Sajjad Haider)
Director General

No. DG (S&GA)/DD (Rules)/07456/III/8321-9620

Dated 15-02- 1997

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Attention is invited to Office Memorandum No. DG (S&GA)/DD (R)/07456/ 36/III/46562-47861, dated 23-11-1996 by which amendments have been affected in Rule 3 and 4 in the subject Rules. A wrongful impression has developed in the mind of a few that by reason of the amendment made in the Retirement Rules option to proceed on voluntary retirement on or after twenty five years qualifying service has been withdrawn by the Authority.

It is hereby clarified that the amendments dated 23-11-1996 have put an end to review of employees with respect to retention in service on completion of 55th year of their age. The amendment order in no way has barred the employees from opting voluntary retirement on or after completing twenty five years of qualifying service as provided in the Pakistan Wapda Pension Rules, 1977.

(Khawaja Sajjad Haidar)
Director General (S&GA)

OFFICE ORDER

Subject: THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Ref: This O.M No. DG(S&GA)/DD(Rules)/07456/36/III/46562-47861 dt.23.11.1996.

The Authority has decided to substitute the existing Rule-3 of the Pakistan Wapda Employees (Retirement) Rules 1979 with the following to make it in line with the Federal Government Rules.

3. Retirement from Service

Notwithstanding anything to the contrary contained in the order or the letter of appointment of an employee or in the terms of his service or in any other Rule applicable to him. The Wapda employee shall retire from service:-

- (a) On such date after he has completed twenty five years of service qualifying for pension or other retirement benefits as the competent authority may, in public interest direct, or
- (b) Where no direction is given under Clause (a) on the completion of the sixtieth year of his age.

2. No direction under Clause (a) shall be made until the Wapda Employee has been informed in writing of the grounds on which it is proposed to make the direction, and has been given a reasonable opportunity of showing cause against the said direction.

3. Following guidelines have been approved by the Authority for reviewing employee cases for their retirement on completion of 25 years service qualifying for pension/gratuity or other retirement benefits under The Pakistan Wapda Employees (Retirement) Rules 1979:-

- (i) When it comes to the notice of the competent authority that a Wapda Employee has prima facie, ceased to be efficient and that action is warranted against him under Rule-3 of The Pakistan Wapda Employee (Retirement) Rules 1979, it shall cause the case to be referred to a Review Committee stating the facts of the case alongwith supporting documentary evidence. If any, service record of the person in the form attached as Appendix-A and such other record as may be considered relevant to a case for the purpose of making a recommendation about his suitability for further retention in service.

The Review Committee shall comprise the following:-

Posts	Reviewing Committee	Competent Authority	Manner of approval
BPS 1 to 20	<ol style="list-style-type: none"> 1. MF Convener 2. GM (A) Member 3. GM (Int.) Member 4. GM (C&M)W Member 5. GM(C&M)P Member 6. GMF(Power) Member 7. GMF (W) Member 8. Chief Auditor Member 	Chairman	<p>The following shall act as secretary of the Committee in respect of respective wing / cadre:</p> <ol style="list-style-type: none"> 1. Dir. (CM) Coord for BPS-20 officers. 2. Dir (CM) Power for BPS- 18 & 19 officers of Power Wing. 3. Dir (CM) Water for BPS-18 & 19 of Water Wing. 4. Dir (CM) Fin: S&GA for officers of S&GA. 5. CE (Admn) Power for employees in BPS-17 and below in Power Wing. 6. CE (Admn) W for employees in BPS-17 and below in Water Wing. 7. DG (HR&A) for employees in BPS-I7 and below in Common Services in Admn. Accounts, Finance, Audit, Medical Services. 8. Dir. HRD/ Admn/DD (Admn) in respect of employees in BPS-I7 and below in DISCOs / GENCOs / NTDC. <p>Secretary shall be responsible for submission of case to the Committee for review and final order of the competent authority.</p>

- (iii) The Review Committees should examine the case referred to them, and the Committees may recommend retirement in the following cases:-
- (a) Where two or more penalties under The Pakistan Wapda employees (E&D) Rules 1978 have been imposed on a Wapda Employee.
 - (b) Where overall grading of the ACRs is Average and/or where adverse remarks in regard to acceptance of responsibility, integrity, reliability, output of work and behaviour with the public were recorded in the ACRs (duly conveyed to the concerned employee and his representation against it finalized as per rules).
 - (c) Where a Wapda employee is twice recommended for supersession by the Selection Board and the recommendation of the Selection Board is approved by the competent authority.
 - (d) Where other specific and cogent grounds including the following may warrant retirement of a Wapda employee:-
 - (i) persistent reputation of being corrupt;
 - (ii) possessing pecuniary resources and/or property etc. disproportionate to his known sources of income: and
 - (iii) frequent unauthorized absence from duty.
 - (iv) where the Review Committee recommends retirement of

Wapda employees, specific reasons for doing so should be given. The recommendations of the Committee should be submitted for the approval of the competent authority. If the competent authority agrees with the recommendation of the Committee, a show cause notice as per Appendix-B shall be issued to the Wapda employee under Rule-3 of the aforesaid Rules. After receipt of reply to the show cause notice the competent authority shall take the final decision.

4. Review is to be conducted twice in a calendar year in the months of March & September. Its proceedings should conclude within three months.

5. Secretary of Review Committee's shall collect the requisite information and initiate the cases.

(Brig. Naeem Abid)
General Manager (Admn)

**PROFORMA FOR REVIEW OF SERVICE RECORD OF EMPLOYEE
ON COMPLETION OF 25 YEARS QUALIFYING SERVICE FOR PENSION**

1. Name
2. Date of birth
3. Educational Qualification
4. Name of the Wing / Office.
5. Designation
6. Date of joining WAPDA Service.
7. Details of pre-service and in service training.
8. Date of promotion to the present post.
9. Date of completion of 25 years service qualifying for pension
10. Details of Service Record.

a. Synopsis of ACRs

Year	Overall Assessment	Assessment made in the ACR about		
		Quantity and output of work	Integrity	Fitness for Promotion
		a	B	C
1	2	3		

- b. Pen picture recorded in the ACRs during last five years.
- c. Particulars of penalties imposed under The Pakistan Wapda Employees (Efficiency & Discipline) Rules, 1978.

Name of Penalty	Ground of Penalty	No. & date of penalty imposing order
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BY REGISTERED POST

Subject : SHOW CAUSE NOTICE UNDER RULE-3 OF THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

The question of your continued retention in WAPDA service after completion of 25 years service qualifying for pension and other retirement benefits on _____ has been examined by the competent authority as defined in Rule-2 (c) of "The Pakistan WAPDA Employees (Retirement) Rules, 1979".

2. From the perusal of your ACRs file and other connected record, the competent authority has come to the conclusion that it is in the public interest to retire you from service after completion of 25 years of service qualifying for pension and other retirement benefits on _____ for the following reasons:

3. Before issuance of the order as under "The Pakistan WAPDA Employees (Retirement) Rules, 1979" you are hereby required to show cause as to why you should not be retired from WAPDA Service with effect from _____.

4. Your reply, if any, should reach the undersigned within 14 days of receipt of this Notice failing which the contemplated action will be taken.

**Name and Designation of
Competent Authority**

OFFICE ORDER

Subject:- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Reference: This office order No. DG (S&GA)/DD(Rules)075456/36/III/41338-517 dated 9/14-10-2000

The Authority has been pleased to substitute the existing Rule 3 (a) (b) of the Pakistan Wapda Employees (Retirement) Rules, 1979, with the following to bring the same at par with the Federal Government Rules:-

3. Retirement from Service

Notwithstanding anything contrary contained in the order or the letter of appointment of an employee or in the terms of his service or in any other Rules applicable to him, the Wapda employee shall retire from Service:-

- (a) On such date after he has completed twenty years of service qualifying for pension or other retirement benefits as the competent authority may, in public interest direct, or
- (b) Where no direction is given under Clause (a), on the completion of the sixtieth year of his age.

2. Similarly the word and figure of twenty five shall stand substituted by the word and figure of twenty wherever appearing in the Pakistan WAPDA Employees (Retirement) Rules.

**Sd/-
(NASIR MAHMOOD)
Director (Rules)**

OFFICE ORDER**Subject :- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979**

1. In partial modification of Clause 3 (2) of this office order No. GM(A)/DD(Rules)/07456/36/III/41338-517 dated 9/14.10.2000, the Authority has been pleased to reconstitute the following Review Committees to decide review cases of WAPDA Employees on retirement on 20 years service and to seek approval of the proposed competent authorities as mentioned against each:-

DISCOs / GENCOs / NTDC

Post	Reviewing Committee	* ¹ Approving authority
BPS 1 to 18	- Respective CE (Tech) Convener - Director (Tech) Member - Director (HR) Member	Respective CEO of the Company
BPS - 19	- Finance Director Member	Member Concerned
BPS – 20	- Manager (Admn) Member	Chairman WAPDA

WATER WING

Post	Reviewing Committee	* ¹ Approving authority
BPS 1 to 19	- GM (P&D) Convener - GM Fin (Water) Member	Member (Water)
BPS – 20	- CE (C&M) Water Member - Director (Admn) W Member	Chairman WAPDA

POWER WING

Post	Reviewing Committee	* ¹ Approving authority
BPS 1 to 19	- GM (C&M) Power Convener - GM Fin (Power) Member	Member (Power)
BPS – 20	- CE (Admn) Power Member - Director (Admn) P-I Member	Chairman WAPDA

COMMON SERVICES

Post	Reviewing Committee	* ¹ Approving authority
BPS 1 to 19	- GM (Admn) Convener - DG (HR&A) Member	Member (Finance)
BPS – 20	- DG Fin (B&C) Member - Chief Auditor Member - Dir (A&F) O&M Secretary	Chairman WAPDA

2. All competent authorities are requested to dispose off review cases of their employees in the light of above amendment at their own level.

3. Review is to be conducted twice in a calendar year in the months of March and September. Its proceedings should be concluded within three months.

(Nasir Mahmood)
Director (A&F) O&M

*¹Modified Vide O.M. No D(Rules)/07456/36/III/43315-44615 dated 13-07-2004 (Annex-XI)

No. D(Rules)/07456/36/III/43315-44615

Dated July 13, 2004.

OFFICE MEMORANDUM

Subject :- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

A question has been raised as to whether the competent authority for approving the recommendations of the Reviewing Committee to decide the review cases of WAPDA Employee and signing / serving the Show Cause Notice to the concerned employee on the basis of the recommendations of Reviewing Committee will be the same or otherwise.

2. In order to remove the ambiguity it is hereby clarified that the word "Competent authorities" written on the title of Column 3, Para 1 of this office order No. Dir (A&F)O&M/09950(59)/7935-8115 dated 04.02.2003 may be read as "Approving authorities" instead of "Competent Authorities". The Show Cause Notice shall, however, be signed / served by the respective competent authority of the employee concerned.

**(Nasir Mahmood)
Director (Rules)**

No. Dir (A&F)O&M Cell/R-E/1898

Dated 11.09.2004

The Director (Coord) M&S, WAPDA,
711 WAPDA House, Lahore.

Subject: **3RD REVIEW MEETING COMMON SERVICES CADRE AFTER COMPLETION OF
20-YEARS OR MORE SERVICE QUALIFYING SERVICE FOR PENSION**

Ref: Your letter No. GM(M&S)/Admn/10114/2007 dated 04.09.2004.

In this regard, it is to clarify that an employee whose case has once been considered in the Review Committee Meeting for retirement after completion of 20 years or more service qualifying for pension may not be considered again.

(Mian Rifat Mehmood)
Dir (A&F) O&M Cell

NOTIFICATION

Subject :- PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

- Ref: i) O/O No. GM(A)/DD(Rules)/07456/36/III/41338-517 dt. 9/14.10.2000.
ii) O/O No. D(Rules)/07456/36/IV/40331-510 dt. 1.11.2001.
iii) O/O No. D(A&F)O&M/09950(59)/7935-8115 dt. 4.2.2003.
iv) O/O No. D(Rules)/07456/36/III/43315-44615 dt. 13.7.2004.
v) O/O No. D(A&F)O&M/6911-70 dt. 28/29.01.2004.

1. The service review of WAPDA employees on completion of 20 years service under Pakistan Wapda Employees (Retirement) Rules, 1979 (amended from time to time) is to be carried out twice in a calendar year in the months of March and September. The objective of service review boards is to eliminate inefficient, unwilling and corrupt workforce from time to time from the department.

2. It has been observed by the Authority that despite repeated reminders, the instructions as contained in above referred office orders are not being adhered to by the Secretaries of the Review Committees in its true letter and spirit and the boards are not being convened regularly.

3. In order to streamline the matter, it has been decided that:-

- a. Service review of employees will be conducted as per reconstituted Service Review Committees placed at Appendix-A.
- b. In case of Grade-18 officers serving in DISCOs / GENCOs / NTDC, the reviewing authority will be respective CEOs and approving/competent authority will be the Member concerned.
- c. The service review boards for the period March 2006 be convened by 31st May, 2006, if not held in March 2006.

4. As desired by the Authority, respective Members are requested to ensure and obtain progress.

Brig (R)
General Manager (Admn)
(Muhammad Najam us Saqib)

REVISED SERVICE REVIEW COMMITTEES**A. DISCOs / GENCOs / NTDC**

Post	Reviewing Committee	Approving authority
BPS 1 to 17	- Tech Dir / CE - Operation Director - HR&A Director - Finance Director - Manager (HR)	Convener Member Member Member Secretary
BPS 18 to 19	- CEO - Operation Director - HR&A Director - Finance Director - Manager (HR)	Convener Member Member Member Secretary
BPS-20	- Member (Power) - Member (Finance) - Member (Water) - GM Fin (Power) - Director (CM) Coord	Convener Member Member Member Secretary
		Respective CEO of the Company Member (Power) Chairman WAPDA

B. WATER WING

Post	Reviewing Committee	Approving authority
BPS 1 to 19	- GM (P&D) - GM Fin (Water) - GM/CE (C&M) Water - Director (Admn) W	Convener Member Member Secretary
BPS - 20	- Member (Water) - Member (Finance) - Member (Power) - GM(Admn) - Director (CM) Coord	Convener Member Member Member Secretary
		Member (Water) Chairman WAPDA

C. POWER WING

Post	Reviewing Committee	Approving authority
BPS 1 to 19	- GM (C&M) Power - GM Fin (Power) - CE (Admn) Power - Director (Admn) P-I	Convener Member Member Secretary
BPS - 20	- Member (Power) - Member (Finance) - Member (Water) - GM(Admn) - Director (CM) Coord	Convener Member Member Member Secretary
		Member (Power) Chairman WAPDA

D. COMMON SERVICES

Post	Reviewing Committee	Approving authority
BPS 1 to 19	<ul style="list-style-type: none"> - GM (Admn) Convener - DG (HR&A) Member - DG Fin (B&C) Member - Chief Auditor Member - Dir (A&F) O&M/ Secretary Dir (CM) Coord 	Member (Finance)
BPS - 20	<ul style="list-style-type: none"> - Member (Finance) Convener - Member (Power) Member - Member (Water) Member - GM(Admn) Member - Director (CM) Coord Secretary 	Chairman WAPDA

NOTE:

1. The competent authorities to issue Show Cause Notice (as per specimen attached Appendix-B) and impose penalties on the employees will be the same as per E&D Rules.
2. Review is to be conducted twice in a calendar year in the months of March and September. Its proceedings should be concluded within three months.

BY REGISTERED POST

Subject: SHOW CAUSE NOTICE UNDER RULE 3 OF THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

The question of your continued retention in WAPDA service after completion of 25 years service qualifying for pension and other retirement benefits on _____ has been examined by the competent authority as defined in Rule-2 (c) of "The Pakistan WAPDA Employees (Retirement) Rules, 1979".

2. From the perusal of your ACRs file and other connected record, the competent authority has come to the conclusion that it is in the public interest to retire you from service after completion of 25 years of service qualifying for pension and other retirement benefits on _____ for the following reasons:

3. Before issuance of the order under "The Pakistan WAPDA Employees (Retirement) Rules, 1979", you are hereby required to show cause as to why you should not be retired from WAPDA Service with effect from _____.

4 Your reply, if any, should reach the undersigned within 14 days of receipt of this Notice failing which the contemplated action will be taken.

**Name and Designation of
Competent authority**

No. GM(A)/D(Rules)/07456/36/IV/28151-350

Dated: 13/15 May, 2006

OFFICE MEMORANDUM

Subject:- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Ref:- Office Order No. D(Rules)/07456/36/IV/40331-510 dated 01.11.2001 and notification No. GM(A)/D(A&F)O&M/26421-641 dated 18.04.2006.

1. There is a misperception sporadically that a person can be considered for weeding out on completion of 20 years (and not thereafter). It is clarified that a person can be so considered on completion of 20 years service qualifying for pension, or anytime thereafter till retirement, subject to the criteria laid down for his inclusion in Service Review Board proceeding.
2. This must be ensured in conjunction with our letter referred above.

**Brig (R)
General Manager (Admn)
(Muhammad Najam us Saqib)**

No. Dir (A&F) O&M/31676-876

Dated 13 June, 2006

OFFICE ORDER

Subject :- PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979

Ref: This office notification No. GM(A)/D(A&F)O&M/26421-641 dated 17/ 18.04.2006.

Director (Estab) S&GA will be Member (in attendance) in all the Reviewing Committees of BPS-20 officers appearing in Appendix-A to the above referred notification and will present the record relating to disciplinary cases of the potential officers in the meeting.

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

No. DG/Dir(A&F)O&M/44918

Dated 21 August 2006

NOTIFICATION

Subject :- CONDUCTING OF SERVICE REVIEW BOARDS UNDER WAPDA EMPLOYEES (RETIREMENT), RULES, 1979

Ref: Office notification No. GM(A)/D(A&F)O&M/26421-641 dated 17/18-04.2006.

1. The Service Review Boards for the year 2006 were to be conducted in May and September, 2006 in terms of above referred notification.

2. It has been decided that Service Review Board which was scheduled to be held by 31-5-2006, will now be conducted alongwith the Service Review Boards of September, 2006.

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

**PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone : 99202523 & 99202211/2208
Fax: 99203532

Office of DG (HR&Admn)
O&M Directorate
208-Wapda House, Lahore

No. Dir. (O&M)/09950 (59)/23490-640

Date: 19-12-2012

OFFICE ORDER

Subject:- THE PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES, 1979.

In supersession of this Office Order No. Dir. (A&F) O&M/09950 (59)/7935-8115 dated 04/02/2003 and partial modification of Clause 3 (ii) of Office Order No. GM (A)/DD (Rules)/07456/36/III/41338-517 dated 9/14. 10. 2000, the Authority has been pleased to reconstitute the following Review Committees to decide review cases of WAPDA employees on retirement on 20 years service and to seek approval of the proposed competent authorities as mentioned against each;

Wing	Post	Reviewing Committee	Approving authority
Water	BPS 1 to 17	- GM (P&D) Convenor - GM Fin (Water) Member - CE (C&M) W Member - Dir. (Admn) Water Secretary	Member (Water)
	BPS 18 to 19	- GM (P&D) Convenor - GM Fin (Water) Member - GM/CE (C&M) W Member - DG (CM) Water Secretary	Member (Water)
	BPS 20	- Member (Water) Convenor - Member (Finance) Member - Member (Power) Member - MD (A)/GM (A) Member - Dir. (CM) S&C Secretary	Chairman WAPDA
Power	BPS 1 to 16	- GM (Hydel) Operation Convenor - GM Fin (Power) Member - DG (HR & Admn) Member - Dir. (Admn) Hydel Secretary	Member (Power)
	BPS 17 to 19	- GM (Hydel) Operation Convenor - GM Fin (Power) Member - DG (HR & Admn) Member - Dir. (CM) P (H) & F Secretary	Member (Power)
	BPS 20	- Member (Power) Convenor - Member (Finance) Member - Member (Water) Member - MD (A)/GM (A) Member - Dir. (CM) S&C Secretary	Chairman WAPDA

Common Services	BPS 1 to 17 (Finance, Accounts & Audit)	- GM Fin (Coord) - DG (HR & Admn) - Chief Auditor - Dir. Fin (A &R)	Convenor Member Member Secretary	Member (Finance)
	BPS 1 to 16 (Excluding Fin, Accounts & Audit)	- MD (A)/GM (A) - DG (HR & Admn) - DG (MS) - Dir. (Estb) HR & Admn	Convenor Member Member Secretary	Member (Finance)
	BPS 17 to 19 (Excluding- BPS-17 of Fin, Acctts & Audit)	- MD (A)/GM (A) - DG (HR & Admn) - DG (MS) - Dir. (CM) S&C	Convenor Member Member Secretary	Member (Finance)
	BPS-20 (All cadres of Common Services)	- Member (Finance) - Member (Power) - Member (Water) - MD (A)/GM (A) - Dir. (CM) S&C	Convenor Member Member Member Secretary	Chairman WAPDA

2. All competent authorities are requested to dispose off review cases of their employees in the light of above amendment at their own level. Review is to be conducted twice in a calendar year in the months of March and September, its proceedings should be concluded within three months.

Director (O&M) WAPDA

Distribution:
As per List "B".