

**Directorate of Rules (S&GA) WAPDA
Publication No. 4 VI
(Edition)**

**PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY**



**The Pakistan Wapda
Employees
(Retirement) Rules, 1979**

(AS AMENDED UPTO 01-06-2001)

**PAKISTAN WATER AND
POWER DEVELOPMENT AUTHORITY**

Telephone: 69911/204

722-Wapda House,
Lahore

Telegrams : WAPDA 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) from Service 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.

*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

◆Substituted vide O/O No. D (Rules)/07456/36/IV/40331-510, dated 1-11-2001.

(b) Where no direction is given under Clause (a), on the completion of the sixtieth year of his age.

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

**PAKISTAN WATER AND POWER DEVELOPMENT
AUTHORITY**

Telephones: 310549 69911/204

722-Wapda House,

Telegrams : WAPDA LAHORE

Lahore

No. S/SO (R) 84/13169-13468

4th May, 1980

OFFICE ORDER

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

Under Rule 3 of the Pakistan Wapda Employees (Retirement) from Service Rules 1979, a Wapda employee holding post in Grade 20 or an equivalent post shall retire from service on such date as the 'competent authority' may, in the public interest, direct. In the case of a Wapda employees 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

Annexure- III

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 69911/233/54911
Telegrams WAPDA LAHORE

Services and Gen. Admn.
716-Wapda House, Lahore

No. GM (A)/AD (E-IA)/07027/22892- 24011

Dated 26th March, 1989

OFFICE MEMORANDUM Subject: THE

PAKISTAN WAPDA EMPLOYEES (RETIREMENT) RULES 1979

Following guidelines have been approved by the Authority for reviewing employees cases for their retirement on completion of 25 years service qualifying for pension/gratuity or other retirement benefits on 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--1)

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-1 below Clause-IV. For Senior Engineers of equivalent officers and above, it will be served through the Career Management Cell.

- (ii) In each case, review proceedings shall be finalised 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 BSP-1 to 16 will initiate the case on the proforma as per Appendix-II and process the same till its finalisation 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 (S&GA) 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 BSP-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 finalised shall be as under -

Sr. No.	Posts	Reviewing Committee	Approving Committee	Final Authority	Manner of Approval
1.	Posts in BSP-1 to 16	Chief Engineer 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/ Managing Director concerned	Approval be obtained by the General Manager concerned directly.
2.	Junior Engineer/ Senior Engineer/ officers of equivalent status	Three Member Committee of GMs/ DGsof the Wing/ Common Services concerned nominated by the Member/ Managing Director concerned for each calendar year	Member/ Managing Director concerned	◆Authority	Approval of the full Authority shall be obtained in respect of Junior Engineers and officers of equivalent status by Chief Engineer (Admn) Power CE(Adm.) Water Director General Personnel) Distribution Director General (S&GA) and General Manager 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)

Word "Nil" deleted we.I. 15-05-1994 vide O/M. No. 1)1) (Rules)/(07456/36/III/4536-46)I 1 dated 17-09-1995.

Annexure- III

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 69911/233/54911
Telegrams WAPDA LAHORE

Services and Gen. Admn.
716-Wapda House, Lahore

No. GM (A)/AD (E-IA)/07027/22892- 24011

Dated 26th March, 1989

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

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

- (i) Before passing final order of retirement of an employee, the competent authority as defined in "The Pakistan Wapda Employees (Retirement) Rules 1979" on review, shall inform the employee through a notice of the grounds on which it is proposed to make the order and give him an opportunity of showing cause against it (see specimen Notice in Appendix--1)

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-1 below Clause-IV. For Senior Engineers of equivalent officers and above, it will be served through the Career Management Cell.

- (ii) In each case, review proceedings shall be finalised 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 BSP-1 to 16 will initiate the case on the proforma as per Appendix-II and process the same till its finalisation 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,

Sr. No.	Posts	Reviewing Committee	Approving Committee	Final Authority	Manner of Approval
3.	Superintending Engineers/ Chief Engineers/ General Managers/ MDs or officers of equivalent status	Member/ Managing Director concerned and only Member concerned in case of Managing Director	Authority		Approval of Authority shall be obtained by the Career Management Cell through MD (Admn)

Note-1

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, RS 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 (S&GA) 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. 10 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.

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

APPENDIX-I

BY REGISTERED POST

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

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

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

3. Before issuance of the orders under "The Pakistan Wapda Employees (Retirements Rules 1979" you are hereby required to show cause as to why you should not be retired from WapdaService 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**

Annexure-IV

**PAKISTAN WATER AND POWER DEVELOPMENT
AUTHORITY**

Phones: 6314296-6366911/2332
Grams: WAPDA LAHORE

Service & General (Admn),
332-Wapda House,

Lahore

No. DG (S&GAVDD)/(Rtiles) 07456/36/111/45562-47861

23rd November. 1996

OFFICE MEMORANDUM Subject: THE

PAKISTAN WAPDA EMPLOYEES RETIREMENT RULES, 1979

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

1. Existing Rulc-3(i) (a) is hereby substituted with the following:-

Rulc-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. Rulc-3 (i) (b) hereby stands deleted.

1. Rulc-4 is hereby deleted along with the note there under.

(Kh. Sajjad Haider)
Director General

Distribution:

1. As per list D'
2. **Secretary** Wapda, with reference to his U.O. No. S/AD (Coord)/(30)/3/MTG/3667-37(1), dated 04-11-1996.
3. Assistant Director (E.IA) S&GA, Wapda, 301-Wapda House, Lahore with reference to his letter No. AD (E.IA)/07074/44286-87, dated 18-11-1996.

**Annexure-V PAKISTAN WATER
AND POWER DEVELOPMENT AUTHORITY**

Phones: 6366911/2332
Telegrams : WAPDA LAHORE

332-Wapda House
Lahore.

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)

Distribution

1. As per List'D'
2. Secretary Wapda with reference to his letter No. S/AD (Coord) 03005/MTG/4159, daicd 21-12-1996.
3. Assistant Director (E.IA) S&GA, Wapda, Wapda House, Lahore.

**PAKISTAN WATER AND POWER
DEVELOPMENT AUTHORITY
ADMINISTRATION**

Phones : 9202544-9202211 ill 17
Fax : 9202068
Grams : WAPDA LAHORE

General Manager

717-Wapda House,
Shahrah-i-Quaid-i-A/am.
Lahore

No GM (Admn)/DD (Rules) 07456/36/FII/41338-517

Dated 09/14-10-2000

OFFICE ORDER

Subject: THE PAKISTAN WAPDA EMPLOYEES RETIREMENT RULES. 1979

Ref: This office O.M. No. DC, (S#(tA)/DD (Rules) 07456/36/111/46562-47861, dated 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.

J. 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 Wapda Employees (Retirement) Rules 1979:-

(i) When it comes to the notice of the competent authority that a Wapda employee has, priina 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 Annxurc-I, 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.

(ii) The Review Committee shall comprise the following:-

Posts	Reviewing Committee	Competent authority	Manner of approval
BPS-I to 20	<ol style="list-style-type: none"> 1. Member (Finance) 2. GM (Admn) 3. GM(Int) 4. GM (C&M) Water 5. GM (C&M) Power 6. GMF (Power) 7. GMF (Water) 8. Chief Auditor 	<p>Convener Member Member Member Member Member Member Member</p>	<p>Chairman</p> <p>The following shall act as secretary of the Committee in respect of respective wing/cadrc:</p> <ol style="list-style-type: none"> 1. Dir. (CM) Coord for BPS-20 officers. 2. Dir (CM) Power for BPS- IH & 19 officers of Power Wing. 3. Dir (CM) Water for BPS-IX & 19 of Water Wing. 4. Dir (CM) Fin: SAGA for officers of S&GA. 5. CE (Admn) Power for employees in BPS-17 and below in Power Wing. 6. CE (Admn) Water for employees in BPS-17 and below in Water Wing. 7. DG (S&GA) for employees in BPS-17 and below in Common Services in Admn. Accounts, Finance, Audit, Medical Services. 8. Dir. HRD/Admn/DD (Admn) in respect of employees in BPS-17 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** Committee 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 197S. **have** been imposed on a Wapda Employees.
- (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 finalised 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 unauthorised absence from duty.
 - (iv) Where the Review Committee recommends retirement of Wapda Employees, specific reasons for doing so should be given. The recommendation of the Committee should be submitted for the approval of the competent authority. If tie- S competent authority agrees with the recommendation of the Committee, a show cause notice as per **Annex lire-11** 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. Naccm Abid)
General Manager (Admn) ***

Distribution:

As per **List*B'**
Secretary Wapda. with reference to his office diary No. 3150, dated 10-10-2000.

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

1 N. No.

2 I, He/She/His/Her

3 **Qualifications**

4 **Name** of (the Wing/Office

5 Designation

6 Date of joining Wapda service

7 Details of previous 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**

(i) Synopsis of ACRs

Year	Overall Assessment	Assessment made in the ACR about		
		Quantity and out put of work	Integrity	Fitness for promotion
		a	b	c
2				

(h) Pen picture recorded in the ACRs during last five years.

(c) Particulars of penalties imposed under The Pakistan Wapda **Employees (Discipline) Rules 1978**

Name of Penalty	Ground of Penalty	No. & date of penalty imposing order

Annexure-II

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 sen ice **after** completion of 25 veins sen ice (ii;ilifit£ lor pension **and** other retirement **benefits on** _____ **has been examined by the competent authority' as defined in Rulc-2 (c) of "The Pakistan WAPDA Employees (Retirement) Rules.**

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 sen ice after completion of **25 years of sen ice ijualifv hi£** for pension and other retirement benefits on _____ for the **following** reasons -

Before issuance of the order as under "The Pakistan WAPDA **Employees** (Retirement) Rules **1979"**, you arc **herein** required to show cause as to **why** you should **not** be retired from WAPDA Sen ice with **ell eel** from

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

Name and Designation of
competent **authority**

**Annexure-VII PAKISTAN WATER
AND POWER DEVELOPMENT AUTHORITY**

Phones: 9202508 & 9202211/2309
Grams: WAPDA LAHORE

309-Wapda House, Lahore
Dated: 01-11-2001.

No. D(Rules)/07456/36/IV/40331-510

OFFICE ORDER

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

Reference : This office order No. DG (S&GA)/DD(Rules)075456/36/IU/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 Services

- (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)

Distribution

As per list "D"