

Directorate of Rules (HR&A) WAPDA
Publication No.2
VI (Edition)

Pakistan
Water And Power
Development authority



**The Pakistan Wapda Employees
(Conduct) Rules, 1978**

(AS AMENDED UPTO JANUARY 2014)

**PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones: 69911/352
Telegrams: WAPDA LAHORE
No. SO (R&CM)-35 (WECR)/489-1049

6th Floor,
Wapda House, Lahore.
Dated May 10, 1978.

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 rules namely:

**THE PAKISTAN WAPDA EMPLOYEES
(CONDUCT) RULES, 1978**

1. Short Title and Commencement

- (1) These rules may be called the Pakistan Wapda Employees (Conduct) Rules, 1978.
- (2) They shall come into force at once.

2. Extent of Application

These rules shall apply to all directly recruited Wapda employees, including those engaged on contract/re-employed, except the officials / officers serving the Authority on deputation.

3. Definition

1. In these rules, unless there is anything repugnant in the subject or context:
 - (a) "Authority" means, Pakistan Water and Power Development Authority;
 - (b) "Employee" means, an employee to whom these rules apply;
 - (c) "Members of a Wapda employee's family" includes:
 - (i) his wife/wives, real/step children, residing with him and wholly dependent upon him.
 - (ii) any other relation of the Wapda employee or his wife, when residing and wholly dependent upon him.
2. Reference to a wife in clause (c) of sub-Rule (1) shall be construed as reference to the husband where the Wapda employee is a woman.

4. Gifts

- (1) Save as otherwise provided in the Federal Government Instructions, no Wapda employee shall accept or permit any member of his/her family to accept from any person any gift, the receipt of which will place him/her under any form of official obligation to the donor.
- (2) If any question arises whether receipt of a gift places a Wapda employee under any form of official obligation to the donor, the decision of the Authority thereon shall be final.

***¹ 5. Acceptance of Foreign Awards**

No Wapda employee shall except with the approval of the Chairman, Wapda, accept a foreign award, title or decoration.

*¹ Detail instruction issued vide endorsement No. DG (S&GA)/D/(Rules)/07456/23/25703-883 dated 28-06-2000 (Annex-XXIV)

Explanation:- For the purposes of this Rule, the expression "approval of the Chairman" means prior approval in ordinary cases and ex-post-facto approval in special cases where sufficient time is not available for obtaining prior approval.

6. Public Demonstration in Honour of Wapda Employee

No Wapda employee shall encourage meetings to be held in his/her honour or presentation of addresses of which the main purpose is to praise him/her.

7. Gift to Medical Officers

Subject to the departmental rules in this behalf, a medical officer may accept any gift of moderate value offered in good faith by any person or body of persons in recognition of his/her professional services.

8. Subscriptions

No Wapda employee shall except with the previous sanction of the Authority, ask for, or accept, or in any way, participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

9. Lending and Borrowing

(1) No Wapda employee shall lend money to, or borrow money from, or place himself/herself under any pecuniary obligation to, any person within the local limits of his/her authority or any person with whom he/she has any official dealings:

Provided that a Wapda employee may:-

- (i) Deal in the ordinary course of business with a joint-stock Co., bank or a firm of standing or the House Building Finance Corporation;
- (ii) Accept a purely temporary loan of small amount, free of interest, from a personal friend or the operation of a credit account with a bonafide tradesman.

(2) When a Wapda employee is appointed or transferred to a post of such a nature that person from whom he/she has borrowed money or to whom he/she otherwise placed himself/herself under a pecuniary obligation will be subject to his/her official authority, or will reside, possess immovable property, or carry on business within the local limits of such authority, the Wapda employee shall forthwith declare the circumstances, if he is an officer in NPS-16 and above to the Authority, through the usual channel, and where he is in NPS-15 and below to the head of his office.

***¹ 10. Buying and Selling of Valuable Property, Movable and Immovable.**

10(1) A Wapda employee who intends to transact any purchase, sale or disposal by other means of moveable or immovable property exceeding in value of Rs. 500,000/- (Five Hundred thousand rupees only) in case of officer in Grade-16 and above and Rs. 100,000/- (One hundred thousand rupees only), in case of employees in Grade-15 and below with any person shall apply for ^{*2}permission to the Head of the Division or the Authority as the case may be. Any such application shall state fully the circumstances, the price offered or demanded and in the case of disposal otherwise than by sale, the method of disposal. Thereafter such Wapda employee shall act in accordance with such orders as may be passed by the Authority;

^{*1}Substituted vide O.M. No. DG (S&GA) D(R)/07456/23/23047-24347 dt.20.03.06 (Annex-XXVI)

^{*2}Competent authorities for according permission declared vide office order dt 23-11-1996 (Annex-XVI)

PROVIDED that all transactions with a person, who is an official subordinate of the Wapda employee should be reported to the next higher authority.

EXPLANATION:- In this Rule the term "Property" includes agricultural or urban land, bonds, shares or securities but does not include a plot purchased for the first time for building a house from a Co-operative Housing Society or a Government Housing Scheme.

- 10(2) A Wapda employee who intends to acquire more than one plot from one or more Cooperative Housing Societies or Government Housing Schemes or intends to dispose off any of plot acquired by him as such shall obtain prior permission of the competent authority, as the case may be, in the manner specified in sub Rule (1).

10-A. Construction of Building, etc,

No Wapda employee shall construct a building, whether intended to be used for residential or commercial purposes, except with the previous sanction of the Authority obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

***1 11. Declaration of property**

Every Wapda employee shall submit to the Authority through the usual channel upto 15th July of each calendar year, an annual declaration of income, Assets and Expenses for each financial year (1st July to 30th June) on a new prescribed Proforma (Annex-A). The same duly filled in and signed shall be forwarded by the employee to their respective Head Offices, detailed as under:-

- | | |
|-----------------------------------|---|
| (1) For officers BPS 20 and above | DG (HR&A) |
| (2) For officers BPS 16 to 19 | GM (C&M) Water
*2GMF (Coord.) including offices of GMF P/W
CE (Admn) P
Chief Auditor
Dir (Est.) |
| (3) For official BPS 1 to 15 | Respective GM/CE/Directors |

"The Proforma shall be opened in the relevant offices, as above, each year and entered in the database of each employee's Assets, Income, Expenses keeping it updated and complete in all respects".

12. Disclosure of Assets, immovable, Movable and Liquid

A Wapda employee shall, as and when he/she is so required by the Authority, by a General, or Special order, furnish information as to his/her assets, disclosing liquid assets and all other properties, immovable or movable, including, shares, certificates, insurance policies, cash and jewellery.

*1 Substituted Vide O.M.No. S/DD (Rules)/07456/23/23047-24347 dt. 20.3.06 (Annex-XXVI)

*2 Post upgraded vide O.O No. SO (IMPL.)/12-29/Ins/Vol-I/7715-643 dt 24.5.12 (Annexure-)

13. Speculation and Investment

(1) No Wapda employee shall speculate in investments. For the purpose of this sub-rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

(2) (a) No Wapda employee shall make, or permit any member of his/her family to make, any investment likely to embarrass or influence him/her in the discharge of his/her official duties. .

*¹(b) All Wapda employees shall furnish a declaration to the effect that :-

- (i) None of his/her family members will engage in any contractual business with the Authority.
- (ii) If any of his/her near relatives, not covered under (i) above, engage in any such business with Wapda, he/she shall inform the authority about it.

*²Note: Dependents of WAPDA employees will not seek employment in firms/companies doing business with WAPDA

(3) No Wapda employee shall make any investment information of the value of which is available to him/her as a Wapda employee and is not equally available to the general public.

(4) If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-rules, the decision of the Authority thereon shall be final.

*³ 13-A No Wapda employee shall take up a course of study during evening at educational institutions without the prior permission of his appointing authority. No such permission shall be granted unless the competent authority is satisfied that the prosecution of studies will not interfere with the Wapda employee's official duties. Such permission may be withdrawn if the competent authority is convinced that the Wapda employee is taking part in politics or prosecution of such studies is interfering with the satisfactory performance of his duties.

*⁴ For both the Ph. D / Master Degree to execute a bond of Rs.50,000/- for two years where expenses are reimbursed by WAPDA.

*⁴ **Surety Bond at Own Expense:**

For Ph. D: To execute a bond to serve for 3 years or to pay Rs.200,000/-

For Master Degree: To execute a bond to serve for 2 years or to pay Rs.100,000/-

*⁵ Clarification

Rules 13-A of the "Pakistan Wapda Employees (Conduct) Rules, 1978" is quite clear. Permission of the appointing authority is not required in case an employee intends to appear in an examination as a private candidate and does not seek admission in the evening classes.

*¹Added Vide O.M No. DG (S&GA)/DD(R)/07456/23/36168-37467 dated 25-09-97 (Annexure-XVII)

*²O.O No. GM (A)/AD(EI-A)/37507-38806 dt 9/14th Oct. 1999 (Annexure-XX)

*³Added Vide OM. No. S/DD (Rules)/07456/22/Vol-II/66588-67367, dated 31.8.83 (Annexure-V)

*⁴D/DD(Rules)/07456/46/44053-700 dt. 29.11.2007 (Annexure-XXVIII)

*⁵Clarification issued vide No. DG/DD(R)/07456/23/318 dt. 20.5.1985 (Annexure-X)

14. Private Trade, Employment or Work

(1) No Wapda employee shall except with the previous sanction of the Authority, engage in any trade, or undertake any employment or work, other than his/her official duties :

Provided that he/she may without such sanction undertake honorary work of a religious social or charitable nature or occasional work of a literary or artistic character. subject to the condition that his/her official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his/her position or obligation as a Wapda employee; but he/she shall not undertake or shall discontinue such work if so directed by the Authority. A Wapda employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of the Authority:

Provided further that a Wapda employee (below Grade-16) may, without such sanction, undertake a small enterprise which absorbs family labour and where he/she does so, shall file details of enterprise, alongwith the declaration of assets.

(2) Notwithstanding anything contained in sub-rule (1), no Wapda employee shall associate himself/herself with any private trust, foundation *¹Housing Society or similar other institution which is not sponsored by the Authority/Government.

(3) This rule does not apply to sports activities and membership of recreation clubs.

14-A. Subletting of Residential Accommodation Allotted by the Authority

No Wapda employee shall, except with the prior permission of the Authority, sublet residential accommodation or any portion thereof, let to him/her by the Authority.

14-B. Wapda Employee not to Live Beyond his Means etc.

No Wapda employee shall live beyond his/her means or indulge in ostentation on occasions of marriage or other ceremonies.

15. Insolvency and Habitual Indebtedness

A Wapda employee shall avoid habitual indebtedness. If a Wapda employee is adjudged or declared insolvent or if the whole of that portion of his/her salary which is liable to attachment, is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum, which, in ordinary circumstances, he/she cannot repay within a period of two years, he/she shall be presumed to have contravened this rule unless he/she proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence he/she could not have foreseen, or over which he/she had no control and has not proceeded from extravagant or dissipated habits.

(2) A Wapda employee who applies to be or is adjudged or declared insolvent, shall forthwith report his/her insolvency to respective Head of the Division/Authority, as the case may be.

16. Unauthorized Communication of Official Documents or Information

No Wapda employee shall, except in accordance with any special or general order of the Authority, communicate directly or indirectly any official information or the contents of any official

*¹Added vide O.M. No. DG (S&GA)/DD (R)/07456/22/III/51134-52409 dt. 21-09-92 (Annex-XV)

documents, to a Wapda employee not authorized to receive it, or to a non-official person, or to the press.

17. Approach to Members of the Assemblies, etc.

No Wapda employee shall, directly or indirectly, approach any Member of the National Assembly or Provincial Assembly or any other non-official person, to intervene on his/ her behalf, in any matter.

***¹ 17 -A. Approach to President/Senior Officers of the Government**

No Wapda Officer/employee should address representations direct to the President of Pakistan/Senior Officers of the Government.

18. Management etc., of Newspapers or Periodicals

No Wapda employee shall, except with the previous sanction of the Authority, own wholly, or in part, or conduct, or participate in the editing, or management of any newspaper or other periodical or publications. .

19. Radio Broadcast or T.V. Programme and Communications to the Press

No Wapda employee shall, except with the previous sanction of the Authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast or T.V. Programme, or contribute any article or write any letter, either anonymously or in his/her own name, or in the name of any other person, to any newspaper or periodical:

Provided that such sanction shall generally be granted, if such broadcast or T.V. Programme, or such contribution, or letter is not, or may not be considered likely to jeopardize the integrity of the Wapda employee, the security of Pakistan or friendly relations with foreign States, or to offend public order, decency or morality, or to amount to contempt of court, defamation or incitement to an offence:

Provided further that no such sanction shall be required if such broadcast or T.V. Programme or such contribution or letter is of a purely literary artistic or scientific character.

19-A Where a Wapda employee submits the draft of a literary, artistic or scientific article or book for obtaining previous sanction for its publication, he shall be informed within three months of his doing so whether he has or has not such sanction; and, if no communication is issued to him within that period, he shall be entitled to presume that the sanction asked for has been granted.

***² 20. Publication of Information and Public speeches capable of embarrassing the Authority/Government**

No Wapda employee shall, in any document, published or in any public utterance, or T.V. Programme or in any Radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the Authority/Government:

*¹ Added vide OM. No. S/DD (Rules) 07456/22/Vol.III/111605-2404, dated 24-12-1984 (Annex-IX)

*² Substituted Vide OM. No. S/DD (Rules)/07456/22/312-1191 dated 3-1-1984 (Annex-VII)

Provided that technical staff (of all grades) may publish research papers on technical subjects if such papers do not express views on political issues, or on the Authority's/ Government's policy and do not include any information of a classified nature.

21. Evidence before Committee

(1) No Wapda employee shall give evidence before a public committee, except with the previous sanction of the Authority.

(2) No Wapda employee, giving such evidence, shall criticize the policy or decision of the Authority.

(3) This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

22. Taking Part in Politics and Elections

(1) No Wapda employee shall take part in, subscribe in aid of, or assist in any way, any political movement in Pakistan, or relating to the affairs of Pakistan.

(2) No Wapda employee shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement or indirectly to be, subversive of Government as by law established in Pakistan.

(3) No Wapda employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body, whether in Pakistan, or elsewhere:

Provided that a Wapda employee who is qualified to vote at such election may exercise his/her right to vote; but if he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote, or has voted.

(4) No Wapda employee shall permit any member of his/her family to act in a manner in which he/she himself/herself is not permitted by sub-rule (3) to act.

(5) A Wapda employee who issues an address to electors, or in any other manner, publicly announces himself/herself, or allows himself/herself to be publicly announced as a candidate or prospective candidate for election to a legislative body, shall be deemed for the purpose of sub-rule (3) to have taken part in an election to such body.

(6) The provisions of sub-rule (3) and (5) shall so far, as may be, apply to elections to local authorities or bodies, save in respect of Wapda employees required or permitted by, or under any law or order of the Authority, for the time being in force, to be candidates at such elections.

(7) If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Authority thereon shall be final.

23. Propagation of Sectarian Creeds, etc.

No Wapda employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favouritism, as are likely to affect his/her integrity in the discharge of his/her duties, or to embarrass the administration, or create feelings of discontent or displeasure amongst the Wapda employees.

23-A. Wapda Employees not to express views against ideology of Pakistan

No Wapda employee shall express views detrimental to the ideology or integrity of Pakistan.

***¹ 23-B. Wapda Employees not to take part in or assist, any public demonstration against Government/Wapda decisions etc.**

No Wapda employee shall take part in, or in any manner assist, any public demonstration directed against a Government / Wapda decision or policy or permit any member of his family dependent upon him to do so.

24. Nepotism, Favouritism and Victimization, etc.

No Wapda employee shall indulge in provincialism, parochialism, nepotism, favouritism or wilful abuse of office.

25. Vindication by Wapda Employees of their Public Acts or Character

(1) A Wapda employee may not, without the previous sanction of the Authority, have recourse to any Court or to the Press, for the vindication of his/her public acts or character, from defamatory attacks. When the Authority grants sanction, to a Wapda employee to have recourse to a Court, the Authority will ordinarily bear the cost of the proceedings, but may leave the Wapda employee to institute them, at his own expense. In the later case, if he/she obtains a decision in his/her favour, the Authority may reimburse, him/her to the extent of the whole or any part of the cost.

(2) Nothing in this rule limits or otherwise affects the right of a Wapda employee to vindicate his/her private acts or character.

26. Membership of Service Associations

No Wapda employee shall be a member, representative or officer of any association, representing or purporting to represent Wapda employees or any class of Wapda employees, unless such association satisfies the following conditions, namely:

- (a) Membership of the association and its office-bearers shall be confined to, a distinct class of Wapda employees and shall be open to all Wapda employees of that class.

*¹ Substituted Vide O. M. No. S/DD (Rules)/07456/22/312-1191, dated 3.1.1984 (Annex-VII)

- (b) The association shall not be in any way connected with, or affiliated to any association, which does not, or any federation of associations, which do not satisfy condition (a) above.
- (c) The association shall not be in any way connected with any political party or organization, or engage in any political activity.
- (d) The association shall not :
 - (i) issue or maintain any periodical publication except in accordance with any general or special order of the Authority; and

- (ii) except with the previous sanction of the Authority, publish any representation on behalf of its members, whether in the press or otherwise.
- (e) The association shall not, in respect of any election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere:-
 - (i) pay or contribute towards, any expenses incurred in connection with his/her candidature by a candidate for such election;
 - (ii) by any means support the candidature of any person for such election; or
 - (iii) undertake or assist in the registration of electors, or the selection of a candidate for such election.
- (f) The association shall not:-
 - (i) maintain, or contribute towards the maintenance of, any member of a legislative body, or of any member of a local authority or body, whether in Pakistan or elsewhere ; or
 - (ii) Pay, or contribute towards the expenses of any trade union which has constituted a fund under section 16 of the Trade Unions Act, 1926 (XVI of 1926).

27. Use of Political or other Influence

No Wapda employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Authority or any Wapda employee in support of any claim arising in connection with his/her employment as such.

***¹ 28. Approaching Foreign Missions, Aid-Giving Agencies and submission of Applications for Employment etc. to other Organizations within the country and abroad**

- (a) No Wapda employee shall directly or indirectly:-
 - (i) approach a Foreign Mission in Pakistan or any Foreign Aid-Giving Agency etc. in Pakistan or abroad, to secure for himself/ herself invitation to visit a foreign country or to elicit offers of training facilities abroad; and
 - (ii) submit application for employment or training facilities etc. to other Organizations within the country or abroad except through the authority competent to accord such permission.
- (b) Communication in any manner, whatsoever, written or verbal on service matters including postings and transfers etc. and forwarding advance copies of requests to the Agencies/Organizations referred to above shall not be made by any employee except through the appropriate channel within the Authority.

*¹Substituted Vide O.M No. S/DD (Rules)/07456/22/83031-810 dated 19-10-1983 (Annexure-VI)

29. Delegation of Powers.

The Authority may, by general or special order, delegate to any officer or authority subordinate to it, all or any of its powers under these rules, and may, by such order, prescribe the channel through which reports shall be made to the Authority and the officers, receipt by whom of such reports shall be regarded as receipts of the reports by the Authority within the meaning of these rules.

30. Rules not to be in derogation of any Law, etc.

Nothing in these rules shall derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of Wapda employees.

BY THE ORDER OF THE AUTHORITY

(KAZIM ALI KHAN)
Section Officer (R&CM)

OFFICE MEMORANDUM

Sub: **THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES. 1978**

Reference Authority's Office Order No. AD (E-IA) 1 (777-B)/3515-3815, dated 2-2-82 and rule-10 and 10 (A) of the Pakistan Wapda Employees (Conduct) Rules, 1978.

2. The Authority is pleased to prescribe an application form for seeking permission for the purchase/sale of movable/immovable property or for the construction of a building, as per specimen on the reverse.

S. M. Kamal
Director (Rules) Wapda.

APPLICATION SEEKING PERMISSION FOR PURCHASE/SALE OF MOVABLE/ IMMOVABLE PROPERTY OR FOR THE CONSTRUCTION OF A BUILDING

1. Name
2. Designation.
3. Basic Pay and N .P .S.
4. Details of the property to be purchased/sold (indicate whether to be purchased or Sold).
5. Location of the immovable property mentioned above.
6. Price of the property to be purchased/sold.
7. Estimated cost of the construction of the House:-
 - (i) Land
 - (ii) Actual Construction
8. Source of financing the purchase/construction of the house. (In case it is proposed to be financed by parents/in-laws or other closed relatives, a brief note justifying their pecuniary resources and proof of receipt of money be added).
9. Name and address of the person from whom the property is to be purchased/to whom property is to be sold.
10. I do hereby solemnly declare that the above information is correct to the best of my knowledge and belief and that the person with whom this transaction is being made is neither my official subordinate nor it will place me under any pecuniary obligation to any person within the local limits of my authority or with any person with whom I am in official dealing.

SIGNATURE OF THE EMPLOYEE

OFFICE MEMORANDUM

Subject: **GRANT OF HOUSE BUILDING/PURCHASE ADVANCE**

In partial modification of the advice contained in this office letter No. D/DD (Rules)/07456/14/21292-21592, dated 3.5.1982, the Authority has decided that there should be no objection to the creation of a second charge on the property already mortgaged with the Authority. Permission may be granted to Wapda employees applying for a loan from House Building Finance Corporation, thereby creating a second mortgage on the property (already mortgaged with the Authority) in favour of the House Building Finance Corporation subject to the condition that the House and the Land will remain mortgaged in favour of the Authority to the extent of the advance drawn from the Authority together with interest accrued thereon and that it will constitute first-charge on the said property. While granting such permission it should be ensured that the above conditions are invariably incorporated in the second mortgage to be executed in favour of the House Building Finance Corporation.

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

OFFICE MEMORANDUM

Subject: **GRANT OF HOUSE BUILDING/PURCHASE ADVANCE**

In continuation of this office O.M. No. D/DD (Rules)/07456/14/12779-13124, dated 30.1.83, it is clarified that permission for the construction of a house by a Wapda employee is to be accorded by his appointing authority on an application made in his behalf, disclosing his source from which the cost of such construction shall be met vide rule 10-A of Pakistan Wapda Employees (Conduct) Rules, 1978. It is, therefore, clear whether the house is to be constructed by taking a loan from House Building Finance Corporation by creating the first mortgage on the property or second mortgage on the property needs the approval of the appointing authority. The approval will be sought on the prescribed form for this purpose vide Office Memorandum No. D/DD (Rules)/07456/22/107129-930 dated 8.12.1982.

2. Since according to Office Order No: SO (S)-5(2) A&L/57007-567, dated 20.4.78, all agreements/surety bonds in respect of house building advances etc.. are to be signed and accepted on behalf of the Authority by the General Manager (Admn), any application for permission for a loan from House Building Finance Corporation by creating a second mortgage on the property (already mortgaged to the Authority) in favour of House Building Finance Corporation, will be accorded by the appointing authority through General Manager (Admn.) who has accepted on behalf of Authority the agreement and surety bond for the grant of first advance. In fact such permission may be sought by the employee on the prescribed form already referred to above.

3. This issues with the approval of General Manager (Admn.)

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

No. D/DD (Rules)/07456/13/46672-47021

19th May, 1983.

CORRIGENDUM

Subject: **GRANT OF HOUSE BUILDING/PURCHASE ADVANCE**

The words "appointing authority" wherever occurring in this office OM No. D/DD (Rules)/07456/13/40026-375, dated 25.4.1983, be substituted by the words "competent authority".

2. A copy of the corrected text of the Office Memorandum is reproduced below.

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

Pakistan Water and Power Development Authority

Telephone: 304488 & 69911/204
Telegrams: WAPDA LAHORE

740-Wapda House,
Lahore.

No. S/DD(Rules)/07456/22/Vol.II/66588-67367

31 August, 1983

Office Memorandum

Subject:- **The Pakistan Wapda Employees (Conduct) Rules, 1978-Amendment.**

The Authority is pleased to add the following as rule 13-A in the Pakistan Wapda employees (Conduct) Rules, 1978 with immediate effect:-

13-A "No Wapda employee shall take up a course of study during evening at educational institutions without the prior permission of his appointing authority. No such permission shall be granted unless the competent authority is satisfied that the prosecution of studies will not interfere with the Wapda employee's official duties. Such permission may be withdrawn if the competent authority is convinced that the Wapda employee is taking part in politics or prosecution of such studies is interfering with the satisfactory performance of his duties."

2. Authority's Office Order No. KGA-I(412)/Admn/20027 dated 21.9.1960 is hereby withdrawn.

Distribution
As per List 'D'.

Colonel
(Idrees Mohsin)
Secretary, Wapda.

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 304488 & 69911/204
Telegrams: WAPDA LAHORE

740-Wapda House,
Lahore.

No. S/DD(Rules)/07456/22/83031-810

19 October 1983.

OFFICE MEMORANDUM

Subject:- **The Pakistan Wapda Employees (Conduct) Rules 1978—Amendment.**

The Authority has been pleased to replace the existing rule 28 of the Pakistan Wapda employees (Conduct) Rules, 1978, with the following:-

Rule-28. Approaching foreign Missions, Aid-giving Agencies and submission of Applications for employment etc. to other Organizations within the country and abroad.

- (a) No Wapda employee shall directly or indirectly:-
- i) approach a foreign Mission in Pakistan or any foreign Aid-Giving Agency etc. in Pakistan or abroad, to secure for himself/herself invitation to visit a foreign country or to elicit offers of training facilities, abroad; and
 - ii) submit application for employment or training facilities etc. to other Organizations within the country or abroad except through the authority competent to accord such permission.
- (b) Communication in any manner, whatsoever, written or verbal on service matters including postings and transfers etc. and forwarding advance copies of requests to the Agencies/Organizations referred to above shall not be made by any employee except through the appropriate channel within the Authority.

Distribution as per List 'D'.

Colonel:
(Idrees Mohsin)
Secretary-Wapda.

Pakistan Water and Power Development Authority

Telephone: 304488 & 69911/204
Telegrams: WAPDA LAHORE

740-Wapda House,
Lahore

No. S/DD(Rules)/07456/22/312-1191

January 3, 1984.

Office Memorandum

Subject:- **The Pakistan Wapda Employees (Conduct) Rules, 1978-Amendments.**

The authority has been pleased to make the following amendments in the Pakistan Wapda Employees (conduct) Rules, 1978 with immediate effect:-

1. The existing rule 20 may be replaced with the following:-

20. Publication of Information and Public speeches capable of embarrassing the Authority/Government.

No Wapda employee shall, in any document, published or in any public utterance, or T.V. Programme or in any Radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the Authority/Government.

Provided that technical staff (of all grades) may publish research papers on technical subjects, if such papers do not express views on political issues, or on the Authority's/ government's policy and do not include any information of a classified nature.

2. The following new rule may be added as rule 23-B.

23-B. Wapda employees not to taken part in or assist, any public demonstration against Government/Wapda decisions etc.

No Wapda employee shall take part in, or in any manner assist, any public demonstration directed against a Government/Wapda decision or policy or permit any member of his family dependent upon him to do so.

Colonel
(Idrees Mohsin)
Secretary, Wapda

Distribution
As per List 'D'.

Pakistan Water and Power Development Authority

No. GM(A)/DD (Rules)/07456/23/101396-102175

Dated: 13 November, 1984

OFFICE ORDER

It has been observed that news items regarding welcomes/farewells to officers of Wapda are published in press on their appointments/departure from place of postings. Attention is invited to Clause (6) of Pakistan Wapda Employees Conduct Rules, 1978, wherein it has been emphasized, that no Wapda employee shall encourage meetings to be held in his/her honour or presentation of addresses of which the main purpose is to praise officers posted in the field. Therefore, it is once again reiterated that such parties should not be arranged as it effects the reputation of the officers in particular and the Department in general.

Brig (Retd)
General Manager (Admn)
(ASAD ULLAH KHAN)

**Pakistan
Water and Power Development Authority**

Telephone: 211112 & 69911/204
Telegrams: WAPDA LAHORE

740-Wapda House,
Lahore

No. S/DD(Rules)/07456/22/Vol. III/111605-2404

24 December, 1984.

OFFICE MEMORANDUM

Subject:- **The Pakistan Wapda Employees (Conduct) Rules, 1978-Amendment.**

The Authority has decided that the following new rule may be added in the Pakistan Wapda Employees (Conduct) Rules 1978 as rule 17-A with immediate effect:-

Rule 17-A Approach to President/Senior Officers of the Government.

No Wapda Officer/employee should address representations direct to the President of Pakistan/Senior Officers of the Government.

Distribution
As per List 'D'.

Colonel
(Idrees Mohsin)
Secretary Wapda

Annexure-X

Telephone: 69911/208
Telegrams: WAPDA LAHORE

309-WAPDA HOUSE
LAHORE

No. DG/DD (R)/07456/23/318

20 May, 1985

The General Manager, Finance (Power),
WAPDA.
Wapda House.
Lahore.

Subject: **THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES, 1978.**

Ref: Your letter No. 6673/GMFP/ADMN/98-Gen-II, dated 15.5.1985.

Rule 13-A of the "Pakistan WAPDA Employees (Conduct) Rules, 1978" is quite clear. Permission of the appointing authority is not required in case an employee intends to appear in an examination as a private candidate and does not seek admission in the evening classes.

(MOHAMMAD MAQBOOL)
Director General (Rules)
WAPDA

Office Memorandum

Sub: RULES FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS BY GOVERNMENT SERVANTS, EMPLOYEES OF GOVERNMENT CONTROLLED CORPORATIONS, AUTONOMOUS AND SEMI-AUTONOMOUS BODIES AND NATIONALIZED INSTITUTIONS.

Government of Pakistan, Cabinet Secretariat, Cabinet Division circulated the subject rules vide its Office Memorandum No. 8/19/77/T.K, dated 30.3.1978. These rules were endorsed by Wapda vide Secretary Wapda's endorsement No. SO(Admn) 1(1094) 61981-62140, dated 27.4.1978 (Annexure-I) for guidance and compliance.

2. According to the instructions contained in Cabinet Division Office Memorandum dated 30.3.1978, referred to above, the responsibility for reporting receipt of gifts devolves on the individual recipient. All gifts received by the employees, irrespective of their prices, are to be reported to the 'Toshakhana' in the Cabinet Division, Government of Pakistan. Employees are also barred from receiving gifts of any kind for their persons or for their members of families from diplomatic _ounselors and other foreign Government representatives and their employees.

3. Cabinet Division has intimated that cases have come to notice where some recipients did not intimate the receipt of the gifts, on their own, or did so very late. The Cabinet Division has further intimated that it has also been observed that the employees have been accepting gifts not only from Government organizations but also from private firms/parties in contravention of the existing instructions.

4. All General Managers/Heads of Divisions/Offices are, therefore, once again requested to advise the employees under their control to observe the rules on the subject in their own interest.

(Muhammad Maqbool)
Director General (S&GA) Wapda

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No. 6/10/88- D- 3

Rawalpindi, the 3rd October, 1988

OFFICE MEMORANDUM

Sub: **ACCEPTANCE OF FOREIGN AWARDS BY GOVERNMENT SERVANTS**

It is noted with regret that contrary to the laid down instructions, there have been several instances where Government servants have accepted title, honour or decoration from foreign states. Invariably the excuse for having accepted awards by Government servants is ignorance of the rules.

2. The competent authority has taken serious notice of this tendency and has been pleased to direct that all Ministries/Divisions/Departments may be asked to disseminate the rule position to Government servants for strict compliance. The Ministries/Divisions are requested to please being the rule position as defined in Section 6 of the Government Servants (Conduct) Rules, 1964 and Article 259(1) of the Constitution of Pakistan, to the notice of all employees working under them and also to the employees of autonomous statutory bodies under their administrative control.

Sd/
Brig (Retd.)
(Muhammad Akhtar Khan)
Joint Secretary

No. CDN-I. 3/87-II

GOVERNMENT OF PAKISTAN MINISTRY OF WATER AND POWER

Islamabad, the 13th October, 1988

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 Advisory/CFFC, Islamabad.
4. P.C.I.W., 3-Mozang Road, Lahore.
5. Managing Director, NESPAK, 417 – Wapda House, Lahore.
6. M.D. KESC, Aimai House, Abdullah Haroon Road, Karachi.
7. M.D. National Power Construction Corporation, 46-Main Gulberg, Lahore.
8. M.D. National Tubewell Construction Corporation, 11-F, Gulberg, Lahore.

OFFICE MEMORANDUM

Sub: ACCEPTANCE OF FOREIGN AWARDS BY GOVERNMENT SERVANTS THE EMPLOYEES OF THE STATUTORY AUTONOMOUS BODIES

The Ministry of Water and Power has, Vide its endorsement No.CDN-I3/87-II dated the 13th October 1988, forwarded to Chairman Wapda, a copy of Cabinet Secretariat, Establishment Division, Government of Pakistan Office Memorandum No. 6/10/88 D-3 dated the 3rd October 1988, (copy enclosed).

2. According to Para 2 of the above mentioned Office Memorandum the Government has taken serious view of the tendency on the part of Government servants to have accepted till, honour or declaration from foreign States contrary to the instructions, and has desired that all Ministries/Divisions/Departments may be asked to disseminate the rule position to Government servants.

3. Attention is invited to the corresponding Rule 5 regarding "Acceptance of Foreign Awards" of "The Pakistan Wapda Employees (Conduct) Rules, 1978" Which reads as Under:-

"5 Acceptance of Foreign Awards:

No Wapda employee shall, except with the approval of the Chairman Wapda, accept a foreign award, title or Decoration.

Explanation.-The purposes of this Rule, the expression 'approval of the Chairman', means prior approval in ordinary cases and ex-post-facto approval in special cases where sufficient time is not available for obtaining prior approval".

4. It is requested that all Wapda employees should be instructed to strictly adhere to the aforesaid provisions of the above mentioned Conduct Rules.

Brig (Retd.)
General Manager (Admn.)
(Asad Ullah Khan)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 306836-366911/2717
Telegrams: WAPDA LAHORE

Services & General Admn:
716-WAPDA House
Lahore

No. DG(S&GA) DD(Rules)/07456/22/III/51134-52409

21st September 1992

OFFICE MEMORANDUM

Subject:- **The Pakistan WAPDA Employees (Conduct) Rules, 1978-Amendment.**

Authority has decided to add the words "Housing society" after the word "foundation" appearing in 2nd line of sub rule 2 of rule-14 of the Pakistan WAPDA Employees (Conduct) Rules 1978.

2. Sub rule 2 of Rule-14 after incorporating the above addition will be read as under:-

"Notwithstanding anything contained in sub rule (1), no. WAPDA employee shall associate himself/herself with any private trust, foundation, Housing Society or similar other institution which is not sponsored by the Authority/Government."

Eric Massey
Director General

Distribution

1. As per List 'D'.
2. Assistant director (E.IA) S&GA WAPDA, Lahore.
3. Managing Director, WAPDA Foundation, WAPDA House, Lahore.

OFFICE ORDER

Sub:- PERMISSION FOR ACQUISITION, SALE AND DISPOSAL OF MOVABLE AND IMMOVABLE PROPERTY AND CONSTRUCTION OF ACCOMMODATION

In supersession of this office order No. DG (S&GA)/ AD(E-IA) 07049/10461-6040 dated 31.10.1987, Authority is pleased to declare the following officers as competent authority for according permission for acquisition sale and disposal of movable and Immovable property and construction of accommodation, in case of Government servants on deputation to Wapda and to WAPDA employees:-

- | | | |
|----|--|----------------------|
| 1. | For deputationist | Parent Department. |
| 2. | For non-gazetted Wapda employees (1-15) | GMs/Dy. GMs/DGs/CEs. |
| | (i) For Wapda Officers in BPS-16, 17 & 18. | GM concerned. |
| | (ii) For Wapda Officers in BPS-19. | Member/MD concerned. |
| | (iii) For Wapda Officers in BPS-20. | Member concerned. |

2. Consequent to the above, Para-3 of this office order dated 31-10-1987 referred to above shall stand amended accordingly.

(Khalid Iqbal Mahmood)
Director (Estab.) S&GA.
Wapda

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 99202046 & 99202211/2332
Grams: WAPDA LAHORE

Service & General Admn:
332-WAPDA House Lahore

No. DG(S&GA) DD(R)/07456/23/36188-37467

08.09.1997
25

OFFICE MEMORANDUM

Subject:- **THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES, 1978-AMENDMENT.**

The Authority has decided to add the following as Sub rules b(i) and (ii) under Rule-13(2) of the Pakistan WAPDA Employees (Conduct) Rules, 1978 and the existing sub Rule (2) of the said Rules will be read as rule 13 (2) (a):-

- (b) All WAPDA employees shall furnish a declaration to the effect that:-
- (i) None of his/her family members will engage in any contractual business with the Authority.
 - (ii) If any of his/her near relatives, not covered under (i) above, engage in any such business with WAPDA, he/she shall inform the Authority about it.

Khawaja Sajjad Haider
Director General (S&GA)

Distribution:

1. As per List 'D'.
2. Secretary WAPDA, Wapda House, Lahore, with reference to his U.O. No. S/AD (Coord)/03003/MTG/1789-1829 dated 30.06.1997.
3. Assistant director (E.I.A.) S&GA, 301- Wapda House, Lahore with reference to his letter No.AD (E.I.A)07074-AM/97-26994-95 dated 09.07.1997.

OFFICE MEMORANDUM

Sub: THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES, 1978

In accordance with Rule 13 (2) of the Pakistan Wapda Employees (Conduct) Rules 1978 no Wapda employee shall make or permit any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.

2. To ensure compliance a sub rule (b) (i) and (ii) was added to the above rules vide office Memo No. DG(S&GA) DD I/07456/23/366168-37467 dated 25-09-1997 under which all Wapda employees were asked to furnish a declaration to the effect that:-

- (i) "None of his/her family members will engage in any contractual business with the Authority.
- (ii) If any of his/her near relative, not covered under (i) above, engage in any such business with Wapda, he/she shall inform the Authority about it.

3. It has been observed that some competent authorities have allowed their family members in contractual business within their official jurisdiction, which has been viewed seriously. In addition, instances have also come to notice of the Authority that employees of Wapda have facilitated relatives in contacting and conducting business with the Department. Although relatives do not come under purview of the "Family" as explained in the Conduct Rules but still a case of conflict of interest is seen. In such case, it may also be ensured that no such conflict comes into play.

4. It is once again re-iterated that all Wapda employees should ensure that the above rules are followed in letter and spirit. Non-compliance of which shall liable concerned Wapda employees to disciplinary action under the relevant rules.

(Kh. Sajjad Haider)
Director General

OFFICE MEMORANDUM

Sub: THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES, 1978

Ref: Office Memorandum No. DG (S&GA)/DD (R)/07456/23/36188-37467, dated 08/25-09-1997 and No. DG (S&GA)/D (Rules) 07456/23/7003-7182, dated 20-02-1999.

It has been noticed with great concern that instructions issued vide Office Memorandums referred to above are not being complied with in letter and spirit. All General Managers, Chief Engineers and head of Divisions are once again directed to implement the instructions already conveyed and obtain a certificate if already not obtained, from all the employees working under their administrative control that none of his/her family member is engaged in any contractual business with the Authority and if will engage in any business with Wapda he/she will inform the Authority, about it.

2. In this regard attention is also invited to para-3 of OM, dated 20-02-1999 (referred to above) vide which it was directed that the competent authorities shall neither allow their family members (even if they are not covered under the definition of family as defined in the above said rules) in contractual business nor they shall facilitate their relatives in contracting and conducting business with Wapda. The above instructions are not being followed resulting in conflict of interest.

3. It is once again reiterated that all Wapda employees and competent authorities should ensure that above instructions are being followed in the best interest of department and shall refrain from facilitating their relatives in contracting and conducting the business with the department. In case it is proved that Wapda employee is involved in such activity he shall be liable to disciplinary action under the relevant rules.

(Muhammad Junaid Afzal)
Director General

OFFICE ORDER

Ref: Office Memo No. DG(S&GA)/D(Rules)/07456/23/III/27121-28420 dated 20.07.1999.

Attention is invited to para-3 of OM No. DG(S&GA)/D(Rules)/ 07456/23/7003-7182 dated 20.02.1999 and OM dated 20.07.1999 (referred to above) vide which it was directed that the competent authorities shall neither allow their family members (even if they are not covered under the definition of family as defined in the "The Pakistan WAPDA Employees (Conduct) Rules, 1978" in contractual business nor they shall facilitate their relatives in contracting and conducting business with WAPDA.

2. The above instructions are not being followed resulting in conflict of interest. It has been decided by the competent authority that with immediate effect sons/daughters / wards / dependents of WAPDA employees will not seek employment in firms / companies doing business with WAPDA.

3. Report if any must be submitted by 20.10.1999 positively.

Brig
General Manager (Admn)
(Noor ud Din Ahmed)

**Government of Pakistan Cabinet
Secretariat
(Cabinet Division)**

No. 9/4/97-TK

Islamabad. the 10th March, 2000

OFFICE MEMORANDUM

Sub: Rules for the Acceptance and Disposal of Gifts by Government Servants, Employee of Government Controlled Corporations, Autonomous and Semi Autonomous Bodies and Nationalized Institutions.

In suppression of this Division's O.M No. 8/19/77- TK. dated 30th March. 1978 on the subject noted above the undersigned is directed to state that the Government of Pakistan has partially modified the existing Rules regarding the acceptance and disposal of gifts received by Government servants etc. The decisions taken by the Government in this regard are given below.

- (1) The responsibility for reporting the receipt of the gifts shall continue to devolve on the individual recipient. All gifts received by a Government Servant irrespective of their prices, must be reported to the Toshakhana in the Cabinet Division Government of Pakistan.

The gifts are generally given when foreign dignitaries or delegations come to Pakistan or other VIPs or delegations go abroad. If the Chief of Protocol, Ministry of Foreign Affairs or his representative has been attached to a visiting dignitary or a foreign delegation it shall be his responsibility to supply a list of the gifts together with the names of the recipients to the Cabinet Division. In the case of other delegations or visiting dignitaries with whom the Chief of Protocol or his representative is not associated the Ministry sponsoring the visit shall be responsible to supply the details of gifts received and the list of recipients to the Cabinet Division and the Ministry of Foreign Affairs. In the case of outgoing delegations or visits abroad of our VIPs it shall be the responsibility of the Ambassador of Pakistan in the country concerned to report the receipt of the gifts together with the name of the recipient to the Cabinet Division through the Ministry of Foreign Affairs. If on checking the list it is found that an individual has not reported the receipt of a gift appropriate action will be taken against him under the relevant rules.

- (2) Government officials except those belonging to Grade 1 to 4, are prohibited from receiving cash awards offered by the visiting foreign dignitaries. Such gifts may be politely refused. In case, however, it becomes impossible to refuse without causing offence to the visiting dignitary, the amount should be immediately deposited in the treasury under the head given here after.
- (3) Government officials except the President and the Chief Executive of Pakistan are prohibited from receiving gift of any kind for their persons or for members of their families from Diplomatic, Consular and other foreign Government representatives or their employees who are stationed in Pakistan. As the heads of Missions in Pakistan have been informed of this decision no offence would be caused by the return of the gift. If however, due to very exceptional reasons the gift cannot be returned it should invariably be deposited in the Toshakhana. These instructions, however, would not apply to gifts/donations made to institutions.

- (4) The value of the gifts will be assessed by the Cabinet Division which will devise and improved and practical system of assessing in the country, wherever possible the value of all gifts received.
- (5) The monetary limits upto which the gifts could be retained by the recipient have been revised. The new limits are as follows:
 - (i) Gifts upto a value of Rs. 10,000/- (Rupees ten thousand only) may be retained (free of cost) by the recipient. In case of low paid Government employees (BPS-1-BPS-10) the gift may be retained by the recipient irrespective of the value assessed.
 - (ii) Gifts valued above Rs. 10,000/- may be allowed to be retained by the recipient on payment of 25% of the value exceeding Rs.10,000/-
 - (iii) Gifts valuing Rs. 400,000/- or more shall not be retained by the recipients. Such gifts shall be treated as state property for disposal in accordance with these rules.
- (6) The head of Account of Toshakhana in which the amounts are to be deposited is "1300000-Others (NES)/Misc. Receipt of Darbar Presents (Central).
- (7) Presents deposited in Toshakhana which are fit for display shall be properly catalogued and then displayed in the public rooms of the Foreign Office and in the residences of the Head of the State, the Head of the Federal Government and the Governors. Such articles would be properly entered in the Toshakhana register and in the stock registers of the respective offices. An annual verification preferably in the first week of January shall be carried out in respect of such articles and a report submitted to the Cabinet Secretary.
- (8) Gifts which are not fit to be retained or displayed shall be disposed of by periodical sales to be arranged by the Cabinet Division Government of Pakistan. The Cabinet Division will ensure a wider circulation of the notice for the periodic restricted sale of such gifts. Such sales could be negotiated also on the basis of a reserve price, if no buyers are available in the restricted auctions. These auctions will be held once or twice a year. The list of gifts to be sold in such auctions will be circulated to all Federal Government officers and officers of the Armed Forces.
- (9) All antique items and cars shall not be allowed to be purchased by the recipient. Antiques shall be placed in the Museums or displayed in the official buildings owned by the Government. Cars shall be given to the Central Pool of Cars of the Cabinet Division.
- (10) Gifts given to the President, the Head of the Government and the Governors will not be sold in auction. These gifts will be placed in Museums or public buildings.
- (11) Ministry of Foreign Affairs should also standardize gifts to be presented at various levels to the foreign delegations and dignitaries. These standardized gifts could be used by other Ministries as well.
- (12) These rules also apply to the employees of the Government controlled corporations, autonomous/semi-autonomous bodies and all nationalized institutions.

Sd/
(ZAFAR IQBAL)
Joint Secretary

Secretaries/ Additional Secretaries Incharge
of Ministries/Divisions, Islamabad/Rawalpindi

Copy to:

Principal Secretary to the President, President's Secretariat (Personal), Islamabad.

Secretary to Chief Executive of Pakistan.

CE Secretariat, Islamabad.

3. Chief Secretary, Government of the Punjab, Lahore.
4. Chief Secretary, Government of Sindh. Karachi.
5. Chief Secretary, Government of NWFP. Peshawar.
6. Chief Secretary, Government of Balochistan, Quetta

Sd/-
(FEROZE S. PASHA)
Deputy Secretary

No. G&C 15/3/2000
GOVERNMENT OF PAKISTAN MINISTRY OF WATER AND POWER

Islamabad, the 21st March, 2000

To

I. The Chairman, WAPDA, Wapda House, Lahore.

Sub: **RULES FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS BY GOVT SERVANTS, EMPLOYEES OF GOVERNMENT CONTROLLED CORPORATIONS, AUTONOMOUS AND SEMI-AUTONOMOUS BODIES AND NATIONALIZED INSTITUTIONS.**

Sir

I am directed to enclose a copy of Cabinet Divisions O.M. No. 9/4/97-TK. Dated 10th March, 2000, on the subject noted above for information and strict compliance.

Yours Obediently

Sd/-
(FAZAL-UR-REHMAN)
Section Officer

Copy forwarded for similar action to all Officer of Ministry of Water and Power, Islamabad.

Sd/-
(FAZAL-UR-REHMAN)
Section Officer (G&C)

No. D(Rules)/07456/14/II/213

Dated. 24.04.2000

The Chief Auditor (I.A),
WAPDA, 7-Justice Kayani Road,
Lahore

Sub: Permission for Purchase of Plot / House and Construction of House

Ref: Your letter No. CAR/AN-II/H-Acq/Misc/786/175 dated 21.01.2000.

Under Rule 12 read with Rule 3(1) and Rules 13 of the Pakistan WAPDA Employees (Conduct) Rules, 1978, a WAPDA employee is required to disclose liquid assets, immovable or movable and all other properties wherein he will also declare the assets (showing the details therein) owned / disposed off assets by the family members.

2. No permission is required for the purchase / sale or disposal by other means of movable or immovable property and construction of house, if these transactions are made in the name of the wife of the Wapda employee. However, the employee, while submitting the statement of 'Declaration of Assets' at the end of the each year, will have to show the details of such purchase of plot / house and construction of house owned by his family members, residing with him and wholly dependent upon him, alongwith source of finance for such transactions. If such purchase/construction is made with the finances provided by the employee, then he is bound to seek prior permission of the competent authority.

3. This is issued with the approval of the competent authority.

Sd/-
(Younus Ali Shah)
Director (Rules)

PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephones: 99202046 & 99202211/2132
Telegrams: WAPDA LAHORE
Endst. No. DG(S&GA)/D(Rules)/07456/23/ 25703-883

Services & General Admn.
332-Wapda House, Lahore.
Dated 28th-June, 2000

Copy of the above endorsed by Ministry of Water and Power, Government of Pakistan, Islamabad, vide No. G&C 15 (3)/2000. dated 21st March, 2000, is forwarded for guidance and compliance with the request to substitute the existing Cabinet Secretariat (Cabinet Division) Government of Pakistan Islamabad's O.M No. 8/19/77-TK, dated 30-03-1978 endorsed by Wapda vide No. SO (Admn) 1(1094) 61981-62140 dated 27-04-1978 printed as Annexure-I attached to the Pakistan Wapda Employees (Conduct) Rules, 1978, in the Wapda Manual of General Rules amended upto 14-03-1995 (as per list B). This may please be replaced as Anneexure-1 of the above mentioned rules. This issues with the approval of the Authority.

(MUHAMMAD JUNAID AFZAI.)
Director General (S&GA) ..

DA

- (i) D.M. No.9/4/97-TK dated 10-03-2000
- (ii) Letter No. G&C 15 (3)/2000, dated 21-03-2000

Distribution As per list 'B'

Copy of the above may kindly be circulated amongst all Wapda formations under their jurisdiction.

OFFICE ORDER

Recently it has been observed that there has been a spate of reports appearing in the National Press both in the print and electronic media quoting sources in the WAPDA.

I would like to reiterate that interaction with the media without prior authorization is not permitted.

To save embarrassment to the Authority and in your own interest, all concerned are directed to avoid contact with the media without prior authorization.

Sd/-
(Muhammad Arif Khan)
Secretary WAPDA

Grams: WAPDA Lahore

Phones: 99202046-99202211/2332

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

DIRECTOR GENERAL
(S&GA)

332-Wapda House,
Shahrah-i-Quaid-i-Azam,
Lahore.

No. DG(S&GA)/DD(R)/07456/23/23047-24347

Dated: 20th March, 2006

To be substituted with same No. and date

OFFICE MEMORANDUM

Sub:-**AMENDMENT IN THE PAKISTAN WAPDA EMPLOYEES (CONDUCT) RULES, 1978 viz.
Declaration of Income and Assets**

Ref: Minutes of Authority meeting held on 27-02-2006, circulated vide secretary WAPDA letter No. S/AD(Coord)/03003/MTG/570-71 dated 11.3.2006.

1. Authority has reviewed 'the Pakistan WAPDA Employees (Conduct) Rules, 1978' and approved following amendments in Rule-10 and 11:-

a. Rule 10 (1) ; Buying and selling of vcaluable property, movable and immovable

The value of movable and immovable property for which permission shall be required has been raised from Rs. 100,000/- and Rs. 30,000/- to Rs. 500,000/- (Rupees Five hundred thousand only) and Rs. 100,000/ (Rupees one hundred thousand only) for officers (BPS-16 and above) and official (BPS-15 and below) respectively. The amended clause of rule 10 (1) of said rules shall be as under:-

A WAPDA employee who intends to transact any purchase, sale or disposal by other means of moveable or immovable property exceeding in value of Rs. 500,000/- (Rupees Five hundred thousand only) in case of officer in BPS 16 and above and Rs. 100,000/- (Rupees one hundred thousand only) in case of employees in BPS-15 and below with any person shall apply for permission to the Head of the division or the Authority as the case may be. Any such application shall state fully the circumstances, the price offered or demanded and in the case of disposal otherwise than by sale, the method of disposal. Thereafter such WAPDA employee shall act in accordance with such orders as may be passed by the Authority;

Provided that all transactions with a person, who is an official subordinate of the WAPDA employee should be reported to the next higher Authority.

Explanation;- In this rule the term "Property" includes agricultural or urban land, bonds, shares or securities but does not include a plot purchased for the first time for building a house from a Co-operative Housing Society or a Government Housing Scheme.

b. **Rule 11 (2): Declaration of Property**

The existing Rule shall be substituted with the following:-

“Every WAPDA employee shall submit to the Authority through the usual channel upto 15th July of each calendar year, an annual declaration of Income, Assets and Expenses for each financial year (1st July to 30th June) on a new prescribed proforma (Annexure-A). The head of office shall then forward these profomas to the offices detailed as under:-

- | | |
|--|--|
| (1) For officers
(BPS 20 and above) | DG (S&GA) |
| (2) For officers
(BPS 16 to 19) | GM (C&M) Water,
CE (Admn) Power,
D.G. Fin. (B&C) including officers
of GM (F) P/W,
Chief Auditor & Director (Estab.) |
| (3) For official (BPS 1 to 15) | Respective GM/CE/ Director |

“The proforma shall be opened in the relevant offices, as above, each year and entered in the database of each employee’s Assets, income, Expenses keeping it updated and complete in all respects”.

2. ‘The Pakistan WAPDA Employees (Conduct) Rules, 1978’ stand amended to the above extent.

(Iftikhar Ahmad)
Director General (S&GA)

Distributions:

- Secretary WAPDA, with reference to his letter No. S/AD (Coord)/03003/MTG/570-71 dated 11-03-2006.
- PAs to Members.
- PA to GM (Admn).
- PA to DG (S&GA).
- As per List ‘D’.
- DD (Sectt.) –Implementation Status. Copy.

DECLARATION OF INCOME AND ASSETS
Financial Year Ending on 30th June _____

1. Name

NIC No.

N.T.No.

2. Basic Pay Scale

 Occupation Group/
 Service/Department

Present Position Held

3. Present Residential Address

Phone (R)

 Mobile

4. Income (During the financial year)

Salary	Rental income	Agrl income
Rs. <table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>	Rs. <table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>	Rs. <table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>

Other sources (dividend, profit, prize money, gift, loan etc.)	Total
Rs. <table border="1" style="display: inline-table; width: 200px; height: 20px;"></table>	Rs. <table border="1" style="display: inline-table; width: 200px; height: 20px;"></table>

5. Expenses (Approx.)	Utilities (Electricity, Gas, Telephone etc.)	Total Household expenses
	Rs. <table border="1" style="display: inline-table; width: 130px; height: 20px;"></table>	Rs. <table border="1" style="display: inline-table; width: 130px; height: 20px;"></table>

6. Private Foreign Traveling (Self, Spouse & Children During F.Y. _____)	Country/Countries visited _____	Period of stay _____	Approx. expenses from ___ to ___ Rs. _____
--	---------------------------------	----------------------	--

7. Children's Education (Inland & abroad)	Name(s) of children _____	Educational institutions attended during F.Y. _____
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8. Club Membership	Name of Club(s) _____	Membership No. _____
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ASSETS & LIABILITIES

9. Immoveable Assets (Agrl & Non-Agrl lands, House properties, Commercial & Industrial Properties, Open plots of all types)

	<u>Identification & nature of Asset(s)</u>	<u>Mode of acquisition/year</u>	<u>Cost of acquisition</u>
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

10. Moveable Assets (Cash in hand, Motor vehicles, Jewellery, Household items Equipment, Business capital etc.)

	<u>Identification & nature of Asset(s)</u>	<u>Mode of acquisition/year</u>	<u>Cost of acquisition</u>
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

11. Assets held as Attorney

	<u>Identification & nature of Asset(s)</u>	<u>Nature of Power of Attorney (Revocable/Irrevocable)</u>	<u>Name & Address of the Legal Owner</u>
a)			
b)			

12. Assets disposed off during the year

	<u>Identification & nature of Asset(s)</u>	<u>Date of disposal</u>	<u>Amount received as sale proceed (Rs.)</u>
a)			
b)			
c)			
d)			

13. Investments (Bonds, Shares, Certificates, deposits/Advances, Loans granted etc.)

	<u>Details of Bonds held</u>		<u>Investments</u>
a)	<u>Bond No. (s)</u>	<u>Denomination Rs.</u>	Rs.
b)			Rs.
c)			Rs.
d)			Rs.

14. Bank Accounts (Current, Saving, Deposit A/c & F.C. A/cs)

	<u>A/c No. & Bank Branch</u>	<u>Year of Opening</u>	<u>Main source of deposits</u>	<u>Balance on 30.6. (Rs.)</u>
a)				
b)				
c)				
d)				

15. Total Assets (9 – 14) Rs. _____

16. Liabilities (Departmental/Bank loans, Over drafts, Mortgages secured, private loans etc).

	<u>Outstanding liabilities (A)</u>		<u>Liabilities paid off during the year (B)</u>	
a)		Rs.		Rs.
b)		Rs.		Rs.
c)		Rs.		Rs.
d)		Rs.		Rs.

(15-16(A) Net worth Rs. _____
As on 30.6. _____

Net worth declared previously Rs. _____
As on 30.6. _____

Signature _____

Name _____

Designation _____

Name of the Organization/Deptt. _____

Place _____

Date _____

INSTRUCTIONS

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached/annexed.
2. All assets should be valued at cost and in the cases of assets acquired through gift name, address of the donor and donees relationship with him is to be declared.
3. Income declared at Serial 4 must include income earned by the spouse & children as well.
4. Information requested must be complete. No column should be left blank. Columns which are not applicable should be crossed.
5. All assets owned by the officer and his family members (Family as defined in Rule 3(1)(c) of Conduct Rules, 1978 should be declared. Assets acquired by major children dependents & others where funds have been provided by the officer are also to be declared.
6. Assets owned partly or acquired on "Hire purchase Agreement" or installment should also be declared.
7. If any exact figure cannot be inserted an estimated/approx figure may be given.
8. Sale proceeds of assets disposed off during the relevant financial year must be declared under the head "other sources" (Serial 4).
9. If there is no change in Assets over the previous year (for which the declaration had been filed) relevant columns (Serial 9, 10 & 11) may be marked "**As Before**".
10. At Serial 11 assets held by others as attorney on behalf of declarant, his spouse or dependent children are also to be declared.
11. Expenses against utilities (Serial 5) should include bills paid against all meters (Gas & Electricity installed on the residence) and telephone connections (including Mobile) in use of the officer, spouse & dependent children.
12. Notwithstanding the applicability of any other law for the time being in-force, this declaration is being filed under Conduct Rule 1978 and any breach thereof (including concealment of assets or giving wrong information) is punishable under RSO 2000.

OFFICE MEMORANDUMSub: **Declaration of Income and Assets (New Proforma)**

23- . In continuation of instructions on the subject already issued vide O.M No. DG(S&GA)/D(Rules)/07456/23/23047-24347 dated 20.03.2006, the Declaration of Income and Assets Proforma for the year 2006-2007 shall be submitted as under:-

Grade of the Employees		Period
a.	BPS 1 to 4	1.7.2005 to 30.6.2006
b.	BPS 5 to 20 and above	1.1.2006 to 30.6.2007
Note: Subsequently all officers / officials shall submit their Income and Assets Proforma regularly on fiscal year basis i.e. 1 st July to 30 th June each year.		

2. All Heads of Offices are accordingly requested to take necessary steps in this regard as under:-

- a. Obtain the Declaration of Income and Assets as above on prescribed proforma already issued as Annex-A to the letter under reference from WAPDA Central Stationery Store.
- b. Make arrangement to prepare and upto date Data Base of each employee's Assets, Income and Expenses complete in all respect, at following levels:-

(1)	Officers BPS-20 and above	Director (Estab.) S&GA
(2)	Officers BPS-16 to 19 by respective Offices	- GM(C&M) Water - GM(C&M) Power - DGF(B&C) including GMF(W), GMF(P) and Chief Auditor. - Director (Estab) S&GA
(3)	Employees BPS 1 to 15	- Respective GMs/Ces/PDs/ Directors etc.
(4)	All employees / Officers of Corporate Entities	- CEOs or as per their internal arrangements.

Note: These proformas have been delinked from ACRs and now be obtained from each employee by 31st July of each year by the above offices and entered in the database of each employee's Assets, Income, Expenses which must be updated regularly in all respects.

The aforesaid instructions be disseminated to all employees.

(Iftikhar Ahmad)
Director General (S&GA)

Grams: WAPDA Lahore

Phones: 99202508-99202211/2309

**PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY**

RULES DIRECTORATE S&GA

309-Wapda House,

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

Dated: 29th Nov. 2007

Office Memorandum

Sub:-**Streamlining of Rules Relating to Study Leave**

Authority in its meeting held on 17.11.2007 has been pleased to accord approval to revise all instructions on Study Leave to the following extent:

References	Revised
<p><u>Study in Land</u> Leave Rule 20-A</p> <p>OM NO. GM(A)/DCMP(P) /09962 (Policy-3)/2765-2965 dt. 10.02.2006</p> <p>SOP on Training/DPE 2005, Clause 12 (6).</p> <p>S/AD (Coord)03003/ MTG/ 91204-26 dt. 09.10.1982.</p>	<p><u>Surety Bond On WAPDA Expense</u> <u>For Ph.D</u> To execute a bond to serve for 5 years or pay Rs. 200,000/- plus salaries.</p> <p><u>For Master Degree</u> To execute a bond to serve for 3 years or pay Rs. 100,000/- plus salaries</p>
<p>Leave Rule 20-A</p>	<p><u>Surety Bond At Own Expense</u> <u>For Ph. D</u> To execute a bond to serve for 2 years or to pay Rs. 100,000/- <u>For Master Degree</u> To execute a bond to serve for 2 years or to pay Rs. 50,000/-</p>
<p>Conduct Rule 13-A.</p>	<p><u>Study in Evening Classes</u> For both the Ph.D/Master degree to execute a bond of Rs. 50,000/- for two years where expenses are reimbursed by WAPDA.</p>
<p><u>Study Abroad</u> (On nomination by WAPDA only)</p>	<p><u>Surety Bond On WAPDA Expense</u> <u>For Ph.D</u> To execute a bond to serve for 5 years or to pay Rs. 400,000/- and to refund all expenses including pay and allowance drawn during the study period to WAPDA.</p>
<p>Leave Rule 20-A. OM No. GM(A)/DCMP(P)/ 09962(Policy-3)/2765-2965 dt. 10.02.2006</p>	

For Master Degree

To execute a bond to serve for 5 years or to pay Rs. 200,000/- and to refund all expenses including and allowances drawn during the study period to WAPDA.

Conduct Rule 13-A.

Surety Bond At Own Expense

For Ph. D

To execute a bond to serve for 3 years or to pay Rs. 200,000/-

For Master Degree

To execute a bond to serve for 2 years or to pay Rs. 100,000/-

ACCOMMODATION

Dir/SO(Estates)/10/77/3345-3905 dt. 13.02.1979 & AD(Estates)060012/56605-57677 dt. 13.11.1990.

At Own Expense (In land/abroad)

Allowed to be retained during entire sanctioned study leave on full/half pay/EOL;

- a. Upto 120 days with 2 years service.
- b. All period of EOL for employees with 10 years service.

2. On the analogy of Engineers/Doctors, the Account/Admn Officers have also been allowed reimbursement of admission tuition fee and cost of books for MBA/CA/ACMA or recognized equivalent studies.

3. All previous instructions as quoted above and issued from time to time by different offices shall stand amended to the above extent. Other contents of the instructions shall remain unchanged.

Director (Rules)
(Muhammad Junaid Afzal)

Distributions

- Secretary, WAPDA with reference to his letter No. S/AD (Coord) 03003/MTG/1988-89 dated 28.11.2007.
- As per List 'C'.
- Director (Exams)/Training/CM Cells/Estab./Fin (Regulations)/E&S/PR/Admn (C&M).
- Librarian, WAPDA Central Library.

No. 14-V-B/B&C/L.TA/299/2007/2186-2215

Dated 06.12.2007

Office Memorandum

Sub: **Permission for Grant of Long Term Advances**

A question has arisen that in light of Rule 10(A) of Conduct Rules, 1978, whether the permission from competent authority is essential for the grant of Long Term Advances from WAPDA, if the amount of Loan is less than the prescribed limit i.e. Rs. 500,000/- for Officers (BPS-16 and above) and Rs. 100,000/- for Officials (BPS-1 to 15).

2. The matter has been considered in consultation with Director Finance (Regulations) WAPDA, who has clarified that permission of competent authority is mandatory for obtaining all types of Long Term Advances / Loans i.e. Purchase of Plot, Purchase of House, Construction of House and Purchase of Car / Motor Cycle, irrespective of the cost / price of moveable / immoveable property.

(Suhail Ahmad)
Assistant Director Finance (Admn)
For Dir Fin (B&C) WAPDA

No. D/DD(Rules)/07456/23/125

Dated 26.02.2009

GM Finance (Water),
WAPDA, Wapda House,
Lahore.

Sub: **Clarification**

Ref: Your letter No. GMF(W)/Payment/Loan & Adv/2008-09/6638 dt. 14.02.09.

With reference to your query under reference, conduct rules position is as under:-

- a. **No permission shall be needed;** under Conduct Rules if the transaction is within the prescribed limit irrespective whether one is making transaction from own resources or from an advance from department.
- b. **Permission shall be needed;** if the transaction is above the prescribed limit irrespective whether the transaction is from own declared resources or through an advance from the department.
- c. As for permission for advance it shall be regulated by the competent authority under rules for Grant of Advances.

Director (Rules)
(Khalid Hussain)

No. Dir /AD(E.IA)/7130/4/12384-484

Dated 26.07.2010.

1. All General Managers WAPDA.
2. All Cses / DGs and officers of equivalent status.

Sub: Fraternization between Government Servant and Foreign Missions in Pakistan

Ref: This office letter NO. Dir/AD(E.IA)/7130/4/24951-25131 dt. 15.08.2009.

A copy of Cabinet Secretariat, Establishment Division, Government of Pakistan, Islamabad letter No. 6/17/72-DA/D-IV/D-3 dated 24.6.2010 alongwith its enclosures on the subject received through Ministry of Water and Power vide letter No. 1(17)/2010-I&C dated 12.07.2010 is sent herewith for information and strict compliance, please.

DA/As above.

Director (Establishment)
(Safdar Mehdi Rizvi)

No. DG(CM)B/TG(09979)GEN-13/24159-86

Dated 09.12.2010

All General Managers of Water Wing,
WAPDA

Sub: **Admission in M. Sc Engineering (Civil)**

1. No WAPDA Employee shall take up a course of study during evening at educational institutions without the prior permission of his appointing authority. No such permission shall be granted unless the competent authority is satisfied that the prosecution of studies will not interfere with the WAPDA employee's official duties in term of Rule 13-A of the Pakistan WAPDA Employees Conduct Rules, 1978. Such permission may be withdrawn if the competent authority is convinced that the WAPDA Employee is taking part in politics or prosecution of such studies is interfering with satisfactory performance of his duties.
2. It has been desired by the competent authority that in future permission for seeking admissions in the official discipline of M. Sc (Engineering) will be accorded by Member (Water) through GMs concerned. Those officers interested to seek permission for higher studies shall mention their field of interest while applying for admission in a specific institute/university.
3. The admission in the following disciplines / fields will be encouraged:
 - a. Hydropower
 - b. Geo Tech/ Tunneling
 - c. Project Management
 - d. Construction Management
 - e. Sedimentation
 - f. Hydraulic Structures & Irrigation Engineering
 - g. Structural Design
 - h. Environmental Engineering
 - i. Building Engineering
 - j. Integrated Building Design
 - k. Bridge Engineering
 - l. Mountain Conservation & Watershed Management (WCWM).
4. The above instructions may please be brought to the knowledge of all engineers under your administrative control who desire to seek permission for higher studies. The request will be processed by Career Management Cell Water through GM (C&M) Water.
5. Please acknowledge its receipt.

Sd/-
(Khalid Iqbal Mehmood)
DG (CM) Water

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Tel & Fax: 042-99202482
042-99202211
Ext. 2223

Finance Division
(Admn & Regulations)
223-Wapda House,
Lahore

No. SO(IMPL.)/12-29/Ins/Vol-I/7715-64

Dated: 24/05/2012

OFFICE ORDER

Consequent upon upgradation of the post of Director General Finance (B&C), Wapda as General Manager Finance (Co-ord) WAPDA by the Authority vide this Office Order No. SO(IMPL.)/12-29/Ins/Vol-I/7663-82 dated 21-05-2012, it is notified that the word "Director General Finance (B&C)" wherever occur in the Service Rules, Selection/Promotion Boards as well as for competency in granting financial and administrative powers etc. shall stand substituted with effect from 21-05-2012 as "General Manager Finance (Co-ord:) WAPDA" till further orders.

(MUHAMMAD FAROOQ MEMON)
DIRECTOR FINANCE
(ADMN REGULATIONS)
WAPDA

c.c to;-

1. As per List 'B'
2. Managing Director (Admn), WAPDA Wapda House, Lahore.
3. General Manager Finance (Water)/(Power), WAPDA, Wapda House, Lahore.
4. PSO to Chairman – WAPDA.
5. Secretary – WAPDA.
6. Director General (HR&Admn)/Services/MS, Lahore.
7. Director (C&M)S&C/Public Relation/Security/Intelligence/S&E/O&M, Lahore.
8. S.O. to Chairman – WAPDA.
9. S.Os. to Members/MD/(Admn).
10. All Directors (B&A.) Common Services WAPDA.
11. All Dy. Directors (B&A)/Sr. B&A.Os, Common Services, WAPDA.
12. All B&A.Os (incharge) Common Services, WAPDA.
13. All Asstt: B&A.Os. (Incharge) Common Services, WAPDA.
14. PA to General Manager Finance (Co-ord) WAPDA, Wapda House, Lahore.

Tel: 99203576 &99202010
99202211/2731
Fax: 99203532
No. DG/D/DD (Rules)07459/50/12305-445

Director General (HR & Admn)
731 – Wapda House, Lahore

Dated 01-08-2012
03

All General Managers, WAPDA
All Chief Engineers, WAPDA

Sub: Proper Execution of Surety Bond Money

A surety bond is executed by an employee to the Department to meet with certain conditions or pay in case of default, the liquidated damages to the Department for contract service, study leave and training etc.

2. It has been noticed that in the case of default on the part of employee at times it becomes difficult to recover the bond money because the competent authority has accepted the surety bond of ambiguous sureties and without being satisfied that the sureties guarantors are men of means and that the Bond countersigned by Magistrate Class-I

3. In order to over come this situation all competent authorities are advised to ensure the following while accepting the surety bond:-

- a. Clear cut addresses alongwith CNIC of the sureties are provided
- b. The witnesses of the bond are also known and bonafied employees/persons to trace and identify the sureties.
- c. The surety bond is executed before/countersigned by 1st Class Magistrate only. This is an important condition of the bond.
- d. The sureties are "men of means" and can easily and diligently pay in case of default on the part of the employee.

4. The aforesaid instructions must be complied with in letter and spirit by all the competent authorities while accepting surety bond from the employees including officers

Director General (HR&A)
(Syed Taqi Ahmad)

c.c.

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