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PAKISTAN  
WATER AND POWER  
DEVELOPMENT AUTHORITY



THE PAKISTAN WAPDA  
TRAVELLING ALLOWANCE  
RULES, 1982

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**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

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740-Wapda House,  
Lahore.  
Dated November 30, 1982

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) and all other powers enabling it in this behalf, the Pakistan Water and Power Development Authority is pleased to make the following Rules, namely:

**THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982**

**1. Title**

These Rules may be called the Pakistan Wapda T.A. Rules, 1982.

**2. Commencement**

These Rules shall come into force at once.

**3. Application**

They shall apply to all employees of the Authority including:-

- (1) Deputationists from the Federal/Provincial Governments.
- (2) Government Servants of the former Electricity Department transferred to Wapda.
- (3) Those employed on contract

**Note. I-** These Rules shall not apply to the Contingent Establishment.

**Note II.-** These Rules shall not apply to the Work-Charged Establishment except to the extent as indicated in Rule 19.

**4. Definitions**

- (1) 'Controlling Officer' means an officer declared as such vide column 3 of Appendix-I.
- (2) 'Camp Equipment' means tents and the requisites for pitching and furnishing them or, where tents are not carried, such articles of camp furniture as it may be necessary, in the interest of the Authority, for an employee to take with him on tour.
- (3) 'Day' means a calendar day, beginning and ending at midnight, but an absence from headquarters which does not exceed twenty-four hours shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- (4) 'Family' means Wapda Employee's wife legitimate children and step-children, residing with and wholly dependent upon him. Not more than one wife is included in a family for the purpose of these Rules.

**Note.** The term 'legitimate children' in the Rules does not include adopted children.

- (5) 'Holiday' means a holiday prescribed or notified by or under Section 25 of the Negotiable Instruments Act, 1881.
- (6) 'Public Conveyance' means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.
- (7) 'Transfer' means the movement of an employee of the Authority from one headquarter station in which he is employed to another such station, either;
  - (a) to take up the duties of a new post, or
  - (b) in consequence of a change of his headquarters.
- (8) 'Employee' means an employee of the Authority.
- (9) 'Pay' includes special pay, personal pay, technical pay and any other emoluments which may be specially classed as pay by the competent authority. In the case of re-employed Government servants, pay for the purpose of determining grade and rate of daily allowance will be taken to be the pay allowed on re-employment plus full amount of pension (including commuted or surrendered portion of it, if any), subject to the condition that if the total of pay plus pension exceeds the maximum of the pay scale of post, the maximum shall be deemed to be the pay.
- (10) 'Mileage Allowance' means an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

## **5. Kinds of Travelling Allowances**

The following are the different kinds of travelling allowances which may be drawn in different circumstances:-

- (a) Daily allowance.
- (b) Mileage allowance
- (c) Conveyance allowance, and
- (d) The actual cost of travelling.

## **6. Admissibility of Travelling Allowance**

The travelling allowance is permissible for the following purposes:

- (a) On tour
- (b) On transfer
- (c) To give evidence
- (d) On retirement
- (e) For such other purpose as may be permitted by the officer authorized to countersign T. A. Bills.

## \*17. Gradation of Wapda Employees

For the purpose of travelling allowance, categorization of Wapda employees shall be as under .

*2i)	Category-I	Civil Servants in BPS 17 and above
ii)	Category-II	Civil Servants in BPS 11 to 16
iii)	Category-III	Civil Servants in BPS 3 to 10
iv)	Category IV	Civil Servants in BPS 1 to 2

## 8. Daily Allowance

A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the daily charges incurred by an employee in consequence of such absence.

## 9. Period of Absence from Headquarters

A period of absence from headquarters begins when an employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.

## 10. Daily Allowance may not be drawn.

Daily Allowance may not be drawn for any day on which a Wapda employee or Government Servant on deputation to WAPDA does not reach a point outside a radius of 16 kilometers from his Headquarters or returns to his Headquarters from a similar point. The radius of 16 kilometers will be calculated with reference to the nearest practical route.

**Note I.-** Daily Allowance will not be admissible to an employee or the Authority within the Municipal/Cantonment limits or the town in which his Headquarters is situated.

**Note II.-** In cases where the site or regular work is located at more than 16 kilometers from the residence of the staff and they are transported daily to that site in WAPDA vehicle and back, no daily allowance would be allowed. The site of such work itself would be considered as their Headquarters in such cases.

## 11. Rate of Daily Allowance:

\*31. The rates of Daily Allowance shall be as indicated below:

BPS	Special Rates per day (Rs.)	Ordinary Rates per day (Rs.)
1-4	500	310
5-11	550	390
12-16	900	700
17-18	1600	1250
19-20	2050	1550
21	2500	1750
22	3000	1750

2. A Wapda employee who stays in a hotel, hostel, guest house, Inspection bungalow/lodge or a residential club shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent, subject to production of receipts/ vouchers, upto the following maximum per day:-

\*1 Substituted vide O.M. No. DG (S&GA)/DD(R)/07456/52/III/22569-23820 dated 2-04-1992 (Annex-XIX)

\*2 Ministry of Water and Power O.M. dated 17-01-2004 and Endst. Vide No. D(R)/07456/52/VII/11177-12477 dt. 20.02.2004. (Annex -XXXIII)

\*3 Amended Vide O.M. No. FO (B&F)15-3/Part/Vol-09/3838-3937 dated 11-09-2012 (Annex-XLII)

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|----|---|--|
| a. | Localities where special daily allowance rate is admissible | Three times the amount of special daily allowance.           |
| b. | Localities where ordinary daily allowance is admissible.    | One and a half times the amount of ordinary daily allowance. |

\*<sup>1</sup> Rate of accommodation charges will be admissible 2 times of the daily allowance where no hotel accommodation receipt is produced.

**Note I.** Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, \*<sup>2</sup>Gujranwala, Northern Area (formerly Gilgit and Baltistan Agencies). \*<sup>3</sup>Bahawalpur, Sargodha, Sialkot, Sukkur, \*<sup>4</sup>Besham, \*<sup>5</sup> Mirpur & Muzafarbad (A.K), D.G Khan (for H/R and conveyance allowance only), . \*<sup>6</sup> Pattan (Keyal) and Dasu.

**Note II** Stay in a Hotel.-A WAPDA employee on tour is himself the judge of the necessity for staying in a hotel. Stay in expensive hotels like Intercontinental hotels is not permissible, except in the case of officers whose contracts specifically provide for such a facility. No certificate regarding non-availability of accommodation in a Rest House is required. However, such hotel charges will only be admissible where an overnight stay at the place of temporary duty is involved.

**Note III.** Reimbursement of Hotel Room Rent.-The term "actual single room rent" used in the rule includes taxes, duties and service charges relating to the rent of a single room in a hotel. In case of non-availability of a single room a Wapda employee may book a double room for his exclusive use provided the rent thereof does not exceed the maximum permissible limit for a single room. If it happens to be more than one's entitlement the re-imbusement shall be restricted to his normal entitlement only.

**Note-IV** Two officials while on tour at the same station are allowed to book a double suite in a hotel and share it. In such a case, either of them shall jointly certify that separate single accommodation was not available for them and that each one of them is claiming not more than one-half of the room rent restricted to each individual entitlement, this certificate shall be appended to the T. A. bill of either official.

\*<sup>7</sup> **Note-V.** Wapda employees in BPS-20 and above may stay in Hotels and claim room rent subject to a maximum of three D.As. for specified stations and 1-1/2 D.A. at non-specified stations. If, however, the room rent charges are in excess of the maximum ceiling of aforementioned, (50%) fifty per cent of the additional amount will be paid by Wapda.

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\*<sup>1</sup>Enhanced vide OM No. FO(B&F)/15-3/Part/Vol-09/3838-3937 dated 11.09.2012 (Annex-XLII)(w.e.f) 1.8.2012

\*<sup>2</sup>Added Vide O.M. No. DG(S&GA)/DD (R)/07456/52/12442-13542 dated 1-3-1992 (Annex-XVII)

\*<sup>3</sup>Added Vide O.M. No. DG/(S&GA)/DD (R)/07456/52/V/8514-9789 dated 10-2-1993 Annex-XXI)

\*<sup>4</sup>Added vide OM No. D(Rule)/07455/5/VII/12484-13784 dated 21.02.2004 (Annex-XXXIV)

\*<sup>5</sup>Added vide O.M. No. FO (B&F)/10-126/BPS-2005/55-205 dated 16.07.2005 (Annex-XXXV)

\*<sup>6</sup>Added vide O.M. No.DD(R)/07455/5/VII/11171-11245 dated 13.08.2011 (Annex-XLI)

\*<sup>7</sup>Added vide O.M No. DG (S&GA)/DD/(R)/07456/52/53682-54227dated 30-11-91 (Annex-XV)

## 12. Rate of Mileage Allowance for Journey by Road:

\*1. Rates of Mileage Allowance by road will be as under:

S. No.	Mode of Transport	Rate per Kilometer
(a)	Personal Car or by engaging a full taxi	Rs. 10/-
(b)	Motor Cycle or Scooter	Rs. 4/-
* <sup>1</sup> (c)	Bicycle,	Rs. 2/-
* <sup>1</sup> (d)	Public transport	Rs. 2.50/-

Note.I -These rates shall, except in the case of (d) above, be admissible from the residence at headquarters to the residence at the temporary place of duty of the Wapda employee.

Note II- The term 'personal car' means a car registered in the name of the Wapda employee or in the name of any member of his family as defined in S. R. 2 (8) for purpose of Travelling Allowance Rules.

Note III- Wapda employees shall be allowed to use the mode of transport as shown below:

<i>Mode of transport</i>	<i>Grade of Wapda employees</i>
*Personal car, or hiring of a full taxi	Officers of Grade I. In the case of others, a taxi may be engaged if the urgency of the situation so demands, with the approval of the Controlling Officer.
Personal Motor Cycle/Scooter	Grades I and II
Bicycle etc. and public transport plying for hire on single seat basis.	All Wapda Employees

Note IV.- Reimbursement of toll tax paid at the bridges by Wapda employees travelling on duty in Wapda vehicle shall be allowed.

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\*<sup>1</sup>Revised vide O.M No. FO(B&F)/15-3/Part/IX/9141-9240 dt 12-09-2012 (Annex-XLIII) (w.e.f) 1-07-2012.

## Note-V

- \*<sup>1</sup>(a) Reimbursement of Toll Tax paid on Motor Way by an officer in BPS-I7 and above and all in receipt of pay exceeding Rs: 5330/- while travelling in an official vehicle /by his own car on official duty / tour shall be allowed on production of original receipt in token thereof. This concession will however, not be admissible to the one who is permitted to travel on official duty by rented car or borrowed car.
  - \* <sup>2</sup>(b) Wapda employees to travel on any road by any mode of public transport (on single seat basis ) will get reimbursement of travelling expenses on actual cost basis provided the cost should not exceed the Railway fare, admissible under the existing TA Rules.
  - (c) Wapda employees who use their own car/taxi with the approval of competent authority shall be allowed the mileage allowance for journey on Motor Way on official duty.
2. (a) Daily allowance, for each calendar day, will be admissible for the period of absence on duty from headquarters (including the time spent in transit). Not more than one daily allowance will be admissible on any calendar day. A fraction of a calendar day will be reckoned as a calendar day for this purpose.

Note.- "Calendar day" in sub-para

- (a) above means a day beginning on one mid-night and ending on the next midnight.
- (b) In the case of departure from headquarters, the rate of daily allowance during transit will be the same as admissible at the station of immediate destination. In the case of return to headquarters the rate will be the one admissible at the last station of temporary duty before return to headquarters.
- (c) The period of absence from headquarters shall commence from the time of departure of the Wapda employee from his office or residence, as the case may be till the time of his return to his office or residence, as the case may be. The competent authority authorizing the tour will decide whether the Wapda employee should proceed on temporary duty from his office or residence.
- (d) The period of forced delays in transit will be treated as part of the total transit period.
- (e) Extra daily allowance for arrival at and departure from the place of temporary duty will not be admissible.

3. Mileage allowance shall be admissible from the residence of the Wapda employee to the railway station or the airport or the sea/river port, bus/mini bus/taxi stand as the case may be, at his headquarters and from the railway station or the airport or the sea/river port, bus/mini bus/taxi stand to the place of his temporary residence at the out-station.

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\*<sup>1</sup> Substituted vide OM No. D(R)/07456/52/VI/26080-730 dt. 05.06.2002 (Annex-XXVII)

\*<sup>2</sup> Substituted vide OM No. D(R)/07456/52/VII/27132-782 dt. 07.06.2003 (Annex-XXXI)

4. Where a Wapda employee claims road mileage for journey performed by road in his personal car, between places connected by rail, the Controlling Officer may, at his discretion, accept the claim subject to the condition that it will be limited to what would have been admissible had the officer travelled by rail in the ordinary way.

5. Except as specified in para, 12 (6) below, daily allowance at full rate shall be admissible for the entire period of continuous halt on temporary duty, without any special sanction or subject to reduction in rate.

6. In case of temporary duty at a hill station exceeding thirty days, Heads of Departments shall have full power to sanction daily allowance for the entire period of continuous halt of Wapda employee.

7. Daily allowance shall be admissible on Sunday and public holidays falling during the period of a Wapda employee's temporary duty at an out-station (It shall not be necessary to render certificate to the effect that the official concerned was actually and not merely constructively on duty in camp).

8. A Wapda employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

#### **\*<sup>1</sup>13. Rate of Messing Allowance for Trainees**

Messing Allowance may be paid to the trainees receiving training in all Wapda Training Centres/Institutes including Wapda Academy and Accounts Training Institutes for the entire duration of the training at the following rates:-

BPS-17 to 20	* <sup>1</sup> Rs. 400/- per day
BSP-16 and below	* <sup>1</sup> Rs. 300/- per day

**Note- I** No Daily Allowance will be admissible for their stay at the Academy, Training Institutes and Centers. Normal Daily Allowance will, however, be admissible for training upto a period of 10 days. Messing Allowance shall be admissible when they were at the station of Wapda Academy, Training Institutes and Centers; but in case they go for field trip on any day, they will be entitled to full Daily Allowance according to the Rules.

**\*<sup>2</sup>Note II-** The question of payment of Messing Allowance to participants of courses in WAPDA Staff College Tarbela has been engaging the attention of the Authority some time past. The Authority observed that the Staff College at Tarbela bears no comparison with institutions located at Lahore and other major cities, because of the special significance attached to it. Authority has, therefore, decided that participants of various courses in Wapda Staff College Tarbela only shall be granted normal Daily Allowance, as admissible under the Pakistan Wapda Travelling Allowance Rules, 1982. This will be in lieu of the Messing Allowance sanctioned by the Authority vide Office Memorandum No. S/DD (Rules)/07456/52/48116-48895/dated 29-4-1984 as amended vide Office Memorandum No. S/DD (Rules)/07 456/52/VOI- II/3535- 4334, dated 16- 1-1986.

Rule 13 of a the Pakistan Wapda Travelling Allowance Rules, 1982 shall be deemed to have been amended to the above extent.

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\*<sup>1</sup> Revised vide O/o No. D(Rules)107456/52/IX/22467 dt. 28-7-2009 (Annex-XL)

\*<sup>2</sup> Added vide O.M No. GM (A)/DD(R)/07456/52/IV/128628-9747 dt. 26/28<sup>th</sup> Sept. 1988(Annex-IX)



3. These orders will take effect from the date of commencement of the current course viz. 3-8-1988.

Clarification issued vide O.M. No. MD (A) DD (R)/07456/52/IV-II/7469-8541 dated 18-2-1990.

Authority has decided that normal Daily Allowance, which was specially allowed to the participants of various Courses of Wapda Staff College, Lahore vide this Office Memorandum, under reference, will be admissible upto the completion of 19<sup>th</sup> Management Development Course at the said College. (This Course has since been concluded). Thereafter the participants will revert to the Messing Allowance admissible under Rule 13 of "The Pakistan Wapda Travelling Allowance Rules, 1982".

#### 14. Calculating Mileage Allowance

- (a) For the purpose of calculating mileage allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short; provided, that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.
- (b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, the Authority shall decide which shall be regarded as the shortest of two or more routes.
- (c) If an employee travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

**Note:--** "Whether two stations are connected by rail or not, should be decided by the Controlling Officers.

#### \*<sup>1</sup> 15. Class of Accommodation when Travelling by Rail

For the purpose of calculating mileage allowance, employees of the Authority when travelling by Railway shall be entitled to class of accommodation at the following scales –

- \*<sup>2</sup>i) Category. I **Civil Servants in BPS 17 and above.**  
Air conditioned class or accommodation of the highest class available on the route.
- ii) Category II **Civil Servants in BPS-14 to 16.**  
AC lower (Special). If travelling on a line which does not provide AC lower (Special) the next lower class.

\*<sup>1</sup>Substituted Vide O.M. No.DG(S&GA)/DD(R)/07456/52/III/11188-12288 dated 29-2-1992 (Annex-XVI)

\*<sup>2</sup> Amended vide O/O No. FO(B&F)/15-3(Part)/Vol-6/4721-4820 dt. 17.06.2006 (Annex-XXXVII)

- iii) Category III      **Civil Servants in BPS-11 to 13**  
AC lower (Ordinary). If travelling on a line which does not provide AC lower (Ordinary) the next lower class.
- iv) Category IV      **Civil Servants in BPS-1 to 10**  
Economy Class or the lowest class by whatever name be it called.

**16. Admissibility of Daily Allowance when Short Journeys are Performed on Conveyance Provided by the Authority.**

An employee using vehicle owned by the Authority will be entitled to draw daily allowance at ordinary rates for any day on which he is absent from his headquarters on official duty for more than eight consecutive hours.

\*<sup>1</sup>Note.- In cases where the site of regular work is located at more than 16 kilometers from the Headquarter, outside the Municipal / Cantonment limits, and the executing/inspecting staff of Water and Power Wings, and the patrolling staff of GSO of Power Wing are transported daily in vehicles owned by Wapda, from the Headquarter and back, they will be entitled to Daily Allowance for the actual period of journey subject to maximum of ten days in a month.

Exception may be granted by Chief Engineer incharge of a formation, in emergent cases for which justification will be communicated to the Accounts Wing.

The Line Staff of construction side of GSC will be exempted from the operation of this Rule provided the condition laid down in para 3 of \*<sup>2</sup>Office Memorandum No. D/DD(Rules)/07456/52/43946-44725, dated 15-5-1983 is fulfilled.

**17. Travelling Allowances for Journeys on Transfer**

1. Unless it be otherwise expressly provided in these Rules an employee of the Authority is entitled for a journey on transfer to the following allowances:

- (a) He may draw one fare of the rail class to which his grade entitles him and draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and 1/2 fare for each child for whom such Fare is actually paid.
- (b) In case the places are connected by road only, he is entitled to draw one mileage allowance at the rate to which his grade entitles him; he may draw a second mileage allowance if two members of his family accompany him, and a third if more than two members of his family accompany him.

\*<sup>3</sup>(c) (i) **Transfer Grant**

<u>Category of employee</u>	<u>Rate</u>
Wapda employee possessing a family	One month's pay
Wapda employee not possessing a family	Half-a-month's pay

\*<sup>1</sup> Added vide O.M No. GM (A)/DD (R)/07456/56/VII/47287-48406 dt. 18 May 1989 (Annex-XII)

\*<sup>2</sup> Added vide O.M. No. D/DD(Rules)/07456/52/43946-44725 dt 15-05-83(Annex-III)

\*<sup>3</sup>Substituted vide OM No. DG(S&GA)/DD(R)/07456/52/III/35704-36789 dt. 23.09.1991 (Annex-XIV)

- \*<sup>1</sup>(c) (ii) "If a Wapda employee, possessing family moves to a new station alone, he may draw transfer grant at the rate at least equal to the amount admissible to a Wapda employee not possessing family provided he finally opts to do so on transfer."

**Note I-** Transfer grant is to be determined on the basic pay drawn by a Wapda employee at the old station of posting before transfer.

**Note II-** Transfer grant is admissible in all cases where travelling allowance on transfer is otherwise admissible under the existing rules.

(d) **Daily Allowance during Journey Period**

One daily allowance at special rate shall be payable to a Wapda employee for every 480 kilometers of road distance.

(e) **Daily Allowance on arrival at the new place of posting**

One daily allowance at the rate applicable to the station shall be payable in respect of the Wapda employee and in respect of each member of his family above 12 years and one half of the full rate for every child above the age of 12 months, for the day of arrival at the new place of his posting.

\*<sup>2</sup>**Clarification**

As admissibility of T. A. and transfer grant in cases of transfers between the twin cities of Islamabad and Rawalpindi is not quite clear in various quarters, it is, therefore, clarified that:

- (a) Transfer T. A. is admissible where change of residence is involved, in consequence of change of headquarters, and
- (b) Transfer T. A. is not admissible where:
- (i) change of residence is not involved in consequence of change of headquarters, or
  - (ii) change of residence takes place otherwise than in consequence of change of headquarters.

2. It is, however, brought to the notice of the Authority that transfers between Rawalpindi and Islamabad where change of residence is involved, also entail expenditure on various items. Among other things, this fact may kindly be borne in mind by the administrative authorities while deciding upon such transfers.

3. In para (a) of the above clarification it has inter-alia been clarified that the transfer grant was admissible only where change of residence was involved, in consequence of change of the headquarters. It has been observed that transfer grant is being allowed in cases of transfer of married WAPDA employees though the Wapda employee alone moves to the new station. In such cases, the change of residence of the Wapda employee himself is involved but complete breaking up at the old station and the setting up of house-hold establishment at the new station does not take place.

4. It is hereby clarified that, in such cases, the transfer grant is admissible only where the breaking up of the house hold establishment at the old station and setting up of the house hold establishment at the new station takes place; and a certificate to this effect is recorded on the Transfer T. A. Bill by the WAPDA employee concerned duly countersigned by the "Controlling Officer".

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\*<sup>1</sup> Added vide O.M & No. DG (S&GA)/DD(R)/07456/52/16173-17273 dt. 17-3-92(Annex-XVIII)

\*<sup>2</sup> Added vide O.M. No. S/DD(R)/07456/52/Vol.-II/28211-29010 dated 9-4-1985 (Annex-VII)

(f) **Transportation of personal effects**

- (1) The maximum limit upto which personal effects can be transported at Authority's expense shall be as follows:

<b>Category of Wapda Employee</b>	<b>If possessing family</b>	<b>If not possessing family</b>	<b>Kilograms</b>
Category I	4500		2240
Category II	3000		1500
Category III	1500		760
Category IV	560		380

<sup>\*1</sup> 2. **Carriage of Personal effects on Transfer/Retirement.**

Rs. 0.02 per kg.per km,

**17-1 (g) Transportation of Motor Car /Motor Cycle by Road**

<sup>\*1</sup>The rates of allowance admissible to a Wapda employee who transports his Motor Car or Motor Cycle/Scooter by road between stations connected by Rail or Steamer or partly by Rail or partly by Steamer shall be as follows:

(i) In respect of Motor Car	Rs. 5/- per Kilometer
(ii) In respect of Motor Cycle/Scooter	Re. 2.5/- per Kilometer

**Note I.-** A member of an employee's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him.

**Note II-** If the family joins its Head at the new station later than 6 months from the date of transfer for reasons beyond control i.e. due to non-availability of suitable family accommodation or sickness in the family etc., the family may be treated as accompanying its Head, for the purpose of this rule, with the sanction of authority next higher than the Controlling Officer.

**Note III.-** Travelling allowance may not be drawn by an employee on transfer from one station to another unless he is transferred for the convenience of the Authority and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the convenience of the Authority.

**Note IV-** If the family of an employee, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

- (2) Tents supplied by the Authority are transported at the expense of the Authority. Tents purchased and maintained by an employee himself may be transported at the expense of the Authority provided they do not exceed a scale to be prescribed in this behalf by a competent authority as suitable for a particular employee or class of employees. If they exceed this scale, the excess may be treated as a part of personal effects.

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<sup>\*1</sup> Revised vide O.M.M. No. FO (B&F)/15-3 (Part/IX/9141-9240 dt 12-09-2012 (Annex-XLIII))

- (3) An employee claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. He should state in the certificate the weight of personal effects actually carried and the amount actually paid for their transport separately by rail, road, steamer or other craft and the Controlling Officer shall record a certificate that he has scrutinized the details and satisfied himself that the claim is reasonable.
- (4) An employee claiming the cost of transporting a conveyance by rail or steamer must support his claim by the railway or steamer receipt. In case where the receipt has been lost or has been surrendered to railway or steamer authorities without a cash receipt having been obtained in exchange and where the production of a duplicate receipt is likely to involve a disproportionate amount of trouble, the Audit Officer may, at his discretion, dispense with the production of the receipt and accept a certificate to the effect that the amount claimed is not more than the expense actually incurred. .
- \*<sup>1</sup>(2) No Wapda employee shall travel by air even on transfer except categories mentioned in Rule 18 of the said Rules.

## **18. Travel by Air Journey**

- \*<sup>1</sup>(a) Travelling Allowance for journeys by air will ordinarily be admissible to General Managers/Chief Engineers/Director Generals/Officers of equivalent status and Secretary Wapda.
- \*<sup>2</sup>(b) GMs/CEOs may allow BPS 17 to BPS-19 officers to travel by air from case to case basis.\*<sup>3</sup>WAPDA employees in BPS-17 and above as otherwise covered under the Rules.

## **19. Entitlement of Work-charged Staff to T.A.**

- (1) The work-charged staff, when transferred, in cases of sheer necessity, in the Authority's interest, may be allowed Transfer T.A. i.e., single railway fare or actual travelling expenses including the cost of carriage of personal effects to the employees of the work-charged establishment and dependent members of their families, who are not males over 18 years of age subject to the following conditions:
- (a) The limits of Travelling Allowance relating to the class of railway accommodation admissible to regular Wapda employees of the same grade are not exceeded.
- (b) The journey performed is in the interest of the Authority and not as a disciplinary measure transfer within the divisions shall be ordered by the Superintending Engineers and transfers outside the divisions shall be ordered by the Chief Engineer concerned.
- (c) The transportation charges of personal effects will be admissible as per schedule and terms and conditions laid down in Wapda T.A. Rule 17.

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\*<sup>1</sup>Substituted vide O.M. No. DG (S&GA)/D (Rules)/07456/52/VII/13853-15152, dated 21-04-2001 (Annex-XXVI)

\*<sup>2</sup> Substituted vide O.M. No. D(Rules)/07456/52/VII/3193-4493 dt. 14.01.2004 (Annex-XXXII)

\*<sup>3</sup> Substituted vide O.M. No.FO(B&F)/10-126-BPS-2005/55-205 dt. 16.07.2005 (Annex-XXXV)

- (d) The categorization of the employees will be determined in accordance with Wapda T.A. Rule 7.
- (2) The work-charged staff while travelling on temporary duty may be allowed:
- (a) Single railway fare or actual travelling expenses upto the limit of that fare for journeys performed on duty.
  - (b) The rate of D.A. and mileage allowance may be allowed with reference to the rate of their monthly pay in accordance with Rules 11 and 12.
  - (c) In case the official is absent from his headquarter on official duty for more than eight consecutive hours and uses Wapda vehicles he may draw one daily allowance.

\*<sup>1</sup>A question has been raised whether Wapda Sportsmen/Players, who are required to attend coaching/training camps or to participate in the recognized Divisional / Provincial / National or Wapda Championships at places other than the place of their posting are entitled to Hotel, Hostel, Guest House, Inspection Bungalow/Lodge or Residential Club, as are admissible to the regular Wapda employees.

2. It is hereby clarified that according to Rule 19, sub-clause (b) of sub-rule (2) of the Pakistan Wapda Travelling Allowance Rules, 1982 the rate of Daily Allowance and Mileage Allowance is admissible with reference to the rates of monthly pay of workcharged employee in accordance with Rules 11 and 12 of the Wapda Rules *ibid*.

3. Since stay in a Hotel, Hostel, Guest House, Inspection Bungalow/Lodge or a Residential Club is admissible under Rule 11 of the Rules *ibid*, in addition to the Daily Allowance, a work-charged employee engaged as sportsman/player, is entitled to the facility of Hotel, Hostel, Guest House, Inspection Bungalow/Lodge or a Residential Club accommodation while on temporary duty away from his place of posting.

## **20. Journey in connection with Departmental Enquiry or to give evidence**

1. (a) An employee under suspension may be sanctioned mileage allowance (as admissible to him before his suspension) by the suspending authority if he is required by the said authority to make a journey for the purpose of attending a departmental inquiry. No daily allowance will, however, be allowed.
  - (b) An employee on leave who is required by the Inquiry Officer to attend a departmental inquiry against him may be allowed travelling allowance on tour rates for journeys performed by him in connection with his departmental inquiry.
  - (c) An employee under departmental inquiry who is neither under suspension nor on leave but is on duty is entitled to travelling allowance on tour rates if he is required or permitted by the Controlling Officer to make journeys in connection with departmental inquiry. The Controlling Officer can sanction the absence of such employee on duty beyond the sphere of duty for a period not exceeding thirty days.
2. The following provisions apply to an employee who is summoned to give evidence:
- (a) In a criminal case, a case before a court martial, a civil case to which the Authority is a party or;

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\*<sup>1</sup>Clarification added vide O.M. No. D/DD (R) 07456/56/VI/62210-754, dated 04-12-1990 (Annex-XIII)

- (b) Before any other court in Pakistan or in foreign territory provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties:-
- (i) He may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him.
  - (ii) When he draws such travelling allowance he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to the Authority.
  - (iii) If the court in which he gives evidence is situated within ten miles of his headquarters and no travelling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent travelling allowance accept such payment of actual travelling expenses as the court may make.

**Note:-** An employee summoned to give evidence while on leave is entitled to travelling allowance under this rule from and to the place from which he is summoned as if he were on duty.

**\*<sup>1</sup> 20-A Admissibility of T.A/D.A for appearing in Departmental Professional/Promotion Examination**

Wapda officers/employees intending to appear in the Departmental Professional/ Promotion Examination shall be treated on duty and be paid T.A./D.A. for taking the examination. In no case, TA/DA can be drawn more than 3 occasions, whether the examination is taken completely or in parts.

**21. Travelling Allowance for Journey on Retirement**

1. A Wapda employee shall be allowed T.A. to the extent specified below, in respect of the journey from the place of this last posting to his home town, performed during leave preparatory to retirement or on or after retirement:

- (a) Actual fare by rail or steamer of the class to which he was entitled immediately before his retirement for himself and for each member of his family. For journeys by road between places not connected by rail or steamer, mileage allowance shall be allowed.
- (b) Cost of transportation of personal effects to the extent admissible to him immediately before retirement for journeys on transfer.
- (c) Cost of, transportation of personal car or scooter or motor cycle for journey to home town on retirement shall be admissible. The cost shall, however, be calculated by road and restricted to the distance by the practicable route.

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\*<sup>1</sup> Added Vide OM. No. S/DD (R)/07456/56/48391-49170 dated 25.5.1983 (Annex-IV)

2. Advance payment for expenditure as at (1) above shall be made and be treated as final payment.

\*<sup>1</sup>3. The home town shall be determined according to entries pertaining to the permanent address of the Wapda employee in his service record or according to the declaration made by him for purposes of leave travel concession.

4. The term 'retirement' shall mean retirement on attaining the age of superannuation or on completing prescribed service limit, or voluntary retirement on completion of 25 years qualifying service, or on invalid pension, or compulsory retirement.

**Note-I** A Wapda employee who does not avail himself the concession of retirement Travelling Allowance during leave preparatory to retirement may do so within six months after the actual date of his retirement. If, however, a retired Wapda employee dies during this period without having availed himself of the concession, it may be allowed to the family on application to the Head of the Division and should be availed of before the expiry of six months from the date of retirement of the deceased Wapda employee or within three months of the date of his death whichever may be later. In case a retired Wapda employee is re-employed immediately after or within six months from the date of his retirement, the time limit referred to above shall commence from the date on which the period of re-employment concluded.

**Note-II** In addition to the T.A. admissible under sub-rule (1) above, a Wapda employee proceeding on retirement, shall also be allowed transfer grant to the extent admissible on transfer from one station to join duty on another station.

**\*<sup>2</sup>22. Entitlement of T.A/D.A to the Members of Executive Committees/Central Council of Professional Engineering Institutes.**

Members of Executive Committee of Pakistan Engineering Council, members of Central Council of Institute of Engineers of Pakistan and members of Executive Council of Pakistan Engineering Congress, who are required to attend meeting of their respective institutes, will be entitled to T.A / D.A as otherwise admissible under the Rules.

**23. Entitlement to T.A of Wapda Players and Office-Bearer of Wapda Sports Control Board.**

(a) All Officers and Members of the Executive Committee of the Wapda Sports Control Board will be treated as on duty and will be entitled to T.A/D.A., when attending meetings of the Executive Committee and Annual Meets. Their bills will be verified by their respective Controlling Officers/Unit Manager.

\*<sup>3</sup>(b) Eighteen members of a team including Coach and Manager will be treated as on duty and will be entitled to normal T.A./D.A if the team is participating in a recognized tournament with the approval of President of the Wapda Sports Control Board, provided that no allowances are paid by the organizers of such tournaments. In cases where they are paid by the organizers of the tournament less than their entitlement in Wapda, the difference between the payment received by them and their normal entitlement will be payable by Wapda. If a player, a sportsman or an official is called in connection with training in a

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<sup>1</sup>Clarified vide O.M. No. D/DD(Rules)/07456/52/38667-39466 dt 23-04-1983.(Annex-II)

<sup>2</sup>Substituted vide O.M. No. D/(Rules)/07456/52/VII/26036-27336 dated 25-6-98 (Annex-XXIV)

<sup>3</sup> Substituted vide O.M No. GM(A)/DD(R)/07456/52/III/PF/138087-9206 dated 15<sup>th</sup> Oct. 1988 (Annex-X)



Training-cum-Coaching camp preparatory to participation in a tournament, organized with the approval of President of the Wapda Sports Control Board, he will be entitled to T.A./D.A for the duration of such training and coaching. T.A. bills in all such cases will be verified by the designated Coach/Manager and will be countersigned by the President or Vice President or Secretary General of the Wapda Sports Control Board or, as the case may be, by the Unit Manager and they will not be less than Grade- 19 officers.

- (c) In case of members of teams and others participating in the Annual Meets, they will be treated as on duty and their T.A Bills will be verified by the Chief Engineer, Chairman Area Electricity Board or the Unit Manager concerned who shall ensure that no undeserving or unauthorized person gets any advantage of the concession.
- (d) The recognized tournaments, referred to in (b) above, include all such tournaments as are arranged by or with the permission of various Government recognized Associations/Federations at District, Divisional, Provincial and National levels.

## **24. Carriage of Dead Body**

### **1 \*<sup>1</sup>(a) Transportation of dead body by road**

Wapda transport, if available, will be provided to carry the dead body of a Wapda employee/deputationist or any member of his family to his home town regardless of the distance involved and the cause of death. If Wapda vehicle is not available, the dead body may be carried to the home town by the hired transport and **reimburse the actual cost but not exceeding @Rs. 20/- per kilometer (Maximum)** out of the budget provision of the Division / Office concerned.

### **\*<sup>2</sup>(b) Transportation of dead body by Air**

Actual cost of transportation will be permissible if direct air service is available from the last station of duty to his home town or the nearest airport. For journey from such an airport dead body shall be transported by road at the rate prescribed above.

**\*<sup>2</sup>NOTE:-** Actual cost of transportation of dead body shall also include charges on crating where necessary not exceeding Rs. 1600/-.

- 2. The above amendment shall take effect from \*<sup>1</sup> 01.12.2006. However, the cases already decided will not be re-opened.
- 3. The terms 'Family' used in sub-rule (1) above means wife (one only), dependent sons and daughters who are residing with the employee at the place of his posting.

## **25. Travelling Allowance to family of employee who dies while on duty**

1. When a Wapda employee dies while on service the family of such a Wapda employee will be allowed Travelling Assistance equal to the amount of T.A. and cost of transportation of personal effects, subject to the provisions of sub-rules (1) (2) and (3) of Rule 21 to enable the

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<sup>1</sup> Amended vide OM No. D/DD(R)/07456/52/IX/4489-5689 dated 17.02.2007 (Annex-XXXIX)

<sup>2</sup> Amended vide O.M. No. D/DD (R)/07456/52/VII/28879-30178, dated 19-07-1997 (Annex-XXIII)

family to perform journey from the station of last posting of the deceased Wapda employee to his home town or to such other place to which the family intends to proceed provided that the amount to be paid by Wapda will not exceed the amount admissible from the station of last posting of the deceased to his home town. The amount will be drawn by the eldest member of the deceased Wapda employee's family on application to the Head of Division in which the deceased was working at the time of his death. The application should contain the following particulars:-

- (1) Name of the deceased Wapda employee,
- (2) His designation and the name of the office in which he was working at the time of his death,
- (3) Name and address of the applicant,
- (4) His/her relationship with the deceased,
- (5) Home town of the deceased Wapda employee or the place where the family intends to proceed,
- (6) Names of family members alongwith age of each of them and
- (7) Approximate weight of personal effects to be transported.

2. The application should be countersigned by an officer in NPS-17 or above or a Commissioned Armed Forces Officer, who will record a certificate thereon in the following words:

“Certified that I personally know the above particulars to be correct.”

3. In addition to the amount of T .A./Cost of transportation of personal effects, the bereaved family shall also be entitled to “Transfer Grant” to the extent admissible to the deceased Wapda employee as on transfer from one station to another station.

## **26. Reimbursement of expenses**

- (a) Reimbursement of expenses incurred on account of cancellation of reserved seat may be allowed if the cancellation was due to an eleventh hour change in the tour programme, subject to the production of a deduction voucher.
- (b) The Controlling Officer will be required to sign a certificate to the effect that the tour had to be cancelled or modified to very short notice and that earlier cancellation was not possible.

## **27. When a notification implies**

Except when a notification implies a change of duties, the travelling allowance of an employee who is promoted or reverted or is granted an increased rate of pay with retrospective effect, should not be revised in respect of the period intervening between the date of promotion or reversion and that on which it is notified.

In the case of all bills paid before the orders are issued, the officer should be guided by the facts known officially at the time but, in the case of travelling allowance bills not presented or audited before the promotion is notified, there is no objection to recognizing the retrospective effect of the order.

**Note:-** An employee's claim to travelling allowance should be regulated by the rules in force at the time, the journeys in respect of which they are made, are undertaken.

## **28. Change of Headquarters while on tour**

A Wapda employee whose headquarters are changed while he is on tour and who proceeds to his new headquarters without returning to his old, is entitled to travelling allowance as on tour for his journey upto the new headquarters.

## **29. Forced Halt**

During the period of forced halt while travelling to Northern Areas/Chitral Wapda employee from outstations who is compelled to incur expenditure on board (PIA meeting only the hotel expenses) will be allowed daily allowance at the rate of 50 percent of his normal entitlement for each day of forced halt, subject to certificate being furnished by PIA in the following form:-

Certified that flight No..... by which Mr..... an employee of ..... scheduled to travel to Northern Areas/Chitral was cancelled due to bad weather conditions. He actually travelled on..... after . . . . . days of forced halt.

## **30. Duties at Controlling Officers**

It is the duty of a Controlling Officer before signing or countersigning a travelling bill:-

- (a) To scrutinize the necessity, frequency and duration of journeys, and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;
- (b) To scrutinize carefully the distance entered in travelling allowance bills;
- (c) To satisfy himself that mileage allowance for journeys by railway or steamer, has been claimed at the rate applicable to the class of accommodation actually used and that, where the actual cost of transporting servants, personal effects etc, is claimed under these Rules, the scale on which such servants, effects, etc., were transported was reasonable and to disallow any claim which, in his opinion, does not fulfill those conditions;
- (d) To observe any subsidiary rules or orders, which a competent authority may make for his guidance;
- (e) To satisfy himself before permitting claims that the servant actually bought a through ticket at the rate claimed and that it was not possible for him, to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.

## **31. General**

In all matters not expressly provided for in these Rules, a Wapda employee shall be governed by such Rules, orders or instructions as have been prescribed, or may from time to time, be prescribed or issued by the Authority.

### **32. Amendment or Relaxation**

The Authority shall have the powers to amend, modify, substitute, add to or relax any or all these Rules, or any orders or instructions issued there under.

### **33. Interpretation**

These Rules shall be interpreted by the Authority whose interpretation shall be final and binding upon all employees of the Authority to whom these Rules are applicable.

### **34. Repeal**

The Wapda T.A. Rules of July, 1959 are hereby repealed, but the repeal thereof shall not affect any action taken or anything done or suffered thereunder.

**Colonel  
(Idrees Mohsin)  
Secretary WAPDA**

**CONTROLLING OFFICERS**

<b>S.#.</b>	<b>Categories of employees</b>	<b>Controlling Officers</b>
1.	General Managers	Own Controlling Officers (Subject to prior intimation to Managing Director concerned).
* <sup>1</sup> 2.	(a) Chief Engineers and other officers in NPS-20 holding independent posts	Own Controlling Officers for journeys within area of their jurisdiction or to the headquarters of their next higher authority. (They are to inform of their tour programme to the next higher authority). For tour beyond their area of jurisdiction, prior permission from the next higher authority will be obtained. When officially required to attend a meeting at a place not located at the area of their jurisdiction, they can do so under intimation to their next higher authority.
	(b) Chief Engineers and other officers in NPS 20 not holding independent posts	General Manager/Managing Director
* <sup>1</sup> 3.	(a) All officers in NPS 19 holding independent posts	Own Controlling Officers for journey within area of their jurisdiction or to the headquarters of their next higher authority (they are to inform of their tour programme to the next higher authority). For tour beyond their area of jurisdiction, prior permission from the next higher authority will be obtained. When officially required to attend a meeting at a place not located in the area of their jurisdiction, they can do so under intimation to their next higher authority
	(b) All officers in Grade-19 not holding independent post	Next higher officer
4.	(a) Officers in NPS 18 holding independent posts	Next higher officer
	(b) Officers in NPS 18 not holding independent posts	The officer above the next higher officer, but not beyond the Head of office
5.	(a) Officers in NPS 17 holding independent posts	Next higher officer
	(b) Officers in NPS 17 not holding independent posts	The officer above the next higher officer, but not beyond the Head of office
6.	Employees in NPS 16	The officer above the next higher officer, but not beyond the Head of office
7.	Employees in NPS 15 and below	The Officer Incharge not below NPS 18/Head of office (independent accounting Unit)

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\*<sup>1</sup> Substituted Vide O. M. No. GM (A)/DD (R)/07456/52/127508-8627 dated 26 & 28-9-1988 (Annex-VIII)

No. D/DD (Rules)/07456/52/19855-94

17<sup>th</sup> February, 1983

The Chief Engineer/Chairman A.E.B., Wapda,  
Hyderabad

Subject: - **GRANT OF TRAVELLING ALLOWANCE AND DAILY ALLOWANCE ON INITIAL APPOINTMENT**

Reference: - Item No. 24 of the Minute of the Administrative Conference Held on 5<sup>th</sup> and 6<sup>th</sup> October 1982 with General Manager (Admin) Circulated Vide Letter No. D(Estab)/AD(E-IA)/07038/109715, dated 12-12-1982

In view of the Government instructions as contained in SR. 105 and Finance Division, Government of Pakistan, Office Memorandum No. F. 3 (11)-Exp. I/73, dated 8-2-74, it is regretted that it is not possible to take up this issue with the Authority.

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

-sd/-  
**(S. M. Kamal)**  
Director (Rules) Wapda

**OFFICE MEMORANDUM****Subject:- T.A. FOR JOURNEY ON RETIREMENT**

Travelling Allowance for journey on retirement is admissible to the Wapda employees vide Rule 21 of Pakistan Wapda Traveling Allowance Rules, 1982. According to Rule 21 (3) the home town shall be determined according to the entries pertaining to the permanent address of the Wapda employee in his service record or according to the declaration made by him for purpose of leave travel concession. Similarly Traveling Allowance is also admissible to the family of the Wapda employee, who dies while on duty, from the last station of posting to his home town under Rule 25 of these Rules.

2. In the case of employees in Grade-1 to 15, the residential address of every Wapda employee is recorded against the heading "residence" at the first page entitled "service report" of the service sheet.

3. In case of officers in Grade-16 and above, the permanent home address may be got recorded in the computerized WAPDA Personnel Bio data form (WCC. 128-99), prescribed by the Authority, if not already available. All such officers in Grade-16 and above who have not yet declared their permanent home address should be asked to declare the same within six months from the date of issue of this Memorandum positively for incorporation in the Computerized Bio data Form.

**-sd/-**  
**(S.M. Kamal)**  
**Director (Rules) Wapda**

**OFFICE MEMORANDUM**

**Subject: ADMISSIBILITY OF T.A. AND D.A. FOR JOURNEY OUTSIDE THE RADIUS OF 16 KILOMETRES UNDER RULE 16 OF PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982**

In accordance with Rules 10 and 16 of Pakistan Wapda Travelling Allowance Rules 1982, a Wapda employee using vehicle owned by the Authority is entitled to draw daily allowance at ordinary rates for any day on which he is absent from his head quarters on official duty for more than eight consecutive hours.

2. In accordance with Note-II below Rule 10 of Pakistan Wapda Travelling Allowance Rules, 1982, in case the site of regular work is located at more than 16 Kilometers from the residence of the staff and they are transported daily from their residences to that site in Wapda vehicle and back no Daily Allowance is admissible to them. The site itself would be considered as their headquarters in such cases.

3. The Line staff of construction side of the Transmission and Generation Divisions of Power Wing is transported in Wapda vehicles to the site of work from their headquarters and not from their residences. They have to move from one site to another and back as the nature of work demands and have to spend several days away from the headquarters. A question was raised whether any daily allowance was admissible in such cases. The matter has been examined and it is clarified that in such cases daily allowance is admissible under Rule 16 of Wapda Travelling Allowance Rules, 1982. All cases including those pending since 30-1-82 may, therefore, be regulated accordingly.

4. This issues with the approval of the Authority.

**(S. M. Kamal)**  
**Director (Rules)**  
**WAPDA**



**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

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Lahore

No S/DD(R)/07456/56/48391-49170

May, 25<sup>th</sup> 1983.

**OFFICE MEMORANDUM**

Subject: **THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The Authority has decided that the following Rule may be added as Rule No 20-A in the Pakistan Wapda Travelling Allowance Rules, 1982, with immediate effect:-

20-A-	Admissibility of TA/DA for appearing in Departmental Professional/Promotion Examination	Wapda officers/employees intending to appear in the Departmental Professional/Promotion Examination shall be treated on duty and be paid TA/DA for taking the examination. In no case, can TA/DA be drawn on more than 3 occasions, whether the examination is taken completely or in parts.
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2. The Authority has further decided to delete the following Rules/instructions with immediate effect:-

- 1) Rule 9 of the Rules for holding the Water Wing Professional Examination under the Pakistan WAPDA.
- 2) Sub Rule (iii) of Rule 4 of Revised Rules for holding Departmental Professional Examination for the Engineers Officers, Power Wing, WAPDA.
3. **Accounts Staff Promotion Examinations.**  
Para 2 of Secretary WAPDA's letter No S/SD-1(38)/L.C-3444 dated 21-07-1973
- 4) **Rule 14 of the Rules for Holding Departmental Promotion Examination for Diploma Holders and Non Diploma Engineers to Grade-16 (Power Wing).**

**Colonel  
(Idrees Mohsin)  
Secretary, Wapda**

**Distribution:**

1. As per List D

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

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Lahore.

No. S/DD(Rules)/07456/52/48116-48895

29 April, 1984.

OFFICE MEMORANDUM

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-MESSING ALLOWANCE FOR THE EMPLOYEES ATTENDING TRAINING COURSE AT WAPDA ACADEMY/TRAINING INSTITUTES/CENTERS.**

The Authority has been pleased to decide that the following may be incorporated in the Pakistan Wapda Travelling Allowance Rules, 1982 as a new Rule 13, with immediate effect:-

**13. Rate of Messing Allowance for Trainees.**

Messing Allowance may be paid to the trainees receiving training in all Wapda Training Centres/Institutes including Wapda Academy and Accounts Training Institutes for the entire duration of the training at the following rates;-

BPS-17 to 20 Rs. 45/- per day.

BPS-16 and below Rs. 25/ per day.

**Note.** No Daily Allowance will be admissible for their stay at the Academy, Training Institutes and centres. Normal/Daily Allowance will, however, be admissible for training upto a period of 10 days. Messing Allowance shall be admissible when they were at the station of Wapda Academy, Training Institutes and Centres; but in case they go for field trip on any day, they will be entitled to full Daily Allowance according to the Rules.

2. This supersedes all the previous orders/instructions already issued on the subject.

**Colonel  
(Idrees Mohsin)  
Secretary, WAPDA**

Distribution

1. As per List 'D'.
2. The Director General, Wapda Audit, Sunny View, Kashmir Road, Lahore.
3. The Director General, Public Relations Wapda, Wapda House, Lahaore for suitable insertion in Khabar Nama and Wapda News.

**OFFICE MEMORANDUM**

**Subject:- THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-MESSING ALLOWANCE FOR THE EMPLOYEES ATTENDING TRAINING COURSES AT WAPDA ACADEMY/ TRAINING INSTITUTES/ CENTRES - CLAREFICATION**

In continuation of this Office Memorandum No. S/DD (Rules)/07456/52/48116-48895, dated 29-4-1984, it is clarified that:-

- (1) Messing Allowance is to be paid to the trainees receiving training in all Wapda Training Centres Institutes for the entire duration of the training. The concession is payable irrespective of whether Messing/Lodging facilities are available at the Institutes/Centres or not. No Daily Allowance is admissible for their stay at the Training Centres/Institutes. In case accommodation is not provided to the trainees by the Institute/Centre, they can claim room rent if they stay in a hotel.
- (2) Messing Allowance has been allowed in lieu of Daily Allowance. If the duration of training is upto 10 days, Daily Allowance is admissible under the rules otherwise Messing Allowance will be paid for the entire stay at the Institute. Both these concession are not admissible simultaneously.
- (3) If a trainee does not avail lodging/messing facilities available at the Institute, he can also draw Messing Allowance.

2. This issues with the approval of General Manager (Admn)/concurrence of Finance Division (R&I).

**-sd/-**  
**(Bashir Ahmad Zair)**  
**Acting Director (Rules)**  
**Wapda**

**PAKISTAN  
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No. S/DD(R)/07456/52/Vol-II/28211-29010

Dated 9 April, 1985

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The Authority has decided that the following "clarification" should be added below Rule 17-I (e) of the "Pakistan WAPDA Travelling Allowance Rules, 1982":-

**"Clarification"**

As admissibility of T.A. and transfer grant in cases of transfers between the twin cities of Islamabad and Rawalpindi is not quite clear in various quarters, it is, therefore, clarified that:-

- a) Transfer T.A is admissible where change of residence is involved, in consequence of change of headquarters, and
- b) Transfer T.A. is not admissible where;
  - i) change of residence is not involved in consequence of change of headquarters, or
  - ii) change of residence takes place otherwise than in consequence of change of headquarters.

2. It is however, brought to the notice of the Authority that transfers between Rawalpindi and Islamabad where change of residence is involved, also entail expenditure on various items. Among other things, this fact may kindly be borne in mind by the administrative authorities while deciding upon such transfers.

3. In para 1 (a) of the above clarification it has interalia been clarified that the transfer T.A. and transfer grant was admissible only where change of residence was involved, in consequence of change of the headquarters. It has been observed that transfer grant is being allowed in cases of transfer of married WAPDA employees though the Wapda employee alone moves to the new station. In such cases, the change of residence of the Wapda employee himself is involved but complete breaking up at the old station and the setting up of house-hold establishment at the new station does not take place.

4. It is hereby clarified that, in such cases, the transfer grant is admissible only where the breaking up of the house hold establishment at the old station and setting up of the house hold establishment at the new station takes place; and a certificate to this effect is recorded on the Transfer T.A Bill by the Wapda employee concerned duly countersigned by the "Controlling Officers".

**Distribution:**

As Per List 'D'.

**Colonel  
(Idrees Mohsin)  
Secretary, WAPDA**

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716-Wapda House  
Lahore

No. GM (A)/DD(R)/07456/52/127508-8627

26/28th September 1988

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The Authority has decided that the entries existing under column 3 against serial No. 2 (a) and 3 (a) of the Appendix-I to the Pakistan Wapda Travelling Allowance 1982 shall be substituted with the following:-

Sr. No.	Categories of Employees	Controlling Officer
1	2	3
2(a)	Chief Engineers and other officers in NPS-20 holding independent posts	Own Controlling Officers for journeys within area of their jurisdiction or to the headquarters of their next higher authority (They are to inform of their tour programme to the next higher authority). For tour beyond their area of jurisdiction, prior permission from the next higher authority will be obtained. When officially required to attend a meeting at a place not located in the area of their jurisdiction, they can do so under intimation to their next higher authority.
3(a)	All officers in NPS-19 holding independent posts	-do-

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

Distribution

- 1) As per List 'D'.
- 2) Assistant Director (E-IA) S&GA (by name).
- 3) File No. DD (R)/07459/28.

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/223  
Telegrams: WAPDA LAHORE

716-Wapda House  
Lahore

No. GM (A)/DD(R)/07456/52/IV/128628-9747

26/28th September 1988

OFFICE MEMORANDUM

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The question of payment of Messing Allowance to participants of courses in WAPDA Staff College Tarbela has been engaging the attention of the Authority some time past. The Authority observed that the Staff College at Tarbela bears no comparison with institutions located at Lahore and other major cities, because of the special significance attached to it. Authority has, therefore, decided that participants of various courses in WAPDA Staff College Tarbela **Only** shall be granted normal Daily Allowance, as admissible under the Pakistan Wapda Travelling Allowance Rules, 1982. This will be in lieu of the Messing Allowance sanctioned by the Authority vide Office Memorandum No. S/DD(Rules)/07456/52/48116-48895 dated 29.4.1984 as amended vide Office Memorandum No. s/DD(Rules)/07456/52/Vol-II/3535-4334 dated 16.1.1986.

2. Rule 13 of "the Pakistan WAPDA Travelling Allowance Rules, 1982" shall be deemed to have been amended to the above extent.
3. These orders will **take** effect from the date of commencement of the current course vize **03-08-1988**.

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

Distribution

As per List 'D'.

CC

1. Director General, Wapda Audit.
2. Director General, Public Relations, Wapda.
3. Assistant Director (E-IA) S&GA (by name).
4. File No. DD (R)/07459/28.
5. Principal, Wapda Administrative Staff College Tarbela for informing all the participants of current Course.
6. Director (Training) Wapda Lahore for information with reference to his notes dated 30.1.1988.

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 54911 & 69911/233  
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716-Wapda House  
Lahore

No. GM (A)/DD(R)/07456/52/III/PF/138087-9206

15th October 1988

OFFICE MEMORANDUM

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The Authority has decide to substitute sub-rules (b) and (c) of Rule 23-“Entitlement to T.A of Wapda Players and Office Bearers of Wapda Sports Control Board of the Pakistan Wapda Travelling Allowance Rules, 1982” with the following, with immediate effect:-

“b) Eighteen members of a team including Coach and Manager will be treated as on duty and will be entitled to normal T.A/D.A if the team is participating in a recognized tournament with the approval of President of the Wapda Sports Board, provided that no allowances are paid by the organizers of such tournaments. In case where they are paid by the organizers of the tournament less than their entitlement in Wapda, the difference between the payment received by them and their normal entitlement will be payable by Wapda. If a player, a sportsman or an official is called in connection with training in a Training-cum-Coaching camp preparatory to participation in a tournament, organized with the approval of President of the Wapda Sports Control board, he will be entitled to T.A/D.A for the duration of such training and coaching. T.A bills in all such cases will be verified by the designated Coach/Manager and will be countersigned by the President or Voice President or Secretary General of the Wapda Sports Control Board, or as the case may be, by the Unit Manager and they will not be less than grade-19 officers.

c) In case of members of teams and others participating in the Annual Meets, they will be treated as on duty and their T.A. Bills will be verified by the Chief Engineer, Chairman Area Electricity Boarde or the Unit Manager concerned who shall ensure that no underserving or unauthorized person gets any advantage of this concession.”

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

Distribution

1. As per List 'D'.
2. Assistant Director (E-IA) S&GA (by name).
3. File No. DD(R)/07459/28.

**OFFICE MEMORANDUM**

**Subject:- TRANSFER GRANT AND TRANSPORTATION CHARGES TO WAPDA  
EMPLOYEES**

A question has arisen whether a husband and a wife, employed in Wapda at different stations, but have been transferred to one station in the same month, are entitled to the transfer grant and transportation charges prescribed for an employee possessing a family. The matter has been considered in consultation with Ministry of Water and Power and it has been decided that they will be entitled to transfer grant and transportation charges at the rates prescribed for those possessing a family.

**-sd/-  
Brig. (Retd.)  
(Asad ullah Khan)  
General Manager (Admn)**



PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

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716-Wapda House  
Lahore

No. GM (A)/DD(R)/07456/56/VII/47287-48406

18 May 1989

OFFICE MEMORANDUM

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

Authority has decided to add the following note under Rule 16 of "the Pakistan WAPDA Travelling Allowance Rules, 1982, with immediate effect:-

"In case where the site of regular work is located at more than 16 kilometers from the Headquarter, outside the Municipal/Cantonment limits, and the executing/inspecting staff of Water and Power Wings, and the patrolling staff of GSO of Power Wing are transported daily in vehicles owned by WAPDA, from the Headquarter and back, they will be entitled to Daily Allowance for the actual period of journey subject to maximum of ten days in a month."

Exception may be granted by Chief Engineer incharge of a formation, in emergent cases, for which justification will be communicated to the Accounts Wing.

The Line Staff of construction side of GSC will be exempted from the operation of this Rule provided the condition laid down in para 3 of Office Memorandum No. D/DD(Rules0/07456/52/43946-44725 dated 15-5-1983 is fulfilled.

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

Distribution

1. As per List 'D'.
2. Assistant Director (E-I-A) S&GA.
3. File No. DD (Rules)/07459/28.

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 302617 & 69911/208  
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309-Wapda House  
Lahore

No. D/DD(R)/07456/56/VI/62210-754

4th December 1990

OFFICE MEMORANDUM

**Subject: ENTITLEMENT OF WORKCHARGED SPORTSMEN TO CLAIM HOTEL CHARGES UNDER THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULE 1982.**

A question has been raised whether WAPDA Sportsmen/Players, who are required to attend coaching/training camps or to participate in the recognized Divisional/Provincial/National or WAPDA Championships at place other than the place of their posting, are entitled to Hotel, Hostel, and Guest House, Inspection Bungalow/Lodge or Residential Club, as are admissible to the regular WAPDA employees.

2. It is hereby clarified that according to Rule 19, sub clause (b) of sub Rule (2) of the Pakistan WAPDA Travelling Allowance Rules, 1982 the rate of Daily Allowance and Mileage Allowance is admissible with reference to the rates of monthly pay of work charged employee in accordance with Rule 11 and 12 of the WAPDA Rules *ibid*.

3. Since stay in a Hotel, Hostel, Guest House, Inspection Bungalow/Lodge or Residential Club is admissible under Rule 11 of the Rules *ibid*, in addition to the Daily Allowance, a work charged employee engaged as Sportsman/Player, is entitled to the facility of Hotel, Hostel, Guest House, Inspection Bungalow/Lodge or a Residential Club accommodation while on temporary duty away from his place of posting.

**(S.M. AZIM)**  
**Director (Rules)**

Distribution

1. As per List 'C'.
2. President WAPDA Sports Control Board.

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone: 361245-366911/340  
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Services & General Administration  
332-WAPDA House  
Lahore

No. DG (S&GA)/DD(R)/07456/52/III/35704-36789

23 September 1991

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

In pursuance of Federal Government's decision regarding revision of Daily Allowance, Mileage Allowance, Transfer Grant and transportation of Motor revision of Daily Allowance, Mileage Allowance, Transfer Grant and transportation of Motor Car/Motor Cycle by Road, Rules 11 (a), 12 (1), 17-1 (c) and 17-1 (g) of the Pakistan WAPDA Travelling Allowance Rules 1982 shall be substituted by the following:-

**11. Rate of Daily Allowance**

(1) The rates of Daily Allowance shall be as indicated below:

Pay Limit	Special Rates Per day	Ordinary Rates Per day
Upto Rs. 1000/-	Rs. 60/-	Rs. 40/-
Rs. 1001/- to Rs. 2000/-	Rs. 80/-	Rs. 65/-
Rs. 2001/- to Rs. 3000/-	Rs.100/-	Rs.85/-
Rs.3001/- to Rs.4000/-	Rs.120/-	Rs.100/-
Rs.4001/- to Rs.5000/-	Rs. 145/-	Rs. 120/-
Rs.5001/- to Rs.6000/-	Rs. 175/-	Rs. 150/-
Rs.6001/- to Rs.7000/-	Rs. 215/-	Rs. 180/-
Rs.7001/- and above	Rs. 260/-	Rs. 225/-
BPS 21 and above	Rs. 300/-	Rs. 260/-

**12. Rate of Mileage Allowance for Journey by Road**

(1) Rates of Mileage Allowance by Road will be as under:

	<u>Rate Per Kilometer</u>
(a) Personal Car or by engaging a full taxi	Rs. 3.00
(b) Motor Cycle or Scooter	Rs. 1.00
(c) Bicycle animal back or foot	Rs. 0.75
(d) Public transport playing for hire on single seat basis:-	
(i) For WAPDA employees in BSP-7 and above	Rs. 0.50
(ii) For WAPDA employees in BSP-6 and above	Rs. 0.30

17. 1(c) Transfer Grant

<u>Category of employee</u>	<u>Rate</u>
WAPDA employee possessing a family	One month's pay
WAPDA employee not possessing family	Half month's pay

**17-1(g) Transportation of Motor Car/Motor Cycle by Road**

The rates of allowance admissible to a WAPDA employee who transports his Motor Car or Motor Cycle/Scooter by road between stations connected by Rail or Steamer on partly by Rail or partly by Steamer shall be as follows:

(i) In respect of Motor Car	Rs. 1.20 per Kilometer
(ii) In respect of Motor Cycle/Scooter	Rs. 0.40 per Kilometer

2. The following may be added as sub Rule (3) below existing Rule 18:

(3) WAPDA employees in BPS-17 and above and these in receipt of pay exceeding Rs. 4000/-per month shall be allowed to travel by air.

3. All controlling Officers are requested to live within their budget allocation for 1991-92 for T.A/D.A.

4. These orders will take immediate effect.

**Eric Massey  
Director General**

Distribution

1. As per List 'D'.
2. Assistant Director (E-IA) S&GA WAPDA Lahore.

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone: 351245-366911/340  
Telegrams: WAPDA LAHORE

Services & General Administration  
332-WAPDA House  
Lahore

No. DG (S&GA)/DD(R)/07456/52/53682-54227

30 November 1991

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

Authority has decided to add the following Note below Rule 11 (2) of the Pakistan WAPDA Travelling Allowance Rules 1982 with immediate effect:-

**“Note-V**

WAPDA employee in BPS-20 and above may stay in Hotels and claim room rent subject to a maximum of three D.As. for specified stations and 1-1/2 D.A. at non-specified stations. If, however, the room rent charges are in excess of the maximum ceiling of aforementioned, fifty percent of the additional amount will be paid by WAPDA.”

**Eric Massey  
Director General**

**Distribution:**

1. As per List ‘C’.
2. Assistant Director (E-1A) S&GA WAPDA, Lahaore.

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones: 361245-366911/340  
Telegrams: WAPDA LAHORE

Services & General Admn.  
332-Wapda House,  
Lahore

No. DG (S&GA)/DD(R)/07456/52/III/11188-12288

29<sup>th</sup> February 1992

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES 1982-AMENDMENT**

Authority has decided to revise the existing Rule 15 of the Pakistan WAPDA Travelling Allowance Rules 1982 with the following with immediate effect:-

**“15. Class of Accommodation when Travelling by Rail**

1. Category-I - WAPDA employees in BPS-17 and above and all those in receipt of pay exceeding Rs. 3,945/-per month- Accommodation of the highest class by whatever name be it called.
2. Category-II - WAPDA employees drawing pay exceeding Rs. 1,275/-- but not exceeding Rs. 3,945/- per month-first class (Sleeper) accommodation. If travelling on a line which does not provide first class (Sleeper), the next lower class.
3. Category--III - All WAPDA employees excluding those in BPS-1 and BPS-2 - first class (Sitter) accommodation. If travelling on a line which provides no first class (Sitter) Accommodation, the next lower class.
4. Category-IV- WAPDA employees in BPS-1- and BPS-2- lowest class by whatever name be it called.”

2. The TA Bills already claimed and passed may not, however, be re-opened.

**Eric Massey  
Director General**

Distribution

1. As per List 'D'
2. Assistant Director (E-IA) S&GA WAPDA, Lahore.

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

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Services & General Admn  
332-WAPDA House  
Lahore

No. DG (S&GA)/DD(R)/07456/52/12442-13542

1st March 1992

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

Authority has decided to include 'GUJRANWALA' in the birth cities for the purpose of special rate of Daily Allowance. Therefore, word "GUJRANWALA" is hereby added in Note-1 below Rule 11 of the subjected Travelling Allowance Rules 1982.

**Eric Massey  
Director General**

**Distribution**

1. As per List 'D'.
2. Deputy Director (Coord) WAPDA Secretariat.
3. Assistant Director (E-IA) S&GA.

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 361245-366911/340  
Telegrams: WAPDA LAHORE

Services & General Admn  
332-WAPDA House

No. DG (S&GA)/DD(R)/07456/52/16173-17273

17 March 1992

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES 1982**

Authority has decided to add the following as sub clause (c) (ii) under Rule 17.I of the Pakistan WAPDA Travelling Allowance Rules 1982 with immediate effect:-

“(d) If a WAPDA employee, possessing family moves to new station alone, he may draw transfer grant at the rate at least equal to the amount admissible to a WAPDA employee not possessing family provided he finally opts to do so on transfer.”

**Eric Massey  
Director General**

**Distribution**

1. As per List 'D'.
2. Deputy Director (Coord) WAPDA Secretariat.
3. Assistant Director (E-IA) S&GA.



PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

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Lahore

No. DG (S&GA)/DD(R)/07456/52/III/22569-23820

2nd April 1992

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

In order to bring the Rule-7 in line with Rule-15 of the Pakistan WAPDA Travelling Allowance Rules 1982, the Categories I and II of Rule-7 are hereby amended as under:-

- |                |   |
|----------------|---|
| “1. Category-I | WAPDA employee in BPS-17 and above and all in receipt or pay exceeding Rs. 3945/- per month |
| 2. Category-II | WAPDA employees drawing pay exceeding Rs. 1275/- but not exceeding Rs. 3945/- per month.”   |

**Eric Massey  
Director General**

Distribution

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

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

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309-WAPDA House,  
Lahore

No.D/DD(R)/07456/56/VII/29055-30315

22, April 1992

OFFICE MEMORANDUM

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES 1982-AMENDMENT**

The Borrowed Car under item (a) of Rule 12(1) of the Pakistan WAPDA Travelling Allowance Rules 1982 has since been disallowed vide Finance Division (Regulation) WAPDA letter No F.O(B&F)/15-3/Vol-III (Part)I/2333-35 dated 10-12-1987 circulated vide this office endorsement No DD(R)/07456/52/Vol-III/137859-8978 dated 30-12-1987. The words "Borrowed Car" appearing in Note-III below Rule-12 of the subject Rules are hereby deleted.

**(Kh. Sajjad Haider)**  
**Director (Rules)**

Distribution

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

PAKISTAN  
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Services & General Admn  
716-WAPDA House  
Lahore

No. DG (S&GA)/DD(R)/07456/52/V/8514-9789

10th February 1993

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

Authority has decided to include, with immediate effect, Bahawalpur, Sargodha, Sialkot and Sukkur in the category of cities where special rate of Daily Allowance is admissible. In consequence to the above inclusion, Note-I below Rule 11 (2) of the Pakistan WAPDA Travelling Allowance Rule 1982 shall be read as follows:-

“Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, Gujranwala, Bahawalpur, Sargodha, Sialkot, Sukkur and Northern Area (Formerly Gilgit and Baltistan Agencies).”

**Eric Massey  
Director General**

Distribution

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

No. DG (S&GA)/DD (R)/07456/52/VII/1084-2383

Dated 07-01-1997

**OFFICE MEMORANDUM**

**Subject: TRAVEL ON OFFICIAL DUTY ABROAD**

In pursuance of Government of Pakistan Finance Division (Regulation Wing ) Office Memorandum No. F. 1 (16)-R 10/93-1032. dated 5<sup>th</sup> December 1996. It has now been decided that all Wapda officers entitled to air travel by business or first class on the journey abroad will now travel by economy class alone. The Office Memorandum issued vide No. DG(S&GA)/DD (R)/07456/52/VII/41882-42531 dated 14-11-1996 shall stand amended to the above extent.

**Sd/-  
Khawaja Sajad Haider  
Director General (S&GA)**

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

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Telegrams: WAPDA LAHORE

309-WAPDA House,  
Lahore

No D/DD(R)/07456/52/VII/28879-30178

19<sup>th</sup> July 1997.

**OFFICE MEMORANDUM**

**Subject. THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES 1982-AMENDMENT**

The Authority has decided to amend the Rule 24 (1) as Sub Rule 24-1 (a) & (b) of the Pakistan WAPDA Travelling Allowance Rules, 1982 as under:-

“1 (a) If the dead body is transported by Road

Wapda Transport, if available, will be provided to carry the dead body of a Wapda employee/deputationist or any member of his family to his home town regardless of the distance involved and the cause of death. If Wapda vehicle is not available, the dead body may be carried to the home town by the hired transport and actual expenses thus incurred will be reimbursable upto the maximum of Rs. 8/- per road kilometer out of the budget provision of the Division/office concerned.

(b) Transportation of dead body by Air

Actual cost of transportation will be permissible if direct air service is available from the last station of duty to his home town or the nearest airport. For journey from such an airport dead body shall be transported by road at the rate prescribed above.

**NOTE:** Actual cost of transportation of dead body shall also include charges on crating where necessary not exceeding Rs 1600/.”

The above amendment shall take effect from 21.09.1995. However, cases already decided will not be re -opened

**(Younus Ali Shah)  
Director (Rules)**

**Distribution:**

- 1 As per List 'D'.
- 2 General Manager (Public Relations) for suitable insertion in Khabar Nama and Wapda News

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

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Lahore

No. D (Rules)/07456/52/VII/26036-27336

Dated: 25.06.1998.

OFFICE MEMORANDUM

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The Authority has decided to substitute the existing Rule 22 of the Pakistan WAPDA Travelling Allowance Rules, 1982 as under, with immediate effect:-

**“22- ENTITLEMENT OF T.A/D.A TO THE MEMBERS OF EXECUTIVE COMMITTEES/CENTRAL COUNCIL OF PROFESSIONAL ENGINEERING INSTITUTES.**

Members of Executive Committee of Pakistan Engineering Council, members of Central Council of Institute of Engineers of Pakistan and members of Executive Council of Pakistan Engineering Congress, who are required to attend meeting of their respective institutes, will be entitled to T.A/D.A as otherwise admissible under the Rules”.

(Younus Ali Shah)  
Director (Rules)

Distribution

As per List ‘D’.

**OFFICE MEMORANDUM**

Authority is pleased to issue the following instructions for strict compliance to control the misuse of TA/DA of Wapda employees:-

1. Head of the office/controlling officer shall be responsible to assess the reasonability of the tour of the officers/officials before according approval thereto.
2. The controlling officer or competent authority should perform their duties diligently as prescribed in the T.A. Rules. They should review the period spent and volume of work done before countersigning the TA bill of the officers/officials.
3. The petty/routine assignments should be resolved through the use of telephone, fax or courier service instead of deputing officers/officials. In case the journey is inevitable by an officer/official only a single officer/official may be detailed to perform the duty.
4. Hotel bills submitted by the officers/officials in support of their claims must be verified at random by the Controlling Officer.
5. Officer should stay in Wapda rest houses as far as possible.
6. A tour report showing the items of work done should be appended with the TA claim, so that controlling officer could satisfy himself with the performance of the employee claiming TA.
7. The controlling officers should exercise complete check on TA claim and should not allow an individual to make it a source of income.
8. The controlling officers will be held responsible to exercise complete check failing which it will tantamount to misconduct and shall be liable for disciplinary action along with the claimant.

-sd/-  
Brig  
General Manager (Admn)  
(Noor ud Din Ahmed)

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

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Services & General Admn  
332-Wapda House,  
Lahore

No DG(S&GA)/D(Rules)/07456/52/VII/13853-15152

21<sup>st</sup> April 2001.

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES 1982-AMENDMENT**

Authority has decided to substitute the existing Sub Rule 2 of Rule 17 and Rule 18 of the Pakistan WAPDA Travelling Allowance Rules, 1982 as under with immediate effect.

**“Sub Rule (2) Rule 17 Travel by Air on Transfer”**

No WAPDA employee shall travel by air even on transfer except categories mentioned in Rule 18 of the said Rules.

**Rule 18 Travel by Air Journey**

- a Travelling Allowance for journeys by air will ordinarily be admissible to General Managers/Chief Engineers/Director Generals/officers of equivalent status and Secretary WAPDA.
- b In exceptional cases when exigencies of service so demand, Controlling Officers may authorize other officers in BPS-17 and above to travel by Air.”

**(MUHAMMAD JUNAID AFZAL)  
Director General (S&GA)**

**Distributions**

1. As per List ‘D’
2. Secretary WAPDA, Wapda House, Lahore  
With reference to his letter No. S/AD(Coord)/03003/ MTG/1031-.77 dated 18-04-2001



PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

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309-Wapda House  
Lahore

No. D (Rules)/07456/52/VI/26080-730

Dated 05 June 2002.

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The Authority has been pleased to substitute the existing Note-V (a) of Rule-12 (1) of the Pakistan Wapda Traveling Allowance Rules, 1982, as under with immediate effect:-

**NOTE-V**

- a. Reimbursement of Toll Tax paid on Motor Way by an officer in BPS-17 and above and all in receipt of pay exceeding Rs: 5330/- while travelling in an official vehicle/by his own car on official duty/tour shall be allowed on production of original receipt in token thereof. This concession will however, not be admissible to the one who is permitted to travel on official duty by rented car or borrowed car.

**(NASIR MAHMOOD)**  
**Director (Rules)**

Distribution

As per List 'C'.

**Government of Pakistan**  
Finance Division  
(Regulations Wing)

No F.1(4)R-9/2002-.509

Islamabad, the 8<sup>th</sup> June, 2002

**OFFICE MEMORANDUM**

Subject - **TRAVELLING ALLOWANCE RULES**

The undersigned is directed to refer to this Division's O.M. No. 1 (34)R-9/94 dated 13<sup>TH</sup> November 1994 on the subject noted above and to state that consequent upon the introduction of Basic Pay Scales 2001, the Gradation of Government Servants for the purpose of T.A in Pakistan shall, with immediate effect, be revised as under:-

- |      |               |                                    |
|------|---------------|------------------------------------|
| i)   | Category-I    | Civil Servants in BPS-17 and above |
| ii)  | Category-II   | Civil Servants in BPS-11 to 16.    |
| iii) | Category .III | Civil Servants in BPS-3 to 10      |
| iv)  | Category -IV  | Civil Servants in BPS-1 to 2.      |

2. Provisions in Supplementary Rules shall be deemed to have been modified accordingly.

**Sd/**  
**(Muhammad Hafeez-ur-Rehaman)**  
**Section Officer (R-9)**

All Ministries/Divisions etc.

**Government of Pakistan  
Finance Division  
(Regulations Wing)**

No. F 1 (4) R-9/2002-510

Islamabad, the 8<sup>TH</sup> June, 2002

**OFFICE MEMORANDUM**

**Subject:- ENTITLEMENT OF CIVIL SERVANTS TO RAIL ACCOMMODATION CONSEQUENT UPON THE INTRODUCTION OF THE SCHEME OF BASIC PAY SCALES 2001**

The undersigned is directed to refer to this Division's O.M. No. I(34)R-9/94 dated 13<sup>th</sup> November, 1994 on the subject noted above and to state that in consequence of the introduction of Basic Pay Scale 2001, the Table of rail accommodation indicated therein shall be revised as under:

- i) **Category-I: Civil Servants in BPS-17 and above**  
Accommodation of the highest class by whatever name be it called.
- ii) **Category—II: Civil Servants in BPS-11 to 16**  
First Class (Sleeper) accommodation. If traveling on a line which does not provide 1st class (Sleeper), the next lower class.
- iii) **Category-III: Civil Servants in BPS-3 to 10**  
First Class (Sitter) accommodation. If Travelling on Line which provides no 1st Class (Sitter) accommodation, the next lower Class.
- iv) **Category-IV: Civil Servants in BPS-1 to 2**  
Lowest class by whatever name be it called.

2 The Relevant provision in FRs and SRs may be deemed to have been modified to the extent indicated above.

3. These orders shall come into force with immediate effect.

**Sd/  
(Muhammad Hafeez-ur-Rehman)  
Section Officer (R-9)**

All Ministries/Division etc.

No. D(Rules)/07456/52/VI/356-57

Dated: May 9, 2003

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

**Subject: CLARIFICATION REGARDING THE ADMISSIBILITY OF THE CLAIM OF TRAVELLING ALLOWANCE ON ACCOUNT OF JOURNEY PERFORMED BY ROAD, IN PERSONAL CAR, WITH APPROVAL OF CONTROLLING OFFICER.**

Reference: Your Diary No. 7561 dated 22.02.2003.

The case has been examined in consultation with Finance Division and it is clarified that the officer travelled in his personal car with the prior approval of the controlling officer and the claim has been accepted by the controlling officer which is admissible under Rule 12 (1) Note V (c), the respective Accounting Unit is not authorized to object whether the journey was of ordinary nature or of special nature.

3. Rule 12 (4) of T.A Rules, 1982 is applicable on those cases where a WAPDA employee claims mileage allowance for journey performed by road in his personal car without seeking prior approval of the controlling officer. In such cases, the controlling officer at his discretion accept the claim subject to the condition that it will be limited to what would have been admissible had the officer travelled by Rail in the ordinary way.

**-sd/-  
(Nasir Mahmood)  
Director (Rules)**

**TO BE SUBSTITUTED WITH SAME NUMBER & DATE**

Phones: 9202508-92011/2309  
Grams: WAPDA LAHORE

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

**RULES DIRECTORATE S&GA**

No. D (Rules)/07456/52/VII/27132-782

309-Wapda House,  
Lahore  
Dated 7th June, 2003

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

The Authority has been pleased to substitute the existing Note V (b) of Rule 12 (1) of the Pakistan WAPDA Travelling Allowance Rules, 1982, as under with immediate effect:-

“WAPDA employees to travel on any road by any mode of public transport (on single seat basis) will get reimbursement of travelling expenses on actual cost basis provided the cost should not exceed the Railway fare, admissible under the existing T.A. Rules”.

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

**Distribution**

1. As per List 'C'.
2. Secretary WAPDA, with reference to his letter No. S/AD (Coord) 0303/MTG/1856-76 dated 31.05.2003.

Grams: WAPDA LAHORE

Phones: 9202508-9202211/2309

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

**RULES DIRECTORATE S&GA**

309-Wapda House,  
Lahore

No. D (Rules)/07456/52/VII/3193-4493

Dated 14th Jan. 2004

**OFFICE MEMORANDUM**

**Subject: THE PAKISTAN WAPDA TRAVELLING ALLOWANCE RULES, 1982-AMENDMENT.**

Ref'nce;- This O.M No. DG (S&GA)/D (Rules)/07456/52/VII/45546-46845 dated 17.10.2003.

The Authority in its meeting held on 25.12.2003 has authorized General Managers/Chief Executive Officers for allowing BPS-17 to BPS-19 Officers to travel by air from case to case basis.

2. WAPDA Travelling Allowance Rule 18 (b) stands amended accordingly.

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

**Distribution**

1. As per List 'D'.
2. SO to Chairman, WAPDA.
3. Chief Executive Officer, QESCO, Quetta, with reference to his letter No. CEO/QESCO/HR & Admn Dir/60791-92 dated 19.11.2003.
4. Secretary WAPDA, with reference to his letter No. S/AD (Coord)/03003/MTG/4704-37 dated 06.01.2004.

**No. WAPDA/Misc./98-Policy  
Government of Pakistan  
Ministry of Water and Power**

Islamabad, the 17<sup>th</sup> Jan 2004

To

Director (Rules) WAPDA, Wapda House, Lahore.

**Subject: TAVELLING ALLOWANCE RULES**

I am directed to enclose herewith a copy of Finance Division's O.Ms. No. F.1(4)R-9/2002-509 dated 8-June 2002 and No F1(4)R-9/2002 -510 dated 8 June 2002 as desired.

**Sd!  
(MUHAMMAD ASLAM KHAN)  
Section Officer (A-III)**

Encl. As above

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones 9202508 & 9202211/2309

Rules Directorate S&GA

Telegrams Wapda Lahore

309 Wapda House, Lahore

No D(Rules)07456/52IVII/11177-12477

Dated 20<sup>th</sup> Feb 2004

Copy of the above alongwith copies of Finance Division (Regulations Wing) Government of Pakistan, Islamabad's O.M.s No *F.1(4)R-9/2002-59* dated 8<sup>th</sup> June 2002 and No, F *1(4)R-9/2002-510* dated 8<sup>th</sup> June 2002 is forwarded herewith for strict compliance please.

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

**DA/As above**

1. O.M No F.1 (4)R-9/2002-509 dated 8<sup>th</sup> June 2002
2. O.M No F-1 (4)R-9/2002-510 dated 8<sup>th</sup> June 2002

**Distribution :**

As per List D

Grams: WAPDA LAHORE

Phones: 9202508-9202211/2309

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

RULES DIRECTORATE S&GA

No. D (Rules)/07455/5/VII/12484-13784

309-Wapda House,  
Lahore  
Dated 21.02.2004

OFFICE MEMORANDUM

**Subject: SPECIAL DAILY ALLOWANCE AT BESHAM**

Authority in its meeting held on 27.01.2004 has approved to include Beshman in the list of stations where special daily allowance is admissible, to bring Basham at par with Northern Area stations.

Accordingly Besham is hereby included in the cities where special daily allowance is admissible and WAPDA T.A. Rule-11 2 (a) Note-I stands amended to this extent.

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

Distributions

1. As per List "D".
2. General Manager (Hydro) Development, WAPDA, Sunny View, Lahore, with reference to your letter No. GM (H) Dev./CEHHP/Item Note/18154 dated 20.12.2003.
3. Director Finance (Water), Wapda House, Lahore with reference to his letter No. F.O.I (W)XII (340)/V-II/171-73 dated 12.02.2004.
4. Secretary WAPDA, Wapda House, Lahore with reference to Authority's decision on 27.01.2004.



**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone : 9202482, 9202211/2223

DIRECTOR FINANCE (REG)  
Wapda House, Lahore.

No. FO(B&amp;F)10-126/BPS-2005/55-205

Dated 16/07/2005.

**OFFICE MEMORANDUM**

Subject:- **REVISION OF BASIC PAY SCALES, ALLOWANCES AND PENSION OF WAPDA EMPLOYEES (2005)**

The Authority has been pleased to sanction revision of existing pay scales, allowances and pension w e f 01.07.2005 for Wapda employees as per following details by adopting the GOP Finance Division (Regulation Wing) OM. No. F.1(1)/Imp2005 dated 01.07.2005.

**PART-I BASIC PAY SCALES.**

- 2 **Basic Pay Scales:** The Revised Basic Pay Scales 2005 shall replace the existing basic pay scales 2001 as shown in Annexure-I to this OM.
- 3 **Fixation of Pay of the Existing Employees:**
  - (i) The basic pay of an employee in service on 30.06.2005 shall be fixed in Revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2001 Basic Pay Scales.
  - (ii) The corresponding stage for fixation of basic pay in the aforesaid manner in respect of an employee whose pay was fixed beyond the maximum of the relevant scale as a result of discontinuation of move over policy under 2001 Basic Pay Scales scheme shall be determined on notional extension basis to i.e. by treating the amount of personal pay drawn by him on 30<sup>th</sup> June 2005 as part of his basic pay scale and the amount beyond the maximum of prescribed stage in the revised Basic Pay Scales shall be allowed as personal pay.
4. **Annual Increment:** Annual Increment shall continue to be admissible subject to the existing conditions, on 1<sup>st</sup> December each year.

**PART-II ALLOWANCES**

5. **Special Additional Allowance:** Special Additional Allowance shall continue to be admissible at frozen level on existing conditions.
- 6 **Special Additional Allowance and Adhoc Relief:** Special Relief Allowance and Adhoc Relief sanctioned w.e.f. 01.07.2003 and 01.07.2004 respectively shall frozen at the level of their admissibility as on 30-06.2005 and the amount shall continue to be admissible to the entitled recipients until further orders but it will cease to be admissible to entrants joining WAPDA service on or after 01.07.2005 as well as to those employees to whom it was ceased to be admissible under the existing conditions.
- 7 **House Rent Allowance:** House Rent Allowance shall be admissible with reference to the Revised Basic Pay Scales 2005 subject to the existing conditions.
8. **Medical Allowance:** Medical Allowance shall be admissible @ Rs. 425/- P.m. Subject to the existing conditions.

9 **Conveyance Allowance:**

a) Conveyance Allowance shall be admissible on revised rates as follows'

BPS	RATES (Rs. Per Month)
01-04	340
05-10	460
11-15	680
16-20	1240

b) Conveyance Allowance @ Rs. 1240/- p.m. shall also be admissible to those BPS-21 & 22 officers who are not sanctioned official vehicle.

10 **Other Special Pays/Special Allowances:** The rates of Special Pays and Special Allowances shall be revised as detailed below:

**(i) Entertainment Allowance.**

BPS	Existing	Revised
19	Nil	Rs. 500/- p.m.
20	Rs. 450/- p.m.	Rs. 600/- p.m.
21	Rs. 525/- p.m.	Rs. 700/- p.m.
22	Rs. 725/- p.m.	Rs. 975/- p.m.

**(ii) Daily Allowance (in Rs. Per day)**

BPS	Existing		Revised	
	Ordinary	Special	Ordinary	Special
01-04	80	110	125	200
05-11	100	120	155	220
12-16	180	200	280	365
17-18	320	350	500	640
19-20	400	450	625	825
21-22	450	550	700	1000

Presently special rates are allowed at 15 specified stations/cities. The special rates shall also be allowed at Muzaffarabad & Mirpur AJK.

**(iii) Transportation/Mileage Allowance.**

	Existing	Revised
<b>Transportation</b>		
(i) Motor Car	Rs/ 1.20/- per k.m	Rs. 2/- per k.m.
(ii) Motor Cycle/Scooter	Rs. 0.40/- per k.m	Rs. 1/- per k.m.
<b>Mileage Allowance.</b>		
(i) Personal Car/Taxi	Rs. 3/-per k.m	Rs 5/- per k.m.
(ii) Motor Cycle/Scooter	Rs. 1/- per k.m	Rs. 2/- per k.m
(iii) Bicycle/Animal back/foot	Rs. 0.75/- per k.m	Rs. 1/- per k.m.
(iv) Public Transport	Rs. 0.30/- per k.m (BPS-6 and below). Rs. 0.50/-per km (BPS-7 and above)	Rs.1/- per k.m.  Rs. 1/- per k.m.
Travel by Air	Wapda employees in BPS-17 and those in receipt of pay of Rs. 5400 and above under existing conditions.	Wapda employees in BPS-17and above as otherwise covered under the rules.
Carriage of Personal effect on Transfer/Retirement	Paisa 0.148/- per k.m Per kg. (or 2.96 paisa per k.m. Per unit of 20 k.gs.)	Ps. 0.008/- per k.m, Per k.g

**(iv) Qualification Pay.**

	Existing	Revised
SAS Accountant Part-III (ICMA/ICWA)	Rs. 200/- per month	Rs 400/- per month
ICMA/ICWA	Rs. 300/- per month	Ps 400/- per month
Chartered Accountant	Rs. 800/- per month	Rs 1200/- per month
Staff College/NDC	Rs. 800/- per month	Ps 1300/- per month
Advance Course in NIPA	Rs 750/ per month	Rs 1000/ per month
	Rs 200/- per month	Rs 500/ per month

**(v)Senior Post Allowance**

BPS	Existing	Revised
20	Rs. 850/-PM	Rs 1100/-PM
21	Rs 925/- PM	Rs. 1200/-PM
22	Rs 1200/-PM	Rs 1600/- PM

**(vi) Deputation/Additional Charge Allowance/Special Pay on Current Charge.**

	<b>Existing</b>	<b>Revised</b>
Deputation Allowance/Special Allowance on Additional Charge/ Special Pay on Current Charge.	@ 20% of the minimum of Basic pay/ subject to maximum of Rs 2000/- p m	@ 20% of Basic pay subject to maximum of Rs. 6000/- p.m.

**(vii) Special Pay to PS/PA.**

	<b>Existing</b>	<b>Revised</b>
PA to Chairman/ Members/GMs/ Head of Divisions	.150/- p.m.	Rs. 200/- p.m.

**(viii) Instructional Allowance.**

<b>Existing</b>	<b>Revised</b>
20% of the Basic Pay subject to maximum of Rs 2000/- per month	(i) 20% of the Basic Pay subject to Rs. 5000/- per month to those Instructors imparting in service training to BPS 17 and above officers.  (ii) 20% of the Basic Pay subject to maximum of Rs. 3000/- per month to those Instructors imparting in service training to employees upto BPS-16.

**(ix) Integrated Allowance**

The following two contingent allowances admissible to Naib Qasid, Qasid and Daftries shall stand discontinued and in lieu thereof such entitled categories shall be allowed new allowance called as Integrated Allowance @ Rs. 150/- p.m. w.e.f. 01.07.2005:-

	<b>Existing</b>	<b>Revised</b>
i) Washing Allowance	Rs. 30/- p.m.	Rs. 150/- p m
ii) Dusting Allowance	Rs. 20/- p.m	

- 11 The following five allowances in respect of Wapda employees shall stand abolished under this scheme henceforth:

Name of Allowance	Present Rate
i) Cash Handling Allowance	Rs. 25/- to Rs. 60/- p.m
ii) Telecom Allowance	Rs. 150/- p.m.
iii) Good Conduct Pay	Rs. 45/- p.m.
iv) Telephone Allowance	Rs. 20/- p.m.
v) Gilgit Compensatory Allowance	Rs. 450/- p.m.

- 12 The categories of contract employees drawing their pay under lumpsum package or in particular time scales are also eligible for the increase by virtue of revision of the basic pay scales and allowances.

13. The allowances subject to introduction of new Pay Scales will remain admissible as otherwise allowed or until further orders.

- 14 Option for Cash Medical Allowance at new rate or Medical Facility may be exercised within a period of 30 days from the date of issue of the notification as otherwise covered under the rules.

### **PART-III PENSION**

- 15 Commutation shall be admissible upto a maximum of 35% of Gross pension, at the option of the pensioner, Admissibility of monthly pension shall be increased from the existing 60% to 65% of Gross pension.

- 16 An increase @ 10% shall be allowed on the amount of pension being drawn by the existing pensioners as well as to those WAPDA employees who would draw pension under the Revised Basic Pay Scales, 2005.

17. The increases allowed on pension @ 15% and 08% w.e.f. 01.07.2003 and 01.07.2004 respectively shall not be admissible to the WAPDA employees who would draw pension under the revised Basic Pay Scales, 2005.

18. **Option:**

- (a) The Formation/Office concerned to which an employee belongs and/or on whose pay roll he is borne shall obtain an option in writing from such employee within 60 days commencing from the date of issue of this Office Memorandum and communicate it to the concerned Accounts Office/DDO, as the case may be, either to continue to draw salary in the existing Basic Pay Scales in which he is already drawing or in the Revised Basic Pay Scales and pension/commutation scheme, 2005 as specified in this O.M. Option once exercised shall be final.
- b.) An existing employee as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted to continue draw salary in the Basic Pay Scales and Pension/Commutation Scheme applicable to him as on 30-06-2005.

19. All existing rules/order on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/order not so modified shall continue to be in force under this scheme.

**(Sajjad Ahmed)**  
**Director Finance (Regulations)**

**Distribution:**

- 1 All Members of Authority.
  - 2 All General Managers Wapda
  - 3 PSO to Chairman
  - 4 Secretary Wapda
  - 5 Chief Executive Officers DISCOs, GENCOs & NTDC
  - 6 Director General Finance (B&C) Wapda.
  - 7 All Chief Engineers, Wapda.
  - 8 Director General, Wapda Audit.
  - 9 All Head of Divisions, Wapda
  - 10 All Project Directors, Wapda.
  - 11 All Resident Engineers, Wapda.
- They May adopt this O M. With  
(the approval of their respective  
Board of Directors.

No. DG (S &GA)/AD(E-IB)07326/16539-72

Dated: 02-03-2006

**OFFICE ORDER**

1. General Manager (Admn) in his capacity as M.D is pleased to authorize Director General (S&GA) to
  - a. Approve tour programmes up to Grade-19 Officers working under General Manager (Admn).
  - b. Approve/countersign. TA/DA bills of all officers working-under General Manager (Admn).
2. Cases for permission to travel by Air will continue to be put up to General Manager (Admn) as laid down in O.M issued vide No. D(Rules)/07456/52/VII/3193-4493 dated 14.1.04.

**-sd/-**  
**(PARVAIZ AHMAD)**  
**Director (Establishment)**

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones 9202482 9202211/2225

FINANCE DIVISION (REG)  
225-Wapda House, Lahore.

No.FO(B&F)/15-3(Part/Vol-6)/4721-4820

Dated 17-06-2006

**OFFICE ORDER**

**Subject: REVISED ENTITLEMENT OF WAPDA EMPLOYEES TO RAIL ACCOMMODATION TRAVELLING AND FOR TRANSPORTATION OF PERSONAL EFFECTS.**

The Authority has been pleased to accord approval to the amendment in the existing entitlement mentioned under Rule-15 of Pakistan Wapda Travelling Allowance Rule-1982 of Wapda employees (BPS-1-22) for the purpose of Railway accommodation while on official duty within country as follows:

- i) **Category-I** **Civil Servants in BPS-17 and above**  
Air conditioned class or accommodation of the highest class available on the route
- ii) **Category-II** **Civil Servants in BPS-14 to 16**  
AC lower (Special). If travelling on a line which does not provide AC Lower (Special) the next lower class.
- iii) **Category-III** **Civil Servants in BPS-11 to 13**  
AC Lower (Ordinary). If travelling on line which does not provide AC lower (Ordinary) the next lower class
- iv) **Category-IV** **Civil Servants in BPS-1 to 10**  
Economy Class or the Lowest class by whatever name be it called.

The Authority has further approved the replacement of existing categories of Wapda employees mentioned under column-I of Rule-17(4)(f-1) with those as indicated above in case of transportation of personal effects, remaining the prescribed weights same.

**(Sajjad Ahmed)**  
**Director Finance (Regulations)**

**Distribution:-**

- 1 All General Managers Wapda
- 2 All Chief Executive Officers DISCOs, GENCOs & NTDC.
- 3 All Finance Directors DISCOs, GENCOs & NTDC
4. All Head of Divisions Wapda
- 5 All Project Directors Wapda.
6. Director (Rules) Wapda.



**CLARIFICATION**

**Subject- PROVISION OF TA/DA TO RETIRED EMPLOYEES (ACCUSED)**

1. A question has been posed whether retired Wapda employees appearing for personal hearing as accused are eligible for TA/DA or not.
2. The matter has been got examined in consultation with Chief Auditor and it is clarified that retired Wapda employee appearing for personal hearing as accused is not entitled to TA/DA.
3. This issues with the concurrence of Chief Auditor Wapda.

**-sd/-**  
**(Muhammad Junaid Afzal)**  
**Director (Rules)**

Grams: WAPPA Lahore

Phones: 9202508-9202211/2309

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

**RULES DIRECTORATE S&GA**

No. D//DD(Rules)/07456/52/IX/4489-5689

309-Wapda House,  
Lahore  
Dated: 17 Feb. 2007

**OFFICE MEMORANDUM**

**Subject:- REVISION OF RATES FOR TRANSPORTATION OF DEAD BODY OF DECEASED  
WAPDA EMPLOYEES BY ROAD**

1. Authority has decided to amend Rule 24-1 (a) of The Pakistan WAPDA Travelling Allowance Rules, 1982, w.e.f 01.12.2006.

**RuJe24. 1(a)**

“WAPDA transport, if available, will be provided to carry the dead body of a WAPDA employee / deputationist or any member of his family to his home town regardless of the distance involved and the cause of death. If WAPDA vehicle is not available, the dead body may be carried to the home town by hired transport and **reimburse the actual cost but not exceeding @ Rs. 20/- per kilometer (Maximum)** out of the budget provision of the Division / Office concerned”.

2. Date of commencement i.e. 21.09.1995 mentioned in para 2 of the said Rule shall be amended to read as **01.12.2006**. However, the cases already decided shall not be, reopened.

3. All concerned authorities are requested to please amend the WAPDA T.A Rules, 1982 to the above extent and **ensure it is not misused**.

**(Muhammad Junaid Afzal)  
Director (Rules)**

Distribution: -

List 'D'.

**c.c. also to:**

- All CEO DISCOs / GENCOs / NTDC.
- General Manager (C&M)~ Water and Power.
- Secretary, WAPDA w.r.t his diary No. 172 dated 02.02.2007.
- DG Finance (B&C)/MSIC&M (Admn).
- Director (L&W).
- Director (Public Relations) WAPDA. **For Publication in Wapda Khabarnama in Urdu.**
- Librarian, WAPDA Central Library. For record please.

Phones: 9202508-9202211 Ext. 2309, 2361 & 2360  
 Fax: 9203532  
 Grams: WAPDA Lahore

**PAKISTAN  
 WATER AND POWER DEVELOPMENT AUTHORITY**

**RULES DIRECTORATE S&GA**

309-Wapda House,  
 Lahore  
 Dated:28 July 2009

No. D(Rules)/07456/52/IX/22467

**OFFICE ORDER**

**Subject:- AMENDMENT IN WAPDA TA RULES, 1982-MESSING ALLOWANCE**

1. In pursuance of Authority decision dated 21.07.2009 circulated by Secretary WAPDA vide letter No.S/AD(Coord)/03003/MTG/873-74 dated 21.07.2009, the Rates of Messing Allowance for Trainees contained in Rule 13 of WAPDA TA Rules, 1982 are revised with effect from 1<sup>st</sup> July 2009 as under :-.

<b>Category</b>	<b><u>Rate of Messing Allowance (Rs.)</u></b>	
	<b><u>Existing</u></b>	<b><u>Revised</u></b>
For BPS 17 and above	200	400
For BPS 1 to 16	125	300

2. Rule 13 of WAPDA TA Rules, 1982 stands amended to the above extent.

**Director (Rules)  
 (Khalid Hussain)**

**Distributions**

- As per List 'D' .
- Secretary WAPDA w.r.to his letter referred to above
- General Manager (Training) WAPDA
- Director General Audit WAPDA
- Director Finance (Admn & Reg) w.r.to his letter dated 25-07-2009
- Director (Public Relations) WAPDA
- Director (O&M) WAPDA
- Librarian, WAPDA Central Library
- PAs to Member
- PA to MD(Admn)
- PA to DG(S&GA)

PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY

Tel: 99202508 &  
99202211/2309  
Fax: 99203532

Office of DG (HR&Admn),  
Rules Directorate,  
309-Wapda House,  
Lahore

No. D/DD(Rules)/07455/5/VII/11171-11245

Dated 13.08.2011

**OFFICE MEMORANDUM**

**Sub:- SPECIAL DAILY ALLOWANCE AT PATTAN (KEYAL) AND DASU**

Authority in its meeting held on 16.07.2011 has approved special daily allowance & included Pattan (Keyal) and Dasu towns in the list of stations where special daily allowance is admissible. WAPDA TA Rule 11. 2 (a) Note I stands amended accordingly.

**Director**  
**(Khalid Hussain)**

**Distribution**

1. As per List A
2. Secretary WAPDA, w.r.to his letter No.S/AD(Coord)/03003/MTG/1626-28 dated 02.08.2011.
3. GM (C&M) Water
4. GM (Hydro Planning)
5. CE (P&I)
6. DF(A&R) -
7. Librarian, WAPDA Central Library

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Tel & Fax: 042-99202482  
042-99202211/  
Ext. 2287

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

No. FO (B&F)/15-3/Part/Vol-09/3838-3937

Date. 11/09/2012.

**OFFICE MEMORANDUM**

**Subject:- REVISION IN THE RATES OF DAILY ALLOWANCE**

Ref:- Para-10(ii) of this division's O.M. No. FO (B&F)/10-126/BPS-2005/55 dated 16.07.2005 and O.M. No. F.O (B&F)/15-3/Part/Vol-VIII03-153 dated 15.07.2010.

1. The Authority has been pleased to accord approval to the revision in the rates of Daily Allowance, w.e.f. 1<sup>st</sup> August, 2012 for the purpose of duty within country, as per detail given below:-

Existing (in Rs. Per day)			Revised (in Rs. Per Day)	
BPS	Ordinary Rates	Special Rates	Ordinary Rates	Special Rates
1-4	200	400	310	500
5-11	310	440	390	550
12-16	500	600	700	900
17-18	500	640	1250	1600
19-20	625	825	1550	2050
21	700	1000	1750	2500
22	700	1000	1750	30000

2. Specified stations for Special Rates as notified from time to time are Hyderabad, Karachi, Sukkur, Bahawalpur, DG Khan, Multan, Quetta, Sargodha, Sialkot, Lahore, Gujranwala, Rawalpindi, Islamabad, Faisalabad, Peshawar, Northern Areas, Muzaffarabad & Mirpur AJ&K.

3. Actual Hotel Accommodation charges within the prescribed limit shall be admissible only on production of receipts as per existing rules.

4. Rate of accommodation charges will be admissible @ 2 times of the daily allowance where no hotel accommodation receipt is produced.

**(Muhammad Farooq Memon)**  
**Director Finance (Admn. & Reg.)**

**Distribution:-**

1. Managing Director (Admn.) Wapda.
2. All General Managers, Wapda.
3. Secretary Wapda w.r. to his no.s/AD(Coord)/03003/MTG/1880-81 dated 07.09.2012.
4. All Chief engineers, Wapda.
5. All Head of Divisions, Wapda.
6. All Project Director, Wapda.
7. All Resident Engineers, Wapda.
8. Director General Wapda Audit.

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**

Tel & Fax: 042-99202482  
042-99202211/  
Ext. 2287

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

No. FO (B&F)/15-3/Part/IX/9141-9240

Date. 12/09/2012.

**OFFICE MEMORANDUM**

**Subject:- REVISION IN THE RATES OF TRAVELLING AND MILEAGE ALLOWANCE.**

Ref:- Para-10(iii) of this Division's O.M. No. FO(B&F)/10-126/BPS-2005/55-205 dated 16.07.2005.

The Authority has been pleased to accord approval to the revision in the rates of Transportation/Mileage Allowance w.e.f. 1<sup>st</sup> July, 2012, as per detail given below:-

	<b>Existing Rates</b>	<b>Revised Rates</b>
<b>Transportation: -</b>		
(I) Motor Car	Rs.2/- per k.m.	Rs.5/- per km.
(ii) Motor Cycle/Scooter	Rs.1/- per k.m.	Rs.2.50/- per km.
<b>Mileage Allowance:</b>		
(I) Personal Car/Taxi	Rs.5/- per km.	Rs.10/- per km.
(ii) Motor Cycle/Scooter	Rs.2/- per km.	Rs.4/- per k.m.
(iii) Bicycle	Rs.1/- per km.	Rs. 2/- per km
(iv) Public Transport	Rs.1/- per k.m.	Rs. 2.50/- per km
<b><u>Transportation of personal effect:</u></b>		
Carriage of personal effects on Transfer/Retirement	Rs.0.008 per k.m	Rs. 0.02 per kg per k.m.

(Muhammad Farooq Memon)  
Director Finance (Admn. & Reg.)

**Distribution:**

1. Managing Director(Admn.), Wapda.
2. All General Managers, Wapda.
3. Secretary Wapda w.r. to his No.S/AD(Coord)/03003/MTG/1922-23 dated 07.09.2012.
4. All Chief Engineers, Wapda.
5. All Head of Divisions, Wapda.
6. All Project Director, Wapda.
7. All Resident Engineers, Wapda.
8. Director General Wapda Audit.