

Directorate of Rules (HR&A) WAPDA
Publication No. 14
VI (Edition)

**PAKISTAN
WATER AND POWER
DEVELOPMENT AUTHORITY**



**The Pakistan Wapda Employees
(Date of Birth) Rules, 1994**

(AS AMENDED UPTO JANUARY 2014)

**PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone: 6314296 & 6366911/2332
Telegrams: W APDA LAHORE

332-Wapda House,
Lahore.

No. DG(S&GA)DD(R)/07456/73/57498-58148

3rd November, 1994.

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

THE PAKISTAN WAPDA EMPLOYEES (DATE OF BIRTH) RULES 1994.

1. Short Title, Application and Commencement

- (a) These Rules may be called the Pakistan Wapda Employees (Date of Birth) Rules 1994.
- (b) They shall come into force at once. They shall also apply to cases pending before the Authority.
- (c) They shall apply to all Wapda employees.

2. Definitions

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

- (a) 'Authority' means the Pakistan Water and Power Development Authority.
- (b) 'Employee' means a person who has been directly recruited by the Authority or who has been absorbed in the service of the Authority on transfer from or on termination of his lien in his parent department/organization of the Federal or a Provincial Government as the case may be.

3. Confirmatory Documents

- (a) The documents for confirmation of date of birth, the year of birth or the age of employees of Wapda are specified as under and subject to condition laid in this sub Rule (b):

Matriculation Certificate	:	For employees educated upto Matric and above.
School Leaving Certificate	:	For employees educated below Matric.
Municipal Birth Certificate	:	For employees who are illiterate.

- (b) The School Leaving Certificate and Municipal Birth Certificate should be accompanied with an affidavit of the employee duly attested by the Oath Commissioner/Magistrate First Class, as a Confirmation of date of birth.

4. Determination of Assumed Date of Birth

- (i) If a Wapda employee is unable to state his exact date of birth but can state the year, or year and month of birth, the 1st July or the 16th of the month, respectively, may be treated as the date of his birth.

- (ii) If he is only able to state his approximate age, his date of birth may be assumed to be the corresponding date after deducting the number of years representing his age from his date of appointment.
- (iii) When a person first entered Military employment is subsequently employed in Wapda, the date of birth for the purpose of the Wapda employment should be the date stated by him at the time of enrolment, or if at the time of enrolment he stated only his age, the date of birth should be deducted with reference to that age according to the method indicated in sub para (ii) above.

Note: Cases in which the date of birth has been deducted from the age at appointment or enrolment by any other method, need not be reopened

5. Record and Alteration of Date of Birth

- (a) Every person newly appointed to a service or a post under Wapda should at the time of the appointment declare the date of his birth by the Christian era with the confirmatory documentary evidence specified in Rule 3. If the exact date is not known, an approximate date may be given. The actual date or the assumed date determined under Rule 4 should be recorded both in words and in figures in the history of service, Service Book or any other record that may be kept in respect of the Wapda employee serving under Wapda and as a confirmation, this initial record should carry the signatures/thumb impression of the employee and countersignature of the head of office maintaining this record.

- (b) (i) Date of birth once declared and recorded at the time of entry in Wapda service cannot be altered except in case of a clerical error, with approval of the Authority in respect of employees in grade 17 and above to be routed through MD (Admn.) Wapda. The cases of employees upto grade 16 will be approved by respective Members with cases to be routed through a Scrutiny Committee to be set up under each Member. These Committee will include a representative from HR&A.

- *¹(ii) "Disputes over date of birth of employees working under CEO's of DISCOs, GENCOs, NTDC and General Manager (Hydel) for the purpose of Pension and record be finalized at the level of CEO's of DISCOs, GENCOs, NTDC and General Manager (Hydel). Their decision will be considered as final.

Cases relating to employees working in Head Office of Power Wing shall be decided at Chief Engineer (Admn) Power level.

- *²(iii) "Disputes over date of birth of employees working under Water Wing for the purpose of Pension and record be finalized at the level of concerned General Manager and independent Chief Engineers of Water Wing in addition to Common Services".

Cases relating to Head Office to be decided at Director General (HR&A) level for employees of Common Services.

*¹Substituted vide O.M. No. DG (S&GA)/D(R)/07456/73/32147-217, dated 17-08-2000 (Annex-III)

*²Added vide O.M. No. D(R)/07456/73/32142-790 dated 15-08-2001 (Annex-IV)

Explanation: A Clerical error is an error in a document which can only be explained by considering it to be a slip or mistake of the clerk preparing or copying it. It is in the nature of an inadvertent omission or mistake.

- (c) A declaration of age made at the time of or for the purpose of entry into Wapda service shall be deemed to be conclusive unless the employee applies for correction within two years from the date of his entry into service. Cases of employees in grade-17 and above will be decided by the Authority to be processed by MD (Admn.) Wapda. The cases of employees upto grade 16 will be decided by respective Members after they have been processed by a Scrutiny Committee to be set up under each Member including a representative of HR&A.
- (d) The Authority reserves the right to correct the recorded age at any time if it is satisfied that the age of the employee in his Service Book or in the history of service of a gazetted officer was incorrectly recorded for deriving unfair advantage in service.

6. Work-Charged Employees Converted as Regular Employees

The following sub rules shall be applicable specifically to those employees who are employed initially as work-charged and are later on converted as regular employees of Wapda on or after July 1994.

- (a) The date of birth initially declared as a work-charged employee and recorded in the Service Sheet/Roll shall be recorded as the date of birth in the Service Book as a regular employee.
- (b) In case where the exact date of birth has not been recorded in the Service Sheet/Roll, the assumed date of birth shall be determined in accordance with Rule 4 of these rules and duly recorded in the Service Book.
- (c) Any alteration in the date of birth at the time of initial entry in the Service Book from the date appearing in the Service Sheet/Roll shall be carried out only if it is warranted because of a clerical error and shall be subject to approval of the Member concerned. For an alteration claimed for reasons other than clerical error, approval of the Authority shall be necessary after production of confirmatory documents.

Explanation: Errors other than clerical errors include where the date of birth, the year of birth or the age of the employee recorded in the Service Sheet/Roll is not legible or has been over-written or tampered within any manner.

7. Exception for deceased Employees

In case of deceased employees where the date of the Service Sheet/Roll is not legible, the age recorded in the Death Certificate shall be construed as the age of the employee for determining his assumed date of birth as specified in Rule 4 above.

(Ch. Abdul Ghafoor)
Director General (S&GA)

No. F.O(B&F)37-9/VOL-57/7998

Dated 30.06.2000

Director (Pension),
4th Floor, Ali Complex,
23-Empress Road, Lahore.

Sub: **Pension Claims**

Ref: Your letters Nos:

- (i) D/Pen/Misc-VII-4246/17290 dated 12.06.2000.
- (ii) Dir/Pen/Misc-VIII-4144/17289 dated 12.06.2000.
- (iii) Dir/Pen/Claim-Misc-IV-112/17306 dated 12.06.2000.

The necessary clarification in respect of the above subjects/references is made under the following paragraphs in seriatim:-

1. Authority in its meeting held on 26/27.04.2000 has decided that disputes over date of birth of employee for their pension purposes be finalized at the level of Chief Engineers of DISCOs. Their Decision in the case will be considered as final. The case may be taken up with the concerned Chief Engineer accordingly.

2. The rule / para -2, Chapter 11 of WAPDA Pension Rules states that subject to any special rules / instructions to be issued by Authority from time to time, the service of WAPDA employees begins to qualify for pension when he takes over the charge of post against which he is first appointed as regular employee. But in the instant case the employee being short of two years for the prescribed age of 18 years meant for appointment in WAPDA service, does not qualify for pension from the date he was below 18 years old. The service rendered before the prescribed age of 18 years may therefore, be deleted for the purpose of counting as qualifying service.

3. In such cases, the clarification has already been issued by this Division vide this office letter dated 28.12.1996. It was clarified therein that employees whose service is substantive / permanent and who have served for more than 24 years service but less than 25 years service, condonation of deficiency under CSR-423 can be allowed. Moreover, in case where deficiency in qualifying service is upto 6 months, it will be treated to have been condoned automatically.

Sd/-
(Sajjad Ahmad)
Dy. Director Finance (Regulation).

TO BE PUBLISHED IN THE GAZETE
OF PAKISTAN EXTRAORDINARY PART II

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

Islamabad, the 31st July 2000

NOTIFICATION

S.R.O. 521 (I)/2000:- In exercise of the powers conferred by sub-section(I) of Section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to direct that the following further amendment shall be made in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, namely:

In the aforesaid Rules, after Rule 12, the following new rule shall be inserted, namely:-

"12-A Alteration in the date of birth:- The date of birth once recorded at the time of joining government service shall be final and thereafter no alteration in the date of birth of civil servant shall be permissible."

F. No. 10/54/98-R.2

Sd/
(Amir-ul-Haq)
Deputy Secretary .

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones: 9202046 & 9202211/2332
Telegrams: W APDA LAHORE

Services & General Admn.
332-Wapda House, Lahore

Endst. No. DG(S&GA)/DD(Rules)/07456/73/1207-2500

Dated 17-01-2001

Authority has decided to adopt the above Notification No.SRO-521(1)/2000 dated 31-07-2000 issued by Cabinet Secretariat Establishment Division, Government of Pakistan, Islamabad, Mutatis Mutandis.

Sd/-
(MUHAMMAD JUNAID AFZAL
Director General (S&GA)

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones: 9202046 & 9202211/2332
Grams : WAPDA LAHORE.

Services & General Admn.
332-WAPDA HOUSE, LAHORE.

No. DG (S&GA)/D (Rules) 07456/73/32147-217

Dated: 17th August 2000.

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES (DATE OF BIRTH) RULES, 1994 AMENDMENT.

In continuation to this office O.M No. DG (S&GA)/D (Rules)/07456/ 73/25158-82 dated 26.06.2000, the authority has now decided to substitute the existing Rule 5 (b) (ii) of the Pakistan WAPDA Employees (Date of Birth) Rules, 1994 as under:-

Rule 5 (b) (ii)

“Disputes over date of birth of employees working under CEO’s of DISCOs, GENCOs, NTDC and General Manager (Hydel) for the purpose of Pension and record be finalized at the level of CEO’s of DISCOs, GENCOs, NTDC and General Manager (Hydel). Their decision will be considered as final.

Cases relating to employees working in Head Office of Power Wing shall be decided at Chief Engineer (Admn) Power level”.

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

Distributions

1. All General Managers of (Power) Wing/GM (Trg.) / ACC.
2. All Chief Executives, DISCOs, GENCOs and NTDC.
3. Chief Engineer (Admn) Power, WAPDA.
4. Secretary WAPDA, with reference to decision No. 6 of Authority Meeting held on 13.07.2000 circulated vide No.s/AD (Coord)/03003/MTG/2645-76 dated 19.7.2000 and diary No. 2334 dated 31.07.2000.
5. Director Finance (Power) WAPDA.
6. PSO to Chairman, WAPDA.
7. PSs to Members (Finance), (Power), (Water) and G.M (Admn).

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Phones: 9202508 & 9202211/2309
Tele Grams : WAPDA LAHORE.

309-Wapda House,
Lahore

No. D (Rules)/07456/73/32142-790

Dated: 15-08-2001.

OFFICE MEMORANDUM

Subject: THE PAKISTAN WAPDA EMPLOYEES (DATE OF BIRTH) RULES, 1994-AMENDMENT.

In continuation of this O.M. No. DG (S&GA)/D (Rules)/07456/73/32147-217 dated 17-08-2000, the Authority has decided to add the following as sub Rule (b) (iii) under Rule 5 of the Pakistan WAPDA Employees (Date of Birth) Rules, 1994, as under:-

Rule 5 (b) (iii)

“Disputes over date of birth of employees working under Water Wing for the purpose of Pension and record be finalized at the level of concerned General Manager and independent Chief Engineers of Water Wing in addition to Common Services.

Cases relating to Head Office to be decided at Director General (HR&A) level for employees of Common Services.”

(NASIR MAHMOOD)
Director (Rules)

Distribution

1. As per list 'C'.
2. Secretary WAPDA, Wapda House, Lahore, with reference to his circular No. S/AD (Coord)/MTG/1952-88 dated 28-07-2001.
3. Chief Engineer (Admn) Water, WAPDA, Wapda House, Lahore.
4. PSO to Chairman WAPDA.
5. PAs to Members and GM (Admn).