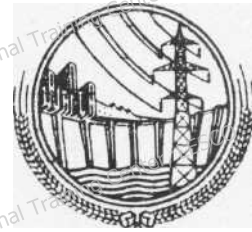


**Directorate of Rules (S&GA) WAPDA  
Publication No. 2  
VI (Edition)**

**PAKISTAN  
WATER AND POWER  
DEVELOPMENT AUTHORITY**



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

**(AS AMENDED UPTO 01-06-2001)**

**PAKISTAN WATER AND POWER DEVELOPMENT  
AUTHORITY**

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

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

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

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

**1. Short Title and commencement**

(1) These rules may be called the Pakistan Wapda Employees (Conduct) Rules, 1978.

(2) They shall come into force at once.

**2. Extent of Application**

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

**3. Definition**

1. In these rules, unless there is anything repugnant in the subject or context,

(a) "Authority" means, Pakistan Water and Power Development Authority;

(b) "Employee" means, an employee to whom these rules apply;

(c) "Members of a Wapda employee's family" includes:

(i) his wife/wives, real/step children, residing with him and wholly dependent upon him.

(ii) any other relation of the Wapda employee or his wife, when residing and wholly dependent upon him.

2. Reference to a wife in clause (c) of sub-rule (1) shall be construed as reference to the husband where the Wapda employee is a woman.

#### 4. Gifts

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

#### 5. Acceptance of Foreign Awards

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

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

#### 6. Public Demonstration in Honor of Wapda Employee

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

#### 7. Gift to Medical Officers

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

#### 8. Subscriptions

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

#### 9. Lending and Borrowing

- (1) No Wapda employee shall lend money to, or borrow money from, or place

himself/herself under any pecuniary obligation to, any person within the local limits of his/her authority or any person with whom he/she has any official dealings :

Provided that a Wapda employee may—

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

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

\*IO. Buying and Selling of valuable property, movable and immovable.

- 10 (1) A Wapda employee who intends to transact any purchase, sale or disposal by other means of move or immovable property exceeding in value of Rs. 100,000/- (one Hundred thousand rupees) in case of officer in Grade-16 and above and Rs. 30,000/- (thirty thousand rupees), in case of employees in Grade-15 and below with any person shall apply for permission to the Head of the Division or the Authority as the case may be. Any such application shall state fully the circumstances, the price offered or demanded and in the case of disposal otherwise than by sale, the method of disposal. Thereafter such Wapda employee shall act in accordance with such orders as may be passed by the Authority;

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

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

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

#### **10-A. Construction of Building, etc.**

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

\* Substituted vide O.M. No. DG (S&GA) D(R)/07456/23/608-786, dated 12-01-1999.

(1) Every Wapda employee in BSP-5 to 20 shall, at the time of entering Wapda service, make a declaration to the Authority, through the usual channel, of all immovable and movable properties including shares, certificates, securities, insurance policies, cash and jewellery having a total value of Es. 50,000 (fifty thousand rupees) or more, belonging to or held by him/her or by a member of his/her family individually or collectively and such declaration shall:—

- (a) state the district within which the property is situated;
- (b) show separately, individual items of jewellery exceeding Rs. 50,000 (fifty thousand rupees) in value, and;
- (c) give such further information, as the authority may, by general or special order, require.

(2) Every Wapda employee shall submit to the Authority, through usual channel, an annual return of assets, in the month of \*\*December, showing any increase or decrease of property as shown in the declaration under sub-rule (1), or, as the case may be, the last annual return.

## 12. Disclosure of Assets, Immovable, Movable and Liquid

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

## 13. Speculation and Investment

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

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

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

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

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

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

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\*Substituted Vide O.M.No. S/DD (Rules)/07456/22/Vol. 11/14612-15571 dated 23-02-1986

\*\*Amended Vide No. GM (A)/DD(R)/(07456/22/6794-7943 dated 14-01-1988

\*\*\*Added vide O.M. No. DG (S&GA)/DD (R)/O7456/23/36168-37467, dated 25-9-97.

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

**\*\*Clarification**

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

**14. Private Trade, Employment or Work**

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

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

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

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

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

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

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

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

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

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◆Added Vide *OM*. No. S/DD (Rules)/07456/22/Vol. 11/66588-67367, dated 31-8-83

◆◆Clarification issued vide No DG/ DD(R)/07456/23/318, dated 20-5-1985

◆◆◆Added vide *O.M.* No. D.G (S&GA)/DD(R)/07456/22/1 11/51134-52409 dated 21-9-1992

## 15. Insolvency and Habitual Indebtedness

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

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

## 16. Unauthorized Communication of Official Documents or Information

No Wapda employee shall, except in accordance with any special or general order of the Authority, communicate directly or indirectly any official information or the contents of any official documents, to a Wapda employee not authorized to receive it, or to a non-official person, or to the press.

## 17 Approach to Members of the Assemblies, etc.

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

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

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

## 18 Management etc.. of Newspapers or Periodicals

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

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

No Wapda employee shall, except with the previous sanction of the Authority or any other authority empowered by it in this behalf, or in the bonafide discharge of **his/her**

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Added Vide O M. No. S DD (Rules) 07456/22/Vol. III/111605-2404, dated 24-12-1984,

duties, participate in a radio broadcast or T.V. Programme, or contribute any article or write any letter, either anonymously or in his/her own name, or in the name of any other person, to any newspaper or periodical:

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

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

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

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

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

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

**21. Evidence before Committee**

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

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

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

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\* Substituted Vide O.M. No. S/DD (Rules)/07456/22/312-1191, dated 3-1-1984.



## 22. Taking Part in Politics and Elections

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

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

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

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

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

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

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

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

## 23. Propagation of Sectarian Creeds, etc.

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

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

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

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

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

**24. Nepotism, Favouritism and Victimization, etc.**

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

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

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

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

**26. Membership of Service Associations**

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

- (a) Membership of the association and its office-bearers shall be confined to, a distinct class of Wapda employees and shall be open to all Wapda employees of that class.
- (b) The association shall not be in any way connected with, or affiliated to any association, which does not, or any federation of associations, which do not satisfy condition (a) above.
- (c) The association shall not be in any way connected with any political party or organization, or engage in any political activity.

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\* Substituted Vide O. M. No. S/DD (Rules)/07456/22/312-1191, dated 3-1-1984.

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

## **27. Use of Political or other Influence**

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

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

- (a). No Wapda employee shall directly or indirectly—
- (i) approach a Foreign Mission in Pakistan or any Foreign Aid-Giving Agency

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

etc. in Pakistan or abroad, to secure for himself/herself invitation to visit a foreign country or to elicit offers of training facilities abroad; and

(ii) submit application for employment or training facilities etc. to other Organizations within the country or abroad except through the authority competent to accord such permission.

(b) Communication in any manner, whatsoever, written or verbal on service matters including postings and transfers etc. and forwarding advance copies of requests to the Agencies/Organizations referred to above shall not be made by any employee except through the appropriate channel within the Authority

## 29. Delegation of Powers

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

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

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

BY THE ORDER OF THE AUTHORITY

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

## Annexure—I

### Government of Pakistan Cabinet Secretariat

(Cabinet Division)

No 9/4/97-TK

Islamabad, the 10th March, 2000

#### OFFICE MEMORANDUM

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

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

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

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

- (2) Government officials except those belonging to Grade I to 4, are prohibited from receiving cash awards offered by the visiting foreign dignitaries. Such gifts may be politely refused. In case, however, it becomes impossible to refuse without causing offence to the visiting dignitary, the amount should be immediately deposited in the treasury under the head given here after.

- (3) Government officials except the President and the Chief Executive of Pakistan are prohibited from receiving gift of any kind for their persons or for members of their families from Diplomatic, Consular and other foreign Government representatives or their employees, who are stationed in Pakistan. As the heads of Missions in Pakistan have been informed of this decision no offence would be caused by the return of the gift. If, however, due to very exceptional reasons the gift cannot be returned, it should invariably be deposited in the Toshakhana. These instructions, however, would not apply to gifts/donations made to institutions.
- (4) The value of the gifts will be assessed by the Cabinet Division which will devise and improved and practical system of assessing, in the country, wherever possible, the value of all gifts received.
- (5) The monetary limits up to which the gifts could be retained by the recipient have been revised. The new limits are as follows:-
- (i) Gifts up to a value of Rs. 10,000/- (Rupees ten thousand only) may be retained (free of cost) by the recipient. In case of low paid Government employees (BPS-1-BPS-10) the gift may be retained by the recipient irrespective of the value assessed.
  - (ii) Gifts valued above Rs. 10,000/- may be allowed to be retained by the recipient on payment of 25% of the value exceeding Rs. 10,000/-
  - (iii) Gifts valuing Rs. 400,000/- or more shall not be retained by the recipients. Such gifts shall be treated as state property for disposal in accordance with these rules.
- (6) The head of Account of Toshakhana in which the amounts are to be deposited is "130000-Others (NES)/Misc. Receipt of Darbar Presents (Central).
- (7) Presents deposited in Toshakhana which are fit for display, shall be properly catalogued and then displayed in the public rooms of the Foreign Office and in the residences of the Head of the State, the Head of the Federal Government and the Governors. Such articles would be properly entered in the Toshakhana register and in the stock registers of the respective offices. An annual verification preferably in the first week of January shall be carried out in respect of such articles and a report submitted to the Cabinet Secretary.
- (8) Gifts which are not fit to be retained or displayed shall be disposed of by periodical sales to be arranged by the Cabinet Division. Government of Pakistan. The Cabinet Division will ensure a wider circulation of the notice for the periodic restricted sale of such gifts. Such sales could be negotiated also on the basis of a reserve price, if no buyers are available in the restricted auctions. These auctions will be held once or twice a year. The list of gifts to be sold in such auctions will be circulated to all Federal Government officers and officers of the Armed Forces.
- (9) All antique items and cars shall not be allowed to be purchased by the recipient. Antiques shall be placed in the Museums or displayed in the official buildings owned by the Government. Cars shall be given to the Central Pool of Cars of the Cabinet Division.

- (10) Gifts given to the President, the Head of the Government and the Governors will not be sold in auction. These gifts will be placed in Museums or public buildings.
- (11) Ministry of Foreign Affairs should also standardize gifts to be presented at various levels to the foreign delegations and dignitaries. These standardized gifts could be used by other Ministries as well.
- (12) These rules also apply to the employees of the Government controlled corporations autonomous/semi-autonomous bodies and all nationalized institutions.

Sd/  
(ZAFAR IQBAL)  
Joint Secretary

Secretaries/Additional Secretaries in charge  
of Ministries/Divisions. Islamabad/Rawalpindi

Copy to:

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

Principal Secretary to Chief Executive of  
Pakistan. CE Secretariat, Islamabad.

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

Sd/  
(FEROZES. PASHA)  
Deputy Secretary

**No. G&C 15/3/2000**

**GOVERNMENT OF PAKISTAN MINISTRY OF WATER AND POWER**

Islamabad, the 21 st March, 2000

To.

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

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

Sir,

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

Yours Obediently

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

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

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

**PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY**

Telephones: 9202046 & 9202211/2332  
Telegrams: WAPDA LAHORE  
Endst. No. DG (S&GA)/D(Rules)/O7456/23/25703-883

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

Copy of the above endorsed by Ministry of Water and Power, Government of Pakistan. Islamabad, vide No G&C 15 (3)/2000, dated 21st March, 2000. is forwarded for guidance and compliance with the request to substitute the existing Cabinet Secretariat (Cabinet Division) Government of Pakistan.



Islamabad's O.M No. 8/19/77-TK, dated 30-03-1978 endorsed by Wapda vide No. SO (Admn) I (1094) 619X1-62140. dated 27-04-1978 printed as Annexure-I attached to the Pakistan Wapda Employees (Conduct) Rules. 1978. in the Wapda Manual of General Rules amended up to 14-03-1995 'as per list IV). This may please be replaced as Annexure-I of the above mentioned rules. This issue with the approval of the Authority.

(MUHAMMAD JUNAID AFZAL)

Director General (S&GA)

DA

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

Distribution As  
per list ' B'

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

## ANNEXURE-II

### PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 6166911/3201  
Telegrams : WAPDA LAHORE

Establishment Directorate  
Services & General Admn.

No. D (E)/AD (E-IA) 07049/11/45887-46517

Dated : 21-11-1996

#### OFFICE ORDER

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

In suppression of this office order No. DC (S&GA)/AD (E-IA) 07049/10461-6040, dated 11-10-1987. Authority is pleased to declare the following officers as competent authority' for according permission for acquisition, sale and disposal of movable and Immovable property and construction of accommodation, in case of Government servants on deputation (o Wapda and (o WAPDA Employees:-

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

2. Consequent to the above, Para-1 of this office order dated .11-10-1987 referred to above shall stand amended accordingly.

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

**Annexure — 111**

**PAKISTAN WATER AND POWER DEVELOPMENT  
AUTHORITY**

Tele: 69911/208  
Telg: Wapda Lahore

309-Wapda House,  
Lahore

No. D/DD (Rules)/07456/22/107129-930

8th December 1982

**OFFICE MEMORANDUM Subject:**

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

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

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

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

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

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

**SIGNATURE OF THE EMPLOYEE**

Annexure-V

PAKISTAN WATER AND POWER DEVELOPMENT  
AUTHORITY

Telephone: 69911/208  
Telegrams: WAPDA LAHORE

309/P.H. 27, Wapda House  
Lahore

No. D/DD (Rules)/07456/13/40026-375

25th April, 1983

OFFICE MEMORANDUM

Subject: GRANT OF HOUSE BUILDING/PURCHASE ADVANCE

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

2. Since according to Office Order No: SO (S)-5(2) A&L/5-7007-567, dated 20.4.78, all agreements/surety bonds in respect of house building advances etc. are to be signed and accepted on behalf of the Authority by the General Manager (Admn), any application for permission for a loan from House Building Finance Corporation by creating a second mortgage on the property (already mortgaged to the Authority) in favor of House Building Finance Corporation, will be accorded by the appointing authority through General Manager (Admn.) who has accepted on behalf of Authority the agreement and surety bond for the grant of first advance. In fact such permission may be sought by the employee on the prescribed form already referred to above.

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

Distribution  
As Per List 'C

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

**Annexure-VI**

**PAKISTAN WATER AND POWER DEVELOPMENT  
AUTHORITY**

**Telephone: 69911/208**  
**Telegrams: Wapda Lahore**

**309/P.H. 27, Wapda House,  
Lahore**

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

**19th May, 1983.**

**CORRIGENDUM**

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

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

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

**Distribution  
As Per List 'C'**

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

**OFFICE MEMORANDUM**

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

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

**Annexure-VII**

**PAKISTAN WATER AND POWER DEVELOPMENT  
AUTHORITY**

Telephones: 69911/233  
Telegrams: WAPDA LAHORE  
No. GM(A)/DD (Rules)/07456/23/101396-102175

716-Wapda House  
Lahore  
Dated: 13 November, 1984

**OFFICE ORDER**

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

Distribution  
As per List 'D'

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

**Annexure-VIII**  
**Pakistan Water and Power Development Authority**

Telephone : 63673 & 69911/340

332-Wapda House,

Telegrams : WAPDA LAHORE

Lahore

No. DG (S&GA)/DD(Rules)/07456/22/84386-84835

17th September, 1986

**Office Memorandum**

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

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

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

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

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

DA/As above

(Muhammad Maqbool  
Director General (S&GA)  
Wapda

Distribution  
As per List 'C'



**Annexure-IX**

**PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone: 69911/233 & 54911  
Telegrams: WAPDA LAHORE  
lahore

Service & Gen. Admn.  
716-Wapda House,

No. GM (A)/DD (R)/07456/22/III/15627-7366

13th November, 1988

**OFFICE MEMORANDUM**

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

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

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

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

"5 Acceptance of Foreign Awards:

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

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

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

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

Distribution:

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

No. 6/10/88-D-3

Rawalpindi, the 3rd October, 1988

OFFICE MEMORANDUM

Subject: ACCETAANCE OF Foreign AWARDS BY GOVERNMENT SERVANTS

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

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

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

No. CDN-I. 3/87-II GOVERNMENT  
OF PAKISTAN MINISTRY OF  
WATER AND POWER

Islamabad, the 13th October, 1988

Copy forwarded for information and necessary action to : -

1. All officers, Ministry of Water and Power, Islamabad.
2. Chairman Wapda, Wapda House, Lahore.
3. Chief Engineering Advisory/CFFC, Islamabad.
4. P.C.I.W., 3-Mozang Road, Lahore.
5. Managing Director, NESPAK, 417-Wapda House\* Lahore.
6. M.D. KESC, Aimai House, Abdullah Haroon Road, Karachi.
7. M.D. National Power Construction Corporation, 46-Main Gulberg, Lahore.
8. M.D. National Tube well Construction Corporation, 11 -F, Gulberg, Lahore.

**ANNEXURE-X**  
**PAKISTAN WATER AND DEVELOPMENT AUTHORITY**

Phones: 9202046 & 920221-1/2332

Telex : 44869 Wapda Pak 44236 Wapda Pak

No. DG (S&GA)/D (Rules)/07456/23/7003-7182..

Services & General Admn

332- Wapda House, Lahore

Dated 20th Feb. 1999

**OFFICE MEMORANDUM**

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

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

2 To ensure compliance a sub rule (b), (i) and (ii) was added to the above rules vide office Memorandum No. DG(S&GA) DD (R)/07456/23/36168-37467. dated 25-09-1997, under which all Wapda employees were asked to furnish a declaration to the effect that:-

(i) "None of his/her family members will engage in any contractual business with the Authority

(ii) If any of his/her near relative, not covered under (i) above, engage in any such business with Wapda. he/she shall inform the Authority about it:.

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

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

Distribution:

(Kh. Sajjad Haider)

Director General

1. As per List B  
The above O.M. may kindly be circulated amongst all Wapda formations under their jurisdiction.
2. SO to Chairman, Wapda.
3. SA to Dy. Chairman, Wapda.
4. Secretary Wapda, Wapda House, Lahore.
5. Director (Public Relations), Wapda  
for suitable insertion in Wapda News and Khabarnama.

**PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY**

Phones: 9202046 & 9202211/2332

Grams : WAPDA LAHORE

No. DG (S&GA)/D (Rules)/07456/23/II/27121-28420

ANNEXURE-XI

Director General (S&GA)

332- Wapda House, Lahore.

Dated 20th July, 1999

**OFFICE MEMORANDUM**

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

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

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

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

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

(Muhammad Junaid Afzal)

Director General

Distribution

As per list

'D'

**Annexure-XII**

**PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY**

**ADMINISTRATION**

General Manager

717-Wapda House,  
Shahrah-i-Quaid-i-Azam,  
Lahore

dated 9/14 th oct,1999

No. GM (A)/AD (EIA)/37507-38806

**OFFICE ORDER**

Reference: Office Memorandum No DG (S&GA)/D (Rules)/07456/23/III/27121-28420,  
dated 20-07-1999.

Attention is invited to para-3 of OM No. DG (S&GA)/D (Rules) 07456/23/7003-7182, daldc 20-02-1999 and OM, dated 20-07-1999 (referred to above) vide which it was directed that the competent authorities shall neither allow their family members (even if they are not covered under the definition of family as defined in the "The Pakistan Wapda Employees (Conduct) Rules, 1978" in contractual business nor they shall facilitate their relatives in contracting and conducting business with Wapda.

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

3 Report if any must be submitted by 25-10-1999 positively.

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

Distribution  
As per List "D"