

**PAKISTAN  
WATER AND POWER DEVELOPMENT AUTHORITY**



**JOINING INSTRUCTIONS**

**FOR**

**JMC**

**MMC**

**SMC**

**COURSES**

**WAPDA ADMINISTRATIVE STAFF COLLEGE  
H-8/1, ISLAMABAD**

Dear \_\_\_\_\_

On behalf of Principal and Management of WAPDA Administrative Staff College (WASC), I welcome your nomination to Junior/Middle/Senior Management Course. As you might be knowing that the course will be conducted at the beautiful campus of WASC Islamabad. Here are some guidelines / information which may help you to facilitate your stay at the College.

## **I. Location of WASC**

WAPDA Administrative Staff College and Hostel are located at Pitras Bukhari Road, H-8/1 Islamabad - opposite Beacon house School & near Shifa International Hospital (see location Map at **Annexure-A**).

## **II. Arrival / Reporting**

The course will commence as per annual Schedule. As such you may arrange your departure from current place of posting so as to reach your destination well in time

### **a. Local Participants**

Local participants will report arrival at WAPDA Administrative Staff College, Sector H-8/1 Islamabad at 0800 hours on starting date.

### **b. Out-station Participants**

The College Hostel would be opened from day before starting date (A.N) to receive the participants up to 2200 hours. The participants are requested to contact Mr. Asad-ur-Rehman, Hostel Warden for allotment of room in hostel. His Cell # is 0345-5300546.

**Note-1:** No late arrival will be accepted after three days of the commencement of the Course, that too, in case of change in nomination.

**Note-2:** For any query you may contact Course Director & Deputy Course Director.

### III. College Facilities

#### a. Accommodation / Residence

- i) Residence in the College Campus is compulsory for out station participants, however local participants from Islamabad / Rawalpindi shall not be provided accommodation.
- ii) Each participant is provided shared furnished accommodation in the Hostel Block with bed-linen excluding towels and soap.

#### b. Communication Facilities

- i) Postal address of the College is as under:  
  
WAPDA Administrative Staff College, Pitras Bukhari Road, Sector H-8/1, Islamabad.
- ii) The telephone facility is only for local calls. The calling cards can also be procured from the Operator of Telephone Exchange.

**\*Note: During the Course and instructional visits, spouses and family members are not allowed to accompany / stay with the participants.**

#### c. Transport Facilities

During the course, official transport will be made available for participants for course activities only.

#### d. Medical Facilities

For out station participants, temporary medical facilities for the course period will be arranged at WAPDA (IESCO) Dispensary at Islamabad. The participants may bring along '**Temporary Medical Facilities Request**' on the attached proforma (**Annexure-B**) duly signed from their parent organization for getting their names registered in IESCO Dispensary, G-7/4, Islamabad.

#### e. Sports Facilities

Tennis court, table tennis and badminton facilities are available at WAPDA Administrative Staff College, Islamabad.

#### **IV. Discipline / Dress norms**

During the training period, Principal WASC is the competent authority of the trainees. Generally, all WAPDA rules and regulations are applicable. Some important ones are as under:

##### **a. Discipline**

Training demands self-discipline, total commitment, concentration and complete attention towards all the activities. Therefore, punctuality and discipline are mandatory and should be adhered to by all concerned in true spirit during the training at the College. Any violation of the discipline will be seriously observed.

##### **b. Leave**

The course requires whole time availability of participants for course assignments. No leave is ordinarily allowed to any participant during the course except in cases of emergency or special circumstances.

##### **c. Registration / Photograph**

The registration form will be provided to be filled by the participant at the time of reporting for the Course. You are requested to bring alongwith you two (02) passport size photographs and two (02) copies of CNIC for registration purposes.

##### **d. Dress**

Proper dress during class hours as well as in mess is compulsory, which will be observed strictly.

##### **Dress for Class Room**

- i). Shalwar Kameez with Waist Coat
- ii). Dress Pants and Shirt with Necktie
- iii). Safari Suit
- iv). Coat and Pant with Necktie

##### **Dress in Mess / Common Rooms**

Proper dress for mess is must. You can wear Shalwar Kameez, Shoes / Sandal or Pant, Shirt, Coat with shoes. However, the use of Necktie in Messing Hall is not essential but the wearing of Sleeping Suit, Slippers, Track Suit, Cheddar is not allowed.

##### **Dress for Sports**

You may bring alongwith you proper kit for sports i.e Track Suit / Joggers.

#### **V. Pay & Allowances**

The participants will draw their pay and allowances from the Parent Department / Organization in the normal manner through out their stay at the College.

## VI. Mobile Phones

Use of mobile phones in class is strictly prohibited.

## VII. Smoking

Smoking is not allowed in Academic Building as well as in Mess Hall.

## VIII. COURSE FEE

The participants will bring with them following amount in **cash** for attending the Course:

### For Senior Management

a) Messing for 54 days out of total 66 days @ Rs.400/-day =54x400	Rs.	21600.00
b) TA/ DA for instructional visits during the course only		
Special daily allowance      04 x 825	Rs.	3300.00
Ordinary daily allowance    2 x 625	Rs.	1250.00
c) Hotel charges (Local)        6 x 2475	Rs.	14850.00
d) Tentative expenditure on expected foreign tour	Rs.	286850.00
<b>G.Total (a + b + c + d)</b>	<b>Rs.</b>	<b>327850.00</b>

### For Middle Management

a) Messing for 51 days out of 63 days @ Rs.400. per day (51 x 400)	Rs.	20,400.00
b) TA/ DA for instructional visits during the course only		
= Special daily allowance   11 x 640	Rs.	7,040.00
= Ordinary daily allowance  01 x 500	Rs.	500.00
c) Hotel charges                    09 x 1920	Rs.	17,280.00
d) Expenditure on Air Travel for Karachi & Quetta	Rs.	28,000.00
<b>G.Total (a + b + c + d)</b>	<b>Rs.</b>	<b>73,220.00</b>

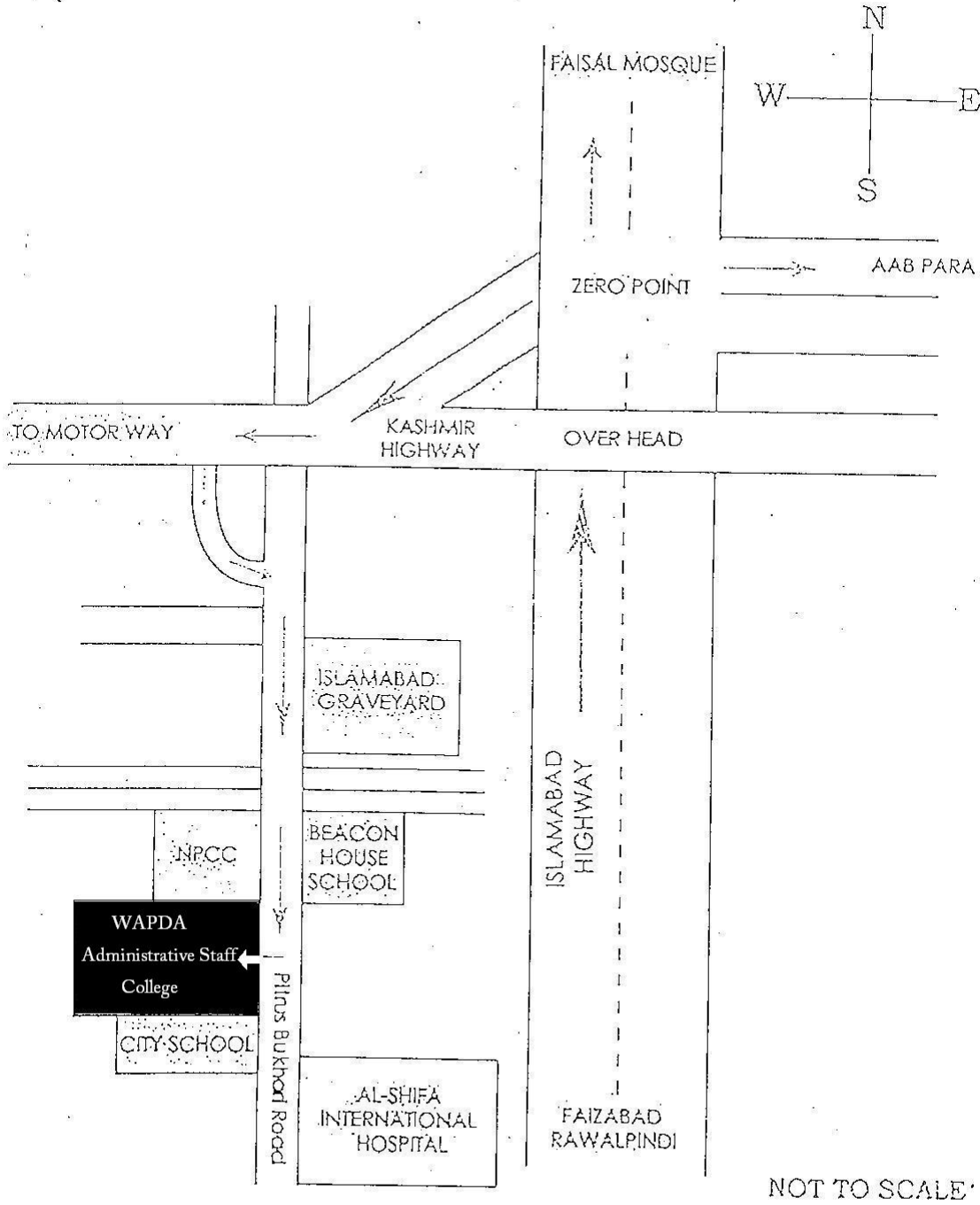
**For Junior Management**

a)	Messing for 52 days (in 09 weeks ) @ Rs.400/- per day)	Rs.	20800.00
b)	TA/ DA for instructional visits during the course only		
	= Special daily allowance 08 x 640	Rs.	5120.00
	= Ordinary daily allowance 02 x 500	Rs.	1000 .00
c)	Hotel charges	06 x 1920	Rs. 11520.00
	<b>G.Total (a + b + c )</b>	<b>Rs.</b>	<b>. 38,440.00</b>

**Encl: Annex-A,B**

COURSE DIRECTOR

# LOCATION OF STAFF COLLEGE



**Annexure - B**



**WAPDA ADMINISTRATIVE STAFF COLLEGE**

Pitras Bukhari Road, H-8/1 Islamabad  
Phone # 9250345 Fax # 9250419



PHONE : 051-9250348  
FAX : 051-9250419

No.JMC/MMC/SMC/

Dated:

Subject: **AUTHORITY LETTER FOR MEDICAL FACILITY  
MANAGEMENT COURSE**

1. This is to certify that Mr. \_\_\_\_\_  
is employee as \_\_\_\_\_ in BPS-17/1819 in the office of  
(name of formations such as WAPDA, PEPCO, AJK Electricity) \_\_\_\_\_  
\_\_\_\_\_
2. He is proceeding on training from \_\_\_\_\_
3. The officer may be provided medical facilities if required by him and necessary debit may be raised against this office (name of formation including Medical Units, Budget Code No. and full address)
4. Specimen signatures of the employee are attested below.

Signature / Designation

Attested ..  
(Signature / Designation)