



# Pakistan Water and Power Development Authority

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

No. FO(B&F)/10-126/Vol-37/1622-1721

Date. 19/02/2014

## OFFICE MEMORANDUM

**SUB:- CLARIFICATION REGARDING GRANT OF PRE-MATURE INCREMENT ON UP-GRADATION OF POST.**

Ref: This Division's Office Order No.FO(B&F)/10-126/Vol-35/1137-1236 dated 09.01.2014.

The queries raised by various formations of Wapda, with regard to the grant of one pre-mature increment, on up-gradation of posts, vide Office Order under reference, are clarified as under:-

Sr. No.	Query	Clarification
1.	Whether the employees of BS-1 to 4, who were moved one scale up w.e.f. 01.07.2007 vide Sub Para-b of O.M. FO(B&F)/10-126/Vol023/783-882 dated 09.08.2007, without up-gradation of their posts are eligible for grant of one pre-mature increment.	No. This Division's Office Order dated 09.01.2014 provides for grant of pre-mature increment on up-gradation of post and not on move-up.
2.	Whether the employees, who were holding Selection Grade prior to up-gradation of their posts in BPS already held by them, are also eligible to the benefit of pre-mature increment on up-gradation of their posts.	Yes, just as in case of same scale promotion.
3.	Whether the employees, who were holding Selection Grade and were drawing pay at the maximum of the same pay scale in which their posts have been up-graded, are entitled to one pre-mature increment as personal pay beyond the maximum of pay scale or otherwise.	Since the annual increment beyond the scope of pay scale was first time allowed w.e.f. 01.12.2005 in BPS-2005 vide O.M. No. FO(B&F)/10-126/BPS-2005/Vol-2/3455-3554 dated 24.11.2006, therefore, the employees, who were at the maximum of pay scale in which their posts have been up-graded, are entitled to one pre-mature increment as personal pay(PP), as is granted on same scale promotion.

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4.	Whether the employees, who have been up-graded or granted one scale move up on or after 2 <sup>nd</sup> June of a calendar year, can opt for re-fixation of their pay on 1 <sup>st</sup> December of that calendar year in the light of Finance Division's O.M. No.F.3(2)/GAZ-IMP.I/75 dated 14-10-1975 adopted in Wapda vide Office Order No. FO. BF&C/10-142/Vol-II/28366 - 465 dated 22.12.1975.	Yes.
5.	Whether pre-mature increment is admissible on up-gradation of contractual staff employed on standard terms & conditions of contract or otherwise.	Contract employees, who have been appointed in a BPS on standard terms and conditions of contract appointment, if up-graded along with post, are entitled to one pre-mature increment as in case of up-gradation of a regular employee.
6.	<p>a. Whether the Stenographer-I (re-designated as APS) and Steno Gr-II, who have been up-graded, are entitled to pre-mature increment on up-gradation of their posts.</p> <p>b. If yes what would be the criteria of admissibility for grant of pre-mature increment and arrears on up-gradation.</p>	<p>a. Pre-mature increment is admissible in case of APS and Steno Gr-II whose posts have been up-graded from BPS-15 to BPS-16 and from BPS-12 to BPS-14 respectively.</p> <p>b. Where the stage in BPS of higher (up-graded) post next above the pay admissible in BPS of lower (pre up-gradation) post, gives the increase in pay equal to or less than a full increment of higher BPS, the initial pay in the BPS of the higher (up-graded) post will be fixed after allowing a pre-mature increment in BPS of higher post.</p>
7.	Whether the financial benefits/arrears of pre-mature increment are admissible, if so, from which date.	<p>The financial benefits/arrears will be admissible from the date of up-gradation of a post provided that the relevant incumbent is in position on that date.</p> <p>A list of 25 categories of posts, showing the dates of their up-gradation is available at <b>Annexure-I</b>.</p>
8.	<p>Whether pre-mature increment is admissible in the following cases:-</p> <p>a. A Senior Clerk(BPS-7) was allowed Time Scale Up-Gradation in BPS-11 in terms of O.M. No.D/DD(Rules)/07453/30/V/30211-31511 dated 24.08.2005.</p>	<p>a. No. Pre-mature increment is not admissible on TSU.</p>

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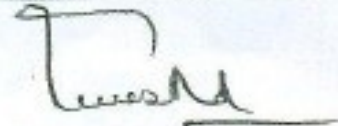
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	b. Subsequently, he was promoted as Assistant in BPS-11 w.e.f. 17.02.2007 and his post was up-graded in BPS-14 w.e.f. 01.07.2007.	b. Yes, w.e.f. 01.07.2007.
9.	The Authority has enhanced the pay scales of different Technical Categories from BPS-11 to BPS-14, BPS-12 to BPS-15 or BPS-16, vide Office Order No. D/DD(Rules)/07455/20/6627-6776 dated 10.04.2013, whether phrase "enhancement of pay scale" can be considered as up-gradation of posts.	Yes. In this particular case the enhancement of pay scales refers to enhancement of posts that is why in future recruitment is made in higher/up-graded pay scales.
10.	An employee while he working in BPS-15 by virtue of Selection Grade, his post was up-graded from BPS-11 to BPS-14, whether such employees will be allowed pre-mature increment in BPS-15.	Yes, just like promotion where an employee is already drawing pay in pay scale higher than the pay scale of the post to which he is promoted.
11.	Whether an employee who was already working in higher pay scale by virtue of TSU, will be allowed two increments on up-gradation of their posts in the same scale, as two increments are admissible in case of promotion in the same pay scale.	No, only one increment is admissible on up-gradation of such cases.
12.	Whether pre-mature increment is admissible on Time Scale Up-Gradation.	No. Pre-mature increment is not admissible on TSU being not up-gradation of post.
13.	Whether pre-mature increment is admissible to those APS who have availed of time scale up-gradation from BPS-15 to BPS-16 vide Office Order, dated 16.11.2010 and subsequently their posts were up-graded from BPS-15 to 16 followed by TSU in BPS-17.	Yes. Pre-mature increment will be admissible to APS/Stenographers from the date of up-gradation of their posts.
14.	Employees were drawing pay on initial stage of pay scales when the new pay scales-2007 were introduced as well as their posts up-graded simultaneously with effect from 01-07-2007. Whether such employees are admissible for one pre-mature increment.	Such employees are eligible for one pre-mature increment with effect from the date of up-gradation of their posts.

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15.	The post of a Junior Clerk BPS-5 was up-graded in BPS-7 w.e.f. 01.07.2007, later on the incumbent was appointed to higher post against Direct quota as Stenographer Grade-II in BPS-12 and further his post was up-graded from BPS-12 to 14, whether such employee will be eligible for two pre-mature increments i.e. one w.e.f. 01.07.2007 and second w.e.f. 23.12.2011 or not.	Yes. Provided that such an employee was Junior Clerk on the date of up-gradation of the same post.
16.	Whether the pre-mature increment is admissible to Drivers on their placement from BPS-6 to BPS-7 on the basis of HTV License and minimum five years service.	No. Such placement is not up-gradation of post.



(Pervez Ahmad)

Dy. Director Finance(Reg)

For Director Finance (Admn & Reg.)

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8. General Secretary, Pakistan Wapda Hydro Electric Workers Union (CBA), Lahore.

## LIST OF UP-GRADED POSTS.

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Sr. No	Name of the Posts	BPS		w.e.f	Office Order & Date
		From	To		
1	Staff Nurse	14	16	01.12.2007	No.FO(B&F)/12-21/Vol-III/2215-50 dated 01.12.2007
2	Ward Sister	16	17		
3	LDC/ Junior Clerk	5	7	01.07.2007	No.FO(B&F)/10-126/Vol-23/783-882 dated 09.08.2007
4	UDC/ Sr. Clerk	7	9		
5	Assistant/Head Clerk	11	14		
6	Security Inspector	10	15	29.02.2008	No.FO(B&F)/10-135/Vol-07/3131-81 dated 29.02.2008
7	Gate Sergeant	7	8		
8	Security Sergeant	5	8		
9	Security Guard	3	6		
10	Junior Clerk of Audit & Accounts	5	7	01.07.2007	No.FO(B&F)/10-126/Vol-23/3437-3536 dated 18.03.2008
11	Accounts Assistant	11	14		
12	Audit Assistant	11	14		
13	Nursing Superintendent	17	18	07.06.2008	No.SO(IMPLY)12-29/Med Cell/Vol-XI/4484-92 dated 07.06.2008
14	Chief Draftsman	14	16	15.10.2010	No.FO(B&F)/10-115/Vol-11/1986-2065 dated 16.11.2010
15	Circle Head Draftsman/ Draftsman Grade-A	13	14		
16	Divisional Head Draftsman/Draftsman Grade-B	12	13		
17	Draftsman(ADM)	11	12		
18	Tracer	5	7		
19	Data Entry Operator/Data Coder/Data Processor Assistant	12	15	15.10.2010	No.FO(B&F)/10-127/Vol-11/5631-5730 dated 26.08.2011
20	All Categories of Computer Supervisors(Data Control)/Data Entry Computer Operator	14	16		
21	Stenographer Grade-I	15	16	23.12.2011	No.D/DD(Rules)/07453/12/10114-10564 dated 27.06.2012 & No.22380-830 dated 07.12.2012.
22	Stenographer Grade-II	12	14		
23	<b>Sub Engineer, Attendants</b> and all posts of in BPS-11, for which the prescribed qualification is three years diploma from Govt. Poly Technic Institute	11	14	10.04.2013	No. D/DD(Rules)/07455/20/6627-6778 dated 10.04.2013
24	<b>Assistant Foremen and all posts in BPS-12 &amp; above</b> , for which the prescribed qualification is three years diploma from Govt. Poly Technic Institute	12 & above	15		
25	Turbine Operator	12	16		

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