

**Directorate of Rules (S&GA) WAPDA  
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**PAKISTAN  
WATER AND POWER  
DEVELOPMENT AUTHORITY**



**The Pakistan Wapda  
Traveling Allowance  
Rules, 1982**

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

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 TA 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 interests 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 traveled which is given to meet the cost of a particular journey.

## 5. Kinds of Traveling Allowances

The following are the different kinds of traveling allowances which may be drawn in different circumstances:—

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

## 6. Admissibility of Traveling Allowance

The traveling 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.

## 7. Gradation of Wapda Employees

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

- \*\*1. Category-I- Wapda employees in BPS-17 and above and those in receipt of pay exceeding Rs. 5330/- per month
- \*\* 2. Category-II Wapda employees drawing pay exceeding Rs. 1725 P.M. but not exceeding Rs 5330 per month.
3. Category-III — All Wapda employees excluding those in BSP-1 and BSP-2.
4. Category- IV - Wapda employees in-BSP-1 and BSP- 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.

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\*Substituted vide O.M. No. DG (S&GA)/III/22569-23820 dated 2-1 -1992

\*\*Substituted vide O.M.No. DD (R)/07456/52/VII/9750-10949, dated 19-02-1996.

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

**Note II.**—In cases where the site of 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 vehicles and back, no daily allowance would be allowed. The site of such work itself would be considered as their Headquarters in such cases.

**II. Rate of Daily Allowance:-**

\*1. The rates of Daily Allowance shall be as indicated below:

BPS	Special Rates per day (Rs.)	Ordinary Rates per day (Rs)
1-4.	110	80
5-11	120	100
12-16	200	180
17-18	350	320
19-20	450	400
21-22	550	450

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, up to the following maxima per day:—

- |   |  |
|---|--|
| (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. |

**Note I.**- Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi and Northern Area (formerly Gilgit and Baltistan Agencies). \*\*Gujranwala \*\*\*Bahawalpur, Sargodha, Sialkot and Sukkur.

**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

\*Substituted vide O.M. No. F. O. (B&F)/10-126/BPS-2001/1428-1627 dated 10-11-2001.

\*\*Added Vide O.M. No. 52/12442-13542-13542 dated 1-3-1992.

\*\*\*Added Vide O.M. No. 07456/52/V/8514-9789 dated 10-2-1993.

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 this 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-imbursement 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.

**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, fifty per cent of the additional amount will be paid by Wapda.

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

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

	Rate per Kilometer
(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	Re. 0.75
(d) Public transport plying for hire on single seat basis:-	
(i) For Wapda employees in BSP-7 and above	Re. 0.50
(ii) For Wapda employees in BSP-6 and below	Re 0.30

**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.

\*Substituted vide O.M. No. DG (S&GA) DD (R)/07456/Vol HI/35701/3G789 dated 23 '.)-1001

\*\*Added Vide O.M. No. DG(S&GA)DD(R)/07456/52/53682-54227, dated 30-11-1991..

**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 traveling 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, hiring of a lull 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 traveling on duty in Wapda vehicle shall be allowed.

**\*\*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 traveling in an official vehicle 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 his own car, rented car or borrowed car.
  - (b) Wapda Employees traveling through Motor Way shall be entitled to draw actual cost of ticket on production of original ticket, for travel in any public transport (on single seat basis) but the cost shall not exceed the Railway Fare admissible under the existing T. A 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 com-

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**\*\*Vide O.M. No. D/DD <R>/07456/56/VII/25055-30315 dated 22-4-1992**

**\*\*Amended vide O.M. No. DG(S&GA)/DD(R)/07456/52/VI/23229-879, dated 08-06-2000.**

- petent 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.
  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 traveled 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 Fridays 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.

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

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

BPS-17 to 20	***Rs. 125/-per day
BSP-J6 and below	**Rs. 75/-per day

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\*Added Vide O.M. No. S/DD (Rules)/07456/52/48116-48895 dated 29-4-1984.

\*\*Enhanced Vide O.M. No. DG(S&GA)/DD (R)/07456/48236 -49511 dated 22-8-1992.

\*\*\*Enhanced Vide O.M. No. DG (S&GA)/DD (R)/07456/52/IV/50866-52065 dated 17-10-1995.



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 up to 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.

\*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 Traveling 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-11/3535-4334, dated 16-1-1986.

Rule 13 of a the Pakistan Wapda Traveling 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 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 up to the completion of 19th 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 traveling 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 traveler can most speedily reach his destination by the ordinary modes of traveling. In case of doubt, the Authority shall decide which shall be regarded as the shortest of two or more routes.

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◆Added Vide O.M. No. GM(A)/DD(R)/07456/52/IV/128628-9747 dated 26&28-9-1988

(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.

**\*\* 15. Class of Accommodation when Traveling by Rail**

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

\*\*\*\* 1. Category -I - Wapda employees in BSP-1 7 and above and all those in receipt of pay exceeding Rs. 5330.00 per month. — Accommodation of the highest class by whatever name be it called.

\*\*\*\*2. Category-II — Wapda employees drawing pay exceeding Rs. 1725.00 but not exceeding Rs. 5330.00 per month — First Class (Sleeper) accommodation. If traveling on a line which does not provide first Class (Sleeper) the next lower class.

3. Category-III — All Wapda employees excluding those in BSP-1 and BSP-2— First Class (Sitter) accommodation. If traveling on line which provides no first Class (Sitter) accommodation, the next lower class.

4. Category-IV — Wapda employees in BSP-1 and BSP-2 — 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.

\*\*\*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 in charge 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 (Rules)/07456/52/43946-44725, dated 15-5-1983 is fulfilled.

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\*Substituted Vide O.M. No. GM (A)/DD (R)/07456/56/VIII 13914-14989 dated 28-3-1991

\*\*Substituted Vide O.M. No.D/DD (R)/0745G/52/Vol. III dated 22-1992

\*\*\*Added Vide O.M. No. GM (A) DD (R)/07456/VII/47287-18106 dated 18-5-1989

\*\*\*\*Substituted vide O.M. No.DD (R)/07456/52/VII/10950-12149, dated 19-2-96.

17. Traveling 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.

\*(c) (i) Transfer Grant

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

\*\* (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 traveling 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.

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\*Substituted vide O.M. No. DG/S&GA) D/DD (R)/07456/52/III/35704-36789, dated 23-9-1991

\*\*Added vide OM No. D/DD (R)/07456/52/16173-17273 dated 17-3-1992

**\*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"

**(f) Transportation of personal effects**

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

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

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\* Added vide O.M. No. S/DD(R)/07456/52/Vol.-11/28211-29010, dated 9-4-1985.

- \*2. "Cost of carriage of personal effects up to a maximum number of Kilograms shall be as follows:-

Paisa 0.148 per Kilometer per Kilogram (or 2.96 paisa per Kilometer per unit of 20 Kilograms) from the residence of the Wapda employee at the old station to his residence at the new station."

### **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 or 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 | Re. 0.40 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.**—Traveling 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, traveling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the traveling 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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\*Substituted: Vide O.M. No.DG (S&GA)/DD (R) 07456/52/V/24168-25428 dated 13-4-1992

- (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.

\* (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**

- (a) Traveling 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.

#### **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 traveling 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 Traveling Allowance relating to the class of railway accommodation admissible regular Wapda employees of the same grade are not exceeded.

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

- (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.
  - (d) The categorization of the employees will be determined in accordance with Wapda T.A. Rule 7.
- (2) The work-charged staff while traveling on temporary duty may be allowed:-
- (a) Single railway fare or actual traveling expenses up to 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.

\*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 Traveling 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 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.

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\*Clarification added vide O.M. No. D/DD (R) 07456/56/VI/62210-752, dated 04-12-1990.

## **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 traveling 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 traveling 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;

(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 traveling 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 traveling 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 traveling 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 traveling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent traveling allowance accept such payment of actual traveling expenses as the



court may make.

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

**\* 20-A Admissibility of TA/DA for appearing in Departmental Professional/Promotion Examination**

Wapda officers/employees intending to appear in the Departmental Professionals 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

**21. Traveling 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.

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

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 superannuating or on completing prescribed service limit, or voluntary retirement on completion of

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\* Added Vide O.M. No. S/DD (R)/07456/56/48391-49170 dated 25-8-1983.

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 Traveling 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.

\*\*\*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-Bearers 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 *TA/D A.*, when attending meetings of the Executive Committee and Annual Meets. Their bills will be verified by their respective Controlling Officers/Unit Managers.
- \*(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 Training-cum-Coaching camp preparatory to participation in a tournament,

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\*Substituted vide O.M.No. GM (A)/DD (R)/07456/52/III/1 38087-9206, dated .15-10-88.

\*\*Substituted Vide O.M.No. DD(R)/07456/52/V/34402-35862 dated 6-6-1992.

\*\*\*Substituted vide O.M. No. D/DD(R)/07456/52/VII/26036-27336, dated 25-6-98.

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 this 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**

(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 up to 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/-.

2. The above amendment shall take effect from 21-09-1995. 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. Traveling 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 Traveling Assistance equal to the amount of TA. and cost of transportation of personal effects, subject to the provisions of sub-rules (1) (2) and (3) of rule 21 to enable the 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

\*Amended vide O.M. No. D/DD (R)/07456/52/VII/28879-30178, dated 19-07-1997.

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 along with 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 traveling 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 traveling 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 traveling 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 traveling allowance as on tour for his journey upto the new headquarters.

## **29. Forced Halt**

During the period of forced halt while traveling 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 traveled on..... after ..... days of forced halt.

## **30. Duties of Controlling Officers**

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

- (a) to scrutinize the necessity, frequency and duration of journeys, and halts for which traveling allowance is claimed, and to disallow the whole or any part of the traveling 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 traveling 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 TA. Rules of July, 1959 are hereby repealed, but the repeal thereof shall not affect any action taken or anything done or suffered there under.

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

APPENDIX I

CONTROLLING OFFICERS

S. No.	Categories of employees	Controlling Officer
1.	General Managers	Own Controlling Officers (subject to prior intimation to Managing Director concerned).
*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.
	(b) Chief Engineers and other officers in NPS 20 not holding independent posts	General Manager/Managing Director
*3	(a) All officers in NPS-19 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

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

- (b) **All officers in Grade -19** not holding independent post
- 4. (a) **Officers in NPS 18 holding independent posts**
- (b) **Officers in NPS 18 not holding independent posts**
- 5. (a) **Officers in NPS 17 holding independent posts**
- (b) **Officers in NPS 17 not holding independent posts**
- 6. **Employees in NPS 16**
- 7. **Employees in NPS 15 and below**

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.

Next higher officer

Next higher officer

The officer above the next higher officer, but not beyond the Head of office

Next higher officer

The officer above the next higher officer, but not beyond the Head of office  
The officer above the next higher officer, but not beyond the Head of office

The Officer In charge not below NPS 18/Head of office (independent accounting Unit)



## ANNEXURE-I

### PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone: 69911/208  
Telegrams: WAPDA LAHORE  
No. D/DD (Rules)/07456/52/19855-94

309-Wapda House,  
Lahore  
17th 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 Minutes of the Administrative Conference Held on 5th and 6th October 1982 with General Manager (Admn) 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 (II)-Exp. 1/73, 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).

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

1. All General Managers, Wapda
2. All Chairmen, AEBs, Wapda
3. Manager Finance (Coord), Wapda
4. Chief Engineer (Coord) Water, Wapda
5. Chief Engineer (Admn) Power, Wapda
6. Chief Engineer (P&D), Wapda
7. Director (C&I), Wapda
8. Director (Pension and Insurance), Wapda
9. Director (Transport), Wapda
10. Director (Enquiries), Wapda, Lahore
11. Director (Security), Wapda
12. Director (Labor and Welfare), Wapda.

## ANNEXURE-II

### PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 69911/208  
Telegrams : WAPDA LAHORE  
No. D/DD (Rules)/07456/52/38667-39466

309/P.H. No. 27  
Wapda House, Lahore  
23rd April 1983.

#### OFFICE MEMORANDUM

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

Traveling 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.

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

Distribution as per List 'D'

1. D.G P R for suitable insertion in WAPDA News and Khabarnama.
2. D.G. WAPDA Computer Center, Lahore for necessary action please.

## ANNEXURE-III

### PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY

Telephone : 69911/208  
Telegrams : WAPDA LAHORE  
No. D/DD (Rules)/07456/52/43946-44725

309/P.H. No. 27,  
Wapda House, Lahore  
15th May, 1983

#### OFFICE MEMORANDUM

**Subject.-ADMISSIBILITY OF TA. AND DA. FOR JOURNEY OUTSIDE THE RADIUS OF 16 KILOMETRES UNDER RULE 16 OF PAKISTAN WAPDA TRAVELING ALLOWANCE RULES, 1982.**

In accordance with rules 10 and 16 of Pakistan Wapda Traveling 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 headquarters on official duty for more than eight consecutive hours.

2. In accordance with Note-II below rule 10 of Pakistan Wapda Traveling 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 Traveling Allowance Rules, 1982. All cases including those pending since 30-11-82 may, therefore, be regulated accordingly.

4. This issues with the approval of the Authority.

Distribution  
as per List 'D'

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

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

**(Bashir Ahmad Zair)  
Acting Director (Hules)**

**Distribution**

- 1. As per List 'D'.**
- 2. Director General, Wapda Audit, Sunny View, Kashmir Road, Lahore**
- 3. Director General, Public Relation Wapda, Wapda House, Lahore for suitable insertion in Khabarnama and WAPDA News.**

**Annexure-V**

**PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone :54911 & 69911/233

716-Wapda House, Lahore

Telegrams: WAPDA LAHORE

No. GM(A)/DD (R)/07456/56/VI/1 7240-18359

5th March 1989

**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.

**Annexure-VI**

**PAKISTAN WATER AND POWER DEVELOPMENT AUTHORITY**

Telephone : 9202211/2332

Telegrams : WAPDA Lahore

No DG (S&GA)/DD (R)/07456/52/VII/1 084-2383

Services & General Admn.

132-Wapda House. Lahore.

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 5th 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)

Distributions As

Per List 'D'

**PAKISTAN WATER AND POWER DEVELOPMENT****AUTHORITY**

Telephones : 92025444-202211/2717  
 Fax : 9202068  
 Telegrams : WAPDA LAHORE

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

**ADMINISTRATION**

No. G.M (Admn)/AD (E-II.-B) 07710/47272-922

dated 17-12-1999

**OFFICE MEMORANDUM**

Authority is pleased to issued 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 asses 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 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.

**Brig**  
**General Manager (Admn)**  
 (Noor ud Din Ahmad)

Distribution :-

1. As per list 'C'
2. Secretary Wapda Lahore w.r.t. Authority's meeting dated 29-11-1999.