

Lahore



Director General

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY

Services & General Administration

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19th October 1992

OFFICE ORDER

Authority has been pleased to allow the facility of Free Electricity to retired WAPDA employees including the employees of the old Electricity Department transferred to WAPDA, at 50% of the concession allowed to the inservice employees. The facility is effective from 1st October 1992. A detailed procedure for availing the facility and its management has been evolved, a copy of which is enclosed for guidance.

2. Every effort has been made to make the procedure as simple as possible. All those responsible for administering the facility will ensure that the beneficiaries do not face difficulty ensuring at the same time, that the facility is not abused. Director General (Public Relations) will arrange to publicise the welfare measure of WAPDA for its retired employees.

DA/As Above

Eric Massey
Director General

Distribution:

1. As per list D.
2. Director General (Public Relations) WAPDA, Lahore.

**PROCEDURE FOR APPLYING FOR FREE ELECTRICITY CONCESSION TO
RETIRED WAPDA EMPLOYEES AND THE ADMINISTRATIVE
ARRANGEMENT FOR ITS MANAGEMENT.**

The Authority, in its meeting held on 27th June 1992 decided to allow concession of free electricity to retired WAPDA employees including employees of the old Electricity Department transferred to WAPDA at 50% of the concession allowed to the inservice employees. The facility is effective from 1st October 1992. The following procedure for applying for the concession and the administrative arrangement for the management of the facility will be used. Every effort has been made to make the procedure as simple as possible ensuring at the same time that the concession is not abused.

Eligibility

2. The following will be eligible for the concession:
- A. All retired regular employees of WAPDA. ✓ 11
 - B. All employees of the old Electricity Department transferred to WAPDA who are drawing or may draw pension.
 - C. All retired WAPDA employees and the employees of the old Electricity Department who were or may be paid gratuity.
 - D. Only the widows of the employees mentioned at A,B and C above who are eligible for family pension or gratuity for life or till remarriage.

Registration

3. The eligible retired WAPDA employees or their widows will file an application on form FEC at Annexure A in quadruplicate, through the last office from where the employee retired, with the Executive Engineer Operation Division in whose jurisdiction the electricity connection falls. The "last office" will forward the application Form duly filled in quadruplicate to the concerned Executive Engineer (E) who will verify and authenticate the particulars given therein and distribute the Form as under :
- A. Retain one copy for record
 - B. Send one copy to the concerned Revenue Officer.
 - C. Send one copy to the last head of office of retired employee/widow.
 - D. Provide one copy to the applicant.

4. The WAPDA employees who retired prior to 1977 (when WAPDA service was not pensionable) will approach the concerned Executive Engineers (E) of respective Operation Divisions and produce their credentials/documents as proof of their being retired WAPDA employees to the satisfaction of the Executive Engineer. Each Executive Engineer will then provide Forms in quadruplicate which will be filled by the applicant and verified by the Executive Engineer. The verified Forms will be distributed as per para 3 above.

Provision of Funds and Payment of Free Electricity Bills of Retired Employees

5. Initially, there will be no budget provision with the Executive Engineers of the Operation Divisions. As such, the expenditure will be booked in anticipation of receipt of budget through Revised Budget grants on the basis of expenditure booked by each Executive Engineer during the first three months i.e. October - December 1992.

6. The expenditure will be booked by each concerned Executive Engineer under Account Code No.610 "Free Electricity to Retired WAPDA Employees". In order to differentiate between expenditure related to Power, Water and the Coordination Wings it will be shown as under :

610-P	(Power Wing)
610-W	(Water Wing)
610-C	(Coordination)

7. Monthly electricity bill indicating code and balance units on CP Form 85 will be delivered to the retired employees in the same manner as is being done in case of the inservice employees.

8. The bills for the free electricity units availed will be sent by concerned Revenue Officer to each Executive Engineer-Operation Division in whose jurisdiction the electricity connection falls, for payment/incorporation in their monthly accounts.

9. The total permissible free units will be on annual basis and the unused units if any, will not be carried forward to the next financial year.

Revenue Offices

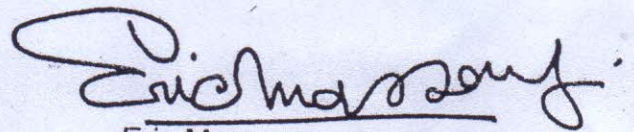
10. On receipt of a copy of an application as per 3 above for free electricity concession, the concerned Revenue Officer will prepare free electricity bills as is being done in case of the inservice WAPDA employees.

Change of Residence

11. The concession of free electricity can be availed at changed premises. In this regard, the following steps will be required:

- A. The retired employees will resubmit an application on the prescribed Form to the Executive Engineer where he is already availing the concession..
- B. The Executive Engineer (E) will forward the Format stating the date of discontinuation of the concession to the Executive Engineer where new premises is situated, and will follow the same procedure described in para 3 above.

12. All Offices/Formations responsible for administering the facility will ensure that the beneficiaries of the facility do not face difficulty, the system is managed as smoothly as possible and the facility is not abused.



Eric Massey
Director General