



Pakistan Water and Power Development Authority

Tel: 99213173, 99210287 & 99212512
Fax: 99213145
Web: pension.wapda.gov.pk
Email: pension.directorate@hotmail.com

Office of Director (Pension),
WAPDA 42-Bank Square,
The Mall Lahore.

No.Dir/Pen/Admn/SOP/ 8622

Dated: 15-04-2019

OFFICE MEMORANDUM

Subject:- **ADDITION IN CLAUSES 3 (iv) & (v) (RESPONSIBILITIES OF THE PENSIONERS) OF THE STANDING OPERATING PROCEDURE (SOP) FOR PAYMENT OF PENSION, 2017 FOR WAPDA'S OVERSEAS PENSIONERS AND BED RIDDEN PENSIONERS**

Refnce:- SOP for payment of pension, 2017 circulated vide Secretary WAPDA's letter bearing No.S/AD(Coord)/ 03003/MTG/423-424 dated 15.02.2017.

Member(Finance)WAPDA has been pleased to accord approval to the addition in the Clauses-3 (iv) & (v) (**Responsibilities of the pensioners**) of the Standing Operating Procedure(SOP) for payment of Pension, 2017 circulated by the Secretary WAPDA vide his letter under reference. Consequently, the relevant clauses of the SOP, 2017 may be read as under after addition:-

Existing Clauses-3 (iv) & (v)	After Addition Clauses-3 (iv) & (v)
<p>3. Responsibilities of the pensioner</p> <p>(iv) The Pensioner will visit in person to the pension disbursing office twice a year i.e. in between 1-15 July and 1-15 January. The pensioner will also be required to produce a life certificate to pension disbursing office through registered post or get biometric verification from nearby designated center in between 1-15 October and 1-15 April each year. In case of family pension, the widow/widower, unmarried daughter or sister, as the case may be, shall produce a non-marriage certificate in between 1-15 October and 1-15 April each year.</p>	<p>3. Responsibilities of the pensioner</p> <p>(iv) The Pensioner will visit in person to the Pension Disbursing Unit twice a year i.e. in between 1-15 January and 1-15 July. The pensioner will also be required to produce a life certificate to Pension Disbursing Unit through registered post or get biometric verification from nearby designated center in between 1-15 April and 1-15 October each year. In case of family pension, the widow/widower, unmarried daughter or sister, as the case may be, shall produce a non-marriage certificate in between 1-15 April and 1-15 October each year.</p> <p>(iv)(a) Overseas Pakistanis</p> <p>(i) Overseas pensioners will get their physical verification twice a year i.e. in between 1-15 January and 1-15 July via WhatsApp video call to the Incharge of concerned PDU who will update his office record accordingly in order to regularize the monthly pension payment. WhatsApp number of B&AO of the concerned PDU will be communicated to the overseas pensioners. During WhatsApp Call the concerned B&AO will verify the pensioners identity with the photo available in his record. Screenshot of the pensioner may also be captured.</p> <p>(ii) The overseas pensioners will submit their life/alive certificate in between 1-15 April and 1-15 October each year to the concerned Pension Disbursing Units through the office of Consulate/ Attaché of Pakistan (Embassy) / Notary Public with his seal having address, phone No. and valid License No.</p>

(v) A bedridden pensioner, through registered post or authorized representative, will provide medical certificate as well as life certificate duly signed by the Registrar of the WAPDA/ Govt. owned & operated hospital from which he is receiving medical treatment quarterly in between 1 to 15 days of July, Oct, January and April each year. An official of related disbursing office, once in a year will visit in person to see the pensioner at his residence.

(v) A bedridden pensioner, through registered post or authorized representative, will provide medical certificate as well as life certificate duly signed by the Registrar of the WAPDA/ Govt. owned & operated hospital from which he is receiving medical treatment quarterly in between 1 to 15 days of January, April July and Oct. each year. An official of related Disbursing Unit, once in a year will visit in person to see the pensioner at his residence.

Bedridden / more than 85 years old pensioners

(v)(a) A bedridden / more than 85 years old pensioner will provide life certificate quarterly in between 1 to 15 days of January, April, July and Oct. each year. An official of related Pension Disbursing Unit, once in a year will visit in person to see the pensioner at his residence.


Director(Pension)WAPDA

CC:-

1. All General Managers, WAPDA
2. The CRRK, WAPDA, Karachi
3. All Chief Engineers, WAPDA
4. All Head of Divisions WAPDA
5. All Project Directors, WAPDA
6. Assistant Director(P/SA) O/O Director (Pension)WAPDA, Lahore.
7. APS to Member Finance/(Power)/(Water) W/House,Lahore
8. All Budget & Accounts Officers, Pension Disbursing Units,WAPDA, CRR, Karachi/ Queens Plaza, Lahore/ Pension Directorate, Lahore/ CMTL Building, Lahore/ WASC, Islamabad/ G.M.P(N), Peshawar/ Tarbela / N.J.H.P